

RURAL MUNICIPALITY OF BIRCH HILLS NO. 460

January 7, 2016

REGULAR MEETING MINUTES

**Present:** Reeve Alan Evans, Councillors Chris Hovdebo, Kyle Jensen, Dean Manson, Leyton Elsaesser and Administrator Shirley Pratchler.

**Regrets:** Councillors Steven Adams and Ted Boutin

Reeve Evans called to the meeting to order at 8:35 am.

**001-2016 Minutes: Hovdebo** That the minutes of the regular meeting held on December 9, 2015 be accepted as circulated.

*Carried*

**002-2016 Financial Statement: Manson** That the statement of financial activities as at December 31, 2015 be accepted as presented.

*Carried*

**003-2016 Accounts Payable: Elsaesser** That the accounts at December 31, 2015 as per the attached list of cheques #13076-13105 totaling \$127,748.50 be approved.

*Carried*

**004-2016 Accounts Payable: Elsaesser** That the accounts as per the attached list of cheques #13106 – 13117 totaling \$19,817.93 be approved.

*Carried*

**005-2016 Correspondence: Jensen** That the following correspondence be accepted as presented:

SARM – Update & Policy Bulleting  
SARM – Proposed Bylaw Changes  
SARM – 2016 Membership and Service Fees  
SARM – Insurance and Benefit Programs  
SARM – Highway Mowing Contracts  
Brahma Insurance Inc. – Commercial Auto Policy Renewal  
Harvey Malanowich – SARM VP Position  
Carmen Sterling – SARM VP Position  
South Sask River AEGP Technician & Program Information  
NCTPC Minutes & Upcoming Workshop  
Birch Hills Public School Community Council – Donation Request  
FCM Membership Request

*Carried*

**006-2016 Committee Reports: Hovdebo** That the following committee reports be accepted as presented:

**Highway 20 & 25 Committee:** met with Highways and NCTPC members on Monday, December 14, 2015 to discuss future planning and recommendations on how to approach the Ministry to request improvements.

**Fire Department/EMO/First Responders:** reviewed Fire Department minutes of December 14, 2015. Administrator was tasked with requesting an updated EMO organization chart from the Coordinator. A truck was purchased by tender from the City of Prince Albert to be retro-fit as a command unit.

**Recreation Board:** meeting was held January 8, 2016, preliminary 2015 financial report was presented and discussed.

*Carried*

**007-2016 Public Reserve Fund: Evans** That subject to the Minister of Government Relations approval under provisions of Section 187 of *The Planning and Development Act, 2007* and Sections 9 & 10 of *The Dedicated Lands Regulations, 2009*; that \$1,000 of Public Reserve Funds be contributed to the Birch Hills Public School Playground Fund for replacement of and addition to the playground.

*Carried*

**Delegation:** Connor Jauck, Territory Manager, Brandt Tractor Ltd. attended to discuss product lines and a used loader currently available on the lot.

**008-2016 SARM Insurance Bond: Evans** That the Fidelity Bond be accepted as presented. The Bond fee for 2016 is \$100.00 and includes coverage as follows: fidelity bond coverage of \$25,000; registered mail coverage of \$50,000; money and securities coverage of \$2,500.

*Carried*

**009-2016 Auditor: Hovdebo** That we appoint the firm of Ingram & Yeadon Accountants as auditors for the 2015 fiscal year and further that the engagement letter is accepted for same.

*Carried*

**010-2016 Income Tax Exemption: Elsaesser** That 1/3 of all remuneration received by the Council as Council indemnity be declared as expense with regards to their T4 slips.

*Carried*

**011-2016 Equipment Rates: Manson** That the minimum equipment rental rates within the municipality remain the same as 2015.

*Carried*

**012-2016 Council Committees: Evans** That the following Council committee appointments be accepted: **Deputy Reeve:** Dean Manson; **Finance:** Dean Manson, Chris Hovdebo, Kyle Jensen; **Budget:** Council Committee of the Whole; **Employee Relations:** Chris Hovdebo, Ted Boutin, Leyton Elsaesser; **Shop & Equipment:** Dean Manson, Ted Boutin; **Road & Bridge:** Chris Hovdebo, Steven Adams; **Fire/EMO/First Responders:** Steven Adams, Alternate Dean Manson; **Recreation:** Steven Adams, Alternate Kyle Jensen; **ADD Board:** Chris Hovdebo, Kyle Jensen; **Invasive Plant Control:** Kyle Jensen.

*Carried*

**013-2016 Appointments: Jensen** That the following appointments be made:

BH Health Foundation	Brenda Getz, Dean Manson
Local Library Board	Mary Anne Hovdebo, Nadia Stevenson and Maxine Cromartie
Wapiti Library Board	Mary Anne Hovdebo (2015 & 2016)
Development Appeals	Dennis Rask (2015 & 2016)
	Ryan Shore & Leonard Yeaman (2016 & 2017)
Board of Revision	Robert Arnestad, George Doderai
Pest Control Officer	Vern Holland
Weed Inspector	Barry Swanson

*Carried*

**014-2016 Council Procedures Bylaw: Evans** That Bylaw No. 01-2016 being a Bylaw to regulate the proceedings of municipal council and council's committees be read a first time.

*Carried*

**015-2016 Council Procedures Bylaw: Hovdebo** That Bylaw No. 01-2016 being a Bylaw to regulate the proceedings of municipal council and council's committees be read a second time.

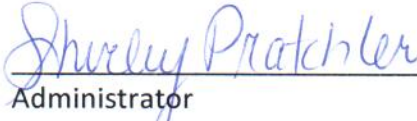
*Carried*

**016-2016 Council Procedures Bylaw: Jensen** That Bylaw No. 01-2016 be given three readings at this meeting.

*Carried Unanimously*

- 017-2016 Council Procedures Bylaw: Elsaesser** That Bylaw No. 01-2016 being a Bylaw to regulate the proceedings of municipal council and council's committees be read a third time and adopted.  
*Carried*
- 018-2016 WCB Coverage: Evans** That we continue with the minimum WCB coverage for elected officials.  
*Carried*
- 019-2016 Saskatchewan Lotteries: Jensen** That we allocate the total per capita Saskatchewan Lotteries grant for 2017 to the BH & District Recreation Board.  
*Carried*
- 020-2016 Fire Department Members: Manson** That the members of the Birch Hills Fire Department be appointed as volunteer fire fighters of the RM of Birch Hills No. 460 as per the attached list.  
*Carried*
- 021-2016 Commercial Tax Exemption: Jensen** That the request from Florian Hagman for a tax refund of the commercial taxation on fertilizer storage tanks located on SW 11-46-24 W2 be denied and further the Administrator respond in writing explaining the assessment appeal process as set out in *The Municipalities Act*.  
*Carried*
- 022-2016 Division 4 Drainage Ditch: Manson** That Murphy Excavating's Tender No. 0431 for \$22,500, plus applicable taxes, for the cleaning of the drainage ditch between SE 15-46A-26 W2 and SE 9-46A-26 W2 including the spreading of soils and mobilization and demobilization to the site be accepted.  
*Carried*
- 023-2016 In-camera Session: Evans** That the meeting move in-camera at 11:10 am to discuss human resources.  
*Carried*
- 024-2016 Suspend In-camera Session: Evans** That we resume the regular meeting at 12:04 pm.  
*Carried*
- 025-2016 Wages: Elsaesser** That hourly employee wages increase 2% as follows: Todd Devenis \$24.48 per hour; Pat Lepine \$22.44 per hour; Victor Doderai \$20.40 per hour and Cherie Opseth \$16.83 per hour for the 2016 fiscal year.  
*Carried*
- 026-2016 Adjournment: Manson** That this meeting be adjourned at 12:05 pm.  
*Carried*

Certified correct this 10<sup>th</sup> of February, 2016.

  
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Administrator

  
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Reeve