

**MINUTES OF A REGULAR MEETING OF THE TOWN OF VONDA HELD IN COUNCIL CHAMBERS AT THE
VONDA TOWN OFFICE THIS 16TH DAY OF NOVEMBER, 2022**

PRESENT: Mayor Cindy Beaulieu, Councillors Brenda Willman, Gina Dosch, Santana Hawman, Stephen King, Aron Vanderstelt, Tim Vanderstelt and Administrator Linda Denis.

CALL TO ORDER: Mayor Cindy Beaulieu called the meeting to order at 6:30 pm.

AGENDA:

96/2022 Willman/Dosch: To adopt the agenda with additions.

Carried

MINUTES:

97/2022 King/AVanderstelt: To approve the minutes from a regular meeting held on October 19th, 2022.

Carried

FINANCIALS & BANK REC:

98/2022 Willman/Dosch: To approve the bank reconciliation and financial statements.

Carried

ACCOUNTS PAYABLE:

99/2022 Dosch/King: To approve and pay the list of accounts payable in the amount of \$39,067.96.

Carried

CODE OF CONDUCT:

100/2022 King/Willman: To adopt the Town of Vonda Municipal Employee Code of Conduct.

Carried

REVENUE SHARING DECLARATION:

101/2022 Hawman/TVanderstelt: The Council of the Town of Vonda confirms the municipality 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 Waterworks Report to the Ministry of Government Relations; In Good Standing with respect to the reporting and remittance of Education Property Taxes; Adoption of a Council Procedure 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

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PAGE 2 OF THE REGULAR MEETING MINUTES FROM NOVEMBER 16TH, 2022

101/2022 requirements are not met, our Municipal Revenue Sharing Grant withheld
(Continued) until all requirements are met; and that we authorize Linda
Denis/Administrator to sign the Declaration of Eligibility and submit it to the
Ministry of Government Relations.

Carried

RINK CARETAKER WAGE:

102/2022 TVanderstelt/AVanderstelt: That the caretaker of the Vonda Memorial Rink
be paid \$25.00 per hour, and that the Concession Manager be paid 18.00 per
hour for the 2022/2023 winter season.


Carried

ADJOURNMENT:

103/2022 Hawman/AVanderstelt: To adjourn at 9:00 pm.

Carried

The next regular meeting of council will be held on Wednesday, December 21, 2022 at 6:30 pm at the
Vonda Town Office.



Mayor



Administrator

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**TOWN OF VONDA
BANK RECONCILIATION**

Month of: November, 2022

Balance Shown of Bank Statement	\$60,546.99
Add: Outstanding Deposits	\$8940.53
Total	<u>\$69,487.52</u>
Less Outstanding Cheques	\$19,946.12
Balance	\$49,541.40
GL Balance	\$49,541.40
Difference	\$0

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
REVENUES					
TAXATION					
Municipal Taxes					
410-110-100 - General Municipal Levy	272,791.34	272,000.00	791.34	100.29	
410-120-100 - Abatements and Adjustments	(28.73)	(1,000.00)	971.27	2.87	
	272,762.61	271,000.00	1,762.61	100.65	0.00
Potash Tax Share					
410-200-100 - Potash Tax Share	11,834.16	10,000.00	1,834.16	118.34	
	11,834.16	10,000.00	1,834.16	118.34	0.00
Penalties on Tax Arrears					
410-400-110 - Penalty on Mun Taxes Current - Prope	3,275.34		3,275.34		330.71
410-400-190 - Penalty on Mun Taxes Current - Other	412.85	500.00	(87.15)	82.57	44.80
	3,688.19	500.00	3,188.19	737.64	375.51
Special Municipal Levy					
410-600-100 - Special Municipal Levy RCMP	32,200.00	32,000.00	200.00	100.63	
410-610-100 - Special Municipal Levy Recycle	12,390.23	12,700.00	(309.77)	97.56	17.92
	44,590.23	44,700.00	(109.77)	99.75	17.92
TOTAL TAXATION:	332,875.19	326,200.00	6,675.19	102.05	393.43
FEES AND CHARGES					
Custom Work					
420-100-100 - F&C - Custom Work-Equipment Rentals	597.50	500.00	97.50	119.50	
420-200-900 - Miscellaneous Revenue	13,030.00	2,000.00	11,030.00	651.50	
	13,627.50	2,500.00	11,127.50	545.10	0.00
Rentals					
420-400-100 - F&C - Policing Fees	400.00		400.00		
	400.00	0.00	400.00	0.00	0.00
Recreation Fees					
Recreation Centre Fees					
420-500-100 - F&C - Skating rink Fees and Rentals	1,750.00	4,500.00	(2,750.00)	38.89	1,750.00
420-500-800 - Campground Income	905.00		905.00		
420-500-999 - Rink - ATM replenishment	5,011.50		5,011.50		
	7,666.50	4,500.00	3,166.50	170.37	1,750.00
420-520-300 - Rink grants and donations	3,750.00	3,500.00	250.00	107.14	
	11,416.50	8,000.00	3,416.50	142.71	1,750.00
Other					
General Office Services Provided					
420-800-200 - F&C - General Office Services & Licen	645.00	300.00	345.00	215.00	20.00
	645.00	300.00	345.00	215.00	20.00
Landfill/Waste Collection Fees					
420-850-110 - F&C - Landfill Fees paid on Saturday	1,035.00	500.00	535.00	207.00	400.00
420-850-120 - RM share of landfill fees	6,627.45	6,400.00	227.45	103.55	
	7,662.45	6,900.00	762.45	111.05	400.00
	8,307.45	7,200.00	1,107.45	115.38	420.00

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
TOTAL FEES AND CHARGES:	33,751.45	17,700.00	16,051.45	190.69	2,170.00
UTILITIES					
Water					
440-110-100 - W/S Consumption	143,374.07	164,000.00	(20,625.93)	87.42	473.42
440-140-200 - Bulk water sales	1,625.00	6,000.00	(4,375.00)	27.08	
440-160-500 - W & S Account Penalties	230.00	300.00	(70.00)	76.67	
	145,229.07	170,300.00	(25,070.93)	85.28	473.42
TOTAL UTILITIES:	145,229.07	170,300.00	(25,070.93)	85.28	473.42
UNCONDITIONAL REVENUE SHARING					
Unconditional Transfers					
450-110-100 - Unconditional - (Revenue Sharing)	83,701.00	88,000.00	(4,299.00)	95.11	
	83,701.00	88,000.00	(4,299.00)	95.11	0.00
Total UNCONDITIONAL REVENUE SHARING:	83,701.00	88,000.00	(4,299.00)	95.11	0.00
CONDITIONAL GRANTS					
Federal					
450-200-070 - Conditional - Federal		45,000.00	(45,000.00)		
450-210-100 - Conditional - Federal -	103,500.00		103,500.00		75,000.00
	103,500.00	45,000.00	58,500.00	230.00	75,000.00
Provincial					
450-300-050 - Provincial Gov't Agencies	32,912.61	21,000.00	11,912.61	156.73	2,500.00
	32,912.61	21,000.00	11,912.61	156.73	2,500.00
TOTAL CONDITIONAL GRANTS:	136,412.61	66,000.00	70,412.61	206.69	77,500.00
GRANTS IN LIEU OF TAXES					
Federal					
450-500-100 - GIL - Federal	750.00	800.00	(50.00)	93.75	
	750.00	800.00	(50.00)	93.75	0.00
Provincial					
450-600-100 - GIL - Provincial		800.00	(800.00)		
450-660-100 - Tip Grant		5,000.00	(5,000.00)		
	0.00	5,800.00	(5,800.00)	0.00	0.00
Other					
450-800-050 - GIL -SaskEnergy Surcharge	8,782.54	8,200.00	582.54	107.10	554.87
450-800-100 - GIL - Other - SPC Surcharge	31,106.42	29,500.00	1,606.42	105.45	2,768.67
	39,888.96	37,700.00	2,188.96	105.81	3,323.54
TOTAL GRANTS IN LIEU OF TAXES:	40,638.96	44,300.00	(3,661.04)	91.74	3,323.54
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	1,425.61	500.00	925.61	285.12	81.53
	1,425.61	500.00	925.61	285.12	81.53
TOTAL INVESTMENT INCOME AND COMMIS	1,425.61	500.00	925.61	285.12	81.53

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Report Date
2022-12-07 3:28 PM

Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Current Month</u>
TOTAL REVENUES:	774,033.89	713,000.00	61,033.89	108.56	83,941.92

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	6,150.00	8,000.00	1,850.00	76.88	550.00
	6,150.00	8,000.00	1,850.00	76.88	550.00
510-110-230 - GG - Salaries - Administrator	45,177.88	50,000.00	4,822.12	90.36	4,167.00
	51,327.88	58,000.00	6,672.12	88.50	4,717.00
Benefits					
510-130-230 - GG - Benefits - Administrator	8,291.00	9,800.00	1,509.00	84.60	829.10
	8,291.00	9,800.00	1,509.00	84.60	829.10
	59,618.88	67,800.00	8,181.12	87.93	5,546.10
Professional/Contract Services					
510-200-110 - GG - Cont. - Legal	3,784.44	2,000.00	(1,784.44)	189.22	
510-200-130 - GG - Cont. - Audit/Accounting	10,886.01	11,000.00	113.99	98.96	
510-200-150 - GG - Cont. - Assessment - SAMA	5,062.00	4,500.00	(562.00)	112.49	
510-200-170 - GG - Cont. - Advertising	1,360.72	400.00	(960.72)	340.18	310.79
510-210-160 - GG - Travel, & Subsistence	1,300.00	500.00	(800.00)	260.00	150.00
510-210-170 - GG - Adm & Council Training, Travel	475.00	1,500.00	1,025.00	31.67	
510-220-100 - Office Maintenance & Repair	193.09	1,000.00	806.91	19.31	
510-230-100 - GG - Insurance/Bond	35,211.56	27,500.00	(7,711.56)	128.04	143.52
510-240-100 - GG - Cont. - Memberships & Subscript	1,384.92	1,200.00	(184.92)	115.41	145.00
	59,657.74	49,600.00	(10,057.74)	120.28	749.31
Utilities					
510-300-110 - GG - Utility - Heat	4,517.18	5,000.00	482.82	90.34	
510-300-120 - GG - Utility - Power	2,083.51	2,200.00	116.49	94.71	189.48
510-300-140 - GG - Utility - Telephone	6,083.74	5,500.00	(583.74)	110.61	238.36
	12,684.43	12,700.00	15.57	99.88	427.84
Maintenance, Material and Supplies					
510-400-110 - GG - Maint. - Stationery & Postage	2,141.90	2,500.00	358.10	85.68	41.81
510-410-140 - GG - Stationery/Supplies	585.16	1,000.00	414.84	58.52	
510-410-160 - GG - Maint. - Photocopier	374.63	4,000.00	3,625.37	9.37	
510-490-150 - Misc. office services provided	3,437.23	4,800.00	1,362.77	71.61	144.00
	6,538.92	12,300.00	5,761.08	53.16	185.81
Grants and Contributions					
510-500-110 - GG - Grants and Contributions	100.00		(100.00)		
	100.00	0.00	(100.00)	0.00	0.00
Other					
410-130-100 - Discount on Municipal Tax - Property	3,537.83	3,000.00	(537.83)	117.93	
410-130-190 - Discount on RCMP	447.45	400.00	(47.45)	111.86	
410-400-390 - Tax enforcement Cost & Recovery	(408.81)	500.00	(908.81)	181.76-	
	3,576.47	3,900.00	323.53	91.70	0.00
TOTAL GENERAL GOVERNMENT SERVICES	142,176.44	146,300.00	4,123.56	97.18	6,909.06

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
PROTECTIVE SERVICES					
POLICE PROTECTION					
Professional/Contractual Services					
520-210-100 - PS - Policing Costs	33,044.73	34,000.00	955.27	97.19	
	33,044.73	34,000.00	955.27	97.19	0.00
TOTAL POLICE PROTECTION:	33,044.73	34,000.00	955.27	97.19	0.00
FIRE PROTECTION					
Wages and Benefits					
Wages					
525-110-110 - PS - Fire Chief- Salaries	4,950.00	5,400.00	450.00	91.67	450.00
	4,950.00	5,400.00	450.00	91.67	450.00
	4,950.00	5,400.00	450.00	91.67	450.00
Professional/Contractual Services					
525-240-100 - PS - Fire - Memberships/Subscriptions		1,500.00	1,500.00		
525-250-100 - PS - Fire - Maintenance	931.88	5,000.00	4,068.12	18.64	76.41
525-260-100 - PS - Fire - Training		4,000.00	4,000.00		
	931.88	10,500.00	9,568.12	8.88	76.41
Maintenance, Materials and Supplies					
525-430-110 - PS - FD Fuel/Oil/Grease	959.59	500.00	(459.59)	191.92	78.66
525-440-100 - PS - Fire - Small Tools/Equipment	200.00	4,000.00	3,800.00	5.00	
	1,159.59	4,500.00	3,340.41	25.77	78.66
Capital Expenditures					
525-600-140 - PS - Fire - Pur of Cap Assets - Equip		2,000.00	2,000.00		
	0.00	2,000.00	2,000.00	0.00	0.00
Other					
525-920-110 - PS -911/Tower/Comm./Cell phones	1,526.40	3,000.00	1,473.60	50.88	
	1,526.40	3,000.00	1,473.60	50.88	0.00
TOTAL FIRE PROTECTION:	8,567.87	25,400.00	16,832.13	33.73	605.07
TOTAL PROTECTIVE SERVICES:	41,612.60	59,400.00	17,787.40	70.05	605.07
TRANSPORTATION SERVICES					
MAINTENANCE					
Professional/Contractual Services					
530-210-110 - TS - Maint. Street Maintenance & Repa	127,287.40	120,000.00	(7,287.40)	106.07	
530-210-140 - TS - Maint. - Survey costs	3,755.00	500.00	(3,255.00)	751.00	
	131,042.40	120,500.00	(10,542.40)	108.75	0.00
Utilities					
530-300-120 - TS - Maint. - Street Lights Power	7,010.71	7,500.00	489.29	93.48	710.71
530-300-150 - TS -Town shop utilities	2,128.84	3,000.00	871.16	70.96	238.74
	9,139.55	10,500.00	1,360.45	87.04	949.45
Maintenance, Materials & Supplies					
530-410-100 - TS - Maint. - Shop Supply & small tool	4,883.52	5,000.00	116.48	97.67	
530-410-120 - TS - Maint. - PPE For foreman	344.67	500.00	155.33	68.93	
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	12,449.76	15,000.00	2,550.24	83.00	603.47
530-425-110 - TS - Maint. - Fuel/Diesel/Oil	18,073.70	12,000.00	(6,073.70)	150.61	1,705.07

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
530-440-100 - TS - Maint. - Gravel/Sand	3,995.00	6,000.00	2,005.00	66.58	
	39,746.65	38,500.00	(1,246.65)	103.24	2,308.54
Capital Expenditures					
530-600-140 - TS - Purchase of Cap Assets - Buildi E		3,000.00	3,000.00		
	0.00	3,000.00	3,000.00	0.00	0.00
TOTAL MAINTENANCE:	179,928.60	172,500.00	(7,428.60)	104.31	3,257.99
CONSTRUCTION					
Other					
210-700-900 - Long Term Debt - SHOP	64,161.66	72,000.00	7,838.34	89.11	3,818.36
	64,161.66	72,000.00	7,838.34	89.11	3,818.36
TOTAL CONSTRUCTION:	64,161.66	72,000.00	7,838.34	89.11	3,818.36
TOTAL TRANSPORTATION SERVICES:	244,090.26	244,500.00	409.74	99.83	7,076.35
ENVIRONMENTAL SERVICES					
Wages and Benefits					
540-110-110 - EH - Wages Landfill	7,794.03	8,500.00	705.97	91.69	651.65
540-120-110 - EH - Benefits Landfill	378.12	450.00	71.88	84.03	46.68
	8,172.15	8,950.00	777.85	91.31	698.33
Professional/Contractual Services					
540-200-100 - EH - PPE for landfill	88.79	500.00	411.21	17.76	
540-200-110 - EH - Loraas Disposal Landfill Costs	20,881.80	23,000.00	2,118.20	90.79	1,786.43
540-200-115 - EH - Recycling costs	14,202.75	15,500.00	1,297.25	91.63	1,432.50
	35,173.34	39,000.00	3,826.66	90.19	3,218.93
TOTAL ENVIRONMENTAL SERVICES:	43,345.49	47,950.00	4,604.51	90.40	3,917.26
RECREATION AND CULTURAL SERVICES					
Wages					
570-110-120 - R&C -Wages - Skating Rink	4,928.00	4,000.00	(928.00)	123.20	
	4,928.00	4,000.00	(928.00)	123.20	0.00
Professional/Contractual Services					
570-290-100 - R&C - Cont. - Library Levy	6,996.48	7,000.00	3.52	99.95	
	6,996.48	7,000.00	3.52	99.95	0.00
Utilities - Power					
570-310-110 - R&C - Utility - Power - Phone/ Rink	10,786.63	9,500.00	(1,286.63)	113.54	802.41
	10,786.63	9,500.00	(1,286.63)	113.54	802.41
Maintenance, Materials and Supplies					
570-420-140 - R&C - Supplies - Kitchen	217.01	500.00	282.99	43.40	217.01
570-430-170 - R&C - Rink building maintenance	1,729.28	2,000.00	270.72	86.46	1,444.48
570-430-190 - R&C - Rink maintence/small tools	22.35	2,000.00	1,977.65	1.12	22.35
	1,968.64	4,500.00	2,531.36	43.75	1,683.84
Interest					
570-700-110 - R&C - Interest	(12,000.00)		12,000.00		
	(12,000.00)	0.00	12,000.00	0.00	0.00
Other					

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
570-900-110 - R&C - Other rec expenses Gazebo	110,669.59	500.00	(110,169.59)	####.##	3,185.81
570-900-999 - R&C - ATM replensihment	5,000.00		(5,000.00)		
	115,669.59	500.00	(115,169.59)	####.##	3,185.81
TOTAL RECREATION AND CULTURAL SERV	128,349.34	25,500.00	(102,849.34)	503.33	5,672.06
UTILITIES					
WATER					
Wages and Benefits					
580-110-110 - UT - Water -Foreman Salaries	55,143.63	66,000.00	10,856.37	83.55	5,500.00
580-120-110 - UT - Water -Foreman Benefits	11,969.71	16,000.00	4,030.29	74.81	1,248.10
	67,113.34	82,000.00	14,886.66	81.85	6,748.10
Professional/Contractual Services					
580-260-100 - UT - Water - Conference Fees	3,197.06		(3,197.06)		867.00
580-285-120 - UT - Water Treat Plant Maint & Repair	10,908.31	10,000.00	(908.31)	109.08	
580-290-100 - UT - Water Testing Minister & Local Te	19,226.60	14,000.00	(5,226.60)	137.33	1,966.92
580-295-100 - UT - Water - Casual Contracted	22,463.22	30,000.00	7,536.78	74.88	2,423.23
	55,795.19	54,000.00	(1,795.19)	103.32	5,257.15
Utilities					
580-300-120 - UT - Water - Energy WTP	1,322.42	3,500.00	2,177.58	37.78	150.99
580-300-130 - UT - Water - Power WTP	10,800.26	10,000.00	(800.26)	108.00	1,052.84
580-300-150 - UT - Water - Other	270.00		(270.00)		270.00
	12,392.68	13,500.00	1,107.32	91.80	1,473.83
Maintenance, Materials and Supplies					
580-430-100 - UT - Water/Sewer Install & Maintenanc	38,739.49	10,000.00	(28,739.49)	387.39	5.73
580-450-100 - UT - Water - Chemicals	33,119.33	25,000.00	(8,119.33)	132.48	
	71,858.82	35,000.00	(36,858.82)	205.31	5.73
TOTAL WATER:	207,160.03	184,500.00	(22,660.03)	112.28	13,484.81
SEWER					
Professional/Contractual Services					
585-285-130 - UT - Sewer - Cont Repairs - Lagoon	4,992.32		(4,992.32)		848.78
	4,992.32	0.00	(4,992.32)	0.00	848.78
Utilities					
585-300-120 - UT - Power Lift station,	4,463.27	6,500.00	2,036.73	68.67	229.47
585-300-130 - UT - Power Pumphouse		1,000.00	1,000.00		
585-300-150 - UT - Sewer - Other	30.65		(30.65)		
	4,493.92	7,500.00	3,006.08	59.92	229.47
TOTAL SEWER:	9,486.24	7,500.00	(1,986.24)	126.48	1,078.25
TOTAL UTILITIES:	216,646.27	192,000.00	(24,646.27)	112.84	14,563.06
TOTAL EXPENDITURES:	816,220.40	715,650.00	(100,570.40)	114.05	38,742.86
CHANGE IN NET-FINANCIAL ASSETS	(42,186.51)	(2,650.00)	(39,536.51)	1591.94	45,199.06
CHANGE IN NET ASSETS	(42,186.51)	(2,650.00)	(39,536.51)	1591.94	45,199.06

CB

Report Date
2022-12-07 3:28 PM

Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
CHANGE IN SURPLUS	<u>(42,186.51)</u>	<u>(2,650.00)</u>	<u>(39,536.51)</u>	<u>1591.94</u>	<u>45,199.06</u>

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Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	Year To Date	Budget	Variance	%	Current Month
ACCOUNT BALANCES					
	Year to Date	Balance			Current
Cash and Investments					
110-110-110 - Cash - On Hand - Petty Cash		400.00			
110-110-120 - Cash - Bank - Demand	(108,421.95)	49,541.40			54,019.20
110-110-150 - Cash - Vonda Fire & Rescue		14,604.53			
110-110-160 - Cash - Vonda Rink		2,965.26			
110-110-170 - Cash - CU Equity		523.83			
Total Cash and Investments:	(108,421.95)	68,035.02			54,019.20
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current		45,260.11			
110-200-110 - Municipal - Tax Receivable - Arrears		(14,636.22)			
110-200-300 - Municipal RCMP Levy - Current		(982.66)			
110-200-310 - Municipal Special Levy #1 - Arrears		1,518.18			
110-200-400 - Municipal Recycling Levy - Current		1,522.79			
110-200-410 - Municipal Special Levy #2 - Arrears		308.00			
Total Municipal Taxes Receivable:	0.00	32,990.20			0.00

CB

Report Date
2022-12-07 3:28 PM

Town of Vonda
Statement of Financial Activities - Detailed
For the Period Ending November 30, 2022

	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Current Month</u>
Additional Tax Information					
<u>Receipt of Arrears</u>					
	Receipts	BalFwd			
<u>Current Taxes Collected</u>					
	Receipts	Levy			
Totals Arrears & Current	0.00	0.00	0.00	0.00	0.00

Certified correct and in accordance with the records

Presented to council on

November 16, 2022

(Date)

Linda Jensen

Administrator Name
Administrator Title

Cindy Beaulieu

Head of Council Name
Head of Council Title

CB

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - GENERAL PAYABLES					
Computer Cheques:					
3898	2022-11-02	Canada Post tt677	Mail outs	43.90	43.90
3899	2022-11-02	Dan Sembalerus 103122	October	1,125.91	1,125.91
3900	2022-11-04	Jesse Lefebvre nvn	Advance for Nov.	2,075.00	2,075.00
3901	2022-11-10	Minister of Finance october	Prairie Spirit october	2,475.74	2,475.74
3902	2022-11-10	Municipal Employee's c	Remittance for Oct.	1,740.06	1,740.06
3903	2022-11-10	Receiver General For Canada 6z	Remittance for October	3,329.62	3,329.62
3904	2022-11-10	St. Paul's R.C.S.S.D. #20 oct	School remittance Oct.	71.79	71.79
3905	2022-11-10	Suma h.	monthly remittance Oct.	369.43	369.43
3906	2022-11-10	Minister of Finance 7,	Prairie Spirit for Sept.	828.28	828.28
3907	2022-11-16	Alexandra Ogradnick 1122	landfill wages	754.03	754.03
3908	2022-11-16	Dan Sembalerus 1122	Nov and water testing	1,607.93	1,607.93
3909	2022-11-16	Jesse Lefebvre 1122 2211	town wages FD wages	1,713.63 450.00	2,163.63
3910	2022-11-16	Linda Denis 1122	November	3,027.85	3,027.85
3911	2022-11-16	Aquifer Distribution 3917	Pump repair	6.00	6.00
3912	2022-11-16	Aron Vanderstelt 1022	council meeting Oct.	100.00	100.00
3913	2022-11-16	Axis Water Service 117	Water testing	1,299.52	1,299.52
3914	2022-11-16	Brenda Willman 1022	council meeting Oct.	100.00	100.00
3915	2022-11-16	Certified Laboratories 814922	grease and oil	375.90	375.90
3916	2022-11-16	Cindy Beaulieu 1022	council meeting Oct.	150.00	150.00
3917	2022-11-16	Collabria			

CB

Town of Vonda

Report Date
2022-12-22 9:47 AM

As of 2022-12-22
Batch: 2022-00095

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		1135	wiring for gazebo, SWWA conf.	1,345.65	1,345.65
3918	2022-11-16	D & M Fire Safety Systems 64304	rink inspection	165.38	165.38
3919	2022-11-16	Loraas Disposal 507772 507773	disposal fees recycle fees	1,875.75 1,504.13	3,379.88
3920	2022-11-16	McGill's Industrial Services 22-2537	flush lagoon line	886.93	886.93
3921	2022-11-16	Minister of Finance 247037	Binder release	152.25	152.25
3922	2022-11-16	Princess Auto 103122	shop supplies	150.81	150.81
3923	2022-11-16	Saskenergy Incorporated 889, rr8	treatment plant rink	158.54 315.55	474.09
3924	2022-11-16	Saskpower tt.8 ma2 sh, 119. vh7 fgnn, gghh. q33	street lights office shop treatment plant park rink lift station berezuk shop	746.25 154.88 217.75 1,105.48 44.08 407.65 240.94 32.93	2,949.96
3925	2022-11-16	Sasktel Cmr yy7, ww4t	office FD and cell	37.87 211.74	249.61
3926	2022-11-16	Sgi Mvd 6388	insurance for trailer	129.52	129.52
3927	2022-11-16	SHA Financial Services 1005-110	water testing minister	23.00	23.00
3928	2022-11-16	SRCANALYTICAL 1233611	lagoon samples	310.28	310.28
3929	2022-11-16	Stephen King 1022	council meeting Oct.	100.00	100.00
3930	2022-11-16	sunbelt Rentals 75068426-0001	toilet rental	1,052.38	1,052.38
3931	2022-11-16	Tim Vanderstelt 1022	Council meeting Oct.	100.00	100.00
3932	2022-11-16	Vanderstelt Fire Protection 8059	electrical connection	177.60	177.60
3933	2022-11-16	Voided by the print process			
3934	2022-11-16	Vonda Co-Op Association Ltd. 4211	fuel for truck	72.92	

CB

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		4602	fuel and antifreeze tractor	148.91	
		4794	fuel for truck	72.00	
		5431	fuel for pump	39.35	
		56088	fuel for truck	147.85	
		5635	fuel for bobcat	139.32	
		5751	cleaning supplies	78.02	
		6256	fuel for truck	143.00	
		6850	cleaning supplies office	39.73	
		700122	fuel for truck	159.00	
		7279	rink supplies	23.40	
		72254	fuel for bobcat	110.00	
		722444	fuel for truck	60.34	
		7456	cleaning supplies for rink	77.89	
		7323	cleaning supplies rink	148.16	
		7659	hardware	10.19	
		7506	fuel for truck	140.27	
		7786	lagoon alarm	32.11	
		7964	fuel for fire truck	82.59	
		79500	fuel for pump	77.05	
		4057	fuel for bobcat	103.38	
		14057	auger parts and hoses	315.09	
		87799	hardware	3.65	2,224.22
3935	2022-11-16	Wakaw Recorder			
		002525	election ad	147.74	147.74
3936	2022-11-24	Home Depot Credit Services			
		1122	gazebo lights/rink	1,592.02	1,592.02
3937	2022-11-24	Sasktel Cmr			
		rr33	rink phone	119.33	119.33
3938	2022-11-24	Wakaw Recorder			
		2428	ad for election	178.60	178.60
3939	2022-11-29	Acme Mechanical			
		1531	repair furnace	1,164.11	1,164.11
3940	2022-11-29	Stat Emergency Medical Supplie			
		4961	Medical Supplies	80.01	80.01
3941	2022-11-29	Garth Wruck			
		231	Reimburse for water credit	270.00	270.00
				Total for AP:	39,067.96

CB

Report Date
2022-12-22 9:47 AM

As of 2022-12-22
Batch: 2022-00095

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This 16th day of November, 2022



Mayor



Administrator

CB

**TOWN OF VONDA
MUNICIPAL EMPLOYEE CODE OF CONDUCT**

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or
 - the supervisor must immediately advise the Administrator.
- council or the Personnel Committee in the case of the Administrator.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

(Guide: please see additional information on the following pages.)

MUNICIPAL EMPLOYEE CODE OF CONDUCT GUIDE - INFORMATION TO CONSIDER

The Employee Code of Conduct may be modified to meet local expectations:

- Add examples of certain conduct which illustrate actions which contravene the code.
- Provide additional detail regarding corrective measures to address actual or potential conflicts of interest. These may include:
 - review by Administrator/Council/Personnel Committee;
 - employee to disclose specifics of conflict of interest;
 - employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;
 - action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict, such as:
 - disciplinary letter, copy to be placed in the employee's file;
 - employee training (ethics);
 - short-term suspension;
 - long-term suspension; or
 - termination – consult with solicitor.
- Address other types of conduct such as:
 - acceptance of gifts;
 - use of municipal property and assets;
 - political and community activities;
 - employment of family and personal friends or acquaintances; or
 - outside work or business activities.

Excerpt of the Legislation

Section 85.1 of *The Cities Act*, section 111 of *The Municipalities Act* and section 127.1 of *The Northern Municipalities Act, 2010*, set out the minimum content for a municipality's Employee Code of Conduct.

Employee code of conduct

- (1) A council shall cause to be established and made publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.
- (2) The conflict of interest rules must:
 - (a) set out the types of conduct that are prohibited, including rules prohibiting an employee from:
 - (i) using information that is obtained as a result of his or her employment and that
 - (ii) is not available to the public to:
 - (A) further, or seek to further, his or her private interests or those of his or her family; or
 - (B) seek to improperly further another person's private interests; or

(ii) using his or her position to seek to influence a decision of another person so as to:

- (A) further, or seek to further, his or her private interests or those of his or her family; or
 - (B) seek to improperly further another person's private interests; and
 - (C) specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict of interest and the procedure for resolving a conflict.
-

Town Monthly Report (Oct/Nov 2022)

Water Treatment/Lagoon/Well:

Maintenance: Refer to Russ' report.

Issues/concerns: McGills flushed sewer line to lagoon both North and South directions. Installed a homemade alarm system at the lagoon manhole. Hoping to still swap out the well pump this winter as preventative maintenance. Cummins should be coming to service WTP generator before Xmas.

Streets and Alleys:

Street Maintenance: Graded roads. Leveled out drainage areas around town. Pulled the data from traffic counter. Trying to get a hold of a proper Bluetooth adapter for VFD laptop to avoid needing a newer one to program the speed sign. Cleared snow. Made wind rows all around the town outskirts. Xmas lights hung around town.

Alleys: Cleared snow.

Culverts/swales: Levelled out around culvert west of town to allow for better spring drainage.

Issues/Concerns: n/a

Equipment:

Truck: Oil change.

Trailer: n/a

Bobcat/attachments: Greased.

Tractor/attachments: Greased. Waiting for a couple of parts from Schulte for the blower, but can currently still operate.

Grader: n/a

Mower: n/a

Miscellaneous:

Grass cutting: n/a

Snow fence: Put up snow fence.

CB

Rink: Work done on south mech. room furnace. Upstairs, south unit heater being worked on Wednesday the 16th.

Berezuk Shop: n/a

Garbage: Pickup moved to street side for those that apply.

Campground: Winterized gazebo.

Transfer Station: Burnt wood pile.

Town Cemetery: n/a

Town Shop: Sasktel installed internet services.

Any other issues/concerns:

Luc Lebrecht's curb stop excavation work-> looking for updates if we are proceeding with fixing this. Prudhomme is getting Tall Trenching to do some work this winter and I could try to coordinate with them so that we could do this curb stop the same day. Stop signs for Buffer/7th are on order. Extra concrete will need to be added for the light posts at the new Main St. Gazebo. Materials are all ready to go, but must wait until spring to install.

CB



VONDA FIRE AND RESCUE

Box 308
Vonda, SK
S0K 4N0

October/November 2022 Monthly Report

<u>Date – Incident – Members</u>	<u>Time</u>
Oct. 18 – Fire drill at school - 2 members	10:00am – 11:30am
Oct. 22 – controlled burn - 6 members	6:00pm - 1:00am
Oct. 25 – service units - 6 members	7:00pm – 9:30pm
Oct.29 – Fire call (smoke detector) – false alarm - 3 members	4:26am – 4:35am
Nov. 29 – MVA extrication led by First Responders	7:00pm - ???

Notes: No call outs aside from the Oct.29th false alarm. Wildland issues are still undetermined. We need to come up with a game plan moving forward as to what should be done with this unit. Purchased some equipment for the rescue unit as well as training tools. 3 members patrolled the town during trick or treating hours.

CB.