

THE REGULAR MINUTES OF THE COUNCIL OF THE TOWN OF BRUNO
Held at the Town Office November 22nd, 2022 at 7:00 pm

PRESENT IN CHAMBER Mayor Dale Glessman, Councilors Kayla Shaw, Michael Sorokoski, and COA Colette Radcliffe
PRESENT ELECTRONICALLY Councilor Kurtis Ellis
LATE ARRIVAL Councilor Deb Kramer
ABSENT Councilor Daryl Lepage

CALLED TO ORDER

319/2022 Glessman/Shaw: call meeting to order at 7:10 PM. **CARRIED**

APPOINT ACTING DEPUTY MAYOR

320/2022 Glessman/Sorokoski: Appoint Councilor Kayla Shaw to the position of Acting Deputy Mayor for this meeting, in order to carry out required duties in Deb Kramer's absence. **CARRIED**

PECUNIARY INTEREST

Mayor Dale Glessman – Bruno Lumber payment, Christmas on Main and Volunteer of the Year Nominations

Councilor Kurt Ellis – Bruno Electric payment, Volunteer of the Year Nominations

DELEGATES

1st Registered delegate did not attend.

OPTION OF THE MINUTES

321/2022 Sorokoski/Glessman: Adopt October 25th, 2022 Regular Council meeting minutes as presented **CARRIED**

FINANCIAL INFORMATION

Bank Reconciliations & Financial Statement

322/2022 Shaw/Ellis: Bank reconciliations and financial statement for October 2022 approved as presented. **CARRIED**

ACCOUNTS FOR APPROVAL

Mayor Dale Glessman leaves meeting at 7:23 PM

Bruno Lumber

323/2022 Ellis/Sorokoski: Approve payment to Bruno Lumber for \$9,926.36 for Town and Rink expenses. **CARRIED**

Mayor Dale Glessman returns to meeting at 7:25 PM

DELEGATES:

Delegate Mike Kane arrives at 7:30 PM. Discussed Fire Hall and Budget Items, procedure for moving forward on the Fire Hall project was discussed. Town of Bruno rep, Michael Sorokoski and RM rep Mike Kane to work in conjunction with the Fire Department to produce a plan and bring it back to each respective Council. Delegate leaves meeting at 7:40 PM.

COUNCIL MEETING MINUTES

11/22/2022

Councilor Kurt Ellis leaves electronic meeting at 7:41 PM

Bruno Electric

324/2022

Glessman/Shaw: Approve payment to Bruno Electric for \$12,312.22 for Town expenses. **CARRIED**

Estimate for Hall

Parking Lot lights

325/2022

Shaw/Sorokoski: Approve estimate from Bruno Electric for installation of Hall parking lot lights. **CARRIED**

Councilor Kurt Ellis returns to meeting at 7:47 PM

October meeting Payables

326/2022

Shaw/Ellis: Acknowledge Cheques 20691-20711 for \$25,731.83 used for payment of October meeting payables. **CARRIED**

Payments made since

October Meeting

327/2022

Shaw/Glessman: Acknowledge Cheques issued after October meeting, for approved expenses and payroll. Cheques 20712 - 20767, totaling \$60,575.75. **CARRIED**

November Meeting Payables

328/2022

Glessman/Shaw: Approve for payment, expenses as presented totaling \$23,865.60 **CARRIED**

Councilor Deb Kramer joins meeting at 7:54 PM

Acknowledge EFT Payment

For School Tax

329/2022

Shaw/Sorokoski: Acknowledge payments made for October school tax via EFT payment totaling \$10,4440.62 **CARRIED**

Acknowledge Expenses

And payment to Mastercard

330/2022

Glessman/Kramer: Acknowledge payments made to Mastercard for October expenses, totaling \$1,199.75 **CARRIED**

Close Account

331/2022

Sorokoski/Glessman: Approve permanent closure of Rink Debit Card Account, zero balance. **CARRIED**

Transfer funds

332/2022

Kramer/Glessman: Approve transfer of \$518.33 from the Artificial Ice Donation Account to the Town of Bruno General Account for payment made for purchase of new microphone. **CARRIED**

Approve Payment

333/2022

Sorokoski/Kramer: Approve request for reimbursement to be paid to Joan Manderscheid for purchase of the microphone made on behalf of the Rink Committee. \$518.33. **CARRIED**



COUNCIL MEETING MINUTES

11/22/2022

Approve Purchases
334/2022

Sorokoski/Kramer: Approve request for Artificial Ice donation to go towards further renovations to the washrooms at the Rink. To include flooring and baseboards, lowering of sinks, paper towel dispensers and mirrors, updated faucets and required painting. **CARRIED**

Transfer funds
335/2022

Shaw/Glessman: Approve transfer of \$5000.00 from the Town of Bruno General Account to the Artificial Ice Donation Account for pledge received. **CARRIED**

Acknowledge Payout of
Unused vacation days to CAO
336/2022

Shaw/Kramer: Acknowledge payout of \$1,140.00 to the CAO for unused vacation days. This amount is recorded as wage above the annual contracted agreement. **CARRIED**

REPORTS

File Reports
337/2022

Shaw/Kramer: File reports with the minutes. **CARRIED**

COMMUNICATIONS

File Communications
338/2022

Kramer/Sorokoski: File communications with the minutes. **CARRIED**

OLD BUSINESS

Addition to Tax Roll
339/2022

Sorokoski/Shaw: Approve the addition of costs to address safety concerns for roll #412-000, 442 Cheerie Street be added to their tax card on December 1st, 2022. Costs incurred for supplies and labour totaled \$2,997.93 **CARRIED**

Subdivision Certificate
340/2022

Glessman/Shaw: Acknowledge receipt of Certificate of Approval for Subdivision of Bernard Street lots. **CARRIED**

NEW BUSINESS

SaskTel Underground
341/2022

Shaw/Ellis: Approve quote from SaskTel to move services at the Town Office underground for \$1500.00 plus taxes. **CARRIED**

Sask Power Underground
342/2022

Ellis/Kramer: Approve quote from SaskPower to move services at the Town Office underground for \$3,286.78 plus taxes. **CARRIED**

Sask Power Streetlight
343/2022

Shaw/Sorokoski: Approve quote from SaskPower to provide additional streetlight in the dog park for \$7,812.22 plus taxes. **CARRIED**

COUNCIL MEETING MINUTES

11/22/2022

Board of Revision

344/2022

Kramer/Glessman: Appoint Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans. The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers. **CARRIED**

Staff & Contractor

Christmas Gifts

345/2022

Sorokoski/Kramer: Approve Staff Christmas Gifts of cash. Full time employees to receive \$125.00 each and Part time employees to receive \$75.00 each. Town Janitor to receive \$75.00. **CARRIED**

Insurance Valuations

346/2022

Kramer/Ellis: Approve valuations as presented by SunCorp Valuations as the basis for AON insurance policy renewal for 2023. **CARRIED**

Tax Payment Plan Proposal

347/2022

Shaw/Glessman: Accept plan for tax payments on account for Roll #468-100 as presented by Taxervice. Agreement to be drafted and signed by resident. **CARRIED**

Communities Humboldt

Area Membership

348/2022

Glessman/Sorokoski: Approve membership for 2023 in the amount of \$100.00. **CARRIED**

Revenue Sharing Declaration

349/2022

Kramer/Sorokoski: The Council of the Town of Bruno confirms the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing

- Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 Public Report 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;
- All members of council have filed their Public Disclosure Statements, as required; and

That we authorize the administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing Grant. **CARRIED**

Mayor Dale Glessman leaves meeting at 9:22 PM

Christmas on Main

350/2022

Kramer/Sorokoski: Approve that the Christmas on Main committee be granted use of Pioneer Park on an annual basis for decorating and holding the Christmas on Main event. Further approval is granted for 2 temporary fire pits on Main Street and closure of Main street from the Post office to the Drug Store for the 2022 event. **CARRIED**

COUNCIL MEETING MINUTES

11/22/2022

Councilor Kurt Ellis leaves electronic meeting at 9:26 PM

Volunteer of the Year

Nominations

351/2022

Sorokoski/Shaw: Propose to split the award as a unanimous decision was not reached with the RM. Each Municipalities choice would receive ½ of the prize amount and all receive their names on the plaque. Council denied the suggestion of a life-time award at this time, pending an official policy and requirements. **CARRIED**

Mayor Dale Glessman & Councilor Kurt Ellis return to meeting at 9:32 PM

Auto Policy Renewal

352/2022

Kramer/Ellis: Approve the addition of glass and loss of use coverage for the Town of Bruno fleet. CAO to inquire about 3RD party liability insurance coverage levels and update if required. **CARRIED**

BYLAWS/POLICIES

Assistant Administrator

Progression Policy

353/2022

Shaw/Kramer: That Assistant Administrator Progression Policy 06/2022 be adopted as presented. **CARRIED**

CLOSED SESSION

Closed Session

354/2022

Glessman/Kramer: motion that council moves into Closed Session to discuss HR matters. **CARRIED**

Closed session commences at 9:49 PM

All attendees remained the same

Closed session ends at 9:58 PM

Resume Open Session

355/2022

Glessman/Shaw: motion that council return to Open Public Meeting. **CARRIED**

New Hire

356/2022

Sorokoski/Kramer: Acknowledge the hiring of Alanna Strangway as Assistant Administrator Trainee starting December 1st, 2022. **CARRIED**

Termination of Position

357/2022

Sorokoski/Glessman: Resolve that the position of Office Assistant/Clerk be terminated as of December 31st, 2022. The final shift for this position shall be December 30th, 2022. Due notice to be delivered by the CAO as soon as possible. **CARRIED**

Councilor Absence

358/2022

Sorokoski/Ellis: Acknowledge that this meeting of Council is Councilor Daryl Lepage's 4th meeting missed. **CARRIED**

COUNCIL MEETING MINUTES

11/22/2022

ADJOURNMENT OF MEETING

359/2022

Glessman/Shaw: This regular meeting is adjourned at 10:05 PM.
Next meeting will be on Tuesday December 20th, 2022 at 7:00PM.

CARRIED



MAYOR - Dale Glessman



CAO - Colette Radcliffe