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**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  
Monday, March 14, 2022, at 9:00 a.m. MST.

**Call to Order**

Reeve Glenn Goodfellow called the meeting to order at 9:04 a.m.

**Members Present**

Reeve: Glenn Goodfellow  
Division 1 Councillor: Trevor McCrea  
Division 2 Councillor: Jerry Petovello  
Division 3 Councillor: Absent  
Division 4 Councillor: Vince Murphy  
Division 5 Councillor: Floyd Whitney  
Division 6 Councillor: Chip Chibri  
Chief Administrative Officer: Janet Hollingshead-Leslie  
Chief Administrative Officer Trainee: Kathleen McGladdery  
Public Works Coordinator: Karrie Blackbeard  
Foreman: Darnell Zweifel

**Agenda**

51/2022 JERRY PETOVELLO

That the agenda be approved with the following additions:

- 2022 Household Hazardous Waste Round Up

Motion Carried.

**Declaration of Interest**

- None

**Minutes**

52/2022 FLOYD WHITNEY

That the minutes of the February 3, 2022 meeting be adopted as circulated.

Motion Carried.

**Financial Activities**

53/2022 JERRY PETOVELLO

That the Statement of Financial Activities and the Bank Reconciliation for the month of February 2022 be approved as presented.

Motion Carried.

**Accounts**

54/2022 FLOYD WHITNEY

That the accounts be approved and authorized for payment and a list of cheques numbered 8736-8768 inclusive and payroll direct deposit 2511-2523 inclusive and online payments 202202, 20220202, 9210722-9210732 totaling \$158,331.08 be presented in Schedule 'B' to these minutes.

Motion Carried.

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

**Correspondence**

West Central Municipal Gov Comm.	Re: Meeting Minutes
SGI	Re: Business Recognition Assess.
SARM	Re: Vaccine Infectious Disease Org
Johnson Shoyama Graduate School	Re: Municipal Governance Training
North Central Transportation Planning	Re: AGM
SARM	Re: Wild Boar
Peter Julian, MP New Westminster- Burnaby	Re: Endorse Bill C-229-Ban Hate Symbols
Ministry of Agriculture	Re: Programs and Services
Big J Environmental Services	Re: Mulching Rates
SARM	Re: Rural Crime Watch
Royal Canadian Legion Saskatchewan	Re: Advertisement
Statistics Canada	Re: 2021 Census
Rural Municipal Administrators Assoc.	Re: 2022 Spring Workshop
Rural Municipality of Britannia No. 502	Re: Letter of Interest
North West Municipalities Assoc.	Re: Effective Mill Rate
SARM	Re: Convention Resolutions
Maidstone Waseca & District Fire Bd	Re: 2022 Budget

**Military Service Recognition**

55/2022 JERRY PETOVELLO

That the Council of the Rural Municipality of Hillsdale No. 440 show our support and appreciation for Veterans by placing a business card size advertisement in the Annual Military Service Recognition Book at a cost of \$205.00

Motion Carried.

**RMAA Spring Workshop**

56/2022 FLOYD WHITNEY

That the Council of the Rural Municipality of Hillsdale No. 440 close the Municipal Office located on 39 Centre Street in Neilburg, SK on Wednesday, March 23, 2022 to allow CAO Hollingshead-Leslie, CAO in training McGladdery, PWC Blackbeard and Finance Officer Zweifel to participate in the Rural Municipal Administrators Association 2022 Spring Workshop in North Battleford, SK.

Motion Carried.

Councillor McCrea joined the meeting at 10:19 a.m.

**Household Hazardous Waste Round Up**

57/2022 JERRY PETOVELLO

That the Council of the Rural Municipality of Hillsdale No. 440 participate in the 2022 Household Hazardous Waste Round Up in the City of Lloydminster being held on Saturday, May 7, 2022 at the Lloydminster Exhibition Grounds.

Motion Carried.

**Bylaw 1/2022 – First Reading**

58/2022 TREVOR MCCREA

That Bylaw 1/2022 being a bylaw to establish a fee to appeal assessments in the Rural Municipality of Hillsdale No. 440 be given a first reading.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Bylaw 1/2022 – Second Reading**

59/2022 CHIP CHIBRI

That Bylaw 1/2022 being a bylaw to establish a fee to appeal assessments in the Rural Municipality of Hillsdale No. 440 be given a second reading.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Bylaw 1/2022 – Third Reading Approval**

60/2022 FLOYD WHITNEY

That Bylaw 1/2022 being a bylaw to establish a fee to appeal assessments in the Rural Municipality of Hillsdale No. 440 be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 1/2022 – Third Reading**

61/2022 VINCE MURPHY

That Bylaw 1/2022 being a bylaw to establish a fee to appeal assessments the Rural Municipality of Hillsdale No. 440 be read a third time and adopted.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Bylaw 2/2022 – First Reading**

62/2022 CHIP CHIBRI

That Bylaw 2/2022 being a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information in the Rural Municipality of Hillsdale No. 440 be given a first reading.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Bylaw 2/2022 – Second Reading**

63/2022 VINCE MURPHY

That Bylaw 2/2022 being a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information in the Rural Municipality of Hillsdale No. 440 be given a second reading.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Bylaw 2/2022 – Third Reading Approval**

64/2022 JERRY PETOVELLO

That Bylaw 2/2022 being a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information in the Rural Municipality of Hillsdale No. 440 be given three readings at this meeting.

Motion Carried.  
Unanimously.

**Bylaw 2/2022 – Third Reading**

65/2022 FLOYD WHITNEY

That Bylaw 2/2022 being a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information in the Rural Municipality of Hillsdale No. 440 be read a third time and adopted.

Motion Carried.

The Bylaw was read by the Chief Administrative Officer.

**Rescind Resolution 6/2022**

66/2022 JERRY PETOVELLO

That the Council of the Rural Municipality of Hillsdale No. 440 rescind resolution 6/2022.

Motion Carried.

**Rescind Resolution 157/2021**

67/2022 TREVOR MCCREA

That the Council for the Rural Municipality of Hillsdale No. 440 rescind resolution 157/2021.

Motion Carried.

**BAYTEX ENERGY LTD. (LM0966)**

**Notice of Pipeline**

**Request to Cross Road Allowance with Pipeline**

**Request to Construct Pipeline within 40m of Road Allowance**

**BAYTEX 6-9-46-23 W3M TO 1-8-46-23 W3M**

**SE 8-46-23 W3M and SW 9-46-23 W3M**

68/2022 TREVOR MCCREA

That we acknowledge the notice of pipeline from Baytex Energy Ltd. in SE 8-46-23 and SW 9-46-23 W3M with the following stipulations:-

-that the pipeline be bored and buried a minimum depth of 2.5 meters below the bottom of any ditch where it crosses or is located within 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.

**BAYTEX ENERGY LTD. (LM0967)**

**Notice of Pipeline**

**BAYTEX 7-32-46-24 W3M TO 8-32-46-24 W3M**

**SE 32-46-24 W3M**

69/2022 VINCE MURPHY

That we acknowledge the notice of pipeline from Baytex Energy Ltd. in SE 32-46-24 W3M with the following stipulations:-

-that the pipeline be bored and buried a minimum depth of 2.5 meters below the bottom of any ditch where it crosses or is located within 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.

**BAYTEX ENERGY LTD. (LM0938)**

**Notice of Wells**

**Request to Utilize an Existing Approach**

**BAYTEX SODA LAKE HZ 1D7-32-3D8-31-46-24 W3M**

**BAYTEX SODA LAKE HZ 4A7-32-2A8-31-46-24 W3M**

**(both from a surface location in 7-32-46-24 W3M)**

70/2022 VINCE MURPHY

That we acknowledge the notice of wells from Baytex Energy Ltd. in SE 32-46-24 W3M and that we approve the request to utilize an existing approach with the following stipulations:-

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

Motion Carried.

**BAYTEX ENERGY LTD. (LM0939 & LM0940)**

**Notice of Wells**

**Request to Utilize an Existing Approach NE 9-46-23 W3M**

**Request to Construct Approaches in SW 9-46-23 and SE 8-46-23 W3M**

**BAYTEX SODA LAKE HZ 1B8-8-4B1-5-46-23 W3M**

**(from a surface location in 8-8-46-23 W3M)**

**BAYTEX SODA LAKE HZ 3C1-8-3A2-5-46-23 W3M**

**(from a surface location in 1-8-46-23 W3M)**

71/2022 CHIP CHIBRI

That we acknowledge the notice of wells from Baytex Energy Ltd. in SE 8-46-23 W3M and SW 9-46-23 W3M, and that we approve the request to utilize an existing approach and construct approaches with the following stipulations:-

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

Motion Carried.

**Special Meeting**

72/2022 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 hold a Special Meeting on Thursday, March 24, 2022 in the Municipal Office located on 39 Centre Street in Neilburg, SK beginning at 11:00 a.m. to discuss purchasing a grader, reviewing a preliminary budget and any other business that may arise.

Motion Carried.

**Delegations**

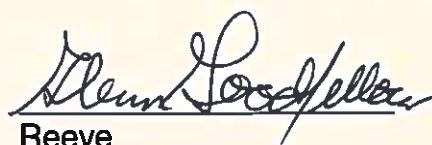
- None

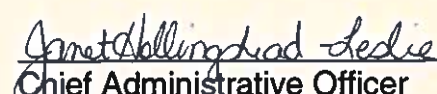
**Adjourn**

73/2022 FLOYD WHITNEY

That this meeting adjourns at 12:04 p.m.

Motion Carried.

  
Reeve

  
Chief Administrative Officer

REGULAR MEETING AGENDA

Thursday, March 10, 2022

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**CALL TO ORDER**

**MEMBERS PRESENT**

**APPROVAL OF AGENDA**

**DECLARATION OF INTEREST**

**MINUTES**

February 3, 2022 Meeting

**STATEMENTS OF PREVIOUS MONTH**

Changes in Financial Position  
Bank Reconciliation

**ACCOUNTS**

**PUBLIC WORKS REPORT**

**CORRESPONDENCE**

West Central Municipal Gov Comm.	Re: Meeting Minutes
SGI	Re: Business Recognition Asses.
SARM	Re: Vaccine Infectious Disease Org
Johnson Shoyama Graduate School	Re: Municipal Governance Training
North Central Transportation Planning	Re: AGM
SARM	Re: Wild Boar
Peter Julian, MP New Westminster- Burnaby	Re: Endorse Bill C-229-Ban Hate Symbols
<u>Ministry of Agriculture</u>	<u>Re: Programs and Services</u>
Big J Environmental Services	Re: Mulching Rates
SARM	Re: Rural Crime Watch
Royal Canadian Legion Saskatchewan	Re: Advertisement
Statistics Canada	Re: 2021 Census
Rural Municipal Administrators Assoc.	Re: 2022 Spring Workshop
Rural Municipality of Britannia No. 502	Re: Letter of Interest
North West Municipalities Assoc.	Re: Effective Mill Rate
SARM	Re: Convention Resolutions
Maidstone Waseca & District Fire Bd	Re: 2022 Budget

**OTHER BUSINESS**

- 1] Grader Tender Opening 11:00 a.m. MST
- 2] Seasonal Resumes
- 3] Appoint Pest Control Officer
- 4] Bylaw 1/2022-Establish a Fee to Appeal Assessments
- 5] Bylaw 2/2022-Establish a Fee for Tax Certificates
- 6] Hay/Grassland Lease
- 7] Employment Policy
- 8] Oilfield Approvals
- 9] Road Construction Tender
- 10]
- 11]

**IN CAMERA**

**DELEGATIONS**

- 1] Lawrence Olsen, APAS 10:00 a.m. Rescheduled
- 2] Sgt. Matt Robinson 1:00 p.m. Rescheduled

**ADJOURNMENT**

**Schedule 'A' Agenda**

**Schedule 'B' Accounts**

DD#2511-DD#2515	17,946.29
DD#2516-DD#2523	10,121.99
8736 Receiver General for Canada	10,274.46
8737 Receiver General for Canada	94.92
8738 Municipal Employees Pension Plan	5,161.12
8739 Howard Erb's Trucking Ltd.	8,619.45
8740 Keri Bratkowski	280.00
8741 Receiver General for Canada	0.10
8742 beePlus Workplace Solutions	75.23
8743 Crystal Glass Ltd.	867.26
8744 Elaine Etson	1,234.00
8745 Fort Garry Industries Ltd.	33.97
8746 Information Services Corp.	12.00
8747 Karrie Blackbeard	81.90
8748 Lloydminster Co-operative Ltd.	597.91
8749 Maidstone Waseca & District Fire	12,457.26
8750 Munisoft	284.40
8751 Nutbrown Brothers Trenching	157.50
8752 Rack Petroleum Ltd.	12,157.95
8753 SARM	15,525.00
8754 SGI	143.30
8755 Shred-it International ULC	226.99
8756 SK Workers Compensation Board	8,094.82
8757 Triod Supply 2011 Ltd.	79.92
8758 Village of Neilburg	234.00
8759 WYWRA	1,379.54
8760 Xerox Canada Ltd.	348.40
8761 Aquifer Group of Companies	770.71
8762 Brandt Tractor Saskatoon Branch	3,393.66
8763 Daniel Biondo	918.75
8764 Lilydale Creek Enterprises Ltd.	832.50
8765 Lilydale Creek Enterprises Ltd.	666.00
8766 McIntosh Garage & Auto Body Ltd.	16,134.85
8767 Ok Tire (Marsden)	222.20
8768 Rutherford Agencies Ltd.	20,946.48
202202 Minister of Finance	2,554.11
20220202 Minister of Finance	232.37
9210722 Collabria	1,908.58
9210723 Sask Energy	796.55
9210724 Sask Energy	128.92
9210725 Sask Power	58.75
9210726 Sask Power	272.53
9210727 Sask Power	671.77
9210728 Sask Power	676.58
9210729 Sask Power	46.22
9210730 Sask Power	63.54
9210731 Sask Tel	204.48
9210732 Sask Tel	344.85

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### **Schedule 'C' Public Works Report**

February the temperature fluctuated with wind, snow, ice and rain  
Two major snow events, plus this past weekend

#### **2022 Road Construction**

- Awaiting ROW signatures – Tender Date, April 7
- No quote from Paradox, postponing this construction

#### **Equipment Maintenance**

- Replaced windows on 772
- 872 #4 up for 5000 hr service
- Worked on handy hitches
- 2013 Truck spark plug coils, not all were not firing, better gas mileage now
- 2014 Truck starter to go in
- Kenworth going for safety, trailers to follow

March 15, 2022, 12:01 a.m. Winter Weights come off

NCS School has expressed their gratitude for Darnell's attention to their parking lot and access. The snow clearing has been extremely timely and efficient and the teachers, staff and students appreciate it.

#### **Covid-19**

- Vaccine passports no longer required as of Feb 14
- Masks no longer required in public places Feb 28
- Masking still enforced at health care facilities as per Sask Health

BYLAW 1/2022

A BYLAW TO ESTABLISH A FEE TO APPEAL ASSESSMENTS

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

- 1] This bylaw may be referred to as "The Assessment Appeal Fee Bylaw".
2] In this bylaw:
a) "Act" shall mean The Municipalities Act;
b) "Board" shall mean the Board of Revision established by the Municipality;
c) "Municipality" shall mean the Rural Municipality of Hillsdale No. 440.
d) "Secretary" shall mean the Secretary to the Board of Revision
3] A person desiring to appeal their assessment to the Board shall file their appeal in the form prescribed in the Act on or before the last date on which appeals can be lodged as indicated:
a) within the notice required by Section 217 of the Act; or
b) on the notice of assessment required by Sections 215 and 219 of the Act.
4] The following classes of properties and fees are established for the purpose of lodging an assessment appeal to the Board of Revision as appointed pursuant to Section 220 of The Municipalities Act

Table with 2 columns: Property Class and Values, Fee Per Assessment Number. Rows include Non-arable, Agriculture, Residential, Seasonal Residential, Multi-unit Residential, Commercial and Industrial (with sub-categories for fair value and fair market value), Elevators, and Railway Rights of Way and Pipeline.

- 5] The assessment appeal fees are applicable to each assessment number being appealed and shall be payable to the Municipality at the time of filing the appeal and in any event no later than the final date for lodging an appeal with the Board.
6] Where an appellant fails to pay the applicable fee pursuant to Sections 4 and 5 of this bylaw, the appeal is deemed to be dismissed.
7] The Municipality shall refund any fee that was submitted by the appellant if:
a) the appeal is successful either in whole or in part by decision of either the Board or the Assessment Appeal Committee of the Saskatchewan Municipal Board;
b) the appeal is not filed by the Secretary of the Board;
c) the appeal is withdrawn in accordance with Section 227 of the Act; or
d) an agreement is entered into pursuant to Section 228 of the Act.
8] A fee of \$200.00 per appeal is hereby established for any person who desires to be involved as a party in a hearing before the Board
9] A fee of \$200.00 per appeal is hereby established for any person who wishes to obtain copies of the Board's decision and other documents.

- 4-11
- 10] The fees referenced in Sections 8 and 9 of this bylaw are payable to the Municipality.
- 11] Bylaw No. 10/2006 is hereby repealed.



  
Reeve

  
Chief Administrative Officer

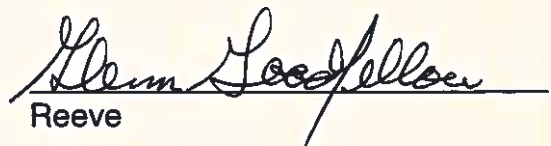
BYLAW 2/2022

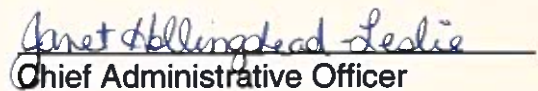
**A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION**

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

- 1] In this bylaw:
  - a) "Act" shall mean *The Municipalities Act*;
  - b) "Designated Officer" shall mean the Chief Administrative Officer of the municipality or any other person who has been assigned responsibility to issue tax certificates by the council of the municipality;
  - c) "Municipality" shall mean the Rural Municipality of Hillsdale No. 440;
- 2] The municipality upon receipt of a request for information or service and the appropriate fee of \$20.00 for each tax certificate – in respect of a lot or parcel or land within the Rural Municipality of Hillsdale No. 440.
- 3] Notwithstanding Section 2 of this bylaw, no person shall be required to pay a fee to inspect the assessment roll for the current year during the period the roll is open for inspection pursuant to subsection 213(1) of the Act.
- 4] In addition to the requirement described within subsection 276(1) of the Act, tax certificates issued by the municipality shall contain the following information:
  - a) tax levy for the current year;
  - b) tax levy for the previous year, if the taxes for the current year have not yet been levied;
  - c) other items which are deemed appropriate.
- 5] A tax certificate issued by the municipality shall contain no more than one property.
- 6] Bylaw No. 7/2006 is hereby repealed.



  
Reeve

  
Chief Administrative Officer