

Rural Municipality of Chesterfield No. 261**Meeting Minutes****Regular Meeting of Council December 12, 2023 - 01:00 PM**

Minutes of the regular meeting of the Rural Municipality of Chesterfield No. 261 held December 12, 2023, in the municipal council Chambers located at 205 Main Street Eatonia Saskatchewan.

ATTENDANCE

Council members in attendance were:

Reeve: Bill Thomson

Division 1: Brent Watts

Division 2: Leah Cooper

Division 3: David Booker

Division 4: Alan Busby

Division 5: Clinton Hoffman

Division 6: Duane Cridland

Division 8: Doug Bredy

The Following Staff Members were in attendance:

Administrator: Tosha Kozicki

DISCLOSURE STATEMENTS

Disclosure Statements were completed by Division 1 Councillor and Division 8 Councillor.

CALL TO ORDER

Reeve Bill Thomson Called the meeting to order at 1:00 p.m.

AGENDA

That the agenda presented for today's meeting has been reviewed by council and will be used as a guideline for this meeting.

MINUTES

Resolution No: 2023-12-01

Moved By: David Booker

Seconded By: Alan Busby

That the minutes from the meeting held on November 14, 2023, be approved as circulated.

CARRIED

CORRESPONDENCE

Resolution No: 2023-12-02

Moved By: Clinton Hoffman

Seconded By: Doug Bredy

That the municipality acknowledge receipt of the following correspondence and file for future reference: Nuisance Grounds Report November 2023, SARM (Saskatchewan Association of Rural Municipalities) Division 3 Director Election, WCMGC (West Central Municipal Government Committee) November 23, Minutes, APAS (Agricultural Producers Association of Saskatchewan 2023 resolutions, Brandt newsletter, Arrears updated listing as of December 08, 2023.

CARRIED

Reeve

Administrator

FINANCIALS**Resolution No: 2023-12-03****Moved By:** Leah Cooper**Seconded By:** Clinton Hoffman

That the statement of revenues and expenses and bank reconciliation for November 2023 be approved as presented.

CARRIED

1:15 p.m. - 1:25 p.m. D'Arcy Vannini from TradeMark Roofing attending the RM Council Meeting and discussed roof repairs of the new office building.

1:25 p.m. - 1:30 p.m. RM Foreman Shane Stusrud attended the RM Council Meeting.

PAYMENT OF ACCOUNTS**Resolution No: 2023-12-04****Moved By:** W.R. (Bill) Thomson**Seconded By:** Clinton Hoffman

That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

Accounts for approval as follows: Chx 3377 – 3405 - \$310,586.63

Online Banking 2023-0181 – 2023-0199 - \$144,465.23

Payroll 293 - \$1,036.58

Payroll 294 – 295 - \$3,593.87

Payroll 296 – 303 - \$16,921.83

Payroll 304 – 305 - \$3,403.21

Payroll 306 – 313 - \$17,483.67

CARRIED**REPAIRS ON SOMERVILLE'S CHAIN LINK FENCE ON THE NORTH ROAD BOUNDARY OF EATONIA****Resolution No: 2023-12-05****Moved By:** Doug Bredy**Seconded By:** W.R. (Bill) Thomson

That the municipality write a letter to Brian Somerville and the Town of Eatonia Mayor Darcy Scott asking them to attend our next meeting of council to discuss the invoice of repairs to the chain link fence on the town of Eatonia's North Bound Road and to discuss snow plowing this road in the future, and to include a copy of the invoice with the letter.

CARRIED

COMMITTEE REPORTS**Resolution No:** 2023-12-06**Moved By:** Leah Cooper**Seconded By:** Duane Cridland

That the following reports be filed for future reference: Foundation Report, Administrators report on office roof, WellTraxx and Prospera, EOL (Eatonia Oasis Living) report, Seasonal Employees, Eatonia Cemetery Report, APAS (Agricultural Producers Association of Saskatchewan) Report.

CARRIED**GRAVEL CRUSHING MEASUREMENT****Resolution No:** 2023-12-07**Moved By:** Alan Busby**Seconded By:** Leah Cooper

That the municipality hold back Cheque number 3401 to Wheatland Aggregates Ltd. until we have a measurement on the crushed gravel pile to show 90,000 yards before the administrator releases the payment.

CARRIED**CRIME STOPPERS YEARLY DONATION - \$200****Resolution No:** 2023-12-08**Moved By:** Brent Watts**Seconded By:** David Booker

That the municipality donate \$200 to Saskatchewan Crime Stoppers for 2023.

CARRIED**TAX ENFORCEMENT - PROCEED - SIX MONTHS NOTICE****Resolution No:** 2023-12-09**Moved By:** Alan Busby**Seconded By:** David Booker

That the municipality authorizes the administrator to proceed with tax enforcement six month notice on the following properties PT NE 28 25 27 3, NW 18 25 26 3 and SW 18 25 26 3.

CARRIED

WESTERN MUNICIPAL CONSULTING - BOARD OF REVISION**Resolution No: 2023-12-10****Moved By:** Alan Busby**Seconded By:** David Booker

That the RM OF CHESTERFIELD NO.261 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers

CARRIED**WESTERN MUNICIPAL CONSULTING - BOARD OF REVISION SECRETARY****Resolution No: 2023-12-11****Moved By:** Leah Cooper**Seconded By:** Brent Watts

That the RM OF CHESTERFIELD NO.261 appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

WESTERN MUNICIPAL CONSULTING - DEVELOPMENT APPEALS BOARD**Resolution No: 2023-12-12****Moved By:** Doug Bredy**Seconded By:** Duane Cridland

That the RM OF CHESTERFIELD NO.261 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED**WESTERN MUNICIPAL CONSULTING - DEVELOPMENT APPEALS BOARD SECRETARY****Resolution No: 2023-12-13****Moved By:** Clinton Hoffman**Seconded By:** W.R. (Bill) Thomson

That the RM OF CHESTERFIELD NO.261 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing

CARRIED**ADD UNPAID CUSTOM WORK AND FIRE CALLS TO TAXES AS OF DECEMBER 31, 2023****Resolution No: 2023-12-14****Moved By:** Brent Watts**Seconded By:** Leah Cooper

That the municipality add unpaid custom work and any unpaid fire calls to taxes for December 31, 2023.

CARRIED

OFFER TO PURCHASE - OLD OFFICE FURNANCE - \$500**Resolution No: 2023-12-15****Moved By:** Leah Cooper**Seconded By:** Clinton Hoffman

That the municipality accepts offer to purchase old office furnace for \$500 from Dean Aldridge.

CARRIED**PROSPERA ENERGY - NEW AGREEMENT 2024****Resolution No: 2023-12-16****Moved By:** Leah Cooper**Seconded By:** David Booker

That the municipality approve and sign the payment proposal from Prospera Energy Inc. dated December 08, 2023, for arrears in the amount of \$325450 as of December 2023 along with 1% per month penalty on outstanding arrears. Payment Plan as follows:

- 1) The first payment of \$65,831.50 will be paid by January 30, 2024
- 2) The second payment of \$65,831.50 will be paid by February 28, 2024
- 3) The third payment of \$65,831.50 will be paid on March 31, 2024
- 4) The fourth payment of \$65,831.50 will be paid on April 30, 2024
- 5) The fifth payment of \$65,831.50 will be paid on May 31, 2024
- 6) The sixth payment of \$9,840.19 will be paid on June 31, 2024

This Proposal will Remain in Effect if all Terms and Conditions are Meet on June 30, 2024

CARRIED**MUTUAL AID AGREEMENT – DISCUSSION****Resolution No: 2023-12-17****Moved By:** W.R. (Bill) Thomson**Seconded By:** Alan Busby

That the municipality table mutual aid agreement to allow more time and to consult all parties involved.

CARRIED**EQUIPMENT - SALE 2012 CATSCRAPER - \$611,500****Resolution No: 2012-12-18****Moved By:** W.R. (Bill) Thomson**Seconded By:** David Booker

That the municipality approve and sign the Consignment Agreement from Finning (Canada) for sale of 2012 627H Caterpillar serial number CAT0627HCDBW00214 sold as is condition (agreed repairs to be completed first) for \$611,500 less consignment fee 8.01% - \$562518.85 less GST \$28,125.94 for total amount payable to the municipality of \$590,644.79

CARRIED

BENEFITS (SARM, EH&D - EXTENDED HEALTH & DENTAL PLAN, EMPLOYEE & COUNCIL BENEFITS, GYM MEMBERSHIPS)**Resolution No: 2023-12-19****Moved By:** Alan Busby**Seconded By:** Duane Cridland

That the municipality will notify SARM that its intention is to continue with level 5 Health & Dental Extended Benefits Program, and SARM Benefits. The Municipality will cover the cost of the mandatory Long Term Disability benefits for the administrator. The administrator will pay group life Insurance benefits. The municipality will continue to cover the single & family portions of the SARM Extended Health & Dental level 5 for all employees and councillors. Councillors who do not wish to participate or do not have the option to enroll due to age requirements will receive the same amount in monies. That the municipality will continue to offer an annual fitness membership to encourage mental and physical health and wellness to all employees, no cash in lieu of membership will be given.

CARRIED**LONGTERM DISABILITY****Resolution No: 2023-12-20****Moved By:** Leah Cooper**Seconded By:** Alan Busby

That the municipality has decided to cover the cost of Long-Term disability benefits provided by SARM (Saskatchewan Association of Rural Municipalities) for all employees of the municipality.

CARRIED**FINALIZATION OF WAGES FOR 2023 (EMPLOYEES & NUISANCE GROUNDS PAY)****Resolution No: 2023-12-21****Moved By:** Alan Busby**Seconded By:** David Booker

That the municipality approves wages as follows: Foreman Shane Stusrud wage increased to \$42.50 per hour to a salary of \$104,890.00 plus long-term disability, Grader Operator Dean Aldridge was promoted to assistant foreman wage increased to \$36.50 per hour and a salary of \$90,082 plus long-term disability, Grader Operator David Jones wage increased to \$34.50 per hour and salary of \$85,146 plus long-term disability, Grader Operator Landon Czeck-Schaeffer wage increased to \$34.50 per hour and moved to a salary of \$85,146 plus long-term disability, Grader Operator Stewart St John wage increased to \$34.50 per hour and long-term disability, Truck Driver Mike Reynolds wage increased to \$34.50 per hour and a salary of \$85,146 plus long-term disability, Scraper Operator Jim Schmold wage increased to \$36.50 per hour plus long-term disability, Utility Worker and Pest Control Officer Gordon Roesch wage increased to \$30.50 per hour, Utility Worker Tisto Maki wage increased to \$30.50 per hour plus long-term disability, Grader Operator Dustin Lee wage increased to 34.50 plus long-term disability, Nuisance Ground Worker Rob May wage increased to \$26.00 per hour. Administrative Assistant Colette O'Connor wage increased to \$23.00 per hour for a salary of \$43,470 plus long-term disability, Administrator Tosha Kozicki wage increased to \$94,500 per year.

CARRIED

PEST CONTROL**Resolution No: 2023-12-22****Moved By:** W.R. (Bill) Thomson**Seconded By:** Clinton Hoffman

That the municipality write a letter to RM of Milton and RM of Antelope Park stating that after March 2024 Gordon Roesch Pest Control Officer will no longer be available to do pest control in there RM's as he is cutting backing on hours.

CARRIED**AUCTION SALES ITEMS****Resolution No: 2023-12-23****Moved By:** Alan Busby**Seconded By:** David Booker

That the municipality place auction sale items in the Richie Brothers Consignment Sale in the Spring of 2024

CARRIED**OFFICE ROOF - NEW BUILDING****Resolution No: 2023-12-24****Moved By:** W.R. (Bill) Thomson**Seconded By:** David Booker

That the municipality send a registered letter to United Roofing Inc, in regard to the initial roof that was installed at 304 Main Street on the new office Building and include pictures of the issues that were sought after they had completed the job, asking for labour costs back as the roof was not installed properly, and notifying United Roofing that the municipality is consulting our lawyer in this matter.

CARRIED

EMPLOYEMENT ADVERTISING**Resolution No:** 2023-12-25**Moved By:** David Booker**Seconded By:** Alan Busby

That the municipality place an employment ad for seasonal employees in the local newspaper and the Eatonia newsletter.

CARRIED**ADJOURNMENT****Resolution No:** 2023-12-26**Moved By:** Brent Watts

That this meeting now adjourn at 3:30 p.m.

NEXT REGULAR MEETING January 09, 2024 at 1:00 p.m.

CARRIED

Accounts for Approval

CHEQUE NUMBER	VENDOR	DATE	AMOUNT
3377	Eatonia Chamber of Commerce	November 27, 2023	\$ 840.00
3378	Eatonia Chamber of Commerce	November 28, 2023	\$ 480.00
3379	Bee-J's Stationers Inc.	December 12, 2023	\$ 15.09
3380	Bryan Sam Kenny Somerville	December 12, 2023	\$ 12,012.85
3381	BMO Financial Group	December 12, 2023	\$ 214.75
3382	Brandt Tractor Ltd.	December 12, 2023	\$ 2,761.65
3383	Eatonia & Dist Rec Board	December 12, 2023	\$ 11,739.00
3384	Eatonia Lions Club	December 12, 2023	\$ 1,000.00
3385	Glenn Busby	December 12, 2023	\$ 1,500.00
3386	GD Extermination	December 12, 2023	\$ 4,875.12
3387	Information Services Corp.	December 12, 2023	\$ 25.50
3388	1302322 Alberta Ltd.	December 12, 2023	\$ 330.23
3389	Kindersley Trailer's Inc.	December 12, 2023	\$ 694.93
3390	Donna Lothammer	December 12, 2023	\$ 150.00
3391	Luxor G Farms Ltd.	December 12, 2023	\$ 750.00
3392	Petty Cash	December 12, 2023	\$ 54.90
3393	Prairie Oasis Drinking Water	December 12, 2023	\$ 20.00
3394	Redhead Equipment Ltd.	December 12, 2023	\$ 1,284.60
3395	Saskatchewan Crime Stoppers	December 12, 2023	\$ 200.00
3396	SeBo Enterprises Ltd.	December 12, 2023	\$ 2,845.07
3397	SGL Auto Fund Division	December 12, 2023	\$ 5,546.70
3398	Voided	December 12, 2023	\$ 0.00
3399	Theaker Enterprises Ltd.	December 12, 2023	\$ 1,500.00
3400	Trademark Roofing Ltd.	December 12, 2023	\$ 50,400.00
3401	Wheatland Aggregates Ltd.	December 12, 2023	\$ 210,262.50
3402	Warner Ind Swift Current Ltd.	December 12, 2023	\$ 61.27
3403	Western Municipal Consulting	December 12, 2023	\$ 472.50
3404	Xerox Canada Ltd.	December 12, 2023	\$ 79.95
3405	Zee Medical Service Corp.	December 12, 2023	\$ 180.02
Total for Cheque:			\$310,296.63

Accounts for Approval

ONLINE BANKING	VENDOR	DATE	AMOUNT
2023-0181	Burner Guys Ltd.	November 30, 2023	\$ 1,352.14
2023-0182	Canada Revenue Agency	November 30, 2023	\$ 12,807.01
2023-0183	Kindersley & Dist Coop	November 30, 2023	\$ 32,677.37
2023-0184	MEPP	November 30, 2023	\$ 10,730.90
2023-0185	SK Tel/Mobility	November 30, 2023	\$ 36.08
2023-0186	Sask Mun. Hail Insurance	November 30, 2023	\$ 11,984.81
2023-0187	Sask Finance	November 30, 2023	\$ 36,573.95
2023-0188	Collabria	December 12, 2023	\$ 1,255.26
2023-0189	GFL Environmental SFS Inc.	December 12, 2023	\$ 168.33
2023-0190	John Deere Financial	December 12, 2023	\$ 1,578.91
2023-0191	Kindersley & District Coop	December 12, 2023	\$ 28,633.71
2023-0192	Nutrien Ag Solutions	December 12, 2023	\$ 2,440.00
2023-0193	SK Assoc Rural Municipalities	December 12, 2023	\$ 115.50
2023-0194	Sask Tel/ Mobility	December 12, 2023	\$ 415.91
2023-0195	Somerville Farms (2014) Ltd.	December 12, 2023	\$ 889.21
2023-0196	Sask Power/Energy	December 12, 2023	\$ 1,853.47
2023-0197	Town of Eatonia	December 12, 2023	\$ 12.60
2023-0198	Triways Disposal Services	December 12, 2023	\$ 641.25
2023-0199	Sask Power/Energy	December 12, 2023	\$ 298.82
Total for EFT's:			\$ 144,465.23

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
293	Dustin Lee	November 20, 2023	\$ 1,036.58
		Total for AP	\$ 1,036.58

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
294	Tosha Kozicki	November 24, 2023	\$ 2,520.34
295	Colette O'Connor	November 24, 2023	\$ 1,073.53
		Total for AP	\$ 3,593.87

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
296	Shane Stusrud	November 24, 2023	\$ 2,712.04
297	David Jones	November 24, 2023	\$ 2,258.10
298	Gordon Roesch	November 24, 2023	\$ 1,853.42
299	Landon Czeck Schaeffer	November 24, 2023	\$ 2,094.45
300	Michael Reynolds	November 24, 2023	\$ 2,264.80
301	Jim Schmold	November 24, 2023	\$ 2,041.88
302	Dean Aldridge	November 24, 2023	\$ 2,165.74
303	Dustin Lee	November 24, 2023	\$ 1,531.40
		Total for AP	\$ 16,921.83

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
304	Tosha Kozicki	December 8, 2023	\$ 2,245.78
305	Colette O'Connor	December 8,, 2023	\$ 1,157.43
		Total for AP	\$ 3,403.21

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
306	Shane Stusrud	December 8,, 2023	\$ 2,712.04
307	David Jones	December 8,, 2023	\$ 2,258.10
308	Gordon Roesch	December 8,, 2023	\$ 2,202.01
309	Landon Czeck Schaeffer	December 8,, 2023	\$ 2,105.99
310	Michael Reynolds	December 8,, 2023	\$ 2,264.80
311	Jim Schmold	December 8,, 2023	\$ 2,298.39
312	Dean Aldridge	December 8,, 2023	\$ 2,165.74
313	Dustin Lee	December 8,, 2023	\$ 1,476.60
		Total for AP	\$ 17,483.67


Reeve
Administrator