

Minutes of the Regular Meeting of the  
Council of the Rural Municipality of Whiska Creek No. 106  
held in the municipal office at 1201 Dominion St. in Vanguard, SK on  
Tuesday December 12, 2023

Attendance:

Reeve:	Kelly Williamson
Division One:	Albert Hapke
Division Two:	Randy Schultz
Division Three:	Tania Demencuik
Division Four:	Doug Ostrander
Division Five:	Rene` Seemel
Division Six:	Blaine Friesen
Administrator:	Teresa Richards

Call to Order

A quorum being present, Deputy Reeve Ostrander called the meeting to order at 9:41 a.m.

58/23

Agenda

Demencuik: That the agenda be hereby adopted as presented.  
CARRIED

59/23

Minutes

Ostrander: That the minutes of the regular meeting of the council held November 20, 2023 be approved as read. CARRIED

60/23

Financial Statement

Schultz: That the Statement of Financial Activities for the month of November be accepted as presented. CARRIED

61/23

Bank Reconciliation

Seemel: That the Bank Reconciliation for the month of November be approved as presented. CARRIED

Operator Report

Foreman Paul Martens attended the meeting at 10:00 a.m. to discuss municipal business with the council. Discussion took place concerning culvert replacements, road work, spindle on the flex arm and making it a removable one, the 7330 is not shifting properly into A (9671 hours), asked if council wanted to change oil sooner on the CAT 150 as the silica levels is always exceeded by 1,000 hours. In closing there was discussion about wages for 2024.

62/23

Approach NW-29-11-12-W3M

Friesen: That the approach requested to be built on the NW-29-11-12-W3M to the south of the Neville Cemetery be hereby approved. CARRIED

Councillor Ostrander declared a conflict of interest in the next order of business and left the council chamber at 11:28 a.m.

63/23

Culvert Sale

Schultz: That the used 1200mm X 8M culvert be sold to Councillor Ostrander for two hundred dollars (\$200). CARRIED

Councillor Ostrander returned to the council chamber at 11:32 a.m.

64/23

Culvert Sale

Hapke: That the used culvert as noted in the culvert yard be sold to Myron Finlay for two hundred dollars (\$200). CARRIED

Minutes continued on next page

  
Administrator

  
Reeve

M-11 (a)

Pambrun Water Operation

Contractor Richard Bueckert attended the meeting at 11:50 a.m. to discuss the Pambrun Water Operation with the council. Richard presented the November waterlog to the council. Richard stated that it had been a good year with lots of water and no major issues. Discussion took place on who might be able to start filling the role as the new water operator and that he will work toward that more in 2024. Richard stated that he would like to bring the mapping up to date and add pictures for the projects. He will get the clear water reservoir cleaned in the coming year and get a backup distribution pump. In closing Richard stated he would like a cost-of-living wage increase.

65/23

Pambrun Water Log – November

Seemel: That the Pambrun Water Log for the month of November as presented by Water Operator Richard Bueckert be hereby accepted as reviewed.  
CARRIED

66/23

Recess Meeting

Williamson: That as it is 11:56 a.m. that we hereby recess for lunch.  
CARRIED

67/23

Reconvene Meeting

Williamson: That as it is 12:37 p.m. that we hereby reconvene.  
CARRIED

68/23

Operator Holiday Days

Friesen: That Operator Tasha Willshaw be hereby authorized holiday days December 4 to December 8 and December 27, 28, and 29, 2023.  
CARRIED

69/23

Administrator Holiday Day

Demencuik: That Administrator Teresa Richards be hereby authorized a holiday day December 15, 2023.  
CARRIED

70/23

Confirmation of Assessment

Seemel: That the confirmation of assessment received from SAMA confirming the 2023 municipal assessment be hereby acknowledged.  
CARRIED

71/23

Clearing the Path Maintenance Payment

Ostrander: That the Clearing the Path Maintenance payment for 2023 in the amount of thirty-four thousand six hundred and twenty dollars (\$34,620) be hereby acknowledged.  
CARRIED

72/23

SMHI Payment for Levy and Collection of Hail Taxes

Friesen: That the SMHI payment for the levy and collection of hail taxes in the amount of two thousand thirty-one dollars and eighty-one cents (\$2,030.81) be hereby acknowledged.  
CARRIED

73/23

Municipal Revenue Sharing Declaration of Eligibility

Ostrander: The Council of the Rural Municipality of Whiska Creek No. 106 confirms that the municipality meet 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 Water works to the Ministry of Government Relations;  
In Good Standing with respect to the reporting and remittance of Education Property Taxes;  
Adoption of a Council Procedures Bylaw;  
Adoption of an Employee Code of Conduct; and  
All members of council have filed and annually updated their Public Disclosure Statements, as required; and  
That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

Minutes continued on next page

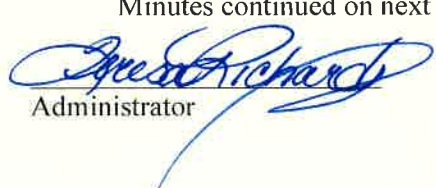
  
Administrator


  
Reeve

M-11 (a)

- 74/23 Notice of Planned Procurement  
Demencuik: That the municipality advertise in Sask Tenders that they intend to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities. CARRIED
- 75/23 GovDeals Listing  
Schultz: That the 2010 Cat 140M be listed on GovDeals to be sold and that a reserve amount of ninety-five thousand (\$95,000) be set. CARRIED
- Delegation  
Tasha Willshaw attended the meeting at 1:02 p.m. to discuss the 2023 season and wages for 2024.
- 76/23 Participation in the HELP Program for Semi-Arid Saskatchewan Properties  
Hapke: Our RM recognizes the central role trees play in carbon sequestration, oxygen production, wind abatement, and habitat and requests participation in the HELP International administered Free Tree/Tree Mulch/Drip Irrigation materials program for the spring of 2025 should HELP receive funding from the federal government's Two Billion Tree Initiative. CARRIED
- 77/23 2023 – 24 Channel Clearing and Drainage Maintenance Program  
Ostrander: That the municipality apply to the 2023 – 24 Channel Clearing and Drainage Maintenance Program to clean the channels of the double bridges in Division 4. CARRIED
- 78/23 2023 Transfer of the Infrastructure Fees to the Pambrun Water Infrastructure Account  
Seemel: That a transfer of six thousand five hundred and fifty-two dollars (\$6,552) be hereby made to the Pambrun Water Infrastructure Account. CARRIED
- Delegation  
Terry Dyck attended the meeting at 3 p.m. to discuss municipal business with the council. Discussion took place about the operation of the grader. Council shared the foreman's job description and the operator's job description drafts.
- 79/23 Notice of Intent Neidpath 2D 24  
Ostrander: That the Neidpath 2D 24 Seismic Program be hereby approved. CARRIED
- 80/23 Investment Signing Authorities  
Demencuik: That the Reeve, Deputy Reeve and Administrator are hereby authorized to sign any and all documents pertaining to investing monies of the municipality. CARRIED
- 81/23 Move in Camera  
Williamson: That the council move in camera. CARRIED
- Moved in camera t 4:41 p.m.
- Councillor Hapke left the meeting at 5:39 p.m.
- 82/23 Move out of in Camera  
Williamson: That the council move out of in camera. CARRIED
- Councillor Hapke returned to the meeting at 5:59 p.m.
- 83/23 Foreman Paul Martens  
Seemel: That Foreman Paul Martens be paid an annual salary of ninety-six thousand dollars (\$96,000) paid in twelve equal monthly payments and is entitled to three weeks' vacation for 2024 and that the SARM Short Term Disability, the Health and Dental Benefits single coverage at Level 1 and Level 5 respectively be paid by the municipality on his behalf. CARRIED

Minutes continued on next page

  
Administrator

  
Reeve

M-11 (a)

- 84/23 Administrator Teresa Richards  
Seemel: That Administrator Teresa Richards be paid an annual salary of ninety six thousand dollars (\$96,000) paid in twelve equal monthly payments and is entitled to five weeks' vacation for 2024 and that the SARM Short Term Disability, Long Term Disability, the Health and Dental Benefits single coverage at Level 1 and Level 5 respectively and the RMAA Membership Fees be paid by the municipality on her behalf. CARRIED
- 85/23 Operator Tasha Willshaw Wage  
Seemel: That Operator Tasha Willshaw be paid an hourly salary of twenty seven dollars and fifty cents per hour (\$27.50) and that vacation pay be paid monthly and that the SARM Short Term Disability, Long Term Disability, and the Health and Dental Benefits single coverage at Level 1 and Level 5 respectively be paid by the municipality on her behalf. CARRIED
- 86/23 Contractor Richard Bueckert  
Seemel: That the Pambrun Water Contractor be paid a monthly salary of two thousand one hundred and seventy-one dollars and eight cents (\$2,171.08) and that he be compensated at a rate of twenty-four dollars (\$24) per hour for any overtime as well as being reimbursed for his liability insurance policy and the Water Operator Certificate, which is invoiced every two years. CARRIED
- 87/23 Contractor Jennifer Hiebert  
Hapke: That the Pambrun Landfill Contractor be offered an annual contract with a hourly salary of twenty-six dollars and twenty-eight cents (\$26.28) per hour and that she be reimbursed for her liability insurance policy CARRIED
- 88/23 Pest Control Officer Stewart Biech  
Seemel: That Pest Control Officer Stewart Biech be paid an hourly salary of twenty-three dollars and forty-eight cents (\$23.48) per hour and seventy cents (\$0.70) per kilometer for all hours engaged in pest control activities for the municipality. CARRIED
- 89/23 Vanguard Load-Out Operator Jeff Hornung  
Seemel: That Vanguard Load-Out Operator Jeff Hornung be compensated at one hundred and sixty-seven dollars and seventy-two cents (\$167.72) per month plus seventy cents (\$0.70) per kilometer for maintenance of the Vanguard Load Out. CARRIED
- Reeve Williamson and Councillor Schultz left the meeting at 6:03 p.m.  
Deputy Reeve Ostrander took over presiding over the meeting at 6:04 p.m.
- 90/23 Correspondence  
Friesen: That the correspondence as read and listed on the agenda be hereby filed. CARRIED
- 91/23 Accounts  
Hapke: That the List of Accounts for Approval with cheques and EFT's numbering 21478 to 21526 totaling one hundred and fifty-eight thousand two hundred and sixty-four dollars and twenty-two cents (\$158,264.22) be hereby paid and attached hereto and form part of these minutes. CARRIED
- 92/23 Reports  
Hapke: That the verbal reports given on the affairs of APAS, Monette's, desk repair, and Ponteix Primary Health Care be accepted as presented. CARRIED

Minutes continued on next page

  
Administrator

  
Reeve

M-11 (a)

93/23

Adjourn

Ostrander: That this meeting be hereby adjourned. (Adjourned @ 6:26 p.m.)  
CARRIED

Adopted this 9<sup>th</sup> Day of January 2024

  
Administrator

  
Reeve

**AGENDA FOR THE REGULAR MEETING OF THE COUNCIL OF THE R.M. OF WHISKA CREEK NO. 106 TO BE HELD DECEMBER 12, 2023**

**ATTENDANCE RECORDING: REEVE WILLIAMSON, COUNCILLORS: HAPKE, SCHULTZ, DEMENCUIK, OSTRANDER, SEEMEL, FRIESEN, AND ADMINISTRATOR TERESA RICHARDS**

**APPOINTMENTS TO MEET WITH COUNCIL:**

**10:00 PAUL MARTENS – Report & Wage Negotiation**

**11:30 RICHARD BUECKERT**

**1:00 TASHA WILLSHAW – Wage Negotiation**

**3:00 TERRY DYCK – Report**

**4:00 TERESA RICHARDS – Wage Negotiation**

- 1. MOTION TO ADOPT AGENDA**
- 2. MINUTES OF THE REGULAR MEETING OF COUNCIL: November 20, 2023**
- 3. FINANCIAL STATEMENT: November 2023**
- 4. BANK RECONCILIATION: November 2023**
- 5. PAMBRUN WATER LOG: November 2023**
- 6. NEW BUSINESS:**
  - 1. \*NOI – Cadillac 2023 2D Revision #2**
  - 2. \*Approach Request – NW-29-11-12-W3M – Just south of the Neville Cemetery wide enough to turn a semi in**
  - 3. \*2024 Gravel Request for old highway that is NNW-29-11-12-W3M**
  - 4. \*Division 4 Culvert – 1200mm X 8M**
  - 5. \*Tasha Willshaw – Holiday Days Dec 4 – 8 (was sick) and Dec 27, 28, & 29**
  - 6. \*Teresa Richards – Holiday Day – Dec 15, 2023**
  - 7. \*SAMA Confirmation of Assessment**
  - 8. \*CTP Maintenance Payment - \$34,620**
  - 9. \*SMHI Payment for Levy and Collection of SMHI hail taxes - \$2,030.81**
  - 10.\*Municipal Revenue Sharing Grant Annual Declaration**
  - 11.\*Notice of Planned Procurement**
  - 12.\*Committee Meeting – Damages to Municipal Infrastructure**
  - 13.\*Winter Weight Season – 7<sup>th</sup> Order - Postponed**
  - 14.\*Saskatchewan Rural Crime Watch Association - Membership**
  - 15. MuniSoft – 2024 Community Project Initiative**
  - 16. Aqua Pumphouse/Southern Irrigation**
  - 17. Brandt Letter/Newsletter**
  - 18.\*GovDeals – Use to sell 2010 CAT 140M**
  - 19.\*HELP International – Tree Program**
  - 20.\*WSA 2023-24 Channel Clearing and Drainage Project Maintenance Program**
  - 21. SARM Division 3 Election – Mark Hughes**
  - 22.\*2024 Pest Control Officer Workshops**
  - 23. Emergency Communications Programs and Services**
  - 24.\*2023 Transfer Infrastructure Fees to Pambrun Water Infrast Account - \$6,552**
  - 25.\*Christmas Party – Ideas/Date**
  - 26.\*Defining Job Role for Administrator/Foreman and the Entitlement to Overtime Pay**
  - 27.\*Taylor Bridge**
  - 28.\*Operator Applications**
  - 29.\*2023 RMAA Salary Schedule**
  - 30.\*Modified Work Agreement – Outside Employees**
  - 31.\*NOI – Neidpath 2D 24**
  - 32.\*Authorization to sign trade documents on behalf of the municipality**



**7. UNFINISHED BUSINESS:**

1. Equipment Purchases: Backhoe/Scraper/Crane/Packer Transport/Truck/Snow Plow/Handy Hitch/Buggy
2. New Shop – Trees/Planting Grass/Fencing in shop yard
3. Oil Recycling at the Landfill
4. Gravel Strategy – Exploring Options to Source a Reliable Supply of Gravel
5. \*Fencing Saskatchewan Water Corporation Easement to Vanguard Weir
6. \*Gravel Extraction Royalty
7. \*Solution to Overspray onto the Municipal Ditches by Farming Activity
8. \*SPSA Launches Fire Services Minimum Standard Guide
9. \*NE-09-10-12-W3M–Fence in Road Allowance Removal Required - East Side
10. \*Surface Water Tank Load & Irrigation Project – Spring Lake
11. \*Spring Lake Pivot and Dugout Expansion Dev Permit – N ½ -32-10-11-W3M
12. \*Spring Lake Pivot Development Permit – N ½ -29-10-11-W3M
13. \*Village of Vanguard – Boundary Roads in Asset Registry – Tabled
14. \*Grader Operator Training for Councillors
15. \*2023 Traffic Count Program
16. \*Rng Rd 3112 – WW ½ -11-10-11-W3M & WSW-14-10-11-W3M Ratepayer request to have road shaped up (water runs down middle) and graveled to hold (road is very sandy)
17. \*Haul Road South of RM of Glen Bain Gravel Pit – Request to Repair
18. \*Website for Municipality
19. \*Road Tour Review
20. \*WSA – Flood Damage Reduction Program
21. \*WSA Agricultural Water Management Fund
22. \*Job Roles and Responsibilities (Draft) – Administrator/Foreman/Operators
23. \*Zoning Bylaw Amendment – Draft
24. \*New Grader – Possibly could arrive in 2023. Finance and lease rates are 7.1%. No penalty for early payout.
25. \*Retirement Recognition Gift – Jan Christopher
26. \*Millar College of the Bible – Development Permit Application – Road Bore
27. \*Melhoff Electric – Quote for Shop Alarm System/Quote for Office Alarm
28. \*Landfill – Vertical Expansion Design and Reporting
29. \*ek Pass – Grader Operator Training Proposal

**8. WAGES:**

1. Paul Martens - \$96,000 – Start Date: December 2015
2. Teresa Richards - \$91,378 – Start Date: May 3, 2010
3. Tasha Willshaw - \$26.22 – Start Date: May 30, 2022
4. Richard Bueckert - \$24,931 - \$2,077.58/month + Liability Insurance
5. Jennifer Hiebert - \$25.15/hour + Liability Insurance – New contract required
6. Stewart Biech - \$22.47/hour with mileage paid at \$0.70/KM
7. Jeff Hornung - \$160.50/month – Vanguard Well

**9. CORRESPONDENCE:**

1. SARM –SARM Rural Dart/Holiday Message from President Ray Orb
2. Ponteix Ambulance Monthly Stats
3. Ponteix Primary Health Care Committee - Minutes
4. Boots on the Ground Coaching

**10. ACCOUNTS:**

AS PER STATEMENT

**11. REPORTS:**

**12. IN CAMERA:**

***The Municipalities Act***

**120 (2) Councils and council committees may close all or part of their meetings to the public if the matter to be discussed:**

- (a) Is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or**
- (b) concerns long-range or strategic planning**

**13. ADJOURN**