

**TOWN OF EATONIA
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 13, 2022**

Minutes of the regular meeting of the Council of the Town of Eatonia held the 13th day of December 2022 in the Town Council Chambers at 202 Main Street, Eatonia, Saskatchewan.

PRESENT:

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

ABSENT:

None

PUBLIC DISCLOSURE ANNUAL DECLARATION:

Mayor Darcy Scott, Deputy Mayor Dean Aldridge, Councillors, Matthew McKinnon, Codie Cumiskey, Justin McKinnon, Brennan Somerville and Kevin Stevens subscribed to their Oath of Office as required by *The Municipalities Act*.

CALL TO ORDER:

A quorum being present, Mayor Scott called the meeting to order at 7:15 p.m. after the public hearing was closed to adopt a bylaw under *The Planning and Development Act, 2017* to amend Bylaw No. 5/16 known as the Zoning Bylaw.

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 8, 2022 Regular Meeting:

1/12/22 Stevens/Cumiskey That the minutes of the regular meeting held November 8, 2022 be approved as presented.
Carried.

BUSINESS ARISING FROM THE MINUTES:

Tangible Capital Asset Policy:

2/12/22 J McKinnon/M Mckinnon That the Tangible Capital Asset Policy # 2008 – 1 be accepted as presented with the following changes:
 o Water System – change the Mains – Plastic Lines from 75 years useful life to 50 years useful life
 o Sanitary Sewer System – Change Collection System – Mains and Services from 75 years useful life to 60 years useful life.
Carried.

Recreation Board Sponsorship Policy:

3/12/22 Aldridge/Cumiskey That the Sponsorship Policy No. RB-01, drafted by the Recreation Board to provide a guideline for all sponsorships at the arena, pool and ball diamonds be accepted as presented with the following changes:
 o Opportunities – delete sponsorship clause for the ice surface at the Eatonia Memorial Arena.
Carried.

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FINANCIAL REPORTS:

4/12/22 **Aldridge/Somerville** That the statement of financial activities and bank reconciliation for the month of November 2022 be accepted as presented and form a part of these minutes.

Carried.

5/12/22 **M McKinnon/Somerville** That at December 2022 month end, Administrator Cheryl Bailey be authorized to transfer funds from the town chequing bank account to the utility reserve fast track leaving a balance in the chequing account of \$5,000.00.

Carried.

ACCOUNTS FOR APPROVAL AND PAYMENT:

6/12/22 **Aldridge/M McKinnon** That the Recreation Board payments, that were missed approving at the November 8, 2022 council meeting, covered by cheque # 2729 to 2732 inclusive along with internet payments totaling \$5,595.57 for both as listed and forming a part of these minutes be approved for payment.

Carried.

7/12/22 **J McKinnon/Cumiskey** That the accounts for approval and payment covered by cheque # 11665 to 11706 inclusive along with internet payments totaling \$87,857.75 for both and direct deposit payroll # 1115221 to 1130225 inclusive totalling \$11,660.22 and Rec Board payments covered by cheque # 2734 to 2753 inclusive along with internet payments totaling \$34,006.57 for both and direct deposit payroll # 11151 to 11301 inclusive totaling \$2,204.88 as listed and forming a part of these minutes be approved for payment.

Carried.

CORRESPONDENCE:

8/12/22 **J McKinnon/Cumiskey** That the following correspondence, having been read, be filed:

- **RBC Direct Investing** – October 31 and November 30, 2022 Financial Statements
- **Eatonia Centennial Committee** – November 17, 2022 Meeting Minutes
- **Saskatchewan Urban Municipalities Association** – 2023 Group Benefits Program Renewal and 2023 Membership

Carried.

DELEGATES:

Gary and Kelly Dearborn attended the meeting personally and Mark Dearborn attended via Zoom to further discuss the cleanup of Parcel SE 22-26-25-W3rd.

Matthew Hoffman, Eatonia Fire Department Chief, attended the meeting to discuss cleanup of snow from around the fire hydrants after a storm in a timely manner.

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STAFF REPORTS:

Foreman Rob Assmus:

Water Treatment Plant Test Results:

9/12/22 Stevens/Aldridge

That the water treatment plant test results recorded for the period of November 2022 be accepted as presented and filed for future reference.

Carried.

Written Report:

10/12/22 Stevens/Aldridge

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

- Everything is good at the water treatment plant;
- Had one well freeze up but got it thawed out.
Need to buy a couple of heaters;
- Snow removal on sidewalks, streets, parking lots, and around hydrants;
- Equipment repairs;
- Need to budget for a generator for the water treatment plant and second regulator for the chlorine.
- Taking some time off between Christmas and New Year's. Back anywhere between January 3 – 5, 2023. Has the water treatment plant looked after.

Carried.

Bylaw Enforcement Officer Phillip Brown:

11/12/22 M McKinnon/Somerville

That Bylaw Enforcement Officer Phillip Brown's report for November, 2022 be received as information and filed for future reference.

Carried.

Waste Disposal Grounds Operator Rob May:

12/12/22 Cumiskey/M McKinnon

That Waste Disposal Grounds Operator Rob May's report for November 2022 be received as information and filed for future reference.

Carried.

OLD BUSINESS:

SE 22-26-25-W3rd Parcel Cleanup:

13/12/22 Cumiskey/J McMinnon

That quotes be requested from Midwest Surveys, Maple Creek, Saskatchewan and Meridian Surveys, Kindersley, Saskatchewan to survey and subdivide approximately 3.22 acres out of Parcel SE 22-26-25-W3rd to be reviewed at the January 10, 2023 regular council meeting.

Carried.

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TUESDAY, DECEMBER 13, 2022**

NEW BUSINESS:

SGI Commercial Auto Policy Summary of Coverages:

14/12/22 M McKinnon/Cumiskey That the SGI Commercial Auto Policy # T320023813-9, which expires January 14, 2023, be renewed with no changes to coverage for town vehicles.

Carried.

Municipal Revenue Sharing Grant Declaration of Eligibility:

15/12/22 Aldridge/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 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 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.

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REGULAR MEETING MINUTES
TUESDAY, DECEMBER 13, 2022**

Board of Revision Appointment:

16/12/22 Somerville/J McKinnon

That the Town of Eatonia appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision:

- o Tim Lafreniere
- o Mike Waschuk
- o Gordon Parkinson
- o Dave Thompson
- o Wayne Adams
- o Jeff Hutton
- o Dave Gurnsey
- o Murray Dean
- o Stew Demmans

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.

17/12/22 Cumiskey/Stevens

~~That the Town of Eatonia appoints Courtney Joseph with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023 through December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Courtney Joseph 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.~~

Rescinded
January 10, 2023
Council Meeting
Resolution #
5/1/23
C. Bailey

Carried.

**TOWN OF EATONIA
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 13, 2022**

Development Appeals Board Appointment:

18/12/22 **M McKinnon/Aldridge**

That the Town of Eatonia appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023, through December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision:

- Tim Lafreniere
- Mike Waschuk
- Gordon Parkinson
- Dave Thompson
- Wayne Adams
- Jeff Hutton
- Barry Clark
- Dave Gurnsey
- Murray Dean
- Pam Malach
- Stew Demmans
- Stu Hayward

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.

19/12/22 **J McKinnon/Aldridge**

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, 2023 through December 31, 2023; 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.

Council Meeting Dates for 2023:

20/12/22 **Somerville/Stevens**

That the regular meetings of council for 2023 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 9.

Carried.

Councillor Brennan Somerville left the council meeting at 8:24 p.m.

Old Fashioned Christmas Donation:

21/12/22 **Aldridge/M McKinnon**

That \$100.00 be donated to the Eatonia Chamber of Commerce for the Old Fashioned Christmas that was held on December 10, 2022.

Carried.

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TUESDAY, DECEMBER 13, 2022**

Vacation Days Carryover:

22/12/22 **Scott/M McKinnon** That Rob Assmus be authorized to carry over up to 59 ½ hours and Cheryl Bailey carry over up to 154 hours of their 2022 unused vacation hours to 2023.
Carried.

Tax Enforcement – 6 Month Notice:

23/12/22 **Cumiskey/Aldridge** 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
16	4	BB4511	0	101989457
15	7	BB4511	0	148311121

Carried.

R.M. of Chesterfield Garbage Pickup:

24/12/22 **Cumiskey/Stevens** That the R.M. of Chesterfield shop and office be only charged the minimum of \$16.10 per month for September, October and November, 2022 for garbage pickup rather than the \$29.28 per month they were to be charged as their garbage was not picked up on a regular schedule.

Carried.

Committee Appointments:

25/12/22 **J McKinnon/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.

26/12/22 **M McKinnon/Aldridge** That Leah Cooper be appointed to the West Central Municipal Government Committee for 2023 to represent the Town of Eatonia and the council supports her nomination as the Urban Representative on the Area Transportation Planning Committee (ATPC).

Carried.


Recreation Board Policies:

27/12/22 **Aldridge/J McKinnon** That Zamboni Drivers Policy No. RB-02, drafted by the Recreation Board to provide a guideline for Zamboni drivers between the ages of 16 – 19 years be accepted as presented.

Defeated.

28/12/22 **Aldridge/J McKinnon** That the minimum age to operate the Zamboni at the Eatonia Memorial Arena be 19 years old.

Carried.



Mayor



Administrator

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TUESDAY, DECEMBER 13, 2022**

29/12/22 **Aldridge/Stevens**

That Repair Call Out Policy No. RB-03, drafted by the Recreation Board to provide a guideline for volunteers when caretaking at the arena be accepted as presented with the following change:

- o Under 2(a) Policy – delete the wording Town Foreman.

Carried.

Donation of Grain Elevator:

30/12/22 **M McKinnon/J McKinnon**

That the council refuses to accept the donation in-kind from Mike Diachyshyn for the grain elevator located at Block KK, Plan 102345173, Ext 0, Parcel 203827192.

Carried.

BYLAWS:

Bylaw No. 9/22 – Amend The Waste Management Bylaw No. 4/22:

31/12/22 **Aldridge/Cumiskey**

That bylaw No. 9/22 be read a second time.

Carried.

32/12/22 **M McKinnon/Stevens**

That bylaw No. 9/22 being a bylaw to amend The Waste Management Bylaw No. 4/22 be read a third time and adopted.

Carried.

Bylaw No. 10/22 – Amend The Zoning Bylaw No. 5/16:

33/12/22 **J McKinnon/M McKinnon**

That bylaw No. 10/22 be read a second time.

Carried.

34/12/22 **Aldridge/Stevens**

That bylaw No. 10/22 being a bylaw to amend The Zoning Bylaw No. 5/16 be read a third time and adopted.

Carried.

Bylaw No. 11/22 – The Cemetery Bylaw:

35/12/22 **J McKinnon/Cumiskey**

That bylaw No. 11/22 being a bylaw to provide for the management and control of the Eatonia and District Cemetery be read a first time.

Carried.

36/12/22 **M McKinnon/Aldridge**

That bylaw No. 11/22 be read a second time.

Carried.

37/12/22 **Cumiskey/Stevens**

That bylaw No. 11/22 be given three readings at this meeting.

Carried Unanimously.

38/12/22 **J McKinnon/Aldridge**

That bylaw No. 11/22 being a bylaw to provide for the management and control of the Eatonia and District Cemetery be read a third time and adopted.

Carried.

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COMMITTEE REPORTS:

Library Board:

Codie Cumiskey reported that the Nutter's trays fundraiser is all done and went really well again this year.

Raise the Roof:

Kevin Stevens reported that the bathroom renovations at the arena are all complete now.

DATE OF NEXT MEETING:

The next regular meeting of council will be held on Tuesday, January 10, 2023.

ADJOURNMENT:

39/12/22 **Cumiskey/Aldridge**

That this meeting adjourns. (9:57 p.m.)
Carried.



Mayor



Administrator