

**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, November 12, 2020 at 9:00 a.m. MST.

Oath of Office

Reeve: Glenn Goodfellow, Councillor for Division One: Trevor McCrea,
Councillor for Division Three: Bernadette Poppleton and Councillor for
Division Five: Floyd Whitney subscribed the oath of office.

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: Jerry Petovello
Division 3 Councillor: Bernadette Poppleton
Division 4 Councillor: Vincent Murphy
Division 5 Councillor: Floyd Whitney
Division 6 Councillor: Chip Chibri
Chief Administrative Officer: Janet Hollingshead
Chief Administrative Officer Trainee: Kathleen McGladdery
Public Works Coordinator: Absent

Agenda

213/2020 JERRY PETOVELLO

That the agenda be approved with the following additions:

- Baldwinton Grid Closure

Motion Carried.

Declaration of Election Results

The Returning Officer Janet Hollingshead placed the
Declaration of Results – for the 2020 Division 3 Election before Council.

Declaration of Interest

None

Minutes

214/2020 BERNADETTE POPPLETON

That the minutes of the October 8, 2020 meeting be adopted as
circulated.

Motion Carried.

Financial Activities

215/2020 FLOYD WHITNEY

That the Statement of Financial Activities and the Bank Reconciliation for
the month of October 2020 be approved as presented.

Motion Carried.

Accounts

216/2020 VINCE MURPHY

That the accounts be approved and authorized for payment and a
list of cheques numbered 8002-8081 inclusive and payroll direct deposits
2223-2242 inclusive and online payments 195601-195608, 195611-
195613 totaling \$454,116.68 be presented in Schedule 'B' to these
minutes.

Motion Carried.

CAO Hollingshead presented the public works report as disclosed in Schedule 'C' to these minutes.

CAO Hollingshead left the meeting at 10:35 a.m.

Finance Officer Zweifel entered the meeting at 10:35 a.m.

Correspondence

Jay's Transportation Group	Re: Increased Rates
Outline Construction	Re: Road Treatments
West Central Municipal Government	Re: Minutes Committee
SARM	Re: Reaction to Provincial Election
Sask Federation of Police Officers	Re: 2020 Crime Prevention Guide
APAS	Re: APAS Representative
Saskatchewan Public Safety Agency	Re: Transition from CanOps
Husky Energy	Re: Announcement
Bee-J's Office Plus	Re: Rebranded
SARM	Re: Salary Schedule
SAMA	Re: 2021 Updates
North Central Transportation Planning Committee	Re: Annual General Meeting
Agro Max Distributors Inc.	Re: Strychnine Order
Water Security Agency	Re: Request for Assistance NE 25-44-26 W3M
Husky Energy	Re: Base/Minimum Taxes
SARM	Re: Excess Liability Insurance
SARM	Re: Liability Self-Insurance
SARM	Re: Cyber Liability Insurance Coverage
Canadian Dewatering	Re: Budgetary Proposal
Canadian Assoc. of Government Series Finance Officers	Re: Municipal Education Webinar

10-Part Webinar Series

217/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 consent to the enrollment of the Bloom Centre for Municipal Education 10-Part Webinar Series at a cost of \$1,750.00 plus any applicable taxes.

Motion Carried.

Recreation Board Grants

218/2020 VINCE MURPHY

That the Council of the Rural Municipality of Hillsdale No. 440 provide grants to the following Recreation Boards and facilities for 2020:

Neilburg Recreation Board	\$ 71,598.46
Maidstone Recreation Board	\$ 12,911.20
Cut Knife Recreation Board	\$ 22,189.87
Baldwinton Hall	\$ 5,250.00
Lilydale School Historical Society	\$ 425.00

Motion Carried.

Finance Officer Zweifel left the meeting at 11:38 a.m.

Council broke for lunch at 11:38 a.m.

Council reconvened from lunch at 12:35 p.m.

CAO Hollingshead returned to the meeting at 12:35 p.m.

Cemetery Grants

219/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No.440 provide Cemetery Grants as follows for 2020:

Carruthers Hillcrest Cemetery	\$ 400.00
East Manitou Woodlawn Cemetery	\$ 400.00
Neilburg Cemetery	\$ 200.00

Motion Carried.

Neilburg Fire Board Mill Rate

220/2020 JERRY PETOVELLO

That the Council of the Rural Municipality of Hillsdale No. 440 set the mill rate for the Neilburg Fire Board at .8 mills providing a grant of \$58,551.37 to be held in trust in the Fire Services reserve account.

Motion Carried.

Manitou Fire & Rescue Grant

221/2020 FLOYD WHITNEY

That the Council of the Rural Municipality of Hillsdale No. 440 set the mill rate for Manitou Fire & Rescue at .21 mills providing a grant of \$18,069.86. Grant monies to be held until a current financial statement is received.

Motion Carried.

Employment Insurance Rebate

222/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 give each employee on the Employment Reduction Plan and contract equipment operator Darnell Zweifel a \$200.00 Co-op gift card purchased from Marsden-Neilburg Minor Hockey in lieu of a cash rebate.

Motion Carried.

STARS Donation

223/2020 CHIP CHIBRI

That the Council of the Rural Municipality of Hillsdale No. 440 donate \$10,000.00 to STARS.

Motion Carried.

CTP Declaration

224/2020 FLOYD WHITNEY

That Reeve Goodfellow and CAO Hollingshead be authorized to sign the Clearing the Path Incremental Maintenance declaration for the portion of PG 675 North of Neilburg, West of Sections 6, 7, 18, 19, 30 and 31-45-25 W3M.

Motion Carried.

ADD Board Letter

225/2020 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 write a letter to the District 35 Agriculture Development and Diversification District Board requesting the most current financial statement plus an update on board activities or any discussion of the dissolution of the group.

Motion Carried.

Agriculture Councillor

226/2020 BERNADETTE POPPLETON

That Jerry Petovello be appointed as the Agricultural Councillor for the Rural Municipality of Hillsdale No. 440 for 2021.

Motion Carried.

WYWRA Representative

227/2020 BERNADETTE POPPLETON

That Glenn Goodfellow be appointed as representative of the Rural Municipality of Hillsdale No. 440 to the West Yellowhead Waste Resource Authority for 2021.

Motion Carried.

Crop Damage

228/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 will compensate for crop damage and ground disturbance to lands affected by construction with the amount of acres provided by the Engineer for the project at the following rates:

Clay borrow - \$0.75 per cubic yard

<u>Crop Damages</u>	PEAS	CANOLA	WHEAT	BARLEY
Average Price per bushel	\$ 9.00	\$ 12.00	\$ 7.00	\$ 4.50
Average Yield per acre	50	45	60	90
Payment per acre	<u>\$ 450.00</u>	<u>\$ 540.00</u>	<u>\$ 420.00</u>	<u>\$ 405.00</u>

Ground Disturbance

	Cultivated Land	Pasture
100% payment in 1 st year	450+540+420/3 = 470.0	30.00
50% payment in 2 nd year	470*50% = 235.00	15.00
25% payment in 3 rd year	470*25% = <u>117.50</u>	<u>7.50</u>
All payable in year of construction	470+235+117.50 = <u>\$ 822.50</u>	<u>\$ 52.50</u>

Motion Carried.

Grazing Lease Fees

229/2020 CHIP CHIBRI

That the 2020 grazing lease fee on Crown Lease LCM 49387 and LAM 12559 and the lease fee charged on municipal lands be increased by 0.10 per acre over the 2019 fees.

Motion Carried.

In Camera

230/2020 BERNADETTE POPPLETON

That the meeting proceed in camera at 2:00 p.m. as per Section 16(1) of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss human resources.

Present: Reeve Goodfellow, Councillors: McCrea, Petovello, Poppleton, Murphy, Whitney, Chibri along with CAO Hollingshead and CAO in training McGladdery.

Meeting Reconvenes

231/2020 CHIP CHIBRI

That Council come out of camera at 2:45 p.m.

Motion Carried.

Chief Administrative Officer Salary

232/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 provide a salary of \$103,217.50 to Chief Administrative Officer Janet Hollingshead plus benefits including Rural Municipality Administrator Association membership fees and holidays as outlined in the SARM Administrators Salary Schedule.

Motion Carried.

Salary Schedule

233/2020 FLOYD WHITNEY

That we adopt the changes to the salary schedule for 2021 presented in Schedule 'D' to these minutes.

Motion Carried.

Right Of Way Purchase-Bertoia

234/2020 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 send a right of way purchase agreement for the road diversion on SW 25-43-24-W3 (1.10 acres) in the amount of \$902.51 per acre as per the right of way purchase policy to Oswald Bertoia, Mary Bertoia and Lorne Oswald Bertoia.

Motion Carried.

Election Officials Wage

235/2020 FLOYD WHITNEY

That the Council of the Rural Municipality of Hillsdale No. 440 set the wage for election officials as \$20.00 per hour in the municipality.

Motion Carried.

Delegations

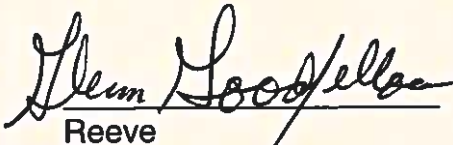
- None

Adjourn

236/2020 VINCE MURPHY

That this meeting adjourns at 3:05 p.m.

Motion Carried.


Reeve


Chief Administrative Officer

Schedule 'A' Agenda

**REGULAR MEETING AGENDA
November 12, 2020**

OATH OF OFFICE

CALL TO ORDER

MEMBERS PRESENT

APPROVAL OF AGENDA

DECLARATION OF INTEREST

MINUTES

October 8, 2020 Meeting

STATEMENTS OF PREVIOUS MONTH

Changes in Financial Position
Bank Reconciliation

ACCOUNTS

PUBLIC WORKS REPORT

CORRESPONDENCE

Jay's Transportation Group	Re: Increased Rates
Outline Construction	Re: Road Treatments
West Central Municipal Government	Re: Minutes Committee
SARM	Re: Reaction to Provincial Election
Sask Federation of Police Officers	Re: 2020 Crime Prevention Guide
APAS	Re: APAS Representative
Saskatchewan Public Safety Agency	Re: Transition from CanOps
Husky Energy	Re: Announcement
<u>Bee-J's Office Plus</u>	<u>Re: Rebranded</u>
SARM	Re: Salary Schedule
SAMA	Re: 2021 Updates
North Central Transportation Planning Committee	Re: Annual General Meeting
Agro Max Distributors Inc.	Re: Strychnine Order
Water Security Agency	Re: Request for Assistance NE 25-44-26 W3M
Husky Energy	Re: Base/Minimum Taxes
SARM	Re: Excess Liability Insurance
SARM	Re: Liability Self-Insurance
SARM	Re: Cyber Liability Insurance Coverage
Canadian Dewatering	Re: Budgetary Proposal
Canadian Assoc. of Government	Re: Municipal Education Webinar Series Finance Officers

OTHER BUSINESS

- 1] Declaration of Division 3 Election Results
- 2] Recreation Board Grants
- 3] Cemetery Grants
- 4] Neilburg Fire Board Mill Rate
- 5] Manitou Fire and Rescue Mill Rate
- 6] Employment Insurance Rebate

- 7] STARS Donation
- 8] CTP Declaration
- 9] Committee & Board Appointments
- 10] Christmas Party
- 11] Crop Damage and Ground Disturbance Payments
- 12] Grazing Lease Fees
- 13] Grazing Lease Agreements in Arrears
- 14] Human Resources
- 15] Oswald Bertoia Right of Way-Conrad Road
- 16] Tax Enforcement
- 17] Election Officials Wage
- 18]
- 19]

IN CAMERA

DELEGATIONS

- 1]
- 2]

ADJOURNMENT

Schedule 'B' Accounts

DD#2223-DD#2229	3,404.50
DD#2230-DD#2242	37,728.58
8002 BAR Engineering	90.00
8003 Receiver General for Canada	15,376.58
8004 Receiver General for Canada	1,145.67
8005 Municipal Employees Pension Plan	10,365.02
8006 Keri Bratkowski	510.00
8007 Howard Erb's Trucking Ltd.	7,560.74
8008 Bee J's Stationers Inc.	119.56
8009 Carlton Land & Cattle Co. Ltd.	357.92
8010 Elaine Eton	1,300.00
8011 Fort Garry Industries Ltd.	150.89
8012 Jay's Transportation Group	150.00
8013 Edmonton Kenworth Ltd.	287.75
8014 Keranda Industrial Supply Ltd.	30.53
8015 Voided by the Print Process	0.00
8016 Lloydminster Co-operative Ltd.	2,550.44
8017 Trevor Marshall	49.38
8018 Marling Farms Ltd.	3,000.00
8019 Meridian Source	181.13
8020 Munisoft	109.00
8021 Neilburg Community Hall	300.00
8022 Neilburg Legion	100.00
8023 Neilburg Composite School	25.00
8024 Northwind Radio Ltd.	88.79
8025 Nutrien Ag Solutions	8,550.51
8026 Pat Gibbons Ltd.	102.43
8027 SARM	4,141.48
8028 Vercomm Wireless	367.50
8029 Village of Neilburg	234.00
8030 Voided by the Print Process	0.00
8031 WYWRA	8,839.63
8032 Xerox Canada Ltd.	1,165.40
8033 BAR Engineering	17,071.45
8034 Bee J's Stationers Inc.	12.87
8035 Janet Hollingshead	42.45
8036 Karrie Blackbeard	63.55
8037 Jorin Black	240.00
8038 Brandt Tractor Saskatoon Branch	1,749.94
8039 Eagle Ridge Electric	294.38
8040 Hillsvale Colony	918.75
8041 John Deere Financial Inc.	2,549.28
8042 Lilydale Creek Enterprises Ltd.	3,330.00
8043 Lloydminster Co-operative Ltd.	33.26
8044 Marsden/Neilburg Minor Hockey	1,600.00
8045 Nutrien Ag Solutions Inc.	3,619.11
8046 Pipemaster Oilfield Services	6,945.83
8047 Princess Auto	197.36
8048 Provincial Mediation Board	60.00
8049 Putnam Farms Ltd.	5,880.00
8050 R.M. of Eldon No. 471	4,315.50
8051 R.M. of Manitou Lake No. 442	68,500.00
8052 Vercomm Wireless	735.00
8053 Wood Environment & Infrastructure	19,713.72
8054 Marsden/Neilburg Minor Hockey	200.00
8055 101037185 Saskatchewan Ltd.	12,279.52
8056 Baldwinton Community Hall	250.00
8057 Travis Blain	4,944.59
8058 Carruthers Cemetery Committee	400.00
8059 Cut Knife Recreation Board	22,189.87
8060 East Manitou Cemetery Committee	400.00
8061 George Goodfellow	2,474.34
8062 Glenn & Betty Ann Goodfellow	882.15

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8063	Scott Goodfellow	565.80
8064	Gary and Jacqueline Grisbrook	621.25
8065	Ramona May Grisbrook	4,760.43
8066	Raymond & Joan Herbert	480.38
8067	Evan Horvath	952.56
8068	Lilydale School Historical Society	425.00
8069	Maidstone Recreation Board	12,911.20
8070	Manitou Pioneers Museum	1,000.00
8071	Manitou Fire & Rescue	18,069.86
8072	Marling Farms Ltd.	9,093.55
8073	Neilburg Cemetery Committee	200.00
8074	Neilburg Recreation Board	71,598.46
8075	Paton Farms Ltd.	1,260.90
8076	Keith & Clare Paton	4,086.45
8077	River Hill Farms	270.00
8078	SARM	10,000.00
8079	Sawtell Farms Ltd.	5,457.58
8080	Trina Tuplin	329.28
8081	Wakefield Seeds Ltd.	819.00
195601	Collabria	903.99
195602	Minister of Finance	11,940.33
195603	Minister of Finance	6,407.18
195604	Sask Energy	325.00
195605	Sask Energy	100.00
195606	Sask Power	159.51
195607	Sask Power	475.84
195608	Sask Power	58.75
195611	Sask Power	46.36
195612	Sask Tel	341.36
195613	Sask Tel	181.28

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Schedule 'C' Public Works Report

October we made it through with one little snow fall...
But the second week of November brought on the snow.

Goodfellow Construction

- Grass seeding was completed Nov 5
- Completed graveling approaches
- Fencing was to be completed

RM Crew Construction

- We have been patching up some soft spots and tidying up before winter sets in
 - o 3250.15 – culvert by Bert Wakefield's
 - o 460.11 – ditch landscaping by Laurie Wakefield's
 - o 3233.16 – ditch sluffing fixed
 - o Sorensen Approach
 - o David Bertoia Ditch/Culvert
 - o Tyler Approach
 - o Sawtell Approach
 - o Kurt Boese Soft Spot
 - o Robin McCrea Soft Spot
 - o Lance Ryan Soft Spot
 - o Goodfellow pasture road repair
 - o Fixed slopes on Conrad road
 - o O'Donnell Soft Spot
 - o Approaches and washboard throughout RM were re-worked

Mowing completed September 13, 2020

Incident – Brent got stuck with tractor and mower on Hwy 21.

Took a grader to pull him out. Nothing was damaged.

Gravel Pit testing was completed and looks promising. Report will be ready in December.

Pumping project to lower slough at 442.16.

- Landowners agreed to allow the pumping to happen across lands and pumping out into brush on G. Hinch's land to flow into a culvert and across R. Kohlman lands and eventually reaching Manitou Lake. Set a 12" pump with 10" hose and has been pumping since the evening of November 2, 2020.
- About 30' of suction hose is in the slough
- As of November 11/2020 the slough has dropped about 3 feet providing room for run off, in hopes of saving the road.
- We can continue pumping until the slough is out of water. Ideal to end pumping when weather is higher than -15.
- Assessing today how many more days to pump

Future construction planning, council please survey divisions and advise of trouble areas, mark on a map and give an explanation please.

Succession Planning, looking forward to future, retirement, replacement, training

Covid-19

- First close cases that effected Neilburg and Marsden areas, directly
 - o Manitou E-Free Youth group was in close contact with someone who tested positive and encouraged to isolate until midnight on Nov 14, 2020. Effected many of the high school students and families.
 - o One as well in the Mennonite community
 - o Affected two office staff

Schedule 'D' Salary Schedule

Karrie Blackbeard	\$ 0.17	increase to hourly wage
Tracey Zweifel	2.5%	increase to salary
Harold Duming	\$ 0.17	increase to hourly wage
Justin O'Beime	\$ 0.65	increase to hourly wage
Ryan Scoular	\$ 1.00	increase to hourly wage
Howard Erb's Trucking Ltd.	\$ 1.00	increase to hourly wage