Rural Municipality of Clayton No. 333

Meeting Minutes

Regular January 16, 2024 - 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.

Conflict of Interest

THAT no one declared a Conflict of Interest.

Additions to Agenda

THAT we accept the agenda with the following additions:

- Norquay and Sturgis Fire Boards
- DMR Legal Discussion
- WSA Drainage
- Gravel Pits

Adoption of Minutes

2024-00001 **Moved by:** Councillor Duane Hicks

THAT the minutes of the meeting held on December 13, 2023 be approved, with the correction to Resolution No. 2023-00272 to have the mover changed from Councillor Duane Hicks to Councillor Dwight Rubletz.

CARRIED

Reports of Administration and Committees

Delegation - Maintenance Workers

9:14 a.m. – Foreman Chad Killniak, Andrew Gazdewich, Allan Boen and Jordan Marshall entered Council Chambers to present a verbal maintenance report.
9:35 a.m. – Foreman Chad Killniak, Andrew Gazdewich, Allan Boen and Jordan Marshall departed Council Chambers.

In Camera

2024-00002 **Moved by:** Councillor Dean Serdachny

THAT council proceed In Camera at 9:45 a.m. to discuss legal matters pertaining to the Dyck Memorial Road bridge pursuant to Section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

Out of Camera

2024-00003 **Moved by:** Councillor Lorne Ball

THAT Council comes Out of Camera at 9:55 a.m.

CARRIED

Board of Revision Training Program

2024-00004 **Moved by:** Councillor Darin Jacquemart

THAT the administration staff are authorized to take the mandatory Board of Revision Training Program through the Johnson Shoyama Graduate School at a cost of $100.00 plus tax each, as required to sit on the ECMA Board of Revision.

CARRIED

Financial Statements

2024-00005 **Moved by:** Councillor Lorne Ball

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

CARRIED

Initials : [redacted]

List of Accounts for Approval

2024-00006 **Moved by:** Councillor Ron Perepeluk

THAT the circulated List of Accounts for Approval in the amount of $406,601.46, which includes cheque numbers 5342 to 5374, EFT numbers 3402 to 3431 and other direct payments numbered 20231211 to 20231249 and 20240101 to 20240107, be accepted and approved for payment.

CARRIED

Additional Bills

2024-00007 **Moved by:** Councillor Dean Serdachny

THAT we pay the presented additional bills in the amount of $5,026.38 as per Accounts Payable Invoice Batch No. 2024-00016.
THAT we agree to pay $5,000.00 on Kam-Crete Ltd. Invoice No. 4852.

CARRIED

Approval of Reports

2024-00008 **Moved by:** Councillor Duane Hicks

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

- APAS Environmental Committee - Councillor Lorne Ball
- Norquay and District Fire Protection Association - Reeve Hal Griffith, Councillor Duane Hicks, Councillor Darin Jacquemart
- Sturgis and District Rural Fire Cooperative - Councillor Lorne Ball

CARRIED

Public Hearings

Delegations

Murry Hunter from Kam-Crete Ltd.

10:55 a.m. – Murry Hunter from Kam-Crete Ltd. entered Council Chambers to discuss gravel crushing and to provide a gravel hauling quote.
11:05 a.m. – Murry Hunter departed Council Chambers.

Communications

Correspondence

2024-00009 **Moved by:** Councillor Darin Jacquemart

THAT the circulated correspondence be filed for future reference:

- **NEATPC** – 2024 Membership Invoice, Newsletter and AGM Notice
- **Melville Chevrolet GMC** – Thank You letter
- **Assiniboine Watershed Stewardship Association** – 16th Annual SAW Conference on January 30 - 31, 2024
- **Plant Health Technical Advisor Katey Makohoniuk**– Plant Health Network Newsletter and Winter Webinars for Weed Inspectors and Pest Control Officers
- **Ministry of Highways** – Highway 80-49 Weight Increase Pilot Project Extension
- **Ministry of Government Relations** – Information Bulletin: Organized Hamlet Regulations Amendments
- **RM of Happyland No. 231** - SARM Resolution Sponsorship Request Regarding Mandatory Convention Lunch
- **SARM** - 2024 Membership Fee Letter and Invoice
- **Municipal Hail Insurance** - 2023 Hail Claims Letter
- **Building and Technical Standards Branch, Ministry of Government Relations** - Adoption of 2020 Editions of the Construction Codes
- **Parkland Regional Waste Management Authority Inc.** - Land Rent Tender, Nomination Forms and January 29, 2024 Meeting Package
- **APAS** - Resolutions passed at the December 2023 AGM
- **Good Spirit School Division** - December 2023 In Focus and From the Board Reports

CARRIED

Initials [redacted]

Reeve and Councillors Forum

Gravel Crushing Discussion

- Kam-Crete 2024 Crushing
- Purchase of Crushed Gravel from Derkach Pit
- Gravel Pit Leases

Gravel Hauling

2024-00010 **Moved by:** Councillor Dwight Rubletz

THAT as per the terms set out in Tender No. RM333-2023-03, we extend our gravel hauling contract with Kam-Crete for the 2024 year and accept the gravel hauling rates as submitted.

CARRIED

Ministry of Highways Gravel Hauling

2024-00011 **Moved by:** Councillor Ron Perepeluk

THAT we enter into a municipality responsible Road Maintenance Agreement with Kirsch Construction Ltd as per RMA No. 1-2024.

CARRIED

Unfinished Business

Water Security Agency Request for Assistance

- Discussion

New Business

Affinity Credit Union Line of Credit

2024-00012 **Moved by:** Councillor Ron Perepeluk

WHEREAS the total amount borrowed by the municipality does not exceed its debt limit, the Rural Municipality of Clayton No. 333 is authorized to renew the Line of Credit through the Affinity Credit Union for the sum of $300,000.00 with an interest rate of prime plus .5% per annum. The Administrator and Reeve or Deputy Reeve shall be authorized to sign the line of credit agreements with the Affinity Credit Union in this regard.

CARRIED

Cancellation Requests for Ministry of Agriculture Leased Lands (SAF)

2024-00013 **Moved by:** Councillor Lorne Ball

THAT the Rural Municipality of Clayton No. 333 apply to the Ministry of Agriculture Lands Branch for the cancellation of leased lands that are in municipal tax arrears.

CARRIED

Regular Meeting of Council

2024-00014 **Moved by:** Councillor Dwight Rubletz

THAT as per Council Procedures Bylaw No. 2018-02, Regular Meetings of Council shall be held on the second Wednesday of each month commencing at 9:00 am.

CARRIED

Initials [redacted]

Council Remuneration for 2024

2024-00015 **Moved by:** Councillor Ron Perepeluk

THAT for the 2024-year, remuneration rates for Council be set as follows:

- Council Meeting:
  - $250.00 per day;
- Committee Meeting:
  - $125.00 for first 4 hours, or
  - $250.00 thereafter (includes travel time to the meetings);
- Public Works Supervision:
  - $25.00 per hour;
- Convention Rates:
  - $250.00 per day plus one day of travel if required and mileage;
- Mileage Rate of:
  - $0.70 per kilometre for the first 5,000 km;
  - $0.64 per kilometre driven after that; and
- Cell phone allowance of $30.00 per month.

CARRIED

Fees and Rates for 2024

2024-00016 **Moved by:** Councillor Dean Serdachny

THAT the 2024 fees and rates be set as per Schedule "A" which shall be attached to and form part of these minutes.

CARRIED

Fidelity Bond

2024-00017 **Moved by:** Councillor Duane Hicks

THAT we acknowledge that the Administrator has presented the fidelity bond to council.

CARRIED

Sask Lotteries Community Grant Program

2024-00018 **Moved by:** Councillor Ron Perepeluk

THAT we table the Sask Lotteries Community Grant Program allocation until the February Council Meeting.

CARRIED

ECMA District Board of Revision

2024-00019 **Moved by:** Councillor Darin Jacquemart

THAT the Rural Municipality of Clayton No. 333 appoint the ECMA District Board of Revision for the 2024 assessment year.

CARRIED

Interest Cancellation

2024-00020 **Moved by:** Councillor Dwight Rubletz

THAT we cancel the 2024 interest on Tax Roll # 647 in the amount of $18.89 due to an administrative error.

CARRIED

2024 RMAA Spring Workshop

2024-00021 **Moved by:** Councillor Dean Serdachny

THAT the Administration Staff are authorized to attend the 2024 RMAA Spring Workshop in Melville on March 27, 2024 or in Wadena on March 28, 2024 at the municipality's expense.

CARRIED

Initials [redacted]

Bylaw No. 2024-01 Building Permit Fee Bylaw

2024-00022 **Moved by:** Councillor Dwight Rubletz

THAT Bylaw No. 2024-01, being a Bylaw to Establish Fees for Building Permits, be introduced and given the First Reading.

CARRIED

Bylaw No. 2024-01 Building Permit Fee Bylaw

2024-00023 **Moved by:** Councillor Lorne Ball

THAT Bylaw No. 2024-01 be given the Second Reading.

CARRIED

Bylaw No. 2024-01 Building Permit Fee Bylaw

2024-00024 **Moved by:** Councillor Dean Serdachny

THAT Bylaw No. 2024-01 be given all Three Readings at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 2024-01 Building Permit Fee Bylaw

2024-00025 **Moved by:** Councillor Duane Hicks

THAT Bylaw No. 2024-01, being a Bylaw to Establish Fees for Building Permits, be given the Third Reading and be adopted, signed and sealed.

CARRIED

Conservation Easement NW 06 34 03 W2

2024-00026 **Moved by:** Councillor Dean Serdachny

THAT we acknowledge the Ducks Unlimited Canada Conservation Easement and have no issues with the application.

CARRIED

Public Forum

Adjournment

2024-00027 **Moved by:** Councillor Darin Jacquemart

THAT we adjourn this meeting at 1:15 p.m.

CARRIED

[redacted]
Reeve

[redacted]
Administrator

Initials [redacted]

Schedule "A"	
Fees & Rates	
Resolution No.: 2024-00016	
Meeting Date: January 16, 2024	
General Government Services	
Sale of Items	
Photocopying & Printing	$0.25 per page
Minutes - Yearly Subscriptions	$120.00 per year
Minutes - Copy	$10.00 per copy
Faxing (Send/Receive)	$1.00 per page
Municipal & Homestead Maps	$15.00 each
Municipal & Homestead Maps - Mailed Out	$15.00 each plus postage
Fees	
NSF Fees	$20.00 plus bank charge back fee (each NSF)
Tax Enforcement	$20.00 admin fee plus actual cost (i.e.: title, advertising, etc.)
Transportation Services	
Signs	At cost to ratepayers (if available)
Culvert & Couplers	At cost to ratepayers (if available)
Custom Work	Not offered
Gravel Sales	Not offered
Environmental Health & Wellness Services	
Pest Control Products	No charge - only available to ratepayers

[redacted]

RURAL MUNICIPALITY OF CLAYTON NO. 333

BYLAW NO. 2024-01

A BYLAW TO ESTABLISH FEES FOR BUILDING PERMITS

The Council of the Rural Municipality of Clayton No. 333 in the Province of Saskatchewan enacts as follows:

1. SHORT TITLE

This bylaw may be cited as the Building Permit Fee Bylaw.

2. PURPOSE OF THE BUILDING BYLAW

The purpose of this bylaw is to establish the charging of fees for Building Permits issued within the municipality.

3. DEFINITIONS

In this bylaw:

a) "**Act**" shall mean *The Construction Codes Act*;

b) **"Building Official"** shall mean a person who holds a valid building official licence and has been appointed by Council as the Municipal Building Official;

c) **"Building Permit"** shall mean written authorization issued by the local authority or its building official in the form of a permit;

d) **"Council"** shall mean the duly elected council for the Rural Municipality of Clayton No. 333;

e) **"Local Authority"** shall mean the Rural Municipality of Clayton No. 333;

f) **"Owner"** shall mean:

   i) any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;

   ii) any person, firm or corporation that controls the property under consideration; or

   iii) if the building is owned separately from the land on which the building is located, the owner of the building;

g) **"Owner's Representative"** shall mean any person, company, employee or contractor who has authority to act on behalf of an owner;

h) **"SAMA Fee"** shall mean a fee charged to the municipality by the Saskatchewan Assessment Management Agency with respect to the work.

4. BUILDING PERMIT FEES

a) The fees for any building permit shall be as follows:

   i) Building Permit Administration Fee of $50.00 for the processing, handling and issuance of a building permit;

   ii) Building Official Inspection Fee as per the Building Official's Fee Schedule;

   iii) SAMA Fee of $25.00; and

   iv) Building Permit Extension Application Fee (after the first permit extension) of $50.00, if applicable;

b) Where it is determined that work has commenced for which a Building Permit has not been issued by the local authority or the building official, a penalty fee of up to double the Building Permit Administration Fee listed in clause 4(a)(i) may be required in addition to all mandatory building permit fees.

c) Additional fees may be charged if extra inspections are required due to the failure of the owner, or owner's representative, to properly notify the local authority in accordance with Section 7 of the Act.

d) Building Permit Fees are due 60 days from the date of the invoice and shall be paid prior to the issuance of a building permit.

e) Unpaid fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in which the work was carried out as per *The Municipalities Act.*

f) Building Permit Fees are exempt from GST.

5. COMING INTO FORCE

This Bylaw shall come into force immediately.

RURAL MUNICIPALITY OF CLAYTON No. 333
Inc.
1913
SASK.
★
SEAL

[redacted]
Reeve

[redacted]
Administrator

Certified as a true copy of bylaw number 2024-01
adopted by resolution on this

16th day of January, 2024

[redacted]
Administrator