

A regular meeting of the Council of the Rural Municipality of Heart's Hill No. 352 was held in the Municipal Office at 405 Grand Avenue, Luseland, Saskatchewan on December 10, 2020.

CALL to ORDER:

Administrator Janelle Franko called the meeting to order at 5:00 p.m.

Councillor Blaine Thrun (Division No. Four) completed his Annual Public Disclosure Declaration on November 19, 2020, and filed it with the Administrator.

Oaths of Office were taken by: Incumbent Reeve – Gordon Stang
Incumbent Councillor for Division No. One – Keith Rumohr
Incumbent Councillor for Division No. Three – Terrance Kohlman
Incumbent Councillor for Division No. Five – J. Jerome Kohlman

Reeve Gordon Stang and Councillors Keith Rumohr (Division No. One), Terrance Kohlman (Division No. Three), and J. Jerome Kohlman (Division No. Five) completed their Public Disclosure Declarations and filed them with the Administrator.

MEMBERS PRESENT:

Reeve Gordon Stang and Councillors, Keith Rumohr, David Gette, Terrance Kohlman, Blaine Thrun, Jerome Kohlman and Herbert Reichert. Office staff: Administrator Janelle Franko and Assistant Administrator Brenda Gintaut.

250/20-AGENDA:

Moved by J. Kohlman THAT Council accept the agenda as presented.

Carried.

251/20-MINUTES:

Moved by Reichert THAT Council approve the content of the Minutes of the Regular Meeting of Council held on November 5, 2020.

Carried.

DELEGATIONS:

252/20-DELEGATIONS:

Moved by Rumohr THAT Council acknowledge the verbal/written reports from:

Dan Fisher, Road Maintenance Foreman

R.M. of Heart's Hill No. 352

Bradford Li Pi Shan, Engineer

Resource Management International Inc.

Carried.

253/20-PRIMARY GRID #771 STOCKPILE HOLDBACK:

Moved by Rumohr THAT the Municipality retain \$20,000 of the holdback owing to Ruszkowski Enterprises Ltd., Prince Albert, Sask., as recommended by our engineer Bradford Li Pi Shan, Resource Management International Inc., until Spring 2021 when Ruszkowski Enterprises Ltd. returns to complete the clean-up of the Scheck stockpile site.

Carried.

254/20-SET UP FIBER AS INVENTORY:

Moved by Gette THAT Administration be authorized to remove \$38,001.00 (PST included) of remaining Fiber Reinforcement from the P/G #771 Paving Project costs and set it up as Inventory until such time as it is sold.

Carried.

COMMUNICATIONS:

255/20-COMMUNICATIONS:

Moved by Reichert THAT the following items, having been presented, be filed or dealt with as indicated:

Ministry of Government Relations
Sask. Highways and Infrastructure
Saskatchewan Public Safety Agency
S.A.R.M.

Municipal Revenue Sharing Declaration
Winter Weight Season Bulletin – In Effect Nov. 27/20
New Fire Dispatch Contract and Invoice
Speech from the Throne Comments
Weekly Bulletins

Town of Luseland

Luseland & District Fire Protection Board Appendix E
Fire Invoice Follow-up

Saskatchewan Workers Compensation Board	2021 Premium Rates
Meridian Surveys	Court Road Final Bill
Federation of Canadian Municipalities (FCM)	2021 Membership Request
Don Allen	iHunter Request
Prairie Steel Products	Season's Greetings
Approvals	Division 5 (1)

Other Correspondence to be dealt with as per Agenda

Ruszkowski Enterprises Ltd.	Stockpile Clean-up Resolution
Prospera	Company Update
S.A.R.M.	Administrators 2021 Salary Schedule
Western Municipal Consulting	Secretary & Board of Revision Services
Home Raiche Oberg (Chartered Accountants)	2020 Audit Engagement
Chelsea Fawell, District #30 A.D.D. Board	ADD Member & PCO Appointment
Colleen Fennig, Div. 6 Plant Health Officer	Clubroot PCO Appointments

Carried.

256/20-REVENUE SHARING DECLARATION:

Moved by T. Kohlman THAT the Council of the Rural Municipality of Heart's Hill No. 352 confirms the Municipality has met the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 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 Procedure Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and annually updated their Public Disclosure Statements, as required;

and further, that Council authorizes the Administrator to submit the Declaration to the Ministry of Government Relations that all of the above criteria are met.

Carried.

257/20-SASKATCHEWAN PUBLIC SAFETY AGENCY:

Moved by Thrun THAT Council authorize the Reeve and Administrator to sign the new fire dispatch contract with the Saskatchewan Public Safety Agency (SPSA), who will take over the service from the Canadian Public Safety Operations Organization (CanOps), effective January 1, 2021.

Carried.

258/20-BILLING FOR COURT ROAD SURVEY & REGISTRATION:

Moved by J. Kohlman THAT Council authorize payment of the Meridian Surveys Ltd. bill, in the amount of \$59,045.53, for the survey and registration of the Court Road (Rng. Rd. 3282 & Twp. Rd. 340-350 and Rng. Rd. 3281 & Twp. Rd.350-352).

Carried.

259/20-iHUNTER CORRESPONDENCE:

Moved by Reichert THAT Council approve Administration registering the R.M. with the iHunter Application (App.), and granting them permission to sell our map.

Carried.

260/20-MISC. OIL & GAS APPROVALS:

Moved by J. Kohlman THAT Council approve the following projects:

SE 33-36-27W3	Enbridge File No. MP181.3600	Temporary Approach
---------------	------------------------------	--------------------

Carried.

REPORTS OF ADMINISTRATION AND COMMITTEES:

261/20-REPORTS OF ADMINISTRATION AND COMMITTEES:

Moved by Rumohr THAT Council accept the following written and verbal reports:

“Statement of Financial Activities” for the Month of November: Janelle Franko

“List of Accounts for Approval” comprising of cheques #6802 to and including #6821, and other payments 201101-M to 2012101-M totalling \$470,037.81, together with Paymate: Payroll Summary Report - Payroll 01- totalling - \$21,425.02 and Payroll Summary Report – Council 02 – totalling \$3,772.58, as attached for approval: Janelle Franko

Administrator Notes: Janelle Franko

Pioneer Haven: K. Rumohr

Luseland Fire Department: B. Thrun & K. Rumohr
Macklin Lake Regional Park: T. Kohlman
District 30 A.D.D. Board: J. Kohlman
Prospera: J. Franko

Carried.

262/20-TRANSPORTATION POLICIES:

Moved by Thrun THAT Council approve the following policies; and further, that they be attached to and form a part of these minutes:

- 6.9 Custom Work
- 6.10 Grading, Mowing and Plowing of Private Access Roads
- 6.21 The Opening and Plowing of Seasonal Roads
- 6.22 Approaches – Oil and Gas Requests

Carried.

263/20-PROSPERA

Moved by J. Kohlman THAT Council approve collaborating with the R.M. of Progress No. #351 to seek out legal advice regarding Prospera's outstanding taxes owing.

Carried.

REEVE AND COUNCILLOR FORUM:

UNFINISHED BUSINESS:

264/20-TRANSFER OF FUNDS TO BUILDING & EQUIPMENT RESERVE:

Moved by Gette THAT Administration transfer \$10,000 for the sale of the old office building (200 Strathcona Street, Luseland, SK) from the Chequing Account to the Building & Equipment Reserve.

Carried.

NEW BUSINESS:

265/20-2021 HOURLY WORKERS WAGES:

Moved by T. Kohlman THAT the 2021 wages for the municipality's hourly employees be as follows:

- Daniel Baier \$34.00 per hour (no increase);
- Daniel Fisher \$42.00 per hour (no increase);
- Terrance Loerzel \$31.50 per hour (no increase);
- Ernest Scheck \$35.50 per hour (no increase);
- Brenda Gintaut \$28.00 per hour (no increase); and
- Calvin Giggs \$45.00 per hour (no increase).

Carried.

266/20-2021 ADMINISTRATOR SALARY:

Moved by Thrun THAT the 2021 salary for Administrator Janelle Franko be set at \$58,500 (per annum).

Carried.

267/20-2021 CEMETERY CONTRACT:

Moved by Rumohr THAT the Cemetery Contract with Kellie Demers, dated March 4, 2019, for the care and maintenance of the Heart's Hill Cemetery be renewed with no changes for 2021.

Carried.

268/20-2021 CACTUS LAKE HALL JANITOR CONTRACT:

Moved by Rumohr THAT a new Cactus Lake Hall Janitorial Contract be signed with Vanessa Taylor, for the janitorial services only of the Cactus Lake Hall, effective January 1, 2021; and further, that the contractual agreement be attached to and form a part of these minutes.

Carried.

269/20-2021 CACTUS LAKE HALL RENTAL POLICY:

Moved by Rumohr THAT Council approve the following policy; and further, that it be attached to and form a part of these minutes:

- 9.6 Cactus Lake Hall – Rental

Carried.

270/20-OFFICE SIDEWALK SNOW CLEARING:

Moved by Rumohr THAT Council acquire the services of Dennis Obrigewitch to keep the snow and ice clear on the sidewalk on both sides of the municipal office at 405 Grand Avenue, Luseland, Sask. during the 2020-21 winter season at a price between \$15.00 and \$20.00 per snow clearing depending upon severity and with a signed receipt; and further, that Administration be authorized to pay Mr. Obrigewitch out of petty cash for the work performed each time.

Carried.

271/20-COUNCIL REGULAR MEETINGS:

Moved by Gette THAT the regular meetings of Council for 2021 be held in the municipal office at 405 Grand Avenue, Luseland, Sask. each month on the first Thursday following the first Monday commencing at 5:00 p.m. local time.

Carried.

272/20-PUBLIC NOTICE ACKNOWLEDGEMENT:

Moved by Gette THAT Council acknowledge the Public Notice, dated November 25, 2020, issued by the Administrator, pursuant to Clause 3.1(j) of Bylaw No. 3/19, concerning the setting of remuneration for members of Council and for members of Council Committees and other bodies established by Council for the year 2021 at this meeting; and further, that the Notice be attached to and form a part of these minutes.

Carried.

273/20-2021 REMUNERATION/ALLOWANCES FOR COUNCIL:

Moved by Gette THAT for the year 2021 the Indemnity, Travel and Meal Allowances for Council be as follows: Regular Council Meetings - \$250.00, Special Council Meetings in Lieu of a Regular Council Meeting - \$250.00, Special Council Meetings - \$175.00, Supervision of Works - \$175.00/day, Committee Meetings, including Convention Attendance - \$175.00/day (All per day allowances are based on an 8 hour day), Travel on Municipal Business - \$0.55/km and Meals on Municipal Business outside the Municipality - Breakfast - \$15.00, Dinner - \$15.00 and Supper \$30.00 or (\$60.00/day).

Carried.

274/20-2021 REMUNERATION/ALLOWANCES FOR EMPLOYEES AND OTHER COMMITTEE APPOINTEES:

Moved by Gette THAT for the year 2021 the Indemnity, Travel and Meal Allowances for Employees and other Committee Appointees be as follows:

- Other Committee Appointees: Committee Meetings - \$175.00/day*; and
- Employees (Other than a Scheduled Working Day):
 - Delegated Duties - \$175.00/day*;
 - (*Per day allowance is based on an 8 hour day)
- Travel on Municipal Business - \$0.55/km and Meals on Municipal Business outside the Municipality - Breakfast - \$15.00, Dinner - \$15.00 and Supper \$30.00 or (\$60.00/day).

Carried.

275/20-OFFICE HOURS:

Moved by Gette THAT Council approve changing the hours the office is open to the public to 9:00 a.m.–12:00 p.m, closed for lunch, 1:00 p.m.-4:00 p.m.; and further, that Policy 2.1 Salaried Employed Office Personnel Employment Policy be updated to reflect this change.

Carried.

276/20-2021 APPOINTMENT - BOARD OF REVISION, SECRETARY:

Moved by Gette THAT Council appoint Kathy Reschny as this Municipality's Board of Revision Secretary for 2021.

Carried.

277/20 –2021 APPOINTMENT - BOARD OF REVISION:

Moved by Gette THAT Council appoint Steve Allen, Charlie Boser, and Tim Richelhoff to the Board of Revision of the Municipality for 2021.

Carried.

278/20 – 2021 APPOINTMENT - AUDITOR:

Moved by Gette THAT Holm Raiche Oberg Chartered Professional Accountants P.C. Ltd. of North Battleford, Sask. be appointed as the auditing firm of the Municipality for 2021; and further, the Reeve and Administrator be authorized to sign the Letter of Engagement – Objective and Scope of the 2020 Audit of Records of the Municipality.

Carried.

279/20–2021 FINANCIAL INSTITUTION:

Moved by Gette THAT Council continue to conduct all of their 2021 banking business with the Luseland Credit Union Limited; and further, that the Municipality’s signing officers for financial transactions be as follows:

- Administrative staff being any one of the following: Administrator Janelle Franko or Assistant Administrator Brenda Gintaut; and
- For the Municipality any one of the following: Reeve Gordon Stang or Deputy Reeve Blaine Thrun.

Carried.

280/20-2021 MUNICIPAL ELECTION POLLING PLACES:

Moved by Gette THAT Council name the Cactus Lake Hall, situated on Parcel R, Block G607 in the Hamlet of Cactus Lake, as the Municipality’s polling place for all Municipal elections in 2021.

Carried.

281/20-STRAY ANIMALS ACT ADMINISTRATION:

Moved by Gette THAT Council appoint the Administrator of the Municipality as the Administrator for the purposes of *The Stray Animals Act* and in their absence, the Assistant Administrator to assume the duties.

Carried.

282/20-RIGHT-OF-WAY COMPENSATION:

Moved by T. Kohlman THAT when any right-of-way is required to be purchased in 2021, that Council offer the landowner, through an Agreement for Sale, a sum of 1.2 times the assessed value per S.A.M.A. titled acre of that parcel of land affected.

Carried.

283/20-LANDOWNER COMPENSATION:

Moved by T. Kohlman THAT the following rates be established for expenditures relating to roadwork conducted by the Municipality in 2021:

- Powered and non-powered equipment - According to the current Saskatchewan Farm Machinery Custom and Rental Rate Guide;
- Fence Removal - \$1,000.00 per mile;
- Fencing Compensation - 0-5 years old: 4 wire \$6,000, 3 wire \$5,500, 2 wire \$5,000 per mile;
6-10 years old: 4 wire \$4,800, 3 wire \$4,400, 2 wire \$4,000 per mile;
11- 15 years old: 4 wire \$3,600, 3 wire \$3,300, 2 wire \$3,000 per mile;
16-20 years old: 4 wire \$2,400, 3 wire \$2,200, 2 wire \$2,000 per mile;
21+ years old: 4 wire \$1,200, 3 wire \$1,100, 2 wire \$1,000 per mile;
- Snow plowing - \$175.00/hour, tractor and rotary plow;
- Sand – \$.75/Yd³;
- Clay – \$2.04/Yd³; and
- Rock – \$2.04/Yd³.

Carried.

284/20-FUEL & GAS REQUIREMENTS:

Moved by T. Kohlman THAT Council continue obtaining the Municipality’s fuel, oil and gas requirements from the Delta Co-operative Ltd., Unity, Sask. for 2021.

Carried.

285/20-RENTAL RATES AND SALE OF SUPPLIES:

Moved by T. Kohlman THAT Council approve the following rates for the rental of Municipal equipment and sale of supplies for 2021:

- Grader - \$155/Hr (plus GST & PST where applicable), minimum ½ hour;
- Terex Scraper - \$200.00/Hr (plus GST & PST where applicable), maximum 1 day per Ratepayer per year;
- Tractor & Mower - \$170.00/HR (plus GST & PST where applicable), minimum ½ hour;
- Cactus Lake Hall – Meetings \$50.00, Hall no Kitchen \$100.00/day, Hall with Kitchen \$125.00, No Stag party rentals (All rates plus GST);
- Municipal Maps – In person \$20.00/map, mailed \$25.00/map (GST & PST Included), Ratepayers - 1 free copy;
- 2% Strychnine Gopher Poison - \$12.25/bottle (No GST or PST); and
- AEGIS Bait Stations - \$30.00 (GST & PST Included).

Carried.

286/20-MISCELLANEOUS APPOINTMENTS:

Moved by J. Kohlman THAT Council make the following miscellaneous appointments for 2021 or as indicated:

- Fire Chief – Luseland & District Fire Department Matthew Rumohr;
- Fire Chief – Macklin Fire Department Patrick Stang;
- Fire Chief – Major Fire Department Duane Bazylnski;
- Macklin Lake Regional Park Rep Terrance Kohlman;
- KLD Wellness Foundation Rep Keith Rumohr;
- Macklin & District Doctor Recruitment & Clinic Board Rep Herbert Reichert;
- Pioneer Haven Lodge Board Keith Rumohr
- Villa Marie / Golden Twilight Lodge Board Rep Herbert Reichert;
- District 30 ADD Board Rep Jerome Kohlman;
- Luseland & District Fire Protection Board Blaine Thrun;
- Macklin & District Fire Protection Board Rep Blaine Thrun;
- Major & District Fire Board Rep Keith Rumohr;
- Luseland Regional Airport Board Rep Blaine Thrun;
- Northwest Heavy Oil Gordon Stang;
- West Central Municipal Gov’t Committee Rep Keith Rumohr;
- SMHIA Annual Meeting Delegate Jerome Kohlman;
- SMHI Crop Certification Officer RM #352 Municipal Administrator
- Pest Control Officer (PCO) Dwaine Kopp;
- Plant Health Officer’s & PCO’s for Clubroot Katey Makohoniuk, Joanne Kwasnicki, Betty Johnson, Lynne Roszell, Chelsea Neuberger & Colleen Fennig;
- Weed Inspector Dwayne Kembel; and
- Wheatland Regional Library Board Rep MaryAnne Bazylnski.

Carried.

287/20-DEPUTY REEVE APPOINTMENT:

Moved by Reichert THAT Council appoint Councillor Blaine Thrun as the Deputy Reeve for the Municipality, effective immediately and until his successor is appointed or at the first meeting of Council in November 2021, whichever occurs first.

Carried.

288/20-COUNCIL COMMITTEES:

Moved by Reichert THAT the following Council Committees and appointments be made:

- Finance Committee (Payment Vouchers) Any two members of Council, except the signing officers;
- Road Supervision Committee All Council Members
- Road Restriction Committee All Council Members;
- Gravel Committee Gordon Stang, Herbert Reichert, Jerome Kohlman & David Gette;
- Local Emergency Planning Committee All Council Members;
- Local Emergency Co-ordinator Gordon Stang;
- Local Deputy Emergency Co-ordinator Keith Rumohr;
- OH & Safety Council Committee Keith Rumohr & Herbert Reichert; and
- OH & Safety Representative Dan Fisher.

Carried.

289/20-2020 BUDGET TRANSFERS:

Moved by Rumohr THAT Council authorize the following cash transfers, approved in the 2020 Budget, from the Municipality’s Plan 24 account to their separate savings accounts held at the Luseland Credit Union:

- Future Expenditure Fund \$ 750,000.00
- Debenture Fund \$ 900,000.00
- Gravel Fund \$ 200,000.00

Carried.

290/20-TRANSFER OF GRAVEL PIT RECLAMATION FUNDS:

Moved by Gette THAT Council approve Administration transferring \$4,063.47 from the Municipality’s Gravel Account to the Chequing Account for costs incurred in 2020 in relation to the Fleck gravel pit reclamation.

Carried.

291/20-TRANSFER OF FUNDS FOR P/G #771 EXPENSES:

Moved by Gette THAT Council authorize the transfer of \$319,962.06 (Ruszkowski Enterprises Ltd. & Resource Management) from the Municipality's Future Expenditure Account to the Chequing Account for costs incurred in November in relation to the #771 Paving Project.

Carried.

292/20-YEAR-END ACCOUNTS:

Moved by T. Kohlman THAT Administration be authorized to pay all outstanding accounts at year-end and report the actual amounts to Council at their regular meeting in January, 2021.

Carried.

293/20-YEAR-END SURPLUS TRANSFER:

Moved by T. Kohlman THAT Administration be authorized to transfer excess funds from the current year operations on December 31, 2020, to the Future Expenditures Account and report the actual amount to Council at their regular meeting in January, 2021.

Carried.

294/20-ADMINISTRATOR'S ACCRUED VACATION BANK FOR 2020

Moved by Thrun THAT Council acknowledge Administration setting up an accrued vacation bank in the amount of \$3,781.37 on December 31, 2020, for vacation to be used in 2021 for Administrator Janelle Franko.

Carried.

295/20-CHRISTMAS OFFICE HOURS/DAYS

Moved by J. Kohlman THAT Council approve the closure of the Office from noon on Friday, December 24, 2020, until 9:00 a.m., Tuesday, December 29, 2020, as office staff will be away for Christmas; and further, that notice be posted at the Office, on the website, and on Facebook.

Carried.

296/20-ADJOURNMENT:

Moved by Reichert THAT this meeting does now adjourn at 8:55 p.m. this day.

Carried.

Reeve

Administrator