

TOWN OF MARSHALL

Minutes of the Regular Meeting of the Council of the Town of Marshall held at the Town Office at 6:30 P.M., January 12, 2021.

Present:

Mayor: Darlene Puckey
Deputy Mayor: David Hardy
Councillors: Garry Christian, Percy Neufeld and Reg Lorenz
Administrator: Linda E. Row
Town Foreman: Tom Van Der Voort – 6:50 pm – 8:00 pm.

Absent:

Call to Order:

A quorum being present, Mayor Puckey called the meeting to order at 6:30 p.m.

Approval of Minutes:

01/2021 Neufeld:

That the minutes of the regular meeting of Council held December 08, 2020 be approved as circulated.

Carried

Presentations and Recognitions:

Delegations:

Ken Letwenuk entered Council Chambers at 7:05 pm to ask Council approval for living quarters to be attached/part of his commercial business, Lot 1-2 Block 5 Plan B03172, as it is discretionary of Council per Zoning Bylaw 04-2014. Let Council Chambers at 7:15 pm.

02/2021 Christian:

That the Council of the Town of Marshall approve Ken Letwenuk request to obtain living quarters to be part of his existing commercial business building, provided that all permits/regulation and approvals have been obtained from the Town's Building Inspector.

Carried

Additions to Agenda:

03/2021 Hardy:

That the following item(s) be added to the agenda:
6.16– Town Bank Rec. – December 2020

Carried

Deputy Mayor David Hardy declared a conflict of interest in the next order of business for cheque 12202 and left Council Chambers at 6:40 pm and returned at 6:43 pm to resume his duties as per Section 141 of *The Municipalities Act*.

Approvals by Council:

04/2021 Lorenz:

That the list of accounts from cheque No. 12187 to 12236 and online payments 2021 – 1 - 3439 – 3459 in the amount of \$72,643.32 be approved as per the attached Schedule "A" which shall form a part of these minutes.

Carried

05/2021 Neufeld:

That the Statement of Financial Activities to December 31, 2020, be accepted as circulated.

Carried

06/2021 Hardy:

That the Bank Reconciliation for the Retail Postal Outlet for December 2020 be accepted as circulated.

Carried

07/2021 Lorenz:

That the Council of the Town of Marshall accept the Fidelity Bond as presented.

Carried

08/2021 Hardy:

That the Council of the Town of Marshall authorize Administrator, Linda E. Row to renew the UMASS Membership for 2021 at a cost of \$209.52 plus G.S.T.

Carried

09/2021 Neufeld:

That the Town of Marshall renew the membership with Municipalities of Saskatchewan (SUMA) for 2021 at a cost of \$1,446.56 plus G.S.T.

Carried

Mayor Darlene Puckey called a fifteen-minute break at 8:00 pm. Resumed the Council meeting at 8:15 pm.

DB

- 10/2021 Neufeld: That the Council of the Town of Marshall accept the Reserve Funded Account(s) Summary Reports for Year-End/Jan. 2021 as presented. Carried
- 11/2021 Christian: That the Town of Marshall re-enter into an agreement with Karla Gottinger as the Postal Clerk for the Marshall Retail Postal Outlet for two years, January 12, 2021 – January 10, 2023 as per the attached Schedule “B” which shall form part of these minutes. Carried
- 12/2021 Lorenz: That Shane Seaman, Fire Chief of Legacy Regional Protective Services be appointed as Fire Chief, Grant Chahley as Deputy Fire Chief and Kevin Shortt as EMO Coordinator for the Town of Marshall. Carried
- 13/2021 Christian: That Jeff Sydoruk – JWS Inspection Services be appointed Building Inspector for the Town of Marshall for 2021. Carried
- 14/2021 Hardy: That Ryan Armstrong – Robertson Moskal Sarson be appointed Solicitor/Lawyer for the Town of Marshall for 2021. Carried
- 15/2021 Neufeld: That Jeff Alliston (Michael H. EPP) – Metrix Group LLP, Professional Chartered Accountants be appointed as per agreement for the Town of Marshall for 2021. Carried
- 16/2021 Christian: That Policy #5010, Employees-Hiring and/or Dismissal be approved as per the attached Schedule “C” which shall form a part of these minutes. Carried
- 17/2021 Hardy: That the Council of the Town of Marshall authorize Administrator, Linda E. Row to destroy 2013 records slated for destruction as per Bylaw 05-2017, as per the attached Schedule “D” which shall form a part of these minutes. Carried
- 18/2021 Neufeld: That the Council of the Town of Marshall instructed Administrator, Linda E. Row to transfer \$15,000.00 out of the Retail Post Office Account to the Infrastructure Funded account, less the cost to purchase an alarm system (Securtek) from City Locksmithing & Security to be installed at the Retail Post Office for a cost of \$2,884.81 less the credit of \$116.55, further that a monthly monitoring fee of \$29.95 a month for one (1) year term then \$49.95 for the remaining forty-eight (48) months as per agreement. Carried
- 19/2021 Neufeld: That the Bank Reconciliation for the Town of Marshall for December 2020 be accepted as circulated. Carried
- Management Reports:**
- 20/2021 Christian: That the Council of the Town of Marshall instruct Town Foreman, Tom Van Der Voort to purchase a pump for the East Lift Station from Force Energy at a cost of \$861.00, includes G.S.T. plus the cost of the electrical work that will be needed for the installation. Carried
- 21/2021 Neufeld: The Council of the Town of Marshall instruct Town Foreman, Tom Van Der Voort to purchase a lap top for the Town Shop for approximately \$1,000.00 including the general programs and security. Carried



- 22/2021 Christian: The Council of the Town of Marshall accepted the quote from Kevin's Computers for the purchase of a WTP computer for the for the cost of \$2,550.00 which includes the annual subscription from Bi-Systems of \$150.00 a month. Carried
- 23/2021 Lorenz: That the Council of the Town of Marshall instruct the Town Foreman, Tom Van Der Voort and Administrator, Linda E. Row to tender out the Zamboni/Tractor/wood chipper for best offer by placing the tender on the Town Website and around Town. Carried
- 24/2021 Hardy: That the Council of the Town of Marshall instruct Town Foreman, Tom Van Der Voort to order 10 yards of gravel to have on hand at the Town Shop. Carried
- 25/2021 Christian: That the Town Foreman's report written report dated December/January 2020-2021 be accepted as presented Carried
- 26/2021 Neufeld: That the Council of the Town approve the purchase of an Munisoft "extension" batch to the existing A/P program, for an installation cost of \$130.00 plus G.S.T. Carried
- 27/2021 Neufeld: That the Council of the Town of Marshall approve the cost for eight (8) pairs of donated skates to be sharpened for a total cost of \$128.49. Carried
- 28/2021 Neufeld: That the Administrators report dated January 08, 2021 be accepted as presented. Carried
- Outside Boards:**
- Committee Reports:**
- New Business:**
- 29/2021 Christian: That the Council of the Town of Marshall instruct Administrator, Linda E. Row to place a public notice as per Public Notice Bylaw 09-2018, in regards to Council remuneration possible pay increases for 2021. Carried
- 30/2021 Neufeld: That the Council of the Town of Marshall acknowledge the resignation of the Animal Control Officer, Deborah Setter effective January 2021 and further that to check with the surrounding Communities regarding Animal Control. Carried
- 31/2021 Hardy: That the Council of the Town of Marshall acknowledge the SGI Certification of Safety Fitness rating Certificate for satisfactory unaudited safety fitness as of October 22, 1997. Carried
- Old Business:**
- 32/2021 Lorenz: That the Council of the Town of Marshall approved incentives in December 2020 for the four (4) Employee's, instead of wage increases for 2021 and further that to make a change in the Employee Policy Manual #5001 in regards to vacations, "if worked seven (7) years you'll receive four (4) weeks vacation and subsequently every 7 years after that is an additional week as per the attached Schedule "E" which shall form a part of these minutes. Carried
- 33/2021 Neufeld: That the Council of the Town of Marshall acknowledge the grant application approval email dated December 21, 2020 for the Rink Affordability Grant of \$2,500.00 for 2021. Carried
- 34/2021 Christian: That the Council of the Town of Marshall acknowledge the grant approval application letter dated December 28, 2020 for the 2021 Provincial Traffic Safety Fund Grant for \$17,326.00, which the funds are allocated for School Speed Reduction and Crosswalk Safety Signs. Carried



Bylaws:

That Bylaw 01-2016, Council Procedure Bylaw, being a Bylaw to Provide for Council Procedures, The Council of the Town of Marshall, in the Province of Saskatchewan enacts as follows:

35/2021 Hardy:

That Bylaw 01-2016, Council Procedure Bylaw, be amended under Special Meetings – Section 7, shall be added to read, “The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members and in the event that the Administrator is unable to call a special meeting of Council, the Assistant Administrator will be designated”, shall be introduced and read the first time by the Council of the Town of Marshall.

Carried

36/2021 Christian:

That Bylaw 01-2016, Council Procedure Bylaw, be amended under Special Meetings – Section 7, shall be added to read, “The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members and in the event that the Administrator is unable to call a special meeting of Council, the Assistant Administrator will be designated”, shall be read a second time.

Carried

37/2021 Neufeld:

That Bylaw 01-2016, Council Procedure Bylaw, be amended under Special Meetings – Section 7, shall be added to read, “The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members and in the event that the Administrator is unable to call a special meeting of Council, the Assistant Administrator will be designated”, shall be given three readings at this meeting.

Carried
Unanimously

38/2021 Lorenz:

That Bylaw 01-2016, Council Procedure Bylaw, be amended under Special Meetings – Section 7, shall be added to read, “The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Mayor or a majority of the members and in the event that the Administrator is unable to call a special meeting of Council, the Assistant Administrator will be designated”, shall be read a third time and adopted by the Council of the Town of Marshall.

Carried**General Correspondence:****No Action Taken:**

39/2021 Hardy:

That the following agenda items having been brought to Council be filed and or no action taken at this time:
 13.1 – Municipalities of Sask. Newsletter-December 22, 2020
 13.2 – CentralSource-Kinetic GPO Newsletter-Dec. 17, 2020
 13.3 – SUMAssure News-Year-end Updates-Dec. 15, 2020
 13.4 – Hudson Bay Association Membership
 13.5 – Sask. Construction Association Newsletter-Jan. 4, 2021
 13.6 – FCM Membership Newsletter – January 8, 2021
 11.2 – Sask Lottery Grant Year – 2020 – 21

Carried

40/2021 Hardy:

Question Period:**Adjournment:**

41/2021 Lorenz:

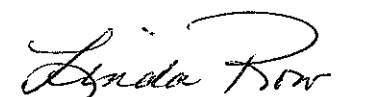
That the correspondence having been reviewed or dealt with be filed.

Carried

That this meeting be adjourned at 9:50 PM

Carried


MAYOR



ADMINISTRATOR