

Regular Meeting of the Council for the R.M. of Big Arm, No. 251 held on Monday, November 18, 2024 in Council chambers in the municipal office in Imperial, SK commencing at 9:10 a.m.

Present: Reeve Sheldon Vance, Councillors Chase Tannahill, Trevor Lewis, Jeff Nelson, Larry Waldow, Kevin Rae and CAO Anna Rintoul

Regrets: Tanner Hebron

Attend: Corrie McLane – Foreman

169/2024 Meeting: Sheldon Vance: That as a quorum is present the meeting is called to order.
CARRIED UNANIMOUSLY

Council acknowledged the statement of results following the election period, and completed public disclosure statements, as filed & presented.

170/2024 Agenda: Chase Tannahill: That the agenda be accepted as amended by adding:
Public Works: 3- Gravel Tender **CARRIED UNANIMOUSLY**

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

171/2024 Minutes: Jeff Nelson: That the minutes from the regular meeting held on October 21, 2024 be accepted as presented. **CARRIED UNANIMOUSLY**

Corrie McLane gave the foreman's report at 9:10 am.

172/2024 Gravel: Kevin Rae: That Council authorizes posting tenders for the upcoming 2025 gravel crush for 36,000 yards with a closing date prior to January 2025 meeting.
CARRIED UNANIMOUSLY

173/2024 Winter: Larry Waldow: That Council authorizes maintenance staff winter hours be established at 30 hours per week with an hour off for lunch commencing November 25, 2024 to March 31, 2025. 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**

174/2024 Gravel: Larry Waldow: That Council authorizes hiring an engineer to view the existing gravel pit to assess the quality of gravel and price to our 2025 crush to a maximum cost of \$2500.00.
CARRIED UNANIMOUSLY

175/2024 Maint: Trevor Lewis: That the Maintenance Report be accepted as presented by Foreman.
CARRIED UNANIMOUSLY
Foreman McLane left the meeting at 9:11 am.

176/2024 Rates: Sheldon Vance: That the Custom Rates for custom work and equipment rental for the coming year be established as follows:

Terex TS-14B	\$450.00 per hour
John Deere 770CH Motor Grader	\$350.00 per hour
Tractor and Mower	\$300.00 per hour
John Deere 772G All Wheel Drive Graders	\$400.00 per hour

The above rates are for ratepayers only, anyone else is to add \$250.00 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**

177/2024 Mail: Chase Tannahill: That the following correspondence be acknowledged as received:
1) Viking Benefit Solutions **CARRIED UNANIMOUSLY**

178/2024 F/S: Kevin Rae: That the Financial Statements, List of Accounts Paid and Employee Payroll Registers for the month of October 2024 and October bank reconciliation be accepted as presented and are attached to and form part of these minutes.
CARRIED UNANIMOUSLY

SU AR

179/2024 A/Payable: Larry Waldow: That the list of accounts payable and employee payroll register for the month of November 2024 be accepted as presented and are attached to and form part of these minutes. **CARRIED UNANIMOUSLY**

180/2024 Holidays: Jeff Nelson: That Christmas office hours be as established by and at the discretion of the Administrator. **CARRIED UNANIMOUSLY**

181/2024 Audit: Kevin Rae: That Council as a whole approves and is authorized to sign the Management Letter for Dudley and Company Audit. **CARRIED UNANIMOUSLY**

182/2024 Admin: Larry Waldow: That Anna Rintoul 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 2025: \$72,100.00 annual salary = \$2773.08 per bi-weekly pay cycle and holidays and days off as stipulated; and further, That Council sets a wage cap at \$85,000.00. **CARRIED UNANIMOUSLY**

183/2024 Wages: Trevor Lewis: That Maintenance wages be established as:
C McLane - \$91,705.16 per annum salary for position to include 5 weeks' vacation commencing January 1, 2025 plus applicable benefits. The above salary to be paid as calculated on a bi-weekly basis at the amount of \$3527.12; and further, That Council sets a wage cap of \$95,000.00.

T Wolff – \$74,180.60.00 per annum salary for position to include 4 weeks' vacation commencing January 1, 2025 plus applicable benefits. The above salary to be paid as calculated on a bi-weekly basis at the amount of \$2853.10; and further, That Council sets a wage cap of \$80,000.00.

M Nelson – wages be \$30.51 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2025; and further, That Council sets a wage cap of \$35.00 per hour.

N McDade wages be \$27.50 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2025; and further, That Council sets a wage cap of \$30.00 per hour.

CARRIED UNANIMOUSLY

184/2024 Reeve: Sheldon Vance: That Larry Waldow be appointed as Deputy Reeve from November 18, 2024 to December 1, 2025 or until such time as successive appointments are made, whichever comes first. **CARRIED UNANIMOUSLY**

185/2024 Reeve: Jeff Nelson: That Trevor Lewis be appointed Acting Deputy Reeve for November 18, 2024 to December 1, 2025 or until such time as successive appointments are made, whichever comes first. **CARRIED UNANIMOUSLY**

186/2024 Appoint.: Kevin Rae: That the following committees and appointments be made for November 18, 2024 to December 1, 2025 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: Tanner Hebron

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 Anna Rintoul

<u>Community Well Near Imperial:</u>	Kevin Rae	
<u>Community Well (Mooney's):</u>	Larry Waldow	
<u>Stalwart Well:</u>	Trevor Lewis	
<u>Recreation Boards:</u>	Imperial: Chase Tannahill	
	Liberty: Tanner Hebron	
	Etters Beach: Trevor Lewis	
<u>Fire Chief:</u>	Fire Chiefs of Imperial and Liberty	
<u>EMO Board:</u>	Entire Council	
<u>EMO Coordinator:</u>	Corrie McLane	CARRIED UNANIMOUSLY

- 187/2024 OH&S: **Trevor Lewis:** That OH&S Committee consist of:
 1) Corrie McLane
 2) Tanner Hebron
 3) Anna Rintoul
CARRIED UNANIMOUSLY
- 188/2024 SARM: **Kevin Rae:** That the values be accepted as amended for the SARM Property Insurance with the following changes:
 1) Remove Garage- Detached (Residence)
 2) Change coverage amount of tools to \$30,000.00
CARRIED UNANIMOUSLY
- 189/2024 Insur.: **Larry Waldow:** That the RM authorizes application for the 2 million excess liability insurance offered through SARM Liability Insurance.
CARRIED UNANIMOUSLY
- 190/2024 Appls Bd: **Sheldon Vance:** That pursuant to Subsection 220(1) of *The Municipalities Act*, 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, 2025, through to December 31, 2025, 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

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 pursuant to Subsection 221(1) of *The Municipalities Act*, the RM OF BIG ARM NO.251 appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED UNANIMOUSLY

- 191/2024 Dev Brd: **Sheldon Vance:** That pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, 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, 2025, through to December 31, 2025, 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee

He
gu

Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh

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 pursuant to Subsection 216(3)(a) of *The Planning and Development Act, 2007*, 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, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED UNANIMOUSLY

192/2024 Munisoft: **Kevin Rae:** That Council acknowledges receipt of information from Munisoft regarding their Maintenance Agreement and Hardware coverage and agrees to same.

CARRIED UNANIMOUSLY

193/2024 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

194/2024 PBI: **Larry Waldow:** That council agrees to PBI Certificate of Appointments for 2025 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 2025 year.

CARRIED UNANIMOUSLY

195/2024 Library: **Kevin Rae:** That Council acknowledges receiving letter from Palliser Regional Library regarding Opening Hours funding shortfall.

CARRIED UNANIMOUSLY

196/2024 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 2024 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


197/2024 SARM: **Sheldon Vance:** That Council declines request from the Plant Health officer to attend the upcoming meeting.


CARRIED UNANIMOUSLY

Council defers discussion regarding the proposed subdivision.

198/2024 Adjourn: **Chase Tannahill:** That the meeting be adjourned at 11:28 a.m. and the next meeting of council is scheduled for Friday December 6, 2024 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