

**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE RURAL MUNICIPALITY OF REFORD NO. 379
HELD IN THE MUNICIPAL OFFICE AT WILKIE, SASKATCHEWAN
THURSDAY, JANUARY 12, 2023**

CALL TO ORDER

A quorum being present, Reeve Gerald Gerlinsky called the meeting to order at 9:01 a.m.

PRESENT

Reeve Gerald Gerlinsky
Administrator Sherry Huber
Councillors: Division No. One – Quentin Sittler
Division No. Two – Nathan Keller
Division No. Three - Lyle Ulsifer
Division No. Four – Evan Johnson
Division No. Five - Daryl Glackin
Division No. Six - Greg Sutherland

89/22-23 MINUTES – JOHNSON

That the Minutes of the Regular Meeting of Council held on December 8, 2022 be approved as circulated.

Carried.

90/22-23 MINUTES – GLACKIN

That the Minutes of the Special Meeting of Council held on December 13, 2022 be approved as circulated.

Carried.

91/22-23 MINUTES – SUTHERLAND

That the Minutes of the Special Meeting of Council held on December 29, 2022 be approved as circulated.

Carried.

92/22-23 RESCIND RESOLUTION NO. 85/22-23 – SITTLER

That the municipality rescind Resolution No. 85/22-23 Administrator Employment.

Carried.

93/22-23 ORDER TANDEM BEARING – SITTLER

That the municipality order the parts from the Redhead Equipment estimate dated December 16, 2022 at an estimated cost of \$8,879.68, plus applicable taxes.

Carried.

94/22-23 STATEMENT OF FINANCIAL ACTIVITIES - KELLER

That the Statement of Financial Activities for the period ending December 31, 2022 be approved as presented.

Carried.



95/22-23 ACTING ADMINISTRATOR - ULSIFER

That the municipality appoint Curt Kowalchuk as Acting Administrator effective January 23, 2023 as follows:

- a) Salary of \$95,000.00 per annum,
- b) 40-hour work week, Monday through Thursday, 8:30 a.m. to 6:30 p.m.,
- c) Three weeks annual vacation will be provided,
- d) Assist with moving costs if he chooses to relocate to Wilkie,
- e) Cover the tuition costs of the Local Government Administration Program,

and, That the following extended benefits are provided:

Short Term Disability Benefits Plan,
Long Term Disability Benefits Plan,
Health Benefits Plan (Level 2 Family),
Dental Benefits Plan (Level 5 Family),
Superannuation Pension Plan,
Group Life Insurance Benefits Plan.

Carried.

Constable William Rompré attended the meeting at 9:39 a.m.

96/22-23 HIRE A MENTOR – JOHNSON

That the municipality agree to hire a mentor for the Acting Administrator until certification has been attained.

Carried.

97/22-23 INTERIM AUDIT – GLACKIN

That the municipality undertake an interim audit of the books.

Carried.

98/22-23 POLICY #2023-001 EQUIPMENT SAFETY – SUTHERLAND

That Council adopt a policy that any municipal equipment deemed unsafe for operation be tagged and not used until the equipment is repaired and deemed safe for operation.

Carried.

99/22-23 POLICY 2023-002 INCIDENT REPORTS- SITTLER

That the municipality adopt a policy that all Incident Reports be completed, submitted to the office and then provided to the Council at the next Council meeting.

Carried.



100/22-23 GLESSING EMPLOYMENT – KELLER

That municipality employ Terry Glessing as Maintenance Operator for 2023 at the wage of \$39.00 per hour, with the following benefits:

Short Term Disability Benefits Plan,
Long Term Disability Benefits Plan,
Health Benefits (Level 2 Family),
Dental Benefits (Level 5 Family),
Superannuation Pension Plan,
Group Life Insurance Benefits Plan.

Carried.

101/22-23 DEPUTY REEVE - ULSIFER

That Councillor Greg Sutherland is appointed as the Deputy Reeve for the municipality for the year 2023.

Carried.

102/22-23 COUNCIL INDEMNITY - JOHNSON

That the Council Indemnity for 2023 be set as follows:

\$200.00 per day for Council Meetings, Committee Meetings and Supervision of Public Works,
\$275.00 per day Convention and Seminars, and hotel expenses paid by the municipality.

Carried.

103/22-23 INCIDENT REPORT – SUTHERLAND

That Council acknowledge receipt of the December 30, 2022 Incident Report regarding the Case Backhoe (Unit #4).

Carried.

104/22-23 COUNCIL/EMPLOYEE TRAVEL – GLACKIN

That the members of council and the employees of the R.M. of Reford No. 379 be reimbursed for all necessary travel at \$0.60 per kilometre for 2023.

Carried.

105/22-23 SARM MEMBERSHIP - SUTHERLAND

That the municipality remit to SARM the 2023 membership fee in the amount of \$3,017.11, including applicable tax.

Carried.

106/22-23 FIDELITY BOND – SITTLER

That the Administrator presented the Fidelity Bond to the Reeve for inspection. The Reeve, after examination of same, presented it to Council for their inspection. Bond renewed to January 1, 2024. That the Fidelity Bond be accepted as presented and that the premium of \$227.90, including applicable tax, is paid to SARM for the Fidelity Bond Self-Insurance Plan.

Carried.



107/22-23 SARM PROPERTY SELF-INSURANCE PROGRAM – KELLER

That the municipality remit to SARM the basic premium for the SARM Property Self-Insurance Program in the amount of \$9,314.35, including applicable tax; and remit to the R.M. of Buffalo No. 409 a 50% share of the premium for the office building, contents and computer equipment in the amount of \$322.64, including applicable tax, for the term January 1, 2023 to January 1, 2024.

Carried.

108/22-23 SARM LIABILITY SELF-INSURANCE PLAN - ULSIFER

That the municipality remit to SARM the 2023 annual premium for the SARM Liability Self-Insurance Plan in the amount of \$1,930.38, including applicable tax.

Carried.

109/22-23 SARM EXCESS LIABILITY INSURANCE PROGRAM - JOHNSON

That the municipality renew the SARM Excess Liability Insurance coverage for 2023 at the cost of \$1,088.62, including applicable tax.

Carried.

110/22-23 SARM SHORT TERM DISABILITY BENEFITS PLAN - GLACKIN

That the municipality remit to SARM the amount of \$4,638.43 for the 2023 Short Term Disability Benefits Plan for employees, elected and appointed officials.

Carried.

111/22-23 RECREATION POPULATION ALLOCATION - SUTHERLAND

That the municipality allocate 122 out of our 222 persons to the Town of Wilkie and 100 to the Village of Landis for application under the Saskatchewan Lotteries Recreation Grant.

Carried.

Duane Westgard attended the meeting at 11:03 a.m.
Robert Kauth attended the meeting at 11:20 a.m.

112/22-23 BANK LOAN - SITTLER

That the municipality authorize the Reeve and Administrator to borrow an amount up to \$1,931,121.96 at the prevailing rate of prime interest to be secured by promissory note or notes to meet the expenditures of the municipality for municipal purposes until the taxes for the current year and provincial grants are available. Also, that the municipality hypothecate all arrears of the municipal taxes as additional security for this loan. In compliance with Section 161 of *The Municipalities Act*, the total amount of borrowed and outstanding at any one time shall not exceed the amount of municipal taxes levied for the preceding year which amounts to \$1,931,121.96 for 2022.

Carried.

113/22-23 WORKERS COMPENSATION BOARD - KELLER

That Council set the amount of coverage for all elected and appointed officials at \$39,170.00 for the year 2023 under the Saskatchewan Workers Compensation Board.

Carried.

114/22-23 FIRE FIGHTERS AND CHIEFS - ULSIFER

That each Councillor be appointed as a fire ranger for their own division and that the municipality authorize the volunteer fire fighters of the Wilkie District Fire Association to fight fires in this municipality on behalf of the R.M. of Reford No. 379 as per the following list for coverage under our SARM Liability Insurance:

Wilkie: Fire Chief Randy Elder, Deputy Fire Chief Craig Sittler, Jeff Enns, Steve Elder, Dylan Gillespie, Mitchell Herzog, Mark Karstens, Branden Kotzer, Matthew Schaber, Kris Slind, Greg Stewart, Jim Williams, Blair Winterhalt, Suki Pangalia, Ryan Babchuk, Greg Brooks, Hunter Sittler and Jacob Stewart.

Carried.

115/22-23 DELEGATION OF LOCAL ASSISTANT - JOHNSON

That the Council appoint Fire Chief Randy Elder as the Local Assistant for the municipality for 2023.

Carried.

116/22-23 OFFICE JANITOR - GLACKIN

That the municipality hire Marilou Canong for office janitorial duties for the year 2023 at \$400.00 per month, shareable 50/50 with the R.M. of Buffalo No. 409.

Carried.

117/22-23 PURCHASE BACK-UP SOFTWARE AND HARD DRIVES - SUTHERLAND

That the municipality purchase EaseUS Todo back-up software and two hard drives from MuniSoft at the cost of \$307.00, plus applicable taxes and shipping.

Carried.

118/22-23 DISTRICT #30 RAT CONTROL – SITTLER

That the municipality pay the District #30 Rat Control for the following:

1. The 2023 operating levy in the amount of \$2,713.62,
2. The 2023 membership fee in the amount of \$100.00.

Carried.

119/22-23 AGREEMENT FOR PEST CONTROL SERVICES - KELLER

That the municipality enter into an Agreement for Services with Dwaine Kopp to provide the R.M. of Reford No. 379 with pest control services for the year 2023; and further, that Council authorizes the Reeve to sign the Agreement for Services, attached to and forming a part of these minutes as Appendix "A".

Carried.



120/22-23 PAY CAMERON KOSOLOFSKI O/A CCK CONTRACTING INC - ULSIFER

That the municipality pay Cameron Kosolofski for the following invoices, including applicable taxes:

1. Invoice No. 491769 in the amount of \$1,415.25 for a clean fix fan repair kit,
2. Invoice No. 491770 in the amount of \$5,106.00 for a clean fix reversing fan kit and freight charge,
3. Invoice No. 491771 in the amount of \$499.50 to repair loose terminals on the CAT 140M (Unit #1).

Carried.

121/22-23 PAY TS AUTO & AG SUPPLY INC - JOHNSON

That the municipality pay TS Auto & Ag Supply Inc for the following invoices, including applicable taxes:

1. Invoice No. 20181 in the amount of \$384.17 for a battery, four diesel additives, a tail lamp and two narrow grease couplers,
2. Invoice No. 20597 in the amount of \$106.60 for hydraulic fittings and hydraulic hoses,
3. Invoice No. 20642 in the amount \$25.28 for an impact adapter.

Carried.

122/22-23 PAY FAB-ALL WELDING LTD. - GLACKIN

That the municipality pay Fab-All Welding Ltd. for the following invoices, including applicable taxes:

1. Invoice No. 23187 in the amount of \$638.21 for a 50 ft tow strap, two shackles, a fuel filter, DEF fluid, grinding discs and a tube and labour to repair a backhoe tire,
2. Invoice No. 23238 in the amount \$233.96 for labour to repair the snowblower and two hydraulic adapters,
3. Invoice No. 23273 in the amount of \$1,950.81 for labour to install the wing on the grader and fabricate four pins, and for bolts, washers and nuts.

Carried

123/22-23 PAY CANADIAN NATIONAL - SUTHERLAND

That the municipality pay Canadian National for Invoice No. 91664419 in the amount of \$721.93 representing our 50% of the cost of labour, equipment and material to repair CN Crossing 35.74 due to an accident which occurred on July 22, 2021.

Tabled.

124/22-23 SALE OF 1997 CHEV 2500 – SITTLER

That the municipality offer the following truck for sale for parts on Kijiji:

1997 Chev 2500 K/V 20/2500
VIN: 1GCGK29RXVE265931
(Unit #19)

Carried.



125/22-23 PURCHASE CLAY AND GRAVEL – KELLER

That the municipality pay Darrell and Lori Gruber \$5.00 per cubic yard for 156 cubic yards of clay and gravel removed from the SW 13-37-20 W3M in 2022.

Carried.

126/22-23 MUNICIPAL REVENUE SHARING DECLARATION OF ELIGIBILITY – ULSIFER

That the Council of the Rural Municipality of Reford No. 379 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- 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; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried.

Councillor Ulsifer left the meeting at 12:44 p.m.

127/22-23 CORRESPONDENCE - JOHNSON

That the correspondence having been read, now be filed and that the list of correspondence be annexed hereto and form a part of these minutes.

Carried.

128/22-23 ACCOUNTS - GLACKIN

That the following List of Accounts are approved for payment and that the List is annexed hereto and forms a part of these minutes:

1. The list of cheques numbered 16531 to 16578 totalling \$77,279.63,
2. The list of electronic payments numbered 1086 to 1098 totalling \$41,566.18,
3. The list of council indemnity payments for the period of October to December, 2022 totalling \$12,537.16,
4. The list of payroll payments for the period ending December 31, 2022 totalling \$16,215.93 for a grand total of \$147,598.90.

Carried.

129/22-23 IN-CAMERA SESSION – SUTHERLAND

That the Council enter an in-camera session at 1:25 p.m. to discuss Human Resources.

Carried.

Council returned to an open public meeting at 1:50 p.m.

Continuation of the Minutes of the January 12, 2023 Meeting


130/22-23 ADJOURN - SUTHERLAND

That this meeting of Council adjourns at 1:57 p.m.

Carried.



Reeve



Administrator