

MINUTES of the REGULAR MEETING
of the RURAL MUNICIPALITY of BUCHANAN No.304
held on FRIDAY February 17-2023
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK

ORDER: Deputy Reeve Wilson called the meeting to order at 8:07 a.m.

ATTENDANCE: Councillors - Terry Zavislak Division 1
 - Myron Kopec Division 2
 - Sean Wilson Division 3
 - Chris Walker Division 4
 - Brian Brodziak Division 5
Reeve - Don Skoretz via telephone
Mun. Admin. - Keri Gardner

Three individuals attended the meeting to observe.

Brent Pelechaty – Division 6 arrived at 8:11 AM

Approval of Minutes

50/2023 Zavislak "That the Acting Administrator amend the meeting minutes from January 13, January 23 and February 08, 2023 to reflect any errors or omissions and present to Council at the next regular scheduled meeting for approval."
Carried

Financial Statments

51/2023 Pelechaty "That the statement of financial activities for the month of January 2023 are received and to be filed."
Carried.

An observer entered at 853

In Camera: HR

52/2023 Wilson "That Council go in camera to discuss HR."
Carried.

The observers and Acting Administrator was asked to leave Council Chambers.

2023 Wages

53/2023 Walker "That Council come out of camera at 9:31 am."
Carried.

The observers and Acting Administrator returned to Council Chambers.

54/2023 Zavislak "That Curtis Sliva receive a wage increase to \$31/hour effective January 01, 2023."
Carried.

55/2023 Zavislak "That Larry Pozniak receive a wage increase to \$30/hour effective January 01, 2023."
Carried.

56/2023 Walker "That Allan Veldman receive a wage increase to \$27/hour effective January 01, 2023."
Carried.

57/2023 Pelechaty "That Dmytro Kosar receive a wage increase to \$27/hour effective January 01, 2023."
Carried.


Deputy Reeve


Acting Administrator

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- 58/2023** Brodziak "That Justin Stefanowich receive a wage increase to \$24 / hour effective January 01, 2023." Carried.
- 59/2023** Zavislak "That Keri Gardner receive a wage of \$35/hour as a term position as Acting Administrator for the RM of Buchanan No 304 from February 08 until March 31, 2023" Carried
- SaskAlert
60/2023** Zavislak "That Deb Olynyk be hired at \$100 per month to complete SaskAlert training and SaskAlert duties for the RM of Buchanan No 304. That this monthly payment will be in addition to the \$100 EMO fee, and to completed online through CAFT.
Carried.
- 61/2023** Walker "That the correspondence listed in part #6 of the February 17-2023 Regular Meeting Agenda having been read now be filed."
Carried.

Rm of Buchanan Council and observers were provided with an office tour, including the side office, vault and basement to observe the office conditions.

One observer left the building.

One observer did not take part in the tour.

Security System

- 62/2023** Pelechaty "That Acting Administrator obtain 2 quotes for a security system for the RM Administration Office, as well as the RM Shop".
Carried

Professional Photographer

- 63/2023** Zavislak "That a professional photographer be hired to photograph, videograph, as documentation of the current state of the RM Administration Office, including all rooms, vaults and basement.
Carried

Deputy Reeve Wilson turned chairing the meeting over to Zavislak.

- 64/2023** Wilson "That the results of the investigation in 2021 that is sealed, signed by council on the back, be filed by the Acting Administrator and is not to be opened unless there is a motion from Council to do so".
Carried

Deputy Reeve Wilson resumed chairing the meeting.

Reeve Skoretz – Reminded Council to conduct business in the best interest of the RM; that Council has an obligation to ensure business is conducted properly; thanked Council for their involvement.

- 65/2023** Skoretz: "That Council members and employees will refrain from accepting alcohol as gifts from any vendors, effective immediately".
Carried


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Reeve Skoretz – Reminded Council that they are elected officials and in the best interest of the RM, personal issues need to be put aside.

Code of Conduct Policy

66/2023 Zavislak "That the RM of Buchanan No 304 Code of Conduct Policy is accepted as presented and is to be implemented effective immediately; as well, all RM employees are to review and sign the policy on a yearly basis.

*Carried***Bylaw – For the Destruction of Documents:**

67/2023 Brodziak "That Bylaw No 3-2023, a Bylaw for the destruction of documents, be read a first time". Carried.

68/2023 Pelechaty "That Bylaw No, 3-2023 be read a second time.

Carried.**Administrator Leave of Absence**

69/2023 Pelechaty "That the Administrator receive (1) week of vacation pay from 2023 vacation time, as requested, until vacation time from 2022 is confirmed".

Carried.**Hiring Committee**

70/2023 Walker "That a hiring committee consisting of Pelechaty, Brodziak and Zavislak be formed. That the hiring committee review all applications received for the foreman / operator position and provide recommendations to Council at the next regular meeting".


Carried.


The Deputy Reeve received an emergency phone call and called for a break at 11:56.

The Deputy Reeve returned at 11:58 and called the meeting back to order.

Investigating Professional Services

71/2023 Zavislak "That Council authorizes Deputy Reeve Wilson and Councilor Kopec to investigate the services of any professional they may deem necessary to resolve any and all issues of any and all administration issue that may be present in the RM of Buchanan No 304, now in the past, and in the future and present to council for approval. Deputy Reeve Wilson and Councilor Kopec are authorized to take any necessary steps that they may determine to keep safe all documents that may be present and property of the municipality. The authorization by this council to stand until such time as all concerns are resolved to the satisfaction of all parties involved and all costs paid by the RM of Buchanan No 304 on behalf of their actions for the RM of Buchanan No 304".

Carried.

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72/2023 Walker "That there be a recorded vote for RES. 71/2023"

Carried

Div. 1 – Terry Zavislak	yes
Div. 2 – Myron Kopec	yes
Div. 3 – Sean Wilson	yes
Div. 4 – Chris Walker	no
Div. 5 – Brian Brodziak	yes
Div. 6 – Brent Pelechaty	yes

Carried


Council Reports: Division 1 Zavislak – quiet
Division 2 Kopec – ratepayers Quarter section land rented out, possibly have some culvert work to do; hoping to go take a look.
Division 3 Wilson – nothing to report
Division 4 Walker – nothing to report
Division 5 Brodziak – nothing to report
Division 6 Pelechaty – nothing to report


73/2023 Kopec "That the Acting Administrator purchase a new filing cabinet to store current and new documents, financial statements, correspondence and any other RM of Buchanan No 304 information including and after February 01, 2023".
Carried.

74/2023 Pelechaty "That the accounts that have signed invoices in the amount of \$24,950.49 be approved for payment for the month of January 2023. Once invoices can be located for the remaining January 2023 payments, the remaining accounts will be approved for payment.
Carried

Adjournment

75/2023 Wilson "That the next Regular scheduled meeting is to be held on March 10 at 9:00am at the Administration Office. That this meeting adjourn, time 12:46pm".
Carried.


Deputy Reeve


Acting Administrator