

# Town of Gravelbourg

## Meeting Minutes

November 12, 2020 - First Meeting of Council - 07:00 PM

Present: Mayor Darcy Stefiuk

Councillors:

Paul Boisert  
Sam Hawkins  
Raymond Lizee  
Andre Lorrain  
Deanna Pilgrim  
Teresa Williams

Acting Administrator Florence Martin

**1. Meeting Called To Order**

A quorum being present, Acting Administrator - Florence Martin called the meeting to order @ 7 pm

**2. RO Declaration of Results - Election - Nov 9, 2020**

Acting CAO Martin provided the RO Report and RO Declaration of Results from Returning Officer (RO) Aline Kirk from the Election of November 9, 2020 to be attached to these minutes.

**3. Oath of Office**

The Oath of Office for the office of Mayor was declared by Darcy Stefiuk. Darcy Sefiuk was declared the Mayor for the Town of Gravelbourg.

The Oath of Office for the office of Councilors were declared together by Paul Boivert, Sam Hawkins, Raymond Lizee, Andre Lorrain, Deanna Pilgrim and Teresa Williams and were declared Councilors for the Town of Gravelbourg.

**4. Schedule of Upcoming Meetings**

A list of the 2020 regular meeting of Council were provided to the new council: November 26, December 10 and December 24, 2020 at 7 pm Council Chambers.

**5. Deputy Mayor**

The existing 2020 Deputy Mayor list - Andre Lorrain as Deputy Mayor.

**6. Council Documentation**

Each member of Council was provided all the listed documents.

**6.1 Bylaw to Establish Code of Ethics**

**6.2 Council- Committee Code of Conduct Policy**

**6.3 Council Procedures Bylaw**

**6.4 Conflict of Interest**

**6.5 Harassment Policy**

**6.6 Purchasing Policy**

**6.7 SUMA**

**6.8 Expense Claim Form / Function Attendance report**

**6.9 Council Tour of Town Properties**

Set a date

**7. Mayor Stefiuk takes the Chair**

Mayor Darcy Stefiuk took over chairing the meeting at 7:11 pm

2020-0572

**8. Adoption of Agenda**

Councilor Boisvert  
Councilor Pilgrim

That Council adopts the agenda as presented at this meeting.

Carried

2020-0573

**9. Acting CAO Extension for 3 Months**

Councilor Boisvert  
Councilor Hawkins

That Council extend the Acting CAO position to Florence Martin for another 3 months.

Carried



2020-0574

**10. Banking Authorization**

Councilor Boisvert  
Councillor Lorrain

That Council authorizes Mayor Darcy Stefiuk/ Deputy Mayor and Acting Administrator Florence Martin to have signing at Innovation Credit Union, Gravelbourg Branch for all banking transactions and signing of cheques on the Town of Gravelbourg accounts.

**Carried**

2020-0575

**11. Financial reports**

**12. Accounts for approval Payment Batch # 2020-00074**

That Council accepts the Accounts Paid and Payable Statement Batch for October 30, 2020 as presented by Administration, and these be attached to and form part of these minutes.

**Carried**

**13. Unfinished Business**

**13.1 Shelby GT500 Tender - Deadline November 16, 2020 at 4 pm**

Tenders will be open on November 17, 2020 at 10 am Council Chambers. Open to the Public

**14. New Business**

**14.1 Snow Removal Streets/ Back alley**

Dustin Aitken gave a verbal report and answered questions on the snow removal of the streets and asked about future decisions dealing with snow removal. Council expressed the great job that Public Works Department provided on the quick clean-up.

2020-0577

**14.2 Sask Water**

Councilor Lizee  
Councillor Lorrain

That a meeting be set up with Brad Dunlop, Sask Water and the Utility committee to discuss water issues.

**Carried**

2020-0576

**15. Bylaws**

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

Mayor Stefiuk  
Councilor Williams

That Council recess to the Committee of the Whole, closed session at 7:28 pm pursuant to Section 120(2)(a) of *The Municipalities Act*, to discuss employee matters.

**Carried**

2020-0577

**16.1 Employee Matters**

**17. Reconvene to Council**

That Council move out of the closed session and reconvene the regular meeting at 8:10 pm.

**Carried**

2020-0578

**18. Adjournment**

Councilor Boisvert

That this meeting adjourn at 8:15 pm

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator (Acting)