

Town of Coronach - Council Meeting Minutes

Agenda for the regular meeting of the Council of the Town of Coronach held at 212 1st Street East, Coronach, Saskatchewan on December 14th, 2021 at 6:00 pm.

Mayor Calvin Martin calls the meeting to order at 6:07pm

Present: Calvin Martin, Jim Achtymichuk, Leanne Kuski, Sharon Adam & Administrator C MacKay-Wilson

Regrets: Sam Koszman, Ron Mamer, Nathan Guskjolen

229.2021 Agenda

J Achtymichuk/S Adam That the agenda be accepted as presented with addition of Big Muddy Mutual Aid Minutes to New Business. Carried.

230.2021 Consent Agenda

L Kuski/S Adam That the Consent agenda items be approved as presented including the November RCMP report; Water Report November 30th 2021; Correspondence to the Town of Coronach letter for amendment to provincial funds FYI; Palliser Library "For the Record"; TSASK Letter - Plumbing permit process; WSA - Well 5 licence update; minutes from Council meeting November 9th, 2021, and special meeting minutes November 15th, 2021; Administrators report to be marked as confidential; Foreman Report; November 2021 Bank Reconciliations; List of Accounts Payable Batches 2021-00092 to 2021-000108 for a total of \$159030.76 in payments from Town of Coronach and \$48,000 from South Sask Ready Provincial fund (note that invoices were present for approval). Carried.

231.2021 Financial Statements

J Achtymichuk/L Kuski That the Monthly Financial Statement for November 30th, 2021 including all accounts with revenues of \$6,169.35 and expenses of \$183,710.50 and the Monthly & Year to Date Financial Operational Activity November 30th, 2021 excluding local and regional funding from Western Diversification and Provincial Coal Transition funds be approved as presented. Carried.

232.2021 Coronach Community Development Officer Report

S Adam/L Kuski That the Coronach Community Development Officer Report and year end Coronach Community Economic Action Team review is accepted as presented. Carried.

Old Business

Council reviewed Community Hall Update from C MacKay-Wilson

233.2021 Coronach Business District Water & Wastewater project

J Achtymichuk/S Adam That the Council engages Brown & Associates Planning group to manage public engagement requirements for the Town of Coronach for the 2021-2022 water and wastewater project. Carried.

Council discussion on water and sewer line replacements & plan for community engagement for the Downtown Coronach Renewal. Wyatt Engineering will attend the January 11th 2022 Council meeting.

New Business

234.2021 Downtown flower tender 2022

J Achtymichuk/S Adam That Big Muddy Greenhouses wins the tender for the downtown Flower Tender for 2022 florals for a value of \$ 2158.00 plus applicable taxes. Carried.

C MacKay-Wilson recused herself from council chambers at 7:25pm.

C MacKay-Wilson returned to council chambers at 7:30 pm.

235.2021 Retired truck mount sander tender

L Kuski/J Achtymichuk That RWC Carpentry was awarded the tender for the retired truck mount sander for \$500.00. Carried

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236.2021

Councillor Appointments 2022

<u>Committee</u>	<u>Councillor</u>
Big Muddy Mutual Aid Board	J Achtymichuk
Coronach & District Museum	S Adam
Coronach Community Hall Board	R Mamer
Coronach Library Board	J Achtymichuk
Coronach Recreation Board	L Kuski & N Guskjolen
Coronach Tourism Committee	R Mamer
Community and Economic Action Team	J Achtymichuk, S Adam, S Koszman, C MacKay-Wilson, C.A.O. (C Eger, Reeve RM Hart Butte, K Manske RM Hart Butte & K Manske, Coronach Community Economic Development Officer)
Fire Protection Association	N Guskjolen, S Adam, S Koszman
Health Care Advisory Board	C Martin, Mayor
Palliser Regional Library Board	J Achtymichuk
Personnel Committee	J Achtymichuk, C Martin, Mayor, C MacKay-Wilson, C.A.O., N Guskjolen
Poplar River Park Committee	N Guskjolen, C Martin, Mayor
South Central Municipal Association	C Martin, Mayor
South Sask. Regional Partnership	S Adam, C MacKay-Wilson, C.A.O.
Pretty Valley Housing board	C Martin, Mayor
Doctor Recruitment Committee,	L Kuski
SCTPC Highways	L Kuski
Coronach Housing	J Achtymichuk
Administrative Committee	C Martin, Mayor, C MacKay-Wilson, C.A.O, Member at large to be appointed.

237.2021

Palliser Library Levy 2022

S Adam/L Kuski That the Palliser library levy be paid as per the invoice for a total of \$14,464.29. That no programming hours will be paid by the Town of Coronach. Carried.

238.2021

Landfill Contractor renewal

S Adam/ J Achtymichuk That the Landfill contractor contract is renewed with D Perry at a rate of \$18.50/hr with same conditions as 2021 Contract. Carried.

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239.2021 Prepayment discount water
J Achtymichuk/L Kuski That the Water Prepayment will be \$50.00 on Water and Sewer costs for 2022 with pre-payment between January 2nd and January 31st, 2022. Carried

Council reviewed the preliminary budget for 2022.

240.2021 Annual Holiday gift
S Adam/L Kuski That 4 staff members over 32 hours/week receive \$200.00 and that 3 seasonal and/or subcontractor staff receive \$100.00 as a holiday gift. Carried.

241.2021 Board of Revisions 2022
L Kuski/J Achtymichuk That Council engage Western Municipal Board as the Town of Coronach's board of revisions for 2022, and approve the retainer of \$250.00. Carried.

242.2021 Tax Enforcement arrangements - Lot 5 Block/Par 23 Plan 77MJ08776
J Achtymichuk/S Adam That the Town of Coronach agrees to conditions of payments to be made on tax enforcement property at Lot 5 Block/Par 23 Plan 77MJ08776 Ext 0 as per agreement. Carried

243.2021 Tax Enforcement arrangements - Roll 547
That the agreement proposed by 101290047 Saskatchewan Ltd be reviewed by our lawyers at Miller Thomson and approved as amended with legal advice. Carried.

244.2021 Annual Performance and Wage Review
S Adam/L Kuski That the wage reviews include the annual increases to be presented to employees with their reviews effective January 3rd, 2022 for LS increase of \$0.75/hr plus \$2000.00/year vehicle allowance; KE increase of \$0.50/hr; C MacKay-Wilson, C.A.O. salary increase of \$390.00/year plus 3 paid personal days; TM increase of \$0.50/hr. Carried

245.2021 Urban Municipal Administrator Association Certificate
J Achtymichuk/L Kuski That the council approves Urban Municipal Administrator Association Certificate payment for C MacKay-Wilson. Carried.

246.2021 2022 Regular Council meeting dates
That the Council meetings in 2022 will be held at the Town office, 212 1st Street East, Coronach SK on the following dates:

January 11, 2022

February 8, 2022

March 8, 2022

March 22, 2022

April 12, 2022

May 10, 2022

October 18, 2022

November 8, 2022

Carried.

May 31, 2022

June 14, 2022

July 12, 2022

August 9, 2022

September 13, 2022

September 27th, 2022

December 13, 2022

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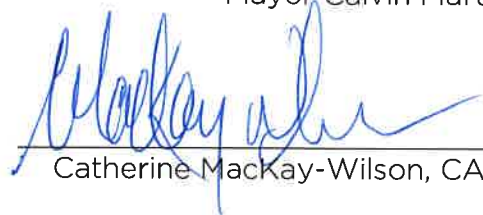
247.2021 MuniCode Building Inspection services
That the Town of Coronach re-appoint the Building Inspection services to be contracted to MuniCode Services per the contract renewal. Carried.

248.2021 Big Muddy Mutual Aid
J Achtymichuk/ S Adam That the minutes from the Big Muddy Mutual aid meeting added to the agenda be accepted as presented. Carried.

249.2021 Adjourn
C Martin: That the meeting is adjourned at 9:30 pm and the next regular meeting of council will be on January 11th, 2022, 6pm, Town Office. Carried.



Mayor Calvin Martin



Catherine Mackay-Wilson, CAO

Town of Coronach
List of Accounts for Approval
Batch: 2021-00092 to 2021-00108

Bank Code - BANK - BANK

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
8356	2021-11-10	Coronach Merchants Hockey 2021 donation		250.00	250.00
8357	2021-11-10	Schnell, Clarence 308744	Cemetary maintenance	472.73	472.73
8358	2021-11-10	SGL Auto Fund 2021 003MAZ 2021735LNM 2021 004MAZ	1999 Ford F350 2001 Ford F350 Super Duty 2005 GMC dump truck	1,010.86 1,169.34 1,202.69	3,382.89
8359	2021-11-30	Southland Co-operative Ltd Oct 2021 stmnt	October 2021 statement	1,855.35	1,855.35
8360	2021-11-30	Coronach Community Hall Board 25-21	SSR meeting Oct 19, 2021	175.00	175.00
8361	2021-11-30	Coronach Agencies (2004) Ltd. BDBG10	Bus District Beautification	3,612.90	3,612.90
8362	2021-11-30	Coronach Recreation Board CRAG 2021	Comm Rink Affordability Grant	5,000.00	5,000.00
8363	2021-11-30	Coronach Tourism BDBG8	Beautification grant	370.00	370.00
8364	2021-11-30	Egan, Korey Nov Prop Tax	Tax prepayment # 22 & 23	250.00	250.00
8366	2021-11-30	Pillar Systems Inc PS20007-04	Asset Management	6,407.10	6,407.10
8367	2021-11-30	Prairie Dog Construction 0577 574	What Not Shoppe new roof Pretty Valley Lodge roof - 50%	8,613.00 27,545.00	36,158.00
8368	2021-11-30	Rockglen Co-Operative Assoc Oct 2021 stmnt	Oct 2021 statement	43.27	43.27
8369	2021-11-30	Rustic Tavern BDBG11	Bus District Beautification	1,350.00	1,350.00
8370	2021-11-30	SUMA Benefits Program Dec 2021 benefi	SUMA Dec 2021	721.96	721.96
8371	2021-11-30	What Not Shoppe Paint, lighting BDBG7	Motion 64.2021 Beautification Grant	1,225.00 2,450.00	3,675.00
8372	2021-11-30	Coronach Agencies (2004) Ltd. BDBG9-K&S	K&S Bus Beautification	337.16	337.16
8373	2021-12-02	Prairie Dog Construction 574-2	Pretty Valleey-remaining 50%	27,545.00	27,545.00
				Total Computer Cheque:	91,606.36

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
102021	2021-11-26	Collabria -Payment Processing Oct 2021 stmnt	Oct 2021 statement	904.38	904.38
112021	2021-11-19	Sasktel - Land Lines Nov 2021 bill	Landlines November 2021	1,024.71	

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OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			Nov 2021 billin	Cell phones November 2021	272.63	
			Nov 2021 remit	Payroll remittance Nov 2021	4,666.27	4,666.27
116	2021-11-30	Kelsey Manske	CDO-16	WD CDO monthly contract	5,880.00	5,880.00
117	2021-11-30	Poplar River Pharmacy	Libraryrent-31	Library Rent	787.50	787.50
118	2021-11-30	Pritchard, Colleen	2021-09	CDO office rent	500.00	500.00
119	2021-11-30	Sean Wallace Consulting Ltd.	15	SSR Director monthly cont	16,695.00	16,695.00
134	2021-11-26	SaskPower	1854-0067-0134	Acct ending in 4391	137.90	137.90
1378	2021-11-26	SaskPower	2019-0065-3709	Acct ending in 1378	206.42	206.42
1501	2021-11-25	Sean Wallace Consulting Ltd.	15 EXP	SSR expenses	670.35	670.35
166928	2021-11-30	Municipal Employees Pension PI	File 166928		1,613.22	1,613.22
169303	2021-11-30	Municipal Employees Pension PI	169303	File # 169303	1,629.00	1,629.00
1964	2021-11-26	SaskPower	1788-0069-1964	Acct ending in 5748	60.83	60.83
2239	2021-11-26	SaskPower	2118-0063-2239	Acct ending in 5319	43.70	43.70
449068303	2021-11-30	Purolator Courier Ltd.	449068303		94.67	94.67
4984	2021-11-25	SaskPower	1557-0070-4984	Acct ending in 9533	104.71	104.71
4985	2021-11-25	SaskPower	1557-0070-4985	Acct ending in 9731	355.59	355.59
4986	2021-11-25	SaskPower	1557-0070-4986	Acct ending in 9939	42.29	42.29
5070	2021-11-26	SaskPower	2502-0064-5070	Acct ending in 3029	544.15	544.15
5415	2021-11-26	Mamer, Ron	Peavy 5415	Lights, decor for parade float	53.24	53.24
6374	2021-11-25	SaskPower	3372-0042-6374	Acct ending in 1993	493.68	493.68
8927	2021-11-26	SaskPower	1887-0066-8927	Acct ending in 8336	40.57	40.57
8928	2021-11-26	SaskPower	1887-0066-8928	Acct ending in 8815	42.70	42.70
89346	2021-11-30	Purolator Courier Ltd.	449189346		18.84	18.84
				Total Other:		36,882.35

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
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Batch: 2021-00092 to 2021-00108

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
112021	2021-12-14	Southland Co-operative Ltd				
		Nov 2021 stmt		November 2021 statement	3,798.51	3,798.51
13948	2021-12-14	Redhead Equipment	P13948	Returned grader parts	-811.78	-811.78
14201	2021-12-14	Redhead Equipment	P14201	Grader parts	1,007.10	1,007.10
14993	2021-12-14	Redhead Equipment	P14993	Grader parts	2,062.90	2,062.90
330623	2021-12-14	Success Office Systems	INV330623	Toner & waste container freight	15.75	15.75
7842288	2021-12-14	Loraas Disposal	7842288			
					15,921.55	15,921.55
				Total Online Banking:		21,994.03

CAFT DIRECT DEPOSIT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
1130	2021-12-09	Smith, James Lee				
		Bobcat Del		Deliver Bobcat to Regina for repair	165.40	165.40
1204	2021-12-09	Tammy Mills				
		Assin pick up		Pick up in Assiniboia	20.58	20.58
2021-15	2021-12-14	Spring Creek Consulting				
		2021-15		Engineering	6,670.49	6,670.49
2383020	2021-12-14	TAXervice	2383020	Tax Enforcement-Harmsworth	315.00	315.00
2383021	2021-12-14	TAXervice	2383021	Tax Enforcement Grainger	315.00	315.00
2383045	2021-12-14	TAXervice	2383045	Tax Enforcement - 10129004 Sask	19.95	19.95
2383139	2021-12-14	TAXervice	2383139	Tax Enforcement	342.30	342.30
2383140	2021-12-14	TAXervice	2383140	Tax Enforcement	210.00	210.00
283044	2021-12-14	TAXervice	283044	Tax Enforcement Harmsworth	363.30	363.30
3311163512	2021-12-14	ALS Enviroment	3311163512	Water Sample	25.20	25.20
3311164504	2021-12-14	ALS Enviroment	3311164504	Water Sample	25.20	25.20
3311165234	2021-12-14	ALS Enviroment	3311165234	Water Sample	25.20	25.20
3311167589	2021-12-14	ALS Enviroment	3311167589	Water Sample	25.20	25.20
3311168757	2021-12-14	ALS Enviroment	3311168757	Water Sample	25.20	25.20
				Total CAFT Direct Deposit:		8,548.02

Date Printed
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Total BANK: 159,030.76

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Town of Coronach
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Bank Code - SSR - South Sask Ready Prov Fund

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
6- Man	2021-11-26	Dosch Organic Acres Inc Equip Deposit	Advance for equipment deposit	48,000.00	48,000.00
			Total Computer Cheque:		48,000.00

Total SSR: 48,000.00
Grand Total: 207,030.76

Certified Correct This December 14, 2021



Calvin Martin, Mayor




C. Mackay-Wilson, Chief Administrative Officer


TOWN OF CORONACH
Monthly Financial Statement
For the Period Ending November 30, 2021

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation		626,835.98	630,206.00	(3,370.02)	99.47
Fees and Charges	(3,966.68)	47,747.96	49,675.00	(1,927.04)	96.12
Utilities	725.25	254,097.86	334,385.00	(80,287.14)	75.99
Grants		718,158.68	232,498.83	485,659.85	308.89
Grants in Lieu of Taxes	6,671.89	56,794.21	68,593.67	(11,799.46)	82.80
Capital Asset Proceeds	1.00	601.00		601.00	
Investment Income and Commissions	2,737.89	8,517.87	6,000.00	2,517.87	141.96
Other Revenues		1,001.72		1,001.72	
Total Revenues:	6,169.35	1,713,755.28	1,321,358.50	392,396.78	129.70
Expenditures					
General Government Services	44,675.09	302,736.22	298,571.00	(5,589.72)	101.87
Protective Services		67,210.50	78,011.00	10,800.50	86.16
Transportation Services	26,937.50	250,968.76	264,985.00	9,052.26	96.58
Environmental Health Services	15,425.54	163,101.63	219,730.00	56,354.84	74.35
Planning and Development Services	74,672.24	600,958.10	99,400.00	(507,910.95)	610.98
Recreation and Cultural Services	(3,802.99)	65,458.93	106,620.00	41,014.12	61.53
Utilities	25,803.12	330,614.46	399,335.50	52,261.09	86.91
Total Expenditures:	183,710.50	1,781,048.60	1,466,652.50	(344,017.86)	123.46
Change in Net Financial Assets	(177,541.15)	(67,293.32)	(145,294.00)	48,378.92	66.70
Change in Non-Financial Assets		1,000.00		1,000.00	
Change in Net Assets	(177,541.15)	(68,293.32)	(145,294.00)	47,378.92	67.39
Transfer to Reserves		5,000.00	5,000.00		100.00
Change in Surplus	(177,541.15)	(73,293.32)	(150,294.00)	47,378.92	68.48

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			100.00
Cash - Credit Union	(111,394.04)	(72,804.81)	763,245.61
Cash - High Int. Savings# 1 THRIVE	0.07	(709.68)	1,633.74
Cash - CIBC	4,052.17	12,378.29	19,505.65
Cash - Non-Redeemable Equity #1		(52.96)	476.68
Cash - Redeemable Equity #1		52.96	111.81
Redeemable Term Deposit		2,625.00	152,625.00
Cash - Savings2 Ec Dev Funds	16.97	200,134.83	206,428.52
Cash - HIS3 - SSR EcDev Funds	(59,226.12)	(80,080.34)	587,214.23
Total Cash:	(166,550.95)	61,543.29	1,731,341.24
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(55,147.34)	39,739.76	95,464.71
Municipal - Tax Receivable - Arrears	(878.83)	(2,919.89)	80,074.28
Municipal - Adjustment/Cancellation		2,104.90	2,104.90
Total Municipal Taxes Receivable:	(56,026.17)	38,924.77	177,643.89

Certified correct and in accordance with the records Presented to council on


 Catherine MacKay-Wilson
 Chief Administrative Officer


 Calvin Martin
 Mayor, Town of Coronach

Dec 14, 2021
 (Date)

*Monthly Financial Statement format changed September 14th, 2021, See Monthly Operational Statement for reports with format used prior to Sept 14th, 2021

**Town of Coronach Monthly & Year to Date
Financial Operational Activity**
For the Period Ending November 30, 2021

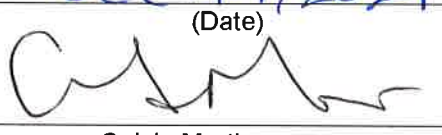
	<i>Current Month</i>	<i>Year to Date</i>	<i>Budget 2020</i>	<i>Var to Budget Pro-rated \$</i>
Revenues				
Taxation		626,836	630,206	577,689
Fees and Charges	(3,967)	47,748	49,675	45,539
Utilities	725	254,097	334,385	306,520
Grants - MRS, GASTAX, Safe restart, MEEP		188,062	204,506	187,463
Grants in Lieu of Taxes & Surcharges	6,672	72,010	83,787	76,805
Grants - Summer student Grant			4,800	4,400
Capital Asset Proceeds	1	601		
Investment Income and Commissions	2,738	8,518	6,000	5,500
Other Revenues		1,002	153,494	140,703
Total Revenues:	6,169	1,198,874	1,466,853	1,344,619
Expenditures				
General Government Services	44,677	302,733	298,571	273,687
Protective Services		67,211	78,011	71,510
Transportation Services	26,938	250,971	264,985	242,904
Environmental Health Services	15,425	163,102	219,730	201,420
Planning and Development Services	35,932	57,731	86,900	79,657
Recreation and Cultural Services	(3,804)	65,459	106,620	97,735
Utilities	25,804	330,614	399,336	366,060
Total Expenditures:	144,972	1,237,821	1,454,153	1,332,973
Change in Net Financial Assets	(138,803)	(38,947)	12,700	11,646
Total Change in Net Assets	(138,803)	(38,947)	12,700	11,646

Account Balances	<i>Current</i>	<i>Year to Date</i>	<i>Balance</i>
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(55,147)	39,740	95,465
Municipal - Tax Receivable - Arrears	(879)	(2,920)	80,074
Total Municipal Taxes Receivable:	(56,026)	36,820	175,539
Cash - On Hand - Petty Cash			100
Cash - Credit Union	(111,394)	(72,805)	763,246
Cash - High Int. Savings# 1 THRIVE		(710)	1,634
Cash - CIBC	4,052	12,378	19,506
Cash - Non-Redeemable Equity #1		(53)	477
Cash - Redeemable Equity #1		53	112
Redeemable Term Deposit		2,625	152,625
Cash - Savings2 Ec Dev Funds	17	200,135	206,429
Cash - HIS3 - SSR EcDev Funds	(59,226)	(80,080)	587,214
Credential Security Investments			438,148

Certified correct and in accordance with the records

Presented to council on


C MacKay-Wilson
Town Administrator, Town of Coronach

Dec. 14, 2021
(Date)

Calvin Martin
Mayor, Town of Coronach

*Note all Provincial South Sask Ready, SaskPower Community Fund and Western Diversification grant funds re removed from this report.