



Rural Municipality of Whitehead

Meeting Minutes

Regular Meeting of Council January 8, 2024 - 08:30 AM (RM Office)

In attendance: Reeve Trevor Tuttosi, Councillor Kevin Klassen, Councillor Kaley Mykula, Councillor Jeff Owens, Councillor Chris Semeschuk, Councillor Curtis Storey, Councillor Dennis Foerster

1 CALL TO ORDER

2 ADOPTION OF THE AGENDA

2024-001

Councillor Mykula - Councillor Storey

Resolved that the Agenda be adopted as presented. **CARRIED UNANIMOUSLY**

3 ADOPTION OF MINUTES AS CIRCULATED

2024-002

Councillor Klassen - Councillor Owens

Resolved that the minutes from December 11,2023 and December 18, 2023 be approved as presented. **CARRIED UNANIMOUSLY**

4 PUBLIC HEARINGS

5 DELEGATIONS

6 BYLAWS AND POLICIES

6.1 Chief Administrative Officer Job Description

2024-003

Councillor Semeschuk - Councillor Storey

Resolved that the Chief Administrative Officer Job Description Policy be approved as presented. **CARRIED UNANIMOUSLY**

6.2 Fire Capital Reserve Fund Amend By-Law 2023-10

2024-004

Councillor Storey - Councillor Mykula

That By-Law No. 2023-10 - Fire Capital Reserve Amend be read a third and final time as amended

In accordance with Section 137 of the Municipal Act, a recorded vote was taken in the motion to give by-law no. 2023-10 third reading.

Name	Yes	No	Abstained	Absent
Dennis Foerster	✓			
Kevin Klassen	✓			
Kaley Mykula	✓			

Jeff Owens ✓
Chris Semeschuk ✓
Curtis Storey ✓
Trevor Tuttosi ✓

CARRIED UNANIMOUSLY

6.3 Procedural By-Law

7 ACCOUNTS

2024-005

Councillor Foerster - Councillor Owens

Resolved that the List of Accounts as paid for December 2023, cheques numbers #15528 to #15630 (both inclusive) totaling \$243,587.83 and Direct Deposit Register totaling \$32,076.57 including council indemnity as per by-law no. 2023-01 be approved. **CARRIED UNANIMOUSLY**

7.1 Bank Reconciliation

2024-006

Reeve Tuttosi - Councillor Foerster

Resolved that the November and December 2023 Bank Reconciliations be approved as presented. **CARRIED UNANIMOUSLY**

7.2 Budget to Actual

2024-007

Councillor Mykula - Councillor Storey

That the Preliminary December 2023 year-to-date budget to actual report be approved as presented. **CARRIED UNANIMOUSLY**

8 CORRESPONDENCE

2024-008

Councillor Klassen - Councillor Foerster

Resolved that the Correspondence listed below be received;
1 - Carl StJean - Road turn-around inquiry

CARRIED UNANIMOUSLY

9 SUBDIVISION

10 UNFINISHED BUSINESS

10.1 Strategic Plan

2024-009

Councillor Semeschuk - Councillor Storey

Be it resolved that GovFox be hired to assist in a Strategic Plan for the Municipality.

CARRIED UNANIMOUSLY

11 NOTICE OF MOTION

12 NEW BUSINESS

2024-010 **12.1 Employee Vacation, Banked Overtime and Sick Time Balance**
Councillor Storey - Councillor Klassen
That the statement for employee banked hours, vacation days, sick and severance accrued days at December 31, 2023 be approved as presented.

CARRIED UNANIMOUSLY

2024-011 **12.2 Council Meeting Time and Locations for 2024 Adjustment**
Councillor Owens - Councillor Mykula
Be it resolved the following dates, times and locations be adjusted for the 2024 Council Meetings;
September 9, 2024 changed to September 16, 2024 (due to MMA Conference) at 8:30 am
December 8, 2024 changed to December 9, 2024 (due to keying error) at 5:30 pm

CARRIED UNANIMOUSLY

2024-012 **12.3 Signing Authority**
Councillor Foerster - Councillor Storey
Be it resolved that Chief Administrative Officer James Maxon be authorized as a signing authority for the RM of Whitehead removing Danniele Carriere; and that Reeve Trevor Tuttosi and Councillor Jeff Owens remain as authorized signing authorities. **CARRIED UNANIMOUSLY**

2024-013 **12.4 Western Caucus**
Reeve Tuttosi - Councillor Mykula
Be it resolved that the Reeve and one other council member be appointed to the Western Caucus for 2024. **CARRIED UNANIMOUSLY**

13 COMMITTEE AND BOARDS REPORTS

2024-014 **14 IN CAMERA**
Reeve Tuttosi - Councillor Storey
BE IT RESOLVED THAT this regular meeting now adjourns to an “in camera” meeting to discuss matters in the preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act. **CARRIED UNANIMOUSLY**

14.1 Legal & Personel

2024-015 **14.2 BACK TO OPEN SESSION**
Councillor Foerster - Councillor Mykula
BE IT RESOLVED THAT this ‘in camera’ meeting does now resume back to a regular meeting. **CARRIED UNANIMOUSLY**

14.2.1 Discussions with Public Works

14.3 In-Camera

2024-016

Reeve Tuttosi - Councillor Foerster

BE IT RESOLVED THAT this regular meeting now adjourns to an “in camera” meeting to discuss matters in the preliminary stages as per Subsection 152(3)(b)(iii) of The Municipal Act and all matters discussed in-camera are confidential until discussed in an open meeting as per Section 83(1)(d) of The Municipal Act.

CARRIED UNANIMOUSLY

14.4 Back to Regular Meeting

2024-017

Councillor Mykula - Councillor Klassen

BE IT RESOLVED THAT this ‘in camera’ meeting does now resume back to a regular meeting. **CARRIED UNANIMOUSLY**

14.5 Compensation

2024-018

Councillor Mykula - Councillor Klassen

Be it resolved that the interim CAO compensation for Christine Burton continue until April 15, 2024. **CARRIED UNANIMOUSLY**

15 Adjournment

2024-019

Councillor Mykula - Councillor Klassen

Resolved that we now adjourn to meet again on February 12, 2024 at 5:30 pm for a Regular Council meeting or at the call of the Reeve. **CARRIED UNANIMOUSLY**