

R.M. of Bone Creek
Meeting Minutes
Regular Meeting 08/04/2020 - 08:00 AM

Regular meeting of Council was held by conference call in the RM Office at 340 Centre Street in Shaunavon, Saskatchewan.

ATTEND:

Reeve Mel Larson and Councillors: Div 1 - Richard Schlemko, Div 2 Barclay Meinert, Div 3 - Barry Simmons, Div 4 - Brian Olsen, Div 5 - Rick Rouse, Div 6 - Audrey Burton

ABSENT:

8:00am Call to Order

Reeve Melvin Larson brought the meeting to order at 8:05 am.

Resolution No:
2020-057

8:05am Adopt Agenda
Moved By: Audrey Burton

That the council adopt the agenda as presented.

CARRIED

Resolution No:
2020-058

8:35am Read and Approve the Minutes
Moved By: Barclay Meinert

That the minutes of the regular meeting of council held on March 18, 2020 be approved as presented.

CARRIED

Resolution No:
2020-059

8:50am Accounts for Payment
Moved By: Barry Simmons

That the accounts presented by cheques numbering 8758 to 8797 be approved for payment for a total amount of \$54,374.31.

CARRIED

Resolution No:
2020-060

9:05am Approval of Saskatchewan Electronic Tax Service Payment
Moved By: Audrey Burton

That the online payment for School Liability for the month of March 2020 be approved for \$196.36.

CARRIED

Resolution No:
2020-061

9:10am Financial Statement
Moved By: Barclay Meinert

That the financial statement for the month of March 2020 be adopted as presented.

CARRIED

Resolution No:
2020-062

Acceptance of Resignation
Moved By: Audrey Burton

That council accept the letter of resignation from Lana Bavle as Administrator as of May 8, 2020.

CARRIED

Resolution No:
2020-063

Appointment of Administrator
Moved By: Barry Simmons

That Kirsten Wallis be appointed as Administrator for the Rural Municipality of Bone Creek as of May 8, 2020.

CARRIED

Resolution No:
2020-064

Wages - K Wallis
Moved By: Barry Simmons

That beginning May 1, 2020, the administrator's annual wages be set at \$70,000, granting her three weeks of paid holidays for the remainder of the year, payment of full SARM benefits and all membership fees and will receive all hail commissions for the remainder of the year. Further, that the mileage remain at \$0.52 per kilometer for travel due to municipal business.

CARRIED

Resolution No:
2020-065

Mentorship Agreement
Moved By: Barclay Meinert

That after May 8, 2020, council authorizes the Administrator to hire Lana Bavle for consulting services at a cost of \$80/hour. Further that payment for the initial 11 days be immediately returned to the RM of Bone Creek as repayment of tuition as per resolution 2018-046.

CARRIED

Resolution No:
2020-066

Approval of Organizational Chart
Moved By: Rick Rouse

That council adopt the Organizational Structure presented in the organization chart attached.

CARRIED

Resolution No:
2020-067

Chain of Command Policy
Moved By: Brian Olsen

That the chain of command be followed by all employees at all times. Further if an employee does not follow the chain of command, the following repercussions will be implemented:

First offence - Verbal warning

Second offence - Verbal warning and one day unpaid suspension

Third offence - Written warning placed in employee file and one week unpaid suspension

Fourth offence - Written warning placed in employee file and two weeks unpaid suspension

Fifth offence - dismissal

For more serious offences the first offence and warning may be skipped.

CARRIED

Resolution No:
2020-068

2020 Education Mill Rate
Moved By: Barclay Meinert

That council acknowledge the 2020 Education Mill Rates as provided by the Ministry of Government Relations.

CARRIED

Resolution No:
2020-069

Sponsorship and Donation Policy
Moved By: Audrey Burton

That the RM of Bone Creek only donate to Stars, Pioneer Hall, Simmie Rec Board, and Great Plains College as per the survey results from 2019.

CARRIED

Resolution No:
2020-070

Dirt Request - M Gardner
Moved By: Richard Schlemko

That the municipality authorize Marvin Gardner to remove dirt from SW 02-10-16 W3 for personal use by May 20,2020.

CARRIED

Resolution No:
2020-071

Mower Tender
Moved By: Barry Simmons

That the municipality purchase the 2019 Highline mower from Robertson Implements for \$59,850.

CARRIED

Resolution No:
2020-072

Pandemic Leave Policy 2020
Moved By: Audrey Burton

If the employee is not comfortable working at the shop they are welcome to stay home without pay, upon approval from their supervisor.

If the employee wants to self isolate they will be directed to apply for the Canada Emergency Response Benefit which they can collect for up to 16 weeks.

If the employee feels their immune system is too vulnerable and would like council to consider a lay off, they are to send that request into the office for consideration.

If an employee tests positive for COVID 19, they will be able to be considered for short term disability through SARM.

All employees are to be personally responsible for their own health and safety. If there is a concern when around others, it is up to each individual to practice required social distancing, wear gloves or masks as needed, and wash hand multiple times per day.

Individual consideration will be given to more serious or complicated circumstances.

CARRIED

Resolution No:
2020-073

Hiring of Office Assistant
Moved By: Audrey Burton

That an office assistant be hired to start around April 27, 2020. Further that this position be for up to 28 hours per week at a wage of \$20 per hour.

CARRIED

Reeve Larson relinquished the chair to Deputy Reeve Meinert at 11:05am.

Resolution No:
2020-074

Public Access to Assessment Roll
Moved By: Brian Olsen

That while the assessment roll is open and because the office is closed to the public, requests to view assessments will be accommodated by either sending an email or a hard copy via Canada Post.

CARRIED

Resolution No:
2020-075

Safety Meeting Minutes - April 2020
Moved By: Rick Rouse

That council acknowledge the minutes from the Safety meeting held on April 7, 2020 as presented.

CARRIED

Resolution No:
2020-076

Adjourn
Moved By: Barclay Meinert
That we now adjourn at 11:45 am.
CARRIED

Reeve

Administrator