



RM OF MARTIN NO 122

Minutes of the Regular Meeting of the Council of the Rural Municipality of Martin No 122 held on Thursday, June 12, 2021 in the RM Council Chambers located at 602 Main Street, Moosomin, Saskatchewan.

Present: Reeve: Garry Bonkowski
Councillors:
Division 1 Chris Leeds
Division 2 Glen Ekert
Division 3 Peter Currie
Division 4 Hal Garrett
Division 5 Ray Donald
Division 6 John Gordon

Reeve Bonkowski called the meeting to order at 8:00 am.

Delegation: Brian Osborne, Jayden Wiesner of Water Security Agency (WSA) and Tyler Fewings of Lower Souris Watershed attended in office, Dwayne Skiba of WSA attended via Microsoft Teams from 8:00 to 8:50 am to discuss a proposed drainage project.

21-135 Cam/Baker Drainage *Ekert:* That the RM of Martin participate in a drainage project with Water Security Agency (WSA) and Lower Souris Watershed (LSW) in a 50/50 cost share between WSA and the RM of Martin. The RM strongly recommends that there be retention of wetlands included in the drainage project. The RM of Martin will receive their 50% share back at the end of the project via funds collected from ratepayers by LSW.

CARRIED

Reeve Bonkowski relinquished his position as Chair to Deputy Reeve Currie and temporarily left the meeting at 9:30 am. Reeve Bonkowski returned at 10:00 am and assumed the position of Chair.

21-136 Minutes *Donald:* That Council will dispense with the reading of minutes of the Regular Meeting of Council held on May 12, 2021 and approve them as distributed and printed.

CARRIED

21-137 Financial Statement *Garrett:* That the Statement of Financial Activities and Bank Reconciliation for May 2021 be accepted as presented.

CARRIED

Handwritten signatures: GAB and JKB


- 21-138 Accounts for Approval *Ekert:* 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 00942 to 00962, in the amount of \$134,939.30, be approved for payment. **CARRIED**
- 21-139 Bylaw 239/21 *Garrett:* That Bylaw 239 / 21 being a *Bylaw to Manage Vehicle Weights* be read a second time. **CARRIED**
- 21-140 Bylaw 239/21 *Gordon:* That Bylaw 239 / 21 be read a third time and adopted. **CARRIED**
- 21-141 Bylaw 240/21 *Gordon:* That Bylaw 240 / 21 being a *Bylaw to Provide for the Establishment of the Duties and Powers of the Administrator and Designated Officers* be read a second time. **CARRIED**
- 21-142 Bylaw 240/21 *Ekert:* That Bylaw 240 / 21 be read a third time and adopted. **CARRIED**
- 21-143 Correspondence *Donald:* That the correspondence, as listed on the Agenda, having been read and dealt with, be filed. **CARRIED**
- 21-144 OCP & Zoning Bylaws *Currie:* That the Municipality instruct the Chief Administrative Officer to hire Scatliff + Miller + Murray Inc to update our Official Community Plan (OCP) and Zoning Bylaws as per their quote in the amount of \$16,000 plus applicable taxes. SARM has outsourced these updates to Scatliff due to a backlog of OCP & Zoning Bylaw Updates in their office. **CARRIED**
- 21-145 OH&S *Gordon:* That the Municipality hire Alex Taylor, Health and Safety Consultant, to develop and deliver Power Mobile Equipment (PME) Safety Program and OH&S Employee Handbook and Safety Handbooks, as per his quote of \$800. **CARRIED**


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21-146 Adjourn *Garrett:* That this meeting be adjourned at
12:48 pm.

CARRIED

Adopted this 14th day of July, 2021



Garry Bonkowski, Reeve



Cheryl Barrett, Chief Administrative Officer

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - ACCOUNTS PAY.					
Computer Cheques:					
942	2021-05-31	Whitewood 4-H Regional Show 2021Donation	2021 4-H Donation	100.00	100.00
943	2021-06-10	Allnorth Consultants Limited FB10311	Asset Management Pkg	30,086.31	30,086.31
944	2021-06-10	Baker Tilly SK LLP 115339	2020 Audit (\$5245 + expenses)	6,777.45	6,777.45
945	2021-06-10	Borderland Co-Operative Ltd 313881 128577	Posts for Gillich Well May 2021 Fuel	332.97 6,403.00	6,735.97
946	2021-06-10	Brandt Tractor Ltd 4106197 4106226	Snow Edg Blades & Mounting Mounting Hdwr for Blades	5,397.75 73.74	5,471.49
947	2021-06-10	Armtec 6-240147	Bridge Rails - 709 Bridge	3,878.12	3,878.12
948	2021-06-10	Canadian Pacific Railway 11131010	Signalized Crossing Contract	326.50	326.50
949	2021-06-10	Davidson Truck and Tractor Ltd 40443	Trailer Plugs	23.50	23.50
950	2021-06-10	Flaman Sales Ltd 244882 247047	Mower Blades & Pin 3" Water Pump, Recoil & Elbow	1,244.16 612.87	1,857.03
951	2021-06-10	Gord Krismer & Associates Ltd 387	Secretarial Board of Revision	43.39	43.39
952	2021-06-10	IMZ Service Garage 1546	Dodge Turbo Actuator&Oil Chang	3,707.72	3,707.72
953	2021-06-10	Langbank Co-op Assoc. Ltd. May 2021	May 2021 Fuel	3,510.80	3,510.80
954	2021-06-10	Redhead Equipment Ltd 27420	A/C Repair for Mack	566.99	566.99
955	2021-06-10	Prairie Mobile Communications 1408	Radio replaced in Mack	606.96	606.96
956	2021-06-10	SARM 19632	Legal advice pedestrians	179.82	179.82
957	2021-06-10	Southeast Regional Library 2021 2nd Instal	Library 2nd Installment 2021	1,654.52	1,654.52
958	2021-06-10	Staples Business Advantage Issued To: SARM 56094815	4 Cases Paper & Canned Air	220.13	220.13
959	2021-06-10	Tom's Electric 32190	Gillich Well Power Panel Repla	2,229.50	2,229.50
960	2021-06-10	Town of Moosomin 316	ABase for M/K MG30	2,187.50	2,187.50
961	2021-06-10	Twin Auto & Ag Supply May 2021	Supplies	1,582.26	1,582.26
962	2021-06-10	WSP Canada Inc 1004411	Grid 709 Construction	20,224.32	20,224.32
Other:					
202106-Man	2021-06-10	SaskTel May 2021 Cell May 2021	May 19 2021 Shop Internet May 29 2021 Cell Phone - Darcy	56.50 170.50	227.00
202106-Man	2021-06-10	SaskPower 347100385423 317400488556 363600334175 373500300371	RJ Well SW33-14-32-1 Power 524 3rd Ave S - Shop May 13 King Street Power May13/21 Old Shop (517 3rd Ave) Power	133.74 215.88 33.11 40.89	423.62
202106-Man	2021-06-10	Sask Energy			

Report Date
2021-06-08 9:30 AM

R.M. of Martin
List of Accounts for Approval
As of 2021-06-08
Batch: 2021-00032 to 2021-00036

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		May 2021	Apr12-Ma10/2021 Heat for Shop	230.61	230.61
687133-Man	2021-05-31	South East Cornerstone May 2021	May 2021 Remittance	998.09	998.09
805314-Man	2021-05-31	Saskatchewan Municipal Hail May 2021	May 2021 Hail Remittance	2,562.01	2,562.01
805593-Man	2021-05-31	MEPP May 2021	May 2021 PP 09 & 10	5,652.58	5,652.58
805661-Man	2021-05-31	Canada Revenue Agency May 2021 RP1	May 2021 PP 09 & 10 Source Ded	11,699.08	11,699.08
840803-Man	2021-05-24	Collabria May 2021	Meeting/Grader/Janitorial	2,494.54	2,494.54
				Total for AP:	116,257.81
				Pay Period 10/11	18681.49
					<u>134,939.30</u>

Certified Correct This June 10, 2021

AS Barret

Cheque Reconciliation Report

PP10911

For Period End Dates: **09May2021** to **29May2021**

<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	10	15May2021	2110	20May2021	1706.41	Open
Deposit	BAR001	510	510	10	15May2021	2110	20May2021	2194.29	Open
Deposit	GRE001	530	530	10	15May2021	2111	20May2021	1825.74	Open
Deposit	JAM001	530	530	10	15May2021	2112	20May2021	1909.12	Open
Deposit	OSB001	530	530	10	15May2021	2113	20May2021	1825.74	Open
Deposit	BEI001	530	530	11	29May2021	2111	03Jun2021	1706.41	Open
Deposit	BAR001	510	510	11	29May2021	2111	03Jun2021	1953.18	Open
Deposit	GRE001	530	530	11	29May2021	2112	03Jun2021	1825.74	Open
Deposit	JAM001	530	530	11	29May2021	2113	03Jun2021	1909.12	Open
Deposit	OSB001	530	530	11	29May2021	2114	03Jun2021	1825.74	Open

Report Summary

Outstanding Deposits:	18681.49 (10)
Total:	<u>18681.49 (10)</u>



RM OF MARTIN NO 122

BYLAW NO. 239 / 21

RURAL MUNICIPALITY OF MARTIN NO 122

A BYLAW TO MANAGE VEHICLE WEIGHTS

The Council of the Rural Municipality of Martin No 122, in the Province of Saskatchewan, enacts as follows:

PART I PURPOSE AND DEFINITIONS

Purpose

1. The purpose of this Bylaw is to establish or adopt a vehicle weight management system to regulate the weight of vehicles, or vehicles with their loads, using municipal highways or any particular municipal highways in the municipality.

Definitions

2. (1) Except as hereinafter provided, words used in this Bylaw shall have the meanings ascribed to them in *The Vehicle Weight and Dimension Regulations, 2010*.

(2) In this bylaw:

- a) "Administrator" means the Chief Administrative Officer of the Municipality, appointed pursuant to Section 2 of *The Municipalities Act*; and
- b) "Minister" means the member of the Executive Council to whom for the time being the administration of *The Highways and Transportation Act, 1997*, is assigned.

PART II VEHICLE WEIGHTS

Weight Limits on Certain Roads

3. No person shall, without a permit issued:

- a) pursuant to Section 6 of this Bylaw; or
- b) by the Minister pursuant to Section 36 of *The Highways and Transportation Act, 1997*;

operate or move or cause to be operated or moved on or over a municipal highway a vehicle, the gross vehicle weight of which exceeds the limits shown on Appendix "A" of this Bylaw.

Vehicles Without Rubber Tires

4. Notwithstanding Section 3 of this Bylaw, no person shall, without a permit issued pursuant to Section 6 of this Bylaw, operate or move or cause to be operated or moved on or over a municipal highway a vehicle without rubber tires the gross vehicle weight of which exceeds 10,000 kilograms.

Exemptions

5. The restrictions set out in Sections 3 and 4 of this Bylaw shall not apply to those vehicles described in Section 3 of *The Vehicle Weight and Dimension Regulations, 2010*.

Permits

6. (1) Notwithstanding Sections 3 and 4 of this Bylaw, the Administrator may, if satisfied that the vehicle or combination of vehicles can be operated or moved upon a municipal highway without damage to the highway or other property, issue a permit to the registered owner of the vehicle or combination of vehicles to exceed the maximum gross vehicle weights fixed by this bylaw.

(2) In order to obtain a permit under this section the registered owner must provide to the Administrator:

(i) proof satisfactory to the Administrator that the vehicle and its load will not exceed the registered gross weight specified in the certificate of registration of the vehicle issued pursuant to *The Traffic Safety Act*; and

(ii) proof of financial responsibility as provided for and in conformity with the requirements of *The Traffic Safety Act*.

(3) The Administrator shall, in the permit, designate the municipal highways that may be used and the vehicle shall then be operated on only such municipal highways as are designated.

(4) For a single trip permit (\$25.00), the permit number must be provided upon request by a peace officer or the Administrator or his or her designate.

(5) For a multi-trip permit (\$100.00), the permit shall be carried in the vehicle and be produced upon request by a peace officer or the Administrator or his or her designate, at the time of inspection.

(6) For yearly permit (\$300.00), the permit shall be carried in the vehicle and be produced upon request by a peace officer of the Administrator or his or her designate, at the time of inspection.

Bridges

7. (1) Subject to Subsection 7(2) of this Bylaw, no person shall operate or move or cause to be operated or moved across any bridge within the municipality a vehicle, the gross vehicle weight of which exceeds 62,500 kilograms or 24,000 kilograms per axle group **without a permit**.

(2) Notwithstanding Subsection 7(1) of this Bylaw, no person shall operate or move or cause to be operated or moved on or over the bridges listed in Appendix "A" of this bylaw, a vehicle, the gross vehicle weight of which exceeds the limits shown on Appendix "A".

PART III ENFORCEMENT

Penalty

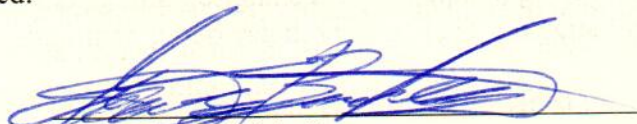
8. (1) A person who contravenes any provision of this Bylaw is guilty of an offence.

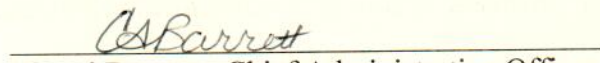
(2) The penalty for breach of any provisions of this Bylaw shall be those set out in the General Penalty Bylaw of the Municipality.

PART IV REPEAL CLAUSE


9. Bylaw 227/19 is hereby repealed.




Garry Bonkowski - Reeve


Cheryl Barrett - Chief Administrative Officer

Read a third time and adopted
this 10th day of June 2021.


Administrator Signature



RM OF MARTIN NO 122

APPENDIX "A"

Primary weights are allowed on all municipal roads in the municipality.

Primary weights are allowed on all bridges in the municipality except:

1. Sharpe's Bridge (Bridge ID 132-13-15) located at SE 15-13-32-W1M – restricted to gross weight of 14 tonnes for both 2 and 3 axle trucks and 17 tonnes for 5 axle trucks.

A handwritten signature in blue ink, appearing to be "J. Sharpe".

Handwritten initials in black ink, appearing to be "CMS".



RM OF MARTIN NO 122

BYLAW NO. 240 / 21

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The Council of the Rural Municipality of Martin No 122 in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the "Administration Bylaw".

PART I PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of this Bylaw is to establish:
 - (a) the powers, duties and functions of municipal officials and/or employees of the municipality; and
 - (b) who may sign specified municipal documents on behalf of the municipality; and
 - (c) the position of Administrator, Assistant Administrator, Treasurer or any other municipal position that Council considers necessary.

Definitions

3. In this Bylaw:
 - (a) "Act" means *The Municipalities Act*;
 - (b) "Municipality" means the Rural Municipality of Martin No 122;
 - (c) "Administrator" means the Administrator of the Rural Municipality of Martin No 122 appointed pursuant to Section 110 of *The Municipalities Act*;

PART II ADMINISTRATOR

Establishment of Position

4. The position of Administrator is established pursuant to Section 110 of the Act.
 - (a) Council shall by resolution appoint an individual to the position of Administrator.
 - (b) Council shall establish the terms and conditions of employment of the Administrator.
 - (c) The Administrator shall be the Chief Administrative Officer of the Municipality.
 - (d) Any person appointed to the position of Administrator must be qualified as required by *The Rural Municipal Administrators Act*.

Assignment of Responsibility

5. The Administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act*, any other acts, this bylaw, or any other bylaw or resolution of council.

Duties of the Administrator – *The Municipalities Act*

6. Without limiting the generality of Section 5 of this Bylaw, the Administrator shall:
 - (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge;
 - (b) Produce, when called for by the Council, Auditor, Minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality;

- (c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the Municipality to their successor in office or to any other person that the Council may designate;
- (d) Ensure all minutes of Council Meetings are recorded;
- (e) Record the names of all Council members present at Council Meetings;
- (f) Ensure the minutes of each Council Meeting are given to the Council for approval at the next regular Council Meeting;
- (g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the Municipality;
- (h) Advise the Council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act;
- (i) Provide the Minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act;
- (j) Ensure that the official correspondence of Council is carried out in accordance with Council's directions;
- (k) Maintain an indexed register containing certified copies of all Bylaws of the Municipality;
- (l) Deposit cash collections that have accumulated to \$10,000 at least once a month, but not more than once a day, in the bank or credit union designated by Council;
- (m) Disburse the funds of the Municipality in the manner and to those directed by law or by the Bylaws or resolutions of Council;
- (n) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the Municipality in accordance with generally accepted accounting principles;
- (o) Ensure that the financial statements and information requested by resolution are submitted to Council;
- (p) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by June 15 of each year;
- (q) Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- (r) Send copies of Bylaws for closing roads and closing and leasing roads to the Minister of Highways;
- (s) Bring to Council's attention any resignation(s) of elected officials;
- (t) Record each abstention in the meeting minutes that may occur at the time of voting;
- (u) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council;
- (v) Sign Minutes of Council and Committee meetings;
- (w) Sign Bylaws;
- (x) Sign cheques and other negotiable instruments;
- (y) Provide copies of public documents upon request or payment of fee;
- (z) Provide notice of first meeting of Council;
- (aa) Call a Special Meeting when lawfully requested to do so;
- (bb) Determine the sufficiency of a petition for a public meeting of voters;
- (cc) Determine the sufficiency of a petition for a referendum;
- (dd) Note any change reported on a Council member's annual declaration to the member's Public Disclosure Statement, including the date that change was noted;
- (ee) Make each Public Disclosure Statement and declaration available for public inspection during regular business hours;
- (ff) Provide copies of Public Disclosure Statements to any designated officials when directed to do so by Council;
- (gg) Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal;
- (hh) Provide information to the Auditor;
- (ii) Send amended tax notices when required and make necessary adjustments to the tax roll;
- (jj) Provide for payment of writ of execution against the Municipality; and
- (kk) Produce certain records upon request of inspector appointed by the Minister.

Additional Duties of the Administrator

7. The administrator shall:

- (a) Act as the Returning Officer for all elections under *The Local Government Election Act, 2015*;
- (b) Ensure that public notice is given as required in the Act, any other act, and/or as required by Council in this Bylaw, any other bylaw or resolution;
- (c) Ensure the policies and programs of the Municipality are implemented, maintained and enforced;
- (d) Advise, inform and make recommendations to Council on the:
 - i. Operations and affairs of the Municipality;
 - ii. Policies and programs of the Municipality; and
 - iii. The financial position of the Municipality;
- (e) Supervise all operations of the Municipality, ensuring appropriate internal controls are in place and followed;
- (f) Be responsible for the preparation and submission of the annual budget;
- (g) Monitor and control spending within the budget established by Council;
- (h) Make routine expenditures until the annual budget is adopted by Council;
- (i) Call for tenders;
- (j) Purchase goods, services or work;
- (k) Award contracts;
- (l) Conduct negotiations for land purchases, annexations, etc;
- (m) Attend meetings of Council and other meetings as Council directs;
- (n) Give written notice for the unpaid license fees of a building contractor;
- (o) Enter a building for the purpose of providing a public utility service;
- (p) Sign the securities register;
- (q) Maintain the debenture register and other duties relating to debenture transactions;
- (r) Certify the date on which tax notices are sent;
- (s) Prepare and amend tax notices when required;
- (t) Provide receipt for tax payment on request of taxpayer or agent;
- (u) Apply partial payments on arrears first and if undesignated determine to which taxable property or properties a payment(s) is to be applied;
- (v) Remove a tax lien if all arrears are compromised, abated or paid;
- (w) Issue Tax Certificates;
- (x) Certify a true copy of the proof of taxes payable;
- (y) Transfer special assessment to the tax roll;
- (z) Collect amusement tax.

PART III OTHER POSITIONS

Acting Administrator

8. Establishment of Position

If the Administrator is unable to act for any reason, Council will appoint a person within 30 days to fill the position of Administrator in an acting capacity. This appointment will be for a period of no longer than three (3) months. Should Council require to extend the appointment of the Acting Administrator beyond three (3) months, they will obtain permission from the Board of Examiners.

9. Duties

The Acting Administrator shall have all the powers and duties of the Administrator while acting in the capacity of the Administrator.

Other Municipal Employees

10. Establishment of Positions

The Administrator, along with Council, will hire employees necessary for the operations of the Municipality, subject to the approved municipal budget.

11. Duties

The Administrator, along with Council, will determine the job description and list of duties for each position established. Council and/or Council Committees may provide suggestions regarding municipal operations and duties to the Administrator.



**PART IV
DELEGATION OF AUTHORITY**

12. Council hereby authorizes the Administrator to delegate any of its powers, duties or functions to another employee.

**PART V
MUNICIPAL DOCUMENTS**

Signing Agreements

13. The Reeve and the Administrator shall sign all agreements to which the Municipality is party. In the absence of the Reeve the Deputy Reeve shall sign. In the absence of the Administrator, the Assistant Administrator shall sign.

Cheques and Negotiable Instruments

14. The Administrator, or if the Administrator is unavailable, the Administrator's designate, AND the Reeve, or if the Reeve is unavailable, the Deputy Reeve, shall sign all cheques on the behalf of the municipality.

**PART VI
DESIGNATED OFFICERS**

15. Other Designated Officers

- (a) The Foreman is designated to temporarily close a road/street.
- (b) The Administrator shall be designated the Bylaw Enforcement Officer.
 - i) The Bylaw Enforcement Officer is designated to be responsible for seizure of goods if a distress warrant has been issued;
 - ii) The Bylaw Enforcement Officer is designated to inspect, remedy or enforce any Bylaw or *The Municipalities Act*;
 - iii) The Bylaw Enforcement Officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued.

**PART VII
COMING INTO FORCE**

16. This bylaw shall come into effect on the day of its final passing.

17. Bylaw 225/19 is hereby repealed.



Garry Bonkowski - Reeve

Cheryl Barrett – Chief Administrative Officer

Read a third time and adopted
this 10th day of June 2021.

Administrator Signature