

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE R.M. OF  
LOON LAKE NO. 561 HELD AT 100 – FIRST STREET SOUTH AT LOON LAKE, SK ON  
THURSDAY DECEMBER 10, 2020 AT 8:00 A.M.

**Present:**

Reeve: Greg Cardinal  
Councillors:

Division 1: Vacant

Division 2: Vacant

Division 3: O’Neil Lavoie

Division 4: Ervin Malanchuk

Division 5: Rodney Schneider

Division 6: Larry Lantz

Administrator: Erin Simpson

Reeve, Greg Cardinal called the meeting to order at 8:00 a.m.

*Foreman Ed Brunet was present when the meeting was called to order at 8:00am.*

284/20

**Agenda**

MALANCHUK

That the agenda for the December 10, 2020 be used as a guideline for this meeting.  
Carried

285/20

**Minutes**

SCHNEIDER

That the minutes of the regular Council meeting of the R.M. of Loon Lake No. 561 held on November 13, 2020 be approved as presented.  
Carried

286/20

**List of Accounts for Approval**

LANTZ

That the list of payments Cheque # 23667 to Cheque # 23708 and other payments totaling \$125,073.01 be approved for payment. The list of Accounts for Approval is attached and form part of these minutes  
Carried

287/20

**Payroll**

SCHNEIDER

That the following amounts for payroll be approved as presented, a copy of each is attached and form part of these minutes:

Payroll November 1, 2020 to November 14, 2020 = \$11,972.14

Payroll November 15, 2020 to November 28, 2020 = \$10,533.79

Carried

288/20

**Bank Reconciliation**

MALANCHUK

That the Bank Reconciliation for the month of November, 2020 be accepted as presented.

Carried

289/20

**Statement of Financial Activity**

LANTZ

That the Statement of Financial Activities for the month of November, 2020 be accepted as presented.

Carried

*Foreman Ed Brunet gave his report at 8:25 am on the public works operations for the month of November.*

ALC

290/20

**Grader Purchase**

LANTZ

That the RM of Loon Lake purchase the 2021 Caterpillar 150JOY-BR grader as follows:

Purchase price \$346,113.13 (including warrant)

Less trade: 2014 CAT 140m for \$100,000.00

For a net purchase price of \$246,113.13 plus applicable fees and taxes;

Furthermore, this grader be financed through Caterpillar Finance for a three-year term at 3.6% interest.

To be delivered January, 2021

Carried

291/20

**Gravel Haul Tender**

LANTZ

That the RM of Loon Lake tender the 2021 winter gravel haul to stockpile for 25,000 cubic yards of product hauled to the following locations:

Approximately 5,000 yards to the NE 18-58-24-W3

Approximately 20,000 yards to the SE 16-58-20-W3

Carried

292/20

**Brushing**

MALANCHUK

That Gerard Regnier proceed with brushing one-half mile of range road 3202 adjacent to the NW 14-57-20-W3. Once the debris has been removed from the RM right of way and the RM public works department has completed the reshaping of the ditch, the RM will pay Gerard Regnier \$2,000.00.

Carried.

293/20

**Sask Ag Land**

SCHNEIDER

That the RM of Loon Lake hold the following Sask Ag and Food land from sale until further gravel testing is completed:

SW 9-59-21-W3

NW 5-59-21-W3

SW 5-59-21-W3

SW 8-59-21-W3

Carried

294/20

**Requested Tree Trimming**

MALANCHUK

That the request for the RM of Loon Lake to trim trees at Jumbo Beach in the back ally that runs parallel between 1<sup>st</sup> Ave and 2<sup>nd</sup> Ave is denied as the right of way was measured and it was determined that the trees are not in the back alley and are on private property.

Carried

295/20

**Snow Removal Technique**

LAVOIE

That when the Public Works department is removing snow with the wing, it is to be carried approximately 3 inches above the surface of the shoulder of the road/ditch.

Defeated

*Contract Employee Rita Rogers joined the meeting at 10:00am to review policies.*

*Foreman Ed Brunet left at 10:20 am.*

*Rita Rogers left that meeting at 11:00 am.*

296/20

**Reject Sand**

LANTZ

That the Administrator send a letter to Darcy Tupper that the previously agreed to contract for the sale of reject sand must be hauled in full by March 1, 2021 or the contract becomes null and void.  
Carried

297/20

**Power to West Lagoon**

SCHNEIDER

That due to increase cost of the SaskPower misquote the RM of Loon Lake will no longer be installing power to the west lagoon location of the NE 18-58-24-W3.  
Carried

298/20

**Revenue Sharing**

LANTZ

The Council for the RM of Loon Lake No. 561 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant: Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;  
In Good Standing with respect to the reporting and remittance of Education Property Taxes;  
Adoption of a Council Procedure Bylaw;  
Adoption of an Employee Code of Conduct; and  
All members of council have filed and annually updated their Public Disclosure Statements, as required; and  
That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.  
Carried

299/20

**Recommended Speed**

MALANCHUK

That the RM of Loon Lake in consultation with Jumbo Beach Cabin Owners Association make the recommendation to Saskatchewan Highways and infrastructure to reducing the speed from the west boundary of the Village of Loon Lake for 2.57 kilometers to 50 kms per hour.  
Further Jumbo Beach Cabin Owners Association has requested a minimum of four speed limit signs be installed.  
Carried

300/20

**Outstanding Accounts Receivable**

SCHNEIDER

That as of December 31, 2020 the RM of Loon Lake transfer outstanding accounts receivable to the tax roll.  
Carried

301/20

**First Reading Bylaw 08-2020**

LAVOIE

That Bylaw No. 08-2020, A Bylaw to Require Criminal Record Checks with Nomination Papers, be read a first time.  
Carried

302/20 Second Reading Bylaw No. 08-2020

LANTZ  
That Bylaw No. 08-2020, A Bylaw to Require Criminal Record Checks with Nomination Papers, be read a second time.  
Carried

303/20 Approval to read Bylaw No. 08-2020 be read a third

SCHNEIDER  
That Bylaw No. 08-2020, A Bylaw to Require Criminal Record Checks with Nomination Papers, be given three readings at this meeting.  
Carried unanimously

304/20 Third Reading Bylaw No. 08-2020

MALANCHUK  
That Bylaw No. 08-2020, A Bylaw to Require Criminal Record Checks with Nomination Papers, be read a third time and approved.  
Carried

305/20 First Reading Bylaw 07-2020

MALANCHUK  
That Bylaw No. 07-2020, A Bylaw to Provide for the Retention and Disposal of Documents, be read a first time.  
Carried

306/20 Second Reading Bylaw No. 07-2020

LANTZ  
That Bylaw No. 07-2020, A Bylaw to Provide for the Retention and Disposal of Documents, be read a second time.  
Carried

307/20 Approval to read Bylaw No. 07-2020 be read a third

SCHNEIDER  
That Bylaw No. 07-2020, A Bylaw to Provide for the Retention and Disposal of Documents, be given three readings at this meeting.  
Carried unanimously

308/20 Third Reading Bylaw No. 07-2020

MALANCHUK  
That Bylaw No. 07-2020, A Bylaw to Provide for the Retention and Disposal of Documents, be read a third time and approved.  
Carried

309/20 Closed Session

LANTZ  
That the meeting move in camera at 12:00 pm to discuss long term planning.  
Carried

310/20 Out of In Camera

LAVOIE  
That this meeting rise from in camera session at 12:11 pm.  
Carried



311/20

**Building Permit**

LAVOIE

That the RM of Loon Lake accept the recommendation of the building inspector for the building located on the NW 16-58-23-W3. No further inspections will be required.  
Carried

*Rita Rogers joined the meeting at 12:53 pm.*

*Administrator Erin Simpson left the meeting at 1:37 pm.*

*Administrator Erin Simpson returned to the meeting at 1:50 pm.*

312/20

**Administrator Resignation**

MALANCHUK

Whereas upon council request, Erin Simpson has withdrawn her resignation, that motion 275/20 be rescinded.  
Carried

313/20

**Administrator 2021 Salary**

LANTZ

That effective January 1, 2021 Erin Simpson's annual salary be increased to \$93,000 to reflect the UMAAS joint office salary guidelines and furthermore council will review in 6 months.  
Carried

314/20

**Policies**

LAVOIE

That the RM of Loon Lake adopt the following policies and that a copy of the policies is attached to the minutes:

- 100-01 Policy Definitions
  - 100-02 Communication Policy
  - 100-03 Council Remuneration
  - 100-04 Council Travel Expenses
  - 100-05 Office Hours
  - 100-06 Tangible Capital Asset
  - 100-07 Audited Financial Statement Public Notice
  - 100-08 Payment of Election Officials
  - 300-01 Cattle Guard Policy on Road Allowances
  - 300-02 Approach Approval Policy
  - 300-03 Personal Use of Municipal Property
  - 300-04 Custom Work Policy
  - 300-05 Culvert Sales
  - 900-02 Overtime and Banked Time Policy
  - 900-03 Employee Benefits
  - 900-04 Sick Leave
  - 900-05 Bereavement Leave
  - 900-06 Cell Phone Compensation Policy
  - 900-07 Employee Travel Expense
  - 900-08 Educational Support Policy
  - 900-09 Professional Dues and Fees
  - 900-10 Recognition and Service Awards
  - 900-11 Employee Code of Conduct
  - 900-12 Anti-Harassment and Respectful Workplace Policy and Procedure
  - 900-13 Employee Review Policy
  - 900-14 Employee Discipline Policy
- Carried

315/20

**900-01 Human Resource Compensation Policy**

LANTZ

That 900-01 Human Resource Compensation Policy be adopted and shall come into effect January 1, 2021 and a copy is attached to these minutes.  
Carried

316/20

**Cost of Living**

LAVOIE

That effective January 1, 2021, the RM of Loon Lake approve a 0.6% cost of living increase be added to 900-01 Human Resource Compensation Policy Schedule A.  
Carried

317/20

**Employee Step Increases**

LANTZ

That effective January 1, 2021 the following employees be placed as follows on the 900-01 Human Compensation Policy Schedule A Pay Grid.

Ed Brunet	Grid 5, Step 5
Terry Dyck	Grid 4, Step 5
Nick Homish	Grid 4, Step 4
Pat Tatlow	Grid 3, Step 4
Carried	

318/20

**First Reading Bylaw 09-2020**

LAVOIE

That Bylaw No. 09-2020, A Bylaw Known as the Administrative Bylaw, be read a first time.  
Carried

319/20

**Second Reading Bylaw No. 09-2020**

LANTZ

That Bylaw No. 09-2020, A Bylaw Known as the Administrative Bylaw, be read a second time.  
Carried

320/20

**Approval to read Bylaw No. 09-2020 be read a third**

SCHNEIDER

That Bylaw No. 09-2020, A Bylaw Known as the Administrative Bylaw, be given three readings at this meeting.  
Carried unanimously

~~321/20~~**Third Reading Bylaw No. 09-2020***Rescind motion  
14/21*

MALANCHUK

That Bylaw No. 09-2020, A Bylaw Known as the Administrative Bylaw, be read a third time and approved.  
Carried

322/20

**Adjournment**

MALANCHUK

That this meeting be adjourned at 3:37 p.m.  
Carried

*Malanchuk*



Reeve



Administrator