

Regular Meeting of the Council for the R.M. of Big Arm, No. 251 held on Monday, November 14, 2022 in Council chambers in the municipal office in Imperial, SK commencing at 9:00 a.m.

- Present:** Reeve Sheldon Vance, Councillors Jeff Nelson, Larry Waldow, Kevin Rae and CAO Yvonne (Bonny) Goodsman
- Regrets:** Chase Tannahill, Tanner Hebron and Trevor Lewis
- Attend:** Corrie McLane – Foreman
- 238/2022 Meeting:** Sheldon Vance: That as a quorum is present the meeting is called to order.
CARRIED UNANIMOUSLY
- 239/2022 Agenda:** Jeff Nelson: That the agenda be accepted as amended by adding:
New Business: 4. Maintenance Salary
CARRIED UNANIMOUSLY
- No Statements of Conflict with the Agenda Items were expressed at this time.**
- 240/2022 Minutes:** Larry Waldow: That the minutes from the regular meeting held on October 17, 2022 be accepted as presented.
CARRIED UNANIMOUSLY
- Corrie McLane gave the foreman's report at 9:00 am.**
- 241/2022 Winter:** Kevin Rae: That Council authorizes winter hours to be established at 30 hours per week with an hour off for lunch commencing November 21, 2022 to March 31, 2023. Normally hours are designated as 9:00 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m. unless otherwise stipulated or agreed upon.
CARRIED UNANIMOUSLY
- 242/2022 Maint:** Jeff Nelson: That the Maintenance Report be accepted as presented by Foreman.
CARRIED UNANIMOUSLY
- Foreman McLane left the meeting at 9:30 am.**
- 243/2022 Mail:** Kevin Rae: That the following correspondence be acknowledged as received and accepted as presented and be filed:
1. Hwy 2 Culvert Replacement
CARRIED UNANIMOUSLY
- 244/2022 F/S:** Larry Waldow: That the Financial Statements, List of Accounts Paid and Employee Payroll Registers for the month of October 2022 be accepted as presented and are attached to and form part of these minutes.
CARRIED UNANIMOUSLY
- 245/2022 A/Payable:** Kevin Rae: That the list of accounts payable and employee payroll register for the month of November 2022 be accepted as presented and are attached to and form part of these minutes.
CARRIED UNANIMOUSLY
- 246/2022 Holidays:** Sheldon Vance: That Christmas office hours be as established by and at the discretion of the administrator.
CARRIED UNANIMOUSLY
- 247/2022 Audit:** Larry Waldow: That Council as a whole approves and is authorized to sign the Management Letter for Dudley and Company Audit.
CARRIED UNANIMOUSLY
- 248/2022 Audit:** Jeff Nelson: That the RM Risk assessment form is authorized as stated and be signed by all Councillors.
CARRIED UNANIMOUSLY
- 249/2022 Insur.:** Larry Waldow: That the RM authorizes application for the 2 million excess liability insurance offered through SARM Liability Insurance.
CARRIED UNANIMOUSLY
- 250/2022 SARM:** Kevin Rae: That the values be accepted as listed for the SARM Property Insurance.
CARRIED UNANIMOUSLY
- 251/2022 Appls Bd:** Sheldon Vance: That the RM OF BIG ARM NO.251 appoints Western Municipal Consulting Ltd. to manage the Board of Revision 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 Board of Revision: Tim

SV



Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Secretary: That the RM OF BIG ARM NO.251 appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk 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.

Development Appeals Board: That the RM OF BIG ARM NO.251 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.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Secretary: That the RM OF BIG ARM NO.251 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 UNANIMOUSLY**

252/2022 Admin: **Jeff Nelson:** That Yvonne (Bonny) Goodsman be retained as the Administrator and is to be designated as Chief Administrative Officer for the RM of Big Arm, No. 251 per conditions stipulated in the employment contract with salary calculated as follows for 2023: \$61,483.24 annual salary = \$2364.74 per bi-weekly pay cycle and holidays and days off as stipulated. **CARRIED UNANIMOUSLY**

253/2022 Wages: **Kevin Rae:** That Council authorizes the Clerk wages be \$25.55 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2023. **CARRIED UNANIMOUSLY**

254/2022 Wages: **Jeff Nelson:** That Maintenance wages be established as:
C McLane - \$85,200.18 per annum salary for position to include 4 weeks' vacation commencing January 1, 2023 plus applicable benefits. The above salary to be paid as calculated on a bi-weekly basis at the amount of \$3276.93.

T Wolff – salary be \$29.80 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2023. **CARRIED UNANIMOUSLY**

255/2022 Reeve: **Sheldon Vance:** That Larry Waldow be appointed as Deputy Reeve from November 14, 2022 to December 1, 2023 or until such time as successive appointments are made, whichever comes first. **CARRIED UNANIMOUSLY**

256/2022 Reeve: **Jeff Nelson:** That Trevor Lewis be appointed Acting Deputy Reeve for November 14, 2022 to December 1, 2023 or until such time as successive appointments are made, whichever comes first. **CARRIED UNANIMOUSLY**

257/2022 Appoint.: Kevin Rae: That the following committees and appointments be made for November 14, 2022 to December 1, 2023 or until such times as successive appointments are made, whichever comes first.

- Public Works: Entire Council
- Finance: Entire Council
- Fire Rangers: Each Councillor for his/her own division
- Health Region: Sheldon Vance
- Inspection Officers: Entire Council
- Ag Health & Safety Action Committee: Trevor Lewis
- Big Arm Dam: Tanner Hebron
- Spill Control: Reeve and Administrator
- Signing Authority: Reeve: Sheldon Vance, Deputy Reeve: Larry Waldow or Acting Deputy Reeve: Trevor Lewis and CAO Yvonne (Bonny) Goodsman
- Community Well Near Imperial: Kevin Rae
- Community Well (Mooney's): Larry Waldow
- Stalwart Well: Trevor Lewis
- Recreation Boards: Imperial: Chase Tannahill
Liberty: Tanner Hebron
Etters Beach: Trevor Lewis
- Development Appeals Board: Western Municipal Consulting Ltd
Reimbursement
\$250.00 retainer; \$50.00 hourly fee for staff
\$75.00 hourly fee per board member for appeals
\$0.60 per kilometer mileage
\$0.15 per page printing fee, sundry fees
- Fire Chief: Fire Chiefs of Imperial and Liberty
- EMO Board: Entire Council
- EMO Coordinator: Corrie McLane **CARRIED UNANIMOUSLY**

258/2022 OH&S: Jeff Nelson: That OH&S Committee consist of:
1) Corrie McLane
2) Tanner Hebron
3) Yvonne (Bonny) Goodsman **CARRIED UNANIMOUSLY**

259/2022 Munisoft: Kevin Rae: That Council acknowledges receipt of information from Munisoft regarding their Maintenance Agreement and Hardware coverage and agrees to same. **CARRIED UNANIMOUSLY**

260/2022 Rates: Larry Waldow: That the Custom Rates for custom work and equipment rental for the coming year be established as follows:
Terex TS-14B \$400.00 per hour
John Deere 770CH Motor Grader \$300.00 per hour
Tractor and Mower \$250.00 per hour
John Deere 772G All Wheel Drive Graders \$350.00 per hour
The above rates are for ratepayers only, anyone else is to add \$200.00 to each mentioned rate. The above rates do NOT apply to major projects. A major project is considered to be anything requiring more than 3 hours of work from the time the equipment leaves the shop to the time it returns, after which \$30.00 will be added to each hour. All rental activity is solely allowed at council's discretion. **CARRIED UNANIMOUSLY**

261/2022 Bylaw: Jeff Nelson: That Bylaw No. 7 of 2022 being a bylaw to provide for the administration and enforcement of the Act, the regulations, *The National Building Code of Canada*, *The National Energy Code of Canada for Buildings*, ministerial interpretations

and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority be read a 1st time at this meeting.

CARRIED UNANIMOUSLY

262/2022

Kevin Rae: That Bylaw No. 7 of 2022 being a bylaw to provide for the administration and enforcement of the Act, the regulations, *The National Building Code of Canada, The National Energy Code of Canada for Buildings*, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority be read a 2nd time at this meeting.

CARRIED UNANIMOUSLY

263/2022

Larry Waldow: That Bylaw No. 7 of 2022 being a bylaw to provide for the administration and enforcement of the Act, the regulations, *The National Building Code of Canada, The National Energy Code of Canada for Buildings*, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority be given a 3rd reading at this meeting.

CARRIED UNANIMOUSLY

264/2022

Jeff Nelson: That Bylaw No. 7 of 2022 being a bylaw to provide for the administration and enforcement of the Act, the regulations, *The National Building Code of Canada, The National Energy Code of Canada for Buildings*, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority be read a 3rd time at this meeting and adopted.

CARRIED UNANIMOUSLY

265/2022 A/M:

Kevin Rae: That Council approves the Asset Management survey as presented by the Administrator.
Further, that the Culvert and Bridge Asset Management Plan be accepted as presented by Allnorth.

CARRIED UNANIMOUSLY

266/2022 MRS:

Kevin Rae: That the Council of the RM of Big Arm, No. 251 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;
- The municipality does not run a Municipal Waterworks System.
- 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 requires; and
- That we authorize the Administrator to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

CARRIED UNANIMOUSLY

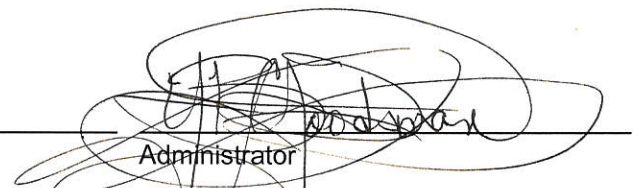
267/2022 Adjourn:

Sheldon Vance: That the meeting be adjourned at 10:45 a.m. and the next meeting of council is scheduled for Monday, December 12, 2022 at 9:00 a.m., to be held in the council chambers in the R.M. of Big Arm, No. 251 office 54 Prince Street, Imperial, Saskatchewan.

CARRIED UNANIMOUSLY



Reeve



Administrator