

RM of Rosthern #403

Agenda

Council Meeting

Tuesday, December 5, 2023 @ 9:00 AM

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.1. November 2/2023 Regular Meeting

4. CORRESPONDENCE

- 4.1. Bylaw Enforcement Reports
4.2. Rosthern Community School Digital Sign
4.3. Canada Community Building Fund (Gas Tax)
4.4. North Central Transportation Planning Committee
4.5. Saskatchewan Snowmobile Association
4.6. Station Arts Centre
4.7. Good Neighbours Food Centre
4.8. Teen Challenge

5. REPORTS OF ADMINISTRATION & COMMITTEE'S

- 5.1. In Camera Session - Per Council Procedures Bylaw 9.2023 Section 12 - HR Matters- Office Reviews
5.2. Administrator Report
5.3. Council Indemnity (monthly)
5.4. Council Indemnity Review
5.5. Building Permits Expired
 1. Permit 20.2021
 2. Permit 27.2021
5.6. Financials

6. PUBLIC WORKS

- 6.1. Gravel Purchase Tenders
6.2. Ministry of Highways Detour Request
6.3. Summer Student Grant

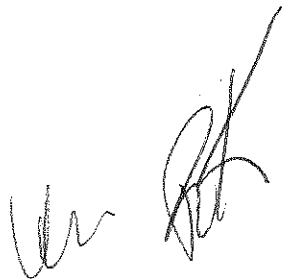
- 6.4. Foreman Report
- 6.5. 5 Year Capital Purchases for 2024
 - Pricing and review on new Truck
 - Swing Arm - Mower
- 6.6. Division Reports

7. NEW BUSINESS

- 7.1. 2024 Appointments - Council Committees
- 7.2. Board of Revision Appointment
- 7.3. Development & Board of Appeals
- 7.4. 2024 Municipal Revenue Sharing Declaration
- 7.5. 2024 Proposed Meeting Dates
- 7.6. 2024 Employee Benefits Renewal
- 7.7. Twin Rivers
- 7.8. Subdivision - NE 07-41-02-W3
- 7.9. Organized Hamlet of Neuanlage

8. ADDITIONAL BUSINESS

9. ADJOURNMENT

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RURAL MUNICIPALITY OF ROSTHERN NO. 403: REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023

The Regular Meeting of the Council of the Rural Municipality of Rosthern No. 403 was held in the R.M Council Chambers located at 2022 6th Street Rosthern, SK on Tuesday December 5th 2023 commencing at 9:03AM.

ATTENDANCE

PRESENT:

REEVE - ROGER KINZEL

COUNCILLORS: RICK POCHIPINSKI – DIVISION 1, GLENN BRAUN – DIVISION 3, LEO PERRIN – DIVISION 4, CHARLES KRIKAU – DIVISION 6, TOM MADDEN – DIVISION 7

ABSENT AT TIME OF ORDER: LARRY FEHR – DIVISION 2, CHAD KRIKAU – DIVISION 5

ADMINISTRATOR: AMANDA MCCORMICK

VIA ZOOM MEETING ONLINE - OPEN TO PUBLIC WITH 3 IN ATTENDANCE (1 Municipal Employee K.F & 2 Residents G.B & AD)

IN PERSON GALLERY – 1 RESIDENT (A.R)

Reeve read the Conduct of public to gallery – 9:03AM (Section 34- Bylaw 9.2023)

AGENDA

563.2023

DIVISION 7 / DIVISION 4:

That Council approve the agenda presented with the following additions:

- Additional Invoices
- In Camera – Per Council Procedures Bylaw 9.2023 Section 12 – Legal Advice

CARRIED

MINUTES

564.2023

DIVISION 1 / DIVISION 4:

That the minutes from November 2nd 2023 Regular Council Meeting be approved as presented.

CARRIED

BYLAW ENFORCEMENT

565.2023

DIVISION 7 / DIVISION 3:

That Council accept the bylaw reports for the month.

CARRIED

ROSTHERN COMMUNITY SCHOOL – DIGITAL SIGN

566.2023

DIVISION 4 / DIVISION 1:

That Council approve the 1 year sponsorship for the digital sign at the Rosthern Community School.

CARRIED

CANADA COMMUNITY BUILDING FUND (GAS TAX)

567.2023

DIVISION 1 / DIVISION 6:

That Council accept the amendments to the agreement by the Canada Community Building Fund (formally Gas Tax).

CARRIED

SASKATCHEWAN SNOWMOBILE ASSOCIATION

568.2023

DIVISION 3 / DIVISION 4:

That Council approve the right of way use by the Saskatchewan Snowmobile Association for the season.

CARRIED

COUNCILLOR FEHR ENTERED MEETING – 9:16AM

STATION ARTS CENTRE

569.2023

DIVISION 1 / DIVISION 7:

That Council make donation to Station Arts Centre in the amount of \$250.00.

CARRIED

GOOD NEIGHBOURS FOOD CENTRE

570.2023

DIVISION 3 / DIVISION 7:

That Council purchase 3 food hampers for the food bank at \$100/ea.

CARRIED

TEEN CHALLENGE

571.2023

DIVISION 7 / DIVISION 3:

That Council waive the false alarm call outs for the RM fire truck in Hague to a max of 5 false alarms in 2024.

CARRIED

FILE CORRESPONDENCE

572.2023

DIVISION 1 / DIVISION 2:

That Council file correspondence.

CARRIED

IN CAMERA SESSION

573.2023

DIVISION 1 / DIVISION 7:

That Council move to In Camera Session – Per Section 12 of Council Procedures Bylaw 9.2023 – HR Matters / Office Employee Reviews – 9:34AM

CARRIED

ADMINISTRATOR ASKED TO LEAVE – 9:34AM

OUT OF IN CAMERA – 9:58AM

574.2023

DIVISION 7 / DIVISION 3:

That Council resume regular meeting – 9:58AM

CARRIED

OFFICE ADMINISTRATION REVIEWS

575.2023

DIVISION 1 / DIVISION 3:

That Administrator receive \$5,000 addition to current salary. Office staff Fahl, Lehmann and Krahn receive \$2.00/hr. addition to current wage with the legislated holidays effective January 1st 2024.



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023**

ADMINISTRATOR HOLIDAYS		CARRIED
576.2023	DIVISION 3 / DIVISION 6: That holidays for Administrator be granted for December 27-29 2023.	
E-TRANSFER INFORMATION		CARRIED
577.2023	DIVISION 3 / DIVISION 7: That Administrator gather information on E-Transfer options for payments.	
ADMINISTRATOR REPORT		CARRIED
578.2023	DIVISION 1 / DIVISION 7: That the verbal Administrator report be filed.	
COUNCIL INDEMNITY		CARRIED
579.2023	DIVISION 7 / DIVISION 1: That Council Indemnity be approved as presented in the amount of \$ 5,170.90.	
2024 - COUNCIL INDEMNITY RATES		CARRIED
580.2023	DIVISION 3 / DIVISION 6: That Council Indemnity rates for 2024 remain the same.	
EXPIRED BUILDING PERMITS		CARRIED
581.2023	DIVISION 7 / DIVISION 2: That the Performance Bonds from permits 20.2021 & 27.2021 be revoked as it has expired and the applicant pay another bond and minimum payment for valid building permit.	
DIRECT DEPOSIT PAYROLL		CARRIED
582.2023	DIVISION 1 / DIVISION 4: That Council approve the Direct Deposit payroll for the month of November as verbally presented in the amount of \$ 42,943.99.	
PERFORMANCE BONDS		CARRIED
583.2023	DIVISION 7 / DIVISION 2: That Council approve the Performance Bonds to be released on permits 30.2021 & 9.2023 that final inspection has been completed by the building official and the files have been closed.	
ACCOUNTS FOR APPROVAL		CARRIED
584.2023	DIVISION 6 / DIVISION 2: That Council approve the list of accounts presented cheque number 16842 - 16894 and the manual online payment numbers 1679-MAN - 1707-MAN in the amount of \$261,732.73.	
FINANCIAL STATEMENT		CARRIED
585.2023	DIVISION 1 / DIVISION 7: That Council accept the Financial Statement Summary as presented for the month of November.	
BANK RECONCILIATION		CARRIED
586.2023	DIVISION 7 / DIVISION 6: That Council approve the bank reconciliation for the month of October 2023.	
REMINDER NOTICES		CARRIED
587.2023	DIVISION 1 / DIVISION 6: That Administrator send out reminder notices for tax payments due December 31 st 2023.	
BREAK FOR RECESS - 10:30AM - 10:40AM		CARRIED
GRAVEL PURCHASE - DELIVERY TENDER AWARDING		
588.2023	DIVISION 3 / DIVISION 2: That Council accept Janzen Steel Buildings Ltd. tender submission of Purchase for Gravel and hauled at the rate of \$33.75/cubic yard. That an agreement be entered.	
MINISTRY OF HIGHWAYS - DETOUR		CARRIED
589.2023	DIVISION 3 / DIVISION 7: That Council accept the detour submitted by the Ministry of Highways for Highway 312 Gabriel Dumont Bridge.	
2024 SUMMER STUDENT GRANT		CARRIED
590.2023	DIVISION 3 / DIVISION 7: That application be made for the 2024 summer student grant for 2024. That 2 summer students be applied for at the wage of \$18/hr.	
ROBERT BAYNTON SERVICE RECOGNITION		CARRIED
591.2023	DIVISION 3 / DIVISION 7: That Council purchase a watch for service recognition as Councillor for Robert Baynton.	
GRAVEL TESTING SCREENS		CARRIED
592.2023	DIVISION 3 / DIVISION 7: That Foreman Robin purchase the 2 screens needed to test the gravel that was purchased.	



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023**

NEW TRUCK TENDER

593.2023

DIVISION 2 / DIVISION 6:

That Council tender out for Capital Purchase of new Utility Truck for 2024 that tender close January 4th 2024 at 4PM will be opened for review and awarded at the January meeting.

CARRIED

FOREMAN HOLIDAYS

594.2023

DIVISION 7 / DIVISION 6:

That Council approve Foreman Robin holiday request of December 21, 22 27th -29th 2023.

CARRIED

INFORMATION MAIL OUT – NEUANLAGE RESIDENTS

595.2023

DIVISION 7 / DIVISION 4:

That an information mailout to the Organized Hamlet of Neuanlage residents regarding placing rocks at the culverts within the Hamlet.

CARRIED

DIVISION & FOREMAN REPORTS

596.2023

DIVISION 1 / DIVISION 2:

That Council accept the verbal Division and Foreman reports given.

CARRIED

HAGUE LIBRARY BOARD

597.2023

DIVISION 3 / DIVISION 2:

That Council table the Hague Library board appointment as advertisement is required to find 2 additional candidates for the position.

CARRIED

ROSTHERN LIBRARY BOARD

598.2023

DIVISION 7 / DIVISION 2:

That Council table the Rosthern Library board appointment as advertisement is required to find 1 additional candidate for the position.

CARRIED

2024 – COUNCIL COMMITTEES

599.2023

DIVISION 2 / DIVISION 6:

That the following list of committees be appointed for the 2024 year:

Policy Committee

Reeve Kinzel, Councillors Fehr, Madden, (CHAD)Krikau, and the Administrator McCormick.

Finance and Budget Committee

Reeve Kinzel, Councillors (CHAD)Krikau, Pochipinski, Perrin, and Administrator McCormick

Public Work Committee

Reeve Kinzel, Councillors Pochipinski, Braun, and the Councillor of concern Councillor Perrin will step in place if matters are within division 1 & 3.

Gravel Committee

Reeve Kinzel, Councillors Perrin, Braun, and Pochipinski and the Councillor of concern

Personnel / HR Committee

Reeve Kinzel, Councillors (CHARLES) Krikau, Madden, Fehr and Pochipinski

Landfill Committee

Reeve Kinzel, Councillors Perrin, (CHARLES) Krikau, Braun, Madden, and the Administrator McCormick

Tax Collector / Municipal Assessor / Returning Officer

Administrator McCormick

SARM Convention – Annual (March) & Mid-Term (November)

That all of Council and Administrator McCormick be appointed to attend the SARM Conventions if available, costs being covered per policies.

Fire Guardian

Each Councillor for his / her division

Flood Awareness Committee

Councillors Braun, Pochipinski, Perrin and Councillor of concern, Councillor Fehr will step in place if matters are within division, 3 & 4.

Municipal Hail Insurance

Councillors Braun and Perrin

Twin Rivers Planning District

Reeve Kinzel, Councillors Fehr, (CHARLES) Krikau and Administrator McCormick

Twin Rivers District Planning Commission

Councillor Madden

Valley Regional Park Board

Councillor's Fehr and (CHAD)Krikau, Bernie Kramchynski, Darren Kowalczyk, Gerry Derksen

HAGUE RECREATION BOARD



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023**

Councillor Braun

Rosthern Fire & Rescue Committee
Reeve Kinzel and Councillor Perrin

Hague Fire Committee
Reeve Kinzel and Councillor Madden

Sask Valley Rural Water Utility Board
Councillor Braun, Ruben Dyck, Administrator McCormick Treasurer

Seager Wheeler Historical Farm Board
Councillors Pochipinski and Perrin

Wheatland Regional Library
Reeve Kinzel and alternate Councillor Madden

APAS
Councillor Krikau

EMO Coordinator
Adrian Waskewitch

Joint EMO Committee
Kerri Fahl

Occupational Health and Safety Representative
Colby Robin

Workers Compensation Coverage – Councillors & Reeve
Workers' compensation coverage for Councillors and Reeve be set at the minimum amount.
CARRIED

RM SOLICITOR
600.2023

DIVISION 1 / DIVISION 4:
That Council appoint Robertson Stromberg as the municipal solicitor.

CARRIED

601.2023

DIVISION 4 / DIVISION 7:
That Council appoint Scott Phelps Mason & Little & Co. be appointed as municipal solicitor for Human Resources.

CARRIED

TIPS – SASK LOTTERIES GRANT

602.2023

DIVISION 1 / DIVISION 6:
That the Sask Lotteries grant numbers be as follows per most recent census for the RM of Rosthern:
Town of Rosthern 945, Town of Hague 667, Village of Laird 250 and the Organized Hamlet of Neuanlage 570.

CARRIED

DEPUTY REEVE

603.2023

DIVISION 7 / DIVISION 4:
That Council appoint Councillor Pochipinski as Deputy Reeve for 2024.

CARRIED

SIGNING AUTHORITY

604.2023

DIVISION 4 / DIVISION 2:
That the signing authority for the RM be Administrator Amanda McCormick, Reeve Roger Kinzel and Deputy Reeve Pochipinski.

CARRIED

PEST CONTROL OFFICER

605.2023

DIVISION 1 / DIVISION 6:
That Marcel Baynton be appointed as Pest Control Officer for the 2024 year that his indemnity be set for \$23/hr. \$0.60/km.

CARRIED

LANDFILL MANAGER

606.2023

DIVISION 3 / DIVISION 2:
That the landfill manager John Heatwole receive \$23/hr. plus \$.60/km. to pick up the rubbish left in the ditches to be disposed of for use of truck and that he invoices the RM for use of the trailer if needed effective next payroll cycle.

CARRIED

JANITORIAL SERVICES

607.2023

DIVISION 7 / DIVISION 6:
That Kendra Klassen be appointed Janitorial Services for the 2024 year at a rate of \$200/month.
CARRIED

STRAY ANIMALS ACT – POUNDKEEPER

608.2023

DIVISION 3 / DIVISION 4:
That Council appoint Rick Pochipinski as Municipal Poundkeeper per the Stray Animals Act.

CARRIED



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023**

BUILDING INSPECTOR

609.2023

DIVISION 3 / DIVISION 2:

That Council appoint Wagner Inspections as the municipal Building Inspector for 2024.

CARRIED

MUNICIPAL AUDITOR

610.2023

DIVISION 4 / DIVISION 6:

That Council appoint Jensen Stromberg Chartered Professional Accountants as the Municipal Auditor for 2024.

CARRIED

NOR-SASK BOARD SERVICES

611.2023

DIVISION 3 / DIVISION 1:

That Council appoint the following as secretary and members for the Board of Revision for 2024:

- Mike Ligtermoet – Secretary
- Tim Furlong – Member
- Kirby Fesser – Member
- Glen Neuert – Member
- Sabrina Saccucci – Member

CARRIED

DEVELOPMENT APPEALS BOARD

612.2023

DIVISION 1 / DIVISION 2:

That the RM OF ROSTHERN NO.403 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

613.2023

DIVISION 3 / DIVISION 4:

That the RM OF ROSTHERN NO.403 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

MUNICIPAL BOARD OF APPEAL

614.2023

DIVISION 7 / DIVISION 4:

That the RM OF ROSTHERN NO.403 appoints Western Municipal Consulting Ltd. to manage the **Municipal Board of Appeal** 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 Municipal Board of Appeal: 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

615.2023

DIVISION 2 / DIVISION 4:

That the RM OF ROSTHERN NO.403 appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as **Municipal Board of Appeal** 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

MUNICIPAL REVENUE SHARING GRANT – OUTSTANDING ELIGIBILITY REQUIREMENTS

616.2023

DIVISION 1 / DIVISION 4:

The Council of the Rural Municipality of Rosthern No. 403 confirms the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2023 Audited Financial Statement 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



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF DECEMBER 5TH 2023**

- All members of council have filed and annually updated their Public Disclosure Statements, as required.

That we authorize the Administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing grant.

BREAK FOR LUNCH – 12:02PM – 1:00PM

CARRIED

2024 REGULAR COUNCIL MEETING DATES

617.2023

DIVISION 1 / DIVISION 6:

That the following dates be set for 2024 Regular Council Meetings:

January 9 th 2024	February 6 th 2024	March 5 th 2024	April 9 th 2024
May 7 th 2024	June 4 th 2024	July 9 th 2024	August 6 th 2024
September 10 th 2024	October 8 th 2024	November 5 th 2024	

CARRIED

SUBDIVISION – NE 07-41-02-W3 – PROPOSED PARCEL B

618.2023

DIVISION 7 / DIVISION 2:

That the application to subdivide 4.05HA (10 acre) parcel from NE 07-41-02-W3 for the purpose of creating an existing farmstead as per Schedule A Section 1.6.5 of the R.M of Rosthern #403 Zoning Bylaw 5.2008 be approved subject to the following:

- That a service agreement be required – all fees associated with the subdivision including these legal fees be of the applicant.
- Municipal reserve is required for the new parcel cash in lieu to be established

CARRIED

ORGANIZED HAMLET OF NEUANLAGE

619.2023

DIVISION 1 / DIVISION 7:

That Council table the ice track request for more information regarding liabilities for the RM

CARRIED

620.2023

DIVISION 4 / DIVISION 6:

That Council approve motion 52.2023 in the OH minutes

CARRIED

621.2023

DIVISION 7 / DIVISION 6:

That Council approve motion 53.2023 in the OH minutes

CARRIED

622.2023

DIVISION 7 / DIVISION 2:

That Council approve motion 54.2023 in the OH minutes

CARRIED

623.2023

DIVISION 4 / DIVISION 2:

That Council approve motion 55.2023 in the OH minutes

CARRIED

ADDITIONAL INVOICES

624.2023

DIVISION 7 / DIVISION 4:

That Council pay the additional invoices verbally presented being:

- | | |
|------------------|--------------|
| • King's Chicken | \$ 682.11 |
| • Triod | \$ 226.84 |
| • Kendra Klassen | \$ 125.00 |
| • Bigway | \$ 1,317.74 |
| • Zak's Building | \$ 54,345.23 |
| • JDAR | \$ 12,533.85 |
| • A&M Ventures | \$ 138.75 |
| • DFH Automotive | \$ 77.15 |

For a total of \$ 69,449.21

CARRIED

IN CAMERA SESSION

625.2023

DIVISION 1 / DIVISION 6:

That Council move to In Camera Session – Per Section 12 of Council Procedures Bylaw 9.2023 – Legal Advice – 1:12PM

CARRIED

ALL IN ATTENDANCE – 1:12PM

OUT OF IN CAMERA – 1:47M

626.2023

DIVISION 3 / DIVISION 6:

That Council resume regular meeting – 1:47PM

CARRIED

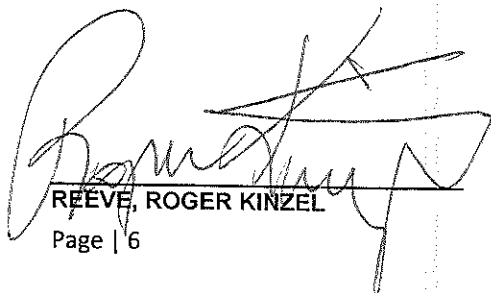
ADJOURNMENT

627.2023

DIVISION 1 / DIVISION 7:

That the Regular Council Meeting adjourn – 1:47PM

CARRIED


REEVE, ROGER KINZEL


ADMINISTRATOR, AMANDA MCCORMICK