

TOWN OF KAMSACK
REGULAR MEETING OF COUNCIL
December 16, 2019

PRESENT:	Mayor Nancy Brunt, Councilors Maria Nahnybida, Mark Foster, Jason Pennell, Karen Tourangeau, Administrator Laura Lomenda, Assistant Administrator Aimee Kerluke	
ABSENT:	Councillors Claire Bishop, Karen Koreluik	
GUESTS:		
ORDER:	Mayor Brunt called the meeting to order at 6:30 pm in the Town Council Chambers.	
0510-19 Foster	Minutes THAT the following meeting minutes be approved with the following addition: THAT the minutes of the November 12, 2019 regular meeting of Council be approved as presented and filed.	CARRIED.
0511-19 Tourangeau	Departmental Reports THAT the following departmental reports be accepted as presented and filed <ul style="list-style-type: none"> - RCMP Report - Protective Services Report - Bylaw Reports - Operations Report – Public Works - Operations Report – Utilities - Recreation Report - Administration Report. 	CARRIED.
0512-19 Pennell	Disposal of Fire Truck THAT the fire chief should use the following order for looking at options for disposal of the old fire truck: <ul style="list-style-type: none"> - Sell or Auction off truck 	CARRIED.
0513-19 Nahnybida	Nuisance Property at 119 Assiniboine Terrace WHEREAS Administration followed up again via phone and email and received no response, therefore be it resolved THAT this item be forwarded to our solicitor to send a letter to the estate.	CARRIED.
0514-19 Foster	Eaglestone Vacancy Update THAT Council accepts the verbal report from Councillor Nahnybida as presented.	CARRIED.

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<p>0515-19 Tourangeau</p>	<p><u>Building Inspector Notice</u> THAT Council accepts with regret the Notice to Terminate the agreement between Meridan Inspections and the Town for Building Inspection Services.</p>	<p>CARRIED.</p>
<p>0516-19 Pennell</p>	<p><u>Building Inspection Proposal</u> THAT Council authorizes the Administrator to enter into an agreement with Miles Hutchings for building inspection services.</p>	<p>CARRIED.</p>
<p>0517-19 Nahnybida</p>	<p><u>Town Office Cleaning Tender</u> THAT the tender for cleaning and maintenance of the town office be awarded Alyssa Puk at a bid price of \$1000 per month (PST included).</p>	<p>CARRIED.</p>
<p>0518-19 Foster</p>	<p><u>Crowstand Centre Cleaning Tender</u> THAT the tender for cleaning and maintenance of the Crowstand Centre be awarded to Little T Cleaning at a bid price of \$2093.00 per month (plus GST and PST).</p>	<p>CARRIED.</p>
<p>0519-19 Tourangeau</p>	<p><u>FCM Membership</u> THAT the FCM Membership for 2020 be renewed at a cost of \$589.65.</p>	<p>CARRIED.</p>
<p>0520-19 Pennell</p>	<p><u>2020 Council Meeting Dates</u> THAT the council meeting dates for 2020 be set as follows:</p> <ul style="list-style-type: none"> - January 13 and 27 - February 10 and 24 - March 9 and 23 - April 14 and 27 - May 11 and 25 - June 8 and 22 - July 13 - August 10 - September 14 and 28 - October 13 and 26 - November 16 and 30 (changed to the 3rd and 5th Mondays of the month to accommodate the municipal election. - December 14 	<p>CARRIED.</p>
<p>0521-19 Nahnybida</p>	<p><u>Economic Development Tax Concessions</u> That the following economic development tax concessions, as shown in Schedule "A", attached to and forming part of the minutes be approved:</p> <ul style="list-style-type: none"> - Roll 582 – Lots 20-26, Block 6, Plan I1224 - \$\$2881.74 	<p>CARRIED.</p>

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<p>0522-19 Foster</p>	<p><u>Tax Grant</u> THAT Council approves a tax grant of \$1304.86 based on 50% of 2019 municipal taxes (including discount) paid by the Ukrainian Catholic Parish of St Josephats.</p>	<p>CARRIED.</p>
<p>0523-19 Tourangeau</p>	<p><u>GST Audit</u> THAT Council approves proceeding with a audit of 2019 GST with Lockett, Wenman & Associates, based on a commission fee of 33% of unclaimed GST.</p>	<p>CARRIED.</p>
<p>0524-19 Pennell</p>	<p><u>District Board of Revisions</u> THAT the Town of Kamsack offer to provide a secretary to the District Board of Revisions established in conjunction with surrounding communities for the two-year period 2020 and 2021.</p>	<p>CARRIED</p>
<p>0525-19 Nahnybida</p>	<p><u>Request to Cancel Taxes</u> THAT Council approve the request from Karen Deobald to cancel the improvement portion of her taxes on the following properties (due to the buildings being demolished) on the conditions that her A/R account be paid in full. <ul style="list-style-type: none"> - 420 Park Street - \$96.69 - 407 Second Street - \$27.65 </p>	<p>CARRIED.</p>
<p>0526-19 Foster</p>	<p><u>Tax Enforcement – Roll 306</u> THAT TaXservice notify the Bankruptcy trustee for this property that TaXservice, on behalf of the Town of Kamsack has been authorized to proceed under the Tax Enforcement Act to acquire title for the following described land: <ul style="list-style-type: none"> - Roll 306 - Lot 19, Block 10, Plan X1287, Ext 8 </p>	<p>CARRIED.</p>
<p>0527-19 Tourangeau</p>	<p><u>Tax Enforcement – Roll 412</u> THAT TaXservice, on behalf of the Town of Kamsack, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described properties: <ul style="list-style-type: none"> - Lot 18, Block 16, Plan Z5755, Ext 0 - Lot 19, Block 16, Plan Z5755, Ex 38 </p>	<p>CARRIED.</p>
<p>0528-19 Pennell</p>	<p><u>Payroll Direct Deposits</u> THAT Council ratifies the following direct deposits as shown on Schedule 'B' attached to and forming part of these minutes: <ul style="list-style-type: none"> - November 30, 2019 – KVFD - December 05, 2019 – Staff </p>	<p>CARRIED.</p>

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<p>0529-19 Nahnybida</p>	<p><u>Accounts Payable</u> THAT the Mayor and Administrator be authorized to pay the following accounts as shown by Schedule 'C' attached to and forming part of these minutes:</p> <ul style="list-style-type: none"> - Revenue Canada - \$10,865.98 - Education Property Tax - \$13,010.17 - Pre-approved payment - cheque #65726-65728 - Payments by cheque # 65729 – 65775 - Payments by EFT # 162-174 	<p>CARRIED.</p>
<p>0530-19 Foster</p>	<p><u>Month End Financials</u> That the following be approved as presented and filed:</p> <ul style="list-style-type: none"> - November 2019 bank reconciliations - November 2019 revenue & expense statement 	<p>CARRIED.</p>
<p>0531-19 Tourangeau</p>	<p><u>Transfer to Reserves</u> THAT the top up Gas Tax Funding received in 2019 be transferred to reserves on December 31, 2019, contingent on sufficient revenue being received by year end to ensure the Town does not go into their line of credit.</p>	<p>CARRIED.</p>
<p>0532-19 Pennell</p>	<p><u>Consolidated Fleet Solutions Rebate</u> THAT the rebate cheque for the purchase of the dump truck be allocated to the Rec Board reserves for the swimming pool.</p>	<p>CARRIED.</p>
<p>0533-19 Nahnybida</p>	<p><u>Recreation Board 2019 Revenue and Expenditures</u> THAT the 2019 Recreation Board expenditures (\$609.16) for improvements at the pool (slides,etc) be covered under the Recreation and Culture departmental budget, and the total amount of revenue raised be transferred to the Rec Board Reserves for the swimming pool</p>	<p>CARRIED.</p>
<p>0534-19 Foster</p>	<p><u>Correspondence – Stantec</u> THAT Council acknowledges receipt of the letter from Stantec Consulting regarding the bridge replacement project on highway 5 during the summer of 2020.</p>	<p>CARRIED.</p>
<p>0535-19 Tourangeau</p>	<p><u>Correspondence – Sask Health Authority</u> THAT Council acknowledges receipt of the correspondence for Sask Health Authority for information purposes.</p>	<p>CARRIED.</p>
<p>0536-19 Pennell</p>	<p><u>Correspondence – Multi-Material Stewardship Western</u> THAT Council acknowledges receipt of the information from MMSW on new greenhouse gas emission reporting requirements for 2020.</p>	<p>CARRIED.</p>

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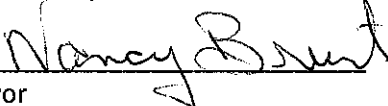
<p>0537-19 Nahnybida</p>	<p><u>Salary Ratification</u> THAT Council ratify the following salary change: - Shanley Allard successful completion of probation – salary increase to \$52,500 effective November 17, 2019.</p>	<p>CARRIED.</p>																																																									
<p>0538-19 Foster</p>	<p><u>2020 In-scope Salaries</u> THAT Council ratify the following salary increase for CUPE members effective the first pay period in 2020 (starts December 29, 2020):</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position</th> <th style="text-align: left;">New salary</th> </tr> </thead> <tbody> <tr><td>Ron Brown</td><td>PSW – step 2</td><td>\$18.17</td></tr> <tr><td>Dana Grieve</td><td>Admin 1 – step 3</td><td>\$18.32</td></tr> <tr><td>Brian Kirkpatrick</td><td>PSW4 – step 3</td><td>\$24.57</td></tr> <tr><td>Doug Koochicum</td><td>PSW2 – step 3</td><td>\$20.79</td></tr> <tr><td>Jeff Leis</td><td>WTP Op IV</td><td>\$25.20</td></tr> <tr><td>Darrell Lomenda</td><td>PSW1 – step 2</td><td>\$18.17</td></tr> <tr><td>Karl Morck</td><td>PSW1 – step 3</td><td>\$19.12</td></tr> <tr><td>Len Ortman</td><td>PSW2 – step 3</td><td>\$20.79</td></tr> <tr><td>Lorne Peterson</td><td>PSW2 - step 3</td><td>\$20.79</td></tr> <tr><td>Larry Planedin</td><td>PSW4 – step 4</td><td>\$26.46</td></tr> <tr><td>Clint Raffard</td><td>PSW4 – step 2</td><td>\$23.94</td></tr> <tr><td>Kelsey Rauckman</td><td>PSW3 – step 1</td><td>\$21.42</td></tr> <tr><td>Ben Sipple</td><td>Admin 3</td><td>\$23.45</td></tr> <tr><td>Robert Swetlikoff</td><td>Mechanic – step 2</td><td>\$23.94</td></tr> <tr><td></td><td>Feb 12 (probation)</td><td>\$24.88</td></tr> <tr><td>Maxine Wright</td><td>Admin 2 – step 3</td><td>\$20.93</td></tr> <tr><td></td><td>LGA completion</td><td>\$23.45</td></tr> <tr><td>Jeannine Sonneberg</td><td>PSW2 – step 1</td><td>\$19.53</td></tr> </tbody> </table>	Name	Position	New salary	Ron Brown	PSW – step 2	\$18.17	Dana Grieve	Admin 1 – step 3	\$18.32	Brian Kirkpatrick	PSW4 – step 3	\$24.57	Doug Koochicum	PSW2 – step 3	\$20.79	Jeff Leis	WTP Op IV	\$25.20	Darrell Lomenda	PSW1 – step 2	\$18.17	Karl Morck	PSW1 – step 3	\$19.12	Len Ortman	PSW2 – step 3	\$20.79	Lorne Peterson	PSW2 - step 3	\$20.79	Larry Planedin	PSW4 – step 4	\$26.46	Clint Raffard	PSW4 – step 2	\$23.94	Kelsey Rauckman	PSW3 – step 1	\$21.42	Ben Sipple	Admin 3	\$23.45	Robert Swetlikoff	Mechanic – step 2	\$23.94		Feb 12 (probation)	\$24.88	Maxine Wright	Admin 2 – step 3	\$20.93		LGA completion	\$23.45	Jeannine Sonneberg	PSW2 – step 1	\$19.53	<p>CARRIED.</p>
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<p>0539-19 Tourangeau</p>	<p><u>Elected Officials Disclosure Documents</u> THAT Council acknowledges receipt of Form 2 – Public Disclosure Annual Declaration, to be completed and returned to administration as soon as possible.</p>	<p>CARRIED.</p>																																																									
<p>0540-19 Pennell</p>	<p><u>Administrator Succession Plan</u> WHEREAS the current Administrator has advised she is retiring effective December 31, 2020; and WHEREAS Council supports the principle of internal growth opportunities for staff; and WHEREAS the current Assistant Administrator is completing the education component of the Local Government Authority certification and should be certified by fall, 2020; therefore be it</p>	<p>CARRIED.</p>																																																									

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	resolved, THAT Aimee Kerluke begin transitioning into the Administrator position, effective January 2020 under the mentorship of the current Administrator, with the intention of appointing her to the position once she has received her Local Government Authority certification.	
0541-19 Nahnybida	<p><u>2020 Out of Scope Salary Changes</u></p> <p>THAT Council ratify the following salary increase for out of scope members effective the first pay period in 2020 (starts December 29, 2020):</p> <ul style="list-style-type: none"> - Shanley Allard (Recreation Director) - recommend an additional 1.25% effective first pay period in 2020 = \$53,150 - Michael Thom (Bylaw Officer) - Salary increase Jan 2020 by 1.5% to \$21.11 Existing Staff: - Don Wright (WTP Foreman) - Recommend a 5% increase based on responsibilities he took on in Tracy's absence and performance in 2019. Salary would be \$63,200. - Tracy Klapatiuk (Town Supt) - Recommend a 1.25% increase. Salary would be \$ \$74,400. - Ken Thompson (Protective Services Director) - recommend a 1.25% increase. Salary would be \$27,650. - Debb Uhlow (Town Clerk) - Recommend no salary increase at this time. - Laura Lomenda (Administrator) - Recommend a 1.25% increase. Salary would be \$95,075. - Aimee Kerluke (Asst Admin) - Recommend a salary adjustment to \$67,800 and a further increase to \$77,500 once she receives her local govt authority certificate. 	CARRIED.
0542-19 Foster	<p><u>Adjourned</u></p> <p>THAT the meeting be adjourned. (9:00pm)</p>	CARRIED.
	<i>A round table discussion was held for information sharing purposes.</i>	

Approved by Council in Session this 13th day of January, 2020.



Mayor



Assistant Administrator

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