



**RM of Edenwold  
Meeting Minutes  
Regular Council Meeting April 25, 2023 - 09:00 AM**

Minutes of a Regular Meeting of the Council of the Rural Municipality of Edenwold No. 158 held on Tuesday, April 25, 2023, in the Council Chamber of the Municipal Building, located at 100 Hutchence Road, Emerald Park, Saskatchewan, the following were present:

Reeve: Mitchell Huber

- Councillors: Division #1 Lisa Peters
- Division #2 Stan Capnerhurst
- Division #3 Alan Trainor
- Division #4 Karen Kotylak
- Division #5 Dwayne Radmacher
- Division #6 Tim Brodt
- Division #7 Rod Tuchscherer

Administrator: Karen Zaharia

Financial Officer: Sara Gartshore

Manager of Planning and Development: Paige Boha

Manager of Engineering and Public Works: Clark Gates

**Call to Order**

With a quorum present, Reeve Huber called the meeting to order at 9:00 a.m.

**Declaration of Conflict of Interest**

Council reviewed the agenda items and no conflicts of interest were declared.

**Res. No:** Meeting Minutes: April 11, 2023  
2023/293 **Moved By:** Councillor Brodt

THAT the minutes of the regular meeting held on April 11, 2023 be approved as circulated and presented.

**CARRIED**

**Res. No:** Public Hearing Minutes: April 11, 2023  
2023/294 **Moved By:** Councillor Tuchscherer

THAT the minutes of the public hearing meeting held on April 11, 2023 be approved as circulated and presented.

**CARRIED**

**Res. No:** List of Accounts  
2023/295 **Moved By:** Councillor Capnerhurst

THAT the list of accounts consisting of cheques #2565 to #2613, 15 other EFT payments & 1 credit card payment totaling \$296,581.47 plus April 1-15, 2023 payroll totaling \$48,533.38 be approved for payment.

**CARRIED**



**Financial Officer Report: 9:10 a.m. to 9:20 a.m.**

Financial Officer Sara Gartshore presented the Financial Officer Report on the following topics:

- review of the Municipality's financial activities for March 2023; and
- review of the draft audited 2022 financial statements from the auditors.

**Res. No:**  
2023/296

**Statement of Financial Activities & Financial Position: March 2023**

**Moved By:** Councillor Trainor

THAT we acknowledge the Statement of Financial Activities and Financial Position for March 2023 as circulated and presented.

**CARRIED**

**Res. No:**  
2023/297

**2022 Audited Financial Statements**

**Moved By:** Councillor Tuchscherer

THAT the audited 2022 financial statements and summary financial statements prepared by Dudley & Company LLP, Chartered Professional Accountants and presented to Council by Reeve Huber be approved and the Management Representation letter be signed by all of Council and the Administrator, and further; that we authorize the Reeve and Administrator to sign the Management's Responsibility letter and Final Approval letter.

**CARRIED**

**Res. No:**  
2023/298

**Publicizing 2022 Audited Financial Statements**

**Moved By:** Councillor Capnerhurst

THAT in accordance with section 185(3) of *The Municipalities Act*, we acknowledge Administration will publicize the 2022 Audited Financial Statements and the Auditor's Report on our website and have copies of the synopsis available at the RM Municipal Office once the final audit deliverables are received.

**CARRIED**

Public Works Foreman Rod Benroth joined the council meeting at 9:18 a.m.

**Engineering & Public Works Report: 9:20 a.m. to 10:07 a.m.**

Manager of Engineering & Public Works Clark Gates and Public Works Foreman Rod Benroth presented the Public Works Report on the following topics:

- reviewed the Public Works Weekly Report which included:
  - rural road and urban street maintenance after snowstorm event on April 19 & 20, 2023;
  - street sweeping was to begin on April 24, 2023 but will be delayed a few days due to snowstorm;
  - request from RM of Lajord No. 128 to enter into a road haul agreement to use Twp Rd 160 for 6 miles to help with gravelling their Division 6 in their RM as they have a bridge weight restriction in place;
  - 2023 line painting tender has been advertised with a closing date of May 4, 2023;
  - culvert opening in rural and urban areas taking place;



- Kuzmicz Park washrooms are scheduled to be open May 18, 2023;
- update on the water treatment system operations and maintenance;
- reviewed Water Security Agency's annual inspection report on the municipality's water treatment plant;
- 2023 fuel tender closed on April 19, 2023;
- reviewed quotes for a new 1-ton truck and will need to be brought back to the next council meeting once quotes are received for adding box to the truck;
- tennis/pickleball court coating will be done in early July; posts, nets and wind screens will be installed in May; and
- two employee resignations received.

Manager of Engineering & Public Works Clark Gates presented the Engineering Report on the following projects:

- dust controlled sites covered by the municipality;
- development updates; and
- recommended projects for Canada Community-Building Fund (formerly Gas Tax Fund) for 2023-2024.

**Res. No:**  
2023/299

**Road Haul Agreement for the RM of Lajord No. 128**  
**Moved By:** Councillor Peters

THAT we enter into a haul road maintenance agreement with the RM of Lajord No. 128 for the purpose of using six (6) miles of Township Road 160 for gravelling their Division 6 in their municipality due to a bridge weight restriction in the RM of Lajord No. 128.

**CARRIED**

**Res. No:**  
2023/300

**Last Working Day: Public Works Operator M. McGillivray & Public Works Support Specialist S. Jaidka**  
**Moved By:** Councillor Brodt

THAT we acknowledge the last working day of Emerald Park Public Works Operator Mitch McGillivray was April 14, 2023 and the last working day of Public Works Support Specialist Sahil Jaidka was April 18, 2023 and we wish them both all the best in their future endeavours.

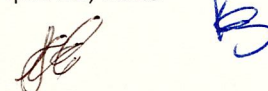
**CARRIED**

**Res. No:**  
2023/301

**2023 Fuel Tender Results**  
**Moved By:** Councillor Tuchscherer

THAT we accept the lowest fuel tender bid received from Sherwood Co-operative Association Limited for Tender # RM158-2023-05 for the supply of bulk diesel fuel for the period of May 1, 2023 to April 30, 2024, at the rack price dated April 14, 2023 plus all taxes and wholesale markup for a total of \$1.3837 per litre.

**CARRIED**



**Res. No:**  
2023/302

**Dust Control Sites Provided By RM**  
**Moved By:** Councillor Brodt

THAT we acknowledge that the RM will apply dust control suppressant to the following sites:

- Hutchence Road (200 metres)
- Emerald Park Road (430 metres)
- Industrial Drive East (700 metres)
- Range Road 2175 at RM Gravel Pit (200 metres)
- Grid 734 at Zehner (700 metres)

**CARRIED**

**Res. No:**  
2023/303

**Release of Performance Security - Great Plains Leaseholds Ltd. for Fairway South Phase 1 & 2**  
**Moved By:** Councillor Trainor

THAT we authorize Administration to release the performance security held for Great Plains Leaseholds Ltd. for Fairway South Phase 1 & 2 in Emerald Park in the amount of \$50,000.00 as the construction warranty period was completed in 2021 with the final walkthrough on November 10, 2021 and no remaining deficiencies were outstanding at the time of the final walkthrough.

**CARRIED**

**Res. No:**  
2023/304

**Canada Community-Building Fund Projects for 2023 - Infrastructure Investment Plan Applications**  
**Moved By:** Councillor Radmacher

THAT we direct Administration to submit Infrastructure Investment Plan (IIP) applications to the Canada Community-Building Fund for the following projects for 2023:

- Bridge 218-16-09E \$22,000.00;
- Bridge 218-16-19N \$73,000.00;
- Range Road 2173 (Balgonie Grid) \$350,000.00;
- Pathway Paving \$10,000.00; and
- SCADA System \$150,000.00.

**CARRIED**

**Res. No:**  
2023/305

**Recess: 10:07 a.m.**  
**Moved By:** Reeve Huber

THAT the time being 10:07 a.m. we take a 12-minute recess.

**CARRIED**

**Res. No:**  
2023/306

**Reconvene: 10:19 a.m.**  
**Moved By:** Reeve Huber

THAT the time being 10:19 a.m. we reconvene our regular meeting of Council.

**CARRIED**





Res. No:  
2023/307

**New Hires: Summer Students (Administration and Planning & Development)**  
**Moved By:** Councillor Peters

THAT we acknowledge that the following summer students have been hired at the wages in accordance with the Municipality's 2023 Salary Schedule:

- Parker McCormick, Administrative Assistant, with a starting date of May 1, 2023; and
- Brodie-Lynn Finlayson, Planning Assistant, with a starting date of May 1, 2023.

**CARRIED**

Res. No:  
2023/308

**CSO Agreement Renewal: RM of Lajord No. 128**  
**Moved By:** Councillor Kotylak

THAT we authorize the Reeve and Administrator to sign the Community Safety Officer (CSO) Agreement for Service with the RM of Lajord No. 128 for the calendar year 2023.

**CARRIED**

Res. No:  
2023/309

**Development Appeals Board Appointments**  
**Moved By:** Councillor Brodt

THAT the following individuals be appointed as members of the Development Appeals Board for the RM of Edenwold No. 158:

- Andrea McNeil-Wilson; and
- Mike Walbaum.

**CARRIED**

Res. No:  
2023/310

**Board of Revision Appointment**  
**Moved By:** Councillor Peters

THAT Mike Walbaum be appointed to the Board of Revision for the RM of Edenwold No. 158.

**CARRIED**

**Delegation: 10:30 a.m. to 10:50 a.m.**

Colin Chorneyko and Leanne Walter from Munro Homes along with property owner, Derek Algers, attended the council meeting to discuss the drainage issues at 1027 Kingsmere Avenue in Emerald Park. It is noted that Planners Susan Stevenson and Ross Zimmermann were in attendance in the council chambers. Discussion included the RM's response time to the issue when the event occurred and the RM committing to develop an emergency response plan and mitigation plans for the future which will include an investigation into a long-term drainage solution.

Delegation members and Planner Susan Stevenson left the council chamber gallery at 10:50 a.m.

Public Works Foreman Rod Benroth was excused from the council meeting at 10:52 a.m.



Res. No:  
2023/311

**Bylaw No. 2023-05: Code of Ethics Bylaw - 2nd Reading**

**Moved By:** Councillor Trainor

THAT Bylaw No. 2023-05 being a bylaw to establish a code of ethics for council members be given second reading.

**CARRIED**

Res. No:  
2023/312

**Bylaw No. 2023-05: Code of Ethics Bylaw - 3rd Reading**

**Moved By:** Councillor Tuchscherer

THAT Bylaw No. 2023-05 being a bylaw to establish a code of ethics for council members be given third and final reading.

**CARRIED**

Res. No:  
2023/313

**TSSI Grant Application - Participation in 'Resolving Conflict Constructively Workshop'**

**Moved By:** Councillor Trainor

THAT we apply for funding through the Targeted Sector Support Initiative for funding to participate in the 'Resolving Conflict Constructively Workshop' organized by the Ministry of Justice, Dispute Resolution Office, for a total cost of \$10,000, to improve conflict management skills for municipal staff in the communities of the RM of Edenwold No. 158, Town of Pilot Butte, Town of White City, Town of Balgonie, RM of Lajord No. 128, RM of Francis No. 127, RM of Sherwood No. 159, RM of Lumsden No. 189, Town of Lumsden, and Town of Grand Coulee.

**CARRIED**

Planner Ross Zimmermann was excused from the council meeting at 11:47 a.m.

Res. No:  
2023/314

**Recess: 11:48 a.m.**

**Moved By:** Reeve Huber

THAT the time being 11:48 a.m. we recess for lunch.

**CARRIED**

Res. No:  
2023/315

**Reconvene: 12:56 a.m.**

**Moved By:** Reeve Huber

THAT the time being 12:56 p.m. we reconvene our regular meeting of Council.

**CARRIED**

Res. No:  
2023/316

**Appointment of Chief of Police for Municipality's CSO Program**

**Moved By:** Councillor Brodt

THAT we appoint Administrator Karen Zaharia as Chief of Police for the municipality's CSO Program in accordance with Part V, subclause 2(b)(iii) of the Community Safety Officer Program 2021 Policy Manual.

**CARRIED**



**Planning & Development Report: 1:28 p.m. to 1:30 p.m.**

Manager of Planning & Development Paige Boha presented the Planning & Development Report on the following topics:

- development updates;
- planning assistant summer student starting May 1, 2023;
- preparation of the Request for Proposals for the two external deliverables for the Strategic Plan: Agri-Business Plan and the Indigenous Engagement strategy are taking place; and
- policies and bylaws under review.

**Res. No:**  
2023/317

**Tax Exemption Bylaw No. 2023-24: 440 Hanley Crescent - 1st Reading**

**Moved By:** Councillor Kotylak

THAT Bylaw No. 2023-24 being a bylaw to provide for entering into an agreement for exemption from taxation for 440 Hanley Crescent, Lot 18, Blk 3, Plan 101958699, in NE 27-17-18 W2 be given first reading.

**CARRIED**

**Res. No:**  
2023/318

**Tax Exemption Bylaw No. 2023-24: 440 Hanley Crescent - 2nd Reading**

**Moved By:** Councillor Trainor

THAT Bylaw No. 2023-24 being a bylaw to provide for entering into an agreement for exemption from taxation for 440 Hanley Crescent, Lot 18, Blk 3, Plan 101958699, in NE 27-17-18 W2 be given second reading.

**CARRIED**

**Res. No:**  
2023/319

**Tax Exemption Bylaw No. 2023-24: 440 Hanley Crescent - 3 Readings**

**Moved By:** Councillor Tuchscherer

THAT Bylaw No. 2023-24 being a bylaw to provide for entering into an agreement for exemption from taxation for 440 Hanley Crescent, Lot 18, Blk 3, Plan 101958699, in NE 27-17-18 W2 be given three readings at this meeting.

**CARRIED UNANIMOUSLY**

**Res. No:**  
2023/320

**Tax Exemption Bylaw No. 2023-24: 440 Hanley Crescent - 3rd Reading**

**Moved By:** Councillor Radmacher

THAT Bylaw No. 2023-24 being a bylaw to provide for entering into an agreement for exemption from taxation for 440 Hanley Crescent, Lot 18, Blk 3, Plan 101958699, in NE 27-17-18 W2 be given third and final reading.

**CARRIED**

**Committee Reports & Council Roundtable: 1:32 p.m. to 1:43 p.m.**

Council presented their council and committee reports on the following topics:

- update from the White Butte EMO meeting on April 13, 2023 and the RCMP stakeholder meeting on April 20, 2023;
- drainage issues within the municipality; and
- upcoming HR Committee and Recreation Committee meetings.

**Water & Sewer Utilities Committee**

Councillor Capnerhurst provided an update on the WCRM158 Wastewater Authority activities.



**Protective Services**

Councillor Trainor advised that he has done his first ride-along with the CSOs on Monday, April 24, 2023.

**Res. No:**  
2023/321

**Correspondence**  
**Moved By:** Councillor Brodt

THAT the following correspondence be hereby acknowledged and filed:

- SAMA 2022 Annual Report;
- CN Rail: Annual Vegetation Management Program; and
- Nature Saskatchewan - Poster & Information April 24, 2023.

**CARRIED**

Manager of Engineering & Public Works Clark Gates and Manager of Planning & Development Paige Boha were excused from the council meeting at 1:44 p.m.

**Administration Report: 1:44 p.m. to 1:54 p.m.**

Administrator Karen Zaharia presented the Administration Report on the following topics:

- 2023 Assessment Roll was opened on Friday, April 21, 2023 with assessment notices being mailed to properties that had change in their assessment from the previous year or a change in ownership and landowners have 30 days to appeal their assessment;
- Emerald Park Fire Department & Pilot Butte Fire Department hosting a fire school on April 28 to 30, 2023 at various locations within the two municipalities;
- mowing invoice transferred to tax roll number 3919;
- spring clean-up bins are from May 2 to May 23, 2023; and
- Service Tracker reports for the period April 6 to 20, 2023.

**Res. No:**  
2023/322

**Roll No. 3919: Reverse Mowing Invoice & Penalty**  
**Moved By:** Councillor Trainor

THAT we authorize Administration to reverse the mowing invoice in the amount of \$900.98 that was added to tax roll number 3919 at December 31, 2022, plus the penalty charges applied in January to April 2023 in the amount of \$72.08 for a total amount of \$973.06 due to a timing issue as to when the lot was mowed by their contractor and the Municipality's contractor.

**CARRIED**

Financial Officer Sara Gartshore was excused from the council meeting at 1:54 p.m.

**Res. No:**  
2023/323

**In Camera: 1:55 p.m.**  
**Moved By:** Councillor Brodt

THAT we recess and continue deliberations *In Camera as a Committee of the Whole* at 1:55 p.m. as per section 120(2)(a) of *The Municipalities Act* and 16(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act*, to discuss human resources matters.

**CARRIED**



**Res. No:**  
2023/324

**Out of Camera: 2:48 p.m.**  
**Moved By:** Councillor Brodt

THAT we move out of *In Camera as a Committee of the Whole* and reconvene the regular meeting of Council at 2:48 p.m.

**CARRIED**

**Res. No:**  
2023/325

**Administrator Salary Adjustment & Title Change**  
**Moved By:** Councillor Trainor

THAT the Administrator's salary be adjusted effective May 1, 2023 as shown in the 2023 Salary Schedule dated April 25, 2023, and further; THAT the Administrator's title be changed to Chief Administrative Officer.

**CARRIED**

**Res. No:**  
2023/326

**Financial Officer Salary Adjustment**  
**Moved By:** Councillor Tuchscherer

THAT the Financial Officer's salary be adjusted effective May 1, 2023 as shown in the 2023 Salary Schedule dated April 25, 2023.

**CARRIED**

**Res. No:**  
2023/327

**New Permanent Full-Time Administrative Assistant Position**  
**Moved By:** Councillor Kotylak

THAT we authorize Administration to advertise for a new permanent full-time Administrative Assistant position with the Municipality.

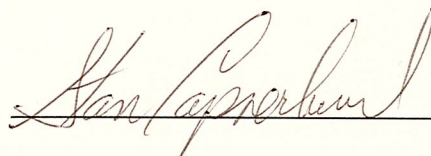
**CARRIED**


**Res. No:**  
2023/328

**Adjournment**  
**Moved By:** Councillor Radmacher

THAT this meeting be hereby adjourned at 2:58 p.m. with our next regular meeting of Council to be held on Tuesday, May 9, 2023 commencing at 9:00 a.m.

**CARRIED**

  
Deputy Reeve

  
Administrator