

A-11

**MINUTES OF A REGULAR 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, October 3, 2019 at 9:00 a.m. MST.

**Call to Order**

Reeve Glenn Goodfellow called the meeting to order.

**Members Present**

Reeve: Glenn Goodfellow  
Division 1 Councillor: Trevor McCrea  
Division 2 Councillor: Absent  
Division 3 Councillor: Bernadette Poppleton  
Division 4 Councillor: Vincent Murphy  
Division 5 Councillor: Floyd Whitney  
Division 6 Councillor: Absent  
Administrator: Janet Hollingshead  
Public Works Coordinator: Karrie Blackbeard

**Agenda**

228/19 FLOYD WHITNEY

That the agenda be approved as presented and included as Schedule "D" to these minutes.

Motion Carried.

**Minutes**

229/19 BERNADETTE POPPLETON

That the minutes of the September 5, 2019 meeting be adopted as circulated.

Motion Carried.

**Financial Activities**

230/19 VINCE MURPHY

That the Statement of Financial Activities for the month of September 2019 and the Bank Reconciliation for September 2019 be approved as presented.

Motion Carried.

**Accounts**

231/19 TREVOR MCCREA

That the accounts be approved and authorized for payment and a list of cheques numbered 7344-7380 inclusive and payroll direct deposits 2000-2019 inclusive and online payments 405605,430295-430298, 430301, 430303, 430305, 430307, 430308, 430890-430892, 460300 totaling \$1,626,466.54 be presented in Schedule 'A' to these minutes.

Motion Carried.

**Public Hearing-Development Permit No. 2019-06**

232/19 TREVOR MCCREA

That the Council meeting be suspended to open a Public Hearing for Development Permit No. 2019-06 at 10:00 a.m.

Motion Carried.

Zero people in attendance.

**Resume Regular Meeting**

233/19 FLOYD WHITNEY

That the Public Hearing be closed and the council meeting resume at 10:03 a.m.

Motion Carried.

**Development Permit 2019-06**

234/19 VINCE MURPHY

That the application for Brayden Bertoia of SW 16-43-23 W3M be approved as a discretionary use under Table 6-1 A-Agriculture District Development Standards; Residential Uses; Section 1 Farm Dwelling.

Motion Carried.

No tenders were received for the approximate 108 acres of land on the South Half of 17-44-23 W3.

**Ulmer Construction Contract**

235/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 convey to Robert Ulmer of Ulmer Construction Inc. that upon the inspected standard completion of the 2.2 kilometers currently being constructed or freeze up whichever comes first, the Rural Municipality of Hillsdale No. 440 finds it paramount that Ulmer Construction Inc. voluntarily sign the contract over to the municipality. Should said contractor not comply, the municipality will have no choice but to bring an action against the contractors performance bond.

Motion Carried.

**CAPP/NHOM Meeting**

236/19 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 authorize Reeve Glenn Goodfellow and Administrator Janet Hollingshead to attend a meeting between the Canadian Association of Petroleum Producers and the Northwest Heavy Oil Municipalities on Friday, November 1, 2019 at the office of the Rural Municipality of Wilton No. 472.

Motion Carried.

Council broke for lunch at 12:10 p.m.

Council reconvened from lunch at 12:40 p.m.

**Survey Road Allowance**

237/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 contract Transit Technical Services Ltd. to survey the road allowance on Range Road 3241.03 and Range Road 3241.04.

Motion Carried.

**Grazing Lease Fees**

238/19 TREVOR MCCREA

That the 2019 grazing lease fee on Crown Lease LCM 49387 and LAM 12559 and the lease fee charged on municipal lands remain the same price per acre as 2018.

Motion Carried.

**Correspondence**

SARM	Re: 2020 Federal Budget
NSRBC	Re: Newsletter
WYWRA	Re: Electronics Collection
WCMGC	Re: Minutes
Communities in Bloom	Re: Liberation 75 Tulip
4-H Canada Saskatchewan	Re: Fall Newsletter
Sask Waste Reduction Council	Re: 2019 Fall Workshops
NCTPC	Re: Minutes
MLDP	Re: Modules
Fox Wakefield Lawyers	Re: Arbitration Services
National Defense	Re: Speakers Program 2019
SARM Midterm 2019 Convention	Re: Agenda
APAS	Re: 2019 AGM
Jeff Thoms Trucking	Re: Tree Mulching Services
Sasklander	Re: Newsletter
R.M. of Mervin No. 499	Re: CAPP/NHOM Meeting
SARM	Re: Bridge Summit
District 35 4-H	Re: Thank you
Brenda Miller	Re: Request Legal Land Survey
WIM Gym	Re: Donation Request
RM of Eldon No. 471	Re: Clubroot Survey
Director of Legal Services	Re: Judgement Update
Big Manitou Regional Park Authority	Re: Agreement

**Neilburg Vet Service Board**

239/19 BERNADETTE POPPELTON

That the Council of the Rural Municipality of Hillsdale No. 440 approve the dissolution of the Vet Service Board and that a 50/50 split of any remaining assets be jointly owned between the Rural Municipality of Manitou Lake No. 442 and the Rural Municipality of Hillsdale No. 440.

Motion Carried.

**Workplace Harassment Policy**

240/19 VINCE MURPHY

That the Council of the Rural Municipality of Hillsdale No. 440 amend the Workplace Harassment Policy to include updates recommended by the Occupational Health and Safety, Ministry of Labor Relations.

Motion Carried.

The new Workplace Harassment Policy shall be attached as Schedule 'C' to these minutes.

Public Works Coordinator Karrie Blackbeard presented the public works report as disclosed in Schedule 'B' to these minutes.

**Bylaw 5/2019 – First Reading**

241/19 TREVOR MCCREA

That Bylaw 5/2019 being a bylaw to authorize the expropriation of land to acquire 0.63 acre in the SE 17-44-23 W3M be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.



**Bylaw 5/2019 – Second Reading**

242/19 BERNADETTE POPPLETON

That Bylaw 5/2019 being a bylaw to authorize the expropriation of land to acquire 0.63 acre in the SE 17-44-23 W3M be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 5/2019 – Third Reading Approval**

243/19 VINCE MURPHY

That Bylaw 5/2019 being a bylaw to authorize the expropriation of land to acquire 0.63 acre in the SE 17-44-23 W3M be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 5/2019 – Third Reading**

244/19 FLOYD WHITNEY

That Bylaw 5/2019 being a bylaw to authorize the expropriation of land to acquire 0.63 acre in the SE 17-44-23 W3M be read a third time and adopted.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 6/2019 – First Reading**

245/19 TREVOR MCCREA

That Bylaw 6/2019 being a bylaw to authorize the expropriation of land to acquire 1.84 acres on the SW 8-46-24 W3M be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 6/2019 – Second Reading**

246/19 BERNADETTE POPPLETON

That Bylaw 6/2019 being a bylaw to authorize the expropriation of land to acquire 1.84 acres on the SW 8-46-24 W3M be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 6/2019 – Third Reading Approval**

247/19 VINCE MURPHY

That Bylaw 6/2019 being a bylaw to authorize the expropriation of land to acquire 1.84 acres on the SW 8-46-24 W3M be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 6/2019 – Third Reading**

248/19 FLOYD WHITNEY

That Bylaw 6/2019 being a bylaw to authorize the expropriation of land to acquire 1.84 acres on the SW 8-46-24 W3M be read a third time and adopted.

Motion Carried.

The Bylaw was read by the Administrator.

**Bylaw 8/2019 – First Reading**

249/19 FLOYD WHITNEY

That Bylaw 8/2019 being a bylaw to amend Bylaw 1/2013 known as the Official Community Plan of the Rural Municipality of Hillsdale No. 440. be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

**Staff Christmas Party**

250/19 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 host a Christmas Party for the staff to be held in the Prairie Limits Outfitters facility on Friday, December 6, 2019 beginning at 5:00 p.m.

Motion Carried.

**Freemont Transfer Station Manual**

251/19 FLOYD WHITNEY

That the Council of the Rural Municipality of Hillsdale No. 440 approve the Freemont Transfer Station Manual which includes the Permit and Approval to Operate, Operating Procedures, Tipping Fees and Emergency Response Plan as of Thursday, October 3, 2019.

Motion Carried.

**Wiebe Subdivision Motion No. 109/19**

252/19 VINCE MURPHY

That the Council of the Rural Municipality of Hillsdale No. 440 amend Motion No. 109/19 accepting \$1,000.00 as a cash payment in lieu of the hectare requirement for the Patrick and Cheryl Wiebe subdivision municipal reserve requirement.

Motion Carried.

**In Camera**

253/19 TREVOR MCCREA

That the meeting proceed in camera at 1:59 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 and Whitney, Administrator Hollingshead and Public Works Coordinator Blackbeard.



**Meeting Reconvenes**

254/19 TREVOR MCCREA

That Council come out of camera at 2:38 p.m.

Motion Carried.

**Delegations**

- 1) RCMP Const. Brian Focht

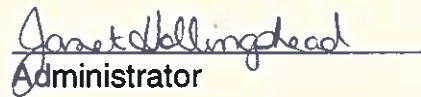
**Adjourn**

255/19 FLOYD WHITNEY

That this meeting adjourns at 2:38 p.m.

Motion Carried.

  
Reeve

  
Administrator

**Schedule 'A'**

DD#2000-DD#2011,DD#2019	39,545.53
DD#2012-DD#2018	2,913.35
7344 UMAAS	210.00
7345 Receiver General for Canada	18,655.01
7346 Municipal Employees Pension Plan	10,623.96
7347 Keri Bratkowski	410.00
7348 Howard Erb's Trucking Ltd.	8,100.23
7349 Willy Durning	207.99
7350 Justin O'Beime	10.00
7351 Bee J's Stationers Inc.	202.23
7352 Elaine Eton	1,242.30
7353 G.D. Extermination Ltd.	1,235.43
7354 Information Services Corp.	860.00
7355 John Deere Financial Inc.	407.83
7356 Voided by the Print Process	0.00
7357 Lloydminster Co-operative Ltd.	2,236.72
7358 Ministry of Agriculture	12,707.23
7359 Myron Smarter Business Gifts	376.06
7360 Nutrien Ag Solutions	13,137.54
7361 Prairie Steel Products	990.43
7362 Purolator Courier Ltd.	454.14
7363 SARM	306.86
7364 Triod Supply 2011 Ltd.	150.65
7365 Van Houtte Coffee Services	107.84
7366 Xerox Canada Ltd.	216.41
7367 WF Botkin Construction Ltd.	852,208.12
7368 Brock White Canada Co. LLC	16,721.25
7369 K&S Asphalt Services Ltd.	145,467.72
7370 Lloydminster Co-operative Ltd.	118.56
7371 McIntosh Garage & Auto Body Ltd.	43,994.22
7372 Pat Gibbons	3,571.88
7373 Shred-It International ULC	185.50
7374 Ulmer Construction Inc.	87,462.45
7375 Vercomm Wireless	367.50
7376 Village of Neilburg	234.00
7377 Wood Environment & Infrastructure	308,196.73
7378 WYWRA	2,199.57
7379 Brandt Tractor Saskatoon Branch	4,414.83
7380 SARM	5,000.00
405605 Minister of Finance-PST	44.31
430295 Collabria	737.68
430296 Sask Energy	225.00
430297 Sask Energy	100.00
430298 Sask Power	462.41
430301 Sask Power	183.15
430303 Sask Power	58.29
430305 Sask Power	58.93
430307 SaskTel	312.95
430308 SaskTel	181.45
430890 Minister of Finance-Northwest	8,540.94
430891 Minister of Finance-Living Sky	1,532.08
430892 SMHI	28,117.83
460300 Sask Power	461.45

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*[Handwritten signature]*



### Schedule 'B' Public Works Report

September – went on without me

Ulmer

- Coulee culvert is installed
- Has all other culverts to install
- Has about 1 foot of road top to finish
- To continue construction, East road has to be opened up to take material from for the beginning north mile

WF Botkin

- found more topsoil in road, added more combi-grid
- 90% done subgrade work from 5.2 to 5.8 km marks
- Paving crew scheduled to mobilize for October 14
- Thurlow's Driveway
- Fencing of South borrow

Lilydale Grid was patched by K&S Asphalt Services

Mowing Highways

Ditches were completed on Highway 21 and 40

Mowing Highway 40 was good like last year

Mowing Highway 21 a few sets of blades were gone though as it is rough and a lot of rocks, only did 1 extra pass on Highway 21

About 2 weeks of steady mowing will have the RM mowing complete

Working on South of Baldwinton 2, all of div 5, Birch Lake and a few other spots to go

Maintenance

Gear box on older mower was damaged by a rock October 2, 2019

Clutch Break replaced in Kenworth

Gravel – Bob is aware it looks sparse in places

- Giving us the areas helps them be attended to
- Most roads need a grade after the dampness and it will bring gravel back
- Gravelling at this time of the year can be tricky as when it snows it will all end up in the ditch with snow plowing

Possible gravel haul, not allowed on 450.07 & .06 – let office know if noticed

Road naming review

Extra Winter Storage?

DEF fluid quotes & stand

Fall Mulching instead of Spring?

WYWRA New Electronics Bin

ASIST AGM

Bordering on Disaster Conference



### Schedule 'C' Workplace Harassment Policy

1. **Definition (section 2(1)(I) of the *Occupational Health and Safety Act, 1993*):**  
"Harassment" means any inappropriate conduct, comment, display, action or gesture by a person:
  - (i) that either:
    - (A) is based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
    - (B) subject to subsections (4) and (5), adversely affects the worker's psychological physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and
  - (ii) constitutes a threat to the health or safety of the worker.
2. **Employer obligation**  
The Rural Municipality of Hillsdale No. 440, council and its managers and supervisors, will take all complaints of harassment seriously. We are committed to implementing this policy and will ensure that no employee is subjected to harassment at this place of employment.
3. **Employee's obligation**  
All employees, including managers and supervisors employed by the Rural Municipality of Hillsdale No. 440, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.
4. **Third Party obligations**  
This policy covers harassment connected to any matter or circumstance arising out of the worker's employment. Ratepayers, customers, clients, contractors or their workers and others invited to the workplace could harass an employee. The Rural Municipality of Hillsdale No. 440 may have limited ability to investigate or control their conduct. However, Rural Municipality of Hillsdale shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties.
5. **Procedure for dealing with harassment concerns**  
All complaints will be taken seriously. The rights of all concerned will be respected. Employees are encouraged to use these steps to address incidents of alleged harassment internally.
  - 5.1 An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
  - 5.2 Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the Administrator. In the event that the complaint is against the Administrator, the worker should report the alleged harassment to the Reeve who will then take the action indicated below for the Administrator.
  - 5.3 Once a person designated by the employer receives a report, that person shall immediately bring the complaint to the attention of the employer.
  - 5.4 The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.

5.5 Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results.

5.6 Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint.

5.7 Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

**6. Confidentiality**

Rural Municipality of Hillsdale No. 440, will not disclose the identity of the complaint or alleged harasser, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

**7. External complaints**

Nothing in this policy prevents or discourages an employee from referring a harassment complaint to the Occupational Health and Safety Division or the Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available. For more information, contact the Ministry of Labour Relations and Workplace Safety Occupational Health and Safety Division at (306) 787-4496.

**Schedule 'D' Agenda**

**A G E N D A**  
**Rural Municipality of Hillsdale No. 440**  
**October 3, 2019**

Call to Order

Members Present

Approval of Agenda

Declaration of Interest

Minutes of the September 5, 2019 Meeting

Statement of Changes in Financial Position and Bank Reconciliation for September 2019

Accounts

Public Works Report

Correspondence

SARM	Re: 2020 Federal Budget
NSRBC	Re: Newsletter
WYWRA	Re: Electronics Collection
WCMGC	Re: Minutes
Communities in Bloom	Re: Liberation 75 Tulip
4-H Canada Saskatchewan	Re: Fall Newsletter
Sask Waste Reduction Council	Re: 2019 Fall Workshops
NCTPC	Re: Minutes
MLDP	Re: Modules
Fox Wakefield Lawyers	Re: Arbitration Services
National Defense	Re: Speakers Program 2019
SARM Midterm 2019 Convention	Re: Agenda
APAS	Re: 2019 AGM
<u>Jeff Thoms Trucking</u>	<u>Re: Tree Mulching Services</u>
Sasklander	Re: Newsletter
R.M. of Mervin No. 499	Re: CAPP/NHOM Meeting
SARM	Re: Bridge Summit
District 35 4-H	Re: Thank you
Brenda Miller	Re: Request Legal Land Survey
WIM Gym	Re: Donation Request
RM of Eldon No. 471	Re: Clubroot Survey
Director of Legal Services	Re: Judgement Update
Big Manitou Regional Park Authority	Re: Agreement
SARM	Re: Star Phoenix/Leader Post Update

**OTHER BUSINESS**

- 1] Public Hearing 2019-06 @ 10:00 a.m.
- 2] Tender Opening 10:10 a.m.
- 3] Grazing Lease Fees
- 4] STARS Donation
- 5] Neilburg Vet Service Board
- 6] Workplace Harassment Policy
- 7] Bylaw 5/2019-Expropriation of Land
- 8] Bylaw 6/2019-Expropriation of Land

- 9] Bylaw 7/2019-Code of Ethics
- 10] Bylaw 8/2019-Amend Bylaw No. 1/2013 Official Community Plan
- 11] Staff Christmas Festivities
- 12] Freemont Transfer Station Manual
- 13] Mutual Aid Agreement Review
- 14] Wiebe-Subdivision
- 15]
- 16]

IN CAMERA-Human Resources

DELEGATIONS

- 1] Const. Brian Focht, RCMP 9:00 a.m.
- 2]
- 3]

ADJOURNMENT



**BYLAW 5/2019**

**A BYLAW TO AUTHORIZE THE EXPROPRIATION OF LAND**

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts as follows:

1. The Council of the Rural Municipality of Hillsdale No. 440 deems it necessary to acquire 0.63 acres in the South East quarter of 17-44-23 W3M, shown as SE 17-44-23-3 Plan AG2288 Ext 0 Parcel Number 147043324, for the purpose of acquiring right of way for the construction of a road diversion due to water on Township 442.05 and cannot do so by agreement with the landowner who is Canadian Pacific Railway Company.
2. It shall be lawful for Council of the Rural Municipality of Hillsdale No. 440 to expropriate said property; and to proceed in accordance with the provisions of *The Municipal Expropriation Act*.
3. This bylaw shall come into force and take effect upon the date adopted by Council.



*[Handwritten Signature]*  
 Reeve

*[Handwritten Signature]*  
 Administrator

**BYLAW 6/2019**

**A BYLAW TO AUTHORIZE THE EXPROPRIATION OF LAND**

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts as follows:

1. The Council of the Rural Municipality of Hillsdale No. 440 deems it necessary to acquire 1.84 acres on the West of SW 8-46-24 W3M, shown as Blk/Par B- Plan 101643825 Ext 39, Parcel Number 150288015, for the purpose of acquiring right of way for the construction of a road diversion due to water on Township 442.05 and cannot do so by agreement with the registered land owner who is The Governor and Company of Adventurers of England Trading into Hudson's Bay.
2. It shall be lawful for Council of the Rural Municipality of Hillsdale No. 440 to expropriate said property; and to proceed in accordance with the provisions of *The Municipal Expropriation Act*.
3. This bylaw shall come into force and take effect upon the date adopted by Council.



*Glen Goodfellow*  
 \_\_\_\_\_  
 Reeve

*Jane Hellinghead*  
 \_\_\_\_\_  
 Administrator