

**MINUTES OF THE REGULAR MEETING OF COUNCIL FOR
THE RURAL MUNICIPALITY OF LONGLAKETON NO. 219
HELD IN THE MUNICIPAL OFFICE IN EARL GREY
ON TUESDAY, JANUARY 9, 2018**

Present: Reeve Delbert Schmidt, councillors Raymond Wild – Division 1, David Ritter – Division 2, Garry Gibson – Division 3, Alvin Schmidt – Division 4, Warren Larsen – Division 5, Scott Hegglin – Division 6 and Courtney Wiers, administrator.

Call to Order

A quorum being present, Reeve Delbert Schmidt called the meeting to order at 9:00 a.m.

Minutes

2018-01 Garry Gibson – That the minutes of the regular meeting of council held on December 12th, 2017 be approved as circulated.

CARRIED

Minutes

2018-02 Alvin Schmidt – That the minutes of the special meeting of council held on December 20th, 2017 be approved as circulated.

CARRIED

Financial Report

2018-03 Raymond Wild – That the administrator's statement of cash receipts, payments and balances for the period ending December 31st, 2017 be accepted as presented.

CARRIED

Brad Bougher, councillor for the Village of Earl Grey, met with council at 9:30 a.m. to discuss office administration salaries and the possibility of hiring additional office staff. Mr. Bougher left the meeting at 10:01 a.m.

Dennis Sherrat, with ESAC Ltd. met with council at 10:02 a.m. to discuss what the municipality's next steps are regarding increasing the separation distance in the zoning bylaw. Mr. Sherrat left the meeting at 10:50 a.m.

Dustin Huber, operating foreman, met with council at 10:50 a.m. to discuss the following matters:

- road maintenance;
- employee wages;
- bush clearing;
- equipment maintenance and repairs; and
- water wells.

2018 Roadworker's Wages

2018-04 David Ritter – That the following hourly wages be set for 2018, for current employees of the R.M. of Longlaketon No. 219:

- Dustin Huber - \$35.35 per hour;
- Jerry Meng - \$28.28 per hour;
- Kelly Sutter - \$30.28 per hour;
- Cole Foster - \$25.25 per hour;
- Ken Flaman - \$26.21 per hour;
- Mitchell Nixon - \$24.23 per hour; and
- Ken Hornung - \$24.93 per hour.

Further that all hourly wages include SARM extended health and dental benefits.

CARRIED

Mr. Huber left the meeting at 12:06 p.m.

Council recessed for lunch at 12:07 p.m.

Reeve, Delbert Schmidt called the meeting back to order at 1:07 p.m.

Saskatchewan Association of Rural Municipalities

2018-05 Raymond Wild – That we renew our membership with SARM and pay our 2018 membership fee of \$2,899.73 plus GST.

CARRIED

Rural Municipalities Administrators Association

2018-06 Scott Hegglin – That we renew our membership with RMAA and pay our 2018 membership fee of \$425.00.

CARRIED

Weed Summer Student

2018-07 Warren Larsen – That we contribute \$1,500.00 to the WUQWATR Summer Student for them to map invasive and noxious weeds throughout the municipality.

CARRIED

Canada Summer Jobs

2018-08 Garry Gibson – That if foreman, Dustin Huber agrees to hiring a summer student that we apply for grant assistance for hiring a summer student through the 2018 Canada Summer Jobs funding program.

CARRIED

Correspondence

2018-09 David Ritter – That the following list of correspondence has been dealt with and may now be suitably responded to and/or filed with the records of the municipality:

| | |
|---------------------------------------|--|
| - SARM | Re: November Policy Bulletin, November Update, Resolution Deadline, Free Trade, Division Elections, Fees & Agricultural Implements Regulations |
| - Joe Thauberger | Re: Gravel |
| - Lorne's Welding & Fabricating Ltd. | Re: Services |
| - Saskatchewan Public Works Assoc. | Re: Annual Conference |
| - Communities in Bloom | Re: 2018 Contest |
| - Stars | Re: Thank you |
| - FCM | Re: 2018 Membership |
| - RMAA | Re: 2018 Membership |
| - ECTPC | Re: 2018 Membership |
| - Hudson Bay Route Association | Re: 2018 Membership |
| - Last Mountain Regional Landfill | Re: 2017 Levy |
| - WUQWATR | Re: 2018 Summer Student |
| - Eddy Golf Course | Re: 2017 Annual Report |
| - Ministry of Government Relations | Re: 2014 PDAP Claim |
| - Service Canada | Re: 2018 Canada Summer Jobs |
| - Ministry of Environment | Re: Yancoal Letter Response |
| - Lower Qu'Appelle Watershed Stewards | Re: Update |
| - SAMA | Re: Annual Meeting |
| - RM 219 Board of Revision | Re: Neighborhood Line |

CARRIED

Board and Committee Reports

2018-10 Garry Gibson – That the following board and committee reports be accepted as presented:

- Last Mountain Regional Landfill
- Regina District Association of Rural Municipalities

CARRIED

Compactor Financing

2018-11 Warren Larsen – That we borrow \$84,694.00 from Scotiabank, as they offered 4.95% or less which is the lowest rate received, over a two year term with no penalty applied if paid in full early, in order to purchase the 1987 CAT 826C Compactor from Finning Canada of Saskatoon.

CARRIED

2019 Sask. Lotteries TIP Grant Population Allocation

2018-12 Scott Hegglin – That the allocation for the 2019 Saskatchewan Lotteries Community Grant Program be as follows for the R.M. of Longlaketon No. 219's population of 1016 based on the 2016 census figures:

- Earl Grey - 224;
- Southey - 234;
- Silton - 142;
- Strasbourg - 102;
- Craven - 213; and
- Bulyea - 101.

CARRIED

Office Staff

2018-13 Raymond Wild – That we pursue the option of hiring an additional part-time assistant administrator.

CARRIED

Closed Session

2018-14 Garry Gibson – That we move into a closed session to discuss 2018 administration salaries.

CARRIED

Courtney Wiers left the room at 3:11 p.m.

Closed session started at 3:11 p.m. Present were Delbert Schmidt, Raymond Wild, David Ritter, Garry Gibson, Alvin Schmidt, Warren Larsen and Scott Hegglin. Legislative authority under clause 17 (1)(g) of the *Local Authority Freedom of Information and Protection of Privacy Act*. The closed session concluded at 3:35 p.m.

Courtney Wiers returned at 3:35 p.m.

2018 Administrator Salary

2018-15 David Ritter – That for 2018 administrator, Courtney Wiers be paid an annual salary of \$70,500.00 and further that her salary include SARM extended health and dental benefits.

CARRIED

2018 Assistant Administrator Wage

2018-16 Garry Gibson – That for 2018 Maureen Herman-Wilde’s wage be set at \$26.00 per hour and further that her wage include SARM extended health and dental benefits.

CARRIED

2018 Office Caretaker Wage

2018-17 Scott Hegglin – That for 2018 Justine McKinstry be paid \$18.00 per hour for office cleaning and caretaking.

CARRIED

Council Remuneration and Mileage

2018-18 Raymond Wild – That the following remuneration, indemnity, supervision and mileage rates be paid to council for the year 2018:

- \$200.00 per day for reeve and council for regular council meetings, all day committee and board meetings and reeve’s supervision of office;
- \$35.00 per hour for reeve and council for supervision of public works;
- \$200.00 per day for attending convention or all day meetings away from the municipality with a \$40.00 per day meal allowance;
- \$100.00 per meeting for evening meetings attended by council and any of these meetings lasting in excess of 4 hours, council will be paid \$25.00 per hour for each additional hour over 4 hours;
- \$0.55 per kilometer for all municipal travel, which includes all approved administration and road workers travel; and
- \$20.00 per month for phone usage.

CARRIED

Professional Building Inspections

2018-19 David Ritter – In accordance with the service agreement with Professional Building Inspections, Inc., the R.M. of Longlaketon No. 219 hereby resolves to issue a Certificate of Appointment for Myron Stenka, a Licensed Building Official who is a resident of the Province of Saskatchewan.

CARRIED

Miscellaneous Appointments

2018-20 Garry Gibson – That the following appointments be approved for the period of January 1st to December 31st, 2018:

| | |
|-----------------------------|---|
| Assessor | Courtney Wiers |
| Board of Revision | Blair Herman, Janice Ritter & Stephen Brewster |
| Board of Revision Secretary | Maureen Herman-Wilde |
| Building Officials | Professional Building Inspections Inc. |
| Development Officer | Courtney Wiers |
| Volunteer First Responders | Stephen Brewster, Sheryl Scherle & Shirley Mohr |
| Fire Chief | Shayne Krochak |
| Volunteer Fire Fighters | Peter Gallo, Alvin Schmidt, David Schmidt, Jordan Schmidt, Adair Manz, Garrett Manz, Aron Mohr, Matthew McDougall, Mitchell Nixon, Brendan Gebhart, Dyllan Krochak, Karson Becker, Garry Cawdell, Brad Bougher, Graehme Sievert & Ken Hornung |

CARRIED

LAFOIP Coordinator

2018-21 Scott Hegglin – That Courtney Wiers be appointed as the LAFOIP coordinator for purposes under the Local Authority Freedom of Information & Protection Privacy Act for the year 2018.

CARRIED

Election Officials & Polling Places

2018-22 Alvin Schmidt – That Courtney Wiers be appointed as returning officer, for municipal elections during the year 2018, and honorariums be set at \$20.00 per hour and further that the RM of Longlaketon No. 219 municipal office board room be designated as the official polling place for all six divisions in the municipality.

CARRIED

Weed Inspectors

2018-23 David Ritter – That each councillor be appointed as weed inspector for their own division in the municipality for 2018 being:

- Division 1 – Raymond Wild;
- Division 2 – David Ritter;
- Division 3 – Garry Gibson;
- Division 4 – Alvin Schmidt;
- Division 5 – Warren Larsen; and
- Division 6 – Scott Hegglin.

CARRIED

Poundkeeper and Designated Municipal Pound

2018-24 Alvin Schmidt – That Heath Tallentire of Earl Grey be appointed as the municipality’s poundkeeper with all the powers established by *The Stray Animals Act* and with the pound location being his farm located on the NE 04-23-20-W2. Further, that his rate of pay will be all costs in accordance with *The Stray Animals Regulations*.

CARRIED

Reeve, Delbert Schmidt declared a conflict of interest and left the council chambers at 3:53 p.m. Deputy Reeve, Raymond Wild assumed the chair.

Pest Control Officer

2018-25 Alvin Schmidt – That we appoint Tom Schmidt as our pest control officer for 2018 and his remuneration be set at \$25.00 plus GST per site visited and further that any additional site visits be paid at \$25.00 per hour, including travel time, plus mileage at \$0.55 per kilometer. Even further that we specify that all inspections must be completed by October 31st.

CARRIED

Reeve, Delbert Schmidt, returned to the room at 4:05 p.m. and assumed the chair.

Pest Control Services

2018-26 Scott Hegglin – That any fees associated to additional pest control site visits be charged back to the property owner.

CARRIED

Custom Work and Rental Rates

2018-27 Raymond Wild – That the following hourly equipment rates will be charged for custom work done by the R.M. of Longlaketon No.219 for municipal ratepayers for the year 2018:

- Dozer \$175.00/hour plus transportation;
- Excavator \$200.00/hour plus transportation;
- Patrols \$175.00/hour for ratepayers and \$200.00/hour for non-ratepayers;
- Scraper \$210.00/hour;
- Tractor and Mower \$105.00/hour;
- Backhoe \$160.00/hour;
- Payloader \$175.00/hour;
- Skid Steer \$120.00/hour;
- Tandem Truck \$100.00/hour; and
- Semi and Trailer \$175.00/hour.

Minimum custom work charge will be set at \$50.00 and any custom work charges based on time will be used if greater than the minimum charge. In addition to the above custom work rates, all custom work must be approved by the reeve or the councillor. Staff can not authorize any type of custom work in the municipality. Road crew will not perform any custom work of any kind for any ratepayer, without first obtaining a signed contract for custom work from the ratepayer requesting the work.

Rental rate for equipment is as follows:

- Grass Seeder \$10.00/day or \$1.00/acre, whichever is greater;
 - Eco-Bran Applicator \$10.00/day
- CARRIED

Tree Planter and Plastic Mulch Applicator

2018-28 David Ritter – That for 2018 use of the tree planter and plastic mulch applicator require a \$200.00 cash deposit and a \$50.00/day usage fee and further that the planter and applicator be for the use of R.M. of Longlaketon No. 219 ratepayers only.
CARRIED

Office Services

2018-29 Warren Larsen – That the following rates will be charged for office services done by the R.M. of Longlaketon No. 219 for the year 2018:

- Photocopying \$0.25/page;
- Faxing (send or receive) \$0.25/page; and
- Minutes (mailed) \$23.00/year.

CARRIED

Administration Bond

2018-30 Garry Gibson – That the administration bond be accepted as presented, with \$100,000.00 coverage through SARM Fidelity Bond Self-Insurance Plan and further that the 2018 premium of \$230.00 plus PST be paid.
CARRIED

SARM Liability Insurance

2018-31 Alvin Schmidt – That we continue to carry liability insurance with the SARM Liability Self-Insurance Plan and pay the 2018 premium of \$2,796.96 plus PST to SARM as well as carry an extra \$3,000,000.00 liability coverage and \$2,000,000.00 errors and omissions coverage under their excess liability insurance program for an additional premium of \$1,253.00 plus PST.
CARRIED

Short Term Disability

2018-32 Raymond Wild – That the municipality pay the 2018 Short Term Disability Insurance premium of \$11,761.99 on behalf of council members and municipal employees to SARM.
CARRIED

Sask. Workers Compensation Board

2018-33 David Ritter – That the assessable earnings for members of council of the R.M. of Longlaketon No. 219 under the Saskatchewan Workers Compensation Board be set at the minimum industry standards for 2018.
CARRIED

Emergency Plan & Vital Services Directory

2018-34 Warren Larsen – That the Emergency Plan and Vital Services Directory dated December, 2017 and attached hereto and forming a part of these minutes be approved.
CARRIED

Fire Protection Board & Administration Meeting

2018-35 Scott Hegglin – That we hold our Fire Protection Board meeting and Administration meeting on February 1st, 2018 at the municipal office in Earl Grey commencing at 6:30 p.m. and 7:30 p.m., respectively.
CARRIED

Gravel Crushing

2018-36 Scott Hegglin – That we invite tenders from Hardcore Aggregate & Trucking Ltd., BLS Asphalt and Big Rock Trucking to crush approximately 10,000 cubic yards of ¾" gravel on the NE-15-25-19-W2 with tenders indicating when crushing will commence. Further that all tenders be received by 4:30 p.m. on Thursday, February 8th, 2018.
CARRIED

Cheque Removal

2018-37 Raymond Wild – That we do not pay cheque 12328 in the amount of \$1,007.21 to Manz Electric as payment is made with cheque 12361.
CARRIED

Cheque Hold

2018-38 Alvin Schmidt – That we hold cheque 12347 in the amount of \$17,923.68 to Last Mountain Regional Landfill until their 2017 levies are ratified.
CARRIED

Accounts for Payment

2018-39 Garry Gibson – The following accounts be approved for payment:

| | |
|--|------------|
| 12299 – Cole Foster – December pay advance | 1,470.00 |
| 12300 – Maureen Herman-Wilde – December pay advance | 1,440.00 |
| 12301 – Dustin Huber – December pay advance | 1,805.00 |
| 12302 – Gerald Meng – December pay advance | 1,420.00 |
| 12303 – Kelly Sutter – December pay advance | 1,425.00 |
| 12304 – Courtney Wiers – December pay advance | 1,795.00 |
| 12305 – Tom Mohr – Vacation & stat holiday pay out | 2,142.21 |
| 12306 – Cole Foster – December pay less deductions | 459.75 |
| 12307 – Maureen Herman-Wilde – December pay less deductions | 1,072.41 |
| 12308 – Dustin Huber – December pay less deductions | 2,211.30 |
| 12309 – Gerald Meng – December pay less deductions | 1,347.66 |
| 12310 – Kelly Sutter – December pay less deductions | 1,690.84 |
| 12311 – Cancelled | |
| 12312 – Joseph Wirll – Vacation pay out | 22.79 |
| 12313 – Courtney Wiers – December pay less deductions | 2,160.17 |
| 12314 – Miller, Thomson – Legal costs | 2,274.60 |
| 12315 – S.A.R.M. – Signs | 380.19 |
| 12316 – Sask Tel Mobility – Cell phone charges | 179.44 |
| 12317 – Tom Schmidt – Pest control services | 787.50 |
| 12318 – Petty Cash c/o Courtney Wiers – Postage & office supplies | 17.45 |
| 12319 – Justine McKinstry – Cleaning services & supplies | 75.10 |
| 12320 – Randy Krupp – Stockpile location payment | 300.00 |
| 12321 – Fosterdale Land Corp – Stockpile location payment | 300.00 |
| 12322 – Ray Wild – Dec. council supervision & indemnity | 917.80 |
| 12323 – David Ritter – Dec. council supervision & indemnity | 116.50 |
| 12324 – Garry Gibson – Dec. council supervision & indemnity | 1,325.00 |
| 12325 – Alvin Schmidt – Nov. & Dec. council supervision & indemnity | 600.00 |
| 12326 – Warren Larsen – Dec. council supervision & indemnity | 612.20 |
| 12327 – Delbert Schmidt – Dec. reeve supervision & indemnity | 886.80 |
| 12328 – Removed | |
| 12329 – Village of Earl Grey – Overpayment of tax reimbursement | 177.93 |
| 12330 – Auto Electric Service – Repair parts | 377.14 |
| 12331 – Mainline Fleet Service – Shop supplies | 72.04 |
| 12332 – Bulyea Co-op – Fuel & shop supplies | 112.86 |
| 12333 – Prairie Battery – Shop tools | 197.80 |
| 12334 – Maxim Rentals & Leasing – Repair parts | 48.55 |
| 12335 – Brandt Tractor Ltd. – Repair parts | 655.51 |
| 12336 – Finning Canada – Repair parts | 179.07 |
| 12337 – Praxair – Shop supplies | 70.10 |
| 12338 – Industrial Parts and Equipment – Repair parts | 108.45 |
| 12339 – CUETS Financial – Repair parts | 173.90 |
| 12340 – M.E.P.P. – December remittance | 3,480.44 |
| 12341 – Revenue Canada – December remittance | 6,821.83 |
| 12342 – Prairie Valley School Division – December remittance | 38,634.15 |
| 12343 – Horizon School Division – December remittance | 17,056.93 |
| 12344 – Sask Municipal Hail Association – December remittance | 28,091.08 |
| 12345 – S.A.R.M. – Insurance, embership & office supplies | 56,060.74 |
| 12346 – Parkland Regional Library – Levy | 6,553.20 |
| 12347 – Last Mountain Regional Landfill – Operating & capital membership | 17,923.68 |
| 12348 – Jennifer Taylor – Planning consultant | 548.63 |
| 12349 – Rural Municipal Administrators’ Association – 2018 Membership | 425.00 |
| 12350 – City of Prince Albert – 2018 dispatching services | 1,270.00 |
| 12351 – Brian Kramer – Gravel payment | 1,805.04 |
| 12352 – Conexus Credit Union – Brian Kramer 2018 gravel payment | 123,194.96 |
| 12353 – Lyle Davis and Lynn Digney Davis – 2018 gravel royalty | 14,000.00 |
| 12354 – SGI – Vehicle registrations | 2,534.92 |
| 12355 – Queen’s Printer – Assessment roll advertising | 30.00 |
| 12356 – Canada Post – Postage | 178.50 |
| 12357 – Professional Building Inspections – Inspection fees | 1,303.74 |
| 12358 – CUETS Financial – Council meeting meal | 163.27 |
| 12359 – Finning Canada – Purchase of compactor | 88,689.00 |
| 12360 – Bradley Directories – Purchase of maps | 165.00 |
| 12361 – Manz Electric – Shop maintenance | 1,007.21 |
| 12362 – South Country Equipment (Raymore) – Repair parts | 655.51 |
| 12363 – Sherwood Co-op (Southey) – Fuel | 2,287.31 |
| 12364 – Bulyea Co-op – Shop supplies & repair parts | 278.35 |
| 12365 – Mainline Fleet Services – Shop supplies | 109.07 |
| 12366 – Scott Hegglin – Dec. council supervision & indemnity | 692.50 |

Preauthorized payments:

| | |
|---|--------|
| SaskPower – Office | 122.49 |
| SaskPower – Shop | 562.75 |
| SaskPower – Well NE-8-21-20 | 54.48 |
| Sask Tel – Office | 182.16 |
| Sask Tel – Shop | 138.58 |
| Village of Earl Grey – Office utilities | 220.00 |
| Village of Earl Grey – Shop utilities | 220.00 |
| CARRIED | |

Adjourn

2018-40 David Ritter – That this council meeting adjourn. (5:04 p.m.)
CARRIED

REEVE

ADMINISTRATOR