

**MINUTES of the 11th Regular Monthly Meeting of the
COUNCIL OF THE TOWN OF HANLEY for the YEAR 2022
Held on Monday, November 07, 2022
In the HANLEY TOWN OFFICE, Unit 4, 107 Lincoln Ave.**



Present at the meeting were: Mayor Richard McGregor, Deputy Mayor Giselle Hanson, Councillors Andrew Kroeger, Rachelle Tomy, Mellissa Maddocks, Cindy Prosofsky, Sean Bursaw and Administrator Buddy Stroich.

Absent from the meeting was Councillor Andrew Kroeger.

CALL TO ORDER

With a Quorum being present, the meeting was called to order at 7:01 p.m. by Mayor Richard McGregor.

APPROVAL OF TODAY'S AGENDA

Resolution 153/22

Maddocks: Resolved that Council approve the agenda as presented.

CARRIED.

MINUTES

Resolution 154/22

Bursaw: Resolved that the minutes of the regular Council meeting held on October 12, 2022 be adopted as read.

CARRIED.

DELEGATION: no item.

REPORTS

Committees:

- 1) **WaterWolf** – McGregor – no update.
- 2) **DRWU** – Maddocks – update provided.
- 3) **RCMP** – Tomy – update provided.
- 4) **Fire Department Committee** – Prosofsky – update provided.
- 5) **Library** – Hanson – no activity.
- 6) **Recreation Facilities** – Prosofsky updated on arena activities.

Operations and Administration:

- 1) **Maintenance** – Shadoc attended and provided insight to his arena work.
- 2) **Human Resources** – Ben's hours reviewed.
- 3) **Employee Reports** – October information reviewed.
- 4) **Administrator** – Previous Action Steps status update.
- 5) **Water Consumption Report** – January will update data to end of 2022.
- 6) **Building & Development Permit Applications** – none.

Accounting:

- 1) **Bank Reconciliation** – October 2022 reviewed, included in minutes book.
- 2) **AR Report** – October 2022 reviewed, included in minutes book.

Resolution 155/22

Maddocks: Resolved that Council accept the Committee, the Accounting, and the Operations and Administration reports as presented.

CARRIED

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MONTHLY FINANCIAL STATEMENT

Resolution No. 156/22

Hanson: Resolved that Council approves as presented, the statement of financial activities for the month of September.

CARRIED

CORRESPONDENCE

Resolution No. 157/22

Tomyn: Resolved that the correspondence presented be accepted and filed.

CARRIED

BYLAWS – no item

POLICY – no item

OLD BUSINESS

- Bulk Water Payment Options – ConX Wireless quoted – hold until the RM decides what bulk water they will provide to the area.
- Town Office Building – Roof – administrator to find a contractor big enough to quote.
- Town Office Building – Ventilation System Cleaning

Resolution No. 158/22

Hanson: Resolved that Council approves Bridge City Duct Cleaning to be hired to clean the ventilation system in the Town's Office Building for the cost of \$1,350.00 plus \$50.00 for travel.

CARRIED.

NEW BUSINESS

Animal Control Officer

Resolution No. 159/22

Maddocks: Resolved that Council approve the 2023 compensation for the town's Animal Control Officer to include a \$150 monthly retainer fee plus \$30 / filed complaint plus 100% of kennel fees collected. In addition, the town will reimburse the ACO or pay for, the expenses related to travel, equipment and supplies. Veterinary costs must be approved by Council before incurring.

CARRIED.

Employee Compensation

Resolution No. 160/22

Bursaw: Resolved that the Council agrees with the 2023 compensation proposals made by the HR Committee for the following positions:

- Transfer Station Attendant
- Weekend Water Facility Technician
- Assistant Administrator
- Public Works Forman
- Town Administrator



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And instructs the Administrator to communicate with each individual to advise them of their respective proposal and obtain their signatures or feedback. Status of the offers are required by the HR committee on or before November 18th.

CARRIED.

Appointments for One Year

Resolution No. 161/22

Maddocks: Resolved that Council approves the following appointments be made for the one-year period from November 15, 2022 to November 15, 2023.

- i. Deputy Mayor – Giselle Hanson
- ii. Library Board (Local and Regional) – Giselle Hanson
- iii. DRWU Board – Melissa Maddocks
- iv. WaterWolf Voting Delegate – Richard McGregor
- v. Animal Control Officer – Raelyn McLean
- vi. Financial Institution – RBC, Stonebridge Branch
- vii. Auditor – Vantage, Chartered Professional Accountants
- viii. Solicitor – Dellene Church
- ix. Building Official – Municode Services Ltd.
- x. Assessment Agency – SAMA
- xi. Local Assessor – Buddy Stroich
- xii. Board of Revision – Western Municipal Consulting
- xiii. Engineering Firm – SAL Engineering
- xiv. Third Party Code of Ethics Investigator – Campbell Safety

CARRIED.

Advisory Positions Appointments for One Year

Resolution No. 162/22

Hanson: Resolved that Council approves the following advisory position appointments be made for the one-year period from November 15, 2022 to November 15, 2023.

- | | |
|----------------------------------|---------------------------|
| i. Human Resources | Maddocks, Hanson, Bursaw |
| ii. Financial Planning | Bursaw, Kroeger |
| iii. Fire Department | Hanson, Prosofsky, Bursaw |
| iv. Public Works & Water & Sewer | Kroeger, Bursaw |
| v. RCMP | Tomyn |
| vi. Recreation Facilities | Prosofsky |

CARRIED.

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Revenue Sharing Eligibility

Resolution No. 163/22

Bursaw: Resolved that, pursuant to the Ministry of Government Relations Municipal Revenue Sharing Eligibility Requirements, the Town of Hanley meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

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

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and
That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED.

Advertising in the Legion Service Recognition Book

Resolution No. 164/22

Maddocks: Resolved that council approves a “Business Card” size advertisement in the Legion Military Service Recognition Book. The cost of this will be \$225.00, GST included.

CARRIED.

COUNCIL FORUM

Resolution No. 165/22

Tomyn: Resolved that council approves a donation of \$100.00 to the Hanley Seniors.

CARRIED.

ACCOUNTS FOR PAYMENT APPROVAL

Resolution No. 166/22

Prososky: Resolved that the accounts in the amount of \$73,133.74 from cheque number 15217 to cheque number 15238 along with the Payroll listing and other payments, a list of which is attached to and forms a part of these minutes, be approved as presented.

CARRIED.

ADJOURN

Resolution No. 167/22

Prososky: that this meeting adjourns at 9:14 p.m.

CARRIED.


MAYOR


ADMINISTRATOR