

The regular meeting of the Council of the Rural Municipality of Blucher, #343 was held via internet and in person, on Wednesday, December 9, 2020 commencing at 8:00 a.m.

Those in attendance in person were Francis Boehm, Dale Chysyk, and Robin Wilson. Attending via internet were Reeve Cummins, Quintin Senger, and Jim Appelt.

Minutes 287-2020 - Boehm
That the minutes of the previous regular meeting held November 18, 2020 be adopted as distributed.
Carried.

Discussion Arising out of Minutes

- ◆ Purchasing Committee
 - ◆ Policy to be presented in January
- ◆ 2021 Committees of Council Amendment
- ◆ RM Employee Vehicle Usage Payments

Committees of Council 288-2020 - Chysyk
That we do amend Resolution 256-2020 passed November 18, 2020 by amending the following committee members and make the following appointments for 2020:

Building Official – Wagner Inspection Services - Delete Rick Penner & Pat Daley and replace them with Ryan Shephard, Jerry Wintonyk and Ray Hummeny.
Carried.

Foreman & Bylaw Officer Vehicle Usage 289-2020 - Appelt
That Scott McDonald be provided a suitable vehicle for his duties as Foreman and that he be permitted to use this vehicle for personal use at a charge of \$450.00 per month. And further;
That Ken McBroom be provided a suitable vehicle for his duties as Bylaw Enforcement Officer and that he be permitted to use this vehicle for personal use at a charge of \$450.00 per month.
Carried.

Monthly Statement 290-2020 - Wilson
That the statement of Assets, Liability, Revenues and Expenditures for the month of November, 2020 be approved as distributed and also acknowledge the submission of the November, 2020 bank reconciliation.
Carried.

Bills 291-2020 - Appelt
That we approve for payment, the bills and accounts as attached to these minutes.
Carried.

Tender Opening for E of 4 & 9 36-2 W3 (Blucher Road South of Mine Road Corner)Tender
Opening

292-2020 – Boehm

That due to the hybrid nature of the council meeting, we do forward all tenders for the reconstruction of the two miles of municipal road described as E of 4 & 9 36-2 W3 to our engineering firm, Wood PLC, to consolidate and summarize. And further;

That the CAO shall distribute these documents to council for their consideration. And further;

That given the current pandemic and the difficulty of meeting in person, council shall deliver their vote to the Chief Administrative Officer by the way of text message, which the Chief Administrator Officer shall attach to these minutes and certify as true and correct. And further;

That council shall decide to award one, or deny all, tenders received by 12:00 p.m. December 11, 2020.

Carried.**Chief Administrative Officer's Report**

- ◆ Elstow North Water Utility Request For Arrears
- ◆ Government of Saskatchewan
 - ◆ Ministry of Highways snow removal agreement
 - ◆ Bradwell Access Agreement
- ◆ Ministry of Highways Highway #5 Corridor Phase 2
- ◆ SARM – resolution for SARM Convention March 2021
- ◆ Outstanding Invoices
- ◆ 2021 Council Remuneration
- ◆ 2021 Waste Transfer Station operation
- ◆ 2021 Insurance Coverage
- ◆ 2021 Office Fees
- ◆ 2021 Ratepayer Supper
- ◆ 2021 SARM Annual Convention – Saskatoon – March 9 – 11, 2021 – To be Virtual
- ◆ Bradwell Administration Services Rate – Suggest 2.5% Increase
- ◆ Weed Control - Weed Inspector's Report
- ◆ District Board of Revision for 2021
- ◆ SSA Elstow Water Treatment Plant - Operator report
- ◆ Copier Quotes
- ◆ SARM – RMAA Salary Schedule
- ◆ Chief Administrative Officer 2021 Salary
- ◆ Inside Employees 2021 Salaries

293-2020 -Senger

Elstow North
Rural Water
Utility
Charges

Pursuant to Resolution 47-99, and as requested by the Elstow North Rural Water Utility, that we add the following charges to the tax roll effective December 9, 2020 and remit payment for these charges less any applicable tax discount, on December 31, 2020, to the Elstow North Rural Water Utility:

- | | |
|-------------------------------|------------|
| ◆ Dale Chysyk – SW 27-35-1 W3 | \$4,549.36 |
| ◆ Earl Warren – NE 12-35-2 W3 | \$1,221.00 |

Carried.

Snow Removal Agreement 294-2020 - Boehm
 That the Reeve and Chief Administrative Officer be authorized to sign the snow removal agreement with the Ministry of Highways and Infrastructure on the following service roads:

- ◆ Pit Road – Service Road along the boundary of NE 36-36-03-W3 - 731 m
- ◆ Pit Road – Service Road along the boundary of NW 31-36-02-W3 - 610 m
- ◆ Hnatuk – Service Road along the boundary of NE 34-36-03-W3 - 319 m
- ◆ at a rate of \$140.00/hour.

Carried.

Bradwell Access Agreement 295-2020 - Senger
 That the Reeve and Chief Administrative Officer be authorized to sign the joint road use partnering agreement with the Ministry of Highways and Infrastructure for the Bradwell Access Road from the junction of Highway #16 to the Village of Bradwell for a 10-year period starting October 15, 2020 and ending October 15, 2030.

Carried.

RM O/S Custom Work 296-2020 - Appelt
 That all outstanding custom work invoices, invoiced prior to November 1, 2020, be added to the appropriate property tax effective December 31, 2020 pursuant to Section 405 of the Municipalities Act.

Carried.

SSA Elstow O/S Custom Work 297-2020 - Appelt
 That all outstanding water and sewer bills that were invoiced up to December 31, 2019 to all SSA Elstow residents be added to the appropriate property tax effective December 31, 2020 pursuant to Section 405 of the Municipalities Act.

Carried.

Council Remuneration 298-2020 - Appelt
 That for 2021, Council indemnities be set as follows:

Council Meeting	\$250.00 per day
Reeve Supervision of Office	\$250.00 per day
Committee Meeting	\$250.00 per day
Supervision of Public Works	\$250.00 per day

and further, that we pay \$0.75 per kilometer for mileage traveled while conducting municipal business.

Unanimously Carried.

Waste Transfer Station Salary 299-2020 - Boehm
 That we do authorize the Reeve and Chief Administrative Officer to extend the agreement for waste supervisor services with Bernice Obrigavitch and further, that thru 2021 she provide supervision services at the RM waste transfer station during the following hours;

Tuesday	2 p.m. to 7 p.m.
Thursday	2 p.m. to 7 p.m.
Saturday	9 a.m. to 5 p.m.

and further, that in 2021 she be paid \$615.00 per week for this service;

and further, that the waste transfer station be closed on any of the following public holidays:

New Year's Day
 Family Day
 Thanksgiving Day
 Remembrance Day
 Christmas Day
 Boxing Day

Carried.

Insurance 300-2020 - Wilson
 That we do renew the municipality's property insurance through SARM's Self-Insurance Program. And further;
 That we do instruct the Chief Administrative Officer to add and delete equipment when warranted, and to conduct a yearly review of the amounts of insurance, amending values as necessary.

Carried.

Minutes Fee 301-2020 - Chysyk
 That for 2021, we charge an annual fee of \$25.00 to receive the monthly meeting minutes.

Carried.

Copy/Fax Charges 302-2020 - Wilson
 That for 2021 we charge a fee of \$0.25 per copy for black and white photocopying, \$1.00 per copy for color photocopying, unless the photocopying is for a non profit organization, in which case the charge shall be \$0.07 per copy for black and white photocopying and \$0.25 per copy for color photocopying.
 And further; that we charge \$1.50 per page for fax sending and \$1.50 per page for fax receiving.

Carried.

Office Maint 303-2020 - Senger
 That we employ Vivian Manz as municipal office & RM shop caretaker for \$600.00 per month for 2021.

Carried.

Ratepayer Meeting 304-2020 - Senger
 That we do table the decision on holding the 2021 RM Ratepayer Supper until January's regular meeting of Council.

Carried.

Bradwell Admin Services 305-2020 - Senger
 That we do charge the Village of Bradwell for administration services for the year 2021 at a rate of \$31,400.00. And further;
 That these fees be paid in equal monthly installments.

Carried.

Weed
Inspector
Report

306-2020 - Wilson

That the Weed Inspector's report for 2020 be accepted as presented and be filed.

Carried.

District
B.O.R.

307-2020 - Chysyk

Pursuant to Bylaw 3-97, adopted January 8, 1997, that this municipality approve of the following appointees to our District Board of Revision:

- | | |
|-------------------------------|-----------------|
| ◆ Clinton Krismer (Chairman) | ◆ Jeff Hutton |
| ◆ Gord Krismer (Vice-Chair) | ◆ Kirby Bodnard |
| ◆ Cameron Duncan (Vice-Chair) | ◆ Brenda Lauf |
| ◆ Aileen Swenson, Secretary | ◆ David Lang |
| ◆ Christina Krismer | ◆ Pam Malach |

and further, that the municipality approve the following remuneration for the Board:

2021 Annual Retainer Fee

Our annual retainer fee for 2021 is **\$200 + GST = \$210.00**. Please note that all fees are subject to GST.

Hearing Rates

The following rates apply to all hearings that may be required regardless of the nature of the appeal:

- ◆ Minimum Rate (less than 2 hours, 3 panel members): \$600
- ◆ Half Day (2-4 Hours, 3 panel members): \$900
- ◆ Full Day (4-8 hours, 3 panel members): \$1800

A typical appeal requires approximately 45 minutes. Complex appeals involving high value commercial or industrial properties will take proportionately longer.

In the case of simplified Appeals, applicable to Assessment only, where only 1 Board member attends the rate will be 1/3 of the rates indicated above.

Written Decisions

Decisions for standard appeals involving residential or basic commercial properties take approximately 2.5 hours to write, review and vet with all Board members.

Appeals involving high-valued commercial properties, such as elevators or energy sector properties are typically far more complex and therefore take longer to review and write. However, it is also the Board's experience that when these types of appeals arrive there will be similar if not identical appeals from other municipalities. In these circumstances, the cost(s) both for the hearing and for the written decisions are shared proportionate to each municipality.

The Chairman's hourly fee for written decision is \$90 which includes time spent to vet the appeal with the other Board members.

Expenses

During COVID-19

During this time while the COVID-19 pandemic remains active, the Board will conduct all hearings by teleconference using Sask Tel teleconference services. The Board understands the benefits of, and prefers, in-person hearings however during this pandemic teleconference has shown to be a suitable alternative. The cost for teleconference service is \$0.15 (15 cents) per minute per each conference attendee.

A typical appeal involves 6 people and lasts between 30-60 minutes. The typical additional cost to hear the appeal, not including Board Fees, would be \$54 per hour.

In-person hearing expenses

In-person hearings are the preferred method by the Board. They allow a more personalized and more detailed review of the issues under appeal. However, they are also more costly factoring travel mileage, travel time, meals and other expenses.

All Board members travel in the same vehicle to/from hearings. Our travel time is spent reviewing upcoming hearings and/or reaching conclusions on recent hearings. The travel costs for in-person hearings are as follows:

Travel Rates

- ◆ Travel Time (per member): \$40.00 / hour
- ◆ Mileage: \$0.55 (55 cents) per kilometer - all three board members travel in the same vehicle
- ◆ Meals: \$45 per member per day or portion thereof \$10, \$15, \$20 B-L-S
- ◆ Accommodations (when required): Real and actual using a nearby, modest, but clean facility. The typical amount for accommodations is \$100 per Board member per night, however this varies for each municipality.

When in-person hearings are scheduled, the Board will do its best to group multiple municipalities to be heard together in a single trip at a reasonably central location for all parties, When this is possible, the travel costs are shared between the municipalities involved.

Secretarial Duties

- ◆ Secretarial duties: \$40.00 / hour
- ◆ Printing and Photocopies: \$0.40 per page (double sided)
- ◆ Envelopes and labels: \$0.40 each
- ◆ Postage: Real and actual, regular mail typically and registered mail where required.

The duties of the Secretary, more appropriately referred to as the Registrar, include screening appeals to ensure they are sufficient, logging, tracking and recording updates to all exhibits. The Secretary monitors all appeals from cradle to grave, assists the Chairman with scheduling and travel logistics and is the primary point of contact between the municipality, the Appraiser (normally SAMA) and the Saskatchewan Municipal Board. The Secretary plays a vital role to ensure all appeals are addressed efficiently and smoothly. Carried.

Office
Copier

308-2020 – Boehm

That we lease a Konica Minolta digital copier, with document feeder, sorter/stapler, print-board, fax-board, folder and extra paper tray, and stand, from Konica-Minolta for a cost of \$426.00 quarterly plus taxes;

and further, that we enter into a service agreement, including toner, parts & labour, with Konica Minolta for the said copier at a rate of \$.0065/black & white copy and \$.059 per color copy.

Carried.

Chief
Administrative
Officer
Salary

309-2020 - Senger

That R. Doran Scott be appointed as the municipality's Chief Administrative Officer, assessor, right of way purchasing agent, Freedom of Information Head, and EMO Co-ordinator for 2021;

and further, that due to his certificate held, and his years of experience that his annual salary be set at \$ 122,780.00 and including 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 coverage with 5 (five) weeks annual vacation.

Carried.

- 310-2020 - Boehm
 CAO Evaluation That we do perform a written performance evaluation for the Chief Administrative Officer to be completed and presented at the January regular meeting of council as, at that meeting, all councillors should be present.
Carried.
- 311-2020 - Senger
 Director of Administrative Services Salary That Pamela Lindberg be appointed as this municipality's Director of Administrative Services and assistant EMO Co-ordinator for 2021; and further that due to her experience, that her annual salary be set at \$ \$76,500.00 and including 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 with 4 (four) weeks annual holidays.
Carried.
- 312-2020 - Boehm
 Executive Assistant Salary That Christina Jensen be appointed as this municipality's Executive Assistant and assistant EMO Co-ordinator for 2021; and further that due to her experience, that her annual salary be set at \$ \$57,920.00 and including 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 with 6 weeks annual vacation and 17 (seventeen) days E.D.O.
Carried.
- 313-2020 - Chysyk
 Executive Assistant Holidays That we do purchase two weeks of holidays from Christina Jensen as both the RM and Ms. Jensen consider it beneficial. And further; That the two weeks of holidays shall be paid as 1/26 of Ms. Jensen's salary, added to her annual compensation, as may be amended from time to time. And further; That this will increase Ms. Jensen's salary for 2021 to \$ 60,150.00 plus annual vacation and 17 days of EDO. And further; That this arrangement shall be reviewed at the December meeting in each of the proceeding years.
Carried.

Planning & Development

- ◆ Resolution Amendment for Herb Wortman's Rezoning & Subdivision Application – NE 36-36-3 W3
- ◆ Proposed Rezoning & Subdivision
 - ◆ M & L Perehudoff – PCL D SE 18-36-3 W3
- ◆ Golightly Servicing Agreement – PCL B LSD 4 SW 31-36-3 W3
- ◆ Proposed Rezoning & Subdivision
 - ◆ Carine & Jared Podhorodeski – LSD 12 32-36-3 W3

Wortman
Rezoning
NE 36-36-2 W3
Bylaw 11-2020

314-2020 - Boehm

Due to a response back from Government Relations that we amend Resolution 271-2020 passed November 18, 2020 by changing the resolution as follows:

“That in addition to Resolution #271-2020 approving the rezoning of NE 36-36-2 W3 we do also approve the remaining parcel of Ag land pursuant to Part 6, Schedule A Section 3 (3) of Zoning Bylaw No. 7-2017.”

Carried.

Service
Agreement

315-2020 - Boehm

That the Reeve and Chief Administrative Officer be authorized to sign the following service agreement:

- ◆ Kyla Golightly’s Servicing Agreement – Parcel B from LSD 4 SW 31-36-3 W3 as per Resolution # 268-2020

Carried.

Bylaw Enforcement/Pest Control Officer Report

- ◆ On holidays – no report
- ◆ Annual Report
- ◆ 2020 Salary

Enforcement
Officer
Salary

316-2020 - Boehm

Pursuant to Bylaw 7-2005 and 2-2008, that for 2021 we employ Ken McBroom, on a 5 day per week basis, as follows,

- ◆ April 1 – September 30 50 hours per week including meal time.
- ◆ October 1 – March 31 30 hours per week including meal time

this time shall include duties as this Municipality’s Bylaw Enforcement Officer to assist in enforcing all bylaws of the Municipality and to also perform the following duties:

- ◆ replace and erect municipal traffic signs as required.
- ◆ serving notices and letters or other duties when requested by the Chief Administrative Officer;
- ◆ reporting to the Municipal office any new development in the Municipality;
- ◆ reporting to the Municipal office any municipal road or sign damage;
- ◆ pick up and removal of any garbage, refuse or litter on municipal right of way;
- ◆ monthly submit to Council a daily log book detailing, on a daily basis, location and duties performed;

and further, employment hours shall also include acting as this Municipality’s Pest Control Officer performing the following duties for the Municipality:

- ◆ minimum of 2 visits per year to all occupied farmyards in the Municipality, with additional visits when necessary and when approved by Council;
- ◆ minimum of 1 visit per year to all vacant farmyards or granary sites in the Municipality with additional visits when necessary and when approved by Council;
- ◆ one visit per month to the Municipal waste disposal sites with additional visits when necessary and when approved by Council.;

and further, employment hours shall also include acting as this Municipality’s Weed Inspector to perform the duties as directed under the Noxious Weed Act and Sign Maintenance Officer;

and consequently, that Ken McBroom be paid an annual salary of \$64,100.00 plus SARM Health & Dental, short term disability and 50% of long term disability coverage;

and further, that he be provided a suitable vehicle for these duties and that he be permitted to use this vehicle for personal use and that he be charged a fee of \$450.00 per month for the personal use of this vehicle.

Unanimously Carried.

Correspondence	<p>317-2020 - Chysyk</p> <p>That the following correspondence, having been read, now be filed:</p> <ul style="list-style-type: none"> a) SARM <ul style="list-style-type: none"> ◆ Lieutenant Governor's Award ◆ Speech from the Throne ◆ Name use of "Municipalities of Saskatchewan" ◆ Respect Certified b) South Sask River Watershed Producer Newsletter c) Dundurn Rural Water Utility – Info package for new and re-elected council d) APAS – 2021 Membership and Newsletter e) Government of Sask. – Letter to newly elected and re-elected council f) Government of Sask. – Winter Weight Season Restrictions g) Board of Revision Renewal in Saskatchewan h) FCM – 2021 Membership i) Prairie Steel – Season's Greeting j) KPCL Email – Progress report 	<u>Carried.</u>
SARM Participation	<p>318-2020 - Appelt</p> <p>That we participate in SARM and agree to contribute to the SARM lobbyist for the year 2021.</p>	<u>Carried.</u>
Volunteer A.D. & D.	<p>319-2020 - Boehm</p> <p>That we purchase Option A A. D. & D. Coverage from SUMA for the following fire departments:</p> <ul style="list-style-type: none"> ◆ Blucher - Lost River ◆ Bradwell ◆ Clavet ◆ Blucher Aberdeen 	<u>Carried.</u>
APAS	<p>320-2020 - Cummins</p> <p>That we do participate in APAS for 2021 at a cost of \$11,182.00 for a 12 month membership.</p>	<u>Carried.</u>
Fed of Can Municipalities	<p>321-2020 - Senger</p> <p>That we participate in the Federation of Canadian Municipalities for 2021 for a cost of \$635.86.</p>	<u>Carried.</u>

Population
TIP Program

322-2020 - Wilson
That this Municipality allocate the following population under the 2022 Sask Lotteries Community Grant;
and further, that we advise that specific population request together with details substantiating this request, must be received before any population will be allocated in 2022:

Allan Recreation Association	180
Bradwell Recreation Association	120
Clavet Recreation Association	744
Sunset Estates Recreation Association	799
Club Cultural de St. Denis	63
Elstow	100
<hr/> Total	<hr/> 2,006

Carried.

Foreman's Report

- ◆ Christmas - shop closed – Dec 24, 25 & 28, 2020
- ◆ Road Maintenance
 - ◆ 2020 road grading summary
 - ◆ 2020 road gravelling summary
 - ◆ 2020 equipment fuel summary
 - ◆ 2020 construction summary
- ◆ Employee reviews
 - ◆ 2021 Outside Salaries
- ◆ Equipment Maintenance
- ◆ Foreman 2021 Salary – tabled to January 2021 meeting
- ◆ COVID -19 Isolation Protocols
- ◆ 2021 Staffing

COVID-19
Waiting
Period

322-2020 - Boehm
That the R.M. does cover the waiting period to receive COVID-19 test results for municipal employees up to two times in the next four months. And further;
That the RM reserves the right to refuse this coverage if we believe that the policy is being abused. And further;
That this policy does not absolve employees from following provincial directives or from personal responsibility for their own, and other's, safety.

Carried.

Policy
3.7.05
Amendment

323-2020 - Appelt
That we do amend Policy No. 3.7.05 by increasing all pay levels by 2.5%. And further;
That this increase apply to all current fulltime and seasonal employees. And further;
That we also accept the specific wage recommendations of the foreman.

Carried.

Operator
Advertisement

324-2020 - Cummins
That we do direct the Chief Administrative Officer to advertise for a Journeyman Heavy Duty Mechanic with management experience and the ability to operate heavy equipment for two weeks in the provincial newspapers and in the Clark's Crossing Gazette.

Carried.

Councillor's Report

Reeve Cummins

- ◆ APAS membership
- ◆ List of businesses operating in the RM
- ◆ Traffic counters on mine road
- ◆ Shredded tires being used for septic mounds
- ◆ Mail boxes requested at Meadowlark Estates
- ◆ First edition of Reeve's newsletter
- ◆ Meadowlark Estates interested in starting phase III before finishing phase II
- ◆ Meeting with outside employees

Councillor DeCorby

- ◆ Not in attendance

Councillor Senger

- ◆ OH&S Committee meeting next spring
- ◆ First Responder training. Needs more responders especially in north east of RM
- ◆ Land for sale, potential gravel source

Councillor Appelt

- ◆ CN Crossing at Prairie Steel Road
- ◆ Tractor Purchase
- ◆ Is RM still doing brush clearing with skid steer (not much, too much snow)
- ◆ Stop signs still not up on Highway 316 and Cheviot Road
- ◆ Bentley Road correction line survey
- ◆ Turnaround in Country Hills Estates

Councillor Chysyk

- ◆ Plows not on graders for first weather event
- ◆ Komatsu grader and fuel consumption and poor hydraulics – look into further
- ◆ Gravel pricing for large consumers
- ◆ Blucher Aberdeen fire department – issues and considerations

Councillor Wilson

- ◆ Tractor and blower being used in ditches – why?
- ◆ Fuel filters and issues with scraper

Councillor Boehm

- ◆ Acadia has adjusted lighting – send thank you
- ◆ Blucher Aberdeen Fire Department – issues and consideration
- ◆ SCBA's and hydrostatic testing for recert - \$54 per bottle
- ◆ Pit road and new service roads, no compaction- grader left ridge
- ◆ Issues with graders and wing at intersections, leaving high ridges
- ◆ Concerns with information on RM website

325-2020 - Boehm

Fire
Chief
Annual
Remuneration

That, due to performance issues over the past years, we do not provide Ken Martens with an annual Remuneration for 2020. And further;
That we do instead provide this remuneration to Adrien Hamoline.

Carried.

Adjourn

326-2020 - Appelt
That this meeting of Council adjourned at 3:00 p.m.

Carried.

Reeve

Chief Administrative Officer