

**MINUTES of the REGULAR MEETING
of the RURAL MUNICIPALITY of BUCHANAN No.304
held on Thursday, April 06, 2023
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK**

ORDER: Reeve Skoretz called the meeting to order at 9:04 a.m.

ATTENDANCE: Councillors - Terry Zavislak Division 1
- Myron Kopec Division 2
- Sean Wilson Division 3
- Chris Walker Division 4
- Brian Brodziak Division 5 Via Telephone
- Brent Pelechaty Division 6

Reeve -Don Skoretz

Mun. Admin. - Keri Gardner

Five individuals attended the meeting to observe.

Approval of Agenda

104/2023 Zavislak "That the Agenda be adopted with the changes as discussed".
Carried.

Approval of Minutes

105/2023 Kopec "That the Meeting Minutes from March 10, 2023 be approved as read with the amendments as discussed".
Carried.

Business Arising From the Minutes

106/2023 Wilson "That Council table the administrator salary until May".
Carried.

Financial Statements


107/2023 Kopec "That the statement of financial activities for the month of March 2023 are received and to be filed."
Carried.

Delegations

Foreman Aaron Serhan – update of first week
Myles Hutchins – Licensed Building Inspector via telephone
Ashley Beaton – Zoning Bylaw review of stage Zoning Bylaw is at via telephone
Jerry Letain & Jeff Olson – Ducks Unlimited re: projects in the area
Barb Frazier – Building Bylaw requesting Council consider her concerns in relation to implementing a Building Bylaw

Reports

APAS – Reeve Skortez provided an update on the recent APAS meeting
Sturgis & District Fire Co-op – Pelechaty informed Council that the meeting was cancelled.
ECMA – Acting Administrator has requested information about the equipment operator training that may be offered in the future through ECMA. No response has been received to date. An update will be provided for the next meeting.
NEATC – AGM on April 11 in Kelvington. Wilson will be attending.
Good Lake Well Incident – Pelechaty will request a second quote for repair / rebuild of the well house, as per Insurance Adjusters request
SCDA – Kopec provided an update re: SCDA
SARM Convention – Zavislak appreciates the planning and organization of the event; it has been recognized by Council that a number of RMs that are experiencing difficulties.



Reeve



Acting Administrator

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held on ~~FRIDAY March 10-2023~~ *106 Thursday, April 06, 2023*

at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK

Continued

page 2

- 108/23 Wilson 'That the RM Acting Administrator send a letter to the Sturgis & District Fire Coop requesting an asset valuation, as per recommendation of RM of Buchanan Auditor".

Carried.

Unfinished Business

Gravel Agreement

- 109/23 Wilson "That Acting Administrator look into a gravel agreement with Rocky Young to present at the next Regular Council Meeting.

Carried.

Council Procedures Bylaw - Amendment

- 110/23 Wilson "That Bylaw 05/2023 being a Bylaw to amend Council Procedures be read a first time".

Carried.

- 111/23 Walker "That Bylaw 05/2023 be read a second time".

Carried.

- 112/23 Pelechaty "That Bylaw 05-2023 being a Bylaw to amend Council Procedures be read a third time, being adopted, signed and sealed by the Reeve and Acting Administrator".

Carried Unanimously.

Building Bylaw

- 113/23 Wilson "That the Building Bylaw be tabled until further research can be done to address Council concerns".

Carried.

Proposed Subdivision

- 114/23 Brodziak "That the proposed subdivision presented be approved".

Carried.

Correspondence:

Parkland Regional Library

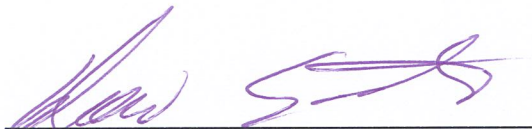
- 115/23 Kopec "That Zavislak attend the Parkland Regional Library AGM on May 06 at 11AM in Canora to represent the RM".

Carried.


Roughrider Snowmobile Club

- 116/23 Walker "That Council is in agreement to the Roughrider Snowmobile Club accessing RM right of ways and road allowances to develop a proposed snowmobile trail".

Carried.



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Continued

page 3

Ratepayer Email Division 1

Zavislak – has been in contact with the ratepayer and will continue to assess if a culvert is required in this area.

File Correspondence

117/23 Pelechaty "That the correspondence listed as item 7 of the agenda be filed".
Carried.

In Camera - HR

118/23 Kopec "That council go in camera at 12:40 p.m. to discuss HR".
Carried.

All observers left Council Chambers.

Out of Camera

119/23 Walker "That Council come out of camera at 1:45 pm".
Carried.

Two observers returned to Council Chambers.

120/23 Brodziak "That Acting Administrator enquire with Blue Cross the costs incurred with carrying over Aaron Serhans Blue Cross Benefit Plan and present at the next Regular Council Meeting." Carried.

121/23 Wilson: "That Acting Administrators temporary position be extended until May 30 at a rate of \$35 per hour, two days per week".
Carried.

Administrator Assistant Position

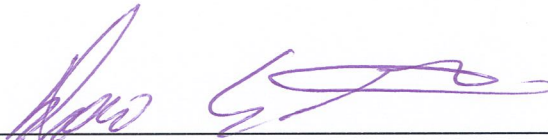
122/23 Zavislak: "That Amanda Zuravloff be hired as Administrator Assistant until the end of May at a maximum rate of \$28.50 per hour. Work hours are to be from 8am-4pm with a 30-minute unpaid lunch break, Monday to Friday".
Carried.

123/23 Kopec "That SaskTel be hired to retrieve RM emails from the SaskTel email account, as well as the contact list / address book."
Carried.

124/23 Wilson "That Acting Administrator has authorization to contact RMAA to apply for a conditional certificate to continue as the Acting Administrator for the RM of Buchanan No 304, and further that the RM will pay all costs incurred as required to continue in the Acting Administrator capacity".
Carried.

Worker Call Backs

125/23 Zavislak "That Foreman Aaron Serhan has the authority to call back workers as needed for the 2023 season".
Carried.



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at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK
Continued page 4

Transfer of Funds from the Flex Term Account

126/23 Skoretz: "That the Acting Administrator has authority to contact Crossroads Credit Union to transfer \$200,000.00 from the most recent RM of Buchanan No 304 Flex Term Account to the RM of Buchanan No 304-chequing account to provide the funds needed to pay for the grader and snow plow purchased from Finning. That once this transfer is complete, the grader and snow plow invoices be paid via cheque".

Carried.

SARM Expenses

127/23 Zavislak "That all expenses relating to the 2023 SARM Convention be paid".

Carried.

Building Inspector Appointment

128/23 Wilson "That Myles Hutchings be appointed as the Building Inspector for the RM of Buchanan No 304 for 2023".

Carried.

Council Break

129/23 Wilson "That Council have a 5-minute break at 10:30AM, to return at 10:35AM".

Carried.

130/23 Wilson "That the Council meeting resume at 10:40AM".

Carried.

Custom Work Fees

131/2023 Pelechaty "That the 2023 Custom Work Fees be increased for 2023. That these increases are attached to and form a part of these meeting minutes.

Carried.

Culvert Tender

132/2023 Walker "That a culvert tender be prepared by the Acting Administrator and posted on SaskTenders to accept tenders according to the 2022 invoice of culverts ordered for the 2022 season. That sealed tenders will be accepted until Friday, April 28, 2023 to be presented at the next Regular Council Meeting for review".

Carried.

Fuel Tender

133/2023 Kopec "That a fuel tender be prepared by the Acting Administrator and posted on SaskTenders. That sealed tenders will be accepted until Friday, April 28, 2023 to be presented at the next Regular Council Meeting for review".


Carried.

Road Maintenance Agreement with Budwill

Sean Wilson declared a conflict of interest and left the building at 2:05 PM

134/23 Zavislak "That a road maintenance agreement be prepared with Budwill according to the rates provided".

Carried.



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Continued page 5.....

Outstanding Invoices

- 135/23** Brodziak "That the Acting Administrator has authority to contact the RM of Buchanan No 304 auditor to obtain advice on how to handle outstanding invoices, as well as outstanding accounts receivable from previous years".
Carried.

Security System For RM Administration Office and RM Shop

- 136/23** Walker "That a security system be purchased from Gardon Securities which includes 6 security cameras to ensure the safe keeping of documents for the RM Administration Office as well as protect RM assets located in the RM Shop".
Carried.

Hiring Policy

- 137/23** Wilson "That the Hiring Policy that was presented be implemented in the RM of Buchanan No 304 and be filed in the RM Policy Binder".
Carried.

Drug and Alcohol Policy

- 138/23** Zavislak "That the Drug and Alcohol Policy that was presented be implemented in the RM of Buchanan No 304 and be filed in the RM Policy Binder. That all employees review this policy, sign after reviewing and that the signed copy be placed in every employee personnel file".
Carried.

Non-Discrimination Policy


- 139/23** Pelechaty "That the Non-Discrimination Policy that was presented be implemented in the RM of Buchanan No 304 and be filed in the RM Policy Binder. That all employees review this policy, sign after reviewing and that the signed copy be placed in every employee personnel file".
Carried.

Employee Performance Standards

- 140/23** Wilson "That the Employee Performance Standards policy be tabled".
Carried.

Council Reports:

Division 1 Zavislak –will be following up with other applicants ^{KG} ~~this winter~~
for the position of Assistant Administrator
Division 2 Kopec –nothing to report
Division 3 Wilson – nothing to report
Division 4 Walker – nothing to report
Division 5 Brodziak – nothing to report
Division 6 Pelechaty – nothing to report
Reeve Skoretz: The new grader has arrived. Would like to schedule a meeting for preliminary budget.



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Continued page 6

Approval of Accounts

141/23 Kopec "That the accounts that have signed invoices in the amount of \$82,186.93 be approved for payments for the month of March 2023, and further that Council recognizes there are additional invoices to be entered for the month of March 2023. Once the financials are completed for the entire month of March, they will be presented to Council for review".

Carried

Adjournment

142/23 Skoretz "That this meeting adjourn, time 3:13pm".

Carried.



Reeve



Acting Administrator