

The regular meeting of the Council of the Rural Municipality of Blucher, #343 was held in the Municipal Office, Village of Bradwell, on Wednesday, April 9, 2014 commencing at 8:00 a.m.

Those in attendance were Reeve Dan Greschuk, Councillors Jim Brown, Quintin Senger, Terry Fonstad, Dale Chysyk, Blair Cummins and Francis Boehm.

Year Round
Primary
Weights

94-2014 - Senger
That we do designate the portion of Hanson Road servicing the Agrium fertilizer depot and the road servicing Crop Production Services to be year round primary weights haul roads.

Carried.

Minutes

95-2014 - Brown
That the minutes of the previous regular meeting held March 19, 2014 be adopted as amended and read.

Carried.

Special
Budget
Meeting
Minutes

96-2014 - Fonstad
That the minutes of the special budget meeting held April 1, 2014 be adopted as read.

Carried.

Discussion Arising out of Minutes

- ? ? Associated Engineering – Drainage Study Final Report changes
- ? ? Sunset Estates Tankfill – Sask Water recording supply rates
- ? ? O/S Business Licenses – all have been paid
- ? ? Vehicle Insurance

Insurance

97-2014 - Chysyk
Further to Resolution #264-2013 passed December 11, 2013 that we add the following to our insurance coverage for 2014:

Add:

Equipment	1	- 2014 John Deere 6170 R tractor	158,000.00
	1	- 2003 Welsh Mini Pumper Fire Truck	60,000.00
	1	- 2003 Hays F550 Wildland 4 x 4 Fire Truck	90,000.00

Carried.

Monthly
Statement

98-2014 - Boehm
That the statement of Assets, Liability, Revenues and Expenditures for the month of March, 2014 be approved as read.

Carried.

Bills

99-2014 - Fonstad

That we approve for payment, the following bills and accounts:

Cheque	Name	Account	Amount
Dir Pay	Mark Adam	Salary	1,733.11
Dir Pay	Kelly Butler	Salary	1,827.49
Dir Pay	Pete Fehr	Salary	1,559.16
Dir Pay	Kyle Garman	Salary	1,603.65
Dir Pay	Tim Hill	Salary	1,704.43
Dir Pay	Christina Jensen	Salary	1,328.89
Dir Pay	Ken McBroom	Salary & Supplies	1,251.31
Dir Pay	Brian Rempel	Salary	1,742.47
Dir Pay	R. Doran Scott	Salary	2,316.09
7064	Vivian Manz	Janitorial	450.00
7065	Revenue Canada	Deductions	8,986.64
7066	Municipal Employees Pension Plan	Contributions	7,991.90
7067	Prairie Spirit School Division #206	Collections	21,139.64
7068	St. Paul's RCSSD #20	Collections	74.53
7069	Sask Power	Power & Energy	2,436.46
7070	Sask Tel	Phone	312.16
7071	Your Link Inc.	High Speed Internet	62.69
7072	Village of Bradwell	Water & Sewer	147.00
7073	Information Services Corporation	Title Search	10.00
7074	Associated Engineering Ltd.	Industrial Land Use Concept Plan	9,189.76
7075	Anavets Magazine	Advertising	595.00
7076	Desjardins Card Services	Office Supplies	147.92
7077	Ag Health & Safety Network	Membership	1,102.50
7078	Wagner Inspection Services	Inspection Services for March, 2014	2,097.22
7079	Kelly Butler	Shop Supplies	89.49
7080	Acklands Grainger	Welder & Shop Supplies	416.17
7081	Admore Coop	Fuel & Gas & Shop Supplies	22,018.92
7082	Creative Door Services Ltd.	Shop Door Repair	1,489.82
7083	First Filter Service Ltd.	Filters	185.90
7084	Fort Garry Industries Ltd.	Eqp Repair & Filters	795.54
7085	GD'S Repair Shoppe	Eqp Repairs	6,768.39
7086	Green Line Hose & Fittings Ltd.	Shop Supplies	3.89
7087	J & H Builders Warehouse	Shop Supplies	220.68
7088	Prairie Mobile Communications	Radios & Repair for Equipment	3,478.71
7089	Redhead Equipment Ltd.	Grader Blades & Eqp Repair	10,937.86
7090	SGI	Renewal of Plates	2,677.00
7091	Sharp Auto Trim	Decals for all equipment	262.36
7092	Sutherland Radiator	Eqp Repair (94 Mack)	214.50
7093	TD Canada Trust Visa	Supplies & Eqp Repair	891.96
7094	The Bolt Supply House	Shop Supplies	22.05
7095	Winacott Group	Shop Supplies	325.38
7096	Bernice Obrigavitch	Waste Site Supervision	2,350.00
7097	Town of Allan	Waste Site Charges	411.00
7098	Saskatchewan Research Council	Water Testing	73.24
7099	Rose Senger	Meeting Expense for April 2014	127.62
7100	Petty Cash	Janitorial Supplies	29.20
7101	Darlene Fortin	RM Ratepayer Supper	2,565.00
7102	Edna Manz	Office Supplies	15.40
7103	Sask Power	Power	108.89
7104	Sask Tel	Cel Phones	374.30
7105	R & M Computer Systems	Software Program	990.00

7106	Sask Water	March 2014 Water	18,569.66
7107	Saskatchewan Crime Stoppers	Voluntary Requisition	200.00
7108	Brandt Tractor Ltd.	Eqp Repair & Filters	865.72
7109	Clavet Service Station	Service Truck Repairs	417.81
7110	Fountain Tire	Tires for Eqp	14,254.21
7111	Demers Ambulance	RM Cap Exp – Clavet Fire Truck	4,381.28

Carried.**Administrator's Report**

- ? ? New Employee
- ? ? Staff BBQ
- ? ? Voluntary Fire Ban
- ? ? 2014 R.M.A.A. Convention
- ? ? Clothing Allowance for Employees
- ? ? Inland Aggregates signage request
- ? ? RM of Corman Park residential development
- ? ? 2014 gravel rates and delivery policies
- ? ? Trans Gas Line Repair – NE 24-36-3 W3
- ? ? Haul Agreements
- ? ? Road schedule and Council priorities
- ? ? Draft amendment of Policy 3.7.1

100-2014 - Cummins

H. Latta
Benefits

That we do pay Henry Latta an additional \$100.00 per pay period, to be added to each pay cheque, in lieu of the benefits he does not receive due to his age.

Carried.

101-2014 - Brown

New Employee

That we do hereby hire Kevin Roberts as a permanent seasonal Level I equipment operator at a wage of \$27.00 per hour effective May 5, 2014 and, subject to his completion of a ninety day probationary period, that we do provide him with 50% of SARM LT Dis Ben, 100% of SARM Short Term and 100% of Health and Dental coverage and 50% of the SARM group life insurance plan.

Carried.

102-2014 - Senger

Staff BBQ

That the RM host a staff BBQ at Jim Brown's on Friday, June 13, 2014 beginning at 5:30 p.m.;

and further, that all current employees and Council of the RM be invited and that the RM supply hotdogs, hamburgers, salads and soft drinks for the event.

Carried.

103-2014 - Boehm

Voluntary
Fire Ban

That we give the Reeve the authority to impose a voluntary fire ban, subject to Council ratification at the following council meeting, said fire ban to remain in effect until November 1, 2014 or earlier if approved by the Reeve.

Carried.

RMAA Convention 104-2014 - Cummins
 That the Administrator be instructed to attend the 2014 RMAA convention to be held in Regina, May 12 - 15, 2014.
Carried.

Clothing Allowance 105-2014 - Chysyk
 That we do pay each outside operator \$150 for the purchase of steel toed boots or shoes.
Carried.

Inland Signage 106-2014 - Boehm
 That we do erect two solar lighted equipment crossing signs on the road described as thru SW 25-36-3 W3 and that the cost for such signs be paid by Inland Aggregates.
Carried.

Gravel Sale 107-2014 - Boehm
 That for 2014, that we charge the following rate for Municipal aggregate commercially sold:

	Price	Hauling
		per mile
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Price per yard		
Pit Run		
- Ratepayer	5.50	.55
- Non Ratepayer	7.00	.75
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Road Gravel/Base - 3/4" - 1"		
- Ratepayer	12.00	.55
- Non Ratepayer	20.00	.75
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Seal Coat or Crushed Rock - 1"		
- Ratepayer	25.00	.55
- Non Ratepayer	46.50	.75
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Fine Crush		
- Ratepayer	3.00	.55
- Non Ratepayer	9.00	.75
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Strippings/Fill		
- Ratepayer	2.50	.55
- Non Ratepayer	4.00	.75
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Carried.

Haul
Agreement

108-2014 - Cummins

That the Reeve and Administrator be authorized to sign the haul agreement with the following:

? ? Inland Aggregates Ltd.

Carried.

Outside
Operations Roles
& Responsibilities
Policy 3.7.1.5

109-2014 - Fonstad

That we do add the following to the Municipal Policy Manual as Policy 3.7.1.5:

3.7.1.5 – OUTSIDE OPERATIONS ROLES AND RESPONSIBILITIES

In this section:

The Municipality – Means the Rural Municipality of Blucher No. 343 (The R.M.)

Council – Means the elected representatives of the R.M. of Blucher No. 343 as a whole

Councillor – Means a single elected representative of the Council

The Administration – Means the office staff of the R.M. collectively

The Administrator – Means the Chief Administrative Officer of the R.M. (currently being R. Doran Scott)

Operations Manager (OpMan) – Means the person designated by Council to fulfill this role (currently being Kelly Butler)

Maintenance Supervisor (MSup) – Means the person designated by Council to fulfill this role

Construction Supervisor (CSup) – Means the person designated by Council to fulfill this role

Truck Supervisor (TSup) – Means the person designated by Council to fulfill this role

Operators – Means all other public works employees not specifically designated by Council by this or any other policy.

POLICY

The Council considers it in the best interest of the municipality to change the way outside operations are performed. It is thought that a team based approach with structured communications between the Council, Administration, and the Operations Manager will aid in achieving a more productive and efficient work force while at the same time allowing for flexibility in assigning tasks. It is Council's intent that all employees participate in the work needing to be performed by the municipality regardless of pay level, class, or seniority. Council recognizes that issues may occur from time to time which may require different persons to take on different responsibilities and therefore, while this policy should be adhered to as closely as possible, situations may dictate that these responsibilities be modified.

DUTIES AND RESPONSIBILITIES

Council:

? ? Council shall establish policy dictating the roles and responsibilities relating to the outside operations of The Municipality.

? ? Council shall ensure that sufficient staff is employed by, and sufficient equipment is purchased by, the municipality when not detrimental, to maintain the level of service as is decided by Council. Council may consult with the Administration, the Operations Manager and supervisors to determine the appropriate levels of staffing and equipment.

- ? ? Council shall provide a prioritized list of items including a road construction schedule, road maintenance items and custom work. Pursuant to other policies, council shall also set the cost and policies governing custom work and gravel haul.
- ? ? Council shall require that the Administrator, the OpMan, and the supervisors hold a weekly meeting when it is practical to discuss the work schedule for the coming week and any issues that may have arisen or could arise.

The Administration:

- ? ? The Administration shall aid the OpMan in scheduling training for outside employees when necessary.
- ? ? The Administration shall communicate Council's decisions and policies to the OpMan and shall bring to Council items for their consideration from the OpMan, supervisors and operators when warranted.
- ? ? The Administration, in consultation, shall facilitate and mediate all municipal policies and priorities regarding the maintenance staff. The Administration shall provide guidance and advise outside staff as it pertains to payroll, benefits, liability and legislation.
- ? ? The Administrator, in consultation with the Employee Committee and the OpMan, shall be responsible for the discipline of the outside staff subject to the ratification of Council at their next meeting.
- ? ? The Administration shall take all orders for custom work and gravel.
- ? ? The Administrator shall receive all complaints from staff that involve the OpMan or Council.
- ? ? The Employee Committee shall receive complaints by the staff levied against the Administrator.
- ? ? The Administrator shall employ the utmost discretion when considering complaints.
- ? ? The Administration shall supply required financial, policy and legal information to the OpMan or supervisors in order to aid them with considerations related to staffing, equipment, budgeting and work performance.

Operations Manager:

- ? ? Oversight of all public works projects.
- ? ? Ensure and participate in the servicing of equipment and that the equipment, shop and other apparatus are properly serviced and in good repair. Also making sure that all required service to maintain equipment warranty is up to date.
- ? ? Maintain equipment records detailing all maintenance and any issues with each piece of equipment.
- ? ? Receiving, prioritizing and communicating Council priorities from the Administrator as provided by Council to the Supervisors.
- ? ? Receive and prioritize emergent issues from Council and the Administration.
- ? ? Prioritizing work in consultation with the supervisors.
- ? ? Responsibility for the ordering of supplies, parts, repairs and service.
- ? ? Discipline in consultation with the Administrator.
- ? ? Advise council of equipment needs and staffing requirements.
- ? ? Advise Administration on operational matters relating to the Budget.
- ? ? Verify accounts submitted to the office.
- ? ? Consult Councillors when work (other than regular operations) is being performed in their division.
- ? ? Work hours and scheduling in consultation with Supervisors.
- ? ? Provide budgetary information to the Administration.
- ? ? Provide Administration with relevant information such as; mileage, fuel, repairs, capital expenditures, delays, etc.
- ? ? Providing safety information, ensuring a safe work environment and ensuing proper signage is in place at construction sights as may be required.
- ? ? Making field decisions in consultation with Administrator and Supervisors if necessary.
- ? ? Review Capital Equipment Schedule and advise on any changes that may need to be made.

- ? ? Reporting disciplinary/corrective issues to the Admin and Council.
- ? ? Custom work scheduling in consultation with the Supervisors.

Maintenance Supervisor:

- ? ? Ensure and participate in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.
- ? ? Schedule regular road maintenance including: grading, mowing, minor culvert repair, shoulder spraying and minor construction, in consultation with the OpMan, Supervisors and Weed Inspector.
- ? ? Advise Council on maintenance techniques and best practices.

- ? ? Train new employees on the use of equipment or appoint the person best suited to.
- ? ? Report to Council when necessary on public works, employee issues. The report may be forwarded to Council through the OpMan.
- ? ? Confirm time sheets of operators.
- ? ? Advise and coordinate through TSup on areas that may require additional gravel.
- ? ? Advise of unscheduled maintenance or emergent issues of an immediate nature through OpMan.
- ? ? In consultation with OpMan, and other supervisors, co-ordinate significant custom orders.
- ? ? Riprap in consult with OpMan and other supervisors.
- ? ? Providing safety information, ensuring a safe work environment and ensuring proper signage is in place at maintenance sites as may be required.

Construction Supervisor:

- ? ? Ensure and participate in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.
- ? ? Providing safety information, ensuring a safe work environment and ensuring proper signage is in place at construction sites as may be required
- ? ? Schedule construction and culvert installation in consultation with OpMan and other supervisors.
- ? ? Train operators on machinery or appoint the proper individual to train.
- ? ? Design roads in consultation with engineers and Council which may include alignment, cross-section and surface treatment.
- ? ? Advise & consult Council on construction techniques and preferences for the area.
- ? ? Schedule custom work in consultation with OpMan and other supervisors.
- ? ? Advise Council when moving into the area to begin construction. Confirm time sheets of operators.
- ? ? Report on construction and attend council meetings when required. Issues may be forwarded to Council by the OpMan.
- ? ? Advise OpMan on equipment and staffing needs.
- ? ? Review the Council's construction schedule and advise Council, through an annual report, which roads should be upgraded or rebuilt or whether the priority of the construction schedule should change.
- ? ? Supply to the Administrator a weekly report of equipment and hours spent on construction.

Truck Supervisor:

- ? ? Ensure and participate in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.
- ? ? Confirm time sheets.
- ? ? Train operators on machinery or appoint the proper individual to train.
- ? ? Advise Council and Administration when doing an intensive project in a specific area.

- ? ? Consult with the Supervisors to coordinate deliveries to the construction and maintenance sites.
 - ? ? Take delivery orders from the Admin or OpMan and prioritize them.
 - ? ? Oversee the day-to-day operations of the gravel pit.
 - ? ? Oversee crushing operations including measurements.
 - ? ? Coordinate custom work with other supervisors and OpMan.
 - ? ? Have the loader clean up the transfer station once a week during regular hours.
 - ? ? Attend Council meetings as is required by Council or report to Council through the OpMan
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- ? ? Ensure gravel delivery in 7 days unless extenuating circumstances prevent delivery. Delays shall be reported to the OpMan and the Admin.
 - ? ? Gravel orders for grain bins are a priority.

Operators:

- ? ? Ensure and participate in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.
- ? ? Fill out time sheets appropriately and in a complete manner.
- ? ? Ensure a safe work environment and ensuring proper signage is in place at maintenance and construction sights as may be required
- ? ? Take direction from Supervisors and OpMan and implement the schedules they have created.
- ? ? Communicate to the appropriate Supervisors or, if necessary, the OpMan or Administrator concerns or issues that may arise.

Carried.

Planning & Development:

- ? ? Cargill Ltd. – 29-35-3 W3 - Certificate of Appointment & Agreement
- ? ? Enzyme Degumming Platform Construction Permit

- ? ? William & Molly Epp's Servicing Agreement – Parcel A NW 15-35-3 W3

Cargill Ltd.
Agent
Appointment

110-2014 - Senger
That we do accept AMEC P & P., Saskatoon, Sask., as an agent for Cargill Ltd. for their Enzyme Degumming Platform construction.

Carried.

Service
Agreement

111-2014 - Fonstad
That the Reeve and Administrator be authorized to sign the following service agreement:

- ? ? William & Molly Epp's Servicing Agreement – PCL A NW 15-35-3 W3 as per Res # 274-2013

Carried.

- Correspondence
- 112-2014 - Chysyk
- That the following correspondence, having been read, now be filed:
- a) Village of Elstow – questions re: restructuring
 - b) SARM
 - ? ? March 2014 Update
 - ? ? Amendments to the Wildlife Regulations Act
 - c) Sask Municipal Hail Association – Annual Report
 - d) Combine World – Deutz tractor for sale
 - e) Sask WCB – 2014 Annual General Meeting
 - f) Sask Water – 2013 Consumer Notification Report
 - g) Ag Health & Safety – Membership for 2014
 - h) RCMP – January 1 – March 31, 2014 Report
 - i) Saskatchewan Crime Stoppers – Membership
 - j) Darlene Fortin – thank you card

Carried.

- Crime
Stoppers
- 113-2014 - Senger
- That we participate in Crime Stoppers & Sask Tip for 2014.

Carried.

Bylaw Enforcement/Pest Control Officer Report

- ? ? Bylaw Enforcement
- ? ? Bylaw Amendment
- ? ? Sign Maintenance
- ? ? Pest Control
- ? ? Spring Road Bans
- ? ? Garbage on Priddy Road
- ? ? Raven control requires permits
- ? ? RCMP and shooting at sign – closed file – no charges
- ? ? Truck turning sign at Glenmaur tank fill

Operation Manager's Report

- ? ? Employees
 - ? ? Employee hiring
 - ? ? Employee additional holidays
- ? ? Supervisor/Councillor Tour
- ? ? Spring run off control
- ? ? 2014 Culvert Requirements

- ? ? 2014 Municipal Road Maintenance Requirements
- ? ? Equipment – issues with Lenwell trailer
- ? ? Gravel scale
- ? ? 2014 Gravel
 - ? ? rates
 - ? ? gravel delivery
 - ? ? office to take order and pass onto Supervisor. Supervisor will then contact to arrange delivery date
- ? ? Municipal storage shop site prep
- ? ? Culvert at Pagoda’s access WNW 20-36-2 W3

Additional
Holidays

114-2014 - Chysyk

That we approve the following employee holidays:

- ? ? paid holiday – Monday, June 30, 2014
- ? ? paid holiday – Friday, August 29, 2014

Carried.

Councillor’s Report

Reeve Greschuk

- ? ? Agrium Fertilizer hauling issues
- ? ? Municipal storage shed site prep

Councillor Brown

- ? ? Forks for loader or sling for oil barrels

Councillor Senger

- ? ? Clarke Road North of Hwy #16 low spots –#1 priority

Councillor Fonstad

- ? ? Spring construction
- ? ? Meeting with Highways engineers
- ? ? 250,000 – 300,000 tonnes of material – for Highway #16
- ? ? Road issues for twinning
- ? ? Exit at Clavet – to be full speed curve
- ? ? Cheviot and Forreiter not being built up
- ? ? Service road adjacent to Clavet – may be removed or repaired

Councillor Chysyk

- ? ? When are fire trucks going to be ready

Councillor Cummins

- ? ? Truck turning sign at Glenmaur tank fill
- ? ? Potential email notifications
- ? ? Improved website management
- ? ? Pagoda Road rip rap

Councillor Boehm

- ? ? Fire hall land purchase
- ? ? CP Rail crossing at 316 and Cement Plant Road
- ? ? Temporary closure of Wind River Road North of Wind River
- ? ? Frozen culverts
- ? ? PCS firehall sponsorship

Interviews:

- ? ? Commercial Equipment Storage Discretionary Use Application Public Meeting
- ? ? Darren Fisher – PCL X NE 34-36-3 W3
 - ? ? 1 person in attendance
 - ? ? no objections

- ? ? Single Parcel Residential Subdivision & Development Use Application Public Meeting
 - ? ? Morris & Linda Varcoe – NW 2-35-3 W3
 - ? ? no attendance
 - ? ? no objections

- ? ? Brian Hazelwanter –PCL A SW 18-34-2 W3

Commercial
Equipment
Storage PCL X
NE 34-36-3 W3

115-2014 - Boehm
Pursuant to Part IV, Schedule E, Section 2 (g) of Bylaw 4-2001, the Zoning Bylaw, that since public notice was given, and no objections were received, that permission be granted to Darren Fisher to operate a commercial equipment storage yard on PCL X NE 34-36-3 W3.

Carried.

Subdivision
M & L Varcoe
NW 2-35-3 W3

116-2014 - Fonstad
Pursuant to Part IV, Schedule A, Section A.2 (a) of Zoning Bylaw 4-2001 and Section 3.3 of the Municipality’s Basic Planning Statement Bylaw 3-2001, that since public notice was given and no objections received, that Morris & Linda Varcoe’s single parcel country residential discretionary use application of existing yardsite for NW 2-35-3 W3 be approved providing as follows:

- ? ? a servicing agreement be entered into with the Municipality which will require the applicant to:
 - ? ? reimburse the municipality for all costs associated with the registering of this service agreement against the title to said parcel A
 - ? ? register the said subdivision with ISC

- ? ? pay the following infrastructure capital fees:
 - ? ? \$1,000 fire fee for parcel A when ownership of the parcel is transferred to someone other than the said applicant
 - ? ? \$500 recreation fee for parcel A when ownership of the parcel is transferred to someone other than the said applicant
- ? ? and further, since this is the first subdivision from this quarter section, that the public reserve requirement be waived

Carried.

Trans Gas Agreement

117-2014 - Boehm

That we do authorize the Administrator to sign the Temporary Work Space Agreement with Trans Gas Ltd. on NE 24-36-3 W3.

Carried.

May Meeting

118-2014 - Senger

That the next regular meeting be at the call of the Reeve.

Carried.

Adjourn

119-2014 - Boehm

That this meeting of Council adjourn.

Carried.

Reeve

Administrator