

Rural Municipality of Buchanan No. 304

Minutes of a regular meeting of the Council of the Rural Municipality of Buchanan No. 304, held at the R.M. of Buchanan office at 200 George Wilson Dr., Buchanan, SK on Saturday, February 10, 2024

Present were Reeve Don Skoretz – via telephone, Acting Administrator Diane Jamieson, and the following Councilors: Division 1 – Terry Zavislak, Division 2 – Myron Kopec, Division 3 – Sean Wilson, Division 4 – Chris Walker, and Division 5 – Brian Brodziak.

Absent: Division 6 – Brent Pelechaty

The Deputy Reeve, Sean Wilson called the meeting to order at 12:58 p.m.

Allan Wionzek Observer/Delegation was present from 12:58 p.m.-2:05 p.m.

014/2024 **MINUTES**

KOPEC:
presented.

That the minutes of the January 20, 2024 Council Meeting be adopted as

Carried

015/2024 **FINANCIAL**

ZAVISLAK:
presented.

That the Statement of Financial Activities for January 2024 be approved as

Carried

016/2024 **ACCOUNTS**

WALKER:

That the list of accounts as attached to and forming part of these minutes be approved for payment as presented by cheques numbered #18746 to #18767 inclusive and other payments totaling \$127,995.39.

Carried

REPORTS

Division reports were verbally presented.

BRIDGE REPORTS

Councillor Kopec provided an update on the bridge reports that have been received on N 19-32-04-W2. The plan is to work with Wally Slobozian in the spring in conjunction with the SARM engineer to determine the repairs that will be required. It was also noted that the concerns reported on the bridge located at N33-31-06-W2 has been dealt with and the bridge has been restricted to 5 tonne and that no further action is required on this bridge.

017/2024 **COUNCIL BENEFIT POLICY**

ZAVISLAK:
meeting.

That a decision on a Council Benefit Policy be tabled to the March 2024

Carried

018/2024 **SIGNING AUTHORITY UPDATE**

SKORETZ:

That the signing authority for the R.M. of Buchanan be updated to authorize the following to sign on behalf of the RM one signature of the Reeve, Don Skoretz or Deputy Reeve, Sean Wilson and one signature of the Acting Administrator Diane Jamieson or Assistant Administrator Nicole Shewchuk and that all other authorizations be rescinded.

Carried

019/2024 **LIST OF LAND IN ARREARS 2022/23**

KOPEC:

That the Acting Administrator be authorized to act on the list of land in arrears for 2022 and 2023 taxes as presented to the Head of Council.

Carried

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- 020/2024 **HUDSON BAY ROUTE ASSOCIATION – 2024 MEMBERSHIP**
ZAVISLAK: That 2024 Membership in the Hudson Bay Route Association be tabled to the March 2024 meeting.
Carried
- 021/2024 **SARM CONVENTION MARCH 13 – 15, 2024 ATTENDANCE**
WALKER: That any member of Council and the Assistant Administrator Nicole Shewchuk be authorized to attend the SARM Convention in Regina March 13-15, 2024.
Carried
- 022/2024 **SASK LOTTERY GRANT ALLOCATIONS**
SKORETZ: That the Sask Lottery Grant municipal population of 330 be allocated for use as follows 130 to the Buchanan & District Recreation Board, 100 to the Sturgis & District Recreation Board, 100 to the Preeceville & District Recreation Board, with no allocation to the Canora Recreation Board.
Carried
- 023/2024 **2024 APPOINTMENTS**
BRODZIAK: That the 2024 appointments be tabled to the March 2024 meeting.
Carried
- 1/2024 **RMAA ELECTION WORKSHOP**
KOPEC: That Assistant Administrator Nicole Shewchuk be authorized to attend the RMAA Elections Workshop in Melville on March 28th, 2024 with registration, wages and mileage covered.
Carried
- 025/2024 **MAIL IN BALLOT BYLAW**
ZAVISLAK: That Council instruct the Administrator to develop a Mail In Ballot Bylaw for review at the March 2024 Council meeting.
Carried
- 026/2024 **2024 PLANNED PROCUREMENT**
WALKER: That the R.M. of Buchanan post a notice on Sask Tenders advising that the municipality is planning on participating in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM) between January 1, 2024 and December 31, 2024.
Carried
- 027/2024 **BOND AND SECURITIES**
BRODZIAK: That the Bond and Securities coverage be reviewed by Colin Warnecke of SARM for any recommended changes.
Carried
- 028/2024 **NORTH EAST AREA TRANSPORTATION COMMITTEE – 2024 MEMBERSHIP**
WILSON: That the 2024 membership in the North East Area Transportation Committee be tabled to the March 9, 2024 meeting in order to get more information regarding this committee.
Carried
- 029/2024 **LIST OF FILES TO BE DESTROYED**
BRODZIAK: That Council authorize the destruction of files as listed on 2024-01 pending the approval of the Provincial Archives Board.
Carried
- Allan Wionzek, Delegate met with Council to inquire about the R.M. Office hours. He inquired as to who was responsible for scheduling office hours. Mr. Wionzek left the meeting at 2:05 p.m.
- 030/2024 **2023 BUDGET**
ZAVISLAK: That the 2023 Budget as presented be approved and signed by Reeve Skoretz.
Carried



031/2024 **BYLAW 1-2024**

WILSON: That the R.M. of Buchanan acknowledge the receipt of Bylaw GOVSK 1-2024 Building Bylaw which is effective January 1, 2024.

Carried

032/2024 **BYLAW 02-2024**

WALKER: That Bylaw 02-2024 Building Bylaw Fees be introduced and read a first time.

Carried

BRODZIAK: That Bylaw 02-2024 Building Bylaw Fees be read a second time.

Carried

KOPEC: That Bylaw 02-2024 Building Bylaw Fees be given three readings at this meeting.

Carried Unanimously

ZAVISLAK: That Bylaw 02-2024 Building Bylaw Fees be read a third time and enacted.

Carried

033/2024 **POLICY 2024-01 CHARITABLE DONATIONS**

WILSON: That Policy 2024-01 Charitable Donations be approved as presented.

Carried

034/2024 **POLICY 2024-02 CUSTOM WORK**

SKORETZ: That Policy 2024-02 Custom Work be approved as presented.

Carried

035/2024 **POLICY 2024-03 COMPLAINT/CONCERN HANDLING**

WALKER: That Policy 2024-03 Complaint/Concern Handling be approved as presented.

Carried

036/2024 **POLICY 2024-04 SNOW REMOVAL CUSTOM WORK**

BRODZIAK: That Policy 2024-04 Snow Removal – Custom Work be approved as presented and further that this policy supersedes any previous policy that may have been approved.

Carried

037/2024 **CORRESPONDENCE**

WALKER: That the correspondence as listed be acknowledged and filed:

- a) Eaglestone Lodge Personal Care Home Inc – request for donations
- b) Buchanan Wildlife Club – request for donation
- c) Royal Canadian Legion – Military Service Recognition Book
- d) Ministry of Government Relations – Building Bylaw GOVSK1-2024
- e) SMHI – Annual General Meeting – March 13, 2024

Carried

038/2024 **IN CAMERA**

KOPEC: That the meeting move in camera at 2:25 p.m. to discuss Human Resource matters and a long-term planning item.

Carried

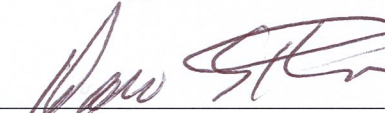
The regular Council meeting moved out of camera and resumed at 3:20 p.m.

039/2024 **ADJOURNMENT**


SKORETZ: That the meeting be adjourned at 3:40 p.m.

Carried

Minutes approved this 9th day of March 2024.



Don Skoretz
Reeve



Diane Jamieson
Acting Administrator