

**TOWN OF EATONIA
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 12, 2023**

Minutes of the regular meeting of the Council of the Town of Eatonia held the 12th day of December 2023 in the Town Council Chambers at 202 Main Street, Eatonia, Saskatchewan.

PRESENT:

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

ABSENT:

Councillors Justin McKinnon and Brennan Somerville

PUBLIC DISCLOSURE ANNUAL DECLARATION:

Councillor Justin McKinnon completed and filed with the Administrator his Public Disclosure Annual Declaration as per Section 142 of *The Municipalities Act* on November 21, 2023.

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:

November 14, 2023 Regular Meeting:

1/12/23 Stevens/Aldridge	That the minutes of the regular meeting held November 14, 2023 be approved as presented. Carried.
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BUSINESS ARISING FROM THE MINUTES:

Offer to Purchase Peters Court Lots:

2/12/23 Aldridge/Cumiskey	That the Offer to Purchase Lots 8 and 9, Block 26, Plan 82MJ15180 in Peters Court be tabled until all estimates have been received to relocate the utility lines and survey and subdivide Lots 8, 9 and the utility parcels. Carried.
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Town Office Building Sign Quotes:

3/12/23 Scott/Cumiskey	That Eatonia Farming Co. Ltd. be contracted to design a new "Town of Eatonia" and address sign for the town office for a total all in budget of \$2,500. Carried.
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Professional Development Policy No. 25:

4/12/23 Aldridge/M McKinnon	That Probationary Period Policy No. 25 to support training for full-time employees in their professional development be approved and filed for future reference. Carried.
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Mayor


Administrator

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FINANCIAL REPORTS:

5/12/23 **M McKinnon/Stevens**

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

Carried.

ACCOUNTS FOR APPROVAL AND PAYMENT:

6/12/23 **Aldridge/M McKinnon**

That the accounts for approval and payment covered by cheque # 12078 to 12109 inclusive along with internet payments totalling \$65,572.46 for both and direct deposit payroll # 1115231 to 1130233 inclusive totalling \$12,874.66 and Rec Board payments covered by cheque # 2905 to 2911 inclusive along with internet payments totalling 9,941.59 and direct deposit payroll # 2311301 totalling \$1,556.22 as listed and forming a part of these minutes be approved for payment.

Carried.

CORRESPONDENCE:

7/12/23 **Stevens/M McKinnon**

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

- **Eatonia & District Recreation Board** – Board Member Update
- **Eatonia Heritage Board** – November 16, 2023 Meeting Minutes
- **C.E.N. Fire Protection Association** – Fireman's Ball Invitation for January 20, 2024
- **Saskatchewan Health Authority** – November 30, 2023 Community Engagement Committee Meeting Minutes
- **Eatonia Cemetery Committee** – November 30, 2023 Meeting Minutes
- **Saskatchewan Urban Municipalities Association** - 2024 Group Benefits Program Renewal and 2024 Membership
- **Ministry of Government Relations** – Approval of Bylaw Building No. 4/23
- **RBC Direct Investing** – November 30, 2023 Financial Statement

Carried.

DELEGATE:

Gwen Britton attended the meeting to discuss stray animals in town.

STAFF REPORTS:

Foreman Rob Assmus:

Water Treatment Plant Test Results:

8/12/23 **Cumiskey/Stevens**

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

Carried.


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Written Report:

9/12/23 **Aldridge/Cumiskey**

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

- Everything is good at the water treatment plant. Consumption is back to normal winter usage.
- Spent time getting prepped for sewer relining and measuring everything with the engineer.
- Replaced furnace filters in town buildings.
- Worked with the tree trimmers for 3 – 4 days and cleaned up the larger cuts after they left.
- Couple of sewer cleanings.
- New Line was out to camera all the sewer lines in town.
- Put up the speed display sign on the east side of town that was taken down last year.
- Put up Christmas lights.

Carried.

Bylaw Enforcement Officer Phillip Brown:

10/12/23 **Stevens/M McKinnon**

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

Carried.

Waste Disposal Grounds Operator Rob May:

11/12/23 **Stevens/Aldridge**

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

Carried.

OLD BUSINESS:

Cemetery Marker:

12/12/23 **Aldridge/Stevens**

That the licensee of Block 4, Plot 13, S ¼ be granted permission to leave the discer blade on the concrete runner, that had been painted to mark the cemetery plot, alongside the monument that the licensee plans to place in the Spring of 2024.

Carried.

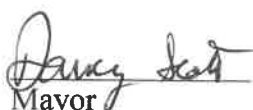
NEW BUSINESS:

SGI Commercial Auto Policy Summary of Coverages:

13/12/23 **Stevens/Aldridge**

That the SGI Commercial Auto Policy # T320023813-9, which expires January 14, 2024, be renewed with no changes to coverage for town vehicles.

Carried.


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Municipal Revenue Sharing Grant Declaration of Eligibility:

14/12/23 **M McKinnon/Stevens** The Council of the Town of Eatonia confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 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 Procedures 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.

Council Meeting Dates for 2024:

15/12/23 **M McKinnon/Cumiskey** That the regular meetings of council for 2024 be held on the second Tuesday of each month as per the schedule prepared by the Administrator except in February where the meeting will be held on February 7.

Carried.

Vacation Days Carryover:

16/12/23 **Aldridge/Stevens** That Administrator Cheryl Bailey be authorized to carry over up to 105 hours of her 2023 unused vacation hours to 2024.


Carried.

Tax Enforcement – 6 Month Notice:

17/12/23 **Aldridge/M McKinnon** That the Administrator be authorized to commence proceedings under *The Tax Enforcement Act* effective immediately to acquire title for the following properties:

LOT	BLOCK	PLAN	EXTENSION	TITLE
19	6	BB4511	0	131967300
14	14	CX1079	0	136520827
16	4	BB4511	0	101989457
2	14	CX1079	0	136121767

Carried.


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Committee Appointments:

18/12/23 Aldridge/Stevens

That the persons listed on the Committee List be appointed as a representative of the Town of Eatonia and the list form a part of these minutes.

Carried.

Delegation of Local Assistant:

19/12/23 Stevens/M McKinnon

That acting Fire Chief Rob Assmus designation as local assistant be ceased and new Fire Chief Randy Mandel be designated as the Local Assistant as per Section 14 of *The Fire Safety Act*.

Carried.

Campground Rates:

20/12/23 Stevens/Aldridge

That the rates for the Prairie Oasis Campground be set as follows starting in 2024:

- o Full-Service Site (Water/Sewer/Electrical) –
Nightly rate of \$30 GST included
- o Full-Service Site (Water/Sewer/Electrical) –
Monthly rate of \$660 GST included
- o Water & Sewer Site – Nightly rate of \$25 GST
included

Carried.

2024 Annual Wastewater Treatment:

21/12/23 M McKinnon/Aldridge

That the quote from Go Pack Packaging Solutions for \$6,885 plus applicable taxes for Bio-Boost Pro to treat the main sewer lines and lagoon be accepted as presented and paid in 2024.

Carried.

Truck Quote:

22/12/23 M McKinnon/Aldridge

That discussion on the quote from Leader Motor Products for a 2016 Dodge Ram truck for \$14,000 plus taxes be tabled until the next regular council meeting.

Carried.

Wage Increases:

23/12/23 M McKinnon/Stevens

That a 4 ½ % wage increase be given to Foreman Rob Assmus's increasing his wage from \$40.55 per hour (monthly wage of \$7,028.53) to \$42.37 per hour (monthly wage of \$7,343.99) and to Administrator Cheryl Bailey increasing her wage from \$50.00 per hour (monthly wage of \$7,583.50) to \$52.25 per hour (monthly wage of \$7,924.76) effective January 1, 2024.

Carried.

Waste Disposal Grounds Operator Wage:

24/12/23 Aldridge/Cumiskey

That Waste Disposal Grounds Operator, Burner Guys Ltd. Rob May, wage be increased from \$25.50 per hour to \$26.00 per hour effective January 1, 2024 and that the town also pay his Saskatchewan Workers' Compensation premium for 2024.

Carried.

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TUESDAY, DECEMBER 12, 2023**

Unpaid Utility Accounts:

25/12/23 Aldridge/Stevens

That a registered letter be sent to all owners and tenants of properties that have unpaid utility accounts that are 90 days overdue notifying them that the arrears, if not paid within 30 days of the date of the letter, will be added to and form a part of the taxes for which the utility service is provided, as per Section 369 of *The Municipalities Act*.

Carried.

Mutual Aid Agreement with the R.M. of Kindersley:

26/12/23 M McKinnon/Aldridge

That discussion on entering into an agreement for mutual aid for fire services with the R.M. of Kindersley No. 290 be tabled until the next regular meeting of council.

Carried.

Eatonia Rec Board Member Appointments:

27/12/23 Cumiskey/M McKinnon

That the appointment of Amanda Stevens and Charity Ward to the Eatonia Recreation Board be approved.

Carried.

Administrative Assistant Position:

28/12/23 Aldridge/M McKinnon

That Danise Simpelo be hired for the position of Administrative Assistant as of January 2, 2024 at a wage of \$25.00 per hour.

Carried.

BYLAWS:

Bylaw No. 7/23 – Water and Sewer Rates Bylaw:

29/12/23 Cumiskey/Stevens

That bylaw No. 7/23 being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of rent or service charge for the use of sewer be read a first time.

Carried.

30/12/23 M McKinnon/Scott

That bylaw No. 7/23 be read a second time.

Carried.

31/12/23 Aldridge/M McKinnon

That bylaw No. 7/23 be given three readings at this meeting.

Carried Unanimously.

32/12/23 Scott/Cumiskey

That bylaw No. 7/23 being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of rent or service charge for the use of sewer be read a third time and adopted.

Carried.

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Bylaw No. 8/23 – Mutual Aid Agreement Bylaw:

- 33/12/23 **Aldridge/Stevens** That bylaw No. 8/23 being a bylaw to enter into an agreement for the establishment of a mutual aid fire agreement be read a first time.
Carried.
- 34/12/23 **M McKinnon/Cumiskey** That bylaw No. 8/23 be read a second time.
Carried.
- 35/12/23 **Scott/Aldridge** That bylaw No. 8/23 be given three readings at this meeting.
Carried Unanimously.
- 36/12/23 **Stevens/M McKinnon** That bylaw No. 8/23 being a bylaw to enter into an agreement for the establishment of a mutual aid fire agreement be read a third time and adopted.
Carried.

COMMITTEE REPORTS:

Eatonia Oasis Living:

Dean Aldridge reported that the home is currently full.

Raise the Roof:

Kevin Stevens reported that they have purchased an edger for the ice surface.

Chamber of Commerce:

Darcy Scott reported that they are not having a meeting this month due to it being busy with other events going on. Old Fashioned Christmas that was held on December 9, 2023 was very well attended.

Library Board:

Codie Cumiskey reported that the Nutter's tray fundraiser was another good fundraiser.

Recreation Board:

Matt McKinnon reported they have appointed two new members to the board and are working on an auction fundraiser.

Community Hall Committee:

Kevin Stevens reported that they are still waiting on the quote to repair the hall roof which should be ready before Christmas.

DATE OF NEXT MEETING:

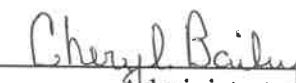
The next regular meeting of council will be held on Tuesday, January 9, 2024.

ADJOURNMENT:

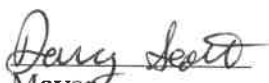
- 37/12/23 **Aldridge/Scott** That this meeting adjourns. (10:33 p.m.)
Carried.



Mayor



Administrator



Mayor



Administrator