Rural Municipality of Clayton No. 333

Meeting Minutes

Regular June 14, 2023 - 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.

Delegation – Maintenance Department

9:05 a.m. – Foreman Chad Killniak, Andrew Gazdewich, Allan Boen and Jordan Marshall entered Council Chambers to present a verbal maintenance report.
9:52 a.m. – Foreman Chad Killniak, Andrew Gazdewich, Allan Boen and Jordan Marshall departed Council Chambers.

Addition to Agenda

THAT we accept the agenda with the following additions:

- Legal Discussion for Bridge
- Dust Control

Conflict of Interest

THAT Councillor Darin Jacquemart declared a conflict of interest regarding Resolution No. 2023-00135 hiring of Miranda Petryshyn as Administrative Assistant.

Confirmation of Minutes

2023-00118 **Moved by:** Councillor Duane Hicks

THAT we approve the minutes of the May 3, 2023 meeting as presented.

CARRIED

Reports of Administration and Committees

Maintenance Worksheet

2023-00119 **Moved by:** Councillor Darin Jacquemart

THAT the following worksheet be given to the Maintenance Staff:

Job	Name	Road #	Land Description
Gravelling	RM Shop		
Estimate for Cement		River Road	E 1/2 10 35 01 W2
3" gravel	D. Unger & E. Vanin	351/2011	

CARRIED

Letter to Ratepayer

2023-00120 **Moved by:** Councillor Dwight Rubletz

THAT we write a letter to owner # 982 requesting that the steel wheels at the end of the driveway located at SE 23 35 02 W2 are removed as they are in the municipal right of way and are a hazard to motorists and recreational vehicles.

CARRIED

Culvert Quotes

2023-00121 **Moved by:** Councillor Lorne Ball

THAT we purchase culverts from Prairie Steel in the amount of $50,535.46 as per the attached quote.

CARRIED

Delegation - Maxine Thiessen

10:25 a.m. - Maxine Thiessen entered Council Chambers regarding brush clearing at NE 17 36 01 W2.
10:40 a.m. - Maxine Thiessen departed Council Chambers.

Delegation - Kelly and Ollie Turel

10:49 a.m. - Kelly and Ollie Turel entered Council Chambers regarding maintaining the trail to NW 12 37 02 W2.
11:09 a.m. - Kelly and Ollie Turel departed Council Chambers.

Financial Statements

2023-00122 **Moved by:** Councillor Ron Perepeluk

THAT we accept the Statement of Financial Activities for the month of May 2023 as presented.

CARRIED

List of Accounts for Approval

2023-00123 **Moved by:** Councillor Dean Serdachny

THAT the circulated List of Accounts for Approval in the amount of $119,107.43, which includes cheque numbers 5140 to 5167, EFT numbers 3220 to 3248 and other direct payments numbered 20230506 to 20230519 and 20230601 to 20230604, be accepted and approved for payment.

CARRIED

Additional Bills

2023-00124 **Moved by:** Councillor Darin Jacquemart

THAT we pay the presented additional bills in the amount of $72,790.17 as per Accounts Payable Invoice Batch # 2023-00076 and 2023-00077.

CARRIED

11:55 a.m. - Councillor Duane Hicks departed Council Chambers.

Approval of Reports

2023-00125 **Moved by:** Councillor Dwight Rubletz

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

- Swan Plain Annual General Meeting - Reeve Hal Griffith, Councillor Ron Perepeluk, Administrator Tanya Papp
- SARM Divisional Meeting - Councillor Lorne Ball
- RMAA Convention - Administrator Tanya Papp

CARRIED

In Camera

2023-00126 **Moved by:** Councillor Dean Serdachny

THAT council proceeds In Camera at 12:15 p.m. to discuss legal matters pursuant Section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

Out of Camera

2023-00127 **Moved by:** Councillor Dwight Rubletz

THAT Council comes out of Camera at 12:22 p.m.

CARRIED

12:23 p.m. - Councillor Duane Hicks returned to Council Chambers.

Delegations

- 10:30 a.m. - Maxine Thiessen
- 11:00 a.m. - Kelly and Ollie Turel
- 1:00 p.m. - Miles and Robert Malanowich
- 1:30 p.m. - Vern Steranko

Delegation - Miles and Robert Malanowich

12:50 p.m. - Miles and Robert Malanowich entered Council Chambers regarding maintaining the trail to NW 12 37 02 W2.
1:20 p.m. - Miles and Robert Malanowich departed Council Chambers.

Delegation - Vern Steranko

1:25 p.m. - Vern Steranko entered Council Chambers regarding ditch clearing debris left at NE 24 35 03 W2.
1:35 p.m. - Vern Steranko departed Council Chambers.

Public Hearings

Communications

Correspondence

2023-00128 **Moved by:** Councillor Darin Jacquemart

THAT the circulated correspondence be filed for future reference:

- **Ministry of Government Relations** - 2023-24 Municipal Revenue Sharing Grant and Targeted Sector Support Initiative
- **Ministry of Highways** - Hay Salvage and Ditch Mowing
- **Terry Nahachewsky** - May 2023 Emails
- **Parkland Regional Waste Management Authority Inc.** - July 31, 2023 Meeting Package
- **Good Spirit School Division** - May 4, 2023 From the Board
- **Norquay & District Fire Association** - March 30, 2023 Annual Meeting Minutes and 2023 Levy Invoice

CARRIED

Reeve and Councillors Forum

Unfinished Business

Gravel Invoices

Sill & Son Contracting 2023 Crushing Invoices

2023-00129 **Moved by:** Councillor Duane Hicks

THAT we invite Darrell Sill to our next meeting to discuss gravel crushing and gravel invoices.

CARRIED

Kam-Crete Ltd. Invoices

2023-00130 **Moved by:** Councillor Dean Serdachny

THAT we pay Kam-Crete Invoice No. 4470 and 4471, less the standard 10% hold back, for gravelling to date.

CARRIED

Derkach Gravel Invoice

2023-00131 **Moved by:** Councillor Ron Perepeluk

THAT we pay Invoice No. 13 in the amount of $39,375.00 for 15,000 cubic yards of gravel at a rate of $2.50 per cubic yard as per Gravel Agreement No. 2021-01. THAT we pay Invoice No. 12, in the amount of $6,394.50, for cat work in the Derkach Gravel Pit.

CARRIED

Venture Construction Hold Back

2023-00132 **Moved by:** Councillor Duane Hicks

THAT we release the 10% hold back on Venture Construction Inc. Invoice No. 497650437.

CARRIED

Rescind Resolution No. 2023-00107

2023-00133 **Moved by:** Councillor Darin Jacquemart

THAT we rescind Resolution No. 2023-00107

CARRIED

TTP Property

2023-00134 **Moved by:** Councillor Dwight Rubletz

THAT we tender the following tax title property with the tender opening to be scheduled for our August Council Meeting:

- Lot 3 Block 3 Plan CE5191

CARRIED

2:17 pm - Councillor Darin Jacquemart departed Council Chambers.

Administrative Assistant Position

2023-00135 **Moved by:** Councillor Lorne Ball

THAT we acknowledge the hiring of Miranda Petryshyn as a joint administrative assistant for the Rural Municipality of Clayton No. 333 and the Rural Municipality of Keys No. 303 and sign the Joint Administrative Assistant Agreement 303-333. The position will have a rate of pay as per Rural Municipal Administrator Internship Program guidelines, the standard 3-month probation period and a start date of June 19, 2023.
THAT the Council of the Rural Municipality of Clayton No. 333 supports the application for the Municipal Administrator Internship Program (MAIP) to be submitted by the Rural Municipality of Keys and Miranda Petryshyn.

CARRIED

2:25 p.m. - Councillor Darin Jacquemart returned to Council Chambers.

Part-Time Administrative Assistant

2023-00136 **Moved by:** Councillor Ron Perepeluk

THAT the Administrator is authorized to hire a part-time Office Assistant at a rate of $15.00 per hour due to the Joint Administrative Assistant's schedule of three days per week in our municipality.

CARRIED

2022 Audit Financial Statements

2023-00137 **Moved by:** Councillor Duane Hicks

THAT we approve the 2022 Audited Financial Statements as presented by Baker Tilly.

CARRIED

Budget

2023-00138 **Moved by:** Councillor Dean Serdachny

THAT we have a special meeting on June 28, 2023 at 8:00 a.m. to discuss budget, levy, base tax bylaw and mowing.

CARRIED

New Business

Asset Management Training

2023-00139 **Moved by:** Councillor Lorne Ball

THAT the Administrator and office staff be authorized to attend the Nams + Online Asset Management Fall 2023 Workshop for the estimated cost of $250.00 per person. The municipal office can be closed as required for the workshop.

CARRIED

AWSA 2023 Well Decommissioning Campaign

2023-00140 **Moved by:** Councillor Ron Perepeluk

The Rural Municipality of Clayton No. 333 will participate in the AWSA's well decommissioning campaign for 2023 as follows:

- The cost of a well decommissioning (only large diameter, >24") is $2,500.00 + tax ($2775.00);
- The AWSA will be the contact for this initiative and will facilitate the entire process;
- The AWSA will provide the R.M. with the contractor invoice. The R.M. will be responsible for paying the contractor invoice;
- The AWSA will submit the rebate application form to the Ministry of Ag's Farm and Ranch Water Infrastructure Program, with the R.M. acting as the applicant on behalf of the landowner, to get the R.M. 90% reimbursement;
- The AWSA will provide the RM with $100 reimbursement per well; and
- The R.M. will then invoice the landowner for the remaining balance of $300.00.

CARRIED

Mowing Requirements for 2023

2023-00141 **Moved by:** Councillor Lorne Ball

THAT we invite Kendale Friesen to attend our June 28, 2023 special meeting to discuss the 2023 mowing season. The July cut will include a top cut on all roads including back roads and the fall cut will consist of a maximum of two to three full passes on the main roads and two passes on the remaining roads as per mowing maps.

CARRIED

Road Tour

2023-00142 **Moved by:** Councillor Dwight Rubletz

THAT we have a road tour with Council and Staff after the Budget Meeting.

CARRIED

Website Upgrade

2023-00143 **Moved by:** Councillor Dean Serdachny

THAT we acknowledge the myRM website format will be upgraded due to issues with incompatibility with WordPress updates. The upgrade will include a complimentary independent domain name with no increase in annual fees by Smart Ideas.

CARRIED

Public Forum

Adjournment

2023-00144 **Moved by:** Councillor Darin Jacquemart

THAT we adjourn this meeting at 3:57 p.m.

CARRIED

[redacted] [redacted]

Reeve Administrator

Initials : [redacted]