



RM OF MARTIN NO 122

Minutes of the Regular Meeting of the Council of the Rural Municipality of Martin No 122 held on Wednesday, February 12, 2020 in the RM Council Chambers located at 602 Main Street in Moosomin, Saskatchewan.

Present: Reeve: Gerald Flaman
Councillors:
Division 2 Glen Ekert
Division 3 Peter Currie
Division 4 Hal Garrett
Division 5 Ray Donald
Division 6 John Gordon
Absent: Division 1 Wayne Beckett

The meeting was called to order by Reeve Gerald Flaman at 8:04 am.

20-031 Minutes *Garrett:* That Council will dispense with the reading of minutes of the Regular Meeting of council held on January 08, 2020 and approve them as distributed/printed.

CARRIED

20-032 Financial Statement *Ekert:* That the Statement of Financial Activities and Bank Reconciliation for January 2020 be accepted as presented.

CARRIED

20-033 Accounts for Approval *Garrett:* That the list of Accounts for Approval, as attached to and forming part of these minutes, covering Direct Payroll Deposits, Electronic Funds Transfers, Internet Bill Payments and Conexus Credit Union Cheque Numbers 00606 to 00625, in the amount of \$91,485.83, be approved for payment.

CARRIED

Delegation Tyler Fewing from Lower Souris Watershed (LSW) attended from 9:30 to 10:30 am to recap what's going on with LWS and to discuss two possible projects for the Municipality.



Delegation Steven Donald from Agricultural Producers Association of Saskatchewan (APAS) attended from 10:30 to 11:10 am to update the Municipality on APAS initiatives.

Delegation Justin Lespearance and Tim Cormiert from Timber Restoration Services attended from 11:15 am to 12:30 pm to discuss restoration and inspection of timber bridges.

- 20-034 Lunch Break *Flaman:* That this meeting be recessed at 12:30 pm for the purpose of a 15 minute lunch break. **CARRIED**
- 20-035 Emergency Vehicle *Gordon:* That the Municipality acknowledges their commitment of 15.25% to the Moosomin and District Fire Protection Committee's purchase of a new 2019 Rosenbauer Rescue Unit as per the quote of \$357,316 from Rocky Mountain Phoenix. **CARRIED**
- 20-036 RMAA Director *Garrett:* That the Council of the RM of Martin give Chief Administrative Officer Barrett their support in running for the position of Division 1 Director of the Rural Municipal Administrator Association (RMAA) in the May 2020 elections. **CARRIED**
- 20-037 Asset Management *Ekert:* That each Division Councillor and the Foreman locate and assess all culverts and roads for Asset Management data collection. The Chief Administrative Officer will supply each Councillor with a list and criteria for the completion. **CARRIED**
- 20-038 Bridge Inspection *Donald:* That the Chief Administrative Officer be instructed to send Timber Restoration Services our 2018 Bridge Inspection for:
West Broadway Bridge (ID 132-13-31-N)
East Broadway Bridge (ID 132-13-32-N#2)
North 601 Pipestone St Andrews (ID 133-13-30-E)
so that they may provide us with a Quote for Inspection and Restoration on each of the wooden bridges. **CARRIED**
- 20-039 Letter to SARM *Ekert:* That the Chief Administrative Officer be instructed to send SARM a letter instructing them that the bridge inspector contractors hired by SARM are not allowed to drill any holes in our bridges during the bridge inspection process. **CARRIED**
- 20-040 Southeast Research Farm *Currie:* That the Municipality renew its sponsorship with the South East Research Farm Inc in the amount of \$3,000 for 2020. **CARRIED**

QAB

- 20-041 Correspondence *Flaman:* That the correspondence as listed on the agenda, having been read and dealt with, be filed.
CARRIED
- 20-042 RMAA Workshop *Garrett:* That the Chief Administrative Officer attend the joint RMAA and UMAAS Spring Workshop in Weyburn on Wednesday, March 26, 2020 and that the Municipality pay the \$100 registration as well as travel expenses.
CARRIED
- 20-043 EMS Letter Of Support *Gordon:* That the Chief Administrative Officer be instructed to send letters of support, as per the RM of Maryfield's request, for rural EMS issues.
CARRIED
- 20-044 Interest Reversal *Garrett:* That the Chief Administrative Officer be instructed to reverse the January interest on the following tax accounts:
 Roll #634 \$7.95 (was to be paid by credit card at YE)
 Roll #615 \$6.52 (envelope dated Dec 31/19)
CARRIED
- 20-045 Term Deposit *Gordon:* That the Chief Administrative Officer be instructed to add an additional one-year Redeemable Term Deposit, for the 2019 Fiscal year, in the amount of \$130,000 to Capital Reserve at a rate of 2.0% with Conexus Credit Union.
CARRIED
- 20-046 Server & Laptop Upgrade *Donald:* That the Municipality accept MuniSoft's upgrade quote in the amount of \$4,152 plus applicable taxes for the 2020 upgrade of the server and laptop. The cost will be shared 50/50 with the RM of Moosomin.
CARRIED
- 20-047 4H Donation *Flaman:* That the Municipality donate \$100 to the Moosomin 4H Multi Club.
CARRIED
- 20-048 SaskPower Request *Gordon:* That the Municipality allow SaskPower to utilize our roads during road ban season by allowing them to obtain overweight permits with the understanding that they would be required to compensate the Municipality for any road repairs/damage that they would cause.
CARRIED

20-049 Policy
Manual

Garrett: That the Municipality adopt the updated Policy Manual as presented by the Chief Administrative Officer. The policies contained within the Policy Manual are a management tool to guide and provide direction to the Council, Administration, and Public Works. The following sections were updated:

Addition of Chain of Command
"Fire Call" definition added
Update all Bylaws referenced with the Policy Manual
Section 200-12 Updated
Section 200-18 Updated
Section 200-24 Updated
Section 900-5 Updated

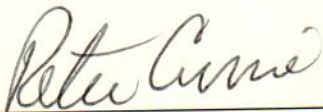
CARRIED

20-050 Adjourn

Flaman: That this meeting be adjourned at 3:32 pm.

CARRIED

Adopted this 04th day of March, 2020



~~Gerald Flaman, Reeve~~
Peter Currie, Deputy Reeve

Cheryl Barrett, Chief Administrative Officer

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - ACCOUNTS PAY.					
Computer Cheques:					
593	1/08/2020	Agricultural Producers 30284	2020 APAS Membership	7,655.14	7,655.14
594	1/08/2020	Borderland Co-Operative Ltd 111998	December 2019 Fuel	133.44	133.44
595	1/08/2020	Canadian Public Safety 10397	2020 911 Dispatch Service	397.37	397.37
596	1/08/2020	Munisoft 4617	2020 MuniSoft Conference	624.75	624.75
597	1/08/2020	PitneyWorks 2020 Postage	Postage Meter Refill	525.00	525.00
598	1/08/2020	Regina District Association 2020 Membership	2020 Annual Membership	150.00	150.00
599	1/08/2020	Rural Municipal Adminstrators* 2020 Membership	2020RMAA Membership	455.00	455.00
600	1/08/2020	SARM 2020 SARM	Benefits/Insurance/Bond	40,046.22	40,046.22
601	1/08/2020	SASKTIP Inc 2020 Membership	2020 Membership	100.00	100.00
602	1/08/2020	Southeast Regional Library 2020 1st Instal	Library 1st Installment 2020	1,654.53	1,654.53
603	1/08/2020	Southeast Transportation 2017	2020 SETPC Membership	436.70	436.70
604	1/08/2020	Town of Wapella 15-2020	2020Ad Sign Renewal	100.00	100.00
605	1/08/2020	Westwood Land & Cattle Gravel2019	Final Payment on Gravel Purcha	63,876.75	63,876.75
606	1/17/2020	Borderland Co-Operative Ltd 300551	Posts, Shelving & Cord	434.30	434.30
607	1/17/2020	Tom's Electric 30783	RJ Well Breaker	128.76	128.76
608	1/17/2020	Wapella Pipestone Wildlife 2020 Donation	Motion 20-008 2020 Donation	50.00	50.00
609	1/22/2020	Town of Moosomin 2019 Fire	2019 Fire Expenses	11,320.79	11,320.79
610	2/12/2020	Borderland Co-Operative Ltd 305818 306379	Flat Deck Trailer Repairs Flat Deck Trailer Repair	455.80 107.79	563.59
611	2/12/2020	Canadian Pacific Railway 11118553	Signalized Crossing Contract	326.50	326.50
612	2/12/2020	Finning Canada Issued To: SARM 874215	Lights for James Grader	518.97	518.97
613	2/12/2020	Flatlander Express 29566	Freight from Finning	16.80	16.80
614	2/12/2020	Dean Godon 2020 Workshop	MJ Workshop/Mileage/Room	818.69	818.69
615	2/12/2020	Langbank Co-op Assoc. Ltd. Jan 2020	January 2020 Fuel Purchases	1,807.20	1,807.20
616	2/12/2020	Maki Services 13119	Cylinder on James Grader	162.72	162.72
617	2/12/2020	Moosomin & District 2020 Recruitmen	Physician Recruitment Fund	3,000.00	3,000.00
618	2/12/2020	Mike Wirges 2020 Workshop	2020 Spring Workshop RMAA	100.00	100.00
619	2/12/2020	Saskatchewan Assessment 2020544	2020 Municipal Invoice	8,692.00	8,692.00

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
620	2/12/2020	SARM BEN108989 2020 STARS	Premium Change Cheryl 289 per cap x \$5 Motion 20-023	169.76 1,445.00	1,614.76
621	2/12/2020	SPCOA Jan 2020	2020 Membership & Seminar	130.00	130.00
622	2/12/2020	Staples Business Advantage Issued To: SARM 52259304 52309174 52415821	Mat, Paper, Envelopes etc Binders, Paper & Index Binders, Paper, Pen Refill	310.06 187.96 121.24	619.26
623	2/12/2020	Town of Wapella Jan-Mar2020WS Jan-Mar 2020	W&S Jan-Mar 2020 Old Shop W&S Jan-Mar 2020 New Shop	160.00 160.00	320.00
624	2/12/2020	Twin Auto & Ag Supply Jan 2020	Jan 2020 Statement	252.84	252.84
625	2/12/2020	The World Spectator 161380	Slow Down Ad	57.75	57.75
Other:					
202001-Man	1/08/2020	SaskPower 93000569961 287700446371 135900561958 185400549085	King Street Power 524 3rd Ave S - Shop Old Shop (517 3rd Ave) Power Correction Well SW 2-15-33-1	28.91 230.98 99.84 136.72	496.45
202001-Man	1/08/2020	Sask Energy Dec 2019	Nov/Dec 19 Heat for Shop	475.12	475.12
202002-Man	2/12/2020	SaskTel Jan 2020 Jan 2020 Cell	Jan 2020 Shop Internet Jan 2020 Cell Phone - Darcy	56.50 84.53	141.03
202002-Man	2/12/2020	SaskPower 135900567142 380100216132 1029005745221	King Street Power 524 3rd Ave S - Shop Jacobi Well NE 1-13-33-1 Power	28.11 320.40 140.46	488.97
202002-Man	2/12/2020	Sask Energy Jan 2020	Dec9-Jan 9/2020 Heat for Shop	591.14	591.14
275701-Man	1/15/2020	Minister of Finance Oct-Dec 2019	^{oct} July Sept 2019 PST Remit	29.48	29.48
302215-Man	1/31/2020	South East Cornerstone Jan 2020	Jan 2020 Remittance	386.14	386.14
601552-Man	1/31/2020	Collabria Jan 2020	Plates, RDARM	7,997.26	7,997.26
616604-Man	1/31/2020	Canada Revenue Agency 2020 PP 01-03	2020 PP 01 to 03 Source Dedu	15,749.94	15,749.94
629956-Man	1/31/2020	MEPP Jan 2020 PP1-3	Jan 2020 PP 01-03 Remit	7,723.54	7,723.54

Total for AP: ~~481,168.90~~

CB 64,042.43

CB } Pay Period 02 9,250.76

Pay Period 03 8,948.16

Pay Period 04 9,244.48

CB \$91,485.83

Certified Correct This February 12, 2020

CB Barrett

Cheque Reconciliation Report

PP20-04

For Period End Dates: **26Jan2020** to **08Feb2020**

<u>Entry Type</u>	<u>Employee</u>	<u>Department</u>	<u>Pay Group</u>	<u>Run No.</u>	<u>Period End Date</u>	<u>Cheque or Voucher #</u>	<u>Cheque Date</u>	<u>Amount</u>	<u>Status</u>
Deposit	BEI001	530	530	04	08Feb2020	2004	13Feb2020	1657.80	Open
Deposit	BAR001	510	510	04	08Feb2020	2004	13Feb2020	2180.22	Open
Deposit	GRE001	530	530	04	08Feb2020	2005	13Feb2020	1774.82	Open
Deposit	JAM001	530	530	04	08Feb2020	2006	13Feb2020	1856.82	Open
Deposit	OSB001	530	530	04	08Feb2020	2007	13Feb2020	1774.82	Open

Report Summary

Outstanding Deposits:	9244.48	(5)
Total:	9244.48	(5)

Cheque Reconciliation Report

PP20-03

For Period End Dates: 12Jan2020 to 25Jan2020

<u>Entry Type</u>	<u>Employee</u>	<u>Department</u>	<u>Pay Group</u>	<u>Run No.</u>	<u>Period End Date</u>	<u>Cheque or Voucher #</u>	<u>Cheque Date</u>	<u>Amount</u>	<u>Status</u>
Deposit	BEI001	530	530	03	25Jan2020	2003	30Jan2020	1657.80	Open
Deposit	BAR001	510	510	03	25Jan2020	2003	30Jan2020	1883.90	Open
Deposit	GRE001	530	530	03	25Jan2020	2004	30Jan2020	1774.82	Open
Deposit	JAM001	530	530	03	25Jan2020	2005	30Jan2020	1856.82	Open
Deposit	OSB001	530	530	03	25Jan2020	2006	30Jan2020	1774.82	Open

Report Summary

Outstanding Deposits: 8948.16 (5)

Total: 8948.16 (5)

Cheque Reconciliation Report

For RCT Number:
For Period End Dates:

129717864RP0001
29Dec2019 to 11Jan2020

PP 20-02

<u>Entry Type</u>	<u>Employee</u>	<u>Department</u>	<u>Pay Group</u>	<u>Run No.</u>	<u>Period End Date</u>	<u>Cheque or Voucher #</u>	<u>Cheque Date</u>	<u>Amount</u>	<u>Status</u>
Deposit	BEI001	530	530	02	11Jan2020	2002	16Jan2020	1657.80	Open
Deposit	BAR001	510	510	02	11Jan2020	2002	16Jan2020	2186.50	Open
Deposit	GRE001	530	530	02	11Jan2020	2003	16Jan2020	1774.82	Open
Deposit	JAM001	530	530	02	11Jan2020	2004	16Jan2020	1856.82	Open
Deposit	OSB001	530	530	02	11Jan2020	2005	16Jan2020	1774.82	Open

Report Summary

Outstanding Deposits:	9250.76	(5)
Total:	<u>9250.76</u>	(5)