

RM OF MOOSE CREEK NO. 33

Minutes of the regular meeting of the Council of the R.M. of Moose Creek No. 33 which was held in the RM office, 118-5th Street, Alameda, SK on Monday, December 12, 2016 at 8:00am.

PRESENT: Howard Sloan, Jeremy Nielsen, Reed Gibson, Kimberley Dietze, Phil Yanchycki, Jeff Humphries, Division 6 - vacant
Administrator Sentura Freitag, Assistant Administrator Michelle Needham

CALL TO ORDER:

This meeting was called to order by the Reeve at 8:10am

FOREMAN UPDATE: 8:10am – 10:50am

- Oil and DEF totes to be filled before end of December
- Foreman to purchase steering tires with steel rims for Unit 15 Western Star truck
- Winter work, stockpiling was discussed
- Bus routes have been requested but not received from SE Cornerstone School Division
- Letters to be sent to Larry Schnell and Doug Walls re 2017 return to work

Wade Duncan **365/16** Yanchycki:
That the RM shall offer Wade Duncan a full time permanent maintenance position starting January 1, 2017. **CARRIED**

*S. Burnett
1A License* **366/16** Nielsen:
That the RM shall pay for Slade Burnett to obtain his 1A license (at a cost of approximately \$2,600.00) on the condition that he first obtains his 1A learners' license at his own cost. **CARRIED**

Assistant Administrator Michelle Needham left the meeting as requested at 9:15a.m.
Administrator Sentura Freitag and Foreman Kirk Brooks left meeting at 9:50am and returned to the meeting at 10:25am
Assistant Administrator Michelle Needham returned to the meeting at 10:30am

Wages **367/16** Nielsen:
That 2017 wages shall be set as follows:

| | |
|------------------|------------------|
| Kirk Brooks | \$37.00 per hour |
| Chris Fee | \$31.80 per hour |
| Larry Schnell | \$28.56 per hour |
| Doug Walls | \$28.56 per hour |
| Wade Duncan | \$28.56 per hour |
| Shanise Sloan | \$22.44 per hour |
| Slade Burnett | \$21.42 per hour |
| Michelle Needham | \$31.80 per hour |
| Jennifer McNabb | \$25.15 per hour |

CARRIED



- Shop* **368/16 Dietze:**
That the Administrator shall obtain quotes regarding the air quality issues in the RM shop (old Town shop), and furthermore contract the air quality test to the lowest quote under \$1000.00. **CARRIED**
- Henke* **369/16 Gibson:**
Blade That the RM shall purchase a Henke blade from Schulte Industries Ltd. in the amount of \$26,199.00 plus GST and PST as per their quote dated November 17, 2016 and a skid shoe in the amount of \$798.36 plus GST and PST. **CARRIED**
- Snow* **370/16 Humphries:**
Mun roads That the RM shall not allow pushing of snow across municipal roads, unless approved by a councillor. **CARRIED**
- Minutes* **371/16 Nielsen:**
That the minutes of the regular meeting of November 16, 2016 shall be adopted as read. **CARRIED**
- November* **372/16 Humphries:**
Statement That the detailed financial report for the month of November shall be approved as read, as attached. **CARRIED**
- Accounts* **373/16 Humphries:**
Payable That the statement of payments for the month of December, cheques #4434 – 4461 in the amount \$237,026.49 and online payments in the amount of \$16,560.62 for a total of \$253,587.11 shall be paid and shall be attached to the minutes. **CARRIED**

OLD BUSINESS:

- Policy* **374/16 Nielsen:**
Manual That the RM shall adopt the Policy Manual as circulated. **CARRIED**

BYLAW:

- Bylaw20/16* **375/16 Gibson:**
1st reading That Bylaw 20-2016 A Bylaw to Establish Penalty on Tax Arrears shall be introduced and read a first time. **CARRIED**
- Bylaw20/16* **376/16 Humphries:**
2nd reading That Bylaw 20-2016 A Bylaw to Establish Penalty on Tax Arrears shall be read a second time. **CARRIED**
- Bylaw20/16* **377/16 Dietze:**
3rd reading That Bylaw 20-2016 A Bylaw to Establish Penalty on Tax Arrears shall be read a third time, at this meeting. **CARRIED UNANIMOUSLY**

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Bylaw20/16 **378/16** Yanchycki:

That Bylaw 20-2016 A Bylaw to Establish Penalty on Tax Arrears shall be signed and sealed by the Reeve and Administrator. **CARRIED**

Capital Works **379/16** Dietze:

Meeting That the RM shall hold a Special Meeting to discuss the five-year capital works plan on Thursday, January 5, 2017 at 8:00am. **CARRIED**

ADMINISTRATOR'S REPORT:

Outstanding **380/16** Dietze:

A/R That the RM shall add outstanding accounts receivables, where applicable, to tax arrears. **CARRIED**

Office **381/16** Yanchycki:

Assistant That Office Assistant position shall be allotted three days of work per week, and furthermore shall fill in for any extra time needed for sick time and holidays of other office staff. **CARRIED**

Admin **382/16** Humphries:

Report That the RM shall accept the Administrator's Report as presented. **CARRIED**

OIL APPROVALS:

Oil Approvals **383/16** Nielsen:

That the RM shall accept the oil approvals as attached. **CARRIED**

NEW BUSINESS:

SARM **384/16** Humphries:

Insurance That the RM shall make no changes to the SARM Property Self-Insurance Program; Excess Liability Insurance; Liability Self-Insurance Plan changes; Property Insurance of Mobile Equipment and Building and Contents; Extended Health; Long Term and Short Term Disability. **CARRIED**

Lieutenant **385/16** Gibson:

Gov Award That the RM shall submit a nomination to SARM for Murray Rossow for the 2017 Lieutenant Governor's Award. **CARRIED**

CAO **386/16** Humphries:

Salary That the Chief Administrative Officer, Sentura Freitag shall receive a salary increase of 5% being \$77,148.69 plus membership in the RMAA as per five-year agreement which expires after 2017. **CARRIED**

Munisoft **387/16** Yanchycki:

Programs That the RM shall purchase from Munisoft the tax e-notice software for \$1,095.00 plus taxes and the Custom Report Library for \$495.00 plus taxes. **CARRIED**

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*SE Sk Snow-
Mobile club* **388/16 Yanchycki:**
That the RM shall approve and sign the Land Use Approval request from the South
East Sask Stubble Jumpers Snowmobile Club. **CARRIED**

*Day Const
Progress pmt* **389/16 Gibson:**
That the RM shall pay to Day Construction Project 1 Progress Certificate 1 \$1,332.00
plus \$66.60 GST and Project 2 Progress Certificate 2 in the amount of \$188,155.17.
CARRIED

*Aecom
invoice* **390/16 Nielsen:**
That the RM shall pay to Aecom the invoice in the amount of \$10,502.88 plus GST
and PST. **CARRIED**

*Trent
Walls* **391/16 Dietze:**
That the RM shall pay the invoice received from Trent Walls in the amount of
\$2,000.00 plus GST for fencing on road construction Project 2. **CARRIED**

Workshop **392/16 Yanchycki:**
That the Administrator Sentura Freitag and the Assistant Administrator Michelle
Needham shall attend the RMAA Assessment, Taxation and Tax Tools Workshop in
Weyburn on February 16th at a cost of \$70.00 per person. **CARRIED**

*Professional
Development* **393/16 Humphries:**
That the Assistant Administrator Michelle Needham shall participate in the online
Munisoft Yearend workshop on December 15th from 1:00pm to 2:30pm at a cost of
\$100.00; that the Assistant Administrator Michelle Needham and Office Assistant
Jennifer McNabb shall attend professional development workshops Essential
Workplace Skills at Regina on March 29th and Assertive Communication at Regina on
March 30th at a discounted cost of \$188.10 per person per class; and that Assistant
Administrator Michelle Needham shall attend Dealing with Difficult People workshop
at Regina on June 14th at a discounted cost of \$188.10. **CARRIED**

*Councillor
Gift* **394/16 Yanchycki:**
That the RM shall ratify purchasing visa gift cards for Scott Hewitt in the amount of
\$800.00 and flowers for his spouse in recognition of years of service to the RM.
CARRIED

*Workshop
Yanchycki* **395/16 Dietze:**
That the RM shall ratify Councillor Yanchycki attending the 2 day Governance
workshop in Regina on December 7th and 8th at a cost of \$95.00 plus GST. **CARRIED**

*Office
Caretaker* **396/16 Yanchycki:**
That the RM shall advertise the office caretaking contract on SaskJobs and on the RM
Facebook page. **CARRIED**



Office
Door

397/16 Humphries:

That the RM shall obtain quotes for a new office front door for the next regular meeting.

CARRIED

Corresp.

398/16 Gibson:

- SARM:
 - Sask Safety Council - Work Zone Safety training
 - Sask Hospital New Beginnings per capita donation
 - SARM Fuel Supply Program through PFA www.pfacanada.com
 - PCO Supervisor Expression of Interest& Application
- SW 25-06-02 W2 (RM) 6 easement discharges by Crescent Point
- Sask Workers' Comp – 2017 Premium Rate Notice \$1.04 per \$100 of assessable payroll (\$1.14 in 2016)
- Choose Life Ministry request for donation (\$300.00 given June 2016)
- Sask Safety Council 44th Annual Industrial Safety Seminar Feb 6 – 8 @ Regina Early Price (Jan 6th) \$670.00
- Thank you from Bow Valley Villa

That the correspondence having been read shall be filed.

CARRIED

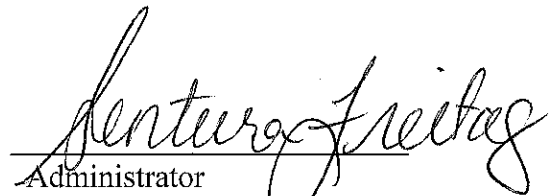
Adjourn
1:00pm

399/16 Nielsen:

That this meeting shall adjourn.

CARRIED


Reeve


Administrator