

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

**PRESENT**

Reeve	Todd Miller
Councillors	
Division No. One	Becky Huber
Division No. Two	Jason Delainey
Division No. Three	Lyle Ulsifer
Division No. Four	Evan Johnson
Division No. Six	Brett Sittler
Administrator	Valerie Fendelet
Foreman	Holly Kjean
Acting Foreman	Darrell Halliday

**ABSENT**

Councillor	
Division No. Five	Daryl Glackin

**CALL TO ORDER**

A quorum being present, Reeve Miller called the meeting to order at 10:00 a.m.

**CONFLICT OF INTEREST DECLARATION**

Reeve Miller asked for any conflict-of-interest declaration with regard to listed agenda items.

Councillor Ulsifer declared for agenda item 6. Personnel (c) Harassment Claims (i)

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Councillor Johnson declared for agenda item 6. Personnel (c) Harassment Claims (ii)

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**MINUTES**

**372/22-23 – MINUTES**

**MOVED BY DELAINEY**

THAT the minutes of the Regular Meeting held on September 14<sup>th</sup>, 2023 be adopted as circulated.

Carried.

**ACCOUNTS / FINANCIAL STATEMENT**

**373/22-23 – ACCOUNTS**

**MOVED BY SITTLER**

THAT, the following List of Accounts be approved for payment and that the list annexed hereto and forms a part of these minutes for the Month of September, 2023:

1. The list of Checks numbered 16811 to 16829 totalling \$73,964.24;
2. The list of electronic payments numbered 1159 to 1166 totalling \$134,669.52
3. The list of Payroll payments for the period ending July 31<sup>th</sup>, 2023 totalling \$25,647.44;
4. For a total of \$234,281.20.

Carried.

**374/22-23 – STATEMENT OF FINANCIAL POSITION**

**MOVED BY ULSIFER**

THAT we accept the Statement of Financial Position for the Month of September, 2023 as presented.

Carried.

**375/22-23 – SIGNING AUTHORITY – ADMINISTRATOR FENDELET**

**MOVED BY HUBER**

WHERE AS in accordance with subsection 115(5) *The Municipalities Act*, cheques and other negotiable instruments must be signed by the administrator;

THAT Valerie Fendelet, Chief Administrative Officer, be named as a signing authority on the municipality's financial accounts at Innovation Credit Union;

FURTHERMORE, Valerie Fendelet is authorized to sign all agreements to which the municipality is party.

Carried.

**376/22-23 – CREDIT CARD APPLICATION – ADMINISTRATOR FENDELET**

**MOVED BY MILLER**

THAT COUNCIL approves for Valerie Fendelet, Chief Administrative Officer to make application for a municipal credit card with a \$10,000 limit through Innovation Credit Union.

Carried.

**377/22-23 – CREDIT CARD CANCELLATION – ADMINISTRATOR KOWALCHUK**

**MOVED BY ULSIFER**

THAT COUNCIL authorizes Valerie Fendelet, Chief Administrative Offer to cancel the municipal credit card through Innovation Credit Union issued to the former Administrator Curt Kowalchuk.

Carried.

**378/22-23 – ELECTRONIC COMMUNICATION**

**MOVED BY SITTLER**

WHEREAS Council and municipal staff use their personal cell phones to communicate electronically via text messaging and these messages are municipal correspondence and are considered records under the *Local Authority and Freedom of Information and Privacy Act* (LAFOIP); and

FURTHERMORE, to ensure that the public body (municipality) will have control over how that information is protected, disclosed, or accessed;

THAT Council adopts "WhatsApp" application as the primary electronic communication platform for personal device use for council and municipal staff, effective October 12, 2023, and instructs all council and municipal staff to install and utilize the "WhatsApp" application for organizational communication.

Carried.

**379/22-23 – INVOICE CN RAIL**

**MOVED BY DELAINEY**

WHEREAS, the RM cleared overgrown brush within the right-of-way that obstructed sightlines, posing a safety risk for traffic at Mile 32.79 railway crossing, Wainwright Subdivision;

THAT administration invoice CN Rail \$5,000.00 for right-of-way brush clearing.

Carried.

**PERSONNEL**

**380/22-23 – MAINTENANCE REPORT**

**MOVED BY ULSIFER**

THAT Council accepts the Maintenance Report as presented; and

THAT the report be filed in the municipal records.

Carried.

**381/22-23 – ADMINISTRATION REPORT**

**MOVED BY HUBER**

THAT Council accepts the Administrators Report as presented; and

THAT the report be filed in the municipal records.

Carried.

**382/22-23 – SARM MID-TERM CONVENTION**

**MOVED BY ULSIFER**

THAT Council authorizes the attendance of council members and Holly Kjeaar, Foreman at the 2023 SARM Mid-term Convention held in Regina, Saskatchewan, November 8 & 9, 2023; and

THAT the RM shall reimburse council members and Holly Kjeaar, Foreman all expenses incurred for accommodation costs, mileage and per diems accordingly; furthermore

THAT the two voting delegates be decided amongst the attending council members.

Carried.

**383/22-23 – TRANSPORTATION RENTAL – RM TOUR**

**MOVED BY DELAINEY**

THAT Council authorizes the rental of a passenger vehicle to accommodate council, administration, foreman and acting foreman for a RM tour October 17, 2023.

Carried.

**384/22-23 – MILEAGE REIMBURSEMENT**

**MOVED BY SITTLER**

THAT Holly Kjeaar be reimbursed mileage expenses at \$0.60/KM for use of personal vehicle for municipal purposes.

Carried.

**385/22-23 – CLOSED SESSION**

**MOVED BY HUBER**

THAT Council move into a closed session to discuss legal and personnel matters pursuant to *The Municipalities Act*, clause 120(2)(a), and Part IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 12:50 pm.

Carried.

Present: Reeve Miller; Councillors: Huber, Delaine, Ulsifer, Johnson, Sittler; Administrator Fendelet; Foreman Kjeaar, and Acting Foreman Halliday.

1:08 p.m. Foreman Kjeaar and Acting Foreman Halliday exited council chambers.  
Councillor Ulsifer declared conflict of interest and exited council chambers.

**386/22-23 – RESUME OPEN SESSION**

**MOVED BY JOHNSON**

THAT Council move out of a closed session into public meeting, the time being 1:27 p.m.

Carried.

**387/22-23 – PUBLIC CONDUCT POLICY**

**MOVED BY HUBER**

THAT Council adopt a Public Conduct Policy hereto attached forming part of these minutes.

Carried.

**388/22-23 – CELL PHONE ALLOWANCE – T. GLESSING**

**MOVED BY SITTLER**

WHEREAS until whichever occurs first, Foreman Kjeaar's return to work or the completion of the investigation of the harassment complaint brought forth by maintenance employee, Terry Glessing;

THAT Council approve a \$50.00 per month reimbursement be paid to Terry Glessing for use of his personal cell phone enabling him to report to Foreman Kjeaar.

Carried.

Councillor Johnson requested a recorded vote.  
For: Reeve Miller; Councillors: Huber, Delaine, Sittler.  
Abstain: Councillor Johnson.

**389/22-23 – ADMINISTRATION ASSISTANCE**

**MOVED BY SITTLER**

THAT Council authorizes Administrator Fendelet to hire temporary administrative assistance.

Carried.

**390/22-23 – ADMINISTRATOR LEAVE**

**MOVED BY DELAINE**

THAT Council authorizes Administrator Fendelet leave without pay November 6 – 13, 2023 and December 11 – 15, 2023.

Carried.

**391/22-23 – COUNCIL MEETING DATE CHANGE**

**MOVED BY HUBER**

THAT the regular council meeting dates be changed from November 9, 2023 to November 2, 2023 and December 14, 2023 to December 7, 2023.

Carried.

**INFRASTRUCTURE**

**392/22-23 – SALE BUSH HOG MOWER**

**MOVED BY SITTLER**

THAT Council approves the sale of the 2715 Bush Hog Mower s/n 1201458 for \$5,000.00.

Carried.

**OTHER BUSINESS - NEW**

**393/22-23 – BUILDING APPRAISAL VALUE – INSURANCE COVERAGE**

**MOVED BY SITTLER**

THAT Council approve the building value appraisal conducted by B. R. Gaffney & Associates; and

THAT the appraisal report be filed in the municipal records; and

FURTHERMORE, Council approve the revised insurance coverage through SARM for the appraised values plus PST and debris removal.

Carried.

**394/22-23 – PROPERTY TAX ABATEMENT TAX ROLL #1157 500**

**MOVED BY SITTLER**

THAT Council abate the property taxes in the amount of \$3.01 for Tax Roll #1157-500; property owned by the R.M. of Reford No. 379 upon which property taxes were inadvertently levied for 2023.

Carried.

**395/22-23 – MUNICIPAL EMAIL ACCOUNTS**

**MOVED BY HUBER**

WHEREAS Council members use their personal email accounts to communicate electronically and these email messages are municipal correspondence and are considered records under the *Local Authority and Freedom of Information and Privacy Act* (LAFOIP); and

FURTHERMORE, to ensure that the public body (municipality) will have control over how that information is protected, disclosed, or accessed;

THAT municipal email accounts be created for Council members and municipal staff use.

Carried.

**396/22-23 – CORRESPONDENCE**

**MOVED BY DELAINEY**

THAT Council accept the correspondence list as presented.

Carried.

**397/22-23 – SPECIAL MEETING**  
**MOVED BY HUBER**

THAT a Special Meeting of Council be held October 17, 2023 at 8:45 a.m. to address legal and personnel matters.

Carried.

**398/22-23 ADJOURN.**  
**MOVED BY SITTLER**

THAT this meeting adjourn at 2:35 pm

Carried.

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Reeve Todd Miller

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Administrator Valerie Fendelet