

**VILLAGE OF DINSMORE**

**The minutes of the regular meeting of the Council of the Village of Dinsmore was Held in the Dinsmore Municipal office on Monday, Dec 13, 2021**

**Present:**

Mayor Harvey Lonsberry

Councilor Dean Bencharki

Councilor Lance Morrison

Councilor Laura Pajunen

Administrator Kelly Dodd

Foreman John McBain

**Absent:**

Councilor Ken Christiansen

**Call to order**

A quorum being present, Mayor Harvey Lonsberry called the meeting to order at 7:03 p.m.

**2021-140**

**Regular Meeting Minutes**

Dean Bencharki: That the minutes of the regular meeting held Nov 15, 2021 be approved as presented.

**CARRIED**

**2021-141**

**Special Meeting Minutes**

Dean Bencharki: That the minutes of the special meeting held Dec 8, 2021 be approved as presented.

**CARRIED**

**2021-142**

**Financial Report**

Laura Pajunen: That the Bank Reconciliation & Statement of Financial Activity for the month of November, 2021 be accepted as presented.

**2021-143**

**Accounts to be Paid**

Laura Pajunen: That the accounts be approved for payment as presented to Council; Cheque # 2146- #2145 and Automatic Debits equaling \$49,365.25 and Payroll Direct Deposit \$5,134.80 totaling the sum amount of \$54,500.05 as attached and forming part of these minutes.

**CARRIED**

**2021-144**      **Water Records – Nov 2021**

Lance Morrison: That the Water Works Operational records of Nov, 2021 have been reviewed and found to be compliant with permit requirements.

Foreman John McBain declared a pecuniary interest in the next item of discussion and left the meeting at 7:10 p.m.

**2021-145**      **Public Works Wages 2022**

Laura Pajunen: That Term Contract Foreman John McBain's salary be \$26.75 an hour in 2022, and that permanent employee Water Works 1 employee Dustin Jackson's wage be \$26.50 an hour in 2022.

**2021-146**      **Joint Office Assistant Wages Recommendations 2022**

Laura Pajunen: That we recommend to the joint office committee and the RM of King George #256 council that the current Office Assistant position wage be increased by 0.75 an hour in 2022.

**CARRIED**

Foreman John McBain rejoined the meeting at 7:18 p.m.

**2021-147**      **Outstanding Bills**

Dean Bencharki: That we pay any outstanding bills at December 31<sup>st</sup>, 2021 prior to the January meeting in order to facilitate year-end.

**CARRIED**

**2021-148**      **Outstanding Accounts at Year- End**

Lance Morrison: That any outstanding overdue utilities or custom work at year-end be added to the tax roll after the property owner has been advised via registered letter 30 days in advance.

**CARRIED**

**2021-149**      **Dinsmore Community Parks & Rec Association**

Lance Morrison: That Laura Pajunen will take over the Dinsmore Community Parks & Rec Association effective immediately and that all books be turned over to her accordingly.

**CARRIED**

**2021-150**      **Aggressive dog at large complaints**

Dean Bencharki: That the property owner of [Lot 17 Block 4 Plan G462] be giving a final warning regarding his dog who has received several complaints from residents regarding being at large and aggressive and that any further incidents will be reported to the RCMP and may result in the animal being impounded and fines levied.

**CARRIED**

**2021-151**      **Permit Clarification**

Lance Morrison: That we write a letter to the owner of [Lot 6 Block 20 Plan G777] advising the property owner that the terms of the Fence Permit issued to his neighbor located at [Lot 5 Block 20 Plan ] are still in place as originally approved, and that the property owner has advised that maintenance of the area in question will be performed in spring as agreed upon, and that if they are unable to maintain the property as originally agreed upon the fence will need to be relocated.

**CARRIED**

Foreman John McBain presented his verbal report to council at 7:43 p.m.

Foreman John McBain left the meeting at 8:12 p.m.

**2021-152**      **Foreman's Report**

Dean Bencharski: That we accept the verbal foreman's report as presented.

**CARRIED**

**2021-153**      **Holiday Payout**

Dean Bencharski: That we pay Foreman John McBain out for three (3) weeks of unused holidays in 2021.

**CARRIED**

**2021-154**      **Term Contract Foreman**

Dean Bencharski: That John McBain is a term contract employee and the terms of his employment are as follows:

He is to work 40 hours a week, all overtime (after 40 hours) must be presented to council monthly by the administrator, and will be paid out at a rate of 1.5 times his hourly rate, on the very next cheque.

He will be paid holiday pay on every single cheque. Any time off that the term contract Foreman wishes to take will be without pay and must be approved in advance with administration.

He will have 15 medical days a year to use for medical appointments. These days may be carried over from year to year to a maximum of 50, however, these medical days cannot be paid out. These dates can be used for family medical or illness, these are not for person use only for medical and illness. After (3) Three consecutive days of illness or medical absence a doctor's note is required at the employees' expense.

If the term position is still in place the terms will be reviewed in December annually.

**CARRIED**

**2021-155 Full Time Employee Medical Policy**

Dean Bencharski: That Full Time Permanent Employees (that are not contracted, or Term Employees) will have 15 medical days a year to use for medical appointments. These days may be carried over from year to year to a maximum of 50, however, these medical days cannot be paid out. These dates can be used for family medical or illness, these are not for person use only for medical and illness. After (3) Three consecutive days of illness or medical absence a doctor's note is required at the employees' expense.

**CARRIED**

**2021-156 Holiday Policy**

Dean Bencharski: That Full Time Permanent Employees (that are not contracted, or Term Employees) will have holidays based on their years of service:

- 1 to 10 years - 3 weeks annually
- 11 to 15 years - 4 weeks annually
- 15+ years - 5 weeks annually

And that these holidays must be used annually, there are no carry overs, and no payouts allowed. These holidays must be approved in advance with administration. Seasonal, and term positions will be paid out each month at a rate of 3/52 of their regular wages.

**CARRIED**

**2021-156 Employee Hours**

Dean Bencharski: That administrative staff (not on a contract) will work Tuesday - Friday 8:30 - 4:30 p.m. with a 30-minute paid lunch break from 12:00 - 12:30. Monday's may be worked as needed as agreed upon by the staff member and administration at the employees' regular hourly rate, and that Public Works Staff will work 8:00 a.m. - 4:30 p.m. Public works takes 1-hour lunch break from 12:00-1:00 p.m. 30 minutes paid and 30 minutes unpaid. All overtime must be approved in advance by the supervisor and will be paid out at a rate of 1.5 times the employees' regular rate. There is no banking of hours or pay outs allowed.

**CARRIED**

**2021-157 Monthly Pay Schedule**

Dean Bencharski: That effective Jan 1, 2022 the Village of Dinsmore staff will be paid monthly with a mid-month advance paid on or about the 15<sup>th</sup> of each month, in an amount up to 50% of the employees estimated month end take home. All Water Treatment plant and Power Bumps will be paid out at month end. All time sheets must be received 5 business days before month end to ensure on time online payment is possible. Any time adjustments required will be made on the next months month end cheque. The monthly advance amount may be changed on a month to month basis as needed as long as it is communicated 5 days before the date the employee is scheduled to be paid. The employee will be paid the 15<sup>th</sup> of each month unless the 15<sup>th</sup> falls on a weekend in which then the employee will be paid the Friday before the 15<sup>th</sup>. The same policy is in effect for month end payments.

**CARRIED**

**2021-158     Jan Council Meeting Date**

Lance Morrison: That the next regularly scheduled meeting of council be set for Monday, Jan 17, 2022, at the Village of Dinsmore Administration Office. There will be a public hearing held immediately before the regular meeting for Rate Payers to provide feedback on the Water Wolf District Regional Community Plan.

**CARRIED**

**2021-159     Adjourned**

Dean Bencharski: That we adjourn at 8:54 p.m.

**CARRIED**

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MAYOR Harvey Lonsberry

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ADMINISTRATOR Kelly Dodd

APPROVED