

R.M. of PLEASANTDALE # 398

AGENDA

April 8, 2021 at 9:00 a.m.

1. **Call to Order**
2. **Conflict of Interest Disclosure**
3. **Approval of Minutes** Regular Meeting – March 11, 2021
4. **Accounts Payable**
5. **Financial Statements** – March 2021
6. **Bank Reconciliation**
7. **Committee Reports (Verbal)**
 - a) Reeves Report
 - b) Council Reports
 - c) Administrators Report
 - d) Lac Vert Water Report
8. **Delegate:** 10:30 Ryan Herbert Bridge and Culvert Rehab & Replacement
9. **Unfinished business**
 - a) Mower 2021 Purchase
 - b) Order to remedy Lot 1 Block 1 Plan A0430 Silver Park
 - c) Fuel Tanks
10. **New business**
 - a) Appointment of Administrator
 - b) Bank Signing Authority
 - c) Grader Purchase Financing Options
 - d) Funds (payout) received from Vet Clinic Sale & Minutes of March 17/2021 Final Meeting
 - e) Lac Vert deficit Water Deficit
 - f) Tax Title Property Lac Vert
 - g) Tax Enforcement/Presentation of Property in Arrears
 - h) Seasonal and Student Job application review; PW Staffing requirements for 2021
 - i) WSA Application Channel Clearing E 1/2 -32-40-16-W2, 2021 Project permits?
 - j) Gravel Crushing Purdy Pit 5000 yds (need to meet 2021 gravel spreading)
 - k) Open Gas Tax IIP applications
 - l) Sask. Power Order # 20324958 111 5th St. South Naicam
 - m) Rig Mat purchase to ratepayer
 - n) Amend Zoning Bylaw
 - o) Test Holes community Pasture SE-13-42-17-W2, future gravel options
 - p) Reverse Channel Clearing Invoice
 - q) Graveling 2021 Division Allotment
 - r) Culvert Sale to Ratepayer
 - s) Beaver Extraction Trappers Review
 - t) Representative for North East Area Transportation Planning
 - u) Policy 0-2021 Procurement and Purchasing Policy
 - v) Historical Committee Signage Request
 - w) Review of SARM Insurance Policy
 - x) 2021 Budget for review (meeting day)
11. **Correspondence** (available for viewing at meeting)
 - a) SARM awareness of Canada Water Agency creation
 - b) 2022 Rate changes for Road Maintenance Agreements
 - c) SHI donation to STARS
 - d) SARM Weekly Policy Bulletins
 - e) All Weather & Primary Grid in Miles
 - f) Agricultural Health and Safety Network
 - g) The Furrow (magazine)
 - h) Flaman Shultee parts
 - i) Sask Tel Data Packages
 - j) SAMA 2021 Revaluation Year
 - k) Grasslander Services
 - l) Smith Environmental Solutions
 - m) Response Letter Nathan Phillip RE Tisdale & District Fire Protection
 - n) Case IH Discount on Filter with qualifying Purchase
 - o) Infrastructure (magazine)
 - p) NorQuin Quinoa Growers
 - q) SARM Crime Stoppers (do you have an organization? Membership \$50.00)
 - r) Saskatchewan Common Ground Alliance
 - s) Sask Energy Gas line Inspections (April & May in RM)
 - t) K&L Mulching Ltd

RURAL MUNICIPALITY OF PLEASANTDALE #398

Regular Meeting Minutes

Thursday April 8/2021

Legion Room in the Municipal Office Naicam

The Council members present:

Reeve	Frank Kilborn
Division 1	Ernest Pederson
Division 2	Helen Meekins
Division 3	Jennifer Bushby
Division 4	Doug Hardy
Division 5	Kris Gage
Division 6	Bruce Willett

Staff Present	Administrator	Donna Goertzen
	Assistant Administrator	Diane Gilbertson

Reeve Kilborn called the meeting to order at 9:00 a.m.

DELEGATES

9:05 a.m. Danny Ritz, General Gravel; Exit at 9:11 a.m.

11:10 a.m. Ryan Herbert, Bridge and Culvert Rehab & Replacement, Western Infrastructure; Exit 11:45 a.m.

Conflict of Interest Declared none

Appointment

125/21 Hardy/Pederson: That we appoint Donna Goertzen as Administrator; yearly salary \$65,000.00, full SARM benefit package with a 3-month probation period and further that we sign a yearly contract inclusive of semi-annual performance reviews; and that Council provides permission to Reeve Kilborn to sign contract on behalf of the municipality; and further that Administrator Donna Goertzen is appointed as Local Assessor, Development Officer and Nuisance Enforcement Officer.

Carried

Bank Signatories

126/21 Bushby/Meekins: That banking signatories at Affinity Credit Union be amended as follows; Administrator Donna Goertzen OR Administrative Assistant Diane Gilbertson and Reeve Frank Kilborn OR Councillor Ernest Pederson.

Carried

Meeting Minutes

127/21 Bushby/Meekins: That the minutes of the March 11/2021 meeting be hereby adopted as presented.

Carried

Financials

128/21 Meekins/Bushby: That cheques 2982 to 2999 in the amount of \$37,194.46; electronic payments 1268-1295 in the amount of \$28,229.83 and payroll vouchers 1340-1361 in the amount of \$20,985.49 and late payables Cheque 3000 in the amount of \$15,786.75 be authorized for payment and attached forming part of these meeting minutes.

Carried

129/21 Bushby/Meekins: That Bank reconciliation ending March 31/2021 be accepted and form part of the meeting minutes.

Carried

130/21 Meekins/Hardy: That Statement of Financial Activities for March 31/2021 be accepted and form part of the meeting minutes.

Carried

131/21 Hardy/Willett: That proceeds from dissolution and sale of Melfort Vet Clinic statement is \$52,762.45 less 9,000.00 for shares; and THAT we deposit residual of \$43,762.45 into a savings account at Affinity Credit Union.

Carried

REPORTS

Approach Policy

132/21 Meekins/Bushby: That RM of Pleasantdale council adopt Policy 132/21; a policy to regulate the construction of approaches within the municipality.

Carried

Committee Reports

133/21 Meekins/Willett: That verbal reports Reeve, Council, Administrator and Lac Vert Water be accepted as presented.

Carried

Gravel Exploration

134/21 Hardy/Gage: That the RM of Pleasantdale instruct administrator to make application to the Minister of AG for gravel exploration on SE-13-42-16-W2.

Carried

Education

135/21 Bushby/Meekins: That council provides permission for office staff to attend on-line workshop "DYI Strategic Planning" April 21, 2021; registration fee \$50.00.

Carried

UNFINISHED BUSINESS

136/21 Meekins/Bushby: That the RM of Pleasantdale move forward to provide fuel tank collision protection for municipal fuel tank located in the Village of Pleasantdale.

Carried

137/21 Gage/Hardy: That RM of Pleasantdale Council offer for sale old pressure washer for \$100.00.

Carried

That we adjourn for lunch at 12:05

That the meeting be reconvened at 12:36 p.m.

NEW BUSINESS

Grader Purchase and Financing

138/21 Meekins/Bushby: That Council instructs Administrator to obtain financing from Affinity Credit Union in Naicam for purchase of Finning Graders; Serial No. ON9500411 and OE8500383; three-year loan \$200,000.00, interest @1.99%, and application set up fees; with the understanding that the loan may be paid in less than 3-year term.

Carried



139/21 Hardy/Gage: That Council acknowledge the recommendation of Administrator to obtain a \$250,000 line of credit at the Affinity Credit Union.

Carried

140/21 Meekins/Pederson: That Council rescinds resolution 220/15; and FURTHER; That Council offers for sale lots in Unorganized Hamlet of Pleasantdale for \$1,000.00 per serviced lot. *Lac Vert*

Carried

List of Land in Arrears

141/21 Bushby/Meekins: That the Council for the RM of Pleasantdale #398 have reviewed the list of land with arrears as per *The Tax Enforcement Act* Section 19.

Carried

In Camera

142/21 Meekins/Bushby: That Reeve, Council and Administration staff having issues to discuss regarding personal matters, land, legal matters and negotiations which are exempt from Public discussion under *The Local Authority Freedom of Information and Protection of Privacy Act* and the Municipal Act go in camera at 1:30.

Carried

Out of Camera

143/21 Meekins/Bushby: That the council of the RM of Pleasantdale #398 move out of camera and reconvene the regular meeting of Council at 1:48 p.m.

Carried

Pederson declared a conflict of interest in Short Listing of Seasonal Employees 1:50 p.m.

Pederson returned to the meeting at 2:12 p.m.

Channel Clearing

144/21 Bushby/Meekins: That we instruct Administrator to submit application to Water Security Agency for a Permit; E ½ 32-40-16-W2; Cattail removal.

Carried

Gravel Crushing

145/21 Meekins/Willett: That the Council of the RM of Pleasantdale #398 authorize crushing; approximately 5,000 yards of gravel 3/4 inch on the NW-06-42-18-W2; and THAT the Administrator advertise a tender for the crushing; tenders are to be received at the municipal office by 3:00 p.m. May 10th; and FURTHER that sealed tenders will be opened and awarded at the May 13th Council Meeting.

Carried

GAS Tax

146/21 Gage/Hardy: That Council of the RM of Pleasantdale instruct administrator to close open Gas Tax applications IIP 1920- 004716, IIP 1718-004430, IPP 1920-004715.

Carried

Sask Power Work Order

147/21 Hardy/Gage: That Council approve Sask Power Work Order #20324958 to install underground service at 111 5th St S – Naicam; and that council authorize Reeve and Administrator to sign documents on behalf of the municipality.

Carried

Rig Mat

148/21 Hardy/Gage: That the RM of Pleasantdale sell Rig Mat to Ratepayer #981 for \$3,500.00 (price includes PST).

Carried

Bylaw 02/2021 A Bylaw to Amend Zoning Bylaw

Reinded 194-21

149/21 Hardy/Pederson: That Bylaw 02/2021 being a bylaw of the Rural Municipality of Pleasantdale No. 398 to amend Bylaw 05/2020, known as the Zoning Bylaw be read a first time. *★*

Carried

North East Transportation Planning

150/21 Bushby/Willett: That Council appoint Reeve Kilborn to represent the RM of Pleasantdale on the North East Transportation Planning Committee.

Carried

Procurement Policy

151/21 Meekins/Hardy: That Council accept Policy 151/21, Procurement and Purchasing Policy as presented.

Carried

Historical Committee

152/21 Meekins/Hardy: That having received signage request from Historical Society to acknowledge Heritage School Sites within the municipality; Council will sponsor one sign; and ADDITIONALLY that the municipality will cover installation cost for all signage installs.

Carried

153/21 Bushby/Gage: That Council of the RM of Pleasantdale authorize Administrator to purchase laptop for office from Munisoft at a cost of \$1,876.00 plus applicable taxes.

Carried

Correspondence

154/21 Meekins/Bushby: That the correspondence be accepted as presented, read and filed.

Budget Meeting set for April 20 at 10:00 a.m. to be followed by Seasonal Employee Interview's.

Regular council Meeting May 13/2021 at 7:30 a.m.

Carried

155/21 Hardy: That the meeting be adjourned at 4:15

Reeve
Frank A. Kilborn
RURAL MUNICIPALITY OF PLEASANTDALE
No. 398 Administrator
Saskatchewan
4/13/21

★

Cheque Reconciliation Report

For Period End Dates: 01Mar2021 to 31Mar2021

<u>Entry Type</u>	<u>Employee</u>	<u>Department</u>	<u>Pay Group</u>	<u>Run No.</u>	<u>Period End Date</u>	<u>Cheque or Voucher #</u>	<u>Cheque Date</u>	<u>Amount</u>	<u>Status</u>
Deposit	EMP001	101	001	05	06Mar2021	1340	12Mar2021	1478.34	Open
Deposit	EMP003	102	001	05	06Mar2021	1341	12Mar2021	372.70	Open
Deposit	EMP011	102	001	05	06Mar2021	1342	12Mar2021	563.97	Open
Deposit	EMP004	204	001	05	06Mar2021	1343	12Mar2021	849.44	Open
Deposit	EMP006	205	001	05	06Mar2021	1344	12Mar2021	1856.74	Open
Deposit	EMP008	206	001	05	06Mar2021	1345	12Mar2021	2374.05	Open
Deposit	EMP007	207	001	05	06Mar2021	1346	12Mar2021	1643.84	Open
Deposit	EMP012	100	001	06	20Mar2021	1347	25Mar2021	911.19	Open
Deposit	EMP001	101	001	06	20Mar2021	1348	25Mar2021	1478.34	Open
Deposit	EMP003	102	001	06	20Mar2021	1349	25Mar2021	417.25	Open
Deposit	EMP004	204	001	06	20Mar2021	1350	25Mar2021	958.22	Open
Deposit	EMP006	205	001	06	20Mar2021	1351	25Mar2021	729.08	Open
Deposit	EMP008	206	001	06	20Mar2021	1352	25Mar2021	1093.46	Open
Deposit	EMP007	207	001	06	20Mar2021	1353	25Mar2021	1845.02	Open
Deposit	DOU001	300	002	03	31Mar2021	1354	29Mar2021	580.91	Open
Deposit	ERN001	300	002	03	31Mar2021	1355	29Mar2021	579.29	Open
Deposit	FRA001	300	002	03	31Mar2021	1356	29Mar2021	560.73	Open
Deposit	HEL001	300	002	03	31Mar2021	1357	29Mar2021	699.50	Open
Deposit	JEN001	300	002	03	31Mar2021	1358	29Mar2021	730.37	Open
Deposit	KRI001	300	002	03	31Mar2021	1359	29Mar2021	313.05	Open
Deposit	LUM001	402	002	03	31Mar2021	1360	29Mar2021	700.00	Open
Deposit	GIL001	403	002	03	31Mar2021	1361	29Mar2021	250.00	Open

Report Summary

Outstanding Deposits: 20985.49 (22)
 Total: 20985.49 (22)

Report Date
04/06/2021 1:51 PM

R.M. of Pleasantdale No.398
Accounts for Approval
As of 04/06/2021
Batch: 2021-00019 to 2021-00022

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - A/P GENERAL				
Computer Cheques:				
2982	03/11/2021	General Gravel	Strip/load/install culvert	8,179.50
2983	03/11/2021	Receiver General for Canada	034080485190 - radio lic 2021	391.16
2984	03/31/2021	Diane Gilbertson - Petty Cash	postage	211.10
2985	03/31/2021	Donna Goertzen	Res #298/17 phone reimb Mar21	22.50
2986	03/31/2021	Elmer Hanson	Res# 249/18 phone reimb Mar	11.60
2987	03/31/2021	Lance Kunz	Res#249/18 phone reimb Mar	17.40
2988	03/31/2021	Wayne Hanson	Res#249/18 phone reimb Mar	14.50
2989	04/08/2021	Cropper Motors Ltd.	replace pass thru & inj wiring	1,606.37
2990	04/08/2021	GFI Systems Inc.	Feb 22-Mar 21, 2021	99.90
2991	04/08/2021	Millsap Fuel Distributors Ltd	Fuel for PIDale tank Mar 4/21	13,624.00
2992	04/08/2021	Napa Auto Parts - Watson	hot H2O press washer/impact wr	6,976.49
2993	04/08/2021	PostMedia Network Inc.	TTP tenders/Assessment roll	410.55
2994	04/08/2021	Rural Municipal Admin.Assoc.	2021 Assoc. Mmmbrshp	155.00
2995	04/08/2021	SARM	SARM Admin benefits	3,778.75
2996	04/08/2021	Saskatchewan Health Authority	LV Well H2O sample Dec 18/20	104.00
2997	04/08/2021	Sask Gov't. Insurance	renewal FD F250 655LFY	1,431.16
2998	04/08/2021	Starlite Glass Ltd	entrance knob replacement	76.48
2999	04/08/2021	TLC Yard and Garden	snow clearing office-March	84.00

Total for AP: 37,194.46

Bank Code: Online - Online Payment

Computer Cheques:				
1268	03/31/2021	Collarbia - ONLINE	add'l postage - RMA	11.76
1269	03/31/2021	Collarbia - ONLINE	registration 617LZD	30.96
1270	03/31/2021	MEPP - ONLINE	Feb 21-Mar 6, 2021 Remit	1,806.58
1271	03/31/2021	MEPP - ONLINE	Mar 7-20, 2021 Remit	1,657.78
1272	03/31/2021	Minister of Finance -ONLINE	Mar 2021 Remit	201.51
1273	03/31/2021	Minister of Finance-Ed Prop Tx	Acct #6177240 Mar 2021	5,349.60
1274	03/31/2021	Receiver General online RP0002	Feb 21-Mar 6, 2021 Remit	2,646.30
1275	03/31/2021	Receiver General online RP0002	Mar 7-20, 2021 Remit	2,274.46
1276	03/31/2021	Receiver General online RP0002	Mar 1-31, 2021 Council Remit	39.98
1277	03/31/2021	Receiver General online RP0001	Feb 21-Mar 6, 2021 Remit	1,284.60
1278	03/31/2021	Receiver General online RP0001	Mar 7-20, 2021 Remit	620.08
1279	03/31/2021	SMHI	Remit Mar 2021	574.74
1280	03/31/2021	SaskTel - Online payment only	TR/WSO cell phone Feb 2021	67.88
1281	04/08/2021	Affinity Credit Union-MRTGLOAN	Comm Mrtg #1(24th pmt)	1,100.00
1282	04/08/2021	Affinity Credit Union-SEMILOAN	Semi-loan Res#139/20 Pmt# 11	2,907.69
1283	04/08/2021	CAT Financial Service - ONLINE	Pmt 44 Loader Res#232/17	1,552.15
1284	04/08/2021	John Deere Financial	JD Excav Pmt 44/73 Res#240/17	4,280.82
1285	04/08/2021	SaskEnergy-Online payment only	Mar 2021 Naicam Shop Engy	326.09
1286	04/08/2021	SaskEnergy-Online payment only	Mar 2021 Office Engy	95.00
1287	04/08/2021	SaskEnergy-Online payment only	Mar 2021 Pldale Workshop	314.22
1288	04/08/2021	SaskPower -Online payment only	Feb/Mar 2021 SP Streetlights	81.74
1289	04/08/2021	SaskPower -Online payment only	March 2021 Office Pwr	179.00
1290	04/08/2021	SaskPower -Online payment only	Mar 2021 Naicam Shop Pwr	65.86

Report Date
04/06/2021 1:51 PM

R.M. of Pleasantdale No.398
Accounts for Approval
As of 04/06/2021
Batch: 2021-00019 to 2021-00022

Payment #	Date	Vendor Name	Reference	Payment Amount
1291	04/08/2021	SaskPower -Online payment only	Mar 2021 LV Well	253.7
1292	04/08/2021	SaskPower -Online payment only	Mar 2021 PI 'dale WSO Pw	61.42
1293	04/08/2021	SaskPower -Online payment only	Mar 2021 LV Street Lights	161.57
1294	04/08/2021	SaskTel - Online payment only	Mar 2021 Internet	126.17
1295	04/08/2021	SaskTel - Online payment only	Mar 2021 IBC Office	158.08
Total for Online:				28,229.83
Grand Total:				65,424.29

Certified Correct this 8th day of April, 2021.



Reeve



Administrator

Date Printed
04/01/2021 3:58 PM

**R.M. of Pleasantdale No.398
Bank Reconciliation - Summary**

Page 1

**RM Operating Account
For Ending Date 03/31/2021**

110-110-120 - Cash - Bank - Operating Account

Balance to 03/31/2021 **886,756.16**

Service Charges:		0.00
Interest Charges:		0.00
Interest Revenue:		329.07

Adjusted Book Balance **887,085.23**

Bank Statement Balance: **886,227.38**

Deposits in Transit:	8,240.00	
Outstanding Payments:	-7,382.15	
Total Uncleared:	<u>857.85</u>	<u>857.85</u>

Adjusted Bank Balance **887,085.23**

Notes

Re: J/E Batch 2021-00071

R.M. of Pleasantdale No.398
Statement of Financial Activities - Summary
For the Period Ending March 31, 2021

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	324.23	1,151.67		1,151.67	
Fees and Charges	3,948.49	7,827.90		7,827.90	
Maintenance and Development Charges	7,416.57	31,325.55		31,325.55	
Utilities	1,312.50	3,937.50		3,937.50	
Grants	11,707.50	12,389.28		12,389.28	
Capital Asset Proceeds <i>Ver. 01.</i>	43,762.45	43,762.45		43,762.45	
Investment Income and Commissions <i>3</i>	2,788.78	4,476.87		4,476.87	
Other Revenues	150.00	150.00		150.00	
Total Revenues:	71,410.52	105,021.22	0.00	105,021.22	0.00
Expenditures					
General Government Services	30,373.82	91,625.41		(91,625.41)	
Protective Services	1,004.40	1,749.40		(1,749.40)	
Transportation Services	56,246.76	120,595.46		(120,589.46)	
Environmental Health Services	332.14	15,828.34		(15,828.34)	
Public Health and Welfare Services		4,579.67		(4,579.67)	
Planning and Development Services		500.00		(500.00)	
Recreation and Cultural Services		5,006.40		(5,006.40)	
Utilities	891.00	2,533.55		(2,533.55)	
Total Expenditures:	88,848.12	242,418.23	0.00	(242,412.23)	0.00
Change in Net Financial Assets	(17,437.60)	(137,397.01)	0.00	(137,391.01)	0.00
Change in Net Assets	(17,437.60)	(137,397.01)	0.00	(137,391.01)	0.00
Transfer to Reserves	272.54	505.49		(505.49)	
Change in Surplus	(17,710.14)	(137,902.50)	0.00	(137,896.50)	0.00

Account Balances	Current	Year to Date	Balance
Cash			
Cash - Petty Cash			500.00
Cash - Bank -Operating Account	15,551.64	(99,603.53)	887,085.23
Cash - Gravel Reserve #6	30.62	88.87	80,149.63
Cash - Fire Equip Savings #2	3.93	11.39	10,273.82
Cash - Equipment Savings ACU #3	77.60	225.21	203,113.82
Cash - Bridge Reserve ACU #5			26.02
Cash - Pleasantdale Cemetery Reserve #	160.39	180.02	27,303.74
Total Cash:	15,824.18	(99,098.04)	1,208,452.26
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	(17,660.20)	(36,913.87)	3,081.48
Municipal - Tax Receivable - Arrears			9,155.38
Municipal - Allow. for Uncollected			(2,879.53)
Total Municipal Taxes Receivable:	(17,660.20)	(36,913.87)	9,357.33

Report Date
04/01/2021 5:10 PM


R.M. of Pleasantdale No.398
Statement of Financial Activities - Summary
For the Period Ending March 31, 2021

Page 2


Current Year To Date Budget Variance %

Certified correct and in accordance with the records

Presented to Council on April 8, 2021



Frank Kilborn
Reeve



~~Diane Gilbertson~~ Donna Goertzen
Acting Administrator