

**Rural Municipality of Brock No. 64
Regular Meeting
December 12th, 2023**

The Council of the Rural R.M. of Brock No. 64 of Brock No. 64 held its regular meeting on Tuesday, December 12th, 2023, in the Council Chambers of the Municipal Office located at 760 Railway Avenue, Kisbey, Sk.

CALL TO ORDER

Reeve Larry Gordon called the meeting to order at 9:00am with the following Councillors present:
 Division 1: Lucas Hislop Division 2: Randy James
 Division 3: Darren Ippolito Division 5: Douglas Ilchuk
 Division 6: Kevin Brigden
 Administrator – Shawna-Lee Bertram
 Absent: Justin McNeil, Division 4

CONFLICT OF INTEREST

DECLARATION R. James declared Conflict of Interest with New Business, No. 2;
 D. Ippolito declared Conflict of Interest with Accounts for Approval, Cheque No. 8535;
 K. Brigden declared Conflict of Interest with New Business No. 2.c.

AGENDA

The following items were added to the agenda:

- 6.a In Camera – Human Resources
- 6.b Office Assistant training and hours

Re-Occuring Business

- 1. Twp Rd 70: Clay purchase - Walters

401/2023

D. Ippolito: THAT the agenda be approved as amended.

CARRIED

MINUTES

402/2023

L. Hislop: THAT the minutes of the last regular meeting held November 14, 2023, be approved as presented.

CARRIED

FINANCIALS

Financial Activities

403/2023

K. Brigden: THAT the Financial Activities for the month of November, 2023, be approved as presented.

CARRIED

Bank Rec

404/2023

D. Ilchuk: THAT the Bank Reconciliation for the month of November, 2023, be approved as presented.

CARRIED

ACCOUNTS FOR APPROVAL

405/2023

R. James: THAT the Rural Municipality of Brock No. 64 approves payment of the following accounts as listed:

Computer Cheques

No. 8524-8534	\$26,471.25
No. 8536-8549	\$43,548.31
Online Payments	\$80,006.32

Payroll November	\$26,023.54
TOTAL PAYMENTS	<u>\$176,049.42</u>

CARRIED

Conflict of Interest Declaration – Councillor D. Ippolito declared conflict of interest and left the Council Chambers at 9:30am.

406/2023 D. Ilchuk: THAT the Rural Municipality of Brock No. 64 approves cheque no. 8535 in the amount of \$1147.50.

CARRIED

Councillor D. Ippolito returned to the Council Chambers at 9:33am.

DELEGATES

Christine Corscadden, General Manager, Stoughton Credit Union, attended the meeting at 10:30am to address Council regarding online banking security and liability responsibilities for both the Municipality and the Credit Union.

RE-OCCURRING BUSINESS

1. Twp Rd 70
Clay Capping

-Svein B.
Construction

407/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 pays Svein Bryeide Construction \$60,000.00 for the completion of Twp Rd 70 construction.

CARRIED

- Clay
Purchase

408/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 purchases 20,000yds of clay from [REDACTED] at \$2.00/yd, for a total of \$40,000.00.

CARRIED

2. Arcola Culvert
Replacement

Culvert will be installed as soon as possible, weather permitting.

3. WSA Channel
Clearing Project

Tabled until spring/summer of 2024.

4. Rd Maint
Maps

409/2023 K. Brigden: THAT the Rural Municipality of Brock No.64 acknowledges the Road Maintenance maps as generated by ConXWireless, as presented.

CARRIED

5. Fire Dept.
410/2023

D. Ippolito: THAT the Rural Municipality of Brock No. 64 approves the Kisbey Fire Department Minutes for December 7, 2023, as presented.

CARRIED

-Fire Hall
Repairs

411/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 contacts FSK Construction Services to look at and repair the roof leak in the Kisbey Fire Hall.

CARRIED

-Pancake
Breakfast
412/2023

D. Ippolito: THAT the Rural Municipality of Brock No. 64 sponsors the Pancake Breakfast for the Snowmobile Derby in January, 2024;
AND THAT the Rural Municipality of Brock No. 64 sponsors the pancake breakfast to be held in conjunction with the Arcola Ag Days.

CARRIED

6. Water Analysis

413/2023

R. James: THAT the Rural Municipality of Brock No. 64 acknowledges the Water Analysis Reports for November 21 and December 5, 2023, as presented.

CARRIED

REPORTS

1. Foreman

Foreman Dale Didrick attended the Council meeting at 10:00am. Discussion included getting an exhaust fan installed in the shop, getting approaches put in while weather permits, switching tires on CAT 2017 grader, areas that have been salted, and markers for the Percy Cemetery.

2. Administrator
Report

414/2023

D. Ilchuk: THAT the Rural Municipality of Brock No. 64 accepts the Administrator's report as presented.

CARRIED

3. OH&S

-Safety Minutes

415/2023

L. Hislop: THAT the Rural Municipality of Brock No. 64 approves the Safety Minutes for December 12, 2023.

CARRIED

-WCB Claim

416/2023

R. James: THAT the Rural Municipality of Brock No. 64 acknowledges the WCB report regarding Claim Number 2095 2195 as received.

CARRIED

OLD BUSINESS

1. RFQ Engineering

Grid 604

The following Requests For Quotations for Engineering services for the rebuild/paving of the remaining 4 miles of Grid 604 were received:

Resource Management International	\$298,000.00 plus taxes
Walker Projects	\$215,000.00 plus taxes
Pinter & Associates	\$59,240.00 plus Construction Management fees as incurred and taxes

417/2023

R. James: THAT the Rural Municipality of Brock No. 64 extends an invitation to quote to WSP E&I Canada Ltd., Saskatoon Sk., with a deadline to submit of January 9th, 2024, 4:00pm.

CARRIED

2. PBI Build.

Inspections

Development Permits for the NW 36 07 04 W2 and Blk C Plan 102355433 were not received by the Municipality. PBI Building Inspections will be contacted as per their process and requirements.

3. Community

Planning-SUBD

002332-2023

418/2023

L. Hislop: THAT the Rural Municipality of Brock No. 64 approves SUBD-002332-2023 in accordance with Bylaw No. 83-40, Zoning Bylaw, Part 5A (5)(ii);
AND THAT a letter of approval is sent to Community Planning, Ministry of Government Relations.

CARRIED

4. 2024

Grader Estimated delivery date for the new grader is Spring 2024.

NEW BUSINESS

1. Grader Operator/
Maint. Operator

419/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 offers [REDACTED] the full-time grader operator position at a salary of \$90,000.00 per year; AND THAT the Rural Municipality of Brock No. 64 offers [REDACTED] the full-time maintenance/grader operator position at a salary of \$72,800.00 per year.

CARRIED

2. Development
Permits

Conflict of Interest Declaration: R. James declared Conflict of Interest and left the Council Chambers at 11:35am.

a. Scott Land &
Lease-Cres. Point
SE 28-07-05 W2

420/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 approves development application ID# 8371 for Crescent Point Energy.

CARRIED

b. Saturn Oil
and Gas
SW 18-09-06 W2

421/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 approves development application ID# 8419 for Saturn Oil and Gas.

CARRIED

Conflict of Interest Declaration: K. Brigden declared Conflict of Interest and left the Council Chambers at 11:40am.

c. Scott Land &
Lease-Cres.Point
SE 10-09-06-W2

422/2023 D. Ilchuk: THAT the Rural Municipality of Brock No. 64 approves development application ID# 8384 for Crescent Point Energy.

CARRIED

K. Brigden returned to the Council Chambers at 11:43am.

d. Scott Land &
Lease-Cres.Point
14-07-06 W2

423/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 approves development application ID# 8427 for Crescent Point Energy.

CARRIED

e. Scott Land &
Lease-Cres.Point
NE 01-07-06 W2

424/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 approves development application ID# 8369 for Crescent Point Energy.

CARRIED

Councillor R. James returned to the Council Chambers at 11:45am.

3. Sask. Building

Move Permits

425/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 acknowledges the following Saskatchewan Building Move Permit Applications:
Reimer Building Movers: Job #329164
Reimer Building Movers: Job #331438
Neufeld Building Movers: Job #JH2644

CARRIED

4. SaskPower

NW 19-08-05 W2

426/2023 D. Ilchuk: THAT the Rural Municipality of Brock No. 64 approves SaskPower File #303056927-ST 220409446 for a pole installation and the boring of underground primary cable in the road allowance.

CARRIED

5. Ministry of Energy

and Resource

Seismic

427/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 does not sign the Notice of Intent for Seismic Operations until Peer Solutions Inc., Erskin, Alberta, pays repair costs for road damage done during their seismic operations;
AND THAT the Rural Municipality of Brock No. 64 invoices Peer Solutions, Erskin, Alberta, for 1600yds of gravel at \$10.00 per yard, and 20 hours grader time at \$200.00/hour.

CARRIED

RECESS FOR

LUNCH

428/2023 L. Gordon: THAT Council now recesses for lunch.

CARRIED

Council recessed for lunch at 11:55 am.

RECONVENE

429/2023 L. Gordon: THAT Council now reconvenes the meeting.

Council reconvened at 12:30pm.

6. 2024 Employee

Wages/Salary

6.a. In-Camera

430/2023 D. Ippolito: THAT we now move In-camera to discuss Human Resources.

CARRIED

Council moved in-camera at 12:30pm.

Administrator S. Bertram left the Council Chambers at 12:50pm.

Administrator S. Bertram returned to Council Chambers at 1:05pm

431/2023 L. Gordon: THAT we now move out of camera.

CARRIED

Council moved out of camera at 1:05pm.

432/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 sets the salary for the Administrator at \$105,000.00 per year, effective January 1st, 2024.

CARRIED

433/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 sets the wage for the Administrative Assistant at \$28.00 per hour, effective January 1st, 2024.

CARRIED

434/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 pays the cost of certification education (Local Government Authority) for the Administrative Assistant at a value of \$6000.00;
AND THAT the Administrative assistant is given paid time during business hours to work on and complete the education requirements;
AND THAT the Rural Municipality of Brock No. 64 authorizes additional paid hours for the Administrative assistant to complete office work if required.
CARRIED

435/2023 D. Ilchuk: THAT the Rural Municipality of Brock No. 64 sets the salary for the Foreman at \$90,720.00, effective January 1st, 2024.
CARRIED

436/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 sets the salary for the 1st Grader Operator at \$85,050.00, effective January 1st, 2024.
CARRIED

437/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 sets the salary for the 2nd Grader Operator at \$68,600.00, effective January 1, 2024.
CARRIED

438/2023 R. James: THAT the Rural Municipality of Brock No. 64 sets the wage for the 1st mower/maintenance operator at \$34.00 per hour, effective January 1st, 2024.
CARRIED

7. 2024

Budget The 2024 draft budget was presented to Council for their consideration.

8. Western Municipal
Consulting

Board of
Revision

439/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 appoints Western Municipal Consulting Ltd., to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreneire, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED

Board of Revision
Secretary

440/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 appoints Marlene Hassard with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in the Western Municipal Consulting Ltd. fee schedule. If Marlene Hassard is unable to perform secretarial functions for reasons that may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

Development
Appeals Board

441/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, Joh Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED

442/2023 K. Brigden: THAT the Rural Municipality of Brock No. 64 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

9. Estevan
Snowmobile
Club

443/2023 R. James: THAT the Rural Municipality of Brock No. 64 approves the development of a signed and maintained snowmobile trail in road allowances within the Municipality for the Estevan Snowmobile Club from the period of January 1, 2024, to December 31, 2024.

CARRIED

10. Mower
Blade Sale Tabled

11. Used
Grader Blades

444/2023 L. Hislop: THAT the Rural Municipality of Brock No. 64 approves the sale of used grader blades at \$20.00 per blade.

CARRIED

12. 2024 PCO
Workshop

445/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 authorizes the Administrator and Administrative Assistant to attend the Pest Control Officer Workshop held in Regina, Sk., on January 18, 2024.

CARRIED

CORRESPONDENCE

446/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 authorizes the correspondence listed throughout the agenda, as have been read, be filed.

CARRIED

ROUND TABLE

-Council discussed the GPS on the graders

NEXT MEETING

447/2023 D. Ippolito: THAT the Rural Municipality of Brock No. 64 holds the next

regular meeting of Council on Wednesday, January 10th, 2024, 9:00am, in the Municipal Council Chambers located at 760 Railway Avenue, Kisbey, Sk.

ADJOURNMENT

448/2023 L. Gordon: THAT we do now adjourn.

CARRIED

The meeting was adjourned at 2:00pm.

Approved by resolution of Council at the regular meeting held on the 10th day of January, 2023.

Larry Gordon – Reeve

Shawna-Lee Bertram - Administrator