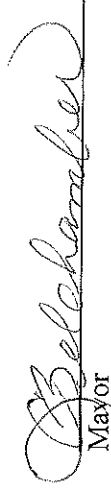
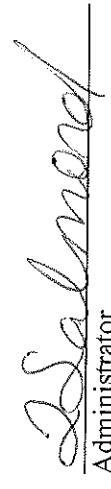


Minutes of the Regular Meeting of the Council  
of the Town of Porcupine Plain  
held in the Council Chambers on  
November 13, 2018

Present	Mayor Carol Belchamber, Deputy Mayor - Bob Nicholson Councillors, Frank Duhaime, Nicole Genaille, Kim Lechler, Paul Picray, & Nick Wood Administrator Twyla Salmond
Absent	N/A
Call to Order	A quorum being present Mayor Belchamber called the meeting to order at 7:15 p.m.
Agenda	PICRAY/GENAILLE
#18/173	That the agenda be approved as presented. <u>Carried</u>
Minutes	NICHOLSON/LECHLER
#18/174	That the minutes of the regular meeting held October 9, 2018 be approved. <u>Carried</u>
Correspondence,	WOOD/PICRAY
#18/175	That the following correspondence/mail be acknowledged and filed: 1. RCMP Report 2. Wapiti Library 3. Crown Corporations – Grants-In-Lieu 4. FCM – Reliable Internet for Everyone 5. NEATPC Executive Committee 6. SGEU – Liquor Permits 7. Provider Team Minutes 8. SUMA Convention Information <u>Carried</u>
Delegation:	Corporal Adam VonNiessen & new Corporal Tim Chmarney attended a portion of the meeting to discuss policing issues. 7:00 p.m. to 7:20 p.m.
Accounts Payable	LECHLER/GENAILLE
#18/176	That payment of the accounts totalling \$92,200.95 covered by a/p cheques #27920 to #27976 & payroll cheques #831 to #842 shown on the “Payment Registers” attached to and forming part of these minutes, be approved. <u>Carried</u>
Financial Reports	DUHAIME/WOOD
#18/177	That the Bank Reconciliation Statement, Stmt of Financial Activities (YE2), Income Statement, & Balance Sheet for October 2018 be acknowledged and filed. <u>Carried</u>
Committee Reports	PICRAY/LECHLER
#18/178	That the verbal committee and board reports be acknowledged and accepted. <u>Carried</u>
Wapiti Library	GENAILLE/NICHOLSON
#18/179	That the Administrator write a letter of support outlining the importance of our local library to the community. <u>Carried</u>
Special Occasion	WOOD/DUHAIME
#18/180	That a Special Occasion Permit be approved for the upstairs bar for the 2018/2019 season at Chase Place Arena. <u>Organization</u> Chase Place Arena Association SR. Blues Hockey Team <u>Date/Location</u> Hockey Season/Chase Place Arena <u>Carried</u>
SUMA 2019	PICRAY/GENAILLE
#18/181	That the Mayor, Councillors and Administrator be authorized to attend SUMA 2019 in Saskatoon, SK. <u>Carried</u>

#18/182	Auditors	WOOD/GENAILLE That Meyers Norris Penny of Melfort, SK be appointed auditors for the Town of Porcupine Plain for the 2018 fiscal year. <u>Carried</u>
#18/183	Insurance 2019	NICHOLSON/LECHLER That the insurance documentation for renewal from SUMAssure for the 2019 year be signed and returned. <u>Carried</u>
#18/184	A/R Cancellations	LECHLER/WOOD The following invoices be reversed: Invoice #2018-035 \$100 Invoice #2018-042 \$100 Invoice #2018-056 \$100 Invoice #2018-051 \$100 Invoice #2018-036 \$100 Invoice #2018-037 \$120 Invoice #2018-032 \$125 Utility #530 \$74.62 <u>Carried</u>
#18/185	Fire Charge Write Off	NICHOLSON/LECHLER That the Ord quad roll over rescue invoice be written off as SGI will not cover. Invoice 2017-102 - \$766.00 <u>Carried</u>
#18/186	SaskPower Property	PICRAY/WOOD That, if permissible, that the Town charge taxes on the SaskPower property located on Lot 6 Block 4 Plan BG3003. <u>Carried</u>
#18/187	Sask 1st Call	DUHAIME/LECHLER That the Town subscribe to Sask 1 <sup>st</sup> Call for the Town and the water well line from Chelan to Town Limits. <u>Carried</u>
#18/188	SaskPower Easement	GENAILLE/WOOD That the Town sign the SaskPower agreement dated October 22, 2018 for the easement on Plan CE6369 Parcel 133611971. <u>Carried</u>
#18/189	Christmas Tree Lighting	NICHOLSON/PICRAY That a fire on McAllister Avenue be authorized for the annual Christmas Tree Lighting Celebration on November 29, 2018 - Fire Department to oversee such. <u>Carried</u>
#18/190	Christmas Get Together	LECHLER/GENAILLE That the Town staff and council get together in celebration of togetherness, joy and fellowship on December 14, 2018. <u>Carried</u>
#18/191	Adjourn	DUHAIME That this meeting be adjourned. (9:40 p.m.) <u>Carried</u>

  
Mayor

  
Administrator

Minutes of the Regular Meeting of the Council  
of the Town of Porcupine Plain  
held in the Council Chambers on  
December 11, 2018

	Present	Mayor Carol Belchamber, Deputy Mayor - Bob Nicholson Councillors, Frank Duhaime, Nicole Genaille, Kim Lechler, Paul Picray, & Nick Wood Administrator Twyla Salmond
	Absent	N/A
	Call to Order	A quorum being present Mayor Belchamber called the meeting to order at 7:15 p.m.
#18/192	Agenda	PICRAY/LECHLER That the agenda be approved as presented. <u>Carried</u>
#18/193	Minutes	GENAILLE/WOOD That the minutes of the regular meeting held November 13, 2018 be approved. <u>Carried</u>
#18/194	Correspondence,	DUHAIME/PICRAY That the following correspondence/mail be acknowledged and filed: <ol style="list-style-type: none"> <li>1. RCMP Report</li> <li>2. NEATPC Minutes</li> <li>3. Contaminated Sites Policy</li> <li>4. SUMA President Update</li> <li>5. Youth Rep – Community Futures NewSask</li> <li>6. SaskHousing Corp – Municipal Share</li> <li>7. Ministry of Labour Relations – Harassment Policy</li> <li>8. Wapiti Regional Library – Board Member</li> <li>9. Crown Corp – Grants-in-Lieu</li> </ol> <u>Carried</u>
	Delegation:	NESPCA members attended a portion of the meeting and gave a presentation on their new facilities.7:00 to 7:30  Foreman John Horvath attended a portion of the meeting to discuss Public Works. 7:50 to 8:40
#18/195	Accounts Payable	NICHOLSON/GENAILLE That payment of the accounts totalling \$136,287.55 covered by a/p cheques #27977 to #28046 & payroll cheques #843 to #860 shown on the “Payment Registers” attached to and forming part of these minutes, be approved. <u>Carried</u>
#18/196	Financial Reports	DUHAIME/WOOD That the Bank Reconciliation Statement, Stmt of Financial Activities (YE2), Income Statement, & Balance Sheet for November 2018 be acknowledged and filed. <u>Carried</u>
#18/197	Committee Reports	PICRAY/LECHLER That the verbal committee and board reports be acknowledged and accepted. <u>Carried</u>
#18/198	Cemetery Costs	DUHAIME/NICHOLSON That the Town pay one-half of Hillcrest Cemetery’s 2018 maintenance costs of \$2,939.43. <u>Carried</u>
#18/199	MNP Engagement	LECHLER/WOOD That the Town sign the engagement letter from MNP for the 2018 audit. <u>Carried</u>
#18/200	Year-end Accounting	NICHOLSON/DUHAIME That accounts in arrears on December 31, 2018 be added to the tax roll as required. <u>Carried</u>

#18/201

Fire Dept.  
Transfer

WOOD/PICRAY

That the administrator transfer funds in the amount of \$11,910.35 to the Fire Department Account which covers the \$20,000 yearly capital allowance less the purchase of capital items throughout the year (\$8,089.65).

Carried

#18/202

Infrastructure  
Transfer

DUHAIME/GENAILLE

That the administrator transfer funds in the amount of \$28,213.19 to the Infrastructure Account which covers the 2018 charges received. That the administrator also transfer the amount of \$14,275.95 from the chequing account so that our total infrastructure account matches what we have actually taken in to date and report on our annual utility system information.

(note in the past the funds were not transferred to their own account – will now be caught up).

Carried

#18/203

Waterworks  
Renewal

NICHOLSON/LECHLER

That Permit to Operate a Waterworks with the expiration date of June 1, 2023 be acknowledge and filed.

Carried

#18/204

Social Media  
Policy

PICRAY/WOOD

That the Social Media Policy as presented be approved and included in the Personnel Policy Manual effective immediately.

Carried

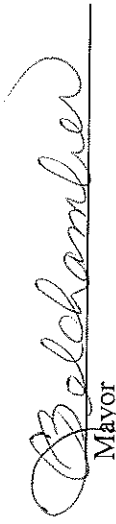
#18/205

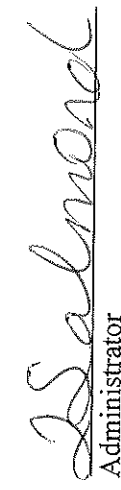
Adjourn

LECHLER

That this meeting be adjourned. (9:55 p.m.)

Carried

  
Mayor

  
Administrator

Minutes of the Regular Meeting of the Council  
of the Town of Porcupine Plain  
held in the Council Chambers on  
January 8, 2019

Present	Mayor Carol Belchamber, Deputy Mayor - Bob Nicholson Councillors, Frank Duhaime, Nicole Genaille, Kim Lechler, Paul Picray, & Nick Wood Administrator Twyla Salmond
Absent	N/A
Call to Order	A quorum being present Mayor Belchamber called the meeting to order at 7:15 p.m.
#19/001 Agenda	NICHOLSON/GENAILLE That the agenda be approved as presented. <u>Carried</u>
#19/002 Minutes	PICRAY/LECHLER That the minutes of the regular meeting held December 11, 2018 be approved. <u>Carried</u>
#19/003 Correspondence,	WOOD/DUHAIME That the following correspondence/mail be acknowledged and filed: 1. RCMP Report 2. Greenland Waste Contract 3. SUMAssure Annual General Meeting (Feb 3/19) 4. SUMA Financials 5. STARS 6. SaskPower Response Letter 7. Hudson Bay Route Assoc. 8. Home Care Needs In Canada 9. Saskatchewan Health Authority <u>Carried</u>
Delegation:	N/A
#19/004 Accounts Payable	GENAILLE/DUHAIME That payment of the accounts totalling \$100,085.81 covered by a/p cheques #28047 to #28088 & payroll cheques #861 to #866 shown on the "Payment Registers" attached to and forming part of these minutes, be approved. <u>Carried</u>
#19/005 Financial Reports	WOOD/GENAILLE That the Bank Reconciliation Statement, Stmt of Financial Activities (YE2), Income Statement, & Balance Sheet and Budgetary Control for December 2018 be acknowledged and filed. <u>Carried</u>
#19/006 Committee Reports	GENAILLE/NICHOLSON That the verbal committee and board reports be acknowledged and accepted. <u>Carried</u>
#19/007 Greenland Waste	DUHAIME/NICHOLSON That the Town sign the Greenland Waste Bin Contract No. 200220 for QCP. <u>Carried</u>
#19/009 Hall Roof	LECHLER/WOOD That the Town replace all interior ceiling tiles and tracking at the Community Hall while completing the insurance damage claim. <u>Carried</u>
#19/010 Council Appointments	LECHLER/PICRAY That the Council appointments to various committees and boards, as shown on the list attached to and forming part of these minutes, be approved. <u>Carried</u>

#19/010	Council Indemnity	PICRAY/WOOD That the Council indemnity rates for 2019 remain as follows: Mayor's Indemnity \$4,000.00 per year Council Meeting Attendance 125.00 per meeting Daily Remuneration (Half-day + reimbursement of travel expenses) 125.00 per meeting Daily Remuneration (Full day + reimbursement of travel expenses) 175.00 per meeting Travel 0.45 per kilometre Breakfast 15.00 per meal Lunch 20.00 per meal Supper 25.00 per meal  LECHLER/NICHOLSON That the Public Works Staff, EDO & Assistant Administrator receive a 3% raise effective January 1, 2019.  LECHLER/NICHOLSON That the administrator receive a 3% raise effective January 1, 2019 in accordance with her qualifications and the UMAAS Salary Guideline for 2019. After 5 years of service holidays to be four weeks.  PICRAY/NICHOLSON That the Cleaning Contract 2019-001 be approved as presented with an effective date of January 1, 2019.  LECHLER/WOOD That Bylaw #1-19, being a bylaw to provide for exemption from municipal taxation to the Sunset Club's property, be introduced and read a first time.  DUHAIME/PICRAY That Bylaw #1-19 be read a second time.  GENAILLE/NICHOLSON That Bylaw #1-19 be given three readings at this meeting.  WOOD/LECHLER That Bylaw #1-19, being a bylaw to provide for exemption from municipal taxation to the Sunset Club's property, be read a third time and adopted.  WOOD/DUHAIME That the foreman be authorized to attend the SPWA Annual Conference held from February 26, 2018 to February 28, 2019 in Saskatoon, SK.  GENAILLE/NICHOLSON That the Town apply for the Greens Jobs Initiative summer student grant.  PICRAY/DUHAIME That the administrator be given authorization to proceed with payments for 2019 invoices & membership renewals to date as per attached list. All payments will be approved at the next meeting in the regular fashion.	<u>Carried</u>
#19/011	Payroll Wages	LECHLER/NICHOLSON That the Public Works Staff, EDO & Assistant Administrator receive a 3% raise effective January 1, 2019.  LECHLER/NICHOLSON That the administrator receive a 3% raise effective January 1, 2019 in accordance with her qualifications and the UMAAS Salary Guideline for 2019. After 5 years of service holidays to be four weeks.	<u>Carried</u>
#19/012	Administrator Wage	LECHLER/NICHOLSON That the administrator receive a 3% raise effective January 1, 2019 in accordance with her qualifications and the UMAAS Salary Guideline for 2019. After 5 years of service holidays to be four weeks.	<u>Carried</u>
#19/013	Cleaning Contract	PICRAY/NICHOLSON That the Cleaning Contract 2019-001 be approved as presented with an effective date of January 1, 2019.	<u>Carried</u>
#19/013	Bylaw #1/19	LECHLER/WOOD That Bylaw #1-19, being a bylaw to provide for exemption from municipal taxation to the Sunset Club's property, be introduced and read a first time.	<u>Carried</u>
#19/014	Bylaw #1/19	DUHAIME/PICRAY That Bylaw #1-19 be read a second time.	<u>Carried</u>
#19/015	Bylaw #1/19	GENAILLE/NICHOLSON That Bylaw #1-19 be given three readings at this meeting.	<u>Carried Unanimously</u>
#19/016	Bylaw #1/19	WOOD/LECHLER That Bylaw #1-19, being a bylaw to provide for exemption from municipal taxation to the Sunset Club's property, be read a third time and adopted.	<u>Carried</u>
#19/018	SPWA	WOOD/DUHAIME That the foreman be authorized to attend the SPWA Annual Conference held from February 26, 2018 to February 28, 2019 in Saskatoon, SK.	<u>Carried</u>
#19/019	Summer Student	GENAILLE/NICHOLSON That the Town apply for the Greens Jobs Initiative summer student grant.	<u>Carried</u>
#19/019	Accounts Payable	PICRAY/DUHAIME That the administrator be given authorization to proceed with payments for 2019 invoices & membership renewals to date as per attached list. All payments will be approved at the next meeting in the regular fashion.	<u>Carried</u>
#19/021	Adjourn	GENAILLE That this meeting be adjourned. (10:05 p.m.)	<u>Carried</u>

Bob Chambers  
Mayor

Salmond  
Administrator