



**TOWN OF CARNDUFF**  
*Minutes of the Regular Meeting*  
*Council Chambers at the Municipal Services Building*  
*December 12, 2023*

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Present		Members of Council Present: Mayor Ross Apperley, Councilors Greg Wall, Kelly Exner, Linda Powell, Joel Purves, and Mike Fowler.
Absent		Members of Council Absent: Councilor Mike Pirie.
Recording		Administrator Brown was in attendance and recorded the minutes. Assistant Administrator/Community Development Officer Tara Beck was also in attendance.
Call to Order		Mayor Apperley called the meeting to order at 5:55 a.m.
Addition	280/23	EXNER: That the following items be added to the December 12 <sup>th</sup> , 2023 agenda: Swayze Concrete's quote on sewer and water equipment for sale, proposal on lagoon rock, estimate to haul pit run, and estimate and crush asphalt. <b>CARRIED.</b>
Confirm	281/23	FOWLER: That the agenda, as prepared and submitted to council, for the December 12 <sup>th</sup> , 2023 meeting be hereby confirmed. <b>CARRIED.</b>
Minutes	282/23	PURVES: That the minutes from the regular meeting held on November 14 <sup>th</sup> , 2023 be hereby approved. <b>CARRIED.</b>
		<b>UNFINISHED BUSINESS:</b>
Bylaw No. 2023-18	283/23	PURVES: That Bylaw No. 2023-18 be now read a third and final time and be adopted as a bylaw for the Town of Carnduff. <b>CARRIED.</b>
Ambulance Shed Lease	284/23	FOWLER: That Council hereby signs a lease amendment for the Commercial Space Lease Agreement located at 412 Spencer Street with the Saskatchewan Health Authority for the storage of the ambulance. Further this amendment shall be from January 1 <sup>st</sup> , 2024 to December 31 <sup>st</sup> , 2024. <b>CARRIED.</b>
		<b>NEW BUSINESS:</b>
Bylaw No. 2023-19	285/23	PURVES: That Bylaw No. 2023-19, a bylaw to borrow money to meet current expenditures for 2023, be introduced and read a first time. <b>CARRIED.</b>
Bylaw No. 2023-19	286/23	POWELL: That Bylaw No. 2023-19 be now read a second time. <b>CARRIED.</b>
Bylaw No. 2023-19	287/23	FOWLER: That Bylaw No. 2023-19 be given three readings at this regular meeting of Council. <b>CARRIED.</b>
Bylaw No. 2023-19	288/23	EXNER: That Bylaw No. 2023-19 be now read a third and final time and be adopted as a bylaw for the Town of Carnduff. <b>CARRIED.</b>
Policy F/A – 10E	289/23	EXNER: That Council hereby rescinds Policy F/A – 10E, a policy to set the guidelines on the use of seacan storage containers. The reason for rescinding is because storage containers are now included in the Zoning Bylaw. <b>CARRIED.</b>
Policy G/A – 35	290/23	FOWLER: That Council hereby acknowledges the Fraud Prevention Policy (Policy G/A – 35) has been reviewed. <b>CARRIED.</b>
Board of Revision Appointment	291/23	PURVES: That the Town of Carnduff appoints Western Municipal Consulting Ltd to manage the <b>Board of Revision</b> 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 members. **CARRIED.**

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| Board of<br>Revision<br>Secretary<br>Appointment | 292/23 | <p>WALL: That the Town of Carnduff appoints Marlene Hassard with Western Municipal Consulting Ltd as <b>Secretary to the Board of Revision</b> for the term of January 1, 2024 through to December 31, 2024: remuneration as set out in Western Municipal Consulting Ltd fee schedule. If Marlene Hassard 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. <b>CARRIED.</b></p>   |
| Development<br>Appeals<br>Board<br>Appointment   | 293/23 | <p>POWELL: That the Town of Carnduff appoints Western Municipal Consulting Ltd to manage the <b>Development Appeals Board</b> 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.</p> <p>The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Were 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. <b>CARRIED.</b></p> |
| Development<br>Appeals<br>Board<br>Secretary     | 294/23 | <p>EXNER: That the Town of Carnduff appoints Claudette McGuire with Western Municipal Consulting Ltd as <b>Secretary to the Development Appeals Board</b> 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 the hearing. <b>CARRIED.</b></p>  |
| Revenue<br>Sharing                               | 295/23 | <p>FOWLER: That Council of the Town of Carnduff confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:</p> <ul style="list-style-type: none"> <li>* Submission of the 2022 Audited Financial Statements to the Ministry of Government Relations;</li> <li>* Submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;</li> <li>* In Good Standing with respect to the reporting and remittance of Education Property Taxes;</li> <li>* Adoption of a Council Procedure Bylaw;</li> <li>* Adoption of an Employee Code of Conduct; and</li> <li>* All members of Council have filed and annually updated their Public Disclosure Statements, as required; and</li> </ul> <p>That we understand if any requirements are not met, our Municipal Revenue Sharing grant may be withheld until all requirements are met; and<br/>That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. <b>CARRIED.</b></p>    |
| Council<br>Comm &<br>Appointments                | 296/23 | <p>WALL: That Council hereby approves the Council Committees &amp; Appointments, effective January 1, 2024. <b>CARRIED.</b></p> <p>6:49 a.m. – Councilor Wall, Administrator Brown, and Administrator Assistant/Community Development Officer Tara Beck declared a conflict of interest regarding the 2023 bonuses and 2024 wage increases and left the council chambers.</p>  |
| 2023 Bonuses                                     | 297/23 | <p>EXNER: That Council hereby approves a bonus for the following employees for 2023: \$500 – Annette Brown; \$300 – Tara Beck, Shane Sterling, Gord Hamilton, Andrew Sedor, and Jodie Wall (pending R.M. #2's approval); \$200 – Agnes Duncombe, Corey Scott, and Paul Carriere. <b>CARRIED.</b></p>   |





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| 2024 Wage Increases  | 298/23 | POWELL: That Council hereby approves the following pay increases, effective December 23, 2023: 4% -- Shane Sterling, Andrew Sedor, Annette Brown, Tara Beck, and Agnes Duncombe; 3.5% -- Jodie Wall (pending R.M. #2's approval; 3% -- Corey Scott and Paul Carriere; and 1.5% -- Gord Hamilton. <b>CARRIED.</b>  |
| 2023 Daycare Bonuses | 299/23 | WALL: That Council hereby approves a bonus for the following daycare employees for 2023: \$400 – Kelly Swayze; \$300 – Kristen Carriere and Emma Revet; \$200 – Michenzie Davis; \$150 – Kamdyn Copp; \$100 – Tanya Hollinger and Kennedy Kerr; \$75 – Amanda Steele, Francis Magtuloy, Makayla Lowdon-Dingwall, Marianne Avenido, Abby Muscott, and Phoebe Douglas; \$50 – Glenda Bowser; and \$25 – Joan Wilmot. <b>CARRIED.</b>  |
| Year End Hours       | 300/23 | FOWLER: That Council hereby approves Jodie Wall's request to carried forward all remaining 2023 vacation hours to be used by the end of January. <b>CARRIED.</b><br><br>6:53 a.m. – Councilor Wall, Administrator Brown, and Administrator Assistant/Community Development Officer returned to the council chambers.  |
| Cost Comparison      | 301/23 | POWELL: That Council hereby authorizes a committee be formed to get price comparisons for crushed rock. The committee shall consist of Greg Wall and Joel Purves. Further, the committee has the authority to accept Swayze's rock proposal if they deem the cost to be acceptable. <b>CARRIED.</b>   |
| Admin. Report        | 302/23 | <b>REPORTS:</b><br>EXNER: That the Administrator's Report for the December, 2023 meeting be accepted as presented, and furthermore the report be filed. <b>CARRIED.</b>   |
| Committee Reports    |        | Recreation – November Report provided by Rec Director Jodie Wall.<br>Councilors Purves and Powell provided verbal report.<br>Library – October Trustee Telegraph<br>Councilor Exner provided a verbal report.<br>Daycare – Mayor Apperley provided a verbal report.<br>Medical Clinic – Financials provided by RM Administration.<br>Mayor Apperley provided a verbal report.<br>S.E. Medical Group – December monthly update provided.<br>Mayor Apperley provided a verbal report.<br>Sunset Haven – Councilor Wall provided a verbal report.<br>Equipment & Maintenance – Proposals/Quotes from Swayze Concrete.<br>Mayor Report – Mayor Apperley provided a verbal report. |
|                      | 303/23 | POWELL: That the written council committee reports be received and filed and further that the verbal council committee reports be acknowledged as presented. <b>CARRIED.</b>  |
|                      |        | <b>DELEGATION:</b><br>7:31 a.m. – 7:52 a.m. -- Shelley Boyes, Choose Life   |
| Correspon.           |        | <b>CORRESPONDENCE:</b><br>RCMP .....Letter re: Staffing Concerns. *<br>.....Carnduff Policing Report. *<br>Minister of Health.....Letter re: Nurse Recruitment. *<br>Stars Horizon..... Magazine.<br>Think Big .....Q4 2023 Magazine.<br>Prairies North..... Winter 2023 Magazine.<br>Engage ..... Fall 2023 Magazine.  |
|                      | 304/23 | EXNER: That the list of correspondence be approved and furthermore that all correspondence with an asterick (*) be acknowledged as included in council packages. <b>CARRIED.</b>  |
| Bank Statement       | 305/23 | <b>FINANCIAL:</b><br>PURVES: That the bank reconciliation statement for the November 2023 Bank of Montreal Chequing Account and Affinity Credit Union Payroll Account be accepted as presented. <b>CARRIED.</b>   |

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| Financial Statement   | 306/23 | FOWLER: That the statement of financial activities and income statement ending November 30, 2023 be accepted as presented. <b>CARRIED.</b>   |
| Accounts For Approval | 307/23 | <b>ACCOUNTS FOR PAYMENT:</b><br>WALL: That Cheque #34832 to #34835, #34837 to #34883 for \$167,309.27; electronic fund transfers of \$9,705.81 (school taxes); payworks & ACU withdrawals and Cheque #8179 to #8181 for \$81,635.76; and mastercard payments of \$2,186.63 totaling \$260,837.47 be hereby approved for payment. <b>CARRIED.</b><br><br>7:58 a.m. – Councilor Wall declared a conflict of interest regarding payment to himself and left the council chambers. |
| Accounts For Approval | 308/23 | FOWLER: That Cheque #34836 to Greg Wall for \$45.00 be hereby approved for payment. <b>CARRIED.</b><br><br>7:59 a.m. – Councilor Wall returned to the council chambers.  |
| Accounts For Approval | 309/23 | FOWLER: That the following invoices be approved for payment once Foreman Shane Sterling has reviewed and approved:<br>Absolute Locating .....\$71.93<br>Admiral .....\$2,039.63<br>Admiral .....\$2,029.93<br>Delcowater .....\$1,916.25<br>R.A. Kolb Trucking .....\$8,451.42. <b>CARRIED.</b><br><br>8:01 a.m. – Mayor Apperley declared a conflict of interest regarding the Day Construction invoice and left the council chambers.  |
| Accounts For Approval | 310/23 | POWELL: That the following invoice be approved for payment once Foreman Shane Sterling has reviewed and approved:<br>Day Construction.....\$2,698.50 <b>CARRIED.</b><br><br>8:02 a.m. – Mayor Apperley returned to the council chambers.   |
| Adjourn               | 311/23 | EXNER: That we do now adjourn. <b>CARRIED.</b>   |

Meeting adjourned at 8:04 a.m.

  
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Mayor

  
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Administrator