

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, January 12, 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, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; Foreman Cliff Stewart; Administrator Janet Black.

Agenda

1/17 JERRY PETOVELLO

That the agenda be approved as presented.

Motion Carried.

Minutes

2/17 BERNADETTE POPPLETON

That the minutes of the December 8, 2016 meeting be adopted as circulated.

Motion Carried.

Financial Activities

3/17 FLOYD WHITNEY

That the Statement of Financial Activities for the month of December 2016 and the Bank Reconciliation for December 2016 be approved as presented.

Motion Carried.

Accounts

4/17 VINCENT MURPHY

That the accounts be approved and authorized for payment and that a list of cheques numbered 5492 to 5560 inclusive and payroll direct deposits 1310 to 1334 inclusive, totaling \$389,547.02 be presented in Schedule 'A' to these minutes.

Motion Carried.

Amend Resolution 338/16

5/17 CHIP CHIBRI

That we amend Resolution 338/16 to read a quote of \$5,800.00 plus applicable taxes.

Motion Carried.

Cliff Stewart gave his Foreman's report as presented in Schedule 'B' to these minutes.

Saskatchewan Heavy Construction Assoc. Membership

6/17 JERRY PETOVELLO

That we become an infrastructure owner member of the Saskatchewan Heavy Construction Association at a cost of \$425.00 plus GST.

Motion Carried.



Municipal Management Essentials

7/17 TREVOR MCCREA

That Administrator Janet Black and Tracey Zweifel be enrolled in the Basic Business Law course sponsored by Southeast College in North Battleford on March 1 & 2, 2017.

Motion Carried.

Correspondence

Hudson Bay Route Association	Re: Membership
SAMA	Re: 2017 Invoice Estimate
WCMGC	Re: Membership & Minutes
Maidstone Waseca & District Fire Bd	Re: Minutes
SARM	Re: 2017 Membership Fees
SARM	Re: Legal Fees & Community Planning Fees
FCM	Re: Membership 2016-2017
Ray Orb	Re: President Position
Carmen Sterling	Re: Vice-President Position
Rapid Growth Communities	Re: Services Offered
NCTPC	Re: Municipal Support Program
SAMA	Re: 2017 Revaluation Information Sheets
Saskatchewan Safety Council	Re: Industrial Safety Seminar
SK WCB	Re: Premium Rate Notice
Highline Manufacturing	Re: RCH Hydro Mower
Gord Krimser & Associates Ltd.	Re: Board of Revision
PREP	Re: PCO Workshops
WCMGC	Re: Minutes & Next Meeting
Jetpatcher Canada	Re: Spray Patching Equipment
SARM	Re: Fidelity Bond Self-Insurance
Crime Reduction Committee	Re: Meeting
Cypher Environmental	Re: Dust Stop
SK Heavy Construction Association	Re: 2017 Membership
Southeast College	Re: Municipal Employees Training
John Herbert	Re: Access Request
Gale Stonehouse	Re: Communication
Bruce Graham	Re: Crown Land Purchase
Glen McGladdery	Re: Pest Control Report
Triod Supply (2011) Ltd.	Re: Mower Blade Booking
Gale Stonehouse	Re: Ambulance Communication Error
RM of Britannia No. 502	Re: Traffic Accommodation Supervisors
CPS	Re: Invasive Plant Control Program

Bond

The Administrator placed the Administration Bond before the Council for inspection.

Ambulance Communication Problem

8/17 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 acknowledge the email from Gale Stonehouse regarding the problem with the ambulance; that we have communicated with the ambulance service indicating the road is unusable and therefore rests with the ambulance drivers to use that information.

Motion Carried.

Graham Application to Purchase Lease Land

9/17 CHIP CHIBRI

That we approve the application from Bruce Eric Graham to purchase the following crown lands:-

SW 7-44-24 W3M

SE 12-44-25 W3M

Motion Carried.

Work Zone Traffic Training

10/17 TREVOR MCCREA

That we send Brent Black, Adam Steuer and Cliff Stewart to attend the Work Zone Traffic Accommodation Supervisors training session on January 31 and February 1, 2017 in Lloydminster at a cost of \$400.00 per person.

Motion Carried.

Indemnity Rates

11/17 VINCENT MURPHY

That the rate for Council Indemnity and Supervision for 2017 be set at \$210.00 per day and \$0.65 per kilometer plus \$105 per month communication allowance due to gravel roads travelled.

Motion Carried.

Council broke for lunch at 11:50 a.m.

Council reconvened from lunch at 12:45 p.m.

Taxable Indemnity

12/17 BERNADETTE POPPLETON

That one third of the total sum paid by the municipality to each member of council in the current year for his/her services shall be designated incidental to the discharge of his/her duties as a member, incurred by such member, as authorized by subsection 82(2) of *The Municipalities Act*.

Motion Carried.

Council Workers Compensation

13/17 TREVOR MCCREA

That the rate of coverage under Workers Compensation for the Reeve and Councillors for 2017 be set at \$34,008.00 each per annum.

Motion Carried.

Administrator

14/17 JERRY PETOVELLO

That Janet Black be appointed as Administrator for 2017.

Motion Carried.

Assessor

15/17 FLOYD WHITNEY

That Janet Black be appointed as Assessor and Tax Collector for 2017.

Motion Carried.



Returning Officer

16/17 CHIP CHIBRI

That Janet Black be appointed as Returning Officer for 2017.

Motion Carried.

Board of Revision

17/17 TREVOR MCCREA

That Gord Krismer and Associates Ltd. be appointed as the District Board of Revision for the Rural Municipality of Hillsdale No. 440 for 2017.
Members: Clinton Krismer (Chair), Gordon Krismer (Vice-Chair), Jeff Hutton, Charmain Luscombe, Brian Lynch, Reg Skinner and Don Van Beseleare.

Motion Carried.

Board of Revision Secretary

18/17 BERNADETTE POPPLETON

That Christine Krismer be appointed Secretary of the Board of Revision for 2017.

Motion Carried.

Road Ban

19/17 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 remain in the Department of Highways Road Ban program for 2017.

Motion Carried.

Agriculture Councillor & ADD Committee

20/17 FLOYD WHITNEY

That Jerry Petovello be appointed as Agricultural Councillor for the Rural Municipality of Hillsdale No. 440 for 2017;

and that the Rural Municipal Agriculture, Development and Diversification Committee be appointed as follows for 2017:-

Division One	Robin McCrea
Division Two	Carla Schmidt
Division Three	Kim Putnam
Division Four	Earl Ducherer
Division Five	Aaron Paton
Division Six	Brian Gibb

and that the ADD Committee members be paid \$210.00 per day and \$105.00 per half day meeting and \$0.65 per kilometer.

Motion Carried.

Cemetery Managers

21/17 JERRY PETOVELLO

That the following Cemetery Managers be appointed for 2017:-

Ed Pedersen	Carruthers Hillcrest Cemetery
Kim Putnam	Woodlawn East Manitou Cemetery

and that the annual fee of \$300.00 be paid to each.

Motion Carried.



Poundkeeper

22/17 TREVOR MCCREA

That Barry McConnell be appointed Poundkeeper for 2017.

Motion Carried.

Fire Chiefs

23/17 FLOYD WHITNEY

That we appoint Fire Chiefs for 2017 for the following areas:-

Cut Knife & District Rural Fire Area	Brett Robertson
Maidstone Waseca District Fire Area	Murray Lundquist
Neilburg Fire Association	Marty Bowes

Motion Carried.

Fire Board Representatives

24/17 CHIP CHIBRI

That Miles O'Grady, Brian Gibb and Scott Downie be appointed as representatives of the Rural Municipality of Hillsdale No. 440 to the Neilburg Fire Board for 2017;
and Laurie Wakefield be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Maidstone Waseca Fire Board for 2017;
and that Trevor McCrea be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Cut Knife and District Fire Association for 2017;
and that Trevor McCrea be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Manitou Lake Fire & Rescue Board for 2017.

Motion Carried.

Council Committees

25/17 VINCENT MURPHY

That following committees be appointed for 2017:-

Finance – Glenn Goodfellow, Jerry Petovello and Bernadette Poppleton; alternate Chip Chibri

Bylaw 4/84 – Glenn Goodfellow and Bernadette Poppleton

Human Resources – Glenn Goodfellow (alternate), Chip Chibri, Floyd Whitney and Trevor McCrea

Road – Glenn Goodfellow, Vincent Murphy, Bernadette Poppleton and Trevor McCrea (alternate)

Machinery – Glenn Goodfellow (alternate), Vincent Murphy, Jerry Petovello and Trevor McCrea

Asset Management – Glenn Goodfellow, Trevor McCrea, Floyd Whitney, Jerry Petovello and Bernadette Poppleton

Safety – Councillors Chip Chibri, Bernadette Poppleton and Jerry Petovello, Office Assistant Tracey Zweifel and Maintenance Employee Adam Steuer.

Motion Carried.

Highway 40 Health Holdings

26/17 BERNADETTE POPPLETON

That Jerry Petovello be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Highway 40 Health Holdings Board for 2017.

Motion Carried.

NWMA & NHOM Representative

27/17 BERNADETTE POPPLETON

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the North West Municipalities Association for 2017;
and that Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Northwest Heavy Oil Committee for 2017.

Motion Carried.

WYWRA Representative

28/17 FLOYD WHITNEY

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the West Yellowhead Waste Resource Authority for 2017.

Motion Carried.

Vet Service Board Representative

29/17 FLOYD WHITNEY

That Bernadette Poppleton be appointed representative of the Rural Municipality of Hillsdale No. 440 to the Neilburg Veterinary Service Board for 2017.

Motion Carried.

Lakeland Library Board Representative

30/17 TREVOR MCCREA

That Wendy Worman be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Lakeland Library Regional Board for 2017.

Motion Carried.

Weed Inspector

31/17 BERNADETTE POPPLETON

That Tannis Chibri be appointed as weed inspector for 2017.

Motion Carried.

Auditor Appointment

32/17 JERRY PETOVELLO

That the firm Holm Raiche Oberg be appointed as auditor for 2017.

Motion Carried.



NCTPC Workshop

33/17 CHIP CHIBRI

That Bernadette Poppleton, Glenn Goodfellow and Trevor McCrea be authorized to attend the NCTPC Workshop – Alternative Road Building Solutions, OH&S Municipal/Industry Interactions (Duty/Liability of Councils) in Edam on February 21, 2017.

Motion Carried.

Transfer Station Attendant

34/17 CHIP CHIBRI

That we contract Elaine Etson to provide Transfer Station Attendant duties for the Rural Municipality of Hillsdale No. 440 at \$24.00 per hour for 2017, with the pay cheque to be to her by the 15th of the following month.

Motion Carried.

Pest Control Services

35/17 TREVOR MCCREA

That we contract Glen McGladdery to provide Pest Control Services within the Rural Municipality of Hillsdale No. 440 for 2017 at \$28.00 per hour and \$0.65 per kilometer.

Motion Carried.

Municipal Leadership Development Program

36/17 VINCENT MURPHY

That the Rural Municipality of Hillsdale No. 440 authorize Tracey Zweifel to attend the Human Resources workshop on February 4, 2017 and Public Relations and Communications workshop on March 13, 2017 both in Saskatoon.

Motion Carried.

Baytex Energy Ltd.

Baytex Soda Lake HZ 4C1-22-2D14-22-45-23 W3M

Utilize an Existing Approach

37/17 VINCENT MURPHY

That we approve the request from Baytex Energy Ltd. to utilize an existing approach in SE 22-45-23 W3M for access to Baytex Soda Lake HZ 4C1-22-2D14-22-45-23 W3M with the following stipulations:-

- the Industrial Road Use Agreement be signed by a Baytex Energy representative
- if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.



**Baytex Energy Ltd.
Baytex Soda Lake 5HZ 1B16-28-4A1-28-46-24 W3M
Utilize an Existing Approach – Extension**

38/17 FLOYD WHITNEY

That we approve the request from Baytex Energy Ltd. to extend the consent issued September 24, 2015 to utilize an existing approach in NE 28-46-24 W3M for access to Baytex Soda Lake 5HZ 1B16-28-4A1-28-46-24 W3M with the following stipulations:-

- the Industrial Road Use Agreement previously signed by a Baytex Energy representative remains in effect
- if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

**Baytex Energy Ltd.
Baytex Soda Lake 2HZ 8B3-27-3B3-22-46-24 W3M
Utilize an Existing Approach – Extension**

39/17 FLOYD WHITNEY

That we approve the request from Baytex Energy Ltd. to extend the consent issued October 20, 2014 to utilize an existing approach in SW27-46-24 W3M for access to Baytex Soda Lake 2HZ 8B3-27-3B3-22-46-24 W3M with the following stipulations:-

- the Industrial Road Use Agreement previously signed by a Baytex Energy representative remains in effect
- if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

**Baytex Energy Ltd.
Baytex Soda Lake 2HZ 7D13-23-2B15-22-46-24 W3M
Utilize an Existing Approach – Extension**

40/17 FLOYD WHITNEY

That we approve the request from Baytex Energy Ltd. to extend the consent issued October 20, 2014 to utilize an existing approach in NW 23-46-24 W3M for access to Baytex Soda Lake 2HZ 7D13-23-2B15-22-46-24 W3M with the following stipulations:-

- the Industrial Road Use Agreement previously signed by a Baytex Energy representative remains in effect
- if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

**Northern Blizzard Resources Inc.
Pipeline Right of Way
4A2-8-43-25 W3M to 2-8-43-25 W3M**

41/17 BERNADETTE POPPLETON

That we approve the request from Northern Blizzard Resources Inc. to construct a pipeline right of way in SE 8-43-25 W3M with the following stipulations:-

- that the pipeline be bored and buried a minimum depth of 2.5 metres where it crosses any road allowances or right of ways
- that any structures, machinery or other objects shall not be placed within one hundred and fifty feet from the centerline of any municipal road allowance.

Motion Carried.



**Northern Blizzard Resources Inc.
Pipeline Crossing/Temporary Work Space Request
2B3-5-43-25 W3M to 16-36-42-26 W3M**

42/17 BERNADETTE POPPLETON

That we approve the request from Northern Blizzard Resources Inc. to:-
1] cross our low grade gravel road allowance (Twp Rd 430) with a pipeline between SW 5-43-25 W3M and NE 36-42-26 W3M and
2] to be in close proximity to our low grade gravel road with a temporary work space with the following stipulation:-
-that the pipeline be bored and buried a minimum depth of 2.5 metres where it crosses the road allowances and right of way.

Motion Carried.

**Baytex Energy Ltd.
Baytex Soda Lake 3HZ 1C7-33-3C7-32-46-24 W3M
Utilize an Existing Approach**

43/17 FLOYD WHITNEY

That we approve the request from Baytex Energy Ltd. to utilize an existing approach in NE 33-46-24 W3M for access to Baytex Soda Lake 3HZ 1C7-33-3C7-32-46-24 W3M with the following stipulations:-
-the Industrial Road Use Agreement be signed by a Baytex Energy representative
-if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

**Baytex Energy Ltd.
Baytex Soda Lake 4HZ 2D11-33-3C10-32-46-24 W3M
Utilize an Existing Approach**

44/17 FLOYD WHITNEY

That we approve the request from Baytex Energy Ltd. to utilize an existing approach in NE 33-46-24 W3M for access to Baytex Soda Lake 4HZ 2D11-33-3C10-32-46-24 W3M from a surface location in 11-33-46-24 W3M with the following stipulations:-
-the Industrial Road Use Agreement be signed by a Baytex Energy representative
-if the existing approach requires upgrading, it be built with a minimum top width of thirty feet and 5:1 side slopes where possible.

Motion Carried.

Birch Lake Road Construction

45/17 TREVOR MCCREA

That the Administrator be authorized to set up a meeting with Husky Oil regarding the construction of the Birch Lake road.

Motion Carried.

Agenda

46/17 BERNADETTE POPPLETON

That we discuss the Yonker road within the Rural Municipality of Senlac No. 411, which was not listed on the approved agenda.

Motion Carried.
2/3 Majority.



Yonker Road

47/17 BERNADETTE POPPLETON

That we write a letter to the Rural Municipality of Senlac No. 411 regarding the maintenance of that portion of the Yonker road north of Eyehill Creek located within their municipality due to the usage by Rural Municipality of Hillsdale No. 440 ratepayers and that we make Councillor Bernadette Poppleton the contact in this regard.

Motion Carried.

Rescind Resolution 341/16

48/17 BERNADETTE POPPLETON

That we rescind resolution 341/16 as the subdivision identified as Community Planning file R0826-16S to subdivide one parcel, Proposed Parcel A Agricultural in SE 31-43-25 W3M will not be completed.

Motion Carried.

Agenda

49/17 JERRY PETOVELLO

That we discuss the Gregoire road which was not listed on the approved agenda.

Motion Carried.
2/3 Majority.

Gregoire Road

50/17 TREVOR MCCREA

That we tender the construction of the Gregoire Road Township Road 442.05 to raise the grade through the water body and that we contract amec foster wheeler to do the tender.

Motion Carried.

Clay Test Holes

51/17 JERRY PETOVELLO

That we contract amec foster wheeler to drill test holes for clay on:
SE 18-44-23 W3M Glen and Cindy Stonehouse
SW 17-44-23 W3M McCrea Farms Ltd.

Motion Carried.

Foreman Cliff Stewart left the meeting at 3:05 p.m.

In Camera

52/17 FLOYD WHITNEY

That the meeting proceed in camera at 3:05 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: Glenn Goodfellow, Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; and Administrator Janet Black.

Meeting Reconvenes

53/17 TREVOR MCCREA

That Council come out of camera at 3:45 p.m.

Motion Carried.

2017 Wages

54/17 CHIP CHIBRI

That we adopt the salary schedule as presented in Schedule 'C' to these minutes.

Delegations

- 1) Donald Rutherford – Rutherford Agencies – 11:00 a.m.

Adjourn

55/17 FLOYD WHITNEY

That this meeting does now adjourn.

Motion Carried.


Reeve


Administrator

Schedule 'A'

DD1310 – DD1327	35,859.28
DD1328 – DD1334	2,554.55
5492 CUETS Financial	1,456.40
5493 Chip Chibri	103.49
5494 Receiver General for Canada	14,417.67
5495 Municipal Employees Pension Plan	8,620.04
5496 Keri Bratkowski	89.25
5497 AECOM Canada Ltd.	1,019.81
5498 Amec Foster Wheeler	5,659.40
5499 Bee J's Stationers Inc.	411.63
5500 Carruthers Cemetery Committee	20.00
5501 Crop Production Services	7,876.73
5502 CUETS Financial	1,462.81
5503 Cut Knife & District Fire Association	1,001.35
5504 Cut Knife Courier	36.75
5505 E&L Building Contractors	38,022.00
5506 Elaine Eton	1,263.75
5507 Evan Horvath	441.00
5508 Glen McGladdery	4,619.39
5509 Living Sky School Division #202	47,266.87
5510 Void	0.00
5511 Lloydminster Co-Operative Ltd.	3,056.25
5512 McIntosh Garage & Auto Body Ltd.	11,559.45
5513 Minister of Finance – PST	14,805.48
5514 Munisoft	2,073.52
5515 Naomi McGladdery	868.68
5516 Neilburg Fire Board	575.87
5517 Northwest School Division #203	107,184.01
5518 Pat Gibbons Ltd.	157.32
5519 Purolator Courier Ltd.	70.94
5520 RMAA Workshop Fund	140.00
5521 Ruby Flicek	2,130.00
5522 Sask Energy	282.84
5523 Sask Power	976.32
5524 Sask Tel	481.33
5525 Sask Tel Mobility	44.91
5526 Shred-It International ULC	151.54
5527 Texas Refinery Corp. of Canada	72.60
5528 The Lloydminster Source	131.25
5529 Triod Supply 2011 Ltd.	84.65
5530 Van Houtte Coffee Services Inc.	55.49
5531 Village Green Park	560.00
5532 Village of Neilburg	234.00
5533 West Yellowhead Waste Resource Authority	1,805.54
5534 Chip Chibri	316.95
5535 Bee J's Stationers Inc.	341.81
5536 Brandt Tractor Saskatoon Branch	41.75
5537 City of Prince Albert	703.75
5538 Federation of Canadian Municipalities	190.95
5539 Fort Garry Industries Ltd.	26.52
5540 Gord Krismer & Associates Ltd.	472.50
5541 Hudson Bay Route Association	300.00
5542 Karrie Blackbeard	91.26
5543 Lilydale Creek Enterprises Ltd.	472.50
5544 Lloydminster Co-Operative Ltd.	20.23
5545 Lloydminster Co-Operative Ltd.	17.02
5546 Municipal Leadership Development Program	283.50
5547 Munisoft	7,724.20
5548 Princess Auto	209.99
5549 Redhead Equipment Ltd.	395.78

5550	RMAA	550.00
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5551	SARM	54,033.20
5552	Tillie Burt	144.00
5553	West Central Municipal Gov't Committee	225.20
5554	Ace Industrial Supply Inc.	374.00
5555	Ed Pedersen	300.00
5556	Kim Putnam	300.00
5557	RM of Britannia	1,200.00
5558	Saskatchewan Heavy Construction	446.25
5559	Void	0.00
5560	Vincent Murphy	661.50
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Schedule 'B'

Foreman's Report

-garage door openers

-need electrician

-new springs

-weather stripping

-water truck certification – tank was manufactured in Westlock, so needs to back to them to get placarded.

-erosion control for Gregoire road from Brock White \$2,380,000.00

-stockpile rock

Schedule 'C'

Salary Schedule 2017

Janet Black	\$ 86,500.00	Salary for 2017
Lois Johnston	1,500.00	increase to salary
Tracey Zweifel	0.54	increase to hourly wage
Karrie Blackbeard	0.54	increase to hourly wage
Clifford Stewart	951.72	increase to salary
Brent Black	0.34	increase to hourly wage
Bob Dillon	0.34	increase to hourly wage
Adam Steurer	1.00	increase to hourly wage
Monique Dyck	-	increase to hourly wage
Harold Durning	-	increase to hourly wage
Justin O'Brien	-	increase to hourly wage
David Stasiuk	-	increase to hourly wage