

RURAL MUNICIPALITY OF BIRCH HILLS NO. 460

September 15, 2017

REGULAR MEETING MINUTES

Present: Reeve Alan Evans, Councillors Brent Fenner, Kyle Jensen, Mathew Njaa, Ted Boutin, Leyton Elsaesser, Office Assistant Cherie Opseth and Administrator Lois Lange.

Regrets Councillor Matt Robertson.

Reeve Evans called the meeting to order at 8:00 a.m.

147-2017 Minutes: Jensen That the minutes of the regular meeting held on August 9, 2017 be approved as circulated.

Carried

148-2017 Financial Statement: Fenner That the statement of financial activities and bank reconciliation as at August 31, 2017 be accepted as presented.

Carried

149-2017 Accounts Payable: Elsaesser That the accounts as per the attached list of Cheques #13875 - #13919 and Other Direct Utility Payments of \$174,936.77 plus payroll \$30,040.30 totaling \$204,977.07 be approved.

Carried

150-2017 Correspondence: Fenner That the following correspondence be accepted as presented:

SARM – proposed changes to taxation of private corporations
SARM – Midterm Convention for Councillors - November 6, 2017
SARM – Road Signage policy to place Township Range road on highway signs
SARM – Sask Clubroot Management Plan - Sample Policy / Bylaw
Canada – Gas Tax Funding, Uncommitted funding – Legacy infrastructure programs
SK Ministry of Highways – Signed Road Use Agreement
RCMP – April – June Policing Report
SK Municipal Hail – 2017 Municipal Hail Scholarships Recipients
SCIC – Information on how SCIC re: dry conditions
Town of Birch Hills – Purchase of Smoke Generator for Training Purposes
Town of Birch Hills – Civic Center Agreement / Folding Machine
Catteral & Wright – Re: Brancepeth Grant
WSA – Permit for Construction - Brancepeth
CPWA – Fall Rural Roads Workshop – Oct 19, 2017 – Saskatoon
Agriview – Selling Crown Land – Online Auction
Laurie Berube, Rec Director – Request to store Zamboni at RM Shop
Cherie Opseth – Holiday Request
Lois Lange – Letter of Resignation
North West Demolition – Course - RM Employees beaver dam
National Memorial Day for Firefighters Sept 10, 2017

Carried

151-2017 Committee Reports: Njaa That the following committee reports be accepted as presented and filed:

Highway 25
Invasive Plant Management Committee
Health Foundation
Fire Department/EMO/First Responders
Recreation Board
Health Foundation
Shop & Equipment
Employee Reviews
Rural Crime Watch

Carried

9:07 a.m. The Reeve called a short recess.

9:19 a.m. The regular meeting of council was reconvened by the Reeve.

- 152-2017 **Smoke Generator: Fenner** That the RM authorizes a joint purchase with the Town of Birch Hills to purchase a Smoke Generator for training purposes for the Fire Department.
Carried
- 153-2017 **Holiday Request: Njaa** That Cherie Opseth be granted vacation time between December 22, 2017 - January 8, 2018.
Carried
- 154-2017 **Grid Road Map: Njaa** That the RM set a fee of \$3.00 to purchase Grid Road Maps as per recommendation by SARM.
Carried
- 155-2017 **Fire Ban: Boutin** That the RM ratify phone resolution to issue a Fire Ban effective September 8, 2017 due to extreme dry conditions
Carried
- 156-2017 **Cold Storage: Evans** That council proceed with obtaining information in regards to building a cold storage facility to store equipment. The construction may commence prior to the next council meeting upon electronic approval by council.
Carried
- 157-2017 **Centennial Agreement: Evans** That discussion on the Centennial Agreement be tabled until the November meeting.
Carried
- 9:38 a.m. **In Camera: Evans** That council move in camera to discuss the resignation of the current administrator and appointment of a new administrator.
Carried
- Administrator Lois Lange and Office Assistant Cherie Opseth were excused from the in camera session.
- 10:04 a.m. **In Camera: Evans** That the regular meeting of council be reconvened.
Carried
- 10:04 a.m. The Reeve called a short recess.
- 10:30 a.m. The regular meeting of council was reconvened by the Reeve.
Administrator Lois Lange did not re-enter the meeting.
- 158-2017 **Administrator Resignation: Elsaesser** That the resignation from Administrator Lois Lange received September 8, 2017 be accepted effective September 15, 2017 at 10:15 a.m. She will receive payment in accordance with the Labour Standards Board and vacation time earned.
Carried
- 159-2017 **Acting-Administrator Appointment: Evans** That council appoint Cherie Opseth as the Acting Administrator effective September 15, 2017 at 10:30 a.m. until a full time permanent Administrator has been hired. The wage is to be set at an hourly rate comparable to what the previous Administrator Lois Lange was earning by a salary wage at the time of her resignation.
Carried
- 160-2017 **Rescinding Signing Authority: Evans** That council revoke signing authority of Lois Lange at the Credit Union accept for the checklist for approval at the meeting September 15, 2017
Carried
- 161-2017 **Delegating Signing Authority: Fenner** That Acting Administrator Cherie Opseth be given signing authority at Affinity Credit Union.
Carried

162-2017 Administration Mentor: Boutin That Louise Hodgson be hired to Mentor/Supervise the Acting Administrator as she applies for her Administrative Certification. Louise is to receive the hourly wage she last earned at the Rural Municipality of St. Louis for her mentorship services.

Carried

163-2017 Interim Audit: Njaa That an interim audit be completed at the September 2017 month end.

Carried

164-2017 Part Time Office Position: Jensen That Acting Administrator Cherie Opseth be given the authority to hire a part time Office Employee at \$20.00 per hour.

Carried

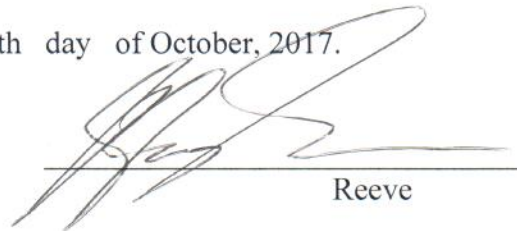
165-2017 Adjournment: Elsaesser That the meeting be adjourned at 11:00 a.m.

Carried

Certified correct this 11th day of October, 2017.



Acting Administrator



Reeve