

**Town of Nokomis**  
**Oct 18, 2023**  
**Regular Meeting Held at the Centennial Hall**  
**in Nokomis, Saskatchewan**

Present: Councilors: Erica Fisher, Lois Mortenson, Jeff Allport, Melissa Magnes Dennis Kresier, Lisa Biccum and Mayor David Mark presiding and Town Administrator Tanya Zdunich.

A quorum being present, Mayor David Mark called the meeting to order at 7:00 pm

Absent:

Administrator: Tanya Zdunich

Lisa Biccum read her oath of Office to Council and the Administrator witnessed her signature.

Agenda 187/2023 FISHER/MAGNES:  
That the Town of Nokomis adopts the Agenda with additions as presented with the power to add.

CARRIED UNANIMOUSLY

In Camera: 188/2023 ALLPORT:  
That the Town of Nokomis enters into IN CAMERA at 7:03 pm under the Municipalities Act, Clause 120 (2) (b) (Concerns long range or strategic planning).

CARRIED UNANIMOUSLY

Out of Camera: 189/2023 MORTENSON:  
That Mayor, David Mark, call a return to open session at 7:05 pm.

CARRIED UNANIMOUSLY

Minutes 190/2023 KRESIER/FISHER  
That the Town of Nokomis approve the minutes of the regular meeting of Council held September 20, 2023 as read.

CARRIED UNANIMOUSLY

Holiday Sick Reports 191/2023 MORTENSON/MAGNES:  
That the Town of Nokomis approve the Holiday/Sick Day Report as presented and subsequently filed.

CARRIED UNANIMOUSLY

Financial Statement 192/2023 MORTENSON/FISHER:  
That the Town of Nokomis Statement of Financial Activities for the month ending September 2023 is accepted as presented and subsequently filed.

CARRIED UNANIMOUSLY

List of Accounts 193/2023 KRESIER/MAGNES:  
That the accounts as listed on the "List of Accounts for Approval" as attached hereto and forming part of these minutes be now acknowledge as previously approved by the Mayor. (Check numbers # 17018 to 17035).

CARRIED UNANIMOUSLY

194/2023 FISHER/BICCUM:  
That the accounts as listed on the "List of Accounts for Approval" as attached hereto and forming part of these minutes be now approved and paid. (Check numbers # 17036 to 17057)

CARRIED UNANIMOUSLY

Correspondence 195/2023 BICCUM/MAGNES:  
That the following correspondence and reports as introduced by the Administrator be filed:  
1. UMAAS  
2. Industry West Article

CARRIED UNANIMOUSLY

Old Business:

Tender 196/2023 MORTENSON/ALLPORT:  
That the Town of Nokomis acknowledge that the Administrator put out a tender for Lots 7-8, Block 91, Plan G102 and that no tenders were received by 3 pm, Wednesday, October 18.

CARRIED UNANIMOUSLY

Disc Golf 197//2023 FISHER/MAGNES:  
That the Town of Nokomis approve the quote from Murray Gordon to have Disc Gold Saskatchewan design and install a 9 hole course at the Nokomis Campground for \$6500.00 plus applicable taxes and the Administrator will reach out to local businesses to see if they would like to sponsor a hole.

CARRIED UNANIMOUSLY

HR Manual 198/2023 MORTENSON/KRESIER:

That the Town of Nokomis amend the HR Manual Annual Vacation Policy and Procedure as attached to the minutes.

CARRIED UNANIMOUSLY

New Business:

Signage 199//2023 MAGNES/ALLPORT:

That the Town of Nokomis purchase 2 aluminum signs from Eighty Nine Imprinting for \$600.00 each plus applicable taxes to support our local economic region in conjunction with LMEDA (Last Mountain Economic Development Alliance).

CARRIED UNANIMOUSLY

Reports

LMEDA- Letter writing Campaign- Signs

200/2023 KRESIER/MAGNES:

That the Town of Nokomis remove Kenny Braun from having signing authority for the Town of Nokomis and add Lisa Biccum to have signing authority for the Town of Nokomis and that changes were made to the 2023 Committee List and is attached to these minutes.

Next Meeting 201/2023 ALLPORT/KRESIER:

That the Town of Nokomis authorizes the next meeting to be November 22, 2023 at 7:00 p.m. at the Nokomis Centennial Hall.

CARRIED UNANIMOUSLY

Adjourn 202/2023 MAGNES:

That the Town of Nokomis adjourns the meeting at 8:33 pm

CARRIED UNANIMOUSLY

Mayor

  
\_\_\_\_\_

Chief Administrative Officer

  
\_\_\_\_\_

## Annual Vacation Policy & Procedure

Effective date: Oct 18, 2023  
Date of the revision: Oct 18, 2023

### Policy

The Town of Nokomis offers annual vacation that meets provincial employment standards.

Employees must plan their vacation by taking into account the needs of the Town of Nokomis. Employee vacation shall be taken with due concern for maintaining adequate service.

### Procedure(s)

#### 1. Vacation

Holiday pay is paid as follows:

- **Salaried Employees** vacation time must be taken by December 31 of the current year or it will be paid out. An employee may carry over a maximum 5 days vacation time if they want to.
- **Hourly Employees** will be paid out their vacation time on each check.

The number of weeks granted each year is determined according to the employee's complete years of service at the beginning of the calendar year.

Continuous service	Duration of leave
1-9 years	Three (3) weeks
10-19 years	Four (4) weeks
20 years and over	Five (5) weeks

#### 2. Special circumstances of annual vacation

- a) Employees are required to notify the Chief Administrative Officer of any vacation time requested two (2) weeks in advance.
- b) The Chief Administrative Officer shall review the employee's vacation time request, taking into consideration the needs of the Town of Nokomis.
- c) The decision shall be discussed with the employee within seven (7) days of receiving the request.
- d) Other types of leave shall be requested on the "Leave request" form. The Chief Administrative Officer will examine the possibility of granting or not granting other types of leave during annual vacation period.

### 3. Compensation for annual vacation

The Chief Administrative Officer assures that the provincial employment standards for compensation for vacation are followed.

- Employees get three (3) weeks annual vacation time after each year for the first nine (9) years of continuous employment
- Employees get four (4) weeks of annual vacation time for ten (10) to nineteen (19) years of continuous employment.
- Employees get five (5) weeks of annual vacation time for twenty (20) years and over of continuous employment.
- All holiday pay shall be paid as follows:  
**Hourly Employees** will be paid out their vacation time on each check.
- **Salaried Employees** vacation time must be used by December 31 of the current year or it will be paid out. An employee may carry over a maximum 5 days vacation time if they want to.

**Note:** Town Council and/or the Chief Administrative Officer have the right to "cancel" an employee's approved holiday request. Written notice shall be provided to the employee stating the reason.

In this case, the Town of Nokomis is responsible to reimburse the employee, and if applicable his or her family, of any non-refundable deposits, penalties, and other pre-paid expenses related to the employee's holiday. The employee must provide receipts for all such expenses to the Chief Administrative Officer.

**Note:** In the case of the Chief Administrative Officer, his or her designated contact is Town Council.

## Annual Vacation Policy & Procedure

Effective date: Oct 18, 2023

Date of the revision: Oct 18, 2023

### Policy

The Town of Nokomis offers annual vacation that meets provincial employment standards.

Employees must plan their vacation by taking into account the needs of the Town of Nokomis. Employee vacation shall be taken with due concern for maintaining adequate service.

### Procedure(s)

#### 1. Vacation

Holiday pay is paid as follows:

- **Salaried Employees** vacation time must be taken by December 31 of the current year or it will be paid out. An employee may carry over a maximum 5 days vacation time if they want to.
- **Hourly Employees** will be paid out their vacation time on each check.

The number of weeks granted each year is determined according to the employee's complete years of service at the beginning of the calendar year.

Continuous service	Duration of leave
1-9 years	Three (3) weeks
10-19 years	Four (4) weeks
20 years and over	Five (5) weeks

#### 2. Special circumstances of annual vacation

- a) Employees are required to notify the Chief Administrative Officer of any vacation time requested two (2) weeks in advance.
- b) The Chief Administrative Officer shall review the employee's vacation time request, taking into consideration the needs of the Town of Nokomis.
- c) The decision shall be discussed with the employee within seven (7) days of receiving the request.
- d) Other types of leave shall be requested on the "Leave request" form. The Chief Administrative Officer will examine the possibility of granting or not granting other types of leave during annual vacation period.

## 2023 Committee List

Mayor David Mark sits on all Committees

### Mayor & Council:

### Finance & Human Resources Committee

(Finance, Budget, License Insurance, Assessment) (Employees, Administration)

- Chairman Lois Mortenson
- Jeff Allport
- Dennis Kresier
- Erica Fisher

David Mark 306-419-5719  
Dennis Kresier 780-678-9909  
Erica Fisher 306-290-0849  
Jeff Allport 306-715-2677  
Kenny Braun 306-528-7617  
Lois Mortenson 306-528-7825  
Melissa Magnes 306-528-7446

### Infrastructure Committee

(Equipment, Streets, Sidewalks, Street Light, Snow Removal, Drainage, Wells, Mains, Pump House, Reservoir, Sewage lift, Lagoon System, Landfill)

- Chairman Jeff Allport
- Melissa Magnes
- Lisa Biccum

Tanya Zdunich 306-528-7866  
Peter Walker 639-907-7076  
Wendy Rue 306-731-7506  
Lisa Biccum 306-528-7391  
Richard Munro 306-531-3604

### Economic Development, Tourism, Recreation & Culture

(Rec Centre, Hall, Town Property, Library, Physician retention)

- Chairman Jeff Allport
- Erica Fisher
- Dennis Kresier
- Lois Mortenson

### Deputy Mayor

January/February – Lisa Biccum

May/June – Lois Mortenson

September/October – Jeff Allport

March/April – Melissa Magnes

July/August – Erica Fisher

November/December – Dennis Kresier

### Appointments

Library Board	Lois Mortenson, Vanessa Richter	Beautification Committee	Erica Fisher
Recreation Facility Board	Lois Mortenson	Nokomis Agriculture Society	Melissa Magnes
Fire Co-operative	Dennis Kresier, David Mark		
Health Foundation	Dennis Kresier		
Recreation Board	Tanya Zdunich, Melissa Magnes		
Cemetery	Lisa Biccum		
Regional Park Authority	David Mark, Lois Mortenson		
EMO Representative	David Mark, Melissa Magnes		
MSMA Representative	Dennis Kresier (David Mark alternate)		
Health Authority	Dennis Kresier		
THRL Representative	Dennis Kresier (David Mark alternate)		
Day Care Committee	Lisa Biccum		
Physician Recruitment/Retention			