

M-11

**MINUTES OF A MEETING OF THE COUNCIL OF
THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,**
held in the Municipal Office at 39 L.E. Gibbons Centre Street
in Neilburg, Saskatchewan on
Thursday, December 7, 2017 at 9:00 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order.

Members Present

Reeve Glenn Goodfellow; Councillors Trevor McCrea, Bernadette Poppleton,
Vincent Murphy, Floyd Whitney and Chip Chibri; Administrator Janet Black.

Agenda

297/17 TREVOR MCCREA
That the agenda be approved as presented.

Motion Carried.

Minutes

298/17 BERNADETTE POPPLETON
That the minutes of the November 14, 2017 meeting be adopted as
amended.

Motion Carried.

Financial Activities

299/17 CHIP CHIBRI
That the Statement of Financial Activities for the month of November
2017 and the Bank Reconciliation for November 2017 be approved as
presented.

Motion Carried.

Accounts

300/17 FLOYD WHITNEY
That the accounts be approved and authorized for payment and a list of
cheques numbered 6130 to 6182 inclusive and payroll direct deposits
1567 to 1583 inclusive, along with confirmation number 092581 totaling
\$230,649.81 be presented in Schedule 'A' of these minutes.

Motion Carried.

Karrie Blackbeard gave the foreman's report as presented in Schedule 'B' to these
minutes.

Correspondence

PREP Update
PREP
SARM
Rivers West
4 T Contractors
Government of Saskatchewan
NCTPC
Lieutenant Governor's Award
WCMGC
Farm & Food Care Saskatchewan
SaskTel
Saskatchewan Health Authority
SARM
SARM

Re: Newsletter
Re: PCO Winter Workshop
Re: Weekly Bulletin
Re: December 2017 Update
Re: Mulching Price List
Re: Growth Readiness Checklist
Re: Municipal Support Program
Re: Nomination Guidelines
Re: October Minutes
Re: Food Evolution Exhibit & Film
Re: Upgrade Plan
Re: Transition of Regional Health
Authorities
Re: Tax Relief for Ranchers
Re: Climate Change Strategy

Correspondence Continued

Finning	Re: Battleford Closure
Conquest Equipment	Re: Product Guide
Ministry of Parks, Culture & Sport	Re: Suffern Lake Regional Park
Maidstone Waseca & District Fire Board	Re: Fire Response Agreement
SEDA	Re: Membership
SEDA	Re: Conference
SARM	Re: Salary Schedule
RMAA	Re: Curling
Saskatchewan Safety Council	Re: Annual Industrial Safety Seminar
Shannon Peiffer	Re: Mulching Rates
Advisory Services & Government Relations	Re: 10 Minute Trainers

Thunderchild Retainer Fee

301/17 VINCE MURPHY

That the Council of the Rural Municipality of Hillsdale No. 440 reply to Maidstone Waseca and District Fire Board that the retainer fee charged to Thunderchild should be equivalent to the mill rate charged to the member municipalities.

Motion Carried.

In Camera

302/17 FLOYD WHITNEY

That the meeting proceed in camera at 10:46 a.m. as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act to discuss human resources.

Motion Carried.

Present: Reeve Goodfellow, Councillors: McCrea, Poppleton, Murphy, Whitney and Chibri; Administrator Black.

Meeting Reconvenes

303/17 GLENN GOODFELLOW

That Council come out of camera at 10:52 a.m.

Motion Carried.

Policy Manual Review

304/17 CHIP CHIBRI

That we approve the changes to the policy manual as outlined in Schedule 'C' to these minutes.

Motion Carried.

Councillor McCrea left the meeting at 11:02 a.m.

2018 Meeting Schedule

305/17 VINCE MURPHY

That the 2018 meeting schedule of the Council of the Rural Municipality of Hillsdale No. 440 be as follows:

- Wednesday, January 10, 2018
- Thursday, February 8, 2018
- Thursday, March 8, 2018
- Thursday, April 5, 2018
- Thursday, May 3, 2018
- Thursday, June 7, 2018
- Thursday, July 5, 2018
- Thursday, August 9, 2018
- Thursday, September 6, 2018
- Thursday, October 4, 2018
- Thursday, November 8, 2018
- Thursday, December 6, 2018

held in the Municipal Office, Neilburg, SK at 9:00 a.m. MST.

Motion Carried.

Holiday Office Hours

306/17 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 implement the following holiday schedule for the Municipal Office located at 39 L.E. Gibbons Centre Street:

Monday, December 25, 2017	Closed
Tuesday, December 26, 2017	Closed
Wednesday, December 27, 2017	Closed
Thursday, December 28, 2017	8:30 am to 4:30 pm MST
Friday, December 29, 2017	8:30 am to 4:30 pm MST
Monday, January 1, 2018	Closed

Motion Carried.

Councillor McCrea returned to meeting at 11:13 a.m.

Reeve Goodfellow left meeting at 11:13 a.m.

Reeve Goodfellow returned to meeting at 11:24 a.m.

Civic Addressing Policy

307/17 VINCE MURPHY

That the Rural Municipality of Hillsdale No. 440 adopt the Civic Address Policy as presented in Schedule 'D' to these minutes.

Motion Carried.

Council broke for lunch at 11:43 a.m.

Council reconvened from lunch at 12:58 p.m.

VPN Router

308/17 TREVOR MCCREA

That we purchase a VPN Router and configuration network from Munisoft for \$544.00 plus taxes, to allow set-up for remote access from outside the municipal office.

Motion Carried.

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Full-Time Employee Modification

309/17 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 modify the status of Harold Durning and Justin O'Beirne from seasonal employee to permanent, full-time employee.

Motion Carried.

In Camera

310/17 TREVOR MCCREA

That the meeting proceeds in camera at 1:40 p.m. as per Section 16(1) of the Local Authority Freedom of Information and Protection of Privacy Act to discuss human resources.

Motion Carried.

Present: Reeve Goodfellow, Councillors McCrea, Poppleton, Murphy, Whitney and Chibri along with Administrator Black.

Meeting Reconvenes

311/17 FLOYD WHITNEY

That Council come out of camera at 2:08 p.m.

Motion Carried.

Salary Schedule

312/17 TREVOR MCCREA

That we adopt the changes to the salary schedule for 2018 as presented in Schedule 'E' to these minutes.

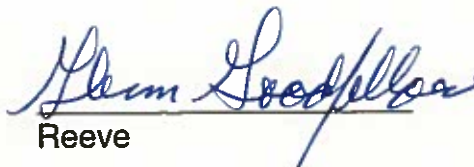
Motion Carried.

Adjourn

313/17 BERNADETTE POPPLETON

That this meeting adjourn at 2:41 p.m.

Motion Carried.


Reeve


Administrator

Schedule 'A'

DD# 1567-1576	33,368.01
DD# 1577-1583	3,734.04
Confirmation No. 092581 SK Provincial Sales Tax	45.81
6130 CUETS Financial	766.00
6131 Receiver General for Canada	16,413.56
6132 Municipal Employees Pension Plan	7,196.62
6133 Keri Bratkowski	527.00
6134 Neilburg Cemetery Committee	200.00
6135 Advantage Renovations	88.03
6136 AECOM Canada Ltd.	778.58
6137 Baldwinton Community Hall	5,500.00
6138 Bee J's Stationers Inc.	91.00
6139 Crop Production Services	7,293.83
6140 Elaine Etson	1,344.00
6141 Gord Krismer & Associates Ltd.	752.43
6142 Janet Black	432.90
6143 Karrie Blackbeard	28.77
6144 Linde Canada Limited C3199	196.35
6145 Voided by the Print Process	0.00
6146 Lloydminster Co-operative Ltd.	3,306.23
6147 Minister of Finance	24,441.36
6148 Municipal Employees Pension Plan	17.74
6149 Neilburg Composite School	200.00
6150 Neilburg Legion	50.00
6151 Nutbrown Brothers Trenching	126.00
6152 Sask Energy	338.93
6153 Sask Power	892.12
6154 Sask Tel	479.58
6155 Sask Tel Mobility	73.07
6156 Southeast College	225.00
6157 Tracey Zweifel	141.75
6158 Van Houtte Coffee Services Inc.	76.39
6159 Vercomm Wireless	735.00
6160 Village of Neilburg	234.00
6161 West Yellowhead Waste Resource Authority	3,351.59
6162 Xerox Canada Ltd.	895.89
6163 Amec Foster Wheeler	43,022.40
6164 Baldwinton Cemetery Committee	40.00
6165 Brandt Tractor Saskatoon Branch	1,874.23
6166 Carruthers Cemetery Committee	220.00
6167 Crop Production Services	3,757.78
6168 Elite Equipment Hauling	1,488.38
6169 Floyd Whitney	1,099.43
6170 Janet Black	600.00
6171 Karrie Blackbeard	300.00
6172 Lilydale Creek Enterprises Ltd.	787.50
6173 Lloydminster Nut & Bolt	64.68
6174 McIntosh Garage & Auto Body Ltd.	3,223.67
6175 Midway Distributors Ltd.	82.95
6176 Northwind Radio Ltd.	52.49
6177 Redhead Equipment Ltd.	3,108.00
6178 Tirecraft Lloydminster	571.79
6179 Tracey Zweifel	60.00
6180 Vince Murphy	1,339.67
6181 Living Sky School Division #202	5,791.05
6182 Northwest School Division #203	48,824.21

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Schedule 'B'

Foreman's Report

- Moral is up and relaxed
- December/January on-call schedule are in your packages
- Renovate bathroom at shop
- Civic addressing signs are sorted and ready to put up. Organizing by townships and staff will chat with ratepayers for placement and first calls.
- Range Road and Township Signs are going to be placed at the same time when they are in the area putting in Civic Address signs.
- Sanding – Brent is going to contact McIntosh Construction when needed.
- Gravelling back roads – Summer Road, 7 Hills Road, East of Daryl Goodfellow
- North/South Road at Construction – Thomcat recommends it stay closed. He would not like us to lose the gravel on it and the last culvert installed might be soft in spring because there was not much travel on it.
- Machinery
 - Trade off one mower
 - Sell pallet fork from 6715 Tractor as the loader has a set
 - Sell Grapple forks from 6155 as never been used

 - Staff is going to keep binders up-to-date with maintenance.
 - Minimal notes were kept before

 - Schedule a time for machinery committee to meet to review equipment

 - No leak was found on 6155 when it was up in Lloydminster even with Brent showing them
- Inventories
 - Culvert is not quite finished – need construction site ones
 - Posts
 - Freemont Gravel being used yet
- Cell Phone Allowance
 - Wondering if the amount will stay same?
 - Cell phones are used for convenience
 - If they will be on call for the weekends, staff would like the allowance to stay the same.

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Schedule 'C'

Policy Manual Revisions

Section 200-5.5

Accounts and Correspondence Committee

Wording is changed to:

The committee shall consist of two members of council on a rotation that ensures that one member is present on the committee for two months in succession. Its purpose is to:

- pre-approve the accounts and correspondence before the regular meeting

Section 202-1.2 Administrative Assistants

Wording Changed:

The Assistant Administrator is a full time year round employee and paid an annual salary. The Administrative Assistant(s) position is paid at an hourly rate. The Village of Neilburg shares these employees and pays a portion of their wages as determined by a joint meeting of the Councils of the Rural Municipality of Hillsdale and the Village of Neilburg.

Section 207-1.2 Sick Days and Bereavement Policy

Change number of days allowed to accumulate from 15 to 7:

The RM will provide sick days, in the unfortunate event of an illness or accident occurring to an employee or to a member of the employee's immediate family. Full-time and seasonal Employees will accumulate sick day credits at the rate of 1.00 day for each full month of service/employment, which will accumulate and be carried forward to a maximum of 7 days. The employee will be entitled to pay equivalent to their regular daily wages up to a maximum of 8 hours at the employee's regular wage for each sick day used. Entitled sick days are to be pro-rated for part-time permanent employees (the total hours worked in the month X .25/40hours). Seasonal Employees and part-time or casual employees are not entitled to sick leave during lay-off season or during days they are not scheduled to work. Employees are encouraged to book their appointments during regularly scheduled days off.

Section 402-1.5 Cell Phone Allowance

NEW

Permanent full-time and seasonal public works employees are paid \$40.00 per month for use of their personal cell phone as a means of communication.

Section 402-1.6 Truck Allowances

Revised wording to clarify intent:

Transportation employees are expected to have their own transportation to and from work. If an employees' personal vehicle is used in the performance of their job, mileage will be paid at the rate set by council each January.

Section 402-1.6 Hiring Rates for Casual Labour

REMOVED

Section 410-1.1 Machinery Rates

Wording changed and actual rates removed:

The Rural Municipality of Hillsdale No. 440 will reference the Saskatchewan Heavy Construction Association Equipment Rental Rates Guide to determine machinery rental rates.

Section 411-1.1 Dust Control Using Magnesium Chloride

REMOVED

Section 420-1 Haying Policy

More detail added as follows:

The municipality shall permit the cutting of hay in municipal road allowances.

Adjacent landowners or lessees have first option to salvage hay along municipal roads. These landowners must be contacted to salvage hay on or before July 8 of each year.

After July 8, any person may cut and salvage hay without the permission of the adjacent landowner or lessee, provided the landowner or lessee has not begun salvage operations.

- Right-of-way must be left neat
- Bales must be at least 8 meters from the edge of shoulder of roadway
- Bales must be removed within one month, or may be removed by municipality
- No person shall cut hay during the period from one-half hour after sunset until one half hour before sunrise
- Haying operations shall not obstruct the travelled portion of road
- RM may begin top cut procedures if conditions warrant

See Bylaw 5/2015 for more information.

Section 421-1 Overweight Permits

Add the following point:

- Farmers may be granted secondary weight permits for hauling grain or fertilizer during road ban season. Farmers and their haulers will be granted annual permits to haul primary weights when hauling agricultural products. The fee is waived.

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Schedule 'D' Civic Addressing Policy

1. Civic Number Display


The owner of an occupied building or parcel of land shall keep posted on the lot or building assigned by the municipality in the following manner:

- (1) Civic numbers shall be posted in a location that is not obstructed from view when viewed from the closest place on the travelled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (2) Civic number signs shall be posted within 15 to 20 meters of the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (3) Civic numbers shall be double-sided, the civic number shall be on both sides of the sign and installed perpendicular to the roadway;
- (4) The bottom of the numerals should be a minimum of 1.2 meters above grade.

2. Civic Number Maintenance

- (1) The owner of the property shall maintain the civic number for the property in good order.

3. Prohibited Postings

- (1) An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property;
 - (2) An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number or number which is clearly part of a business name;
 - (3) No lot number, unit number or suite number shall be posted without the word "lot", "unit", or "suite" preceding the posted number.
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Schedule 'E'

Janet Black	\$ 88,403.00	Salary for 2018
Karrie Blackbeard	-	increase to hourly wage
Tracey Zweifel	2.00	increase to hourly wage
Brent Black	1.00	increase to hourly wage
Bob Dillon	1.00	increase to hourly wage
Monique Dyck	-	increase to hourly wage
Harold Durning	2.00	increase to hourly wage
Justin O'Beime	2.00	increase to hourly wage
Alan Johnson	-	increase to hourly wage

Handwritten initials:
HLL
JB