

## **RURAL MUNICIPALITY OF MILTON NO. 292**

Minutes of the regular meeting of the council of the Rural Municipality of Milton No. 292 held on Wednesday January 12<sup>th</sup>, 2022 in the municipal council chambers located at 20 1<sup>st</sup> Avenue North in Marengo, Saskatchewan.

### **CALL TO ORDER**

Reeve James Loken called the meeting to order at 7:59 a.m. with the following members in attendance:

**Division 1:** Darren Cowie

**Division 2:** Peter Applin

**Division 4:** Murray Cowie

**Division 5:** Natalie Sullivan

**Division 6:** Jordan Sonmor

**Division 7:** Sara Wilke

Division 3 council member Larry Stasiuk was absent.

The following staff members were in attendance:

**Administrator:** Robin Busby

One guest was in attendance.

### **AGENDA**

- 2022-001**      **NATALIE SULLIVAN** – That the agenda to be used as a guideline for this meeting and that we approve the following changes to the agenda:  
Agenda items 24, 19, 11, 12, 34, 20 & 27 to be before agenda item 5

**CARRIED**

### **MINUTES**

- 2021-002**      **DARREN COWIE** – That the minutes from the regular meeting of council held on December 8<sup>th</sup>, 2021 be approved as circulated.

**CARRIED**

### **JOINT ADMINISTRATION**

- 2021-003**      **DARREN COWIE** – That the following salary increases and purchases for the municipal office, and other items be approved effective January 1<sup>st</sup>, 2022:

Increase Lisa Ensor's wage from \$19.05 per hour to \$22.00 per hour;

Increase Trina Mears' wage from \$26.15 per hour to \$26.70 per hour;

Increase Candace Rea's salary from \$57,015 per year to \$58,175 per year;

Increase Robin Busby's salary from \$110,290 per year to \$112,525 per year;

Increase Tracy Clow's janitorial contract from \$6,060 per year to \$6,180 per year;

Authorize Trina Mears and Lisa Ensor to attend the 2022 Munisoft Conference at an estimated cost of \$2,390.00;  
Purchase an Asus desktop computer from Munisoft at an approximate cost of \$3,174.00 plus taxes;  
Purchase a 2 foot by 4 foot table for the Administrator's office for a maximum amount of \$300.00 before taxes;  
Purchase a vacuum to a maximum of \$1,000 before taxes.

**CARRIED**

**BOARD REPORTS**

**2022-004**

**SARA WILKE** – That the following board reports be filed:

Division Reports  
Kindersley Medical Arts  
Kindersley Library Board  
Kindersley & District Plains Museum  
Highway 317 Project Committee  
Employee Committee Report – December 2021  
Joint Administration Board Meeting – December 22<sup>nd</sup>, 2021  
Alsask Water Treatment Plant Report – December 2021  
Pest Control Officer Inspection Reports – November 2021

**CARRIED**

**COUNCIL COMMITTEE TERM LENGTHS**

**2022-005**

**PETER APPLIN** – That the following council committee term lengths be set as below pursuant to Bylaw 2021-09, the Council Procedures Bylaw:

<b>Appointment/Committee</b>	<b>Term Length</b>
Animal Control Officer	1 year
Board of Revision	1 year
David & Betty Molloy Student Award Selection Committee	2 year
Bylaw Review Committee - Division 7 Bylaws	2 year
Development Appeals Board	1 year
Emergency Planning Committee	2 year
Employee Committee	1 year
Finance	1 year
Highway 317 Project Committee	2 year
Joint Administration	1 year
Kindersley & District Health & Wellness Foundation Inc.	2 year
Kindersley & District Plains Museum	2 year
Kindersley Library Board	2 year
Kindersley Regional Medical Arts Authority	2 year
North West Heavy Oil Municipalities	1 year
Pest Control Officer	1 year

Prairie West Planning District	2 year
Prairie Winds Emergency Planning District	2 year
Rural Crime Watch	2 year
Safety Committee	2 year
Vet Service Board	2 year
WCMGC	1 year
Weed Inspector	1 year
Western Regional Landfill Inc.	2 year
Wheatland Regional Library	2 year

**CARRIED**

## **2022 COUNCIL APPOINTMENTS**

**2022-006 JORDAN SONMOR** – That we appoint the following members effective January 1<sup>st</sup>, 2022 to the committees listed below for the term noted:

<b>Appointment/Committee</b>	<b>Member</b>	<b>Term Expiry</b>
Animal Control Officer	Cory Loken/Gerald Sonmor	December 31, 2022
David & Betty Molloy Student Award Selection Committee	Larry Stasiuk, Sara Wilke	December 31, 2023
Bylaw 2007-01 Designated Officer	Robin Busby	Ongoing
Bylaw Review Committee Division 7 Bylaws	James Loken, Sara Wilke, Robin Busby	December 31, 2023
Emergency Planning Committee	Jordan Sonmor, Natalie Sullivan, Darren Cowie, Sara Wilke, Robin Busby	December 31, 2023
Employee Committee	Darren Cowie, Larry Stasiuk, Sara Wilke	December 31, 2022
Finance	Natalie Sullivan, Darren Cowie, Sara Wilke (alternate)	December 31, 2022
Highway 317 Project Committee	Darren Cowie, Larry Stasiuk, Jordan Sonmor	December 31, 2023
Joint Administration	James, Darren Cowie, Larry Stasiuk, Sara Wilke (alternate)	December 31, 2022
Kindersley & District Health & Wellness Foundation Inc.	Natalie Sullivan	December 31, 2023
Kindersley & District Plains Museum	Natalie Sullivan	December 31, 2023
Kindersley Library Board	James Loken	December 31, 2023

Kindersley Regional Medical Arts Authority	Natalie Sullivan	December 31, 2023
North West Heavy Oil Municipalities	Sara Wilke	December 31, 2022
Prairie West Planning District	Sara Wilke, Robin Busby	December 31, 2023
Prairie Winds Emergency Planning District	Sara Wilke	December 31, 2023
Rural Crime Watch	Vacant	December 31, 2023
Safety Committee	Sara Wilke, Darren Cowie, Robin Busby, one Public Works employee	December 31, 2023
Safety Supervisor	Vacant	Ongoing
Vet Services Board	Jordan Sonmor	December 31, 2023
West Central Municipal Government Committee	James Loken	December 31, 2022
Western Regional Landfill Inc.	Natalie Sullivan Sara Wilke (alternate)	December 31, 2023

**CARRIED**

**FOREMAN POSITION**

**2022-007 JORDAN SONMOR** – That we table further discussion of the Foreman position until the February 2022 meeting of council.

**CARRIED**

**WASTE DISPOSAL SERVICES – ALSASK**

**2022-008 MURRAY COWIE** – That we enter into a three year contract with Loraas Environmental commencing on January 1<sup>st</sup>, 2022 to provide curbside waste disposal and recycling services in Alsask at the following rates:

*Waste Disposal*

Bi-weekly pickup

\$14.20 per cart per month plus fuel surcharge, carbon levy and GST

*Recycling*

\$8.94 per cart per month plus fuel surcharge, carbon levy and GST

**CARRIED**

**HOUSEHOLD GARBAGE COLLECTION AND RECYCLING RATES**

- 2022-009**     **SARA WILKE** – That we approve the following household garbage and recycling rates effective March 1st, 2022:  
Household garbage: \$14.50 per month per household  
Recycling service: \$9.50 per month per household  
Fuel surcharge \$3.00 per month per household

**CARRIED**

**LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (LAFOIP) – OPERATIONAL POLICY**

- 2022-010**     **SARA WILKE** – That the LAFOIP Access to Information - Operational Policy, attached hereto and forming part of these minutes be approved effective January 12<sup>th</sup>, 2022.

**CARRIED**

**BEREAVEMENT POLICY**

- 2022-011**     **NATALIE SULLIVAN** – That we amend the bereavement policy passed May 26<sup>th</sup>, 2021 to change 20 - eight hour paid days due to the death of immediate family to 10 - eight hour paid days and change 10 - eight hour paid days for extended family to 5 - eight hour paid days and that this amendment become effective January 12<sup>th</sup>, 2022.

**CARRIED**

**BUYOUT OF LEASE – 2021 CAT 150 GRADER**

- 2022-012**     **MURRAY COWIE** – That we buyout the lease on the 2021 CAT 150-15AWD drive grader serial number \*\*\*\*500604 in the amount of \$455,415.24 and that we authorize the Reeve and the Administrator to complete the buyout by January 28<sup>th</sup>, 2022.

**CARRIED**

**INCOME AND EXPENSE STATEMENT**

- 2022-013**     **SARA WILKE** – That the statement of income and expense for December be approved as presented.

**CARRIED**

**CORRESPONDENCE**

- 2022-014**     **JORDAN SONMOR** – That we acknowledge receipt of the following correspondence and file for future reference:

**SRC Analytical**

Alsask water samples analysis all printed below:

Date	Free Chlorine	Total Chlorine	Turbidity
08-Dec-2021	0.55	0.79	0.39 (Regular)
21-Dec-2021	0.67	0.99	0.39 (Regular)

21-Dec-2021 1.35 1.55 0.45 (Other)  
22-Dec-2021 1.32 1.51 0.43 (Other)  
(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)

09-Nov-2021 Trihalomethane 90.1 ug/L Sask guidelines <100 ug/L

15-Nov-2021 Haloacetic acids 28 ug/L Sask guidelines <80 ug/L

16-Nov-2021 SE 01-30-29W3 – 14 orgs/100 mL Total Coliform  
11 orgs/100 mL E. Coli

24-Nov-2021 – General Chemistry/Water Quality – all within Sask guidelines

Saskatchewan Association of Rural Municipalities (SARM)

Weekly Policy Bulletin – December 7, 2021

Weekly Policy Bulletin – December 14, 2021

Weekly Policy Bulletin – December 21, 2021

Weekly Policy Bulletin – January 4, 2022

Rural Sheaf – December 2021

2022 Membership Letter and Fees

Holiday Greetings from President

Holiday Greetings from Vice President

Holiday Greetings from Division 6 Director

2022 Annual Convention Resolution Deadline

News Release – Western Canadian Municipal Associations Meeting

PHO Newsletter – Winter 2022

Ministry of Government Relations

December 2021 Municipalities Today

Canadian Association of Municipal Administrators

Work during pandemic

Kindersley & District Music Festival

Request for Support

Heritage Manor Auxiliary

Christmas 2021 Newsletter

Saskatchewan Public Works Association

2022 Annual Conference

**CARRIED**

**CYBER LIABILITY COVERAGE**

- 2022-015**     **PETER APPLIN** – That we acknowledge receipt of the correspondence from SARM regarding the Cyber Liability Coverage Renewal and that due to the renewal terms and coverages being provided by AON, that the program will be discontinued by SARM.

**CARRIED**

**NOTICE OF OBJECTION – ACKNOWLEDGEMENT**

- 2022-016**     **MURRAY COWIE** – That we acknowledge the correspondence received from Health Canada, Pest Management Regulatory Agency noting that the municipality's Notice of Objection regarding strychnine use has been reviewed and assessed.

**CARRIED**

**SGI – PROVINCIAL TRAFFIC SAFETY FUND GRANT APPROVAL**

- 2022-017**     **NATALIE SULLIVAN** – That we acknowledge the funding received by the RM of Milton No. 292 from the SGI Provincial Traffic Safety Fund Grant program for the purchase of a mobile solar speed sign in the amount of \$10,600.

**CARRIED**

**PIPELINE CROSSINGS**

- 2022-018**     **SARA WILKE** – That the following pipeline crossings be acknowledged as approved by the Development Officer:  
*Teine Energy Ltd.*  
01-12-30-27W3 to 04-12-30-27W3 File No. 21-26196  
10-18-30-27W3 to 04-19-30-27W3 File No. 21-26233

**CARRIED**

**2022 GRAVEL SPREADING**

- 2022-019**     **DARREN COWIE** – That we contract 6238514 Saskatchewan Ltd to load, haul and spread approximately 10,000 cubic yards of gravel throughout the municipality at a calculated and estimated cost of \$45,000.

**CARRIED**

*9:32 a.m. – Sara Wilke left the boardroom and did not return.*

**2022 CUSTOM WORK RATES**

- 2022-020**     **PETER APPLIN** – That the municipal custom work rates (machine & operator) rates for 2022 be set as follows:
- | <i>Machine</i> | <i>Hourly Rate - Ratepayer</i> | <i>Hourly Rate - Non-Ratepayer</i> |
|----------------|--------------------------------|------------------------------------|
| Grader         | \$140.00                       | \$210.00                           |
| Mowing         | \$145.00                       | \$190.00                           |
| Scraper        | \$300.00                       | \$400.00                           |

Tractor           \$130.00                               \$155.00  
Sod Mulcher   \$175.00 (Councillor & Foreman discretion)  
Gravel Truck   \$105.00 (Alsask and Marengo Cemetery free)

Grass Seeder   \$75.00/day (rental of equipment only)  
Shop Plug-in   \$20.00 per day  
Backhoe        Not rented  
Alsask Tractor Not rented

**CARRIED**

**BOARD OF REVISION SERVICES**

**2022-021   JAMES LOKEN** – That we retain the services of Western Municipal Consulting Ltd. for the municipality's Board of Revision in 2022.

**CARRIED**

**DEVELOPMENT APPEAL BOARD SERVICES**

**2022-022   NATALIE SULLIVAN** – That we retain the services of Western Municipal Consulting Ltd. for the municipality's Development Appeals Board in 2022.

**CARRIED**

**2022 BOARD OF REVISION MEMBERS**

**2022-023   DARREN COWIE** – That we appoint the following members to the 2022 Board of Revision for the municipality:

Sheryl Ballendine  
Stew Demmans  
Cameron Duncan  
Tim Lafreniere  
Mike Waschuk  
Gordon Parkinson  
David Thompson  
Stuart Hayward  
Saumya Vaidyanathan

**CARRIED**

**2022 DEVELOPMENT APPEALS BOARD MEMBERS**

**2022-024   MURRAY COWIE** – That we appoint the following members to the 2022 Development Appeals Board for the municipality:

Sheryl Ballendine  
Stew Demmans  
Cameron Duncan  
Tim Lafreniere  
Mike Waschuk

Gordon Parkinson  
David Thompson  
Stuart Hayward  
Saumya Vaidyanathan

**CARRIED**

**PEST CONTROL OFFICER**

**2022-025**     **PETER APPLIN** – That we appoint Gordon Roesch as the municipality's Pest Control Officer and that we agree to pay the R.M. of Chesterfield No. 261 \$25.55 per hour for services and \$0.64/km for mileage.

**CARRIED**

**WEED INSPECTOR**

**2022-026**     **JORDAN SONMOR** – That we appoint Gordon Roesch as the municipality's Weed Inspector and that we agree to pay the R.M. of Chesterfield No. 261 \$25.55 per hour for services and \$0.64/km for mileage.

**CARRIED**

**FIDELITY BOND**

**2022-027**     **DARREN COWIE** – That the administration fidelity bond, in the amount of \$25,000, issued by SARM and renewed annually, be noted in the minutes as having been examined at the first meeting of 2022.

**CARRIED**

**BYLAW 2022-01 – ASSESSMENT APPEAL FEE**

**2022-028**     **NATALIE SULLIVAN** – That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given first reading.

**CARRIED**

**2022-029**     **DARREN COWIE** – That Bylaw 2022-01 be given second reading.

**CARRIED**

**2022-030**     **NATALIE SULLIVAN** – That the third reading of Bylaw 2022-01 be permitted at this meeting.

**CARRIED**  
**UNANIMOUSLY**

**2022-031**     **MURRAY COWIE** – That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given third reading and be adopted.

**CARRIED**

**2022 COUNCIL MEETING DATES**

**2022-032**     **DARREN COWIE** – That the council meet on the following dates in 2022 at 8:00 a.m. unless rescheduled by the majority of council through resolution:

January 12, 2022	July 13, 2022
February 9, 2022	August 10, 2022
March 9, 2022	September 14, 2022
April 13, 2022	October 12, 2022
May 11, 2022	November 17, 2022
June 8, 2022	December 14, 2022

**CARRIED**

**SASK LOTTERIES – COMMUNITY GRANT PROGRAM – 2023 APPLICATION**

**2022-033**     **NATALIE SULLIVAN** – That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2023 in the amount of \$6.35 per capita.

**CARRIED**

**2022 DONATIONS**

**2022-034**     **MURRAY COWIE** – That the following donations be approved for 2022:

Westcliffe Composite School Awards	\$100.00
Kindersley and District Music Festival	\$100.00
Kerrobert & District Ag. Society	\$100.00
Bea Bank Beef 4H Club	\$100.00
Royal Canadian Legion Flaxcombe	\$500.00
Kindersley and District Plains Museum	\$500.00
West Central Crisis and Family Support Centre	\$500.00
West Central Early Childhood Intervention Program	\$500.00
Heritage Manor Auxiliary	\$1,000.00
Ronald McDonald House	\$1,000.00
STARS (collected by SARM)	\$1,500.00
Eatonia Oasis Living	\$5,000.00

**CARRIED**

**PERMIT TO OPERATE WATERWORKS**

**2022-035**     **JORDAN SONMOR** – That we acknowledge the receipt of the permit to Operate a Waterworks for Alsask and that this permit came into effect December 31<sup>st</sup>, 2021 and will expire March 31<sup>st</sup>, 2024.

**CARRIED**

**MUNICIPAL ECONOMIC ENHANCEMENT PROGRAM (MEEP) – AMEND  
FUNDING ALLOCATION**

**2022-036**      **NATALIE SULLIVAN** – That we apply to the Municipal Economic Enhancement Program to amend our funding allocation to the following:  
Purchase of 2021 CAT 150 AWD Grader - \$30,000.  
**CARRIED**

**ALSASK RECREATION CENTRE – IMPROVEMENT FUNDS**

**2022-037**      **NATALIE SULLIVAN** – That we allow the Alsask Community Club to retain all funds collected in 2022 for the rental of any space in the Alsask Recreation Centre to help cover operating costs of the facility.  
**CARRIED**

*10:20 a.m. – Peter Applin left the boardroom and did not return.*

**ACCOUNTS**

**2022-038**      **JORDAN SONMOR** – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.  
**CARRIED**

**ADJOURN**

**2022-039**      **JAMES LOKEN** – That this meeting now adjourn at 10:26 a.m.  
**CARRIED**



Reeve



Administrator

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**Wednesday February 9<sup>th</sup>, 2022 – 8:00 a.m. - Regular meeting of council**

**Rural Municipality of Milton No. 292**  
**List of Accounts for Approval**  
Batch: 2021-00108 to 2022-00005

Date Printed  
2022-01-11 4:29 PM

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Bank Code - Bank1 - Main Demand

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
12777	2021-12-08	Gerein, Donna 8Dec2021Lunch	Council & Staff Luncheon	396.00	396.00
12778	2021-12-14	ScotiaBank VISA Stmt 26Nov2021	FloCor Freight, Adobe, Lab-Sonmc	442.15	442.15
12779	2021-12-14	UFA 303601104096-01	Culverts	3,706.38	3,706.38
12780	2021-12-28	102053541 Saskatchewan Ltd. WTP 2021-11	Alsask WTP Operator	525.00	525.00
12781	2021-12-28	Ensor, Lisa Walmart 08939	Office Supplies	16.90	16.90
12782	2021-12-28	Rea, Candace Coop #1737	Office Supplies - Pop & Ice	18.25	18.25
12783	2021-12-28	Loken, James Indemnity'21-13	Councillor Indemnity & Mileage	78.90	78.90
12784	2021-12-28	Cowie, Darren Indemnity'21-13	Councillor Indemnity & Mileage	726.28	726.28
12785	2021-12-28	Stasiuk, Larry Indemnity'21-13	Councillor Indemnity & Mileage	448.70	448.70
12786	2021-12-28	Sullivan, Natalie Indemnity'21-13	Councillor Indemnity & Mileage	141.60	141.60
12787	2021-12-28	LUK Plumbing Heating&Electric 42795	Alsask Pool-Boiler Pump & Glycol	483.61	483.61
12788	2021-12-31	K & L Weisbrod Farms Ltd CrpDmgNE063027	Highway 317 Crop Damage NE 06	71.00	71.00
12789	2021-12-31	RM of Chesterfield No. 261 2021-00180	Pest Control Contract	729.93	
		2021-00184	Pest Control Contract	41.33	771.26
12790	2021-12-31	RM of Antelope Park No. 322 2021-00047	Admin Salaries & Benefits- Dec	12,923.68	
		2021-00049	Admin Salaries & Benefits-Ensor M	-66.19	12,857.49
12791	2021-12-31	Sunny Ridge Farms Ltd. CpDmg E 7-30-27	Highway 317 Crop Damage E 1/2	96.40	96.40
12792	2022-01-12	3-Way Sales & Service Ltd 207062	Cable/clips for new graders&JD Tr	159.96	159.96
12793	2022-01-12	Aaron Electric 1348	Replace Office Light Fixtures - Joir	4,591.79	4,591.79
12794	2022-01-12	Air Liquide 73817984	Cylinder Refills	21.68	21.68
12795	2022-01-12	Bumper to Bumper 239384	Mud flaps for new graders	124.01	124.01
12796	2022-01-12	Capital I Industries 14105	Grader Wing Pins	627.98	627.98
12797	2022-01-12	Clow, Tracy Contract2022-01	Monthly Office Janitorial Contract	515.00	515.00
12798	2022-01-12	Canadian National Railway 9500231442	Sewerline crossing lease agrmt	945.00	945.00
12799	2022-01-12	Energy Dodge 3288	2015 Dodge - Spark Plugs	758.35	758.35

**Rural Municipality of Milton No. 292**  
**List of Accounts for Approval**  
Batch: 2021-00108 to 2022-00005

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
12800	2022-01-12	Enviroway Detergent Man Inc				
			IN059105	WTP Chemicals	519.75	
			CN008430	WTP Chemicals	-157.50	362.25
12801	2022-01-12	Faubert Contracting Ltd				
			5087	Water Break to Entz, Morrin, Red L	1,505.72	1,505.72
12802	2022-01-12	Heather Warrington				
		Issued to: Heather Warrington				
			1443-15	Alsask Dog Tags	184.48	184.48
12803	2022-01-12	Hill Acme Machine Ltd				
			129084	Hydraulic repairs Alsask Tractor	191.54	191.54
12804	2022-01-12	Information Services Corp				
		Stmt 31Dec21		Registrations & Transfer Fees	225.00	225.00
12805	2022-01-12	Kindersley Bearing (2008) Ltd.				
			001-043418	Tool, Shop Supply	166.71	166.71
12806	2022-01-12	Kindersley Castle Building				
			224026	Replacement Toilet - RM Shop	312.39	312.39
12807	2022-01-12	Kindersley & District Co-op				
			7287	Joint Office Expense - Toilet Parts	24.49	
			9400 08Dec2021	Joint Office Expense - Toilets	426.84	
			8065 30/12/2021	Plugs-Water Plant Reservoir	4.86	
			9766	Joint Office Expense & Alsask WTI	105.63	
			330505	Cardlock Fuel - Monthly Stmt	631.81	1,193.63
12808	2022-01-12	Kindersley & District Health &				
		2022 Donation		Annual Donation	25,000.00	25,000.00
12809	2022-01-12	LM By-Law Enforcement				
			17	Enforcement Services	648.90	648.90
12810	2022-01-12	Loraas Environmental Services				
			0000421956	Waste & Recycling-Shop&Alsask	2,088.89	2,088.89
12811	2022-01-12	McDougall Gauley LLP				
			664766	Legal - Employee Matters	890.73	890.73
12812	2022-01-12	Meridian Surveys Ltd				
			K39674	Survey Gravel Pit	737.73	737.73
12813	2022-01-12	Millsap Fuel Distributors Ltd.				
			44156	<b>Accrual</b> Diesel Exhaust Fluid Package	2,673.67	2,673.67
12814	2022-01-12	Minister of Finance				
			FD2022463	Dispatching Services 2022	418.95	418.95
12815	2022-01-12	MuniSoft				
			2021/22-03385	MuniSoft Equipment Maintenance	438.45	
			2021/22-03908	MuniSoft Software	7,749.47	8,187.92
12816	2022-01-12	R.M.A.A. of Saskatchewan				
			RBusby - 2022	2022 Membership - Robin Busby	425.00	425.00
12817	2022-01-12	SARM				
			MEM2022292	2022 SARM Membership Fee	2,722.81	
			SARM807216	Office Supplies-Numeric Keyboard	37.95	
			CAL22292	Calendar Shipping	21.70	
			LIA22292	Liability Coverage	1,797.21	
			BEN113443-01	2022 Premiums for Benefit Plan	40,544.90	
			PSIP22292-0	Property & Equipment Insurance	18,981.26	
			BON220292	Fidelity Bond	349.80	
			SARM807239	Road Signs	831.79	

**Rural Municipality of Milton No. 292**  
**List of Accounts for Approval**  
Batch: 2021-00108 to 2022-00005

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			SARM807335	Office Supplies - Paper	61.72	
			SARM807218	Office Supplies - Split Keyboard	339.33	
			SARM807398	Office Supplies - Shredder Bags	-41.06	
			EXC220292	Excess Liability	978.38	
			SARM807296	Office Supplies - Shredder Bags	41.06	66,666.85
12818	2022-01-12	ScotiaBank VISA				
		Stmt 2021-12		Admin Expenses - HelloFax, Gift C	1,931.53	1,931.53
12819	2022-01-12	SGI				
		215GBB 2022		2005 F250 SuperCab 4WD	1,380.28	1,380.28
12820	2022-01-12	Saskatchewan Health Authority				
		3396716		Alsask Water Sample	23.00	
		3396722		Alsask Water Sample	23.00	
		3396910		Alsask Water Sample	23.00	
		3395860		Alsask Water Sample	23.00	92.00
12821	2022-01-12	Stasiuk Land & Oil				
		1769		Alsask Waterline Repairs	714.00	714.00
12822	2022-01-12	U.M.A.A.S.				
		2022 Busby R		2022 Membership - R Busby	220.00	220.00
12823	2022-01-12	Village of Marengo PO				
		Postage 2021-12		Postage	296.39	
		Dec 21, 2021		Postage	19.12	
		Dec 7, 2021		Postage - Bi-Weekly Sample	10.04	
		421		Postage	15.25	
		Dec 20, 2021		Postage	13.39	354.19
12824	2022-01-12	West Central Municipal				
		15-2022		2022 Membership	119.70	119.70
12825	2022-01-12	Wells, Greg				
		21-594		Water on Roads for Road Building	1,968.75	1,968.75
12826	2022-01-12	Wheatland Regional Library				
		4623		Library Levy	1,037.40	1,037.40
12827	2022-01-12	Loken, James				
		Indemnity'22-01		Councillor Indemnity & Mileage	253.90	253.90
12828	2022-01-12	Cowie, Darren				
		Indemnity'22-01		Councillor Indemnity & Mileage	262.03	262.03
12829	2022-01-12	Applin, Peter				
		Indemnity'22-01		Councillor Indemnity & Mileage	251.30	251.30
12830	2022-01-12	Sullivan, Natalie				
		Indemnity'22-01		Councillor Indemnity & Mileage	406.47	406.47
Total Computer Cheque:						149,395.60

Total Bank1: 149,395.60

**Rural Municipality of Milton No. 292**  
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Bank Code - EFT - Paid Electronically

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
91215	2021-12-07	SaskTel			
		AWTP 2021-11	Alsask Water Plant	60.23	60.23
91216	2021-12-07	SaskTel			
		ASpr 2021-11	Alsask Springs Phone	204.71	204.71
91217	2021-12-07	SaskTel			
		Office 2021-11	Municipal Office Phones	305.51	305.51
91218	2021-12-10	Payroll - Scotia EFT			
		WiebeCPP2021-25	Wages, 27 Nov - 10 Dec 2021	1,773.64	
		HylandG PP21-25	Dis. Benefits, 27 Nov - 10 Dec 202	1,300.48	
		SonmorGPP21-25	Dis. Benefits, 27 Nov - 10 Dec 202	1,848.59	
		LokenC PP21-25	Wages, 27 Nov - 10 Dec 2021	1,245.15	6,167.86
91219	2021-12-10	SaskEnergy			
		OldWTP 2021-11	Old Water Plant - Alsask	124.15	124.15
91220	2021-12-10	SaskEnergy			
		RMSHop 2021-11	RM Shop	140.33	140.33
91221	2021-12-10	SaskEnergy			
		AWTP 2021-11	Alsask Water Treatment Plant	176.68	176.68
91222	2021-12-10	SaskEnergy			
		Office 2021-11	Municipal Office	176.94	176.94
91223	2021-12-10	SaskEnergy			
		AFH/Pool2021-11	Alsask Pool and Fire Hall	221.69	221.69
91225	2021-12-13	SaskPower			
		AShop 2021-11b	Alsask RM Shop	44.01	44.01
91226	2021-12-14	SaskPower			
		SW32Well2021-11	Community Well SW32-29-27-3	46.74	46.74
91227	2021-12-14	SaskPower			
		APool 2021-11	Alsask Swimming Pool	76.44	76.44
91228	2021-12-14	SaskPower			
		Office 2021-11	Municipal Office	141.55	141.55
91229	2021-12-14	SaskPower			
		RMSHop 2021-11	RM Shop	154.02	154.02
91230	2021-12-14	SaskPower			
		OldWTP 2021-11	Old Water Plant	183.34	183.34
91231	2021-12-14	SaskPower			
		AWTP 2021-11	Alsask Water Treatment Plant	335.57	335.57
91232	2021-12-14	SaskPower			
		SprPH 2021-11	Alsask Springs Pump House	348.48	348.48
91233	2021-12-14	SaskPower			
		ASL 2021-11	Alsask Street Lights	461.32	461.32
91234	2021-12-24	Payroll - Scotia EFT			
		HylandG PP21-26	Dis. Benefits, 11 - 24 Dec 2021	1,412.53	
		LokenC PP21-26	Wages, 10 - 24 Dec 2021	787.96	
		SonmorGPP21-26	Dis. Benefits, 11 - 24 Dec 2021	1,848.59	
		WiebeCPP2021-26	Wages, 10 - 24 Dec 2021	1,733.64	5,782.72
91235	2021-12-28	Wilke, Sara			
		Suprv Dec13Week	Council Indemnity & Mileage	127.46	127.46
91236	2021-12-29	Caterpillar Financial Services			
		4298640	2021 Cat Grader Lease Pmt	9,999.99	9,999.99

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**Rural Municipality of Milton No. 292**  
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**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
91237	2021-12-30	SaskPower				
		JSprInv2021-12		Jeffries Spring Jun8-Sep10, 21	162.83	162.83
91238	2021-12-30	SaskTel				
		CellBill2021-12		TS Cell Phone	91.11	91.11
				Total Computer Cheque:		25,533.68

**CREDIT INVOICE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2021-0001	2021-12-17	SaskPower				
		AShop 2021-11		Alsask RM Shop	44.10	
		AShop 2021-12		Rev Alsask RM Shop	-44.10	0.00
				Total Credit Invoice:		0.00

Total EFT: 25,533.68

Grand Total 174,929.28



## ACCESS TO INFORMATION - OPERATIONAL POLICY

### **PURPOSE**

The Rural Municipality of Milton No. 292 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 (LAFOIP)* and *The Local Authority Freedom of Information and Protection of Privacy Act Regulations (LAFOIP Regs)*.

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 LAFOIP and the Municipality's legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility, and participation.

### **SCOPE**

This policy applies to all employees and contractors of the Municipality

### **DEFINITIONS:**

**Access to Information Request** - The formal process by which an individual may request access to the Municipality's information under the provisions of LAFOIP. The term freedom of information request (FOI) also describes an access to information request.

**Administrator** - the Administrator of the Municipality appointed pursuant to Section 110 of *The Municipalities Act* (or section 49 of the *Northern Municipalities Act*).

**Applicant** - any individual who requests access to a record under LAFOIP.

**City Clerk** - the City Clerk of the Municipality appointed pursuant to section 85 of *The Cities Act*.

**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 assist 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 LAFOIP that authorizes the Municipality to refuse to give access to 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 an application under LAFOIP.

**Head** - the Mayor/Reeve of the Municipality.

**Informal Request** - a request for 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.

**LAFOIP** - 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; birthdate; 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.

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

## **POLICY**

LAFOIP and (*The Cities Act, The Municipalities Act or The Northern Municipalities Act, 2010*) 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 LAFOIP most likely will apply to those records.

1. Access to Information-Pursuant to LAFOIP, 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 LAFOIP.

2. Informal Requests-Informal requests are handled by the employee responsible for the information, in consultation with the Administrator as necessary.
3. Formal Requests-An applicant who wishes to make a formal request under LAFOIP is to complete the Access to Information Request Form (attached) 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 LAFOIP.

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.

Formal access to information requests are subject to an application fee, pursuant to LAFOIP Regs.

Processing fees are determined in accordance with LAFOIP Regs.

The Administrator will use an access request checklist to ensure that all the steps have been taken (sample access request checklist attached).

Employees shall assist the Administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LAFOIP and contained in the access request checklist.

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 if the Municipality is unable to do so.
5. Clarifying or Narrowing - If a formal access request is unclear, in other words, the Administrator cannot determine the records being requested, the Administrator should write the applicant asking the applicant to clarify the access request. This should be done as soon as possible upon receiving the access request.

If the access request is clear as to the records being requested, the Administrator, as part of the duty to assist, can contact the applicant to see if the access request can be narrowed. In other words, to see if fewer records might meet the purpose of the applicant and perhaps keep fees down. This should be done as soon as possible upon receipt of the access request.

6. Exemptions-LAFOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LAFOIP 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 municipal's legitimate business or legal concerns and the principles of open government.

7. 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) to review the matter.

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

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 regarding the requirements of LAFOIP, the public interest, mandate of the Municipality, and the principles of open government.

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

8. 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.

## **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 applying 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.

## Access to Information Request Form

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Form A

[Clause 6(1)(a)]

Personal information and personal health information on this form is collected under *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act* and will be used or disclosed only as necessary to respond to your request.

### INFORMATION ABOUT YOU

Last Name

First Name

Name of Company or Organization (if applicable - optional)

Address

City

Province

Postal Code

Day Phone Number

Alternate Number

Fax Number

Email

### INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

**Are you requesting:**

- ☐ your own personal information.
- ☐ personal information about someone other than yourself (*attach proof that you have authority to receive the information requested*).
- ☐ general information.

**To which local authority are you making your request?** *Enter the name of the local authority that you believe has the records you are requesting.*

**What records do you wish to access?** *Please provide a detailed description of the records you wish to access. This information will help locate the records.*

LOCAL AUTHORITY FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY

**What is the time period for the records you are requesting (if applicable)?**

There is a processing fee of \$20 payable to the local authority. The person managing your request may contact you to seek clarification or to discuss aspects of the request, including the application of additional fees if necessary. You may request a waiver of the processing fee or additional fees, but may be required to provide evidence of substantial financial hardship (see section 8 of the regulations).

Please keep a copy of this request for your records.

☐ Check if requesting waiver of processing fees:

I request that payment of the fees related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: (Use reverse of form if additional space is required.)

\_\_\_\_\_  
*Signature of Applicant*

FOR OFFICE USE ONLY

Date Received

Application Number

30-Day Response Date

## Access Request Checklist

There are several key activities involved with processing an Access to Information request and you need to make sure all activities are completed within the legislated timeframes.

The following checklist can be used to ensure that all key tasks are completed and timelines are met. This is intended as a guideline and can be codified to suit the needs of your local authority. It is not always necessary to use the full 30 days allowed in the Act. A response should be provided sooner whenever possible.

<b>Calendar Day Guidelines</b>	<b>Key Tasks</b>	<b>LAFOIP Tips</b>	
<b>Day 1 (day after receipt)</b>	<ul style="list-style-type: none"> <li>• Request received by local authority.</li> <li>• Log the request.</li> <li>• Set up an LAFOIP file.</li> <li>• Notify Head (Mayor, Reeve, Administrator, President or CEO) if required local authorities' set out in policy.</li> <li>• Start thinking about where responsive records might be (make notes).</li> </ul>	<ul style="list-style-type: none"> <li>• If local authority charges the \$20 application fee, then ensure it is enclosed, otherwise application not yet fully made unless fee is waived.</li> <li>• Make sure staff are aware of what an Access Request is, the urgency of the request, and where to immediately forward the request if received in their office.</li> <li>• Begin making notes right away documenting the steps you have taken in processing the request.</li> <li>• When you notify the Head (Mayor, Reeve, President or CEO) do not disclose the identity of the applicant.</li> <li>• Notifying other staff should only be on a need-to-know basis.</li> </ul>	
<b>30 Calendar Days to Respond</b>	<ul style="list-style-type: none"> <li>• <b>Thirty-day clock starts</b></li> </ul>	<ul style="list-style-type: none"> <li>• The thirty days start the day after the request is received in the local authority. For example, a request received November 1st is due December 1st.</li> <li>• See LAFOIP s. 7</li> </ul>	

Day2	<ul style="list-style-type: none"> <li>• Check to see if a waiver of fees has been requested</li> <li>• Develop a search strategy: identify the area(s) of your local authority that may have responsive records and discuss the request with staff in the area(s).</li> </ul>	<ul style="list-style-type: none"> <li>• If a waiver has been requested, need to ensure that the applicant has provided what is needed in order to make a decision to grant.</li> <li>• See LAFOIP Regulations s. 8.</li> <li>• Do not forget to search for responsive records in the local authority's possession and control (e.g. contractors; storage off site).</li> <li>• Remind program/branch areas of the serious nature of access requests and that search efforts should include responsive records.</li> <li>• Only share the identity of the applicant with those with a need- to-know</li> </ul>	
	<ul style="list-style-type: none"> <li>• Determine whether clarification from the applicant will be required to process the request.</li> </ul>	<ul style="list-style-type: none"> <li>• If clarification is required, try to contact the applicant by telephone immediately. If unable to reach the applicant, send a clarification letter outlining the details required to process the request.</li> <li>• See LAFOIP s. 5.1, the duty to assist which requires a local authority to act openly, honestly and accurately with the applicant. This means making phone calls to the applicant to understand or narrow the request.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Consider if request may need to be transferred to another government institution or local authority, in accordance with the Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Transfers must occur within 15 days of receipt by the local authority.</li> <li>• See LAFOIP ss. 7(1) (b) and s. 11.</li> </ul>	

Days 3 to 10	<ul style="list-style-type: none"> <li>• Finalize which program area(s) might have responsive records</li> <li>• Program areas retrieve records and forward originals to Head or delegate (Administrator or access and privacy coordinator).</li> <li>• Consider need for time extension if circumstances in ss. 12(1) are present (e.g. large volume of records or requests, external consultations necessary or third party notice is required) and provide notice to applicant.</li> <li>• Copy retrieved records and return originals to program area.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise program areas to search for responsive records.</li> <li>• Keep accurate and complete notes of search on the Access Request file and keep copies of correspondence with all that were engaged.</li> <li>• Time extensions cannot exceed 30 days past the original 30 day deadline.</li> <li>• See LAFOIP ss. 12(1).</li> </ul>	
	<ul style="list-style-type: none"> <li>• Consider fees and send estimate if applicable with request for deposit.</li> <li>• <b>Clock stops until applicant indicates they agree to proceed and fee deposit is received.</b></li> </ul>	<ul style="list-style-type: none"> <li>• A cost estimate must be provided if the fees will exceed \$100.</li> <li>• See LAFOIP Regulations s. 6</li> <li>• If a fee estimate will be provided, do not complete search; rather, estimate fees based on representative sample.</li> <li>• See LAFOIP s. 9 and LAFOIP Regulations s. 5</li> <li>• A local authority can require a deposit of up to 50% of the estimated fees prior to proceeding with work on the access request.</li> <li>• If a fee is going to be charged, no further work should be done until the 50% deposit is paid.</li> </ul>	
	<ul style="list-style-type: none"> <li>• If there are third parties and if the Head intends to release the records, send notices to third parties.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>See LAFOIP PART V</u></li> </ul>	

<b>Days 11-17</b>	<ul style="list-style-type: none"> <li>• If 50% of fee is paid, clock starts again; proceed with work.</li> <li>• Prepare index of records and paginate the record.</li> <li>• Detailed line-by-line review of records; apply severance.</li> <li>• Apply exemptions and quote necessary exemptions where there is severing.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue consultation with program areas.</li> <li>• The index of records is a listing of the responsive records.</li> <li>• Keep accurate and complete records of reasons for each withheld record or severed portion.</li> <li>• See LAFOIP s. 8.</li> <li>• Keep accurate records of time spent severing if a fee estimate was issued.</li> </ul>	
<b>Day 15</b>	<ul style="list-style-type: none"> <li>• Last <u>day</u> for transferring the request to another government institution or local authority.</li> </ul>	<ul style="list-style-type: none"> <li>• If you are transferring the application, remember to provide a copy of the transfer letter to the government institution or local authority receiving the transfer and the applicant.</li> <li>• See LAFOIP s. 11</li> </ul>	
<b>Days 18-24</b>	<ul style="list-style-type: none"> <li>• Consider whether a time extension is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask those involved in consultation process to respond immediately to avoid a time extension.</li> <li>• See LAFOIP s. 12</li> </ul>	
	<ul style="list-style-type: none"> <li>• Determine which third parties have consented to release of the records.</li> <li>• Obtain approval of Administrator of the records to be released.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Prepare records and index of records for delivery to applicant.</li> <li>• Provide the Administrator with recommendations to finalize the request.</li> </ul>		

<b>Days 25 - 27</b>	<ul style="list-style-type: none"> <li>• If necessary, finalize actual fee, to incorporate into final letter to applicant.</li> <li>• Records are not provided until all fees are paid if any are charged.</li> </ul>	<ul style="list-style-type: none"> <li>• The fees cannot exceed the original estimate.</li> <li>• See LAFOIP s. 9 and LAFOIP Regulations s. 5</li> </ul>	
	<ul style="list-style-type: none"> <li>• Send final response letter (called a section 7 letter) to applicant with records (unless access is fully denied or time extension was warranted).</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all correspondence, documentation and notes have been included in the file.</li> <li>• It is important that notes of the steps taken be made as the access request is processed.</li> <li>• Do not release any third party information that the local authority intends to release until the expiry of the request for review period and verification that the third party has not requested a review.</li> <li>• See LAFOIP ss. 36{3} and 38(4).</li> </ul>	
<b>Day30</b>	<ul style="list-style-type: none"> <li>• Close file and maintain the file with other LAFOIP files.</li> </ul>	<ul style="list-style-type: none"> <li>• If the section 7 response is not provided to the applicant by this deadline, it is a deemed refusal and applicant may request a review by the IPC.</li> <li>• See LAFOIP ss. 7(5) and ss. 38{1) (b).</li> </ul>	