

**Village of Jansen**  
**Meeting Minutes**  
**Regular Meeting of Council December 7, 2020 - 06:00 PM**

**Present:**

Mayor – Albert Cardinal  
Councillor – Elmer Kinzel  
CAO - Melissa Dieno

Councillor – Matthew Brooks  
Councillor – Kathy Jones

**Call To Order**

A quorum being present, Mayor Cardinal called the meeting to order at 6:07 p.m.

**CARRIED**

**Conflict of Interest to be Noted**

**Approval of Agenda**

**Resolution No:** 142/20

**Moved By:** Matthew Brooks

THAT the agenda be approved as amended.

**CARRIED**

**Approval of Minutes -**

**Resolution No:** 143/20

**Moved By:** Kathy Jones

THAT the minutes of the regular meeting held on Thursday, November 12th, 2020 be approved as circulated.

**CARRIED**

**Reports From Administration & Committees**

**CAO Report -**

**Resolution No:** 144/20

**Moved By:** Elmer Kinzel

THAT the CAO report be accepted as presented.

**CARRIED**

**Foreman Report -**

**Resolution No:** 145/20

**Moved By:** Matthew Brooks

THAT the Foreman report be accepted as presented.

**CARRIED**

**Financial Report**

**Resolution No:** 146/20

**Moved By:** Kathy Jones

THAT the Statement of Cash Receipts and Payments for the month of November 2020 be approved as amended.

**CARRIED**

**Current Accounts for Payment**

**Resolution No:** 147/20

**Moved By:** Elmer Kinzel

THAT the list of account payments for cheques 3108 – 3133 and other payments 12202001-12202013 totalling \$12,221.48 ACC MasterCard Payments 111001-115001 totalling \$421.58 and AFT Payroll totalling \$1401.38 and Rec Board Payments Man 608 – 610 and other payments 12202001-12202005 totaling \$4258.91 and Bowling Alley Payments 12202001-12202006 totalling \$544.99 be adopted as presented.

**CARRIED**

**Accounts Receivable -**

**Resolution No:** 148/20

**Moved By:** Matthew Brooks

THAT the list of accounts receivable be accepted as presented.

**CARRIED**

**Communication**

**Resolution No:** 149/20

**Moved By:** Kathy Jones

THAT the following correspondence having been circulated, be now filed:

Munisask convention education sessions, President Barnhart replies to SARM, SARM statement of Munisask name, SDWT November newsletter, SUMAssure Newsletter, Board of Revision renewal, COVID 19 Isolation and Support Accommodation Plan.

**CARRIED**

**Mayor & Councillors Forum**

**Unfinished Business**

**Appointments**

**CAO**

**Resolution No:** 150/20

**Moved By:** Kathy Jones

THAT Melissa Dieno be appointed the Chief Administrative Officer for the municipality for 2021.

**CARRIED**

**Deputy Mayor**

**Resolution No:** 151/20

**Moved By:** Matthew Brooks

THAT Elmer Kinzel be appointed as Deputy Mayor of the municipality for 2021.

**CARRIED**

**Auditor**

**Resolution No:** 152/20

**Moved By:** Elmer Kinzel

THAT Jensen Stromberg be appointed as the auditor for the municipality for 2021.

**CARRIED**

**Fire Chiefs**

**Resolution No:** 153/20

**Moved By:** Matthew Brooks

THAT Landon Schindel and Trevor German be appointed fire chief for the Jansen and District Fire Assc for 2021.

**CARRIED**

**Pest Control Officer**

**Resolution No:** 154/20

**Moved By:** Kathy Jones

THAT we appoint Dennis Friend as the PCO for the municipality for 2021.

**CARRIED**

**Building Officials**

**Resolution No:** 155/20

**Moved By:** Elmer Kinzel

That we appoint Chris Gates, Karly Heatcoat and Terry Rolleston of BuildTECH Consulting and Inspections Inc. as the building officials of the municipality under the authority of subsection 5(4) of the *Uniform Building and Accessibility Standards Act* for 2021.

**CARRIED**

**Board of Revision**

**Resolution No:** 156/20

**Moved By:** Matthew Brooks

That we appoint Clint Krismer, Gord Krismer, Jeff Hutton, Christina Krismer, Brenda Lauf, Kirby Bodnard, Dave Lang, Cameron Duncan and Pam Malach of Gord Krismer & Associates Ltd. to serve as the Board of Revision for the municipality, and Aileen Swenson of the same firm to act as the Secretary to the Board of Revision for 2021.

**CARRIED**

**Development Appeals Board**

**Resolution No:** 157/20

**Moved By:** Kathy Jones

That we appoint Clint Krismer, Gord Krismer, Jeff Hutton, Christina Krismer, Brenda Lauf, Kirby Bodnard, Dave Lang, Cameron Duncan and Pam Malach of Gord Krismer & Associates Ltd. to serve as the Development Appeals Board for the municipality, and Aileen Swenson of the same firm to act as the Secretary to the Development Appeals Board for 2021.

**CARRIED**

**Village Foreman Wage**

**Resolution No:** 158/20

**Moved By:** Elmer Kinzel

THAT we increase the Village Foreman, Dwayne Koshinsky's wage by 3% or \$44.16 per month to a total of \$1516.71 for 2021.

**CARRIED**

**Contract Employee Wage Review**

**Resolution No:** 159/20

**Moved By:** Matthew Brooks

THAT the contract employee for the transfer station rate of pay remain the same as 2020.

**CARRIED**

**Volunteer of the year award**

**Resolution No:** 160/20

**Moved By:** Kathy Jones

THAT Larry and Aurilda Schindel be declared as Jansen's Volunteer of the Year for 2020 AND THAT CAO Dieno submit a write up to be published in the Lanigan Advisor in lieu of the presentation at the Community Christmas concert.

**CARRIED**

**Employee Mileage**

**Resolution No:** 161/20

**Moved By:** Elmer Kinzel

THAT a miscellaneous mileage payment of \$150.00 be made to Lorrie Champ and Dwayne Koshinsky, \$100.00 to Judy Parker, and \$200.00 to CAO Melissa Dieno for 2020.

**CARRIED**

**Regional Operator**

**Resolution No:** 162/20

**Moved By:** Matthew Brooks

THAT a miscellaneous mileage payment of \$50.00 be given to our regional water operator Ron Keifer for 2020.

**CARRIED**

**Relief water operators**

**Resolution No:** 163/20

**Moved By:** Kathy Jones

THAT a miscellaneous mileage payment of \$50.00 be made to relief water operators Edwina Gourlay and James Moss for 2020.

**CARRIED**

**New Business**

**Ron Kiefer education units**

**Resolution No:** 164/20

**Moved By:** Elmer Kinzel

THAT Council acknowledges report from Ron Keifer that he has completed his education units required to maintain his certification.

**CARRIED**

**Declaration of eligibility**

**Resolution No:** 165/20

**Moved By:** Matthew Brooks

The Council of the Village of Jansen confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant;

~ Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;  
~Submission of the 2019 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 authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**CARRIED**

**SAMA 2021 Revaluation**

**Resolution No:** 166/20

**Moved By:** Kathy Jones

THAT Council acknowledges the SAMA 2021 Revaluation reports presented.

**CARRIED**

**Village owned snow blower used for personal use on Nov 20th, 2020**

**Resolution No:** 167/20

**Moved By:** Elmer Kinzel

THAT the Village casual employee who used the Village owned snow blower without permission, for personal use, be invoiced \$40.00 for the fuel and use AND THAT CAO Dieno discuss with this employee that this will not be done again.

**CARRIED**

**Water Utility outstanding balance**

**Resolution No:** 168/20

**Moved By:** Matthew Brooks

THAT Council approves the cancellation of the outstanding utility account for 0076 0030- 227 Hopp Street in the amount of \$236.21, as the account holder moved and no forwarding address was left.

**CARRIED**

**Bylaws**

**Adjourn**

**Resolution No:** 169/20

**Moved By:** Kathy Jones

(7:35 pm) THAT we do now adjourn to meet again Thursday, January 14th, 2021 at 6:00 pm.

**CARRIED**

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Mayor

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CAO