Present: Reeve - Don Holowachuk

 Councilors – Division 1 - Dallas Chornomitz

 Division 2 - Allen Kreshewski

 Division 3 - Collin Redman

 Division 4 - Keith Galbraith

 Division 6 - Brent Elmy

 Administrator – Michael Rattray

Prior to the start of this meeting, Councilors’ Kreshewski, Galbraith and Veldman subscribed to an Oath of Office for their designated office.

 The meeting was called to order at 9:10 a.m. by Reeve Don Holowachuk.

**ADD AGENDA ITEMS**

325/22 Galbraith - That the following items be added to the Agenda:

* New Business #20 – Discuss Office Confidentiality-Christina Sorgen;
* New Business #21 – Discuss Offer to Purchase Blade-Brandt.

 **CARRIED.**

**AGENDA**

326/22 Redman - That the Agenda be adopted as presented, subject to late changes.

 **CARRIED.**

**MINUTES**

327/22 Kreshewski - That the minutes of the October 13, 2022 Regular Meeting be approved as circulated. **CARRIED.**

**GRADER TRAINING**

The Administrator updated Council on a conversation he had with Darrell Biccum on November 4, 2022 regarding this past years’ grader training.

**HAZEL DELL LAGOON**

The Administrator informed Council that the SARM lawyer Mike Morris sent an sample Access Agreement for the Hazel Dell Lagoon road access easement. The Administrator will work on revamping this agreement to fit the needs for the Hazel Dell Lagoon easement.

**DELEGATION 9:26 – 9:55 A.M.**

The R.M.’s Foreman Aaron Serhan discussed the following with Council:

* Update on upcoming work for Seasonal Employees;
* Discussed oil changes on equipment;
* Discussed layoffs for Seasonal employees-Foreman’s discretion;
* Discussed Christmas Party on December 2nd at the Redman Farm.

**CULVERT QUOTES**

328/22 Galbraith - That the R.M. accept the following culvert quote from Prairie Steel Products Ltd.:

* (3) – CSP 2000mm x 17 meter x 3.5mm - $48.975.01 (taxes included).

 **CARRIED.**

**ADMINISTRATOR INTERNSHIP**

329/22 Holowachuk - That the R.M. instruct the Administrator to set up interview on December 7, 2022 with both Michelle Bednarz & Katelynn Schutte for the Administrator Internship position. **CARRIED.**

**SALE OF TAX TITLE PROPERTY**

The Administrator informed Council that the online land sale for the tax title property on the SW 16-35-9-W2 (Darlene Burseth Estate) has finished and the new owner of the property is Mr. John Ake (Lintlaw, SK.).

**OLD HIGHWAYS GRAVEL PIT**

The Administrator informed Council that the necessary grader work has been completed at the old Highways Gravel Pit on the SW 20-35-9-W2 and an invoice has been sent into the Department of Highways for this work.

**FINANCIAL STATEMENT**

330/22 Redman - That the Statement of Financial Activities for the month of October, 2022 be approved as read. **CARRIED.**

**DEPUTY REEVE**

331/22 Kreshewski -That Councilor Collin Redman be hereby appointed to act as Deputy Reeve of this municipality for the 2023 year. **CARRIED.**

**SIGNING AUTHORITY**

332/22 Chornomitz - That the Reeve, Donald Holowachuk, or in his absence, the Deputy Reeve, Collin Redman and in their absence Councilor Allen Kreshewski and the Administrator, Michael Rattray, or in his absence Administrative Assistant Christina Sorgen, be hereby appointed and empowered to sign cheques, agreements, contracts and other documents authorized by council, on behalf of the municipality for the 2023 year and also whereas the Administrator and the Administrative Assistant are authorized to use the municipalities credit card for purchases for this municipality. **CARRIED.**

**SCHULTZ TAX ENFORCEMENT**

The Administrator updated Council on the current tax enforcement situation with Mr. Clayton Schultz.

**TAX ENFORCEMENT ADVERTISING**

333/22 Galbraith - That the R.M. approve the tax enforcement listing for the 2022 outstanding

 tax arrears as prepared by the Administrator.  **CARRIED.**

**VET CLINIC**

Councilor Chornomitz updated Council on the recent Sturgis Veterinary Board meeting he attended.

**GEORGE REQUEST**

Councilor Veldman informed Council of a request from Mr. Mark George regarding the building of cattle shelters and the setback distance from the road they need to be. Councilor Veldman will explain the information to the George’s.

**BRIDGE REPAIRS**

A discussion on the required bridge repairs for the Rockford Bridge was tabled.

**ZONING & OCP BYLAWS**

The Administrator informed Council that Northbound Planning will be helping to prepare both a Zoning Bylaw and an Official Community Plan for this municipality. Meetings will be set in the near future to review and put in place both bylaws.

**RETIREMENT GIFT**

 Council discussed getting a gift for retiring Council member Brent Elmy.

**AMC COMMITTEE**

334/22 Kreshewski - That the R.M. appoint the following people to the Asset Management Committee:

* Reeve Don Holowachuk, Councilor Denise Veldman and Administrator Michael Rattray. **CARRIED.**

**BURSETH LETTER**

335/22 Veldman - That the R.M. authorize the Administrator to write a letter to Mr. Burseth and explain that he is no longer allowed in the Municipal Office due to his actions on October 19, 2022, where he harassed and intimidated the R.M.’s Administrative Office Assistant over the sale of Tax Title Property which was formerly in the name of the Darlene Burseth Estate. **CARRIED.**

**HOLIDAYS**

336/22 Galbraith - That the R.M. approve the following holiday requests:

* Chris Randall – October 27 to November 4, 2022. **CARRIED.**

**TRANSFER TERM DEPOSITS**

337/22 Galbraith - That the R.M. authorize the Administrator to transfer the following term deposits into the General Bank Account:

* Flex Term 21 - $101,142.25;
* Flex Term 23 - $101,519.71. **CARRIED.**

**RMAA CURLING**

338/22 Redman - That the R.M. enter a team in the 2023 RMAA Curling competition.

 **CARRIED.**

**SECURITY EQUIPMENT**

Council reviewed a quote from Fluent regarding an upgrade to the office’s

security equipment. The Administrator will call Fluent to find out if there could be a lower price negotiated.

**LUNCH BREAK**

339/22 Holowachuk - That this meeting break for lunch at 12:20 p.m. **CARRIED.**

340/22 Holowachuk - That this meeting resume its deliberations at 12:50 p.m. **CARRIED.**

**TRANSFER TO RESERVES**

341/22 Galbraith - That the R.M. set up a transfer to reserves for the following 2022 projects:

* Schutte Lake Bridge – Engineering - $40,000.00;
* Schutte Lake Bridge – Construction - $100,000.00. **CARRIED.**

**REISSUE CHEQUE**

342/22 Chornomitz - That the R.M. authorize the Administrator to reissue a cheque to the District #42 Rat Control Program in the amount $6,503.20 and whereas that CH#13784 be cancelled. **CARRIED.**

**INSTALL SIGN POSTS**

Council discussed the location of where the 20 tonne weigh restriction signs should be installed by the Schutte Lake Bridge.

**RECESS**

343/22 Redman That this meeting recess at 1:20 p.m. for a Division Boundary Review Committee Meeting. **CARRIED.**

**DIVISION BOUNDARY REVIEW**

 At 1:20 p.m. the Division Boundary Review Committee held a meeting regarding an initial review of the existing division boundaries for this municipality. After discussions the DBR Committee is recommending that no changes to the division boundaries are needed at this time.

**RECONVENE**

344/22 Galbraith - That this meeting reconvene at 1:24 p.m.

**VERBAL WARNING TO EMPLOYEE**

345/22 Chornomitz - That the R.M. issue a verbal warning to employee Christina Sorgen for breaking the Municipal Employee Code of Conduct by way of not keeping information in the office confidential, and whereas that Mrs. Sorgen has understood this warning today. **CARRIED.**

**PUSH BLADE**

 Reeve Holowachuk updated Council on a conversation he had with Jody Penman (Brandt Sales Rep) regarding the sale of a push blade to Brandt in exchange for a gravel reclaimer.

**ACCOUNT PAYMENTS**

346/22 Kreshewski - That the current accounts, Cheque #’s 13802 to 13835 and nineteen “Other Payments”, attached to and forming part of these minutes, be hereby approved for payment for a total of $977,894.84. **CARRIED.**

**ADMINISTRATOR’S REPORT**

347/22 Redman - That the R.M. approve the Administrator’s Report for October/November 2022 as presented to Council. **CARRIED.**

**CORRESPONDENCE**

348/22 Holowachuk - That the R.M. acknowledge the correspondence has been reviewed and filed. **CARRIED.**

**NEXT MEETING**

349/22 Galbraith - That the R.M. set the next Council Meeting date as December 7, 2022 with the start time being 9:00 a.m. **CARRIED.**

**ADJOURN**

350/22 Kreshewski - That this meeting be adjourned with the time being 2:30 p.m.

 **CARRIED.**

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REEVE ADMINISTRATOR