

**RURAL MUNICIPALITY OF MARYFIELD NO. 91**  
**January 12, 2023**

---

The regular meeting of the Council of the Rural Municipality of Maryfield No. 91 was held on Thursday, January 12, 2023 in the Municipal Office at 115 Main Street, Maryfield, SK.

<b>ATTENDING</b>		Reeve: Marty Botterill Councillors: Div. 1 Chad Lawless Div. 2 Keith Raisbeck Div. 3 Tyler Van Eaton Acting Administrator: Deborah C. Saville Admin in Training: Lisa Pahl	Div. 4 Robin Thompson Div. 5 Sheldon Clark Div. 6 Tyler Adamson
<b>PUBLIC DISCLOSURE STATEMENTS</b>		All members of Council, having reviewed and updated their Public Disclosure Statements, filed the documents with the Municipality as required by the Municipalities Act.	
<b>CALL TO ORDER</b>		With a quorum being present, Reeve Marty Botterill called the meeting to order at 1:07 p.m.	
<b>RETURNING OFFICER STATEMENT</b>	1 /23	<b>ADAMSON:</b> That the Rural Municipality of Maryfield No. 91 acknowledge that the returning officer has provided the Statement of Results of the By-Election for Reeve held on December 14, 2022 as follows:  Marty Botterill - 63 Votes - Elected Darcy Sweeting - 42 Votes	<b>Carried</b>
<b>MINUTES</b>	2 /23	<b>ADAMSON:</b> That the minutes of the regular meeting held on Thursday, December 8, 2022 , be approved.	<b>Carried</b>
<b>CORRESP.</b>	3 /23	<b>CLARK:</b> That the correspondence, as listed and attached to these minutes, having been acknowledged, be filed.	<b>Carried</b>
<b>RECEIPTS &amp; PAYMENTS</b>	4 /23	<b>CLARK:</b> That the Statement of Receipts & Payments and the Bank Reconciliation for the month of December 2022 be accepted as presented.	<b>Carried</b>
<b>REPORTS</b>	5 /23	<b>VAN EATON :</b> That the Rural Municipality of Maryfield No. 91 accept the following verbal and written reports: - Foreman Report: dated Jan 12/23; and - APAS General Meeting Report - Jeff Chambers Jan 12, 2023 - Fire Report - Tyler Van Eaton (Verbal) - Admin. Report: dated Jan 12/23.	<b>Carried</b>
<b>AMEND PERMISSION TO WSA RE; HEBERT LAND HOLDINGS LTD</b>	6 /23	<b>THOMPSON:</b> That the Rural Municipality of Maryfield No. 91, further to Resolution #298/22 made at the December 8, 2022 council meeting, acknowledge that no agreement was signed and no payment was received from Hebert Land Holdings Ltd. regarding WSA Permits #E5-105004 & E5-105005.	<b>Carried</b>
<b>DEPUTY REEVE APPOINTMENT</b>	7 /23	<b>LAWLESS:</b> That the Rural Municipality of Maryfield No. 91 appoint Robin Thompson as Deputy Reeve for the year 2023.	<b>Carried</b>
<b>APPOINT SIGNING AUTHORITIES</b>	8 /23	<b>VAN EATON:</b> That the Rural Municipality of Maryfield No. 91 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: Acting Administrator Deborah Saville plus one of the following: Reeve B. Marty Botterill or Deputy Reeve Robin Thompson	<b>Carried</b>
<b>MEETING DATE SET</b>	9 /23	<b>CLARK:</b> That the Rural Municipality of Maryfield No. 91 set the day for regular meetings as the Second (2nd) Thursday of every month commencing at 1:00 p.m.	<b>Carried</b>
<b>WCB RATES: COUNCIL MEMBERS</b>	10 /23	<b>THOMPSON:</b> That the Rural Municipality of Maryfield No. 91 set the 2023 Workers' Compensation Positional Coverage for all council members at \$38,442: the minimum allowed per council member.	<b>Carried</b>



COUNCIL INDEMNITY  
RATE SET FOR 2023

11 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 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

12 /23 **LAWLESS:** That the Rural Municipality of Maryfield No. 91 set the rate of mileage remain at \$0.60 per kilometer for everyone authorized to travel on behalf of the municipality.

**Carried**

RATE SET FOR  
CONVENTIONS,  
DIST. MTGS &  
WORKSHOPS

13 /23 **RAISBECK:** That the Rural Municipality of Maryfield No. 91 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**

3:42 pm Tyler Van Eaton stepped out of the meeting declaring a possible conflict of interest.

MARYFIELD  
RECREATION  
BOARD RQST:  
DIGITAL SIGN

14 /23 **THOMPSON:** That the Rural Municipality of Maryfield No. 91 acknowledge and opt to forward funding of \$1,500.00 to the Maryfield Recreation Director to upgrade the Lions Sign to a digital platform; **that** the estimated \$20,000.00 source of funding will be obtained through fundraising, grants and donations; and **further that** the RM's contribution be forwarded to the Maryfield Recreation Board.

**Carried**

3:50 pm Tyler Van Eaton returned to the meeting having had no input on the discussions or resolution prior.

REVENUE SHARING  
GRANT

15 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 confirms that the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:  
(1) Submission of 2021 audited Financial Statement to the Ministry of  
(2) In Good Standing with respect to the reporting and remittance of Education Property Taxes;  
(3) Adoption of a Council Procedures Bylaw;  
(4) Adoption of an Employee Code of Conduct; and  
(5) All members of Council have filed and annually updated their Public Disclosure Statements, as required; and  
**further that** notice be sent to the Ministry of Government Relations acknowledging that the RM of Maryfield now meets all eligibility requirements to receive the Municipal Revenue Sharing Grant.

**Carried**

APPOINTMENT OF  
BOARD OF  
REVISION

16 /23 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 appoints Western Municipal Consulting Ltd., to manage the Board of Revision process for the term of January 1, 2023, through to December 231, 2023: **that** remuneration be as set out in Western Municipal Consulting Ltd. fee schedule; **that** the following are to serve as Members of the Board of Revision: Tim Lafrenier, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurneey, Murray Dean and Stew Demmans; **that** the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter; and **further that** 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 members.

**Carried**

APPOINTMENT OF  
SECRETARY TO THE  
BOARD OF  
REVISION

17 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 appoint Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; **that** remuneration be as set out in Western Municipal Consulting Ltd. fee schedule; and **further that** if Liana Stepan 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**

APPOINTMENT OF BOARD POSITIONS

18 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 make the following appointments of committee members and board members for a one year term.

Assessor for the year 2023:	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. 2, 4 & 6
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 & 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. 2
Road Constrctn/Maintnc Committee	Reeve, Councillors: Div. 2,3 & 5
SK Envir & Resource Mngmnt (SERM)	Councillor: Div. 5
SE Municipal Healthcare Corp.	Councillor: Div. 4
SE Transp. Planning Committee (SETPC)	Councillor: Div. 5
Shop & Machinery Maint/Acquisition	Reeve, Councillor: Div. 3, 6 & Foreman
Weed Inspector	Don Adair & Raymond Sweet
Weight Restriction Committee	Councillors: Div. 2, 3 & 6

**Carried**

SARM MEMBERSHIP 19 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 renew the 2023 SARM Membership and pay the fee of \$2,917.73 + GST based on the 2021 assessment of 180,633,990.

**Carried**

SARM INSURANCE: 20 /23 **THOMPSON:** That the Rural Municipality of Maryfield No. 91 renew the following insurance policies through SARM for the year 2023 by paying the premiums invoiced; and **further that** the 2022 Komatsu Grader: Model GD655-6 S/N 60885, Capital I one way Plow, the Handy Hitch and the Side wings be added immediately to the policy:  
 Liability Self-Insurance Plan (LSIP) \$2,042.37; and  
 Property Self-Insurance Plan (PSIP) \$6,305.04

**Carried**

LONG TERM 21 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 renew SARM DISABILITY Benefits based on an estimation of 2023 wages for all eligible employees as follows; and **further that** the Municipality continue to pay 100% of the premium on behalf of each employee:

Adair, Donald	\$105,000.00
Cairns, Nathan	\$70,000.00
Pahl, Lisa	\$60,000.00
Sweet, Raymond	\$65,000.00

**Carried**

MEMBERSHIPS 22 /23 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 renew the following memberships for the year 2023:  
 FCM Membership \$204.21  
 RMAA Associate Membership \$425.00  
 SE Transportation Planning Comm.

**Carried**

ADMINISTRATION TO 23 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 ATTEND RMAA authorize Lisa Pahl & Debbie Saville to attend the Enhanced Municipal WORKSHOP MARCH Administration Program (EMAP) being offered by Advisory Services 28/23 with the Ministry of Government Relations on March 28, 2023 in Weyburn, SK and **further that** the registration fee of \$100.00/person be forwarded to the RMAA Workshop Fund c/o Div. 1 Director: Cheryl Barrett.

**Carried**

- SARM: RESPECT IN THE WORKPLACE PROGRAM 24 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 recommends all employees and Council members take the "Respect in the Workplace" online program offered by SARM and **further that** the Municipality will pay the \$25.00 registration fee charged for each person as they take the course. **Carried**
- COMMUNITY GRANT PROG 25 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 allocate the Municipality's population to the following communities for the Saskatchewan Lotteries Community Grant Program as follows:
- |                        |            |
|------------------------|------------|
| Town of Moosomin       | 32         |
| Town of Fleming        | 20         |
| Village of Fairlight   | 32         |
| Village of Maryfield   | <u>174</u> |
| Total R.M. Population: | 258        |
- Carried**
- ROAD MAINT. AGREEMENTS 26 /23 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 send the annual request to the following companies to enter into a Road Maintenance Agreement between the oil company and the municipality:
- (1) Corval Energy Corporation;  
(2) Qvesterre Energy; and  
(3) Tundra Energy.
- Carried**
- RENEW PCO CONTRACT 27 /23 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 renew and agree to the terms set out in the Agreement for Pest Control Officer (PCO) Services dated January 3, 2023 between the Municipality and Raymond Charles; **that** the Term of Agreement will be for one year ending on December 31, 2023; and **further that** the compensation rate is set at \$40/call + applicable taxes. **Carried**
- JANUARY NEWSLETTER ITEMS 28 /23 **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  
Behaviour towards council - Respect personal boundaries  
Who to call - list councillors and Reeve  
Tax payments **Carried**
- BYLAW 01/2023 29 /23 **VAN EATON:** That Bylaw 01/2023, being *A Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information*, be introduced and read for the first time. **Carried**
- 30 /23 **ADAMSON:** That Bylaw 01/2023 be read a second time. **Carried**
- 31 /23 **LAWLESS:** That Bylaw 01/2023, being *A Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information*, be given three (3) readings at this meeting. **Carried Unanimously**
- 32 /23 **CLARK:** That Bylaw 01/2023 being *A Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information*, be read a third time, signed, sealed and **further that** it be attached to and forms a part of these minutes. **Carried**
- BYLAW 02/2023 33 /23 **THOMPSON:** That Bylaw 02/2023, being *A Bylaw to Establish Property Tax Incentives and Penalties*, be introduced and read for the first time. **Carried**
- 34 /23 **CLARK:** That Bylaw 02/2023 be read a second time. **Carried**
- 35 /23 **LAWLESS:** That Bylaw 02/2023, being *A Bylaw to Establish Property Tax Incentives and Penalties*, be given three (3) readings at this meeting. **Carried Unanimously**
- 36 /23 **ADAMSON:** That Bylaw 02/2023 being *A Bylaw to Establish Property Tax Incentives and Penalties*, be read a third time, signed, sealed and **further that** it be attached to and forms a part of these minutes. **Carried**

BYLAW 03/2023

37 /23 **VAN EATON:** That Bylaw 03/2023, being *A Bylaw to Establish Accounts Receivable Penalties*, be introduced and read for the first time.

**Carried**

38 /23 **ADAMSON:** That Bylaw 03/2023 be read a second time.

**Carried**

39 /23 **LAWLESS:** That Bylaw 03/2023, being *A Bylaw to Establish Accounts Receivable Penalties*, be given three (3) readings at this meeting.

**Carried Unanimously**

40 /23 **CLARK:** That Bylaw 03/2023 being *A Bylaw to Establish Accounts Receivable Penalties*, be read a third time, signed, sealed and **further that** it be attached to and forms a part of these minutes.

**Carried**

SNOWMOBILE  
ROUTE

41 /23 **VAN EATON:** That The Rural Municipality of Maryfield No. 91 grant permission to "The Stubble Jumpers" to groom and set snowmobile trail routes throughout the RM of Maryfield in the ditches and across road allowances.

**Carried**

PAYMENT OF  
ACCOUNTS

42 /23 **ADAMSON:** That the list of Accounts for Approval, as attached to and forming part of these minutes, covering 2022 Online Payments in the amount of \$100,131.12 plus 2022 & 2023 Cheques #10160 - #10209 in the amount of \$124,574.75 totalling \$224,705.87, be approved for payment.

**Carried**

LETTER TO  
LEONARD JAENEN  
RE: CHANNEL  
CLEARING

43 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 acknowledge that Leonard Jaenen attended the meeting to request permission from the Council to channel clear across the intersection of the undeveloped road allowances of Rng Rd #1304 and Twp Rd #111; **that** at this time, the Council is not prepared to give you permission to do channel clearing until a copy of the WSA permit being applied for is provided to the Council as well as proof of obtained land control from all adjacent landowners; and **further that** a letter be sent to Mr. Jaenen regarding Council's decision.

**Carried**

GO "IN CAMERA"

44 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 move to an "In Camera" session to discuss Employee issues at 6:36 p.m.

**Carried**

RETURN TO "REG.  
MTG."

45 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 resume regular session of Council at 7:08 p.m.

**Carried**

ADMIN IN TRAINING  
WAGE

46 /23 **VAN EATON:** That the Rural Municipality of Maryfield No. 91 set the 2023 wage for the Administrator in Training, Lisa Pahl to \$61,000.00, per annum.

**Carried**

EMPLOYEE WAGES  
SET

47 /23 **CLARK:** That the Rural Municipality of Maryfield No. 91 set the 2023 wages and annual holidays for Municipal Maintenance Employees as follows:  
(1) Adair, Donnie - \$35.59/ hour + 4 weeks holidays;  
(2) Cairns, Nathan - \$28.00 / hour + 3 weeks holidays; and  
(3) Sweet, Raymond - \$26.00/ hour + 3 weeks holidays.

**Carried**

WEEKEND ON-CALL  
PAY

48 /23 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 pay each employee a rate of \$50.00 per day to be on-call during the weekend; **that** if called out to work, the employee will be paid their regular hourly wage for each hour worked instead of the \$50.00; and **further that** there is a minimum of three hours paid if called out.

**Carried**

ADJOURN

49 /23 **CLARK:** That this meeting be adjourned at 7:32 p.m.

**Carried**

  
Reeve

  
Administrator





SCHEDULE 1 to Bylaw 01/2023

PROPERTY ASSESSMENT AND TAXATION FEES

Service / Information	Fee
1. Tax Certificate a) each certificate	\$20.00
2. General property assessment and/or tax information relating to a single property a) provided verbally i) to the property owner ii) to any financial or lending institution b) provided in written or electronic format i) to the property owner ii) to other than the property owner	

*Pat B* 

**Rural Municipality of Maryfield No. 91**

**BYLAW NO. 02/2023**

**A BYLAW TO ESTABLISH PROPERTY TAX INCENTIVES AND PENALTIES**

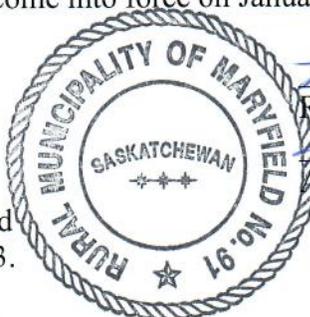
The Council of the Rural Municipality of Maryfield No. 91, in the Province of Saskatchewan, enacts as follows:

1. Due Date  
Property & other taxes imposed by the Rural Municipality of Maryfield No. 91 are deemed to be imposed on the first day of January in each year and shall be due on December 31.
2. Penalty on Arrears of Taxes
  - a) Taxes which remain unpaid after the 31<sup>st</sup> day of December of the year in which they are levied shall be subject to penalty.
  - b) The method of calculating the penalty shall be:
    - \* a compound rate of 4.00% per month, added on the first day of each month applied to the total taxes and penalties that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
  - c) The penalty charges are to be added to and shall form part of the tax roll.
3. Incentive Program – Prompt Payment
  - a) Discounts shall be allowed from the time the notice of the levy is sent until November 30, to encourage prompt payment of the current year's taxes on property.
  - b) Payments of current taxes received:
    - i) from the time the notice of the levy is sent until the end of August shall be eligible for a discount of 6% of the amount paid;
    - ii) during the month of September shall be eligible for a discount of 5% of the amount paid;
    - iii) during the month of October shall be eligible for a discount of 4% of the amount paid;
    - iv) during the month of November shall be eligible for a discount of 2% of the amount paid;
4. Incentive Program – Prepayments
  - a) Between the months of January and July, discounts shall be allowed with respect to the prepayment of the current year's taxes on property.
  - b) The rate of discount relative to prepayment of taxes shall be a constant discount of 6%.
5. Education Property Tax  
Sections 3 and 4 do not apply to property taxes levied on behalf of a school division.
6. Repeal Previous Incentive and/or Penalty Programs  
Bylaw No. 3/2017 is hereby repealed.
7. Coming Into Force  
This bylaw shall come into force on January 12, 2023.

SEAL

Read a third time and adopted  
this 12th day of January 2023.

\_\_\_\_\_  
Administrator



\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

*Handwritten initials/signature in the bottom right corner.*

**Rural Municipality of Maryfield No. 91**

**BYLAW NO. 03/2023**

**A BYLAW TO ESTABLISH ACCOUNTS RECEIVABLE PENALTIES**

The Council of the Rural Municipality of Maryfield No. 91, in the Province of Saskatchewan, enacts as follows:

1. Due Date  
All accounts receivable charges imposed by the Rural Municipality of Maryfield No. 91 shall be due 30 days after the day of invoicing.
2. Penalty on Arrears of Accounts Receivable Accounts
  - a) Accounts which remain unpaid after the 30<sup>th</sup> day of invoicing shall be subject to penalty.
  - b) The method of calculating the penalty shall be:
    - \* a compound rate of 4.00% per month, added on the first day of each month applied to the total outstanding amount and penalties that remain unpaid at the end of the month preceding the month in which the penalty is being applied.
  - c) The penalty charges are to be added to and shall form part of the accounts receivable.
3. Bylaw No. 4/2020, passed May 7, 2020, is hereby repealed.
4. That this bylaw come into force and take effect on the final passing thereof.

SEAL



\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12th day of January, 2023.

\_\_\_\_\_  
Administrator

*Bill*  
*S*