

MINUTES of the REGULAR MEETING
of the RURAL MUNICIPALITY of BUCHANAN No.304
held on FRIDAY March 10, 2023
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK

ORDER: Reeve Skoretz called the meeting to order at 9:03 a.m.

ATTENDANCE: Councillors - Terry Zavislak Division 1
 - Myron Kopec Division 2
 - Sean Wilson Division 3
 - Chris Walker Division 4
 - Brian Brodziak Division 5
 - Brent Pelechaty Division 6
 Reeve - Don Skoretz
 Mun. Admin. - Keri Gardner

Three individuals attended the meeting to observe.

Business Arising From the Minutes

✓ Zavislak That the term deposit with the Credit Union is auto-renewed for another term at 4.45%

Approval of Minutes

76/2023 Zavislak "That the Meeting Minutes from February 17, 2023 be approved as read with the amendments as discussed".

Carried

Financial Statements

77/2023 Kopec "That the statement of financial activities for the month of February 2023 are received and to be filed."

Carried.

In Administrator Salary

78/2023 Wilson "That Council table the administrator salary".

Carried.

2023 Well Fees / Custom Work Fees

79/2023 Wilson "That Acting Administrator determine the current well and custom work fees and provide this information to Council at the next regular scheduled meeting."

Carried.

Adjustment to Mileage Rates

80/2023 Zavislak "That the mileage rate for Council, Administrator and any Staff with the RM of Buchanan No 304 be adjusted to \$0.60 / kilometer effective immediately, and that this rate is to be considered a Taxable Benefit, as per Auditor."

Carried.

Land Tender

81/2023 Kopec "That Council for the RM of Buchanan No 304 accept the tender from Frank Tomcala for SE 08-32-06 W2 for \$1600 per year for three (3) years."

Carried.


Reeve


Acting Administrator

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ECMA Equipment Operator Training

82/2023 Wilson "That Acting Administrator inquire with ECMA the costs associated with the proposed equipment operator training, as well as any type of recognition for attendance of the training".

Carried.

Correspondence

83/2023 Wilson "That the correspondence listed in part #7 of the March 10-2023 Regular Meeting Agenda having been read now be filed."

Carried.

Reeve Skoretz turned chairing the meeting over to Deputy Reeve Wilson.

Board of Revision for 2023

84/2023 Kopec "That Lisa Peterson be appointed as Secretary of the Board of Revision; and further that the appeal rate is set to \$200 per appeal."

Carried.

Reeve Skoretz resumed chairing the meeting.

85/2023 Skoretz "That Council have a break at 10:50am; to reconvene at 11:10am".

Carried.

86/2023 Skoretz "That Council resume the meeting at 11:10am".

Carried.

Bylaw No 3-2023 – For the Destruction of Documents

87/2023 Wilson "That Bylaw No 3-2023, a Bylaw for the destruction of documents, be read a third time, being adopted, signed and sealed by the Reeve and Acting Administrator".

Carried.

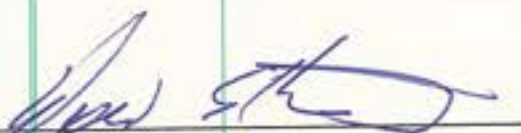
Bylaw No 4-2023 – Building Bylaw

88/2023 Walker "That Bylaw No 4 -2023, being a Bylaw Respecting Buildings be read a first time".

Carried.

89/2023 Brozdiak "That Bylaw No 4-2023 be read a second time".

Carried.



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Agricultural Structures – Bylaw No 4-2023

90/2023 Walker "That Acting Administrator enquires about the minimum standards of permit requirements for agricultural-related structures to be included in Bylaw No 4-2023 and present this information to Council at the next regular council meeting" Carried.

Zoning Bylaw

91/2023 Wilson "That Acting Administrator contact Ashley Beauty to invite to the next regular meeting to discuss the Zoning Bylaw". Carried

12:50 One observer left the room

In Camera - HR

92/2023 Brodziak "That council go in camera at 12:55 p.m. to discuss HR". Carried.

All observers left Council Chambers

Conflict of Interest Declarations

Reeve Skoretz and Deputy Reeve Wilson declared a conflict of interest at 1:00pm.

Out of Camera

93/2023 Brodziak "That Council come out of camera at 1:00 pm". Carried.

Observers returned to Council Chambers.

Reeve Skoretz turned the chair over to Brent Pelechaty.

In Camera - HR

94/2023 Kopec "That Council go in camera to discuss human resources at 1:04pm". Carried.

Reeve Skoretz and Deputy Reeve left the building.

The observers left the building.

95/2023 Brodziak "That Council come out of camera at 1:26pm". Carried.

Labour Lawyer

96/2023 Walker: "That Councillors Zavislak and Kopec are appointed as the human resources committee for the RM of Buchanan No 304, and are to seek professional legal advice from a labour lawyer to assist council in the return of existing employee's". Carried.


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Council Break

97/2023 Pelechaty "That Council have a 5 minute break at 130pm."

98/2023 Pelechaty "That Council reconvene at 1:35 pm".

Pelechaty turned chair over to Reeve Skoretz at 135pm.

Personnel Policy

99/2023 Wilson "That Council adopt the personnel policy discipline as presented, and that it be placed in the Policy Manual for the RM of Buchanan No 304. That this policy is reviewed with every employee on a yearly basis and is a part of orientation for new employees".

Carried.

One observer entered the room at 1:40

Progressive Discipline Policy

100/2023 Kopec: "That Council adopt the progressive discipline policy as presented, that it be placed in the Policy Manual for the RM of Buchanan No 304. That this policy is reviewed with every employee on a yearly basis and is a part of orientation for new employees of the RM of Buchanan".

Carried.

Policy Review with Employees

101/2023 Walker "That all RM of Buchanan No 304 employees; current and future; sign the personnel policy and progressive discipline policy and that these documents are filed in employees personnel files".

Carried.

Policy Committee

102/2023 Brodziak "That Deputy Reeve Wilson and Councillor Walker are appointed as Policy Committee for the RM of Buchanan No 304".

Carried.

In Camers - HR

103/2023 Kopec "That Council go in camera at 2:05 to discuss human resources".

Carried.

The Observers left Council Chambers.

Out of Camera

104/2023 Walker "That Council come out of camera t 2:20pm".

Carried.

The observers returned to Council Chambers.



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Operator / Foreman

105/2023 Walker "That Aaron Serhan be hired as RM of Buchanan No 304 Operator / Foreman with a start date of approximately April 03; according to the terms of: including his previous start date. KG.
4 weeks of vacation time per year, and a wage of \$35 per hour".
Carried.

Council Reports:

Division 1 Zavislak – Compliments to grader operator for snow removal this winter; looking forward to taking part in the the hiring committee
Division 2 Kopec –suggests the mower get fixed; everything in Division 2 is good, attending SARM meetings in Saskatoon March 23/24
Division 3 Wilson – met with auditor
Division 4 Walker – concerns with train tracks and drifting
Division 5 Brodziak – everything is good in Division 5
Division 6 Pelechaty – hiring committee met to discuss applications, provide recommendations to Council; looking forward to convention
Reeve Skoretz: The RM of Buchanan No 304 has in its possession professional photographs as well as videography of the current condition of the Administration Office. Has requested that the Auditor send the Audit Yearly Management Letters directly to Council. Any open alcohol upstairs has been disposed of, and there is video proof of this. Any unopened liquor has been documented and will remain downstairs until Council decides what to do with it. Grader is not here yet. Compliments to the hiring committee on recruitment and hiring.


Approval of Accounts

106/2023 Pelechaty "That the accounts that have signed invoices in the amount of \$71 771.01 be approved for payments for the month of February 2023".
Carried.

Adjournment

107/2023 Skoretz "That this meeting adjourn, time 3:05pm".
Carried.


Reeve


Acting Administrator