

R.M. OF MONTROSE NO. 315
REGULAR MEETING MINUTES AUGUST 11, 2016

Meeting was held in the Council Chambers of the RM of Montrose No. 315 in Donavon, SK.

PRESENT: Reeve Murray Purcell

Division 1	Dennis Goll	Division 2	Robert Haugen
Division 3	Greg Anderson	Division 5	Joel Abraham
Division 4	Tim Kuiack (Via Phone)	Division 6	Glen Kearnan (Via Phone)

Administrator Desiree Bouvier
Superintendent of Public Works Daryl Oglivie

Meeting was called to order at 8:00 am. by Reeve Murray Purcell

210/2016 Abraham: That the agenda be adopted with the following additions:

- Development Permit – Tim Wilson
- Development Permit – Sam Briant
- Request for Permit for Acting Administrator from Board of Examiners

Carried

211/2016 Kearnan: That the minutes of the Regular Meeting of July 14, 2016 be adopted as presented.

Carried

212/2016: Goll: That we proceed with the Lease Agreement and Culvert Agreement with Les Berndt. That the first lease payment will be made on January 15, 2017 in the amount of \$1,000.00. We direct the Administrator to diarize each December 1st a review the conditions of continuing the agreement with the lessee after discussion with Council and the Superintendent of Public Works. A copy of these signed agreements are attached and form a part of these minutes.

Carried

213/2016 Abraham: That the minutes of the Special Meeting of July 26, 2016 be adopted as presented.

Carried

214/2016 Goll: That the Mill Rate be increased from 8.5 to 8.7125 effective January 1, 2016

Carried

215/2016 Anderson: That we approve the accounts paid from Cheque No. 17613-17642 in the amount of \$33,124.21.

Carried

216/2016 Haugen: That we approve payment to Westland Enterprizes Ltd. in the amount of \$13,656.38 upon review by the Superintendent.

Carried

217/2016 Abraham: That we approve the payrolls for July in the amounts of \$7,291.33 and \$7,364.99

Carried

218/2016 Kearnan: That we approve the Bank Reconciliation for July 31, 2016 as presented.

Carried

Glen Kearnan left the meeting at 9:40

219/2016 Anderson: That all correspondence be acknowledged and filed as listed.
Carried

Business Arising from the Correspondence:

220/2016 Anderson: That the Administrator proceed with contracting and archiving RM of Montrose documents with Crown Enterprises Ltd. Rates are \$35.00 per month for storage of 53 boxes with an additional inception fee of \$2.85 per box for data entry and transit to Saskatoon for storage. There is a yearly discount of \$60.00 for prepayment.
Carried

Abraham – excused himself from the meeting – pecuniary interest.

221/2016 Anderson: That we postpone Sask Energy’s request for road crossing on SW 05-33-08 W3M and NW 32-32-08 W3M until after October 1, 2016, to allow time for the harvesting to be completed by the ratepayers whose crops may be affected by the construction of the work being requested.
Carried

Abraham – returned to the meeting

222/2016 Haugen: That we advise The Ministry of Agriculture that the RM of Montrose Veterinary Service District Board has previously been dissolved and is no longer active in any capacity.
Carried

Old Business:

223/2016 Goll: That we table the item regarding the hiring of a Bylaw Enforcement Officer until the 2017 Budget is being composed.
Carried

224/2016 Kuiack: That the Administrator forward the final draft copy of the OCP and Zoning Bylaws to all the councilors and proceed with giving notice to the rate payers of a Public Meeting to be held in September.
Carried

Development Permits:

225/2016 Goll: That we approve the Development Permit of Nick Baschuk for the construction of a garage on Lot 10 and Lot 11 Blk / Par 2 Plan No. G400 in Donavon, SK
Carried

226/2016 Purcell: That we table the Development Permit of Francis Kinzie for a gravel and sand pit on SE 8-33-6 W3 to obtain further information in regards to road haul roads and to research the necessity of notifying the neighboring rate payers. The Administrator and Superintendent of Public Works will report findings at the next schedule Regular Meeting.
Carried

227/2016 Anderson: That we approve the Development Permit of Timothy and Lorilei Wilson for the construction of a garage on Lot 12-16 Block 2 G400 in Donavon, SK.
Carried

228/2016 Anderson: That we approve the Development Permit of Sam Briant for the placement of a mobile home on Parcel E Plan G683 upon the condition a proof of a permit in regards to a two compartment sewer tank being installed on the land.

Carried

229/2016 Goll: That we authorize the administrator to proceed with preparing draft the bylaw for rezoning of property from AGR to AR and notices for the sub-division which were presented to Council from Farooq Dar for location SW 30-32-06 W3 of 15 acres according to the Community Planning and Development Act.

Carried

230/2016 Abraham: That we authorize the administrator to proceed with preparing draft the bylaw for rezoning of property from AGR to AR and notices for the sub-division which were presented to Council from Benjamin and Lucille Ginther for location NE 23-31-09 W3 of 10.1 acres according to the Community Planning and Development Act.

Carried

New Business:

231/2016 Haugen: That we table setting a Strategic Planning Meeting until the next Regular Meeting

Carried

232/2016 Purcell: Resolved that Bylaw No. 2016-10 being a bylaw to regulate the speed of vehicles to 50 kilometers North side of Section 8, Section 9, and Section 10, Township 33 and Range 6, W3rd Meridian and South side of Section 15, Section 16, and Section 17, Township 33 and Range 6, W3rd Meridian be read a first time.

Carried

233/2016 Haugen: Resolved that Bylaw No. 2016-10 being a bylaw to regulate the speed of vehicles to 50 kilometers North side of Section 8, Section 9, and Section 10, Township 33 and Range 6, W3rd Meridian and South side of Section 15, Section 16, and Section 17, Township 33 and Range 6, W3rd Meridian be read a second time.

Carried

234/2016 Anderson: Resolved that Bylaw No. 2016-10 being a bylaw to regulate the speed of vehicles to 50 kilometers North side of Section 8, Section 9, and Section 10, Township 33 and Range 6, W3rd Meridian and South side of Section 15, Section 16, and Section 17, Township 33 and Range 6, W3rd Meridian be given three readings at this meeting.

Carried Unanimously

235/2016 Abraham: Resolved that Bylaw No. 2016-10 being a bylaw to regulate the speed of vehicles to 50 kilometers North side of Section 8, Section 9, and Section 10, Township 33 and Range 6, W3rd Meridian and South side of Section 15, Section 16, and Section 17, Township 33 and Range 6, W3rd Meridian be read a third time and finally adopted.

Carried

236/2016 Anderson: That we table the setting of a date for a Policy Committee meeting to review and update the current policy for the RM of Montrose.

Carried

237/2016 Goll: That we apply for a membership with the West Central Municipal Government Committee.

Carried

238/2016 Anderson: That we provide the Department of Highways a road haul agreement free of charge in exchange for gravel purchased from the Department of Highways at a rate of \$1.45 per cubic meter.
Carried

239/2016 Abraham: That the Administrator is to confirm that payment has not already been made in 2016 in regards to the St. Ambrose, Laura and Donavon Cemetery Committees. If no donations have been made the Administrator may proceed with dispersing an amount of \$500.00 to each committee listed above.
Carried

240/2016 Goll: That we pay the invoice to the Donavon Community School for August in the amount of \$150.00.
Carried

241/2016 Abraham: That we table the purchase and placement of Crime Watch community signs to the 2017 budget.
Carried

242/2016 Kuiack: That we reimburse Councilor Abraham for the costs of the Staff BBQ in the amount of \$564.11 which was purchased from Country Style BBQ Catering for the event held on August 5, 2016.
Carried

243/2016 Goll: That the Acting Administrator, Desiree Bouvier, request from the Rural Board of Examiners a permit to act as Administrator for the RM of Montrose No. 315 for a period of one year from the date of hire.
Carried

244/2016 Haugen: That the Administrator is granted permission to attend the Consultation on The Planning and Development Act, 2007 being held in Saskatoon on August 24, 2016.
Carried

245/2016 Anderson: That the reports from the Administrator, Superintendent of Public Works, Fire Department, Reeve, OCP, Human Resource and the Safety Committee be adopted as presented.
Carried

Entered into In Camera Session at 11:13 am.

Existed In Camera Session at 11:57 am.

246/2016 Purcell: That the Assistant Administrator's wage be set as a contract rate of \$22.00 per hour. Should the Assistant Administrator be required to assume the position of Administrator, the wage will be renegotiated at that time. Also, we set a rate for a casual office employee at a contract rate of \$18.00 per hour.
Carried

Delegations: None

Next Meeting Scheduled for September 15, 2016.

The Ratepayers to be advised of change of regular meeting change from September 8, 2016 to September 15, 2016.

Adjournment:

247/2016 Kuiack: That we adjourn this meeting at 12:00

Carried

REEVE

ADMINISTRATOR

Actions Arising from New Business:

Administration – Action Items:

- To contact the RM of Harris so see if they would be interested in reciprocating the role of a Board of Revision for the 2017 year.
- We pay Mervin Elliott the accrued vacation pay owing to him in the amount of \$690.45
- Make arrangements with Crown Store All.
- The Highlight letter going out to the rate payers along with the tax notices should provide the information regarding the upcoming election as well as the date of the Public Meeting. We should also begin to compile a voter's list.
- Review OHS policy for next meeting
- Prepare bylaws for rezoning of Ginther / Dar
- Apply for tender to cut ditches on Highway 45
- Review job description with the Superintendent and compose an employee contract
- Compose an employee contract for the Assistant Administrator and Casual Office Staff along with job descriptions
- Investigate a Time Management Course for the Superintendent of Public Works.
- Request from Travis the Capital Expenditure Budget for 2017 for the Fire Department by the November Regular Meeting
- Schedule meetings for Strategic Planning/Financial Planning/Policy Manual updates
- Review voting rights/where – voter's list
- Contact Press Review to place highlights of regular meetings once a month / advise them the minutes are posted on our website
- Diary for Lease Payment to Les Berndt / Annual Review for Lease renewal - **ACTIONED**
- Have the website updated to have ratepayers notify the RM office of any trucks hauling gravel on unauthorized roads and provide truck identification (pictures/signage) or license plate numbers in order to the RM Office to confirm Road Haul Agreements are in place.
- Desiree to get legal advice to provide a written document to employees re: MEPP decision so as not to set precedent.
Actioned: Waiting for lawyer to return from holidays; have drafted recommendation for their review
- Daryl to get written permission from Frank Gerich as nothing been found on file. **Actioned: Awaiting reply**
- Tax Enforcements in addition to Vanderlee tax lien file and complete documentation.
- Desiree to look further in this and check ISC records – ATIP services re: PFRA – **Actioned: Met with Greg to get background information. Will review once we have the tax notices out / Tax Enforcement up to date (ongoing item)**

Superintendent of Public Works Report – Action Items:

- Repair Step #12 on driver side – safety item - **Actioned**
- Repair trailer lights on Mack
- Complete installation of overhead door openers upon receipt - **Actioned**
- Administrator to assist in drafting recommendations to how to proceed with dealing with Sasktel Line / beaver dam - **Actioned**
- Work with Administrator in an action plan in dealing with unidentified road haulers without agreements – **Referred to gravel committee**
- Daryl to take councillors for a RM tour after elections in October.
- Daryl to look at different categories for surveying for all weather roads – re: surveying prior to any construction (Standards/ all weather roads / surveys)