

Regular Meeting of the Council for the R.M. of Big Arm, No. 251 held on Monday, November 13, 2023 in Council chambers in the municipal office in Imperial, SK commencing at 9:00 a.m.

Present: Reeve Sheldon Vance, Councillors Tanner Hebron, Chase Tannahill, Trevor Lewis, Jeff Nelson, Larry Waldow, Kevin Rae and CAO Yvonne (Bonny) Goodsman

Regrets:

Attend: Corrie McLane – Foreman

191/2023 Meeting: Sheldon Vance: That as a quorum is present the meeting is called to order. **CARRIED UNANIMOUSLY**

192/2023 Agenda: Larry Waldow: That the agenda be accepted as presented. **CARRIED UNANIMOUSLY**

No Statements of Conflict with the Agenda Items were expressed at this time.

193/2023 Minutes: Kevin Rae: That the minutes from the regular meeting held on October 16, 2023 be accepted as presented. **CARRIED UNANIMOUSLY**

Corrie McLane gave the foreman’s report at 9:00 am.

194/2023 Gravel: Sheldon Vance: That Council authorizes administration to begin discussions on proposed crush on SE 29-27-25 W2. **CARRIED UNANIMOUSLY**

195/2023 Winter: Jeff Nelson: That Council authorizes maintenance staff winter hours be established at 30 hours per week with an hour off for lunch commencing November 6, 2023 to March 31, 2024. 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**

196/2023 Staff: Chase Tannahill: That Council authorizes a return date of employment for Max Nelson to be set for April 15, 2024. **CARRIED UNANIMOUSLY**

197/2023 Bus: Tanner Hebron: That Council acknowledges receipt of the Bus Route information from Horizon School Division. **CARRIED UNANIMOUSLY**

198/2023 Hauls: Trevor Lewis: That Nex Gen Transportation be notified that a Haul Agreement will be required for any future massive move hauls. **CARRIED UNANIMOUSLY**

199/2023 Maint: Larry Waldow: That the Maintenance Report be accepted as presented by Foreman. **CARRIED UNANIMOUSLY**

Foreman McLane left the meeting at 9:30 am.

200/2023 Landfill: Tanner Hebron: That Council acknowledges receipt of the Stalwart Landfill Decommissioning and Reclamation Plan and accepts the same as presented. **CARRIED UNANIMOUSLY**

201/2023 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**

202/2023 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 2024: \$64,249.90 annual salary = \$2471.15 per bi-weekly pay cycle and holidays and

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days off as stipulated.

CARRIED UNANIMOUSLY

203/2023 Wages: Tanner Hebron: That Council authorizes the Clerk wages be \$26.70 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2024.

CARRIED UNANIMOUSLY

**204/2023 Wages: Trevor Lewis: That Maintenance wages be established as:
C McLane - \$89,034.14 per annum salary for position to include 4 weeks' vacation commencing January 1, 2024 plus applicable benefits. The above salary to be paid as calculated on a bi-weekly basis at the amount of \$3424.39.**

T Wolff – salary be \$31.14 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2024.

CARRIED UNANIMOUSLY

205/2023 Reeve: Sheldon Vance: That Larry Waldow be appointed as Deputy Reeve from November 14, 2023 to December 1, 2024 or until such time as successive appointments are made, whichever comes first.

CARRIED UNANIMOUSLY

206/2023 Reeve: Jeff Nelson: That Trevor Lewis be appointed Acting Deputy Reeve for November 14, 2023 to December 1, 2024 or until such time as successive appointments are made, whichever comes first.

CARRIED UNANIMOUSLY

207/2023 Appoint.: Kevin Rae: That the following committees and appointments be made for November 14, 2023 to December 1, 2024 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
- Fire Chief: Fire Chiefs of Imperial and Liberty
- EMO Board: Entire Council
- EMO Coordinator: Corrie McLane **CARRIED UNANIMOUSLY**

**208/2023 OH&S: Jeff Nelson: That OH&S Committee consist of:
1) Corrie McLane
2) Tanner Hebron
3) Yvonne (Bonny) Goodsman **CARRIED UNANIMOUSLY****

209/2023 SARM: Kevin Rae: That the values be accepted as amended for the SARM Property Insurance. **CARRIED UNANIMOUSLY**

210/2023 Insur.: Larry Waldow: That the RM authorizes application for the 2 million excess liability insurance offered through SARM Liability Insurance. **CARRIED UNANIMOUSLY**

211/2023 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, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen.

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.

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, 2024, through to December 31, 2024; 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.

212/2023 Dev Brd: Sheldon Vance: 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, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark.

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.

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, 2024, through to December 31, 2024; 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**

213/2023 Munisoft: Kevin Rae: That Council acknowledges receipt of information from Munisoft regarding their Maintenance Agreement and Hardware coverage and agrees to same. **CARRIED UNANIMOUSLY**

214/2023 Benefits: Sheldon Vance: That Council accepts SARM Health and Benefits, Long Term Benefits and Short-Term Disability plans as presented and agrees to participate in same. **CARRIED UNANIMOUSLY**

215/2023 PBI: Larry Waldow: That council agrees to PBI Certificate of Appointments for 2024 as presented with such to be appointed as building officials for the municipality for the year. Further, Reeve Sheldon Vance is authorized to sign PBI Certificate of Appointments for the 2024 year. **CARRIED UNANIMOUSLY**

216/2023 Library: Kevin Rae: That Council acknowledges receiving letter from Palliser Regional Library regarding Opening Hours funding shortfall. **CARRIED UNANIMOUSLY**

- 217/2023 **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 2022 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 it to the Ministry of Government Relations.

CARRIED UNANIMOUSLY

- 218/2023 **Mail:** **Larry Waldow:** That the following correspondence be acknowledged as received and accepted as presented and be filed:

 - 1. SaskTel Plans

CARRIED UNANIMOUSLY

- 219/2023 **F/S:** **Tanner Hebron:** That the Financial Statements, List of Accounts Paid and Employee Payroll Registers for the month of October 2023 and October bank reconciliation be accepted as presented and are attached to and form part of these minutes.

CARRIED UNANIMOUSLY

- 220/2023 **A/Payable:** **Chase Tannahill:** That the list of accounts payable and employee payroll register for the month of November 2023 be accepted as presented and are attached to and form part of these minutes.

CARRIED UNANIMOUSLY

- 221/2023 **Holidays:** **Sheldon Vance:** That Christmas office hours be as established by and at the discretion of the Administrator.

CARRIED UNANIMOUSLY

- 222/2023 **Audit:** **Larry Waldow:** That Council as a whole approves and is authorized to sign the Management Letter for Dudley and Company Audit.

CARRIED UNANIMOUSLY

- 223/2023 **Audit:** **Jeff Nelson:** That the RM Risk assessment form is authorized as stated and be signed by all Councillors.

CARRIED UNANIMOUSLY

- 224/2023 **Audit:** **Trevor Lewis:** That Council authorizes Reeve Sheldon Vance and CAO Yvonne (Bonny) Goodsmann to sign Objective and scope letter from the Dudley Co-Auditors.

CARRIED UNANIMOUSLY

- 224/2023 **Adjourn:** **Sheldon Vance:** That the meeting be adjourned at 11:00 a.m. and the next meeting of council is scheduled for Monday, December 11, 2023 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