



RM of Rosthern #403

Agenda

Council Meeting

Tuesday, February 6, 2024 @ 9:00 AM

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- 3.1. January 09/2024 Regular Meeting
- 3.2. Landfill Committee Meeting - January 24/2024

4. CORRESPONDENCE

- 4.1. Bylaw Enforcement Reports
- 4.2. SAMA
- 4.3. R.C.M.P - Q1 Newsletter
- 4.4. Ministry of Highways - Project Highway 312 Report
- 4.5. Procurement Thresholds Update
- 4.6. Federation of Canadian Municipalities 2024 Membership
- 4.7. Hudson Bay Route Association Membership

5. REPORTS OF ADMINISTRATION & COMMITTEE'S

- 5.1. Administrator Report
- 5.2. Administrative Matters - Amendment of Motion 390.2019 to Specify new RM office
- 5.3. Council Indemnity
- 5.4. Permit 3.2013 Expired
- 5.5. Financials

6. PUBLIC WORKS

- 6.1. Electronic Approval - Road Haul Agreement for the contractor awarded for Highway 312 Construction
- 6.2. Town of Rosthern - Water Line Municipal Right of Way
- 6.3. Landfill Discussion
- 6.4. Foreman & Division Verbal Reports

PK

6.5. Mower Arm Estimates

7. UNFINISHED BUSINESS

7.1. RM Policies

1. Cell Phone Policy
2. Purchasing Policy

7.2. North Central Transportation Workshop

7.3. Neuanlage Subdivision (Goldleaf Property)

7.4. E-Transfer Information

8. NEW BUSINESS

8.1. In Camera - Per Section 12 of the Council Procedures Bylaw - Legal Advice

8.2. 2023 Audit

8.3. Council Code of Ethics Bylaw Update - Introduction

8.4. Organized Hamlet Policies

8.5. Organized Hamlet of Neuanlage

9. ADDITIONAL BUSINESS

10. ADJOURNMENT

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**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF FEBRUARY 6TH 2024**

The Regular Meeting of the Council of the Rural Municipality of Rosthern No. 403 was held in the R.M Council Chambers located at 2022 6th Street Rosthern, SK on Tuesday February 6th 2024 commencing at 9:00AM.

ATTENDANCE

PRESENT:

REEVE - ROGER KINZEL

COUNCILLORS: RICK POCHIPINSKI – DIVISION 1, GLENN BRAUN – DIVISION 3, LEO PERRIN – DIVISION 4, CHAD KRIKAU – DIVISION 5, CHARLES KRIKAU – DIVISION 6, TOM MADDEN – DIVISION 7

ABSENT AT TIME OF ORDER: LARRY FEHR – DIVISION 2

ADMINISTRATOR: AMANDA MCCORMICK

VIA ZOOM MEETING ONLINE - OPEN TO PUBLIC WITH 2 IN ATTENDANCE (1 Municipal Employee K.F / 1 Gallery G.B)

IN PERSON GALLERY – 1 RESIDENT (A.R)

Reeve read the Conduct of public to gallery – 9:00AM (Section 34- Bylaw 9.2023)

AGENDA

043.2024

DIVISION 4 / DIVISION 7:

That Council approve the agenda presented with the following additions:

- Additional Invoices
- Foth Ventures Irrigation
- Fehr Secondary Dwelling
- 2024 Budget

CARRIED

MINUTES

044.2024

DIVISION 1 / DIVISION 3:

That the minutes from January 9th 2024 Regular Council Meeting be approved as presented.

CARRIED

045.2024

DIVISION 5 / DIVISION 7:

That the minutes from January 24th 2024 Landfill Committee be approved as presented.

CARRIED

2024 SAMA

046.2024

DIVISION 1 / DIVISION 4:

That Council approve Administrator McCormick to attend the 2024 SAMA AGM in Saskatoon April 9th & 10th 2024.

CARRIED

047.2024

DIVISION 3 / DIVISION 7:

That Council approve the 2024 SAMA invoice presented in the amount of \$31,165.00.

CARRIED

COUNCILLOR FEHR ENTERED MEETING – 9:17AM

2024 HUDSON BAY ROUTE ASSOCIATION

048.2024

DIVISION 3 / DIVISION 7:

That Council approve the 2024 Membership to Hudson Bay Route Association.

CARRIED

FILE CORRESPONDENCE

049.2024

DIVISION 7 / DIVISION 1:

That Council file correspondence.

CARRIED

ADMINISTRATIVE BEST PRACTICES RESOLUTION – 2024 SARM CONVENTION

050.2024

DIVISION 3 / DIVISION 7:

That the RM of Rosthern, No. 403 co-sponsor a resolution to be submitted to the 2024 SARM Annual Convention, AND THAT SARM see to the creation of an Administrative Best Practices Manual for utilization by both rural and urban municipal administrators, prepared in conjunction with SUMA, UMAAS and RMAA (and their respective Board of Examiners), Ministry of Government Relations and SARM Legal.

CARRIED

BUDGET COMMITTEE

051.2024

DIVISION 1 / DIVISION 5:

That Council set a Budget Committee Meeting for February 27th 2024 at 1PM.

CARRIED

ASBESTOS TESTING

052.2024

DIVISION 2 / DIVISION 3:

That Council have the office tested for asbestos for sale purposes as well as 2023 Audit requirements.

CARRIED

OFFICE PROPERTY SALE

053.2024

DIVISION 7 / DIVISION 6:

That Council hold off on the sale of the office property sale until March 1st 2024.

CARRIED

ADMINISTRATOR REPORT

054.2024

DIVISION 1 / DIVISION 7:

That the verbal Administrator report be filed.

CARRIED

MOTION 390.2019 AMENDMENT

055.2024

DIVISION 3 / DIVISION 6:

That Motion 390.2019 be amended to delete the reference to "2022 6 St., Rosthern, SK", as the civic address of the R.M. office and to substitute in its place 1001 6TH Street Rosthern, Sk.

CARRIED

COUNCIL INDEMNITY

056.2024

DIVISION 7 / DIVISION 5:

That Council Indemnity be approved as presented in the amount of \$ 3,520.70.

CARRIED



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF FEBRUARY 6TH 2024**

- EXPIRED BUILDING PERMIT – 3.2013**
057.2024 **DIVISION 1 / DIVISION 2:**
That Council revoke the bond for permit 3.2013 as the permit has expired, a new minimum permit fee and bond will be required for valid permit.
CARRIED
- DIRECT DEPOSIT PAYROLL**
058.2024 **DIVISION 7 / DIVISION 6:**
That Council approve the Direct Deposit payroll for the month of January as verbally presented in the amount of \$ 27,371.29.
CARRIED
- PERFORMANCE BONDS**
059.2024 **DIVISION 3 / DIVISION 4:**
That Council approve the Performance Bonds to be released on permits 2.2022 & 21.2023 that final inspection has been completed by the building official and the files have been closed.
CARRIED
- ACCOUNTS FOR APPROVAL**
060.2024 **DIVISION 3 / DIVISION 7:**
That Council approve the list of accounts presented cheque number 16960 - 16994 and the manual online payment numbers 1735-MAN – 1760-MAN in the amount of \$771,833.96.
CARRIED
- FINANCIAL STATEMENT**
061.2024 **DIVISION 7 / DIVISION 2:**
That Council accept the Financial Statement Summary as presented for the month of January.
CARRIED
- BANK RECONCILIATION**
062.2024 **DIVISION 5 / DIVISION 6:**
That Council approve the bank reconciliation for the month of December 2023.
CARRIED
- BREAK FOR RECESS – 10:01AM – 10:09AM**
- ROAD HAUL AGREEMENT – VENTURE CONSTRUCTION**
063.2024 **DIVISION 4 / DIVISION 3:**
That Council approve the electronic approval for Venture Construction Road Haul Agreement for the use of RM road during the construction of Highway 312.
CARRIED
- TOWN OF ROSTHERN – WATER LINE EASEMENT**
064.2024 **DIVISION 3 / DIVISION 2:**
That Council approve the Town of Rosthern easement request for the proposed water line along NE Section 13-43A-02-W3. That the Town be responsible for notifying land owners within that area when the proposed construction is to begin. That the road allowance be put back to original state as much as possible when complete.
CARRIED
- RM LANDFILL SITE**
065.2024 **DIVISION 4 / DIVISION 6:**
That Council have Tetra Tech get decommission designs costing proposal for both cells at the landfill. That Tetra Tech help with the amendment of the ICIP grant to reflect the amendment.
CARRIED
- MOVE TO ITEM**
066.2024 **DIVISION 3 / DIVISION 4:**
That Council move it item 7.1 on the agenda.
CARRIED
- CELL PHONE & PURCHASING POLICIES**
067.2024 **DIVISION 7 / DIVISION 6:**
That Council accept the presented Cell Phone Policy and Purchasing Policy and be adapted to the RM Policies.
CARRIED
- NEUANLAGE SUBDIVISION – LOT 1 BLOCK 101961761 PROPOSED LOT 1A & 1B**
068.2024 **DIVISION 3 / DIVISION 4:**
That a service agreement be drawn up for the subdivision in Neuanlage Lot 1 Block 101961761 Proposed Lots 1A & 1B, outlining the developing standards for these lots including addressing the Hydrological Report for development. The owner / developers responsibility to pass these development standards on to potential buyers in the future.
CARRIED
- MOVE TO ITEM**
069.2024 **DIVISION 3 / DIVISION 5:**
That Council move it item 6.4 on the agenda.
CARRIED
- TRACTOR REPAIR**
070.2024 **DIVISION 3 / DIVISION 7:**
That Foreman arrange to have the John Deere 7410 tractor taken to John Deere for repairs.
CARRIED
- CAPITAL PURCHASE – MOWER ARM**
071.2024 **DIVISION 5 / DIVISION 1:**
That Council purchase the Degelman Sidearm 1820 from Dionco Sales for \$37,157.73 per 5-year capital plan.
CARRIED
- DIVISION & FOREMAN REPORTS**
072.2024 **DIVISION 1 / DIVISION 5:**
That Council accept the verbal Division and Foreman reports given.
CARRIED



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF FEBRUARY 6TH 2024**

COUNCIL PROCEDURES AMENDMENT

073.2024

DIVISION 4 / DIVISION 1:

That Council amend the Council Procedures Bylaw to change the agenda layout to have the Foreman / Division Reports to the beginning of the meeting. That this amendment be brought to the next meeting for change.

CARRIED

IN CAMERA SESSION

074.2024

DIVISION 7 / DIVISION 6:

That Council move to In Camera Session – Per Section 12 of Council Procedures Bylaw 9.2023 – Legal Advice – 11:21AM

CARRIED

ALL IN ATTENDANCE – 11:21AM

OUT OF IN CAMERA – 12:00PM

075.2024

DIVISION 4 / DIVISION 5:

That Council resume regular meeting – 12:00PM

CARRIED

AGM ATTENDANCE REQUEST

076.2024

DIVISION 3 / DIVISION 7:

That G.B be permitted to attend the 2024 AGMs for the Organized Hamlet of Neuanlage and Sask Valley Rural Water Utility as they are located at the Neuanlage Community Hall.

CARRIED

LANDFILL MANAGER JOB DESCRIPTION / OPERATION OF LANDFILL DUTIES

077.2024

DIVISION 7 / DIVISION 4:

That a policy be drawn up for the Landfill Manager to outline the duties and responsibilities for the Landfill and operations of the Landfill.

CARRIED

ORGANIZED HAMLET POLICIES

078.2024

DIVISION 7 / DIVISION 2:

That Council accept the presented Organized Hamlet Policy and Procedures and that it be adapted to the RM Policies.

CARRIED

ORGANIZED HAMLET OF NEUANLAGE

079.2024

DIVISION 7 / DIVISION 1:

That Council accept the motion 10.2024 in the OH Minutes.

CARRIED

080.2024

DIVISION 7 / DIVISION 3:

That Council accept motion 09.2024 in the OH minutes.

CARRIED

081.2024

DIVISION 7 / DIVISION 2:

That Council accept motion 08.2024 in the OH minutes.

CARRIED

PERFORMANCE BONDS

082.2024

DIVISION 3 / DIVISION 1:

That Council approve the Performance Bonds to be released on permits 31.2023 & 14.2023 that final inspection has been completed by the building official and the files have been closed.

CARRIED

ADDITIONAL INVOICES

083.2024

DIVISION 2 / DIVISION 7:

That Council pay the additional invoices verbally presented being:

• Loraas Disposal	\$ 1,772.76
• Mark Giesbrecht	\$ 4,182.03
• Martha Krahn	\$ 56.53
• Crankin It Mechanical	\$ 2,053.50
• New Way Yard Care	\$ 4,097.10
For a total of	\$12,161.92

CARRIED

FOTH VENTURES IRRIGATION EXTENSION REQUEST

084.2024

DIVISION 1 / DIVISION 4:

That the application to extend irrigation line be approved subject to the following:

1. Pending Payment of all Required Fees for the Development Permit
2. Location of Property pins are the responsibility of the property owner and/or Developer
3. All agreements must be signed by property owner, or signing authority for the company.
4. Anything that has not begun construction after 1 year of this permit date will be required to re-apply.
5. Full compliance with the R.M Zoning Bylaw 5.2008
6. That the line be 8 feet underground in and all municipal lands, right of ways and through roads. This applies to any back roads within the application.
7. The line requested to directionally drill through the RM roads and will be required to be 8 feet deep.
8. Owners must get the SVRWU lines located as water lines are in this area.
9. The line is the full responsibility of the owner any disruptions or repairs are of the owner, the RM has the authority to invoice any costs associated to the owner.
10. Should the property and or line be sold at any time it is the owner's responsibility to inform the new owners and the permit conditions.
11. Should at any time this line is no longer needed it will be the responsibility of the owner for proper decommissioning.
12. That the applicant has Public Works / Foreman inspect before and after construction

CARRIED



**RURAL MUNICIPALITY OF ROSTHERN NO. 403:
REGULAR COUNCIL MEETING OF FEBRUARY 6TH 2024**

**FEHR SECONDARY DWELLING / STORAGE
085.2024**

DIVISION 3 / DIVISION 1:

That the secondary dwelling at A.F SW 21-41-03-W3 be amended to be as personal storage for the owners with the following conditions:

1. Owner is responsible for notifying the RM when the property is to be sold, the owner will be responsible for notifying the new owners of the conditions and new owners to sign the same agreement.
2. No storage other than personal items to be stored in the building
3. No Living of any kind, this includes any company / visitation the owners may have. This is strictly for storage purposes only
4. Both the Dwelling and the storage be properly assessed for taxation.

CARRIED

BUDGET COMMITTEE

086.2024

DIVISION 5 / DIVISION 1:

That Council amend the time set for the Budget Committee Meeting for February 27th 2024 to be 10:00AM.

CARRIED

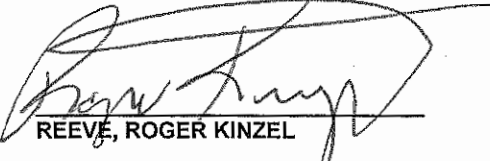
ADJOURNMENT

087.2024

DIVISION 1 / DIVISION 4:

That the Regular Council Meeting adjourn – 12:34PM

CARRIED


REEVE, ROGER KINZEL


ADMINISTRATOR, AMANDA MCCORMICK