

**MINUTES OF THE FIRST MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY
OF MANITOU LAKE NO. 442 HELD IN THE MUNICIPAL OFFICE,
101 CENTRE ST, MARSDEN, SASKATCHEWAN ON THURSDAY, DECEMBER 8, 2022.**

Present **Reeve:** Brian Graham
Councillors: Division 1 – Travis Lindsay – Absent
 Division 2 – Ben Graham
 Division 3 – Norman Wright
 Division 4 – Jason Paterson – Absent
 Division 5 – Brian Nattress – Absent
 Division 6 – Roland Koch
CAO: Joanne Loy

**Councilors Ben Graham and Roland Koch subscribed to their Oath of Office.
Councilor Jason Paterson subscribed to his Oath of Office on December 7, 2022.**

Call to Order Reeve Brian Graham called the meeting to order at 9:05 a.m.

There were no conflicts of interest declared.

Agenda Addition **22/240 WRIGHT:** That Colin Schopfer be added to the Agenda as a Delegate at 10:30 am to discuss CN Rail Crossings.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Minutes **22/241 KOCH:** That the minutes of the Regular Meeting on November 3, 2022 be adopted as circulated.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

State-ment **22/242 WRIGHT:** That the Statement of Financial Activities for November 2022 be accepted as presented.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Accounts **22/243 GRAHAM:** That the accounts to December 8, 2022 be authorized for payment and that a list of cheques numbered 22355 to 22385 inclusive and including EFT Payroll deposits and online Remittances totaling \$187,002.86 be annexed to and form a part of these minutes.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Weed Insp Report **22/244 GRAHAM:** That Council acknowledges and accepts Weed Inspector Duncan MacEachern's written report as circulated and that it be filed.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

- PSIP
Renewal** **22/245 KOCH:** That the Property Self-Insurance Program be renewed for 2023, with increases to Mobile Equipment as recommended by the Foreman, and the increases to Building and contents as discussed.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- Liability
Renewal** **22/246 WRIGHT:** That the RM of Manitou Lake renew the Liability Insurance with an Excess Liability Insurance for a total of \$5 Million Liability under the SARM Liability Self Insurance Program for 2023.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- Disability
Coverage
2022** **22/247 GRAHAM:** That an application for disability coverage under the employees plan for 2022 be based on wages/salary estimates for James Czerniak \$106,660.00, Les Stourac \$80,800.00, Mel Letkeman \$40,000.00, Gary Bachman \$55,000.00, Duncan MacEachern \$36,000.00, Kimberley Lake \$60,095.00, Carrie McGladdery \$46,800.00, and Joanne Loy \$108,710.00.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- SARM
EH&D** **22/248 WRIGHT:** That the RM of Manitou Lake No 442 renew the Extended Health and Dental Benefits for Council and Staff at Level 2 for 2023.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- BOND** **22/248 WRIGHT:** That the RM of Manitou Lake No 442 renew the Fidelity Bond for the year 2023 with coverage of \$50,000.00, registered mail coverage of \$50,000.00 and money and securities coverage of \$2,500.00 at a cost of \$925.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- CTP
Declaration** **22/249 GRAHAM:** That the RM of Manitou Lake No 442 acknowledge the signing and submission of the Annual Clearing the Path Corridor Statutory Declaration for Grid 675.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**

**SARM
Buying
Group**

22/250 B GRAHAM: That the RM of Manitou Lake No 442 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities' relationships with various buying groups between January 1 to December 31, 2022 with further information and access to Saskatchewan Association of Rural Municipalities' Request for Proposal (RFP) notices available on the Government of Saskatchewan website at www.sasktenders.ca/content/public/Search.aspx

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Delegate: Colin Schopfer, RM Resident 10:16 – 10:38 am

**Z Bar
Invoice**

22/251 GRAHAM: That Z Bar Angus Ltd/ Dave Gray be reimbursed for 50%, being \$1548.75 including taxes, of the costs for rock and brush clearing in the road allowance by SW 16-45-27-W3M with a letter advising that work such as this must be approved **prior** to being completed for future reimbursement.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Corres-
pondence**

22/252 KOCH: That the following list of correspondence having been read be filed:

- SARM – LIABILITY INS RENEWAL
- SARM – PROPERTY INS RENEWAL
- SARM - BENEFIT RENEWAL
- SARM – OHS SNOW REMOVAL EXEMPTION
- SARM – CTP STATUTORY DECLARATION
- SARM – CFTA RESOLUTION
- SARM – RURAL SHEAF
- SARM – BILL C-21
- NCTPC – GOVERNANCE, DECISION MAKING, RISK – FEB 28 OR MAR 2
- WCMGC MINUTES
- HELP SHELTERBELT PROGRAM
- APAS VIDEO
- NWMA SURVEY

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Appoint-
ments**

22/253 KOCH: That the following appointments be made for 2023:

Pest Control Officer

Glen McGladdery – Beaver Control Only

Pest Control Officer – for the purpose of dealing with Club Root

Duncan MacEachern, James Czerniak

Weed inspector

Duncan MacEachern

Lakeland Library Regional Council

Karl Koch, Hazel Koch

Pound-Keepers

Dave Gray SE-24-45-27-W3M

Norman Wright SW-30-43-27-W3M

Caretakers for Cemeteries

Paul Rutherford

Manitou Memorial

Ken Scott

Brady

Shelley Spence

Normanna

Brent Wilson

Beechwood

Fire Chief
Andrew Jackson.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

**Emerg
Co-ord**

22/254 WRIGHT: That Colleen F Digness be appointed as Emergency Co-ordinator for the RM of Manitou Lake No 442.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

**Deputy
Reeve**

22/255 GRAHAM: That Councillor Jason Paterson be appointed Deputy Reeve.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

**Appoint-
ments**

22/256 KOCH: That the following appointments be made for 2023-2024:

Manitou Sandhills Steering Committee

Brian Nattress (Norman Wright alternate)

Big Manitou Lake Regional Park Authority

Brian Graham and Ben Graham

Suffern Lake Regional Park

Hal Wright

Neilburg Veterinary Services Board

Norman Wright

North West Association of Rural Municipalities

Brian Graham and Brian Nattress

Northwest Heavy Oil Municipalities

Brian Graham

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

**Commit-
tees**

22/257 WRIGHT: That the following committees be established for 2023 – 2024:

Road Management Committee

Travis Lindsay and Brian Graham under authority of Bylaw No. 6-2007 concerning road bans.

Road Committee

Council as a whole

Machinery Committee

Travis Lindsay, Norman Wright, and Jason Paterson

Human Resources Committee

Council as a whole

Finance Committee

Council as a whole

OHS

Brian Graham – Council Representative

Carrie McGladdery – Office Representative

Gary Bachman – Shop Representative

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

**Fire
Boards**

22/258 GRAHAM: That Brian Graham and Roland Koch be appointed to the RM Manitou Lake Fire and Rescue Coop and the Neilburg Fire Board as Council representatives of the RM of Manitou Lake.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Fire
Board**

22/259 GRAHAM: That Patrick McGladdery, Travis Lindsay, and Orlando Koch be appointed to the RM Manitou Lake Fire and Rescue Board as representatives of the RM of Manitou Lake.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Appoint
Auditor**

22/260 GRAHAM: That Vantage Chartered Professional Accountants be appointed as Auditors for the year 2023 for the RM of Manitou Lake.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Appoint
Solicitor**

22/261 KOCH: That Robertson Stromberg LLP be appointed as solicitor for the RM of Manitou Lake No 442.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Appoint
PCO Clubroot**

22/262 GRAHAM: That as the RM of Manitou Lake No 442 has been identified as being in a high risk region where Ministry of Agriculture will be performing an extensive clubroot survey, the RM of Manitou Lake No 442 Council hereby appoints Tayo Adegeye Plant Health Officer SARM Division 1, Joanne Kwasnicki Plant Health Officer SARM Division 2, Betty Johnson Plant Health Officer SARM Division 3, Katey Makohoniul Plant Health Officer SARM Division 4, Chelsea Neuberger Plant Health Officer SARM Division 5, and Colleen Fennig Plant Health Officer SARM Division 6 as Pest Control Officers for 2023.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**BD of
Revision**

22/263 WRIGHT: That Western Municipal Consulting Ltd be appointed to manage the Board of Revision process for the term of January 1, 2023 to December 31, 2023; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Tim LaFreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Deans, and Stew Demmans; and That Courtney Joseph with Western Municipal Consulting Ltd. be appointed as Secretary to the Board of Revision for the term January 1, 2023 to December 31, 2023; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Council recessed for lunch from 11:48 am to 12:42 pm. BAR Engineering staff Kelly Stovra and Dustin Fallscheer provided and joined Council for lunch.

- Mun Rev Sharing** **22/264 GRAHAM:** That the Council of the RM of Manitou Lake No 442 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
- Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;
 - The RM does not run a Municipal Waterworks System;
 - 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 Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- BAR Design** **22/265 GRAHAM:** That Bar Engineering be instructed to proceed with the topographic surveys, geotechnical investigation, and preliminary design and cost estimates for TWP 462 between Grid 675 and RGE RD 3250 and REG RD 3271 between HWY 40 and TWP 461 at the estimated costs of \$63,500 and \$74,000 respectively excluding taxes.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- Winter Weights** **22/266 GRAHAM:** That the RM of Manitou Lake implement Winter Weights effective 12:01 am Saturday December 10th.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- Hall Donation** **22/267 WRIGHT:** That the RM of Manitou Lake donate a silent auction item to the Marsden Community Hall February Event valued between \$100-150.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- McGladdery Letter** **22/268 KOCH:** That the RM of Manitou Lake acknowledge Glen McGladdery's letter advising that he will no longer complete rat control inspections.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**
- Early Fine Payment Bylaw 2022-05** **22/269 WRIGHT:** That Bylaw 2022-05 a Bylaw to Provide for the Voluntary Early Payment of Fines be introduced and read a first time.
- FOR:** B Graham, Graham, Wright, Koch
AGAINST:
- Carried**

21/270 KOCH: That Bylaw 2022-05 be read a second time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Anti-Dumping
Bylaw 2022-06**

22/271 GRAHAM: That Bylaw 2022-06 a Bylaw to Provide for Regulate and Control the Dumping of Refuse and Waste Material within the RM of Manitou Lake No 442 be introduced and read a first time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

21/272 WRIGHT: That Bylaw 2022-06 be read a second time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Snow Piling
Bylaw 2022-07**

22/273 KOCH: That Bylaw 2022-07 a Bylaw to Restrict the Placement of Snow Cleared from Private Lands be introduced and read a first time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

21/274 WRIGHT: That Bylaw 2022-07 be read a second time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

**Assessment Tax Info Fees
Bylaw 2022-08**

22/275 WRIGHT: That Bylaw 2022-08 a Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information be introduced and read a first time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

22/276 GRAHAM: That Bylaw 2022-08 be read a second time.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

22/277 B GRAHAM: That Bylaw 2021-2 be given three readings at this meeting.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried Unanimously

22/278 KOCH: That Bylaw 2022-08 a Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information be read a third time and be adopted.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Property Tax Incentives Penalties Bylaw 2022-09 **22/279 KOCH:** That Bylaw 2022-09 a Bylaw to Establish Property Tax Incentives and Penalties be introduced and read a first time.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

22/280 GRAHAM: That Bylaw 2022-09 be read a second time.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

22/281 GRAHAM: That Bylaw 2022-09 be given three readings at this meeting.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried Unanimously

22/282 B GRAHAM: That Bylaw 2022-09 a Bylaw to Establish Property Tax Incentives and Penalties be read a third time and be adopted.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

January Meeting **22/283 KOCH:** That the RM of Manitou Lake No. 442 first Council meeting for 2023 be held at the RM office on January 12, 2023.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

Foreman Report **22/284 WRIGHT:** That Council accepts the Foreman's written report as circulated and that it be filed.

FOR: B Graham, Graham, Wright, Koch
AGAINST:

Carried

Reeve Brian Graham declared a conflict of interest during the following discussion and left Council Chambers at 2:04 pm.

Deputy Reeve Norman Wright assumed the Chair at 2:04 pm.

Window Painting **22/285 GRAHAM:** That the RM of Manitou Lake No. 442 pay Kyla McGladdery \$100 for the Christmas scenes she painted on the front windows of the Office.

FOR: Graham, Wright, Koch
AGAINST:

Carried

Reeve Brian Graham returned to Council Chambers at 2:07 pm and assumed the Chair.

In Camera **22/286 GRAHAM:** That the RM of Manitou Lake No 442 Council moves to an in-camera session to discuss human resources as authorized by the legislative authority of Section 120 of *The Municipalities Act* including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* at 2:08 pm.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Attendees at the in-camera session: Reeve Brian Graham, Councilors Graham, Wright, and Koch.

Out of Camera **22/287 KOCH:** That the RM of Manitou Lake No 442 Council rises from the in-camera discussion at 3:20 pm.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Wages 2023 **22/288 GRAHAM:** That RM of Manitou Lake No. 442 Council approve the following wage increases for employee wages as follows:
Les Stourac (Operator) – \$1 increase: \$35.75 to 36.75
Mel Letkeman (Seasonal) – \$1 increase: \$31.50 to 32.50
Gary Bachman (Seasonal) – \$1 increase: \$32.00 to 33.00
Duncan MacEachern (Seasonal) – \$1 increase: \$33.68 to 34.68
Carrie McGladdery (Office Clerk) - \$2080 increase: \$46,800 to 48,880
Kimberley Lake (Assistant Administrator) – \$2080 increase: \$60,095 to \$62,175
James Czerniak (Foreman) – \$2080 increase: \$106,660 to \$108,740
Joanne Loy (CAO) – \$2080 increase: \$108,710 to \$110,790; and
That Full-time staff be authorized to carry one (1) week vacation time over to the following year; and
That James Czerniak, Les Stourac, Kimberley Lake, Carrie McGladdery, and Joanne Loy each be paid a \$500 Christmas Gift; and
That Mel Letkeman, Duncan MacEachern, and Gary Bachman each be paid a \$250 Christmas Gift.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Adjourn **22/289 GRAHAM:** That this meeting does now adjourn at 3:26 pm this day.

FOR: B Graham, Graham, Wright, Koch

AGAINST:

Carried

Adopted this 12th day of January 2023

Reeve

Administrator