

Town of Coronach - Council Meeting Minutes

Minutes for the regular meeting of the Council of the Town of Coronach held at
212 1 St E, Coronach Town Office, Coronach, Saskatchewan on November 19, 2024, at 6:00pm

PRESENT: Mayor Cal Martin presided with Councillor Ron Mamer, Councillor Claire Manske, Councillor Nathan Guskjolen, Councillor Lyle Hancock, Councillor Ken Martin, Councillor Tim Hammel, and Chief Administrative Officer Renea Paridaen.

CALL TO ORDER: A quorum present Mayor Martin called the meeting to order at 6:07 p.m.

AGENDA:
325.2024

Guskjolen/Mamer:

That the agenda be amended and accepted as follows:

New Business: 23. Coronach Christmas Parade Special Events Permit added 24. Tablets- Council added

Carried.

ELECTION:
326.2024

Manske/Hammel:

That Council approve the election results as presented below:

Calvin Martin- Acclaimed as Mayor

Tim Hammel- 167 (Elected)

Claire Manske- 155 (Elected)

Nathan Guskjolen- 135 (Elected)

Lyle Hancock- 134 (Elected)

Ken Martin- 121 (Elected)

Ronald Mamer- 106 (Elected)

Cory Griffith- 81

Jim Achtymichuk- 76

Carried.

MINUTES:
327.2024

Mamer/Guskjolen:

That the regular meeting minutes from the October 29, 2024 Council Meeting be approved as circulated.

Carried.

PRESENTATION:
328.2024

Guskjolen/Manske:

That the revised drawings for the house being built at Lot 12, Block 21, Plan 77MJ01331 be approved as presented.

Defeated Unanimously.

329.2024

Manske/K. Martin:

That a Ciest and Desist Letter/Zoning Complaine Order be forwarded to the property owner, contractors, and building official for Lot 12, Block 21, Plan 77MJ01331 that states until a survey is completed that provides proof building is occuring within the property lines and THAT setbacks are being met as per The Zoning Bylaw, THAT no further construction is to take place.

Carried.

CONSENT AGENDA:
330.2024

Manske/Hancock:

That the Town of Coronach acknowledge all consent agenda items listed and THAT they be read and filed for information purposes.

Carried.

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REPORTS:

331.2024

Guskjolen/Hammel:

That all committee reports be accepted as presented.

Carried.

FINANCIAL STATEMENT & ACCOUNT RECONCILIATIONS:

332.2024

Mamer/Manske:

That the Statements of Financial Activities and Account Reconciliations for the period ending October 31, 2024 be accepted as circulated.

Carried.

LISTS OF ACCCOUNTS:

333.2024

Guskjolen/K. Martin:

That the accounts listed for approval, Cheques No. 9238 to 9254, direct withdrawal and online payments, totaling \$58,232.73 be approved for payment.

Carried.

OLD BUSINESS:

334.2024

Hancock/Manske:

That Council switch to a complaint based procedure (by phoning or in writing) for Bylaw Enforcement within Town Limits, THAT a member of Town Council or the Foreman take pictures of properties as required for enforcement, THAT two (2) dates be approved for 2025 free transfer site days for Town residents (maximum one load per residence), a spring (April) and fall (September) date, and THAT Town Staff and/or grad students from Coronach School be available to help remove items on an as-needed-basis, for those without a vehicle.

Carried.

335.2024

Mamer/Guskjolen:

That Council reimburse the owner of Lot F, Block 4, Plan 101163743 at a cost of \$279.00 for the window as proposed.

Defeated.

Councillor Lyle Hancock exited Council Chambers at 8:33p.m.

Councillor Lyle Hancock returned to Council Chambers at 8:37p.m.

336.2024

Mamer/Manske:

That Council direct CAO to prepare a Water & Sewer Rate Bylaw with a three percent (3%) increase for water and sewer rates for 2025-2027 inclusive, THAT recycling charges remain the same as Bylaw 10.2021 as listed, THAT garbage bin rental charges be one hundred twenty-five per empty (temporary bins- commercial), THAT the infrastructure fee change to twelve-fifty (\$12.50) per a quarter, THAT the interest rate remain at five percent (5%) on overdue accounts on the first of the following month, and THAT an application be made to the Local Government Committee.

Carried.

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337.2024 Manske/Hammel:
That Council proceed with Bylaw 4.2024 A Bylaw for Utility Management, Rates and Regulation in the Town of Coronach to receive second reading.
Carried.

Councillor Tim Hammel exited Council Chambers at 8:54p.m.

Councillor Tim Hammel returned to Council Chambers at 8:56p.m.

338.2024 C. Martin/Hancock:
That Council join the Regional EMO Plan Proposal by the R.M. of Bengough, pending a cost proposal acceptance by the Town.
Carried.

NEW BUSINESS:

339.2024 C. Martin/Manske
That Council appoint Ronald (Ron) Mamer as Deputy Mayor for a one-year term, effective immediately.
Carried.

340.2024 Guskjolen/Hancock:
That Council appoint the following businesses for business transactions and members of Council to the following committees:

Development and Financial

Assessment Agency

Administrative Committee

Auditor

Board of Revision

Building Inspectors

Bylaw Officer

Deputy Mayor

Development Appeals Board

Economic Development Officer

Financial Institution

Local Assessor

Solicitor

South Saskatchewan Ready Economic

Partnership (1 executive +

1 proxy)

Town Engineer

Health, Protection and Fire Safety

Coronach Fire Association (3 s)

Coronach and District Fire Department

Coronach EMS Team

EMO Coordinator

Dr. Recruitment Committee (1)

Health Advisory Board (1)

Committees of Council

Coronach & District Museum (1)

Centennial Committee 2026 (2)

Pretty Valley Housing board (1)

Community and Economic Action Team

Council/Staff/Appointed Organization

SAMA

Mayor C. Martin, Renea Paridaen, C.A.O, one at large to be chosen (without conflict on matter at hand)

Sensus

Western Municipal Consulting

MuniCode

Chief Administrative Officer

Councillor Mamer

Western Municipal Consulting

Kelsey Manske

Conexus Credit Union

Chief Administrative Officer

Miller Thompson LLP

Executive Mayor C. Martin, Proxy Councillor Mamer

Wyatt Engineering

Council/Staff/Appointed Organization

Councillor's Guskjolen, Councillor Hammel,

Councillor Manske

Fire Chief Byron Travland

Carrie Schnell

Mayor C. Martin

Councillor Guskjolen

Councillor Hancock

Council/Staff

Councillor K. Martin

Councillor Hancock and Councillor Manske

Councillor Hancock

Mayor C. Martin, Councillor K. Martin, Councillor

Guskjolen, Councillor Mamer (as an alternate), Renea

Paridaen, C.A.O. (C Eger, Reeve RM Hart Butte,

Councillor Manske RM Hart Butte & K Manske,

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|---|--|
| Coronach Community Hall Board (1) | Councillor Elder, RM of Hart Butte, Coronach Community Economic Development Officer) |
| Coronach Housing (1) | Councillor Mamer |
| Coronach Library Board (1) | Councillor Hammel |
| Coronach Recreation Board (2) | Councillor Mamer |
| Coronach Tourism Committee (1) | Councillor K. Martin & Councillor Guskjolen |
| Palliser Regional Library Board (1) | Councillor Mamer |
| Personnel Committee (3) | Councillor Mamer |
| Poplar River Park Committee (2) | Mayor C. Martin, Councillor Manske, Renea Paridaen, C.A.O., Councillor Guskjolen |
| SCTPC Highways (1) | Mayor C. Martin, Councillor Guskjolen |
| South Central Municipal Association (1) | Councillor Guskjolen & Angud Singh |
| Stray Animals Act/Regulations | Councillor Mamer |
| South Protective Services (1) | Renea Paridaen, C.A.O, and Tammy Mills Assistant Administrator, Michelle Myron Pound Keeper |
| South Saskatchewan Ready (SSR) (2) | Councillor Guskjolen & Fire Chief Travland Mayor C. Martin; Proxy Councillor Mamer |

Carried.

Councillor Ron Mamer exited Council Chambers at 9:25p.m.

Councillor Ron Mamer returned to Council Chambers at 9:28p.m.

341.2024

Guskjolen/Manske:

That Council approve the following individuals for signing authority, effective immediately, for signing loans, cheques, online banking approvals, etc as required for the Town of Coronach and THAT any other individuals listed be removed:

Renea Paridaen- Chief Administrative Officer
Tammy Mills- Assistant Administrator
Calvin Martin- Mayor
Ronald Mamer- Deputy Mayor/Councillor

Carried.

342.2024

Mamer/Hancock:

That Council approve the 2025 Palliser Regional Library Levy at a cost of \$14,183.10.

Carried.

Councillor Nathan Guskjolen exited Council Chambers at 9:47p.m.

343.2024

Hammel/K. Martin:

That Council supports the CCEAT Committee proposal for allocating \$30,000 to Commerical Store Front Businesses in the Town of Coronach through a grant program.

Carried.

Councillor Nathan Guskjolen returned to Council Chambers at 9:49p.m.

344.2024

Manske/Hancock:

That Council purchase a large 4x8 size from May-B-Sew to be placed in

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the Coronach Curling Club at a cost of \$230 for the sign/advertising, and \$105/yearly afterwards for advertising.

Carried.

Councillor Nathan Guskjolen left Council Chambers at 9:50p.m. and declared a conflict of interest, due to the proposal of work submitted by his son Tyson Guskjolen.

345.2024

Mamer/Hammel:

That Council approve the proposal by Tyson Guskjolen for winter time public works labor, on an as-needed-basis by the Foreman, at a rate of \$18.50/hour.

Carried.

Councillor Nathan Guskjolen returned to Council Chambers at 9:54p.m.

346.2024

Hancock/Manske:

That Council approve the replacement of the existing Access Communications faulty cable in the Town of Coronach near 116 3rd St W, in the back alley.

Carried.

347.2024

Guskjolen/Manske:

That Council approve the following Western Municipal Consulting Board of Revisions and Secretary Appointments, THAT the board descriptions be approved, and THAT the 2025 rates be accepted as proposed:

Board of Revisions

That pursuant to Subsection 220(1) of The Municipalities Act, the TOWN OF CORONACH appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Secretary

That pursuant to Subsection 221(1) of The Municipalities Act, the TOWN OF CORONACH appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out

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in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried.

348.2024

Mamer/K. Martin:

That Council appoint the following Western Municipal Consulting, Development Appeals Board, for Board and Secretary:

Development Appeals Board

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the TOWN OF CORONACH appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovens, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Secretary

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the TOWN OF CORONACH appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried.

349.2024

Mamer/Hancock:

That Council donate five hundred dollars (\$500) to the Poplar River Community Park as a contribution towards their Escape Rooms proposal.

Carried.

350.2024

Guskjolen/Manske:

That Council provide registered letters and thirty (30) days notice to the parties listed below, per Section 369 of The Municipalities Act and THAT if payment for the amounts below are not paid within the thirty (30) days, THAT the amounts be transferred to the property owner's

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correlating tax roll account:

| Customer Number in Accounts Receivable | Tax Roll Number | Service Provided | Amount |
|--|-----------------|---|-----------|
| 33 | 34 | Grass cutting/weed trimming | \$111.00 |
| 186 | 207 | Tree trimming/removal | \$2331.00 |
| 142 | 446 | Yard cleanup/cutting grass/whipper snipping | \$2997.00 |
| 770 | 196 | Grass cutting/weed trimming | \$111.00 |
| 330 | 543 | Water meter install/parts | \$375.18 |
| 706 | 79 | Grass cutting/weed trimming | \$166.50 |
| 613 | 330 | Grass cutting/weed trimming | \$166.50 |

Carried.

351.2024 Mamer/Guskjolen:
That Council proceed with Bylaw 5.2024 Borrowing Bylaw to receive first reading.

Carried.

352.2024 Manske/Hammel:
That Council proceed with Bylaw 5.2024 Borrowing Bylaw to receive second reading.

Carried.

353.2024 Mamer/Guskjolen:
That Council motion and consent unanimously, by all members, to proceed with the third reading of Bylaw 5. 2024 Borrowing Bylaw.

Carried.

354.2024 Manske/K. Martin:
That Council proceed with Bylaw 5.2024 Borrowing Bylaw to receive the third and final reading.

Carried.

355.2024 Manske/C. Martin:
That the Council of the Town of Coronach confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2023 Public Report on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required.

That we authorize the administrator to send a letter to the Ministry of Government Relations acknowledging the municipality meets all eligibility requirements to receive their Municipal Revenue Sharing grant.

Carried.

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356.2024 Guskjolen/Hancock:
That Council approve the following 2024-2025 Regular Council Meeting dates:

- Nov 19, 2024
- Dec 10, 2024
- Jan 14, 2025
- Feb 11, 2025
- Mar 11, 2025
- Apr 8, 2025
- May 13, 2025
- Jun 10, 2025
- Jul 8, 2025
- Aug 12, 2025
- Sept 9, 2025
- Oct 14, 2025
- Nov 12, 2025 (Nov 11 Remembrance Day)
- Dec 9, 2025

Carried.

357.2024 Mamer/K. Martin:
That Council approve three glass engaved plaques for prior Council Members Jim Achtymichuk, Leanne Kuski, and Corbin Greenwood for their contribution of public service while on Council.

Carried.

358.2024 Hancock/Manske:
That Council approve the removal of the following two tax liens:

- Lot 5. Block 23, Plan 77MJ08776
- Lots 22-23, Block 7, Plan 77MJ07457

Carried.

359.2024 Guskjolen/Mamer:
That Council approve the Santa Claus Parade Route/Special Events Permit for the Christmas in Coronach Parade on December 5, 2024, pending approval from the Department of Highways.

Carried.

360.2024 Hancock/K. Martin:
That Council approve the purchase of seven (7) tablets for Town Council Meetings, Committee Meetings, and personal use as desired, and THAT each member of Council reimburse the Town fifty percent (50%) of the costs of the tablet.

Carried.

361.2024 Guskjolen/Mamer:
That Council motion to move in camera at 10:40p.m. to discuss Project Penalties, REDO Contract, and CDO Contract as per Sections 16, 17, and 18 under Part III of The Local Authority Freedom of Information and Protection of Privacy Act.

Carried.

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Councillor Claire Manske exited Council Chambers due to a conflict with the CDO Contract, having relation to Kelsey Manske at 10:55p.m.

Councillor Claire Manske returned to Council Chambers at 11:08p.m.

Council moved out of camera at 11:11p.m.

ADJOURN:
362.2024

Manske: That this meeting adjourns at 11:14 p.m.

Carried.



Calvin Martin
Mayor



Rena Paridaen
Chief Administrative Officer

