Rural Municipality of Clayton No. 333

Meeting Minutes

Regular December 13, 2023 - 09:00 AM

113 1 Ave. N., Hyas, SK

In Attendance:

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

Absent:

Councillor Serdachny, Councillor Perepeluk

Call To Order

A quorum being present, Reeve Hal Griffith called the meeting to order at 9:14 a.m.

Addition to Agenda

THAT we accept the agenda as presented.

Conflict of Interest

THAT Councillor Ball declared a conflict of interest regarding Resolution No. 2023-0258 Employee Review for Sabrina Chernyk and Resolution No. 2023-0262 Class 1A training for Sabrina Chernyk.

CARRIED

Confirmation of Minutes

2023-00252 **Moved by:** Councillor Duane Hicks

THAT we approve the minutes of the November 22, 2023 meeting as presented.

CARRIED

Reports of Administration and Committees

9:40 a.m. - Councillor Lorne Ball departed Council Chambers.

9:50 a.m. - Councillor Lorne Ball returned to Council Chambers.

Financial Statements

2023-00253 **Moved by:** Councillor Darin Jacquemart

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

CARRIED

List of Accounts for Approval

2023-00254 **Moved by:** Councillor Dwight Rubletz

THAT the circulated List of Accounts for Approval in the amount of $169,994.25, which includes cheque numbers 5317 to 5341, EFT numbers 3376 to 3401 and other direct payments numbered 20231113 to 20231124 and 20231201 to 20231210, be accepted and approved for payment.

CARRIED

Additional Bills

2023-00255 **Moved by:** Councillor Lorne Ball

THAT we pay the presented additional bills in the amount of $7,427.15 as per Accounts Payable Invoice Batch No. 2023-00156.

CARRIED

Approval of Reports

2023-00256 **Moved by:** Councillor Duane Hicks

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

- APAS - Councillor Lorne Ball
- Joint Council Meeting in Endeavour - Reeve Hal Griffith, Councillor Dwight Rubletz, Administrator Tanya Papp

CARRIED

Public Hearings

Delegations

Employee Reviews

Delegation - Andrew Gazdewich

10:00 a.m. - Andrew Gazdewich entered Council Chambers for an Employee Review.
10:25 a.m. - Andrew Gazdewich departed Council Chambers.

Employee Review - Andrew Gazdewich

2023-00257 **Moved by:** Councillor Darin Jacquemart

THAT we raise Andrew Gazdewich's rate of pay to $78,500 per year effective January 1, 2024 as per the standard employment agreement.

CARRIED

10:30 a.m. - Councillor Lorne Ball departed Council Chambers.

Delegation - Sabrina Chernyk

10:30 a.m. - Sabrina Chernyk entered Council Chambers for an Employee Review.
10:39 a.m. - Sabrina Chernyk departed Council Chambers.

Employee Review - Sabrina Chernyk

2023-00258 **Moved by:** Councillor Dwight Rubletz

THAT we raise Sabrina Chernyk's rate of pay to $31.00 per hour effective January 1, 2024 as per the standard employment agreement.

CARRIED

10:42 a.m. - Councillor Lorne Ball entered Council Chambers.

Delegation - Jordan Marshall

10:44 a.m. - Jordan Marshall entered Council Chambers for an Employee Review.
10:55 a.m. - Jordan Marshall departed Council Chambers.

Employee Review - Jordan Marshall

2023-00259 **Moved by:** Councillor Lorne Ball

THAT we raise Jordan Marshall's rate of pay to $31.00 per hour effective January 1, 2024 as per the standard employment agreement.

CARRIED

Communications

Correspondence

2023-00260 **Moved by:** Councillor Duane Hicks

THAT the circulated correspondence be filed for future reference:

- **Pest Control Officer Garrett Keyowski** – 2024 PCO Rate Letter
- **Plant Health Technical Advisor Katey Makohoniuk** - 2024 Pest Control Officer Workshops on January 17 and 18, 2024
- **Joint Council Meeting** – December 4, 2023 Meeting Package
- **APAS** – Resolutions for the 2023 Annual General Meeting
- **North East Area Transportation Planning Committee** – August 8, 2023 Meeting Minutes
- **RCMP** – CTSS District Commander Update November 23, 2023
- **Good Spirit School Division** – From the Board Report November 16, 2023

CARRIED

PCO Rate Increase Letter

2023-00261 **Moved by:** Councillor Dwight Rubletz

THAT we accept the 2024 rate increase from our Pest Control Officer Garrett Keyowski.

CARRIED

Reeve and Councillors Forum

11:15 a.m. - Councillor Lorne Ball departed Council Chambers.

Class 1A Training

2023-00262 **Moved by:** Councillor Dwight Rubletz

THAT we send Sabrina Chernyk to complete Class 1A MELT Program Training through Parkland College at the January or March intake period and pay the tuition cost of $15,995.00.

CARRIED

11:20 a.m. - Councillor Lorne Ball returned to Council Chambers.

Water Security Agency Request for Assistance

2023-00263 **Moved by:** Councillor Lorne Ball

THAT the Rural Municipality of Clayton No. 333 submit a Request for Assistance Regarding Drainage Works application through the Water Security Agency for the following land locations:

- NE 33 34 03 W2
- SE, NE, NW 35 34 03 W2
- SW 05 35 03 W2

CARRIED

Conx Snow Map

2023-00264 **Moved by:** Councillor Duane Hicks

THAT we activate the ConX Snow Map feature and place a link on our website to be accessible to ratepayers and the public.

CARRIED

Unfinished Business

Fuel Tender No. RM333-2023-005

2023-00265 **Moved by:** Councillor Dwight Rubletz

THAT the Rural Municipality of Clayton No. 333 award Fuel Tender No. RM333-2023-005 to Brendon Holdings Ltd. for the years 2024 to 2026.

CARRIED

New Business

APAS Membership

2023-00266 **Moved by:** Councillor Lorne Ball

THAT we renew our APAS membership for the 2024 year and pay invoice number 31048 in the amount of $14,508.33 prior to January 15, 2024, in order to qualify for the 2% discount.

CARRIED

Purchase of Stamps

2023-00267 **Moved by:** Councillor Darin Jacquemart

THAT we authorize the purchase of 22 rolls of stamps for 2024 year in the amount of $2,125.20 including tax.

CARRIED

Municipal Revenue Sharing Declaration

2023-00268 **Moved by:** Councillor Duane Hicks

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 2022 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

2023-00269 **Moved by:** Councillor Darin Jacquemart

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, 2024 and December 31, 2024. FURTHERMORE THAT we post our intention to participate in SARM's buying group on the SaskTenders website annually.

CARRIED

Insurance Renewals - SGI

2023-00270 **Moved by:** Councillor Dwight Rubletz

THAT we renew and pay our municipal property insurance policy with SGI through Miller Agencies and look into updated values for the machinery and equipment.

CARRIED

Municipal Hail Levy

2023-00271 **Moved by:** Councillor Lorne Ball

THAT we pay out the outstanding Hail Levy to SMHI and move the arrears to Municipal Taxes as of December 31, 2023.

CARRIED

[redacted]

Municipal Office Holiday Hours

2023-00272 **Moved by:** Councillor ~~Duane Hicks~~ Dwight Rubletz

THAT during the holiday season, the municipal office shall be closed on December 25 to 26, 2023 and January 1, 2024. Regular office hours of Monday to Thursday from 9:00 a.m. to 4:00 p.m. shall resume on January 2, 2024.

CARRIED

Financial Services Agreement

2023-00273 **Moved by:** Councillor Dwight Rubletz

THAT the Reeve and Administrator are authorized to sign the Financial Services Provider Agreement with Affinity Credit Union for a two year term which shall expire on December 31, 2025.

CARRIED

Delegation - Chris Letendre from B & B Enforcement Services

12:50 p.m. - Chris Letendre entered Council Chambers to discuss Building Official Services.
1:45 p.m. - Chris Letendre departed Council Chambers.

Municipal Building Official

2023-00274 **Moved by:** Councillor Darin Jacquemart

THAT the Rural Municipality of Clayton No. 333 appoint Chris Letendre from B & B Enforcement Services as the Municipal Building Official for 2024.

CARRIED

WCB Coverage for Elected Officials

2023-00275 **Moved by:** Councillor Lorne Ball

THAT in accordance with Section 4 of *The Workers Compensation Act*, positional personal coverage for elected officials shall be set at the minimum amount of $40,382.00 for the year 2024.

CARRIED

Delegation - Vitaly Golubev from Profile Products LLC (Sunterra Horticulture)

2:05 p.m. - Vitaly Golubev from Profile Products LLC (Sunterra Horticulture) joined the Council Meeting via electronic means to discuss a proposed road project.
2:25 p.m. - Vitaly Golubev departed the Council Meeting.

Delegation - Milad Alishahi from MLT Aikins

In Camera

2023-00276 **Moved by:** Councillor Darin Jacquemart

THAT council proceed In Camera at 2:30 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

2023-00277 **Moved by:** Councillor Dwight Rubletz

THAT Council comes Out of Camera at 3:10 p.m.

CARRIED

Employee Review - Chad Killniak

2023-00278 **Moved by:** Councillor Duane Hicks

THAT we raise Chad Killniak's rate of pay to $85,400.00 per year effective January 1, 2024 as per the standard employment agreement.

CARRIED

Employee Review - Allan Boen

2023-00279 **Moved by:** Councillor Darin Jacquemart

THAT we raise Allan Boen's rate of pay to $34.00 per hour effective January 1, 2024 as per the standard employment agreement.

CARRIED

Extension of Time

2023-00280 **Moved by:** Councillor Darin Jacquemart

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

CARRIED

3:35 p.m. - Administrator Tanya Papp was asked to leave Council Chambers to discuss an Administrative Employee Review.

4:05 p.m. - Administrator Tanya Papp returned to Council Chambers.

Employee Review - Tanya Papp

2023-00281 **Moved by:** Councillor Lorne Ball

THAT we raise Tanya Papp's rate of pay to $37.00 per hour effective January 1, 2024.

CARRIED

Employee Review - Jazmyn Papp

2023-00282 **Moved by:** Councillor Duane Hicks

THAT we acknowledge that Jazmyn Papp has passed her probation period with a wage review to take place in June 2024.

CARRIED

Public Forum

Adjournment

2023-00283 **Moved by:** Councillor Darin Jacquemart

THAT we adjourn this meeting at 4:15 p.m.

CARRIED

[redacted]
Reeve

[redacted]
Administrator

Initials : [redacted]