

RURAL MUNICIPALITY OF BJORKDALE NO. 426

The minutes of the regular meeting of council for the Rural Municipality of Bjorkdale No. 426 held in the municipal office at 213A Forest View in Bjorkdale on Tuesday December 17th, 2019.

Present:

Reeve: Glen Clarke
Councilor Division 1: Brett Norum
Councilor Division 2: Dylan Hamel
Councilor Division 3: Steven Stewart Absent
Councilor Division 4: James Spedding
Councilor Division 5: John Andris
Councilor Division 6: Kenneth Will Absent

Administrator: Cherie Hudon

The meeting was called to order by Reeve Glen Clarke at 9:00 AM

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| <u>Minutes</u> | 282-19. Brett Norum:
That the minutes of the Regular Meeting of council held November 13 th , 2019 are approved. Carried |
| <u>Shared Pit - Lease Agreement App.</u> | 283-19. John Andris:
That council approves application to the Ministry of Agriculture for the purpose of renewing the lease for the shared pit located at NW 28-41-12 W2. Carried |
| <u>RM - Tool Kits</u> | 284-19. John Andris:
That tool kits be purchased for the Rural Municipality and assigned to each outside employee and individually marked for easy identification. Carried |
| <u>Financial Stmt.</u> | 285-19. Brett Norum:
That the Statement of Financial Activities for the month of November 2019 be accepted as presented by the Administrator. Carried |
| <u>Ratify Accounts</u> | 286-19. Dylan Hamle:
That we ratify payment of Other Payments #4783 to #4823, totaling \$45,862.20 as per attached listing presented by the Administrator. Carried |
| <u>Accts. for Approval</u> | 287-19. Brett Norum:
That the accounts submitted for payment by Cheques #11304 to #11388 totaling \$144,296.02 as per attached listings presented by the Administrator be approved for payment. Carried |

Committee Reports

Reeve Glen Clarke attended the annual APAS Convention in Regina on December 4th, 5th, & 6th, 2019.

Councilor Brett Norum will be attending a Chelan Cemetery meeting where they will be discussing the hiring of a new Treasurer.

RMAA Curling
Raymore

288-19. Dylan Hamel:
That we participate in the 2019 RMAA curling bonspiel to be hosted in Raymore on Thursday January 23rd, 2020 and submit the required \$120.00 registration fee. **Carried**

Deputy Reeve

289-19. Jim Spedding:
That John Andris be appointed Deputy Reeve. **Carried**

Acting Deputy
Reeve

290-19. John Andris:
That Brett Norum be appointed Acting Deputy Reeve. **Carried**

Snow Removal
Lucas, Darrell

291-19. Brett Norum:
That Darrell Lucas be charged half of the snow removal rate for 2019 / 2020 due to an error from the previous season which caused his yard to not be plowed. **Carried**

Auditor – Council
Questionnaire

292-19. Dylan Hamel:
That the council questionnaire received from Janke Chartered Professional Accountants was read and discussed in detail. **Carried**

PCO – Certification

293-19. Brett Norum:
That Mileage, Meal Allowance and exam fee be paid to Wes Popescul for the purpose of obtaining his Pest Control Officer certification. **Carried**

Employee Training

294-19. Brett Norum:
That the WHMIS course be provided to Dean Murry and Trevett Bourgonje as well as a supervisor course to Dean Murray. **Carried**

Rural Integrated
Roads Application

295-19. Brett Norum:
That an application be submitted to the Rural Integrated Roads for Growth Program for the purpose of clay capping along the 773 as well as the replacement of bridges to culverts in division 5. **Carried**

Delegate

Conrad Paskell and Ron Litton from Weyerhaeuser arrived at 11:21 AM to discuss any concerns the RM may have with Weyerhaeuser and the projects they have completed in 2019.

Departed

Delegates Conrad Paskell and Ron Litton departed the meeting at 11:50 AM.

- Progressive Discipline Policy 296-19. Brett Norum:
That policy number HR-06 Employee Progressive Discipline Policy be approved for the purpose of outlining and implementing our discipline process within the RM. **Carried**
- 1st Reading: Bylaw No. 07 – 2019 297-19. John Andris:
That Bylaw No. 07–2019, being a bylaw to establish our council code of ethics, be read for the first time. **Carried**
- 2nd Reading: Bylaw No. 07-2019 298-19. Dylan Hamel:
That Bylaw No. 07–2019, being a bylaw to establish our council code of ethics, be read for the second time. **Carried**
- Unanimous Consent 299-19. Jim Spedding:
That Bylaw No. 07-2019 be given three consecutive readings at this meeting. **Carried Unanimously**
- 3rd Reading: Bylaw No. 07-2019 300-19. Brett Norum:
That Bylaw No. 07-2019, being a bylaw to establish our council code of ethics, be read for the third time and adopted. **Carried**
- Harassment Prevention Policy 301-19. Dylan Hamel:
That policy number HR-07 Harassment Prevention Policy be approved for the purpose of outlining and implementing our Harassment process within the RM. **Carried**
- 1st Reading: Bylaw No. 08 – 2019 302-19. Brett Norum:
That Bylaw No. 08–2019, being a bylaw to establish our council procedures, be read for the first time. **Carried**
- 2nd Reading: Bylaw No. 08-2019 303-19. John Andris:
That Bylaw No. 08–2019, being a bylaw to establish our council procedures, be read for the second time. **Carried**
- Unanimous Consent 304-19. John Andris:
That Bylaw No. 08-2019 be given three consecutive readings at this meeting. **Carried Unanimously**
- 3rd Reading: Bylaw No. 08-2019 305-19. Jim Spedding:
That Bylaw No. 08-2019, being a bylaw to establish our council procedures, be read for the third time and adopted. **Carried**
- Employee Code Of Conduct Policy 306-19. Brett Norum:
That policy number HR-08 Employee Code of Conduct Policy be approved for the purpose of outlining our standards of conduct for our employees within the RM. **Carried**

Revenue Sharing Grant

307-19. Brett Norum:
The Council of the RM of Bjorkdale No. 426 confirms the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of 2018 Audited Financial Statement 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
- All members of council have filed and annually updated their Public Disclosure Statements as required; and

That we authorize the administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing Grant. **Carried**

2020 Gravel Allocation & Stockpiling

308-19. Jim Spedding:
That the gravel allocations and the stock piling amounts in the attached spreadsheet be approved for 2020. **Carried**

Operator Wages

309-19. Dylan Hamel:
That effective January 1st, 2020 the Outside Operational Employees wage rates are as follows:

Dean Murray:	Grader Operator	\$31.00 per hour
Trevett Bourgonje:	Grader Operator	\$27.50 per hour
Dennis Clark:	Full Time Operator	\$26.00 per hour
Joe Kehrig:	Seasonal Operator	\$25.00 per hour
Brian Hart:	Seasonal Operator	\$25.00 per hour
Robert Graham:	Seasonal Operator	\$25.00 per hour
Wes Popescul	Pest Control Officer	\$15.00 per hour

Carried

Departure

Administrator Cherie Hudon departed the meeting at 3:24 PM

Return

Administrator Cherie Hudon returned to the meeting at 3:43 PM

Administrator Wages

310-19. Brett Norum:
That effective January 1st, 2020 the Administrator wage rate be \$32.00 per hour with a \$65.00 cell phone allowance per month. **Carried**

Assistant Admin. Wages

311-19. Jim Spedding:
That effective January 1st, 2020 the Assistant Administrator wage rate be \$26.00 per hour with a \$65.00 cell phone allowance per month. **Carried**

- Office Assistant Wages 312-19. Dylan Hamel:
That effective January 1st, 2020 the Office Assistant wage rate be \$23.00 per hour with a \$65.00 cell phone allowance per month. **Carried**
- CR Water Plant Operator Wages 313-19. John Andris:
That effective January 1st, 2020 the Crooked River Water Treatment Plant Operator wage rate be \$7,200.00 per year. **Carried**
- CR Waste Collection Wages 314-19. Jim Spedding:
That effective January 1st, 2020 the Crooked River Waste Collection wage rate be \$2,400.00 per year. **Carried**
- CH Water Plant Operator Wages 315-19. Dylan Hamel:
That effective January 1st, 2020 the Chelan Water Treatment Plant Operator wage rate be \$3,600.00 per year. **Carried**
- CH Maint & Waste Collection Wages 316-19. Brett Norum:
That effective January 1st, 2020 the Chelan Maintenance and Waste Collection wage rate be \$5,400.00 per year. **Carried**
- Bjorkdale Office Caretaker Wages 317-19. Jim Spedding:
That effective January 1st, 2020 the Bjorkdale Office Caretaker wage rate be \$4,800.00 per year. **Carried**
- Peesane Waste Disposal Site Wages 318-19. John Andris:
That effective January 1st, 2020 the Peesane Waste Disposal Site Supervisor wages and gas rate are as follows:

Caretaking: \$15.00 per hour
Garbage Pickup: \$12.20 per hour
Gas Reimbursement: \$25.00 per day **Carried**
- Cemetery Registrar Remuneration 319-19. Brett Norum:
That effective January 1st, 2020 the Cemetery Registrar Remuneration for Peesane, Crooked River, Bjorkdale and Mistatim be as follows:

Map Maintenance: \$150.00 per year
Burials: \$30.00 per burial **Carried**
- Min. of Highways Road Maint. Agreement 320-19. Brett Norum:
That we approve a Road Maintenance Agreement received from the Ministry of Highways, with the municipality responsible for maintenance. **Carried**

Road Maint.
Agreement

- 321-19. Dylan Hamel:
That we approve a road maintenance agreement, with the municipality responsible for maintenance, with **RM of Kelvington No. 366** for hauling using municipal roads from Hamel's Pit SE 29-41-12-W2 straight South to the RM of Kelvington. Allowable weights are the legal weights for the haul period in the province of Saskatchewan for municipal roads unless otherwise stated by the Rural Municipality. **Carried**

Road Maint.
Agreement

- 322-19. Dylan Hamel:
That we approve a road maintenance agreement, with the municipality responsible for maintenance, with **RM of Arborfield No. 456** for hauling using municipal roads from Hamel's Pit SE 29-41-12-W2 North to Primary Grid No. 773 then East to Primary Grid No 679 then North to Highway No 23. Allowable weights are the legal weights for the haul period in the province of Saskatchewan for municipal roads. **Carried**

Correspondence

Nothing to present at this time

Adjourned

- 323-19. John Andris:
That the meeting be adjourned at 4:02 PM **Carried**

Minutes approved by resolution of Council on the 8th day of January, 2020.

Reeve

Administrator