

The Minutes of the Special Meeting of the Council of the Rural Municipality of Leask No. 464 which was held in the Leask Municipal Office on Monday, December 28, 2015.

The meeting was called to order by Deputy Reeve Don Kavanagh at 9:00 a.m.

Present were Deputy Reeve Don Kavanagh, Cindy Driedger, Acting Administrator, Joan Sanfleben Assistant and the following Council members:

Vacant	Reeve
Len Cantin	Division No. 1
Real Diehl -	Division No. 2
Don Kavanagh -	Division No. 3
Ed Musich -	Division No. 4
Robert Girod -	Division No. 5
Victor Unyi -	Division No. 6

The purpose of this meeting is to discuss the following:

- 1) Terms of Employment Contract for the Acting Administrator
- 2) Review Job Description for the Acting Assistant Administrator
- 3) Structure of Office Staffing
- 4) Application for Acting Administrator Permit
- 5) Signing Authority
- 6) Authority for Canada Revenue Agency and Utilities
- 7) Approach individuals in regard to hire on a part time basis to assist for year-end process.
- 8) Letter (Email) to previous A/Administrator regarding payroll

RES #519/15 GIROD: That we adopt the agenda as presented.
 Adopt
 Agenda
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant.
 Carried

RES #520/15 DIEHL: That we add letter of resignation from Jim Joannette dated Dec 21,2015
 Amend
 Agenda
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant.
 Carried

Res #521/15 CANTIN: That we agree to reimburse Cindy Driedger for the Registration Fee in the 1st class LGA in the amount of \$767.20.
 Reimburse
 Regd Fee
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant .
 Carried

Res #522/15 GIROD: To table the Employment Contract draft for review at General January meeting.
 Table
 Contract
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant .
 Carried

Res #523/15 MUSICH: To advertise for an assistant administrator in Sask Jobs, Shellbrook Chronicle & the Rural and Urban Municipalities Websites.
 Advertise
 Assistant
 Div.1 yes, Div.2 no, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant .
 Carried

Res #524/15 DIEHL: That we submit an application for a permit for Acting Administrator.
 Administrator
 Permit Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve absent .
 Carried

Res #525/15 UNYI: That the signing authority be changed at Affinity Credit Union, Leask,
 Signing Saskatchewan, to one of Deputy Reeve Don Kavanagh together with
 Authority Acting Administrator Cindy Driedger.
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve absent .
 Carried

Res #526/15 MUSICH: That the Acting Administrator Cindy Driedger be approved to be the
 Signing contact person for Revenue Canada and all Utility Companies. As well as signing
 Authority authority for all municipal documents pursuant to
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve absent .
 Carried

Res #527/15 DIEHL: That we payout all payroll amounts due to date for Mary Kube in the gross
 Payroll amount of \$1,868.06.
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant .
 Carried

Res #528/15 UNYI: That we adjourn this meeting.
 Adjourn
 Div.1 yes, Div.2 yes, Div.3 yes, Div.4 yes, Div.5 yes, Div.6 yes, Reeve vacant .
 Carried

 DEPUTY REEVE
 DON KAVANAGH

 CINDY DRIEDGER
 ACTING ADMINISTRATOR