

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 10th, 2022 at 6:00 pm.

6:00pm -Sgt. Granello, RCMP Coronach Detachment

6:20pm - Daniel Boulton ARM®, Area Manager, Living Skies Housing Authority

Mayor Calvin Martin calls the meeting to order at 6:30pm

Present: Calvin Martin, Jim Achtymichuk, Ron Mamer(6:30pm), Sharon Adam &
Administrator C MacKay-Wilson.

Regrets: Sam Koszman, Nathan Guskjolen, Leanne Kuski

6:55pm - Joan Wagner and Scott Williamson, HB Enterprises, 132 Churchill Ave.

7:05pm - Community Economic Development Officer K Manske

65.2022 Agenda

J Achtymichuk/R Mamer

That the Agenda be approved as amended with Foreman
Report, April 2022, moved to new business.

Carried.

66.2022 Consent Agenda

S Adam/J Achtymichuk

That the Consent Agenda items be accepted as presented
including: RCMP report; Dr Rec. Dr Recruitment meeting notes
April 7 2022; Dr. Recruitment Announcement Dr Uchenna
Oranefojpg; Dr. Rec. Doctor recruitment 2021; Dr. Rec. Doctor
recruitment YTD April 2022; Pallier Library Regional Park Pass;
Water Report; K Manske ICIP Application-CCR Stream;
Ombudsmen Sask Annual report; Public Interest Disclosure
repor - Annual; Saskatchewan Housing Corporation 2021
Annual Report; Well Meeting Email April 12 2022 R6S05 Town
of Coronach Water Supply Investigation Revised; Well Meeting
R6S05 2022042g; Well Meeting updated documents RES05
Revised Exploration Drawing_2022042; Water Security Agency
- Water Well license - Well 5; Minutes from April 12th, 2022;
Administrators report to be marked confidential; Bank
Reconciliations for April 30th, 2022; List of Accounts payable
for batches 2022-00042 to 2022-00045 for \$111,177.40;
Coronach Community Economic Action Team and Community
Coordinator report

Carried.

67.2022 Monthly Financial Statement

S Adam/J Achtymichuk

That the Monthly Financial Statement April 30th, 2022 with
revenues of \$279,880.65 and expenses of \$125,141.36 is
approved as amended without the Budget 2020 and Variance
to Budget 2020 columns and the Monthly & Year to Date
Financial Operational Activity April 30th, 2022 be approved as
presented.

Carried.

Old Business

68.2022 Water and Sewer repairs - 132 Churchill Ave.

R Mamer/S Adam

That the Town of Coronach will approve HB Enterprises to complete
work to replace water and sewer service to 132 Churchill and approve
to pay 25% of the pre-tax costs to the owner towards water line
replacement under Bylaw 10.2021. The Town requests a copy of the
contractor's insurance and a Workers Compensation letter of good
standing before work begins.

Carried.

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- 69.2022 Student Applicants
R Mamer/S Adam
That the Summer Student Applicants Sommer Foley, Kipp Mielke and Nick Kessler be hired for 8 weeks at \$17.50/hour starting upon the end of the school exam period.
Carried.
- 70.2022 Seasonal Position 2022
J Achtymichuk/R Mamer
That Seasonal Position Applicant Tristan Jones be hired for 22 weeks at \$19.00 with vacation paid each pay period.
Carried.
- 71.2022 EDY Building request
J Achtymichuk/S Adam
That the Town of Coronach turn down the proposal from the EDY Community Co-operative project regarding the Kinsmen Park building
Carried.
- The CAO will continue to source other options for the EDY project.
- 72.2022 Eco Strat Bio Mass Zone Initiative
R Mamer/J Achtymichuk
That the Eco Strat Biomass Zone Assessment project first phase with cost of \$14,000 be approved by the Town of Coronach with support from the R.M of Hart Butte No. 11 for 50% of the funds for the first phase and funding application for the remaining funds for \$50,000 be sent by K Manske to the South Saskatchewan Ready Committee to complete the project as a benefit to the region's economic development.
Carried.
- New Business
- 73.2022 Tangible Capital Asset policy amendment
R Mamer/S Adam
That the Tangible Capital Asset policy be approved as amended and attached to these minutes.
Carried.
- 74.2022 In Camera
S Adam/C Martin
That that Town Council move into an In-Camera session at 8:45pm for strategic planning discussion as per the Council Procedure Bylaw, Section 13. a) Schedule A under Part 5 Section 3 of the Local Authority of the Freedom of Protection & Privacy Act.
Carried.
- 75.2022 In Camera
R Mamer/J Achtymichuk
That that Town Council move out of In-Camera session at 9:45pm for strategic planning discussion as per the Council Procedure Bylaw, Section 13. a) Schedule A under Part 5 Section 3 of the Local Authority of the Freedom of Protection & Privacy Act.
Carried.

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- 76.2022
S Adam/C Martin
Special Meeting
That there will be a special meeting on May 11th, 2022 at 7:30pm at the Town office as per the request attached to these minutes.
Carried.
- 77.2022
R Mamer/S Adam
Lot 25 Block 1 Plan BV2817
That the Town of Coronach Council resolves to take title under the Provincial Mediation Board Conditions on Lot 25 Block 1 Plan BV2817.
Carried
- 78.2022
J Achtymichuk/R Mamer
Tax Arrears advertising
That the Tax Arrears listing be approved as presented as of May 8th be published on May 19th, 2022 in Assiniboia Times and Coronach Connection and Town of Coronach website as presented.
Carried.
- 79.2022
J Achtymichuk/S Adam
Assiniboia Emergency Room Closures
That the Town of Coronach send a letter of concern and support regarding the recent closures at the Assiniboia Union Hospital to the Town of Assiniboia, the Ministry of Health, Member of Legislative Assembly for Assiniboia and Coronach and our Member of Parliament.
Carried.
- 80.2022
R Mamer/J Achtymichuk
331 Westview Drive
That the Town of Coronach sell 331 Westview drive with an agent with any proceeds going to the Coronach Handi-van project as agreed to by the RM of Hart Butte.
Carried.
- 81.2022
S Adam/R Mamer
South Winds Manor Fire Drill request
Whereas seniors are a valued part of this town and have contributed and continue to contribute immensely to the life and vibrancy of this community; serve as active and valuable leaders, mentors, volunteers and deserve to feel safe and secure in their own homes; the Town of Coronach requests our local fire department give back with a free Annual Fire Drill with the Residents of South Winds Manor.
Carried.
- 82.2022
C Martin
Adjourn
That the meeting is adjourned at 10:00pm and the planned meeting of May 31st, 2022 is postponed until June 2022, and the next regular meeting of council will be June 14th, 2022, 6pm, at the Town Office. Carried.

Town of Coronach - Council Meeting Minutes

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Mayor Calvin Martin



Catherine MacKay-Wilson,
Chief Administrative Officer

Original copy with Minutes.

Date:

To:

May 10, 2022
C MacKay-Wilson

Administrator, Town of Coronach

Pursuant to 123 of *The Municipalities Act*, I / we hereby request you to call a special meeting of the Council of the Town of Coronach to discuss the following matter(s):

1. Personnel
2. —
3. —

Meeting Details:

Location:

Date:

Time:

Town Office, 212 1st St. E. Coronach
May 11, 2022
7:30 pm

Dated this 10 day of May, 2022

SIGNED:

Name:

Name:

Name:

Name:



CM



SA



RH



JA

Office Use Only:



Members provided notice pursuant to subsection 123(2)



Notice not provided pursuant to subsection 123(3)



TOWN OF CORONACH
Monthly Financial Statement
For the Period Ending April 30, 2022

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	(72.93)	8,956.55	599,770.00	(590,813.45)	1.49
Fees and Charges	6,839.31	26,965.97	48,900.00	(21,934.03)	55.15
Utilities	1,340.96	77,284.88	331,830.00	(254,545.12)	23.29
Grants	263,802.00	845,735.30	238,386.00	607,349.30	354.78
Grants in Lieu of Taxes	6,720.72	27,958.14	69,547.00	(41,588.86)	40.20
Capital Asset Proceeds		750.00		750.00	
Investment Income and Commissions	1,250.59	2,889.03	6,660.00	(3,770.97)	43.38
Total Revenues:	279,880.65	990,539.87	1,295,093.00	(304,553.13)	76.48
Expenditures					
General Government Services	32,643.22	86,575.72	304,830.00	218,254.28	28.40
Protective Services		1,012.73	72,210.00	71,197.27	1.40
Transportation Services	17,904.39	63,802.64	330,458.00	266,655.36	19.31
Environmental Health Services	17,150.79	49,438.07	211,630.00	162,191.93	23.36
Planning and Development Services	34,124.64	281,359.07	10,870.00	(270,489.07)	2588.40
Recreation and Cultural Services	1,416.52	78,713.34	116,820.00	38,106.66	67.38
Utilities	21,901.80	97,949.75	169,925.00	71,975.25	57.64
Total Expenditures:	125,141.36	658,851.32	1,216,743.00	557,891.68	54.15
Change in Net Financial Assets	154,739.29	331,688.55	78,350.00	253,338.55	423.34
Change in Net Assets	154,739.29	331,688.55	78,350.00	253,338.55	423.34
Transfer to Reserves			78,350.00	78,350.00	
Change in Surplus	154,739.29	331,688.55	0.00	331,688.55	0.00


Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			100.00
Cash - Credit Union	218,868.08	293,852.60	815,322.57
Cash - High Int. Savings# 1 THRIVE	0.15	0.35	1,634.16
Cash - CIBC	3,856.68	(15,150.08)	11,223.75
Cash - Non-Redeemable Equity #1			476.68
Cash - Redeemable Equity #1			111.81
Redeemable Term Deposit		457.88	153,082.88
Cash - Savings2 Ec Dev Funds	(4,958.06)	95,102.71	301,548.76
SSR EcDev Funds - See Deferred Rev.	665,203.89	473,228.79	903,174.71
Total Cash:	882,970.74	847,492.25	2,186,675.32
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(1,042.13)	(1,039.22)	36,696.75
Municipal - Tax Receivable - Arrears	(8,103.75)	(16,197.88)	61,231.06
Municipal - Adjustment/Cancellation		585.91	2,690.81
Total Municipal Taxes Receivable:	(9,145.88)	(16,651.19)	100,618.62

Certified correct and in accordance with the records

Presented to council on

May 10, 2022
(Date)


Catherine MacKay-Wilson
Chief Administrative Officer


Calvin Martin
Mayor, Town of Coronach

*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 April 30, 2022


	<i>Current Month</i>	<i>Year to Date</i>	<i>Budget 2020</i>	<i>Var to Budget Pro-rated \$</i>
Revenues				
Taxation	(73)	8,957	599,770	199,923
Fees and Charges	6,839	26,965	48,900	16,299
Utilities	1,340	77,286	331,830	110,611
Grants - MRS, GASTAX, Safe restart, MEEP			224,630	74,877
Grants in Lieu of Taxes & Surcharges	6,721	27,958	79,878	26,627
Grants - Summer student Grant			3,425	1,142
Capital Asset Proceeds		750		
Investment Income and Commissions	1,251	2,889	6,660	2,220
Total Revenues:	16,078	144,805	1,295,093	431,699
Expenditures				
General Government Services	32,644	86,574	304,830	101,611
Protective Services		1,013	72,210	24,071
Transportation Services	17,906	63,804	330,458	110,154
Environmental Health Services	17,150	49,438	211,630	70,545
Planning and Development Services	1,408	3,309	10,870	3,624
Recreation and Cultural Services	1,417	78,713	116,820	38,940
Utilities	21,902	97,952	169,925	56,642
Total Expenditures:	92,427	380,803	1,216,743	405,587
Change in Net Financial Assets	(76,349)	(235,998)	78,350	26,112
Total Change in Net Assets	(76,349)	(235,998)	78,350	26,112

Account Balances	<i>Current</i>	<i>Year to Date</i>	<i>Balance</i>
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(1,042)	(1,039)	36,697
Municipal - Tax Receivable - Arrears	(8,104)	(16,198)	61,231
Total Municipal Taxes Receivable:	(9,146)	(17,237)	97,928
Cash - On Hand - Petty Cash			100
Cash - Credit Union	218,868	293,853	815,323
Cash - High Int. Savings# 1 THRIVE			1,634
Cash - CIBC	3,857	(15,150)	11,224
Cash - Non-Redeemable Equity #1			477
Cash - Redeemable Equity #1			112
Redeemable Term Deposit		458	153,083
Cash - Savings2 Ec Dev Funds	(4,958)	95,103	301,549
SSR EcDev Funds - See Deferred Rev.	665,204	473,229	903,175
Credential Security Investments			438,148

Certified correct and in accordance with the records

Presented to council on

May 10, 2022
(Date)


C MacKay-Wilson
Town Administrator, Town of Coronach


Calvin Martin
Mayor, Town of Coronach

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

TANGIBLE ASSET ACCOUNTING POLICY



Policy Title:	TANGIBLE ASSET POLICY
Policy Number:	ASSET- 02
Authority:	Town of Coronach Council
Approval date:	July 11, 2011
Amended date:	July 13th, 2021
Review date:	July 13th, 2021
Next Review date:	July 2023

1. PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets
- c) Gather and maintain information needed to prepare financial statements.

2. SCOPE:

This policy applies to all Town departments, boards and commissions, agencies and other organizations falling within the reporting entity of the Town. Appendices are as follows for reference:

- Appendix A: Definitions
- Appendix B: Capitalization Decision Tree
- Appendix C: Useful Life chart
- Appendix D: Capitalization Thresholds

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

Capital Lease:

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in ownership of property to the Town. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) There is a reasonable assurance that the Town will obtain ownership of the leased property by the end of the lease term.
- b) The lease term is of such a duration that the Town will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span.
- c) The lessor would be assured of recovering the amount invested in the leased property and of earning a return on the investment as a result of the lease agreement.

3. POLICY STATEMENTS:

Capitalization

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the thresholds in Appendix D. Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold. Asset Classes include the following, as listed on Appendix C:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- motor vehicles;
- Computer hardware
- Office Furniture

Valuation

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

1.1 Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties (e.g. *net of the GST rebate*), freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired (e.g. a land and building purchase). Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

1.2 Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g. construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of indirect general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

TANGIBLE ASSET ACCOUNTING POLICY



Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during the periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

1.4 Donation or Contributed Assets

The cost of donated, contributed, or assets purchased for a nominal value that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life. Town departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate estimated useful life for assets acquired.

Amortization will be recorded on an annual basis and calculated using the straight-line amortization method. The straight-line method is calculated by dividing the asset's original cost, less estimated residual value (if any), by its estimated life in years. This generates a constant annual amortization amount each year. For example, where a piece of equipment has estimated useful life of 10 years and the cost of the equipment is \$30,000, the annual amortization would be calculated as $\$30,000/10$ years or \$3,000. The amortization charges related to the asset should be reviewed for reasonableness at year-end. Town departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate amortization methodology and rate for assets acquired.

Amortization begins in the year after acquisition, as it will be after year end that they full cost of putting the asset into service will be known.

Disposal

Disposal of tangible capital assets is the responsibility of the division manager. Department heads should notify the manager when assets become surplus to operations.

In disposal of real property, the Town should follow policy number 1.7.

TANGIBLE ASSET ACCOUNTING POLICY



When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head or designate must notify finance of the asset description and effective date of disposition. The finance department is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

Capital Leases

Account for a capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating expense when the net present value of the future minimum lease payments or fair value, whichever is less, is less than \$5,000.

Appendix A – Definitions of Commonly Used Terms

Amortization – is the accounting process of allocating the costs less the residual value of a tangible capital asset to operating periods as an expense over the useful life in a rational and systematic manner appropriate to its nature and use. Amortization expense is an important part of the cost associated with providing local government service, regardless of how the acquisition of TCA is funded. Depreciation accounting is another commonly used term to describe the amortization of TCA.

Asset Category – a category of assets is a grouping of assets of a similar nature or function in the Town's operations.

Betterment – is a cost incurred to enhance the service potential of an asset and will:

- Increase the previously assessed physical output of service capacity
- Significantly lower associated operating costs
- Extend the life of the property or
- Improve the quality of the output

Expenditures have to meet one of the above criteria in order to be considered betterments. Otherwise the expenditure is accounted for as a current year expense of maintaining an asset (see Repairs and Maintenance).

Capital Budget – is an estimate of expenditures for a capital project.

Capital Financing – is an allocation from the current budget to finance capital programs that consists of debt charge payments and capital levy contributions.

Capital Project – is an activity during which expenditures are incurred that result in the creation of a capital asset.

Capital Reserve – is an allocation of funds established as a result of legislation, council bylaw or contractual obligations for the funding of potential future capital projects.

Carrying Costs – are costs directly attributable to an asset's acquisition, construction or development activity where, due to the nature of the asset, it takes a long period of time to get it ready for its intended use. Typically carrying costs could include:

- Technical and administrative work prior to commencement and during construction;
- Overhead charges directly attributable to construction or development

Component – is a part of an asset with a cost that is significant in relation to the total cost of the asset. Component accounting recognizes that each part might have a different useful life and requires separate accounting for each component that has a different useful life than the whole asset does.

Contributed/Donated Assets – is a tangible capital asset that is gifted or contributed by an external party at a zero or nominal value. Where a tangible capital asset is acquired at no cost, or for a nominal cost, the amount recognized should be equal to its fair value as at the date when the asset is put into service (ready for use).

Cost – is the amount of consideration given up to acquire, construct, develop or better a capital asset and includes all expenditures, including non-refundable taxes and duties, directly attributable to its acquisition, construction, development or betterment, including installing the asset at the location and in the condition

TANGIBLE ASSET ACCOUNTING POLICY



Appendix A (cont.)

- necessary for its intended use. The cost of a contributed/donated asset is considered to be equal to its fair market value at the date of contribution.

Depreciation Accounting - is the accounting procedure in which the costs or other recorded value of a fixed asset less any estimated value on disposal is distributed over its useful life in a systematic and rational manner. It is a process of allocations, not valuation.

Disposal - refers to the removal of a capital asset from service as a result of a sale, destruction, loss or abandonment. When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss is recorded at that time.

Fair Value - is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable and willing parties (buyer and seller).

Gains - can arise from transactions and events including the disposition of assets purchased for use and not resale.

Grouped (Pooled) Assets - are homogeneous in terms of their physical characteristics, use and expected useful life. Group assets are amortized using a composite amortization rate based on the average useful life of the different assets in a group.

Historical Cost - of an asset is the amount of consideration given up to acquire, construct, develop or better an asset and includes all costs directly attributable to the acquisition, construction, development or betterment of the asset including installing the asset at the location and in the condition necessary for its intended use.

Impairment - occurs when conditions indicate that a tangible capital asset no longer contributed to the ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital assets is less than its net book value.

Infrastructure - is composed of linear assets and their associated specific components generally constructed or arranged in a continuous and connected network and may include transportation components such as roads, bridges, tunnels, storm sewers, traffic signals and signage.

Land - is the surface that is used to support structures and purchased or acquired for value, for building sites, infrastructure (roadways, bridges, water or sewer mains, etc.) and other program use but not land held for resale. Land normally has an unlimited life and is not amortized.

Linear Assets - are assets generally constructed or arranged in a continuous and connected network. They are usually defined in terms of details such as length, unit of measure and geographic reference (i.e. start and end points).

Leased Capital Assets - are non-financial assets leased by the municipality for use in the delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership.

TANGIBLE ASSET ACCOUNTING POLICY



Appendix A (cont.)

Losses – can arise from transactions and events affecting local government. Such transactions and events include the disposition of assets purchased for use and not for resale.

Market Value – is defined as the estimated consideration for which a property would be exchanged in a sale between a willing buyer and willing seller in an arm's length transaction wherein the parties had each acted knowledgeably.

Net Book Value – of a tangible capital asset is its cost, less accumulated amortization and the amount of any write-downs.

Non-financial Assets – include TCA and other assets such as prepaid expenses and inventories of supplies. Non-financial assets are acquired, constructed or developed assets that are normally employed to deliver local government services, may be consumed in the normal course of operations and are not for sale in the normal course of operations.

Pooling of Assets – refers to assets of value below the materiality threshold when considered on an individual basis but collectively make up a significant group of assets that exceeds the threshold level (i.e. computers on network, library collection, traffic lights, etc.).

Repairs and Maintenance – are reoccurring expenditures, periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life. It is an expenditure that keeps an asset in a condition that helps maintain or ensure realization of the future economic benefits that are expected from the asset over its initially assessed life. These types of expenditures are accounted for as a current year expense of maintaining an asset (i.e. expensed in the year incurred).

Residual Value – is the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, salvage value, refers to the realizable value at the end of an asset's life. If the municipality expects to use a capital asset for its full life, residual and salvage value are the same.

Straight-line Amortization Method – is amortization that allocates the costs less estimated residual value of a capital asset over each year of its estimated useful life.

Tangible Capital Assets (TCA) – are non-financial assets having physical substance that are acquired, constructed or developed and

- Are held for use in the production or supply of goods and services
- Have useful lives extending beyond the fiscal year
- Are intended to be used on a continuing basis; and
- Are not intended for sale in the ordinary course of operations

Threshold – is generally the minimum cost that an individual asset must have before it is to be treated as a tangible capital asset. The threshold amount is to be used as a guide in addition to the Treasurer's judgement.

Trade-in – occurs when an asset is disposed and replaced with a new asset through the same supplier in the same transaction. This transaction should be accounted for as two separate entries. The trade in value should be treated as proceeds of disposal and is used in calculating the gain or loss on the disposal of the assets being traded in. The new asset acquired is recorded at its full cost; trade in value

TANGIBLE ASSET ACCOUNTING POLICY



Appendix A (cont.)

for the old asset does not affect the cost of the new asset.

Useful Life – is an estimate of the period over which a tangible capital asset is expected to be used. The life of the tangible asset may extend beyond its useful life. The life of a tangible capital asset, other than land (infinite) is limited.

Work in Progress – is the accumulation of capital costs for partially constructed or developed projects (often projects that are constructed/developed over more than one fiscal period).

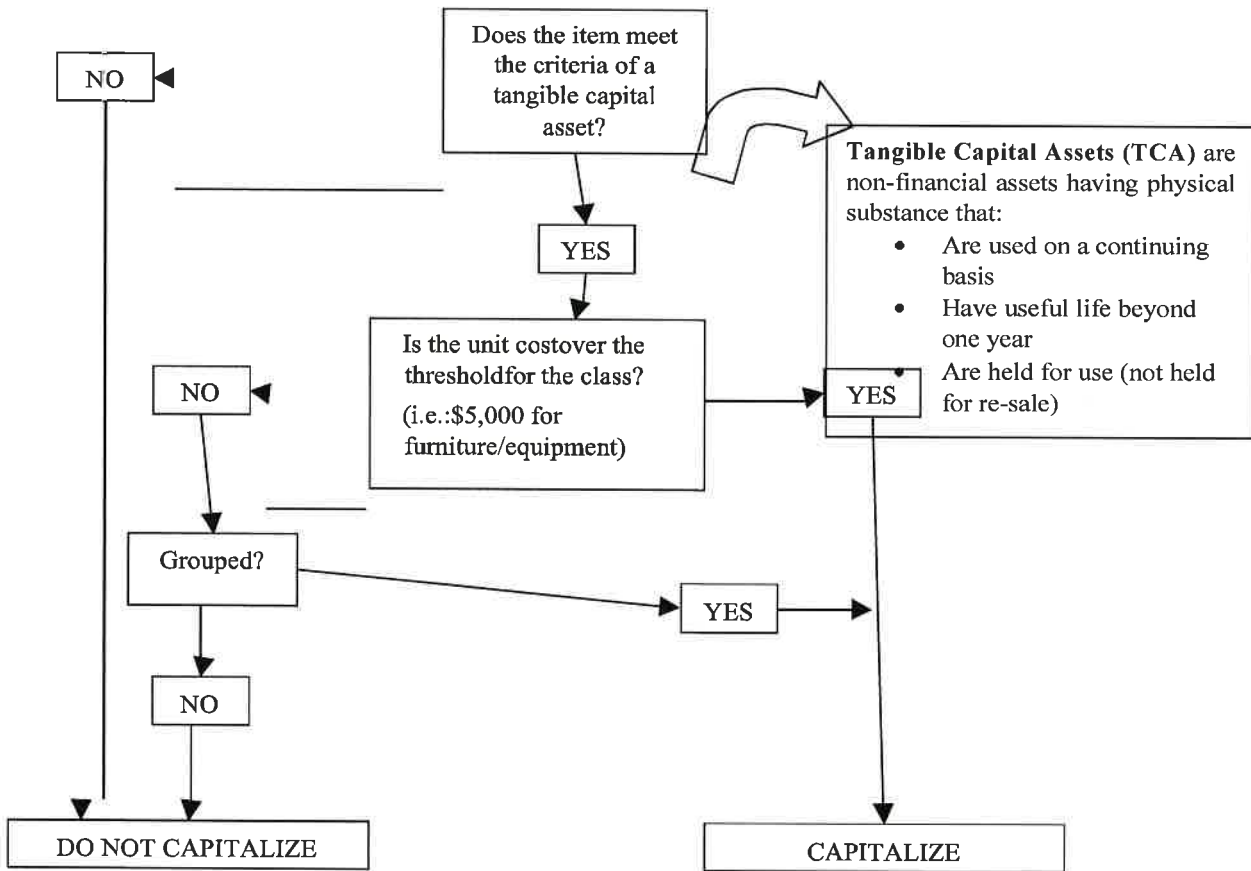
Works of Art and Historical Treasures – includes property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.

Write-down – is a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. A write-down should be recorded and expensed in the period the decrease can be measured and is expected to be permanent.

TANGIBLE ASSET ACCOUNTING POLICY



Appendix B - Capitalization Decision Tree



TANGIBLE ASSET ACCOUNTING POLICY



Appendix C: Useful Lives

	Asset Class	Useful Life
Land	Right-of-Way	Indefinite
	Parks	Indefinite
	General	Indefinite
Land & Building Improvements	Parking Lot Gravel, Asphalt	15 years
	Playground Structures,	15 years
	Landscaping	20 years
	Campground Electrical, Playing Fields	20 years
	Building and Building Improvements	25 years
Cultural & Historical Assets Permanent Structures	Public Art / Historical / Heritage Site	Indefinite
	Wood Buildings	30 years
	Steel Buildings	40 years
	Brick Buildings	40 years
Vehicles	Fire-trucks	25 years
	Light Duty Medium Duty Heavy Duty	10 years
	Light Duty Medium Duty Heavy Duty	10 years
Roads (by Surface Structure)	Gravel Road	40 years
	Chip Seal	10 years
	Reclaim Hot Mix	10 years
	Paving with sub structure	40 years
Curb & Gutter Sidewalks	Concrete	30 years
Lanes & Alleys Lights	Gravel	40 years
	Decorative Lighting	20 years
	Street Light Standards	30 years
Water Treatment and Distribution System	Mains	50 years
	Main Valves	40 years
	Hydrants	40 years
	Water Meters	25 years
	Services	50 years
	Pump, Lift & Transfer Stations	40 years
	Reservoirs	50 years
Sanitary Sewer System & Collection Lagoons	Mains	75 years
	Services	75 years
	Pump, Lift & Transfer Stations	40 years
	Lagoons	50 years
Machinery & Equipment	Construction Equipment	Variable
	Tools, Shop & Garage Equipment	15 years
	Furniture	20 years
Office Equipments	Photocopiers	5 years
	Computer Systems - Hardware	5 years
Construction Equipment	Small Equipment - Skid Steer, Sander,	5 years
	Large Equipment - Grader, Back Hoe, Generator back up system	25 years

TANGIBLE ASSET ACCOUNTING POLICY



Appendix D: Threshold Values

Tangible Capital Asset	Threshold Value
Buildings and building improvements by total project cost	\$25,000
All land	\$0
Land improvements over	\$25,000
Office Furniture and Computer Equipment	\$5,000
Motor vehicles	\$15,000
Multiple Item purchase: A pool of assets that meets the definition of a Tangible Capital Asset, that was purchased in bulk and has a replacement cost of \$25,000 or greater in any given year	\$25,000
<u>Civil infrastructure systems:</u>	
Water Treatment/ Sewage Treatment improvements or new building construction	\$25,000
Water Distribution system piping in sections matching TCA listing	\$0
Sewer Collection system piping in sections matching TCA listing	\$0
All new road installations	\$0
Asphalt or Gravel road replacement	\$25,000
Sidewalk or Curb replacement in sections matching TCA listing	\$25,000
Construction Equipment	
Small - Skid Steer, Sander, Riding Mower	\$5,000
Large Equipment - Grader, Back Hoe, Generator back up system	\$25,000



May 10, 2022
Date

Mayor Calvin Martin

Catherine MacKay-Wilson
Chief Administrative Officer

Town of Coronach
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nk Code - BANK - BANK

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2022-0028	04/29/2022	Munisoft				
			2022/23-00601	Intro to Paymate webinar - Tammy	114.45	114.45
2022-0029	04/29/2022	SaskPower				
			04-25-22 PWR	Power bills due April 25, 2022	691.24	
			04-13-22 PWR	Power bills due 26th	1,275.99	1,967.23
2022-0030	04/29/2022	Sasktel-Cell				
			04-2022 Cell	Cell phones 04 2022	275.86	275.86
2022-0031	04/29/2022	Sasktel - Land Lines				
			04-2022 Landlin		843.12	843.12
2022-0032	05/15/2022	Concentra Lease Payment				
			2022-05	Concentra Lease Payment	8,113.60	8,113.60
2022-0033	05/15/2022	DeLage Landen Financial Servic				
			2022-06	Printer lease	303.03	303.03
2022-0034	05/15/2022	SaskEnergy				
			04-2022 Energy	All Sask Energy	1,672.84	1,672.84
2022-0035	05/15/2022	SaskPower				
			04-2022 PWR	Sask Power bills due May 9, 2022	3,258.23	3,258.23
Total Automatic Withdrawal:						16,548.36

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
8510	04/29/2022	Egan, Korey				
			Tax Pymnt 04-22		375.00	375.00
8511	04/29/2022	Poplar River Community Park				
			2022 Grant	Resolution # 62-2022	4,000.00	4,000.00
8512	04/29/2022	Southland Co-operative Ltd				
			Mar 2022 stmnt	March 31, 2022 statement	2,588.90	2,588.90
8513	04/29/2022	SUMA Benefits Program				
			05-2022 Benfts	SUMA - Month 2019	793.96	793.96
8514	05/10/2022	Acklands Grainger Inc				
			9287397450	Safety signs "Slow Down"	49.73	49.73
8515	05/10/2022	Assiniboia Times				
			ASDI00034441	Seasonal help wanted	70.56	70.56
8516	05/10/2022	Bobcat Of Regina				
			P74037	Bobcat Parts	138.00	138.00
8517	05/10/2022	Cleartech Industries				
			CM309760	return of cylinders, cage - deposits	-1,916.25	
			CM303260	Accrual Cylinder and deposit credit	-1,155.00	
			CM309759	return cylinder, deposit refund	-288.75	
			1021238	4 cylinders, cage & deposits	3,397.10	37.10
8518	05/10/2022	Coronach Connection				
			Issued to: Coronach Rec Board			
			109	1/4 pg South Sask Ready	26.25	26.25
19	05/10/2022	C.R. Plumbing Ltd.				
			3750	Pinpoint on service with locator	158.18	158.18
8520	05/10/2022	Duncan Sales & Rentals				



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COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			1452	hammer drill rental	52.50	52.50
8521	05/10/2022	Fulton, Sharni-Lee				
			2022-07	Office Cleaning	145.00	145.00
8522	05/10/2022	Marv's Tire & Auto Glass				
			131782	Supply & install tire tube for backho	277.50	277.50
8523	05/10/2022	Old Coronach Street Festival				
			Town sponsorshp	Resolution # 42-2022	4,000.00	4,000.00
8524	05/10/2022	Old Coronach Street Festival				
			2022 Grant	Donation approved by CCEAT	4,000.00	4,000.00
8525	05/10/2022	Perry, Don				
			To May 5, 2022	30.5 hrs @ 18.50	648.38	648.38
8526	05/10/2022	Poplar River Pharmacy				
			Apr 2022 strmnt	Supplies for Youth in Business prog	22.72	22.72
8527	05/10/2022	SaskPower				
			2910-0056-9646	Community Hall temp account	418.99	418.99
8528	05/10/2022	SGI Auto Fund				
			734LNM 2022	1993 trailer insurance renewal	114.68	114.68
8529	05/10/2022	ZEE MEDICAL SERVICE CO.				
			189134	Replinish supplies for WTP 1st aid	161.40	
			189133	Replinish supplies for offic 1st aid ki	53.25	214.65
Total Computer Cheque:						18,132.10

CAFT DIRECT DEPOSIT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2022-0054	04/25/2022	Manske, Kelsey				
			2204	CDO Monthly contract & mileage	6,055.00	6,055.00
2022-0055	04/25/2022	Michelle Myren				
			2022-03	Youth in Bus-Mngr Monthly Cont	1,000.00	1,000.00
2022-0056	04/25/2022	Poplar River Pharmacy				
			2022-04	Library Rent	787.50	787.50
2022-0057	04/25/2022	Pritchard, Colleen				
			2022-05	CDO office rent	500.00	500.00
2022-0058	04/25/2022	Sean Wallace Consulting Ltd.				
			21-E	SouthSask Ready Contract	5,393.96	
			21	SSR Director Monthly Con & expen	14,857.21	20,251.17
2022-0059	04/29/2022	Joseph Taylor Consulting				
			6041	Facillitator Fee-Youth in Business	1,295.29	1,295.29
2022-0060	05/10/2022	ALS Environment				
			3311192084	Water Sample	25.20	
			3311193537	Water Sample	25.20	
			3311190219	Water Sample	25.20	
			3311188999	Water Sample	25.20	100.80
2022-0061	05/13/2022	MacKay Wilson, Catherine				
			Cdn Tire 94	Items to repair office toilet	21.29	21.29
2022-0062	05/13/2022	Spring Creek Consulting				
			2022-12	Engineering - Downtown Renewal	5,080.82	5,080.82
2022-0063	05/13/2022	TAXervice				
			2388748	Tax Enforcement -Sever	425.25	

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Town of Coronach
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CAFT DIRECT DEPOSIT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			2388747	Tax Enforcement - Bisgard	584.85	1,010.10
					Total E-Transfer:	36,101.97

E-TRANSFER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
42022	05/05/2022	Minister Of Finance EPT	04-2022 Remit		1,339.28	1,339.28
					Total E-Transfer:	1,339.28

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
198443	04/29/2022	Municipal Employees Pension PI	198443	MEPP for payday April 1, 2022	1,650.14	1,650.14
200689	04/29/2022	Municipal Employees Pension PI	200689	MEPP for payday April 14, 2022	1,642.80	1,642.80
204454	04/29/2022	Municipal Employees Pension PI	204454	MEPP for payday April 29, 2022	1,636.16	1,636.16
15606	05/10/2022	Success Office Systems	345606	Copying charges	294.08	294.08
345702	05/10/2022	Success Office Systems	345702		15.75	15.75
4132022	04/13/2022	Collabria -Payment Processing	04132022	Mid Apr pymnt Mid month pymnt to make funds av	3,628.94	1,668.72
42022	04/29/2022	Receiver General Of Canada	Apr 22 Remit	Payroll remittance for April 2022	10,289.64	10,289.64
450377468	05/10/2022	Purolator Courier Ltd.	450377468	Parts from Clarks & Sons & pkg to ,	83.06	83.06
450440595	05/10/2022	Purolator Courier Ltd.	450440595	Engineer drawings shipped from Mr	19.44	19.44
450498245	05/10/2022	Purolator Courier Ltd.	450498245	Shipment from Bobcat	20.44	20.44
7881646	05/10/2022	Loraas Disposal	7881646		18,106.52	18,106.52
					Total Online Banking:	39,055.69

Total BANK: 111,177.40

Certified Correct This May 10, 2022



Date Printed
05/10/2022 1:42 PM

Town of Coronach
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Calvin Martin, Mayor



C Mackay-Wilson, Chief Administrative Officer



Date: May 10, 2022
To: C Mackay-Wilson Administrator, Town of Coronach

Pursuant to 123 of *The Municipalities Act*, I / we hereby request you to call a special meeting of the Council of the Town of Coronach to discuss the following matter(s):

1. Personnel
2. —
3. —

Meeting Details:

Location: Town Office, 212 1st St. E. Coronach
Date: May 11, 2022
Time: 7:30 pm

Dated this 10 day of May, 2022

SIGNED:

Name: [Signature] CM
Name: Aharon Adam SA
Name: [Signature] RM
Name: [Signature] JA

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Office Use Only:

- Members provided notice pursuant to subsection 123(2)
 Notice not provided pursuant to subsection 123(3)

[Signature]

Date: May 11, 2022

Municipality of Coronach

WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED UNDER AUTHORITY OF SUB-SECTION 123(3) OF *THE MUNICIPALITIES ACT*. Town of Coronach hereby waive notice of a special meeting of the council (or council committee) to be held at the Town Office Council Chambers on the 10th, May, 2022 (date), commencing at 7:30 (time) a.m./p.m. for the purpose of discussing and acting upon the following items:

- | | |
|---------------------|-------------|
| 1. <u>Personnel</u> | 2. <u>/</u> |
| 3. <u>/</u> | 4. <u>/</u> |
| 5. <u>/</u> | 6. <u>/</u> |
| 7. <u>/</u> | |

SIGNED:

Name: <u>[Signature]</u>	Date: <u>11-05-22</u>
Name: <u>Joni Pettymusluk</u>	Date: <u>2022-05-11</u>
Name: <u>Sharon Adam</u>	Date: <u>May 11/2022</u>
Name: <u>Leanne Kuski</u>	Date: <u>May 11/22</u>
Name: <u>[Signature]</u>	Date: <u>May 11/22</u>
Name: <u>[Signature]</u>	Date: <u>May 11/22</u>
Name: _____	Date: _____
Name: _____	Date: _____

[Signature]