

**Town of Cut Knife**  
**Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024**

Mayor Don McCallum called the Regular Meeting of Council, held on December 9<sup>th</sup>, 2024 to order at 19:00, in the Council Chambers at the Municipal Office located at 102 Broad St. in Cut Knife, Saskatchewan.

Present were:

Mayor: Don McCallum

Deputy Mayor: Sandra Feser

Councillor: Lisa Drake

Councillor: Karen Hamel

Councillor Crystal Pentecost

Councillor Natasha Toews

Councillor: Grant Wasmuth

Administrator: Deborah Schaefer

Mayor Don McCallum asked those members of Council who have a conflict of interest regarding matters listed on the agenda, to declare their conflict of interest.

Delegations:

19:00 Agrocorp

19:15 Rec Board Treasurer

19:30: PW Foreman

227/2024 Councillor Feser

That the agenda for the December 9<sup>th</sup>, 2024 Regular Meeting of Council be adopted as added 10.11.

Carried.

228/2024 Councillor Drake

That the Minutes of the Regular Meeting of Council held November 4<sup>th</sup>, 2024 be approved as presented.

Carried.

229/2024 Councillor Toews

That the Minutes of the First Meeting of Council held November 19<sup>th</sup>, 2024 be approved as presented.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

**Approval by Council**

230/2024     Councillor Feser

BE IT RESOLVED THAT Council for the Town of Cut Knife hereby approves the following payments:

Payroll & Indemnity:  
#10681 – #10709 in the amount of \$ 25,403.46

Carried.

231/2024     Councillor Feser

BE IT RESOLVED THAT Council for the Town of Cut Knife hereby approves the following payments:

General Cheques:  
#10710 – 10742 in the amount of \$ 300,274.79

Utility Payments (Power, Energy, Telephone)  
In the amount     \$    6,772.73

School Tax Payments (November)  
In the amount     \$    5,228.10

**For a Grand Total of                      \$312,275.62**

Carried.

232/2024     Councillor Feser

BE IT RESOLVED THAT Council for the Town of Cut Knife hereby approves the proposed payments to be paid by credit card or EFT:

**For a Grand Total of                      \$ 11,222.57**

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

233/2024    Councillor Wasmuth

THAT the Statement of Financial Activities for the month of November 2024 be approved as presented.

Carried.

234/2024    Councillor Drake

That we approve the Bank Reconciliations for October 2024 as presented.

Carried.

235/2024    Councillor Drake

That we approve the Bank Reconciliations for November 2024 as presented.

Carried.

236/2024    Councillor Feser

THAT the following OT hours shall be approved for the month of November 2024:

- PW Foreman      4 hours
- PW Operator     2.5 hours
- PW Labour       1 hour

Carried.

237/2024    Councillor Hamel

THAT the following Reports be accepted as presented:

- PW Foreman Report
- Bylaw Officer Reports
- Administrator Report
- Mayor Report
- Museum/Library Report
- Recreation Board
- RCMP Reports
- Health Holdings

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

**Unfinished Business**

238/2024     Councillor Wasmuth

WHEREAS the Town of Cut Knife manages and shares their H2 Notify License with the RM of Cut Knife, and;

WHEREAS the Health complex requested to use said license as well, and;

RESOLVED that we allow Alexander Miller (Facility Manager) and Jonathan Toews (Assistant) to use H2 notify, with the Town of Cut Knife managing it.

Carried.

239/2024     Councillor Hamel

WHEREAS the previous Council for the Town of Cut Knife tabled the optional accidental Death and Dismemberment Application through SUMAssure, for the new Council to decide on, and;

RESOLVED THAT we opt out of said optional insurance.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

\*Councillor Feser is declaring a conflict of interest on the next item of business (two following Resolutions) and is leaving the meeting at 21:00. \*

240/2024     Councillor Pentecost

RE THE BORROWING OF MONEY

WHEREAS the Council for the Town of Cut Knife (hereinafter called the Company) had applied to the Innovation Federal Credit Union to borrow 200,000 for a new well, and;

BE IT RESOLVED:

1. . THAT the Company is hereby authorized to:
  - a. borrow money upon the credit of the Company;
  - b. issue, re-issue, sell or pledge debt obligations of the Company;
  - c. give a guarantee on behalf of the Company to secure performance of an obligation of any purpose;
  - d. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Company, owned or subsequently acquired, to secure any debt obligation of the Company;
  - e. to sign bills, notes, contracts and other evidences of or securities for money borrowed or to be borrowed.
2. THAT the directors of the Company are hereby authorized and empowered from time to time to exercise all or any of the foregoing powers on behalf of the Company in such a manner and subject to such regulations and restrictions as they may see fit.
3. THAT a certified copy of this resolution be delivered to (the "Credit Union") and constitute the authority of the said Credit Union to act thereon, and shall be deemed to continue in force and effect until notice of any amendment, alteration or revocation shall have been given to the said Credit Union.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

241/2024 Councillor Wasmuth

RE: THE AUTHORIZATION OF A SPECIFIC LOAN

WHEREAS the Council for the Town of Cut Knife (hereinafter called the Company) had applied to the Innovation Federal Credit Union to borrow 200,000 for a new well, and;

BE IT RESOLVED:

1. THAT the Company do borrow from (Innovation Federal Credit Union (hereinafter called the "Credit Union") the sum of \$200,000.00 Dollars, with interest at the rate of 4.50000 per centum per annum, and that for the purpose of securing payment of the said sum and all interest, do execute and deliver to the credit union the following:
  - a. LOAN REPAYMENT AGREEMENT
  - b. GENERAL SECURITY AGREEMENT – JUNE 8/09containing such terms and conditions as the credit union may require.
2. THAT, Don McCallum, as Mayor and Deborah Schaefer, as Administrator be and they are hereby authorized to sign and execute the said documents and affix the seal of the Company thereto on behalf of the Company.
3. THAT the said officers are empowered to do such things and execute and deliver such other documents as the said credit union may require for the purpose of securing payment of the said sum and all interest, and otherwise making effective the provisions of this resolution including any additional or substitutional securities.
4. THAT a certified copy of this resolution be delivered to the credit union and constitute the authority of the said credit union to act thereon, and shall be deemed to continue in force and effect until notice of any amendment, alteration or revocation shall have been given the said credit union.

Carried.

\*Councillor Feser is returning to the meeting at 21:10. \*

242/2024 Councillor Feser

WHEREAS the previous Council for the Town of Cut Knife tabled the decommission of the old well to spring to let the new Council to decide on, and;

WHEREAS the recommendation was to not try pulling the drop and pump out of the collapsed well to avoid possible damage to the aquifer or increased decommission fees, and;

RESOLVED that we have McAllister decommission said well in 2025 as per quote.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

243/2024 Councillor Feser

RESOLVED THAT we add the Administrator Deborah Schaefer as director to all Town of Cut Knife CRA accounts, and;

FURTHER RESOLVED THAT we allow Deborah Schaefer and Robert Keys (Admin Assistant) to access said accounts online as well.

Carried.

**New Business**

244/2024 Councillor Hamel

RESOLVED THAT WE apply to Colabria for three (3) credit cards with a limit of \$10,000.00 for Don McCallum (Mayor), Deborah Schaefer (Administrator) and Chris Boyd (Foreman), and;

FURTHER RESOLVED THAT Deborah Schaefer shall have online access as well.

Carried.

245/2024 Councillor Toews

RESOLVED THAT the Town of Cut Knife sets up EFT Banking (Direct Deposit) with the Innovation Federal Credit Union as an optional payment method to be used for Vendors (AP) and Payroll (Paymate), and;

RESOLVED THAT we approve Deborah Schaefer (Administrator) and Robert Keys (Admin Assistant) to administer said program, and;

RESOLVED THAT the following monthly limits; 40,000.00 Payroll and 200,000.00 Vendors shall be applied to the Town of Cut Knife Bank account.

Carried.

246/2024 Councillor Feser

RESOLVED THAT we purchase the Electronic Funds Transfer (EFT) extension from MuniSoft for the Accounts Payable program.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

247/2024 Councillor Wasmuth

RESOLVED THAT we purchase the e-Utility Billing and e-Receipting Notice extensions from MuniSoft.

Carried.

248/2024 Councillor Wasmuth

RESOLVED THAT we renew the Recycling and Garbage removal contract with Loraas for 2025 for the household bins and transfer station.

Carried

249/2024 Councillor Feser

That pursuant to Subsection 220(1) of The Municipalities Act, the TOWN OF CUT KNIFE appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovens, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh, and;

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers, and;

That pursuant to Subsection 221(1) of The Municipalities Act, the TOWN OF CUT KNIFE appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried.

Town of Cut Knife  
Regular Meeting of Council Meeting Minutes – December 9<sup>th</sup>, 2024

**Bylaws & Policies**

250/2024 Councillor Feser

RESOLVED THAT the Council for the Town of Cut Knife initiates an update if the 2009 tangible capital asset policy to be used for the 2024 audit once finalised.

Carried.

251/2024 Councillor Pentecost

RESOLVED THAT the Council for the Town of Cut Knife initiates an update of Bylaw 187-2016 – A Bylaw to regulate the proceedings of Municipal Council and Council's committees.

Carried.

252/2024 Councillor Feser

That this Regular Meeting of Council shall now be adjourned at 23:00 and reconvene on January 13<sup>th</sup>, 2025 at 19:00.

Carried.

  
\_\_\_\_\_  
Mayor Don McCallum  
\_\_\_\_\_  
Administrator Deborah Schaefer