

Rural Municipality of Lakeside No. 338

Meeting Minutes

Regular Meeting November 16, 2023 - 01:00 PM (was held at the RM Office, Quill Lake, Saskatchewan)

Present: Reeve Jason Friesen, Councillors Darrel Allen (Division 1), Aiden Laybourne (Division 2), Joel Sobchyshyn (Division 3), Tyrall Finlayson (Division 4), Shawn Shewchuk (Division 5), and Acting Administrator Tenie Schoettler.

Call To Order

Resolution No. **Adoption of Minutes**
2023-157 **Moved By:** Darrel Allen

THAT the minutes of the October 12, 2023, regular council meeting be approved.

CARRIED

Resolution No. **Communications**
2023-158 **Moved By:** Tyrall Finlayson

THAT the following correspondence was read, dealt with, and is to be placed on file:

- *React update
- *PHN Newsletter Fall 2023
- *CN Snow Letter
- *Horizon School Bus Route

CARRIED

Resolution No. **Accounts for Ratification**
2023-159 **Moved By:** Aiden Laybourne

THAT Council ratify Employee Payroll, for a total \$18,980.89 as attached.

CARRIED

Resolution No. **Payment of Accounts**
2023-160 **Moved By:** Shawn Shewchuk

THAT the list of accounts paid by Cheque Numbers 16614 through 16648 and EFT Numbers 2022 through 2028 and online payment numbers 253162 through 253169 as attached to and forming part of these minutes be approved for payment.

CARRIED

Resolution No. Monthly Statement of Financial Activities

2023-161 **Moved By:** Tyrall Finlayson

THAT the statement of financial activities for the month of October 2023, be approved.

CARRIED

Resolution No. Watson Health Care

2023-162 **Moved By:** Darrel Allen

THAT council commits to setting \$20,000 per year in a trust account for the Watson Health Care Facility to be reviewed annually.

CARRIED

Resolution No. Policy Review

2023-163 **Moved By:** Joel Sobchyshyn

THAT council review and approve the following policies:
Calcium Chloride Policy to include any forms of dust control.
Drugs and Alcohol Policy as is.
Major Decisions Policy as is.

CARRIED

Resolution No. Summer Student

2023-164 **Moved By:** Aiden Laybourne

THAT council approve that the Acting Administrator apply for the Summer Student Grant.

CARRIED

Resolution No. General Penalties Bylaw First Reading

2023-165 **Moved By:** Joel Sobchyshyn

THAT Bylaw No. 2-23, being a bylaw for setting of General Penalties, be given a first reading.

CARRIED

Resolution No. General Penalties Bylaw Second Reading

2023-166 **Moved By:** Jason Friesen

THAT Bylaw No. 2-23, being a bylaw for setting of General Penalties, be given a second reading.

CARRIED

Resolution No. 2023-167 **Three Readings at the Same Meeting**
Moved By: Tyrall Finlayson

THAT council give bylaw 2-23, a bylaw for setting of General Penalties three readings at the same meeting.

CARRIED UNANIMOUSLY

Resolution No. 2023-168 **General Penalties Bylaw Third Reading**
Moved By: Shawn Shewchuk

THAT Bylaw No.2-23, being a bylaw for the setting of General Penalties, be given a third and final reading.

CARRIED

Resolution No. 2023-169 **Road Damage Bylaw First Reading**
Moved By: Joel Sobchyshyn

THAT Bylaw No. 3-23, being a bylaw for road damages, be given a first reading.

CARRIED

Resolution No. 2023-170 **Road Damage Bylaw Second Reading**
Moved By: Aiden Laybourne

THAT Bylaw No. 3-23, being a bylaw for road damages, be given a second reading.

CARRIED

Resolution No. 2023-171 **Three Readings at the Same Meeting**
Moved By: Joel Sobchyshyn

THAT council give bylaw 3-23, a bylaw for road damages three readings at the same meeting.

CARRIED UNANIMOUSLY

Resolution No. 2023-172 **Road Damage Bylaw Third Reading**
Moved By: Jason Friesen

THAT Bylaw No. 3-23, being a bylaw for road damages, be given a third and final reading.

CARRIED

Resolution No. 2023-173 **SARM employee benefits**
Moved By: Joel Sobchyshyn

THAT council keeps Extended Health Benefits at Level 2 and Dental at Level 5 for all staff.

CARRIED

Resolution No. 2023-174 **PSIP**
Moved By: Shawn Shewchuk

THAT council reviewed and authorized the acting administrator to make the following changes to the PSIP insurance:

Remove Volvo Grader, add the 2015 Plow and have the John Deere grader updated to purchased from leased.

CARRIED

Resolution No.
2023-175

LSIP
Moved By: Jason Friesen

THAT council reviewed the LSIP coverage letter from SARM.

CARRIED

Resolution No.
2023-176

Excessive Liability
Moved By: Darrel Allen

THAT council approve the addition of \$7,000,000 in excessive liability coverage.

CARRIED

Resolution No.
2023-177

Fidelity Bond
Moved By: Tyrall Finlayson

THAT council add \$25,000 in money's and securities coverage and leave the fidelity bond at \$50,000 coverage.

CARRIED

Resolution No.
2023-178

Complaint Policy
Moved By: Joel Sobchyshyn

THAT council adopt the complaint policy to read:

All concerns and complaints shall be directed to either the RM Office or to the Division Councillor where the complaint has taken place. For concerns and complaints ratepayers are not to be contacting municipal staff directly.

CARRIED

Resolution No.
2023-179

Vacation Policy
Moved By: Joel Sobchyshyn

THAT council adopt Version 2 of the vacation policy to read:

All employees are expected to use their allotted vacation time in full every year. The following policy statements are intended to clarify paid vacation procedures for the Rural Municipality of Lakeside staff.

- Paid vacation time granted to an employee must be used in its totality within the fiscal year.
- Vacation scheduling is to be approved by the Administrator who will ensure that all employees are given their full vacation time taking into consideration departmental needs.
- Two weeks' notice is required prior to booking holidays special requests will be on a case-by-case basis.

CARRIED

Resolution No. 2023-180 **Wages and Benefits Policy**
Moved By: Joel Sobchyshyn

THAT council adopt the Wages and Benefits Policy to read:

The Foreman and Maintenance operators are full time year-round employees and paid on a monthly salary with a mid month advance. The seasonal employees generally work from April to the end of October and are paid on an hourly basis.

The municipality shares in the Employee's benefits as follows:

- | | |
|---------------------------------|-------------------------------------|
| Canada Pension | - Matching Contributions |
| Employment Insurance | -1.177 over employee's contribution |
| Municipal Employee Pension Plan | - Matching Contributions |
| Worker's Compensation | - R.M. pays full premium |
| SARM Short Term Disability | - R.M. pays full premium |
| SARM Long Term Disability | - R.M. pays full premium (taxable) |
| Health | - R.M pays full premium |
| Dental | - R.M pays full premium |

CARRIED

Resolution No. 2023-181 **Disciplinary Procedures Policy**
Moved By: Tyrall Finlayson

THAT council adopt the Disciplinary Procedure Policy as attached forming part of these minutes.

CARRIED

Resolution No. 2023-182 **Photo Documentation Policy**
Moved By: Jason Friesen

THAT council adopt the Photo Documentation Policy to read:

Before any project on/or bordering a ratepayer's property as well as Municipal property begins municipal staff take photos to document the state of the property at the start. Once the project has been completed photos documenting the final state will be taken and placed on file.

CARRIED

Resolution No. 2023-183 **Public Disclosure Statements**

THAT Council acknowledge receipt of Annual Public Disclosure Declarations.

CARRIED

Resolution No. **Beaver Dam Iron Springs**
2023-184 **Moved By:** Aiden Laybourne

THAT council authorize Acting Administrator to obtain a Channel Clearing Permit from C&D for clearing a Beaver Dam on Iron Springs creek located at NE-32-36-18-W2.

CARRIED

Resolution No. **In Camera Session**
2023-185 **Moved By:** Shawn Shewchuk

THAT council go into an in-camera session to discuss Employee Reviews and Wages.

CARRIED

** Acting Administrator exited Chambers at 3:39 pm.*

Resolution No. **Resume Regular Session**
2023-186 **Seconded By:** Jason Friesen

THAT council resume this meeting in regular session.

CARRIED

**Acting Administrator re-enter Chambers at 4:12 pm.*

Resolution No. **Adjournment**
2023-187 **Moved By:** Joel Sobchyshyn

THAT the next meeting date be December 11, 2023, and this meeting now adjourn.

CARRIED