

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday September 26th, 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 7:00 p.m. with the following council members in attendance:

Travis Clow
Fontana Bayha

The following staff members were in attendance:

Administrator Robin Busby

AGENDA

2023-159 **TRAVIS CLOW** – That the agenda be used as a guideline for this meeting and that we approve the following changes to the agenda:
Agenda Additions:
Sewer Concerns & Investigation Agreement

**CARRIED
UNANIMOUSLY**

MINUTES

2023-160 **FONTANA BAYHA** – That the minutes from the regular meeting of council held on August 22nd, 2023 be approved as circulated.

CARRIED

MARENGO WATERWORKS REPORT

2023-161 **TRAVIS CLOW** – That the Marengo Waterworks Report for August 2023 be acknowledged as received and filed.

CARRIED

ADMINISTRATOR'S REPORT

2023-162 **FONTANA BAYHA** – That the Administrator's report dated September 26th, 2023 be acknowledged as received and filed.

CARRIED

FINANCIAL REPORTS

2023-163 **TRAVIS CLOW** – That the statement of financial activities and the bank reconciliations for August 2023 be approved as presented.

CARRIED

Travis
Clow

CORRESPONDENCE

2023-164 **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>
23-Aug-2023	0.32	0.70	0.20 (Regular)
30-Aug-2023	1.39	2.08	0.19 (Other)
30-Aug-2023	1.45	2.17	0.21 (Other)
07-Sep-2023	----	----	---- (Regular)

23-Aug-2023 Water (Treated) Manganese <0.01 mg/L Sask guidelines <0.05 mg/L

23-Aug-2023 Quarterly Trihalomethane 86.0 ug/L Sask guidelines <100 ug/L

23-Aug-2023 Quarterly Haloacetic acids 27 ug/L Sask guidelines <80 ug/L

29-Aug-2023 Health and Toxicity Panel (once every two years)
All within Sask guidelines

29-Aug-2023 General Chemistry/Water Quality Panel (once every two years)
All within Sask guidelines

Ministry of Government Relations
August 2023 Municipalities Today
September 2023 Municipalities Today

Ministry of Parks, Culture and Sport
125 for 125 Initiative

CARRIED

MARENGO RAW WATER AND WATER TREATMENT – RECOMMENDED WORKS

2023-165 **FONTANA BAYHA** – That we acknowledge the report prepared by the Administrator for the recommended improvements and priority listing for the Marengo raw water and water treatment, that we accept the report as presented, and that we plan for the replacements and improvements for 2023-2027 as listed.

CARRIED

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TOWN OF KINDERSLEY – MUTUAL AID AGREEMENT

2023-166 **TRAVIS CLOW** – That we acknowledge receipt of the correspondence from the Town of Kindersley noting the current Mutual Aid agreement with the Town of Kindersley terminating on October 23rd, 2023; and that we instruct the Administrator to contact the RM of Kindersley No. 290 to initiate a Mutual Aid Agreement with the RM of Kindersley.

CARRIED

MARENGO COMMUNITY RINK COMMITTEE MEMBER RESIGNATION

2023-167 **FONTANA BAYHA** – That we acknowledge the resignation of Marengo Community Rink Committee member Morgan Warrington effective July 19th, 2023.

CARRIED

MARENGO COMMUNITY RINK COMMITTEE MEMBER

2023-168 **TRAVIS CLOW** – That Brendan Hein be appointed as a member at large to the Marengo Community Rink Committee.

CARRIED

MARENGO COMMUNITY RINK – RINK STEPS AND LANDING REPLACEMENT

2023-169 **FONTANA BAYHA** – That we contract Scott Holloway to remove and replace the existing rink steps and landing area at a quoted cost of \$2,963.99 plus applicable taxes.

CARRIED

HARASSMENT PREVENTION POLICY

2023-170 **TRAVIS CLOW** – That the Harassment Prevention Policy attached hereto and forming part of these minutes be approved.

CARRIED

SEWER CONCERNS AND INVESTIGATION AGREEMENT – PARCEL G PLAN

66S10930

2023-171 **TRAVIS CLOW** – That we agree to enter into an agreement with the property owner of Parcel G Plan 66S10930 to investigate the sewer concerns brought forward the owner, and that the agreement include clauses stating that if the sewer concerns are within the Village of Marengo sewer main, that the Village will pay for the cost of the contractor to investigate the issue. If the issue is shown to be within the service line or the tank on the property, that the property owner will be responsible for the cost of the investigation.

CARRIED

*Rescinded
October 24, 2023
KB-TM*

*Tor
KB*

ACCOUNTS

2023-172

TRAVIS CLOW – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 4099 to 5015 in the amount of \$9,818.81 and EFT cheque numbers 990142 to 990147 in the amount of \$4,032.02 be approved for payment.

CARRIED

ADJOURN

2023-173

FONTANA BAYHA – That this meeting now adjourn at 7:45 p.m.

CARRIED



Mayor



Administrator

Tuesday October 24th, 2023 at 7:00 p.m. – Next regular meeting of council



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(306) 912-8922 fax
rm292.rm322@sasktel.net

Harassment Prevention Policy

Policy Statement

The Village of Marengo (the "Village ") is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor, and the Village.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel, and village-sponsored social events. The Village will make every reasonable effort to ensure that no individual is subjected to workplace harassment. The Village will investigate any incidents of harassment and take corrective action to address the incidents.

Definitions

"Harassment" – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action, or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.
2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture, or contact of a sexual nature that is offensive, unsolicited, or unwelcome. Sexual harassment is, or may include, but is not limited to, the following:
 - A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
 - Unwelcome remarks, jokes, innuendoes, propositions, or taunting about an employee's body, attire, sex, or sexual orientation;
 - Displaying pornographic or sexually explicit pictures or materials;
 - Unwelcome physical contact;

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- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
 - Refusing to work with or have contact with individuals because of their sex, gender, or sexual orientation.
3. Personal Harassment - An inappropriate conduct, comment, display, action, or gesture by an individual that adversely affects a worker's psychological or physical well-being and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory, or degrading comments, jokes, or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Village, a manager, or a supervisor relating to the performance, management, and direction of an individual's work or the workplace. This includes but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectations for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must ensure that their conduct is not offensive to another.

"Other Prohibited Behavior" – The Village recognizes that certain conduct while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Village, at its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

Scope

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Village when conducting business or performing duties or services on behalf of the Village (regardless of location).

While attending a Village workplace, members of the public, visitors, and individuals conducting business with the Village, including but not limited to contractors,

consultants, vendors, or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Village of Marengo Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

Worker Rights

Every worker has the right to a harassment-free work environment.

Village And Worker Responsibility

No individual shall participate in or encourage the harassment of another individual. All individuals must cooperate with harassment complaint investigations and keep all information confidential in accordance with this policy.

Village Responsibility

The Village, Council members, the Administrator, and any other managers or supervisors, will take all complaints of harassment seriously. The Village is committed to implementing a harassment-free environment and will make every reasonably practicable effort to ensure that no individual is subjected to harassment, whether from a Council member, supervisor, co-worker, or non-employee such as a member of the public.

Procedure

Informal Process

An individual who believes that they have been the subject of conduct that violates this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) to attempt to resolve the issue by direct discussion with the offending individual;

and may report the matter to the Administrator. If the Administrator is the accused harasser, the matter may be reported to the Council. Depending on the nature and severity of the alleged conduct and subject to the consent of the individual reporting the harassment, the Village may first try to resolve the issue informally.

Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment, and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, the written report may be submitted directly to the Council. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Village otherwise deems it necessary, the Administrator, or designate will conduct a formal investigation into the conduct contained in the written report in a prompt, fair, and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser, and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes, and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Village will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

Where harassment is substantiated, the Village will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where a complaint is fraudulent, malicious, or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

Council Member Process

If the alleged harasser is a Council member, please refer to the Village of Marengo Code of Ethics Bylaw for the procedure to be followed and available sanctions.

Temporary or Interim Measures

In the event of an allegation of harassment, the Village has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment, including, but not limited to, removing an individual from the workplace.

Variation From the General Procedure

The steps set out above and how an investigation is carried out are intended to be flexible to permit the Village to respond to the specific circumstances at issue in each case. The Village reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. If an individual does not proceed with a formal report of harassment or decides to withdraw a written report later, the Village may still initiate a formal investigation of the conduct reported if the Village determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

Retaliation And Fraudulent / Malicious Reports

The Village does not condone acts of retaliation against an individual who has reported harassment, either informally or formally, or participated in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

Confidentiality

The Village will not disclose the name of the individual who reported the harassment, the alleged harasser, or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment.

Other Legal Rights

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C. any other legal rights pursuant to any other law.

Availability of the Policy

The Village will make a copy of this policy readily available for workers' reference and post it in a conspicuous place in the workplace.

Revisions

The Village shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

Resolution No. 2023-170

September 26th, 2023

Tr,
RB



**Village of Marengo
Harassment Prevention Policy
Acknowledgment And Declaration Form - Employee**

I, _____, an employee of the Village of Marengo acknowledge that I have been provided with a copy of the Village of Marengo Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature

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**Village of Marengo
Harassment Prevention Policy
Acknowledgment And Declaration Form – Council Member**

I, _____, a Council member of the Village of Marengo acknowledge that I have been provided with a copy of the Village of Marengo Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action or sanctions.

Date

Council member Signature

Tm
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Village of Marengo
List of Accounts for Approval
Batch: 2023-00050 to 2023-00054

Bank Code - Bank 1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
4099	2023-08-31	Gerein, Reginald J.	2023-08	Monthly Wages & Mileage	2,198.20	2,198.20
5000	2023-08-31	RM of Antelope Park No 322	2023-00039	Joint Admin Payroll Costs - Aug	1,651.18	1,651.18
5001	2023-08-31	Your Southwest Media Group	8953	Tax Enforcement List Ad	113.40	113.40
5002	2023-09-15	102053541 Saskatchewan Ltd.	WTP 2023-08	Contracted WTP Operator	1,312.50	1,312.50
5003	2023-09-15	Gerein, Reginald J.	Pay2023-09	Net Wages to 15 Sep 2023	1,164.53	1,164.53
5004	2023-09-15	Loken, Cory	WTP Rlf 2023-08	Contracted Relief WTP Operator	180.00	180.00
5005	2023-09-26	Enviroway Detergent Man Inc	CN009752	Chemical Pail Deposit Refund	-31.50	
			IN069126-02	WTP Chemicals	251.19	219.69
5006	2023-09-26	Gerein, Reginald J.	2023-09 Mileage	Sept 2023 Mileage	76.05	76.05
5007	2023-09-26	Kindersley Co-op	373884	Cardlock Fuel Statement	368.78	368.78
5008	2023-09-26	Loraas Disposal North Ltd.	0000552476	Waste & Recycling Services	1,064.30	1,064.30
5009	2023-09-26	Saskatchewan Health Authority	3441742	Marengo Water Sample	23.00	
			1175429	Marengo Water Sample	11.50	
			1175482	Marengo Water Sample	80.75	
			3442420	Marengo Water Sample	23.00	
			3442395	Marengo Water Sample	23.00	
			1175769	Health&Toxicity and GeneralHealth	185.00	
			3442985	Marengo Water Sample	23.00	
			3443992	Marengo Water Sample	23.00	392.25
5010	2023-09-26	Saskatchewan Research Council	1245743	Haloacetic Acid Test	241.76	241.76
5011	2023-09-26	Tarnes Electric Ltd.	IN00067163	WTP Pump Repairs	512.29	512.29
5012	2023-09-26	Village of Marengo PO	538	Postage	36.07	
			541	Postage	13.52	
			542	Postage	15.33	
			546	Postage	17.32	
			549	Postage	8.44	90.68
5013	2023-09-26	McKillop, Travis	Mtg IND2023-09	Mayor Indemnity	90.00	90.00
5014	2023-09-26	Clow, Travis	Mtg IND2023-09	Councillor Indemnity	71.60	71.60
5015	2023-09-26	Bayha, Fontana	Issued German, Fontana			
			Mtg IND2023-09	Councillor Indemnity	71.60	71.60
Total Computer Cheque:						<u>9,818.81</u>

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Date Printed
2023-09-25 12:05 PM

Village of Marengo
List of Accounts for Approval
Batch: 2023-00050 to 2023-00054

Page 2

Total Bank 1: 9,818.81

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Village of Marengo
List of Accounts for Approval
Batch: 2023-00050 to 2023-00054

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

<u>Payment #</u>	<u>Date</u>	<u>Vendor Name</u> <u>Invoice #</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
990142	2023-09-01	Minister of Finance EPTRemit2023-08	EPT Remittance - Montly	2,883.39	2,883.39
990143	2023-09-01	Receiver General Remit 2023-08	Source Deductions Remittance	409.45	409.45
990144	2023-09-06	SaskTel WTP2023-08	Water Treatment Plant Internet	40.52	40.52
990145	2023-09-14	SaskPower Rink 2023-08	Marengo Rink & Shack	45.30	45.30
990146	2023-09-14	SaskPower MPH 2023-08	Marengo Pump House	99.42	99.42
990147	2023-09-14	SaskPower MSL 2023-08	Marengo Street Lights	553.94	553.94
				Total Computer Cheque:	<u>4,032.02</u>

Total EFT: 4,032.02
Grand Total: 13,850.83

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