Present: Councilors – Division 1 - Dallas Chornomitz

Division 2 - Allen Kreshewski

Division 3 - Collin Redman

Division 4 - Keith Galbraith

Division 6 - Denise Veldman

Administrator – Michael Rattray

Intern Administrator - Michelle Bednarz

Absent: Reeve - Don Holowachuk

The meeting was called to order at 9:00 a.m. by Deputy Reeve Collin Redman

**ADD AGENDA ITEMS**

390/23 Kreshewski - That the following items be added to the Agenda:

* New Business #19 – Renewal of Munisoft contract.
* New Business #20 – Weed inspector report
* New Business #21 – Lintlaw Fire Association Bill
* New Business #22 – ADD Board payment
* New Business #23 – Nut Lake water shed levy **CARRIED.**

**AGENDA**

391/23 Galbraith - That the Agenda be adopted as presented, subject to late changes.

**CARRIED.**

**MINUTES**

392/23 Chornomitz - That the minutes of the November 15, 2023 Regular Meeting be approved. **CARRIED.**

**FINANCIAL STATEMENT**

393/23 Galbraith - That the Statement of Financial Activities for the month of November 2023 be approved as read. **CARRIED.**

**Denise Veldman arrived meeting 9:10**

**DELEGATION 9:10-9:25**

The R.M.’s Equipment Operator Larry Ebel discussed the following with Council:

* Broken Cylinder on grader wing brought it to Yorkton for fixing
* One set of ice blades left might have to order one more set
* Benson’s ravine rip rap went well. The grate was left out and will be replaced in the spring/summer.
* Talked about doing Sask Valley rip rap ourselves.
* Going to phone Merlin and Semko about rip rap
* Door for shop has been ordered
* Hazel Dell complaint about where highways quits plowing and R.M. grader starts.

**FENCING ROAD ALLOWANCE**

394/23 Veldman That the R.M. remove and clean up the bush pushed onto the road allowance as well as the blockade that was erected and forwarding the cost on to the owner of NW 18-38-09 W2. **CARRIED.**

**DEPUTY REEVE**

395/23 Galbraith -That Councilor Collin Redman be hereby appointed to act as Deputy Reeve of this municipality for the 2024 year. **CARRIED.**

**HIRE ADMINISTRATOR**

396/23 Galbraith -That Michael Rattray be hired as Administrator of the municipality at an annual salary of $132,591.69 which will be shared equally by the R.M. of Sasman No.336 for the year of 2024 effective January 1, 2024 to February 29, 2024. Included with this salary the R.M. will pay the SARM level 5 Health and Dental Plan and further, the SARM Long Term Disability premium be paid by the R.M. and also that the R.M. pay the premium for a $100,000.00 Life Insurance Policy from SARM.

**CARRIED.**

**SIGNING AUTHORITY**

397/23 Galbraith - That the Reeve, Don Holowachuck, or in his absence, the Deputy Reeve, Collin Redman or in their absence Councilor Allen Kreshewski and the Administrator, Michael Rattray, or in his absence Assistant Administrator Michelle Bednarz, or in her absence Office Assistant Katlynne Schutte, be hereby appointed and empowered to sign cheques, agreements contracts and other documents authorized by council, on behalf of the municipality for the 2024 year and also whereas the Administrator, the Assistant Administrator and the Office Assistant are authorized to use both the municipalities debit and credit card for purchases for this municipality.  **CARRIED.**

**REGULAR MEETINGS OF COUNCIL**

398/23 Kreshewski -That the Regular Meetings of the Council of the R.M. of Hazel Dell No. 335 for the year 2024 be held as follows:

All meetings are to be held in the R.M. Office in Okla, SK on the second Wednesday of each month with the following times:

- January, February, March, November and December 9:00 A.M.

- April, May, June, July, August, September and October – 8:00 A.M.

**CARRIED.**

**SARM’S FIDELITY BOND**

399/23 Veldman - That the Administrator’s and Employees’ Fidelity Bond be accepted as presented. **CARRIED.**

**COUNCIL INDEMNITIES/MILEAGE/MEALS**

400/23 Chornomitz - That for the year 2024 renumeration to members of Council be set as follows:

-Council Meetings- $300.00 per meeting; Committee Meetings-$300.00 per day; Supervision of Works- $300.00 per day with a limit of 18 days per year, plus applicable mileage. Furthermore, that councilor be in attendance at least 4 hours to be paid for a full meeting day or full supervision day;

- That the mileage rate for anyone on municipal business be set at $0.75 per kilometer traveled;

- That meals be paid on an allowance of; Breakfast - $15.00, Lunch - $20.00, Supper – $25.00 and that the motel rooms be paid as per receipts submitted for any employee or council member on municipal business. **CARRIED.**

**COUNCIL WCB COVERAGE**

401/23 Galbraith - That the Council members be covered under WCB for 2024 at the minimum positional coverage of $40,382.00. **CARRIED.**

**SMHI DELEGATE**

402/23 Veldman - That Collin Redman be appointed as the R.M.’s official delegate to the 2024 Municipal Hail Insurance Annual Meeting. **CARRIED.**

**HAMLET TAX ALLOTMENT**

403/23RedmanThat the 2024 Hamlet Tax Allotment be set at 70% for each of the Hamlets of Okla and Hazel Dell. **CARRIED.**

**SASKATCHEWAN LOTTERIES GRANT ALLOCATION**

404/23 Galbraith That the population of the municipality be allotted as follows for the Year 2024 Saskatchewan Lotteries Trust Fund Grant Allocation – 356 to the R.M. of Hazel Dell Recreation Board and 155 to the Village of Lintlaw Recreation Board. **CARRIED.**

**DELEGATION 10:00-10:45**

The R.M. APAS representative Brett Spray came to discuss the following:

* AGM
* Went through APAS resolutions
* Talked about APAS updating some of their old policies
* APAS accountability and performance

**BREAK FOR PUBLIC MEETING**

405/23 Redman - That this meeting break for public meeting at 10:45 a.m. **CARRIED**

406/23 Redman – That this meeting Resume its deliberations at 12:43 p.m. **CARRIED**

**2024 APPOINTMENTS**

407/23 Kreshewski -That the following appointments be made for the year 2024:

**Finance Committee** – Council as a whole

**Road committee** – Reeve, Division Councilor and one other councilor plus the foreman if necessary.

**Fire Rangers** -area north of most southerly four miles of municipality to the North, East and West boundaries – Greg Smith, Fire Chief of the Lintlaw Fire Department (or active fire chief); area within the most southerly four miles of the municipality Mark Eskra, Fire Chief of the Invermay Fire Department (or active fire chief);

**EMO** – Don Holowachuck, alternate Mayor of Lintlaw

**District No. 42 Agriculture Development and Diversification Board Representative** – Michelle Bednarz;

**Stray Animals Act** – Administrator Michelle Bednarz, Alternate – Keith Galbraith (Pound keeper location – Robinson Creek Grazing Pasture);

**Pest Control Officer** – Vince Bailey

**Kelvington Veterinary Board Member** – Allen Kreshewski, Alternate – Any other councilor available;

**Norquay Veterinary Board Member** - Dallas Chornomitz, Alternate – Allen Kreshewski;

**Lintlaw Fire Association** – Don Holowachuk, Dallas Chornomitz and Keith Galbraith, Alternate Any other councilor available;

**Kelsey Trail Health Region** – **Kelvington Trust Committee Representative –**

Brenda Johannesson;

**R.M. of Hazel Dell No. 335 Recreation Board Member -** Donna Cunningham;

**Parkland Regional Library Board Member –** No rep appointed

**Parkland Regional Library Kelvington Board -** No Rep appointed

**ECMA District Board of Revision –** Collin Redman; Alternate – Keith Galbraith;

**Preeceville Dr.’s Incentives Board Member –** Allen Kreshewski; Alternate - Don Holowachuck;

**Parkland Regional Waste Management Authority Representative –**

Don Holowachuck; Alternate – Allen Kreshewski;

**Formal Steering Committee for the Kelvington Long Term Care Construction –**

Brenda Johannesson;

**Water Caretakers –** Hamlet of Okla – Ken Radawetz and Hamlet of Hazel Dell – Vern Poworoznyk and Donna Radawetz

**Assiniboine Watershed Stewardship Association –** Collin Redman; Alternate – Dallas Chornomitz;

**APAS –** Brett Spray

**OHS Representative –** Michelle Bednarz, Alternate – Larry Ebel;

**Weed Inspector –** Scott Park

**Plant Health Officer (Club Root Management) –** Katey Mokohoniuk;

**Albert Minnie Foundation –** No rep appointed

**Asset Management Committee-** Don Holowachuk, Michelle Bednarz, Larry Ebel

**East Central Municipal Alliance-** Don Holowachuk

**Building Inspector and Bylaw Enforcement Officer-** Chris Letendra

**EMPLOYEES WAGES**

408/23 Redman -That the following wages be paid effective January 1, 2024:

* Larry Ebel - $31.35 per hour;
* Warren Townsend - $27.17 per hour;
* Hunter Walker – $22.99 per hour;
* Katlynne Schutte - $20.90 per hour;

And furthermore, the employees’ will be allowed ½ day sick day per month based on an 8-hour day as long as 15 days were worked that month with unused sick days and if these sick days are not used during the year they will be paid out at the end of 2024. **CARRIED.**

**At 1:06 p.m. Intern Administrator Michelle Bednarz declared a conflict of interest on the next item on the agenda and left the meeting.**

**HIRE INTERN ADMINISTRATOR**

409/23 Galbraith -That Michelle Bednarz be hired as Intern Administrator of the municipality at an annual salary of $65,925.00 for the year of 2024 effective January 1, 2024. Included with this salary the R.M. will pay the SARM level 3 Health and Dental Plan and further, the SARM Long Term Disability premium be paid by the R.M.

**CARRIED.**

**At 1:13 p.m. Intern Administrator Michelle Bednarz returned to the meeting.**

**KELVINGTON VET CLINIC**

The Intern Administrator updated council on the plans and cost to remove the Kelvington vet clinic building.

**CANCELLATION OF BENEFITS**

410/23 Kreshewski That Samantha Veldman benefits be cancelled as of November 30, 2023 due to no return to work on ROE. **CARRIED.**

**SARM EXTENDED HEALTH BENEFITS**

411/23 Galbraith -That in 2024 the R.M. continue to enroll in the SARM Extended Benefits Plan Health Care Level 3 with the R.M. paying 100% of the premiums for all employees except for the Administrator who is covered by the Level 5 coverage. **CARRIED.**

**SARM LONG TERM DISABILITY**

412/23 Veldman - That the R.M. pay the premium for all employees under SARM Long-Term Disability program for 2024 at the annual rates as follows: Michael Rattray - $132,591.69; Michelle Bednarz – $66,000; Katlynne Schutte $22,500.00 Larry Ebel - $72,500.00; Warren Townsend - $47,000.00; Hunter Walker - $28,000.00; **CARRIED.**

**DISABILITY COVERAGE**

413/23 Chornomitz - That the R.M. pay the premium for all employees under the SARM Short-Term Disability program for 2024 at the annual rates as follows:

Michael Rattray - $132,591.69; Michelle Bednarz – $66,000; Katlynne Schutte $22,500.00 Larry Ebel - $72,500.00; Warren Townsend - $47,000.00; Hunter Walker - $28,000.00;

and also include SARM coverage for all the Volunteer Fire Fighters from the Lintlaw and District Fire Fighting Association;

and furthermore, that the R.M. instruct the Administrator to email the Saskatchewan Workers’ Compensation Board an updated list of Volunteer Fire Fighters from the Lintlaw and District Fire Fighting Association which will be held on file (as per attached list). **CARRIED.**

**LUNCH BREAK**

414/23 Redman - That this meeting break for lunch at 1:25 p.m. **CARRIED**

415/23 Redman – That this meeting Resume its deliberations at 1:52 p.m. **CARRIED**

**AUDITOR**

416/23 Galbraith - That the R.M. appoint Bakertilly, Saskatoon, Sk., as auditors for the municipality for 2024. **CARRIED.**

**MUNICIPAL REVENUE SHARING GRANT**

417/23 Veldman -That the R.M. confirms this municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

* Submission of the Audited Annual Financial Statement to the Ministry of Government Relations;
* Submission of the Public Reporting on Municipal Waterworks 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; and
* All members of Council have filed and annually updated their Public Disclosure Statements, as required; and

-That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and

-That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. **CARRIED.**

**R.M. OF KELVINGTON NO. 366**

418/23 Redman -That the R.M. approve the payment of $570.20 (taxes included) to the R.M. of Kelvington No. 366 for custom work completed in 2023 on the west side of the SW 18-38-9-W2. **CARRIED**

**KELSEY TRAIL HEALTH REGION**

419/23 Kreshewski -That the R.M. approve the payment of $18,000.00 to the Kelsey Trail Health Region for the 2023 year. **CARRIED.**

**DONATION**

420/23 Redman -That the R.M. donate $200.00 to the Filling the Gap Christmas Hamper Program for the 2023 year. **CARRIED.**

**ROAD MAINTENANCE AGREEMENT**

421/23 Galbraith That the R.M. approve the following Road Maintenance Agreement;

Olysky – Signed agreement. **CARRIED.**

**NETPC MINUTES**

422/23 Veldman - That the minutes of the August 8, 2023 NETPC Meeting be approved as presented. **CARRIED.**

**OKLA WATER OPERATOR**

423/23 Redman - That the R.M. approve the wage increase for Okla water operator Ken Radawetz to $1200 annually. **CARRIED.**

**PUBWORKS TRAINING**

424/23 Kreshewski - That the R.M. approve Intern Administrator Michelle Bednarz to attend the Pubworks training at a cost of $350.00 made up of two half day sessions on a date to be determined in 2024. **CARRIED.**

**SNOW RIDGING**

425/23 Galbraith -That the R.M. authorize the Administrator to contact owners of SW 21-35-08 W2 about an easement for snow ridging on their land. **CARRIED.**

**CLOSE AND LEASE ROAD**

426/23 Galbraith That the R.M. approve a close and lease road agreement for Robinson Creek Grazing Ltd. on some of the roads going into the pasture. **DEFEATED**

**OKLA MEETING MINUTES**

427/23 Kreshewski That the meeting minutes for the Okla Hamlet Annual Meeting held on December 5, 2023 be accepted as presented. **CARRIED**

**OLD CLAIM FOR RESTITUTION**

Intern Administrator Michelle Bednarz informed council on an old restitution claim that went through an appeal process, no payments had been made and the claim has expired. Council decided not to pursue the claim through small claims court.

**At 2:41 p.m. councilor Denise Veldman declared a conflict of interest on the next item on the agenda and left the meeting.**

**IN CAMERA SESSION**

428/23 Galbraith - That this Council Meeting go to an In-Camera Session at 2:41 p.m. with the purpose being to discuss a Code of Ethics complaint against councilor Denise Veldman of the R.M. of Hazel Dell No. 335. **CARRIED.**

**RETURN TO REGULAR MEETING**

429/23 Galbraith - That the In-Camera Session end at 3:00 p.m. and that we return to the Regular Council Meeting. **CARRIED.**

**At 3:00 p.m. councilor Denise Veldman returned to the meeting.**

**DECLARE DIVISION 6 SEAT VACANT**

430/23 Kreshewski That the R.M. declare Division 6 seat vacant as per *The Municipalities Act* Clause 148(2)(a), *The Municipalities Act subclause* 147(1)(e)(ii), *The Municipalities Act* section 144, due to the Code of Ethics complaint being grounds for dismissal. **UNANOMOUSLY CARRIED.**

**At 3:10 p.m. Councilor Veldman left meeting**

**FURNACE QUOTE FOR OFFICE**

431/23 Redman That the quote from Reinhardt Plumbing and Heating at $5300.00 be accepted and that the R.M. move forward with furnace replacement in the office. **CARRIED.**

**MUNISOFT RENEWAL**

432/23 Galbraith - That the R.M. authorize Intern Administrator Michelle Bednarz to renew the Munisoft contract with Munisoft. **CARRIED.**

**WEED INSPECTOR REPORT**

433/23 Chornomitz That the weed inspection report be accepted as presented. **CARRIED.**

**LINTLAW FIRE ASSOCIATION BILL**

434/23 Galbraith That the R.M. pay all unpaid invoices due to Lintlaw and District Fire Association.

**CARRIED.**

**ADD BOARD PAYMENT**

435/23 Kreshewski That the R.M. pay the District #42 ADD Board a payment of $608.79 to clear up outstanding owing to Bert Hunt the previous PCO. **CARRIED.**

**NUT LAKE WATERSHED LEVY**

436/23 Redman That the R.M. pay the Nut Lake Watershed levy of $280.00 to the Kelvington C&D. **CARRIED.**

**PUBLIC WORKS**

437/23 Kreshewski **DIVISION 1-** Mulching 138S ¼ mile one side

Mulching East of Hazel Dell

**DIVISION 6-** Mulching between Klassen and Clinton Guy  **CARRIED**

**ACCOUNT PAYMENTS**

438/23 Galbraith - That the current accounts, Cheque #’s 14201 to 14223 and twenty-one “Other Payments”, attached to and forming part of these minutes, be hereby approved for payment for a total of $146,281.46. **CARRIED.**

**ADMINISTRATOR’S REPORT**

439/23 Kreshewski - That the R.M. approve the Administrator’s Report for November/December 2023 as presented to Council. **CARRIED.**

**CORRESPONDENCE**

440/23 Redman - That the R.M. acknowledge the correspondence has been reviewed and filed. **CARRIED.**

**NEXT MEETING**

441/23 Kreshewski - That the R.M. set the next Council Meeting date as January 10, 2024 with the start time being 9:00 a.m. **CARRIED.**

**ADJOURN**

442/23 Redman - That this meeting be adjourned with the time being 4:03 p.m.

**CARRIED.**

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REEVE ADMINISTRATOR