

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday January 24th, 2023 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop called the meeting to order at 7:07 p.m. with the following council members in attendance:

Travis Clow
Fontana Bayha

The following staff members were in attendance:

Administrator Robin Busby

AGENDA

- 2023-001** **FONTANA BAYHA** – That the agenda be used as a guideline for this meeting and that we approve the following changes to the agenda:
Agenda Additions:
Terms of Reference - Marengo Community Rink Committee

**CARRIED
UNANIMOUSLY**

MINUTES

- 2023-002** **TRAVIS CLOW** – That the minutes from the regular meeting of council held on December 15th, 2022 be approved as circulated.
- 2023-003** **FONTANA BAYHA** - That the minutes from the special meeting of council held on December 20th, 2022 be approved as circulated.

CARRIED

REPORTS

- 2023-004** **TRAVIS CLOW** – That the following board reports be acknowledged as received and be filed:
Joint Administration Board

CARRIED

JOINT ADMINISTRATION

- 2023-005** **FONTANA BAYHA** – That the following salary increases and purchases for the municipal office, and other items, be approved effective January 1st, 2023:

Increase Lisa Ensor's wage from \$22.00 per hour to \$24.00 per hour;
Increase Trina Mears' wage from \$26.70 per hour to \$27.90 per hour;

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LB

Increase Candace Rea's salary from \$58,175 per year to \$60,800 per year;

Increase Robin Busby's salary from \$112,525 per year to \$129,356 per year with the following salary increases approved as follows:

2024 - \$130,650

2025 - \$131,957

2026 - \$133,275

Increase Tracy Clow's janitorial contract from \$6,180 per year to \$6,300 per year;

Purchase a Konica Minolta Bizhub C300i from Konica Minolta for \$5,933.00 plus taxes;

Purchase a Dyson Purifier Hot + Cool Formaldehyde at a cost of \$949.00 plus shipping and taxes;

Enrollment of Robin Busby in the Employment Law Webinar scheduled for January 19th, 2023 at a cost of \$371.00 plus GST;

Enrollment of Robin Busby in the Certified Secure Computer User course offered by Great Plains College at a cost of \$315.00 plus applicable taxes;

Administration mileage rate for 2023 be set at \$0.75 per kilometre for any municipal business travel;

Administrator to obtain quotes for the capping of the front windows, replacement of the soffit, and installation of eaves trough and downspouts on the Marengo Municipal Office, with quotes to be presented to each municipal council for their review and discussion;

And that we acknowledge that the Village of Marengo will pay 6% for all administration costs as per the Joint Administration Agreement.

CARRIED

MARENGO WATER TREATMENT PLANT REPORT

2023-006

TRAVIS CLOW – That the Marengo Water Treatment Plant Report for November and December 2022 be filed.

CARRIED

ADMINISTRATOR'S REPORT

2023-007

FONTANA BAYHA – That the Administrator's report dated January 24th, 2023 be acknowledged as received and filed.

CARRIED

FINANCIAL REPORTS

2023-008

TRAVIS CLOW – That the statements of income and expense for December be approved as presented.

CARRIED

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KB*

CORRESPONDENCE

2023-009 **FONTANA BAYHA** – That we acknowledge receipt of the following correspondence and file for future reference:

SRC Analytical

<u>Date</u>	<u>Free Chlorine</u>	<u>Total Chlorine</u>	<u>Turbidity</u>
14-Dec-2022	0.40	0.78	0.39 (Regular)
20-Dec-2022	2.20	2.20	0.46 (Regular)
12-Jan-2023	1.05	1.71	0.30 (Regular)

(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)

20-Dec-2022 Water (Treated) Manganese <0.01 mg/L Sask guidelines <0.05 mg/L

Ministry of Government Relations
December 2022 Municipalities Today
January 2023 Municipalities Today

Royal Canadian Mounted Police (RCMP) – Kindersley Detachment
4th Quarter Policing Report

Saskatchewan Assessment Management Agency (SAMA)
2023 Annual Meeting

CARRIED

BYLAW 2023-01 – WATER AND SEWER RATES BYLAW

2023-010 **TRAVIS CLOW** – That Bylaw 2023-01, a bylaw to fix the rates to be charged for the use of water and to fix the rates to be charged by way of rent or services charge for the use of sewer, be given first reading.

CARRIED

2023-011 **FONTANA BAYHA** - That Bylaw 2023-01 be given second reading.

CARRIED

2023-012 **TRAVIS CLOW** - That the third reading of Bylaw 2023-01 be permitted at this meeting.

CARRIED
UNANIMOUSLY

2023-013 **FONTANA BAYHA** - That Bylaw 2023-01, a bylaw to fix the rates to be charged for the use of water and to fix the rates to be charged by way of rent or services charge for the use of sewer, be given third reading and be adopted.

CARRIED

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NB

BYLAW 2023-02 – BOARDS AND COMMITTEES BYLAW

2023-014 **TRAVIS CLOW** – That Bylaw 2023-02, a bylaw to establish committees of the Village of Marengo be given first reading.

CARRIED

2023-015 **FONTANA BAYHA** - That Bylaw 2023-02 be given second reading.

CARRIED

2023-016 **TRAVIS CLOW** - That the third reading of Bylaw 2023-02 be permitted at this meeting.

**CARRIED
UNANIMOUSLY**

2023-017 **FONTANA BAYHA** - That Bylaw 2023-01, a bylaw to establish committees of the Village of Marengo be given third reading and be adopted.

CARRIED

TERMS OF REFERENCE – MARENGO COMMUNITY RINK COMMITTEE

2023-018 **TRAVIS CLOW** – That the terms of reference for the Marengo Community Rink Committee, attached hereto and forming part of these minutes be approved.

CARRIED

MARENGO RINK FUNDRAISER

2023-019 **FONTANA BAYHA** – That we agree to pay a deposit in the amount of \$200.00 to Simply Satisfied Catering for the March 11th, 2023 fundraiser, with the stipulation to the fundraiser's organizers, Derrick Olson and Morgan Warrington, that the Village be reimbursed for the deposit fee within 15 days after the event takes place.

CARRIED

FIDELITY BOND

2023-020 **TRAVIS CLOW** – That the administration fidelity bond, issued by SGI Insurance and renewed annually, be noted in the minutes as having been examined at the first meeting of 2023.

CARRIED

*Tim
RB*

SASK LOTTERIES - COMMUNITY GRANT PROGRAM - 2024 APPLICATION

2023-021 **FONTANA BAYHA** – That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2024 in the amount of \$10.95 per capita.

CARRIED

2023 DONATIONS

2023-022 **TRAVIS CLOW** – That the following donations be approved for 2022:

Westcliffe Composite School Awards	\$ 75.00
Kindersley and District Music Festival	\$100.00
Bea Bank Beef 4H Club	\$100.00
Royal Canadian Legion Flaxcombe Branch	\$100.00
Marengo Community Club	\$500.00
STARS	\$500.00

CARRIED

BUILDING OFFICIAL APPOINTMENT

2023-023 **FONTANA BAYHA** – That we appoint the following building officials for the municipality for 2023:

Ryan Shepherd	BOL-3
Chris Gates	BOL-3
Karly Heatcoat	BOL-3
Raymond Humeny	BOL-1
Ben McLeod	BOL-1
Jerry Wintonyk	BOL-1
Dale Wagner	BOL-3R
Dan Knutson	BOL-3
Reg Churko	BOL-2
Virginia Shepley	BOL-3
Janelle Cox	BOL-1
Terry Rolleston	BOL-1
Kim Pederson	BOL-2R
Dwayne Williams	BOL-2

CARRIED

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**APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER -
 ROBIN BUSBY**

2023-024

TRAVIS CLOW – That the Council of the Village of Marengo appoints Robin Busby as a Bylaw Officer within the Rural Municipality of Milton No. 292 pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* appointment term to be from January 1st, 2023 to December 31st, 2023.

CARRIED

**APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER -
 LUC MORIN**

2023-025

FONTANA BAYHA – That the Council of the Village of Marengo appoints Luc Morin as a Bylaw Officer within the Rural Municipality of Milton No. 292 pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* appointment term to be from January 1st, 2023 to December 31st, 2023.

CARRIED

2023 APPOINTMENTS

2023-026

TRAVIS CLOW – That we appoint the following members effective January 1st, 2023 to the committees listed below for the term noted:

Appointment/Committee	Members
Administrator, Assessor, Tax Collector	Robin Busby (ongoing)
Auditor	Close, Hauta, Bertoia, Blanchette (ongoing)
Development Officer	Robin Busby (ongoing)
Emergency Planning Committee	All of council, Robin Busby (term expires December 31, 2024)
EMO Coordinator	Robin Busby (ongoing)
Finance	Travis Clow, Fontana Bayha (ongoing)
Janitor	Tracy Clow (ongoing)
Joint Administration	Travis McKillop (term expires December 31, 2024)
Polling Places	Marengo Municipal Office (ongoing)
Prairie West Planning District	Travis McKillop, Robin Busby (term expires December 31, 2023)

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Prairie Winds Emergency Planning District	Travis McKillop (term expires December 31, 2023)
Returning Officer	Robin Busby (ongoing)
Sewer Certified Operator	Gordon Chiliak (ongoing)
West Central Municipal Government Committee	Travis McKillop (term expires December 31, 2023)
Western Regional Landfill	Travis McKillop (term expires December 31, 2023)
Wheatland Regional Library	Fontana Bayha (term expires December 31, 2023)
WTP Certified Operator	Gordon Chiliak (ongoing)
WTP Relief Operator	Cory Loken (ongoing)

CARRIED

RESCIND RESOLUTION 2022-186

2023-027

FONTANA BAYHA – That we rescind the following resolution:
"2022-186 FONTANA BAYHA – That the Village of Marengo appoints Courtney Joseph with Western Municipal Consulting Ltd. as secretary to the Board of Revision for the term of January 1, 2023 through to December 31, 2023; remuneration as set out in West Municipal Consulting Ltd. fee schedule. If Courtney Joseph is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED"
CARRIED

2023 BOARD OF REVISION SECRETARY

2023-028

TRAVIS CLOW – That the Village of Marengo appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as secretary to the Board of Revision for the term of January 1st, 2023 to December 31st, 2023; remuneration as set out in West Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

2023 DEVELOPMENT APPEALS BOARD

2023-029

FONTANA BAYHA – That the Village of Marengo appoints Western Municipal Consulting Ltd. to manage the Development Appeals process for the term of January 1st, 2023 through to December 31st, 2023; remuneration as set out in the Western Municipal Consulting Ltd. fee

*Tm
 RB*

schedule, with the following to serve as members of the Development Appeals Board:

Tim Lafreniere
Mike Waschuk
Gordon Parkinson
Dave Thompson
Wayne Adams
Jeff Hutton
Barry Clark
Dave Gurnsey
Murray Dean
Pam Malach
Stew Demmans
Stu Hayward

CARRIED

2023 DEVELOPMENT APPEALS BOARD SECRETARY

2023-030 **TRAVIS CLOW** – That the Village of Marengo appoints Claudette McGuire with Western Municipal Consulting Ltd. as secretary to the Development Appeals Board for the term of January 1st, 2023 to December 31st, 2023; remuneration as set out in West Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

ACCOUNTS

2023-031 **FONTANA BAYHA** – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 3937 to 3963 in the amount of \$16,409.30 and EFT cheque numbers 990081 to 990091 in the amount of \$12,509.26 be approved for payment.

CARRIED

ADJOURN

2021-032 **TRAVIS CLOW** – That this meeting now adjourn at 8:10 p.m.

CARRIED



Mayor



Administrator

VILLAGE OF MARENGO
MARENGO COMMUNITY RINK COMMITTEE
TERMS OF REFERENCE

1. Purpose

- 1.1 The Marengo Community Rink Committee is a Committee established by the Council of the Village of Marengo to advise Council of projects to enhance and maintain the appearance of the Marengo Community Rink and for such committee to undertake such projects and maintenance.

2. Responsibilities

- 2.1 It is the responsibility of all members to comply with the following:
- Bylaw No. 2023-02 - A Bylaw to Establish Committees of the Village of Marengo
 - Bylaw No. 2016-05 - A Bylaw to Establish a Code of Conduct of Ethics for Members of Council and Committee and Board Members
 - Bylaw No. 2021-07 - A Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees

3. Role

- 3.1 Committee members will be responsible for the following activities:
- Help promote and encourage the enjoyment and appreciation of the Marengo Community Rink;
 - Identify opportunities for the enhancement of the rink and rink grounds;
 - Liaise and engage with members of the public regarding the community rink;
 - Assist in the restoration, preservation, and maintenance of the rink and rink grounds in a well-planned and respectful manner;
 - Organize and advertise volunteers for the skating season;
 - Report to the Council on matters relating to the rink;
 - Make recommendations to Council on all matters pertaining to the rink, which may include infrastructure requirements or community expectations;
 - Attend meetings and fulfill responsibilities and commitments as required.

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RB

4. Membership

- 4.1 The Committee shall be composed of four (4) members, approved by the Village council, with the membership being comprised as follows:
- One (1) councillor from the Village of Marengo;
 - One (1) administrative staff member from the Village of Marengo;
 - Two (2) members of the public at large;
 - The Mayor shall be a voting ex-officio on the committee.
- 4.2 All public members shall serve without remuneration and shall not directly or indirectly receive any financial gain from their position.

5. Committee Structure

- 5.1 Chairperson - The Chairperson will be chosen within the membership to manage the meetings.
- 5.2 Secretary- The Secretary shall be a staff member of the Village of Marengo and shall provide administrative support to the committee to provide assistance such as setting up meetings, drafting and distributing agendas, providing financial reports, and recording meeting minutes.

6. Meetings

- 6.1 The Committee shall meet at least one (1) time each calendar year.
- 6.2 Minutes of meetings shall be maintained and submitted to Council.
- 6.3 A quorum shall consist of a simple majority of voting members.

7. Reporting to Council

- 7.1 Recommendations to or requests of Council shall be in the form of a resolution approved by the Committee and shall be made by the Committee to Council through the Village Administrator. Council's response shall be communicated back to the Chairperson by the Village Administrator.

8. Financial Responsibility/Accountability

- 8.1 The Committee shall annually submit a budget to the Village Administrator by February 15th of each year of estimated expenditures.
- 8.2 The Village of Marengo may pay some costs associated with the work of the Committee; however, it is incumbent on the Committee to offset such costs as much as possible with donations, fundraising, and applicable grants.

9. Insurance

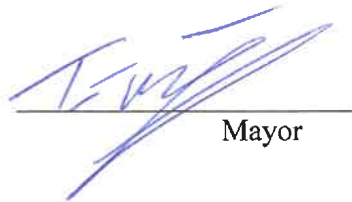
- 9.1 All members of the Committee are deemed to be agents of the Village and are additionally insured under the Village of Marengo's General Comprehensive Liability and Errors and Omissions Insurance Policy, the costs of which are paid by the Village of Marengo.

10. Approval and Review of Terms of Reference

- 10.1 The Terms of Reference require approval of Council.
- 10.2 The Committee and/or Council will review the Terms of Reference as required. Council or the Committee can initiate the review of the Terms at its discretion; however, the Committee shall undertake a review upon written request of Council.

11. Enactment

- 11.1 Council passed a resolution to accept the Terms of Reference at their regular council meeting on January 24th, 2023.



Mayor



Administrator

Village of Marengo
List of Accounts for Approval (Condensed)
Batch: 2022-00076 to 2023-00002

Bank Code - Bank 1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
3937	2022-12-30	McKillop, Travis				
		WalMart 06860		Battery for Tractor	187.59	187.59
3938	2022-12-30	RM of Antelope Park No 322				
		2022-00050		Joint Admin Payroll Costs - Decem	1,269.79	1,269.79
3939	2022-12-30	Saskatchewan Health Authority				
		3423731		Marengo Water Sample	23.00	
		3424048		Marengo Water Sample	23.00	
		1164241		Marengo Water Sample	11.50	57.50
3940	2022-12-30	Saskatchewan Research Council				
		1235315		Haloacetic Acid Test	229.95	229.95
3941	2022-12-30	Village of Marengo PO				
		Dec 13, 2022		Postage	12.57	
		Dec 20, 2022		Postage	8.69	
		468		Postage	15.46	36.72
3942	2022-12-30	McKillop, Travis				
		PW Hrs 2022		Mayor Indemnity & PW Hours	313.25	313.25
3943	2022-12-30	Clow, Travis				
		Mtg IND 2022End		Councillor Indemnity & PW Hours	226.32	226.32
3944	2022-12-31	Loken, Cory				
		WTP Rif 2022-12		Contracted Relief WTP Operator	270.00	270.00
3945	2023-01-13	Paquin, Sarah				
		Fundraiser 2023		Marengo Rink Fundraiser	2,703.75	2,703.75
3946	2023-01-13	Simply Satisfied Catering				
		Fundraiser2023		Rink Fundraiser - Caterer Deposit	200.00	200.00
3947	2023-01-24	102053541 Saskatchewan Ltd.				
		WTP 2022-12	Accrual	Contracted WTP Operator	1,021.65	1,021.65
3948	2023-01-24	Busby, Robin				
		Clark'sSupply		WTP Injection Valve	238.50	238.50
3949	2023-01-24	Greene Farms Drilling Ltd				
		4007		Supply and Install 2nd Water Pump	3,141.30	3,141.30
3950	2023-01-24	Kee Sheet Metal (2016) Ltd.				
		25104		Water Heater Elements	119.88	119.88
3951	2023-01-24	KGS Group Consulting Engineers				
		109392		Water Treatment System Assessm	3,204.00	3,204.00
3952	2023-01-24	Kindersley Bearing (2008) Ltd.				
		001-056288		Mower Maintenance Kit	133.15	
		001-056295		Mower Blade set	118.10	251.25
3953	2023-01-24	Kindersley Co-op				
		356111		Cardlock Fuel Dec	355.45	355.45
3954	2023-01-24	Kindersley Glass 2010 Ltd.				
		28882		Rink Door Parts	55.50	55.50
3955	2023-01-24	Loraas Environmental Services				
		0000525025		Waste & Recycling Services	1,020.44	1,020.44
3956	2023-01-24	Minister of Finance				
		FD2023418		Dispatching Services	137.81	137.81
3957	2023-01-24	Ray, Karen & Glenn				
		2022TaxOverPynt		2022 Tax Overpayment	760.73	760.73
3958	2023-01-24	Village of Marengo PO				

Tim RB

Village of Marengo
List of Accounts for Approval (Condensed)
Batch: 2022-00076 to 2023-00002

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice #	Invoice Amount	Payment Amount
			Postage	469	15.53	
			Postage	January 10, 202	12.39	27.92
3959	2023-01-24	W.C.M.G.C.				
			2023 Membership	89-2023	33.75	33.75
3960	2023-01-24	Wheatland Regional Library				
			Library Levy	4835	296.25	296.25
3961	2023-01-24	McKillop, Travis				
			Mayor Indemnity	Mtg IND2023-01	90.00	90.00
3962	2023-01-24	Clow, Travis				
			Councillor Indemnity & PW Hours	Mtg IND 2023-01	80.00	80.00
3963	2023-01-24	Bayha, Fontana				
		Issued German, Fontana				
			Councillor Indemnity	Mtg IND2023-01	80.00	80.00
Total Computer Cheque:						<u>16,409.30</u>
Total Bank 1:						<u>16,409.30</u>

Tim RB

Village of Marengo
List of Accounts for Approval (Condensed)
Batch: 2022-00076 to 2023-00002

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990081	2022-12-14	SaskPower	Well 2022-11	Village Well	124.85	124.85
990082	2022-12-14	SaskPower	Rink 2022-11	Marengo Rink & Shack	149.54	149.54
990083	2022-12-14	SaskPower	MSL 2022-11	Marengo Street Lights	540.26	540.26
990084	2022-12-14	SaskPower	MPH 2022-11	Marengo Pump House	579.51	579.51
990085	2023-01-06	SaskTel	WTP2022-12	Water Treatment Plant Internet	40.39	40.39
990086	2023-01-09	Minister of Finance	EPTRemit2022-12	EPT Remittance - Montly	8,971.19	8,971.19
990087	2023-01-10	Receiver General	Remit 2022-12	Source Deductions Remittance - O	49.80	49.80
990088	2023-01-16	SaskPower	Well 2022-12	Village Well	180.74	180.74
990089	2023-01-16	SaskPower	Rink 2022-12	Marengo Rink & Shack	408.66	408.66
990090	2023-01-16	SaskPower	MSL 2022-12	Marengo Street Lights	540.26	540.26
990091	2023-01-16	SaskPower	MPH 2022-12	Marengo Pump House	924.06	924.06
Total Computer Cheque:						12,509.26

Total EFT: 12,509.26
Grand Total: 28,918.56

TLB