Present: Reeve - Don Holowachuk

Councilors – Division 1 - Dallas Chornomitz

Division 2 - Allen Kreshewski

Division 3 - Collin Redman

Division 4 - Keith Galbraith

Division 6 - Denis Veldman

Administrator – Michael Rattray

Observer- Michelle Bednarz

The meeting was called to order at 9:07 a.m. by Reeve Don Holowachuk.

**ADD AGENDA ITEMS**

354/22 Galbraith - That the following items be added to the Agenda:

* New Business #21 – Approve MEPP Authorization-Michelle Bednarz.

**CARRIED.**

**AGENDA**

355/22 Holowachuk - That the Agenda be adopted as presented, subject to late changes.

**CARRIED.**

**MINUTES**

356/22 Veldman - That the minutes of the November 10, 2022 Regular Meeting and the November 25, 2022 Special Meeting, be approved as circulated with the following changes:

* Rescind Resolution Number’s 332/22 and 334/22. **CARRIED.**

**SALE OF TAX TITLE PROPERTY**

The Administrator informed Council that the money from the sale of the Tax Title Property (Darlene Burseth Estate) has been mailed to us from our lawyer Behiel, Will and Biemans (Humboldt, SK.). Once the monies are received all arrears and current taxes for the Burseth Estate will be paid.

**HIRE CONSULTANTS**

357/22 Galbraith-That the R.M. hire Northbound Planning Ltd. To prepare both as Official Community Plan and a Zoning Bylaw for this municipality.  **CARRIED**

**BURSETH LETTER**

* The administrator updated council on the letter that will be sent to Mr. Brent Burseth regarding his actions in our office on October 19, 2022.

**MAIP PROGRAM**

358/22 Galbraith-That the R.M. authorize the Administrator to apply to SARM to be included in the Rural Municipal Administrator Internship Program, in which Administrator Michael Rattray will mentor Ms. Michelle Bednarz to become the future Administrator. **UNANIMOUSLY CARRIED**

**BRIDGE REPAIRS**

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

**FINANCIAL STATEMENT**

359/22 Galbraith - That the Statement of Financial Activities for the month of November, 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.**

**DELEGATION 10:00 – 10:28 A.M.**

Mr. Craig Leary and Ms. Deneen Woodrow (RCMP Representatives) discussed with council various topics on what has taken place in the past regarding RCMP issues in this municipality.

**HIRE ADMINISTRATOR**

360/22 Holowachuk -That Michael Rattray be hired as administrator of the municipality at an annual salary of $126,882.00 which will be shared equally by the R.M. of Sasman No.336 for the year of 2023 effective January 1, 2023, Included with this salary the R.M. will pay the SARM level 5 Health and Dental Plan and further, that both the 2023 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 $100,00.00 Life insurance Policy from SARM.

**CARRIED.**

**SIGNING AUTHORITY**

361/22 Veldman - 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 Katlynn Schutte, 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, the Assistant Administrator and the office assistant are authorized to use both the municipalities debit and credit card for purchases for this municipality.  **CARRIED.**

**DELEGATION 11:00-11:35**

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

* Update on snow plowing;
* Update on equipment.

**OUTSIDE EMPLOYEES WAGES**

362/22Redman -That the following wages be paid effective January 1, 2023:

* Larry Ebel - $30.00 per hour;
* Aaron Serhan - $32.00 per hour;
* Samantha Veldman – $26.00 per hour;
* Chris Randall - $26.00 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 2023. **CARRIED.**

**REGULAR MEETINGS OF COUNCIL**

363/22 Galbraith -That the Regular Meetings of the Council of the R.M. of Hazel Dell No. 335 for the year 2023 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**

364/22 Kreshewski - That the Administrator’s and Employees’ Fidelity Bond be accepted as presented. **CARRIED.**

**COUNCIL INDEMNITIES/MILEAGE/MEALS**

365/22 Redman - That for the year 2023 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 $0.55 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**

366/22 Chornomitz -That the R.M. purchase from SARM the 2023 Excess Liability Insurance for the coverage of $3,000,000.00. **CARRIED.**

**COUNCIL WCB COVERAGE**

367/22 Veldman - That the Council members be covered under WCB for 2023 at the minimum positional coverage of $39,170.00. **CARRIED.**

**SARM EXTENDED HEALTH BENEFITS**

368/22 Galbraith -That in 2023 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**

369/22 Holowachuck - That the R.M. pay the premium for all employees under SARM Long-Term Disability program for 2023 at the annual rates as follows: Michael Rattray – $126,882.00; Larry Ebel - $70,000.00; Aaron Serhan - $70,000.00; Samantha Veldman - $43,000.00; Chris Randall - $43,000.00. **CARRIED.**

**DISABILITY COVERAGE**

370/22 Kreshewski - That the R.M. pay the premium for all employees under the SARM Short-Term Disability program for 2023 at the annual rates as follows:

Michael Rattray - $126,881.00; Larry Ebel - $70,000.00; Aaron Serhan - $70,000.00; 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**

371/22 Redman -That Don Holowachuck and Dallas Chornomitz be appointed as the R.M.’s official delegates to the March 2023 S.A.R.M. Convention.  **CARRIED.**

**SMHI DELEGATE**

372/22 Chornomitz - That Collin Redman be appointed as the R.M.’s official delegate to the 2023 Municipal Hail Insurance Annual Meeting. **CARRIED.**

**CUSTOM WORK RATES**

373/22 Veldman - That the year 2023 custom work rates be set as follows for ratepayers: Grader Work- $250.00 per hour, snowplowing up to 15 min $50.00 (minimum charge);

$100.00 per ½ hour, Steamer and Operators (thawing culverts only) - $150.00 per hour;

Mower and Tractor Unit - $250.00 per hour;

Grader towing/pulling out any vehicle out of the ditch etc. – Minimum charge of $250.00;

That the year 2023 custom work rate for non-ratepayers be:

Grader Work - $300.00 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 - $350.00 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**

374/22 Holowachuck - That the R.M. appoint Janke Jellicoe LLP, Tisdale, Sk., as auditors for the municipality for 2023. **CARRIED.**

**HAMLET TAX ALLOTMENT**

375/22GalbraithThat the 2023 Hamlet Tax Allotment be set at 70% for each of the Hamlets of Okla and Hazel Dell. **CARRIED.**

**SASKATCHEWAN LOTTERIES GRANT ALLOCATION**

376/22 Holowachuck That the population of the municipality be allotted as follows for the Year 2023 Saskatchewan Lotteries Trust Fund Grant Allocation – 251 to the R.M. of Hazel Dell Recreation Board and 260 to the Village of Lintlaw Recreation Board. **CARRIED.**

**2023 APPOINTMENTS**

377/22 Kreshewski -That the following appointments be made for the year 2023:

**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** - Darrel Cunningham;

**Stray Animals Act** – Administrator Michael Rattray, Alternate – Keith Galbraith (Pound keeper location – PFRA Pasture);

**Pest Control Officer** - Vacant

**Kelvington Veterinary Board Member** – Allen Kreshewski, Alternate – Denis Veldman;

**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

**Shamrock 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 –** Aaron Serhan, Alternate – Michael Rattray;

**Weed Inspector –** Scott Park

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

**Albert Minnie Foundation –** Denis Veldman

**CARRIED.**

**LUNCH BREAK**

378/22 Holowachuck - That this meeting break for lunch at 12:35 p.m. **CARRIED**

379/22 Holowachuck – That this meeting Resume its deliberations at 1:10 p.m. **CARRIED**

**MINUTE SUBSCRIPTION**

380/22 Redman - That the 2023 Minute Subscription price be set at $150.00 and that a fee of $25.00 be charged for one month’s minutes (hard copy) and ½ the price if emailed out.

**ENGAGEMENT LETTER**

381/22 Holowachuck - That the R.M. approve and authorize the Reeve and Administrator to sign the Auditor’s Engagement letter from Janke Jellocoe Chartered Professional Accountants.

**AUDIT LETTER**

382/22 Galbraith - That the R.M. approve the questionnaire that was completed by Council which was sent out from Janke Jellicoe Chartered professional Accountants.

At 1:20 p.m. Councilor Kreshewski left the meeting.

**RELEIF GRADER OPERATOR**

383/22 Galbraith -That the following people be regarded as our relief grader operators for the winter of 2022-2023:

* Aaron Serhan, Darrel Biccum and Barney Johannesson. **CARRIED.**

**GRADER OPERATOR GUARANTEED HOURS**

384/22 Redman - That grader operator Larry Ebel be paid a minimum of 160 guaranteed hours each for the months of December 2022 and the months of January, February and March 2023. **CARRIED**

**RESIGNATION**

385/22 Chornomitz - That the R.M. accept the resignation of Christina Sorgen, Administrative Assistant, with her last day of work being November 30, 2022 and whereas that the R.M. authorize the Administrator to make application to SARM for a refund for benefits for Mrs. Sorgen. **CARRIED**

**MUNICIPAL REVENUE SHARING GRANT**

386/22 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.**

**LANDS BRANCH**

The Administrator informed Council that Mr. Tim Fiest from Saskatchewan Lands Branch had talked to him regarding the Bear Paw Cabin which is located on the NE 35-37-9-W2nd. According to Mr., Fiest this cabin is possibly on both the Land Branch’s land and on the road allowance. Mr. Fiest wants council’s direction on what should be done. Council made no decision at this time. Council instructed the Administrator to contact Mr., Fiest and inform him of other cabins/shacks that are possibly in the same position as the Bear Paw Cabin.

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

387/22 Veldman -That the R.M. approve the payment of $687.80 (taxes included) to the R.M. of Kelvington No. 366 for custom work completed in 2022 on the west side of the SW 18-38-9-W2. **CARRIED**

**SNOW PLOW ROUTES**

Council held a discussion regarding bus routes and how our operators plow snow on these routes.

**GRAVEL PIT**

The Administrator informed Council that Mr. Jeremy Haas contacted the office regarding the proposed development of a gravel pit on the NE 3-37-7-W2 (Kelly Panasuik). Mr. Haas was asking about setting up road maintenance agreements to haul out of this pit. Council made no decision at this time to sign any agreements. Council instructed the Administrator to contact Saskatchewan Environment to find out if there are rules regarding certain distances you must be away from a river/waterway when extracting gravel.

**SALE OF CROWN LAND**

388/22 Galbraith -That the R.M. agree with the sale of the following Crown Land:

-NE 1-35-8-W2. **CARRIED.**

**KELSEY TRAIL HEALTH REGION**

389/22 Holowachuck -That the R.M. approve the payment of $18,000.00 to the Kelsey Trail Health Region for the 2022 year. **CARRIED.**

**DONATION**

390/22 Redman -That the R.M. donate $200.00 to the Filling the Gap Christmas Hamper Program for the 2022 year. **CARRIED.**

**WRITE OFF PENALTY**

391/22 Chornomitz - That the R.M. approve the writing off of a penalty for the following Hazel Dell water invoice:

* Bill Kitzan - $40.00 – Invoice HD#21-08 **CARRIED.**

**SNOW PUSHED ONTO MUNICIPAL ROAD**

392/22 Veldman -That the R.M. authorize the Administrator to write a letter to the following person regarding the pushing of snow from his private property onto a municipal road:

* Mr. Chris Cook – SE 21-35-83W2. **CARRIED.**

**REQUEST TO STRAIGHTEN ROAD**

A request to straighten a road on the north side of section 8-36-9W2 was tabled until spring when this road is easier to inspect.

**NORQUAY VET BOARD**

393/22 Chornomitz That the R.M. approve the Norquay Veterinary Service Board’s meeting minutes from November 2,2022, as presented to council. **CARRIED.**

**MAXXUM 150 TRACTOR**

Council reviewed the green light invoice/report from Rockey Mountain Equipment for our Maxxum 150 Tractor.

**MEPP AUTHORIZATION**

394/22 Holowachuck - That the R.M. authorize Michelle Bednarz’s name to be added to the Municipal Employees’ Pension Plan’s account. **CARRIED.**

At 2:15 p.m. Councilor Veldman left meeting

**ACCOUNT PAYMENTS**

395/22 Redman - That the current accounts, Cheque #’s 13836 to 13877 and eighteen “Other Payments”, attached to and forming part of these minutes, be hereby approved for payment for a total of $133,522.62. **CARRIED.**

**ADMINISTRATOR’S REPORT**

396/22 Chornomitz - That the R.M. approve the Administrator’s Report for November/December 2022 as presented to Council. **CARRIED.**

**CORRESPONDENCE**

397/22 Galbraith - That the R.M. acknowledge the correspondence has been reviewed and filed. **CARRIED.**

**NEXT MEETING**

398/22 Holowachuck - That the R.M. set the next Council Meeting date as January 11, 2023 with the start time being 9:00 a.m. **CARRIED.**

**ADJOURN**

399/22 Redman - That this meeting be adjourned with the time being 3:09 p.m.

**CARRIED.**

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REEVE ADMINISTRATOR