

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE RURAL MUNICIPALITY OF REFORD NO. 379  
HELD IN THE MUNICIPAL OFFICE AT WILKIE, SASKATCHEWAN  
THURSDAY, DECEMBER 7, 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. Five  | Daryl Glackin    |
| Division No. Six   | Brett Sittler    |
| CAO                | Valerie Fendelet |
| Foreman            | Duane Westgard   |

**DELEGATIONS**

Cody Spence, Brandt  
Matthew Kappel

**CALL TO ORDER**

A quorum being present, Reeve Miller called the meeting to order at 9:00 a.m.

**CONFLICT OF INTEREST DECLARATION**

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

- Councillor E. Johnson – Item #6. Personnel (c) Harassment Claim (i) Investigation Report - [REDACTED]

**MINUTES**

**435/22-23 – REGULAR MEETING MINUTES**

**MOVED BY HUBER**

THAT the minutes of the Regular Meeting held on November 2<sup>nd</sup>, 2023 be adopted as amended:

**CONFLICT OF INTEREST DECLARATION**

[REDACTED] be stricken, replaced with [REDACTED]

Carried.

**ACCOUNTS / FINANCIAL STATEMENT**

**436/22-23 – ACCOUNTS**

**MOVED BY ULSIFER**

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 November, 2023:

1. The list of cheques numbered 16843 to 16886 totalling \$97,262.65;
2. The list of electronic payments numbered 1174 to 1183 totalling \$24,897.18;
3. The list of Payroll payments for the period ending November 30<sup>th</sup>, 2023 totalling \$33,639.01;

for a total of \$155,798.84.

Carried.

**437/22-23 – TRANSFER FUNDS**

**MOVED BY DELAINEY**

THAT Council authorizes CAO Fendelet to transfer the 2023 capital contribution in the amount of \$23,016.00 from the Operating Account to the Wilkie Fire Capital Account at Innovation Federal Credit Union.

Carried.

**438/22-23 – CEMETERY GRANTS**

**MOVED BY HUBER**

THAT Council approves the following cemetery grants for 2023:

|            |          |              |          |
|------------|----------|--------------|----------|
| Carmelheim | \$150.00 | St. Pascal's | \$150.00 |
| Landis     | \$300.00 | Wilkie       | \$800.00 |
| Leipzig    | \$150.00 | Wolfe        | \$150.00 |

Carried.

**439/22-23 – RECREATION GRANTS**

**MOVED BY JOHNSON**

THAT Council approves the following recreation grants for 2023:

|                   |            |
|-------------------|------------|
| Town of Wilkie    | \$7,500.00 |
| Village of Landis | \$1,500.00 |

Carried.

**440/22-23 – STATEMENT OF FINANCIAL POSITION**

**MOVED BY HUBER**

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

Carried.

**PERSONNEL**

**441/22-23 – IN-CAMERA 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 Parts III and IV of the *Local Authority Freedom of Information and Privacy Act*, the time being 9:23 a.m.

Carried.

Present: Reeve Miller; Councillors: Huber, Delainey, Ulsifer, Johnson, Glackin, Sittler; CAO Fendelet; employee [REDACTED] support person [REDACTED]

9:23 a.m. – Councillor Johnson exited chambers.

9:50 a.m. – [REDACTED] exited chambers.

9:56 a.m. – [REDACTED] entered chambers.

10:02 a.m. - [REDACTED] exited chambers.

10:10 a.m. - Councillor Johnson entered chambers.

**442/22-23 – RESUME OPEN SESSION**

**MOVED BY DELAINEY**

THAT Council move out of a closed session into public meeting, the time being 10:10 a.m.

Carried.

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

**443/22-23 – HARASSMENT INVESTIGATION REPORT**

**MOVED BY SITTLER**

WHEREAS Council reviewed the Knibbs HR Consulting Report Harassment Investigation Report dated November, 2023 with the complainant;

BE IT RESOLVED Council accepts the findings of the report; and

BE IT FURTHER RESOLVED Council concludes this matter closed.

Carried.

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

**444/22-23 – RESPONDENT NOTIFICATION: HARASSMENT INVESTIGATION REPORT**

**MOVED BY SITTLER**

THAT Administration issue correspondence to the respondents named in the report advising the investigation has concluded.

Carried.

10:25 a.m. – Foreman Duane Westgard entered chambers.

**445/22-23 – SALE CASE 2590 TRACTOR**

**MOVED BY MILLER**

THAT Council approves the sale of the Case 2590 Tractor s/n 12011045, P.I.N. 8842742 to CJ Contracting for \$3,500.00.

Carried.

**446/22-23 – SGI TRAFFIC SAFETY GRANT**

**MOVED BY GLACKIN**

THAT Foreman Westgard, in consultation with CAO Fendelet, make application for the SGI Traffic Safety Grant for intersection safety initiatives.

Carried.

11:00 a.m. – 11:32 a.m. Cody Spence, Brandt, addressed Council regarding equipment pricing: graders, backhoes, dozers, scrapers, wheel loaders, and excavators.

11:42 a.m. Reeve Miller exited chambers.

11:44 a.m. Reeve Miller entered chambers.

11:55 a.m. – 12:00 p.m. Matthew Kappel addressed Council requesting 50% reimbursement for the damage costs for a 2021 SGI claim incident involving himself as an RM employee.

12:05 p.m. Reeve Miller recessed meeting for lunch.

12:20 p.m. Reeve Miller reconvened meeting.

**447/22-23 – MAINTENANCE REPORT**

**MOVED BY HUBER**

THAT Council accepts the Maintenance Report by the Acting Foreman with the following amendment:

Item 19 Final Note – all contents be redacted; and

THAT the report be filed in the municipal records.

Carried.

12:45 p.m. Foreman Duane Westgard exited chambers.

**448/22-23 – IN-CAMERA SESSION**

**MOVED BY ULSIFER**

THAT Council move into a closed session to discuss legal and 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 1:00 p.m.

Carried.

Present: Reeve Miller; Councillors: Huber, Delaine, Ulsifer, Johnson, Glackin, Sittler; CAO Fendelet.

1:40 p.m. – Councillors Glackin and Johnson exited chambers.

1:47 p.m. – Councillors Glackin and Johnson entered chambers.

**449/22-23 – RESUME OPEN SESSION**

**MOVED BY SITTLER**

THAT Council move out of a closed session into public meeting, the time being 1:49 p.m.

Carried.

**450/22-23 -VACATION – GLESSING, T.**

**MOVED BY GLACKIN**

BE IT RESOLVED Council approve the requested vacation of Terry Glessing as follows:

1. December 1, 2023;
2. December 18 - 22, 2023; and

BE IT FURTHER RESOLVED Council authorizes the Foreman position, and in the absence of a Foreman, the CAO/Administrator to approve maintenance personnel vacation requests.

Carried.

**451/22-23 – AMEND RESOLUTION #421/22-23**

**MOVED BY ULSIFER**

That Resolution #421/22-23 be amended by striking 17<sup>th</sup> and inserting 24<sup>th</sup>.

Carried.

**452/22-23 – IN-CAMERA SESSION**

**MOVED BY HUBER**

THAT 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 2:10 p.m.

Carried.

**Present: Reeve Miller; Councillors: Huber, Delainey, Ulsifer, Johnson, Glackin, Sittler; CAO Fendelet.**

2:34 p.m. – CAO Fendelet exited chambers.

2:45 p.m. – CAO Fendelet entered chambers.

**453/22-23 – RESUME OPEN SESSION**

**MOVED BY SITTLER**

THAT Council move out of a closed session into public meeting, the time being 2:45 p.m.

Carried.

**454/22-23 – CAO REMUNERATION INCREASE**

**MOVED BY MILLER**

WHEREAS Council is satisfied with CAO Fendelet's performance throughout her 90-day probationary period; and

WHEREAS the CAO's annual work hours have increased by 130 hours;

BE IT RESOLVED, that, effective December 18, 2023, CAO Fendelet receive an annual salary of \$88,500.00 and be entitled to six (6) days paid medical leave per year, with corresponding amendments made to the Terms and Conditions of Employment.

Carried.

**455/22-23 – RESCIND RESOLUTION 320/22-23**

**MOVED BY SITTLER**

THAT Resolution #320/22-23 appointing Darrell Halliday as Acting Foreman be rescinded.

Carried.

**456/22-23 – CELL PHONE ALLOWANCE – D. HALLIDAY**

**MOVED BY GLACKIN**

THAT Darrell Halliday receive a \$50.00 per month cell phone allowance from July, 2023 to November, 2023.

Carried.

**INFRASTRUCTURE**

**457/22-23 – CLEARING-THE-PATH DECLARATION**

**MOVED BY HUBER**

THAT Council authorizes the Reeve and CAO to sign the SARM Clearing-the-Path (CTP) Statutory Declaration for the annual maintenance funding of the Primary Weight Corridor Grid No. 657.

Carried.

**OTHER BUSINESS**

**458/22-23 – STAFF GIFT CARDS**

**MOVED BY HUBER**

THAT Council authorize CAO Fendelet to purchase nine (9) \$200.00 Co-op Gift Cards for the municipal staff.

Carried.

**459/22-23 – M. KAPPEL REIMBURSEMENT**

**MOVED BY DELAINEY**

THAT the RM reimburse Matthew Kappel 50% the damage costs for the 2021 SGI Claim incident involving himself as an employee of the RM.

Carried.

**460/22-23 – SARM INSURANCE RENEWALS**

**MOVED BY DELAINEY**

THAT the SARM Membership, SARM Property Self-Insurance Program, SARM Liability Self-Insurance Program, Excess Liability Program, and Employee Benefit coverages be renewed for 2024.

Carried.

**461/22-23 – TAX ENFORCEMENT**

**MOVED BY SITTLER**

BE IT RESOLVED Council accepts the List of Lands in Arrears as presented to the head of Council; and

BE IT FURTHER RESOLVED lands with arrears less than half the previous year's levy be excluded from the Tax Enforcement List.

Carried.

**462/22-23 – SUBDIVISION NE 34-36-20 W3M: RM OF GRANDVIEW NO. 346**

**MOVED BY HUBER**

THAT Administration reply to the Community Planning Branch, Ministry of Government Relations that Council has no objections to the proposed subdivision in the R.M. of Grandview No. 349 of NE 34-36-20 W3M immediately adjacent to the boundaries of the R.M. of Reford No. 379.

Carried.

**463/22-23 – OVERPAID PROPERTY TAX REFUND**

**MOVED BY GLACKIN**

THAT Administration refund overpaid property taxes in the amount of \$113.35 to the property owner for Tax Roll #536 000, NE 34-38-19 W3M.

Carried.

**464/22-23 ADJOURN.**

**MOVED BY SITTLER**

THAT this meeting adjourn at 3:12 p.m.

Carried.

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Reeve Todd Miller

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CAO Valerie Fendelet