

**R.M. of PLEASANTDALE # 398**  
**AGENDA**  
**June 10 2021 at 9:00 a.m.**

1. **Call to Order**
2. **Conflict of Interest Disclosure**
3. **Approval of Minutes** Regular Meeting – May 13/2021
4. **Accounts Payable -**
5. **Financial Statements – May 31/2021**
6. **Bank Reconciliation – May 31/2021**
7. **Action Items**
8. **Committee Reports (Verbal)**
  - a) Reeves Report
  - b) Council Reports
  - c) Administrators Report
  - d) Lac Vert Water Report
9. **DELEGATE**
  - a) 10:00 Public Meeting Zoning Bylaw amendment
  - b) 10:30 Randal Revoy Beaver Extractor
  - c) 11:00 a.m. Trevor Leader OHS
  - d) 2:30 p.m. Adare Guest RCMP delegate 306-752-6420
10. **UNFINISHED BUSINESS**
11. **IN CAMERA**
12. **INFRASTRUCTURE(Road/Bridges)**
  - a) Approaches SE-09-40-17-W2/NE-04-40-17-W2 Swenson Grid (Prior RM Construction)
  - b) Discussion Clay Cap 777 Engineer
  - c) No Through Road Sign SE-35-41-17-W2 Rge Rd 2171
13. **NEW BUSINESS**
  - a) Access to Information Policy
  - b) Tax Card Refund (Minister of AG)
  - c) Kip Park Board of Directors Appointment
  - d) Obtain FCM membership
  - e) SARM future Midterm convention formats
  - f) Refinish Chamber Council Table
14. **PLANNING & DEV**
  - a) Bylaw 02/2021 Amend Zoning Bylaw  
Public Meeting at 10:00 a.m.
  - b) Road Closure SW-06-40-17-W2
15. **CORRESPONDENCE**(available for viewing at meeting)
  - a) Zach James Media – Gravel Pit drone measurement
  - b) Wapiti Regional Library
  - c) SARM Weekly
  - d) Financial and Consumer Affairs Authority
  - e) Rural Sheaf
  - f) Smart Meter Pilot Project suspended
  - g) Sasklander
  - h) Sask Power dialogue Forum
  - i) Sask Health Authority

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**RURAL MUNICIPALITY OF PLEASANTDALE NO. 398**

**Regular Meeting Minutes**

**Thursday June 10/2021**

**Council Chambers in the Municipal Office Naicam**

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

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

Conflict of Interest to Declare

- 207/21 Minutes**  
Pederson/Hardy: That the May 13/2021 Regular Council Minutes be adopted as amended and the May 19/2021 Meeting Minutes be adopted as presented.  
Carried
- 208/21 Accounts**  
Bushby/Meekins: That cheques 3034-3072 general payables \$103,704.91; Electronic Payments 1335-1378 \$51,266.70; and Payroll voucher \$32,465.49 be authorized for payment and attached forming part of these meeting minutes.  
Carried
- 209/21 Bank Reconciliation**  
Bushby/Meekins: That May 30/2021 Bank Reconciliation be adopted and form part of these meeting minutes.  
Carried
- 210/21 Financial Statements**  
Meekins/Bushby: That Statement of Financial Activities ending May 31/2021 be adopted and form part of the meeting minutes.  
Carried
- 211/21 Public Meeting**  
Bushby/Meekins: That we close the regular scheduled Council Meeting and move into Public Meeting for Bylaw 02/2021 at 10:00 a.m.  
Carried  
  
Public Meeting Minutes will be attached and for part of the Regular Meeting Minutes.
- 212/21**  
Meekins/Gage: That we move back into regularly scheduled meeting at 10:10 a.m.  
Carried
- 213/21 Bylaw 02-2021 to Amend Zoning Bylaw**  
Meekins/Hardy: That 2<sup>nd</sup> reading be given to Bylaw 02/2021, being a bylaw to amend Bylaw No. 05-2020, know, as the Zoning Bylaw of the Rural Municipality of Pleasantdale No. 398 by adding Golf Courses as a permitted use in CI (Commercial Industrial) – and rezoning SW ¼ 01-42-16-W2 from AG (Agricultural) to CI (Commercial Industrial).  
Carried



**214/21** Pederson/Willett: That 3<sup>rd</sup> reading be given to Bylaw 02/2021, being a bylaw to amend Bylaw No. 05-2020, know, as the Zoning Bylaw of the Rural Municipality of Pleasantdale No. 398 by adding Golf Courses as a permitted use in CI (Commercial Industrial) – and rezoning SW ¼ 01-42-16-W2 from AG (Agricultural) to CI (Commercial Industrial).

Carried

Delegate: Randall Revoy - 10:40 a.m. depart at 11:00 a.m.

Delegate: Trevor Leader OHS - 11:00 a.m. 12:00 depart  
Reierson in attendance

**215/21 Reports**

Meekins/Gage: That Council acknowledge the following verbal reports: Reeve, Council, Administrator and Lac Vert Water.

Carried

Lunch at 12:00 a.m.

Reconvene at 12:45 p.m.

Reierson Departed at 12:45 p.m.

**216/21 RIRG Grant**

Bushby/Meekins: That Council authorizes Reeve and Administrator to sign Rural Integrated Roads for Growth Capital Project Funding Agreement on behalf of Council.

Carried

**217/21 Policy Manual**

Meekins/Hardy: That Council approves Access to Information Policy as presented.

Carried

**218/21 Tax Card Amendment**

Bushby/Kilborn: That Council Amend Roll 963, Ministry of Ag lease in the amount of \$45.41.

Carried

**219/21 Kip Board**

Gage/Hardy: That RM of Pleasantdale appoint Mr. David Monz to be a representative for the municipality on the Kip Board.

Carried

**220/21 FCM Membership**

Bushby/Willett: That the RM of Pleasantdale apply to obtain a membership with Federated Canadian Municipality at a cost of \$259.91.

Carried

**221/21 Casual Staff**

Meekins/Hardy: That Council provides authority to Administrator to hire Casual Staff as deemed necessary for municipal operations.

Carried

**222/21 Correspondence**

Kris/Helen: That Council acknowledge correspondence as presented and filed.

Carried

Adare Guest RCMP Delegate 2:25 p.m. Depart at 2:35 p.m.

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223/21

**Adjournment**

Kilborn: That this meeting be adjourned at 2:40 p.m.



*Frank A. Kilborn*

Reeve

*A*  
\_\_\_\_\_  
Administrator

Date

*July 8/21*

*[Signature]*  
*A*

**RURAL MUNICIPALITY OF PLEASANTDALE NO. 398**

**Public Meeting Minutes  
Bylaw 02/2021 To Amend Zoning Bylaw 05/2020  
Thursday June 10/2021  
Council Chambers in the Municipal Office Naicam**

Council Member 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

**Declare Public Hearing Open**

Reeve Kilborn open the public hearing at 10:01 a.m. for the purpose of discussing Bylaw 02/2021, a bylaw to amend the Zoning Bylaw 05/2020 by adding Golf Courses as a permitted use in CI (Commercial Industrial) – and rezoning SW ¼ 01-42-16-W2 from AG (Agricultural) to CI (Commercial Industrial).

**Presentations**

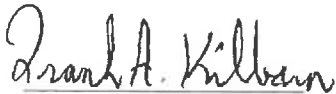
Reeve Kilborn opened the floor to any person who wished to make a verbal presentation. There were no presentations made.

**Written Submissions**

Reeve Kilborn asked if there were any written submission; there were no written submissions received prior to the hearing.

**Declare Public Hearing Closed**

Reeve Kilborn declared the hearing closed at 10:09 a.m.



Reeve



Administrator



Date



Date Printed  
06/01/2021 5:53 PM

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

Page 1

**RM Operating Account  
For Ending Date 05/31/2021**

**110-110-120 - Cash - Bank - Operating Account  
GL Balance to 05/31/2021**

**460,592.94**

Service Charges:  
Interest Charges:  
Interest Revenue:

0.00  
0.00  
205.29

**Adjusted Book Balance**

**460,798.23**

**Bank Statement Balance:**

**472,389.75**

Deposits in Transit: 0.00  
Outstanding Payments: -11,591.52  
Total Uncleared: -11,591.52

-11,591.52

**Adjusted Bank Balance**

**460,798.23**

Notes

Report Date  
06/04/2021 3:38 PM

R.M. of Pleasantdale No.398  
Accounts for Approval  
As of 06/04/2021  
Batch: 2021-00035 to 2021-00040

Payment #	Date	Vendor Name	Reference	Payment Amount
<b>Bank Code: AP - A/P GENERAL</b>				
Computer Cheques:				
3034	05/13/2021	General Gravel	crush & stockpile 17978 y3	
3035	05/31/2021	Air Liquide Canada Inc.	cyldr lease May1/21-Apr30/22	75,507.60
3036	05/31/2021	Bernard Mamer	Assessment A[ppeal refund	218.32
3037	05/31/2021	Brian Young	Appeal refund 2021-A002	100.00
3038	05/31/2021	Crozon Bro's Plumbing & Heating	repair valve & replace valve	100.00
3039	05/31/2021	Diane Gilbertson - Petty Cash	registered mail	191.09
3040	05/31/2021	Jake Gayler	CR. returned re:lease prop tax	121.89
3041	05/31/2021	Lac Vert Comm Club.	Sk Lotteries Grant Res# 140/20	45.41
3042	05/31/2021	Lake Charron Reg. Park	Sk Lotteries Grant Res# 140/20	725.00
3043	05/31/2021	Naicam Public Library	Sk Lotteries Grant Res# 140/20	575.00
3044	05/31/2021	Naicam Kiddie Kollege	Sk Lotteries Grant Res# 140/20	710.00
3045	05/31/2021	Naicam & District History Book	Sk Lotteries Grant Res# 140/20	575.00
3046	05/31/2021	Patrick Brown	Sk Lotteries Grant Res# 140/20	1,075.00
3047	05/31/2021	Pleasantdale Senior Citizens	SAMA Appeal refund	100.00
3048	05/31/2021	PostMedia Network Inc.	Sk Lotteries Grant Res# 140/20	125.00
3049	05/31/2021	Reginald Cross	TTP tenders	300.30
J50	05/31/2021	Saskatchewan Health Authority	Appeal refund 2021-A004	100.00
3051	05/31/2021	Town of Naicam	LV Well H20 sample May 3/21	23.00
3052	06/10/2021	Acklands-Grainger Inc.	Re: NEW001-2020-00100 Fire	1,703.00
3053	06/10/2021	Cropper Motors Ltd.	towel/vsts/hard hats	172.15
3054	06/10/2021	Diane Gilbertson - Petty Cash	plug	1,445.62
3055	06/10/2021	Donna Goertzen	notebooks for T/S binders	15.60
3056	06/10/2021	GFI Systems Inc.	Res #298/17 phone reimb May 21	45.00
3057	06/10/2021	Gord Krismer & Associates Ltd	Apr 22-May 21, 2021	99.90
3058	06/10/2021	Griller Electric Ltd.	review/process appeals/agreeme	115.50
3059	06/10/2021	Jody Goodfellow	replace ballast-Legion Room	113.78
3060	06/10/2021	Lance Kunz	46 B. B.Tails Div 6	1,610.00
3061	06/10/2021	Millsap Fuel Distributors Ltd	re-issue stale date chq #2798	90.00
3062	06/10/2021	Melfort Parts Depot	Fuel for Naicam tank May11/21	6,936.24
3063	06/10/2021	Munisoft	Dust cap - for rock picker	9.42
3064	06/10/2021	Orland Newberry	Kapersky Security antivirus	64.38
3065	06/10/2021	Randale Revoy	Res#249/18 phone May 2021	17.40
3066	06/10/2021	R.M. of Barrier Valley #397	B.B 96 Tails	3,360.00
3067	06/10/2021	Robert Hutchison	Custom Grader May 2021	441.00
3068	06/10/2021	SARM	BB -7 Tails Div 6	245.00
3069	06/10/2021	SARM	binders/tabs/planner/tape disp	195.55
70	06/10/2021	The Wholesome Bean	staples	1,006.80
3071	06/10/2021	Ultratech Printing Ltd	Zoning amendment ad	15.00
3072	06/10/2021	Wapiti Reg. Library	laminating Division maps	106.56
			2021 Grant - Final Installment	5,304.40

Total for AP: 103,704.91

**Bank Code: Online - Online Payment**

Computer Cheques:

1335	05/31/2021	Collarbia - ONLINE	Ser fee for new cell phone	44.40
1336	05/31/2021	Collarbia - ONLINE	Time Mgmt course	124.00

Report Date  
06/04/2021 3:38 PM

R.M. of Pleasantdale No.398  
Accounts for Approval  
As of 06/04/2021  
Batch: 2021-00035 to 2021-00040

Payment #	Date	Vendor Name	Reference	Payment Amount
1337	05/31/2021	Collarbia - ONLINE	10 rolls of stamps	
1338	05/31/2021	Collarbia - ONLINE	Sock-It shock treatment	966.00
1339	05/31/2021	Collarbia - ONLINE	renewal 1999 IH	131.34
1340	05/31/2021	MEPP - ONLINE	Mar 7-20, 2021 (Emp 006)	4,315.20
1341	05/31/2021	MEPP - ONLINE	April 4-17/21 Remit(Emp006)	388.08
1342	05/31/2021	MEPP - ONLINE	April 18-May 1/21 Remit(Emp006)	543.30
1343	05/31/2021	MEPP - ONLINE	May 2-15/21 Remit	543.30
1344	05/31/2021	MEPP - ONLINE	Mar 21-Apr 3, 2021 (Emp 006)	2,770.70
1345	05/31/2021	Minister of Finance -ONLINE	May 2021 Remit	543.30
1346	05/31/2021	Minister of Finance-Ed Prop Tx	Acct #6177240 May 2021	205.60
1347	05/31/2021	Prairie North Co-op ONLINE	cable ties	4,180.91
1348	05/31/2021	Receiver General online RP0002	May 2-15/21 Remit	160.59
1349	05/31/2021	Receiver General online RP0002	May 1-31, 2021 Council Remit	3,434.12
1350	05/31/2021	Receiver General online RP0001	May 2-15/21 Remit	93.80
1351	05/31/2021	Receiver General online RP0001	May 2-15, 2021 Remit	1,469.86
1352	05/31/2021	SaskPower -Online payment only	Apr/May 2021 SP Streetlights	574.59
1353	05/31/2021	incorrect entry (45)		81.74
1354	05/31/2021	SaskPower -Online payment only	N. shop reconstruct	0.00
1355	06/10/2021	Affinity Credit Union-MRTGLOAN	Comm Mtg #1(26th pmt)	1,203.90
1356	06/10/2021	Affinity Credit Union-SEMILOAN	Semi-loan Res#139/20 Pmt# 13	1,100.00
1357	06/10/2021	ACU-Grader Loan	Res 138/21 Grader Pmt #1/36	2,907.69
1358	06/10/2021	CAT Financial Service - ONLINE	Pmt 46 Loader Res#232/17	5,750.00
1359	06/10/2021	Collarbia - ONLINE	reg renewal -2019 IH	1,552.15
1360	06/10/2021	Collarbia - ONLINE	reg renew 2019 Arne's Trailer	4,027.76
1361	06/10/2021	John Deere Financial	JD Excav Pmt 46/73 Res#240/17	254.60
1362	06/10/2021	MEPP - ONLINE	May 16-29/21 Remit	4,280.82
1363	06/10/2021	Receiver General online RP0002	May 16-29/21 Remit	2,591.54
1364	06/10/2021	Receiver General online RP0001	May 16-29/21 Remit	3,459.05
1365	06/10/2021	SaskEnergy-Online payment only	May 2021 Office Engy	1,047.99
1366	06/10/2021	SaskEnergy-Online payment only	May 2021 Naicam Shop Engy	210.00
1367	06/10/2021	SaskEnergy-Online payment only	May 2021 Pldale Workshop	97.18
1368	06/10/2021	SaskPower -Online payment only	May 2021 Naicam Shop Pwr	109.02
1369	06/10/2021	SaskPower -Online payment only	May 2021 Office Pwr	154.47
1370	06/10/2021	SaskPower -Online payment only	May 2021 Pl'dale WSO Pw	179.00
1371	06/10/2021	SaskPower -Online payment only	May 2021 LV Well	115.99
1372	06/10/2021	SaskPower -Online payment only	May 2021 LV Street Lights	116.76
1373	06/10/2021	SaskTel - Online payment only	May 2021 Internet	161.57
1374	06/10/2021	SaskTel - Online payment only	May 2021 IBC Office	126.38
1375	06/10/2021	SaskTel - Online payment only	TR/WSO cell phone May 2021	159.39
1376	06/10/2021	SGI Canada - ONLINE	Commercial autopak add trailer	93.89
1377	06/10/2021	Town of Naicam - ONLINE	W-S-I Mar 1-May 31, 2021	290.44
1378	06/10/2021	Town of Naicam - ONLINE	W-S-I Mar 1 -May 31, 2021	353.14

Total for Online: 51,266.70

Grand Total: 154,971.61



Report Date  
06/04/2021 3:38 PM

R.M. of Pleasantdale No.398  
Accounts for Approval  
As of 06/04/2021  
Batch: 2021-00035 to 2021-00040

Payment #	Date	Vendor Name	Reference	Payment Amount
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Certified Correct this 8th day of April, 2021.

Shanika A. Killian  
Reeve

✶

Administrator

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### Cheque Reconciliation Report

For Period End Dates:

01May2021 to 31May2021

<u>En. 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	EMP012	100	001	09	01May2021	1381	07May2021	1612.65	Open
Deposit	EMP001	101	001	09	01May2021	1382	07May2021	1478.34	Open
Deposit	EMP004	204	001	09	01May2021	1383	07May2021	1721.28	Open
Deposit	EMP006	205	001	09	01May2021	1384	07May2021	1745.19	Open
Deposit	EMP007	207	001	09	01May2021	1385	07May2021	1891.93	Open
Deposit	EMP012	100	001	10	15May2021	1386	21May2021	1612.65	Open
Deposit	EMP001	101	001	10	15May2021	1387	21May2021	1478.34	Open
Deposit	EMP010	203	001	10	15May2021	1388	21May2021	1241.62	Open
Deposit	EMP004	204	001	10	15May2021	1389	21May2021	1715.91	Open
Deposit	EMP006	205	001	10	15May2021	1390	21May2021	436.92	Open
Deposit	EMP007	207	001	10	15May2021	1391	21May2021	1934.86	Open
Deposit	EMP008	206	001	10	15May2021	1401	21May2021	1855.15	Open
Deposit	BRU001	300	002	05	31May2021	1392	31May2021	507.85	Open
Deposit	DOU001	300	002	05	31May2021	1393	31May2021	720.93	Open
Deposit	ERN001	300	002	05	31May2021	1394	31May2021	617.64	Open
Deposit	FRA001	300	002	05	31May2021	1395	31May2021	490.41	Open
Deposit	HEL001	300	002	05	31May2021	1396	31May2021	623.24	Open
Deposit	JEN001	300	002	05	31May2021	1397	31May2021	749.53	Open
Deposit	KRI001	300	002	05	31May2021	1398	31May2021	237.05	Open
Deposit	LUM001	402	002	05	31May2021	1399	31May2021	700.00	Open
Deposit	GIL001	403	002	05	31May2021	1400	31May2021	250.00	Open
Deposit	EMP012	100	001	11	29May2021	1402	04Jun2021	1612.65	Open
Deposit	EMP001	101	001	11	29May2021	1403	04Jun2021	1478.34	Open
Deposit	EMP010	203	001	11	29May2021	1404	04Jun2021	731.39	Open
Deposit	EMP004	204	001	11	29May2021	1405	04Jun2021	1613.96	Open
Deposit	EMP006	205	001	11	29May2021	1406	04Jun2021	1445.91	Open
Deposit	EMP007	207	001	11	29May2021	1407	04Jun2021	1961.75	Open

**Port Summary**

Outstanding Deposits: 32465.49 (27)  
 Total: 32465.49 (27)

**R.M. of Pleasantdale No.398**  
**Statement of Financial Activities - Condensed**  
For the Period Ending May 31, 2021

	Current	Year To Date	Budget
<b>REVENUES</b>			
<b>Taxation</b>			
<b>Municipal Taxes</b>			
General Municipal Levy			1,189,830.00
Abatements and Adjustments			(3,900.00)
Discount on Current Year Taxes	(240.86)	(319.80)	(44,000.00)
<b>Net Municipal Taxes</b>	<b>(240.86)</b>	<b>(319.80)</b>	<b>1,141,930.00</b>
Penalties on Tax Arrears	89.26	1,465.73	2,880.00
<b>Total Taxation:</b>	<b>(151.60)</b>	<b>1,145.93</b>	<b>1,144,810.00</b>
<b>Fees and Charges</b>			
Custom Work	70.00	2,820.00	20,500.00
Sale of Supplies and Gravel	3,562.23	7,871.25	3,050.00
Cemetery Fees			500.00
General Office Services	(110.50)	1,323.35	1,400.00
<b>Total Fees and Charges:</b>	<b>3,521.73</b>	<b>12,014.60</b>	<b>25,450.00</b>
<b>Maintenance and Development Charges</b>			
Road Maintenance and Restoration Agreements	961.08	32,286.63	25,000.00
<b>Total Maintenance and Development Charges:</b>	<b>961.08</b>	<b>32,286.63</b>	<b>25,000.00</b>
<b>Utilities</b>			
Water	1,312.50	6,562.50	15,750.00
<b>Total Utilities:</b>	<b>1,312.50</b>	<b>6,562.50</b>	<b>15,750.00</b>
<b>Unconditional Transfers</b>			
Unconditional Transfers			415,550.00
<b>Total Unconditional Transfers:</b>	<b>0.00</b>	<b>0.00</b>	<b>415,550.00</b>
<b>Conditional Grants</b>			
Federal			2,400.00
Provincial	3,785.00	13,235.00	45,190.00
Local		9,436.76	6,000.00
<b>Total Conditional Grants:</b>	<b>3,785.00</b>	<b>22,671.76</b>	<b>53,590.00</b>
<b>Grants in Lieu of Taxes</b>			
Provincial		951.00	21,360.00
<b>Total Grants in Lieu of Taxes:</b>	<b>0.00</b>	<b>951.00</b>	<b>21,360.00</b>
<b>Capital Asset Proceeds</b>			
Capital Asset Proceeds		43,762.45	
<b>Total Capital Asset Proceeds:</b>	<b>0.00</b>	<b>43,762.45</b>	<b>0.00</b>
<b>Land Sales - Gain</b>			
Land Sales Gains			1,870.00
<b>Total Land Sales - Gain:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,870.00</b>
<b>Investment Income and Commissions</b>			

**R.M. of Pleasantdale No.398**  
**Statement of Financial Activities - Condensed**  
For the Period Ending May 31, 2021

	Current	Year To Date	Budget
Investment and Income Revenue	6,951.04	15,353.61	10,730.00
<b>Total Investment Income and Commissions:</b>	<b>6,951.04</b>	<b>15,353.61</b>	<b>10,730.00</b>
<b>Other Revenues</b>			
Other Revenue		(204.50)	1,500.00
<b>Total Other Revenues:</b>	<b>0.00</b>	<b>(204.50)</b>	<b>1,500.00</b>
<b>Total REVENUES:</b>	<b>16,379.75</b>	<b>134,543.98</b>	<b>1,715,610.00</b>
<b>EXPENDITURES</b>			
<b>General Government Services</b>			
Wages	13,960.83	58,543.91	173,450.00
Benefits	1,562.04	13,582.57	30,250.00
Professional/Contract Services	10,958.65	59,437.24	77,150.00
Utilities	685.16	2,279.59	9,700.00
Maintenance, Material and Supplies	1,122.98	2,975.90	5,500.00
Capital Expenditures	2,019.67	2,019.67	
Interest	971.75	5,157.99	15,000.00
<b>Total General Government Services:</b>	<b>31,281.08</b>	<b>143,996.87</b>	<b>311,050.00</b>
<b>Protective Services</b>			
<b>Police Protection</b>			
Contractual Services			30,000.00
<b>Total Police Protection:</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>
<b>Fire Protection</b>			
Professional/Contractual Services	2,627.00	4,376.40	17,450.00
<b>Total Fire Protection:</b>	<b>2,627.00</b>	<b>4,376.40</b>	<b>17,450.00</b>
<b>Total Protective Services:</b>	<b>2,627.00</b>	<b>4,376.40</b>	<b>47,450.00</b>
<b>Transportation Services</b>			
<b>Maintenance</b>			
Wages	20,724.13	78,440.08	296,800.00
Benefits	3,784.25	15,247.82	41,500.00
Professional/Contractual Services	10,593.90	288,816.16	224,500.00
Utilities	2,125.51	7,090.03	15,500.00
Maintenance, Materials & Supplies	74,877.94	174,988.97	466,600.00
Capital Expenditures		539,370.96	150,000.00
<b>Total Maintenance:</b>	<b>112,105.73</b>	<b>1,103,954.02</b>	<b>1,194,900.00</b>
<b>Construction</b>			
Professional/Contractual Services			10,000.00
<b>Total Construction:</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Total Transportation Services:</b>	<b>112,105.73</b>	<b>1,103,954.02</b>	<b>1,204,900.00</b>
<b>Environmental Services</b>			
Wages and Benefits		332.14	400.00
Professional/Contractual Services		15,496.20	57,660.00
Maintenance, Materials and Supplies	7,938.61	7,938.61	12,150.00

**R.M. of Pleasantdale No.398**  
**Statement of Financial Activities - Condensed**  
For the Period Ending May 31, 2021

	Current	Year To Date	Budget
<b>Total Environmental Services:</b>	<b>7,938.61</b>	<b>23,766.95</b>	<b>70,210.00</b>
<b>Public Health and Welfare Services</b>			
Professional/Contractual Services		(3,672.38)	2,000.00
Grants and Contributions		4,779.67	4,500.00
<b>Total Public Health and Welfare Services:</b>	<b>0.00</b>	<b>1,107.29</b>	<b>6,500.00</b>
<b>Planning and Development Services</b>			
Professional/Contractual Services	210.00	752.00	5,000.00
<b>Total Planning and Development Services:</b>	<b>210.00</b>	<b>752.00</b>	<b>5,000.00</b>
<b>Recreation and Cultural Services</b>			
Professional/Contractual Services		5,006.40	10,000.00
Grants and Contributions	50.00	50.00	25,800.00
<b>Total Recreation and Cultural Services:</b>	<b>50.00</b>	<b>5,056.40</b>	<b>35,800.00</b>
<b>Utilities</b>			
<b>Water</b>			
Wages and Benefits	700.00	3,500.00	8,400.00
Professional/Contractual Services	43.80	186.65	6,400.00
Utilities	144.62	760.62	2,000.00
Maintenance, Materials and Supplies		284.23	2,400.00
<b>Total Water:</b>	<b>888.42</b>	<b>4,731.50</b>	<b>19,200.00</b>
<b>Total Utilities:</b>	<b>888.42</b>	<b>4,731.50</b>	<b>19,200.00</b>
<b>Total EXPENDITURES:</b>	<b>155,100.84</b>	<b>1,287,741.43</b>	<b>1,700,110.00</b>
<b>CHANGE IN NET FINANCIAL ASSETS</b>			
<b>REVENUES</b>	<b>16,379.75</b>	<b>134,543.98</b>	<b>1,715,610.00</b>
<b>EXPENDITURES</b>	<b>155,100.84</b>	<b>1,287,741.43</b>	<b>1,700,110.00</b>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	<b>(138,721.09)</b>	<b>(1,153,197.45)</b>	<b>15,500.00</b>
Change in Non-Financial Assets		(283,406.85)	
<b>Change in Net Assets</b>	<b>(138,721.09)</b>	<b>(1,436,604.30)</b>	<b>15,500.00</b>
Transfer to Reserves	3,257.28	42,775.96	195,000.00
<b>Change in Surplus</b>	<b>(141,978.37)</b>	<b>(1,479,380.26)</b>	<b>(179,500.00)</b>

<b>Account Balances</b>	<b>Current</b>	<b>Year to Date</b>	<b>Balance</b>
<b>Cash and Investments</b>			
Cash - Petty Cash			500.00
Cash - Bank -Operating Account	39,430.27	(525,890.53)	460,798.23
Cash - Infrastructure Savings #7	16.73	43,785.65	43,785.65
Cash - Gravel Reserve #6	30.64	149.15	80,209.91

**R.M. of Pleasantdale No.398**  
**Statement of Financial Activities - Condensed**  
For the Period Ending May 31, 2021

	<b>Current</b>	<b>Year To Date</b>	<b>Budget</b>
Cash - Fire Equip Savings #2	3.93	19.12	10,281.55
Cash - Equipment Savings ACU #3	(199,994.24)	(199,693.91)	3,194.70
Cash - Pleasantdale Cemetery Reserve #4	10.44	200.56	27,324.28
Cash - Dedicated Lands Savings #8	6,202.21	6,202.21	6,202.21
<b>Total Cash and Investments:</b>	<b>(154,300.02)</b>	<b>(675,227.75)</b>	<b>632,296.53</b>
<b>Municipal Taxes Receivable</b>			
Municipal - Tax Receivable - Current	(4,877.27)	(48,687.39)	(8,692.04)
Municipal - Tax Receivable - Arrears		602.71	9,758.09
Municipal - Allow. for Uncollected			(2,879.53)
<b>Total Municipal Taxes Receivable:</b>	<b>(4,877.27)</b>	<b>(48,084.68)</b>	<b>(1,813.48)</b>

**Additional Tax Information**

Receipt of Arrears

Receipts                      Bal Fwd

Current Taxes Collected

Receipts                      Levy Info

<b>Total Arrears &amp; Current</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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**RURAL MUNICIPALITY OF PLEASANTDALE NO. 398**

<b>POLICY TITLE:</b> <b>Access to Information Policy</b>	<b>POLICY NUMBER:</b> 217/21	<b>EFFECTIVE DATE:</b> <b>May 13/2021</b>
<b>ORIGIN:</b> <b>Administrator</b>	<b>ADOPTED BY COUNCIL ON:</b> May 13/2021	<b>AMENDED DATE:</b>

**1. Purpose**

The Rural Municipality of Pleasantdale # 398 (“the municipality”) recognizes right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under *The Local Authority of Information and Protection of Privacy Act* (LA FOIP) and *The Local Authority Freedom of Information and Protection of Privacy Regulations* (LA FOIP Regs.)

The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality’s statutory obligations pursuant to LA FOIP and the Municipality’s legitimate business and public interest mandates, including the principals of Open Government: Transparency, accountability, accessibility and participation.

**2. Scope**

This policy applies to all employees and contractors of the Municipality.

**3. Definitions**

*Access to Information Request* – The formal process by which an individual may request access to the Municipality’s information under the provisions of LA FOIP. The term freedom of information request (FOI) is also used to describe an access to information request.

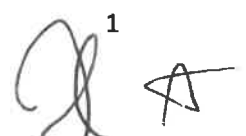
*Administrator* – the administrator of the municipality appointed pursuant to Section 110 of The Municipalities Act.

*Applicant* – any individual who requests access to a record under LA FOIP

*Contractor* – an individual or company retained under a contract to perform services for the Municipality including any information management service providers (IMSP)

*Control* – is where the Municipality has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.

*Duty to Assist* – the Municipality’s obligation to provide assistance to an applicant including responding to a request for access openly, accurately and completely.

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*Employee* – an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

*Exemption* – a mandatory or discretionary provision under LA FOIP that authorizes the Municipality to refuse to give access to information contained in a record, or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

*Formal Request* – a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LA FOIP

*Head* –the Reeve of the Municipality

*Informal Request* – a request for information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

*Information* – what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

*LA FOIP* – The Local Authority Freedom of Information and Protection of Privacy Act.

*Personal Information* – means information about a identifiable individual of a personal nature which may include but is not limited to: information about an individuals' race; religion; family status; age; birthdate; place of origin, employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

*Possession* – physical possession plus a measure of control of the record.

*Privacy* – is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.

*Record* – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

*Third Party* – means a person or company other than the Municipality.

#### 4. **Policy**

LA FOIP and The Municipalities Act determine the Municipalities' obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy.





Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LA FOIP must likely will apply to those records.

#### **4.1 Access To Information**

Pursuant to LA FOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality. The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential and third party information is protected in accordance with LA FOIP.

#### **4.2 Informal Requests**

Informal Requests are handled by the employee responsible for the information, in consultation with the administrator as necessary.

#### **4.3 Formal Requests**

An applicant who wishes to make a formal request under LA FOIP is to complete the Access to Information Request Form available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LA FOIP. (Form attached herewith as well).

The applicant is to send the request confidentially to the administrator. If an employee receives the formal access request, it should be forwarded to the administrator. Formal requests are handled by the administrator, confidentially and immediately on receipt. The name of the applicant should be kept confidential.

Formal access to information requests are subject to an application fee, pursuant to LA FOIP regulations. Processing fees are determined in accordance with LA FOIP regulations.

The Municipality will process the access to information request with complete, accurate and timely response in accordance with LA FOIP. Employees shall assist the administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LA FOIP.

#### **4.4 Duty to Assist**

The municipality has a duty to provide assistance to an applicant including to respond to a request for access openly, accurately and completely; to provide an explanation of any term, code or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation if the Municipality is unable to do so.

#### **4.5 Exemptions**

LA FOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LA FOIP authorizing the head to refuse to give access to information contained in a record including refusal to confirm or deny the existence of a record, in response to an access to information request. When determining whether to apply discretionary exemptions, the head will exercise good faith in balancing the legitimate business or legal concerns of the Municipality and the principals of open government.

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#### **4.6 Reviews**

an applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for a review of the matter. The Municipality will cooperate with the IPC in the conduct of the review.

The Municipality will work with the IPC, the applicant, and any third parties to come to an acceptable review result, whenever possible.

The administrator will determine whether to comply or not comply with any recommendations of the IPC following a review, with regard for the requirements of LA FOIP, the public interest, mandate of the Municipality and the principles of open government.

If the applicant and/or third party are not satisfied with the head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

#### **4.7 Open Government**

The Municipality is committed to supporting the concepts of transparency, accountability, accessibility and participation and as such is committed to proactively providing information.

#### **5. Roles and Responsibilities**

The administrator is responsible for:

- Corporate information, including personal information at the Municipality of its residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests including the application of all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the administrator
- Assisting with the search for responsive records
- Compliance with this policy and related procedures and guidelines

#### **6. Related Forms**

Access to information request form: <https://pubsaskdev.blob.core.windows.net/pubsask-prod/11815/L27-1R1-A.pdf>

Sample letters, Ministry of Justice, Access and Privacy Branch website:  
<http://www.publications.gov.sk.ca/deplist.cfm?d=9&c=4620>

Search at [www.oipc.sk.ca](http://www.oipc.sk.ca)



Information and Privacy commissioner, Access Request checklist at:  
<http://publications.gov.sk.ca/documents/9/90865-2018-06-07-Help%20with%20FOIP%20%20Access%20Request%20Checklist.pdf>

#### Reference

The Local Authority Freedom of Information and Protection of Privacy Act,  
<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/L27-1.pdf>

#### The Municipalities Act

<http://www.publications.gov.sk.ca/freelaw/documents/English/Sttutes/Statues/M36-1.pdf>

#### Other Resources:

Ministry of Justice, Access and Privacy branch website:

<http://saskatchewan.ca/government/municipal-administration/tools-guides-andresources/access-to-informtion>

#### The Rules of Procedure

<https://oipc.sk.ca/resources/rules-of-procedure/>

Best practices for Mayors, Reeves, Councillors, and School board members in handling records that contain personal information and personal health information

#### What councillors should know about LA FOIP

<https://oipc.sk.ca/assets/what-councillorsshould-know-about-lafoip.pdf>

#### LA FOIP 101: the Basics for cities, Towns, Municipalities (webinar):

<https://oipc.sk.ca/resources/webinars/la-foip-101-the-basics-for-cities-townsmunicipalities-etc/>

#### IPC Guide to Exemptions for FOIP and LA FOIP

<https://oipc.sk.ca/assets/ipc-guide-toexemptions.pdf>

#### Understanding the Duty to Assist

<https://oipc.sk.ca/assets/understanding-the-duty-toassist.pdf>

#### Steps to charging Fees

<https://oipc.sk.ca/assets/steps-to-charging-fees.pdf>

#### Fee Estimates – Quick Calculation Guide

<https://oipc.sk.ca/assets/steps-tochargingfees.pdf>

#### Best Practices for Responding to Access Requests

<https://oipc.sk.ca/assets/bestpractices-for-responding-to-access-requests.pdf>

#### Responsive Records Search Checklist

<https://oipc.sk.ca/resources/access/>

Search Checklist Blog  
<https://oipc.sk.ca/search-checklist/>

Severing Blog  
<https://oipc.sk.ca/severing>