# MINUTES OF A MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF HILLSDALE NO. 440,

held in the Royal Canadian Legion #135 in Neilburg on Thursday, July 7, 2016 at 9:00 a.m. MST.

#### Call to Order

Reeve Glenn Goodfellow called the meeting to order.

#### **Members Present**

Reeve Glenn Goodfellow; Councillors Trevor McCrea, Jerry Petovello, Bernadette Poppleton, Vincent Murphy, Floyd Whitney and Chip Chibri; Foreman Cliff Stewart; Administrator Janet Black and Admin Support Staff Tracey Zweifel.

## Agenda

182/16 TRE

TREVOR MCCREA

That the agenda be approved with the following additions:

- 1. Gravel Pit
- 2. Railway Crossings

Motion Carried.

#### **Financial Activities**

183/16 BERNADETTE POPPLETON

That the Statement of Financial Activities for the month of June 2016 and the Bank Reconciliation for June 2016 be approved as presented.

Motion Carried.

#### Accounts

184/16 FLOYD WHITNEY

That the accounts be approved and paid as presented in Schedule 'A' to these minutes.

Motion Carried.

## **Request Preliminary Design-AMEC**

185/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 contact AMEC to provide a preliminary design for the construction of the Gregoire slough to a standard of 1.8 meters above water level with berms and to include the testing of the clay borrow pits.

Motion Carried.

Cliff Stewart gave his foreman's report as presented in Schedule 'B' to these minutes.

## **Cost Estimates**

186/16 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 obtain 3 cost estimates for the following projects by July 22, 2016 at 12:00 p.m.

- 1. Greg Eddingfield access-first half mile SE 27-43-24 W3M -second half mile SW 27-43-24 W3M
- 2. Sumner curve-N1/2 10-46-24 W3M
- 3. Terry Carlton slough-E 32-43-23 W3M

Motion Carried.

## Correspondence

SARM SARM Miller Thomson Re: JTL Storage Tanks Re: Weekly Bulletin

Re: Conservation Easement Notice



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Ministry of Government Relations

Re: Fire Prevention in Small Care

Homes

Pinter & Associates Ltd. Water Security Agency Glen McGladdery Re: Gravel Exploration
Re: Channel Clearing Program

CP

Re: Jan-Apr Report of Activities
Re: Grade Crossings Regulations

AB Development Offices Ass. Maidstone Waseca District Fire Bd University of Saskatchewan

Re: Financial Statements
Re: Ag Health and Safety Network

Re: 2016 Conference

WCMGC NCTPC

Re: Minutes Re: Minutes

The Roadata Focus

Re: Newsletter

Indigenous Economic Partnership Phoenix Measurement Solutions

Re: All-Nations Leaders V.I.P. Dinner Re: SitePro Magnetic Locator Re: Spring/Summer 2016 Update

PREP Brown's Industrial Sales

Re: Doosan Equipment

Ammann SARM Re: Equipment Re: Weekly Bulletin

Salvation Army

Re: Fort McMurray Fire Response

Maidstone Waseca & District Fire Bd Holm Raiche Oberg Re: Minutes

Midwest Surveys

Re: 2015 Financial Statements
Re: Surveying Services

FCM

Re: Supreme Court Decision on Telecommunications

Canadian Union of Postal Workers

Re: Postal Banking Re: Letter of Support

Cut Knife Recreation Board Canadian Natural Resources Ltd.

Re: Request to Decrease Tax Payment

Mileage Rate

187/16 FLOYD WHITNEY

That the Rural Municipality of Hillsdale No. 440 continue to charge \$0.65 per kilometer for mileage due to the councillors having to travel on rough, gravel roads.

Motion Carried.

**Cut Knife Recreation Board** 

188/16

TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 write a letter of support for the Cut Knife Recreation Board in their efforts to raise funds for major

renovations to their skating rink.

Motion Carried.

**Minutes** 

189/16

JERRY PETOVELLO

That the minutes of the June 9, 2016 meeting be adopted as circulated.

Motion Carried.

Council broke for lunch at 12:25 p.m.

Council reconvened from lunch at 1:05 p.m.

Bylaw 5/2016 Civic Addressing Bylaw First Reading

190/16 FLOYD WHITNEY

That Bylaw 5/2016, being a bylaw for civic addressing be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.



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## Bylaw 5/2016 Civic Addressing Bylaw Second Reading

191/16 CHIP CHIBRI

That Bylaw 5/2016, being a bylaw for civic addressing be read a second time

Motion Carried.

The Bylaw was read by the Administrator.

## Bylaw 5/2016 Civic Addressing Bylaw Third Reading Approval

192/16 JERRY PETOVELLO

That Bylaw 5/2016, being a bylaw for civic addressing be given three readings at this meeting.

Motion Carried. Unanimously.

## Bylaw 5/2016 Civic Addressing Bylaw Third Reading

193/16 VINCE MURPHY

That Bylaw 5/2016, being a bylaw for civic addressing be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

## Bylaw 6/2016 Fire Protection Services Bylaw First Reading

194/16 BERNADETTE POPPLEON

That Bylaw 6/2016, being a bylaw for fire protection services be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

#### Bylaw 6/2016 Fire Protection Services Bylaw Second Reading

195/16 TREVOR MCCREA

That Bylaw 6/2016, being a bylaw for fire protection services be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

## Bylaw 6/2016 Fire Protection Services Bylaw Third Reading Approval

196/16 VINCE MURPHY

That Bylaw 6/2016, being a bylaw for fire protection services be given three readings at this meeting.

Motion Carried. Unanimously.

## Bylaw 6/2016 Fire Protection Services Bylaw Third Reading

19716 FLOYD WHITNEY

That Bylaw 6/2016, being a bylaw for fire protection services be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.



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## Bylaw 7/2016 Rescue Services Bylaw First Reading

198/16 TREVOR MCCREA

That Bylaw 7/2016, being a bylaw for rescue services be read a first time.

Motion Carried.

The Bylaw was read by the Administrator.

## Bylaw 7/2016 Rescue Services Bylaw Second Reading

199/16 CHIP CHIBRI

That Bylaw 7/2016, being a bylaw for rescue services be read a second time.

Motion Carried.

The Bylaw was read by the Administrator.

## Bylaw 7/2016 Rescue Services Bylaw Third Reading Approval

200/16 BERNADETTE POPPLETON

That Bylaw 7/2016, being a bylaw for rescue services be given three readings at this meeting.

Motion Carried. Unanimously.

## Bylaw 7/2016 Rescue Services Bylaw Third Reading

201/16 TREVOR MCCREA

That Bylaw 7/2016, being a bylaw for rescue services be read a third time and finally approved.

Motion Carried.

The Bylaw was read by the Administrator.

## Rural Municipality of Manitou Lake Fire and Rescue Representative

202/16 BERNADETTE POPPLETON

That the Rural Municipality of Hillsdale No. 440 appoint Trevor McCrea as their representative to the Manitou Lake Fire and Rescue Co-Operative

Motion Carried.

## Francis and Amanda Tuplin Loft Apartment Addition

203/16 CHIP CHIBRI

That the Rural Municipality of Hillsdale No. 440 approve in concept the garage with loft apartment addition to the yard located at NE 30-46-24 W3M.

Motion Carried.

## **Amend Tangible Capital Asset Policy**

204/16 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 amend the Tangible Capital Asset Policy as of January 1, 2016 as presented in Schedule 'C'.

Motion Carried.



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## **Canadian Natural Resources Ltd. Tax Reduction Request**

205/16 VINCE MURPHY

That the Rural Municipality of Hillsdale No. 440 is not able to give a tax reduction to Canadian Natural Resources Ltd. at this time and request that the entire levy be paid in full less any applicable discounts.

Motion Carried.

## **Salvation Army Donation**

206/16 JERRY PETOVELLO

That the Rural Municipality of Hillsdale No. 440 donate \$1,000.00 to the Salvation Army for their work during the Fort McMurray fires.

Motion Carried.

Councillor Poppleton left the meeting at 1:44 p.m.

## **Removal of Gravel from Road Allowance**

207/16 VINCE MURPHY

That we approve the removal of gravel from the road allowance adjacent to SE 19-43-25 W3M and that the Rural Municipality of Hillsdale No. 440 be paid the pit fees for said gravel. That the landowners be allowed to move the fence into the road allowance temporarily while landscaping of the pasture and gravel extraction is being completed. All fencing costs shall be the responsibility of the land owner.

Motion Carried.

Councillor Whitney left the meeting at 1:50 p.m.

## Letter to Canadian Pacific Railway

208/16 TREVOR MCCREA

That the Rural Municipality of Hillsdale No. 440 write a letter to Canadian Pacific Railway regarding the quality of work in upgrading of the crossings within the municipality:

- -left broken pieces of timber
- -road was left in unsatisfactory condition
- -no flagging/signage for rough crossings

Motion Carried.

#### **Delegations**

- 1] Wally Jack and Paul Norman, CNRL
- 2] David Wintonyk, AMEC
- 3] Bruce Dodds, APAS

## Adjourn

209/16

**JERRY PETOVELLO** 

That this meeting does now adjourn.

Motion Carried.

Reeve

Administrato

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DD11	72 – DD1778	7,000.00
DD11	79 – DD1195	44,180.88
5093	Voided by the Print Process	0.00
	CUETS	3,941.13
	Ridgid Oilfield Servicing	5,145.00
	Dave Stasiuk	3,473.10
	Receiver General of Canada	23,954.53
5098		1,991.44
	Municipal Employees Pension Plan	10,437.66
5099		350.00
5100	Ruby Flicek	
5101	All Out Graphics & Design Ltd.	161.70
5102	Amec Foster Wheeler	1,794.72
5103		31.40
5104		113.51
5105	Brandt Tractor Saskatoon Branch	561.00
5106	Crop Production Services	11,964.02
5107	Crystal Glass Ltd.	471.81
5108	Dustin Zweifel	547.50
5109	Elaine Etson	1,354.00
5110	Hydrodig Canada Inc.	3,528.00
5111	• •	188.50
	Jason Lane	1,860.00
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5114	Lloydminster Co-operative Ltd.	1,554.69
5115	Meridian Surveys Ltd.	14,385.00
5116	Munisoft	82.50
5117		520.58
	Princess Auto	114.84
		3,104.00
	Rutherford Agencies Ltd.	•
5120	<b>.</b>	140.61
5121		449.49
5122	Sask Tel Mobility	47.54
	Saskatchewan Assoc. of Rural Municipalities	5,973.29
5124		63.00
5125	Shady Glen's Pest Control	138.08
5126	Tirecraft Lloydminster	2,289.51
5127	Tracey Zweifel	136.50
5128	Van Houtte Coffee Services Inc.	82.29
5129	Vercomm Wireless	151.20
5130	Village of Neilburg	234.00
5131	Vincent Murphy	525.00
5132	West Yellowhead Waste Resource	3,106.59
5133	Sask Power	815.55
5134	Crop Production Services	1,595.97
5135	D&R Contracting	66,480.75
5136	D&R Contracting	3,480.75
5137	E&L Building Contractors	107,047.50
5138	Elite Equipment Hauling	1,348.50
5139	G Force Diesel Service	5,326.53
5140	Glen McGladdery	4,559.72
	· · · · · · · · · · · · · · · · · · ·	779.10
5141	Information Services Corporation	112.11
5142	Lloydminster Co-operative Ltd.	
5143	McIntosh Garage & Auto Body Ltd.	56,883.65
5144	Natalie Sousa-Pelley	80.54
5145	Neilburg Legion	50.00
5146	Northwest School Division #203	3,050.18
5147	Randy Flicek	12,222.00
5148	Sask Power	6,247.02
5149	Lloydminster Co-operative Ltd.	447.45
5150	Lloydminster Co-operative Ltd.	50.44
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#### Schedule 'B'

## Foreman's Report

- -Freemont Road Construction coming along nicely
- -G & C should be done patching pavement today
- -Mowing-starting for sight lines
- -Rge Rd 3235.09 3235.10 Bob to fix, add clay
- -872G #1-reconditioned motor, new injectors, keeper came apart
- -Water Truck-brakes 2.5" setting, should be 1.25"
  - -loss 20 lbs air, 3 minutes to re-air
  - -tank has rust inside, need to clean/sandblast/acid
  - -inline screen filter
  - -machinery committee to look at truck
- -CP crossing-3 not lifted, all others are done -speaking with new supervisor
- -Keith Paton-approach
- -Sumner-road construction
- -Greg Eddingfield access-3 sloughs in the one mile
  -3 cost estimate surveys Prairie North, John Davis, Garry's Construction
- -Slough at Terry's



#### Schedule 'C'

## **ACCOUNTING FOR TANGIBLE CAPITAL ASSET POLICY**

#### **PURPOSE:**

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for capital tangible assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedure to:

- a) protect and control the use of all tangible capital assets.
- b) provide accountability over tangible capital assets.
- c) gather and maintain information needed to prepare financial statements.

#### SCOPE:

This policy applies to all departments, boards and commissions, agencies and other organizations falling within the reporting entity of the Rural Municipality.

## **DEFINITIONS:**

## **Tangible Capital Assets:**

Assets having physical substance that:

- a) are used on a continuing basis in the Rural Municipalities operations.
- b) have useful lives extending beyond one year.
- c) are not held for re-sale in the ordinary course of operations.

### **Betterments:**

Subsequent expenditures on tangible capital assets that:

- a) increase previously assessed physical output or service capacity;
- b) lower associated operating costs;
- c) extend the useful life of the assets; or
- d) improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

## **Group Assets:**

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

## Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

## Capital Lease:

A capital lease is a lease with contractual terms that transfer substantially all the benefits and risks inherent in the ownership of property to the municipality. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met;

- a) there is reasonable assurance that the municipality will obtain ownership of the leased property by the end of the lease term; or
- b) the lease term is of such a duration that the municipality will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span; or
- the lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement.



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#### **POLICY STATEMENTS:**

## Capitalization:

Tangible capital assets should be capitalized (recorded in the fixed asset subledger) according to the following thresholds:

- a) all land;
- b) land improvements with unit cost of \$5,000 or greater;
- c) buildings and engineered structures with a cost of \$10,000 or greater;
- d) machinery and equipment with a cost of \$5,000 or greater;
- e) vehicles with a cost of \$5,000 or greater;
- f) office and IT equipment with a cost of \$1,000 or greater
- g) infrastructure systems (built assets such as roads, bridges, sewers, water, parks, etc.) with unit cost of \$5,000 or greater;
- h) all other with unit cost of \$5,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed threshold.

## Categories:

A category of assets is a grouping of assets of a similar nature or function in the municipalities operations. The following list of categories shall be used:

- land;
- buildings;
- equipment;
- roads;
- water;
- sewer;
- bridges;
- communication networks;
- motor vehicles:
- furniture and fixtures:
- computer systems (hardware and software).

#### Valuation:

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the assets in its intended location and condition for use.

1.1 Purchased Assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvement that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

## 1.2 Acquired, Constructed or Developed assets

Cost includes all costs directly attributable (e.g., construction, architectural and other professional fee) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.



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### 1.3 Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

#### 1.4 Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

## Componentization

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- a) Major components have significantly different useful lives and consumption patterns that the related tangible capital asset.
- b) Value of components in relation to the related tangible capital asset.

Civil infrastructure systems should use the component approach. Major components should be grouped when the assets have similar characteristics and estimated useful lives or consumption rates.

#### **Amortization**

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life or the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

Generally, the municipality uses a straight-line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. Municipal departments, boards and commissions, agencies and other organizations are responsible to establish and utilize an appropriate amortization methodology and rate for assets acquired. Municipal departments, boards and commissions, agencies and other organizations are responsible for establishing and utilizing an appropriate estimated useful life for those assets.



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## Salvage Value

The salvage value of all assets within the Machinery & Equipment and Transportation Equipment class shall have a salvage value calculated on a declining balance method of 20%. The total cost of the equipment shall have a loss of 20% in value each year over the estimated useful life and the asset value at the end of the estimated life shall be the salvage value.

## Disposal

Disposal of tangible capital assets that are moveable personal property is the responsibility of Council and the Administrator unless delegated otherwise. The Administrator should be notified when assets become surplus to operations.

Disposal of real property will be the responsibility of Council and the Administrator.

When other constructed tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling, the department head must notify the Administrator of the asset description and effective date. Administration is then responsible for adjusting the asset registers and accounting records recording a loss/gain on the disposal.

## **Capital Leases**

Account for a capital lease as acquiring a capital asset and incurring a liability. Account for a lease as an operating lease when the net present value of the future minimum lease payments or fair value, which ever is less, is less than \$10,000.



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## **Estimated Useful Life of Assets**

Capital Asset Class & Category	<u>Threshold</u>	Estimated Useful Life			
Land & Improvements					
Land Land Improvements	AII \$5,000	Indefinite 15 years			
Buildings					
Buildings Building improvements Engineered Structures	\$10,000 \$10,000 \$10,000	40 years 40 years 40 years			
Machinery & Equipment					
Construction Equipment Graders Back Hoe Mowers All Other Operating Equipment	\$5,000 \$5,000 \$5,000 \$5,000 \$5,000	20 years 5 years 15 years 3 years 10 years			
Transportation Equipment					
Vehicles	\$5,000	10 years			
Office & Information Technology					
Computer Hardware Computer Software Office Furniture & Equipment	\$1,000 \$1,000 \$1,000	5 years 5 years 10 years			
<u>Infrastructure</u>					
Roads - construction Roads - repaving Bridges - construction Bridges - upgrades Culverts Infrastructure - Other	All All All All All	40 years 15 years 40 years 15 years 35 years 15 years			



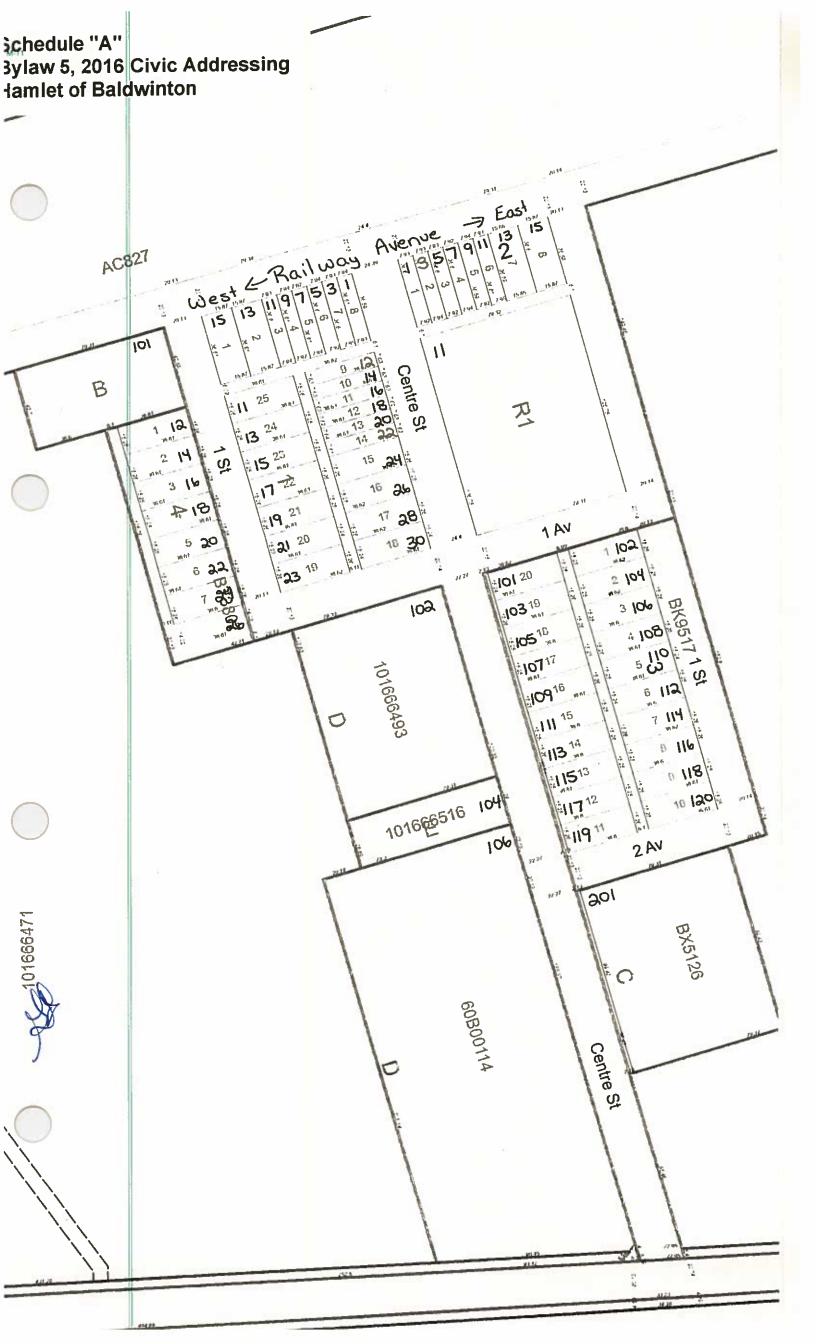
#### **BYLAW 5/2016**

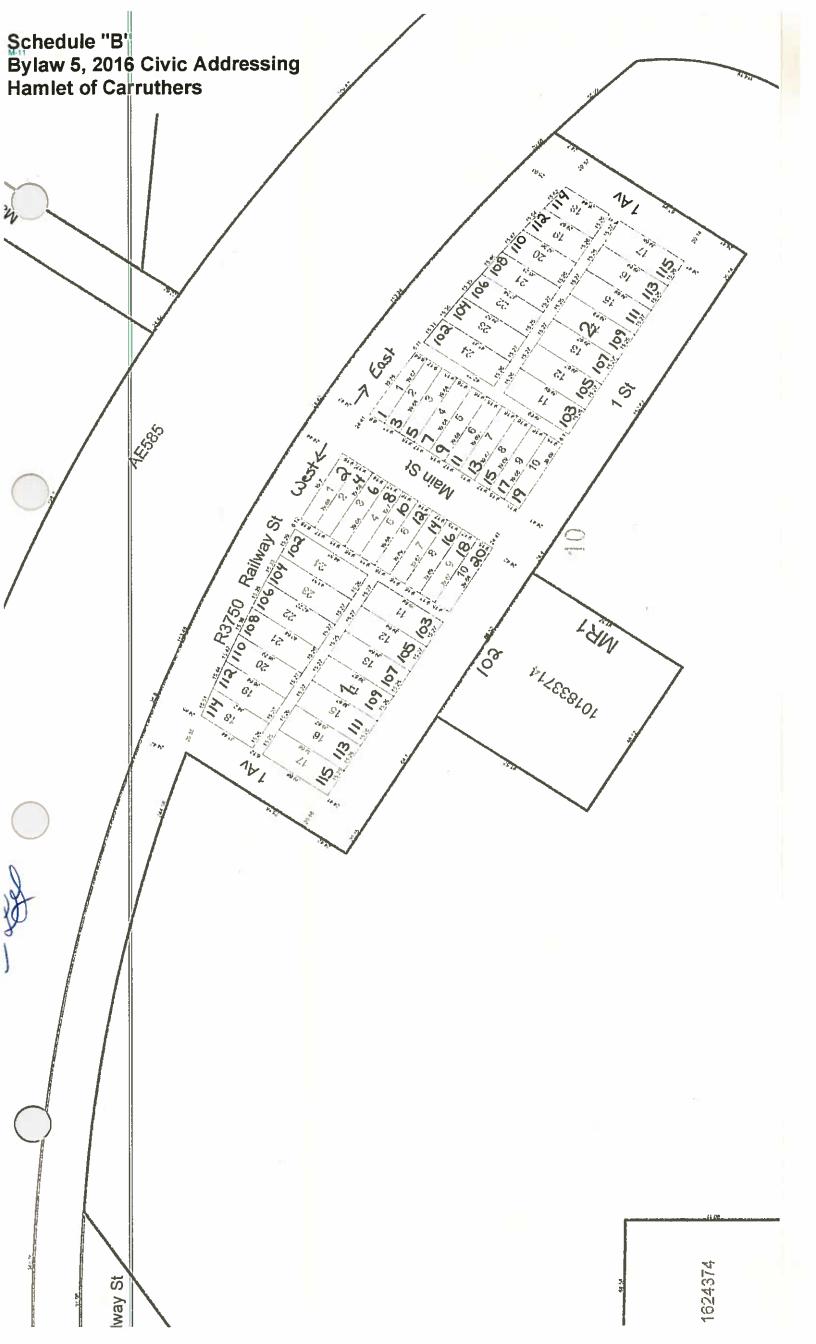
A BYLAW TO PROVIDE FOR THE NUMBERING OF HOUSES AND OTHER BUILDINGS IN THE HAMLETS OF BALDWINTON AND CARRUTHERS

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts as follows:

- 1. This Bylaw shall be referred to as the Civic Addressing Bylaw.
- 2. A uniform system of numbering houses and other buildings is hereby established and is shown on the attached maps identified as Schedules "A" and "B", appended hereto and forming a part of this bylaw.
- 3. A separate number shall be assigned for each lot or registered parcel.
- 4. Each house or building shall bear the number assigned to the frontage on which the front entrance is situated.
- 5. In case a house or building is occupied by more than one family dwelling unit or business, each separate front entrance of said house or building shall bear a separate number.
- 6. Numerals indicating the official number of each house or building or each front entrance shall be posted in a manner as to be visible from the street on which the property is located.
- 7. The Administrator shall be responsible for maintaining the numbering system and shall keep a record of all numbers assigned under this Bylaw.

SPATCHE TO ALMINISTRATOR





## **BYLAW 6/2016**

## A BYLAW TO PROVIDE FOR FIRE PROTECTION SERVICES

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts as follows:

- 1. The Rural Municipality of Hillsdale No. 440 is hereby authorized to enter into an agreement in reference to fire protection services, attached hereto and forming part of this bylaw identified as Exhibit "A" for the purpose stated in the agreement.
- 2. The Reeve and Administrator of the Rural Municipality of Hillsdale No. 440 is hereby authorized to sign and execute the attached agreement identified as Exhibit "A".
- 3. That Bylaw 4, 1998 and Bylaw 5, 2013 are repealed.

Reeve

Administrator

## **BYLAW 7/2016**

## A BYLAW TO PROVIDE FOR RESCUE SERVICES

The Council for the Rural Municipality of Hillsdale No. 440 in the Province of Saskatchewan enacts as follows:

- 1. The Rural Municipality of Hillsdale No. 440 is hereby authorized to enter into an agreement in reference to rescue services, attached hereto and forming part of this bylaw identified as Exhibit "A" for the purpose stated in the agreement.
- 2. The Reeve and Administrator of the Rural Municipality of Hillsdale No. 440 is hereby authorized to sign and execute the attached agreement identified as Exhibit "A".

Reeve

Administrator