

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 March 14, 2023, at 6:00pm

Mayor Calvin Martin calls the meeting to order at 6:00 pm
Present: Calvin Martin; Jim Achtymichuk; Leanne Kuski, Ron Mamer;
Nathan Guskjolen; Sharon Adam, & Administrator C MacKay-Wilson.
Regrets: Sam Koszman
Guest Sgt. V Granello 6:01-6:17

37.2023 **Agenda**

L Kuski/N Guskjolen

That the Agenda is approved as presented.

Carried.

38.2023 **Consent Agenda**

R Mamer/N Guskjolen

That the Consent Agenda is approved as presented,
including the RCMP report February 28th, 2023;
Tourism minutes; Rec Board minutes and financials;
Pretty Valley Lodge minutes and financial review;
Water Report February 2023; Correspondence
including McDougall Contract for Trailer sale; Press
release for DCR funding; 125 Center Street title
change; SEDA press Release regarding SSR and
Fibre Optic funding; Town of Coronach SaskPower
Account overview; Minutes from February 28th,
2023; Administrators report to be marked
confidential; Bank Reconciliations February 28th,
2023; Coronach Community Economic Development
officer report February 2023; Community
Coordinator report January 2023.

Carried.

Financials

39.2023

L Kuski/S Adam

Statement of Financial Activity Feb. 28th, 2023

That the Monthly Financial Statement is approved
as presented with revenues of 63,208 and
expenses of \$143,348.

Carried.

40.2023

R Mamer/N Guskjolen

List of Accounts Payable to March 14th, 2023

That the list of accounts payable is approved as
presented with a total of \$233,027.80.

Carried.

Old Business:

41.2023

C Martin/N Guskjolen

Tax Title properties

That plan for selling the tax title properties on
Legal Land Description (LLD):

Lot 13 Block 18 Plan 77MJ01331

Lot 16 Block 1 Plan BV2817

Lot 25 Block 1 Plan BV2817

Be tabled until June 13th, 2023, Council meeting.

Carried.

Well supply report is reviewed by Council and determined to follow
Clifton and Associates recommended location, Southwest of "Well 5".
C MacKay-Wilson will send K Prefontaine correspondence for next steps.

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- 42.2023 Audit questionnaire review - Council ICQ
S Adam/L Kuski
That the Audit questionnaire review - Council ICQ is approved as presented for SENSUS Chartered Professional Accountants Ltd.
Carried.
- 43.2023 CCEAT Terms of Reference
S Adam/J Achtymichuk
That the revised CCEAT Terms of Reference are approved pending approval by the RM of Hart Butte Council to be signed at the joint meeting and attached heretofore to these minutes upon approval.
Carried.
- Personnel and/or Council will review this with Kelsey Manske to clarify reporting and work planning.
- 44.2023 Coronach Business Hub Logo
J Achtymichuk/S Adam
That the Coronach Business Hub Logo designed by Kelsey Manske is approved as presented and attached to these minutes.
Carried.
- New Business
- 45.2023 Coronach Community Hall
C Martin/N Guskjolen
That the Contents coverage of \$30,000 and the Business interruption of \$14,820 are given to the Coronach Community Hall committee and that the Town of Coronach will pay utility costs for the hall until June 30th, 2023.
Carried.
- 46.2023 Community Econ. Div. Dev. Funding PC 0006103
S Adam/J Achtymichuk
That the Community Economic Diversification Development Funding PC 0006103 for \$240,000 for Economic Development funding for salaries for economic development specialists for 2023-2025 is approved as presented.
Carried.
- 47.2023 Old Coronach Street Festival special event permit
J Achtymichuk/R Mamer
That the Old Coronach Street Festival 2023 special event permit is approved as presented.
Carried.
- 48.2023 Assiniboia HealthCare retention 2023 invoice
S Adam/N Guskjolen
That the Assiniboia HealthCare retention 2023 invoice is approved as presented.
Carried.
- 49.2023 Career in work request from Coronach School
L Kuski/R Mamer
That the Town of Coronach will accept two career-in-work students for April to June 2023.
Carried.

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50.2023 Tax Enforcement
N Guskjolen/J Achtymichuk

THAT TAXervice be authorized under s22(1) of The Tax Enforcement Act on or after the 11th of March to commence proceedings for to request title with respect to the following described lands:

| Roll No. | Legal Land Description | Title No. |
|----------|--|------------------------|
| 11000 | LOT 22-BLK/PAR 1-PLAN BV2817 EXT 0 | 153953051 |
| 142000 | LOT 11-BLK/PAR 10-PLAN 76MJ16873 EXT 0 | 142954252 |
| 246000 | LOT 5-BLK/PAR 17-PLAN 77MJ01331 EXT 0 | 153597729 |
| 471000 | LOT 12-13-BLK/PAR 34-PLAN 77MJ17986 | 151037265 151037276 |

Carried.

51.2023 New Horizons Hall Grant Funding
L Kuski/S Adam

That the New Horizons Hall Grant Funding project approval 011822072 of \$22,163 is approved as presented for a lift chair system at the Coronach Community Hall.

Carried.

51.2023 TaXervice engagement for Tax Enforcement
R Mamer/J Achtymichuk

That the Town of Coronach renews TaXervice engagement for Tax Enforcement for 2023 tax enforcement management.

Carried.

52.2023 S Wallace Workplan approval tabled
S Adam/J Achtymichuk

That the work plan for the Regional Managing Director for South Sask Ready is tabled until reviewed by South Sask Ready Committee.

Carried.

53.2023 Youth in Business Manager
J Achtymichuk/N Guskjolen

That Katrina Craven is the Youth in Business Manager, effective immediately, at a rate of \$1000.00/month for 10 hours per week until March 31st. 2024.

Carried.

54.2023 Lot offer – K Wahl
J Achtymichuk/L Kuski

That the Lots 3-4 Block 12 Plan CX870 Will be sold to Kerry Wahl for \$1000 per lot.

Declined Unanimously

55.2023 Lots available for sale
S Adam/J Achtymichuk

That the lots owned by the Town of Coronach, that will be available for sale will be limited to Lots 4,5,6,9,10,11 Block 35 Plan 77MJ17986 until further review in 6 months.

Carried.

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56.2023 Special Meeting – SSR Applications
C Martin/J Achtymichuk

That the Town Council will hold a special meeting on March 29th, at 11am via Zoom to review the recommendations from the South Sask Ready Committee on the Provincial Coal Transition fund.
Carried.

57.2023 In Camera enter
S Adam/L Kuski

That that Town Council move into an In-Camera session at 7:41 pm for confidential 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.

58.2023 In Camera exit
S Adam/R Mamer

That that Town Council move out of In-Camera session at 8:00 pm 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.

59.2023 117 Centre Street Plumbing improvements
C Martin/R Mamer

That Rasmussen plumbing be hired to complete the necessary plumbing work at 117 Centre Street to the edge of the building, and that Town Staff will complete exterior excavation to the location of the new connections at the time of the Downtown Construction. Plumbing costs are under PC0005923 improvements.
Carried.

59.2023 Adjourn
C Martin

That the regular meeting of council is adjourned at 8:08 pm and the next special meeting of council will be held via zoom on March 29th, 2023, at 11am and the next regular meeting will be held on April 18th, 2023, at 6:00 pm.
Carried.



A handwritten signature in blue ink, appearing to be "Calvin Martin".

Mayor Calvin Martin

A handwritten signature in blue ink, appearing to be "Catherine MacKay-Wilson".

Catherine MacKay-Wilson,
Chief Administrative Officer

Town of Coronach
List of Accounts for Approval
Batch: 2023-00013 to 2023-00026



Bank Code - BANK - BANK

AUTOMATIC WITHDRAWAL

| Payment # | Date | Vendor Name Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------------------------|------------|--|-----------------------------------|----------------|----------------|
| 2023-0012 | 2023-02-23 | Collabria -Payment Processing 01-2023 stmnt | January 2023 statement | 2,850.63 | 2,850.63 |
| 2023-0013 | 2023-02-23 | SaskPower 02-2023 PWR 2 | Power bills due February 27, 2023 | 2,487.91 | 2,487.91 |
| 2023-0014 | 2023-02-23 | Sasktel-Cell 02-2023 cell | Cell phone February 2023 | 286.22 | 286.22 |
| 2023-0015 | 2023-02-23 | Sasktel - Land Lines 02-2023 Indline | January 2023 landlines | 783.59 | 783.59 |
| 2023-0016 | 2023-02-28 | DeLage Landen Financial Servic 8729641-01 | Printer lease | 303.03 | 303.03 |
| 2023-0017 | 2023-03-14 | Concentra Lease Payment 2022-15 | Concentra Lease Payment | 8,113.60 | 8,113.60 |
| 2023-0018 | 2023-03-14 | SaskEnergy 02-2023 ENERGY | Sask Energy billed Feb 9, 2023 | 3,296.53 | 3,296.53 |
| 2023-0019 | 2023-03-14 | SaskPower 03-2023 PWR | Power Bills due march 7, 2023 | 3,626.24 | 3,626.24 |
| Total Automatic Withdrawal: | | | | | 21,747.75 |

COMPUTER CHEQUE

| Payment # | Date | Vendor Name Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------|------------|--|--------------------------------------|----------------|----------------|
| 8784 | 2023-02-23 | Coronach Fire Assoc. 2021-Annual | 2021 Annual Grant to Fire Associa | 15,000.00 | |
| | | 2022-Annual | 2022 Annual Grant Fire Associatio | 15,000.00 | 30,000.00 |
| 8785 | 2023-02-23 | ECM Electric Northern Ltd. 124650 | New pump - well 5 | 20,498.88 | |
| | | 124998 | Credit for trans chgs-billed by Kind | -325.75 | 20,173.13 |
| 8786 | 2023-02-23 | Egan, Korey 02-2023 TX | Property tax payment February 20: | 250.00 | 250.00 |
| 8787 | 2023-02-23 | SUMA Benefits Program 03-2023 benefit | SUMA - March 2023 | 863.42 | 863.42 |
| 8788 | 2023-02-23 | SUMA | | | |

Town of Coronach
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COMPUTER CHEQUE

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|------------------|-------------|------------------------------|------------------|--|-----------------------|-----------------------|
| | | | 21387103 | SUMA conference 2023 Apr 16-19 | 1,848.00 | 1,848.00 |
| 8789 | 2023-03-14 | Able II Print | 83010 | 2500 envelopes | 513.38 | 513.38 |
| 8790 | 2023-03-14 | Acklands Grainger Inc | 9609565859 | Toilet tissue dispenser-Tourism rei | 39.93 | 39.93 |
| 8791 | 2023-03-14 | Assiniboia Times | ASDI00036171 | Help Wanted -Youth in Bus Co-ord | 247.21 | 247.21 |
| 8792 | 2023-03-14 | Clark & Sons Earthmoving Ltd | 541988 | Snow removal | 1,517.25 | 1,517.25 |
| 8793 | 2023-03-14 | Coronach Connection | Issued 179 | Coronach Rec Board 1 page for Council, 1 page for Bus | 168.00 | 168.00 |
| 8794 | 2023-03-14 | Fulton, Sharni-Lee | 2022-17 | Office Cleaning | 145.00 | 145.00 |
| 95 | 2023-03-14 | Harvey's Home Centre | 215342 | Tourism reno-toilet,sink,mirror, gra | 836.27 | 836.27 |
| 8796 | 2023-03-14 | Hicks Welding | 3333 | Fittings, filters, nuts & bolts | 875.67 | 875.67 |
| 8797 | 2023-03-14 | Marv's Tire & Auto Glass | 133432 | New tires for Ford 150 | 1,197.60 | 1,197.60 |
| 8798 | 2023-03-14 | Mills, Tammy | Truck wash | To replace cash to crew for truck v | 6.00 | 6.00 |
| 8799 | 2023-03-14 | Municode Services Ltd. | 56085 | Plan review & inspection-M. Setrur | 210.00 | 210.00 |
| 8800 | 2023-03-14 | Poplar River Pharmacy | 02-2023 stmnt | February 20, 2023 statement | 20.11 | 20.11 |
| 8801 | 2023-03-14 | Rick's Locksmith Service | 2018632 | Replace door knob @ What Not SI | 178.44 | 178.44 |
| 8802 | 2023-03-14 | Sasktel - Land Lines | 03-2023 YIB | Internet for Bus Hub | 77.65 | 77.65 |
| 8803 | 2023-03-14 | SGL Auto Fund | | | | |

Town of Coronach
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COMPUTER CHEQUE

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|------------------------|------------|-------------------------|-------------|-----------------------------------|----------------|----------------|
| | | | 2023-811LRI | 2004 Ford F150 Supercrew | 1,060.16 | |
| | | | 2023 079HRL | 2008 GMC Sierra 1500 Reg Cab | 944.62 | 2,004.78 |
| 8804 | 2023-03-14 | Town of Assiniboia | DR-2023-01 | Healthcare Prof Recruitment & Rel | 6,120.00 | 6,120.00 |
| 8805 | 2023-03-14 | VLO Business Solutions | 23-106 | Coronach E-Learning Platform Pro | 5,250.00 | |
| | | | 23-107 | 4 E-Learning courses | 4,200.00 | |
| | | | 23-108 | The Power of Collaberation | 2,700.00 | |
| | | | 23-118 | Bookkeeping Basics E-learning co | 1,575.00 | 13,725.00 |
| 8806 | 2023-03-14 | Wall, Jackie | 1147 | Canva Create Videos for Online C | 1,575.00 | 1,575.00 |
| 8807 | 2023-03-14 | Wolseley Canada Inc | 7843017 | Replacement parts for WTP | 678.18 | 678.18 |
| 8808 | 2023-03-14 | ZEE MEDICAL SERVICE CO. | 196564 | Replinish supplies for1st aid kit | 84.28 | 84.28 |
| Total Computer Cheque: | | | | | | 83,354.30 |

CAFT DIRECT DEPOSIT

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------|------------|------------------------------|-----------|--------------------------------|----------------|----------------|
| 2023-0025 | 2023-02-28 | Manske, Kelsey | 2201-11 | CDO Monthly contract | 6,039.50 | 6,039.50 |
| 2023-0026 | 2023-02-28 | Michelle Myren | 2022-13 | Youth in Bus-Mngr Monthly Cont | 1,000.00 | 1,000.00 |
| 2023-0027 | 2023-02-28 | Poplar River Pharmacy | 2022-14 | Library Rent | 787.50 | 787.50 |
| 2023-0028 | 2023-02-28 | Pritchard, Colleen | 2022-15 | CDO office rent | 600.00 | 600.00 |
| 2023-0029 | 2023-02-28 | Sean Wallace Consulting Ltd. | 17-08 | Economic Development Consult I | 16,821.44 | 16,821.44 |
| 23-0030 | 2023-02-23 | Ron Therens | | | | |

Town of Coronach
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CAFT DIRECT DEPOSIT

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------|------------|-----------------------------------|----------------|-------------------------------------|----------------|----------------|
| | | | 1080 | Tourism renovations | 5,801.71 | |
| | | | 1081 | Building renovations - Tourism | 222.00 | 6,023.71 |
| 2023-0031 | 2023-02-23 | Christina Birch | 23-004 | Business Needs Assessment | 5,701.50 | 5,701.50 |
| 2023-0032 | 2023-02-27 | Dosch Organic Acres Inc | 834 | SSR Grant | 15,500.00 | 15,500.00 |
| 2023-0033 | 2023-03-01 | Coronach Recreation Board | Postech 22-094 | Support equipment for new Ice Pla | 4,051.66 | 4,051.66 |
| 2023-0034 | 2023-03-14 | ALS Environment | 3311284164 | Water Sample | 27.30 | |
| | | | 3311286176 | Water Sample | 27.30 | |
| | | | 3311289117 | Water Sample | 27.30 | |
| | | | 3311290592 | Water Sample | 27.30 | 109.20 |
| 2023-0035 | 2023-03-14 | Alice In Wonderland Holdings Ltd. | AIW03062023 | BTSP presentation - Virtual record | 1,050.00 | 1,050.00 |
| 2023-0036 | 2023-03-14 | C&S Builders | 05 | GST pd on work @ Community Ha | 1,970.43 | 1,970.43 |
| 2023-0037 | 2023-03-14 | Coronach Golf Course | Smart Const | SSR Grant funding-Smart Constru | 3,811.80 | 3,811.80 |
| 2023-0038 | 2023-03-14 | Destinate Group | SSR-003 | Tourism master planning | 29,400.00 | 29,400.00 |
| 2023-0039 | 2023-03-14 | Loraas Disposal | 7962432 | February 2023 statement | 16,785.57 | 16,785.57 |
| 2023-0040 | 2023-03-14 | Perry, Don | To Mar 9, 2023 | 32 hrs@ \$19/hr + \$32 mat for sign | 640.00 | 640.00 |
| 2023-0041 | 2023-03-14 | Sean Wallace Consulting Ltd. | 03032023EPINV | March Expenses-Ottawa trip & Go | 2,458.40 | |
| | | | 03032023EPINV2 | Cal's expenses - Ottawa trip | 2,136.42 | 4,594.82 |
| 2023-0042 | 2023-03-14 | TAXervice | | | | |

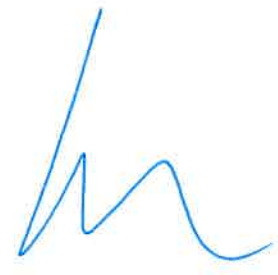
Town of Coronach
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CAFT DIRECT DEPOSIT

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------------------|------|-------------|-----------|-----------------|----------------|----------------|
| | | | 2398785 | Tax Enforcement | 15.75 | |
| | | | 2398786 | Tax Enforcement | 52.50 | |
| | | | 2397964 | Tax Enforcement | 393.75 | |
| | | | 2397965 | Tax Enforcement | 414.75 | |
| | | | 2398268 | Tax Enforcement | 21.00 | 897.75 |
| Total Online Banking: | | | | | | 115,784.88 |

ONLINE BANKING

| Payment # | Date | Vendor Name | Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------------------|------------|--------------------------------|----------------|------------------------------------|----------------|----------------|
| 02 2023 | 2023-03-07 | Minister Of Finance EPT | 02-2023 remit | February 2023 remittance | 1,217.01 | 1,217.01 |
| 02-2023 | 2023-02-23 | SaskEnergy | 02-2023 Energy | Community Hall energy | 384.86 | 384.86 |
| 404 | 2023-02-23 | SaskPower | 1887-0075-0404 | Community Hall power | 96.57 | 96.57 |
| 22023 | 2023-02-28 | Receiver General Of Canada | 02-2023 remit | Payroll remittance for February 20 | 6,910.20 | 6,910.20 |
| 268393 | 2023-02-15 | Municipal Employees Pension PI | 268393 | Pay period ending January 29, 20 | 1,738.24 | 1,738.24 |
| 271455 | 2023-02-15 | Municipal Employees Pension PI | 271455 | Pay period ending February 12, 20 | 1,736.24 | 1,736.24 |
| 374732 | 2023-03-14 | Success Office Systems | 374732 | Freight for toner cartridges | 15.75 | 15.75 |
| INV000100655 | 2023-03-14 | SUMA Benefits Program | 100655 | 2023 Sector meeting | 42.00 | 42.00 |
| Total Online Banking: | | | | | | 12,140.87 |
| Total BANK: | | | | | | 233,027.80 |




Date Printed
2023-03-14 2:18 PM

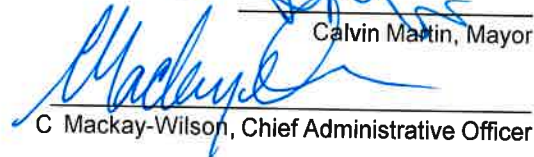
Town of Coronach
List of Accounts for Approval
Batch: 2023-00013 to 2023-00026

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Certified Correct This March 14, 2023



Calvin Martin, Mayor



C Mackay-Wilson, Chief Administrative Officer

Town of Coronach
Statement of Financial Activities - Summary
For the Period Ending February 28, 2023

| | Current | Year To Date | Preliminary Budget | % to budget |
|---------------------------------------|-----------------|------------------|-----------------------|----------------|
| Revenues | | | | |
| Taxation | (213) | 10,186 | | |
| Fees and Charges | 49,357 | 69,062 | | |
| Utilities | 33 | (2,832) | | |
| Grants in Lieu of Taxes | 11,091 | 14,918 | | |
| Investment Income and Commissions | 2,940 | 7,466 | | |
| Total Revenues: | 63,208 | 98,800 | 0 | 0.00 |
| Expenditures | | | | |
| General Government Services | 29,391 | 35,635 | | |
| Protective Services | 30,000 | 31,683 | | |
| Transportation Services | 28,887 | 37,827 | | |
| Environmental Health Services | 17,735 | 18,519 | | |
| Planning and Development Services | 505 | 713 | | |
| Recreation and Cultural Services | 3,584 | 54,493 | | |
| Utilities | 33,746 | 41,971 | | |
| Total Expenditures: | 143,848 | 220,841 | 0 | 0.00 |
| Change in Net Financial Assets | (80,640) | (122,041) | 0 | 0.00 |

| Account Balances | Current | Year to Date | Balance |
|--|----------------|----------------|------------------|
| Cash | | | |
| Cash - On Hand - Petty Cash | | | 100 |
| Cash - Credit Union | (7,245) | (8,607) | 759,990 |
| Cash - High Int. Savings# 1 EcDev | 7 | 14 | 7,981 |
| Cash - CIBC | 1,595 | 5,419 | 20,665 |
| Cash - Non-Redeemable Equity #1 | | | 429 |
| Cash - Redeemable Equity #1 | | | 159 |
| Redeemable Term Deposit | | | 154,224 |
| Cash - SSaskPower trust | 196 | 413 | 170,814 |
| SSR EcDev Funds - See Deferred Rev. | 651,362 | 362,089 | 660,202 |
| Total Cash: | 645,915 | 359,328 | 1,774,564 |
| Municipal Taxes Receivable | | | |
| Municipal - Tax Receivable - Current | (2,056) | 20,120 | 14,674 |
| Municipal - Tax Receivable - Arrears | (2,307) | 1,385 | 132,512 |
| Municipal - Adjustment/Cancellation | | | 2,691 |
| Total Municipal Taxes Receivable: | (4,363) | 21,505 | 149,877 |

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

14-Mar-2023

(Date)


Catherine MacKay-Wilson
Chief Administrative Officer


Calvin Martin
Mayor, Town of Coronach

**Changed August 24th, 2020. Non-operational funds from Prairies Canada and South Saskatchewan Ready Provincial Coal Transition fund and SaskPower Community Fund are moved to Deferred Revenue accounts by Auditor therefore one report is a thorough representation of the operational activity of the revenues and expenses of the Town of Coronach.