

**Town of Gravelbourg**  
**September 12, 2020 - Special - 12:30 PM**

**1 Meeting Called To Order**

**2 Conflict of Interest**

**3 Adoption of Agenda**

**4 New and Other Business**

4.1 Returning Officer

📎 Report Returning Officer 1

4.2 Election Workers Remuneration

📎 Report Election Workers Remuneration 1

4.3 Acting CAO

📎 Report Acting CAO 1

**5 Committee of the Whole- in camera**

That Council recess to the Committee of the Whole, closed session at (time) hrs.  
pursuant to Section 120(2)(a) of *The Municipalities Act*, to discuss employee matters.

5.1 Employee matters

**6 Reconvene to Council**

That Council move out of the closed session and reconvene the regular meeting at  
(time) hrs,

**7 Adjournment**



**VILLE DE - TOWN OF GRAVELBOURG**  
Finance and Administration  
**Report**

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To: Mayor and Council  
From: Joan Corneil, CAO  
Date: September 09, 2020  
Subject: Returning Officer Election 2020

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**Options:**

1. Receive and file
2. That due to the CAO not being able to fulfill Returning Officer duties for the 2020m Municipal Election that Aline Kirk be appointed as Returning Officer
3. Other (Council)

**Background:** The Local Government Elections Act 2015 Section 47 (3) reads:

If the returning officer is for any reason unable to act or perform his or her duties, the council or board shall appoint another person to act in that capacity.

(4) A person appointed pursuant to subsection (3) may exercise all the powers, shall perform all the duties and is subject to the same liabilities as the returning officer in whose place the person is acting.

The current CAO, who by default is the returning Officer for the 2020 elections, will be leaving her post September 14<sup>th</sup> with potentially no successor. There are deadlines that must be met by September 15 and 23 along with all other required notice dates.

**Discussion:** Council may appoint a person to act as returning officer for the election. Aline Kirk has played the role in numerous circumstances and is familiar with the process.

**Financial Implications:** As per report regarding election remuneration

**Attachments:** Letter from Aline Kirk

**Conclusion:** The Town must have a returning officer. Unfortunately, due to circumstances the position of CAO is in a state of flux. With this uncertainty, it would be incumbent on Council to appoint that position.

Respectfully submitted,

  
Joan Corneil, CAO

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September 9, 2020

Town Council  
Town of Gravelbourg  
Gravelbourg, Sk  
S0H 1X0

Dear Town Council,

I have been asked to submit proposal to act as Returning Officer for the upcoming general election to fill the positions of councillor and mayor for the Town of Gravelbourg. I would propose fulfilling this position in accordance with the Local Government Elections Act for a fee of \$1000. This would include all duties required for the election from the nomination process to the declaration of the successful candidate on election day. I would also act as Deputy Returning Officer at the advance poll and on election day as provided for in Section 29(3) of the Local Government Elections Act.

The Town would remain responsible for all other expenses related to the election such as but not limited to advertising cost, hall rental, ballot printing, election supplies and remuneration for other election officials such as a poll clerk.

Should you have any questions regarding this proposal please do not hesitate to contact me at (306) 650-7080.

Sincerely,



Aline Kirk  
Box 566  
Gravelbourg, SK  
S0H 1X0



# VILLE DE - TOWN OF GRAVELBOURG

## Finance and Administration

### Report

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To: Mayor and Council  
From: Joan Corneil, CAO  
Date: September 09, 2020  
Subject: Election Workers Remuneration

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#### Options:

1. Receive and file
2. That Council approves a rate of twenty dollars (\$20.00) as remuneration for poll clerks or if an employee is hired as a poll clerk, the remunerations shall be equal to the hourly rate of that employee.
3. That Council approves a rate of twenty dollars (\$20.00) as remuneration for poll clerks or if an employee is hired as a poll clerk, the remunerations shall be equal to the hourly rate of that employee and in the event a Deputy Returning Officer (DRO) is required, that position be paid at a rate of thirty dollars (\$30.00) per hour.
4. Other (Council)

**Background:** One of the duties of Council is to set in *The Local Government Elections Act* S 52 is to set the remuneration for election workers.

**Discussion:** Two communities were contacted regarding remuneration. The suggested amount is that of an average of the two- one smaller, one larger. Both communities pay employees according to their salaries.

Should Council approve the proposal for the RO/DRO, there will be no need to pay a DRO

**Financial Implications:** Past experience has shown there is only a need for 1 poll clerk.

Estimated time would be 23-24 hours between the advance poll and Election Day.

#### Attachments:

**Conclusion:** The Town must have an Administrator. This position of Acting Administrator may be for a very short time if recruitment is successful. However, as successful as it may be, there will be a lag time between job offer and actual presence in the office. It would be prudent to have a position appointed in order to carry on the daily works of the municipality.

Respectfully submitted,

  
Joan Corneil, CAO

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# VILLE DE - TOWN OF GRAVELBOURG

## Finance and Administration

### Report

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To: Mayor and Council  
From: Joan Corneil, CAO  
Date: September 09, 2020  
Subject: Temporary CAO

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#### Options:

1. Receive and file
2. That due to the CAO leaving, Florence (Susy) Martin be appointed as Acting CAO for a term of such time as a permanent CAO is hired

#### AND/OR

That Florence Martin be given signing authority for the purposes of banking and signing any documents required to be signed by the CAO.

3. Other (Council)

#### Background: The Municipalities Act S 110 (5) states:

*A council may appoint a person to fill the position of administrator of the municipality in an acting capacity if for any reason the administrator is unable to act for a period of not more than three months or any longer period that the board of examiners may allow.*

The current CAO will be leaving the position effective September 14, 2020.

**Discussion:** As there is a good possibility a replacement will not physically be in the position; it would be prudent of Council to appoint an Acting Administrator. The Acting Administrator will be in the role until such time as a permanent replacement is hired.

Should the three- month term come to an end with no replacement, the Town should re-advertise/head hunt and apply to the Board of Examiners for an extension for the Acting Administrator.

Susy has the experience to fulfil all aspects of the position. She has managed the office entirely on her own on numerous occasions as CAO's came and went. She has the expertise to manage all the financial programs and understands the bylaws and impacts.

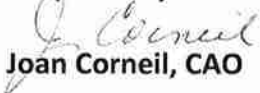
The Acting CAO should be available to assist the new CAO, once hired, through a transition/orientation period.

**Financial Implications:** Remuneration should reflect the years of experience and expertise. Potential payment for this position should be between \$45 to \$50/hr.

**Attachments:**

**Conclusion:** The Town must have an Administrator. This position of Acting Administrator may be for a very short time if recruitment is successful. However, as successful as it may be, there will be a lag time between job offer and actual presence in the office. It would be prudent to have a position appointed in order to carry on the daily works of the municipality.

Respectfully submitted,

  
Joan Corneil, CAO