

**THE MINUTES OF A REGULAR MEETING OF COUNCIL
FOR THE VILLAGE OF EARL GREY, HELD AT THE MUNICIPAL OFFICE
IN EARL GREY ON WEDNESDAY, MAY 8, 2024**

Present: Mayor Debbie Hupka-Butz, councillors Stacey Fiessel, Beverly Mohr (6:32 p.m. arrival), Travis Sutter, Kevin Tallentire and administrator Courtney Huber.

Call to Order

A quorum being present, mayor Debbie Hupka-Butz called the meeting to order at 6:31 p.m.

Councillor Beverly Mohr arrived at 6:32 p.m.

Minutes

2024-64 Travis Sutter – That the minutes of the regular meeting of council for the Village of Earl Grey held on Wednesday, April 10th, 2024 be approved as circulated.

CARRIED

Financial Report

2024-65 Stacey Fiessel – That the administrator’s statement of cash receipts, payments and balances for the period ending April 30th, 2024 be accepted as presented.

CARRIED

Accounts for Payment

2024-66 Beverly Mohr – That the following list of accounts be approved for payment:

7527	ClearTech Industries Inc.	Hypochlorite, Deposits & Drum Returns	516.10
7528	Deb Hupka-Butz	SUMA Convention Accommodation & Meal	538.74
7529	Ken Hornung	Contracted Services – Snow & Water Testing	675.00
7530	King's Printer	Notice of Tax Assessment Roll	30.00
7531	Loraas Disposal	Garbage & Recycling – April 2024	3,493.67
7532	Municipal Utilities	Well & Distribution Pump Repairs	5,458.29
7533	Nesity Insurance	2024 Commercial Auto Renewal	253.34
7534	Saskatchewan Health Authority	Lagoon & Water Testing Lab Fees	167.25
7535	Sherwood Coop - Southey	Fuel	263.86
7536	SUMA	May Insurance Premium	333.67
7537	Superior Propane	Yearly Tank Rental	249.75
7538	Technical Safety Authority	Annual License to Operate – Earl Grey Rink	65.00
7539	Wolseley Canada Inc.	Water Meter Repair Parts	17.76

Online Bill Payment

OBP	Canada Revenue Agency	April Remittance	1,296.64
OBP	Collabria MasterCard	Shop Supplies, SPRA/Forever in Motion Membership Advertising, Waterline Repair Parts, Pesticide Re-certification, Hydrant Training & Tool	1,543.71
OBP	MEPP	April Remittance	864.10
OBP	Minister of Finance - Ed Tax	April Education Remittance	755.46

Preauthorized Payments:

PAD	SaskTel Mobility	Cell Phone & Lift Station	137.65
PAD	SaskPower	Shop	102.14
PAD	SaskPower	Sewer/Lift Station	259.28
PAD	SaskPower	Street Lights	669.95
PAD	SaskPower	Water Treatment Plant	343.12
PAD	SaskEnergy	Shop	158.17
PAD	SaskEnergy	Water Treatment Plant	178.71

Payroll:

094	Mitchell Nixon	PP 9-2024 – April 7 - 20	68.10
095	Corley Ollinger	PP 9-2024 – April 7 - 20	1,546.97
096	Mitchell Nixon	PP 10-2024 – Apr 21 – May 4	67.10
097	Corley Ollinger	PP 10-2024 – Apr 21 – May 4	1,546.97

CARRIED

Correspondence

2024-67 Kevin Tallentire – That the following list of correspondence has been dealt with and may now be suitably responded to and/or filed with the records of the municipality:

- Ministry of Health Re: April 9th & 23rd Coliform, Manganese, Ammonia and Group 2 Lagoon Test Results
- SUMA Re: Municipal Update
- Town of Nipawin Re: Municipal Governance Workshop

- Last Mountain Pioneer Home Foundation Re: Ceiling Track Lift Funding
 - Razzle Dazzle Re: Donation
 - SAMA Re: 2023 Financials
 - Access Communications Re: Community BBQ
 - Community Concerns Re: 236 Pearson Street Noise
- CARRIED

Foreman, Corley Ollinger met with council at 6:57 p.m. to discuss the following:

- street maintenance;
- water meters;
- order to remedy;
- water filtration pilot;
- equipment maintenance;
- sewer line cleaning; and
- training;

Mr. Ollinger left the meeting at 7:35 p.m.

Minimum & Base Tax Bylaw

2024-68 Travis Sutter – That Bylaw 2-2024, being a bylaw to provide for a minimum and base tax be introduced and read a first time.

CARRIED

2024-69 Beverly Mohr – That Bylaw 2-2024 be given second reading.

CARRIED

2024-70 Stacey Fiessel – That Bylaw 2-2024 be given three consecutive readings at this meeting.

CARRIED UNANIMOUSLY

2024-71 Kevin Tallentire – That Bylaw 2-2024, being a bylaw to provide for a minimum and base tax, be read a third time and signed, sealed and adopted by the mayor and the administrator.

CARRIED

2024 Operating Budget and 2024 Municipal Mill Rate

2024-72 Travis Sutter – That the 2024 operating budget with a mill rate of 2.0 mills and a surplus of \$32,210.00 be adopted, as attached to and forming a part of these minutes and be signed by the mayor and the administrator.

CARRIED

Water Treatment Plant Upgrades

2024-73 Kevin Tallentire – That we accept Pat VanCaeselee’s quote of \$5,980.00 plus taxes to strip the roof and install new paper with metal cladding and trim on the water treatment plant.

CARRIED

Cemetery Fees

2024-74 Kevin Tallentire – That, going forward, the Mizpah Group be given all of the cemetery plot sale revenue each year.

CARRIED

Board and Committee Reports

2024-75 Stacey Fiessel – That the following board and committee reports be accepted as presented:

- Earl Grey Community Park Board Re: T-Ball, Rambler Park League Games, Tournament & July 1st
- Earl Grey Community Rink Board Re: Open Meeting to Discuss Ice Plant
- Mizpah Group Re: Lawnmower & Funding
- Earl Grey Community Hall Board Re: Board Members, Bingo, Mother’s Day Brunch, Library & Building Repairs
- Strasbourg & District Health Centre Re: Vacant Nurse Practitioner Position & Wait Times
- SUMA Convention Re: Harassment, Bylaw Enforcement & Resolutions
- Administration Re: Order to Remedy

CARRIED

236 Pearson Street Order to Remedy

2024-76 Kevin Tallentire – That after removing various items from public property at 236 Pearson Street on Thursday, May 2nd that we have our foreman, Corley Ollinger, deliver the gas can and metal ladder back to 236 Pearson Street and the remainder of the items be placed for public tender with tenders being accepted by 4:30 p.m. on Friday, June 7th, 2024.

CARRIED

Community Event License

2024-77 Beverly Mohr – That we ratify the approval of the issuance of a Community Event License for the Earl Grey Park Board to host Rambler Park league ball games at the Earl Grey Community Ball Park on Saturday May 11th from 11:00 a.m. until 11:00 p.m.

CARRIED

Workplace Violence Prevention Policy

2024-78 Stacey Fiessel – That the Workplace Violence Prevention Policy attached hereto and forming a part of these minutes be approved.

CARRIED

Adjourn

2024-79 Beverly Mohr – That this meeting adjourn. (9:00 p.m.)

CARRIED

Mayor

Administrator

VILLAGE OF EARL GREY

BYLAW 2-2024

A BYLAW TO ESTABLISH A MINIMUM AND BASE TAX

The Council of the Village of Earl Grey, in the Province of Saskatchewan, enact as follows:

1. A minimum tax of \$3.50 per foot of property frontage shall be applied to land only within the residential and commercial property classes.
2. A base tax of \$1,075.00 shall be applied to all improvements located on agricultural, residential and commercial classes.
3. Bylaw 1-2023 is hereby repealed.

Mayor

SEAL

Administrator

Read a third time and adopted
this ____ day of _____, _____

Administrator

2024 Annual Cash Budget

REVENUE

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
TAXATION				
4002 - General Municipal Levy	265,170	262,777	229,680	(33,097)
4004 - Municipal Abatement/Adjustment		(1,300)		1,300
4008 - Discount on Municipal Tax	(9,500)	(10,819)	(10,820)	(1)
4010 - Penalty on Municipal Arrears	3,800	3,131	4,500	1,369
Total TAXATION:	259,470	253,789	223,360	(30,429)
FEES AND CHARGES				
4102 - F&C - Custom Work	50	2,290	250	(2,040)
4104 - F&C - Insurance Reimbursement	19,520	19,584	19,110	(474)
4106 - F&C - Custom Work - Office Services	100	35	50	15
4110 - F&C - Custom Work - Tax Certificate	200	200	200	
4112 - F&C - Custom Work - Tax Enforcement	750	763	900	137
4124 - F&C - Sale of Supplies - Misc.	150	419	250	(169)
4128 - F&C - Sale of Gravel	150	142		(142)
4150 - F&C - Rentals	2,600	2,700	2,800	100
4160 - F&C - Fines	1,050	600	1,500	900
4190 - F&C - Building Inspections	500	885	500	(385)
4230 - F&C - Cemetery Fees	800	900		(900)
4250 - F&C - Licences	1,200	1,515	1,200	(315)
4252 - F&C - Permits	10	60	50	(10)
4260 - F&C - MMSW	6,000	7,407	7,000	(407)
4262 - F&C - Refunds	100	5,696	100	(5,596)
Total FEES AND CHARGES:	33,180	43,196	33,910	(9,286)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
UTILITIES				
4402 - Water - Custom Work	13,590	9,172		(9,172)
4406 - Water - Water Sales	87,800	77,007	91,000	13,993
4410 - Water - Connection Fees	40	70	70	
4464 - Sewer - Charges	65,500	41,636	42,560	924
4468 - Sewer - Other	5,000			
4481 - Infrastructure		34,978	24,300	(10,678)
4490 - Garbage - Charges			21,170	21,170
4496 - Recycling - Charges			19,340	19,340
Total UTILITIES:	171,930	162,863	198,440	35,577
UNCONDITIONAL TRANSFERS				
4602 - UnConditional - Revenue Sharing	57,330	57,352	65,400	8,048
Total UNCONDITIONAL TRANSFERS:	57,330	57,352	65,400	8,048
CONDITIONAL GRANTS				
4676 - Conditional - Provincial - New Deal Funds	8,680	16,581	15,790	(791)
4696 - Conditional - Local - Recreation	8,730	8,995	8,730	(265)
Total CONDITIONAL GRANTS:	17,410	25,576	24,520	(1,056)
GRANTS IN LIEU OF TAXES				
4818 - G-In-Lieu - Provincial - SaskTel	1,460	1,372	1,230	(142)
4830 - G-In-Lieu - Local - Housing Authority	4,850	4,612	4,180	(432)
4840 - G-In-Lieu - Other - SaskPower Surcharge	13,400	12,741	12,550	(191)
4844 - G-In-Lieu - Other - SaskEnergy Surcharge	6,930	7,207	7,480	273
Total GRANTS IN LIEU OF TAXES:	26,640	25,932	25,440	(492)
CAPITAL ASSET PROCEEDS				
4854 - CA - Sale of Equipment		1,420		(1,420)
Total CAPITAL ASSET PROCEEDS:		1,420		(1,420)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
LAND SALES				
4882 - Land Sales - Gain		(1,300)		1,300
Total LAND SALES:		(1,300)		1,300
INVESTMENT REVENUE				
4910 - Interest Revenue	1,800	4,966	5,000	34
4912 - Dividends Revenue	110	37	40	3
Total INVESTMENT REVENUE:	1,910	5,003	5,040	37
OTHER REVENUE				
4954 - Transfer from Reserves			75,000	75,000
4958 - Transfer from Surplus	20,490			
Total OTHER REVENUE:	20,490		75,000	75,000
REVENUE TOTALS:	588,360	573,831	651,110	77,279

EXPENSES

GENERAL GOVERNMENT SERVICES

5002 - GG - Mayor - Indemnity & Travel	1,600	1,780	1,800	20
5004 - GG - Council - Meeting	5,000	5,500	5,500	0
5006 - GG - Council - Committee Meeting	1,500	1,410	1,500	90
5007 - GG - Council - Committee Mileage	250		250	250
5008 - GG - Council - Convention Remuneration	400	440	440	0
5010 - GG - Council - Payroll Benefits	680	789	800	11
5012 - GG - Council - Convention Expenses	1,220	1,635	1,500	(135)
5016 - GG - Admin - Salaries	43,790	39,270	45,110	5,840
5022 - GG - Admin - Training/Travel	150	140	150	10

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5028 - GG - Contracted - SAMA Levy	4,930	4,933	5,000	67
5030 - GG - Contracted - Legal	500		500	500
5032 - GG - Contracted - Audit/Accounting	8,200	8,201	8,300	99
5034 - GG - Contracted - ISC	500	683	750	67
5036 - GG - Contracted - Advertising	300	253	300	47
5038 - GG - Contracted - Property Maintenance		127		(127)
5040 - GG - Contracted - Office Rental	3,480	3,120	4,080	960
5064 - GG - Insurance/Bond	31,550	31,555	32,970	1,415
5070 - GG - Maint. - Stationery/Supplies	250	178	250	72
5072 - GG - Maint. - Postage/Software	5,000	5,018	5,100	82
5074 - GG - Maint. - Computer Licenses	1,800	1,861	250	(1,611)
5077 - GG - Christmas & Ratepayer	300	518	750	232
5078 - GG - Grants/Donations/Contributions	230	392	5,370	4,978
5082 - GG - Interest & Bank Charges	500	729	750	21
5084 - GG - Allowance for Uncollectibles		4,244		(4,244)
5086 - GG - Other - Memberships	1,150	1,145	1,160	15
5091 - GG - Amortization		1,729		(1,729)
Total GENERAL GOVERNMENT SERVICES:	113,280	115,650	122,580	6,930
PROTECTIVE SERVICES				
5102 - PS - Police - Contracted	13,350	13,166	13,420	254
5126 - PS - Fire - Contracted Service	400	401	460	59
5158 - PS - Fire - EG/Longlaketon Grant	11,030	11,031	6,900	(4,131)
5170 - PS - Amortization Expense		800		(800)
Total PROTECTIVE SERVICES:	24,780	25,398	20,780	(4,618)
TRANSPORTATION SERVICES				
5202 - TS - Council - Indemnity	500	563	600	37
5208 - TS - Operational - Wages	45,780	44,599	42,900	(1,699)
5210 - TS - Operational - CPP	2,060	2,406	2,550	144
5212 - TS - Operational - EI	910	983	860	(123)
5214 - TS - Operation - MEPP	4,120	3,705	3,860	155
5216 - TS - Operational - Benefits, Disability & WCB	2,920	1,946	3,140	1,194
5218 - TS - Operational - Travel/Training	500	458	500	42

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5228 - TS - Contract - Maint. - Dust Control	7,000	7,523	8,000	477
5232 - TS - Contract - Maint. - Contract	1,500	2,162	2,000	(162)
5234 - TS - Old Fire Hall Building			1,000	1,000
5244 - TS - Contract - Const. - Streets	30,000	18,420	40,000	21,580
5248 - TS - Contract - Const. - Sidewalks	2,000	2,826		(2,826)
5258 - TS - Workshop - Heat	1,900	1,360	1,350	(10)
5259 - TS - Workshop - Power	700	1,058	1,060	2
5260 - TS - Cellular Telephone	1,100	1,302	1,300	(2)
5262 - TS - Utility - Street Light	7,140	8,489	7,680	(809)
5280 - TS - Shop Maintenance	1,500	202	10,000	9,798
5296 - TS - Machine - Fuel/Oil	9,000	5,138	6,000	862
5300 - TS - Machine - Machine Repairs	5,000	6,908	5,000	(1,908)
5302 - TS - Machine - Blades	200	153	200	47
5306 - TS - Machine - Other	20		20	20
5320 - TS - Gravel	6,000	735	1,500	765
5326 - TS - Culverts/Drainage	1,060	840	500	(340)
5332 - TS - Material - Signs	300	97	150	53
5334 - TS - Tools & Equipment	2,000	1,750	2,000	250
5336 - TS - Material - Shop Supplies	1,000	1,283	1,500	217
5366 - TS - Vehicle Registration/Plates	1,590	1,595	1,600	5
5376 - TS - Amortization Expense		18,488		(18,488)
5384 - TS - Interest		5,458	5,420	(38)
5386 - TS - Other - Decorative Lighting	500	55	150	95
Total TRANSPORTATION SERVICES:	136,300	140,502	150,840	10,338
ENVIRONMENT & HEALTH SERVICES				
5410 - EH - Contracted - Recycling	21,780	21,472	19,340	(2,132)
5446 - EH - Maint./Supplies - Weed Control	100	549	800	251
5476 - EH - Waste Disposal	26,640	26,123	22,030	(4,093)
5490 - EH - Tree Maintenance	1,000	2	1,000	998
Total ENVIRONMENT & HEALTH SERVICES:	49,520	48,146	43,170	(4,976)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
HEALTH & WELFARE SERVICES				
5510 - H&W - Cemeteries	400	860		(860)
Total HEALTH & WELFARE SERVICES:	400	860	0	(860)
PLANNING & DEVELOPMENT SERVICES				
5564 - P&D - Contracted Building Inspector	900	2,467	900	(1,567)
5580 - P&D - Contracted Services	1,000	2,843	1,000	(1,843)
5590 - P&D - Housing Authority Settlement		(357)		357
Total PLANNING & DEVELOPEMNT SERVICES:	1,900	4,953	1,900	(3,053)
RECREATON & CULTURAL SERVICES				
5610 - R&C - Contracted Services		65		(65)
5640 - R&C - Village Beautification	1,500	429	1,000	571
5644 - R&C - Tent Rental Reimbursement		100		(100)
5650 - R&C - Amortization Expense		1,071		(1,071)
5658 - R&C - Grants	8,730	8,995	8,730	(265)
5660 - R&C - Library - Regional	3,310	3,160	3,580	420
5670 - R&C - Library Rent	500	500	500	
Total RECREATON & CULTURAL SERVICES:	14,040	14,320	13,810	(510)
UTILITY SERVICES				
5804 - W&S - Wages & Benefits	23,350	25,699	24,090	(1,609)
5808 - Water - Contracted Services	20,000	11,464	10,000	(1,464)
5810 - Water - Testing Provincial Lab	1,400	987	1,140	153
5814 - Water - Pump House - Utilities	5,900	6,132	6,150	18
5816 - W&S - Certification Expense	200	175	480	305
5820 - Water - Maint./Supply - Repair	10,500	12,399	11,450	(949)
5821 - Water - Maint/Supplies - Other	350			
5822 - Water - Maint./Supply - Testing Supply	2,250	2,382	2,250	(132)
5824 - Water - Maint./Supply - Chemicals	8,500	6,074	6,500	426
5828 - Water - WTP Filtration & Pump Upgrades	650	2,580	110,750	108,170
5830 - W&S - Amortization Expense		53,897		(53,897)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5831 - W&S - Amortization - ARO		1		(1)
5834 - Water - WTP Maint./Repair	5,000	13,417	8,000	(5,417)
5838 - Water - Interest	350	832		(832)
5846 - W&S - Contracted - Line Repairs	48,920	17,279	50,110	32,831
5847 - W&S - Accretion Expense		52		(52)
5851 - Sewer - Contracted Services	20,000	20,434	10,110	(10,324)
5852 - Sewer - Testing	550	517	550	33
5854 - Sewer - Lift Station - Utilities	3,020	3,637	3,300	(337)
5858 - Sewer - Maint./Supplies - Repair	3,000	2,551	1,500	(1,051)
5860 - Sewer - Purchase of Capital Assets	36,940			
5864 - Sewer - Lift Station - Maint./Repair	5,000	1,833	3,250	1,417
Total UTILITY SERVICES:	195,880	182,342	249,630	67,288
TRANSFERS				
5920 - Transfer to Reserves		34,979		(34,979)
5970 - Lagoon Expansion Payment - EGCU	14,220			
5972 - Tractor Payment - EGCU	21,960		16,190	16,190
Total TRANSFERS:	36,180	34,979	16,190	(18,789)
EXPENSE TOTALS:	572,280	567,150	618,900	51,750
NET SURPLUS (DEFICIT):	16,080	6,681	32,210	25,529

2024 Annual Accrual Budget

REVENUE

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
TAXATION				
4002 - General Municipal Levy	265,170	262,777	229,680	(33,097)
4004 - Municipal Abatement/Adjustment		(1,300)		1,300
4008 - Discount on Municipal Tax	(9,500)	(10,819)	(10,820)	(1)
4010 - Penalty on Municipal Arrears	3,800	3,131	4,500	1,369
Total TAXATION:	259,470	253,789	223,360	(30,429)
FEES AND CHARGES				
4102 - F&C - Custom Work	50	2,290	250	(2,040)
4104 - F&C - Insurance Reimbursement	19,520	19,584	19,110	(474)
4106 - F&C - Custom Work - Office Services	100	35	50	15
4110 - F&C - Custom Work - Tax Certificate	200	200	200	
4112 - F&C - Custom Work - Tax Enforcement	750	763	900	137
4124 - F&C - Sale of Supplies - Misc.	150	419	250	(169)
4128 - F&C - Sale of Gravel	150	142		(142)
4150 - F&C - Rentals	2,600	2,700	2,800	100
4160 - F&C - Fines	1,050	600	1,500	900
4190 - F&C - Building Inspections	500	885	500	(385)
4230 - F&C - Cemetery Fees	800	900		(900)
4250 - F&C - Licences	1,200	1,515	1,200	(315)
4252 - F&C - Permits	10	60	50	(10)
4260 - F&C - MMSW	6,000	7,407	7,000	(407)
4262 - F&C - Refunds	100	5,696	100	(5,596)
Total FEES AND CHARGES:	33,180	43,196	33,910	(9,286)

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UTILITIES				
4402 - Water - Custom Work	13,590	9,172		(9,172)
4406 - Water - Water Sales	87,800	77,007	91,000	13,993
4410 - Water - Connection Fees	40	70	70	
4464 - Sewer - Charges	65,500	41,636	42,560	924
4468 - Sewer - Other	5,000			
4481 - Infrastructure		34,978	24,300	(10,678)
4490 - Garbage - Charges			21,170	21,170
4496 - Recycling - Charges			19,340	19,340
Total UTILITIES:	171,930	162,863	198,440	35,577
UNCONDITIONAL TRANSFERS				
4602 - UnConditional - Revenue Sharing	57,330	57,352	65,400	8,048
Total UNCONDITIONAL TRANSFERS:	57,330	57,352	65,400	8,048
CONDITIONAL GRANTS				
4676 - Conditional - Provincial - New Deal Funds	8,680	16,581	15,790	(791)
4696 - Conditional - Local - Recreation	8,730	8,995	8,730	(265)
Total CONDITIONAL GRANTS:	17,410	25,576	24,520	(1,056)
GRANTS IN LIEU OF TAXES				
4818 - G-In-Lieu - Provincial - SaskTel	1,460	1,372	1,230	(142)
4830 - G-In-Lieu - Local - Housing Authority	4,850	4,612	4,180	(432)
4840 - G-In-Lieu - Other - SaskPower Surcharge	13,400	12,741	12,550	(191)
4844 - G-In-Lieu - Other - SaskEnergy Surcharge	6,930	7,207	7,480	273
Total GRANTS IN LIEU OF TAXES:	26,640	25,932	25,440	(492)
CAPITAL ASSET PROCEEDS				
4854 - CA - Sale of Equipment		1,420		(1,420)
Total CAPITAL ASSET PROCEEDS:		1,420		(1,420)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
LAND SALES				
4882 - Land Sales - Gain		(1,300)		1,300
Total LAND SALES:		(1,300)		1,300
INVESTMENT REVENUE				
4910 - Interest Revenue	1,800	4,966	5,000	34
4912 - Dividends Revenue	110	37	40	3
Total INVESTMENT REVENUE:	1,910	5,003	5,040	37
OTHER REVENUE				
4954 - Transfer from Reserves			75,000	75,000
4958 - Transfer from Surplus	20,490			
Total OTHER REVENUE:	20,490		75,000	75,000
REVENUE TOTALS:	588,360	573,831	651,110	77,279

EXPENSES

GENERAL GOVERNMENT SERVICES

5002 - GG - Mayor - Indemnity & Travel	1,600	1,780	1,800	20
5004 - GG - Council - Meeting	5,000	5,500	5,500	0
5006 - GG - Council - Committee Meeting	1,500	1,410	1,500	90
5007 - GG - Council - Committee Mileage	250		250	250
5008 - GG - Council - Convention Remuneration	400	440	440	0
5010 - GG - Council - Payroll Benefits	680	789	800	11
5012 - GG - Council - Convention Expenses	1,220	1,635	1,500	(135)
5016 - GG - Admin - Salaries	43,790	39,270	45,110	5,840
5022 - GG - Admin - Training/Travel	150	140	150	10

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5028 - GG - Contracted - SAMA Levy	4,930	4,933	5,000	67
5030 - GG - Contracted - Legal	500		500	500
5032 - GG - Contracted - Audit/Accounting	8,200	8,201	8,300	99
5034 - GG - Contracted - ISC	500	683	750	67
5036 - GG - Contracted - Advertising	300	253	300	47
5038 - GG - Contracted - Property Maintenance		127		(127)
5040 - GG - Contracted - Office Rental	3,480	3,120	4,080	960
5064 - GG - Insurance/Bond	31,550	31,555	32,970	1,415
5070 - GG - Maint. - Stationery/Supplies	250	178	250	72
5072 - GG - Maint. - Postage/Software	5,000	5,018	5,100	82
5074 - GG - Maint. - Computer Licenses	1,800	1,861	250	(1,611)
5077 - GG - Christmas & Ratepayer	300	518	750	232
5078 - GG - Grants/Donations/Contributions	230	392	5,370	4,978
5082 - GG - Interest & Bank Charges	500	729	750	21
5084 - GG - Allowance for Uncollectibles		4,244		(4,244)
5086 - GG - Other - Memberships	1,150	1,145	1,160	15
5091 - GG - Amortization		1,729	1,730	1
Total GENERAL GOVERNMENT SERVICES:	113,280	115,650	124,310	8,660
PROTECTIVE SERVICES				
5102 - PS - Police - Contracted	13,350	13,166	13,420	254
5126 - PS - Fire - Contracted Service	400	401	460	59
5158 - PS - Fire - EG/Longlaketon Grant	11,030	11,031	6,900	(4,131)
5170 - PS - Amortization Expense		800	800	0
Total PROTECTIVE SERVICES:	24,780	25,398	21,580	(3,818)
TRANSPORTATION SERVICES				
5202 - TS - Council - Indemnity	500	563	600	37
5208 - TS - Operational - Wages	45,780	44,599	42,900	(1,699)
5210 - TS - Operational - CPP	2,060	2,406	2,550	144
5212 - TS - Operational - EI	910	983	860	(123)
5214 - TS - Operation - MEPP	4,120	3,705	3,860	155
5216 - TS - Operational - Benefits, Disability & WCB	2,920	1,946	3,140	1,194
5218 - TS - Operational - Travel/Training	500	458	500	42

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5228 - TS - Contract - Maint. - Dust Control	7,000	7,523	8,000	477
5232 - TS - Contract - Maint. - Contract	1,500	2,162	2,000	(162)
5234 - TS - Old Fire Hall Building			1,000	1,000
5244 - TS - Contract - Const. - Streets	30,000	18,420	40,000	21,580
5248 - TS - Contract - Const. - Sidewalks	2,000	2,826		(2,826)
5258 - TS - Workshop - Heat	1,900	1,360	1,350	(10)
5259 - TS - Workshop - Power	700	1,058	1,060	2
5260 - TS - Cellular Telephone	1,100	1,302	1,300	(2)
5262 - TS - Utility - Street Light	7,140	8,489	7,680	(809)
5280 - TS - Shop Maintenance	1,500	202	10,000	9,798
5296 - TS - Machine - Fuel/Oil	9,000	5,138	6,000	862
5300 - TS - Machine - Machine Repairs	5,000	6,908	5,000	(1,908)
5302 - TS - Machine - Blades	200	153	200	47
5306 - TS - Machine - Other	20		20	20
5320 - TS - Gravel	6,000	735	1,500	765
5326 - TS - Culverts/Drainage	1,060	840	500	(340)
5332 - TS - Material - Signs	300	97	150	53
5334 - TS - Tools & Equipment	2,000	1,750	2,000	250
5336 - TS - Material - Shop Supplies	1,000	1,283	1,500	217
5366 - TS - Vehicle Registration/Plates	1,590	1,595	1,600	5
5376 - TS - Amortization Expense		18,488	18,490	2
5384 - TS - Interest		5,458	5,420	(38)
5386 - TS - Other - Decorative Lighting	500	55	150	95
Total TRANSPORTATION SERVICES:	136,300	140,502	169,330	28,828
ENVIRONMENT & HEALTH SERVICES				
5410 - EH - Contracted - Recycling	21,780	21,472	19,340	(2,132)
5446 - EH - Maint./Supplies - Weed Control	100	549	800	251
5476 - EH - Waste Disposal	26,640	26,123	22,030	(4,093)
5490 - EH - Tree Maintenance	1,000	2	1,000	998
Total ENVIRONMENT & HEALTH SERVICES:	49,520	48,146	43,170	(4,976)

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
HEALTH & WELFARE SERVICES				
5510 - H&W - Cemeteries	400	860		(860)
Total HEALTH & WELFARE SERVICES:	400	860	0	(860)
PLANNING & DEVELOPMENT SERVICES				
5564 - P&D - Contracted Building Inspector	900	2,467	900	(1,567)
5580 - P&D - Contracted Services	1,000	2,843	1,000	(1,843)
5590 - P&D - Housing Authority Settlement		(357)		357
Total PLANNING & DEVELOPEMNT SERVICES:	1,900	4,953	1,900	(3,053)
RECREATON & CULTURAL SERVICES				
5610 - R&C - Contracted Services		65		(65)
5640 - R&C - Village Beautification	1,500	429	1,000	571
5644 - R&C - Tent Rental Reimbursement		100		(100)
5650 - R&C - Amortization Expense		1,071	1,070	(1)
5658 - R&C - Grants	8,730	8,995	8,730	(265)
5660 - R&C - Library - Regional	3,310	3,160	3,580	420
5670 - R&C - Library Rent	500	500	500	
Total RECREATON & CULTURAL SERVICES:	14,040	14,320	14,880	560
UTILITY SERVICES				
5804 - W&S - Wages & Benefits	23,350	25,699	24,090	(1,609)
5808 - Water - Contracted Services	20,000	11,464	10,000	(1,464)
5810 - Water - Testing Provincial Lab	1,400	987	1,140	153
5814 - Water - Pump House - Utilities	5,900	6,132	6,150	18
5816 - W&S - Certification Expense	200	175	480	305
5820 - Water - Maint./Supply - Repair	10,500	12,399	11,450	(949)
5821 - Water - Maint/Supplies - Other	350			
5822 - Water - Maint./Supply - Testing Supply	2,250	2,382	2,250	(132)
5824 - Water - Maint./Supply - Chemicals	8,500	6,074	6,500	426
5828 - Water - WTP Filtration & Pump Upgrades	650	2,580	110,750	108,170
5830 - W&S - Amortization Expense		53,897	53,900	3

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year
5831 - W&S - Amortization - ARO		1		(1)
5834 - Water - WTP Maint./Repair	5,000	13,417	8,000	(5,417)
5838 - Water - Interest	350	832		(832)
5846 - W&S - Contracted - Line Repairs	48,920	17,279	50,110	32,831
5847 - W&S - Accretion Expense		52		(52)
5851 - Sewer - Contracted Services	20,000	20,434	10,110	(10,324)
5852 - Sewer - Testing	550	517	550	33
5854 - Sewer - Lift Station - Utilities	3,020	3,637	3,300	(337)
5858 - Sewer - Maint./Supplies - Repair	3,000	2,551	1,500	(1,051)
5860 - Sewer - Purchase of Capital Assets	36,940			
5864 - Sewer - Lift Station - Maint./Repair	5,000	1,833	3,250	1,417
Total UTILITY SERVICES:	195,880	182,342	303,530	121,188
TRANSFERS				
5920 - Transfer to Reserves		34,979		(34,979)
5970 - Lagoon Expansion Payment - EGCU	14,220			
5972 - Tractor Payment - EGCU	21,960		16,190	16,190
Total TRANSFERS:	36,180	34,979	16,190	(18,789)
EXPENSE TOTALS:	572,280	567,150	694,890	127,740
NET SURPLUS (DEFICIT):	16,080	6,681	(43,780)	(50,461)

WORKPLACE VIOLENCE PREVENTION POLICY FOR THE VILLAGE OF EARL GREY

1. POLICY STATEMENT

Village of Earl Grey (the “Village”) is committed to minimizing and eliminating the risk of workplace violence.

The Village is committed to providing employees with workplace violence training and taking appropriate corrective action respecting any employee who subjects another worker to violence. Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause.

2. APPLICATION

The Village’s violence policy applies to all persons involved in the operation of the Village and prohibits violence by any employee of the Village, including supervisors and co-workers, Council members, as well as by any person doing business with or for the Village.

If the alleged individual committing a violent act is a Council member, please also refer to the Village of Earl Grey Code of Ethics Bylaw.

3. DEFINITIONS

“**Violence**” is defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as:

Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

“**The Complainant**” is the person who makes the complaint.

“**The Respondent**” is the person who has allegedly committed violence.

“**Worksite**” means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, municipality sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

4. VIOLENCE RISK ASSESSMENT

The Village has conducted a risk assessment in preparation of this policy that considered the following potentials risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public;
- Integrity of site security, equipment, and lighting;
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

A workplace violence risk assessment of the above factors must be performed as often as necessary to protect workers and to provide a safe working environment.

When completed, the results of the risk assessment must be provided to the Occupational Health and Safety Committee. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents.

The Occupational Health and Safety Committee shall review the risk assessment and approve the safeguards or control.

5. VIOLENCE RISK REDUCTION

The Village will further take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment;
- Reviewing and updating emergency procedures, site security, and applicable administrative processes;
- Upgrading site security equipment when required;
- Arranging for sufficient staff levels to carry out the work safely;
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence; and
- Monitoring the effectiveness of control measures through safety inspections.

The Village recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Administrator;
2. Foreman; and
3. Administrative Assistants.

The Village further recognizes that there is an increased risk that a violent situation may occur at the following worksites:

1. Office;
2. Municipal Shop; and
3. Road Construction Worksite.

If an employee is at an increased risk of being subject to violence in the workplace, the Village will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. The Village will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

6. REPORTING WORKPLACE VIOLENCE

The Village encourages all employees to report any incidents of workplace violence **immediately** so that complaints can be quickly investigated.

If an employee believes they have been exposed to violence in the workplace, they should tell any supervisor with whom they feel comfortable or contact the Administrator as soon as

possible. If the Administrator is the accused offender, then the written report may be submitted to the Mayor. Employees may be asked to provide a written complaint, which should be specific and include, but not be limited to, the names of the individuals involved, the names of any witnesses, the date, time and location of the incident.

The Village will not retaliate against employees for filing a complaint and will not permit retaliation by management employees or co-workers.

Furthermore, no action will be taken against an employee who has made complaint in good faith which is found to be unsubstantiated. However, a complainant may be subject to disciplinary action where it is proven that the complaint is fraudulent or malicious.

7. INVESTIGATION

Following the reporting of the incident by the employee, an investigation will be undertaken. The Village or their designate will investigate.

The Village will document incidents of alleged violence, the investigation and its outcome, which may include documenting who is involved, potential witnesses, and any other related documents.

In the event of an allegation of violence, the Village has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said violence including, but not limited to, removing an individual from the workplace.

8. CONFIDENTIALITY

The Village will not disclose the name of a complainant or the respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint, or as required by law.

In order to protect the safety of the complainant and other staff, the Village may place an employee on administrative leave if it is deemed necessary to protect employee safety.

9. INVESTIGATION OUTCOMES & REMEDIES

Violence in the workplace may be grounds for disciplinary action up to and including termination of employment for cause. If it is determined that workplace violence has occurred, appropriate and effective remedial action will be taken. Appropriate action may also be taken to deter any future incidents.

If the alleged perpetrator of violence is a Council member, please refer to the Village of Earl Grey Code of Ethics Bylaw for the procedure to be followed and available sanctions.

The Village will advise the parties of the results of the investigation.

10. MEDICAL ASSISTANCE

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, the Village shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

11. TRAINING

The Village is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

12. ACCESS TO POLICY & POLICY REVIEW

Copies of the policy statement and prevention plan will be made readily available to employees. This policy shall be reviewed, and revised, if necessary, every three years or whenever there is a change in circumstances that may affect worker health and safety.

**VILLAGE OF EARL GREY
WORKPLACE VIOLENCE POLICY & PREVENTION PLAN**

ACKNOWLEDGMENT & AGREEMENT – EMPLOYEE

I, _____, an employee of Village of Earl Grey acknowledge that I have been provided with a copy of the Village of Earl Grey Workplace Violence Policy & Prevention Plan (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature

**VILLAGE OF EARL GREY
WORKPLACE VIOLENCE POLICY & PREVENTION PLAN**

ACKNOWLEDGMENT & AGREEMENT – COUNCIL MEMBER

I, _____, a Council member of Village of Earl Grey acknowledge that I have been provided with a copy of the Village of Earl Grey Workplace Violence Policy & Prevention Plan (the “Policy”) and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature