

**Town of Gravelbourg**  
**Meeting Minutes**  
**February 18, 2021 - Regular - 07:00 PM**

Present:  
 Mayor Darcy Stefiuk

Councillors:  
 Paul Boisvert  
 Sam Hawkins  
 Raymond Lizee  
 Andre Lorrain  
 Deanna Pilgrim  
 Teresa Williams

Recording Secretary: Carol White  
 Public Works Manager: Dustin Aitken  
 SCR: Leanne Nichol

**1. Meeting Called To Order**

A quorum being present, Mayor Stefiuk called the meeting to order at 7:02 pm

**2. Conflict of Interest**

2021-0070

**3. Adoption of Agenda**

Councilor Lizee  
 Councilor Williams

That Council amends the agenda as follows:  
 Deletion of: Unfinished Business Item 13.3 Highway Sign Advertising  
 Addition of: Unfinished Business item 13.3 EMO  
                   Closed session item 5.1 Camera legal discussion  
 and subsequently adopts the agenda as amended.

**Carried**

**4. Adoption of Minutes**

2021-0071

**4.1 February 4, 2021 Regular Meeting Minutes**

Councilor Boisvert  
 Councilor Hawkins

That the minutes of the Regular Council meeting held on February 4, 2021 be amended as follows:

Item 12.1 Include ...and review original contract for microphone reference  
 Item 15 amend the time of entering closed session to 8:35 pm  
 Item 16 amend the time of moving out of closed session to approx. 8:43 pm  
 Item 17 amend the time for adjournment to approx. 8:45 pm  
 and subsequently adopted as amended.

**Carried**

2021-0072

**5. Committee of the Whole, Closed Session**

Mayor Stefiuk  
 Councilor Hawkins

That Council recess to the Committee of the Whole, closed session at 7:14 pm pursuant to Section 120(2)(a) of *The Municipalities Act*, and Part III of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss legal matters

**Carried**

2021-0073

**5.1 Reconvene to Council**

Mayor Stefiuk  
 Councilor Lorrain

That Council move out of the closed session and reconvene the regular meeting at 7:49 pm

**Carried**

**6. Honors and Awards**

**7. Public Hearing(s)**

**8. Delegations**

**9. General Information**

**9.1 Council Roles & Responsibilities Workshop**

All council members to try to attend at the Town office.

**10. Council reports- Committee/Departments Minutes and reports**

2021-0074

**10.1 SRC Monthly Report - February 2021**

Councilor Hawkins  
Councillor Lorrain

Direct administration to receive and file the report

**Carried**

2021-0075

**10.2 Report Southwest Transportation Planning Council**

Councilor Lizee  
Councillor Lorrain

Direct administration to receive and file the report

**Carried****11. Financial reports**

2021-0076

**12. Accounts for approval**

Councillor Lorrain  
Councilor Lizee

That Council accepts the Accounts Paid and Payable Statement Batch - 2021-00008 for February 19, 2021 as presented by Administration, and these be attached to and form part of these minutes.

**Carried****13. Unfinished Business**

2021-0077

**13.1 Tabled SAMA Annual Meeting April 8,2021**

Mayor Stefiuk  
Councilor Pilgrim

That Council receives SAMA Annual meeting information and approves of the attendance of members of administration Carol White and Janet Hart and also Councillor Teresa Williams

**Carried**

2021-0078

**13.1.1 SAMA Voting Delegates**

Councilor Hawkins  
Councillor Lorrain

That Council appoints Carol White and Teresa Williams as voting delegates for the SAMA Annual Meeting to be held virtually April 8, 2021.

**Carried**

2021-0079

**13.2 Tabled - Heritage Review Board**

Councilor Pilgrim  
Councilor Williams

That Council directs administration to contact the Heritage Policy and Designations Advisor for next steps and timelines.

**Carried****13.3 EMO**

Administration to set up meeting with Matthew Forest.

**14. New Business**

2021-0080

**14.1 Street Sweeper**

Councilor Lizee  
Councillor Lorrain

That Council authorize administration to enter a five (5) year purchase agreement with Fer-Marc Equipment for the purchase of a reconditioned 2008 Elgin Pelican Street Sweeper for the amount of one hundred and one thousand, two hundred and thirty-five dollars and forty-five cents (\$101,235.45) before taxes at a finance rate of 3.59%.

**Carried**

2021-0081

**14.2 Cat Backhoe Quick Coupler**

Councillor Lorrain  
Councilor Lizee

That Council authorize the purchase of a quick coupler and two (2) sets of pins for the Cat Backhoe at a cost of three thousand, two hundred and twelve dollars and thirty-four cents (\$3,212.34).

**Carried**

2021-0082

**14.3 Access Communications**

Councilor Boisvert  
Councilor Williams

That council direct administration to receive and file.

**Carried**

2021-0083

**14.4 Minor Ball - Co Op Community Spaces Grant Support**

Councilor Lizee  
Councilor Pilgrim

That Council grant permission to administration to partner with and support Gravelbourg Minor Ball by accepting and administrating grant funds should the application for the Co Op Community Spaces grant be successful

**Carried**

2021-0084

**14.5 Minor Ball Rental Proposal - Palestre Rink**

Mayor Stefiuk  
Councilor Lizee

That Council accepts Gravelbourg Minor Ball's offer of \$900 for rental of the Palestre Rink with Gravelbourg Minor Ball being responsible for keeping the rink tidy.

**Carried**

2021-0085

**14.6 Xplornet Communications - Request for Support**

Councilor Boisvert  
Councilor Lizee

That Council approves Xplornet Communication Inc.'s request and directs administration to provide a letter of support,

**Carried**

2021-0086

**14.7 SEDA - Rural Resilience Program**

Mayor Stefiuk  
Councilor Pilgrim

That Councillor Boisvert contact SEDA for additional information and that the item be received and filed.

**Carried**

2021-0087

**15. Bylaws****16. Committee of the Whole, Closed Session**

Mayor Stefiuk  
Councilor Hawkins

That Council recess to the Committee of the Whole, closed session at 8:32 pm pursuant to Section 120(2)(a) of *The Municipalities Act*, and Part III of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss discuss personnel and land matters.

**Carried****16.1 Personnel**

Councillor Hawkins declared a conflict of interest and left the council chambers at 8:37 pm.

Councillor Hawkins returned to council chambers at 9:03 pm

**16.2 Land**

2021-0088

**17. Reconvene to Council**

Mayor Stefiuk  
Councilor Hawkins

That Council move out of the closed session and reconvene the regular meeting at 9:18 pm

2021-0089

**17.1 Personnel 1**

Councillor Lorrain  
Councilor Williams

That Council accepts Timothy Troy's resignation as CAO effective January 21,2021.

**Carried**

2021-0090

**17.2 Personnel 2**

Councilor Hawkins  
Councilor Lizee

That Council appoints Carol White as Acting CAO until February 28, 2021.

**Carried**

2021-0091

**17.3 Personnel 3**

Councillor Lorrain  
Councilor Lizee

That Council appoints Carol White as Chief Administrative Officer effective March 1, 2021 for an annual salary of \$110,000.

**Carried**

2021-0092

**17.4 Personnel 4**

Councilor Pilgrim  
Councilor Williams

That Council authorizes entering into a temporary employment contract with Leanne Nichol at a rate of \$25/hr to cover for the Sport, Culture and Recreation Manager's leave effective January 27, 2021.

**Carried**

2021-0093

**17.5 Personnel 5**

Councilor Hawkins  
Councilor Lizee

That Council appoints Janet Hart as the Assistant Chief Administrative Officer at an annual salary of \$55,000.

**Carried**

2021-0094

**17.6 Personnel 6**

Councillor Lorrain  
Councilor Lizee

That Council provides authority for Carol White and Janet Hart to be added as signing authorities for the Town of Gravelbourg and further that approval is provided for these two individuals to have access to online banking and be issued Town credit cards to be used only as required.

**Carried**

**17.7 Conflict of Interest declaration**

Councillor Hawkins declared a conflict of interest and left council chambers at 9:20 pm

2021-0095

**17.8 Personnel 7**

Councillor Lorrain  
Councilor Pilgrim

That Council accepts Florence Martin's resignation as Acting CAO.

**Carried**

2021-0096

**17.9 Personnel 8**

Councilor Lizee  
Councilor Pilgrim

That Council authorizes administration to utilize Florence Martin in the capacity of Administrative Consultant to provide training and assistance with town administrative processes at a rate of \$35/hr on as as required basis.

**Carried**

2021-0097

**18. Adjournment**

Councilor Pilgrim  
Councilor Lorrain

That this meeting adjourn at 9:23 pm

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Mayor



\_\_\_\_\_  
Administrator

