

**Regular Meeting of the Council of the Rural Municipality
Of Piapot No. 110 was held in the R.M. Office at Piapot, 100 Pacific Ave., Piapot,
Saskatchewan on Wednesday, November 06th, 2019**

ATTEND:

Councilors: Reeve – John Wagner; Div. 1 – Travis Harlick; Div. 2 – Lorne Kusler; Div. 3 – Clay Moorhead; Div. 4 – Anita Wasilow; Div. 5 – Kelly Bertram; Div. 6 – Derek Moorhead; Div. 7 – Doug Casey
Administrator – Jenny Robinson; Foreman – Marc Beaupre

ABSENT:

Councilor Div. 8- Lindsey Harrigan

CALL TO ORDER:

Reeve Wagner noted a quorum and brought the meeting to order at 1:09 p.m.

APPROVE AGENDA:

245-19 Casey: That the Agenda for the regular meeting of Wednesday, November 06th, 2019 be approved as presented.

CARRIED

Rob Haig representing Rob Haig Trucking attended the meeting
from 1:10 p.m. – 2:00 p.m.
to discuss gravel hauling needs in each Division.

Devin Harlick representing the Agricultural Producers Association of
Saskatchewan attended the meeting
from 2:03 p.m. – 2:30 p.m.
to discuss resolutions to be brought forward to the 2019 Annual General Meeting.

MINUTES:

246-19 C. Moorhead: That the minutes of the regular meeting of Wednesday, October 09th, 2019 be approved as presented.

CARRIED

TAX ENFORCEMENT PROPERTY TENDER:

247-19 Casey: Under the provision of *The Tax Enforcement Act* the Rural Municipality of Piapot No. 110 accepts the offer made by Keith Winzer of \$1,940.00 for the sale of the following land:

LOT 1-BLK/PAR 3-PLAN F2428 EXT 0
LOT 2-BLK/PAR 3-PLAN F2428 EXT 0

Keith Winzer will be granted possession of the property after payment in full has been received.

The following outlines the conditions for possession:

On or before the possession date, the successful bidder will deliver to the Rural Municipality of Piapot No. 110 the following:

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1. A certified cheque, bank draft, cash or solicitor's trust cheque for the balance of the purchase price.
2. A written statement acknowledging acceptance of the environmental condition of the property.
3. Properly executed and sealed copies of the Sale Agreement.

The purchaser is responsible for fees to register the Transfer Authorization.

Property taxes will be adjusted as of the possession date.

The property is being sold "as is".

CARRIED

TAX ENFORCEMENT PROPERTY TENDER:

248-19 Harlick:

Under the provision of *The Tax Enforcement Act* the Rural Municipality of Piapot No. 110 accepts the offer made by Timothy and Carolyn Kamin of \$5,200.00 for the sale of the following land:

LOT 4-BLK/PAR 3-PLAN F2428 EXT 0
LOT 5-BLK/PAR 3-PLAN F2428 EXT 0
LOT 6-BLK/PAR 3-PLAN F2428 EXT 0
LOT 7-BLK/PAR 3-PLAN F2428 EXT 0

Timothy and Carolyn Kamin will be granted possession of the property after payment in full has been received.

The following outlines the conditions for possession:

On or before the possession date, the successful bidder will deliver to the Rural Municipality of Piapot No. 110 the following:

1. A certified cheque, bank draft, cash or solicitor's trust cheque for the balance of the purchase price.
2. A written statement acknowledging acceptance of the environmental condition of the property.
3. Properly executed and sealed copies of the Sale Agreement.

The purchaser is responsible for fees to register the Transfer Authorization.

Property taxes will be adjusted as of the possession date.

The property is being sold "as is".

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ACCOUNTS FOR APPROVAL:

249-19 Wasilow: That the accounts as presented by checks numbering 3910 to 3941 are ratified for payment and checks numbering 3892 to 3909 and manual payments in the amount of \$27,085.30 are approved for payment, for a total amount of \$172,536.94 and that a list is attached to the minutes of this meeting.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES:

250-19 Bertram: That the Administrator's statement of financial activities for the month of October 2019 be approved as presented.

CARRIED

BANK AND INVESTMENT RECONCILIATION:

251-19 Wasilow: That the Administrator's bank reconciliation for the month of October 2019 and investment reconciliation for the month of September 2019 be approved as presented.

CARRIED

Lyle Roode attended the meeting
from 3:50 p.m. – 4:06 p.m.
to discuss a grader operator position.

GRADER OPERATOR:

252-19 Wasilow: That the Rural Municipality of Piapot No. 110 shall hire Lyle Roode at \$33.00 per hour for a full-time grader operator starting November 07, 2019.

CARRIED

2020 GRAVEL HAULING AGREEMENT:

253-19 Harlick: That the Rural Municipality of Piapot No. 110 hires Rob Haig Trucking to haul gravel for the 2020 gravel hauling requirements for the municipality. The 2020 gravel hauling and loading rates shall be:
Hauling/Spreading
20 yard haul: \$.395 cents / cubic yard / mile with a 7 mile minimum
25 yard haul: \$.365 cents / cubic yard / mile with a 5 mile minimum
Loading - \$.90 cents / cubic yard
Rough Trail - \$1.00 / cubic yard
Specialty Contract Hauling: Standby fee - \$130.00 / per hour due to unforeseen delays.

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Note: Maximum allowed 25 cubic yards on a 6 axle unit at a maximum speed on municipal roads of 60 kilometers per hour. If invoices are payed weekly there shall be a 5% discount on the invoice total.

Fuel clause as per the municipal Fuel Clause Policy.

That the municipality shall allow the use of the municipal loader to load Rob Haig's gravel trucks at no cost when his loader is temporarily out of commission or unavailable.

Rob Haig Trucking shall donate 8 loads of free hauling back to any historical or community structure within the municipality.

Hauling shall start May 01, 2020 can be negotiated, weather permitting.

Rob Haig shall meet with the municipal foreman on a weekly or daily basis to keep communications up to date in regards to gravel requirements.

Saskatchewan Workers' Compensation Board dues must be kept current. Provincial regulations state that the municipality must obtain a clearance letter from WCB that gives permission to pay a contractor for completed work.

CARRIED

PIAPOT SCHOOL - ALLEYWAY CLOSURE/TRANSFER:

254-19 Bertram: That the Rural Municipality of Piapot No. 110 council, subject to the consent of the Minister of Highways and Infrastructure; agrees to close and transfer the municipal alleyway described as:

North half of Block 16 F2428
LOT 1-BLK/PAR 16-PLAN F2428 EXT 0
LOT 2-BLK/PAR 16-PLAN F2428 EXT 0
LOT 3-BLK/PAR 16-PLAN F2428 EXT 0
LOT 4-BLK/PAR 16-PLAN F2428 EXT 0
LOT 5-BLK/PAR 16-PLAN F2428 EXT 0
LOT 6-BLK/PAR 16-PLAN F2428 EXT 0
LOT 15-BLK/PAR 16-PLAN F2428 EXT 0
LOT 16-BLK/PAR 16-PLAN F2428 EXT 0
LOT 17-BLK/PAR 16-PLAN F2428 EXT 0
LOT 18-BLK/PAR 16-PLAN F2428 EXT 0
LOT 19-BLK/PAR 16-PLAN F2428 EXT 0
LOT 20-BLK/PAR 16-PLAN F2428 EXT 0

This undeveloped alleyway is no longer required for use by the traveling public and access to other lands is not eliminated by the closure.

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SKAGEN - APPLICATION TO SUBDIVIDE LAND:

255-19 Wasilow: That the Rural Municipality of Piapot No. 110 council approves of the application to subdivide the land on the NW ¼ 12-11-22 W3M. Council is unaware of any land use in the vicinity that would be incompatible with the intended use of the proposed site and there are no site conditions that make the land use unsuitable for the intended use. No facilities would be affected by the proposed development. The proposal complies with the municipality's zoning bylaw subsection 4.1 Regulations c) iv). A service agreement is not required for the proposed subdivision.

CARRIED

SANDERSON - APPLICATION TO SUBDIVIDE LAND:

256-19 Bertram: That the Rural Municipality of Piapot No. 110 council approves of the application to subdivide the land on the NW ¼ 20-11-23 W3M. Council is unaware of any land use in the vicinity that would be incompatible with the intended use of the proposed site and there are no site conditions that make the land use unsuitable for the intended use. No facilities would be affected by the proposed development. The proposal complies with the municipality's zoning bylaw subsection 4.1 Regulations a) iii). A service agreement is not required for the proposed subdivision.

CARRIED

BERTRAM – SUBDIVISION PROPOSAL:

257-19 Harlick: That the Rural Municipality of Piapot No. 110 Administrator, Jenny Robinson consults with the Saskatchewan Association of Rural Municipalities Community Planner, Jennifer Chamberlin to prepare a response to the Bertram subdivision proposal on the NW ¼ SEC 32-10-23 W3M.

CARRIED

TC ENERGY CONFIDENTIALITY AGREEMENT:

258-19 Casey: That the Rural Municipality of Piapot No. 110 council approves the Reeve, John Wagner and Administrator, Jenny Robinson to sign the TC Energy Confidentiality Agreement for the subdivision proposal on the NW ¼ 12-11-22 W3M.

CARRIED

MREP APPLICATION:

259-19 C. Moorhead: That the Rural Municipality of Piapot No. 110 council repeals Resolution #210-19.

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RURAL INTEGRATED ROADS FOR GROWTH:

- 260-19 Kusler: That the Rural Municipality of Piapot No. 110 applies for the 2020-2021 grant funding through the Rural Integrated Roads for Growth program for 4 kilometers on the South 614 E of 21-09-22, 16-09-22 W3 to lift the road bed, rebuild the profile and incorporate soil stabilizer and apply for 1.2 kilometers on the 724 through the SW 17-11-23 W3 to apply a seal coat on the pavement surface.
- CARRIED

MUNICIPAL GAS TAX FUND AMENDING AGREEMENT:

- 261-19 Wasilow: That the Rural Municipality of Piapot No. 110 council approves the Reeve, John Wagner and Administrator, Jenny Robinson to sign the Municipal Gas Tax Fund Agreement – Transfer of Federal Gas Tax Revenues Under The Gas Tax Program Amending Agreement No. 1.
- CARRIED

WATERWORKS COMPLIANCE INSPECTION:

- 262-19 Bertram: That the Rural Municipality of Piapot No. 110 receives and files the Waterworks Compliance Inspection – Hygienic Use report.
- CARRIED

PIT MEASUREMENTS:

- 263-19 Bertram: That the Rural Municipality of Piapot No. 110 hires Green Aero Tech to measure the municipal gravel stockpiles in the Scott, Glennie and Kriwokon Pit.
- CARRIED

CLOSE TO THE HEART CAMPAIGN:

- 264-19 Kusler: That the Rural Municipality of Piapot No. 110 donates \$1000.00 to the “Close to the Heart” campaign for the Cypress Regional Hospital to purchase a Digital Mammography System.
- CARRIED

APPOINTMENTS:

- 265-19 Wasilow: That the Rural Municipality of Piapot No. 110 makes the following appointments for the 2020 year:
Cypress Health Region Hospital Trust Committee – Lorne Kusler
Eastend Trust Advisory Committee – John Wagner
Southwest Municipal Government Committee – John Wagner & Clay Moorhead
Swift Current Watershed Committee – Derek Moorhead
Southwest Transportation Planning Council – Doug Casey & John Wagner

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Southwest Regional Planning Group – Doug Casey
Head of LAFOIP – Jenny Robinson
Administrator for the Stray Animals Act – Jenny Robinson
Returning Officer – Jenny Robinson
Poll Location – RM of Piapot No.110 Office
Deputy Reeve – Kelly Bertram
Signing Authority – John Wagner, Kelly Bertram & Jenny Robinson
Development Officer – Jenny Robinson
Fire Chief – Billy Noble
Fire Rangers – Council as a whole
Oil & Gas Committee – Council as a whole
Road Committee (for road bans) – Council as a whole
Sustainable Canada Conservation Committee – Clay Moorhead
District Board of Revision – Alfred Wakelam
Planning & Development Appeals Committee
 RM of Gull Lake – Terry Winter, Jason
 Craig & Rob Toney
 RM of Carmichael – John Wagner, Doug Casey &
 Travis Harlick
 RM of Piapot – John Wagner, Doug Casey &
 Travis Harlick
 Secretary – Nancy Frey

CARRIED

MEETING DATES:

266-19 Casey: That the Rural Municipality of Piapot No. 110 council approves of the regular meeting dates of the council to be held on the second Wednesday of each month at 1:00 p.m. for the year 2020.

CARRIED

OPERATIONAL POLICY – ACCESS TO INFORMATION:

267-19 Wasilow: That the Rural Municipality of Piapot No. 110 council approves of the Operational Policy – Access to Information:

1. Purpose

The Rural Municipality of Piapot No. 110 (“the Municipality”) recognizes the right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP) and The Local Authority Freedom of Information and Protection of Privacy act Regulations (LA FOIP Regs).

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The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality's statutory obligations pursuant to LA FOIP and the Municipality's legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility and participation.

2. Scope

This policy applies to all employees and contractors of the Municipality.

3. Definitions

Access to Information Request – The formal process by which an individual may request access to the Municipality's information under the provisions of LA FOIP. The term freedom of information request (FOI) is also used to describe an access to information request.

Administrator – the administrator of the Municipality appointed pursuant to Section 110 of The Municipalities Act.

Applicant – any individual who requests access to a record under LA FOIP.

Contractor – an individual or company retained under a contract to perform services for the Municipality including any information management service providers (IMSP).

Control – is where the Municipality has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.

Duty to Assist – the Municipality's obligation to provide assistance to an applicant including responding to a request for access openly, accurately and completely.

Employee – an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

Exemption – a mandatory or discretionary provision under LA FOIP that authorizes the Municipality to refuse to give access to

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information contained in a record, or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

Formal Request – a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LA FOIP.

Head – the administrator of the Municipality.

Informal Request – a request for access to information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

Information – what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

LA FOIP – The Local Authority Freedom of Information and Protection of Privacy Act.

Personal Information – means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual's race; religion; family status; age; birthday; place of origin; employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

Possession – physical possession plus a measure of control of the record.

Privacy – is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.

Record – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

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Third Party – means a person or company other than the Municipality.

4. Policy

LA FOIP and The Municipalities Act determine the Municipality's obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy. Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LA FOIP most likely will apply to those records.

4.1 Access to Information

Pursuant to LA FOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality.

The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential and third party information is protected in accordance with LA FOIP.

4.2 Informal Requests

Informal requests are handled by the employee responsible for the information, in consultation with the administrator as necessary.

4.3 Formal Requests

An applicant who wishes to make a formal request under LA FOIP is to complete the Access to Information Request Form available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LA FOIP.

The applicant is to send the request confidentially to the administrator, if an employee receives the formal access request, it should be forwarded to the administrator.

Formal requests are handled by the administrator, confidentially and immediately on receipt. The name of the applicant should be kept confidential.

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Formal access to information requests are subject to an application fee, pursuant to LA FOIP regulations.

Processing fees are determined in accordance with LA FOIP regulations.

The Municipality will process the access to information request with complete, accurate and timely response in accordance with LA FOIP.

Employees shall assist the administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LA FOIP.

4.4 Duty to Assist

The Municipality has a duty to provide assistance to an applicant including to respond to a request for access openly, accurately and completely; to provide an explanation of any term, code or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation of the Municipality is unable to do so.

4.5 Exemptions

LA FOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LA FOIP authorizing the head to refuse to give access to information contained in a record including refusal to confirm or deny the existence of a record, in response to an access to information request.

When determining whether to apply discretionary exemptions, the head will exercise good faith in balancing the legitimate business or legal concerns of the Municipality and the principles of open government.

4.6 Reviews

An applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for a review of the matter.

The Municipality will cooperate with the IPC in the conduct of the review.

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The Municipality will work with the IPC, the applicant, and any third parties to come to an acceptable review result, whenever possible.

The administrator will determine whether to comply or not comply with any recommendations of the IPC following a review, with regard for the requirements of LA FOIP, the public interest, mandate of the Municipality and the principles of open government.

If the applicant and/or third party are not satisfied with head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

4.7 Open government

The Municipality is committed to supporting the concepts of transparency, accountability, accessibility and participation and as such is committed to proactively providing information.

5. Roles and Responsibilities

The administrator is responsible for:

- Corporate information, including personal information at the Municipality of residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests including the application of all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the administrator.
- Assisting with the search for responsive records.
- Compliance with this policy and related procedures and guidelines.

CARRIED

POLICY REVIEW:

268-19 Harlick: That the Rural Municipality of Piapot No. 110 council has reviewed the Noxious Weed Control Policy, Oil & Gas Well Development Standard Conditions and the Purchase of Right Of Way Policy.

CARRIED

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PRIVATE LANE/MAINTENANCE & CONSTRUCTION POLICY:

269-19 Bertram: That the Rural Municipality of Piapot No. 110 council amends the Private Lane/Maintenance & Construction Policy to:

That the municipality will grade driveways on request with councilor approval.

CARRIED

CORRESPONDENCE:

270-19 C. Moorhead: That the following correspondence:
SARM Policy Bulletin October 2019, APAS in Action October 2019, APAS 2019 Federal Election Proposals, CAP Plant Health Network News Fall 2019, Rural Integrated Roads for Growth Program Nov.01/2019, SAMA Oil & Gas Storage Equipment Assessments Nov.04/2019
now be filed.

CARRIED

ADJOURN:

271-19 C.Moorhead: That we now adjourn at 5:25 p.m.

CARRIED

John P Wagner (Reeve)

Jenny Robinson (Administrator)