

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE RURAL MUNICIPALITY OF KINISTINO NO. 459 HELD IN THE MUNICIPAL OFFICE COUNCIL CHAMBERS AT 212 MAIN STREET, KINISTINO, SASKATCHEWAN ON THURSDAY JANUARY 18<sup>th</sup>, 2018**

**Present:** Reeve Vance Shmyr, Administrator Shelley L. Holmes and the following Councillors:

Lindsay Dupin	Division 1
Chad Forsyth	Division 2
Ray Tondell	Division 4
Garry Granrude	Division 5
Jack Powers	Division 6

Absent Neil Sutton Division 3

The meeting was called to order by Reeve Vance Shmyr at 9:10 a.m.

**01/2018 MINUTES**

*J.Powers:* THAT the minutes of the meeting of council held on December 14<sup>th</sup>, 2017 be adopted as read. Carried

**02/2018 ACCOUNTS**

*C.Forsyth:* THAT the accounts represented by cheque numbers 15924 to 15985 in the amount of \$148,703.34 as annexed hereto and forming a part of these minutes be approved for payment. Carried

**03/2018 FINANCIAL STATEMENT**

*R.Tondell:* THAT the Statement of Receipts and Payments for the month of December 2017 be accepted as presented. Carried

**04/2018 FOREMAN'S REPORT**

*G.Granrude:* THAT we acknowledge the Foreman's verbal report for the period since the last regular meeting of council. Carried

**05/2018 CORRESPONDENCE**

*J.Powers:* THAT the list of correspondence attached hereto and forming a part of these minutes be accepted as presented:

S.A.R.M.	-December Update
S.A.R.M.	-Membership Fees
S.A.R.M.	-Division Elections
S.A.R.M.	-Free Trade News Release
S.A.R.M.	-Agricultural Implements Regulations
S.A.R.M.	-Resolution Deadline
S.A.R.M.	-Excess Liability insurance
S.A.R.M.	-Extended Health/ Dental
S.A.R.M.	-Liability Self-Insurance
S.A.R.M.	-Group Life Insurance

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**05/2018 CORRESPONDENCE CONTINUED...**

S.A.R.M.	-Fidelity Bond Insurance
S.A.R.M.	-Benefits Plan
S.A.R.M.	-Property Self-Insurance
Judy Harwood	-Support re: SARM Division 5
Ingram & Yeadon	-Audit Engagement letter
North Central Transportation	-Minutes
North Central Transportation	-Workshop: March 1 @ Birch Hills
S.A.M.A.	-Annual Meeting: Apr 11 @ Saskatoon Inn
Carrot River Valley Watershed	-Weeds/Water Workshop: Jan 29 @ Humboldt
Carrot River Valley Watershed	-Drainage Conference: Jan 23 @ Melfort
Carrot River Valley Watershed	-Meeting Request
SaskTel	-2018 Proposed Road Construction
Ministry of Health	-Forest Reserve Well Results
R.M. of Flett's Springs	-Reciprocating Road Maintenance
City of Prince Albert	-Community Cannabis Forum
SK Workers' Compensation	-2018 Rates/Certificate of Achievement
R.C.M.P. Melfort Detachment	-Annual Performance Plan
S.A.R.M.	-Overweight/Over-dimension Survey
Hudson Bay Route Association	-Membership
Ag Producers Association	-Membership Rates/Delegation Request
STARS	-Open House March 13 @ Regina
Federation Canadian Municipalities	-2018 Membership

Carried

**06/2018 MEMBERSHIP FEES**

*R.Tondell:* THAT the Saskatchewan Association of Rural Municipalities membership for the year 2018 be renewed and payment submitted in the amount of \$2,434.10.

Carried

**07/2018 EXCESS LIABILITY INSURANCE**

*J.Powers:* THAT our Excess Liability insurance coverage through the Saskatchewan Association of Rural Municipalities with a limit of \$4,000,000 be renewed and payment submitted in the amount of \$1,763.84.

Carried

**08/2018 EXTENDED HEALTH & DENTAL INSURANCE PLAN**

*G.Granrude:* THAT the Extended Health and Dental Insurance Plan through the Saskatchewan Association of Rural Municipalities be renewed and payment submitted in the amount of \$40,089.47.

Carried

**09/2018 LIABILITY SELF INSURANCE PLAN**

*R.Tondell:* THAT the Liability Self Insurance Plan through the Saskatchewan Association of Rural Municipalities for the year 2018 be renewed and payment submitted in the amount of \$2,180.40.

Carried

**10//2018 GROUP LIFE INSURANCE**

*C.Forsyth:* THAT the Group Life Insurance coverage through the Saskatchewan Association of Rural Municipalities for the year 2018 be renewed and payment submitted in the amount of \$2,919.16.

Carried

**11/2018 FIDELITY BOND**

*L.Dupin:* THAT the Fidelity Bond through the Saskatchewan Association of Rural Municipalities for the year 2018 has been inspected and approved with payment to be submitted in the amount of \$318.00.

Carried

**12/2018 BENEFITS PLAN**

*J.Powers:* THAT the Benefits Plan through the Saskatchewan Association of Rural Municipalities for the year 2018 be renewed and payment submitted in the amount of \$9,036.50.

Carried

**13/2018 PROPERTY SELF INSURANCE PLAN**

*G.Granrude:* THAT the Property Self-Insurance Plan through the Saskatchewan Association of Rural Municipalities for the year 2018 be renewed and payment submitted in the amount of \$6,719.55.

Carried

**14/2018 AUDIT ENGAGEMENT**

*R.Tondell:* THAT the Reeve is authorized to sign the 2017 audit engagement letter with Ingram & Yeadon Accounting.

Carried

**15/2018 PROVINCIAL DRAINAGE - WATER MANAGEMENT CONFERENCE**

*G.Granrude:* THAT Councillor Lindsay Dupin is appointed to attend the Provincial Drainage - Water Management Conference being held on Tuesday, January 23, 2018 at Melfort, Saskatchewan and further the municipality shall submit the required registration fee of \$75.00.

Carried

**16/2018 FOREST RESERVE WELL WATER RESULTS**

*C.Forsyth:* THAT we acknowledge receipt of the Forest Reserve Well water test results received from Ministry of Health.

Carried

**17/2018 SASKATCHEWAN WORKER'S COMPENSATION POSITIONAL COVERAGE**

*G.Granrude:* THAT under the 2018 Saskatchewan Worker's Compensation program we cover all employees and apply for positional coverage for members of Council at a coverage rate of \$51,000.00.

Carried

**18/2018 HUDSON BAY ROUTE ASSOCIATION MEMBERSHIP**

*J.Powers:* THAT the Hudson Bay Route Association membership for the year 2018 be renewed and payment be submitted in the amount of \$300.00.

Carried

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**19/2018 FEDERATION OF CANADIAN MUNICIPALITIES MEMBERSHIP**

*Powers:* THAT the Federation of Canadian Municipalities membership for the year 2018 be renewed and payment be submitted in the amount of \$249.02.

Carried

**20/2018 OFFICE ASSISTANT**

*L. Dupin:* THAT effective December 26<sup>th</sup>, 2017, the employment proposal with respect to Office Assistant Sharon Breiter be approved as submitted.

Carried

**21/2018 PUBLIC WORKS FOREMAN**

*J. Powers:* THAT effective December 26<sup>th</sup>, 2017, the employment proposal with respect to Public Works Foreman Blake Johnson be approved as submitted.

Carried

**22/2018 2018 PUBLIC WORKS EMPLOYEES**

*R. Tondell:* THAT effective December 26<sup>th</sup>, 2017 the employment proposal with respect to the following Public Works employees be approved as submitted:

Curtis Gabrielson, Greg Johnson, Ryan Evenson,  
Micheal Smith & Bill Wiggins.

Carried

**23/2018 BOARDS AND COMMITTEES**

*Granrude:* THAT the 2018 appointments to board and committees be as follows:

ADD #32 Board (Local & District)	Jack Powers
Building Inspector	Meridian Inspections
Carrot River Valley Watershed	Dale Holmgren
Culvert Committee	Reeve and Council
Deputy Reeve	Chad Forsyth
Emergency Measures Co-Ordinator	Roly Ford
Finance Committee	Reeve and Council
Fire Guardians	Reeve and Council
Kinistino & District Pioneer Museum	Annabelle Dahlsjo
Kinistino Public Library	Annabelle Dahlsjo
Legal Counsel	Mel Annand, Annand Law Office
Melfort Agricultural Society	Ray Tondell
Melfort & District Rural Firefighting Society	Vance Shmyr
Melfort Group Home Society	Annabelle Dahlsjo
Melfort Veterinary Service Board	Dale Holmgren
Pest Control Officer	Vern Holland
Road Committee	Reeve and Council
Wapiti Regional Library	Annabelle Dahlsjo
Weed Control Officer(s)	Reeve and Council
Lake Lenore Goosehunting Creek Watershed	Vance Shmyr, Lindsay Dupin and in
their absence alternate appointees are:	Ray Tondell, Chad Forsyth

Carried

**24/2018 MUNISOFT COMPUTER SUPPORT AGREEMENTS**

*L. Dupin:* THAT the Munisoft Software and Hardware Support Agreements for the year 2018 be renewed and payment submitted in the amount of \$3,424.35.

Carried

**25/2018 ADMINISTRATOR APPOINTMENT**

*C. Forsyth:* THAT Shelley L. Holmes be appointed as Administrator, Chief Administrative Officer, Assessor and Tax Collector for the Rural Municipality of Kinistino No. 459 for the year 2018.

Carried

**26/2018 STRAY ANIMALS**

*R. Tondell:* THAT Administrator Shelley Holmes be appointed to administer *The Stray Animals Act* for the year 2018.

Carried

**27/2018 POUNDKEEPERS**

*J. Powers:* THAT Jody Tondell and Myles Hansen be appointed pound keepers for the municipality, and further that pursuant to Section 10.1 of *The Stray Animals Act*, Mohawk Animal Clinic is also appointed.

Carried

**28/2018 FIRE GUARDIANS**

*L. Dupin:* THAT the Reeve and Council are appointed as fire guardians for the municipality.

Carried

**29/2018 DISTRICT BOARD OF REVISION**

*C. Forsyth:* That we appoint Gord Krismer Associates, Regina, Saskatchewan and Clint Krismer, Gord Krismer, Jeff Hutton, Kirby Bodnard, Brenda Lauf, Cam Duncan and Dave Lang as members to the District Board of Revision and further that Aileen Swenson be appointed as the Secretary to the Board for the year 2018.

Carried

**30/2018 2018 REGULAR MEETINGS OF COUNCIL**

*G. Granrude:* THAT the 2018 regular meetings of council be held at the Municipal Office, 212 Main Street, Kinistino, Saskatchewan on the second Thursday of the month commencing at 8:00 a.m. C.S.T.

Carried

**31/2018 MEETING TIME CHANGE**

*J. Powers:* THAT the regular meetings of council to be held at the Municipal Office for the months of January through March 2018 inclusive, and December 2018 commence at 9:00 a.m. C.S.T.

Carried

**32/2018 MOTION TO COLLECT TAXES IN ADVANCE OF LEVY**

*L. Dupin:* THAT pursuant to Section 266 of *The Municipalities Act*, the Administrator is authorized to collect taxes in advance of the tax levy.

Carried

**33/2018 FIRE CHIEFS & VOLUNTEER FIRE FIGHTERS**

*R.Tondell:* THAT the following individuals be appointed as fire chiefs and fire rangers for the Rural Municipality of Kinistino No. 459 for the year 2018:

**Melfort Fire Department:**

Chief: Paul See  
Volunteer Fire Fighters: Doug Walsh, Randy Martin, Doug Dudar, Kevin Nagy, Len Whitney, Kyle Walsh, Graham Calow, Jason Spratt, Ryan Woolsey, Brett Beckman, Nathan Jones, William Smart, Jordan Derr, Joel Boen, Levi McFadden, Michael Lavigne, Scott Loyns, Amanda Boland and Kevin Dyck.

**Kinistino Fire Department:**

Chief: Curtis Jackson  
Deputy: Steve Jack  
Volunteer Fire Fighters: Chris Derksen, Barry Dinsmore, Heath Humphreys, Jim Jackson, Daryl Johnson, Alan Klamot, Colin Sinclair, Brennan Smith, Kelly Taylor, Dan Wilson, Tristen Elder and Graham Porter.

Carried

**34/2018 JOHN DEERE 870G MOTOR GRADER**

*J.Powers:* THAT we purchase a 2018 John Deere 870G Motor Grader from Brandt Tractor Limited, Saskatoon, Saskatchewan as per their submitted quotation.

Carried

**35/2018 BYLAW 2018-01 FIRST READING**

*L.Dupin:* THAT Bylaw 2018-01 regarding short-term borrowing pursuant to Section 165 of *The Municipalities Act* be introduced and read a first time.

Carried

**36/2018 BYLAW 2018-01 SECOND READING**

*J.Powers:* THAT Bylaw 2018-01 now be read the second time.

Carried

**37/2018 BYLAW 2018-01 TO PROCEED WITH THIRD READING**

*C.Forsyth:* THAT Bylaw 2018-01 be given three readings at this meeting.

Carried Unanimously

**38/2018 BYLAW 2018-01 BORROWING**

*R.Tondell:* THAT Bylaw 2018-01 regarding borrowing pursuant to Section 165 of *The Municipalities Act* as attached hereto and forming a part of these minutes be adopted as read.

Carried

**39/2018 MEETING TIME CHANGE**

*L.Dupin:* THAT the regular meeting of council for the month of February shall be held at the Municipal Office on Thursday, February 15, commencing at 9:00 a.m. C.S.T.

Carried

**40/2018 ADDITIONAL ACCOUNTS FOR APPROVAL**

*J.Powers:* THAT the following additional accounts be approved for payment:

SK Municipal Hail	35,027.88
Waste Management	182.20
City of Prince Albert	692.50
Hudson Bay Route Assoc	300.00
Kinistino & District Fire Dept	8,500.00
Ministry of Health	23.00
Munisoft – Software & Equip Maintenance	3,424.35
SARM – Fidelity Bond	318.00
SARM – LSIP	2,180.00
SARM – 2018 Membership	2,434.10
SARM – PSIP	6,719.55
SARM – Excess Liability	1,763.84
SARM – Group Life	2,919.16
SARM – Benefits Plan	9,036.50
SARM – EXHD	<u>40,089.47</u>
Total	\$113,610.95

Carried

**41/2018 DEALER’S LICENSE**

*R.Tondell:* THAT the request to sell vehicles from the property located SE Pt 05-48-19-W2 is hereby approved.

Carried

**42/2018 BORROWING & SIGNING AUTHORITY**

*J.Powers:* THAT Reeve Vance Shmyr or Deputy Reeve Chad Forsyth and Administrator Shelley Holmes are hereby authorized to sign all documents for and on behalf of the municipality and that the same officials be authorized to establish a line of credit or borrow money to meet expenditures up to \$400,000.00 as required.

Carried

**43/2018 KINISTINO FIRE DEPARTMENT - 2018 LEVY**

*G.Granrude:* THAT we acknowledge the 2018 Kinistino Fire Department levy in the amount of \$8,500.00.

Carried

**44/2018 2018 9-1-1 DISPATCH SERVICES**

*L.Dupin:* THAT the 2018 9-1-1 Dispatch fee be approved and payment in the amount of \$ 692.50 be submitted to the City of Prince Albert.

Carried

**45/2018 ADJOURN**

*V.Shmyr:* THAT this meeting now adjourn at 1:20 p.m. C.S.T.

Carried

  
\_\_\_\_\_  
Reeve

  
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Chief Administrative Officer