

R.M. of PLEASANTDALE # 398

AGENDA

January 14, 2021 at 9:00 a.m.

1. **Call to Order**
2. **Conflict of Interest Disclosure**
3. **Approval of Minutes** Regular Meeting Dec 10, 2020, Special Meetings Dec 16, 2020 & December 29, 2020
4. **Accounts Payable**
5. **Financial Statements** – December 2020 (Pre-Audit, pending final journal entries)
6. **Bank Reconciliation**
7. **Committee Reports**
 - a) Reeves Report
 - b) Council Reports
 - c) Administrators Report
 - d) Lac Vert environmental report

Delegate: Employees: Elmer Hanson & Randal Reiersen 10:00am
RCMP: Cpl Bob Anderson 10:30am
General Gravel Danny Ritz 12:45pm

8. **Unfinished business**
 - a) Legal
 - b) 2021 Appointments
 - c) Wage review
 - d) SARM Benefits
 - e) Gravel Hauling
 - f) Lac Vert Water Deficit
 - g) Reserves
 - h) Grader Purchase
 - i) Bylaw Enforcement Officer
 - j) WSA Request
 - k) Res #335/20
9. **New business**
 - a) Resignation
 - b) 2020 Fidelity Bond
 - c) Election Bylaw
 - d) Division Boundaries
 - e) Ratepayer Letter #1
 - f) Ratepayer Letter #2
 - g) Ratepayer Letter #3
 - h) Ratepayer Letter #4
 - i) Ratepayer Letter #5
 - j) Ratepayer Letter #6
 - k) Ratepayer Letter #7
 - l) Ratepayer Letter #8
 - m) Ratepayer Letter #9
 - n) SARM Convention March 9 & 10 registration
 - o) Web Page
 - p) NEATPC
 - q) SARM Letter Request for broadband
 - r) RIRG Grant reapplication
 - s) Mower Purchase
 - t) Kipabiskau Regional Park Request
 - u) Eagle Lake Road
 - v) SARM 2021 Fees
 - w) Munisoft 2021 Community Project Initiative
 - x) SARM – SAMA Board Elections – Rural Representatives
 - y) Hudson Bay Route Association
 - z) Village of Pleasantdale

10. Correspondence (available for viewing at meeting)

- a) SARM Weekly Bulletins
- b) AGI Envirotank
- c) Hudson Bay Route Association
- d) Municipal Information – COVID
- e) SARM invite 116th Annual Convention & Tradeshow March 9-10, 2021
- f) DIONCO Sales supply list & pricing
- g) SARM letter to Municipal leaders
- h) TRIOD Supply (2011) Ltd. Supply list & pricing
- i) SARM Call for Nominations
- j) SARM Roy Orb candidacy letter
- k) U of S – School of Rehabilitation Science
- l) ARMTEC advertising
- m) Farm World sales flyer
- n) Seasons Greetings: Misty Clifton Engineering, GFI, Veseris, MLA Todd Goudy, REACT, GRJ, Meridian Surveys, SK Ombudsman, ATS Traffic, Tisdale RCMP, Member of Parliament, Cathy Wagantall, The Agriculture Health & Safety Network, City of Melfort
- o) Infrastructure Nov 2020
- p) CPWA 2021 Conference & PWville
- q) SARM Message from President Roy Orb
- r) SARM Resolution Deadline
- s) Canadian Fitness & Lifestyle Research Institute
- t) CASE flyer
- u) Horizons – winter 2020/21
- v) New Holland flyer
- w) APAS letter
- x) St Peter's College fall 2020
- y) The Agricultural Health and Safety Network – fall 2020
- z) SHA Update – Dec 17, 2020
- aa) SWANA Northern Lights Chapter
- bb) Wapiti Regional Library Quarterly Newsletter
- cc) Waste Reform Apr 27 – 29, 2021
- dd) Innovation, Science & Economic Development Canada letter
- ee) Munisoft Community Project Initiative
- ff) Flaman Flyer
- gg) Waste to Energy Workshop recording link
- hh) SARM2021 Membership Fees

11. Adjourn



RM of Pleasantdale #398
Regular Meeting Minutes
Thursday, January 14, 2021
Council Chambers in the Municipal Office in Naicam

The Council members present:

Reeve: Frank Kilborn
Councillor Division 1 Ernest Pederson
Councillor Division 2 Helen Meekins
Councillor Division 3 Jennifer Bushby
Councillor Division 4 Doug Hardy
Councillor Division 6 Bruce Willett

Regrets: Councillor Division 5 Kris Gage

Staff present: Diane Gilbertson – Assistant Administrator

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

001/21 ACTING ADMINISTRATOR

Meekins: THAT Diane Gilbertson be appointed as Acting Administrator.

Carried

002/21 ADMINISTRATIVE ASSISTANT

Willett: THAT the RM of Pleasantdale advertise for the position of one (1) Casual Administrative Assistant to provide support for the Acting Administrator, for 2 to 3 days per week or as required, wages negotiable, in the Wholesome Bean, on the RM Facebook page and on SaskJobs with the wage negotiable to provide support for the Acting Administrator.

Carried

Conflict of Interest Declaration: None

003/21 MEETING MINUTES

MEEKINS: THAT the minutes of the December 10, 2020 Regular Meeting of Council and the minutes for December 16, 2020 and December 29, 2020 Special Meetings of Council be hereby adopted.

Carried

004/21 ACCOUNTS PAYABLE

Bushby: THAT the cheques numbered 2897 to 2926; electronic payment vouchers numbered 1169 to 1205; and payroll vouchers numbered 1283 to 1299; totaling \$217107.73 as outlined on the payment registers and cheque reconciliation report attached to and forming part of these minutes be approved and payments authorized.

Carried

005/21 STATEMENT OF FINANCIAL ACTIVITIES

Meekins: THAT the Statement of Financial Activities for December 2020 (Pre-Audit, pending final journal entries) be accepted as information and filed.

Carried

006/21 BANK RECONCILIATION

Bushby: THAT the Bank Reconciliation for the month ending December 31, 2020 be accepted as presented and attached hereto forming part of these minutes.

Carried

007/21 ACCOUNTING

Meekins: THAT the RM of Pleasantdale offer Jolynne Gallays \$28.75 per hour to assist Acting Administrator with year-end processing.

Carried

008/21 CONSULTATION SERVICES

Meekins: THAT Jolynne Gallays be contracted at a fee of \$100 per month for administration consults for Acting Administrator, Diane Gilbertson.

Carried

009/21 MOBILE EQUIPMENT TRAINING

Kilborn: THAT the Summer Youth employee, once hired be trained on applicable Mobile Power Equipment along with any employee who requires any applicable training.

Carried

Employees: Elmer Hanson and Randal Reiersen met with Council at 10:10am to 10:28am.

Delegates: Cpl Bob Anderson and S/Sgt Adare Guest met with Council at 10:30am to 10:55am.

010/21 COMMITTEE REPORTS

Hardy: THAT the following reports be accepted as presented:

- Council members' verbal reports
- Administrator Parry's written report
- Acting Administrator Gilbertson's verbal report
- Lac Vert Well monthly reading report

Carried

That this meeting be closed to the Public for the purpose of discussing the legal matters regarding Res #330/20. (11:43am) [LA FOIP 16]

All members of council in attendance for this council meeting remained in the Room for the in-camera session, as well as Acting Administrator Gilbertson.

Council resumed an open meeting at 11:58pm

011/21 LEGAL

Meekins: THAT based on the legal advice from SARM lawyer, Andrew Svenson that the RM of Pleasantdale proceed with legal action for a court order to retrieve the RM equipment.

Council member Meekins requested a Recorded Vote:

In Favor: Bushby, Kilborn, Meekins, Pederson, Hardy, Willett
Opposed: None

Carried

012/21 LUNCH RECESS

Kilborn: THAT this meeting be recessed for 30 minutes for a lunch break (12:03pm).

Carried

Council reconvened the meeting at 12:37pm

013/21 2021 APPOINTMENTS

Meekins: THAT the following Schedule "A" 2021 Appointments be approved as outlined below, AND THAT the terms of the appointments are effective immediately:

- 4. Naicam Fire Dept.....Ernest Pederson
- 5. Melfort Fire Dept.....Helen Meekins
- 6. Tisdale Fire Dept.....Helen Meekins
- 9. Municipal Hail Delegate.....Jennifer Bushby
- 35. Carrot River Watershed.....Helen Meekins
- 36. Regional Road Maintenance Group.....Frank Kilborn and Ernest Pederson

Carried

Delegate: Danny Ritz 12:45 pm – 12:55 pm

That this meeting be closed to the Public for the purpose of discussing the legal matters regarding personnel. (1:03pm) [LA FOIP 16]

All members of council in attendance for this council meeting remained in the Room for the in-camera session, except for Acting Administrator Gilbertson.

Council resumed an open meeting at 1:13pm

014/21 SEASONAL MOWER OPERATOR

Hardy: THAT the Acting Administrator advertise for one seasonal mower operator position with the wage negotiable.

Carried

015/21 STAFF REVIEWS

Pederson: THAT in staff wages have been reviewed and the staff wages for 2021 be as follows: EMP007 \$30.00; EMP008 \$28.00; EMP006 \$32.00; EMP004 \$26.00 AND EMP001 \$28.00.

Carried

016/21 CASUAL STAFF

Meekins: THAT the RM of Pleasantdale send a letter to EMP002 an inactive seasonal staff that benefits will be discontinued as of Jan 14, 2021.

Carried

017/21 WCB COVERAGE

Bushby: THAT the RM of Pleasantdale Council opt for the minimal WCB coverage amount of \$38,442.

Carried

018/21 GRAVEL TRAILER RENTAL

Kilborn: THAT the RM of Pleasantdale enter in to agreement with M Buckingham Trucking for the rental of a 2002 Arne's trailer for \$3500.00 per month based on use plus GST for gravel hauling purposes; AND THAT the RM of Pleasantdale will be responsible for registration and insuring the rental trailer at its own expense.

Carried

019/21 LAC VERT WATER DEFICIT

Kilborn: THAT the RM of Pleasantdale table the Lac Vert Water Deficit until February 2021 Regular Meeting.

Carried

020/21 RESERVES

Kilborn: THAT the RM of Pleasantdale table the review of the reserve accounts until the February 2021 Regular Meeting.

Carried

021/21 GRADER PURCHASE AND FINANCING

Kilborn: THAT the RM of Pleasantdale table the Grader Purchase and Grader Financing until a later date.

Carried

022/21 BYLAW ENFORCEMENT OFFICER

Kilborn: THAT the RM of Pleasantdale table the discussion of a cost shared Bylaw Enforcement Officer until after the Regional Road Maintenance Group holds a meeting.

Carried

023/21 WSA REQUEST

Kilborn: THAT the RM of Pleasantdale invite Ducks Unlimited, Gerry Letain to the February 2021 Council to discuss the Nadiger Project.

Carried

024/21 RESIGNATION

Meekins: THAT the RM of Pleasantdale Council accept the resignation of Administrator, Debra Parry effective January 11, 2021.

Carried

025/21 ADMINISTRATOR ADVERTISING

Kilborn: THAT the RM of Pleasantdale advertise for one full-time Administrator position with a closing date of February 10, 2021 and requesting wage expectation AND THAT the applicants must be certified as required under legislation.

Carried

026/21 2020 FIDALITY BOND

Bushby: THAT Council acknowledges the 2021 Fidelity Bond issued by SARM as presented AND THAT the invoice for \$344.50 be paid in next batch of 2021 accounts payable.

Carried

027/21 MAIL-IN ELECTION BALLOT

Bushby: THAT the RM of Pleasantdale Council foregoes the mail-in ballot option for the next RM of Pleasantdale election.

Carried

028/21 DIVISION BOUNDARIES

Hardy: THAT the RM of Pleasantdale Council acknowledge the new legislation Section 49.1 of *The Municipalities Act* to change the Division boundaries to reflect similar population in each division.

Carried

029/21 CORRESPONDENCE #1 - 9

Bushby: THAT the letters received by the RM office addressed to Reeve and Council be acknowledged as read, dealt with and filed; AND THAT all future correspondence needs to adhere to Section 19 Communications - General section within the RM of Pleasantdale's Council Procedures Bylaw.

Carried

030/21 SARM CONVENTION MARCH 9 & 10

Meekins: THAT all Councillors and Administration be authorized to attend the SARM Convention to be held virtually on March 9th and 10th, 2021.

Carried

031/21 RM WEBPAGE

Bushby: THAT the RM of Pleasantdale administration proceed with securing an RM webpage through WIX.com at an approximate cost of \$40.00 per month plus applicable fees and costs.

Carried

032/21 NORTH EAST AREA TRANSPORTATION PLANNING COMMITTEE(NEAPTC)
Hardy: THAT the RM of Pleasantdale accept and submit \$165.00 for an annual membership to NEAPTC. **Carried**

033/21 SARM REQUEST
Bushby: THAT the RM of Pleasantdale is in favor of supporting SARM's lobby to the Federal and Provincial Government for reliable broadband connectivity in rural Saskatchewan as an essential service; AND THAT Reeve Kilborn be authorized to sign for the online submission. **Carried**

034/21 RIRG GRANT
Kilborn: THAT the RM of Pleasantdale apply for the 2021-2022 Roads for Integrated Growth Grant for clay-capping 3.2 km of Grid 777 and the Bridge (if applicable) located at 21-41-16 w2 (if applicable) for repairs and obtain quotes from engineers for their services in regards to the RIRG Grant. **Carried**

035/21 MOWER PURCHASE
Kilborn: THAT the RM of Pleasantdale table the discussion of a mower purchase. **Carried**

036/21 KIPABISKAU REGIONAL PARK REQUEST
Hardy: THAT the RM of Pleasantdale sign the letter of request for support for Kipabiskau Regional Park for the initial permit application for the remediation program plan to improve the water quality in the lake. (no monetary request at this time). **Carried**

037/21 KIPABISKAU REGIONAL PARK
Kilborn: THAT the RM of Pleasantdale invite Kipabiskau Regional Park manager, Kevin Moulds to the February 11th, 2021 Council Meeting to discuss the RM Administration fee charged to the Park. **Carried**

038/21 EAGLE LAKE ROAD
Meekins: THAT the RM of Pleasantdale recognize that mile 603 is a seasonal road that is too narrow and is a liability for the grader operators to maintain in the winter and shall be marked as a "seasonal road". **Carried**

039/21 SARM FEES
Hardy: THAT the RM of Pleasantdale acknowledge the SARM membership information and legal fees information as presented. **Carried**

040/21 MUNISOFT 2021 COMMUNITY PROJECT INITIATIVE
Meekins: THAT the RM of Pleasantdale council acknowledge the Munisoft 2021 Community Project Initiative as presented. **Carried**

041/21 SARM – SAMA BOARD ELECTIONS
Kilborn: THAT the RM of Pleasantdale Council acknowledge receipt of the invitation from SARM for delegates for a position on the SAMA Board Elections – Rural Representatives (2021). **Carried**

042/21 HUDSON BAY ROUTE ASSOCIATION
Pederson: THAT the RM of Pleasantdale decline the offer of membership from the Hudson Bay Route Association. **Carried**

043/21 VILLAGE OF PLEASANTDALE REQUEST
Kilborn: THAT the RM of Pleasantdale acknowledge receipt of the letter from the Village of Pleasantdale and that the request for the fuel tank collision protection be addressed in the spring of 2021. **Carried**

044/21 AMMENDMENT TO RESOLUTION 011/2021 LEGAL
Meekins: THAT the Acting Administrator, Gilbertson be directed to send a letter of request for the return of RM owned Equipment on or before January 31, 2021; AND THAT based on the recommendation from SARM lawyer, Andrew Svenson that the RM of Pleasantdale proceed with legal action for a court order to retrieve RM owned equipment. **Carried**

045/21 CORRESPONDENCE

Bushby: THAT the following list of correspondence from the January 14th agenda and miscellaneous correspondence be accepted as read, dealt with and filed and/or disposed of in the usual manner:

- a) SARM Weekly Bulletins
- b) AGI Envirotank
- c) Hudson Bay Route Association
- d) Municipal Information – COVID
- e) SARM invite 116th Annual Convention & Tradeshow March 9-10, 2021
- f) DIONCO Sales supply list & pricing
- g) SARM letter to Municipal leaders
- h) TRIOD Supply (2011) Ltd. Supply list & pricing
- i) SARM Call for Nominations
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- o) Infrastructure Nov 2020
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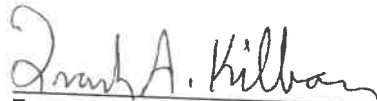
Carried

046/21 ADJOURNMENT

Kilborn: THAT this meeting be adjourned at 3:59 p.m.

Carried

Originally signed by


Reeve

Originally signed by


Acting - Administrator