



TOWN OF CARNDUFF
Minutes of the Regular Meeting
Held at 1312 Railway Avenue
December 10, 2019

- Present: Members of Council Present: Mayor Ross Apperley, Councilors Greg Wall, Joel Purves, Kris Carley, Roy Annetts, Verdeen Matthewson, and Kevin Lesy.
- Recording: Administrator Annette Brown was in attendance and recorded the minutes. Administrator Assistant/Community Development Officer Tara Beck was also in attendance.
- Call to Order: Mayor Apperley called the meeting to order at 5:52 a.m.
- Confirm 322/19 LESY: That the agenda, as prepared and submitted to council, for the December 10th, 2019 meeting be hereby confirmed. **CARRIED.**
- Minutes 323/19 WALL: That the minutes from the regular meeting held on November 12th, 2019 be hereby approved. **CARRIED.**
- UNFINISHED BUSINESS**
- Permit #14-008 324/19 CARLEY: That Council hereby grants an extension for Permit #14-008, with a completion date of May 1st, 2020. **CARRIED.**
- Policy F/A-09A 325/19 PURVES: That Council hereby replaces Policy G/A-09 with Policy G/A-09A, a policy to outline who is eligible to attend the annual Christmas Party. **CARRIED.**
- Policy F/A-05 326/19 LESY: That Council hereby rescinds Policy F/A-05, a policy addressing the criteria for issuing donation receipts. **CARRIED.**
- Policy F/A-06 327/19 MATTHEWSON: That Council hereby rescinds Policy F/A-06, a policy to establish a penalty schedule for outstanding monies. **CARRIED.**
- NEW BUSINESS:**
- Revenue Sharing 328/19 ANNETTS: That Council of the Town of Carnduff confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
* Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
* Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
* In Good Standing with respect to the reporting and remittance of Education Property Taxes;
* Adoption of a Council Procedure Bylaw;
* Adoption of an Employee Code of Conduct; and
* All members of council have filed and annually updated their Public Disclosure Statements, as required, and;
That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. **CARRIED.**
- Krismer Appoint 329/19 WALL: That Gord Krismer & Associates be appointed as representatives of the Board of Revision for the 2020 year, with a retainer fee of \$150 plus taxes. The Board shall consist of: Clint Krismer – Chair; Gord Krismer – Vice-Chair; Jeff Hutton, Dave Lang, Gail Wartman, Christina Krismer, Kirby Bodnard, Cameron Duncan, Brenda Lauf, and Charmaine Luscombe. The secretary for 2020 is Aileen Swenson. **CARRIED.**
- SUMA 2020 330/19 PURVES: That Council hereby authorizes all members of council and administration staff to attend the SUMA convention on February 2nd to 5th, 2020 in Regina.
AND furthermore, all registration fees, hotels, meals, and mileage be hereby paid by the Town of Carnduff. **CARRIED.**
- Sumassure Delegate 331/19 CARLEY: That Council hereby appoints Joel Purves as the Town of Carnduff's voting delegate at the SUMAssure Annual General Meeting held on February 2nd, 2020. **CARRIED.**
- Vacation Guide 332/19 MATTHEWSON: That Council hereby advertises in the Southern Saskatchewan Vacation Guide with a \$500 ad. **CARRIED.**

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| Special Occasion Permit | 333/19 | LESY: That Council hereby approves issuing special occasion permits to the Carnduff Red Devils for all hockey games played in the Fast Centennial arena for the 2019-2020 season and 2020 playoff and provincial games. AND furthermore, the times of the permits shall be from game time to the 10 minute mark of the 3 rd period.

FURTHERMORE, Council hereby has the authorization to revoke this approval at any time during the season.
AND furthermore, the Carnduff Red Devils must reapply each season for these special occasion permits. CARRIED. |
| | | CARRIED. |
| Storage | 334/19 | PURVES: That Council hereby authorizes Borderline Housing to store a skid steer in the storage building on Spencer Street. The monthly rental fee shall be \$100, and Borderline Housing is responsible to insure the skid steer. CARRIED. |
| Bylaw 496-19 | 335/19 | CARLEY: That Bylaw 496-19, a bylaw to recreate the S.E. Medical Group, be introduced and read a first time. CARRIED. |
| Bylaw 496-19 | 336/19 | MATTHEWSON: That Bylaw 496-19 be now read a second time. CARRIED. |
| Bylaw 496-19 | 337/19 | WALL: That Bylaw 496-19 be given three readings at their regular meeting. CARRIED. |
| Bylaw 496-19 | 338/19 | ANNETTS: That Bylaw 496-19 be now read a third and final time and be adopted as a bylaw of the Town of Carnduff. CARRIED.

8:03 a.m. – Councilors Matthewson, Purves, and Wall declared a conflict of interest while discussing family member’s salary and bonus and left the council chambers. Administrator Brown and Assistant Beck declared a conflict of interest while Council was discussed their salary and bonus and left the council chambers. |
| 2019 Bonus | 339/19 | LESY: That Council hereby approves a bonus for the following employees for 2019: \$500 – Annette Brown; \$300 – Tara Beck, Vasyl Zhenchuk, and Gord Hamilton; \$200 – Agnes Duncombe and Paul Carriere; \$150 – Shane Sterling; and \$100 – Jodie Wall. CARRIED. |
| 2020 Salary | 340/19 | CARLEY: That Council hereby authorizes a 2% wage increase for the following employees, effective the 1 st pay period of 2020: Shane Sterling, Vasyl Zhenchuk, Gord Hamilton, Jodie Wall, Tara Beck, Agnes Duncombe, Annette Brown, and Paul Carriere. CARRIED.

8:11 a.m. – All members of Council and Administration returned to the council chambers. |
| 2019 Daycare Bonus | 341/19 | ANNETTS: That Council hereby approves the following bonuses for the Carnduff Community Daycare staff, as recommended by the Board: \$400 – Kelly Swayze; \$300 – Kristen Carriere, Amy Wainman, Lacey Chomyshen, and Bev Armstrong; \$50 – Kamdyn Copp. CARRIED. |
| 2020 Daycare Salary | 342/19 | WALL: That Council hereby approves the Board’s recommendation of a 2% salary increase for the following daycare staff members: Kelly Swayze, Amy Wainman, Lacey Chomyshen, Kristen Carriere, Bev Armstrong, and Kamdyn Copp. CARRIED. |
| Holiday Hours | 343/19 | CARLEY: That Council hereby approves Amy Wainman’s request to carry forward 7 days of vacation time, with all hours used by March 31 st , 2020. CARRIED. |
| | | REPORTS: |
| Admin. Report | 344/19 | PURVES: That the Administrator’s Report for the December, 2019 meeting be accepted as presented, and furthermore the report be filed. CARRIED. |
| Daycare Report | 345/19 | MATTHEWSON: That the Daycare Supervisor’s Report for the December, 2019 meeting be accepted as presented, and furthermore the report be filed. CARRIED. |
| Commis | 346/19 | CARLEY: That the Commissionaire’s Report for the December, 2019 meeting be |



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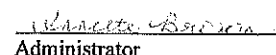
- Report accepted as presented, and furthermore the report be filed. **CARRIED.**
- Committee Recreation – December 2, 2019 Meeting Minutes.
Reports -- Revenue Fund Distribution Policy & Statement
-- Recreation Board Financial Statement.
-- Centennial Area Financial Statements.
-- Curling Club Financial Statements.
-- Ball Diamonds Financial Statements.
-- Agricultural Society Financial Statement.
-- Councilors Purves & Annetts provided verbal report.
Library – Southeast Regional Library Meeting Notes.
-- Councilor Matthewson provided verbal report.
Daycare – Councilor Matthewson provided verbal report.
Medical Clinic – RM #2 Admin Office provided financial statements.
-- Mayor Apperley provided verbal report.
SE Medical Group – October 30th Meeting Minutes.
-- Mayor Apperley provided verbal report.
Cemetery – Mayor Apperley provided verbal report.
- 347/19 LESY: That the written council committee reports be received and filed and further that the verbal council committee reports be acknowledged as presented. **CARRIED.**
- Correspon. **CORRESPONDENCE:**
FCMMessage from CEO re: Membership Renewal.
Prairies North.....Magazine Winter 2019.
Think BigMagazine Quarter 4, 2019.
Infrastructure Magazine November, 2019.
Pipeline News..... Newspaper December, 2019.
Western Canada Water.. Magazine Winter, 2019.
- 348/19 WALL: That the list of correspondence be approved and furthermore that all correspondence with an asterisk (*) be filed. **CARRIED.**
- Bank 349/19 **FINANCIAL:**
Statement PURVES: That the bank reconciliation statement for the November 2019 Bank of Montreal Chequing Account and November 2019 Affinity Credit Union Payroll Account be accepted as presented. **CARRIED.**
- Financial 350/19 ANNETTS: That the income statement and statement of financial activities
Statement ending November 30, 2019 be accepted as presented. **CARRIED.**
- Accounts 351/19 **ACCOUNTS FOR PAYMENT:**
For CARLEY: That Cheques #32095 to #32163 for \$350,454.81; electronic fund
Approval transfers of \$31,515.87; payworks & ACU withdrawals and Cheques #8024 to #8026 for \$58,848.95; and mastercard payment of \$991.04 totalling \$441,810.67 be hereby approved for payment. **CARRIED.**

8:39 a.m. – Councilor Carley declared a conflict of interest regarding the C & N Supply and C & N Maintenance invoices and left the council chambers.
- Accounts 352/19 ANNETTS: That Cheque #32164 to C & N Supply for \$146.91 and #32165 to C
For & N Maintenance for \$1,087.80 be hereby approved for payment. **CARRIED.**
Approval
- 8:40 a.m. – Councilor Carley returned to the council chambers.
- Adjourn 353/19 ANNETTS: That we do now adjourn. **CARRIED.**

Meeting adjourned at 8:40 a.m.



Mayor



Administrator