

**RURAL MUNICIPALITY OF INVERGORDON No. 430**  
**Regular meeting of Council held in the R.M. Council Chambers**  
**7 Danchuk Drive in Crystal Springs, SK**  
**December 12<sup>th</sup> 2023**  
**9:00am**

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<i>Present:</i>	<i>Reeve</i>	<i>Bruce Hunter</i>
	<i>Councillor, Division 1</i>	<i>Kelvin Dutka</i>
	<i>Councillor, Division 2</i>	<i>Keith Thibault</i>
	<i>Councillor, Division 3</i>	<i>Calvin Parsons</i>
	<i>Councillor, Division 4</i>	<i>Kevin Hawreschuk</i>
	<i>Councillor, Division 5</i>	<i>Wayne Bacon</i>
	<i>Councillor, Division 6</i>	<i>Edwin Rundbraaten</i>
	<i>Administrator</i>	<i>Courtney Beaulieu</i>

<i>Delegations:</i>	<i>Sgt. Ryan Case</i>	<i>Melfort RCMP</i>
	<i>Karla Hayworth</i>	<i>Water Security Agency (Microsoft Teams)</i>
	<i>Lochlan Collinge</i>	<i>Water Security Agency (Microsoft Teams)</i>
	<i>Sgt. Cam Lueken</i>	<i>Melfort Conservation Officer</i>
	<i>Karen Smith</i>	<i>RM of Three Lakes, Administrator</i>
	<i>Roger Fleischhacker</i>	<i>RM of Three Lakes, Councillor</i>

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A quorum being present, Reeve Hunter called the meeting to order at 9:03am.

*Minutes of Regular Meeting*

**294/23 Thibault**

BE IT RESOLVED, that the Minutes of Regular Meeting held on Wednesday November 15, 2023 be approved as read.

CARRIED

*Minutes of Special Meeting*

**295/23 Dutka**

BE IT RESOLVED, that the Minutes of Special Meeting held on Tuesday November 28, 2023 be approved as read.

CARRIED

*Statement of Financial Activities*

**296/23 Hunter**

BE IT RESOLVED, that the Statement of Financial Activities as at November 30, 2023 be accepted as presented.

CARRIED

*Bank Statement*

**297/23 Thibault**

BE IT RESOLVED, that the Bank Statement as at November 30, 2023 be accepted as presented.

CARRIED

*Payroll Register*

**298/23 Bacon**

BE IT RESOLVED, that Reference No. 000598 to 000616 and 900060 totaling \$40,457.50 as outlined in the Payroll Register for November 2023 attached to and forming part of these minutes, be accepted as presented.

CARRIED

*Authorized Expenditure Report*

**299/23 Parsons**

BE IT RESOLVED, that the following authorized expenditures totaling \$21,581.54 as outlined in the Authorized Expenditure Report attached to and forming part of these minutes, be accepted as presented:

- Cheque No. 3510;
- EFT No. 2164;
- Online Banking No. 2023-47; and
- Automatic Withdrawal No. 2023-107 to 2023-124.

CARRIED

*List of Accounts for Approval*

**300/23 Hawreschuk**

BE IT RESOLVED, that the following payments, totaling \$52,025.96, as outlined in the List of Accounts for Approval attached to and forming part of these minutes, be approved for payment:

- Cheque No. 3511 to 3542; and
- EFT No. 2165 to 2179.

CARRIED

*Unpaid Taxes Report*

**301/23 Thibault**

WHEREAS, total taxes outstanding as of November 30, 2023 are as follows:

- Current: \$339,389.77;
- Arrears and Interest: \$15,442.43; and
- GIL: \$832.99.

BE IT RESOLVED, that the Unpaid Taxes Report be accepted as presented.

CARRIED

*Staff Reports*

**302/23 Dutka**

BE IT RESOLVED, that the Administrator's Report be accepted as presented.

CARRIED

*Delegations*

Sgt. Case of the *Melfort RCMP* joined the meeting at 10:04am, along with Utility Manager Dean Matkowski. Sgt. Case introduced himself to Council and Staff and discussed various topics of concern. Sgt. Case and Utility Manager Matkowski both departed the meeting at 11:28am.

Karla Hayworth and Lochlan Collinge of *Water Security Agency* joined the meeting via Microsoft Teams at 11:30am to review the Waterhen Sanction Request and discuss matters

relating to the reinstatement of Invergordon Conservation & Development Area. Karla Hayworth and Lochlan Collinge both departed the meeting at 11:43am.

*Waterhen Sanction Request*

**303/23 Hawreschuk**

BE IT RESOLVED, that the Rural Municipality of Invergordon #430 has reviewed the drainage plan E5-105400 v1. The RM approves the conveyance of water across and within RM right-of-way as shown in the plan E5-105400 v1 and grants approval to the extent that it can grant such permission under its authority.

CARRIED

**304/23 Hunter**

BE IT RESOLVED, that this meeting be recessed for a lunch break at 11:53am.

CARRIED

Reeve Hunter called the meeting back to order at 12:32pm. Foreman, Myron Toner present at the time the meeting called back to order.

*Staff Reports*

Foreman Toner began the presentation of his report to Council.

*Delegations*

Karen Smith, Administrator for the *RM of Three Lakes, No. 430* and Roger Fleischhacker, Councillor for the *RM of Three Lakes, No. 430* along with Sgt. Lueken of the *Melfort Conservation Office* and Utility Manager Matkowski joined the meeting at 1:01pm to discuss the ongoing concerns relating to wakeboats on Rhona Lake.

Karen Smith, Roger Fleishhacker and Utility Manager Matkowski departed the meeting at 1:41pm.

*Staff Reports*

Foreman Toner completed his report to Council and departed the meeting at 2:23pm.

**305/23 Rundbraaten**

BE IT RESOLVED, that the Foreman's Report be accepted as presented.

CARRIED

*Wages*

Administrator Beaulieu departed the meeting at 2:36pm for Council to discuss a scheduled increase within the Administrator's employment contract.

Administrator Beaulieu returned to the meeting at 2:56pm.

*Council/Staff Reports*

**306/23 Bacon**

BE IT RESOLVED, that the RM submit application to the 2024 Canada Summer Jobs Program for the position of an Office Assistant at an hourly wage of \$18.00, for a maximum employment period of April 22, 2024 to August 31, 2024;

AND, that the duties shall include assistance to public works including mowing, weed trimming, transportation or other duties as directed.

CARRIED

Councillor Bacon departed the meeting at 3:14pm.

*Set Flat Road Fee*

**307/23 Hawreschuk**

WHEREAS, road hauling fees are charged in accordance with Policy TS-005 and Section 12.1 of *The Municipalities Regulations*.

WHEREAS, in cases where a recipient picks up a load of gravel from the RM gravel pit, road haul fees remain payable, but this is not occurring and the management of this by municipal staff is not feasible.

WHEREAS, a flat fee representative of an average haul distance on municipal roads would be more practicable for the RM to apply to all pickup orders of gravel.

WHEREAS, the 2024-2025 Regional Rates as set by *Municipalities Regulations* is \$0.0579 per tonne per km (summer rate).

WHEREAS, the following formula has been used to calculate a recommended flat road fee:

$(\$0.06 \text{ (Rate)} \times 20\text{km (Distance)}) \times 0.75 = \$0.90 \text{ per yard}$

- Rate has been rounded for ease of calculation;
- Distance of 12 miles has been used as the average haul distance, converted to km;
- Tonne to Yard conversion used of 0.75.

BE IT RESOLVED, that a flat fee be charged of \$0.90/yard for all pick up orders of gravel at the RM pit during the summer period (March 16 – November 14) and \$0.45 per yard in the winter period (November 15 – March 15).

CARRIED

*Tangible Capital Asset Policy*

**308/23 Dutka**

BE IT RESOLVED, that Policy GG-025, being a policy to specify how the Municipality shall account for and report its tangible capital assets, be adopted.

CARRIED

*Declaration of Eligibility for Municipal Revenue Sharing Grant*

**309/23 Parsons**

BE IT RESOLVED, that the Council of the Rural Municipality of Invergordon confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Reporting on Municipal Waterworks (Yellow Creek) to the Ministry of Government Relations;

CB  
gk

- In Good Standing with respect to the reporting and remittance of Education Property Taxes (Sask. Rivers and Horizon School Divisions);
- Adoption of a Council Procedures Bylaw (2015-11);
- Adoption of an Employee Code of Conduct (Policy GG-00); and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required.

BE IT FURTHER RESOLVED, that the Council authorizes the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

2024 Appointments:

Council as a whole reviewed the below 2024 appointments where a motion was made by Councillor Rundbraaten to pass them all as presented. This has been recorded accordingly.

*Schedule of Council Meetings*

**310/23 Rundbraaten**

BE IT RESOLVED, that the Regular Council Meetings for the RM of Invergordon for the year 2024 shall continue to be held on the 2<sup>nd</sup> Wednesday of each month;

AND, that the March meeting shall occur on the 1<sup>st</sup> Wednesday of the month on account of the SARM Annual Convention falling on the 2<sup>nd</sup> Wednesday of the month;

AND, that the November meeting shall occur on the 1<sup>st</sup> Wednesday of the month on account of the Municipal Election falling on the 2<sup>nd</sup> Wednesday of the month.

CARRIED

*Holiday Office Closures*

**311/23 Rundbraaten**

BE IT RESOLVED, that in addition to Statutory Holidays observed in accordance with Policy GG-003, the RM Office shall be closed on Tuesday Dec 24<sup>th</sup> until Thursday Jan 2<sup>nd</sup> for Christmas;

AND, that 2024 payments shall be accepted up to 4:00pm on Friday January 3, 2025.

CARRIED

*SARM Group Benefits (Council & Firefighters)*

**312/23 Rundbraaten**

BE IT RESOLVED, that all members of Council shall be renewed and covered under the SARM Group Benefits plan for Elected and Appointed Officials for the year 2024 as well as all Fire Fighters and First Responders as listed below:

Balon, Brandon	Hawreschuk, Carmen	Morton, Daniel	Simon, Stephen
Borsa, Marvin	Kowalchuk, Andrew	Morton, Jacob	Thibault, Keith
Borsa, Tanner	Laroche, Troy	Olchow, Elmer	Toner, Myron
Chitrenia, AJ	Laroche, Brad	Pipchuk, Ted	Wojcichowsky, Leonard
Dutka, Kelvin	Markling, Dale	Pipchuk, Tanner	
Dutka, Kyle	Morrison, Adam	Simon, Myles	

CARRIED



*Appoint Deputy Reeve*

**313/23 Rundbraaten**

BE IT RESOLVED, that Councillor Rundbraaten be appointed Deputy Reeve for the RM of Invergordon for the year 2024.

CARRIED

*Appoint Council Committees*

**314/23 Rundbraaten**

BE IT RESOLVED, that for the year 2024 Councillors Hawreschuk, Rundbraaten and Thibault as well as Reeve Hunter be appointed members of the Human Resources Committee;

AND, that Councillors Bacon, Dutka and Parsons as well as Reeve Hunter be appointed members of the Public Works Committee;

AND, that Councillors Thibault, Dutka and Parsons as well as Reeve Hunter be appointed members of the Water Committee.

CARRIED

*Appoint Council to Various Boards*

**315/23 Rundbraaten**

BE IT RESOLVED, that the following Council appointments be set for 2024:

Agricultural Producers Association	Wayne Bacon
Birch Hills Health Foundation	Edwin Rundbraaten
Hudson Bay Route Association	Wayne Bacon
Kinistino Health Foundation	Wayne Bacon
Lakeview Pioneer Lodge	Keith Thibault
North Central Transportation Planning Committee	Edwin Rundbraaten
District 32 ADD Board	Bruce Hunter
Struthers Lake Regional Park Board	Kevin Hawreschuk
Wakaw Lake Regional Park Board	Kelvin Dutka
Wapiti Regional Library Board	Calvin Parsons
Carrot River Valley Watershed Association	Calvin Parsons

AND, that Council appoint Charlene Thesen as its 2<sup>nd</sup> representative to the Struthers Lake Park Board.

CARRIED

*Appoint Fire Rangers*

**316/23 Rundbraaten**

BE IT RESOLVED, that for the year 2024 Fire Chief Daniel Morton and Assistant Fire Chief Kelvin Dutka of the Yellow Creek Fire Department as the Fire Rangers and deem them as signing authorities for the Yellow Creek Fire Fighters Fund.

CARRIED

*Appoint Poundkeeper*

**317/23 Rundbraaten**

BE IT RESOLVED, that Councillor Bacon be appointed Poundkeeper for the year 2024 for enforcement of *The Stray Animals Act*.

CARRIED

*Appoint Pest Control Officer (Rats)*

**318/23 Rundbraaten**

BE IT RESOLVED, that Darren Sundbo be appointed as the Pest Control Officer (PCO) for the year 2024, at the rates as set by District 32 ADD Board, for the enforcement of *The Pest Control Act* as it pertains to rats;

AND, that the RM continue to participate in SARM's Rat Control Program (CAP-RCP) which provides up to a 50% cost-share of rat control expenses.

CARRIED

*Appoint Pest Control Officer (Clubroot)*

**319/23 Rundbraaten**

BE IT RESOLVED, that Chelsea Neuberger be appointed as the Pest Control Officer (PCO) for the year 2024 for the enforcement of *The Pest Control Act* as it pertains to clubroot;

AND, that Council also appoint the following SARM Plant Health Officers as Pest Control Officers who may assist with inspections throughout the R.M. in 2024: Colleen Fennig, Betty Johnson, Joanne Kwasnicki, Katey Makohoniuk and Tayo Adegeye.

CARRIED

*Appoint Beaver Trappers*

**320/23 Rundbraaten**

BE IT RESOLVED, that Frank Stefaniuk and Vern Ilchyshen be appointed as the RM's licensed beaver trappers for 2024 and whom shall be entitled to \$30.00 per beaver tail under SARM's Beaver Control Program rebate.

BE IT FURTHER RESOLVED, that Council continue to hire Frank Stefaniuk at a contract rate of \$25.00/hr and \$0.60/km mileage for the purpose of Beaver Control within the RM for 2024, under the direction of Foreman Toner.

CARRIED

*Appoint Weed Inspector*

**321/23 Rundbraaten**

BE IT RESOLVED, that Dean Matkowski be appointed as Weed Inspector for the RM of Invergordon for the year 2024.

CARRIED

*Appoint EMO Coordinator*

**322/23 Rundbraaten**

BE IT RESOLVED, that Dean Matkowski be appointed as the chairman of the EMO Executive Committee and as the EMO Coordinator for the RM of Invergordon.

CARRIED

*Appoint Bylaw Officer*

**323/23 Rundbraaten**

BE IT RESOLVED, that Dean Matkowski be appointed as Bylaw Enforcement Officer for the year 2024 for the RM of Invergordon.

CARRIED

*Appoint Professional Accountant*

**324/23 Rundbraaten**

BE IT RESOLVED, that *HSA Chartered Professional Accountants* be appointed as the Auditor for the year 2024.

CARRIED

*Appoint Building Officials*

**325/23 Rundbraaten**

BE IT RESOLVED, that Council appoint Clayton Meier (BOL332), Ryan Thiessen (BOL555), Travis Elkin (BOL580), Shenah Cartier (BOL622), Clint Vargo (BOL762) and Jordan Hoffort (BOL736) of *MuniCode Services Ltd* as Building Officials for the RM of Invergordon.

CARRIED

*Appoint Board of Revision*

**326/23 Rundbraaten**

WHEREAS, the *Western Municipal Consulting* 2024 rates for Board of Revision is \$250.00 per year plus staffing hourly rates of \$50.00/hour (Secretary) and \$90.00/hour (Sr. Consultant, Board Member), venue costs, printing, postage and mileage.

BE IT RESOLVED, that *Western Municipal Consulting Ltd.* be appointed to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in *Western Municipal Consulting Ltd.* fee schedule, with the following to serve as Members of the Board of Revision:

Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. 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 numbers.

AND, Kara Lindal with *Western Municipal Consulting Ltd.* be appointed as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in *Western Municipal Consulting Ltd.* fee schedule. If Kara Lindal 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



*Appoint Development Appeals Board*

**327/23 Rundbraaten**

WHEREAS, the *Western Municipal Consulting* 2024 rates for a 2<sup>nd</sup> board appointment is \$200.00 per year plus staffing hourly rates, venue costs, printing, costing and mileage costs.

BE IT RESOLVED, that *Western Municipal Consulting Ltd.* be appointed to manage the Development Appeals Board process for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in *Western Municipal Consulting Ltd.* fee schedule, with the following to serve as Members of the Development Appeals Board:

Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. 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 numbers.

AND, that Claudette McGuire with *Western Municipal Consulting Ltd.* be appointed as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in *Western Municipal Consulting Ltd.* fee schedule. If Claudette McGuire 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

*Appoint Returning Officer*

**328/23 Rundbraaten**

BE IT RESOLVED, that Administrator Beaulieu be appointed as Returning Officer for the municipal election on November 13, 2024 for the office of Reeve, Division 1 Councillor, Division 3 Councillor and Division 5 Councillor and for any other municipal election that may be called for in the year 2024.

CARRIED

*Appoint Polling Stations*

**329/23 Rundbraaten**

BE IT RESOLVED, that Council appoint the RM Office located at 7 Danchuk Drive in Crystal Springs, SK as the polling station to facilitate any municipal election in 2024.

CARRIED

*Staff Reports – Cont'd*

**330/23 Dutka**

BE IT RESOLVED, that Administrator Beaulieu be authorized to prepare a Cheque immediately following the adjournment of this meeting in the amount of \$1,932.00 for required postage on the Zoning Bylaw public hearing notice being mailed to all ratepayers on December 15, 2023.

CARRIED

*Adjourn*

**331/23 Hunter**

BE IT RESOLVED, that this meeting be adjourned at 3:42pm.

CARRIED



Bruce Hunter  
Reeve



Courtney Beaulieu  
Administrator