

**MINUTES OF THE REGULAR MEETING OF THE R.M. OF SASMAN NO.336 ON TUES.,  
DEC.19, 2023, IN THE SASMAN MUNICIPAL OFFICE**

Present:

Reeve- Dwayne Nakrayko

Councillors– Dale Redman, Bryan Myers, Stuart Byman, Patrick Schultz, Nevin Morrow, Jim Lissinna

Administrator– Michael Rattray

Prior to the start of this meeting Councillors Byman and Morrow signed their Annual Public Disclosure Declarations for the 2024 year.

The meeting was called to order at 8:03 a.m. by Reeve Dwayne Nakrayko.

**ADD AGENDA ITEMS**

400/23 Morrow- That the following items be added to the Agenda:

Old Business #6 – Review Proposed Fire Boundaries. CARRIED

**AGENDA**

401/23 Myers- That the Agenda be adopted as presented, subject to late changes.

CARRIED

**MINUTES**

402/23 Myers- That the minutes of the Nov.21, 2023, Regular Meeting be approved as circulated. CARRIED

**WADENA FIRE LEVY**

403/23 Schultz- That the R.M. pay the 2023 Wadena Fire Levy which totals \$37,500.

CARRIED

**WADENA FIRE ASSOCIATION**

404/23 Schultz- That the R.M. instruct the Administrator to prepare and send a letter to the Wadena Fire Association to inform them that the R.M. of Sasman No.336 will be adjusting the 2024 fire levy to equal what the other municipalities are currently paying on a per capita basis for the entire R.M. of Sasman No.336 including all lake properties. CARRIED

**SARM LAWYER**

405/23 Schultz- That the R.M. instruct the Administrator to contact SARM lawyer M.M. and ask if the Town of Wadena can pass a bylaw to allow them to give their ratepayers free fire-fighting services from the Wadena Fire Association when every other participating municipality's ratepayers are paying for these services. CARRIED

**WADENA FIRE ASSOCIATION**

406/23 Schultz- That the R.M. instruct the Administrator to prepare and send a letter to the Wadena Fire Association to inform them that starting on Jan.1, 2024, the Wadena Fire Association will be responsible to bill and collect for any fire calls that take place within the R.M. of Sasman No.336. CARRIED

At 8:45 Councillor Redman attended the meeting.

### **FIRE PROTECTION BOUNDARIES**

Councillor Morrow updated the Council on the reorganization of the Lintlaw Fire Department. With this taking place the Lintlaw Fire Association is prepared to take on the extra area that was listed on the newly proposed fire boundaries map. This map will be sent in to the Saskatchewan Public Safety Area as soon as possible.

### **DELEGATION 9:00 – 9:27 A.M.**

Foreman D.G. discussed the following with Council: scratching up icy areas throughout the R.M., equipment repairs, shop projects

### **APAS MEMBERSHIP**

407/23 Redman- That the R.M. approve the payment of the 2024 APAS membership fee in January 2024.

- A recorded vote was taken with the following results:

Not in favour– Schultz and Morrow; In favour– Redman, Myers, Byman, Lissinna and Nakrayko.

THE RESOLUTION HAS BEEN CARRIED

### **ADMINISTRATOR POSITION**

The Administrator informed Council that one resumé had been received for the Administrator position. Council instructed the Administrator to continue advertising.

### **MARGO PROPERTIES**

The Administrator presented Council with two tenders for the old Sports Grounds at Margo and one tender for the old Co-op Store on Main Street in Margo. Council decided not accept any of the tenders at this time.

### **EMPLOYEE CONTRACT**

408/23 Redman- That the R.M. accept a contract drawn up by J.S. with the following rates for 2024:

- Margo Water Plant - \$65 per day plus GST;
- Kuroki Water Plant - \$65 per day plus GST;
- All stat days will be time and one half (1-1/2).

A copy of this contract is attached to and forming part of these minutes. CARRIED

### **DELEGATION 10:00 – 10:34 A.M.**

A conference call with our auditor A.H. at MNP was held in which she made a presentation on the numbers from our final 2022 audit.

### **DELEGATION 10:35 – 10:59 A.M.**

A conference call from CIBC representatives K.P. and S.A. was held in regard to the SARM High Interest Savings account as well as other savings accounts CIBC offers.

**DELEGATION 11:00 – 11:10 A.M.**

C.L., representative from Community Futures Ventures (Yorkton) gave Council a short presentation on the group and programs available.

**FINANCIAL STATEMENT**

409/23 Byman- That the Statement of Financial Activities for November 2023 be approved as read. CARRIED

**DEPUTY REEVE**

410/23 Myers- That Councillor Stuart Byman be hereby appointed to act as Deputy Reeve of this municipality for the 2024 year. CARRIED

**HIRE ADMINISTRATOR**

411/23 Nakrayko- That M.R. be hired as Administrator of the municipality at an annual salary of \$132,592 which will be shared equally by the R.M. of Hazel Dell No. 335 for the first two months of 2024, effective Jan.1, 2024. The R.M. will pay the SARM Level 5 Health and Dental Plan and that the 2024 RMAA Membership fees (\$425) and the SARM Long Term Disability premium will be paid by the R.M. and also that the R.M. will pay the premium for a \$100,000 Life Insurance Policy from SARM. M.R will provide mentorship if need be for the incoming Administrator once his retirement date of Aug.31, 2024, is reached. CARRIED

**LUNCH BREAK**

412/23 Nakrayko- That this meeting break for lunch at 12 p.m. CARRIED

413/23 Nakrayko- That this meeting resume its deliberations at 12:41 p.m. CARRIED

**ADMINISTRATIVE ASSISTANT'S WAGE**

414/23 Myers- That D.P. be hired as the Administrative Assistant for 2024 at a wage of \$32.65 per hour effective Jan.1, 2024, and that K.J. be hired as an Office Assistant for 2024 at a wage of \$20.60 per hour effective Jan.1, 2024, including the SARM Level 2 Health and Dental Family coverage and further, that the SARM Long Term Disability premium be split 50/50 by the R.M. as per the municipality's policy. CARRIED.

**SIGNING AUTHORITY**

415/23 Morrow- That the Reeve, D.N., or in his absence, the Deputy Reeve S.B., and in their absence Councillor B.M. and the Administrator M.R., or in his absence Administrative Assistant D.P., be hereby appointed and empowered to sign cheques, agreements, contracts and other documents authorized by council, on behalf of the municipality for the 2024 year and also whereas the Administrator and the Administrative Assistant are authorized to use the municipality's credit card for purchases for this municipality. CARRIED

### **OUTSIDE EMPLOYEE WAGES**

416/23 Lissinna- That the following wages be paid effective Jan.1, 2024:

- D.G.- \$41/hour
- K.M.- \$36.50/hr
- M.H.- \$36.50/hr
- D.T.- \$34/hr
- R.A.- \$34/hr
- M.F.- \$29/hr
- R.M.- \$29/hr
- J.S.- \$23/hr

CARRIED

### **REGULAR MEETINGS OF COUNCIL**

417/23 Redman- That the Regular Meetings of the Council of the R.M. of Sasman No. 336 for the year 2024 be held as follows:

All meetings are to be held in the R.M. Office in Kuroki on the third Tuesday of each month; however if the Monday before the meeting is a holiday, then the meeting will be held on Wednesday of the same week, with the following times:

- January, February, March, November and December – 9:00 a.m.;
- April, May, June, July, August, September and October – 8:00 a.m.

CARRIED

### **COUNCIL INDEMNITIES/MILEAGE/MEALS**

418/23 Morrow- That for the year 2024, remuneration to members of Council be set as follows:

1. Council Meeting \$300/meeting
2. Convention Attendance \$300/day
3. District Meetings \$300/day
4. Committee Meetings \$150/day
5. Mileage Rate \$0.60/km
6. That meals for all meetings except for Regular and Special Council Meetings be paid on an allowance of a maximum of \$60/day as per receipts submitted for any employee or council member on municipal business.
7. That the meals for all Regular and Special Meetings of Council be paid by the municipality.

CARRIED

### **COUNCIL SUPERVISION**

419/23 Byman– That for the year 2024, Supervision remuneration to members of Council be set as follows:

1. Reeve Supervision 15 days X \$300/day
2. Reeve Office Supervision 4 days X \$300/day
3. Councillor Supervision 15 days X \$300/day
4. Mileage Rate 2000km X \$.60/km

CARRIED

### **FIDELITY BOND**

420/23 Redman- That the R.M. accept the SARM fidelity bond self-insurance plan policy effective Jan.1, 2024, as presented to council. CARRIED

### **BENEFITS PLAN**

421/23 Myers- That the R.M. renew the SARM 2024 benefits plan for all municipal employees and the benefits plan of \$40,000 for group elected coverage for appointed and elected officials. CARRIED

### **LIABILITY SELF INSURANCE**

422/23 Schultz– That the R.M. accept the 2024 SARM comprehensive liability self-insurance plan policy wording package that is effective Jan.1, 2024, as presented to council. CARRIED

### **COUNCIL WCB COVERAGE**

423/23 Lissinna- That the Council members be covered under WCB for 2024 at the minimum positional coverage of \$40,382. CARRIED

### **SARM DELEGATES**

424/23 Schultz- That N.M. and J.L be appointed as the R.M.'s official delegates to the March 2024 S.A.R.M. Convention. CARRIED

### **SMHI DELEGATE**

425/23 Morrow- That D.R. be appointed as the R.M.'s official delegate to the 2024 Municipal Hail Insurance Annual Meeting. CARRIED

### **CUSTOM WORK RATES**

426/23 Schultz- That the compensation for custom work for 2024 be set as follows in the chart below:

#### *Grader & Operator*

Rural \$150/hr Minimum \$50– 15 minutes

Custom \$300/hr Minimum \$50- 15 minutes

#### *Loader & Operator*

Rural \$125/hr Minimum \$25– 15 minutes

Custom \$250/hr Minimum \$50- 15 minutes

*D6 Cat & Operator*

Rural and Custom \$200/hr

*Backhoe & Operator*

Rural \$150/hr

Custom \$200/hr

*Tandem Truck & operator*

Rural \$150/hr

Custom \$200/hr

*Karcher steamer and truck and 2 men*

Rural \$175/hr Custom \$250/hr

*Man hours*

Rural \$60/hr Minimum \$30- 20 minutes

*Kuroki & Margo Mower*

\$60/hr

*Kuroki Sprayer*

\$60/hr

*Gravel-Hauling rates for RM Hamlets*

\$4/yard per mile up to 4 miles; thereafter 20 cents/yard per mile

CARRIED

## **ELECTIONS**

427/23 Redman- That the places of poll for the 2024 election be as follows:

Division 1–Kuroki Hall, Kuroki, SK.; Division 2–Kuroki Hall, Kuroki, SK;

Division 3–Kuroki Hall, Kuroki, SK.; Division 4–Kuroki Hall, Kuroki, SK;

Division 5-Kuroki Hall, Kuroki, SK.; Division 6–Kuroki Hall, Kuroki, SK

and that the following appointments be made for the 2024 Advance Poll on Fri., Nov.8, 2024, and that the 2024 Municipal Election will be held Wed., Nov.13, 2024:

Returning Officer- M.R

Deputy Returning Officer– D.P.

Poll Clerk– L.F.

and that the remuneration for election officials (DRO and Poll Clerk) be set at \$330/day for Advance Poll and \$550/day for Election Day. CARRIED

## **SASKATCHEWAN LOTTERIES GRANT ALLOCATION**

428/23 Morrow- That the population of the municipality be allotted as follows for the Year 2024 Saskatchewan Lotteries Trust Fund Grant Allocation:

SSA of Margo– 177;

Village of Lintlaw– 65;

Town of Wadena– 94;

Town of Kelvington– 94;

Hamlet of Kuroki – 448.

CARRIED

### **MINUTES SUBSCRIPTION**

429/23 Myers- That the 2024 Minute Subscription price be set at \$150 and that \$15 be charged for one month's minutes and that the fee for emailing the minutes electronically be half the price previously set. CARRIED

### **2024 APPOINTMENTS**

430/23 Morrow- That we approve the 2024 list of appointments as presented to council, pending approval of all appointed representatives. CARRIED

### **ACCOUNT PAYMENTS**

431/23 Schultz- That the current accounts, Cheque #s 32887 to 32954 and four other payments, attached to and forming part of these minutes, be hereby approved for payment for a total of \$196,643.06. CARRIED

### **WATER ANALYSIS REPORT**

432/23 Schultz- That the R.M. acknowledge the following water analysis reports have been reviewed: Kuroki – Nov.27, 2023; Margo – Dec.6, 2023 (2).CARRIED

### **WRITE OFF ACCOUNTS RECEIVABLE**

433/23 Redman- That the R.M. write off the following accounts receivable accounts in which these accounts will not be collected:

- K.A. \$430; H.K. \$120; I.N. \$80; P.A.S. Ltd. \$120

CARRIED

### **NORTHBOUND REPORT**

434/23 Byman- That the R.M. acknowledge the report from Northbound Planning for November and December 2023. CARRIED

### **DISTRICT #42 RAT CONTROL BOARD**

435/23 Myers- That the R.M. approve a request from the District #42 Rat Control Board to pay \$608.79 (RM#336's share) for the 2022 pest control officer's (B.H.) wages. CARRIED

### **WITHDRAWAL FROM DISTRICT #42 ADD BOARD**

436/23 Schultz- That the R.M. instruct the Administrator to notify the District #42 ADD Board that the R.M. of Sasman No. 336 is hereby giving notice that it will be withdrawing as a member effective Dec.31, 2023. CARRIED

### **CHRISTMAS HOURS**

437/23 Morrow- That the R.M. approve the following dates for the closure of the R.M. office during Christmas: Dec.25-31, 2023, and Jan.1, 2024, inclusive. CARRIED

### **FISH SHACK EXPENSES**

438/23 Myers- That the R.M. pay half of the 2023 and 2024 North Shore Fish Shack expenses up to a maximum of \$3,500 and whereas all of this money will be taken from the Sasman Park account. CARRIED

### **2023 BRIDGE INSPECTIONS**

439/23 Schultz- That the R.M. acknowledge the report from WSP Canada Inc. regarding the 2023 Bridge Inspection Report which took place this past summer. CARRIED

### **SANDBLASTING/PAINTING GRAVEL TRAILERS**

440/23 Schultz- That the R.M. authorize the foreman to choose who he would like to do the sandblasting and painting of two gravel trailers as per the quotes that were received. CARRIED

### **HAMLET RESERVES**

441/23 Morrow- That the R.M. approve the following 2022 Hamlet Reserve Transfers: Kuroki - \$6,896.18; Kylemore - \$3,311.04; North Shore - \$90,887.31; Ottman-Murray - \$30,613.42. CARRIED

### **RCMP UPDATE**

442/23 Lissinna- That the R.M. acknowledge the RCMP CTSS District Commander Update from July-October 2023. CARRIED

### **MUNICIPAL REVENUE-SHARING GRANT**

443/23 Schultz- That the R.M. confirm this municipality meets the following eligibility requirements to receive the Municipal Revenue-Sharing Grant:

- Submission of the Audited Annual Financial Statement to the Ministry of Government Relations
- Submission of the Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes
- Adoption of a Council Procedures Bylaw
- Adoption of an Employee Code of Conduct
- All members of Council have filed and annually updated their Public Disclosure Statements, as required, and
- That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met, and
- That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. CARRIED



### **ADVERTISE FOR SEASONAL EMPLOYEE**

444/23 Schultz- That the R.M. authorize the Administrator to advertise for a full-time seasonal employee for the 2024 season and the resumés received will be reviewed at the Jan. 2024 Council Meeting. CARRIED

### **ENGAGEMENT LETTER**

445/23 Morrow- That the R.M. approve and authorize the Reeve and Administrator to sign the Auditor's Engagement letter from MNP LLP. CARRIED

### **MARGO ADVISORY BOARD**

446/23 Redman- That the R.M. approve a request from the Margo Advisory Board to increase their meeting remuneration to \$75.00 per meeting effective Jan.1, 2024. CARRIED

### **KELVINGTON VET CLINIC**

Reeve Nakrayko updated Council on a Kelvington Vet Clinic meeting that took place on Dec.5, 2023.

At 2:26 p.m. Councillor Schultz left the meeting.

### **RURAL CRIME WATCH**

The Council reviewed an email from the Saskatchewan Rural Crime Watch Association. No decision was made whether to become a member of this organization.

### **SGI INSURANCE**

The Administrator informed Council that we had received an invoice from Shewchuk Insurance Ltd. regarding the 2024 insurance coverage on the R.M.'s equipment that has licence plates. The Foreman told the Administrator that there should be no changes from the previous year.

### **LOCAL LIBRARY**

The Administrator presented Council with a letter from the Parkland Regional Library regarding a Local Branch Special Payment Agreement. Council was not interested in signing this agreement at this time.

### **BYLAW NO. 17-2023**

447/23 Redman- That Bylaw No. 17-2023 be introduced as the Kelvington and District Fire Fighting Agreement and be read a first time. CARRIED

### **2nd READING**

448/23 Morrow- That Bylaw No. 17-2023 be given a second reading. CARRIED

### **CONSENT FOR 3RD READING**

449/23 Lissinna- That Bylaw No. 17-2023 be given three readings at this meeting. UNANIMOUSLY CARRIED

### **3RD READING**

450/23 Myers- That Bylaw No. 17-2023 being the Kelvington and District Fire Fighting Agreement be read a third time and finally adopted. CARRIED

### **CENTRAL LANDFILL MEETING**

451/23 Nakrayko- That the R.M. approve the following minutes from the Central Regional Landfill Waste Management Authority, as presented to Council:  
Oct.2, Oct.10, and Oct.30, 2023. CARRIED

### **KELVINGTON FIRE ASSOCIATION MEETING**

452/23 Lissinna- That the R.M. approve the minutes from the Nov.15, 2023, Kelvington Fire Association meeting, as presented to Council. CARRIED

### **NEATPC MEETING**

453/23 Byman- That the R.M. approve the minutes from the Aug.8, 2023, North East Area Transportation Planning Committee meeting, as presented to Council. CARRIED

### **ADMINISTRATOR'S REPORT**

454/23 Redman- That the R.M. approve the Administrator's Report for Nov/Dec 2023. CARRIED

### **CORRESPONDENCE**

455/23 Myers- That the R.M. acknowledge the correspondence has been reviewed and filed. CARRIED

### **NEXT MEETING**

456/23 Myers- That the next Regular Council Meeting is set for Thursday, Jan.25, 2024, starting at 9 a.m. CARRIED

### **ADJOURN**

457/23 Redman- That this meeting be adjourned with the time being 3:30 p.m. CARRIED