

Minutes of the Council of the Village of Bulyea Held
Wednesday, February 20, 2019 in the Municipal Office at Bulyea, Saskatchewan.

Present:

Mayor: Darren Cameron Administrator: Jenna Johnson
Councillors: Jessica Donnelly
Rodney Glass
Melody Kerr

Call to Order:

A quorum being present, Mayor Cameron called the meeting to order at 7:00 p.m.

Minutes:

43/19 Donnelly That the minutes of the regular meeting of council held on
January 23, 2019 be approved. **Carried**

Business Arising from the Minutes:

1. Battle Box: Councillor Kerr has compiled list and will provide Administrator with inventory of items needed.

Staff Report:

Regional Operator Tim Gelinas presented a verbal report.

- Things are going well at the water treatment plant and the new operator is cautious and methodical. He has given the plant a good cleaning by organizing and updating posters and working on procedures.
- Signs still needed (Authorized personnel only, No smoking, Confined Space, NO EXIT)
- Tim will touch base with the EPO, Lauren Daly regarding the completion of the fire access project and follow-up testing required as well as any requirement to lock the hydrant from the outside.
- A 3rd pump (yellow) has appeared in the WTP. Investigate what its story is and send to Vern's to be tuned up and reinstalled or maintained as a back-up.
- Waste Pit should have clamps looked at to see if they're rusted or need to be replaced.
- Snow needs to be cleaned up more around the WTP
- Daniel has been instructed to take samples from hotel and other areas of the village.
- Water Concern (colour/sediment): remind customers to check and change filter regularly, flush their portion of the line after our line flushing. A sample could be taken from the place of concern for colour issues. Sediment is likely a filter thing.
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Foreman Denny Leonard presented a verbal and written report.

- Previous month tasks reviewed by council and items provided to Administrator to prepare and present list to foreman.
- Get heater pump and install on grader (Co-op or Princess Auto) and wrap hose because it's long.
- Snow removal:
 - o Clean up around WTP more and make sure fire side is clean
- Remove tree sticking out on the road along Siltan Street and when weather improves finish the tree stumps on the corner.
- Mower needs to be washed and consideration should be made to budget for new starter (blades will be replaced after 1st cut in the spring).

Administrator Johnson and WTP Operator Thiessen presented written reports.

44/19 Glass That the staff reports be noted as reviewed and filed as discussed.
Carried

Correspondence:

45/19 Glass That the following correspondence be filed:

1. R.M. of McKillop re: 2019 Population Allocation for Community Grant Program.
2. Saskatchewan Assessment Management Agency re: municipal invoice
3. Strasbourg Agencies re: Commercial Pak Policy and the need to keep it up to date.

Carried

Financial Reports:

46/19 Glass That the January 2019 bank reconciliation and financial statement for the village be reviewed as presented.
Carried

Accounts:

47/19 Donnelly That the list of February accounts be approved for payment and attached.
Carried

Committee Reports:

Transportation Services: Councillor Glass provided verbal report.

- Snow has been removed and Ashley Street has been cut down quite a bit.

Utilities: Councillor Donnelly gave verbal report

- Met with Daniel to review budget items.

Health: Councillor Glass gave a verbal report

- Dr. Dirie has requested a new contract

Last Mountain Regional Landfill: Councillor Kerr gave a verbal report

- Strategic Plan: 3 quotes received and will be reviewed end of February and awarded then.
- Hours have changed and notice will be provided to members.
- Working on getting registered as a Corporation

Old Business:

BGS Skating Rink Water Meter

- Meter quotes received from SUMAdvantage partners and the bigger meter needed to eliminate decreased flow for flooding is too costly at this time. Councillor Donnelly will update the rink.

Election

48/19 Kerr That the date for a by-election be set for June 26, 2019 at the municipal office from 9:00 a.m. to 8:00 p.m.

Carried

Subdividing Instrument - SaskTel Transmission Line

49/19 Kerr That we approve application R0911-18R, the proposed subdividing instrument - SaskTel Transmission Line for Sections 3, 4, 5, 8 and 10-23-20-W2M and Sections 15 and 22-23-21-W2M as submitted by Community Planning.
Carried

Board of Revision Rates

50/19 Donnelly That the Board of Revision rates be set at \$100.00 per day per member and \$0.41 per kilometer per member per day.

Carried**Outstanding Utility Payments**

- Contact has been made by all outstanding utility customers and plans for payment made.

51/19 Donnelly That a letter be sent to the registered owner of Lots 18-19, Block 4, indicating the proposed payment plan by the renter has not been accepted and payment is required.

Carried**New Business:***Chief Administrative Officer*

52/19 Glass That we hire Sherry Beatty-Henfrey as the Chief Administrative Officer at \$18.00 per hour starting March 5, 2019 with a 3 month probationary period, coverage of training fees (if needed) and certification with 6 year obligation to work for the village. Training to be provided by Jenna Johnson.

Carried*Mentor*

53/19 Kerr That we appoint Jenna Johnson as the mentor for Administrator, Sherry Beatty-Henfrey when applying for a Conditional Certificate permit through the Board of Examiners with the Urban Municipal Administrators Association of Saskatchewan.

Carried*Conditional Certificate*

54/19 Glass That we support the application of the Conditional Certification and pay certificate fees.

Carried*10 Minute Trainers*

- New program offered by Government Relations as a tool for council and administration to familiarize themselves with municipal governance through real life examples.
- Consideration to be made to work through the three modules following the by-election.

Provincial Traffic Safety Fund Grant Program

Administration to request more details around eligible activities/items and required background information needed.

Council Appreciation

55/19 Donnelly That cards be sent to council members Terry Myers and Henry Bergey, who resigned in 2018, thanking them for their 8 years on council.

Carried*Website Follow-up*

- Final updates have been provided to web designer for website and it is complete. Arrangements to be made for training of the new Administrator or options for Chad to make updates as well.

