

M-11 (a)

Rural Municipality of Clayton No. 333

Meeting Minutes

Regular January 8, 2020 - 09:00 AM

113 1 Ave. N., Hvas, SK

In Attendance:

Reeve Hicks, Councillor Jacquemart, Councillor Serdachny, Councillor Rubletz, Councillor Ball, Assistant Administrator Papp

Absent:

Councillor Ferstl, Councillor Perepeluk

Call To Order

A quorum being present, Reeve Duane Hicks called the meeting to order at 9:08 am.

Addition to Agenda

The we have no additions to the agenda.

Conflict of Interest

That Lorne Ball declared a Conflict of Interest regarding wage reviews for Sabrina Chernyk.

Confirmation of Minutes

2020-0001 **Moved by:** Councillor Lorne Ball

That we adopt the minutes of the December 19, 2019 meeting as presented.

CARRIED

Reports of Administration and Committees

Maintenance Workers Report

2020-0002 **Moved by:** Councillor Dwight Rubletz

That the Maintenance report be approved as verbally presented. That we hire an electrician to install an exterior outlet for the office.

CARRIED

Financial Statements

2020-0003 **Moved by:** Councillor Darin Jacquemart

That we approve the Statement of Financial Activities for the month of December, as presented.

CARRIED

List of Accounts for Approval

2020-0004 **Moved by:** Councillor Dean Serdachny

That we approve the List of Accounts for Approval in the amount of \$303,783.73.

CARRIED

Employee Reviews - Andrew Gazdewich

2020-0005 **Moved by:** Councillor Lorne Ball

That we raise Andrew Gazdewich's rate of pay to \$69,839.13 per year with the standard employment agreement.

CARRIED

Bank Reconciliation

2020-0006 **Moved by:** Councillor Dwight Rubletz

That the Bank Reconciliation for the month of December be approved as presented.

CARRIED

Employee Reviews - Allan Boen

2020-0007 **Moved by:** Councillor Dean Serdachny

That we raise Allan Boen's rate of pay to \$30.00 per hour with the standard employment agreement.

CARRIED

Initials:

RP *[Signature]*

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Delegations**1:00 pm - Dale Griffith**

2020-0008

Dale Griffith Drainage Project**Moved by:** Councillor Lorne Ball

That the project proposed by Dale Griffith, as per the Water Security Agency's plan number E5-105120-1, be granted sanction by the Rural Municipality of Clayton No. 333 to utilize the RM's road allowances and culvert infrastructure. The project is outlined on WSA Plan number E5-105120-1 which has been signed and sealed by the RM.

CARRIED**1:30 pm - Rhonda Bellefeuille**

2020-0009

Appointment of Administrator and Signing Authority**Moved by:** Councillor Darin Jacquemart

That we accept the contract of employment as Administrator with Rhonda Bellefeuille, at the annual rate of \$40,000.00 with an additional \$10,000 to cover travel and accommodation expenses, which will be reviewed in 3 months.

Whereas the Council of the Rural Municipality of Clayton No. 333 has appointed Rhonda Bellefeuille as Administrator effective January 8, 2020;

Be it resolved that in accordance with Section 115(5) of the Municipalities Act, the Rural Municipality of Clayton No. 333 hereby appoints signing authority to be one member of council and one member of administration as follows:

- Reeve: Duane Hicks, or
- Deputy Reeve: Darin Jacquemart; and
- Administrator: Rhonda Bellefeuille, or
- Assistant Administrator: Tanya Papp

And further that Kelly Kim Rea be removed, and Rhonda Bellefeuille and Tanya Papp be added, as authorized officers and contacts and all other such titles on all accounts associated with the Rural Municipality of Clayton No. 333 including:

- Affinity Credit Union Online Banking Access
- Telpay Services
- MEPP
- CAFT
- Utility Accounts including SaskPower, SaskTel, SaskEnergy
- Canada Revenue Agency Payroll Accounts and Business Accounts
- Revenue Canada's online WEB services

CARRIED**Communications**

2020-0010

Correspondence**Moved by:** Councillor Dean Serdachny

That the correspondence being read be filed for future reference.

Correspondence A:

- **SMHI** - Yearly Claim letter
- **Frank Kasper** – email regarding trapping on RM land
- **Saskatchewan Public Safety Agency** - ISC 200 training opportunity
- **MuniSoft** – Training for new staff
- **NEATPC** – Message from Chairperson
- **Titan Services Ltd.** – Contractor procurement equipment List
- **John Kardynal** – Snowplowing and grain bin concerns
- **PRWMA** – January 27, 2020 meeting package and nomination form
- **Ministry of Government Relations** – ICIP Grant Application
- **CN Public Works** – Confirmation email regarding railway crossing data
- **Wood Research & Development** – Bridge Inspection Email

SARM Correspondence:

- **SARM** - Board Elections
- **SARM** - Resolution Deadline for 2020 Annual Convention
- **SARM** - Liability Self-Insurance Plan Renewal
- **SARM** - Fidelity Bond Self-Insurance Plan Renewal

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2020-0011 **Trapping Request from Frank Kasper**
Moved by: Councillor Darin Jacquemart

That we allow Frank Kasper to trap skunks in RM culverts as long as legal means are used.

CARRIED

2020-0012 **MuniSoft Training for Administration**
Moved by: Councillor Dwight Rubletz

That we allow Administration to take MuniSoft training as per the provided quote.

CARRIED

Reeve and Councillors Forum
 2:45 pm - Chambers closed for bridge discussion
 3:10 pm - Chambers reopened

2020-0013 **Bridge Discussion**
Moved by: Councillor Dean Serdachny

That we approve Option 1 for the continuation of the Geotechnical Evaluation at the Dyck Memorial Bridge site as outlined by our engineering advisor. Also, that we extend our budget for engineering services under Billing Group 315 by \$15,000.00.

CARRIED

Unfinished Business

2020-0014 **Asset Management Preliminary Report**
Moved by: Councillor Darin Jacquemart

That we arrange a conference call or in person meeting with AllNorth to explain the Asset Management Preliminary Report at our February Meeting.

CARRIED

New Business

2020-0015 **Employee Reviews - Chad Killniak**
Moved by: Councillor Dwight Rubletz

That we raise Chad Killniak's rate of pay to \$ 76,834.88 per year with the standard employment agreement.

CARRIED

3:25 pm - Councillor Ball left Chambers.

2020-0016 **Employee Reviews - Sabrina Chernyk**
Moved by: Councillor Dean Serdachny

That we raise Sabrina Chernyk's rate of pay to \$26.00 per hour with the standard employment agreement.

CARRIED

3:30 pm - Councillor Ball returned to chambers.

2020-0017 **Employee Reviews - Dillon Nokinsky**
Moved by: Councillor Lorne Ball

That we raise Dillon Nokinsky's rate of pay to \$25.00 per hour with the standard employment agreement.

CARRIED

3:35 pm - Assistant Administrator Papp left the chambers
 3:45 pm - Assistant Administrator Papp returned to chambers

2020-0018 **Employee Reviews - Tanya Papp**
Moved by: Councillor Dwight Rubletz

That we raise Tanya Papp's rate of pay to \$27.00 per hour with the standard employment agreement.

CARRIED

Initials: DA DR

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2020-0019 **Administrative Assistant Ad**
Moved by: Councillor Darin Jacquemart

That we advertise the Administrative Assistant position for the Municipal Office, in all three local papers and on the Sask Jobs website, with an application deadline of March 2, 2020.

CARRIED

2020-0020 **Saskatchewan Lotteries Community Grant Program (TIPS)**
Moved by: Councillor Dean Serdachny

That the RM population for the Saskatchewan Lotteries Community Grant Program be divided as follows;
Sturgis - 59, Hyas - 70, Norquay - 261, Stenen - 100, Sandy Beach - 102. If any of the boards do not apply, then their share shall be split between the remaining parties in ratio.

CARRIED

2020-0021 **Municipal Revenue Sharing Declaration of Eligibility**
Moved by: Councillor Lorne Ball

The Council of the Rural Municipality of Clayton No. 333 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- 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

2020-0022 **Additional Bills**
Moved by: Councillor Darin Jacquemart

That we pay the presented additional bills in the amount of \$2,878.30.

CARRIED

2020-0023 **Adjournment**
Moved by: Councillor Lorne Ball

We adjourn this meeting at 4:00 pm.

CARRIED



Reeve



Administrator

Initials:  