Rural Municipality of Clayton No. 333

Meeting Minutes

Regular December 14, 2022 - 09:00 AM

113 1 Ave. N., Hyas, SK

In Attendance:

Reeve Griffith, Councillor Hicks, Councillor Jacquemart, Councillor Serdachny, Councillor Perepeluk, Councillor Rubletz, Councillor Ball, Administrator Papp

Call To Order

A quorum being present, Reeve Hal Griffith called the meeting to order at 9:00 a.m.

Oath of Office

The Oath of Office was signed by the Division 4 Councillor on November 21, 2022.

Addition to Agenda

THAT we accept the agenda with the following additions:

- Grant Penner Road
- Ag Land Purchase for Dale Griffith
- Contract for new road
- Logging Contract for Tim Derkach
- Wage Incentives Program

Conflict of Interest

Reeve Griffith declared a conflict of interest regarding Resolution No. 2022-00236, Dale Griffith Land Purchase.

Confirmation of Minutes

2022-00213 **Moved by:** Councillor Duane Hicks

THAT we approve the minutes of the November 10, 2022 meeting as presented.

CARRIED

Reports of Administration and Committees

Financial Statements

2022-00214 **Moved by:** Councillor Dwight Rubletz

THAT we accept the Statement of Financial Activities for the month of November 2022 as presented.

CARRIED

List of Accounts for Approval

2022-00215 **Moved by:** Councillor Darin Jacquemart

THAT the circulated List of Accounts for Approval in the amount of $318,323.95, which includes cheque numbers 4980 to 5004, EFT numbers 3076 to 3100 and other direct payments numbered 20221107 to 20221123 and 20221201 to 20221215, be accepted and approved for payment.

CARRIED

Additional Bills

2022-00216 **Moved by:** Councillor Lorne Ball

THAT we pay the presented additional bills in the amount of $49,352.53 as per Accounts Payable Invoice Batches No. 2022-00179 and 2022-00175.

CARRIED

Delegation

11:20 a.m. - Foreman Chad Killniak, Andrew Gazdewich, Allan Boen, Sabrina Chernyk and Jordan Marshall entered Council Chambers to present a verbal maintenance report.

12:15 p.m. - Andrew Gazdewich, Allan Boen, Sabrina Chernyk and Jordan Marshall departed Council Chambers.
12:45 p.m. - Foreman Chad Killniak departed Council Chambers.

Approval of Reports

2022-00217 **Moved by:** Councillor Dean Serdachny

THAT the Administrator, Maintenance and Committee reports be accepted as presented:

- SARM Mid Term Convention - Councillor Lorne Ball & Administrator Tanya Papp
- ECMA - Administrator Tanya Papp
- APAS - Councillor Lorne Ball
- Parkland Regional Library - Councillor Ron Perepeluk

CARRIED

Delegation

12:50 p.m. - Allan Boen entered Council Chambers for an Employee Review.
1:05 p.m. - Allan Boen departed Council Chambers.

Employee Review - Allan Boen

2022-00218 **Moved by:** Councillor Ron Perepeluk

THAT we raise Allan Boen's rate of pay to $33.00 per hour effective January 1, 2023 as per the standard employment agreement.

CARRIED

Delegation

1:10 p.m. - Sabrina Chernyk entered Council Chambers for an Employee Review.
1:20 p.m. - Sabrina Chernyk departed Council Chambers.

Employee Review - Sabrina Chernyk

2022-00219 **Moved by:** Councillor Duane Hicks

THAT we raise Sabrina Chernyk's rate of pay to $30.00 per hour effective January 1, 2023 as per the standard employment agreement.

CARRIED

Communications

Correspondence

2022-00220 **Moved by:** Councillor Darin Jacquemart

THAT the circulated correspondence be filed for future reference:

- **PRWMA (Parkland Regional Waste Management Authority)** – January 2023 Meeting Package and Nomination Forms
- **Parkland Regional Library** – Letter regarding the Semi-Annual Meeting held on October 29, 2022
- **HELP** – 2023 Subsidized Shelterbelt Tree Program
- **Highway Hotline** – Winter Weight Order and Pilot Order
- **SARM** – Bill C-21 and Recent Firearm Amendments
- **Highway 9 Regional Potable Water Supply System** – September 8, 2022 Steering Committee Meeting Information and Project Fact Sheet
- **Highway Hotline** – Winter Weight Bulletin 2022-23
- **APAS** – December 8-9, 2022 General Meeting Package
- **Norquay Veterinary Service Board Inc.** – November 2, 2022 Meeting Package

CARRIED

PRWMA Appointment

2022-00221 **Moved by:** Councillor Dwight Rubletz

THAT The Rural Municipality of Clayton No. 333 appoints Lorne Ball to the PRWMA Board.

CARRIED

Delegation

2:15 p.m. - Foreman Chad Killniak entered Council Chambers for an Employee Review.
2:25 p.m. - Foreman Chad Killniak departed Council Chambers.

Employee Review - Chad Killniak

2022-00222 **Moved by:** Councillor Dean Serdachny

THAT we raise Chad Killniak's rate of pay to $83,240.00 per year effective January 1, 2023 as per the standard employment agreement.

CARRIED

Delegation

2:30 p.m. - Andrew Gazdewich entered Council Chambers for an Employee Review.
2:40 p.m. - Andrew Gazdewich departed Council Chambers.

Employee Review - Andrew Gazdewich

2022-00223 **Moved by:** Councillor Ron Perepeluk

THAT we raise Andrew Gazdewich's rate of pay to $76,300.00 per year effective January 1, 2023 as per the standard employment agreement.

CARRIED

Delegation

2:45 p.m. - Jordan Marshall entered Council Chambers for an Employee Review.
2:50 p.m. - Jordan Marshall departed Council Chambers.

Employee Review - Jordan Marshall

2022-00224 **Moved by:** Councillor Dwight Rubletz

THAT we raise Jordan Marshall's rate of pay to $30.00 per hour effective January 1, 2023 as per the standard employment agreement.

CARRIED

Reeve and Councillors Forum

Legal Discussion

In Camera

2022-00225 **Moved by:** Councillor Lorne Ball

THAT we go In Camera at 3:00 p.m. to discuss legal issues related to the DMR Bridge.

CARRIED

Out of Camera

2022-00226 **Moved by:** Councillor Duane Hicks

THAT Council comes out of Camera at 3:30 p.m.

CARRIED

Unfinished Business

Public Disclosure Statement

2022-00227 **Moved by:** Councillor Darin Jacquemart

THAT we acknowledge the Administrator has received and filed the Public Disclosure Statement submitted by Councillor Ron Perepeluk.

CARRIED

New Business

Purchase of Stamps

2022-00228 **Moved by:** Councillor Duane Hicks

THAT we authorize the purchase of 22 rolls of stamps for the 2023 year in the amount of $2,125.20 including tax.

CARRIED

Initials: [redacted]

Clearing the Path (CTP) Declaration

2022-00229 **Moved by:** Councillor Darin Jacquemart

THAT we authorize the Administrator and Reeve to sign the CTP declaration.

CARRIED

Municipal Revenue Sharing Declaration

2022-00230 **Moved by:** Councillor Dean Serdachny

THAT 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 2021 Audited Financial Statement 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;
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and
- The municipality does not run a Municipal Waterworks System.

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

CARRIED

Notice of Planned Procurement

2022-00231 **Moved by:** Councillor Ron Perepeluk

THAT the Rural Municipality of Clayton No. 333 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2023 and December 31, 2023. FURTHERMORE, THAT we post our intention to participate in SARM's buying group on the SaskTenders website annually.

CARRIED

Insurance Renewals - SGI

2022-00232 **Moved by:** Councillor Lorne Ball

THAT we renew and pay our insurance policy with SGI through Miller Agencies.

CARRIED

Insurance Renewals - SARM

2022-00233 **Moved by:** Councillor Dwight Rubletz

THAT we table the discussion about increasing our excess liability insurance until the January Council Meeting.

CARRIED

Municipal Hail Levy

2022-00234 **Moved by:** Councillor Ron Perepeluk

THAT we pay out the outstanding Hail Levy to SMHI and move the arrears to Municipal Taxes on December 31, 2022.

CARRIED

Municipal Office Holiday Hours

2022-00235 **Moved by:** Councillor Darin Jacquemart

THAT during the holiday season, the municipal office shall be closed on December 26 to 27, 2022 and January 2, 2023. Regular office hours of Monday to Thursday from 9:00 a.m. to 4:00 p.m. shall resume on January 3, 2023.

CARRIED

Purchase of Ministry of Agriculture Land - NW 30 36 01 W2

2022-00236 **Moved by:** Councillor Duane Hicks

THAT we table this discussion until the January Council Meeting.

CARRIED

Brush Clearing at Hicks' Pit

2022-00237 **Moved by:** Councillor Dean Serdachny

THAT we table this discussion until council reviews the project and meets with Tim Derkach.

CARRIED

Extension of Time

2022-00238 **Moved by:** Councillor Ron Perepeluk

THAT we extend the time of the meeting past 4:00 p.m.

CARRIED UNANIMOUSLY

Probation Review - Teala Macek

2022-00239 **Moved by:** Councillor Dean Serdachny

THAT we let Teala Macek go on December 15, 2022.

CARRIED

Division Boundaries Review Policy

2022-00240 **Moved by:** Councillor Dwight Rubletz

THAT we adopt the attached Division Boundaries Review Policy with revisions made.

CARRIED

Employee Review - Tanya Papp

5:10 p.m. - Administrator Tanya Papp was asked to leave Council Chambers to discuss an Administrator Performance Review.
5:15 p.m. - Administrator Tanya Papp returns to Council Chambers.

Administrator Wage

2022-00241 **Moved by:** Councillor Lorne Ball

THAT we raise Tanya Papp's rate of pay to $35.00 per hour effective January 1, 2023.

CARRIED

Adjournment

2022-00242 **Moved by:** Councillor Darin Jacquemart

THAT we adjourn this meeting at 5:20 p.m.

CARRIED

[redacted]
Reeve

[redacted]
Administrator

Initials: [redacted]