

**BIENFAIT TOWN COUNCIL**  
**Regular Meeting of Council**  
**Wednesday, March 11, 2020**  
**Municipal Office at 417 Main Street, Bienfait, Saskatchewan**  
**AGENDA**



**01 Call to Order**

**02 Delegation**

6:00 p.m. Michael Waldner – GFL Environmental Inc. Regional Manager  
6:30 p.m. Sergeant Jeff Clarke – R.C.M.P.

**03 Consideration of Agenda**

a.) Review of Agenda as presented, revise as required

**04 Minutes of Previous Meeting**

a.) Review of Minutes of the February 12, 2020 Regular Council Meeting  
b.) Presentation of errors, omissions or corrections – MOTION to approve

**05 Reports – Council, Staff and Other**

a.) Verbal Council Reports:  
b.) Written Staff Reports:  
c.) Committee/Board Meetings:  
d.) Other Written Reports:

**06 Financial**

a.) Bill List #1 - MOTION to approve payment  
b.) Payroll Lists #1 - MOTION to approve payment  
c.) Financial Statements – February 2020  
d.) Bank Reconciliations – January 2020 and February 2020  
1. CU Save Savings Account  
2. CU Town/Coal Creek Reserve Fund  
3. Locomotive Restoration Fund

**07 Unfinished Business**

a.) Community Recreation Plan Grant  
b.) Payment of Invoice BY-4555 Cummins Canada ULC  
c.) Bienfait Fire Department – H2S Calibrator and Bump Test  
d.) Associated Engineering – Quote for Remote Monitoring of the WTP and WWTP  
e.) Town of Bienfait Rates – Update  
f.) Public Works – List of Purchases for Approval

**08 New Business**

a.) Quote – Scott O-Vista M/L Face Mask with Nose Piece and Prescription Lens Mounting Kit  
b.) Quote – H2S Monitors and Calibrator  
c.) Safety Supervisor Course – Sawyer Safety Training and Consulting  
d.) Munisoft – Half Day Training  
e.) SaskPower Invoice – 3<sup>rd</sup> Cell  
f.) Western Canada Water Environment Association – One Day Seminar, Saskatoon, SK.  
g.) Saskatchewan Common Ground Alliance – 2020 DIG SAFE Breakfast  
h.) Agreement for Cleaning of Bienfait Town Office and Library  
i.) Bienfait Post Office – Request for Gravel on Boulevard  
j.) Bylaw No. 1 (2020) – A Bylaw to Establish Property Tax Incentives and Penalties  
k.) Policy C-1 – Council Remuneration  
l.) H2S Alive  
m.) Servicing Shut Off Valves  
n.) Museum Hours of Operation

**09 Correspondence**

a.) CN Rail - Dangerous Goods Shipments in Bienfait, SK – Report

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**10 Other Business**

**11 Adjournment**

**TOWN OF BIENFAIT**  
**Minutes of the Regular Meeting of Council**  
**Wednesday, March 11, 2020 6:00 p.m.**  
**In the Municipal Office at 417 Main Street, Bienfait, Saskatchewan**



**PRESENT:** Mayor Paul Carroll

Councillors Ivan Boyer  
Chris Dupuis  
Ken Bonokoski  
Shirley Wheeler  
Rob Forster - *departed the meeting at 7:35 p.m.*  
Steven Matthewson - *arrived at 6:05 p.m.*

Administrator Jessica Franklin

**20/03/01-01 Call to Order:**

A quorum being present, Mayor Paul Carroll called the meeting to order at 5:58 p.m.

**20/03/01-02 Delegation:**

6:00 p.m. Michael Waldner and Stephen McCabe from GFL Environmental Inc. met with Council to discuss the recent fire that ignited at the Bienfait Landfill on March 4, 2020; the heavy equipment that was brought in due to the fire; more heavy equipment that will be arriving as the facility is growing; appropriate ways of communication with the Town of Bienfait residents in case of an emergency; GFL Environmental Inc.'s plan for construction in the 2020 year; possible revenue for the Town of Bienfait on a per tonne basis that could be incorporated into the upcoming Agreement; and the allocated forty thousand dollars (\$40,000.00) that is budgeted in 2020 for fencing upgrades around the facility.

6:40 p.m. Michael Waldner and Stephen McCabe departed the meeting.

6:41 p.m. Sergeant Jeff Clarke with the R.C.M.P. met with Council to discuss the Annual Performance Plan for the 2020 fiscal year; focus points for the detachment; purchased land for a new R.C.M.P. building; the building and maintaining of positive relations between residents and the R.C.M.P.; and the staffing fulfillment at the Estevan R.C.M.P. detachment.

7:04 p.m. Sergeant Jeff Clarke departed the meeting.

**20/03/01-04 Minutes:**

**Bonokoski/Forster**

THAT the minutes of February 27, 2020, Regular Meeting of Council shall be approved as presented.

**Carried**

**20/03/01-05 Reports:**

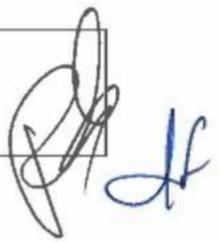
**Boyer/Dupuis**

THAT the following reports be accepted as presented:

- a. Verbal Reports
  - Council Reports
- b. Written Staff Reports – nothing to report
  - Administrator's Report – nothing to report
- c. Committee and Other
- d. Other Written Reports – nothing to report

**Carried**

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**20/03/01-06 Financials:**

**a. Bill List No. 1:**

**Wheeler/Matthewson**

THAT Bill List No. 1 as indicated by cheque #9520– cheque #9538 in the amount of \$17,989.93 is approved for payment as presented.

**Carried**

**b. Payroll Lists No. 1:**

**Matthewson/Bonokoski**

THAT Payroll List No. 1 as indicated by cheque #9667 – cheque #9670 in the amount of \$5,880.71 shall be approved for payment as presented.

**Carried**

**c. Council Remuneration:**

**Matthewson/Wheeler**

THAT the Council Remuneration for the month of February 2020 as indicated by cheque #9660 to cheque #9666 in the amount of \$3,200.00 shall be approved for payment as presented.

**Carried**

**20/03/01-07 Unfinished Business:**

**a. Community Recreation Plan Grant**

**Forster/Dupuis**

THAT the Community Recreation Plan Grant shall be tabled to the next regular meeting of Council to give Administration time to gather information regarding the grant details.

**Carried**

**b. Associated Engineering – Quote for Remote Monitoring of the WTP and WWTP**

**Bonokoski/Wheeler**

THAT the Town of Bienfait shall table the quote for remote monitoring of the water treatment plant and wastewater treatment plant to provide Administration more time to collect information on the annual maintenance and contract fees.

**Carried**

**c. Town of Bienfait Rates - Update**

**Forster/Matthewson**

THAT the Town of Bienfait shall approve the amended rates as presented and attached to, as listed in Schedule "A" which is attached to, forming part of these minutes

**Carried**

**d. Public Works – List of Purchases for Approval**

**Boyer/Dupuis**

THAT the list of purchases for approval be tabled to the next regular meeting of Council to provide more time to obtain pricing.

**Carried**

**20/03/01-08 New Business:**

**a. Quote – Scott O-Vista M/L Face Mask with Nose Piece and Prescription Lens Mounting Kit**

**Bonokoski/Wheeler**

THAT the quote for Scott O-Vista M/L face mask with nose piece and prescription lens mounting kit be tabled to the next regular meeting of Council to provide legislative requirements for how many the Town of Bienfait is required to purchase.

**Carried**

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**b. Quote – H2S Monitors and Calibrator**

**Dupuis/Matthewson**

THAT the quote for H2S monitors and calibrators be tabled to the next regular meeting of Council to provide time to research the best suited option for the Town of Bienfait; the Bienfait Fire Department's bump test machine and two (2) CO monitors currently in use will be a point of consideration.

**Carried**

**c. Safety Supervisor Course – Sawyer Safety Training and Consulting**

**Boyer/Dupuis**

THAT the Town of Bienfait shall register Jessica Franklin and Kent Mehler for the Safety Supervisor Course on Friday, April 24, 2020 at a cost of one hundred eighty dollars (\$180.00) per person; and that all costs associated shall be paid by the Town of Bienfait.

**Carried**

**e. SaskPower Invoice – 3<sup>rd</sup> Cell**

**Bonokoski/Wheeler**

THAT the Town of Bienfait shall table the SaskPower Invoice for the 3<sup>rd</sup> cell in the amount of ten thousand six hundred and one dollars and thirty four cents (\$10,601.34) to request SaskPower to provide written notification for the reason that the meter was providing faulty reads; and to provide a suitable response as to why SaskPower had not caught the deficiencies until the third year of use.

**Carried**

**g. Saskatchewan Common Ground Alliance – 2020 DIG SAFE Breakfast**

**Boyer/Matthewson**

THAT the Town of Bienfait shall register Ed Johansen, Cory Johansen and Kent Mehler to attend the Saskatchewan Common Ground Alliance 2020 DIG SAFE breakfast on Wednesday, April 15, 2020 at the Beefeater Plaza in Estevan, SK from 7:30 a.m. till 8:30 a.m.; and that all costs associated shall be paid by the Town of Bienfait.

**Carried**

**h. Agreement for Cleaning Bienfait Town Office and Library**

**Dupuis/Matthewson**

THAT the Town of Bienfait shall retender the Agreement for Cleaning the Bienfait Town Office and Library; and that it will be required for the successful bidder to be bondable and to provide WCB clearance.

**Carried**

**i. Bienfait Post Office – Request for Gravel on Boulevard**

**Boyer/Dupuis**

THAT the Town of Bienfait shall order three (3) yards of crushed rock to supply and distribute on the boulevard at the Bienfait Post Office; and that any extra crushed rock shall be piled at Public Work's shop at 525 Railway Avenue.

**Carried**

**j. Bylaw No. 1 (2020) – A Bylaw to Establish Property Tax Incentives and Penalties**

**Bonokoski/Wheeler**

That Bylaw No. 1 (2020), being a Bylaw to Establish Property Tax Incentives and Penalties, be introduced and read for the first time.

**Carried**

**Boyer/Dupuis**

THAT Bylaw No. 1 (2020) be read for a second time.

**Carried**

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**k. Policy C-1 – Council Remuneration**

**Bonokoski/Wheeler**

THAT Policy C-1, being a Policy regarding Council Remuneration, be amended as presented and attached to, forming part of these minutes.

**Carried**

**l. H2S Alive**

**Wheeler/Matthewson**

THAT the Town of Bienfait shall register Kent Mehler for H2S Alive 1 and 2; and that all costs associated shall be paid by the Town of Bienfait.

**Carried**

*Mayor Paul Carroll declared a conflict of interest although remained at the meeting.*

**n. Museum Hours of Operation**

**Boyer/Dupuis**

THAT the Town of Bienfait shall provide the option for the summer student employed at the Museum to work weekends; if the option is not favorable, the Town of Bienfait shall provide honorarium payment to Tim Carroll to keep the Bienfait Museum open on weekends.

**Carried**

**20/03/01-09 Correspondence:**

**Wheeler/Matthewson**

THAT the correspondence as listed on the agenda be acknowledged and filed for future reference.

**Carried**

**20/03/01-10 Other Business:**

**Management Chart**

**Matthewson/Boyer**

THAT the Town of Bienfait shall adopt a management chart to affix at the Town Office and Public Work's Shop.

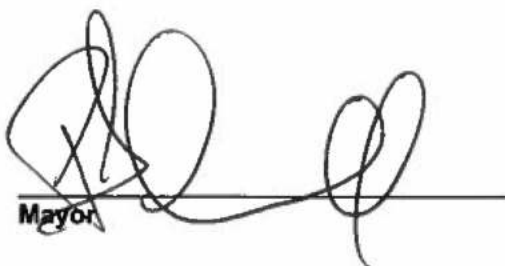
**Carried**

**20/03/01-11 Adjournment:**

**Bonokoski/Boyer**

THAT this meeting be adjourned at 8:58 p.m.

**Carried**

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Administrator

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**Schedule "A"**  
**For the Town of Bienfait**  
**March 11, 2019 Minutes**

## **Town of Bienfait Rates**

### **PHOTOCOPIES:**

\$ .25 single copies  
\$ .50 double sided  
N/C (but provide own paper) for:  
• Churches  
• Non-Profit organizations  
• Rec. Board organizations  
NO ONE operates copy machine except Town Office staff

### **FAXES:**

\$1.00 per sheet (incoming and outgoing)  
*free faxing for council members*

### **NSF CHEQUES**

\$40.00  
*inform people - NSF cheques will be reported to RCMP*  
*- Staff can refuse any cheques*

### **DOG/CAT LICENSE**

Spayed	\$10.00
Not Spayed	\$15.00
Restricted	\$25.00
Replacement Tag	\$2.00

### **CEMETERY PLOTS**

Single	\$100.00
Double	\$180.00

### **SOUVENIRS**

Town Spoon	\$7.00
Town T-Shirt	\$15.00
Town Pin	\$3.00

### **BUSINESS LICENSE**

Commercial - \$275.00/Year  
Home Based - \$60.00/Year  
Direct Sellers Permit (Sales Less \$100.00) - \$20.00  
Direct Sellers Permit (Sales Over \$100.00) - \$30.00  
Contractors/Out of Town  
▪ \$25.00/Day  
▪ \$75.00/6 Months  
▪ \$150.00/Annual

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### **LOCATE PROPERTY PINS**

\$15.00

### **CASUAL LABOR**

\$25.00/hr.

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**CUSTOM WORK**

**Minimum ½ Hour Charges**

Laborer	\$25.00/hr.
Supervisor	\$40.00/hr.
Kubota	\$40.00/hr.
Grader	\$60.00/hr.
1 Ton Truck	\$35.00/hr.
John Deere Tractor	\$25.00/hr.
Weed Eater	\$15.00/hr.
Garbage Truck	\$75.00/hr.
Skid Steer	\$50.00/hr.
Vac Truck	\$75.00/hr.
2009 F450	\$75.00/hr

**BUILDING PERMITS**

\$50.00 – over 100 sq feet

**DEMOLITION PERMITS**

\$10.00

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**PLUMBING PERMIT**

\$40.00 - Up to 10 Fixtures  
\$5.00 – Each Additional Fixture  
\$20.00 – Installation/Alteration where not more than 2 fixtures  
\$30.00 – Installation of a Private Sewage Work  
\$20.00 – Permanent Connection of an Existing Plumbing System (Sewage or Water)

**NEW WATER METER**

\$134.60

**WATER DISCONNECT**

\$25.00

**WATER RECONNECT**

\$25.00

**FIELD SHEETS**

\$25.00 – 500 Gallons

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**MEETINGS**

\$200.00/Meeting – Councilor  
\$235.00/Meeting – Mayor  
\$50.00/Special Meeting  
\$50.00/Committee Meeting

**MILEAGE**

\$.75/Km

**MEALS**

\$60.00/day

**CONVENTION**

\$125.00/day

**POLICY C-1 – Council Remuneration**

**1. Remuneration**

- a. The remuneration to be paid to the Mayor, as established by Council shall be \$235.00 per meeting, less Income Tax deduction of \$60.00 per meeting.
- b. The month shall include two (2) meetings.
- c. The remuneration to be paid to the Councillors as established by Council shall be \$200.00 per meeting, less Income Tax deduction of \$50.00 per meeting.
- d. The month shall include two (2) meetings.

**2. General**

- a. A member of the Council appointed to a board or committee that is under the jurisdiction of the Council shall be paid \$50.00 flat rate, per meeting.
- b. A member of the Council attending a "Special Meeting" of the Council shall be paid \$50.00 flat rate, per meeting.
- c. Except as contained in this policy, no member of the Council shall receive any remuneration, employment or other payment in respect of his services as a member of the Council.

**3. Representatives**

- a. A person who, after being appointed by Council, or who, after receiving permission from the Council has caused himself to attend, for the benefit of the Town of Bienfait, a meeting, or an appointment, shall be designated as a representative. A person who, after being instructed by Council, or who, after receiving permission from the Town Council or the Town Administrator has caused himself to supervise an operation of the Town of Bienfait shall be designated as a representative.
- b. The rate of remuneration to representatives shall be:
  - \$50.00 per ½ day – 5 hours or less
  - \$125.00 per full day – 5 hours or more
- c. Rate of pay shall be established at \$0.75 (seventy-five cents) per kilometre. This shall include all pertinent kilometres travelled relating to the meeting, appointment, training or convention.
- d. Hotel or Motel accommodation shall be booked and paid in advance by the Town of Bienfait. In the case that a hotel was not booked or paid by the Town of Bienfait, there shall be reimbursement to the individual to include the actual cost of such accommodation, plus reasonable related costs. Receipts are required.

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- e. A food & beverage allowance will be provided to representatives as per receipts to a maximum of \$60.00 per day.
- f. Reimbursement for expenses incurred by a representative shall be on the provided format, and shall be submitted to the Administrative personnel, Town of Bienfait.

Revision Type	Revision Date
Passed	January 1, 1992
Revised	March 14, 2001
Revised	March 11, 2020