
RURAL MUNICIPALITY OF BROWNING NO. 34

Minutes - December 14, 2023

A regular meeting of the Council of the Rural Municipality of Browning No. 34 was held on Thursday, December 14, 2023, R.M. Office, 215 Main St., Lampman, Saskatchewan.

2023-12-1 CALL TO ORDER

Reeve Loustel called the meeting to order. The time being 8:01 a.m. The attendance being as follows:

Division # 1 - Richard Brokop
2 - Blake Fornwald
3 - Derek Fichter
4 - Murray Wheeler
5 - Brian Fornwald
6 - Calvin Christensen

Reeve - Pius Loustel

Administrative Consultant - Greg Wallin

Administrator - Jadon Carnduff

2023-12-2 MEETING RECESS

This meeting of Council will recess at 12:00 p.m. for a lunch break if the meeting is still in progress.

2023-12-3 CONFLICTS OF INTEREST

Councillor Brian Fornwald declared a conflict of interest on Item 14.8) Office Cleaner in New Business.

2023-12-4 ADDITIONS TO AGENDA

4.1) Item 14.14

- Brian Fornwald - That Item 14.14) Year End Accounts be added to the Agenda under New Business.

Carried

4.2) Item 14.15

- Calvin Christensen - That Item 14.15) Town of Lampman - Street Sanding be added to the Agenda under New Business.

Carried

4.3) Item 14.16

- Brian Fornwald - That Item 14.16) Lampman Recreation Board be added to the Agenda under New Business

Carried

2023-12-5 ADOPTION OF AGENDA

- Richard Brokop - That the Agenda for this meeting be adopted as presented and attached to forming part of these minutes.

Carried

2023-12-6 MINUTES

- Brian Fornwald - That the minutes of the November 2, 2023 meeting of Council be approved as read.

Carried

2023-12-7 BANK RECONCILIATION

- Blake Fornwald - That the October, 2023 bank reconciliation be hereby approved as presented.

Carried

7.1) Affinity Credit Union

- Brian Fornwald - That the balance of the bank account at the Affinity Credit Union as of December 31, 2023 be transferred to the bank account at the Toronto Dominion Bank.

Carried

2023-12-8 CASH STATEMENT

- Murray Wheeler - That the Statement of Receipts and Payments for the month of November, 2023 be adopted as presented.

Carried

2023-12-9 CORRESPONDENCE

- Calvin Christensen - That the correspondence presented to this meeting now be filed for future reference of Council and Administration.

Carried

2023-12-10 COMMITTEE MEETINGS/INFORMATION/REPORTS/CONCERNS

- Murray Wheeler - That the committee meeting minutes, information, reports and concerns presented to this meeting now be filed for future reference of Council and Administration.

Carried

2023-12-11 ACCOUNTS

- Derek Fichter - That the accounts covered by cheque no.'s 6404 to 6499 in the amount of \$2,330,270.69, the electronic funds transfers for the month of November, 2023 in the amount of \$217,643.82, and direct payroll payments no's 2660 to 2685 for the amount of \$53,539.06 be approved for payment.

Carried

2023-12-12 DELEGATIONS

8:00 a.m. - Dena Scott, EMO

Dena Scott EMO Coordinator, met with Council to discuss the Emergency Measures Operations Plan for the municipality.

11:00 a.m. - Shelley Boyes - Choose Life Ministry

Shelley Boyes, Choose Life Ministry Representative, met with Council to provide an update on Choose Life Ministry and the Homestead for Hope.

Handwritten signature and initials in blue ink, likely representing the Council or a representative.

2023-12-13 UNFINISHED BUSINESS

13.1) Wages and Salaries

Administrator Jadon Carnduff and Administrative Consultant Greg Wallin left the meeting at 10:04 a.m. for discussions regarding wages and salaries. They returned to the meeting at 10:19 a.m.

13.1.1) Salary Increases and Bonuses

- Richard Brokop - That all the employees be granted salary increases as outlined in Schedule "A" effective January 1, 2024; and that all the employees be granted a bonus based on their 2023 regular pay and annual performance review as outlined in Schedule "A".

Carried

13.1.2) Administrative Consultant

- Richard Brokop - That the R.M. of Browning No. 34 sign an amendment to the Administrative Consultant Agreement with Wallin Agency Ltd. to grant the Administrative Consultant an additional one day every other week off; and that the R.M. of Browning No. 34 grant a one-time bonus in the amount of five thousand dollars (\$5,000.00) to Wallin Agency Ltd.

Carried

13.3) Joint Office Separation

- Pius Loustel - That the R.M. of Browning No. 34 send a letter to the Town of Lampman to inform that the Agreement originally drafted by Billesberger Law Firm to separate the joint offices of Lots 8-9 Block 4 Plan AN2691 (215 Main Street) and Lots 1-2 Block 5 Plan C2663 (302 Main Street) is the only Agreement that the R.M. of Browning No. 34 will sign; and that if the Town of Lampman does not sign the Agreement by December 31, 2023, that the R.M. of Browning No. 34 withdraw the offer and continue to operate as a joint office until the Agreement of 2002 is settled.

Carried

13.3.1) Meeting Extension

- Calvin Christensen - That the meeting continue until Council is ready to recess.

Carried

13.5) Range Road 2060

The following tenders were received for the reconstruction of Range Road 2060 between Highway 361 and Primary Grid 605:

C. Duncan Construction Ltd.	\$1,350,060.00
Denny Forbes Construction Inc.	\$1,301,145.00
Paradox Access Solutions Inc.	\$3,721,221.04
Torrent Energy Services Inc.	\$2,937,827.75



- Brian Fornwald - That the R.M. of Browning No. 34 accept the tender of Denny Forbes Construction Inc. on the recommendation of Walker Projects in the amount of one million, three hundred one thousand, one hundred forty-five dollars (\$1,301,145.00) to reconstruct Range Road 2060 E of 13, 24, 25, 26-5-6 W2M and E of 1, 12-6-6 W2M in 2024.

Carried

13.6) Primary Grid 700 - Crop Damage

- Richard Brokop - That the R.M. of Browning No. 34 pay B & R Hall Farms Inc. nine hundred sixty dollars (\$960.00) for crop damage on NE 7-4-4 W2M for damage caused during the reconstruction of Primary Grid 700 in 2020.

Carried

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13.7) Bylaw No. 2023-9 - Dangerous Animals

- Richard Brokop - That further discussion regarding the Bylaw for Dangerous Animals be tabled.
Carried

13.8) RDARM - Annual Meeting

- Brian Fornwald - That Pius Loustel, Richard Brokop, Blake Fornwald, Murray Wheeler, Brian Fornwald, and Greg Wallin be registered to attend the 2024 RDARM Convention in Regina, Saskatchewan on January 4-5, 2024.

Carried

2023-12-14 NEW BUSINESS

14.1) Policy No. 300-3 - Annual Vacation

14.1.1) Meeting Recess

- Pius Loustel - That the meeting recess for a lunch break. The time being 1:09 p.m.
Carried

Reeve Pius Loustel called the meeting back to order. The time being 1:42 p.m.

14.1.2) Annual Vacation Policy

- Murray Wheeler - That further discussion regarding Policy No. 300-3 - Annual Vacation be tabled to the January, 2024 regular meeting; and that Administration draft a new Policy for Annual Vacation that is acceptable to both the R.M. of Browning No. 34 and its employees.

Carried

14.2) All-Net - Rebrand and New Agreement

- Richard Brokop - That the R.M. of Browning No. 34 decline signing a new agreement with Catalis Inc. for All-Net software; and that Administration search for an adequate replacement.

Carried

14.3) Critical Minerals Infrastructure Fund

- Calvin Christensen - That Administration investigate the Critical Mineral Infrastructure Fund further; and that further discussion be tabled to the January, 2024 regular meeting.

Carried

14.4) Municipal Revenue Sharing

- Murray Wheeler - That the Council of the R.M. of Browning No. 34 confirms the municipality meets the following requirements to receive the Municipal Revenue sharing grant:

- Submission of the 2022 Audited Financial Statement 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 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 send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive the Municipal Revenue Sharing Grant.

Carried

14.5) Estevan Snowmobile Club - Land Use Permission

- Brian Fornwald - That the R.M. of Browning No. 34 authorize the Estevan Snowmobile Club permission to utilize the municipal road allowances for snowmobile trails.

Carried

Councillor Brian Fornwald declared a conflict of interest on the matter of the office cleaner and left the meeting at 1:53 p.m.

14.8) Office Cleaner

- Calvin Christensen - That further discussion regarding the office cleaner be tabled to the January, 2024 regular meeting of Council.

Carried

Councillor Brian Fornwald returned to the meeting at 1:55 p.m.

14.9) 2024 Regular Meeting Dates

- Blake Fornwald - That the following dates be set as the 2024 regular meeting dates of Council:

January 11, 2024;	July 11, 2024;
February 8, 2024;	August 8, 2024;
March 7, 2024;	September 12, 2024;
April 11, 2024;	October 10, 2024;
May 9, 2024;	November 14, 2024;
June 13, 2024;	December 12, 2024;

Carried

14.10) Employee Years of Service

- Richard Brokop - That Dean Marshall be gifted five hundred dollars (\$500.00) for his ten (10) years of service; and that Tyler Schulties be gifted two hundred fifty dollars (\$250.00) for his five (5) years of service.

Carried

14.11) SARM- Notice of Planned Procurement

- Brian Fornwald - That the R.M. of Browning No. 34 advertise on sasktenders.ca that the R.M. of Browning No. 34 intends to participate in the SARM Member Purchasing Program for 2024.

Carried

14.13) Professional Building Inspections

- Brian Fornwald - That Douglas Mulhall, Virginia Shepley, Bobby Baker, Amanda Kaufmann, Joshua Nitz, Walter Schroeder, David Kindred, and John Dulle be appointed as Licenced Building Officials of the R.M. of Browning No. 34.

Carried



14.14) Year End Accounts

- Brian Fornwald - That Administration be authorized to issue payment for any 2023 invoices that require payment before the January, 2024 regular meeting.

Carried

14.16) Lampman Recreation Board

- Derek Fichter - That the R.M. of Browning No. 34 transfer the Lampman Recreation Board books and accounts to the Town of Lampman on January 1, 2024 as per the request of the Town of Lampman.

Carried

2023-12-15 FOREMAN ITEMS TO DISCUSS

15.1) Gravel - JJ Trucking Ltd.

- Richard Brokop - That the R.M. of Browning No. 34 purchase fifteen thousand (15,000) yards of 7/8" gravel and five thousand (5,000) yards of 1 1/2" gravel from JJ Trucking Ltd. for twenty-two dollars and seventy cents (\$22.70) per yard of mile with loading, hauling, road maintenance fees, and stockpiling to the Arndt Stockpile (NE 34-6-5 W2M) included in the price.

Carried

15.2) Gravel Reserves

- Derek Fichter - That the R.M. of Browning No. 34 strip any topsoil from Parcel A Plan 101832791 and PT NE 12-9-6 W2M Extension 20 to be utilized as a gravel source in the future.

Carried

15.3) R.M. of Enniskillen No. 3 - Road Maintenance Agreement

- Derek Fichter - That the R.M. of Browning No. 34 sign the Road Maintenance Agreement with the R.M. of Enniskillen No. 3 to utilize Township Road 34 N of 19, 20-3-3 W2M for hauling gravel.

Carried

2023-12-16 NEXT MEETING

The next meeting be held on Thursday, January 11, 2024 at 8:00 a.m.

Carried


2023-12-17 ADJOURN

- Pius Loustel - That this meeting now be adjourned. The time being 2:07 p.m.

Carried



Administrator



Reeve