

**Rural Municipality of Lipton, No. 217**  
**Regular Meeting Minutes**  
**December 6, 2022**

The Regular Meeting of the Council of the Rural Municipality of Lipton No. 217 was held at the Municipal Office located at 226 Main Street, Lipton on Tuesday December 6th, 2022 commencing at 9:02 a.m.

Present: Reeve:

Corey Senft

Councillors:

Division 1: Bill Huber

Division 2: Darwin Huber

Division 3: Dale Czemerer

Division 4: Christopher Catto

Division 5: Twila Miller

Division 6: Tomas Arthur

Administrator:

Ronda Heisler

Foreman:

Nick Petrar

Councillor's Christopher Catto, Darwin Huber and Tomas Arthur declared and signed their *Official Oath - Member of Council* as witnessed by the Administrator Ronda Heisler.

**Call To Order**

Reeve Senft called the meeting to order at 9:02 a.m.

**Foreman Report:**

- Myron Cyr was out to do the mulching. It should help out a lot where we got rid of the willows. The Hayward was bad last year but last week in the winds it was fine.
- The rear tractor tires need replacing.
- Went with Bill to discuss reducing the tractor invoice with Pattison Agriculture.
- I have provided a report on the older mower and the issues with it that need repair.
- Some of the side roads may need some extra gravel next year.
- It would be nice to get new lights for the shop as it is very hard to see in there when working with the current lighting.

**Foreman Report**

321/22

**Moved By:** Councillor Tomas Arthur

THAT Council accepts the Foreman's report as presented.

**CARRIED**

**Foreman Nick Petrar exited Council Chambers at 9:23 a.m.**

**Approval/Additions/Deletions To the Agenda**

322/22

**Moved By:** Deputy Reeve Dale Czemerer

THAT the agenda be adopted with the following additions:

- 1) Tractor
- 2) Old Mower
- 3) Clearing Bush

**CARRIED**

323/22 **November 1st, 2022 Regular Meeting Minutes**  
**Moved By:** Councillor Bill Huber  
THAT the November 1st, 2022 Regular Council Meeting minutes be approved as presented.  
**CARRIED**

324/22 **November 1st, 2022 Public Hearing Minutes**  
**Moved By:** Councillor Twila Miller  
THAT the November 1st, 2022 Public hearing minutes be approved as presented.  
**CARRIED**

**Business Arising From Minutes**

- Follow up on the letter sent to Randy Gibson regarding animals at large.
- Discussion on concerns with the information provided by Bob Baker from Professional Building Inspections

325/22 **Financial Statements**  
**Moved By:** Councillor Christopher Catto  
THAT the Statement of Financial Activities for the months of October and November 2022 be approved as presented.  
**CARRIED**

326/22 **Bank Reconciliations**  
**Moved By:** Councillor Bill Huber  
THAT the RCU and RBC Bank Reconciliations for the month of October and November be approved as presented.  
**CARRIED**

327/22 **List of Accounts for Approval**  
**Moved By:** Councillor Twila Miller  
THAT Council approves the List of Accounts for Approval as presented including Cheque No. 5052 to 5080 and other online payments totaling \$328,728.52, Mastercard totaling \$1,069.09 and payroll for periods PP#22 and PP#23 totaling \$12,568.57.  
**CARRIED**

**Council Reports:**

Division 1:

- Roads are generally in good shape.
- Disappointed with grass cutting this year as some areas were never finished. Some of that had to do with bales in the ditch. Never got the top cut done and didn't get the Hayward or Lebret grid done.
- Could we look into having the mower cut the back roads in early June.
- Nick and I met with Pattison Agriculture to discuss the high invoice for fixes to the Tractor that their technicians were unable to pinpoint. We were able to get the invoice reduced by \$2,000.00.
- The tractor needs back tires. I would like to suggest we look for a new tractor as we have had continued problems with it even after having a greenlight inspections and repairs from that completed.
- We should look for a new mower and look at selling the old mower and keep the newest one we have for a backup.
- I had Nick skim some grass off some areas with the grader to reduce the snow

drifts.

Division 2:

- The roads need attention. They need to be widened out a foot and we need to re-capture the gravel.
- I have received complaints regarding the Creek Road. In its current state you can't pass another vehicle on it. Needs to be widened to a two vehicle pass road.
- Roads need to be cut on top not the shoulders.
- The low-level crossing roads I would like to see the grader down to open them up as we are losing roads by letting them grow in.

**Councillor Bill Huber exited Council Chambers at 10:09 a.m. and returned to Chambers at 10:11 a.m.**

Division 3:

- All roads are good.
- I had the bush cleaned up for Allen Turner.

Division 4:

- Nothing to report at this time as this is my first meeting.

Division 5:

- Some bush was cleared on the Freeland, however the full bush needs to be removed.

Division 6:

- Jackson's installed the culvert on the 639 Grid. It will need attention in the spring to get it back to good condition.
- Met with the engineer to discuss the contractor coming back for the warranty work on the 639 Grid and he will come back in the spring of 2023.
- Happy with the mulching. I would like to see a few more spots completed.

Reeve:

- Met with our Engineer Regan on the Freeland to text some spots for clay. It was pure sand on the Akrigg land but John Moleski showed us a spot on his land that we found clay.
- I also had the engineer take some gravel from Buium's to test to see if it's good gravel. There is about 5,000 yards. If the gravel is good we could look at possibly purchasing it.
- Botkin installed the culvert on Range Road 2152.
- I was asked who gives approval for hunting on the R.M. owned quarter.

**Council Reports**

328/22

**Moved By:** Councillor Bill Huber

THAT the Council reports be accepted.

**CARRIED**

**Technical Break**

329/22

**Moved By:** Reeve Corey Senft

THAT the time being 10:32 a.m. we take a 5-minute recess.

**CARRIED**

**Reconvene**

330/22

**Moved By:** Reeve Corey Senft

THAT the time being 10:38 a.m. we reconvene our regular meeting of Council.

**CARRIED**

- 331/22 **Tractor Quotes**  
**Moved By:** Councillor Darwin Huber  
 THAT Bill Huber obtains 3 quotes on a new tractor to determine if the R.M. should tender it out.  
 CARRIED
- 332/22 **Tender Old Mower**  
**Moved By:** Councillor Darwin Huber  
 THAT the R.M. tender the old mower On March 1st.  
 CARRIED
- 333/22 **Returning Officer's Declaration of Results**  
**Moved By:** Deputy Reeve Dale Czemerer  
 THAT Council accepts the Returning Officer's declaration of results for Division 2, 4 & 6 for the November 9th, 2022 election and will form part of these minutes.  
 CARRIED
- 334/22 **WSP - Freeland Road Profiles**  
**Moved By:** Councillor Twila Miller  
 THAT Council acknowledges and approves the Freeland Road plan profiles, clay cap volume report, example cross sections and subgrade cut-fill volume report as presented.  
 CARRIED
- 335/22 **December 21st, 2022 Special Council Meeting**  
**Moved By:** Councillor Christopher Catto  
 THAT Council hold a special meeting on Wednesday, December 21st, 2022 to review and award the tenders for the Freeland Road Project, to discuss the Freeland Project, to pay accounts payable and discuss some of the updates to the Official Community Plan and Zoning Bylaw.  
 CARRIED
- 336/22 **Annual Benefits Renewal**  
**Moved By:** Councillor Twila Miller  
 THAT Council approves the 2023 SARM annual employee benefit renewal as presented.  
 CARRIED
- 337/22 **2023 SARM Property Self Insurance Program**  
**Moved By:** Councillor Bill Huber  
 THAT Council approves the 2023 SARM Property Self Insurance Program renewal as presented.  
 CARRIED
- 338/22 **2023 Meeting Dates**  
**Moved By:** Councillor Darwin Huber  
 THAT the Third Tuesday of the month be the regular meeting date for Council and the meeting start times be as follows:  
 November to March 9:00 a.m.  
 April to October 8:00 a.m.  
 CARRIED
- 339/22 **Council Appointments for the Year 2023**  
**Moved By:** Councillor Christopher Catto  
 THAT Council approve the following appointments for the year 2023:  
 Deputy Reeve - Dale Czemerer  
 Finance and Budget Committee: Council as a Whole

Gravel and Roads - \*Dale, Tomas, Darwin & Chris  
Machinery - \*Bill, Tomas & Twila  
Union and Performance Committee - \*Twila, Dale & Darwin  
Policy and Bylaw Committee - \*Twila & Tomas  
Cupar Nursing Home Representative - Dale Czemerer  
Fort Hospital Representative - Corey Senft  
Emergency Measures - Corey Senft  
East Central Transportation Representative - Dale Czemerer  
Parkland Regional Library Representative - Christopher Catto  
Lipton Library Board Representative - Darwin Huber  
Dysart Library Board Representative - Tomas Arthur  
Reeve is Ex-Officio on all boards and committees

**CARRIED**

340/22 **Appointments For 2023**  
**Moved By:** Councillor Tomas Arthur

THAT Council approve the following appointments for the year 2023:  
Lawyer - SARM Solicitors  
Pest Control Officer - Ronnie Voeltz  
Weed Inspector - Jeffery Karol  
Pound Keeper - Garnet Harmen  
Lipton Fire Chief - Bruce Goff  
Dysart Fire Chief - Gary Kayter

**CARRIED**

341/22 **Appointment of Auditors**  
**Moved By:** Councillor Twila Miller

THAT Dudley and Company be appointed as the Municipality's auditors for the 2022 audit.

**CARRIED**

**Councillor Bill Huber left the meeting at 11:32 a.m.**

342/22 **Acknowledgement of Audit Process and Responsibilities**  
**Moved By:** Councillor Christopher Catto

THAT acknowledgement of both parties responsibilities relating to the 2022 audit be recognized and the Council sign the acknowledgement letter relating to the audit and further after discussing the questionnaire on fraud.

**CARRIED**

343/22 **Appoint Development Appeals Board**  
**Moved By:** Deputy Reeve Dale Czemerer

THAT the RM OF LIPTON NO.217 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Barry Clark, Dave Gurnsey, Murray Dean, Pam Malach, Stew Demmans, and Stu Hayward.  
FURTHERMORE, that the RM OF LIPTON NO.217 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

**CARRIED**

344/22 **Appoint Municipal Administrator Under the Stray Animals Act**  
**Moved By:** Councillor Twila Miller  
THAT the RM Administrator or Acting Administrator be appointed as the Administrator on the *Stray Animals Act*.  
**CARRIED**

345/22 **Council Indemnity and Supervision Rates**  
**Moved By:** Councillor Tomas Arthur  
THAT the Council Indemnity, Public Works Supervision rates be as follows:  
  
Regular and Special council meetings: \$200.00 per diem  
Office Supervision by the Reeve: \$200.00 per diem  
Special Meeting of Council, Public Works supervision  
and committee meetings \$31.00 per hour up to 4 hours after which daily rates of  
\$200.00 apply.  
Convention \$125.00 per diem  
Convention Meal Allowance \$40.00 per diem  
Mileage \$.60 cents per km  
**CARRIED**

346/22 **Equipment Custom Rates 2023**  
**Moved By:** Deputy Reeve Dale Czemerer  
THAT the equipment custom rates for 2022 be set as follows:  
  
Grader - \$110.00/hour  
Mower - \$70.00/hour  
Non - Ratepayers Grader - \$160.00/hour  
Non - Ratepayers Mower - \$110.00/hour  
Minimum Rate - \$30.00  
Graders and Mower custom work be limited to availability  
**CARRIED**

347/22 **Municipal Revenue Sharing Grant – Declaration of Eligibility**  
**Moved By:** Councillor Christopher Catto  
The Council of the Rural Municipality of Lipton No. 217 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:  

- Submission of the 2021 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; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.  
**CARRIED**

348/22 **Clearing the Path Statutory Declaration**  
**Moved By:** Councillor Christopher Catto  
THAT Council acknowledges the Rural Integrated Roads for Growth incremental maintenance statutory declaration as presented and hereby approves the Reeve and Administrator to sign it.  
**CARRIED**

- 349/22 **RDARM Convention**  
**Moved By:** Councillor Twila Miller
- THAT the Administrator and Dale Czemerer are authorized to attend the 2023 Regina District Association of Rural Municipalities annual convention on January 5th & 6th, 2023.
- CARRIED**
- 350/22 **Credit Tax Roll Number 513**  
**Moved By:** Councillor Tomas Arthur
- THAT tax roll number 513 be credited \$5.60 being a 2% discount to allow for the October 4% discount on taxes, due to the tax payment for roll number 513 being sent to the Village of Lipton in error on October 26, 2022.
- CARRIED**
- 351/22 **Recess**  
**Moved By:** Councillor Christopher Catto
- THAT the time being 12:00 p.m. we recess for lunch.
- CARRIED**
- 352/22 **Reconvene**  
**Moved By:** Councillor Tomas Arthur
- THAT the time being 12:35 p.m. we reconvene our regular meeting of Council.
- CARRIED**
- 353/22 **Professional Building Inspections - Farm Building Exemption Request Form**  
**Moved By:** Councillor Twila Miller
- THAT Council adopt the Professional Building Inspections farm building exemption request form to administer exemptions to building permits for farm buildings.
- CARRIED**
- 354/22 **CPR Training**  
**Moved By:** Councillor Twila Miller
- THAT Council approves of all the employees to take the blended CPR class being offered in January of 2023 at a cost of \$150 per person. Seasonal employees will be dependent of availability and rate of pay they require to come in during layoff.
- CARRIED**
- 355/22 **Mental Health First Aid**  
**Moved By:** Councillor Twila Miller
- THAT Council approves of the Administrator setting up a mental health first aid class through The Do More Agriculture Foundation for staff and community members to attend at no cost to the R.M.
- CARRIED**
- 356/22 **SaskAlert Training and Designation**  
**Moved By:** Deputy Reeve Dale Czemerer
- THAT Council approves of the Administrator taking the SaskAlert training to allow her to issue emergency alerts on behalf of the R.M. in the case of an emergency.
- CARRIED**
- 357/22 **Discretionary Use Permit - Gravel Pit SE-26-24-15-W2**  
**Moved By:** Councillor Twila Miller
- THAT the development permit for the gravel pit on the SE-26-24-15-W2 be approved with the following conditions:  
The pit circled in the development permit is the only pit on SE-26-24-15-W2 that is approved. If further gravel pit development on SE-26-24-15-W2 is required a heritage sensitivity report will need to be completed and provided to the R.M.

The excavation shall be 15 metres from the road allowance;  
The excavation and crushing site shall be 400 metres from any dwelling.  
The site is to be reclaimed as follows:  
Upon commencement of opening the gravel pit, the top soil shall be piled in a manner that it can be used for reclamation of the site.  
Upon completion of the gravel extraction, the slopes of the excavation of the gravel pit shall be sloped to a 4:1 slope and the top soil spread over the site to be seeded grass. The operation shall meet Provincial and Municipal standards.  
Prior to final reclamation approval, the Municipality shall be notified and an inspection of the site will be carried out with the contractor.

CARRIED

358/22 **Division Review Policy**  
**Moved By:** Councillor Christopher Catto

THAT Council adopts the Division Review Policy as presented and forming part of these minutes.

CARRIED

359/22 **Clay Purchase Policy**  
**Moved By:** Councillor Twila Miller

THAT Council adopt the Clay Purchase Policy for Road Construction and Repair as presented and forming part of these minutes.

CARRIED

360/22 **Bylaw 2022-05 Building Bylaw**  
**Moved By:** Deputy Reeve Dale Czemerer

THAT Bylaw 2022-05 being a Building Bylaw Respecting Buildings be introduced and read a first time.

CARRIED

361/22 **Bylaw 2022-05 Second Reading**  
**Moved By:** Councillor Tomas Arthur

THAT Bylaw 2022-05 be read a second time.

CARRIED

362/22 **Authorization for Council to give three readings to Bylaw 2022-05**  
**Moved By:** Councillor Christopher Catto

THAT authorization be given to offer third and final reading to Bylaw 2022-05 .

CARRIED

363/22 **Bylaw 2022-05 Third Reading and Adoption**  
**Moved By:** Councillor Twila Miller

THAT Bylaw 2022-05 being a Building Bylaw Respecting Buildings be read a third time and adopted.

CARRIED

364/22 **Bylaw 2022-07 Cupar Fire Services Agreement**  
**Moved By:** Councillor Darwin Huber

THAT Bylaw 2022-07 being a Bylaw to provide for entering into an agreement with the Town of Cupar with respect to the Town of Cupar providing fire services to the R.M. of Lipton be introduced and read a first time.

CARRIED

365/22 **Bylaw 2022-07 Second Reading**  
**Moved By:** Councillor Tomas Arthur

THAT Bylaw 2022-07 be read a second time.

CARRIED



366/22 Authorization for Council to give three readings to Bylaw 2022-07  
**Moved By:** Councillor Christopher Catto  
THAT authorization be given to offer third and final reading to Bylaw 2022-07.  
**CARRIED**

367/22 Bylaw 2022-07 Third Reading and Adoption  
**Moved By:** Deputy Reeve Dale Czemerer  
THAT Bylaw 2022-07 being a Bylaw to provide for entering into an agreement with the Town of Cupar with respect to the Town of Cupar providing fire services to the R.M. of Lipton be read a third time and adopted.  
**CARRIED**

368/22 Correspondence  
**Moved By:** Councillor Twila Miller  
THAT the following correspondence be accepted as presented and filed:  
1) 2023 SARM Liability Self-Insurance Plan Info  
2) APAS - Annual general meeting invitation  
3) SARM - OH&S Exemption Email  
4) SARM - Resolution Committee Expression of Interest & Terms of Reference  
5) Sask. Assoc. of Watersheds - District Advisory Committee  
6) Sask. Public Safety Agency - Fire Dispatch Notification Issues  
7) Rural Municipal Administrators' Assoc. - 2023 Curling Event  
8) Gov. of Sask. - Centralized Board of Revision  
9) Professional Building Inspections - November Newsletter  
10) SARM - Bill C-21 Criminalizing Sask. Residents Overnight  
11) SARM - Division 1 Director Greetings  
**CARRIED**

369/22 Administration Report  
**Moved By:** Councillor Darwin Huber  
THAT Council accepts the Administrator report as presented.  
**CARRIED**

370/22 In Camera  
**Moved By:** Councillor Tomas Arthur  
THAT this meeting move to closed session at 1:04 p.m. as per section 120(2)(a) of *The Municipalities Act*, section 16(1)(d) and section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following matters:  
Employee Evaluations, 2023 Employee Wages and Lawyer Correspondence  
**CARRIED**

**The Administrator exited Council Chambers at 1:09 p.m. and re-entered Council Chambers at 1:32 p.m.**

371/22 Revert to Open Meeting  
**Moved By:** Councillor Darwin Huber  
THAT Council revert to an open meeting at 2:04 p.m.  
**CARRIED**

372/22 Employee Evaluations  
**Moved By:** Councillor Twila Miller  
THAT Council acknowledges the Administrator and Foreman Employee Reviews as complete and the Chair and one Councillor from the Union and Performance Committee will meet with them to conduct the evaluations.  
**CARRIED**


373/22

**Adjournment**

**Moved By:** Councillor Tomas Arthur

THAT the meeting be adjourned at 2:05 p.m.

**CARRIED**

  
\_\_\_\_\_  
Reeve  
\_\_\_\_\_  
Administrator