

**MINUTES OF A MEETING OF COUNCIL OF THE VILLAGE OF DRAKE
HELD ON December 18, 2023.**

PRESENT: MAYOR PETER NICHOLSON, RORY ANDERSON, ERIN RICHARD, AND TERRY WILLEMS

REGRETS: ERICA THIELE

**STAFF: Administrator – Pierrette Woynarski
Public Works Foreman – Trevor Bergen**

CALL TO ORDER:

**A QUORUM BEING PRESENT THE MEETING WAS CALLED TO ORDER BY MAYOR, PETER NICHOLSON AT
5:04 pm**

Carried.

Delegation:

Barry Morishita - MSMA

Public Work Foreman's Report

198/2023 Public Work Foreman's Report

ANDERSON, RORY That the Foreman's oral and report be accepted as attached and filed accordingly.
Carried.

199/2023 -Agenda

ANDERSON, RORY That the agenda be adopted as presented and amended.
Carried.

200/2023 – Adopt minutes, from November 29, 2023, regular meeting of council.

WILLEMS, TERRY That the minutes from the Regular Meeting of Council held on November 29, 2023, be accepted, and adopted as presented.

Carried.

Business arising:

Financials:

201/2023 – Finances

RICHARD, ERIN

That the Village of Drake council members accept and approve the Statement of Financial Activities and the Bank Reconciliation, as presented. AND That the Accounts Payable, including Cheque numbers 7206-7246, plus EFT Manual 467-Man to 488-Man, totaling \$49,675.88 be approved for payment and form part of these Minutes.

Carried

Correspondence:

E.1 Transfer Station Acceptance of Notification

202/2023 - Correspondence

RICHARD, ERIN

That all Correspondences be accepted as presented and filed accordingly.

Carried.

Committee Reports:

- a) REACT (Terry)
- b) Wheatland Regional Library Board (Peter)
- c) Manitou Regional Park (Erica)
- d) Fire Board (Rory)
- e) Carlton Trail Health Foundation (Peter)
- f) MSMA (Peter & Erin)
- g) Housing Authority (Erica)
- h) Recreation Board (Erin)
- i) Revitalization committee (Erin & Erica)

203/2023 – Committee Reports

WILLEMS, TERRY That council accepts the oral reports as presented.

Carried.

Mayor's Report

Administrator Report

204/2023 – Administrator Report

RICHARD, ERIN That we accept the administrator's oral report as presented.

Carried.

New Business:

205/2023 – Planning & Development – Tittle to Playground area

WILLEMS, TERRY That the Administrator proceed with application for title of the new playground area as per the Transformed Approval certificate received from Planning and Development, and that the Administrator is to hire Behiel law office to complete this titling process.

Carried.

206/2023 – Municipal Revenue Sharing Grant requirements

RICHARD, ERIN Moved that Council of the Village of Drake confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Reporting 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 Bylaw and Employee Code of Conduct Policy & Procedure revised and accepted; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required.

AND THAT Council authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations

Carried.



207/2023 - Adoption of Amendment to Bylaw 2021-3 first reading

ANDERSON, RORY Moved that Bylaw #2021-3 be amended to show changes in the custom rates, be read a "first time "A Bylaw to establish custom rates for equipment and office services."

Carried.

208/2023 - Adoption of Amendment to Bylaw 2021-3– second reading

WILLEMS, TERRY Moved that Moved that Bylaw #2021-3 be amended to show changes in the custom rates, be read a "second time "A Bylaw to establish custom rates for equipment and office services."

Carried.

209/2023 - Adoption of Amendment to Bylaw 2021-3– third reading

RICHARD, ERIN Moved that all Three Readings and that Third and Final reading be given at this meeting given Bylaw #2021-3 "A Bylaw to establish custom rates for equipment and office services." And hereby adopted.

Carried.

210/2023 - Appointment of Committee members

NICHOLSON, PETER That the council members for the Village of Drake, appoints the following council members as committee members.

HR committee:	Terry Willems, Peter Nicholson, Administrator
REACT	Terry Willems
Wheatland Regional Library Board	Peter Nicholson
Manitou Regional Park	Erika Thiele
Fire Board	Rory Anderson
Carlton Trail Health Foundation	Peter Nicholson
MSMA	Erin Richard
Housing Authority	Erika Thiele
Recreation Board	Erin Richard
EMO Coordinator -	Tabled
District Board of Revision	Appointed Nor-SASK Board Services
Revitalization Committee	Erika Thiele, Erin Richard
Capital Asset	All of Council
Returning Officer	Administrator

Carried.

211/2023 – Utilities and A/R in Arrears

RICHARD, ERIN Moved that the outstanding Utility account # 69 0060 and 70 0020 and A/R account # MAT001 and RIM for a total amount of \$1254.04 be transferred to the respective owner’s Property Tax

Carried.

212/2023 - Year End December 31 payables

ANDERSON, RORY That the Council for the Village of Drake authorize the issuance of cheques for all invoices due and payable as of December 31, 2023, to help complete the year-end procedures for Administration staff, acknowledging that these accounts will be formally reviewed and approved at the January 2024 Council meeting.

Carried.

IN CAMERA

213/2023 – In camera session RE: Human Resources

NICHOLSON, PETER Moved that Council of the Village of Drake enter “IN CAMERA” at 6:05 P.M. under The Local Authority Freedom of Information and Protection of Privacy Acts 16(1)(b) consultations or deliberations involving officers or employees of the Village of Drake.

Carried

Councilor Richard left meeting due to conflict of interest at 6:07

Councilor Richard returned to the meeting at 6:25

The administrator left meeting due to conflict of interest at 6:28

The administrator returned to the meeting at 6:36

214 /2023 –RECONVENED

RICHARD, ERIN THAT we reconvene at 6:40 pm

Carried.

215/2023 – Hiring of new Waterworks and Transportation Supervisor

WILLEMS, TERRY That the Council for the Village of Drake approves of hiring Ryan Richard as the Water works and Transportation Supervisor as per recommendation from hiring committee including wages and benefits stated on Job offer letter. And that the Administrator will be posting for a relief worker.

Carried

216/2023 – Administrator’s Employment Agreement/contract

NICHOLSON, PETER That the council for the Village of Drake approves and signs the yearly contract as per presented by the Administrator.

Carried



217/2023 - Salary Increases

RICHARD, ERIN

That the Village of Drake council members approve of the following salary increases:

Heather Kreutzer	3%	
Pierrette Woynarski	2%	(Within UMAAS Schedule rate) and a mileage allowance rate per month)

Due to new employees in other departments no salary increases.

Carried.

218/2023 – Benefits, Holidays – STAT

WILLEMS, TERRY

That the Village of Drake council members approve of Truth and reconciliation day on September 30, be an approved STAT holiday. And approves the remaining recommendations made by the Administrator and attached to these minutes and filed accordingly.

Carried.

219/2023 – Increase mileage rate and expenses.

NICHOLSON, PETER

That the Village of Drake council members approve of increasing mileage rate to .65/km. Meals expenses up to \$100.00/day and private accommodation at \$45.00/day as recommended by the Administrator for Employees and Council members effective January 01, 2024.

Carried.

220/2023 – Next Regular Meeting

RICHARD, ERIN Moved that the next Regular meeting of the Council of the Village of Drake be held on January 17, 2024, at the Village office on 117 Francis Street (5:00 p.m.)

Carried.

Adjournment:

221/2023 - adjournment

NICHOLSON, PETER

That this meeting of Council now be adjourned at 6:45 p.m.

Carried.



Mayor



Administrator

