

**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
Tuesday, December 3, 2019 at 9:00 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order at 9:20 a.m.

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: Chip Chibri
 Administrator: Janet Hollingshead
 Public Works Coordinator: Karrie Blackbeard

Agenda

314/19 CHIP CHIBRI

That the agenda be approved with the following additions and included as Schedule "A" to these minutes.

- RCMP Status-Correspondence
- Fire Departments

Motion Carried.

Minutes

315/19 TREVOR MCCREA

That the minutes of the November 7, 2019 regular meeting be adopted as circulated.

Motion Carried.

Financial Activities

316/19 FLOYD WHITNEY

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

Motion Carried.

Accounts

317/19 TREVOR MCCREA

That the accounts be approved and authorized for payment and a list of cheques numbered 7447-7492 inclusive and payroll direct deposits DD# 2037-2054 inclusive and online payments 527945, 554267-554278 totaling \$370,444.00 be presented in Schedule 'B' to these minutes.

Motion Carried.

Councillor Murphy attended the meeting at 10:15 a.m.

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

Handwritten initials and signature in blue ink on the left margin.

Correspondence

WCMGM	Re: Ministry of Highways
Municipalities Today	Re: Gravel Extraction License Fees
Government Relations	Re: Municipal Revenue Sharing Eligibility
Synergy Credit Union	Re: Investment Renewal
Farm Safety Centre	Re: Safety Smarts
APAS	Re: Membership Dues
APAS	Re: APAS in Action
STARS	Re: Support Acknowledgement
Ministry of Environment	Re: Freemont Transfer Station Manual
WCMGC	Re: Minutes
All-Net Municipal Solutions	Re: 2020 Municipal Solutions
Ronald McDonald House Charities	Re: Community Connections Publication
Sask Public Safety Agency	Re: Public Safety Services
Mia Fairley	Re: Letter of Resignation
Ombudsman Saskatchewan	Re: Mythbusters
Government of Saskatchewan	Re: Heritage Forum
MySAMA	Re: SAMA View
Government Relations	Re: Building Standards & Licensing
All-Net Municipal Solutions	Re: Automated Alert Ready Messages
Federation of Canada Municipalities	Re: FCM Membership

Crop Damage

318/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 will pay a total of \$1,702.16 to Jason and Leslie Flicek for crop damage sustained to 1.831 acres of corn on NW 24-43-25 W3M along with 1.095 acres of wheat on NW 24-43-25 W3M and 0.778 acres of wheat on NE 24-43-25 W3M during the 2019 construction on PG 675 rates per acre are as follows:

- Corn \$500.00/acre
- Wheat 70 bushel/acre @ \$6.00

Motion Carried.

Municipal Revenue Sharing Grant Declaration

319/19 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statement as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

Motion Carried.

Farm Safety Centre Contribution

320/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 contribute \$100.00 towards the 2019-2020 year to deliver safety topics through the Farm Safety Smarts Program to elementary students in our municipality.

Motion Carried.

APAS Membership

321/19 BERNADETTE POPPLETON

That Council of the Rural Municipality of Hillsdale No. 440 renew the annual membership with Agricultural Producers Association of Saskatchewan for the 2020 year at a rate of \$0.06 per acre or ½ mill of the agricultural assessment, whichever is lower.

Motion Carried.

Letter of Resignation

322/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 accept the resignation from Mia Fairley as the municipality's representative to the Cut Knife Recreation Board.

Motion Carried.

Amend Motion 276/19 & 277/19

323/19 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 amend Motions 276/19 & 277/19 to be:

- Mill rate for the Neilburg Fire Board be set at .77 mills providing a grant of \$58,598.86
- Mill rate for the Manitou Fire & Rescue be set at .21 mills providing a grant of \$18,850.33

Motion Carried.

Council Committees

324/19 VINCE MURPHY

That the following committees be appointed for 2020:-

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

Bylaw 4/84 – Glenn Goodfellow and Bernadette Poppleton

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

Road – Glenn Goodfellow, Vince Murphy, Jerry Petovello and Trevor McCrea (alternate)

Machinery – Glenn Goodfellow, Vince Murphy, ^{Chip Chibri} Jerry Petovello, and Trevor McCrea

Asset Management – Glenn Goodfellow, Chip Chibri, Floyd Whitney, Trevor McCrea, Jerry Petovello, Bernadette Poppleton, and Vince Murphy

Safety – Chip Chibri, Bernadette Poppleton, Justin O'Beirne, ^{Jerry Petovello} and Tracey Zweifel

Motion Carried.

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

Council reconvened from lunch at 12:23 p.m.

NWMA Representative

325/19 CHIP CHIBRI

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the North West Municipalities Association for 2020 with Chip Chibri as the alternate.

Motion Carried.

NHOM Representative

326/19 FLOYD WHITNEY

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the Northwest Heavy Oil Committee for 2020.

Motion Carried.

In Camera

327/19 FLOYD WHITNEY

That the meeting proceed in camera at 1:00 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, Chibri and Administrator Hollingshead

Administrator Hollingshead left the meeting at 1:20 p.m.

Administrator Hollingshead returned to the meeting at 1:35 p.m.

Meeting Reconvenes

328/19 CHIP CHIBRI

That Council come out of camera at 2:37 p.m.

Motion Carried.

Administrator Salary

329/19 VINCE MURPHY

That the Council of the Rural Municipality of Hillsdale No. 440 provide a salary of \$100,700.00 to Administrator Janet Hollingshead plus benefits including RMAA membership fees and holidays as outlined in the SARM Administrators Salary Schedule.

Motion Carried.

Bonus Provided

330/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 present Office Staff Member Tracey Zweifel with \$1,500.00 to top up wages from July to December 2019.

Motion Carried.

2020 Wages

331/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. adopt the salary schedule as presented in Schedule 'D' to these minutes.

Motion Carried.

Public Works Coordinator Blackbeard returned to the meeting at 2:38 p.m.

BAYTEX ENERGY LTD. (LM0100B)

NOTICE OF PIPELINE

BAYTEX SODA LAKE PIPELINE 14-26-46-24 W3M TO 11-26-46-24 W3M

332/19 FLOYD WHITNEY

That we acknowledge the notice of pipeline from Baytex Energy Ltd. from 14-26-46-24 W3M to 11-26-46-24 W3M with the following stipulations:-

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

Motion Carried.

2020 Meeting Schedule

333/19 BERNADETTE POPPLETON

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

- Thursday, January 9, 2020
- Thursday, February 6, 2020
- Thursday, March 5, 2020
- Thursday, April 9, 2020
- Thursday, May 7, 2020
- Thursday, June 4, 2020
- Thursday, July 9, 2020
- Thursday, August 6, 2020
- Thursday, September 3, 2020
- Thursday, October 8, 2020
- Thursday, November 5, 2020
- Thursday, December 3, 2020

Motion Carried.

Office Holiday Hours

334/19 VINCE MURPHY

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

- | | |
|------------------------------|------------------------|
| Tuesday, December 24, 2019 | 8:30 a.m. to 4:00 p.m. |
| Wednesday, December 25, 2019 | Closed |
| Thursday, December 26, 2019 | Closed |
| Friday, December 27, 2019 | Closed |
| Monday, December 30, 2019 | 8:30 a.m. to 4:30 p.m. |
| Tuesday, December 31, 2019 | 8:30 a.m. to 4:30 p.m. |
| Wednesday, January 1, 2020 | Closed |

Motion Carried.

WCMGC Meeting Presenter

335/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 authorize Public Works Coordinator Karrie Blackbeard to represent the Alberta Saskatchewan Incident Support Team at the West Central Municipal Government Committee meeting in the Town of Cut Knife on Thursday, January 23, 2020.

Motion Carried.

RIRG Grant Application

336/19 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 authorize Administrator Hollingshead to submit the Rural Integrated Roads for Growth Application for the 2020 North of Waseca Bridge Construction project.

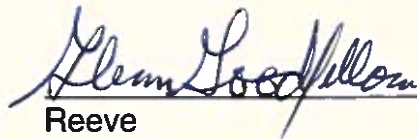
Motion Carried.

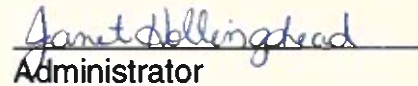
Adjourn

337/19 BERNADETTE POPPLETON

That this meeting adjourns at 1:41 p.m.

Motion Carried.


Reeve


Administrator

Schedule 'A' Agenda

**REGULAR MEETING AGENDA
Rural Municipality of Hillsdale No. 440**

December 3, 2019

CALL TO ORDER

MEMBERS PRESENT

APPROVAL OF AGENDA

DECLARATION OF INTEREST

MINUTES

November 7, 2019 Meeting

STATEMENTS OF PREVIOUS MONTH

Changes in Financial Position
Bank Reconciliation

ACCOUNTS

PUBLIC WORKS REPORT

CORRESPONDENCE

WCMGM
Municipalities Today
Government Relations

Re: Ministry of Highways
Re: Gravel Extraction License Fees
Re: Municipal Revenue Sharing
Eligibility

Synergy Credit Union
Farm Safety Centre
APAS
APAS
STARS
Ministry of Environment

Re: Investment Renewal
Re: Safety Smarts
Re: Membership Dues
Re: APAS in Action
Re: Support Acknowledgement
Re: Freemont Transfer Station
Manual

WCMGC
All-Net Municipal Solutions
Ronald McDonald House Charities

Re: Minutes
Re: 2020 Municipal Solutions
Re: Community Connections
Publication

Sask Public Safety Agency
Mia Fairley
Ombudsman Saskatchewan
Government of Saskatchewan
MySAMA
Government Relations
All-Net Municipal Solutions

Re: Public Safety Services
Re: Letter of Resignation
Re: Mythbusters
Re: Heritage Forum
Re: SAMA View
Re: Building Standards & Licensing
Re: Automated Alert Ready
Messages

Federation of Canada Municipalities

Re: FCM Membership

OTHER BUSINESS

- 1] Neilburg Fire Board Mill Rate
- 2] Manitou Fire and Rescue Mill Rate
- 3] Council Appointments and Committees
- 4] Human Resources
- 5] Oilfield Approvals
- 6] 2020 Meeting Schedule
- 7] Office Holiday Hours
- 8] Rock Pile-Speed Curve PG 675
- 9]
- 10]

IN CAMERA –HUMAN RESOURCES

DELEGATIONS

- 1] Don Rutherford, Rutherford Agencies 10:00 a.m.
- 2]

ADJOURNMENT



DD#2037-DD#2047	29,072.99
DD#2048-DD#2054	4,102.25
7447 Receiver General for Canada	11,249.40
7448 Municipal Employees Pension Plan	7,710.74
7449 Keri Bratkowski	260.00
7450 Howard Erb's Trucking Ltd.	6,740.48
7451 ALH Contracting Ltd.	44,255.70
7452 BAR Engineering	3,520.42
7453 Battlefords Regional News Opt	55.44
7454 Bee J's Stationers Inc.	362.90
7455 Daniel Biondo	120.00
7456 Janet Hollingshead	715.00
7457 Karrie Blackbeard	162.43
7458 Brandt Tractor Saskatoon Branch	3,295.44
7459 Capital "I" Industries Inc.	4,155.84
7460 Cut Knife Courier	36.10
7461 Elaine Etson	1,279.20
7462 Flaman Sales Ltd.	639.85
7463 Fort Garry Industries Ltd.	271.59
7464 Information Services Inc.	705.00
7465 Jay's Transportation Group	92.83
7466 Lilydale Creek Enterprises Ltd.	2,497.50
7467 Voided by the Print Process	0.00
7468 Lloydminster Co-operative Ltd.	2,897.21
7469 Lloydminster Nut & Bolt	77.39
7470 Glen McGladdery	7,445.92
7471 Meridian Source	97.13
7472 Midway Distributors Ltd.	301.78
7473 Ministry of Agriculture	595.05
7474 Minister of Finance	131.25
7475 Munisoft	27.75
7476 Neilburg Composite School	25.00
7477 Nutrien Ag Solutions	3,957.88
7478 Nutrien Ag Solutions	1,195.64
7479 OK Tire (Marsden)	126.60
7480 Pat Gibbons	513.44
7481 Princess Auto	208.62
7482 RM of Manitou Lake No. 442	64,903.84
7483 SARM	687.13
7484 SARM	2,911.40
7485 Vercomm Wireless	1,102.50
7486 Village of Neilburg	234.00
7487 Wood Environment & Infrastructure	137,037.39
7488 Xerox Canada Ltd.	346.06
7489 Tracey Zweifel	113.75
7490 Farm Safety Centre	100.00
7491 Jason & Leslie Flicek	1,702.16
7492 Tracey Zweifel	1,500.00
527945 Minister of Finance-PST	14.30
554267 Collabria	653.16
554268 Minister of Finance-Northwest	12,796.98
554269 Minister of Finance-Living Sky	5,587.20
554270 Sask Energy	225.00
554271 Sask Energy	100.00
554272 Sask Power	128.10
554273 Sask Power	589.51
554274 Sask Power	196.02
554275 Sask Power	58.29
554276 Sask Power	58.44
554277 SaskTel	315.30
554278 SaskTel	181.71

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Schedule 'C' Public Works Report

November...is the snow going to stay or go?

Goodfellow Construction

- ALH has completed work for Winter, will be back in Spring

675 Construction

- Completed our next step
 - o Painting lines
 - o Grass seeding
 - o Finishing payments after checks and balances are done

2020 Construction

- South of 13-45-25 W3M – did clay testing and engineering is started, brushing quote from Sherlock Lake
- Waseca Grid North of Bridge, working with RM of Eldon and Bar Engineering

2019 Midterm Convention

- Bridge Summit
 - o We are lucky only having one bridge (RM #457 has 56, SK has 1468)
 - o Continue maintenance and plan for future, be proactive
 - o Keep records of maintenance, accidents, inspections
 - o Recommended to sign bridge for weight it can hold
 - o Liability was discussed
 - o FYI Waseca Bridge is 36 years old
- Understanding the Risks of Employee Misconduct
 - o All employees need guidelines
 - o Set expectations and have them on paper
 - o Set tone from top (management)
- Respect Certified, Sheldon Kennedy
 - o 90 min module, \$20/person
 - o Respectintheworkplace.com
- Building Standards
 - o To develop a building bylaw it is best to work with the ministry
 - o www.saskatchewan.ca/buildingstandards - for a Building Bylaw Handbook
 - o The ministry also has a listing of certified building inspectors
- Gravel Manual
 - o Discovered and listened to other RM issues like no gravel and dredging for gravel under water
 - o Engineers are recommended
 - o Drill test holes before digging
 - o Permits required
 - o New binder to read
- Misc
 - o Crop In Field signs are available through Crop Insurance and Farm Credit

Throughout RM we were able to cut some of the washboard off before the freeze set in and a few spots received more gravel. Nov 29, started the snow plow season!

Bridge Report performed by WSP Canada in June of 2019 considers our bridge to be great shape.

There was nothing found deficient, however a few spots to watch and make a plan for repair in the next 1-5 years.

Triod to check out Rhino mower -Vince, Glenn and Brent.

Occupational Health and Safety Inspection was done on November 27, awaiting paperwork.

Schedule 'D'

Karrie Blackbeard	1.00	increase to hourly wage
Tracey Zweifel	59,100	salary
Brent Black	0.68	increase to hourly wage
Bob Dillon	0.68	increase to hourly wage
Harold Durning	0.00	increase to hourly wage
Justin O'Beirne	0.60	increase to hourly wage
Ryan Scoular	1.00	increase to hourly wage
Howard Erb's Trucking Ltd.	0.70	increase to hourly wage

[Handwritten initials]