

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE RESORT
VILLAGE OF TURTLE VIEW HELD ON THE 28th DAY OF DECEMBER, 2022
IN THE RESORT VILLAGE OF TURTLE VIEW COUNCIL CHAMBERS AT 6:30 P.M.**

PRESENT: Mayor Troy Johnson, Councillor Willie Thompson, Councillor Dennis Schultz and Administrator Lorrie Bannerman.
Councillor Jim Glasrud attended by electronic means through phone.

ABSENT:

CALL TO ORDER: A quorum being present, Mayor Troy Johnson called the meeting to order at 6:31 p.m.

AGENDA:

176/22 **Thompson:** That the agenda be accepted as amended.
Carried

MEETING MINUTES:

177/22 **Schultz:** That the November 16, 2022 Minutes of the Regular Meeting of Council be adopted as presented.
Carried

178/22 **Glasrud:** That the November 26, 2022 Minutes of the Special Meeting of Council be adopted as presented.
Carried

179/22 **Glasrud:** That the November 26, 2022 Minutes of the Public Hearing for Bylaw 27-2022 be adopted as amended.
Carried

CORRESPONDENCE:

180/22 **Glasrud:** That the list of correspondence be dealt with in the proper order of business, a list of which is attached hereto and to form part of the minutes.
Carried

PAYMENT OF ACCOUNTS:

181/22 **Johnson:** That the accounts from Cheque #783 to Cheque #805 and electronic payments from #570878 to #1127857 in the amount of \$102,232.88 be approved for payment, a list of which is attached hereto and to form part of the minutes.
Carried

FINANCIAL BUSINESS:

182/22 **Thompson:** That the financial statements and bank reconciliations for the month of November, 2022 be approved as presented.
Carried

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NEW BUSINESS

PROPOSED SUBDIVISION APPLICATION, LOTS 28 & 29, BLOCK 5, PLAN 102361003:

183/22 **Schultz:** That the subdivision request to have Lots 28 and 29, Block 5, Plan 102361003 to be re-subdivided into the proposed Lots 32 and 33, as described in the community planning File No. SUBD-000916-2022, be approved.

Carried

MUNICIPAL REVENUE SHARING DECLARATION:

184/22 **Johnson:** That the Council of the Resort Village of Turtle View confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- 2021 Audited Financial Statements sent to the Ministry of Government Relations;
- The municipality does not run a municipal Waterworks System;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

TRANSFER STATION 2023 CALENDAR SCHEDULE:

185/22 **Thompson:** That council accept the 2023 Calendar Schedule for the Turtle View Transfer Station which is attached hereto and to form part of the minutes.

Carried

TURTLE VIEW LAGOON EMERGENCY RESPONSE PLAN:

186/22 **Glasrud:** That council approve the Resort Village of Turtle View Lagoon Emergency Response Plan of which is attached hereto and to form part of the minutes.

Carried

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**CONSTRUCTION HEATER PURCHASES AND SURGE PROTECTOR
INSTALLATION:**

- 187/22 **Schultz:** That council approve the purchase of 2 – 4800 Watt Construction heaters for the Turtle View Office and Fire Hall as well as the purchase
- and installation of a whole panel surge protector, all of which will be supplied and installed by Rick Denny for the quoted cost of \$1136.02.
- Carried

IN-CAMERA:

- 188/22 **Glasrud:** That the Turtle View council move into an in-camera meeting as authorized by Part III, of the Local Authority Freedom of information and Protection of Privacy Act, at 8:08 p.m.
- Carried
- 189/22 **Johnson:** That the Turtle View Council come out of the in-camera session and resume the regular meeting of Council at 8:43 p.m.
- Carried

OFFICE ASSISTANT TERM POSITION:

- 190/22 **Jim:** That Starla Denny’s term position be extended for an additional four (4) months, from January 1, 2023 to April 30, 2023, at the wage of \$19.00 per hour.
- Carried

TRANSFER STATION OPERATOR CONTRACT PAY:

- 191/22 **Thompson:** That the Turtle View Transfer Station Operator’s contract pay be increased by \$2.00 per hour for and hourly wage of \$18.50 as of January 1, 2023.
- Carried

ADMINISTRATOR WAGE REVIEW:

- 192/22 **Schultz:** That the RV of Turtle View Council approves a 12% hourly wage increase from \$28.00/hour to \$31.30/hour with a 40-hour work week beginning January 1, 2023 to reflect the Administrator receiving her Standard Certificate of Qualification in Local Government Authority and annual review.
- Carried

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EMPLOYEE SICK DAYS:

193/22 **Schultz:** That the RV of Turtle View Council will provided paid sick days to full-time employees, equivalent to their regular daily wages, that will accumulate sick days at a rate of one (1) day for each month of employment and which will accumulate to a maximum of three (3) days.

Carried

ADMINISTRATOR 2022 HOLIDAYS:

194/22 **Schultz:** That the council approve the Administrator to carry a maximum of 5 days of the 2022 accumulated holidays over to the 2023 year.

Carried

TURTLE WATER STUDY COMMITTEE 2023:

195/22 **Schultz:** That council designates Mayor Troy Johnson and Councillor Willie Thompson as delegates to be a part of the Steering Committee for the Turtle Lake Water Study Committee as requested in the email from the R.M. of Mervin dated December 28, 2022.

Carried

ADJOURNMENT:

196/22 **Johnson:** That we hereby adjourn. Time of adjournment 8.53 p.m.

Carried



MAYOR



ADMINISTRATOR

Correspondence – Regular Council Meeting, December 28, 2022

- Email, PARCS Annual Meeting for 2022 on Saturday, Nov. 26, November 16, 2022
- Email, PARCS, Keep Learning Virtually, Sessions to November 28, November 17, 2022
- Email, PARCS Update #216 showing all previous updates, November 18, 2022
- Email, Concerned Turtle Lake Resident, re: Public Hearing Information, November 21, 2022
- Email, NSRMHH, Update and Minutes from Nov. 21, Meeting, November 29, 2022
- Email, Ratepayer, requesting that his regards be put on the RVTV Webpage, Nov. 29, 2022
- Email, SUMAssure Annual Newsletter, November 29, 2022
- Email, PARCS UPDATE, #218, The Water Security Agency at Work, December 5, 2022
- Letter mail, City of Meadow Lake, Re: Retainer Estimate on Protection Agreement and New Fire Chief hire, December 9, 2022
- Email, PARCS UPDATE #218.2, The Water Security Agency at Work – Part 2, December 10, 2022
- Email, Kinetic GPO, Christmas Card, December 14, 2022
- Email, Lynne Saas, Co-ordinator of Member Services, PARCS, RE: inquiring about Zoning Bylaws for dealing with Bunk Houses, December 14, 2022
- Email, Municipalities Today newsletter, December 15, 2022
- Email, SUMAssure, Risk Management Bulletin, Winter Preparedness, December 15, 2022
- Webpage, Suma, 2023 SUMA Group Benefits Program Update, December 15, 2022
- Email, Seasons Greetings from Alan and Brenda at Wallace Insights, December 16, 2022
- Email, PARCS UPDATE #218.3, The Water Security Agency at Work, December 18, 2022
- Email, PARCS, Happy Holidays, December 18, 2022
- Webpage, Gov't of SK, 2023 Assessment Season – Information Sheet, December 20, 2022
- Email, Season's Greetings, Johnson Shooyama Graduate School of Public Policy, December 20, 2022
- Email, North Sask River Municipal Health Holdings Inc., Update and Minutes from Dec. 19, 2022 meeting, December 22, 2022
- Email, BrownLee Law, Happy Holidays, December 22, 2022

SCHEDULE OF PAYMENTS SUBMITTED TO REGULAR COUNCIL MEETING, DECEMBER 28, 2022

Cheques

783	Lorrie Bannerman	\$3,185.81
784	Starla Denny	\$1,137.32
785	Shannon McDonnell	\$371.25
786	MEPP	\$1,146.12
787	Receiver General For Canada	\$1,894.75
788	SUMA	\$392.27
789	Superior Cabinets	\$1,272.34
790	Meadow Lake Properties Ltd.	\$36,197.10
791	Meadow Lake Properties Ltd.	\$22,200.00
792	Bee-J's Office Plus	\$313.31
793	Chuck Brander	\$201.34
794	Canada Post	\$96.60
795	City of Meadow Lake	\$60.00
796	Lorrie Bannerman	\$217.20
797	Luseland Motors	\$2,782.50
798	McDougall Gauley LLP	\$2,941.50
799	Mediquest Technologies Inc.	\$495.60
800	Millard Contracting	\$4,699.20
801	Regional New-Optimist	\$658.35
802	Dennis Schultz	\$2,539.82
803	Success Office Systems	\$15.75
804	SUMA	\$782.00
805	West Yellowhead Waste Resource	\$568.29

Electronic Payments

57088	Sasktel	\$99.40
570878	SaskPower	\$31.80
570880	SaskPower	\$255.86
570882	SaskPower	\$60.20
570884	SaskPower	\$60.20
570886	SaskEnergy	\$213.83
570890	Xplornet Communications Inc.	\$105.44
1127857	Saskatchewan eTax Services	\$17,237.73
	Total:	\$102,232.88

RESORT VILLAGE OF TURTLE VIEW TRANSFER STATION 2023 HOURS OF OPERATION

January						
S	M	T	W	T	F	S
	X	3	4	5	6	7
X	9	10	11	12	13	14
X	16	17	18	19	20	21
X	23	24	25	26	27	28
X	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
X	6	7	8	9	10	11
X	13	14	15	16	17	18
X	20	21	22	23	24	25
X	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
X	6	7	8	9	10	11
X	13	14	15	16	17	18
X	20	21	22	23	24	25
X	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
X	3	4	5	6	7	8
X	10	11	12	13	14	15
X	17	18	19	20	21	22
X	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	25	26	X
X	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	X
X	5	6	X	8	9	X
X	12	13	X	15	16	X
X	19	20	X	22	23	X
X	26	27	X	29	30	

July						
S	M	T	W	T	F	S
						X
X	X	4	X	6	8	X
X	10	11	X	13	14	X
X	17	18	X	20	21	X
X	24	25	X	27	28	X
X	31					

August						
S	M	T	W	T	F	S
		1	X	3	4	X
X	X	8	X	10	11	X
X	14	15	X	17	18	X
X	21	22	X	24	25	X
X	28	29	X	31		

September						
S	M	T	W	T	F	S
					1	X
X	X	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X

October						
S	M	T	W	T	F	S
X	2	3	4	5	6	X
X	X	10	11	12	13	14
X	16	17	18	19	20	21
X	23	24	25	26	27	28
X	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
X	6	7	8	9	10	11
X	13	14	15	16	17	18
X	20	21	22	23	24	25
X	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
X	4	5	6	7	8	9
X	11	12	13	14	15	16
X	18	19	20	21	22	23
X	25	26	27	28	29	30
X						

X DENOTES TRANSFER STATION DAYS

WINTER HOURS (OCTOBER – APRIL) – OPEN 10 AM – 5 PM ON DATES SHOWN ABOVE

SUMMER HOURS (MAY – SEPTEMBER) – OPEN 9 AM – 5 PM ON DATES SHOWN ABOVE, WEEKENDS AND STAT HOLIDAYS

– OPEN 1 PM – 5 PM, WEDNESDAY, ON DATES SHOWN ABOVE

Resort Village of Turtle View Lagoon

EMERGENCY RESPONSE PLAN

Emergency Response Plan

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Emergency Response Plan

Introduction

The *Resort Village of Turtle View* response plan sets out appropriate procedures to address foreseeable emergencies. This plan is to provide direction for a response to an emergency affecting the Turtle View Lagoon. It is important that the Council, Mayor, Administrator and those persons who will be responding to an emergency know contents of this plan. The key elements of this plan are:

1. What is the nature of the emergency?
2. What is to be done? and
3. Who does it?

Emergency and contingency responses include the following:

- Accidents Emergencies;
- Environmental and Operation Contingencies.

Emergency Plan Updates

The Administrator and Council will review the emergency plan after every election cycle and following an emergency incident to ensure that:

- Emergency response procedures for the *Resort Village of Turtle View* are effective and updated as necessary;
- Appropriate individuals are appointed to manage emergency situations;

Emergency Notification

Upon observing or being in receipt of a warning of a real or potential emergency, that person will immediately contact office or Turtle View Council in person or by phone.

Contact Numbers:

Turtle View Office: 306-845-1440

Certified Wastewater Operator – Rick Matthews – (306) 845-9187

Mayor – Troy Johnson - (306) 240-8620

Councillors – Willie Thompson – (306) 441-7009

- Dennis Schultz – (780) 933-7610

- Jim Glasrud – (306) 221-7252

RCMP /Fire/1st Responders – 9-1-1

Emergency Organization

The key to success of the emergency plan is to assign a responsible person to take charge of an emergency situation. The Administrator is designated to have the primary responsibility to manage emergency situations at the lagoon. The Certified Wastewater Operator is designated as the alternate person responsible.

The *Administrator* or Certified Wastewater Operator will have **complete commission** for the duration of the emergency. This together with continual review and updating of the plan will be undertaken to ensure an efficient and effective response to any emergency that may occur.

Emergency Response Plan

Administrator Responsibility

The *Administrator* has the responsibility to:

- Declare an emergency;
- Review and update the emergency response procedures;
- Ensure that all emergency response procedures are appropriate;
- Respond to all emergencies and to contact appropriate emergency response agencies;
- Establish control of the emergency prior to the arrival of appropriate emergency response agencies;
- Direct personnel and site visitors to a safe muster point;
- Liaise with the emergency response representatives upon their arrival;
- Correct any potential emergency or unsafe situations; and
- Complete necessary documentation with respect to emergencies.

The *Administrator* will report any emergency or contingency situations to the Certified Wastewater Operator and Council. The Administrator will contact the appropriate agencies to report incidents related to environmental or health and safety issues related to the emergency or contingency activities.

Evacuation Procedures

In the event that an area or structure at the lagoon must be evacuated due to emergency situations, site visitors will be evacuated. Site visitors will exit the property through the main entrance.

The prime consideration for the Administrator or Certified Wastewater Operator is to ensure that all site visitors are safely evacuated.

The Administrator or Certified Wastewater Operator will:

- Await for appropriate emergency response personnel; and
- As required, establish perimeter security or other actions that may be warranted by specific circumstances.

It is imperative that all site visitors stay out of the Lagoon area until the Administrator or Certified Wastewater Operator gives permission to return to the respective site. Upon termination of the emergency, an "All Clear" will be indicated to allow visitors to return. Under NO circumstances will site visitor return to the work area prior to receiving permission from the Administrator or Certified Wastewater Operator.

Emergency Response Plan

Vehicle or Equipment Accidents

All vehicle accidents should be reported and an investigation as to the cause should be carried out. Following the investigation, appropriate mitigative measure should be determined and implemented to avoid future accidents.

Prevention

- Safety Plan and Procedures.

Response Plan

Action	Time Frame	Who?	Resources
Report the accident to the Administrator/Turtle View Office	Immediately	<ul style="list-style-type: none"> • Sewer Haulers • On-Site Workers 	
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> • Administrator 	
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	
Conduct an investigation to the cause of the accident and prepare appropriate mitigative measures	Within 1 month of the accident	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	

Environmental Contingencies

Environmental and operational contingencies may vary in degree of their nature and seriousness, and therefore actual situations will dictate the appropriate actions and responses that should be undertaken. Generally, the response plan includes the following steps:

- Secure and contain the problem;
- Verify and validate the problem;
- Investigate the cause and potential risk;
- Assess appropriate corrective actions;
- Implement the corrective action; and
- Review operation procedures and preventative measures.

Notification

In the event of an off-site release, the Administrator is to immediately contact Certified Wastewater Operator and Council and provide information on:

- The nature and status of the release; and
- Activities and corrective actions being undertaken.

Documentation

All incidents and corrective measures undertaken will be documented and maintained in the operating record.

Emergency Response Plan

The following pages provide a general response plan and checklists for various situations that may arise.

Cell Leakage or Overflow

Prevention

- Monitoring of Cell Structure
- Liquid Levels Screening
- Training and Awareness

Response Plan Time Frame

Action	Time Frame	Who?	Resources
Inform the Administrator of the infraction	1 hour	<ul style="list-style-type: none"> • Sewer Haulers • Certified Wastewater Operator 	
Document nature of incident and actions taken	1 hour	<ul style="list-style-type: none"> • Administrator 	
Implement necessary mitigative measures	1 month	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	

Response Plan

Action	Time Frame	Who?	Resources
Cease operations on the lagoon property	Immediate	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	
Isolate the area and construct containment around the perimeter of the leak/overflow	Immediate	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	
Determine source of leak/overflow	Immediate	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	
When identified, take corrective measures	Immediate	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 	

Emergency Response Plan

Action	Time Frame	Who?	Resources
Review procedures and practices, and implement mitigative measures	2 months	<ul style="list-style-type: none">• Administrator• Certified Wastewater Operator• Turtle View Mayor and Council	

The Administrator has the right to close the facility due to any conditions that may affect the health and safety of site visitors of the facility, without notice. Should this occur, notice will be posted on the gates as well as on the Turtle View Website. The sewage haulers that have access to use the lagoon will be contacted directly by phone.

Emergency Response Plan

Check Lists:

General

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Identify the Emergency	Immediately	<ul style="list-style-type: none"> • Sewage Hauler • Certified Wastewater Operator 		
Is there a need to Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Evacuate and secure the area.	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
If necessary call 911	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Is it a medical emergency? go to Medical Emergency check list	Immediately			
Is it an accident? Go to accident check list	Immediately			
Is it environmental? Go to accident check list	Immediate	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		

Emergency Response Plan

Medical Emergency:

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Assess site conditions for personal safety and safety of others, and take appropriate actions to secure unsafe areas	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Attend to the injured person and apply First Aid	Immediately when safe to do so	<ul style="list-style-type: none"> • Administrator 		
Contact 911 if Warranted	Immediately	<ul style="list-style-type: none"> • Administrator 		
Stay with the injured person until medical assistance arrives	Duration of medical emergency	<ul style="list-style-type: none"> • Administrator 		
Conduct an investigation to determine the cause of the injury and prepare appropriate mitigative measures	Investigate immediately following the incident. Complete mitigative measures within 1 month of the incident.	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		

Accidents:

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Report the accident to the Turtle View Office Administrator or Certified Wastewater Operator	Immediately	<ul style="list-style-type: none"> • All Site Visitors 		
If the damage is significant, call the RCMP, take pictures.	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		

Emergency Response Plan

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Conduct an investigation to the cause of the accident and prepare appropriate mitigative measures	Within 1 month of the accident	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator • RCMP • Occupational Health and Safety 		

Environmental Emergency:

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Evacuate and secure the area, if warranted	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Verify and Validate the Problem	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Investigate the cause	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Assess Appropriate corrective actions	Immediately	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Implement the Corrective action	Immediately when safe to do so	<ul style="list-style-type: none"> • Administrator • Certified Wastewater Operator 		
Notify Appropriate individuals. Sask. Environment. 1-800-667-7525 and WSA Upset Reporting Line 1-844-536-9494	Immediately	<ul style="list-style-type: none"> • Administrator 		

AGENDA FOR THE RESORT VILLAGE OF TURTLE VIEW MEETING OF
COUNCIL AT THE RESORT VILLAGE OF TURTLE VIEW COUNCIL
CHAMBERS ON SATURDAY, DECEMBER 28, 2022 6:30 P.M.

- a) Call to Order
- b) Approval of Agenda
- c) Adoption of November 16, 2022 Regular Meeting Minutes, November 26, 2022 Special Meeting Minutes & November 26, 2022 Public Hearing For Bylaw #27-2022 Minutes
- d) Proclamations, Presentations & Recognition
- e) Public Hearings
- f) Delegations
- g) Correspondence
- h) Reports of Administration and Committees
- i) Payment of Accounts
- j) Financial Statements and Bank Reconciliation
- k) Mayor and Councillors Forum
- l) Unfinished Business
 - Office Firehall Construction Update
- m) New Business
 - Proposed Subdivision, Lots 28 & 29, Block 5, Plan No. 102361003
 - Road Maintenance Agreement
 - Municipal Revenue Sharing Grant
 - Provincial Traffic Safety Fund Grant
 - Transfer Station 2023 Calendar, Hours of Operation and Updated Site Information
 - Emergency Response Plan for the Turtle View Lagoon
 - Construction Heater Purchases and Surge Protector Installation
 - Office Assistant Term Position
 - Transfer Station Operator
 - Administrator Performance Review and Wage Review
 - Employee Sick Days
 - Administrator 2022 Holidays
 - Turtle Lake Water Study Committee 2023
- n) Adjournment