

**MINUTES OF THE SPECIAL MEETING
OF THE COUNCIL FOR THE TOWN OF BLAINE LAKE
HELD AT THE TOWN OFFICE LOCATED AT #310 Main Street, Blaine Lake, Sask.
Monday, January 17, 2022**

Present:

Mayor – Al Sorenson

Councillors

Bev Breland

Darlene Harder - Electronic

Rodger Pederson

Jason Weber

Melissa Johnson - Electronic

Maximus Stevenson-Absent

Interim CAO – Gina Bernier

Assistant Administrator – Krissy Friesen

Mayor Al Sorenson called the meeting to order at 3:45 p.m. CST in accordance with the email sent out on Friday, January 14, 2022

019/22

Adopt Agenda

BRELAND

That the Agenda be adopted with the addition of:

8.a Gerald Breland Wages

8.b Public Works casual assistant

Carried.

020/22

In Camera Session

PEDERSON

That this meeting move to an in-camera session at 3:52 p.m.

Carried.

Bev Breland declared pecuniary interest at 4:32 p.m.

Bev Breland returned to the meeting room at 4:36 p.m.

The Mayor called the meeting back to order at 4:37 p.m.

021/22

CAO Appointment

WEBER

WHEREAS the Town of Blaine Lake is requires a Chief Administrative Officer to be in Compliance with the legislative requirements of the Province of Sask.;

THEREFORE BE IT RESOLVED that Kristina Friesen be appointed as Acting Chief Administrative Officer for the Town of Blaine Lake, Sask. as of January 17, 2022 with the following conditions:

1. That Kristina will enroll and complete the Local Government Administration Program through the University of Regina with the Town of Blaine Lake to pay expenses for the education; and
2. That the Town of Blaine Lake will supply a Mentor for Kristina in order that she may become a qualified CAO under the Urban Administrators Association; and
3. That Kristina has agreed give to the Town of Blaine Lake a minimum of 3 years employment upon completion of obtaining her Certification; and
4. That the salary the Council will pay Kristina \$39,500.00 per year, and
5. That the Council will complete a review 3 months from the date of this appointment and another review at 6 months.

Carried.

022/22 **Mentorship Agreement**

BRELAND

WHEREAS the Town of Blaine Lake are presently looking for a Chief Administrative Officer; and

WHEREAS there is a potential candidate that may take the position of CAO upon completion of the required courses and training; and

WHEREAS in order for the new CAO to be qualified that there is a requirement of training in the amount of a minimum of 1800 hours under the mentorship of a qualified Administrator;

THEREFORE BE IT RESOLVED that the Town of Blaine Lake enter into an agreement with Gina Bernier for the purpose of Mentorship as follows:

1. That the Mentor shall be contracted from February 1, 2022 until January 31, 2023, or further depending on the requirements and by written notice of extension;
2. That the Mentor or the Council may cancel this agreement with 30 days written notice;
3. That the Mentor shall remain bondable;
4. That the Mentor shall give all information to the trainee when requested and shall attend to all Council meetings; and
5. That the Mentor shall be paid a remuneration of:
 - a. \$70.00/hour while working in the office; and
 - b. Mileage from Meadow Lake and back shall be paid at a rate of \$0.50/km, and that the hours taken to drive between Blaine Lake and Meadow Lake (both ways) shall be part of the hourly pay; and
 - c. Accommodation and meals shall be supplied by the Town of Blaine Lake while at Blaine Lake; and
 - d. The mentor shall be paid a salary of \$500.00 per week for on call needs while she is not actively working which shall cover the phone calls and emails for supplying support to the Acting CAO.

Carried.

023/22 **Employee Code of Conduct**

PEDERSON

That the Council adopt the Employee Code of Conduct Policy as attached to and forming part of these Minutes.

Carried.

024/22

Policy Committee

JOHNSON

WHEREAS the Town of Blaine Lake is looking to develop Policies and Procedures for the Council and Staff; and

WHEREAS there are numerous policies that may be required and the Council feels that a committee should review the policies prior to submission to the Council as a whole for review;

THEREFORE BE IT RESOLVED that the Council have the committees relative to the Policy meet with the Acting CAO and Mentor to go over the Policies and bring forward the recommendations to Council as a whole for ratification.

Carried.

025/22

Memberships - UMAAS

BRELAND

WHEREAS there is a fee for the Conditional Certificate of Qualifications for the Acting CAO; and

WHEREAS the Acting CAO will need to be enrolled in the Urban Municipal Administrators Association for Saskatchewan (UMAAS);

THEREFORE BE IT RESOLVED that the Town of Blaine Lake pay the enrollment fee for the Application for Urban Certificate of Qualification Conditional at a cost of \$275.00 as well as the Membership fee for the Conditional membership to UMAAS in the amount of \$180.00 on behalf of the Acting CAO until the Acting CAO has completed her training, mentorship and received her qualifications under the UMAAS guidelines.

Carried.

026/22

Adjournment

BRELAND

That this meeting be adjourned at 5:00 p.m.

Carried.

Acting CAO

Mayor