Rural Municipality of Clayton No. 333

Minutes of the First Meeting of Council
December 11, 2024 - 09:00 AM
113 1 Ave. N., Hyas, SK

In Attendance:

Reeve Hal Griffith, Division 1 Councillor Duane Hicks, Division 2 Councillor Darin Jacquemart, Division 3 Councillor Dean Serdachny, Division 4 Councillor Ron Perepeluk, Division 5 Councillor Dwight Rubletz, Division 6 Councillor Lorne Ball, Administrator Tanya Papp

Call To Order

A quorum being present, Reeve Hal Griffith called the meeting to order at 9:10 a.m.

Oath of Office

The Oath of Office was signed by Reeve Hal Griffith, Division 1 Councillor Duane Hicks, Division 3 Councillor Dean Serdachny and Division 5 Councillor Dwight Rubletz.

Additions to Agenda

2024-00303 **Moved by:** Councillor Dean Serdachny

THAT we accept the agenda with the following additions:

- RM Facebook page
- Staff and payroll discussion
- Purchase of backhoe and packers
- Entrance to Municipal Office
- Medical insurance
- Gravel concerns
- January meeting date

CARRIED

Conflict of Interest

Councillor Lorne Ball declared a conflict of interest regarding Sabrina Chernyk's employee and wage review.

Confirmation of Minutes

2024-00304 **Moved by:** Councillor Darin Jacquemart

THAT we approve the minutes of the November 13, 2024 Regular Meeting of Council as presented.

CARRIED

Reports of Administration and Committees

Administrator Report

Office Purchases

2024-00305 **Moved by:** Councillor Dwight Rubletz

THAT we purchase a new desk and dual monitors for the Municipal Office.

CARRIED

Filing Cabinet Quotes

2024-00306 **Moved by:** Councillor Ron Perepeluk

THAT we approve to purchase a new filing cabinet for the Municipal Office from HBI Office Products at a quoted price of $1,486.31.

CARRIED

MuniSoft Discounted Programs

2024-00307 **Moved by:** Councillor Dean Serdachny

THAT we approve to purchase the Accounts Receivable Multi-Batch, Accounts Receivable E-Notices and General Ledger Multi-Batch extensions from MuniSoft for the estimated cost of $648.05 plus tax.

CARRIED

Delegation - Maintenance Workers

10:25 a.m. – Foreman Chad Killniak, Andrew Gazdewich and Sabrina Chernyk entered Council Chambers to present a verbal maintenance report and to discuss hours of work and wages.

12:05 p.m. – Foreman Chad Killniak, Andrew Gazdewich and Sabrina Chernyk departed Council Chambers.

Legal Discussion for the DMR Bridge

In Camera

2024-00308 **Moved by:** Councillor Dean Serdachny

THAT council proceed In Camera at 12:06 p.m. to discuss legal matters related 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

Council comes Out of Camera and the First Meeting of Council reconvenes at 1:26 p.m.

Legal Discussion

In Camera

2024-00309 **Moved by:** Councillor Duane Hicks

THAT council proceed In Camera at 1:30 p.m. to discuss legal matters pursuant to Section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

Out of Camera

Council comes Out of Camera and the First Meeting of Council reconvenes at 1:53 p.m.

1:53 p.m. - Councillor Dean Serdachny departed Council Chambers.

Bank Reconciliation

2024-00310 **Moved by:** Councillor Duane Hicks

THAT the Bank Reconciliation for the month of November 2024 be acknowledged as presented.

CARRIED

Tax Arrears Report

2024-00311 **Moved by:** Councillor Darin Jacquemart

THAT the Tax Arrears Report dated December 6, 2024 be acknowledged as presented.

CARRIED

Financial Statements

2024-00312 **Moved by:** Councillor Dwight Rubletz

THAT we accept the Statement of Financial Activities for the month of November 2024 as presented.

CARRIED

Budgetary Control Report

2024-00313 **Moved by:** Councillor Lorne Ball

THAT the Budgetary Control Report dated December 10, 2024 be acknowledged as presented.

CARRIED

List of Accounts for Approval

2024-00314 **Moved by:** Councillor Ron Perepeluk

THAT the List of Accounts for Approval in the amount of $394,670.94, be accepted and approved for payment as presented:

- Cheque payment numbers 5621 to 5635,
- EFT payment numbers 3651 to 3670,
- Other payments numbers 20241110 to 20241123,
- Credit card payment numbers 20241201 to 20241207,
- Online banking payment numbers 20241201 to 20241210,
- Automatic withdrawal payments numbers 202411-003 and 202412-001 to 202412-002, and
- Unpaid EFT payments, totaling $1581.99, as per Accounts Payable Batch No. 2024-00154.

CARRIED

Additional Bills

2024-00315 **Moved by:** Councillor Duane Hicks

THAT we approve to pay the presented additional bills in the amount of $79,530.44 as per Accounts Payable Invoice Batch No. 2024-00155 and the December Council Indemnities in the amount of $7,454.57 as per Accounts Payable Invoice Batch No. 2024-00156.

CARRIED

Heskin Backhoe Service Ltd. Invoices

2024-00316 **Moved by:** Councillor Ron Perepeluk

THAT we approve to pay Heskin Backhoe Service Ltd. Invoice No. 148553, 148554, 148555 and 148556, in the amount of $13,590.28, for multiple culvert installations.

CARRIED

Cherewyk Backhoe Service Ltd. Invoices

2024-00317 **Moved by:** Councillor Lorne Ball

THAT we approve to pay Cherewyk Backhoe Service Ltd. Invoice No. 708658 in the amount of $5,047.73 for clean-up work at the Hick's Gravel Pit as well as Invoice No. 708781, 708789, 708790, 708791 and 708792 for a total payment of $19,458.32.

CARRIED

Re-Issuing of Payments

2024-00318 **Moved by:** Councillor Darin Jacquemart

THAT due to the Canada Post strike, administration is authorized to reissue any payments which were previously approved through council meetings, via alternate methods such as credit card, EFT or online banking. Administration may initiate "stop payments" on in-transit cheques for a banking a fee of $20.00 per item if required.

CARRIED

Payments Between Council Meetings

2024-00319 **Moved by:** Councillor Lorne Ball

THAT the Reeve and the Administrator are authorized to pay invoices as needed between the December 2024 and January 2025 Council Meetings.

CARRIED

Approval of Reports

2024-00320 **Moved by:** Councillor Duane Hicks

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

- SARM Mid-Term Convention - Councillor Dean Serdachny, Councillor Lorne Ball and Administrator Tanya Papp
- APAS General Meeting - Councillor Lorne Ball
- Hudson Bay Route Association - Councillor Ron Perepeluk
- Parkland Regional Library Norquay Branch - Councillor Ron Perepeluk

CARRIED

Public Hearings

Delegations

Employee Reviews

2024-00321 **Moved by:** Councillor Ron Perepeluk

THAT we table employee reviews until the January Council Meeting.

CARRIED

Communications

Correspondence

2024-00322 **Moved by:** Councillor Duane Hicks

THAT the circulated correspondence be filed for future reference:

- **Saskatchewan Public Safety Agency** - PDAP Training on January 8, 2024 in Yorkton, SK
- **Ministry of Government Relations** - Building and Technical Standards Virtual Learning Courses
- **Parkland Regional Waste Management Association** - February 3, 2025 Meeting Package and Board Nominations
- **Saskatchewan Assessment Management Agency** - 2025 Maintenance Delivery Delay
- **Saskatchewan Health Authority** - Preeceville and District Health Centre Service Update Meeting on January 22, 2025
- **Corner2Corner Home Inspections Ltd.** - Introduction of Services Letter
- **Ministry of Government Relations** - Special/Additional Service Area Survey for the Proposed Amendments to *The Municipalities Act*
- **Parkland Regional Waste Management Association** - December 2, 2024 Meeting Package
- **Suncrest College** - Central Prairie Development Alliance Meeting rescheduled to December 12, 2024
- **Water Security Agency** - 2024-25 Channel Clearing and Drainage Project Maintenance Program Application Deadline
- **APAS** - Annual General Meeting Package to be held on December 3-4, 2024 in Regina, SK
- **Ministry of Environment** - Youth Recycling Campaign
- **Office of Cathay Wagantall MP** - Canada Summer Jobs Funding Applications
- **Parkland Regional Library** - Revised Policy and Agreement for Additional Branch Resources
- **Saskatchewan Public Safety Agency** - Civic Address Registry (CAR) Signage Incentive Project
- **Plant Health Technical Advisor Katey Makohoniuk** - Winter Council Meeting Delegation Request
- **SARM** - For Release November 13, 2024 SARM Midterm Convention November 20-21, 2024 to be held at TCU Place in Saskatoon, SK
- **RCMP** - CTSS District Commander Update November 13, 2024
- **Hudson Bay Route Association** - AGM Package

CARRIED

CAR Signage Incentive Project

2024-00323 **Moved by:** Councillor Darin Jacquemart

THAT we express our interest in the Saskatchewan Public Safety Agency CAR Signage Incentive Program and inquire into the municipality's eligibility for this new program.

CARRIED

Reeve and Councillors Forum

Annual Public Disclosure Statement

2024-00324 **Moved by:** Councillor Duane Hicks

THAT the Administrator confirms Annual Public Disclosure Statements for all council members were collected and filed for the new year.

CARRIED

Request for Information Regarding the Big Horn Creek

2024-00325 **Moved by:** Councillor Ron Perepeluk

THAT Council has no concerns or information to provide regarding the Big Horn Creek Bridge Replacement by the Ministry of Highways.

CARRIED

Unfinished Business

Liability Claim - SGI RN SK 005994117

In Camera

2024-00326 **Moved by:** Councillor Lorne Ball

THAT council proceed In Camera at 2:58 p.m. pursuant to Section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act.*

CARRIED

Out of Camera

Council comes Out of Camera and the First Meeting of Council reconvenes at 3:02 p.m.

New Business

Appointment of Deputy Reeve

2024-00327 **Moved by:** Councillor Dwight Rubletz

THAT we appoint Darin Jacquemart as the Deputy Reeve.

CARRIED

Regular Meeting of Council

2024-00328 **Moved by:** Councillor Lorne Ball

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

Council Appointments

2024-00329 **Moved by:** Councillor Ron Perepeluk

THAT the 2024 Council appointments be approved as per "Schedule A" which will be attached to and form part of these minutes.

CARRIED

Parkland Regional Waste Management Association Nomination for Board Member

2024-00330 **Moved by:** Councillor Duane Hicks

THAT The Rural Municipality of Clayton No. 333 appoints Councillor Lorne Ball to the Parkland Regional Waste Management Association Board with Councillor Dean Serdachny as an alternate.

CARRIED

Appointment of Municipal Building Official

2024-00331 **Moved by:** Councillor Darin Jacquemart

THAT the Rural Municipality of Clayton No. 333 appoints Chris Letendre (Licence No. BOL438) from B & B Enforcement Services to act as the building official for the year 2025 on behalf of the local authority pursuant to the requirements of the Building Bylaw and *The Construction Codes Act, The Building Code Regulations* and *The Energy Code Regulations.*

CARRIED

ECMA District Board of Revision

2024-00332 **Moved by:** Councillor Dwight Rubletz

THAT the Rural Municipality of Clayton No. 333 appoints the ECMA District Board of Revision for the 2025 assessment year.

CARRIED

WCB Coverage for Elected Officials

2024-00333 **Moved by:** Councillor Dwight Rubletz

THAT we table this item until the January meeting and look into age restrictions for council member coverage.

CARRIED

Insurance Renewals - SGI

2024-00334 **Moved by:** Councillor Lorne Ball

THAT we renew the municipality's Insurance Policy through Miller Agencies as presented in Quote No. Q 85004953-5 and approve to pay the premium of $11,523.26.

CARRIED

Road Maintenance Agreement No. 2024-02

2024-00335 **Moved by:** Councillor Ron Perepeluk

THAT we enter into a municipality responsible Road Maintenance Agreement with Spring Creek Logging Ltd. as per RMA No. 2024-02.

CARRIED

Road Maintenance - Fees RM of Keys

2024-00336 **Moved by:** Councillor Duane Hicks

THAT we invoice the Rural Municipality of Keys No. 303, as per the Municipal Road Maintenance Agreement rates set pursuant to Section 12.1 of *The Municipalities Regulations,* for the gravel hauled from Buffalo Hump Gravel Pit in 2024.

CARRIED

Village of Hyas Non-Compliance Letter

2024-00337 **Moved by:** Councillor Darin Jacquemart

THAT we acknowledge receipt of the non-compliance letters submitted to us by Government Relations regarding the Village of Hyas.

CARRIED

Ministry of Agriculture - Lease Lands for Sale

2024-00338 **Moved by:** Councillor Lorne Ball

THAT Council has no interest in SE & SW 03-37-03 W2 land and approves of the sale of this land. The Municipality requests SW 07-36-01 W2 is reserved from sale until future gravel exploration is completed on these quarters.

CARRIED

Municipal Office Holiday Hours

2024-00339 **Moved by:** Councillor Darin Jacquemart

THAT during the holiday season, the municipal office shall be open on December 23, 30 and 31, 2024 with regular office hours resuming on January 2, 2025.

CARRIED

2025 APAS Membership

2024-00340 **Moved by:** Councillor Darin Jacquemart

THAT we renew our APAS membership for the 2025 year and pay Invoice No. 31239 in the amount of $14,508.83 prior to January 15, 2025 in order to qualify for the 2% discount.

CARRIED

Overpayment of Taxes

2024-00341 **Moved by:** Councillor Dwight Rubletz

THAT we approve to issue a refund in the amount of $11,903.58 to Owner No. 878 due to an overpayment of taxes.

CARRIED

Municipal Hail Levy

2024-00342 **Moved by:** Councillor Duane Hicks

THAT we approve to pay out the outstanding Hail Levy to SMHI and move the arrears to Municipal Taxes on December 31, 2024.

CARRIED

Transfer to Term Savings

2024-00343 **Moved by:** Councillor Dwight Rubletz

THAT the Rural Municipality of Clayton No. 333 transfers $500,000.00 from our Maximizer Account into an Affinity Credit Union 90-day non-redeemable term at 3.10% interest.

CARRIED

January Meeting Date

2024-00344 **Moved by:** Councillor Lorne Ball

THAT we move our January Council Meeting date to January 15, 2024.

CARRIED

Entrance to Municipal Office

2024-00345 **Moved by:** Councillor Darin Jacquemart

THAT the Administrator look into setting up a member of council with office access in case of emergencies.

CARRIED

Medical Insurance

2024-00346 **Moved by:** Councillor Dwight Rubletz

THAT the Administrator research options for medical insurance for council members who are no longer eligible for coverage through SARM's Blue Cross Benefits due to the program's age limitations.

CARRIED

Public Forum

Adjournment

2024-00347 **Moved by:** Councillor Darin Jacquemart

THAT we adjourn this meeting at 4:00 p.m.

CARRIED

[redacted]

Reeve Administrator

Schedule A

2025 Council & Committee Appointments		
Board	**Member**	**Alternate**
Assiniboine Watershed (AWSA)	Duane Hicks	Lorne Ball
Deputy Reeve	Darin Jacquemart	
Doctor Incentive/Recruitment	Lorne Ball	
ECMA	Duane Hicks, Tanya Papp	Lorne Ball
EMO Coordinator	Dean Serdachny	
Employee Relations Committee (2)	Hal Griffith, Dwight Rubletz	Ron Perepeluk
Fire Board - Norquay (3)	Hal Griffith, Duane Hicks, Darin Jacquemart	
Fire Board - Sturgis	Lorne Ball	
Fire Chief - Norquay	Brice Dahlin	
Fire Chief - Sturgis	Brad Secundiak	
Hwy 49 East Chamber of Commerce	Darin Jacquemart	
Highway 9 Regional Potable Water Supply System	Darin Jacquemart	Duane Hicks
Hudson Bay Route Association	Darin Jacquemart	Ron Perepeluk
Municipal Auditor	Baker Tilly SK LLP	
Municipal Pound Keeper	Buck Dyck	
Municipal Solicitor	MLT Aikins	
Municipal Weed Inspector	Vacant as of December 2021	
NEATPC	Darin Jacquemart	Ron Perepeluk
Norquay Vet Clinic	Lorne Ball	
OCP/Zoning Bylaw Committee Council	Council & Administrator	
OH & S Committee	Hal Griffith, Dwight Rubletz	Ron Perepeluk
Parkland Regional Library	Ron Perepeluk	
Parkland Waste Management Association	Lorne Ball	Dean Serdachny
Parkland Valley Sport, Culture and Recreation District	Dean Serdachny	
Pest Control Officer	Garrett Keyowski	
RCMP Community Consultive Group - Kamsack	Duane Hicks	
RCMP Community Consultive Group - Sturgis/Canora	Dean Serdachny	
Road Committee (2)	Darin Jacquemart, Duane Hicks	
Sturgis & District Mutual Aid	Dwight Rubletz	
Yorkton Regional Hospital/Health Foundation Committee	Dean Serdachny	

Updated December 11, 2024

[redacted]