

Town of Coronach - Council Meeting Minutes

Minutes for the regular meeting of the Council of the Town of Coronach held at 212 1st Street East, Coronach, Saskatchewan on May 11th, 2021, 2021 at 6:00 pm

Meeting Called to Order by Calvin Martin at 6:01 pm.

Present: Mayor Calvin Martin, Councillors Sharon Adam, Ron Mamer, Jim Achtymichuk, Sam Koszman, Leanne Kuski, Nathan Guskjolen (6:23pm) and Administrator Catherine MacKay-Wilson.

89.2021 **Agenda**

J Achtymichuk/S Koszman: That the agenda be accepted as presented. Carried.

90.2021 **Consent Agenda change**

S Adam/R Mamer: That the Foreman report and the Administrator report be removed from the consent agenda. Carried.

91.2021 **Consent Agenda**

L Kuski/S Adam: That the consent agenda be approved as presented including: RCMP report April 2021; Tourism Minutes, Coronach Rec Board Financials; Water Report April 2021; correspondence from B Dahlman's Primary Care letter, Webinar information Heritage Sask, Fort Erie letter regarding COVID impact to border communities; Bloom Magazine - Municipal magazine; SARM Letter - Re Vote for SUMA name change; Service Canada information; Pretty Valley Lodge EMO information; List of Accounts payable Batches 2021-00031 - 2021-00035 for \$146,608.15 and the minutes from the previous meeting to be approved: April 13 2021. Carried.

92.2021 **Foreman Report**

R Mamer/N Guskjolen: That the foreman's report is accepted as presented. Carried.

93.2021 **Administrators report**

J Achtymichuk/S Adam: That the Administrator's report be accepted as presented and marked as confidential. Carried.

94.2021 **Coronach Economic Development Office Report**

Rx/S Koszman: That the Coronach Economic Development Office Report be accepted as presented. Carried.

Final version of the Highway Sign Corridor Policy will be reviewed will be June 8th, 2021

95.2021 **Bylaw 3.2021 to establish a Special Events permit**

J Achtymichuk/R Mamer: That Bylaw 3.2021 to establish a consistent approach to approving Special Events within the Town of Coronach, be read a first time. Carried.

96.2021 **Bylaw 3.2021 to establish a Special Events permit**

S Koszman/S Adam: That Bylaw 3.2021 to establish a consistent approach to approving Special Events within the Town of Coronach, be read a second time. Carried.

97.2021 **New Business Vacant Buildings Incentive Policy**

J Achtymichuk/R Mamer: That the New Business Vacant Buildings Incentive Policy is accepted as presented and in effect immediately. Carried.

98.2021 **April 30th, 2021 Monthly Financial Statement & Bank Reconciliations.**

N Guskjolen/L Kuski: That the Monthly Financial Statement, April 30, 2021 & April 30th, 2021 Bank Reconciliations are approved as presented. Carried.

Old Business

99.2021 **Consent to Take Title**

N Guskjolen/S Koszman: That the Town of Coronach takes title on Lot 16 Block 1 Plan BV2817 as per tax enforcement procedures. Carried.

100.2021 **Ambulance Agreement with Sask Health Authority**

J Achtymichuk/L Kuski: That the draft reply to Saskatchewan Health Authority on the contract agreement for the ambulance ownership be sent in reply as written. Carried.

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New Business

101.2021 SCATCP Committee discussion

L Kuski/N Guskjolen: That the SCATCP Committee discussion be tabled to June 8th, 2021 regular council meeting. Carried..

C MacKay-Wilson will post the Student summer Jobs postings.

102.2021 Lift Station Generator

S Adam/R Mamer: That the lift station generator and electrical improvements project be tendered per recommendations and resolution 221.2021 be amended to reflect this change. Carried.

221.2020 **Lift Station Generator**

R Mamer/N Guskjolen: That the Town of Coronach will purchase a diesel trailer generator suitable to our needs as determined by Hart Electric and Spring Creek Consulting to be chosen by the foreman, fuel management, the required electrical connection and automatic transfer switch to be arranged by the Foreman to be tendered, and CAO to arrange payment of the unit. Carried.

The Council agrees that paving is a priority and that, based on the first quote over \$52,000, + the Purchasing Policy Section 3.2 (e) is to be followed with 3 quotes on the high priority areas.

103.2021 Knudson Demolition Permit

R Mamer/S Koszman: That the Knudson house removal demolition permit is approved with a \$3500.00 deposit and an agreement signed for remediation standards be collected. Deposit is refundable with the approval the Administrator and Foreman's review of the lot post - demolition. Carried.

104.2021 Tax Enforcement List Advertisement


S Adam/J Achtymichuk: The tax enforcement list for May 21st. 2021 be approved as presented and advertised. Carried.

105.2021 T Mills Municipal Pension Plan

(J Achtymichuk/R Mamer) That T Mills be added to the Municipal Employee Pension Plan effective May 10th, 2021. Carried

106.2021 Adjournment

C Martin: That the meeting is adjourned and the next regular meeting of council will be on June 8th, 2021, 6pm, at the Town Office. Carried.



Mayor Calvin Martin

Catherine MacKay-Wilson, CAO

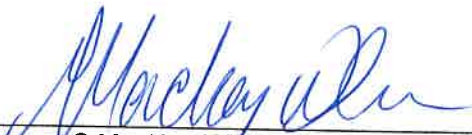
Town of Coronach
Monthly Financial Statement - Condensed
For the Period Ending April 30, 2021

	<i>Current Month</i>	<i>Year to Date</i>	<i>Budget 2020</i>	<i>Var to Budget %</i>
Revenues				
Taxation	(160)	11,031	598,353	1.8
Fees and Charges * <small>Moved \$15,000 for regional tourism from Fees and Charges to a grant account with WD funding</small>	(9,932)	18,189	46,860	38.8
Utilities	183	70,222	334,385	21.0
Grants - MRS, GASTAX, Safe restart, MEEP			204,510	
Grants in Lieu of Taxes & Surcharges	10,024	27,180	81,187	33.5
Grants - WD Funding	277,802	277,802	12,800	2,170.3
Investment Income and Commissions	191	3,612	6,000	60.2
Total Revenues:	278,108	408,036	1,284,095	31.8
Expenditures				
General Government Services	40,877	96,527	305,665	31.6
Protective Services		804	76,340	1.1
Transportation Services	15,850	63,377	265,350	23.9
Environmental Health Services	15,812	45,289	218,980	20.7
Planning and Development Services	37,418	355,291	79,200	448.6
Recreation and Cultural Services	1,523	55,282	85,120	65.0
Utilities	65,146	275,161	248,440	110.8
Total Expenditures:	176,626	891,731	1,279,095	69.7
Change in Net Financial Assets	101,482	(483,695)	5,000	9,773.9-
Total Change in Net Assets	101,482	(483,695)	5,000	9,773.9-
Account Balances				
Municipal Taxes Receivable	<i>Current</i>	<i>Year to Date</i>	<i>Balance</i>	
Municipal - Tax Receivable - Current	(2,648)	(31,117)	(57,695)	
Municipal - Tax Receivable - Arrears	(2,864)	4,571	172,316	
Total Municipal Taxes Receivable:	(5,512)	(26,546)	114,621	
Cash - On Hand - Petty Cash			100	
Cash - Credit Union	191,746	(366,072)	469,978	
Tourism Consolidation 50%			18,909	
Cash - High Int. Savings# 1 THRIVE		(350)	1,994	
Cash - CIBC	4,527	11,322	18,449	
Cash - Non-Redeemable Equity #1			530	
Cash - Redeemable Equity #1			59	
Redeemable Term Deposit		2,625	152,625	
Cash - Savings2 Ec Dev Funds	200,013	200,014	206,308	
Cash - HIS3 - Deep South EcDev Funds	55	219	667,514	
Credential Security Investments			433,554	

Certified correct and in accordance with the records

Presented to council on

May 11, 2021
(Date)



C MacKay-Wilson
Town Administrator, Town of Coronach



Calvin Martin
Mayor, Town of Coronach

*Note Provincial Funds Grant are no included in this report since December 2020

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**Town of Coronach
Bank Reconciliation - Summary**

Page 1

Cash - Credit Union
For Ending Date 2021-04-30

110-110-120 - Cash -Credit Union

GL Balance to 2021-04-30

469,926.90

Service Charges:

-67.75

Interest Charges:

0.00

Interest Revenue:

119.12

Subtotal:

469,978.27

Future-dated Cleared Deposits:

487.50

Adjusted Book Balance

470,465.77

Bank Statement Balance:

539,568.96

Deposits in Transit:

12,120.01

Outstanding Payments:

-81,223.20

Total Uncleared:

-69,103.19

-69,103.19

Adjusted Bank Balance

470,465.77

Notes

A direct deposit from Canada Post \$487.50 was not posted in error in April. Added to batch 2021-021 and posted May 6, 2021. Then cleared the item on the bank rec

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**Town of Coronach
Bank Reconciliation - Summary**

Page 1

Conexus HIS #1
For Ending Date 2021-04-30

110-110-130 - Cash - High Int. Savings# 1

GL Balance to 2021-04-30 **1,993.67**

Service Charges:		0.00
Interest Charges:		0.00
Interest Revenue:		0.08

Adjusted Book Balance **1,993.75**

Bank Statement Balance: **1,993.75**

Deposits in Transit:	0.00	
Outstanding Payments:	0.00	
Total Uncleared:	0.00	0.00

Adjusted Bank Balance **1,993.75**

Notes

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Town of Coronach
Bank Reconciliation - Summary

Page 1

CIBC *****0415
For Ending Date 2021-04-30

110-110-140 - Cash - CIBC

GL Balance to 2021-04-30 **18,459.43**

Service Charges: -10.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **18,449.43**

Bank Statement Balance: **16,898.43**

Deposits in Transit: 1,551.00
Outstanding Payments: 0.00
Total Uncleared: 1,551.00 1,551.00

Adjusted Bank Balance **18,449.43**

Notes

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Town of Coronach
Bank Reconciliation - Summary

Page 1

Conexus Non-Redeemable Equity #1
For Ending Date 2021-04-30

110-110-150 - Cash - Non-Redeemable Equity

GL Balance to 2021-04-30 **529.64**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 0.00

Adjusted Book Balance **529.64**

Bank Statement Balance: **529.64**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **529.64**

Notes

Town of Coronach
Bank Reconciliation - Summary

Redeemable Equity Account
For Ending Date 2021-04-30

110-110-160 - Cash - Redeemable Equity #1

GL Balance to 2021-04-30	58.85
Service Charges:	0.00
Interest Charges:	0.00
Interest Revenue:	0.00
Adjusted Book Balance	58.85

Bank Statement Balance: **58.85**

Deposits in Transit:	0.00	
Outstanding Payments:	0.00	
Total Uncleared:	0.00	0.00
Adjusted Bank Balance		58.85

Notes

Town of Coronach
Bank Reconciliation - Summary

Redeemable Term Deposits
For Ending Date 2021-04-30

110-110-170 - Redeemable Term Deposit

GL Balance to 2021-04-30

152,625.00

Service Charges:

0.00

Interest Charges:

0.00

Interest Revenue:

0.00

Adjusted Book Balance

152,625.00

Bank Statement Balance:

152,625.00

Deposits in Transit:

0.00

Outstanding Payments:

0.00

Total Uncleared:

0.00

0.00

Adjusted Bank Balance

152,625.00

Notes

Town of Coronach
Bank Reconciliation - Summary

Conexus HIS #2 Savings Acct
For Ending Date 2021-04-30

110-110-171 - Cash - Savings2 Ec Dev Funds

GL Balance to 2021-04-30 **206,294.47**

Service Charges: 0.00
Interest Charges: 0.00
Interest Revenue: 13.06

Adjusted Book Balance **206,307.53**

Bank Statement Balance: **206,307.53**

Deposits in Transit: 0.00
Outstanding Payments: 0.00
Total Uncleared: 0.00

Adjusted Bank Balance **206,307.53**

Notes

**Town of Coronach
Bank Reconciliation - Summary**

Conexus HIS 3 - Deep South Provincial\$
For Ending Date 2021-04-30

110-110-180 - Cash - HIS3 - Deep South EcDev

GL Balance to 2021-04-30

667,459.11

Service Charges:

0.00

Interest Charges:

0.00

Interest Revenue:

54.86

Adjusted Book Balance

667,513.97

Bank Statement Balance:

667,513.97

Deposits in Transit:

0.00

Outstanding Payments:

0.00

Total Uncleared:

0.00

0.00

Adjusted Bank Balance

667,513.97

Notes

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: BANK - BANK					
Computer Cheques:					
8132	2021-04-30	B&A Planning Group 51608	Feasibility study	17,008.73	17,008.73
8133	2021-04-30	Southland Co-operative Ltd Mar 2021 stmnt	Southland -Mar 2021	1,383.69	1,383.69
8134	2021-04-30	Korey Egan TX pymnt 6,7&8	Taxpayments 4 & 5	375.00	375.00
8135	2021-04-30	Sharni-Lee Fulton 937659	Extra COVID disinfection	197.03	197.03
8136	2021-04-30	GK Krismer & Associates Ltd. 234	Contract retainer	210.00	210.00
8137	2021-04-30	The Mechanical Mind 491	Isolate water, repair & test p	1,001.76	1,001.76
8138	2021-04-30	The Provincial Mediation Board 101290047 Sask Adam Marshall Frank Palfy J Tomlinson Marsha Ambury	Request for Consent Request for consent Request for consent Request for consent Request for Consent	20.00 20.00 20.00 20.00 20.00	100.00
39	2021-04-30	Rockglen Co-Operative Assoc Stmnt Mar 2021	Tool box for WTP	821.39	821.39
8140	2021-04-30	RWC Carpentry RWC-42021	Supply & install equipt-WTP	17,658.32	17,658.32
8141	2021-04-30	Saskatchewan Association of MLDP13712 MLDP13713	Human resources course-CMW Public relations course - CMW	152.25 152.25	304.50
8142	2021-04-30	SUMA Benefits Program May 2021 remit	SUMA - May 2021	766.98	766.98
8143	2021-05-11	Atap Infrastructure Management Hydrant Workshp	Hydrant Operation Course	336.00	336.00
8144	2021-05-11	Choquer Excavating 115a 116a 114a	10% holdback on # 115 15% holdback on # 116 10% holdback on inv 114	2,442.00 4,162.50 8,691.30	15,295.80
8145	2021-05-11	Coronach Agencies (2004) Ltd. 734LNM 2021	1993 Trailer Yrly Insurance	129.52	129.52
8146	2021-05-11	Sharni-Lee Fulton Cleaning -30	Monthly Office Cleaning	133.20	133.20
8147	2021-05-11	Hach Sales & Service Canada LP 249800	Turbidimeter, colorimeter	4,593.43	4,593.43
8148	2021-05-11	Hart Electric 90082	WTP - timers, float cntrl,	730.52	730.52

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
8149	2021-05-11	Jay's Moving & Storage R26925293	Shipping-sewer & hydrant prts	72.64	72.64
8150	2021-05-11	Myron Smarter Business Gifts 210656260	Pens	152.25	152.25
8151	2021-05-11	Ogema Mechanical Ltd. 3124	Big Muddy Grnhse line repair	410.15	410.15
8152	2021-05-11	Perry, Don To May 6, 2021	37 hrs @ \$18.00/hr	666.00	666.00
8153	2021-05-11	SOUTHERN COMFORT SPRAY FOA 105a	10% holdback on Inv 105	1,647.24	1,647.24
8154	2021-05-11	Staples Business Advantage 56084935	OFFICE SUPPLIES	41.97	41.97
8155	2021-05-11	Wolseley Canada Inc 5799474 5799473	Manhole Lifter rings hydrant repair parts	1,898.10 408.88	2,306.98
Other:					
2-Man	2021-04-26	Pritchard, Colleen 2021-002	Office - K Manske CDO May	500.00	500.00
72-Man	2021-04-30	Heidi Watson Web-27	Website monthly fee	49.99	49.99
73-Man	2021-04-30	Kelsey Manske CDO-09	WD CDO monthly contract	4,410.00	4,410.00
74-Man	2021-04-30	Poplar River Pharmacy Libraryrent-24	Library Rent	787.50	787.50
75-Man	2021-04-30	Wallace, Sean SSR-9	Deep South RPIS monthly cont	13,125.00	13,125.00
78-Man	2021-05-15	Concentra Lease Payment Lease-29	Concentra Lease payment	8,113.60	8,113.60
79-Man	2021-05-15	DeLage Landen Financial Servic 2021-02	Printer lease	303.03	303.03
106-Man	2021-04-29	SOUTHERN COMFORT SPRAY FOA 106	Spray foam at WTP March 28th	2,009.94	2,009.94
111-Man	2021-05-13	SOUTHERN COMFORT SPRAY FOA 111	Well 5 building repair	8,933.58	8,933.58
627-Man	2021-04-26	SaskPower 3933-0021-0627	Acct ending in 4408	34.13	34.13
685-Man	2021-04-26	SaskPower 1986-0061-0685	Acct ending in 1378	229.28	229.28
845-Man	2021-05-07	SaskPower 1524-0067-0845	Acct ending in 1751	122.81	122.81
1149-Man	2021-04-26	SaskPower 2316-0058-1149	Acct ending in 3029	553.58	553.58

Town of Coronach
List of Accounts for Approval
As of 2021-05-10
Batch: 2021-00031 to 2021-00035

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
1384-Man	2021-05-07	SaskPower 1920-1163-1384	Acct ending in 9344	2,252.34	2,252.34
2104-Man	2021-04-30	Kelsey Manske 2104	Monthly contract	1,470.00	1,470.00
2442-Man	2021-04-26	SaskPower 1953-0063-2442	Acct ending in 8336	34.18	34.18
2443-Man	2021-04-26	SaskPower 1953-0063-2443	Acct ending in 8815	43.32	43.32
2516-Man	2021-05-07	SaskPower 1831-0067-2516	Acct ending in 9561	586.60	586.60
2907-Man	2021-04-26	SaskPower 1887-0063-2907	Acct ending in 4391	138.51	138.51
5293-Man	2021-04-26	SaskPower 2580-0055-5293	Acct ending in 1879	32.22	32.22
5826-Man	2021-04-26	SaskPower 2646-0055-5826	Acct ending in 9533	126.94	126.94
5827-Man	2021-04-26	SaskPower 2646-0055-5827	Acct ending in 9731	489.00	489.00
5828-Man	2021-04-26	SaskPower 2646-0055-5828	Acct ending in 9939	43.29	43.29
20-Man	2021-05-07	SaskPower 2118-0059-6820	Acct ending in 7058	33.11	33.11
8864-Man	2021-04-26	SaskPower 2019-0061-8864	Acct ending in 5748	55.49	55.49
8963-Man	2021-04-26	SaskPower 2415-0056-8963	Acct ending in 5319	43.70	43.70
20213-Man	2021-04-26	Collabria -Payment Processing Mar 2021 stmnt	March 2021 statement	1,878.93	1,878.93
22117-Man	2021-04-30	Purolator Courier Ltd. 447322117	Turning of the sod delivery	31.33	31.33
33889-Man	2021-05-13	ALS Enviroment 3311133889	Water Sample	22.05	22.05
34519-Man	2021-05-13	ALS Enviroment 3311134519	Water Sample	22.05	22.05
35114-Man	2021-05-13	ALS Enviroment 3311135114	Water Sample	22.05	22.05
36045-Man	2021-05-13	ALS Enviroment 3311136045	Water Sample	22.05	22.05
36046-Man	2021-05-13	ALS Enviroment 3311136046	Water Sample	22.05	22.05
36184-Man	2021-05-13	ALS Enviroment 3311136184	Water Sample	22.05	22.05
2021-Man	2021-05-10	SaskEnergy			

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
42021-Man	2021-04-30	Receiver General Of Canada	Apr 2021 billin All SaskEnergy	1,499.07	1,499.07
101130-Man	2021-04-26	Heidi Watson	Apr 2021 remit Payroll remittance April 2021	10,745.89	10,745.89
119168-Man	2021-04-30	Municipal Employees Pension PI	101130 Website edits	165.00	165.00
122145-Man	2021-04-30	Municipal Employees Pension PI	File # 119168 File 116121 Emp # 02138	1,373.18	1,373.18
124516-Man	2021-04-30	Municipal Employees Pension PI	File # 122145 File # 122145 Empl 02138	1,326.82	1,326.82
313223-Man	2021-04-30	Municipal Employees Pension PI	File # 124516 File # 124516 Emp # 02138	1,326.82	1,326.82
664028-Man	2021-05-13	Success Office Systems	313223 Feb, Mar, Apr contract usage	427.84	427.84
669022-Man	2021-04-30	Ministry of Finance	EPT 2019interes Int. on 2019 annual EPT	312.31	312.31
4172021-Man	2021-05-07	Minister Of Finance EPT	Apr 2021 remit April 2021 remittance	942.67	942.67
4212021-Man	2021-04-20	Sasktel - Land Lines	April 2021 bill Landlines April 2021	977.96	977.96
7789621-Man	2021-04-22	Sasktel	April 2021 bill Cell phones April 2021	356.77	356.77
	2021-05-13	Loraas Disposal	7789621 April 2021 statement	14,247.02	14,247.02
				Total for BANK:	146,608.15

Certified Correct This May 10, 2021



Mayor



Administrator