

RURAL MUNICIPALITY OF MARYFIELD NO. 91
January 18, 2024

The regular meeting of the Council of the Rural Municipality of Maryfield No. 91 was held on January 18, 2024 in the Municipal Office at 115 Main Street, Maryfield, SK.

| | | | |
|------------------------------|--------|---|---|
| ATTENDING | | Reeve: Marty Botterill Councillors: Div. 1 Chad Lawless Div. 2 Keith Raisbeck Div. 3 Tyler Van Eaton Interim Administrator Tammy Roe Acting Administrator Lynne Hewitt | Div. 4 Louis Hebert Div. 5 Bryce Olson Div. 6 Tyler Adamson |
| PUBLIC DISCLOSURE STATEMENTS | | All members of Council, having reviewed and updated their Public Disclosure Statements, filed the documents with the Municipality as required by the Municipalities Act. | |
| CALL TO ORDER | | With a quorum being present, Reeve Marty Botterill called the meeting to order at 1:00 p.m. | |
| ADGENDA | 1 /24 | <u>BOTTERILL:</u> That the agenda of the regular meeting be approved. <u>Carried</u> | |
| MINUTES | 2 /24 | <u>ADAMSON:</u> That the minutes of the regular meeting held on December 14, 2023 be approved with changes as requested. <u>Carried</u> | |
| MINUTES | 3 /24 | <u>ADAMSON:</u> That the minutes of the special meeting held on December 29, 2023 be approved with changes as requested. <u>Carried</u> | |
| CORRESP. | 4 /24 | <u>LAWLESS:</u> That the correspondence, as listed and attached to these minutes, having been acknowledged, be filed. <u>Carried</u> | |
| RECEIPTS & PAYMENTS | 5 /24 | <u>RAISBACK:</u> That the December 2023 Financial Statement and Bank Reconciliation be accepted as presented. <u>Carried</u> | |
| REPORTS | 6 /24 | <u>VAN EATON :</u> That the Council accept the following verbal and written reports as presented: - Botterill: Maryfield Clinic - Admin. Report - Van Eaton: Maryfield Fire Department - Forman Report <u>Carried</u> | |
| BYLAW 01/2024 | 7 /24 | <u>HEBERT:</u> That Bylaw 01/2024, being <i>A Bylaw to Establish Property Tax Incentives and Penalties</i> , be introduced and read for the first time. <u>Carried</u> | |
| | 8 /24 | <u>LAWLESS:</u> That Bylaw 01/2024 be read a second time. <u>Carried</u> | |
| | 9 /24 | <u>RAISBECK:</u> That Bylaw 01/2024, being <i>A Bylaw to Establish Property Tax Incentives and Penalties</i> , be given three (3) readings at this meeting. <u>Carried Unanimously</u> | |
| | 10 /24 | <u>BOTTERILL:</u> That Bylaw 01/2024 be read a third time, signed, sealed, to be attached to and forms a part of these minutes. <u>Carried</u> | |
| APPOINT SIGNING AUTHORITIES | 11 /24 | <u>HEBERT:</u> That the Council appoint the following persons as signing authorities then notify the Royal Bank of Canada that the changes need to be made to the RM accounts effect immediately: Interim/Administrator Tammy Roe or Lynne Hewitt and one of the following: Reeve or Deputy Reeve <u>Carried</u> | |
| MEETING DATE SET | 12 /24 | <u>ADAMSON:</u> That the Council set the day for regular meetings as the Second (2nd) Thursday of every month commencing at 1:00 p.m. <u>Carried</u> | |
| WCB RATES: COUNCIL MEMBERS | 13 /24 | <u>BOTTERILL:</u> That the Council set the 2024 Workers' Compensation Positional Coverage for all council members at \$40,382: the minimum allowed per council member. <u>Carried</u> | |

WCB RATES:
COUNCIL MEMBERS

14 /24 **OLSON:** That the Council set the 2024 Workers' Compensation Positional Coverage for all council members at a rate of 1.24.

Carried

COUNCIL INDEMNITY
RATE SET FOR 2023

15 /24 **HEBERT:** That the Council set the rates of remuneration for council members for attending regular and special meetings of council for the next 12 months be set at \$250.00 per day/or mtg: that the rate of remuneration for each hour necessarily occupied in the performance of council duties, including Reeve's supervision of municipal office and signing cheques, be set at \$31.50 per hour plus applicable mileage be paid for each kilometer necessarily travelled to perform the aforementioned duties and **further that**, remuneration for attending committee meetings be set at \$200.00 per day/mtg plus applicable mileage be paid per kilometer for each kilometer necessarily travelled to attend the committee meetings.

Carried

SET MILEAGE RATE

16 /24 **BOTTERILL:** That the Council set the rate of mileage to \$0.75 per kilometer for anyone authorized to travel on behalf of the municipality.

Carried

RATE SET FOR
CONVENTIONS,
DIST. MTGS &
WORKSHOPS

17 /24 **VAN EATON:** That the Council set the rate of reimbursement for members of council who attend Conventions, District Meetings and Workshops for the next 12 months at \$300.00 per day, that the actual cost of lodging and meals be reimbursed as incurred; that mileage be paid if a personal vehicle is taken to the event and **further that** compensation of \$150.00/day be set for travelling to conventions, district meetings or workshops on the day prior to the event.

Carried

Councillor Van Eaton left the meeting at 3:15 pm.

SET BASE HOURS
FOR OUTSIDE STAFF

18 /24 **HEBERT:** That the Council set the base hours for medical, holiday, or sick days for outside staff to reflect their numbers of hours put in as 8.

Carried

Councillor Van Eaton returned to the meeting at 3:30 pm.

APPOINTMENT OF
BOARD POSITIONS

19 /24 **OLSON:** That the Council make the following appointments of committee members and board members for a one year term.

| | |
|--|---|
| Assessor for the year 2024: | Acting Administrator |
| APAS Representative | Jeff Chambers |
| Clinic Board: Maryfield | Kevin Low, Ian Gray, Garry Radke and Lynda Aquero |
| Election Officials: Returning Officer | Acting Administrator |
| Election Polling Place (All Div's/Reeve) | RM Office @ 115 Main Street |
| Emergency Measures: Coordinator | John Van Eaton |
| Emergency Measures: Deputy | Acting Administrator |
| Finance Committee: | Reeve, Councillors: Div. 1, 3 & 5 |
| Fire Protection Committee (Maryfield) | Councillor: Div. 3 |
| Fire Protection Committee (Moosomin) | Councillor: Div. 5 |
| Fire Chief: Maryfield Dept | Sheldon Van Eaton |
| Fire Chief Deputy: Maryfield Dept | Tyler Van Eaton and Tavis Veysey |
| Fire Chief: Moosomin Dept | Rob Hanson |
| Gravel Procurement Committee: | Reeve, Councillors: Div. 2 & 6 |
| Library Board: Maryfield | Fay Donavon, Rebekah Thiessen, Barry Balls, Fran Balls, Anna Gray, Faye Gray & Councillor: Div. 2 |
| Library Board: Southeast (Trustee) | Fran Balls |
| Moosomin Airport Committee | Reeve, Councillor: Div. 6 |
| Moosomin Health Care Fndtn | Reeve, Councillor Div.: 4 |
| Personnel Committee: | Reeve, Councillors: Div. 1, 3 & 4 |
| Pest Control Officer | Raymond Charles |
| Pest Control Officer Assistant | Don Adair, Foreman |
| Red Coat Waste Resource Committee | Reeve, Councillor: Div. 4 |
| Road Constructing/Maintenance Committee | Reeve, Councillors: Div. 2, 3 & 5 |
| SK Envir & Resource Mngmnt (SERM) | Councillor: Div. 5 |
| SE Municipal Healthcare Corp. | Councillor: Reeve, Div 4 |
| SE Transp. Planning Committee (SETPC) | Reeve, Councillor: Div. 4 |
| Shop & Machinery Maint/Acquisition | Reeve, Councillor: Div. 3, 6 & Foreman |
| Villa- Maryfield | John Van Eaton |
| Weed Inspector | Don Adair & Raymond Sweet |
| Weight Restriction Committee | Councillors: Div. 2, 3 & 6 |

Carried

SARM MEMBERSHIP

20 /24 **VAN EATON:** That the Council renew the 2024 SARM Membership at a cost of \$3040.76 + GST based on the 2022 assessment of 177,608,838.

Carried

SARM INSURANCE:
LSIP & PSIP

21 /24 **HEBERT:** That the Council renew the following insurance policies through SARM for the year 2024.

Liability Self-Insurance Plan (LSIP) \$2,152.12; and
Property Self-Insurance Plan (PSIP) \$6,794.21

Carried

| | | | | | | | | | | | | |
|---|--------------|---|---------------------------|--------------|----------------------------------|-------------|----------------------|-------------|----------------------|-------------|------------------------|-------------|
| LONG TERM DISABILITY | 22 /24 | <p><u>HEBERT:</u> That the Council renew SARM Long-Term Disability Benefits based on an estimation of 2024 wages for all eligible employees as follows; and further that the Municipality continue to pay 100% of the premium on behalf of each employee:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">Adair, Donald</td> <td style="text-align: right;">\$105,000.00</td> </tr> <tr> <td>Heslip, Brian</td> <td style="text-align: right;">\$70,000.00</td> </tr> <tr> <td>Cairns, Nathan</td> <td style="text-align: right;">\$70,000.00</td> </tr> <tr> <td>Roe, Tammy</td> <td style="text-align: right;">\$60,000.00</td> </tr> <tr> <td>Sweet, Raymond</td> <td style="text-align: right;">\$65,000.00</td> </tr> </table> <p style="text-align: right;"><u>Carried</u></p> | Adair, Donald | \$105,000.00 | Heslip, Brian | \$70,000.00 | Cairns, Nathan | \$70,000.00 | Roe, Tammy | \$60,000.00 | Sweet, Raymond | \$65,000.00 |
| Adair, Donald | \$105,000.00 | | | | | | | | | | | |
| Heslip, Brian | \$70,000.00 | | | | | | | | | | | |
| Cairns, Nathan | \$70,000.00 | | | | | | | | | | | |
| Roe, Tammy | \$60,000.00 | | | | | | | | | | | |
| Sweet, Raymond | \$65,000.00 | | | | | | | | | | | |
| MEMBERSHIPS | 23 /24 | <p><u>ADAMSON:</u> That the Council renew the following memberships for the year 2023:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">RMAA Associate Membership</td> <td style="text-align: right;">\$425.00</td> </tr> <tr> <td>SE Transportation Planning Comm.</td> <td style="text-align: right;">\$464.64</td> </tr> </table> <p style="text-align: right;"><u>Carried</u></p> | RMAA Associate Membership | \$425.00 | SE Transportation Planning Comm. | \$464.64 | | | | | | |
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| SE Transportation Planning Comm. | \$464.64 | | | | | | | | | | | |
| COMMUNITY GRANT PROG | 24 /24 | <p><u>VAN EATON:</u> That the Council allocate the Municipality's population to the following communities for the Saskatchewan Lotteries Community Grant Program as follows:</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">Town of Moosomin</td> <td style="text-align: right;">30</td> </tr> <tr> <td>Town of Fleming</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Village of Fairlight</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Village of Maryfield</td> <td style="text-align: right;"><u>198</u></td> </tr> <tr> <td>Total R.M. Population:</td> <td style="text-align: right;">258</td> </tr> </table> <p style="text-align: right;"><u>Carried</u></p> | Town of Moosomin | 30 | Town of Fleming | 15 | Village of Fairlight | 15 | Village of Maryfield | <u>198</u> | Total R.M. Population: | 258 |
| Town of Moosomin | 30 | | | | | | | | | | | |
| Town of Fleming | 15 | | | | | | | | | | | |
| Village of Fairlight | 15 | | | | | | | | | | | |
| Village of Maryfield | <u>198</u> | | | | | | | | | | | |
| Total R.M. Population: | 258 | | | | | | | | | | | |
| ROAD MAINT. AGREEMENTS | 25 /24 | <p><u>VAN EATON:</u> That the Council send the annual request to the following companies to enter into a Road Maintenance Agreement between the following companies and the municipality:</p> <p style="margin-left: 40px;">(1) Corval Energy Corporation; (2) Questerre Energy; and (3) Tundra Energy.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |
| HIRE SUMMER STUDENT | 26 /24 | <p><u>VAN EATON:</u> That the Council advertise for Summer Student and Seasonal Operator employment opportunities and that the ads be run in the Moosomin Spectator, Maryfield Lions Newsletter; RM Webpage; SARM website.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |
| REVIEW JOINT BYLAW WITH MARYFIELD VILLAGE | 27 /24 | <p><u>VAN EATON:</u> That the Council table Review of Joint Bylaw with the Village of Maryfield till Feb 2024 meeting.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |
| EMPLOYEE CONTRACT | 28 /24 | <p><u>BOTTERILL:</u> That contracts be adjusted as suggested.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |
| 20/20 GEOMATICS SURVEY QUOTE | 29 /24 | <p><u>RAISBECK:</u> That the Council decline 20/20 Geomatics quote for the survey of SW 12-10-30 W1. Resend updated information provided by the R.M. for a new quote.</p> <p style="text-align: right;"><u>Carried</u></p> <p>Councillor Van Eaton declared a conflict of interest in the next subject and left the Council Chambers at 2:23 pm.</p> | | | | | | | | | | |
| PAGE LAND LEASE | 30 /24 | <p><u>HEBERT:</u> That the Council tender the following south of the pipeline, excluding the pipeline, on SW 1/4 12-10-30, SW corner of SE 1/4 12-10-30, NW 1/4 01-10-30, NE 1/4 01-10-30, and SW 1/4 01-10-30 for either hay or crop for a period of 5 year money lease. Applicant must specify either hay or crop for those years.</p> <p style="text-align: right;"><u>Carried</u></p> <p>Councillor Van Eaton returned to the council chambers at 2:40 pm.</p> | | | | | | | | | | |
| PAGE LAND SALE | 31 /24 | <p><u>RAISBECK:</u> That the Council tender the following land for sale north of the pipeline, excluding the pipeline, SW 1/4 12-10-30, and SE 1/4 12-10-33. Approx. 230 acres.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |
| RMAA CONVENTION | 32 /24 | <p><u>ADAMSON:</u> That the Council authorize Tammy Roe to register and attend the annual RMAA convention in Regina, SK from May 13th - 16th, 2024 and all costs including registration be covered.</p> <p style="text-align: right;"><u>Carried</u></p> | | | | | | | | | | |

AMS JR

ADMINISTRATION TO
ATTEND RMAA
WORKSHOP MARCH
26/24

33 /24 **BOTTERILL:** That the Council authorize Tammy Roe and Lynne Hewitt to attend the Enhanced Municipal Administration Program (EMAP) being offered by Advisory Services with the Ministry of Government Relations on March 26, 2024 in Weyburn, SK and **further that** the registration fee of \$100.00/person be forwarded to the RMAA Workshop Fund.

Carried

JANUARY 2024
LIONS NEWSLETTER
ITEMS

34 /24 **BOTTERILL:** That the Rural Municipality of Maryfield No. 91 put the following into the newsletter:

Don't pile snow on the side of the road at your approach
h2notify -building permit
Who to call - list councillors and Reeve
Tax payments

Carried

MUNISOFT
SOFTWARE

35 /24 **HEBERT:** That the Council having reviewed the following Confirmation Listings received from Munisoft, purchase the Bank Reconciliation extension of the General Ledger at \$850.00 and software support at \$128 for a total of \$978.00 + tax. And **further that** the two Municipal signing authorities sign the Munisoft Security Authorization Form in order to continue to use the program

Carried

CHANNEL CLEARING

36 /24 **VAN EATON:** That the Council acknowledge that James Kay is looking for approval from the Council to channel clear on NW 4-11-30 W1 and SE 4-11-30 W1 and he will send the office a copy of his permit.

Carried

VOICEMAIL FOR
OFFICE

37 /24 **VAN EATON:** That the Council authorize adding voicemail to the office's phone line at a cost of \$5.00 per month.

Carried

MARCH 2024
MEETING CHANGE

38 /24 **HEBERT:** That the Council change the date of the March 2024 meeting from March 14th to March 7th.

Carried

PAYMENT OF
ACCOUNTS

39 /23 **ADAMSON:** That the list of Accounts for Approval, as attached to and forming part of these minutes, covering Online Payments in the amount of \$147,459.08 plus Cheques #10585 - #10624 in the amount of \$104,350.67 totalling \$251,809.75, be approved for payment.

Carried

ADJOURN

40 /24 **RAISBECK:** That this meeting be adjourned at 5:18 p.m.

Carried


Reeve


Acting Administrator