

**MINUTES of the REGULAR MEETING
of the RURAL MUNICIPALITY of BUCHANAN No.304
held on FRIDAY August 11, 2023
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK**

ORDER:

229/2023 Reeve Skoretz called the meeting to order at 7:10 a.m.

ATTENDANCE: Councillors - Terry Zavislak Division 1 – ~~via telephone~~ ^{KS}
 - Myron Kopec Division 2 - via telephone
 - Sean Wilson Division 3 – arrived at 7:30am
 - Chris Walker Division 4 –
 - Brian Brodziak Division 5
 - Don Skoretz
Reeve
Mun. Admin. - Keri Gardner

With Regrets:

Brent Pelechaty Division 6

Adoption of Agenda

223/2023 Kopec: "That the August 11, 2023 Agenda be adopted as presented".

Carried.

Approval of Minutes

231/2023 Zavislak: "That the Regular Meeting Minutes of July 13, 2023 be approved as read, with changes as discussed".

Carried.

Sean Wilson – Division 3 arrived at 7:30am

Financial Statements

232/2023 Kopec: That the statement of financial activities for July 2023 are received and are to be filed".

Transfer of Funds


233/2023 Wilson: "That Acting Administrator, along with Reeve approval transfer \$200,000 from the RM Term Account to the RM Chequing Account".

Carried.

Updates

234/2023 CRPUB – Deputy Reeve Wilson provided an update
 APAS – Reeve Skoretz provided an update
 PRWMA – Deputy Reeve Wilson provided an update
 Sturgis and District Fire Coop – Reeve Skoretz provided an update
 ECMA – MLT is able to prepare 2 template policies that will be OH&S mandatory in the near future; cost for members is \$250

Carried.



Reeve



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Text To Car

235/2023 Reeve Skoretz: "That Acting Administrator and Foreman receive all Text to Car information, and further that other employees will not have access to this information".
Carried.

Building Bylaw

236/2023 Wilson: "That Bylaw No. 10-2023, being a bylaw to establish a building bylaw be read a third time, sealed, and that it form part of these minutes".
Carried.

Building Bylaw

237/2023 Walker: "That Acting Administrator submit Bylaw No. 10-2023 to Building and Technical Standards for Ministry approval".
Carried.

2022 Audit

238/2023 Brodziak: "That the 2022 Audited Financial Statements were reviewed with Council, and are accepted as presented".
Carried.

239/2023 Wilson: "That Rm of Buchanan No 304 Council received and reviewed the 2022 audit management letter from Prairie Strong, and further that this letter is to be filed in the 2023 Audit File in the Administration Office".
Carried.

Well Fees

240/2023 Reeve Skoretz: "That Acting Administrator has authority to reverse well fees for ratepayers that no longer have well keys and do not wish to access RM wells".
Carried.

Employees Hearing Tests

241/2023 Zavislak: "That the 2023 hearing tests that were conducted with outside employees with the results in a sealed envelope are received and are to be filed".
Carried.

Pest Control Appointment

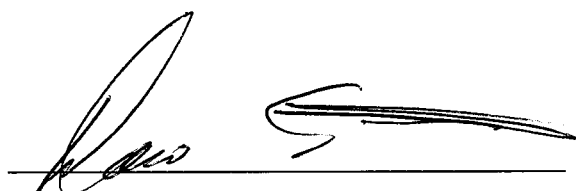
242/2023 Brodziak: "That Hudson Bailey be appointed as an additional Pest Control Officer for the RM of Buchanan No 304 once licensed".
Carried.

File Correspondence

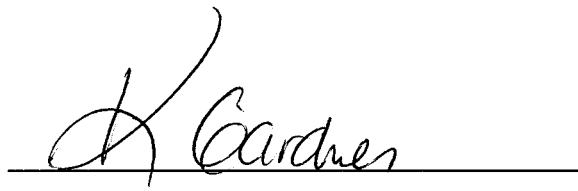
243/2023 Reeve Skoretz: "That the correspondence listed as item 8 of the agenda be filed".
Carried.

2023 Proposed Budget

244/2023 Walker: "That the 2023 proposed budget be accepted as presented".
Carried.



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2023 Mill Rate Bylaw

- 245/2023** Zavislak: "That Bylaw No. 11-2023, being a bylaw to establish mill rates factors be read a first time. Carried.
- 246/2023** Kopec: "That Bylaw No. 11-2023 be read a second time.
Carried.
- 247/2023** Wilson: "That Bylaw No. 11-2023, being a bylaw to establish mill rate factors be read a third time, sealed, and that it form part of these minutes".
Carried Unanimously

Discounts Rates Bylaw

- 248/2023** Walker: "That Bylaw 12-2023, being a bylaw to establish discount rates on current year taxes be read a first time".
Carried.
- 249/2023** Brodziak: That Bylaw 12-2023 be read a second time.
Carried.
- 250/2023** Skoretz: "That Bylaw 12-2023, being a bylaw to establish discount rates on current year taxes be read a third time, sealed, and that it form part of these minutes".
Carried Unanimously.

2023 Hail Discounts


- 251/2023** Zavislak: "That Bylaw 13-2023, being a bylaw to establish municipal hail rate payment incentives be read a first time.
Carried.
- 252/2023** Kopec: "That Bylaw 13-2023 be read a second time.
Carried.
- 253/2023** Wilson: "That Bylaw 13-2023, being a bylaw to establish municipal hail rate payment incentives discounts be read a third time, sealed, and that it form part of these minutes".
Carried Unanimously.

Tax Enforcement

- 254/2023** Kopec: "That Taxervice be engaged to provide Tax Enforcement services on behalf of the RM of Buchanan No 304".
Carried.

Title of Property

- 255/2023** Walker: "That the RM of Buchanan No 304 apply for title of 19-20 01 Aj53984, as requested by the property owner in 2015".
Carried.


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Cancellation of Cell Phone

256/2023 Brodziak: "That Acting Administrator has authority to cancel the 2 cell phones through Sasktel". Carried.

Custom Work

257/2023 Walker: "That the RM provide custom work services to the Village by installing 4 LED Stop Signs". Carried.

Donation to Canora Legion

258/2023 Zavislak: "That the RM of Buchanan No 304 donate \$200 to the Canora Legion in recognition of Remembrance Day". Carried.

In Camera

259/2023 Brodziak: "That Council go in camera at 11:05 am to discuss HR and Strategic Planning". Carried.

Conflict of Interest: Reeve Skoretz turned the chair over to Deputy Reeve Wilson; declared a conflict of interest at 11:04 am and left the building.

260/2023 Walker: "That Confidential Decision No. 01/2023 be approved". Carried.

261/2023 Brodziak: "That Confidential Decision No. 002/2023 be approved". Carried.

Reeve Skoretz joined the meeting at 11:30 a.m. and resumed chairing the meeting. Carried.


Out of Camera

262/2023 Zavislak: "That Council come out of camera at 11:40 am" Carried.

Council Reports

263/2023

- 1- Had a discussion with a ratepayer
- 2- Everything is good, information on culvert
- 3- Appreciative of RM mowing and sign installation for Village
- 4- Has 1 culvert to look at
- 5- Everything is good
- 6- absent


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Administration Report

264/2023 Continued staffing challenges, office is closed on days staff is not available. Acting Administrator will be at the RM on Tuesdays and Thursdays. Recommends the Munisoft bank rec extension, as per auditor; Request to purchase a file cart to aide in organization in the office. Internet has to be upgraded as currently the lowest speed and encountering difficulties with sending / receiving information.

Foreman Report

265/2023 Foreman to arrange replacement of 2 - 500 culverts, request for laser level – presented quotes to Council

266/2023 Zavislak: “ That the RM of Buchanan No. 304 approve the Zero Tolerance Policy and further that this policy be filed in the RM Policy Binder”.

Carried.

Bank Rec Extension

267/2023 Kopec: “That Acting Administrator has authority to purchase the bank reconciliation extension through Munisoft to improve office efficiency”.

Carried.

268/2023 Reeve Skoretz: “That Acting Administrator has authority to order a file cart in the amount of \$297.09 to aide in office organization”.

Carried.

Accounts for Approval

269/2023 Brodziak: “That payments in the amount of \$179,133.80 are approved for the month of July 2023”.

Carried.

Chris Walker and Sean Wilson left the meeting at 12:25pm

270/2023 Reeve Skoretz: “That this meeting adjourn, time 12:50 pm”.

Next Regular Council Meeting September 14, 2023 at 7:00am.



Reeve



Acting Administrator