

**RURAL MUNICIPALITY OF BIRCH HILLS NO. 460**  
**279 Bellamy Avenue, Birch Hills, Saskatchewan**  
**January 8, 2020**  
**REGULAR MEETING MINUTES**

**Present:** Deputy Reeve Leyton Elsaesser, Councillors Brent Fenner, Kyle Jensen, Mathew Njaa, Ted Boutin, Matt Robertson and Administrator Cherie Opseth.

Deputy Reeve Elsaesser called the meeting to order at 8:36 a.m.

**Regrets:** Reeve Alan Evans.

**01-2020 Minutes: Boutin** That the minutes of the regular meeting held on December 11, 2019, be approved as circulated.

*Carried*

**02-2020 Financial Statement: Jensen** That the statement of financial activities and bank reconciliation as at December 31, 2019, be accepted as presented.

*Carried*

**03-2020 Accounts Payable: Robertson** That the accounts at December 31, 2019 as per the attached list of Cheques #15067 - #15102 and Other Direct Utility Payments of \$70,974.39 plus payroll \$15,072.89 totaling \$86,047.28 be approved.

*Carried*

**04-2020 Accounts Payable: Robertson** That the accounts at January 8, 2020 as per the attached list of Cheques #15103 - #15116 totaling \$259,722.09 be approved.

*Carried*

**05-2020 Correspondence: Njaa** That the following correspondence be accepted as presented:

Zatlyn – Letter to Town regarding Civic Centre Arbitration  
Town of Birch Hills – Recreation Appointment  
NCTPC Workshop

- February 27, 2020 in Birch Hills
- Minutes, September 4, 2019

Judy Harwood – SARM Division 5  
SMHI – 2019 Summary

*Carried*

**06-2019 Committee Reports: Njaa** That the following committee reports be accepted as presented and filed with these minutes:

**Invasive Plant Management Committee**  
**Health Foundation**  
**Fire Department**  
**First Responders & EMO**  
**Recreation Board**  
**Shop & Equipment**  
**Employee Relations**  
**Rural Crime**  
**Proposed Landfill Development**



*Carried*

**07-2020 Gravel: Jensen** That the Council of the RM of Birch Hills approves the following changes for the delivery of gravel in the 2019-2020 approved gravel tender:

- 1,500 cubic yards of gravel will be delivered to the gravel pit located at NE 15-46A-26-W2;
- that the gravel hauled to the RM shop yard will be reduced by 500 cubic yards; and
- that the gravel hauled to the pit located at NE 32-47-23-W2 will be reduced by 1,000 cubic yards.

*Carried*

**08-2020**      **Municipal Revenue Sharing Grant – Declaration of Eligibility: Elsaesser**  
That the Council of the Rural Municipality of Birch Hills No. 460 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant as per below:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2018 Public Reporting on Municipal Waterworks for the Hamlets of Brancepeth and Hagen to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw
- Adoption of an Employee Code of Conduct; and
- All members of Council have filed and updated their Public Disclosure Statements, as required and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

*Carried*

**09-2020**      **2020 Council Committees: Boutin** That the following 2020 Council committee appointments be accepted as per the recommendation of Reeve Evans in the correspondence dated December 30, 2019:

- Deputy Reeve:** Leyton Elsaesser;
- Finance:** Leyton Elsaesser, Brent Fenner, Kyle Jensen;
- Budget:** Council Committee of the Whole;
- Employee Relations:** Brent Fenner, Ted Boutin, Leyton Elsaesser;
- Shop & Equipment:** Leyton Elsaesser, Ted Boutin, Kyle Jensen;
- Road & Bridge:** Matt Robertson, Kyle Jensen;
- Fire/EMO/First Responders:** Mathew Njaa, Matt Robertson, Brent Fenner;
- Rural Crime Watch:** Mathew Njaa, Brent Fenner and Kyle Jensen;
- Birch Hills Health Foundation:** Matt Robertson;
- Recreation:** Mathew Njaa;
- ADD Board:** Matt Robertson, Kyle Jensen;
- Invasive Plant Control:** Mathew Njaa; and
- Proposed Landfill Development:** Council as a whole.



*Carried*

**10-2020**      **Appointments: Njaa** That the following appointments be made:

Local Library Board	Nadia Stevenson, Maxine Cromartie & Helen Shilling
Wapiti Library Board	Helen Shilling (2019-2020)
Development Appeals	Dennis Rask (2019-2020) Ryan Shore & Dean Manson (2020-2021)
BH Health Foundation	Brenda Getz and Dean Manson
Pest Control Officer	Vern Holland
Weed Inspector	Barry Swanson
Board of Revision	Council Members from the RM of Invergordon & the RM of St. Louis
Struthers Lake Regional Park Board	Tammy Forsyth

*Carried*

**11-2020**      **Custom Rates: Elsaesser** That the 2020 minimum custom rates within the RM of Birch Hills be set as per the attached custom rates list.

*Carried*

**12-2020**      **Regular Meetings: Robertson** That the regular meetings of Council be held on the second Wednesday of each month convening at 8:30 a.m. at the Council Chambers in the RM Office located at 279 Bellamy Avenue, Birch Hills, SK.

*Carried*


- 13-2020 February Meeting: Njaa** That the February regular meeting of Council be changed to February 19, 2020 at 8:30 a.m.  
*Carried*
- 14-2020 SARM Bond Insurance: Robertson** That the Fidelity Bond be accepted as presented. The Bond fee for 2020 is \$220.00 and the coverage included is as follows: fidelity bond, coverage of \$25,000; registered mail coverage of \$50,000; money and securities coverage of \$10,000.  
*Carried*
- 15-2020 RMAA Membership Fees: Boutin** That the RM pay for the membership fees to the Rural Municipal Administrators' Association for the Administrator for the 2020 year.  
*Carried*
- 16-2020 Council Indemnity: Njaa** That the Council remuneration rates for 2020 be set at \$250.00 plus mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day attended and \$175.00 per committee meeting / supervision plus mileage at a rate of \$0.50 per kilometer, with the exception that any Council committee meeting exceeding 3 hours will be paid at the regular Council meeting rate of \$250.00.  
*Carried Unanimously*
- 17-2020 WCB Coverage: Fenner** That the RM continues with the minimum WCB coverage for elected officials.  
*Carried*
- 18-2020 WCB Rate: Jensen** That the RM acknowledges that the WCB Firm Rate for 2020 is set at \$0.95 for the RM of Birch Hills.  
*Carried*
- 19-2020 Wages: Jensen** That the wages for the 2020 year be reviewed and set at the February 2020 regular meeting of Council.  
*Carried*
- 20-2020 Benefits: Boutin** That the RM continues to participate in the SARM benefits for all employees for 2020.  
*Carried*
- 21-2020 Fire Department Wages: Njaa** That the Fire Department wages for 2019 in the amount of \$20,437.50 be approved for payment as reviewed by the Town of Birch Hills and the RM of Birch Hills Council representatives which were paid out equally by the Town and RM and that the 2020 Fire Department wages remain the same as in 2019 at the rate of \$12.50 per meeting and \$25.00 per hour for callouts.  
*Carried*
- 22-2020 Fire Department Members: Fenner** That the 2020 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*
- 23-2020 First Responders: Njaa** That the RM of Birch Hills and Town of Birch Hills equally pay for the costs of registration, hotels, meals and mileage for the First Responders attending the Medical First Responders Conference in Moose Jaw January 24 & 25, 2020.  
*Carried*
- 24-2020 Fire Chief Training: Elsaesser** That the RM of Birch Hills and Town of Birch Hills equally share the costs for the Fire Chiefs' training January 20 to 21, 2020 in Saskatoon.  
*Carried*

*JS*  
*CS*

- 25-2020 Reciprocating Snow Agreement: Robertson** That the RM of Birch Hills Council authorizes the RM of Kinistino No. 459 to maintain at no cost to us the road located South of Sections 13 and 14-48-23-W2 on a regular basis or whenever deemed necessary for the purpose of snow removal. *Carried*
- 26-2020 HBRA Membership: Boutin** That the RM continue the membership in the Hudson Bay Route Association for the fee of \$300.00 per year. *Carried*
- 27-2020 Saskatchewan Lotteries: Njaa** That the RM of Birch Hills allocate the total per capita Saskatchewan lotteries grant for 2020 to the BH & District Recreation Board. *Carried*
- 28-2020 EMO Appointment: Robertson** That the RM of Birch Hills appoint Lyle Evans to be the EMO Coordinator for the municipality. *Carried*
- 29-2020 Walking Club: Njaa** That the RM waive the fee for the use of the Civic Centre for the Birch Hills walking club. *Carried*
- 30-2020 Adjournment: Boutin** That the meeting be adjourned at 11:16 a.m. *Carried*

Certified correct this 19 day of February, 2020.

  
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 Administrator

  
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 Deputy Reeve