

Rural Municipality of Shellbrook No. 493

FEBRUARY 7, 2024

REGULAR MEETING

MINUTES of a REGULAR meeting of Council of the Rural Municipality of Shellbrook No. 493 held on Wednesday, February 7, 2024 in the Municipal Office Council Chambers at Shellbrook, Saskatchewan.

PRESENT:

Reeve	-Doug Oleksyn
Division 1 Councilor	- Cliff Skauge
Division 2 Councilor	- Vacant
Division 3 Councilor	- Christine Strube
Division 4 Councilor	- Jay Ferster
Division 5 Councilor	- Derwin Joelson
Division 6 Councilor	- Ivan Ten Bos
Administrator	- Duane Storey

DELEGATIONS: 10:30 a.m. Jared Stephenson, Northbound Planning Ltd.
11:00 a.m. Chelsea Neuberger AAg. Plant Health Technical Advisor, SARM Division 5
11:40 a.m. Foreman Bill Aug update on municipal activities.

CALL TO ORDER:

Reeve Oleksyn called the meeting to order at 8:34a.m.

041.02.24

ADDITION TO AGENDA:

SKAUGE: That, the following items be added to the Agenda:

- 2024 Council Indemnity
- Stene Land Lease Agreement
- Correspondence: Evan and Angela Davis dated February 6th, 2024

CARRIED UNANIMOUSLY.

042.02.24

ADOPTION OF AGENDA:

JOELSON: That, the Agenda be adopted as amended.

CARRIED.

CONFLICT OF INTEREST DECLARATION:

043.02.24

REGULAR COUNCIL MINUTES:

SKAUGE: That, the minutes of the Regular Meeting of Council held on January 10th, 2024 be approved as presented.

CARRIED.

044.02.24

STATEMENT OF FINANCIAL ACTIVITIES:

FERSTER: That, the Statement of Financial Activities for the month of January 2024 be approved, as presented.

CARRIED.

045.02.24

BANK RECONCILIATION:

SKAUGE: That, the bank reconciliation for the month of January 2024 be approved as presented.

CARRIED.

046.02.24

ACCOUNTS PAYABLE:

STRUBE: That, the accounts payable dated February 2nd, 2024, as attached hereto and forming part of these Minutes, being regular cheque numbers 13893 to 13947 in the amount of \$506,470.70 and payroll cheque numbers 14695 to 14710 in the amount of \$39,986.54 be approved.

CARRIED.

047.02.24

ADMINISTRATORS REPORT:

JOELSON: That, the Administrators Report for the month February 2024 be accepted as presented.

CARRIED.

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048.02.24 STENE LAND LEASE AGREEMENT:

JOELSON: That, consideration on Stene Land Lease Agreement be postponed to the March Regular Meeting of Council.

CARRIED.

049.02.24 EMPLOYEE PAY:

FERSTER: That, Rural Municipality of Shellbrook No. 493 Employee mid-month advances be increased to \$ 2,000 for the remainder of 2024 and that, effective January 1st, 2025 employee payroll switch from Monthly pay periods to Bi-weekly.

CARRIED.

Lloyd Thomas and Kyle Wagner entered the Council Chambers joined the Public Gallery at 10:15 a.m.

Northbound Planning Delegation Jared Stephenson entered the Council Chambers at 10:15 a.m. to discuss Country Residential Zoning.

OLD BUSINESS:

050.02.24 COUNTRY RESIDENTIAL:

SKAUGE: That, the first reading of Bylaw No. 2024-01 *A Bylaw of The RM of Shellbrook No. 493 To Amend Bylaw No. 2018-01 Known as The Official Community Plan* be postponed to the March 6, 2024 Regular Meeting of Council.

CARRIED.

Lloyd Thomas and Kyle Wagner left the Council Chambers at 11:06 a.m.

051.02.24 GO IN CAMERA:

SKAUGE; That, the time being 11:11 a.m., Council close a portion of this meeting to the public to go in camera under the authority of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, to discuss strategic planning, the public gallery be vacated and those present for this closed session be Reeve Oleksyn, Deputy Reeve Joelson and Councilor's Skauge, Strube, Ferster and Ten Bos, Administrator Storey and Jared Stephenson.

CARRIED.

052.02.24 RECONVENE:

SKAUGE: That, the regular Council meeting reconvene at 11:13 a.m. with all members of Council, public and Administration present.

CARRIED.

Northbound Planning Delegation Jared Stephenson left the Council Chambers at 11:30 a.m.

Delegation Chelsea Neuberger AAg. Plant Health Technical Advisor, SARM Division 5 entered the Council Chambers at 11:30 a.m. to update Council on SARM Programs.

Delegation Foreman Bill Aug and Todd Lande entered the Council Chambers at 11:45 a.m. to update Council on municipal operations.

Delegation Chelsea Neuberger AAg. Plant Health Technical Advisor, SARM Division 5 Left the Council Chambers at 12:00 p.m.

053.02.24 STRUBE: That, Council now recess this meeting for lunch at 12:05 p.m.

CARRIED.

054.02.24 JOELSON: That, Council now reconvene this meeting at 12:31 p.m.

CARRIED.

Delegation Foreman Bill Aug and Todd Lande left the meeting at 1:31 p.m.

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055.02.24 **SASK LOTTERIES GRANT 2024-2025:**

STRUBE: That the allocation of the 2024-2025 Sask Lotteries grant be amended as follows:

Shellbrook Senior Curling Club	\$600.00
Shellbrook Elementary	\$766.85
Shellbrook Parks Board (playground)	\$600.00
Shellbrook Parks Board (swimming pool)	\$766.85
Shellbrook Public Library	\$800.00
Shellbrook Senior Association	\$766.85
Shellbrook Skating Club	\$766.85
Sturgeon Lake Regional Park	\$766.85
WP Sandin School Skating	\$766.85
WP Sandin School Outdoor Program	\$766.85
Wild Rose Public School	\$766.85
Wild Rose Before & After School Program	\$600.00
Lake Country Wildlife Federation	\$766.85
Lake Country Target Shooting Club	\$766.85
Shellbrook Silver Fins	\$766.85
Shellbrook Minor Softball	\$766.85
Crutwell Recreation	<u>\$766.85</u>

for a total of \$12,569.00

CARRIED.

056.02.24 **PURCHASE LOWBED:**

SKAUGE: That, Foreman Aug and Todd Lande be sent to Grande Prairie Alberta to inspect Lowbed Trailer with the Authority to purchase up to \$35,000.

CARRIED.

057.02.24 **5-YEAR CAPITAL PLAN:**

JOELSON: That, amendments to the 5-Year Capital Plan for 2024 and 2025 be approved.

CARRIED.

058.02.24 **EMPLOYEE WAGES:**

SKAUGE: That, Rural Municipality of Shellbrook No. 493 Hourly Employees be given a \$.93/hr. wage increase for the 2024-year effective January 1, 2024.

LOST.

059.02.24 **EMPLOYEE WAGES:**

FERSTER: That, Rural Municipality of Shellbrook No. 493 Hourly Employees be given a \$1.00/hr. wage increase for the 2024-year effective January 1, 2024.

CARRIED.

060.02.24 **MANAGEMENT COMMITTEE:**

JOELSON: That, the Management Committee be responsible for Employee Issue's and Performance Reviews effective February 7th, 2024.

CARRIED.

061.02.24 **SECRETARY OF THE BOARD OF REVISION:**

STRUBE: That, appointments to The Board of Revision for the Rural Municipality of Shellbrook No. 493 for 2024 be amended as follows:

- Board of Revision – Secretary Mike Ligtermoet
- Board of Revision – Panel Members Timothy P. Furlong
 Glen Neuert
 Kirby Fesser
 Sabrina Saccucci

CARRIED.

062.02.24 **DRIVER TRAINING AGREEMENT 2024:**

TEN BOS: That, the Driver Training Agreement 2024 for Torey Stewart be approved as presented and signed by the Reeve and Administrator.

CARRIED.

Deputy Reeve Joelson declared a conflict of interest and was excused from the meeting at 2:45 p.m.

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063.02.24 **2024 JOHN DEERE 772G GRADER:**

FERSTER: That, with recommendation from the Machinery Committee that a 2024 John Deere 772G Grader be purchased at the quoted price of \$575,000 less \$235,000 trade value of 2019 John Deere 772G Grader with no additional warranty added, plus applicable taxes.

CARRIED.

Deputy Reeve Joelson re-entered the meeting at 3:05p.m.

064.02.24 **ADMINISTRATIVE ASSISTANT:**

STRUBE: That, the advertisement for an Administrative Assistant be referred to the Management Committee for review and approval before being published.

CARRIED.

065.02.24 **WORK TRUCK QUOTE:**

TEN BOS: That, the quote provided by Naber Ford for a 2024 Ford F-250 in the amount of \$67,572.00 plus applicable taxes be approved for purchase.

CARRIED.

066.02.24 **LAKELAND TRAILER BYLAW:**

STRUBE: That, a Bylaw be created for Trailer Parks in the municipality and a fee of \$75 per lot to be included and be brought back to the March Regular Meeting of Council for consideration.

CARRIED.

067.02.24 **CIVIC ADDRESSING:**

SKAUGE: That, a cost analysis be completed for the implementation of Range Road Signs in the Municipality and be referred to 2024 Budget sessions.

CARRIED.

NEW BUSINESS:

068.02.24 **ADMINISTRATOR CONTRACT 2024:**

SKAUGE: That, a one-year employment contract for Administrator Duane Storey effective January 1, 2024 to December 31, 2024 in the amount of \$91,000.00 be approved as presented.

CARRIED.

069.02.24 **TOWN OF SHELLBROOK CSO:**

JOELSON: That, The Rural Municipality of Shellbrook No. 493 agree to sign a Memorandum of Understanding with the Town of Shellbrook for the use of their Community Safety Officer, and that the matter be referred to 2024 Budget.

CARRIED.

070.02.24 **NE-14-52-03-W3 RENTAL TENDER:**

TEN BOS: That, included in the land rental agreement for NE-14-52-03-W3 a clause be added to install a temporary fence which will be outlined in tender.

CARRIED.

071.02.24 **MEETING MOTION REPORTS:**

FERSTER: That, the information provided in regards to meeting Motion Reports be received and filed.

CARRIED.

072.02.24 **PEST CONTROL OFFICER:**

SKAUGE: That, discussion in regards to the Pest Control Officer be postponed to the March Regular Meeting of Council.

CARRIED.

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COUNCIL INQUIRIES:

073.01.24

COUNCIL INQUIRIES:

JOELSON: That, the information provided in regards to the following Council Inquiries presented at the January 10th, 2024 Regular Meeting of Council be received and filed:

- Payable Accruals be set up in December before Year End Meeting.
- Find out the difference between the Bio-Fuel and Regular Diesel.
- Recording of Notes for Fire Committee Meeting
- Fire Reporting Issues
- Meeting and Agenda Software quotes
- Sale of Rocks
- Council Inquiries Checklist
- Disability Insurance Salaries
- SARM Resolution Application
- External Appointment Letters for 2024
- Unspent Capital Allocations transfer to reserves

CARRIED.

074.02.24

COUNCIL INQUIRIES FEBRUARY:

SKAUGE: That, the following inquiries be presented for response by Administration:

- Could details of the Inquiry Resolution be forwarded to all members of Council so the process is understood?
- Could the report updating the Procedure Bylaw to include the Inquiry Process be forwarded to Council for consideration at the March Council meeting?
- Could the Procedure Bylaw be forwarded to Council for possible changes at the March Council meeting?
- Can all SARM Correspondence, including the Rural Sheaf, and other emails be forwarded for consideration on the Council agenda?
- Can all incoming correspondence directed or intended for Council received by mail, or email, or other means, be placed on the monthly Council agenda, or a separate "information Only" package on Council's iPad with the monthly agenda.

CARRIED.

075.02.24

CORRESPONDENCE:

SKAUGE: That, the 2024 Saskatchewan Assessment Management Agency Statement in the amount of \$31,060 be approved.

CARRIED.

076.02.24

CORRESPONDENCE:

STRUBE: That, the following Correspondence be received and filed.

- I Hunter – Dated January 12th, 2024.
- Community Policing 4th quarter Report – Dated January 2nd, 2024.
- Evan and Angela Davis dated February 6th, 2024
- Dave Whalley dated February 5th, 2024

CARRIED.

077.02.24

SARM CORRESPONDENCE:

TEN BOS: That, the following SARM Correspondence be received and filed.

- Prairie Steel– Dated January 25th, 2024.
- Letter of Intent Blair Cummins – Dated January 17th, 2024.

CARRIED.

Deputy Reeve Joelson left the meeting at 4:00 p.m.

078.02.24

GO IN CAMERA:

FERSTER That, the time being 4:05 p.m., Council close a portion of this meeting to the public to go in camera under the authority of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, to Code of Conduct Bylaw complaint and strategic planning, the public gallery be vacated and those present for this closed session be Reeve Oleksyn and Councilor's Skauge, Strube, Ferster, Ten Bos and Administrator Storey.

CARRIED.

Administrator Storey left the Council Chambers at 4:26 p.m.

Councilor Strube left the Council Chambers at 4:26 p.m.

Councilor Strube returned to the Council Chambers at 4:43 p.m.

Administrator Storey returned to Council Chambers at 5:43 p.m.

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- 079.02.24** **RECONVENE:**
FERSTER: That, the regular Council meeting reconvene at 5:44 p.m. with all members of Council and Administration present.

CARRIED.
- 080.02.24** **CODE OF ETHICS COMPLAINT:**
JOELSON: That, the Code of Ethics complaint received January 19, 2024 under *section 3 of Bylaw -02-2018 Code of Ethics Bylaw* be referred back to Councilor for a written apology to the impacted individual.

CARRIED.
- 081.02.24** **OFFICE HOURS POLICY:**
SKAUGE: That, an Employee Office Hours Policy be developed that outlines Employee Office hours as either;
- 7:30a.m. -4:00p.m.
 - 8:30a.m. -5:00p.m.
- And that, a Absence from Office Form be developed for Administrative staff.

CARRIED.
- 082.02.24** **COUNCIL 2024 RENUMERATION AND MILEAGE RATES:**
FERSTER: That, the 2024 Council Renumeration and Mileage rates be approved as follows:
- | | |
|--------------------------------|--|
| 1. Per Diem Mileage | \$0.70 per KM. |
| 2. Per Diem Council Meetings | \$300.00 for Regular Meeting and \$35.00 per Hour for Special Meetings and |
| 3. Per Diem Committee Meetings | \$35.00 per hour. |
- CARRIED.**

- 083.02.24** **ADJOURNMENT:**
SKAUGE: That, the meeting be adjourned at 5:52 p.m.

CARRIED.

REEVE DOUG OLEKSYN

ADMINISTRATOR DUANE STOREY