

Town of Nokomis
Sept 20, 2023
Regular Meeting Held at the Centennial Hall
in Nokomis, Saskatchewan

Present: Councilors: Erica Fisher, Lois Mortenson, Jeff Allport, Dennis Kresier, 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: Melissa Magnes

Administrator: Tanya Zdunich

Agenda 164/2023 KRESIER/ALLPORT:
That the Town of Nokomis adopts the Agenda with additions as presented with the power to add.

CARRIED UNANIMOUSLY

In Camera: 165/2023 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: 166/2023 KRESIER:
That Mayor, David Mark, call a return to open session at 7:10 pm.

CARRIED UNANIMOUSLY

Minutes 167/2023 FISHER/ALLPORT::
That the Town of Nokomis approve the minutes of the regular meeting of Council held Aug 16, 2023 as read.

CARRIED UNANIMOUSLY

Holiday Sick Reports 168/2023 FISHER/ALLPORT:
That the Town of Nokomis approve the Holiday/Sick Day Report as presented and subsequently filed.

CARRIED UNANIMOUSLY

169/2023 MORTENSON/FISHER:

That the Town of Nokomis administrator amend the HR Manual Annual Vacation Policy and Procedure to include that outstanding vacation time and in lieu hours will be paid out by March 31 every year with a maximum of 5 vacation days carried forward and will present this to Council at the next meeting.

CARRIED UNANIMOUSLY

Financial
Statement

170/2023 ALLPORT/FISHER:

That the Town of Nokomis Statement of Financial Activities for the month ending August 2023 is accepted as presented and subsequently filed.

CARRIED UNANIMOUSLY

List of
Accounts

171/2023 MORTENSON/ALLPORT:

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 Deputy Mayor and Mayor. (Check numbers # 16979 to 16998.

CARRIED UNANIMOUSLY

172/2023 KRESIER/FISHER:

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 # 16999 to 17017)

CARRIED UNANIMOUSLY

Correspondence 173/2023 ALLPORT/FISHER:

That the following correspondence and reports as introduced by the Administrator be filed:

1. LMRP
2. CN Update

CARRIED UNANIMOUSLY

7:29 pm – 7:43 pm

Town Foreman, Kenny Braun, joined the meeting to discuss any outside maintenance issues or concerns with Council.

7:55 pm – 8:13 pm

Nokomis Legion Members, Laverne Sobus and Rick Shott, joined the meeting to discuss the seacan removal.

8:14 pm – 8:56 pm

Ev Edwards and Lauren Edwards from Green Teal Insurance joined , the meeting to discuss the Town of Nokomis Insurance Policy

Old Business:

Asbestos 174/2023 FISHER/KRESIER:

Quotes That the Town of Nokomis accepts the Asbestos Removal quote from APEC, All Pro Environmental Contracting Ltd., for \$37,700.00 plus taxes for the following 3 properties:

215 4th Ave East
110 2nd Ave East
112 2nd Ave West

CARRIED UNANIMOUSLY

Election 175//2023 MORTENSON/FISHER:

That the Town of Nokomis rescind motion 143/2023 and that the Town of Nokomis acknowledge the Election date change due to the local paper being on holidays and approve the Nomination date change to September 20 and the By-Election date to October 25 if needed.

CARRIED UNANIMOUSLY

Window 176/2023 MORTENSON/ALLPORT:

That the Town of Nokomis hires Nathan Proseilo to replace the window unit in the Town Office with dual pane glass for \$4771.60 plus taxes for material and labour.

CARRIED UNANIMOUSLY

Door 177/2023 FISHER/MORTENSON:

That the Town of Nokomis hires Nathan Proseilo to replace the overhead door operator in Town Shop for \$3888.28 plus taxes for material and labour which does not include the electrical work..

CARRIED UNANIMOUSLY

RM Leroy 178//2023 KRESIER/ALLPORT:

That the Town of Nokomis sends a letter of support to the RM of Leroy for them seeking permission from the Ministry to leave the MSMA.

CARRIED UNANIMOUSLY

New Business:

Legion 179//2023 FISHER/KRESIER:

That the Town of Nokomis will put a colored ½ page advertisement in the Legion Royal Command Military book for \$ 690.00 plus applicable taxes.

CARRIED UNANIMOUSLY

Tax 180 /2023 MORTENSON/ALLPORT:

That the Town of Nokomis authorize the Administrator to proceed to request title through tax enforcement on the following properties:

Lots 10-11, Block 33, Plan O5032

Lots 23-25, Block 11, Plan O5032

Lots 35-37, Block 36, Plan O5032

CARRIED UNANIMOUSLY

Waterworks 181/2023 KRESIER/FISHER:

That the Town of Nokomis acknowledge and approve the Waterworks Capital Investment Strategy and the 2022 Financial Overview Water and Sewer Utility.

CARRIED UNANIMOUSLY

Hall 182/2023 ALLPORT/MORTENSON:

That the Town of Nokomis sends a letter to the Carlton Trail 4-H Club thanking them for their letter regarding pricing for the hall for monthly meetings advising them that we have a tiered pricing system in place and the rental will be \$100.00 per use and that the Hall Caretakers will put away tables and chairs that they use.

CARRIED UNANIMOUSLY

SEDA 183 /2023 FISHER/ALLPORT:

That the Town of Nokomis authorize David Mark, Mayor, to attend the Provincial Summit Conference of SEDA on Oct 10 and 11 2023 in Saskatoon and that the Town of Nokomis will cover all expenses.

CARRIED UNANIMOUSLY

TSL 184 /2023 MORTENSON/FISHER:

That the Town of Nokomis accepts a quote from TSL Mechanical to supply and install Solinoid valves at the well house for a price of \$8330.00 plus applicable taxes

CARRIED UNANIMOUSLY

Reports

LMEDA- Letter writing Campaign- Logo- Billboard Signs
Election- One Nomination form in by the deadline

Next Meeting 185/2023 ALLPORT/KRESIER:

That the Town of Nokomis authorizes the next meeting to be October 18, 2023 at 7:00 p.m. at the Nokomis Centennial Hall.

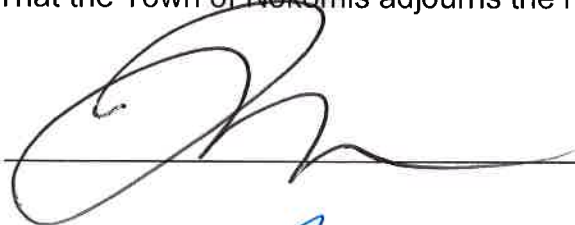
CARRIED UNANIMOUSLY

Adjourn 186/2023 Mortenson:

That the Town of Nokomis adjourns the meeting at 9:32 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.