

4-11

**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
Monday, February 6, at 9:00 a.m. MST.

Call to Order

Reeve Glenn Goodfellow called the meeting to order at 9:05 a.m.

Members Present

Reeve: Glenn Goodfellow
Division 1 Councillor: Trevor McCrea
Division 2 Councillor: Absent
Division 3 Councillor: Bernadette Poppleton
Division 4 Councillor: Darren Tyler
Division 5 Councillor: Absent
Division 6 Councillor: Absent
Chief Administrative Officer: Janet Hollingshead-Leslie
Chief Administrative Officer Trainee: Kathleen McGladdery
Public Works Coordinator: Karrie Blackbeard
Foreman: Darnell Zweifel

Agenda

- 28/2023 TREVOR MCCREA
That the agenda be approved with the following additions:
- Neilburg Beach

Motion Carried.

Declaration of Interest

None

Minutes

- 29/2023 BERNADETTE POPPLETON
That the minutes of the January 12, 2023 meeting be adopted as circulated.

Motion Carried.

Financial Activities

- 30/2023 TREVOR MCCREA
That the Statement of Financial Activities and the Bank Reconciliation for the month of January 2023 be approved as presented.

Motion Carried.

List of Accounts for Approval

- 31/2023 DARREN TYLER
That the list of accounts be approved and authorized for payment and a list of cheques numbered 9211-9240 inclusive, payroll direct deposit 2678-2692 inclusive and online payments 202301, 202302, 9913637-9913647 and 352293032 totaling \$133,087.40 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.


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Correspondence

SMHI	Re: 2022 Annual General Meeting Report
SMHI	Re: 2023 AGM Delegate
STARS	Re: Ally Impact Report
Hudson Bay Route	Re: Annual Achievement Report
iHunter	Re: Map Sales Report/Pricing
SAMA	Re: 2023 Annual General Meeting
SARM	Re: Respect in the Workplace Program
Government of Saskatchewan	Re: Clubroot Map
SARM	Re: Elections

Neilburg Fire Board

32/2023 GLENN GOODFELLOW

That the Council of the Rural Municipality of Hillsdale No. 440 appoint Scott Downie, Miles O'Grady and Karrie Blackbeard as representatives to the Neilburg Fire Board for 2023.

Motion Carried.

iHunter Map Prices

33/2023 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 increase the price per map accessible through iHunter (Inside Outside Studios Inc.) to \$19.99 each.

Motion Carried.

Fences Policy

34/2023 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 reviewed the Fence Policy and it shall remain the same.

Motion Carried.

Council broke for lunch at 12:03 p.m.

Council reconvened from lunch at 12:53 p.m.

Salary and Benefits-Administration Policy

35/2023 DARREN TYLER

That the Council of the Rural Municipality of Hillsdale No. 440 reviewed the Salary and Benefits – Chief Administrative Officer and Administrative Employee Wages and Benefits policies. The Administrative Employee Wages Benefits and Wages policy shall be amended to include SARM Long Term Disability with employee paying full premium with increase to salary equivalent.

Motion Carried.

Pasture Lease Arrears

36/2023 TREVOR MCCREA

That the Council of the Rural Municipality of Hillsdale No. 440 send Jason & Sara Goodfellow, Kevin Murphy and Kurt & Chelsea Smith a 30 day, cancellation of lease notice by register mail for non-payment of pasture lease fees and outstanding tax arrears.

Motion Carried.


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BAYTEX ENERGY LTD. (LM0210)

Notice of Wells

Request to Utilize and Existing Approach at 1-34-43-24 W3M

BAYTEX FREEMONT HZ 2A3-33-3A13-27-43-24 W3M

BAYTEX FREEMONT HZ 3A3-33-2D13-27-43-24 W3M

37/2023 TREVOR MCCREA

That we acknowledge the notice of wells from Baytex Energy Ltd. in SW 3-43-24 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.

Notice of Planned Procurement

38/2023 BERNADETTE POPPLETON

That the Council of the Rural Municipality of Hillsdale No. 440 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities between January 1 and December 31, 2023.

Motion Carried.

Municipal Revenue Sharing Declaration

39/2023 DARREN TYLER

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 2021 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 update their Public Disclosure Statement as required; and

That we authorize CAO Hollingshead-Leslie to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

Motion Carried.

Delegations

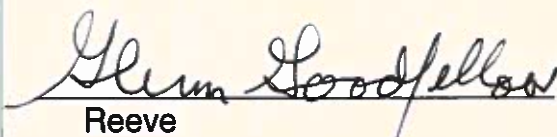
- None

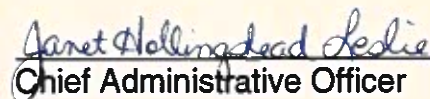
Adjourn

40/2023 TREVOR MCCREA

That this meeting adjourns at 2:20 p.m.

Motion Carried.


Reeve


Chief Administrative Officer

Schedule 'A' Agenda

REGULAR MEETING AGENDA
Thursday, February 6, 2023

CALL TO ORDER

MEMBERS PRESENT

APPROVAL OF AGENDA

DECLARATION OF INTEREST

MINUTES

January 12, 2023 Meeting

STATEMENTS OF PREVIOUS MONTH

Changes in Financial Position
Bank Reconciliation

ACCOUNTS

PUBLIC WORKS REPORT

CORRESPONDENCE

SMHI	Re: 2022 Annual General Meeting Report
SMHI	Re: 2023 AGM Delegate
STARS	Re: Ally Impact Report
Hudson Bay Route	Re: Annual Achievement Report
iHunter	Re: Map Sales Report/Pricing
SAMA	Re: 2023 Annual General Meeting
SARM	Re: Respect in the Workplace Program
Government of Saskatchewan	Re: Clubroot Map
SARM	Re: Elections

OTHER BUSINESS

- 1] Policy Review
- 2] Tender Opening 10:00 – Tandem Truck
- 3] Human Resources – Seasonal Heavy Equipment Operator
- 4] Neilburg Fire Board Representative
- 5] Oilfield Approvals
- 6] Oil & Gas Engagement Session Recap
- 7] Pasture Lease Arrears
- 8] Neilburg Legion 2023 Donation
- 9] Planned Procurement
- 10] Hazardous Waste Round Up
- 11]

IN CAMERA

DELEGATIONS

1}

2}

ADJOURNMENT

Schedule 'B' Accounts

DD#2678-DD#2685	24,939.21
DD#2686-DD#2692	2,564.69
9211 Keri Bratkowski	312.50
9212 Howard Erb's Trucking Ltd.	8,594.25
9213 Municipal Employees Pension Plan	7,315.68
9214 Receiver General for Canada	15,209.77
9215 Receiver General for Canada	167.36
9216 beePlus Workplace Solutions	672.70
9217 Elaine Eton	1,272.00
9218 John Deere Financial Inc.	1,117.41
9219 Lakeland Library Region	6,658.08
9220 Lloydminster Co-operative Ltd	899.03
9221 Meridian Source	299.26
9222 Myterra Ventures Inc.	1,045.82
9223 The Battleford News-Optimist	294.16
9224 Nor West distributors 2015	195.25
9225 Rack Petroleum Ltd	9,952.55
9226 RSVP Weld Repair Ltd.	714.00
9227 SARM	1,710.07
9228 SGI	1,608.70
9229 Shred-It International ULC	275.71
9230 Success Office Systems	838.26
9231 Village of Neilburg	239.00
9232 Western Municipal Consulting	262.50
9233 Xerox Canada Ltd	758.96
9234 Brandt Tractor Saskatoon Branch	5,248.53
9235 Lloydminster Co-operative Ltd	207.38
9236 Neilburg Legion	100.00
9237 Rhinehart Tire Ltd.	2,356.65
9238 SAMA	17,356.00
9239 SARM	722.61
9240 Robert Knoll	859.00
202301 Minister of Finance	4,225.00
202302 Minister of Finance	2,285.50
352293032 Minister of Finance-PST	1,494.36
9913637 Collabria	5,668.94
9913638 Sask Energy	1,539.14
9913639 Sask Energy	504.90
9913640 Sask Power	60.20
9913641 Sask Power	332.27
9913642 Sask Power	937.09
9913643 Sask Power	792.67
9913644 Sask Power	39.92
9913645 Sask Power	39.75
9913646 Sask Tel	72.10
9913647 Sask Tel	328.47

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Schedule 'C' Public Works Report

January, was pretty good. Warmer than normal.
Not a lot of snow accumulation.

Equipment Purchasing 2023

- Discussion with tender
- Quick Attach quote
- 6155 & 6150 had valve sets and green light checks done at Agland in Lloyd.

Traffic Counts – review map for upcoming counts (we are due this year)

Construction for 2023

- 430.03 - Ruberry Road, complete engineer and tender to construct in 2023
- 452.11 - Scoular Road, begin engineering and tender to construct in 2023
- 452.04 & .05 – engineer, construct in 2024 or 2025 depending on budget
- Baldwinton Re-connect – engineer, construct in 2024 or 2025 depending on budget

Gravel Pit

- Reclamation at pit is good until next stage
- Gravel reserves may get us through 2024, depending on construction

Opted in to do Highway Ditch Mowing for 2023 season

Snow plowing for SaskEnergy

Vince Murphy

- Memorial / Flowers

Neilburg Fire Board Update

- New crew truck
- New hall is working very well
- Awaiting sign design from Joan Herbert
- Wildland truck works great after recertification and fixes
- Pumper is going to be recertified in Spring
- Building inspection by SGI add security lights, mount extinguishers, electrical box cover plate and protect gas meter outside (using concrete barriers)
- Meeting dates are the last Thursday, every 3 months
- Ordering a tote of foam instead of pails (cheaper)

Emergency Measures

- discuss committee

ASIST

- zoom workshop last Thursday of each month
- March 31 exercise in Lloydminster
- April 21 via zoom, Bordering on Disaster Kickoff
- May 29 to June 1 Resource Unit Training
- Bordering on Disaster Conference Sept 13 & 14

R.M. of Hillsdale
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2023

	Current	Year To Date	Budget	Variance	%
REVENUES					
TAXATION					
Penalties on Tax Arrears					
420-400-210 - Penalty on Mun Taxes Arrears - Proper	5,386.02	5,386.02		5,386.02	
	5,386.02	5,386.02	0.00	5,386.02	0.00
TOTAL TAXATION:	5,386.02	5,386.02	0.00	5,386.02	0.00
FEES AND CHARGES					
Custom Work					
420-100-130 - F&C - Custom Work - Tax Enforcemen	840.00	840.00		840.00	
	840.00	840.00	0.00	840.00	0.00
Sale of Supplies and Gravel					
420-200-300 - F&C - Sale of Supplies - Maps	60.00	60.00		60.00	
	60.00	60.00	0.00	60.00	0.00
Rentals					
420-300-130 - F&C - Rentals - Oil Well Surface	3,250.00	3,250.00		3,250.00	
	3,250.00	3,250.00	0.00	3,250.00	0.00
Licenses and Permits					
420-710-100 - F&C - Permits - Overweight	2,700.00	2,700.00		2,700.00	
	2,700.00	2,700.00	0.00	2,700.00	0.00
Other					
420-800-200 - F&C - General Office Services Provide	100.00	100.00		100.00	
420-850-110 - F&C - Landfill Fees	37.05	37.05		37.05	
420-850-120 - F&C - Waste Collection Fees	106.00	106.00		106.00	
	243.05	243.05	0.00	243.05	0.00
TOTAL FEES AND CHARGES:	7,093.05	7,093.05	0.00	7,093.05	0.00
INVESTMENT INCOME AND COMMISSIONS					
Investment and Income Revenue					
470-100-100 - Interest Revenue	34,959.42	34,959.42		34,959.42	
	34,959.42	34,959.42	0.00	34,959.42	0.00
TOTAL INVESTMENT INCOME AND COMMIS	34,959.42	34,959.42	0.00	34,959.42	0.00
TOTAL REVENUES:	47,438.49	47,438.49	0.00	47,438.49	0.00

R.M. of Hillsdale
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2023

	Current	Year To Date	Budget	Variance	%
EXPENDITURES					
GENERAL GOVERNMENT SERVICES					
Wages & Benefits					
Wages					
510-110-110 - GG - Council - Indemnity	1,500.00	1,500.00		(1,500.00)	
510-110-140 - GG - Council - Indemnity Committee	250.00	250.00		(250.00)	
510-110-230 - GG - Salaries - Administrator	9,448.22	9,448.22		(9,448.22)	
510-110-330 - GG - Salaries - Assistant	16,301.80	16,301.80		(16,301.80)	
	27,500.02	27,500.02	0.00	(27,500.02)	0.00
Benefits					
510-120-110 - GG - Benefits - Council	10,054.74	10,054.74		(10,054.74)	
510-130-230 - GG - Benefits - Administrator	7,558.76	7,558.76		(7,558.76)	
510-140-330 - GG - Benefits - Assistant	16,767.96	16,767.96		(16,767.96)	
	34,381.46	34,381.46	0.00	(34,381.46)	0.00
	61,881.48	61,881.48	0.00	(61,881.48)	0.00
Professional/Contract Services					
510-210-120 - GG - Council - Meeting - Travel	189.00	189.00		(189.00)	
510-210-140 - GG - Council - Committee - Travel	56.25	56.25		(56.25)	
510-210-170 - GG - Admin - Training, Travel & Meals	300.00	300.00		(300.00)	
510-220-100 - GG - Cont - Office Caretaking	312.50	312.50		(312.50)	
510-230-100 - GG - Cont - Insurance - General & Bor	3,943.75	3,943.75		(3,943.75)	
510-240-100 - GG - Cont - Memberships & Subscripti	18,540.61	18,540.61		(18,540.61)	
510-280-130 - GG - Cont - Computer Support/EMA	9,879.20	9,879.20		(9,879.20)	
510-280-150 - GG - Cont - Public Relations	200.00	200.00		(200.00)	
	33,421.31	33,421.31	0.00	(33,421.31)	0.00
TOTAL GENERAL GOVERNMENT SERVICES	95,302.79	95,302.79	0.00	(95,302.79)	0.00
PROTECTIVE SERVICES					
FIRE PROTECTION					
Professional/Contractual Services					
525-210-100 - PS - Fire - EMS Contract - 911	924.00	924.00		(924.00)	
	924.00	924.00	0.00	(924.00)	0.00
TOTAL FIRE PROTECTION:	924.00	924.00	0.00	(924.00)	0.00
TOTAL PROTECTIVE SERVICES:	924.00	924.00	0.00	(924.00)	0.00
TRANSPORTATION SERVICES					
MAINTENANCE					
Wages & Benefits					
Wages					
530-110-110 - TS - Maint - Council - Indemnity	875.00	875.00		(875.00)	
530-110-130 - TS - Maint - Salaries - Labourers	15,085.95	15,085.95		(15,085.95)	
	15,960.95	15,960.95	0.00	(15,960.95)	0.00
Benefits					
530-130-130 - TS - Maint - Benefits - Labourers	9,962.53	9,962.53		(9,962.53)	
530-150-150 - TS - Maint - Benefits - Seasonal	5,003.78	5,003.78		(5,003.78)	
	14,966.31	14,966.31	0.00	(14,966.31)	0.00
	30,927.26	30,927.26	0.00	(30,927.26)	0.00
Professional/Contractual Services					
530-210-120 - TS - Maint - Cont - Maint by Contract	8,185.00	8,185.00		(8,185.00)	
530-260-163 - TS - Maint - Ins - 2019 Ford F150	1,441.24	1,441.24		(1,441.24)	
	9,626.24	9,626.24	0.00	(9,626.24)	0.00
Utilities					
530-300-140 - TS - Maint - Utility - Telephone	350.00	350.00		(350.00)	
	350.00	350.00	0.00	(350.00)	0.00
Maintenance, Materials & Supplies					
530-410-100 - TS - Maint - Shop Supply & Small Tool	301.62	301.62		(301.62)	
530-420-137 - TS - Maint - Repair - 2013 JD 872G #2	392.28	392.28		(392.28)	
530-420-164 - TS - Maint - Repair - 2020 410 Backho	334.95	334.95		(334.95)	

R.M. of Hillsdale
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2023

	Current	Year To Date	Budget	Variance	%
	1,028.85	1,028.85	0.00	(1,028.85)	0.00
TOTAL MAINTENANCE:	41,932.35	41,932.35	0.00	(41,932.35)	0.00
TOTAL TRANSPORTATION SERVICES:	41,932.35	41,932.35	0.00	(41,932.35)	0.00
ENVIRONMENTAL SERVICES					
Professional/Contractual Services					
540-210-100 - EH&W - Cont. - Pest Control	720.80	720.80		(720.80)	
	720.80	720.80	0.00	(720.80)	0.00
Maintenance, Materials and Supplies					
540-410-100 - EH&W - Maint. - Building & Site	12.71	12.71		(12.71)	
	12.71	12.71	0.00	(12.71)	0.00
TOTAL ENVIRONMENTAL SERVICES:	733.51	733.51	0.00	(733.51)	0.00
TOTAL EXPENDITURES:	138,892.65	138,892.65	0.00	(138,892.65)	0.00
CHANGE IN NET-FINANCIAL ASSETS	(91,454.16)	(91,454.16)	0.00	(91,454.16)	0.00
Change in Non-Financial Assets	109.70	109.70		109.70	
CHANGE IN NET ASSETS	(91,563.86)	(91,563.86)	0.00	(91,563.86)	0.00
CHANGE IN SURPLUS	(91,563.86)	(91,563.86)	0.00	(91,563.86)	0.00

R.M. of Hillsdale
Statement of Financial Activities - Detailed
For the Period Ending January 31, 2023

	Current	Year To Date	Budget	Variance	%
ACCOUNT BALANCES					
	Current	Year to Date	Balance		
Cash and Investments					
110-110-120 - Cash - Bank - Cr Un	(91,272.99)	(91,272.99)	6,680,001.01		
110-110-140 - Cash - Bank - RM iSave	55.27	55.27	54,282.38		
110-120-100 - Investment Term Due Sept 6, 2023			1,000,000.00		
110-120-120 - Investment Term Due Nov 7, 2023			1,000,000.00		
Total Cash and Investments:	(91,217.72)	(91,217.72)	8,734,283.39		
Municipal Taxes Receivable					
110-200-100 - Municipal - Tax Receivable - Current	(143.66)	(143.66)	51,526.61		
110-200-110 - Municipal - Tax Receivable - Arrears	(20,387.83)	(20,387.83)	185,837.67		
110-200-900 - Municipal - Allow. for Uncollected			(144,509.16)		
Total Municipal Taxes Receivable:	(20,531.49)	(20,531.49)	92,855.12		
Other Receivables					
110-300-120 - Due From Local Government			78,828.90		
110-300-125 - Due From Local Government-Building			55,657.13		
110-310-100 - Accrued Interest	7,482.47	7,482.47	27,705.21		
110-320-100 - Accounts Receivable	(9,845.19)	(9,845.19)	17,671.82		
110-340-100 - GST Receivable - 100% Rebate	1,170.54	1,170.54	2,519.39		
110-350-100 - GST Receivable	(27,728.50)	(27,728.50)			
Total Other Receivables:	(28,920.68)	(28,920.68)	182,382.45		

Certified correct and in accordance with the records

Presented to council on

February 6, 2023
(Date)


Reeve


Chief Administrative Officer

Rural Municipality of Hillsdale No. 440
 Bank Reconciliation for January 2023

BALANCE FORWARD	General Acct	RM iSave	POS	Cash on Hand
	6,771,274.00	54,227.11	541.03	
ADD: Deposits (Book)			62.58	
Interest Earned		55.27	2.07	
	105,731.79			

LESS: Cheques

Payroll DD #2671-DD#2677	2,793.90
Payroll DD #2678-DD#2685	24,939.21
CH# 9186-9215	167,777.31
352293032	1,494.36

197,004.78	54,282.38	605.68
6,680,001.01		

BANK BALANCE STATEMENT 6,721,480.31 605.68

PLUS: Outstanding Deposits

LESS: Outstanding Cheques

9086	4746.00	9207	850.50
9156	180.00	9212	8594.25
9174	2136.75	9213	7315.68
9181	1102.50	9214	15209.77
9187	71.39	9215	167.36
9198	300.00		
9201	367.50		
9202	237.60		
9205	200.00		

41,479.30	54,282.38	605.68
6,680,001.01		

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