
Rural Municipality of Chesterfield No. 261**Meeting Minutes****Regular Meeting of Council January 9, 2024 - 01:00 PM**

Minutes of the Regular meeting of the Rural Municipality of Chesterfield No. 261 held January 9, 2024, 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 - Absent

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

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: 2024-01-01

Moved By: David Booker

Seconded By: Alan Busby

That the minutes from the meeting held on December 12, 2023, be approved as circulated.

CARRIED

CORRESPONDENCE

Resolution No: 2024-01-02

Moved By: Clinton Hoffman

Seconded By: Duane Cridland

That the municipality acknowledge receipt of the following correspondence and file for future reference: Nuisance Grounds Report December 2023, Leader and District Trust Advisory letter dated December 25, 2023, Letter of Support from RM of Happyland - SARM Resolution, Updated Tax Arrears outstanding as of December 31, 2023.

CARRIED


Reeve
Administrator

FINANCIALS

Resolution No: 2024-01-03

Moved By: Duane Cridland
Seconded By: Brent Watts

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

CARRIED

PAYMENT OF ACCOUNTS

Resolution No: 2024-01-04

Moved By: Brent Watts
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 3406 - 3428 - \$27,910.60
Online Banking 2023-0200 - 2024-0012 - \$371,309.58
Payroll 314 - 321 - \$15441.69
Payroll 322 - 334 - \$24,838.65
Payroll (2024) 001 - 002 - \$3454.59
Payroll (2024) 003 - 009 - \$14,313.26

CARRIED

COMMITTEE REPORTS

Resolution No: 2024-01-05

Moved By: Doug Bredy
Seconded By: Duane Cridland

That the following reports be filed for future reference: Gravel Crushing Report, Administrator Report - office move in date January 16, 2024.

CARRIED

EQUIPMENT - GRAVEL TRUCK BOX

Resolution No: 2024-01-06

Moved By: David Booker
Seconded By: Brent Watts

That the municipality approves to get the 2011 Mack gravel truck box painted black for a total of \$8,500 at Csn-Sonic.

CARRIED

SIGNING AUTHORITY

Resolution No: 2024-01-07

Moved By: David Booker

Seconded By: W.R. (Bill) Thomson

That the municipality approves the signing authority for all members of council, Reeve Bill Thomson, Brent Watts, Leah Cooper, David Booker, Alan Busby, Clinton Hoffman, Duane Cridland, Doug Bredy, along with Administrator Tosha Kozicki and Administrative Assistant Colette O'Connor.

CARRIED

COMMITTEES AND APPOINTEES 2024

Resolution No: 2024-01-08

Moved By: Clinton Hoffman

Seconded By: Doug Bredy

That the municipality accepts the 2024 new appointments to committees and boards attached hereto and forming part of these minutes.

CARRIED

DEPUTY REEVE APPOINTMENT

Resolution No: 2024-01-09

Moved By: Alan Busby

Seconded By: W.R. (Bill) Thomson

That the municipality appoint Division 2 Councillor Leah Cooper as Deputy Reeve.

CARRIED

CUSTOM WORK RATES 2024

Resolution No: 2024-01-10

Moved By: David Booker

Seconded By: Brent Watts

That the municipality change the custom work rates for 2024. The Rates are as follows: Scraper \$400 per hour, Graders \$125 per hour, Payload \$125 per hour, Backhoe \$125 per hour, tractors with attachments (mower, bucket etc.) \$125 per hour, tractor with seed drill \$125 per hour, Mack tandem truck \$125 per hour, super B side dump \$185 per hour, Special rate for Highways for snowplowing \$200 per hour. All custom work will have a minimum charge of 1 hour.

CARRIED

COUNCIL INDEMNITY – 2024**Resolution No: 2024-01-11****Moved By: Brent Watts****Seconded By: Alan Busby**

That the municipality council indemnity will remain at \$250 per regular council meeting, Committee meetings \$250 per day, supervision \$250 per day, conventions \$250 per day, special meetings \$250 per day, virtual meetings \$100 per day. Cell phone usage \$20 per month, Miscellaneous/general expenses \$200 per quarter, Mileage will remain the same at \$0.64 per km for council and staff and non-elected officials. Non-elected officials will receive \$100 per meeting and \$100 for any virtual meeting. Food Receipts will be paid 100% with receipts and if no Receipt \$50 per day for elected and non-elected officials.

CARRIED**1:55 p.m. - 2:10 p.m. RM Foreman Shane Stusrud attended the RM Council Meeting.****RMAA SPRING WORKSHOP - ELECTION - APRIL 2-2024****Resolution No: 2024-01-12****Moved By: Brent Watts****Seconded By: David Booker**

That the RM approves the Administrator to attend the RMAA (Rural Municipal Administrators' Association) Election Spring Workshop.

CARRIED**GROUP COVERAGE FOR ELECTED OFFICIALS****Resolution No: 2024-01-13****Moved By: Duane Cridland****Seconded By: Alan Busby**

That the municipality approves Group Coverage to remain at \$50,000 of coverage in the amount of \$925 to be insured through the Saskatchewan Workers Compensation Board.

CARRIED**RMAA (RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION) MEMBERSHIP 2024 - \$425****Resolution No: 2024-01-14****Moved By: Brent Watts****Seconded By: Doug Bredy**

That the municipality pay the RMAA (Rural Municipal Administrators' Association of Saskatchewan) Membership 2024 in the amount of \$425.

CARRIED

MEMBERSHIP FEES 2024**Resolution No: 2024-01-15****Moved By:** David Booker**Seconded By:** Doug Bredy

That the municipality approves the following 2023 memberships: APAS (Agricultural Producers Association of Saskatchewan) in the amount of \$27,905.91, WCMGC (West Central Municipal Government Committee) in the amount of \$185.55, SARM (Saskatchewan Association of Rural Municipalities) in the amount of \$4,525.84, FCM (Federation of Canadian Municipalities) in the amount of \$243.17, Eatonia Chamber of Commerce in the amount of \$50.00.

CARRIED**FIDELITY BOND COVERAGE 2024 - \$344.50****Resolution No: 2024-01-16****Moved By:** Alan Busby**Seconded By:** Clinton Hoffman

That the municipality pay the fidelity bond in the amount of \$325.00 plus PST \$19.50 for a total of \$344.50 for coverage of \$200,000 fidelity bond insurance which includes \$50,000 registered mail, \$2500 of monies & Securities.

CARRIED**SARM - LSIP (LIABILITY SELF INSURANCE PLAN) EXCESS LIABILITY INSURANCE - RENEWAL 2024****Resolution No: 2024-01-17****Moved By:** W.R. (Bill) Thomson**Seconded By:** David Booker

That the municipality pay the SARM (Saskatchewan Association of Rural Municipalities) LSIP (Liability Self Insurance Plan) renewal in the amount of \$3,145.21 plus PST \$188.71 for a total amount of \$3,333.92 and the Excess Liability Insurance in the amount of \$923.00 plus PST \$55.38 for a total amount of \$978.38.

CARRIED**SARM PSIP (PROPERTY SELF INSURANCE PROGRAM) 2024 RENEWAL****Resolution No: 2024-01-18****Moved By:** Alan Busby**Seconded By:** Clinton Hoffman

That the municipality pay the SARM (Saskatchewan Association of Rural Municipalities) PSIP (Property Self Insurance Plan) renewal in the amount of \$16,620.45 plus PST \$997.23 for a total amount \$17,617.68.

CARRIED

DONATION STARS \$1500 (\$3 PER CAPITA)- HALO - \$500 (\$1 PER CAPITA) 2024**Resolution No:** 2024-01-19**Moved By:** Duane Cridland**Seconded By:** Clinton Hoffman

That the municipality donate \$1500 (\$3 per capita 500) to STARS air ambulance for 2024, and \$500 (\$1 per capita 500) to HALO air ambulance for 2024.

CARRIED**EMPRESS COMMUNITY HALL - DONATION REQUEST****Resolution No:** 2024-01-20**Moved By:** W.R. (Bill) Thomson**Seconded By:** Clinton Hoffman

That the municipality table the Empress Community Hall donation request until the next regular meeting of council.

CARRIED**ADJOURNMENT****Resolution No:** 2024-01-21**Moved By:** Brent Watts

That this meeting now adjourn at 2:40 p.m.

NEXT REGULAR MEETING February 13, 2024, at 1:00 p.m.

CARRIED

Accounts for Approval

all as it
was stale
dated
and by
3573
Kozicki
administrator

CHEQUE NUMBER	VENDOR	DATE	AMOUNT
3406	Donna Lothammer	January 9, 2024	\$ 290.00
3407	Brent & Joanie McLay	January 9, 2024	\$ 22.89
3408	AG-Plus Mechanical	January 9, 2024	\$ 2,380.02
3409	Munisight Ltd.	January 9, 2024	\$ 4,700.52
3410	Finning Canada Division	January 9, 2024	\$ 8,087.38
3411	Eatonia Lions Club	January 9, 2024	\$ 1,000.00
3412	Eatonia Chamber of Commerce	January 9, 2024	\$ 50.00
3413	Minister of Finance	January 9, 2024	\$ 879.90
3414	Halo Air Ambulance Society	January 9, 2024	\$ 500.00
3415	Information Services Corp.	January 9, 2024	\$ 90.00
3416	Donna Lothammer	January 9, 2024	\$ 150.00
3417	Petty Cash	January 9, 2024	\$ 75.90
3418	Prairie Oasis Drinking Water	January 9, 2024	\$ 10.00
3419	Redhead Equipment Ltd	January 9, 2024	\$ 4,484.95
3420	Rhodes Sales & Services	January 9, 2024	\$ 983.46
3421	R.M.A.A.	January 9, 2024	\$ 425.00
3422	RMAA Workshop Fund	January 9, 2024	\$ 100.00
3423	SeBo Enterprises Ltd.	January 9, 2024	\$ 253.59
3424	S.T.A.R.S.	January 9, 2024	\$ 1,500.00
3425	Tosha Kozicki	January 9, 2024	\$ 149.82
3426	Western Litho Printers	January 9, 2024	\$ 47.31
3427	Wheatland Regional Library	January 9, 2024	\$ 1,676.00
3428	Xerox Canada Ltd.	January 9, 2024	\$ 53.86

Total for Cheque: \$ 27,910.60

Accounts for Approval

ONLINE BANKING	VENDOR	DATE	AMOUNT
2023-0200	Burner Guys Ltd.	December 31, 2023	\$ 1,325.36
2023-0201	Canada Revenue Agency	December 31, 2023	\$ 16,547.33
2023-0202	MEPP	December 31, 2023	\$ 10,613.20
2023-0203	Sask. Mun. Hail Insurance	December 31, 2023	\$ 24,503.94
2023-0204	Saskatchewan Finance	December 31, 2023	\$ 134,946.71
2024-0001	A.P.A.S.	January 9, 2024	\$ 27,905.91
2024-0002	Collabria	January 9, 2024	\$ 3,046.84
2024-0003	Federation Cdn Municipalities	January 9, 2024	\$ 243.17
2024-0004	GFL Environmental SFS Inc.	January 9, 2024	\$ 192.32
2024-0005	Kindersley & District Coop	January 9, 2024	\$ 11,578.98
2024-0006	Munisoft	January 9, 2024	\$ 4,930.62
2024-0007	SK Assoc Rural Municipalities	January 9, 2024	\$ 110,036.22
2024-0008	Sask Tel/Mobility	January 9, 2024	\$ 451.99
2024-0009	Sask. Power/Energy	January 9, 2024	\$ 1,645.37
2024-0010	Town of Eatonia	January 9, 2024	\$ 439.72
2024-0011	Triways Disposal Services	January 9, 2024	\$ 627.42
2024-0012	Sk Assoc Rural Municipalities	January 9, 2024	\$ 22,274.48

Total for EFT's: \$ 371,309.58

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
314	Brent Watts	December 20, 2023	\$ 1,630.25
315	Leah Cooper	December 20, 2023	\$ 4,250.00
316	David Booker	December 20, 2023	\$ 3,843.24
317	Alan L. Busby	December 20, 2023	\$ 1,167.16
318	Doug Bredy	December 20, 2023	\$ 538.40
319	Duane Cridland	December 20, 2023	\$ 1,092.55
320	William R. Thomson	December 20, 2023	\$ 1,237.82
321	Clinton Hoffman	December 20, 2023	\$ 1,682.27
Total for AP			\$ 15,441.69

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
322	Tosha Kozicki	December 21, 2023	\$ 1,156.53
Total for AP			\$ 1,156.53

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
323	Shane Stusrud	December 21, 2023	\$ 2,383.41
324	Colette O'Connor	December 21, 2023	\$ 1,753.61
Total for AP			\$ 4,137.02

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
325	Tosha Kozicki	December 21, 2023	\$ 2,166.98
326	Colette O'Connor	December 21, 2023	\$ 1,157.43
Total for AP			\$ 3,324.41

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
327	Shane Stusrud	December 21, 2023	\$ 2,194.09
328	David Jones	December 21, 2023	\$ 2,258.10
329	Gordon Roesch	December 21, 2023	\$ 2,202.01
330	Landon Czeck Schaeffer	December 21, 2023	\$ 2,025.23
331	Michael Reynolds	December 21, 2023	\$ 1,862.00
332	Jim Schmold	December 21, 2023	\$ 2,298.39
333	Dean Aldridge	December 21, 2023	\$ 2,165.74
334	Dustin Lee	December 21, 2023	\$ 1,215.13
Total for AP			\$ 16,220.69

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
001	Tosha Kozicki	January 05, 2024	\$ 2,282.29
002	Colette O'Connor	January 05, 2024	\$ 1172.30
		Total for AP	\$ 3454.59

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
003	Shane Stusrud	January 05, 2024	\$ 2,420.18
004	David Jones	January 05, 2024	\$ 2,028.87
005	Gordon Roesch	January 05, 2024	\$ 1,602.59
006	Landon Czeck Schaeffer	January 05, 2024	\$ 3,029.30
007	Michael Reynolds	January 05, 2024	\$ 2,034.84
008	Jim Schmold	January 05, 2024	\$ 1,165.40
009	Dean Aldridge	January 05, 2024	\$ 2,032.08
		Total for AP	\$ 14,313.26

COMMITTEES AND APPOINTEES

Committees of the RM	Name(s)
CEN Fire Protection	Alan Busby, Duane Cridland
Cemeteries	David Booker (Mayfield), Duane Cridland (Mantario)
Employee Relations Committee	David Booker, Alan Busby, Clinton Hoffman, Leah Cooper,
Emergency Measures Officer	Bill Thomson
Equipment & Shop Tools Committee	Alan Busby, Clinton Hoffman, Leah Cooper
Gravel Committee	David Booker
Appointees for the RM	Name(s)
Administrator, Assessor	Tosha Kozicki
Administrative Assistant(s)	Colette O'Connor
Agricultural Producers Assoc. of Sask.	Leah Cooper Alternate: Clinton Hoffman
Auditor	Close Hauta Bertoia Blanchette
Board of Revision	Western Municipal Consulting –Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans, Kristen Tokaryk (Board Secretary) secretary@westernmunicipal.ca
Development Appeals Board	Western Municipal Consulting – Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Barry Clark, Dave Gurnsey, Murray Dean, Pam Malach, Stew Demmans, and Stu Hayward, Claudette McGuire (Board Secretary) secretary@westernmunicipal.ca
Building Inspector	Dan Knutson, ASCT, CRBO Class III Building Official Services
Deputy Reeve	Leah Cooper
Eatonia Cemetery Committee	Brent Watts, Alternate: Leah Cooper
Eatonia Health Care Foundation	Leah Cooper/Doug Bredy?
Eatonia Library Board	Doug Bredy, Alternate: Colette O'Connor
Eatonia Oasis Living	Duane Cridland; Leah Cooper
Eatonia & District Recreation Board	Clinton Hoffman
Eatonia Chambers of Commerce	Leah Cooper
Dr. Noble Irwin Regional Healthcare Foundation Inc. Committee	Brent Watts, Leah Cooper
Kindersley District Medical Arts	Bill Thomson, Alternate: Duane Cridland
Leader Trust Advisory Committee	Leah Cooper, Brent Watts
Leader Vet. Services District	Brent Watts, Alternates: David Booker & Leah Cooper
Municipal Board of Appeal	Bill Thompson, Brent Watts, Leah Cooper, David Booker, Alan Busby, Clinton Hoffman, Duane Cridland, and Secretary Colette O'Connor
Northwest Heavy Oil Municipalities	Leah Cooper and the Administrator
Weed Inspectors/Noxious Weeds	Larry Dyck, Gordon Roesch, Dean Aldridge
Nuisance Grounds/Waste Disposal Committee	Leah Cooper, Brent Watts, Bill Thomson
Peace Officer	Tosha Kozicki
Pest Control Officer	Gordon Roesch
Pest Control Officer for Clubroot	Betty Johnson, Plant Health Officer -Sarm Div.3
Pound Keeper	Saskatoon Livestock Market
SW Municipal Government Committee	Leah Cooper, Bill Thomson
South Sask River Watershed Stewards (SSRWS)	Bill Thomson, David Booker
Stray Animals	Colette O'Connor
West Central Municipal Government Committee (WCMGC)	Leah Cooper, Bill Thomson
Wheatland Regional Library	Doug Bredy Alternate: Colette O'Connor

COMMITTEES AND APPOINTEES

Other	Name(s)
Polling Stations for all Divisions & Reeve	Council Chambers in the RM office – 305 Main Street
Fire Chief	Randy Mandel
Deputy Fire Chief	Rob Assmus
Local Assistant	Randy Mandel as per [<i>Section 14 of The Fire Safety Act</i>]
Janitor	Donna Lothammer
Landfill Site Custodian	Burner Guy, C/o Rob May
Returning Officer	Tosha Kozicki
Deputy Returning Officer(s)	Colette O'Connor
Occupational Health & Safety Committee	Shane Stusrud, David Jones, Michael Reynolds, Landon Czeck Schaeffer, Colette O'Connor