Present: Reeve - Don Holowachuk

Councilors – Division 2 – Allen Kreshewski

Division 3 - Collin Redman

Division 4 – Keith Galbraith

Division 6 - Brent Elmy

Not in Attendance – Dallas Chornomitz

Administrator – Michael Rattray

The meeting was called to order at 9:06 a.m. by Reeve Don Holowachuk.

**AMENDED AGENDA**

287/21 Elmy - That the R.M. approve the following items to be added/removed to today’s agenda;

* Add New Business #25 – Les Schutte request – Existing Rock Crossing;
* Add New Business #26–Application to Purchase Lease Lands-Murrison.
* Remove New Business #23 – Snow Pushed onto Road. **CARRIED.**

**AGENDA**

288/21 Kreshewki - That the Agenda be adopted as presented, subject to late changes.

**CARRIED.**

**MINUTES**

289/21 Holowachuk - That the minutes of the November 10th, 2021 Regular Meeting be approved as circulated. **CARRIED.**

**RUMBOLD ACCESS**

The Administrator updated Council on the changing of the access to the Monte Rumbold gravel pit.

**HAZEL DELL GARBAGE BINS**

290/21 Elmy - That the R.M. instruct the Administrator to write a letter to both the Parkland Regional Waste Authority and Ottenbreit Sanitation Services to inform them that the R.M. has received information from the Saskatchewan Department of Highways for OSS to apply for a secondary weight permit prior to the 2022 Road Ban Season to haul out garbage at the Hazel Dell site. **CARRIED.**

**HAZEL DELL SEPTIC ISSUES**

The Administrator informed Council that the Public Health Officer Mr. Roger Fielding requested the letters that were sent to the people of Hazel Dell with supposed septic issues this past June. The letters were emailed to Mr. Fielding on November 19, 2021.

**GRAVEL PIT**

291/21 Galbraith - That the R.M. authorize Reeve Holowachuk to sign an agreement with the Ministry of Highways for the transfer of Administration and Control to the R.M. of Hazel Dell No. 335 to a gravel pit previously owned by the Ministry of Highways located on the SW 20-35-9-W2. **CARRIED.**

**DELEGATION 9:30 – 10:05 A.M.**

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

* - Discuss grader tire issues;
* - Discuss starting to snow ridge.

At 10:09 a.m. Administrator Michael Rattray left the meeting.

**DELEGATION 10:10 – 10:23 A.M.**

The R.M.’s Administrative Assistant Mrs. Christina Sorgen discussed the following with Council:

* Wage negotiations for the 2022 year.

At 10:24 a.m. Administrator Michael Rattray returned to the meeting.

**FINANCIAL STATEMENT**

292/21 Redman - That the Statement of Financial Activities for the month of November, 2021, be approved as read. **CARRIED.**

**TRANSFER OF FUNDS**

293/21 Kreshewski - That the R.M. approve the transfer of $50,000.00 from Flex Term #12 to the General Bank Account. **CARRIED.**

**DEPUTY REEVE**

294/21 Galbraith -That Councilor Collin Redman be hereby appointed to act as Deputy Reeve of this municipality for the 2022 year. **CARRIED.**

**HIRE ADMINISTRATOR**

295/21 Holowachuk - That Michael Rattray be hired as Administrator of the municipality at an annual salary of $118,804.00 which will be shared equally by the R.M. of Sasman No. 336 for the year 2022 effective January 1, 2022. Included with this salary the R.M. will pay the SARM Level 5 Health and Dental Plan and further, that both the 2022 RMAA Membership fees ($425.00) and 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.**

**PART-TIME ADMINISTRATIVE OFFICE ASSISTANT’S WAGE**

296/21 Elmy - That Christina Sorgen be hired as part-time Administrative Assistant for 2022 at a wage of $20.00 per hour effective January 1, 2022, including the SARM Level 3 Health and Dental Family coverage and whereas that four sick days be allowed per year and if these sick days are not used during the year they will be paid out at the end of 2022 and further, that the SARM Long Term Disability premium be paid by the R.M.. **CARRIED.**

**SIGNING AUTHORITY**

297/21 Kreshewski - That the Reeve, Don Holowachuk, 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 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 2022 year and also whereas the Administrator and the Administrative Assistant are authorized to use both the municipalities debit and credit card for purchases for this municipality. **CARRIED.**

**OUTSIDE EMPLOYEE WAGES**

298/21 Galbraith - That the following wages be paid effective January 1, 2022:

* Larry Ebel - $28.70 per hour;
* Aaron Serhan - $30.75 per hour;
* Samantha Veldman - $24.60 per hour;
* Chris Randall - $24.60 per hour;

and furthermore the outside 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 2022. **CARRIED.**

**REGULAR MEETINGS OF COUNCIL**

299/21 Redman - That the Regular Meetings of the Council of the R.M. of Hazel Dell No. 335

for the year 2022 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, April, November and December – 9:00 a.m.;
* May, June, July, August, September and October – 8:00 a.m.

**CARRIED.**

**SARM’S FIDELITY BOND**

300/21 Holowachuk - That the Administrator’s and Employees’ Fidelity Bond be accepted as presented. **CARRIED.**

**LUNCH BREAK**

301/21 Holowachuk - That this meeting break for lunch at 12:00 p.m. **CARRIED.**

302/21 Holowachuk - That this meeting resume its deliberations at 12:33 p.m. **CARRIED.**

**COUNCIL INDEMNITIES/MILEAGE/MEALS**

303/21 Galbraith - That for the year 2022 remuneration to members of Council be set as follows:

* Council Meetings-$250.00 per meeting; Committee Meetings-$250.00 per day; Supervision of Works-$250.00 per day, with a limit of eighteen days per year, plus applicable mileage. Furthermore that councilor be in attendance at least 4 hours to be paid for full meeting day or full supervision day;
* That the mileage rate for anyone on municipal business be set at $0.55 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.**

**EXCESS LIABILITY INSURANCE**

304/21 Elmy - That the R.M. purchase from SARM the 2022 Excess Liability Insurance for the coverage of $3,000,000. **CARRIED.**

**COUNCIL WCB COVERAGE**

305/21 Kreshewski - That the Council members be covered under WCB for 2022 at the minimum positional coverage of $38,442.00. **CARRIED.**

**SARM EXTENDED HEALTH BENEFITS**

306/21 Redman - That in 2022 the R.M. continue to enroll in the SARM Extended Benefits Plan Health Care Level 3 with the R.M. paying for 100% of the premiums for all employees except for the Administrator who is covered by the Level 5 coverage. **CARRIED.**

**SARM LONG TERM DISABILITY**

307/21 Holowachuk - That the R.M. pay the premium for all employees under the SARM Long-Term Disability program for 2022 at the annual rates as follows:

Michael Rattray - $118,805; Christina Sorgen - $24,000.00; Larry Ebel - $70,000.00; Aaron Serhan - $57,000.00; Samantha Veldman - $43,000.00; Chris Randall - $43,000.00. **CARRIED.**

**DISABILITY COVERAGE**

308/21 Galbraith - That the R.M. pay the premium for all employees under the SARM Short Disability program for 2022 at the annual rates as follows:

Michael Rattray - $118,805.00; Christina Sorgen - $24,000.00; Larry Ebel - $70,000.00; Aaron Serhan - $57,000.00; Samantha Veldman -$43,000.00; Chris Randall - $43,000.00;

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.**

**SARM DELEGATES**

309/21 Elmy - That Don Holowachuk and Dallas Chornomitz be appointed as the RM’s official delegates to the March 2022 S.A.R.M. Convention.

**CARRIED.**

**SMHI DELEGATE**

310/21 Kreshewski - That Collin Redman be appointed as the R.M.’s official delegate to the 2022 Municipal Hail Insurance Annual Meeting. **CARRIED.**

**CUSTOM WORK RATES**

311/21 Redman - That the year 2022 custom work rates be set as follows for ratepayers:

Grader Work-$200.00 per hour, snowplowing up to 15 min $20.00

(minimum charge), $100.00 per ½ hr;

Steamer and Operators (thawing culverts only) - $150.00 per hour;

Mower and Tractor unit- $200.00 per hour;

Grader towing/pulling out any Vehicle out of the ditch ect. – Minimum charge of $200.00;

One ton truck and trailer - $150.00 (flat rate);

That the year 2022 custom work rate for non-ratepayers be:

Grader Work - $250.00 per hour with time paid to and from shop. Furthermore that custom work for Olysky will only be permitted if absolute emergency at the following rate:

Grader Work - $300.00 per hour with time paid to and from shop.

Furthermore, if called for custom snowplowing in order to move grain or bales that only time spent on the private property will be charged, not time spent on road allowance. **CARRIED.**

**AUDITOR**

312/21 Holowachuk - That the R.M. appoint Janke Jellicoe LLP, Tisdale, SK., as auditors for the

Municipality for 2022. **CARRIED.**

**ELECTIONS**

313/21 Galbraith - That the places of poll for the 2022 election be as follows:

Division 1 – Okla Hall, Okla, SK.; Division 2 – Okla Hall, Okla, SK.;

Division 3 –Okla Hall, Okla, SK.; Division 4 – Okla Hall, Okla, SK.;

Division 6 – Okla Hall, Okla, SK.;

and that the following appointments be made for the 2022 Advance Poll on

Friday, November 4, 2022 and the 2022 Municipal Election that will be held

Wednesday, November 9, 2022:

Returning Officer - Michael Rattray;

Deputy Returning Officer – Christina Sorgen, Preeceville, SK.;

Poll Clerk – Elaine Busch – Hazel Dell, SK.;

and that the remuneration for election officials be set at $200.00 per day. **CARRIED.**

**HAMLET TAX ALLOTMENT**

314/21 Elmy - That the 2022 Hamlet Tax Allotment be set at 70% for each the Hamlets of

Okla and Hazel Dell. **CARRIED.**

**SASKATCHEWAN LOTTERIES GRANT ALLOCATION**

315/21 Kreshewski - That the population of the municipality be allotted as follows for the Year

2022 Saskatchewan Lotteries Trust Fund Grant Allocation - 360 to the R.M.

of Hazel Dell Recreation Board and 155 to the Village of Lintlaw Recreation

Board. **CARRIED.**

**2022 APPOINTMENTS**

316/21 Redman “That the following appointments be made for the year 2022:

**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 Holowachuk, Alternate Mayor of Lintlaw;

**District No.42 Agriculture Development and Diversification**

**Board Representative** – Darrel Cunningham;

**Stray Animals Act** – Administrator Michael Rattray, Alternate – Keith Galbraith (Poundkeeper Location – PFRA Pasture);

**Pest Control Officer** – Bert Hunt;

**Kelvington Veterinary Board Member** –

Brent Elmy, Alternate - Allen Kreshewski;

**Norquay Veterinary Board Member** –

Dallas Chornomitz, Alternate – Allen Kreshewski;

**Lintlaw Fire Association** – Don Holowachuk, Brent Elmy and Keith Galbraith, Alternate – Any other Council member 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;

**Shamrock District Board of Revision** –

Collin Redman; Alternate – Keith Galbraith;

**Preeceville Dr.’s Incentives Board Member** –

Allen Kreshewski, Alternate – Don Holowachuk;

**Parkland Regional Waste Management Authority Representative** –

Don Holowachuk; 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** – Aaron Serhan, Alternate – Michael Rattray;

**Weed Inspector** – Scott Park;

**Plant Health Officer (Club Root Management)** - Lynne Roszell;

**Albert Minnie Foundation** – Brent Elmy.  **CARRIED.**

**MINUTE SUBSCRIPTION**

317/21 Holowachuk - That the 2022 Minute Subscription price be set at $150.00 and that a fee

of $25.00 be charged for one month’s minutes. **CARRIED.**

**ENGAGEMENT LETTER**

318/21 Galbraith - That the R.M. approve and authorize the Reeve and Administrator to sign the Auditor’s Engagement letter from Janke Jellicoe Chartered Professional Accountants. **CARRIED.**

**AUDIT LETTER**

319/21 Elmy - That the R.M. approve the questionnaire that was completed by Council which was sent out from Janke Jellicoe Chartered Professional Accountants. **CARRIED.**

**RELIEF GRADER OPERATORS**

320/21 Kreshewski - That the position of relief grader operator be Aaron Serhan for the winter of 2021-2022. **CARRIED.**

**GRADER OPERATOR’S GUARANTEED HOURS**

321/21 Redman - That grader operator Larry Ebel be paid a minimum of 160 guaranteed hours each for the months of December 2021 and the months of January, February and March 2022. **CARRIED.**

**HOLIDAY REQUEST**

322/21 Holowachuk - That the R.M. approve the following holiday request:

Christina Sorgen – December 27th, 2021 to January 7th, 2022 (inclusive);

Michael Rattray – December 28th, 2021 to January 3rd, 2022 (inclusive).

**CARRIED.**

**MUNICIPAL REVENUE SHARING GRANT**

323/21 Galbraith - 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.**

**ROAD MAINTENANCE AGREEMENT**

324/21 Elmy - That the R.M. approve the following Road Maintenance Agreements:

* 6-2021 - Edgewood Spruce (c/o James German)–Log Hauling. **CARRIED.**

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

325/21 Kreshewski - That the R.M. approve the payment of $494.40 (taxes included) to the R.M. of Kelvington No. 366 for custom work completed in 2021 on the west side of the SW 18-38-9-W2. **CARRIED.**

**CANCEL CHEQUE**

326/21 Redman - That the R.M. authorize the Administrator to cancel cheque number 13297 with the amount being $148.29 and payable to Purolator with the reason being that this cheque has not been cashed yet and presumed gone missing in the mail system. **CARRIED.**

**INSURANCE CLAIM**

The Administrator informed Council that a Claim and Incident Report Form from Mr. Paul Christianson has been forwarded to the SARM Liability Self Insurance Plan for their review.

**SASK POWER**

327/21 Holowachuk - That the R.M. approve the following SaskPower requests:

* NW 20-34-8-W2 – Trench in road allowance;
* SW 29-34-8-W2 – Trench in road allowance;
* SW 1-37-9-W2 – Trench in road allowance. **CARRIED.**

**ROAD CONSTRUCTION PAYOUTS**

328/21 Galbraith - That the R.M. approve the following payments which relates to the 2021 Road Construction project south of Lintlaw:

* Alvena Oryszczyn – Clay Borrow - $4,947.56;
* Curtis Fuluche – Crop Loss (NH3 + application lost) - $700.00. **CARRIED.**

**2021 CEMETERY MAINTENANCE**

329/21 Elmy - That the R.M. pay the following committees for the 2021 Cemetery Maintenance:

* Okla Cemetery Committee - $300.00;
* Hazel Dell R.M. Cemetery Committee - $300.00;
* Lintlaw Cemetery Board - $300.00. **CARRIED.**

**KELSEY TRAIL HEALTH REGION**

Council tabled the discussion on the payment to the Kelsey Trail Health Region until more information is looked into.

**DONATION**

330/21 Kreshewski - That the R.M. donate $200.00 to the Filling the Gap Christmas Hamper Program. **CARRIED.**

**PATTISON AG INVOICE**

The discussion on an amended invoice from Pattison Agriculture for tractor repairs was tabled until the amended invoice is received by the R.M. Office.

**EQUIPMENT QUOTES**

331/21 Redman - That the R.M. instruct the Administrator to invite the following companies to provide a quote on both a Degelman mower and sidearm and also the earliest guaranteed delivery date possible:

* RJ Sales (Wadena, SK.), Kelvington John Deere (Pattison Ag) and Preeceville Salvage. **CARRIED.**

**CIVIC ADDRESSING**

332/21 Holowachuk - That the R.M. advise both the Saskatchewan Department of Highways and Information Services Corporation of the following changes regarding Civic Addressing:

* Street names in the Hamlet of Hazel Dell to change to:

Railway Avenue East, Railway Avenue West, First Avenue East, First Avenue West, Main Street North, Main Street South and Hazel Street (not registered at all);

* Change Rockford Road on the east side of sections 14 & 23-36-7-W2 to

Range Road 2071. **CARRIED.**

**NEW C&D AREA**

Councillor Redman updated Council on the proposed newly formed C&D Area south of Lintlaw. Different options were talked about regarding the drainage of water and the new C&D would like to use option 1 but Council disagreed with this, based on the information that was provided at this time. Further discussions will follow regarding these options.

**RMAA CURLING**

333/21 Galbraith - That the R.M. register a team in the 2022 RMAA Curling which will take place in Preeceville, SK. at a date later to be announced. **CARRIED.**

**CONSERVATION EASEMENT**

The Administrator presented Council with a letter from Miller Thomson LLP regarding a Notice of Intent for a proposed conservation easement on the NW 23-34-9-W2. Council has no objection to the registration of this proposed Conservation Easement Notice at this time.

**GARBAGE BINS**

334/21 Elmy - That the R.M. instruct the Administrator to contact the Parkland Regional

Waste Management Authority and request an extra garbage bin at both the

Okla and Hazel Dell sites. **CARRIED.**

**SIGN REQUEST**

335/21 Kreshewski - That the R.M. approve a request to install a sign at the following location:

* Install “Yield” sign – South East corner of the SE 18-37-9-W2 (this sign will be installed in the Spring of 2022). **CARRIED.**

**BUILDING MOVE PERMIT**

The Administrator presented Council with a Building Move Permit Application regarding a building being moved to the SW 30-35-8-W2.

**LES SCHUTTE REQUEST**

Council reviewed a request from Mr. Les Schutte regarding the installation of a culvert and rip rap at the NW 8-37-8-W2. Council will determine what culverts are needed and will pass a resolution at the upcoming January 2022 meeting.

**APPLICATION TO PURCHASE A CROWN LEASE**

336/21 Holowachuk - That the R.M. approve the following applications to Purchase Agricultural Lease Land:

* Albert Murrison - NE 36-37-8-W2 (Lease #455606). **CARRIED.**

**ACCOUNT PAYMENTS**

337/21 Redman - That the current accounts, Cheque #’s 13434 to #13464 and eighteen “Other Payments”, attached to and forming part of these minutes, be hereby approved for payment for a total of $88,496.98. **CARRIED.**

**ADMINISTRATOR’S REPORT**

338/21 Holowachuk - That the R.M. approve the Administrator’s Report for November/December 2021 as presented. **CARRIED.**

**CORRESPONDENCE**

339/21 Galbraith - That the R.M. acknowledge the correspondence has been reviewed and filed. **CARRIED.**

**NEXT MEETING**

340/21 Holowachuk - That the next Regular Meeting be set for Wednesday, January 12th, 2022, starting at 9:00 a.m. **CARRIED.**

**ADJOURN**

341/21 Elmy - That this meeting be adjourned with the time being 4:35 p.m.

**CARRIED.**

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REEVE ADMINISTRATOR