

**VILLAGE OF WILCOX**  
**Minutes of Council Meeting No. 11, 2020**  
**Tuesday November 17<sup>th</sup>, 2020, 2:30 p.m.**  
**Council Chambers, Municipal Office, 33 Main Street, Wilcox, Sask.**

*First Meeting of Council*

**Present:** Mayor Wayne Hoffart  
Councillor Sarah Collins (joined 15 minutes into the meeting)  
Councillor Bryan Jackson  
Councillor Brett Pilkington  
Councillor Robbert Vissar ABSENT

**CALL TO ORDER** Meeting was called to order after all members of council signed and returned their Oaths of Office.

**AGENDA** 193-2020 Councillor Jackson  
THAT the agenda be approved.

CARRIED

**MINUTES** 194-2020 Councillor Jackson  
THAT the minutes of the regular meeting No. 10, as held on Tuesday, October 20<sup>th</sup>, 2020, be hereby approved as circulated.

CARRIED

**RESCIND RES: 185-2020** 195-2020 Councillor Jackson  
THAT we rescind Resolution 185-2020 authorizing Munisoft training for Leslie VanDeSype, office assistant, and that the opportunity for training be reviewed as needed once a new Administrator is hired and/or possible joint training can be arranged.

CARRIED

**MINUTES OF THE SPECIAL MEETING** 196-2020 Councillor Jackson  
THAT the minutes of the special meeting held October 30<sup>th</sup>, 2020, be hereby approved as circulated.

CARRIED

**FINANCIAL STATEMENTS** 197-2020 Councillor Collins  
THAT the statements of cash receipts and payments for October 2020 be hereby approved as presented by the Administrator.

CARRIED

**ACCOUNTS** 198-2020 Councillor Collins  
THAT the list of accounts identified as "The List of Accounts for Approval", attached to and forming part of these minutes be reviewed and approved for payment.

CARRIED

**EXPENDITURE POLICY** 199-2020 Councillor Pilkington  
THAT the Village Council establish a policy to authorize expenditures as follows:

The administrator, together with another person designated by council to sign cheques on its behalf, is hereby authorized to pay certain accounts either by cheque or by electronic transfer in a timely fashion, namely:

- a. Wages and salaries payable to municipal employees;
- b. Employee payroll deductions, including municipal contributions, as well as MEPP contributions;
- c. Telephone, heat, power services;
- d. Collections on behalf of other taxing authorities;
- e. Payments for VISA purchases

And THAT the administrator shall include these payments and payment particulars in the accounts for approval at the next regular meeting of council.

CARRIED

Foreman Tim Friend updated Council on the past month's activities and upcoming projects.



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**WATERLINE** **200-2020** **Councillor Jackson**  
 THAT we extend the waterline on Coteau to join the waterline on Prairie Avenue to remove the existing deadend which will hopefully resolve the rust issues in that area.

CARRIED

**CASUAL SHOP HELP** **201-2020** **Councillor Collins**  
 THAT we hire Gary Drew as casual shop help, at the hourly rate of \$19.00 per hour, to assist the Foreman as needed when doing work that is not safe to do so on his own, and THAT the casual hours are to be approved by the necessary supervisor.

CARRIED

**COUNCILLOR RESIGNATION** **202-2020** **Councillor Collins**  
 THAT we acknowledge and accept the written resignation, received November 12, 2020, of newly elected councillor Robbert Vissar

CARRIED

**DEPUTY MAYOR** **203-2020** **Councillor Jackson**  
 THAT Councillor Sara Collins be appointed as Deputy Mayor.

CARRIED

**COMMITTEES OF COUNCIL** **204-2020** **Mayor Hoffart**  
 THAT the new Committees of Council be created as follows, the listed chairmen and committee members &/or at large members as [chair] and (committee)

|  |   |
|--|---|
| <b>Budget/Finance</b>                        | (council as a whole                                 |
| <b>Notre Dame College</b>                    | [Hoffart] (Jackson)                                 |
| <b>Wilcox Fire District</b>                  | (Pilkington – member appointed to sit on the Board) |
| <b>Employee Relations</b>                    | [Hoffart] (Jackson, Collins)                        |
| <b>Water &amp; Sewer</b>                     | [Jackson] (Pilkington)                              |
| <b>Street/Lanes/Mowing/Snow Removal</b>      | [Jackson] (Pilkington)                              |
| <b>Waste Disposal/ Landfill/Recycling</b>    | [Collins]   |
| <b>Equipment – Capital &amp; Maintenance</b> | [Jackson]   |
| <b>Wilcox Recreation Authority</b>           | (Collins – member appointed to sit on the Board)    |
| <b>Communications</b>                        | [Collins]   |
| <b>Joint Water Project</b>                   | (Hoffart & Collins)                                 |

CARRIED

**DEVELOPMENT PERMIT - NAZARCHUK** **205-2020** **Councillor Collins**  
 THAT we acknowledge approval of the development permit submitted by Todd Nazarchuk for the building of a shed on his property at Lot 18-19, Block 1, Plan 50195 submitted November 3<sup>rd</sup>, 2020 and given approval, given it was an urgent matter, based on email and all consent from each member of council.

CARRIED

**PRORATE WATER BILL** **206-2020** **Councillor Collins**  
 THAT the Village of Wilcox approves the prorating of water bill for Tim Friend as presented.

CARRIED

**PAYMENT OF TIME IN LIEU** **207-2020** **Councillor Jackson**  
 THAT the Village Council authorize the payout of a portion of time-in-lieu, to a maximum of 1200.00, to Tim Friend, to be paid on his next regular payroll cheque, as requested.

CARRIED

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**ADVERTISE FOR ADMINISTRATOR**

**208-2020**

**Councillor Jackson**

WHEREAS the R.M. of Bratt's Lake has decided that they want to hire an administrator that works only for the R.M. and WHEREAS the resumes received at the office were submitted with the understanding that it was a joint position, THEREFORE BE IT RESOLVED THAT the Village of Wilcox readvertise with UMAAS for an administrator for the Village.

CARRIED

**LETTER RE: WATER & SEWER CONNECTION**

**209-2020**

**Councillor Collins**

THAT a letter be sent to Anita Germann in response to her request for a partial refund of the new service fee for water & sewer stating that the \$200.00 connection fee mentioned in her letter is intended for a connection fee or re-connection fee when water or sewer has been disconnected or turned off, and the \$750.00 fee was for a new water and sewer service connection, and THAT the office will further investigate the matter of the new service connection fee prior to considering any refunds.

CARRIED

**BY-ELECTION**

**200-2020**

**Councillor Pilkington**

THAT the Village of Wilcox plan for a byelection to be held on March 10<sup>th</sup>, 2021 to fill the vacancy on council due to the resignation of Robbert Visser.

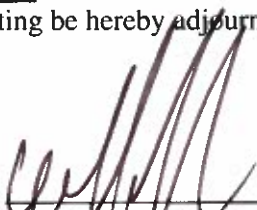
**ADJOURNMENT**

**211-2020**

**Mayor Hoffart**

THAT this meeting be hereby adjourned.

CARRIED

  
\_\_\_\_\_  
Wayne Hoffart, MAYOR

  
\_\_\_\_\_  
Tammie Kwochka, ACTING ADMINISTRATOR