

**MINUTES of the REGULAR MEETING  
of the RURAL MUNICIPALITY of BUCHANAN No.304  
held on SATURDAY, December 9, 2023  
at the R.M. COUNCIL CHAMBERS, 200 George Wilson Dr, BUCHANAN, SK**

**ORDER:**

Reeve Skoretz called the meeting to order at 1:00 p.m.

**ATTENDANCE:** Councillors    - Terry Zavislak    Division 1  
                                     - Myron Kopec    Division 2  
                                     - Chris Walker    Division 4  
                                     - Brian Brodziak    Division 5 – left at 5:08 p.m.  
                                     - Brent Pelechaty    Division 6 – arrived at 1:20 p.m.  
Reeve                        - Don Skoretz  
Mun. Admin.    - Diane Jamieson

Regrets: Councillor Sean Wilson

**Approval of Minutes**

**315/2023**        Zavislak:                        That approval of the Regular Meeting Minutes of October 3, 2023 be and November 11, 2023 be approved as presented.

Carried

**316/2023**        Kopec:                                That the minutes of the regular meeting of November 11, 2023 be approved with the changes identified.

Carried

**Financial**

**317/2023**        Walker:                                That approval of the financial reports for October and November 2023 be approved as circulated.

Carried

**List of Accounts for Approval:**

**318/2023**        Brodziak:                                That the list of accounts for approval for the months of October and November 2023 be approved as presented representing cheque #18596 to #18696 and other payments totaling \$520,811.03.

Carried

**Reports**

Division reports were presented.

Two - No Heavy Equipment Signs for Hamlet of Tadmore to be ordered.

Complaint Policy to be developed and approved by Council.

Amend Policy regarding work in road allowances requiring approval.

**Buchanan Library Report**

Marie Kupchinski and Sharon Murray – met with Council from 2:05 p.m. – 2:17 p.m. to present the annual report and the financial report for the Buchanan Library.

**Declaration of Eligibility**

**319/2023**        Pelechaty:                                That the declaration of eligibility required by Government Relations be deferred to the January 2024 meeting.

Carried

**2022 Financial Statement**

**320/2023**        Zavislak:                                That the 2022 Financial Statement be posted in the office for public access and that copies of the statement be provided upon request.

Carried



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**Tax Enforcement**

**321/2023** Kopec: That motion 254/2023 be rescinded in its entirety and that the R.M. of Buchanan continue to do tax enforcement in-house.  
Carried

**Auditor Appointment**

**322/2023** Zavislak: That David Chorney of Prairie Strong Professional Chartered Accountants be appointed as the 2023 auditor for the R.M. of Buchanan #304.  
Carried

**Resignation**

**323/2023** Walker: That the resignation of Twila Hadubiak, Administrator be accepted effective November 20, 2023.  
Carried

**2024 Insurance Coverage**

**324/2023** Brozdiak: That the following changes be made to the 2024 property insurance:

- Change equipment insurance to Replacement Cost coverage for all equipment 10 years old or less
- Review Actual Cash Value for all equipment over 10 years old
- Participate in property appraisal program for all RM buildings in 2024
- Effective immediately increase the insurance coverage property value for the shop to \$700,000 and for the pole shed to \$110,000 pending the 2024 property appraisal
- Increase excess liability coverage by \$1,000,000 to \$7,000,000 total
- Increase Administrator E & O to \$2,000,000

Carried

**Approval to Destroy Documents**

**325/2023** Pelechaty: That approval be granted to destroy documents as listed on Documents for Destruction List 2023—01 pending approval from the Saskatchewan Provincial Archives Board.  
Carried

**Saskatchewan Health Authority – meeting January 30, 2024**

Reeve Don Skoretz and Councillor Terry Zavislak will plan to attend the Saskatchewan Health Authority meeting scheduled for January 30, 2024 in Canora.

**Deposit for Non-Ratepayers – Snow Ploughing**

**326/2023** Zavislak: That snow ploughing requests from non-ratepayers be sent to a Division Councillor who will direct them to remit a \$200.00 deposit to the office prior to work being done.  
Carried

**Munisoft**

**327/2023** Kopec: That the R.M. of Buchanan approve the purchase of Paymate Payroll Program and Multi-batch Accounts Payable Option at a cost of \$800.00 for Paymate and \$249.00 for the multi-batch A/P option.  
Carried

**Review 2024 Custom Rates/Procedure**

**328/2023** Walker: That the custom work rates for 2024 be as follows with rates for any custom work completed for non-ratepayers to be charged at 40% higher than ratepayer rates.

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Item	Cost per Hour	Applicable Taxes	Minimum
Backhoe	\$ 110.00	PST & GST	1/2 hour
Grader	\$ 150.00	PST & GST	1/2 hour
Gravel Truck	\$ 100.00	PST & GST	1/2 hour
Mower	\$ 120.00	None	1/2 hour
Snow Removal	\$ 150.00	None	\$ 50.00
Tractor & Front End Loader	\$ 150.00	PST & GST	1/2 hour
Truck & Backhoe	\$ 150.00	PST & GST	1/2 hour
Truck/Tractor & Loader	\$ 150.00	PST & GST	1/2 hour

Other Rates			
Item	Cost	Applicable Taxes	
RM Map - Plain Paper	\$ 20.00	PST & GST	
RM Map – Laminated	\$ 25.00	PST & GST	
RM Map - Plain Paper - Mailed	\$ 25.00	Included	
Ratepayer Well Key	\$ 50.00/year	None	
Ratepayer Well Key - Lost	\$ 50.00	None	
Rat Poison (Ratak 8 bags)	\$ 15.00	None	
Rat Poison (Contract Block- 15 Blocks)	\$ 15.00	None	

Non-Ratepayer Rates			
Item	Cost	Applicable Taxes	Minimum
Backhoe	\$ 154.00	PST & GST	1/2 hour
Gravel Truck	\$ 140.00	PST & GST	1/2 hour
Mower	\$ 168.00	None	1/2 hour
Tractor	\$ 210.00	PST & GST	1/2 hour
Well Key	\$ 70.00	None	
Well Key Lost	\$ 70.00	None	

Carried

**SARM Bridge Reports**

Councillor Zasvislak has agreed to check into the SARM bridge deficiencies reports to gather additional information. Load restriction signs will be ordered as required.

**Next Meeting**

The next meeting is scheduled for Saturday, January 20, 2024 at 1:00 p.m.

**In Camera**

**329/2023** Skoretz: That we move in camera at 4:17 p.m. to discuss personnel and legal matters.

Carried

The regular meeting resumed at 5:20 p.m.

**Administration Contract**

**330/2023** Skoretz: That the contracts with Diane Jamieson, Nicole Shewchuk and Tania McLeod to provide administrative services be extended to March 31, 2024 with rates to be determined and in accordance with RM of Good Lake salary increases.

Carried

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**Correspondence**

**331/2023** Skoretz: That the correspondence as listed be acted upon  
and filed:

- a) APAS Update
  - November 9, 2023
  - November 16, 2023
  - November 30, 2023
  - APAS – 2023 Resolutions - AGM
- b) Filling the Gap – Christmas Hamper Program
- c) RCMP – District Commander Update – Nov 23, 2023
- d) North East Area Transportation Planning Committee minutes – August 9, 2023

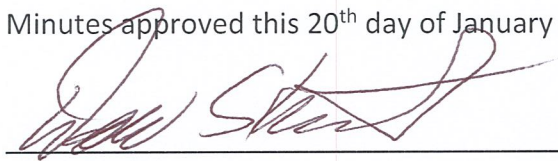
Carried

**Adjournment**

**332/2023** Skoretz: That the meeting adjourn at 5:32 p.m.

Carried

Minutes approved this 20<sup>th</sup> day of January 2024.



Don Skoretz  
Reeve



Diane Jamieson  
Acting Administrator