

**MINUTES OF THE REGULAR MEETING OF COUNCIL FOR
THE RURAL MUNICIPALITY OF LONGLAKETON NO. 219
HELD AT THE MUNICIPAL OFFICE IN EARL GREY
ON TUESDAY, SEPTEMBER 10TH, 2024**

Present: Reeve Raymond Wild, councillors Jarret Solberg – Division 1, David Ritter – Division 2, Garry Gibson – Division 3, Jessica Van Blaricom – Division 4, Nolan Fuller – Division 5, Scott Hegglin – Division 6 and Courtney Huber, administrator.

Call to Order

A quorum being present, Reeve Raymond Wild called the meeting to order at 8:05 a.m.

Minutes

2024-201 Garry Gibson – That the minutes of the regular meeting of council held on August 13th, 2024 be approved as circulated.

CARRIED

Financial Report

2024-202 Scott Hegglin – That the administrator's statement of cash receipts, payments and balances for the period ending August 31st, 2024 be accepted as presented.

CARRIED

Term Deposit

2024-203 David Ritter – That we transfer \$1,000,000.00 from our general chequing account to an Access 30 Term Deposit, which is accessible after 30 days with no interest penalty, at Radius Credit Union.

CARRIED

Canada Community Building Fund Agreement

2024-204 Nolan Fuller – That we enter into a Municipal Funding Agreement under the Canada Community Building Fund Program for the period of April 1st, 2024 until March 31st, 2034.

CARRIED

Correspondence

2024-205 Jessica Van Blaricom – 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: President Changeover, Capital Gains Policy Changes, Rail Labour Dispute and Midterm Convention
- APAS	Re: August 16 th Update and August 29 th Ag Matters
- SAMA	Re: 2025 Preliminary Vales
- Ministry of Government Relations	Re: Canada Community Building Fund Agreement

CARRIED

Operating foreman Kelly Sutter joined the meeting at 8:37 a.m. and provided a report on the following:

- mowing and mulching;
- grading; and
- equipment repairs.

Boundary Staking

2024-206 Garry Gibson – That we hire Midwest Surveys to stake the boundary of the NE Qtr. of Sec. 24, Twp. 25, Rge. 19, W2 at their quoted rate of \$3,000.00 plus GST in order for a fence to be constructed on the property line.

CARRIED

Board and Committee Reports

2024-207 Nolan Fuller – That the following board and committee reports be accepted as presented:

- Administration
- Last Mountain Regional Landfill

CARRIED

Cowie Land Drainage Project

2024-208 Jarret Solberg - That we approve the replacement of four culverts in conjunction with the land tile drainage project E5-105597 submitted by Shawn & Rodney Cowie for the South half of Sec. 03, Twp. 21, Rge. 21, W2, East half of Sec. 34, Twp. 20, Rge. 21, W2 and the NW Qtr. of Sec. 35, Twp. 20, Rge. 21, W2. Further that the culverts are to be installed by the municipality or an approved contractor. Even further that Shawn and Rodney Cowie be responsible for the full cost of the culvert replacements.

CARRIED

Unit #2 Rock Ridge Development

2024-209 David Ritter - That we do not approve the proposed development of a storage shed on the municipal reserve in front of Unit #2, Rock Ridge unless it is the same size or smaller than the shed that it is replacing.

CARRIED

Canada Community Building Fund IIP

2024-210 David Ritter - That the council of the R.M. of Longlaketon No. 219 submit an Infrastructure Investment Plan under the Community Canada Building Fund - Transfer of Federal Gas Tax Revenue for foam injection into the roadway West of the NW Qtr. of Sec. 27, Twp. 21, Rge. 20, W2 and North of the NE Qtr. of Sec. 21, Twp. 23, Rge. 20, W2, under the category of roads and bridges.

CARRIED

Canada Community Building Fund IIP

2024-211 Garry Gibson - That the council of the R.M. of Longlaketon No. 219 submit an Infrastructure Investment Plan under the Community Canada Building Fund - Transfer of Federal Gas Tax Revenue for culvert replacements at various locations, under the category of roads and bridges.

CARRIED

Employee Layoffs

2024-212 Scott Hegglin - That we issue layoff notices to Scott Digney (September 20th), Ken Flaman (October 25th), Shayne Krochak (October 11th), Jerry Meng (November 8th) and Chad Wilson (September 27th) but they may work longer as weather permits.

CARRIED

Administration Bylaw

2024-213 Jessica Van Blaricom - That Bylaw 4-2024, being a bylaw for the establishment of the duties and powers of the administrator and designated officers, be introduced and read a first time.

CARRIED

2024-214 Nolan Fuller - That Bylaw 4-2024 be read a second time.

CARRIED

2024-215 Scott Hegglin - That Bylaw 4-2024 be given three consecutive readings at this meeting.

CARRIED UNANIMOUSLY

2024-216 Jarret Solberg - That Bylaw 4-2024, being a bylaw for the establishment of the duties and powers of the administrator and designated officers, be read a third time and signed, sealed and adopted by the reeve and the administrator.

CARRIED

Returning Officer

2024-217 Scott Hegglin - That Debra Shaw be appointed as returning officer for municipal elections during the year 2024 in the event that Courtney Huber cannot perform the returning officer duties.

CARRIED

Outstanding Accounts Receivables

2024-218 David Ritter - That we cancel the following outstanding invoices as they are uncollectible:

- Arthur and Debra Cook - \$160.00
- Gary Dedman and Regan Ellis - \$181.25
- Leanne and Grant Hilsenteger - \$245.00
- Joseph and Kristen Van Denakker - \$202.50
- West Central Ag - \$22.00

CARRIED

Cheque 16174

2024-219 Scott Hegglin – That we hold cheque 16174 to the RM of McKillop No. 220 for the spraying of leafy spurge until more information is received from them.
CARRIED

Accounts for Payment

2024-220 Jarret Solberg – The following accounts be approved for payment:

16160	Sask Workers' Compensation	Interim Payment – Sep 2024	5,444.41
16161	BBJ Five Star Service Inc	Engine Repair	47,325.86
16162	Brandt Tractor Ltd.	Repair Parts	14,038.48
16163	Dionco Sales and Service Ltd.	Repair Part	1,657.71
16164	Francis & Louise Tuchscherer	Overpayment of Taxes	119.57
16165	JD Industrial Supplies	Shop Supply	33.81
16166	KPS Repair	Tires	7,801.99
16167	Last Mountain Regional Landfill	Loraas – June 2024	6,349.15
16168	Linde Canada Inc.	Cylinder Rental	86.22
16169	Mainline Fleet Service	Repair Parts & Shop Supplies	1,563.59
16170	Manz Electric Ltd.	Shop Lights	840.83
16171	Maureen Herman-Wilde	Mileage	134.40
16172	Mazenc Fuels Ltd	Fuel	31,625.51
16173	RM of Cupar No. 218	Training	1,503.00
16174	HOLD		
16175	SARM	Office Supplies & Insurance	2,918.71
16176	SaskTel (Mobility) 02383974	Shop Mobility	80.56
16177	SaskTel (IBC) 9701037-1	Office Phone	274.13
16178	SaskTel (Damage) 9770886-5	Damage – Silton Grid	496.17
16179	Garry Gibson	August Indemnity & Supervision	259.60
16179	Scott Hegglin	August Indemnity & Supervision	352.00
16179	David Ritter	August Indemnity & Supervision	630.23
16179	Ray Wild	August Indemnity & Supervision	574.20

Online Bill Payment

OBP	Canada Revenue Agency	August Remittance	31,098.26
OBP	Collabria MasterCard	Website, Texas Gate, Floral Arrangement, Advertising, Bridge Supplies, Pressure Washer, BBQ Supplies & Repair Part	4,250.44
OBP	MEPP	August Remittance	15,263.00
OBP	Minister of Finance – Ed Tax	August Education Remittance	525,690.17
OBP	Saskatchewan Municipal Hail	August Remittance	325,504.85

Preauthorized Payments:

PAD	Sask Power	Herman Well NE0821202	58.60
PAD	Sask Power	Shop	197.78
PAD	Sask Power	Office	89.47
PAD	Sask Power	Old Fire Hall	33.18
PAD	Sask Power	Street Lights – Rock Ridge	30.90
PAD	Sask Energy	Shop	52.37
PAD	Sask Energy	Office & Old Fire Hall	104.74
PAD	SaskTel	Shop	140.93
PAD	SaskTel	Office	132.90

Payroll:

1308	Scott Digney	Payroll PP 18-2024 – Aug 11 - 24	1,528.87
1309	Ken Flaman	Payroll PP 18-2024 – Aug 11 - 24	1,598.89
1310	Cole Foster	Payroll PP 18-2024 – Aug 11 - 24	1,717.02
1311	Maureen Herman-Wilde	Payroll PP 18-2024 – Aug 11 - 24	1,036.31
1312	Courtney Huber	Payroll PP 18-2024 – Aug 11 - 24	2,118.14
1313	Gerald Meng	Payroll PP 18-2024 – Aug 11 - 24	1,450.93
1314	Mitchell Nixon	Payroll PP 18-2024 – Aug 11 - 24	1,522.43
1315	Johnathon Schumann	Payroll PP 18-2024 – Aug 11 - 24	1,103.72
1316	Matthew Schumann	Payroll PP 18-2024 – Aug 11 - 24	1,103.72
1317	Kelly Sutter	Payroll PP 18-2024 – Aug 11 - 24	2,316.41
1318	Teresa Sutter	Payroll PP 18-2024 – Aug 11 - 24	1,404.31
1319	Cody Wiers	Payroll PP 18-2024 – Aug 11 - 24	1,992.35
1320	Chad Wilson	Payroll PP 18-2024 – Aug 11 - 24	1,246.81

CARRIED

Adjourn

2024-221 Scott Hegglin - That this council meeting adjourn. (10:18 a.m.)

CARRIED

REEVE

ADMINISTRATOR

Foreman Report for August/September, 2024

- Grading, gravelling and mowing is ongoing
- We have been working on fixing soft spots and back roads
- Equipment repairs are being done as needed
- Mulching is being done where needed

Kelly Sutter

Administration Report for August/September, 2024

Follow-up from the August 13th Meeting:

- Ron Martin received his credit for the dust control application and the account is paid in full.
- I contacted SARM regarding the Demographic Survey that they sent out for councillors and they responded that they do not have that type of information and it would be useful when accessing funding, designing programs, etc. and the information will be used internally only.
- An invoice was sent to Jason's Plumbing and Heating for the misuse of the Loraas bins at the south transfer station. No response has been received.
- I contacted the Ministry of Highways to have them attend our October meeting to discuss Highway No. 22. Due to the election, they cannot meet with us in October so I have made a note to contact them and setup a meeting after the election.
- The Eddy Golf Club received their community event license for the tournament that they held on August 10th.
- I sent a letter of approval to Tammy Shields, the QP for the Cowie land drainage project, and to Water Security Agency for the land drainage project however they have follow-up questions that will be discussed at this meeting.
- Debra Shaw has officially accepted to Relief Administrator position and my planned last day of work is November 1st.
- Kolbie Marcotte accepted the Administrative Assistant position and started on August 26th.
- Bradley and Genevieve Bougher were issued approval for the subdivision of their residential yard site.
- Jordan & Lorna Hillier were issued approval for the subdivision of a new residential yard site.
- Taxes were cancelled on crown land and municipally owned land.
- The Policy Manual was updated to include policies PS-001 and TS-001 to TS-005

Other Business Conducted/Updates:

- No building permits were issued in the month of August.
- We accepted a quote from Cummins & Son Excavating to build up the road that lies West of the NW Qtr. of Sec. 33, Twp. 21, Rge. 19, W2 on the condition that a potential purchaser in the area signs a servicing agreement to cover the cost of the road. The sale of the land fell through and has now sold to someone local and the road upgrade is no longer needed. I have let Mike Cummins know this.
- The fencing at the South transfer station and the Bryn Mawr transfer station will be going up the first week of October, weather permitting. The fence at the South Transfer Station will be going on the property line in order to have enough room within the compound.
- Brandt sent a quote for a new grader, however we just purchased one in October, 2023 so we are not due for our next grader until the end of 2025.
- I contacted Midwest Surveys for a quote to re-stake the boundary of the NE Qtr. of Sec. 24, Twp. 25, Rge. 19, W2. They provided a quote and this will be discussed at today's meeting.

Messages of Concern/Gratitude

- N/A

Courtney Huber

Last Mountain Regional Landfill Report for August/September, 2024

- August 28th in Govan
 - o Five representatives were present
 - o The Income Statement, Balance Sheet, Bank Reconciliation, and List of Accounts Payable for August were approved.
 - o Discussion was held on the acceptance of roll-off bins.
 - o Evraz donated drill stem piping for our perimeter fencing, about 12,000 feet.
 - o We are meeting with a contractor to process (grind) our shingle pile at a cost of \$6,500 per day.
 - o The next meeting is in the RM of Longlaketon No. 219 on September 25th.

Raymond Wild

BYLAW NO. 4-2024

RURAL MUNICIPALITY OF LONGLAKETON NO. 219

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The Council of the Rural Municipality of Longlaketon No. 219, in the Province of Saskatchewan, enacts as follows:

1. Definitions

1.1 In this Bylaw:

- a. Act – *The Municipalities Act*
- b. Administrator – The person appointed as Administrator pursuant to Section 110 of *The Municipalities Act*
- c. Bylaw Enforcement Officer – Person appointed by the municipality to enforce municipal bylaws.
- d. Council – The Reeve and Councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*.
- e. Municipality – Rural Municipality of Longlaketon No. 219.

2. Establishment of Administrator Position

2.1 The position of Administrator is established pursuant to Section 110 of *The Municipalities Act*.

2.2 Council shall by resolution appoint an individual to the position of Administrator.

2.3 Council shall establish the terms and conditions of employment of the Administrator

2.4 The Administrator shall be the Chief Administrative Officer of the municipality.

2.5 Any person appointed to the position of Administrator must be qualified as required by *The Rural Municipal Administrators Act*.

3. Assignment of Administrator Responsibility

3.1 The Administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act*, any other Acts, this Bylaw, or any other Bylaw or resolution of Council.

4. Duties of the Administrator

4.1 Without limiting the generality of Section 3 of this Bylaw, the Administrator shall:

- a. Take charge of and safely keep all books, documents, and records of the municipality that are committed to his or her charge;
- b. Produce, when called for by the Council, auditor, Minister, or other competent authority, all books, vouchers, papers, and monies belonging to the municipality;
- c. On ceasing to hold office, deliver all books, vouchers, papers, and monies belonging to the municipality to their successor in office or to any other person that the Council may designate;
- d. Ensure all minutes of Council meetings are recorded;
- e. Record the names of all Council members present at Council meetings;
- f. Ensure the minutes of each Council meeting are given to the Council for approval at the next regular Council meeting;
- g. Ensure the safekeeping of the corporate seal, bylaws, minutes, funds, securities, and any other records or documents of the municipality;
- h. Advise the Council of its legislative responsibilities pursuant to *The Municipalities Act* or any other Act;
- i. Provide the Minister with any statements, reports, or other information that may be required by *The Municipalities Act* or any other Act;
- j. Ensure that the official correspondence of Council is carried out in accordance with Council's directions;
- k. Maintain an indexed register containing certified copies of all bylaws of the municipality;
- l. Deposit cash collections that have accumulated to \$10,000.00 at least once a week, but not more than once a day, in the bank or credit union designated by Council;

- m. Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of Council;
- n. Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles;
- o. Ensure that the financial statements and information requested by resolution are submitted to Council;
- p. Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by July 1st of each year;
- q. Be responsible for the hiring, suspension, and dismissal of all employees of the municipality, with the guidance of council;
- r. Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- s. Send copies of bylaws for closing roads and closing and leasing roads to the Ministry of Highways;
- t. Bring to Council's attention any resignation(s) of elected officials;
- u. Record each abstention in the meeting minutes that may occur at the time of voting;
- v. At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council;
- w. Sign minutes of Council and committee meetings;
- x. Sign Bylaws;
- y. Sign cheques and other negotiable instruments;
- z. Provide copies of public documents upon request or payment of fee;
- aa. Provide notice of first meeting of Council;
- bb. Call a special meeting when lawfully requested to do so;
- cc. Determine the sufficiency of a petition for a public meeting of voters;
- dd. Determine the sufficiency of a petition for a referendum;
- ee. Note any change reported on a Council member's annual declaration to the member's public disclosure statement, including the date that change was noted;
- ff. Make each public disclosure statement and declaration available for public inspection during regular business hours;
- gg. Provide copies of public disclosure statements to any designated officials when directed to do so by Council;
- hh. Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal;
- ii. Provide information to the auditor;
- jj. Send amended tax notices when required and make necessary adjustments to the tax roll;
- kk. Provide for payment of writ of execution against the municipality; and
- ll. Produce certain records upon request of inspector appointed by the Minister.

5. Additional Duties of the Administrator

5.1 The Administrator shall:

- a. Act as the Returning Officer for all elections under *The Local Government Election Act, 2015*;
- b. Ensure that public notice is given as required in the Act, any other Act, and/or as required by Council in this Bylaw or any other Bylaw or resolution;
- c. Ensure the policies and programs of the municipality are implemented, maintained and enforced;
- d. Advise, inform and make recommendations to Council on the:
 - i. Operations and affairs of the municipality;
 - ii. Policies and programs of the municipality; and
 - iii. The financial position of the municipality.
- e. Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed;
- f. Be responsible for the preparation and submission of the annual budget;
- g. Monitor and control spending within the budget established by Council;
- h. Make routine expenditures until the annual budget is adopted by Council;
- i. Call for tenders;

- j. Purchase goods, services and work;
- k. Award contracts; and
- l. Attend meetings of Council and other meetings as Council directs.

6. Acting Administrator

6.1 If the Administrator is unable to act for any reason, Council will appoint a person within 30 days to fill the position of Administrator in an acting capacity. This appointment will be for a period of no more than three (3) months, if the Acting Administrator is not certified through the Rural Municipal Administrators Association. Should Council require to extend the appointment of the Acting Administrator beyond three (3) months, they will obtain permission from the Rural Board of Examiners.

6.2 The Acting Administrator shall have all the powers and duties of the Administrator while acting in the capacity of the Administrator.

7. Other Municipal Employees

7.1 The Administrator is permitted to hire employees necessary for the operations of the municipality subject to the approved municipal budget, with the guidance of Council.

7.2 The Administrator will determine the job description and list of duties for each position established. Council and/or council committees may provide suggestions regarding municipal operations and duties to the Administrator.

8. Signing Agreements

8.1 The Reeve and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve, shall sign.

9. Cheques and Negotiable Instruments

9.1 The Reeve and the Administrator shall sign all cheques and negotiable instruments on behalf of the municipality. In the absence of the Reeve, the Deputy Reeve shall sign.

10. Other Designated Officers

10.1 The Foreman is designated to temporarily close a road/street;

10.2 The Pest Control Officer is designated to enter a property and/or building for the purpose of inspecting for pests.

10.3 The Bylaw Enforcement Officer is designated to inspect, remedy or enforce any bylaw or *The Municipalities Act*; and

10.4 The Bylaw Enforcement Officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued.

11. This bylaw shall come into force and take effect on the date of final passing thereof.

Reeve

Administrator

Read a third time and adopted
this _____ day of _____

Administrator