

**MINUTES OF A SPECIAL MEETING OF COUNCIL
OF THE RURAL MUNICIPALITY OF REFORD NO. 379
HELD IN THE MUNICIPAL OFFICE AT WILKIE, SASKATCHEWAN
THURSDAY, JANUARY 18, 2024**

PRESENT Deputy Reeve Evan Johnson
Councillors
Division No. One Becky Huber
Division No. Two Jason Delaine
Division No. Three Lyle Ulsifer
Division No. Six Brett Sittler
CAO Valerie Fendelet
Admin. Assistant Brenda Ottenbreit

ABSENT Reeve Todd Miller
Councillors
Division No. Five Daryl Glackin

CALL TO ORDER

A quorum being present, Deputy Reeve Johnson called the meeting to order at 1:00 p.m.

CONFLICT OF INTEREST DECLARATION

Deputy Reeve Johnson asked for any conflict-of-interest declaration with regard to listed agenda items.
- None declared.

COUNCIL / MUNICIPAL GOVERNANCE
031/23-24 – LAFOIP HEAD - DELEGATION

MOVED BY SITTLER

WHEREAS the *Local Authority Freedom of Information and Privacy Act (LA FOIP)* Section 50 (1) states "A head may delegate to one or more officers or employees of a local authority their powers or duty under LA FOIP,"

BE IT RESOLVED THAT Council acknowledge Reeve Todd Miller has delegated his powers to Deputy Reeve, Evan Johnson as the Head for the Rural Municipality of Reford No. 379 January 15, 2024 to January 30, 2024.

Carried.

PERSONNEL

032/23-24 – IN-CAMERA SESSION

MOVED BY HUBER

BE IT RESOLVED Council move into a closed session to discuss personnel matters pursuant to *The Municipalities Act*, clause 120(2)(a), and Parts III and IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 1:03 p.m.

Carried.

Present: Deputy Reeve Johnson; Councillors: Huber, Delaine, Ulsifer, Sittler; CAO Fendelet and Administration Assistant Brenda Ottenbreit.

2:17 p.m. Deputy Reeve Johnson and CAO Fendelet exited council chambers.

2:57 p.m. Deputy Reeve Johnson and CAO Fendelet entered chambers.

033/23-24 – RESUME OPEN SESSION

MOVED BY ULSIFER

BE IT RESOLVED Council move out of a closed session into public meeting, the time being 2:57 p.m.

Carried.

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**034/23-24 – ACKNOWLEDGE HIRE OF ADMINISTRATION HELP
MOVED BY HUBER**

WHEREAS Resolution 389/22-23 authorizes CAO Fendelet to hire temporary administrative assistance;

BE IT RESOLVED, Council approves CAO Fendelet’s hiring of Brenda Ottenbreit to provide temporary administrative assistance.

Carried.

**035/23-24 – OCCUPATIONAL HEALTH & SAFETY COMMITTEE APPOINTMENT
MOVED BY JOHNSON**

BE IT RESOLVED Council appoint Brenda Ottenbreit as the Occupational Health and Safety Committee staff representative for the Rural Municipality of Reford No. 379.

Carried.

**036/23-24 – SARM INTERNSHIP
MOVED BY ULSIFER**

BE IT RESOLVED the Rural Municipality of Reford No. 379 participate in the Rural Municipal Administrator Internship Program (MAIP) through the Saskatchewan Association of Rural Municipalities (SARM).

Carried.

**037/23-24 – ACKNOWLEDGE RECEIPT - EMPLOYEE GRIEVANCE
MOVED BY DELAINEY**

BE IT RESOLVED Council acknowledge receipt of a grievance letter of Harassment and Discrimination on Wednesday, January 17, 2024.

Carried.

**038/23-24 – APPOINT INTERNAL INVESTIGATION COMMITTEE
MOVED BY SITTLER**

WHEREAS the complainant requested an internal investigation be conducted by Council;

BE IT RESOLVED Council appoint Councillors Sittler, Glackin, Ulsifer, Delainey, and Huber as an Internal Investigation Committee.

Carried.

**039/23-24 – APPOINT SECRETARY FOR INTERNAL INVESTIGATION COMMITTEE
MOVED BY SITTLER**

BE IT RESOLVED Council appoints Brenda Ottenbreit as Secretary for the Internal Investigation Committee.

Carried.

**040/23-24 – ADMINISTRATOR DUTY DELEGATION
MOVED BY ULSIFER**

WHEREAS Section 110 (4) of *The Municipalities Act* indicates “. . . an administrator may delegate any of his or her powers, duties or functions to any employee of the municipality;

BE IT RESOLVED, Council approves CAO Fendelet’s delegation of minute taking duties to Brenda Ottenbreit as indicated in the duty delegation letter.

Carried.

041/23-24 - RENTAL SPACE

MOVED BY HUBER

BE IT RESOLVED Council authorizes obtaining rental space for investigation purposes.

Carried.

042/23-24 - ADJOURN

MOVED BY SITTLER

BE IT RESOLVED this meeting adjourn. Time being 3:20 p.m.

Carried.



Deputy Reeve Evan Johnson



CAO Valerie Fendele