Rural Municipality of Chesterfield No. 261
Meeting Minutes
Regular Meeting of Council January 14, 2025 - 01:00 PM

Minutes of the regular meeting of the Rural Municipality of Chesterfield No. 261 held January 14, 2025, in the municipal council chambers located 304 Main Street Eatonia Saskatchewan.

ATTENDANCE

Council members in attendance were:
Reeve: Bill Thomson
Division 1: Peter Mandel
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

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: 2025-01-01

Moved By: David Booker
Seconded By: Clinton Hoffman

That the minutes from the meeting held on December 10,2024 be approved as circulated.

CARRIED

TABLED FUEL STORAGE TANKS FOR DISCUSSION

Resolution No: 2025-01-02

Moved By: W.R. (Bill) Thomson
Seconded By: Alan Busby

That the municipality moves to take from the table the resolution related to fuel storage tanks that was laid on the table in the previous regular meeting of council.

CARRIED

[redacted] [redacted]

Reeve Administrator

STORAGE FUEL TANKS

Resolution No: 2025-01-03

Moved By: Leah Cooper
Seconded By: David Booker

That the municipality has decided not to purchase fuel storage tanks currently.

CARRIED

CORRESPONDENCE

Resolution No: 2025-01-04

Moved By: Leah Cooper
Seconded By: Doug Bredy

That the municipality acknowledge receipt of the following correspondence and file for future reference: Nuisance Grounds Report December 2024, SMHI (Saskatchewan Municipal Hail Insurance) Report 2024, SWMGC (Southwest Municipal Government Committee) Agenda January 23, 2025, Meeting, WCMGC (West Central Municipal Government Committee) annual General Meeting Minutes November 28, 2024, WCMGC Meeting Agenda January 23, 2025, via zoom.

CARRIED

FINANCIALS

Resolution No: 2025-01-05

Moved By: Peter Mandel
Seconded By: Duane Cridland

That the statement of revenues and expenses and bank reconciliation for December 2024 be approved as presented.

CARRIED

[redacted] [redacted]

Reeve Administrator

PAYMENT OF ACCOUNTS

Resolution No: 2025-01-06

Moved By: Clinton Hoffman
Seconded By: Doug Bredy

That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.
Accounts for Approval as follows: Chx 3696 - 3744 - $75,288.06
Online Banking 2024-0197 - 2025-0017 - $448,516.07
Payroll 336 - 337 - $3,505.09
Payroll 338 - 344 - $19,015.77
Payroll 345 - 351 - $13,210.13
Payroll 352 - 354 - $2,952.52
Payroll 355 - 356 - $3,405.07
Payroll 357 - 363 - $15,599.67

CARRIED

COMMITTEE REPORTS

Resolution No: 2025-01-07

Moved By: Peter Mandel
Seconded By: Doug Bredy

That the following reports be filed for future reference: Medical Arts Report, Transfer Station Report, SHA (Saskatchewan Health Authority) Report, Administrators Report - Council orientation EMO planning at Marengo Hall 8:30 a.m. - SARM (Saskatchewan Association of Rural Municipalities) Convention March 11-13 ,2025, Saskatoon.

CARRIED

1:20 p.m. Reeve Bill Thomson declared a conflict of interest as he is personally related to the individual in the matter about to be discussed and left the council meeting.

TRANSFER STATION

Resolution No: 2025-01-08

Moved By: Alan Busby
Seconded By: Clinton Hoffman

That the municipality hire Adam Hammerlindl M. Eng., P. Eng. Geotechnical Engineer to do a site assessment for a Transfer Station in the Rural Municipality of Chesterfield No. 261 for $5,600 which does not include the driller, drill rig and materials needed to complete the boreholes and groundwater monitoring wells.

CARRIED

1:30 p.m. Reeve Bill Thomson returns to the council chambers after the motion was made.

[redacted] [redacted]

Reeve Administrator

LETTER TO TOWN OF EATONIA

Resolution No: 2025-01-09

Moved By: W.R. (Bill) Thomson
Seconded By: David Booker

That the municipality write a letter to the Town of Eatonia regarding selling 5 acres of land at the existing landfill NW 26-25-25-3 to the RM as we are considering operating our own disposal transfer station and hauling our own garbage and we would need a viable location that would be acceptable as well as accessible.

CARRIED

2:00 p.m. - 2:20 p.m. Darren Jackson - Chief Operating Officer - Prospera attended the RM meeting to discuss payment of Prospera Arrears and payment plan.

2:30 p.m. - 2;50 p.m. RM Foreman Shane Stusrud attended the RM Council Meeting

PROSPERA PAYMENT PLAN

Resolution No: 2025-01-10

Moved By: Duane Cridland
Seconded By: Alan Busby

That the municipality notify Darren Jackson Chief Operating Officer that the municipality would agree to monthly payments of $55,000 per month for 7 months to clear up arrears before the 2025 taxes are levied and then we would consider an ongoing payment plan for the future taxes.

CARRIED

TAX ENFORCEMENT - PROCEED - 6 MONTH NOTICE

Resolution No: 2025-01-11

Moved By: Alan Busby
Seconded By: Peter Mandel

That the council authorizes the administrator to proceed with the tax enforcement process to acquire title for the following properties SE 06-23-28- 3, NE 22-26-25-3, SE 01-27-27-3, SW 01-27-27-3, NE 09-27-25-3, SE 09-27-25-3.

CARRIED

[redacted] [redacted]

Reeve Administrator

BYLAW NO. 1-2025 - A BYLAW OF THE RURAL MUNICIPALITY OF CHESTERFIELD NO. 261 TO ENTER INTO AN AGREEMENT FOR THE ESTABLISHMENT OF A MUTUAL AID FIRE AGREEMENT - FIRST READING

Resolution No: 2025-01-12

Moved By: Clinton Hoffman
Seconded By: W.R. (Bill) Thomson

That Bylaw No. 1-2025 A Bylaw of the Rural Municipality of Chesterfield No. 261 to enter into an agreement for the establishment of a mutual aid fire agreement be introduced and read a first time.

CARRIED

BYLAW NO. 1-2025 - A BLYAW OF THE RURAL MUNICIPALITY OF CHESTERFIELD NO. 261 TO ENTER INTO AN AGREEMENT FOR THE ESTABLISHMENT OF A MUTUAL AID FIRE AGREEMENT - SECOND READING

Resolution No: 2025-01-13

Moved By: Duane Cridland
Seconded By: Doug Bredy

That Bylaw No. 1-2025 A Bylaw of the Rural Municipality of Chesterfield No. 261 to enter into an agreement for the establishment of a mutual aid fire agreement be read a second time.

CARRIED

BYLAW NO. 1-2025 - A BYLAW OF THE RURAL MUNICIPALITY OF CHESTERFIELD NO. 261 TO ENTER INTO AN AGREEMENT FOR THE ESTABLISHMENT OF A MUTUAL AID FIRE AGREEMENT - ALLOW THIRD READING

Resolution No: 2025-01-14

Moved By: Peter Mandel
Seconded By: Leah Cooper

That Bylaw No. 1-2025 A Bylaw of the Rural Municipality of Chesterfield No. 261 to enter into an agreement for the establishment of a mutual aid fire agreement be given three readings at this meeting.

CARRIED UNANIMOUSLY

[redacted] [redacted]

Reeve Administrator

BYLAW NO. 1-2025 - A BYLAW OF THE RURAL MUNICIPALITY OF CHESTERFIELD NO. 261 TO ENTER INTO AN AGREEMENT FOR THE ESTABLISHMENT OF A MUTUAL AID FIRE AGREEMENT - THIRD READING

Resolution No: 2025-01-15

Moved By: David Booker
Seconded By: Alan Busby

That Bylaw No. 1-2025 A Bylaw of the Rural Municipality of Chesterfield No. 261 to enter into an agreement for the establishment of a mutual aid fire agreement be read a third time.

CARRIED

COURT APPEARANCE MEMO - UNITED ROOFING - JUNE 13, 2025

Resolution No: 2025-01-16

Moved By: W.R. (Bill) Thomson
Seconded By: Duane Cridland

That the municipality notify Jean Jordaan lawyer from Anderson & Company to contact an engineer to give an opinion on the materials used by the Defendant (United Roofing). That Councillor Doug Bredy will be attending June 13, 2025, at the Court Appearance.

CARRIED

SIGNING AUTHORITY - Add Peter Mandel and Remove Brent Watts

Resolution No: 2025-01-17

Moved By: Leah Cooper
Seconded By: Alan Busby

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

CARRIED

[redacted] [redacted]

Reeve Administrator

CUSTOM WORK RATES 2025

Resolution No: 2025-01-18

Moved By: Alan Busby
Seconded By: Clinton Hoffman

That the municipality change the custom work rates for 2025. The Rates are as follows: Scraper $450 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 – 2025

Resolution No: 2025-01-19

Moved By: Duane Cridland
Seconded By: David Booker

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. 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. at Council indemnity will remain the same taking out cell phone usage.

CARRIED

GROUP COVERAGE FOR ELECTED OFFICIALS

Resolution No: 2025-01-20

Moved By: Leah Cooper
Seconded By: W.R. (Bill) Thomson

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

CARRIED

[redacted] [redacted]

Reeve Administrator

FIDELITY BOND COVERAGE 2025 - $344.50

Resolution No: 2025-01-21

Moved By: Alan Busby
Seconded By: W.R. (Bill) Thomson

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 - LISP (LIABILITY SELF INSURANCE PLAN) EXCESS LIABILITY

Resolution No: 2025-01-22

Moved By: Clinton Hoffman
Seconded By: Doug Bredy

That the municipality pay the SARM (Saskatchewan Association of Rural Municipalities) LSIP (Liability Self Insurance Plan) renewal in the amount of $3,135.42 plus PST $188.13 for a total amount of $3,323.55 and the Excess Liability Insurance coverage $2,000,000 in the amount of $751.00 plus PST $45.06 and Errors and Omissions Insurance coverage of $500,000 for $121.00 plus PST $7.26 for a total amount of $924.32.

CARRIED

SARM PSIP (PROPERTY SELF INSURANCE PROGRAM) 2025 RENEWAL

Resolution No: 2025-01-23

Moved By: Duane Cridland
Seconded By: David Booker

That the municipality pay the SARM (Saskatchewan Association of Rural Municipalities) PSIP (Property Self Insurance Plan) renewal for Building, Contents and EDP Equipment coverage of $1,880,890 in the amount of $4,100.33 plus PST $246.02 and Unlicensed Mobile Municipal Equipment coverage of $5,759,978 in the amount of $16,744.25 plus PST $1,004.65 for $22,095.25 minus credit note of $2,422.28 and PST 145.34 for a total amount of $19,527.63.

CARRIED

RMAA (RURAL MUNICIPAL ADMINISTRATORS ASSOCIATION) MEMBERSHIP

Resolution No: 2025-01-24

Moved By: Leah Cooper
Seconded By: Peter Mandel

That the municipality pay the RMAA (Rural Municipal Administrators' Association of Saskatchewan) Membership 2025 in the amount of $425.

CARRIED

[redacted] [redacted]

Reeve Administrator

MEMBERSHIP FEES 2025

Resolution No: 2025-01-25

Moved By: W.R. (Bill) Thomson
Seconded By: Clinton Hoffman

That the municipality approves the following 2025 memberships: APAS (Agricultural Producers Association of Saskatchewan) in the amount of $27,905.91, SARM (Saskatchewan Association of Rural Municipalities) in the amount of $4,398.82 plus GST for a total of $4,618.76, FCM (Federation of Canadian Municipalities) in the amount of $246.56.

CARRIED

CROWN LEASE LAND "AGREEMENT CANCELLATION REQUEST"

Resolution No: 2025-01-26

Moved By: Alan Busby
Seconded By: Clinton Hoffman

That the municipality sign the Crown Lease Land Agreement Cancellation Request for Non-payment of Property Taxes Relative to Provincial Land.

CARRIED

RETIREMENT GIFT - BRENT WATTS - 2010 - 2024 - Chair - $100 per year served

Resolution No: 2025-01-27

Moved By: Leah Cooper
Seconded By: David Booker

That the municipality will give a retirement gift of a $100 per years served totalling $1400 along with a miniature wooden chair as per policy to Brent Watts who served 14 years on council from 2010 to 2024 as Division 1 Councillor.

CARRIED

DONATION STARS $1500 ($3 PER CAPITA)- HALO - $500 ($1 PER CAPITA) 2025

Resolution No: 2025-01-28

Moved By: Duane Cridland
Seconded By: W.R. (Bill) Thomson

That the municipality donate $1500 ($3 per capita 500) to STARS air ambulance for 2025, and $500 ($1 per capita 500) to HALO air ambulance for 2025.

CARRIED

[redacted] [redacted]

Reeve Administrator

DONATION FOR DANCE FUSION

Resolution No: 2025-01-29

Moved By: Leah Cooper
Seconded By: David Booker

That the municipality donate $100 to the Leader Dance fusion Festival.

DEFEATED

SPRING WORKSHOP 2025 - BUILDING AND TECHNICAL STANDARDS PRESENTATION - APRIL 1

Resolution No: 2025-01-30

Moved By: W.R. (Bill) Thomson
Seconded By: Clinton Hoffman

That the municipality approves the Administrator to attend the Spring Workshop 2025 - Building and Technical Standards Presentation April 1, 2025, in Swift Current.

CARRIED

ADJOURNMENT

Resolution No: 2025-01-31

Moved By: Doug Bredy

That this meeting now adjourn at 3:45 p.m.

NEXT REGULAR MEETING February 11, 2025 at 1:00 p.m.

CARRIED

[redacted] [redacted]

Reeve Administrator

Accounts for Approval

CHEQUE NUMBER	VENDOR	DATE	AMOUNT
3696	GD Extermination	December 31, 2024	$ 7,006.32
3697-3720	VOIDED	January 14, 2025	$ VOIDED
3721	Dean Aldridge	January 14, 2025	$ 200.00
3722	Bee-J's Stationers Inc.	January 14, 2025	$ 537.38
3723	Big Country Waste Management	January 14, 2025	$ 1,529.00
3724	Cen Fire Protection Assoc.	January 14, 2025	$ 33,754.38
3725	Certified Laboratories	January 14, 2025	$ 624.54
3726	Eatonia Community SC	January 14, 2025	$ 7,500.00
3727	Empress & District Fine Arts	January 14, 2025	$ 10,000.00
3728	Eatonia Oasis Living	January 14, 2025	$ 100.00
3729	Feiffer's Tire Store	January 14, 2025	$ 1,449.80
3730	Minister of Finance	January 14, 2025	$ 879.90
3731	HALO	January 14, 2025	$ 500.00
3732	Information Services Corp.	January 14, 2025	$ 380.00
3733	1302322 Alberta Ltd.	January 14, 2025	$ 1,630.12
3734	Class III Building Official Services	January 14, 2025	$ 1,470.00
3735	Kee Sheet Metal (2016) Ltd.	January 14, 2025	$ 1,598.40
3736	Donna Lothammer	January 14, 2025	$ 300.00
3737	Petty Cash	January 14, 2025	$ 129.15
3738	Pro-Bilt Structures	January 14, 2025	$ 568.70
3739	RMAA Workshop Fund	January 14, 2025	$ 100.00
3740	SeBo Enterprises	January 14, 2025	$ 1,314.81
3741	STARS	January 14, 2025	$ 1,500.00
3742	Western Litho Printers	January 14, 2025	$ 50.30
3743	Wheatland Regional Library	January 14,2025	$ 1,692.76
3744	Western Municipal Consulting	January 14, 2025	$ 472.50
		Total for Cheque:	**$ 75,288.06**

Accounts for Approval

ONLINE BANKING	VENDOR	DATE	AMOUNT
2024-0197	Catalis Technologies Canada	December 31, 2024	$ 4,982.55
2024-0198	Burner Guys Ltd.	December 31, 2024	$ 1,351.35
2024-0199	Canada Revenue Agency	December 31, 2024	$ 21,407.46
2024-0200	MEPP	December 31, 2024	$ 15,908.12
2024-0201	Sask Mun. Hail Insurance	December 31, 2024	$ 121,254.05
2024-0202	Sask Finance	December 31, 2024	$ 51,462.14
2025-0001	APAS	January 14, 2025	$ 27,905.91
2025-0002	Collabria	January 14, 2025	$ 6,795.49
2025-0003	Federation CDN Muni.	January 14, 2025	$ 246.56
2025-0004	Finning Cat	January 14, 2025	$ 19,815.49
2025-0005	GFL Environmental SFS Inc.	January 14, 2025	$ 174.41
2025-0006	Kindersley & District Coop	January 14, 2025	$ 11,936.88
2025-0007	Munisoft	January 14, 2025	$ 5,593.29
2025-0008	Red Head Equipment	January 14, 2025	$ 3,449.84
2025-0009	Rhodes Sales & Service	January 14, 2025	$ 5,110.44
2025-0010	RMAA	January 14, 2025	$ 425.00
2025-0011	SARM	January 14, 2025	$ 145,807.88
2025-0012	Sasktel & Sk. Tel Mobility	January 14, 2025	$ 569.01
2025-0013	Somerville Farms (2014) Ltd.	January 14, 2025	$ 349.24
2025-0014	Sask. Power/Energy	January 14, 2025	$ 2,441.95
2025-0015	Town of Eatonia	January 14, 2025	$ 808.49
2025-0016	Triways Disposal Services	January 14, 2025	$ 629.85
2025-0017	Xerox Canada Ltd.	January 14, 2025	$ 90.67
		Total for Online Banking:	**$ 448,516.07**

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Reeve Administrator

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
336	Tosha Kozicki	December 20, 2024	$ 2,532.82
337	Colette O'Connor	December 20, 2024	$ 972.27
		Total for AP	**$ 3,505.09**

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
338	Shane Stusrud	December 20, 2024	$ 2,702.53
339	David Jones	December 20, 2024	$ 2,256.10
340	Gordon Roesch	December 20, 2024	$ 1,952.14
341	Landon Czeck Schaeffer	December 20, 2024	$ 2,262.80
342	Mike Reynolds	December 20, 2024	$ 2,262.80
343	Jim Schmold	December 20, 2024	$ 2,353.21
344	Dean Aldridge	December 20, 2024	$ 2,273.67
		Total for AP	**$ 16,063.25**

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
345	Brent Watts	December 20, 2024	$ 348.79
346	Leah Cooper	December 20, 2024	$ 5,450.56
347	David Booker	December 20, 2024	$ 1,707.40
348	Alan Busby	December 20, 2024	$ 1,937.81
349	Doug Bredy	December 20, 2024	$ 1,031.30
350	Duane Cridland	December 20, 2024	$ 784.51
351	Clinton Hoffman	December 20, 2024	$ 1,949.76
		Total for AP	**$ 13,210.13**

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
352	Shane Stusrud	December 23, 2024	$ 2,155.05
353	David Jones	December 23, 2024	$ 231.15
354	Michael Reynolds	December 23, 2024	$ 566.32
		Total for AP	**$ 2,952.52**

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
355	Tosha Kozicki	December 31, 2024	$ 2,532.82
356	Colette O'Connor	December 31, 2024	$ 872.25
		Total for AP	**$ 3,405.07**

Accounts for Approval Payroll

CHEQUE NUMBER	EMPLOYEE NAME	DATE	AMOUNT
357	Shane Stusrud	December 31, 2024	$ 2,702.53
358	David Jones	December 31, 2024	$ 2,256.10
359	Gordon Roesch	December 31, 2024	$ 1,919.21
360	Landon Czeck-Schaeffer	December 31, 2024	$ 2,262.80
361	Michael Reynolds	December 31, 2024	$ 2,262.80
362	Jim Schmold	December 31, 2024	$ 1,922.56
363	Dean Aldridge	December 31, 2024	$ 2,273.67
		Total for AP	**$ 15,599.67**

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Reeve Administrator