
RURAL MUNICIPALITY OF BROWNING NO. 34

Minutes - December 5, 2019

A regular meeting of the Council of the Rural Municipality of Browning No. 34 was held on Thursday, December 5, 2019, R.M. Office, 215 Main St., Lampman, Saskatchewan.

2019-12-1 CALL TO ORDER

Reeve Loustel called the meeting to order. The time being 8:02 a.m. The attendance being as follows:

Division # 1 - Richard Brokop
2 - Blake Fornwald
3 - Derek Fichter
4 - Blaine Fornwald
5 - Brian Fornwald
6 - Allan Walter - absent

Reeve - Pius Loustel
Administrative Consultant - Greg Wallin
Administrator - Dena Scott
Administrative Intern - Jessica Franklin

2019-12-2 MINUTES

- Brian Fornwald - That the minutes of the November 8, 2019 meeting of Council be approved as read.

Carried

- Derek Fichter - That the minutes of the December 3, 2019 joint meeting of the Councils of the R.M. of Browning No. 34 and the Town of Lampman be approved as read.

Carried

2019-12-3 BANK RECONCILIATION

- Blaine Fornwald - That the October, 2019 bank reconciliation be hereby approved as presented.

Carried

2019-12-4 CASH STATEMENT

- Brian Fornwald - That the Statement of Receipts and Payments for the month of November, 2019 be adopted as presented.

Carried

2019-12-5 CORRESPONDENCE

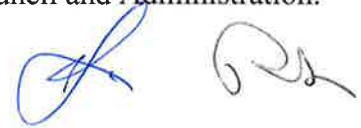
- Derek Fichter - That the correspondence presented to this meeting now be filed for future reference of Council and Administration.

Carried

2019-12-6 COMMITTEE MEETINGS/INFORMATION/REPORTS/CONCERNS

- Blake Fornwald - That the committee meeting minutes, information, reports and concerns presented to this meeting now be filed for future reference of Council and Administration.

Carried



2019-12-7 UNFINISHED BUSINESS

a) Unmarked Graves

- Brian Fornwald - That the R.M. of Browning No. 34 verify all grave records and proceed with marking all unmarked graves with a dark slate grave stone that will be purchased and marked in the spring of 2020.

Carried

b) Lorna Garton - Fit to Work Assessment

- Blake Fornwald - That the R.M. of Browning No. 34 require Lorna Garton to complete a fit for work assessment due to Lorna's recent surgery.

Carried

c) Gravel and Hauling Prices

- Derek Fichter - That the R.M. of Browning No. 34 request a written price from Chamney Crushing Ltd. on gravel and hauling prices; and that Administration email all prices to Council for a decision on which company the R.M. of Browning No. 34 will be choosing to purchase the gravel and hauling from each stock pile to be stock piled in 2020.

Carried

d) Agreement for Borrow Pit and Clay Purchase

- Richard Brokop - That the R.M. of Browning No. 34 approve and adopt the Agreement for Borrow Pit and Clay Purchase as amended.

Carried

e) Loretta Threinen - 10 Years of Service

- Richard Brokop - That Administration contact Loretta Threinen regarding whether she would prefer the gift of a gold ring for her ten (10) years of service or an equivalent monetary value.

Carried

h)(i) RIRG - Joint Application with R.M. of Moose Creek No. 33

- Blaine Fornwald - That the R.M. of Browning No. 34 apply for three (3) miles of Township Road 62 from Range Road 2040 to Primary Grid 604 (Range Road 2043) to correlate with the application from the R.M. of Moose Creek No. 33 for the Rural Integrated Roads for Growth (RIRG) program for 2020.

Carried

h)(ii) RIRG - Joint Application with R.M. of Coalfields No. 4

- Derek Fichter - That the R.M. of Browning No. 34 write a letter to the R.M. of Coalfields No. 4 requesting their interest in submitting a joint application for the Rural Integrated Roads for Growth program for the upgrade of PG 605 to a heavy haul road; and that the R.M. of Browning No. 34's application would include two (2) miles between Township Road 40 and Township Road 42 in the 2020 application year.

Carried



i) PG 700 Engineer Tenders

- Brian Fornwald - That the engineer tenders received for road construction of PG 700 were opened and discussed; and that Administration will read over the tenders thoroughly and create a spreadsheet for Council to review all associated costs.

Wood Environment & Infrastructure Solutions	-	\$319,040.20 plus tax
Pinter & Associates Ltd.	-	\$157,640.00 plus tax
Associated Engineering (AE)	-	\$131,622.00 plus tax
Tetra Tech Canada Inc.	-	\$371,597.00 plus tax
Walker Projects Inc.	-	\$284,000.00 plus tax
WSP Consulting Services	-	\$188,838.00 plus tax
Allnorth	-	\$136,492.00 plus tax
ENG-TECH Consulting Limited	-	\$388,518.00 plus tax
Clifton	-	\$135,000.00 plus tax

Carried

j) PG 700 Land Company Tenders

The following companies submitted an invitational tender to complete the right-of-way agreements for the Primary Grid 700 road construction in 2020:

LandSolutions LLP	-	\$30,283.00 plus tax
Watson Land Services Ltd.	-	\$29,400.00 plus tax
Sun Valley Land Ltd.	-	\$33,870.00 plus tax

(i) Watson Land Services Ltd. - Completion of Right-of-Way Agreements

- Brian Fornwald - That the R.M. of Browning No. 34 hire Watson Land Services Ltd. to complete the right-of-way agreements required for the 2020 road construction of Primary Grid 700 as well as all related work as per agreement for a total price of twenty-nine thousand, four hundred dollars (\$29,400.00).

Carried

(ii) Solicitor for Preparation of Contract

- Richard Brokop - That the R.M. of Browning No. 34 contract Billesberger Law Firm to complete a detailed contract for all work that will need to be included in the agreement between the R.M. of Browning No. 34 and Watson Land Services Ltd. for the road construction work on Primary Grid 700.

Carried



2019-12-8 NEW BUSINESS

a) Municipal Revenue Sharing

- Brian Fornwald - That the Council of the R.M. of Browning No. 34 confirms the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct;
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing Grant.

Carried

b) RDARM - Regina, SK - January 9 and 10, 2020

- Derek Fichter - That Brian Fornwald, Pius Loustel, Richard Brokop and Blake Fornwald be authorized to attend the RDARM on January 9 and 10, 2020 at Regina, Saskatchewan; and that all out-of-pocket and travel expenses be paid by the R.M. of Browning No. 34.

Carried

c) Pat Filz - Pest Control Agreement

- Brian Fornwald - That the R.M. of Browning No. 34 sign a new agreement with Pat Filz to continue providing pest control services as the existing agreement will expire December 31, 2019.

Carried

e) Town of Oxbow - Mutual Aid Meeting

- Blake Fornwald - That Administration register Blaine Fornwald and Richard Brokop to attend the Mutual Aid meeting in Oxbow, SK, on January 21, 2020; and that all out-of-pocket and travel expenses be paid by the R.M. of Browning No. 34.

Carried

f) Black Hat Ventures Inc. - Drilling License No. 135598

- Derek Fichter - That the R.M. of Browning No. 34 refund invoice Nos. 2704 and 2705 to Black Hat Ventures Inc. due to license no. 135598 being a re-entry to change this well into a disposal well.

Carried

g) SARM - Notice of Planned Procurement

- Blaine Fornwald - That the R.M. of Browning No. 34 post the following as a notice on *sasktenders.ca* that the R.M. of Browning No. 34 will be using services provided by the SARM Trading Services Department from January 1, 2020 to December 31, 2020:

"The R.M. of Browning No. 34 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities (SARM), between January 1, 2020 and December 31, 2020. For further information and access to SARM's Request for Proposal (RFP) notices, please review the Government of Saskatchewan website at: <https://www.sasktenders.ca/content/public/Search.aspx>."

Carried

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h) Saskatchewan Safety Council Seminar - Saskatoon, SK - February 3 - 5, 2020

- Blake Fornwald - That Administration register Brian Fornwald, Pius Loustel, Dena Scott and Dustin Kautz to attend the Saskatchewan Safety Council Seminar in Saskatoon on February 3-5, 2020; and that all out-of-pocket and travel expenses be paid by the R.M. of Browning No. 34.

Carried

i) Auditor Reports - Gravel Pile Measurements

- Brian Fornwald - That the R.M. of Browning No. 34 will not be contracting a third party to measure the gravel piles with the auditors present for the 2019 financial audit; and that we acknowledge that the audited financial statement will show a qualified statement; and that, according to the Ministry of Government Relations, this qualified statement will not affect our revenue sharing and gas tax funding grants.

Carried

j) SARM - Respect in the Workplace Program

- Brian Fornwald - That the R.M. of Browning No. 34 employees and Council be required to take the SARM Respect in the Workplace program; and that the cost of the course will be paid by the R.M. of Browning No. 34.

Carried

k) SW 26-5-6 TORC Oil & Gas Ltd. - Lease Agreement

- Derek Fichter - That Reeve Pius Loustel be authorized to sign and return the Mineral Lease Agreement with TORC Oil & Gas Ltd. on SW 26-5-6 W2M on behalf of the R.M. of Browning No. 34.

Carried

l) Highway 361

- Blaine Fornwald - That the R.M. of Browning No. 34 send a letter to the Ministry of Highways and Infrastructure suggesting that if Highways requires assistance in clearing Highway 361 during or after a snowstorm that the R.M. of Browning No. 34 may provide assistance if we are available, on a case by case basis; and that the R.M. of Browning No. 34 would charge for snow removal and highway maintenance on an hourly basis.

Carried

m) Ratepayers' Meeting

- Brian Fornwald - That the R.M. of Browning No. 34 host a spring Ratepayers' supper meeting to be held on Wednesday, April 8, 2020 at the Lampman Legion, doors open at 5:30 p.m. and supper at 6:00 p.m.; and that Brian Fornwald be appointed to organize the event.

Carried

2019-12-9 FOREMAN ITEMS TO DISCUSS

a) Micheal Seabrook - Incident Report

- Brian Fornwald - That Council acknowledge the incident report from Michael Seabrook on November 8, 2019 regarding damaging the tires on the mower while mowing Range Road 2054; Council would like Administration to send a letter to Micheal suggesting that he use more caution when operating equipment and that this report will be kept in his employee file.

Carried

b) David Tremblay - Incident Report

- Blaine Fornwald - That Council acknowledge the incident report from David Tremblay on November 20, 2019 regarding the loss of a tire on the gravel trailer; and that Administration send a letter to David stressing the importance of following all safety procedures at all times.

Carried

c) Don Steinke and Micheal Seabrook - Incident Report

- Derek Fichter - That Council acknowledge the incident report from Lorna Garton on November 25, 2019; and that Administration send a letter to Don Steinke and Micheal Seabrook confirming that bringing explicit advertising cards to a work place is inappropriate and will not be tolerated.

Carried

d) Employee Layoffs

- Blake Fornwald - That the R.M. of Browning No. 34 send a letter to Dustin Kautz, Micheal Seabrook, Derek Lawrence and, possibly Lorna Garton, suggesting that the R.M. of Browning No. 34 could possibly lay them off any time after January 1, 2020; depending on the amount of work that will need to be completed over the winter of 2020.

Carried

- Blaine Fornwald - That the Foreman's Report be hereby approved as presented.

Carried

2019-12-10 OTHER MATTERS

a) Day Off - December 27, 2019

- Blaine Fornwald - That the employees be given December 27, 2019 as an additional day off (no holiday claimed); and that there be required minimum of two outside employees to be on call.

Carried

b) Asset Management

- Derek Fichter - That Pius Loustel be appointed as the Asset Management Champion for the R.M. of Browning No. 34; and that Greg Wallin, Dena Scott, Brian Fornwald, Mike Konopaki, and Jadon Carnduff be appointed as the Asset Management Steering Committee.

Carried

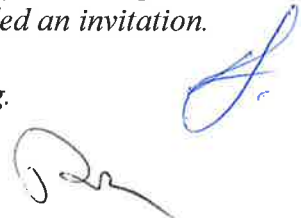
2019-12-11 DELEGATIONS

10:22 a.m. Mr. James Cameron of Redhead Equipment met with Council to wish everyone a happy holiday.

10:26 a.m. Mr. James Cameron left the meeting

10:29 a.m. Mr. Chris Masson and Ed McMillon from Tundra Oil and Gas met with Council to introduce themselves as contacts for the area; and, if the R.M. of Browning No. 34 decides to hold a meeting with oil companies, that Tundra Oil and Gas be extended an invitation.

10:39 a.m. Mr. Chris Masson and Ed McMillon left the meeting.



2019-12-12 ACCOUNTS

- Brian Fornwald - That the accounts covered by cheque no.'s 3194 to 3255 in the amount of \$240,891.98; and that direct payroll payment no.'s 1493 to 1523 for the amount of \$55,605.50 be approved for payment.

Carried

2019-12-13 NEXT MEETING

The next meeting be held on January 3, 2020 at 8:00 a.m.

Carried


2019-12-14 ADJOURN

- Pius Loustel - That this meeting now be adjourned. The time being 12:44 p.m.

Carried



Administrator



Reeve