

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 Wednesday, December 13, 2023 at 9:00am.

PRESENT: Kelvin Luedtke Reeve
 Jeremy Nielsen Division 1 (arrived at 9:08am)
 Reed Gibson Division 2
 Kim Dietze Division 3
 Melissa Gervais Division 4
 Jeff Humphries Division 5
 Tyler McLean Division 6
 Sentura Freitag Chief Administrative Officer
 Michelle Needham Office Assistant
 Chris Fee Assistant Foreman

CALL TO ORDER:

This meeting was called to order by the Reeve at 9:07A.M.

DECLARATION OF CONFLICT OF INTEREST:

No conflicts were declared.

ASSISTANT FOREMAN UPDATE 9:07AM-9:49AM

Tires for loader **273/23** Gibson:
 That the RM shall accept Quote #Q4209 from Oxbow Tire for new Michelin tires on the loader plus 3 hours labour and shop supplies for a total cost of \$16,334.08 plus GST and PST.

CARRIED

Culvert Quotes **274/23** Humphries:
 That the RM shall accept Quote from Armtec 483 metres of 500mm culverts and 50 couplers delivered to the RM shop for a total cost of \$47,257.53 plus GST and PST.

CARRIED

Open In Camera Session **275/23** Dietze:
 That the Council move to in camera session at 10:06am as per section 120(2)(a) of *The Municipalities Act* to discuss personnel issues.

CARRIED

The Office Assistant left the council chambers at 10:09am.

Close In Camera Session **276/23** Gibson:
 That council close In Camera Session and reopen the council meeting to the public at 12:14pm.

CARRIED

Policy 3.17 **277/23** Nielsen:
 That Policy 3.17 Disciplinary Procedures shall be amended to state:

“The nature of discipline is corrective and its purpose is to motivate employees to accept rules and standards of conduct which are necessary to achieve the goals and objectives of the Municipality.

The Municipal Council agrees to act reasonably in all circumstances when applying disciplinary procedures. In the event the Municipal Council initiates a disciplinary action against an employee the following procedure shall be followed:

1. **Oral Reprimand** – The employee shall be interviewed by either the Human Resources Committee and the Chief Administrative Officer or the Foreman. The employee shall be made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded by the Chief Administrative Officer and a memo shall be retained in the employee’s personnel file.

2. **Written Reprimand** – if the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be signed and given to the employee by the Chair of the Human Resources Committee. The warning shall include the following:
 - a. Confirmation of the warning discussion originally held;
 - b. Statement of the rule or standard abused or the nature of the unsatisfactory performance;
 - c. Statement describing the improvement that is required
 - d. State consequences should the situation not be rectified
 - e. Written warning must be acknowledged by the employee in writing and a copy retained in the individual’s personnel file.

In the event that the Chief Administrative Officer or the Foreman is to receive Oral Reprimand, the Council as a whole will perform the interview outlined under “Oral Reprimand”. In the event that the Chief Administrative Officer or the Foreman is to receive Written Reprimand, the written warning shall be signed by the Reeve, on behalf of the entire Council.

The municipal Council has the right to bypass discipline steps, depending on the type and severity of action and the impact on the job and fellow employees. Council may decide by resolution to go directly to suspension or termination dependent on severity.”

CARRIED

The Council broke for lunch from 12:15pm to 12:44pm
The Office Assistant left the council chambers at 12:47pm.
The CAO left the council chambers at 12:56pm and returned at 1:47pm.

Office Assistant Wages **278/23** Gibson:
That the Office Assistant, Michelle Needham’s, wage shall be \$39.10 per hour, as per the 2024 RMAA salary Schedule for a third year Rural Class level ‘C’ certification. **CARRIED**

CAO Wages **279/23** Humphries:
That the CAO, Sentura Freitag’s, wage shall be \$98,834.00 per year, as per the 2024 RMAA salary Schedule for a third year Rural Class ‘Superior A’ certification. **CARRIED**

Councillor Humphries requested a recorded vote regarding outside staff wages.

Outside Wages 2024 **280/23** Dietze:
That staff wages shall be the following effective the first pay-period in 2024. Furthermore, all increases shall be rounded up to the nearest \$0.05.

Kirk Brooks \$43.30 per hour

Chris Fee	\$37.35 per hour
Larry Schnell	\$34.90 per hour (4.2% SK cost of living increase)
Shanise Mayer	\$31.10 per hour (4.2% SK cost of living increase)
Dillon Mathison	\$31.10 per hour (4.2% SK cost of living increase)
Blair Young	\$29.20 per hour (4.2% SK cost of living increase)
Jeremy Burness	\$29.20 per hour (4.2% SK cost of living increase plus \$3.15/hour increase)
Tanner Morrow	\$22.50 per hour (4.2% SK Cost of living increase plus \$1.65/hour increase)

(Luedtke: For; Nielsen: For; Gibson: For; Dietze: For; Gervais: For; Humphries: Against; McLean: For)

CARRIED

The Office Assistant returned to the chambers at 2:51pm
Councillor Reed Gibson left the meeting at 3:03pm

Regular minutes **281/23** McLean
That the minutes of the regular meeting of November 15, 2023 shall be approved as read.

CARRIED

November Statement **282/23** Nielsen:
That the detailed financial report including bank reconciliations for all accounts for the month of November shall be accepted as read, and attached.

CARRIED

Accounts Payable **283/23** Humphries:
That the statement of payments being, cheques #7603-7625 in the amount of \$42,290.78, Mastercard payments in the amount of \$7,388.77, Agline payment in the amount of \$2,030.77, and other online payments in the amount of \$32,482.81 for a total of \$84,193.13 shall be paid and be attached to the minutes.

CARRIED

Oil Approvals **284/23** Nielsen:
That the RM shall accept the oil approvals as attached.

CARRIED

OLD BUSINESS:

Term Office Assistant **285/23** Humphries
That the RM shall offer the Term Office Assistant position to Carla Yanyu, with the wage of \$22.00 per hour. Furthermore, the hours worked will be Monday to Friday 8:00am to 4:00pm from January 2, 2024 to May 31, 2024.

CARRIED

RDARM **286/23:** Luedtke:
That the RM shall pay for the RDARM annual membership in the amount of \$200.00 and Councillor Gervais shall attend the AGM from January 4 -5, 2024 in Regina.

CARRIED

Admin Report **287/23** McLean:
That the RM shall accept the Administrator's Report as presented.

CARRIED

NEW BUSINESS

SE Regional Library fees **288/23** Gervais:
That the RM shall pay the invoice in the amount of \$4,207.50 from the Southeast Regional Library for 2024 fees.

CARRIED

Revenue Shr. **289/23** Dietze:

Declaration That the CAO shall submit the Revenue Sharing Eligibility Declaration for 2023 stating that the RM has met all eligibility requirements as follows:

1. Submission of the Audited Annual Financial Statement to the Ministry;
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.

CARRIED

Arcola Co-op **290/23** Gervais:

Fuel Tender That the RM shall continue to purchase fuel from the Arcola Co-op for 2024 provided fuel remains priced at the daily rate less \$0.045/L, and \$0.0855/L patronage benefit, plus up to \$0.07/L direct drop discount.

CARRIED

Capital **291/23** Gervais:

Planning mtg. That the RM council shall meet on Thursday, January 18, 2024 at 12:00pm to discuss the five-year capital works plan.

CARRIED

Councillor Reed Gibson returned to the meeting at 3:38pm

Corresp. **292/23** Nielsen:

- SARM-
 - Christmas greetings from Ray Orb, SARM President
 - Deadline to submit resolutions for 2024 SARM Annual Convention is Sunday, January 28, 2024
- APAS 2023 Review; 2024 membership \$12,215.60
- Letter from Carla Beck, Leader of Official Opposition re MRI scanner
- Sask Rural Crime Watch Association (SRCWA) 2024 membership \$50.00
- Southeast Regional Library Newsletter
- Annual SMHI Payment to RM - \$2,422.43 received
- Daryl Harrison MLA - Christmas greetings
- Loraas Disposal – Christmas greetings
- 20/20 Geomatics – Christmas greetings
- Davis Meats Announcement
- Alameda Rec Board newsletter

○
That the correspondence having been read shall be filed.

CARRIED

Adjourn **293/23** Nielsen:

4:03pm That this meeting shall adjourn.

CARRIED


Reeve


CAO