

MINUTES of the REGULAR MEETING  
of the RURAL MUNICIPALITY of BUCHANAN No.304  
held on FRIDAY JANUARY 13-2023  
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK

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**ORDER:** Reeve Skoretz called the meeting to order at 8:05 a.m.

**ATTENDANCE:** Councillors - Terry Zavislak Division 1  
- Myron Kopec- Division 2  
- Sean Wilson- Division 3  
Reeve - Don Skoretz  
Mun. Admin. - Twila Hadubiak

One individual attended the meeting to observe.

Terry Zavislak subscribed to his Oath for Member of Council.

**BOND & SECURITIES:**

The Administrator presented the Reeve with the municipal Bond and Securities, Reeve Skoretz put the same before council, as per Sec.113(2)&(3) of *The Municipalities Act*.

**1/2023** Zavislak "That the municipal Administrator's Bond and Securities be accepted as stated on the individual certificate issued through the S.A.R.M. Fidelity Bond Self-Insurance Plan."

Carried.

**MINUTES:**

**2/2023** Kopec "That the minutes of the December 07-2022 Regular Meeting of Council be approved as read."

Carried.

**FINANCIAL STATEMENTS:**

**3/2023** Wilson "That \$750,000 be transferred to a second FlexTerm account with the Crossroads Credit Union, for a 1 year term."

Carried.

**4/2023** Skoretz "That the statement of financial activities for the month of December 2022 be accepted as presented."

Carried.

**PUBLIC WELLS:**

**5/2023** Zavislak "That Further to RES.261/2022, the municipality discontinue monthly water samples from the municipal community wells located at NW 22-30-06-W2, SE 23-32-04-W2, SW 32-33-04-W2 and NE 33-33-05-W2."

Carried.

A second observer attended the meeting.

  
Reeve

  
Administrator

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**FIRE PROTECTION:**

**6/2023** Zavislak "That the Sturgis and District Rural Fire Co-op be paid 2 units at \$6,000 each to help with 2022 Fire Department operation costs."  
Carried.

**INCIDENT REPORTS:**

**7/2023** Wilson "That council go in camera at 9:36 a.m. to discuss CRPUB, Sturgis and District Rural Fire Co-op, and Hamlet plowing incidents, as well as Good Lake well house damages."  
Carried.

The observers left the council chambers.

**8/2023** Skoretz "That council come out of camera at 10:03 a.m."  
Carried.

One observer returned to the meeting.

The Reeve and acclaimed Division 1 Councilor had looked into the alleged plowing incident, reported on December 29/2022 at the Hamlet of Amsterdam, and found there were no concerns.

**SARM PSIP:**

**9/2023** Kopec "That a claim be forwarded to the SARM Property Self-Insurance Program for damages which occurred to the Good Lake well house."  
Carried.

The Administrator reported the By-election results for Division 1. When Nominations closed on December 21, 2022, Terry Zavislak was the only Nominee, therefore he was elected Councilor for Division 1 by acclamation.

**OHS/HR:**  
**10/2023**

Zavislak "That council go in camera to discuss the Saskatchewan Human Rights Commission and OH&S Complaints and phone SARM lawyer Courtney Riviere, at 10:08 a.m., and Further That the Administrator be asked to leave the meeting."  
Carried.

The Administrator and observer left the council chambers at 10:08 a.m., returning at 11:38 a.m.

**11/2023** Kopec "That council come out of camera at 11:38 a.m."  
Carried.

Councillor Brian Brodziak, Division 5, joined the meeting at 11:38 a.m.

  
Reeve

  
Administrator



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Deputy-Reeve Wilson took over chair of the meeting.

**12/2023** Skoretz "That the Administrator post File No. LBR 127-2212; as per Labour Relations Report on the municipal website and the shop office bulletin board."  
Carried.

**13/2023** Zavislak "That the RM of Buchanan No.304 is to continue to attempt to reinstate Allan Veldman with a start date of April 17, 2023 with the same terms and conditions as he was employed prior with the RM of Buchanan No. 304. Upon reinstatement, Allan Veldman is to report to Deputy-Reeve Wilson or appointment."  
Carried.

Reeve Skoretz left the council chambers at 11:42 a.m.

**14/2023** Brodziak "That the RM contact Laurie Ann Rusnak to initiate an investigation from an employee harassment complaint and Further That all complaint information is to be sent to Deputy-Reeve Wilson."  
Carried.

Reeve Skoretz returned to the meeting at 11:47 a.m. and took back chair of the meeting.

**HAMLETS:**

**15/2023** Zavislak "That a minimum tax of \$50 per assessed lot be applied to the Hamlets of Amsterdam and Tadmore for the 2023 tax year."  
Carried.

**MUNICIPAL REVENUE SHARING:**

**16/2023** Kopec "That the R.M. of Buchanan No.304 submit their Declaration of Eligibility for the Municipal Revenue Sharing Grant to the Ministry of Government Relations, having met the Eligibility Requirement of submitting the Audited Annual Financial Statement, being in good standing with reporting and remitting the Education Property Taxes, adopting a Council Procedures Bylaw and Employee Code of Conduct, all members of council having filed and annually updated their Public Disclosure Statements, while Public Reporting on Municipal Waterworks to the ministry is not applicable to this municipality."  
Carried.

**THE HEALTH FOUNDATION OF EAST CENTRAL SASKATCHEWAN:**

**17/2023** Wilson "That Reeve Skoretz be appointed to The Health Foundation of East Central Saskatchewan for 2023."  
Carried.

**BOARD OF REVISION:**

**18/2023** Brodziak "That the East Central Municipal Alliance (E.C.M.A.) Board of Revision be appointed for property assessment appeals."  
Carried.

Reeve

Administrator

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**STURGIS & DISTRICT RURAL FIRE DEPT. CO-OP:**

19/2023 Skoretz "That Deputy-Reeve Wilson be added as an alternate to represent the municipality on the Sturgis and District Rural Fire Department Co-operative Board for 2023."

Carried.

**SHOP SUPERVISOR:**

20/2023 Brodziak "That reeve Skoretz be appointed as shop supervisor for 2023."

Carried.

**PARKLAND SEARCH AND RESCUE INC.:**

21/2023 Zavislak "That the municipality donate \$250.00 to Parkland Search and Rescue Inc. for necessities such as equipment, training and operating expenses."

Carried.

**PROCUREMENT:**

22/2023 Wilson "That a Notice of Planned Procurement be posted on SaskTenders advising of the municipality's participation with the SARM buying group."

Carried.

**DELEGATIONS:**

23/2023 Zavislak "That the Administrator attend the SAMA Administrators Workshop on April 4 and That the Administrator and Councillor Kopec attend the SAMA Annual Meeting at Regina on April 5, with the Registration Fees of \$75 being paid."

Carried.

**EAST CENTRAL HEALTH DISTRICT FOUNDATION:**

24/2023 Brodziak "That a \$500.00 donation be made to the East Central Health District Foundation to help with fundraising efforts for new equipment at the Yorkton Regional Hospital."


Carried.

**CORRESPONDENCE:**

25/2023 Kopec "That the correspondence listed in Part #6 of the January 13-2023 Regular Meeting Agenda having been read now be filed."

Carried.

  
Reeve

  
Administrator



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**CANORA RURAL PUBLIC UTILITY BOARD:**

26/2023 Skoretz "That the Canora Rural Public Utility Board outstanding utility amount of \$892.77 be added to the municipal tax roll, Roll # 1355, dated Dec.31, 2022."  
Carried.

27/2023 Zavislak "That the Canora Rural Public Utility Board be paid \$892.77 for the outstanding utility amounts."  
Carried.

**WAGES:**

28/2023 Wilson "That council go in camera at 12:53 to discuss Outside Employee and Administrator wages and Further That the Administrator be asked to leave the meeting."  
Carried.

The Administrator and meeting observer left the council chambers, they returned at 2:06 p.m.

29/2023 Wilson "That council come out of camera at 2:06 p.m."  
Carried.

**R.M.A.A.:**

30/2023 Zavislak "That payment of the \$425 membership fee be made to the Rural Municipal Administrators' Association of Saskatchewan for the administrators' 2023 membership fee."  
Carried.

**TAXES- PROVINCIAL LANDS:**

31/2023 Kopec "That Ministry of Agriculture Lands Branch be requested to initiate cancellation procedures in accordance with *The Provincial Lands Act, 2016* for all lands held per lease LLB3040482, with taxes on said properties now being in arrears."  
Carried.

**WORKERS COMPENSATION:**

32/2023 Wilson "That the 2023 Saskatchewan Worker's Compensation Board Employer's Payroll Statement be completed optional coverage for members of council being set at the minimum \$39,170."  
Carried.

**INSURANCE:**

33/2023 Brodziak "That the R.M. of Buchanan No.304 renew its agreement to be a participating municipality in the SARM Property Self Insurance Program."  
Carried.

Reeve

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**RECREATION AND CULTURAL:**

- 34/2023 Skoretz "That the municipal population of 330 be allocated for use under the 2023 Sask. Lotteries Community Grant Program; 110 to the Buchanan & District Recreation Board, 110 to the Sturgis & District Recreation Board, 110 to the Preeceville & District Recreation Board."  
Carried.

**LAND LEASE TENDER:**

- 35/2023 Zavislak "That advertisements be placed in one issue each of The Canora Courier and The Preeceville Progress to tender the land lease of Parcel "A" of SE 08-32-06-W2 for a 3 year term, with the tenders closing February 10, 2023."  
Carried.

**N.E.A.T.P.C.:**

- 36/2023 Kopec "That the municipality continue with the North East Area Transportation Planning Committee membership with payment of the \$110 membership fee for 2023."  
Carried.

**EMPLOYEE RELATIONS:**

- 37/2023 Kopec "That the Administrator look into finding Employee Team Building courses for Employees and council members to take."  
Carried.

Councillor Brodziak left the meeting at 2:23 p.m.


**APPROVAL OF ACCOUNTS:**

- 38/2023 Wilson "That the accounts in the amount of \$167,613.75 as indicated on the list attached hereto and forming a part of these minutes, be approved for payment, dated December 31, 2022."  
Carried.
- 39/2023 Skoretz "That the accounts in the amount of \$61,514.90 as indicated on the list attached hereto and forming a part of these minutes, be approved for payment."  
Carried.

**ADJOURNMENT:**

- 40/2023 Skoretz "That this meeting adjourn, time 2:30 p.m."  
Carried.

  
Reeve

  
Administrator