

**Regular Meeting of the Council for the R.M. of Big Arm, No. 251 held on Monday, November 10, 2025 in Council chambers in the municipal office in Imperial, SK commencing at 9:12 a.m.**

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

**Regrets:**

**Attend:** Travis Wolff – Maintenance

**157/2025 Meeting:** **Sheldon Vance:** That as a quorum is present the meeting is called to order.  
**CARRIED**

**158/2025 Agenda:** **Chase Tannahill:** That the agenda be accepted as presented.  
**CARRIED**

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

**159/2025 Minutes:** **Larry Waldow:** That the minutes from the regular meeting held on October 20, 2025, be accepted as presented.  
**CARRIED**

**Travis Wolff gave the maintenance report at 9:13 am.  
Travis left the meeting at 9:32 am.**

**160/2025 Maint:** **Jeff Nelson:** That the Maintenance Report be accepted as presented by Maintenance staff.  
**CARRIED**

**161/2025 Winter:** **Trevor Lewis:** That Council authorizes maintenance staff winter hours be established at 30 hours per week with an hour off for lunch commencing November 24, 2025 to March 31, 2026. 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**

**162/2025 Maint.:** **Kevin Rae:** That Council authorizes hiring Max Nelson for the winter months with a wage of \$32.00 per hour with the title of Full-time Equipment Operator pursuant to job description.  
**CARRIED**

**163/2025 Mail:** **Tanner Hebron:** That the following correspondence be acknowledged as received:  
1) Frontier Culverts  
**CARRIED**

**164/2025 F/S:** **Trevor Lewis:** That the Financial Statements, List of Accounts Paid and Employee Payroll Registers for the month of October 2025 and October bank reconciliation be accepted as presented and are attached to and form part of these minutes.  
**CARRIED**

**165/2025 A/Payable:** **Tanner Hebron:** That the list of accounts payable and employee payroll register for the month of November 2025 be accepted as presented and are attached to and form part of these minutes.  
**CARRIED**

- 166/2025 Holidays:** **Chase Tannahill:** That Christmas office hours be as established by and at the discretion of the Administrator. **CARRIED**
- 167/2025 Audit:** **Sheldon Vance:** That Council tables discussion on the Audit management letter from Dudley and Company until next meeting. **CARRIED**
- 168/2025 T/E:** **Larry Waldow:** That Council acknowledges receipt of the Tax Enforcement list as presented. Further, that Administration sends a pre-notice letter to the list of Lands in Arrears/Tax Enforcement list to pay within 30 days. If not paid after 30 days, Tax Enforcement proceedings will begin. **CARRIED**
- 169/2025 Door:** **Jeff Nelson:** That Councillor Lewis be authorized to contact Aaron Lucas to fix the RM office door. **CARRIED**
- 170/2025 Rates:** **Sheldon Vance:** That the Custom Rates for custom work and equipment rental for the coming year be established as follows:
- |   |                   |
|---|-------------------|
| Terex TS-14B                            | \$550.00 per hour |
| John Deere 770CH Motor Grader           | \$450.00 per hour |
| Tractor and Mower                       | \$400.00 per hour |
| John Deere 772G All Wheel Drive Graders | \$500.00 per hour |
- The above rates are for ratepayers only, anyone else is to add \$350.00 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**
- 171/2025 Admin:** **Kevin Rae:** 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 employments contract with salary calculated as follows for 2026: \$74,263.00 annual salary = \$2750.48 per bi-weekly pay cycle and holidays and days off as stipulated. **CARRIED**
- 172/2025 Wages:** **Larry Waldow:** That wages for staff be established at:
- C McLane - No change.
- T Wolff - \$77,889.63 per annum salary position to include 4 weeks vacation commencing January 1, 2026 plus applicable benefits. The above salary to be paid as calculated on a bi-weekly basis at the amount of \$2884.80.
- M Nelson – wages be set at \$32.00 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2026.
- N McDade – wages be set at \$28.75 per hour plus stat and holiday pay and benefits as applicable commencing January 1, 2026. **CARRIED**
- 173/2025 Reeve:** **Sheldon Vance:** That Larry Waldow be appointed as Deputy Reeve from November 18, 2025 to December 1, 2026 or until such time as successive appointments are made, whichever comes first. **CARRIED**

**174/2025 Reeve:** **Sheldon Vance:** That Trevor Lewis be appointed Acting Deputy Reeve for November 18, 2025 to December 1, 2026 or until such time as successive appointments are made, whichever comes first. **CARRIED**

**175/2025 Appoint.:** **Kevin Rae:** That the following committees and appointments be made for November 18, 2025 to December 1, 2026 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

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: Travis Wolff **CARRIED**

**176/2025 OH&S:** **Trevor Lewis:** That OH&S Committee consist of:  
1) Travis Wolff  
2) Tanner Hebron  
3) Anna Rintoul

**CARRIED**

**177/2025 SARM:** **Kevin Rae:** That Council approves the values as presented for the SARM Property Insurance. **CARRIED**

**178/2025 Insur.:** **Larry Waldow:** That the RM authorizes application for the 2 million excess liability insurance offered through SARM Liability Insurance. **CARRIED**

**179/2025 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, 2026, through to December 31, 2026, 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, 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, Regan Rayner 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 with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, 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**

**180/2025 Fees:** **Trevor Lewis:** That Council authorizes the Appeal Fees starting January 1, 2026 be set as follows:

- \$1000.00 Appeal Fee
- All costs associated with hearing said appeal are the responsibility of the appellant.
- Bylaw to be presented at December Meeting. **CARRIED**

**181/2025 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, 2026, through to December 31, 2026, 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, 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 Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner 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, 2026, through to December 31, 2026, 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**

- 182/2025 Munisoft:** **Kevin Rae:** That Council acknowledges receipt of information from Munisoft regarding their Maintenance Agreement and Hardware coverage and agrees to same.  
**CARRIED**
- 183/2025 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**
- 184/2025 Fed.Bond:** **Sheldon Vance:** That Council accepts the SARM Fidelity Bond as presented.  
**CARRIED**
- 185/2025 Library:** **Kevin Rae:** That Council acknowledges receiving letter from Palliser Regional Library regarding Opening Hours funding shortfall.  
**CARRIED**
- 186/2025 MRS:** **Chase Tannahill:** 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 2025 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**
- 187/2025 Adjourn:** **Chase Tannahill:** That the meeting be adjourned at 10:56 a.m. and the next meeting of council is scheduled for Monday, December 8, 2025 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**

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Reeve

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Administrator