

**TOWN OF EATONIA
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 14, 2023**

Minutes of the regular meeting of the Council of the Town of Eatonia held the 14th day of November 2023 in the Town Council Chambers at 202 Main Street, Eatonia, Saskatchewan.

PRESENT:

Mayor Darcy Scott, Deputy Mayor Dean Aldridge, Councillors Kevin Stevens, Brennan Somerville, Codie Cumiskey, Matthew McKinnon, and Administrator Cheryl Bailey.

ABSENT:

Councillor Justin McKinnon

PUBLIC DISCLOSURE ANNUAL DECLARATION:

Mayor Darcy Scott, Deputy Mayor Dean Aldridge and Councillors Codie Cumiskey, Brennan Somerville, Matthew McKinnon and Kevin Stevens completed and filed with the Administrator their Public Disclosure Annual Declaration as per Section 142 of *The Municipalities Act*.

CALL TO ORDER:

A quorum being present, Mayor Scott called the meeting to order at 7:02 p.m.

AGENDA:

That the agenda for tonight's meeting has been reviewed by the Council and will be used as a guideline for this meeting.

MINUTES:

October 10, 2023 Regular Meeting:

1/11/23	M McKinnon/Cumiskey	That the minutes of the regular meeting held October 10, 2023 be approved as presented. Carried.
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BUSINESS ARISING FROM THE MINUTES:

Offer to Purchase Peters Court Lots:

2/11/23	Aldridge/M McKinnon	That Meridian Surveys be contacted for a quote to relocate the utility parcel from between Lots 8 and 9, Block 26, Plan 82MJ15180 to the north side of Lot 10, Block 26, Plan 82MJ15180 and survey a utility parcel on the south side of Lot 4, Block 26, Plan 82MJ15180 in Peters Court before further discussing the Offer to Purchase Lot 8 and 9 in Peters Court. Carried.
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Trailer Parking:

3/11/23	Aldridge/Somerville	That motion No. 21/10/23 concerning a letter be written to any resident who has their recreational trailer parked on town property, such as back alleys or behind the water treatment plant, to move it off town property by October 31, 2023 be rescinded Carried.
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Mayor


Administrator

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FINANCIAL REPORTS:

4/11/23 **Cumiskey/Stevens**

That the statement of financial activities and bank reconciliation for the month of October 2023 be accepted as presented and form a part of these minutes.

Carried.

ACCOUNTS FOR APPROVAL AND PAYMENT:

5/11/23 **Somerville/Cumiskey**

That the accounts for approval and payment covered by cheque # 12040 to 12077 inclusive along with internet payments totalling \$192,775.31 for both and direct deposit payroll # 1015231 to 1031235 inclusive totalling \$12,545.67 and Rec Board payments covered by cheque # 2882 to 2904 inclusive along with internet payments totalling 29,841.37 and direct deposit payroll # 2310311 totalling \$1,671.83 as listed and forming a part of these minutes be approved for payment.

Carried.

CORRESPONDENCE:

6/11/23 **Somerville/M McKinnon**

That the following correspondence, having been read, be filed:

- **Kindersley RCMP** – 2nd Quarter Policing Report
- **RBC Direct Investing** – September 29 and October 31, 2023 Financial Statement
- **Saskatchewan Housing Corporation** – 2022 Settlement Municipal Share – Housing Projects

Carried.

STAFF REPORTS:

Foreman Rob Assmus:

Water Treatment Plant Test Results:

7/11/23 **Somerville/Stevens**

That the water treatment plant test results recorded for the period of October 2023 be accepted as presented and filed for future reference.

Carried.

Written Report:

8/11/23 **Stevens/Aldridge**

That the following written report from Foreman Rob Assmus be received as information:

- Everything is good at the water treatment plant. Eatonia Colony welded a leaking pipe at the water treatment plant. They did not charge anything. All the test numbers are good.
- Finished flushing hydrants and pumped them all out. All the hydrants work.
- All the summer equipment is put away.
- Employee that the town is job sharing with the R.M. of Chesterfield started work for the town on November 7, 2023.
- Couple sewer cleanings.
- Dug a grave.
- Went to the Sask Water and Wastewater Association Conference on November 1-3, 2023.

Carried.

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Bylaw Enforcement Officer Phillip Brown:

9/11/23 Aldridge/Stevens

That the Bylaw Enforcement Officer Phillip Brown's report for September, 2023 be received as information and filed for future reference.

Carried.

10/11/23 Cumiskey/Somerville

That the Bylaw Enforcement Officer Phillip Brown's report for October, 2023 be received as information and filed for future reference.

Carried.

Waste Disposal Grounds Operator Rob May:

11/11/23 Somerville/Cumiskey

That Waste Disposal Grounds Operator Rob May's report for October 2023 be received as information and filed for future reference.

Carried.

OLD BUSINESS:

Tax Title Property Site Cleanup:

12/11/23 Somerville/Stevens

That the Environmental Site Assessment that was to be prepared by the town's engineer, Pinter and Associates, and the removal of the underground fuel tanks from the tax title property located at Lots 18 – 20, Block 2, Plan BB4511 be reconsidered for 2024 to include in the annual budget.

Carried.

Water Treatment Plant Backup Generator Transformer:

13/11/23 M McKinnon/Aldridge

That an agreement be entered into with Eston Sheet Metal (1981) Ltd. to a put an advertising sign up on the water treatment plant for five (5) years in exchange for them donating a transformer to downsize the generator power that is to be installed at the water treatment plant.

Carried.

NEW BUSINESS:

Landfill Environmental Site Assessment Report:

14/11/23 Stevens/Aldridge

That the Landfill Phase II Environmental Assessment Report prepared by PINTER & Associates Ltd. for the landfill site located at NW 26-25-25-W3M dated October 31, 2023 be accepted as presented and filed for future reference.

Carried.

Internet Pricing for Water Treatment Plant:

15/11/23 Stevens/Cumiskey

That Leader Electric be contacted to get a quote on two (2) cameras to be hardwired in at the water treatment plant before choosing a SaskTel plan for internet to operate the cameras.

Carried.

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Residential Building Inspector Resignation:

16/11/23 **Aldridge/Somerville** That the council acknowledges receiving the letter from B&D Contract Service, from Swift Current, Saskatchewan, terminating the agreement with the town for residential inspection services effective December 31, 2023.
Carried.

Administrative Assistant Resignation:

17/11/23 **Cumiskey/Somerville** That the council acknowledges receiving the letter from Mila Baker resigning from her position as Administrative Assistant effective November 13, 2023.
Carried.

Stars Donation:

18/11/23 **Aldridge/M McKinnon** That \$200.00 be donated to Stars.
Carried.

Santa's Shop Donation:

19/11/23 **Cumiskey/Aldridge** That \$100.00 be paid to Holly Odland to purchase gifts for the Eatonia Oasis Living Santa's Shop program to be held on December 9, 2023 in conjunction with the Old Fashioned Christmas.
Carried.

Probationary Period Policy No. 24:

20/11/23 **Somerville/M McKinnon** That Probationary Period Policy No. 24 to establish a probationary period for all full-time and part-time employees be approved and filed for future reference.
Carried.

Professional Development Policy No. 25:

21/11/23 **Stevens/Aldridge** That approval of Professional Development Policy No. 25 to support training for full-time employees in their professional development be tabled until the next regular council meeting.
Carried.

Property Taxes on Parcel M:

22/11/23 **Somerville/Aldridge** That the municipal property taxes of \$525.50 on town property, Block M, Plan 82MJ15180, be abated for 2023 and for future years as long as the current tenant is farming the land but the tenant is responsible for the school taxes owing.
Carried.

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Occupational Health and Safety Officer Report:

23/11/23 Stevens/Somerville

That the Occupational Health and Safety Officer Report dated October 20, 2023 as inspected by Occupational Health Officer Ryan Dubkowski be accepted as presented and filed for future reference.
Carried.

Emergency Response Plan and Training Proposals:

24/11/23 Scott/Cumiskey

That the Town of Eatonia council recommends the proposal submitted from Bolt from the Blue Management, from Lloydminster, SK/AB, to aid in the completion of an emergency response plan for the Prairie Winds Emergency Planning District.
Carried.

Bosses Christmas Party:

25/11/23 Aldridge/Stevens

That tickets be purchased at \$60.00 each for the council, staff, nuisance grounds custodian, recreation director, bylaw enforcement officer and spouses to attend the Bosses' Christmas Party to be held on Saturday, December 2, 2023 organized by the Eatonia Chamber of Commerce.
Carried.

Fire Hall Door:

26/11/23 Somerville/Aldridge

That the town maintenance crew install a new man door on the west side of the fire hall with C.E.N. Fire Protection Association purchasing the door.
Carried.

Water and Sewer Rate Increase:

27/11/23 Aldridge/M McKinnon

That Administrator Cheryl Bailey be authorized to draft a bylaw to increase the water and sewer rates on the utility billing by 10% effective January 1, 2024.
Carried.

Town Office Building Sign Quotes:

28/11/23 Aldridge/M McKinnon

That the quotes received for a new "Town of Eatonia" sign to be installed on the town office at 202 Main Street be tabled until the next council meeting for Administrator Cheryl Bailey to find out how much it will cost for installation and how long it will take for the sign to come.
Carried.

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Board of Revision:

29/11/23 **Stevens/M McKinnon**

That the Town of Eatonia appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision:

- Dave Gurnsey
- Dave Thompson
- Donna Rae Zadvorny
- Gordon Parkinson
- Jeff Hutton
- Kevin Kleckner
- Mike Waschuk
- Murray Dean
- Stew Demmans
- Tim Lafreniere
- Wayne Adams
- Ken Friesen
- Femi Qgunrinde
- Fife Ogunde
- Maureen Jickling
- Jamie Tiessen
- Corey Zaharuk
- John Krill
- Christopher Blueman
- Alan Sawatsky
- Mike Meleca
- Hany Amin
- Kimberly Speers
- Nick Coroluick and
- Rick Leigh

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of the hearing from among the numbers.

Carried.

30/11/23 **Cumiskey/Aldridge**

That the Town of Eatonia appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024 through December 31, 2024; remuneration as set out in Western 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.

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Development Appeals Board:

31/11/23 Somerville/M McKinnon

That the Town of Eatonia appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2024, through December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision:

- Dave Gurnsey
- Dave Thompson
- Donna Rae Zadvorny
- Gordon Parkinson
- Jeff Huton
- Kevin Kleckner
- Mike Waschuk
- Murray Dean
- Stew Demmans
- Tim Lafreniere
- Wayne Adams
- Ken Friesen
- Femi Qgunrinde
- Fife Ogunde
- Maureen Jickling
- Jamie Tiessen
- Stu Hayward
- Pam Malach
- Barry Clark
- Corey Zaharuk
- John Krill
- Christopher Blueman
- Alan Sawatsky
- Mike Meleca
- Hany Amin
- Kimberly Speers
- Nick Coroluick and
- Rick Leigh

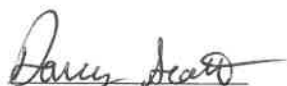
The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of the hearing from among the numbers.

Carried.

32/11/23 Stevens/Cumiskey

That the Town of Eatonia appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024 through December 31, 2024; remuneration as set out in Western 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.


Mayor


Administrator

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Group Benefits Waiting Period:

33/11/23 **Stevens/M McKinnon** That a 3-month waiting period for all new full-time employees be added to the Town of Eatonia's Group Benefits Contract with SUMA for benefits to start after the 3-month probationary period.
Carried.

Notice of Retirement:

34/11/23 **Somerville/M McKinnon** That the council acknowledges receiving the letter from Cheryl Bailey retiring from her position as Administrator effective December 31, 2024.
Carried.

Payout Loan:

35/11/23 **M McKinnon/Aldridge** That the loan with a principal balance owing of \$149,966.72 plus interest accrued of \$2,945.61 totalling \$152,912.23 be paid in full on November 15, 2023 using the funds in the Gas Tax Fast Track account.
Carried.

Administration Job Posting Budget:

36/11/23 **Scott/Stevens** That a budget of \$1,000.00 be approved to spend on advertising for the Administrator position
Carried.

Assistant Foreman Position:

37/11/23 **Stevens/Somerville** That Lyndon Houff be hired for the position of Assistant Foreman as of December 4, 2023 at a wage of \$30.00 per hour.
Carried.

COMMITTEE REPORTS:

Eatonia Oasis Living:

Dean Aldridge reported that all the beds are full with a waiting list.

Raise the Roof:

Kevin Stevens reported that they are discussing whether to install railing on the new front step at the arena.

Chamber of Commerce:

Darcy Scott reported that they are having a meeting on Thursday, December 16, 2023. They are discussing plans for the Bosses' Christmas Party and Old Fashioned Christmas.

Library Board:

Codie Cumiskey reported that the Murder Mystery evening was a good fundraiser. The board is having a debriefing meeting on Monday, November 20, 2023.

Recreation Board:

Brennan Somerville reported that the board had questions on the constitution for the board that the town council passed.

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Cemetery Committee:

Matt McKinnon reported that the committee updated the cemetery map and had copies made for the town office and spare copies.

DATE OF NEXT MEETING:

The next regular meeting of council will be held on Tuesday, December 12, 2023.

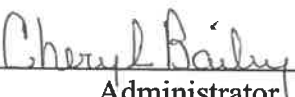
ADJOURNMENT:

38/11/23 Cumiskey/M McKinnon


That this meeting adjourns. (10:32 p.m.)
Carried.



Mayor



Administrator



Mayor



Administrator