

Minutes from the February 20, 2021 regular meeting of Council of the Resort Village of Mistusinne held at 10:00 a.m. in the Mistusinne Community Centre. The meeting was attended by Mayor Lloyd Montgomery, Councillors Darren Treble, Lorrie Moffat, Barbara Glubis, Jeannie Coutts (electronically), Administrator Yvonne Jess, incoming Administrator Kelly Dodd, and Admin Assistant Leeanne Hurlburt.

Mayor Lloyd Montgomery called the Council Meeting to order at 10:00 a.m.

**Delegation – 10 a.m. – Sgt. Mark Langager**

Sgt. Mark Langager, Outlook/Elbow RCMP Detachment, attended the meeting at 10 a.m. to continue the discussion on golf carts in the Resort Village, and he presented the 5-year crime statistics for the detachment area.

Sgt. Langager left the meeting at 10:23 a.m.

**Agenda**

25/2021 GLUBIS: That the agenda be accepted as presented. Carried.

**Minutes**

26/2021 TREBLE: That the minutes from the January 16, 2021 regular meeting be approved as presented. Carried.

**Administrator**

27/2021 MOFFAT: That we sign the Administration Contract with Kelly Dodd, which will come into effect March 1, 2021. Carried.

**Signing Authority**

28/2021 TREBLE: That we change signing authority at Prairie Centre Credit Union, effective March 1, 2021, to include Mayor Lloyd Montgomery, Deputy Mayor Darren Treble, and Administrator Kelly Dodd, and that the Administrator and Mayor shall sign all cheques on behalf of the municipality, or in the absence of the Mayor, the Deputy Mayor as per Bylaw No. 07-05. Carried.

**Bylaw No. 05-21 – Code of Ethics Bylaw**

29/2021 MOFFAT: Read Bylaw No. 05-21 for a first time being a bylaw to establish a code of ethics for Council members. Carried.

30/2021 TREBLE: Read Bylaw No. 05-21 for a second time. Carried.

31/2021 GLUBIS: That we have three consecutive readings of Bylaw No. 05-21 at this same meeting. Carried Unanimously.

32/2021 MONTGOMERY: Read Bylaw No. 05-21 for a third and final time, hereby adopting a bylaw to establish a code of ethics of Council members. Carried.

**Bylaw No. 06-21 – Public Notice Policy Bylaw**

33/2021 GLUBIS: Read Bylaw No. 06-21 for a first time being a bylaw to establish a public notice policy. Carried.

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- 34/2021 TREBLE: Read Bylaw No. 06-21 for a second time. Carried.
- 35/2021 MOFFAT: That we have three consecutive readings of Bylaw No. 06-21 at this same meeting. Carried Unanimously.
- 36/2021 COUTTS: Read Bylaw No. 06-21 for a third and final time, hereby adopting a bylaw to establish a public notice policy. Carried.

### **Board of Revision**

- 37/2021 TREBLE: That we appoint Gord Krismer & Associates Ltd. as our Board of Revision. Carried.

### **Targeted Sector Support Initiative**

- 38/2021 GLUBIS: The Council of the Resort Village of Mistusinne supports the application for a Targeted Sector Support (TSS) Initiative cost-shared grant for updating the Village of Elbow 2008 Regional Water and Sewer Feasibility Study, in partnership with the Village of Elbow and R.M. of Loreburn No. 254; and
- That we agree to meet legislated standards, to meet the terms and conditions of the TSS Initiative cost-shared grant, to conduct any open tendering processes; and
- That we authorize the Administrator to sign the application and submit it to the TSS Steering Committee for review.  
Carried.
- 39/2021 COUTTS: The Council of the Resort Village of Mistusinne supports the application for a Targeted Sector Support (TSS) Initiative cost-shared grant for Regional Emergency Measurers Operations training, in partnership with the Villages of Elbow, Loreburn, Strongfield, Hawarden, Douglas/Danielson Provincial Park, and the R.M. of Loreburn No. 254; and
- That we agree to meet legislated standards, to meet the terms and conditions of the TSS Initiative cost-shared grant, to conduct any open tendering processes and to fund the municipal share of the project as outlined in the grant application; and
- That we authorize the Administrator to sign the application and submit it to the TSS Steering Committee for review.  
Carried.

### **Conflict of Interest Procedures**

Council discussed conflict of interest procedures.

### **Administrator's Report**

Administrator Jess reported on her activities since the last meeting, including the year end audit, GST, records disposal, irrigation/lagoon invoice arrears, MEPP pension adjustment and T4's, VPN router quote, Targeted Sector Support Initiative, Municipal Leaders' Roles and Responsibilities workshop, bylaw drafts, and correspondence received.

**Year End Financial Consideration**

- 40/2021 TREBLE: That we transfer \$6,000 from 2020's operating budget to the "Future Expenditure Reserve" for use in 2021 towards the Golder Associates boat launch study. Carried.

**Records Disposal**

- 41/2021 GLUBIS: That in accordance with Bylaw No. 02-21 Records Retention and Destruction of Documents that administration staff are hereby authorized to destroy records as listed on the February 2021 Record Disposal document. Carried.

**Bonds**

- 42/2021 MOFFAT: That we acknowledge that the Certificate of Insurance from SUMAssure, effective December 31, 2020 was presented to Council. Carried.

**VPN Router**

- 43/2021 MONTGOMERY: That we authorize the purchase of a VPN router from MuniSoft for \$514 and make the necessary changes to the internet at the Community Centre/Office. Carried.

**Admin Assistant's Report**

Admin Assistant Hurlburt reported on her activities since the last meeting, including a maintenance report, recycling, truck repairs, maintenance storage yard, golf cart stickers are here, Workers' Compensation Board Employers Payroll Statement, Aquatic Habitat Protection Permit has been submitted, Shand Greenhouse trees, and correspondence received.

**Truck Repairs**

- 44/2021 GLUBIS: That the Admin Assistant make arrangements to have the manifold fixed on the maintenance truck. Carried.

**Councillor Reports**

Councillor Moffat reported on the Co-op Community Spaces Grant.

**Co-op Community Spaces Grant 2021**

- 45/2021 MONTGOMERY: That we support the application to the Co-op Community Spaces Grant 2021 for repaving the tennis court. Carried.

**Financial Statement**

- 46/2021 COUTTS: That the bank reconciliation and financial statement for January 2021 be approved as presented. Carried.

**Accounts Payable**

- 47/2021 GLUBIS: That the list of accounts be paid as presented. Carried.

**Next Meeting**

- 48/2021 MONTGOMERY: That the next Council Meeting be scheduled for March 27, 2021 at 10 a.m. Carried.

**In-Camera Session**

49/2021 MONTGOMERY: That this meeting go in-camera at 11:57 a.m. to discuss Human Resources matters, compliant with Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act*. Carried.

Mayor Montgomery, Councillors Treble, Moffat, Glubis, Coutts, Administrator Jess, incoming Administrator Dodd, and Admin Assistant Hurlburt all attended the in-camera session.

Mayor Montgomery declared a conflict of interest in the maintenance assistant applications, and left the meeting at 12:18 a.m.

Council returned from the in-camera session at 12:36 p.m.

**Wage Adjustments**

50/2021 TREBLE: That Leeanne Hurlburt and Marilyn Peterson’s wage each be increased by 2.5% retroactive to January 1, 2021. Carried.

**Adjournment**

51/2021 MOFFAT: That this meeting be adjourned at 12:27 p.m. Carried.

**CORRESPONDENCE:**

- Village of Elbow
- Village of Loreburn
- Wood River Controls

**ACCOUNTS PAYABLE:**

Payment #	Vendor	Date	Amount
<b>Computer Cheques</b>			
4702	Central Area Transportation	2021-02-20	25.00
4703	Void during printing	2021-02-20	0.00
4704	Void during printing	2021-02-20	0.00
4705	Loretta Moffat	2021-02-20	262.80
4706	Darren Treble	2021-02-20	342.00
4707	Dellene Church Law Office Inc.	2021-02-20	222.56
4708	Village of Elbow	2021-02-20	1,800.00
4709	Loraas Disposal Services Ltd.	2021-02-20	1,189.56
4710	MuniSoft	2021-02-20	276.66
4711	OakCreek Golf & Turf LP	2021-02-20	699.79
4712	R & J Lakeside Service Ltd.	2021-02-20	645.09
4713	Petty Cash - RV of Mistusinne	2021-02-20	18.85
4714	SAMA	2021-02-20	6,934.00
4715	SGI	2021-02-20	70.40
4716	Supreme Office Products Ltd.	2021-02-20	83.05
4717	Lloyd Montgomery	2021-02-20	450.00
4718	Waylyn Signs	2021-02-20	1,212.77
4719	Roger Dorcas	2021-02-26	450.61
4720	Leeanne Hurlburt	2021-02-26	1,463.20
4721	Yvonne Jess	2021-02-26	1,531.83
4722	MEPP	2021-02-26	876.96
4723	Receiver General	2021-02-26	1,316.85
		Total:	19,871.98
<b>Other Payments</b>			
1	Collabria	2021-02-14	158.26
2	Collabria	2021-02-20	35.01
		Total:	193.27
		Total for General:	20,065.25