

Minutes of the Regular Meeting of the Council of the Rural Municipality of Orkney No. 244 Held Thursday the 18th Day of January, 2024 held at 137 George Avenue, Collacott Subdivision, R.M. of Orkney No. 244

Present:

Councillor Division 1 Mathew Charney (Matt)
Councillor Division 2 Trevor Protz
Councillor Division 3 Ronald Mehling
Councillor Division 4 Jack Maksymiw
Councillor Division 5 Vern Effa (Deputy Reeve)
Councillor Division 6 Robert Kriger
Administrator Bridgette Rushkewich
Assistant Admin. Jamie Decker
Public Works Manager Kevin Zamonsky

Absent:

Reeve Randy Trost

Call to Order:

As the Reeve was absent, the Deputy Reeve assumed chair.

A quorum being present, Deputy Reeve, Vern Effa, called the meeting to order, at 8:03 a.m.

Declarations of Conflicts of Interest:

Jack Maksymiw, Division 4 Councilor, declared a conflict of interest as his company, Maks Construction Ltd., was contracted for work that received funds in December from the R.M. of Orkney No. 244 for the completion of work performed and his company is the contractor for the request for financial assistance in regards to channel clearing; therefore, he will leave Council chambers prior to any discussion, he will not participate in any part of the discussions and he will be abstaining from voting.

Minutes:

1/24 **Maksymiw:** That the Minutes of the Regular Meeting of Council held on Thursday, December 14, 2023 be approved as presented.

Carried.

Delegations:

L. Bedford attended the meeting, via telephone, call from 8:05 to 8:15 a.m. to discuss Interest, tax liens and RM practices.

E. Pawliw attended the meeting, in person, from 8:15 to 8:28 a.m. to discuss RCMP Practices and Procedures.

S. Gehlen, RMII (Resource Management International Inc.) attended the meeting from 8:28 to 8:38 a.m., in person, to discuss the Division 4 and 6 bridge projects underway.

L. Uhryn and C. Sandercock, WSA (Water Security Agency) attended the meeting from 8:28 to 9:01 a.m., in person, to discuss WSA's policies, processes and answer Council questions

In-Camera:

3/24 **Effa:** That the Regular Meeting of Council be closed for an in-camera session at 9:03 a.m. to discuss the Code of Ethics complaint #1-2023, legal matters and employees.

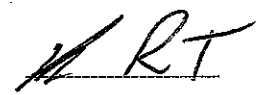
Carried.

Kevin Zamonsky, Public Works Manager and Bridgette Rushkewich, Administrator and Jamie Decker, Assistant Administrator left Council Chambers at 9:03 a.m. Meghan Thomson, Office Assistant attended Council Chambers from 9:04 to 9:12 a.m. to discuss the Code of Ethics Complaint #1-2023.

Bridgette Rushkewich, Administrator attended Council Chambers from 9:13 to 9:23 a.m. to discuss legal matters and a portion of the employee discussion.

Bridgette Rushkewich, Administrator, returned to chambers a second time at 9:32 a.m. and Kevin Zamonsky, Public Works Manager returned to Council Chambers at 10:10 a.m. for the remainder of the employee discussion.

The Council meeting reconvened into open session at 10:27 a.m.


Admin./Reeve

Code of Ethics:
4/24 **Protz:** That the Council directs Meghan Thomson, Office Assistant to research and obtain quotes for independent third-party investigators to investigate the Code of Ethics complaint #1-2023 against Randy Trost, Reeve, and bring the information back to Council, as the appointed Code of Ethics Committee.

Carried.

Mediation Appointee:
5/24 **Charney:** That the Council appoint the Division 4 Councilor, Jack Maksymiw, as the Councils' representative for mediation in the legal proceedings regarding the former Chief Administrative Officer.

Carried.

Contract Bridge Services:
6/24 **Maksymiw:** That the Council authorize contracting Pier Solutions to complete inspections for the bridges located; north of NE 1-27-04-W2 and on the NW 25-26-04W2 for the quoted cost of \$4,500 (\$2,250 per bridge).

Carried.

Possible Equipment Purchase:
7/24 **Protz:** That the Public Works Manager place on hold with Dionco Sales a three-point hitch mower, Novacat 442, for the amount of \$35,147.04 with the decision to purchase to be made with the 2024 budget.

Carried.

Mathew Charney, Division 1 Councilor left at 11:04 a.m.

Unfinished/New Business:

Bylaws:

Bylaw No. 1/2024, Authorize Certain Expenditures:

8/24 **Effa:** That Bylaw No. 1/2024, being a Bylaw to Authorize Certain Expenditures, be given a first reading at this meeting.

Carried.

9/24 **Maksymiw:** That Bylaw No. 1/2024, being a Bylaw to Authorize Certain Expenditures, be given a second reading at this meeting.

Carried.

Mehling: That Bylaw No. 1/2024, being a Bylaw to Authorize Certain Expenditures, be given three readings at this meeting.

Carried Unanimously.

10/24 **Protz:** That Bylaw No. 1/2024, being a Bylaw to Authorize Certain Expenditures, be given three readings at this meeting and adopted.

Carried.

Policies:

Municipal Reserve:

11/24 **Protz:** That the Council adopts the Municipal Reserve Policy is as presented and that it be filed.

Carried.

Development:

Application to Subdivide PT NW 21-26-05-W2, Parcel D

12/24 **Effa:** That the Council recommend that a revised subdivision plan be submitted for review that would make the buildings located on the proposed 10.00-acre residential subdivision compliant with Bylaw No. 4-2015, known as the Zoning Bylaw.

Carried.

General Items:

SARM Convention Admin Attendance:

13/24 **Protz:** That the Assistant Administrator is authorized to attend the SARM Annual Convention for the duration of the convention and that the Office Assistant is authorized to attend the convention for one day.

Carried.


Admin./Reeve

- SARM Convention Voting Delegates:*
- 14/24 **Protz:** That the Council appoint the Reeve, Randy Trost and the Division 1 Councilor, Mathew Charney as the Council represented voting delegates for the SARM (Saskatchewan Association of Rural Municipalities) 2024 Annual Convention. **Carried.**
- MLDP Training:*
- 15/24 **Mehling:** That the Council authorize the Administrator, Public Works Manager, and all Council members that are willing, to take the Human Resource Management course offered by the MLDP (Municipal Leadership and Development Program) on March 12, 2024 in Regina, SK. **Carried.**
- Proposed Resolution for Convention Meal Costs:*
- 16/24 **Kruger:** That the Council is in support of the proposed resolution, received from the R.M. of Happyland No. 231, to have lunch tickets at the SARM (Saskatchewan Association of Rural Municipalities) conventions be optional instead of mandatory. **Carried.**
- SARM Fidelity Bond:*
- 17/24 **Kruger:** That, pursuant to Section 113 of *The Municipalities Act*, the Fidelity Bond provided through the Saskatchewan Association of Rural Municipalities be renewed at \$200,000 and the Money and Securities coverage be renewed at the maximum allowable amounts. **Carried.**
- Workers' Compensation Board – Elected Officials:*
- 18/24 **Maksymiw:** That for the 2024 year the Reeve and each Council member be insured under *The Workers' Compensation Act* at the rate of \$40,382.00 per elected official. **Carried.**
- Saskatchewan Lotteries Grant – Populations for 2025 Application:*
- 19/24 **Maksymiw:** That the Council authorize the Administrative staff to apply for the Sask. Lotteries Trust Fund 2025 Community Grant Program and furthermore; that the R.M. of Orkney No. 244 allocates the population amounts as follows: 509 population to the Village of Ebenezer, 720 population to the Town of Springside, and 654 population to Willowbrook. **Carried.**
- Participation in HELP International Proposal:*
- 20/24 **Protz:** That the Council of the R.M. of Orkney No. 244 would like to participate in the HELP International proposal for free trees, free 3.20-millimeter plastic mulch and free drip irrigational; therefore, the information and application is to be placed on the R.M.'s website for rural residents to complete the expression of interest and submit to HELP International and the RM Office to see if the municipality can be eligible for the program. **Carried.**
- Ducks Unlimited Easement Registration:*
- 21/24 **Protz:** That the Council is not in favour of the conservation easement that is being proposed to be placed on NW 22-26-06-W2 Extension 1, but will not be filing with the Court of Kings Bench and furthermore, that the Administrator is to complete a Request for Information, and send the applicable \$20.00 fee to obtain a listing of all lands within the R.M. of Orkney No. 244 that have conservation easements filed on it, also authorizing the issue of payment of costs for obtaining this information once it has been received by the R.M. Office. **Carried.**
- Form A: Request to Remove trees from R.M. Right-of-Way (SE/SW 24-25-04-W2):*
- 22/24 **Effa:** That Council directs that the trees within the municipal right of ways around the SE and SW of 24-25-04-W2 are to remain in place. **Carried.**


Admin./Reeve

*Complaint/Request Forms:**Christmas Hours, Tax Enforcement and Tree Removal:*

- 23/24 **Effa:** That the Council inform the owner of PT SW 16-25-05-W2 that complaints should be brought forward in a timely manner, receipt of concerns 12 months prior does not allow for effective reviews, and furthermore, that the R.M. has trimmed trees back in various areas throughout the municipality to assist in maintaining safety site lines for intersections and will continue to do so.

Carried.*RCMP Procedure Concerns:*

- 24/24 **Mehling:** That further to the presentation received at this Council Meeting from E. Pawliw that the Council direct that the local Staff Sergeant or his designate be sent an invitation to attend the February 8, 2024 Regular Council Meeting to discuss various concerns within the municipality.

Carried.*Town of Springside, Saskatchewan Lotteries Grant Population Allocation:*

- 25/24 **Effa:** That the Council acknowledges the receipt of the request from the Town of Springside to allocate to them a greater portion of the population allotment for the R.M. of Orkney No. 244, as received from the Saskatchewan Lotteries Grant, and that Council request an explanatory submission from the Town of Springside as to why the other entities funding should be reduced and provided to the Town of Springside.

Carried.*Road Name Request:*

- 26/24 **Protz:** That the request to rename a portion of the named road Range Road 2042 to Popowich Road is approved.

Defeated.*Request for Financial Assistance for Channel Clearing:*

- 27/24 **Effa:** That as the Division 4 Councilor has declared a conflict of interest and that the Reeve and the Division 1 Councilor are absent for the meeting that this matter be moved to the February 8, 2024 Regular Meeting of Council.

Carried.*Employees:**Employee Holidays:*

- 28/24 **Mehling:** That Council ratify J. Decker taking January 10 as a holiday day and that Council approve B. Rushkewich taking February 19 to the 21 and February 23 as holidays.

Carried.*Training:*

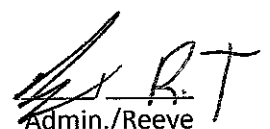
- 29/24 **Kruger:** That all Administrative staff are authorized to attend the Election Workshop to be held in Melville on March 27 thereby approving a payment in the amount of \$300.00 for the training to be issued.

Carried.**Administrative Reports***List of Accounts for Approval:*

- 30/24 **Effa:** That the Council approve the list of accounts as presented and attached hereto:
EFT numbers 1204 – 1231: \$233,963.66,
INT numbers 847 – 858: \$314,858.65,
Cheque numbers 11364 – 11380: \$37,847.26 and
Payroll totaling \$23,836.17.

Carried.*Administrative Reports:*

- 31/24 **Maksymiw:** That Council acknowledges receipt of the Administrative Report, Development Report and Annual Permit Listing and that they be filed.

Carried.


Admin./Reeve

- Bank Reconciliation Extension:*
32/24 **Kruger:** That the Council authorizes purchasing the Bank Reconciliation extension from Munisoft for the purchase price of \$850.00 and any required training; thereby authorizing the payment to be issued prior to the next Regular Council Meeting should it be required to obtain the program (EFT number 1232 in the total amount of \$1,221.00 issued January 26, 2024).
Carried.
- Reverse Stale Dated Cheque:*
33/24 **Protz:** That the Administrator is authorized to reverse the stale dated cheques numbered 10999 in the amount of \$66.65 and cheque number 11077 in the amount of \$25.92.
Carried.
- Transfer to Reserves:*
34/24 **Effa:** That the Council authorizes that \$500,000 be transferred from the chequing account into the future capital expenditures for the two bridge projects; being Township 275 Bridge Replacement and Township Road 270 (Jedburgh Grid) Bridge Replacement. To be effective December 31, 2023.
Carried.
- Gas Tax Revenue:*
35/24 **Maksymiw:** That Council authorizes the Administrator to defer the Canada Community-Building Funds received in 2023 to 2024 to reflect when the Township Road 275 Bridge Replacement expenses will be incurred.
Carried.
- Payroll Correction:*
36/24 **Mehling:** That the Council authorizes the payroll correction to employee 601 resulting in a payable liability in 2023 in the amount of \$140.00 less applicable deductions.
Carried.
- 2023 Gravel Inventory Adjustment:*
37/24 **Kruger:** That the Council authorizes the 2023 gravel inventory adjustment of removing 8,700 yards at a value of \$67,512 from the Chernipeski gravel stock pile as this material was used in various projects throughout the municipality by the RM.
Carried.
- 2023 Culvert Inventory Adjustment:*
38/24 **Protz:** That the Council authorizes the 2023 culvert inventory adjustment of removing two (2) 600mm x 8m culverts at a value of \$1,086.46.
Carried.
- Guaranteed Investment Certificate Renewals (G.I.C.'s):*
39/24 **Effa:** That the Council authorizes the \$138,017.32 and \$1,000,000, from the G.I.C.'s maturing in February 2024 and that are held at the Cornerstone Credit Union to be re-invested into the Saskatchewan Association of Rural Municipalities high interest saving account; thereby, authorizing Randy Trost, Reeve, and Bridgette Rushkewich, Administrator to sign any required documents.
Carried.
- Monthly Financial Reports:*
40/24 **Effa:** That the Statement of Financial Activities, Bank Reconciliation and the Credit Card Statement for the month of December, 2023 be accepted as presented and filed.
Carried.
- Willowbrook Water Report:*
41/24 **Mehling:** That the Willowbrook Water Daily Reports and Environmental Analysis for the month of December, 2023 be accepted as presented and filed.
Carried.

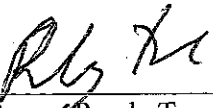

Admin./Reeve

42/24 **Correspondence:** *all correspondence sent via email*
Kruger: That the following correspondence having been read now be filed:
APAS (Agricultural Producers of Saskatchewan): Update Letter,
Bylaw Enforcement Report,
East Central Transportation: Minutes from November 9 Meeting,
RCMP: Monthly Report,
Saskatchewan Municipal Hail Insurance: Business writer and claims letter,
Saskatchewan Procurement Thresholds: 2024-2025 Thresholds Update and
Water Security Agency: Aquatic Habitat Permit Renewal for the installation, repair and
replacement of 900mm or less culverts and Channel Clearing Grant and General
Information.

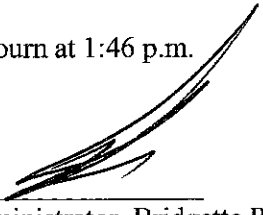
Carried.

43/24 **Adjourn:**
Effa: That this Regular Meeting of Council adjourn at 1:46 p.m.

Carried.



Reeve Randy Trost



Administrator, Bridgette Rushkewich


Admin./Reeve