

ORGANIZED HAMLET OF NORTH COLESDALE PARK Spring Meeting

Location: Garry & Darlene Dixon's Garage

Date and Time: Saturday, May 27th, 2017– 10:00 am

Chairman – Garry Dixon (Aug. 2019)

Board Member – Don Paridaen (Aug. 2017)

Secretary – Dave Hval (Aug. 2018)

Present: Garry & Darlene Dixon, Gary & Elanna Gilbert, Earl & Marianne Mosewich, Brian & Wanda Croft, Tim Sieda, Diane Hale, Don & Chris Paridaen, Joe & Pam Willis, Romey & Myrtle Schewaga, Dave Hval, Roger Ralston, Brent Heinitz, Graham & Susan Hunter, Edie Woloschuk, Linda Hass, Phil & Lisa Gravelle, Dwayne Glover, Kim Muscoby

Meeting Start Time: 10:00 AM

ITEM	DISCUSSION/ACTION
1. Agenda Approval	Motion to accept: Gary Gilbert Secunder: Kim Muscoby Carried
2. Review and Approve Minutes From Previous Meeting (Saturday, August 27th, 2016)	Motion to accept minutes: Brian Croft Secunder: Gary Gilbert Carried
OLD BUISINESS:	
1. Garbage Cans	RM reviewing bylaw related to costs. Garbage cans to be locked at all times. Important to rotate numbers to lock lock.
2. Organized Hamlet Boundary Change Approval	As of this meeting, it is now with Community Planning
3. PARCS - Membership - Registration for convention	-Membership paid. -Convention October 20/21, 2017 Location Hilton Garden Inn, Saskatoon. If interested in attending approach Garry or Darlene Dixon
4. Hamlet Brochure Update -Phone Tree Update	Some changes to be made in future when new RM policies in place. -If telephone #'s change contact Elanna Gilbert or Darlene Dixon
NEW BUSINESS:	
1. 2016 Financial Report	\$122,117.75 in account Discussed expenses, etc.

	<p>RM asked for two-month extension to complete Assessment Role. Motion to accept: Graham Hunter Seconder: Chris Paridean Carried</p>
2. 2017 Quarterly Financial Report	Not available from RM at time of this meeting.
3. Water Well Report - Compliance Report to WSA, March 3 rd , 2017 - Consumption Report to WSA March 3 rd , 2017 - Outlet Stickers - Drinking Water Sources	-Reviewed Roger Miller's compliance report. In report, Roger commented on condition of Pump house floor and wall. -Consumption report discussed including volume of water used over the year. -Stickers for Non Potable water available if needed. -Drinking Water Sources: Silton Store, Silton Car Wash, Peipers in Strasbourg, Bulyea Store, Ray Spengala at Uhls Bay. -Repair of leaking standpipes addressed.
4. 30th Anniversary Committee Report: July 8, 2017	Brian Croft provided update. Punch Bowl invitations online as well as printed invitations available. Approximately 100 people indicated they will attend. Budget submitted to RM and approved \$6,700.00. Rental equipment arranged, etc. Meal Cost: 13 and over \$10.00, 12 and under free. Looking for volunteers to assist. Call for volunteers list passed around for residents to sign up. Scheduled to start at 2:00 with meal at 5:00 Looking for pictures from residents both digital and printed. Thanks to committee. Motion Accept Update: Myrtle Schewaga Seconder: Elanna Gilbert. Carried
5. Remuneration Committee Report	Joe Willis spoke to report (Report attached) Motion to accept report: Earl Mosewich Seconder: Edie Woloschuk Carried
6. Hamlet Board Report - Budget - Pumphouse Repairs - April 27th Policy Meeting - Hamlet Board Reimbursement - New Board Member Election Fall AGM	-Have to submit Budget to RM by March 1 st of each year. Copy of recent budget sent to residents via email. Total expenditures budgeted \$41,975.00. -RM rejected advertising, charitable donations, legal fees, sewage tipping fee reimbursement, capital expenditure. Question: Should we appeal RM's denial of budget items? Discussed.

	<p>Darlene Dixon made motion to have further discussion with RM regarding their decision. Secunder: Edie Woloschuk Brian Croft made motion if after the RM Council does not change position then we proceed with a formal appeal. Secunder: Joe Willis Carried</p> <p>Pump house repairs: The chairperson to put a plan together and submit to the RM and the RM will put a tender out.</p> <p>Policies: Hamlet Board Chairs attended a meeting with RM and were presented with 13 draft policy changes for their review. Discussed. Graham Hunter made motion for Board to review and submit their comments. Secunder: Earl Mosewich Carried</p> <p>Don Paridaen's term ending end of year so there will be election this fall at our hamlet AGM.</p> <p>RM having Open House in Bulyea Hall on Saturday June 17, 2017 at 10:00 AM. Agenda: Meet & Greet the RM Council, Public input on 3 petitions submitted to council regarding Interim Development Control, Gargage collection, Deposition of Municipal Land.</p> <p>Discussion on two recent petitions circulated by the RM 220 Ratepayers Association. Residents had opportunity to review and sign.</p>
7. Fall Meeting	Saturday August 26 th , 2017 at 10:00 am Garry & Darlene Dixon's garage
8. Motion to Adjourn	Edie Woloschuk Secunder: Phil Gravelle
Adjournment time:	12:25 PM

REIMBURSING OH OF NORTH COLESDALE PARK VOLUNTEERS

Committee: Jo Willis, Gary Gilbert, Darlene Dixon

At the OH of North Colesdale Park AGM held on Saturday, August 27, 2016 concern was voiced regarding compensation for residents completing well repairs, water testing, snow plowing and grass mowing.

The following motion was made: "Motion to form a committee to come back at Spring Meeting with recommendations on reasonable compensation."-Chris Paridaen, Seconder-Wanda Croft, Carried".

The above committee was formed, met and has come up with the recommendations below.

The committee feels that volunteer work within the hamlet falls into two categories:

1. Essential/Mandatory (at the direction of the RM)
 - Well Volunteers/Operators
 - OH Board Members
2. Non-essential/Non-Mandatory (at the discretion of hamlet residents)

The Essential/Mandatory Volunteers are responsible for:

Well Volunteers/Operators:

- Water Security Agency (WSA) annual well inspections
- Taking and recording daily water sampling
- Reading and recording of the water metre daily
- Submitting a copy of the daily water sampling and water metre reads to the RM every 3 to 4 months
- Pump house plumbing repairs, electrical repairs, etc
- Submitting monthly water samples to the Provincial Disease control lab in Regina
- Submitting bills/invoices to the hamlet board for approval
- Ordering/picking up supplies and returning chemical containers to Regina
- Completing and submitting usage, compliance reports annually to the RM and the WSA
- Report all outages to WSA

Hamlet Board Members:

- Attend RM OH Committee/Hamlet Board meeting and report to residents
- Act as the liaison/advisory group between the hamlet and the RM
- Arrange for all contractor work within the hamlet
- Arrange for all RM work within the hamlet
- Organize, plan and facilitate Hamlet Board meetings - 2 meetings/year: Spring Meeting, AGM in fall (mandated by the RM). This involves meeting(s) to set an agenda; put up proper signage; prepare a meeting place, send residents information prior to meeting; send out minutes and any other pertinent information to residents after the meeting
- Submit all meeting minutes to the RM in a timely fashion

- Approve and submit all hamlet invoices/bills to RM to be paid from our hamlet reserve account (must be signed by 2 hamlet board members)
- Approve all well shut downs when new residences are connecting to the hamlet well system
- Submit names of well operators to WSA
- Attend meetings, conferences, etc that are relevant to the hamlet

The Non-Essential/Non-Mandatory Volunteers do the following jobs:

- Snow removal * (Possibly an “Essential” volunteer job?)
- Install/remove reflective posts
- Sign maintenance/ordering/replacement
- Patch (clay fill) pot holes
- Harrow roads
- Maintain AED
- Phoning tree

Jobs done on municipal reserves:

- Grass mowing and watering
- Pulling invasive weeds
- Spraying weeds
- Eradicate gophers
- Prune and water trees
- Pump water to avoid flooding on private property and hamlet roads

This committee recommends that only Essential/Mandatory Volunteers (Hamlet Board Members and Well Operators) be reimbursed for their work. We recommend that these volunteers be reimbursed in the following manner:

Hamlet Board Members:

- \$40.00/board member/month
- Plus reimbursement for expenses (gas/mileage, office supplies, etc) with receipts

Well Volunteers:

- \$40.00/month/person responsible that month for well maintenance, service, testing, etc upon written request
- PLUS: reimbursement for gas, to a maximum of \$10.00, to any individual taking in the water sample to the lab. Must be done by written request with on invoice.

Other possible volunteer compensation:

If snow removal was considered to be an essential volunteer job we suggest the following compensation rate:

Labor only \$25.00/hour Labor and equipment \$50.00/hour

NOTE: In all cases, reimbursement is not mandatory.

Procedure to follow when submitting reimbursement costs to the RM:

*Invoice to be submitted to RM with a P0# (We suggest purchasing a PO book with triplicate copy).

*The PO should include:

1. Who is issuing it (In our case it would be the OH of North Colesdale Park).
2. Who is to receive payment (Include full name with address cheque is to be mailed to).
3. The amount of the payment and what it is for.
4. PO to be signed by 2 board members.

Payment could be monthly, quarterly, yearly (???) but should be consistent.

*NOTE: We have suggested the above dollar amounts so that anyone receiving payments stays under \$500.00/year, otherwise they would have to complete a T4A form to claim it as taxable income.

Other suggestions/thoughts:

*Liability Insurance: Who does/will the RM cover - Hamlet board members, hamlet non-essential/non-mandatory volunteers, etc?

*Make a "Volunteer List" to include any residents that have experience/knowledge in a certain area (electrician, plumber, carpenter, mechanic, etc) and would be willing to volunteer their time to complete hamlet jobs that require that type of experience/knowledge. **Do we want to consider compensating these type of volunteers at the hourly rates suggested above for volunteers doing snow removal?**