



**MINUTES OF THE SPECIAL MEETING OF COUNCIL  
Held on October 7, 2022  
in the RM Council Chambers  
at 101 Railway Avenue in Bethune, Saskatchewan**

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**Present**

Deputy Reeve	Sheila Fishley
Division 1 Councillor	Kyle Sanderson
Division 2 Councillor	Wesley Hofer
Division 4 Councillor	Michael McGill
Division 5 Councillor	Ashton Riche (Arrived at 9:38 a.m.)
Division 6 Councillor	Robert Bennett
Administrator/CAO	Tammy Knuttila

**Call to Order**

Deputy Reeve Fishley called the meeting to order at 8:35 a.m.

**Declaration of Conflict**

No members of Council indicated that they would be declaring a conflict of interest with any items on the agenda.

**Move In Camera**

366.2022 **Fishley:**  
That this meeting now recess in order to meet In Camera at 8:40 a.m. in order to discuss matters, as permitted under The Local Authority Freedom of Information and Protection of Privacy Act.

CARRIED

**Reconvene Meeting**

367.2022 **Hofer:**  
That the Council meeting now reconvene at 10:52 a.m.

CARRIED

**Organization Chart**

368.2022 **Bennett:**  
That the Administrator prepare an Organizational Chart for the RM that provides for a policy based Council format with the Foreman reporting to the Administrator and the public works staff reporting to the Foreman.

CARRIED

**Policy Manual**

369.2022 **Sanderson:**  
That the Administrator undertake to divide the current Policy Manual into a Human Resource Policy Manual and a Council Governance Policy Manual and a General Policy Manual and provide comment on suggested amendments including sick time benefits for the public works staff.

CARRIED

**MAIP Intern**

370.2022 **Hofer:**  
That Marshall Drysdale be approved for a one-year internship position effective October 3, 2022 under the Municipal Administrator Internship Program (MAIP) coordinated by SARM.

CARRIED

**Office Hours**

371.2022 **Riche:**  
That the office hours be set at 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday to Friday, Effective October 11, 2022. The working hours of the staff are to be 7.5 hrs/day (37.5 hrs/week) as arranged with the Administrator.

CARRIED

  
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Initial



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<b>Probationary Reviews</b>	372.2022	<b>Fishley:</b> That the salary levels for the Administrator and Foreman positions be reviewed by Council at the October 21, 2022 meeting.	CARRIED
<b>Northshore Lands Road</b>	373.2022	<b>McGill:</b> That the public roads within the Northshore Lands Development be reviewed by Associated Engineering to determine what actions are needed in order for the roads to meet the standards required.	CARRIED
<b>K+S Road Maintenance</b>	374.2022	<b>Fishley:</b> That quotes for Capital I high speed one way snow removal attachments be obtained.	CARRIED
<b>Adjourn</b>	375.2022	<b>Sanderson:</b> That this meeting now adjourn at 10:56 a.m.	CARRIED

  
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 Reeve  
  
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 Chief Administrative Officer