

Minutes of the Council Meeting of the council of the R.M. of Willner, No. 253 held at the RM Office in Davidson, SK on Thursday, November 9, 2023 commencing at 1:00 p.m.

Present: Reeve Len Palmer, Councillors Neil Palmer, Ellen Symington, Martin Cammer
Steven Barlow and Foreman Steven Low and CAO Yvonne Goodsman

Regrets: Councillors Matt Arend and Michael O'Brien

- 270/23 Call to Order:** Len Palmer: That as a quorum is present this meeting is called to order.
CARRIED UNANIMOUSLY
- 271/23 Agenda:** Martin Cammer: That the agenda be adopted as amended:
Add under 14) New Business:
15) Road Lease Request **CARRIED UNANIMOUSLY**
- There is no conflict of interest declared at this time regarding agenda items.**
- 272/23 Minutes:** Ellen Symington: That the minutes of the Council Meeting held on October 12, 2023 at 1:00 p.m. be hereby approved as presented. **CARRIED UNANIMOUSLY**
- 273/23 Correspond:** Ellen Symington: That the correspondence be acknowledged as received and accepted as presented and be filed.
1. Library Meeting Minutes **CARRIED UNANIMOUSLY**
- 274/23 Semi Truck:** Steven Barlow: That council authorizes Winacott be requested to compensate for "C-Diagnosis CEL" - \$2456.39 for CV replacement/repair. **CARRIED UNANIMOUSLY**
- 275/23 DR:** Martin Cammer: That Councillor Neil Palmer be hereby appointed to act as Deputy Reeve of the municipality for the year. **CARRIED UNANIMOUSLY**
- 276/23 Wages:** Len Palmer: That Yvonne Goodsman is to continue employment as the Administrator and to be appointed Chief Administrative Officer of the municipality for 2024 at an annual salary of \$64,249.90 effective January 1, 2024, with vacation days/days off calculated as per contract, and further, that 1/3 of the RMAA fees be offered to be paid for the CAO for the 2024 membership. **CARRIED UNANIMOUSLY**
- 277/23** Steven Barlow: That Michelle Bublish be hired for an annual salary of \$34,273.20 as Assistant Administrator for 2024 with vacation days as per Sask Labour Standards, and Further that ½ of the RMAA fees be offered to be paid for the 2024 membership. **CARRIED UNANIMOUSLY**
- 278/23** Neil Palmer: That the Office Clerk wage be increased to \$24.04 per hour effective January 1, 2024, subject to approval of Rural Municipality of Arm River, No. 252 to same. **CARRIED UNANIMOUSLY**
- 279/23 Signing:** Steven Barlow: That the Reeve, Len Palmer, or in his absence, Deputy Reeve, Neil Palmer, and the CAO, be hereby assigned and empowered to sign cheques, agreements contracts, promissory notes and other documents authorized by council, on behalf of the municipality for the year.
- Further, in the absence of the CAO, council authorizes that Michelle Bublish, as the designate appointed by the CAO, is assigned and empowered to sign cheques per Bylaw 02/2020 Section 16 and the Municipalities Act Section 110 and 115. **CARRIED UNANIMOUSLY**
- 280/23 Borrowing:** Steven Barlow: **Let it be resolved:**
1) That the Reeve and CAO are hereby authorized to borrow from the Bank of Montreal (the Bank) up to \$300,000.00 to meet the expenditures of this Municipality repayable on or before December 31, and to pay or agree to pay interest thereon either in advance or at maturity and in either case after maturity at the rate of Prime plus 0 per centum per annum above the Bank of Montreal's prime interest rate per annum in effect from time to time, compounded monthly from the due date of such interest until actual payment. The loan hereby authorized maybe extended and the promissory note to be executed may be renewed for additional one year terms in the current year and in each of the years 2025 and 2026 thereafter.

- 2) The amounts (if any) previously borrowed and to be borrowed under this resolution amount in the aggregate to the sum of \$300,000.00 and accordingly do not exceed the total taxes levied for the year 2024 for general municipal purposes
 - 3) The Reeve and CAO are hereby authorized on behalf of the Council to execute under the seal of the Municipality a promissory note or notes, or other form of obligation in favour of the Bank for the amount of this loan with interest as mentioned.
 - 4) The amount so borrowed shall be a first charge on the current year's taxes when they are collected, all arrears of taxes and when collected the taxes and other revenue shall be deposited in the Bank to the credit of the Municipality in special accounts as collateral security for this loan and interest. The Bank shall not be restricted to the taxes for repayment of the sums so borrowed.
 - 5) That all current taxes, all arrears of taxes and other revenue owing to the Municipality be hypothecated to the Bank as additional security for repayment of the sum borrowed pursuant to this Resolution, and the Reeve and CAO of the Municipality are authorized to execute in favour of the Bank an hypothecation of such revenues in the form hereto annexed.
- CARRIED UNANOUSLY**

- 281/23 Meetings:** Len Palmer: That the regular meetings of council for the year are to be held in The municipal office in Davidson SK on the second Thursday of each month commencing At 1:00 p.m. unless otherwise resolved by council. **CARRIED UNANIMOUSLY**
- 282/23 Pub Works:** Martin Cammer: That the Public Works Committee consists of all Councillors and Reeve. **CARRIED UNANIMOUSLY**
- 283/23 Road Comm:** Neil Palmer: That Councillor Matt Arend, Councillor Martin Cammer and Reeve, Len Palmer, be hereby appointed to act as the "Road Committee" with the authority to issue, revise and cancel orders restricting the operation of tractors and certain vehicles in the municipality as provided for in Bylaw No. 1/81 for the year. Further, same are authorized to review and approve evolving road repairs between meetings, provided they conform to budget. **CARRIED UNANIMOUSLY**
- 284/23 Fire Ranger:** Len Palmer: That each councillor be the fire ranger for his/her own division for the year pursuant to *The Wildfire Act*. **CARRIED UNANIMOUSLY**
- 285/23 Pound Kpr:** Martin Cammer: That council authorizes administration to confirm with Heartland Livestock Services in Moose Jaw SK that they are willing to act as the designated pound as may be Required under enforcement of the "Stray Animals Act of Saskatchewan" for the RM of Willner No. 253 and further, the manager of Heartland, or their designate, is to be appointed As pound keeper for the RM of Willner No. 253. **CARRIED UNANIMOUSLY**
- 286/23 Indemnity:** Martin Cammer: That council defer discussion on establishing council indemnity for 2024 Until the December 2023 Council Meeting. **CARRIED UNANIMOUSLY**
- 287/23 Auditor:** Ellen Symington: That Dudley and Company LLP be hereby appointed auditor for the municipality for 2024. **CARRIED UNANIMOUSLY**
- 288/23 SARM:** Martin Cammer: That we remain and pay for membership with the Saskatchewan Association Of Rural Municipalities for 2024. **CARRIED UNANIMOUSLY**
- 289/23 #11 ERB:** Len Palmer: That Councillor Matt Arend and alternate Councillor Steven Barlow be hereby appointed to the Board of the Highway #11 Emergency Response Area for the year and that remuneration be paid at rate established under indemnity resolution. **CARRIED UNANIMOUSLY**
- 290/23 Janitor:** Neil Palmer: That we contract Michelle Bublish at \$800.00 per month for janitorial duties in 2024 and that this salary be cost shared 50/50 with the R.M. of Arm River No. 252 and be allocated as follows: \$680.00 – Rural Service Centre and \$120.00 – RM Office, with the approval of the R.M. of Arm River No. 252. **CARRIED UNANIMOUSLY**
- 291/23 Custom Wrk:** Neil Palmer: That the following custom work rates be charged for 2024:
- | | |
|---|---------------|
| Motor-grader & Operator - ratepayer | \$150.00/hour |
| Motor-grader & Operator - non-ratepayer | \$200.00/hour |
| Tractor, drill & Operator - ratepayer | \$100.00/hour |
| Tractor, drill & Operator - non-ratepayer | \$150.00/hour |
| Pay loader & Operator – ratepayer | \$200.00/hour |
| Pay loader & Operator – non-ratepayer | \$250.00/hour |

Packer – ratepayer/non-ratepayer \$300.00/day
 Tractor, mower & Operator \$120.00/hour
 All custom rental/work is at the discretion of council.

CARRIED UNANIMOUSLY

- 292/23 SWCB:** Neil Palmer: That council set councillor coverage under Saskatchewan Workers' Compensation Board at the minimum coverage per member of council for 2024.
CARRIED UNANIMOUSLY
- 293/23 Pest Control:** Neil Palmer: That Lee Storey be contracted as Pest Control Officer of the municipality and be paid \$12.25/site and \$0.62/km in 2024.
CARRIED UNANIMOUSLY
- 294/23 Oil Recycle:** Len Palmer: That Martin Cammer be appointed to the Oil Recycle Committee on behalf of the municipality for the year and that remuneration be paid at rate established under council indemnity resolution.
CARRIED UNANIMOUSLY
- 295/23 Expenses:** Len Palmer: That for attendance to conventions and seminars a per diem of \$150.00/day and \$0.62/km be established: for necessary expenses such as meals (if not provided); taxis, gratuities, etc. be paid and that accommodations be paid in addition to and form part of the necessary expenses of each member of council and the Administration for the year.
CARRIED UNANIMOUSLY
- 296/23 DHTB:** Martin Cammer: That Len Palmer be appointed to the Davidson Health Trust Board On behalf of the municipality for the year and that remuneration be paid at rate established Under council indemnity resolution.
CARRIED UNANIMOUSLY
- 297/23 RCS:** Len Palmer: That Ellen Symington be appointed to represent the municipality for The needs and concerns of the Rural Service Centre and R.M. Office buildings for the year.
CARRIED UNANIMOUSLY
- 298/23 Health Ben:** Ellen Symington: That council approves the payment of \$550.00 in reimbursement of Health & Dental Insurance premium coverage to all outside workers and office staff upon proof of evidence of purchase of same and with office staff to be prorated on percentage of salary paid by the municipality.
CARRIED UNANIMOUSLY
- 299/23 OH&S:** Martin Cammer: That Neil Palmer and Martin Cammer, Steven Low (as selected Representative) and Michelle Bublish (as selected representative) be appointed to the Occupational Health and Safety Committee with councillor remuneration to be paid at rate established under council indemnity resolution.
CARRIED UNANIMOUSLY
- 300/23 CATPC:** Neil Palmer: That Ellen Symington be appointed to the CATP Committee and that remuneration be paid at rate established under council indemnity resolution.
CARRIED UNANIMOUSLY
- 301/23 Dr.Rec/Ret:** Ellen Symington: That Neil Palmer and alternate, Len Palmer, be hereby appointed to be representatives on the Physician Recruitment and Retention Committee for the year and that remuneration be paid at rate established under council indemnity resolution.
CARRIED UNANIMOUSLY
- 302/23 Solicitor:** Neil Palmer: That Dellene Church Law Office be appointed as solicitor for the Municipality For the year 2024.
CARRIED UNANIMOUSLY
- 303/23 RM Reps:** Len Palmer: That Ellen Symington and Martin Cammer be appointed to the General Government, Capital and Administration Operations Committee and that remuneration be paid at rate established under council indemnity resolution.
CARRIED UNANIMOUSLY
- 304/23 Weed Insp.:** Steven Barlow: That Steven Low be appointed as weed inspector for the municipality.
CARRIED UNANIMOUSLY
- 305/23 Financials:** Martin Cammer: That the Statement of Financial Activities, Accounts Paid, Employee Payroll Summary for the month of October 2023 be hereby approved as presented and Are attached to and form part of these minutes.
CARRIED UNANIMOUSLY
- 306/23 Bank Rec:** Martin Cammer: That bank reconciliation for October 2023 be accepted as presented.
CARRIED UNANIMOUSLY

- 307/23 A/P:** Len Palmer: That Accounts Payable, Employee Bi-Weekly Payroll Summary, for the month of November 2023 be approved for payment and attached to and form part of these minutes. **CARRIED UNANIMOUSLY**
- 308/23 2023 Audit:** Steven Barlow: That council authorizes Reeve and CAO to sign "Engagement Letter" for Dudley & Company LLP and the 2023 Audit. **CARRIED UNANIMOUSLY**
- 309/23 2023 Audit:** Ellen Symington: That council authorizes CAO to sign "Bank Confirmation" document for Dudley & Company LLP for 2023 Audit. **CARRIED UNANIMOUSLY**
- 310/23 2023 Audit:** Martin Cammer: That council acknowledges and consents to sign Dudley & Company LLP "Planning Letter". Further all councillors agree to sign same. **CARRIED UNANIMOUSLY**
- 311/23 2023 Audit:** Ellen Symington: That council reviewed and agrees to sign Dudley & Company LLP "Risk of Fraud". **CARRIED UNANIMOUSLY**
- Foreman, Steven Low, presented the Foreman's Report at 2:20 pm**
- 312/23 Report:** Martin Cammer: That council accept the Foreman's Report as presented. **CARRIED UNANIMOUSLY**
- 313/23 Tires:** Len Palmer: That foreman is authorized to investigate grader tire pricing. **CARRIED UNANIMOUSLY**
- 314/23 Gravel:** Len Palmer: That council directs administration to investigate leasing or obtaining access to store gravel at Highway's Well Site (5000-6000 cu yd pile). **CARRIED UNANIMOUSLY**
- 315/23 Wages:** Neil Palmer: That council establishes 2023 wages for the following individuals
S. Low - \$38.00/hour
V. Northrop - \$33.00/hour
Effective January 1, 2024
CARRIED UNANIMOUSLY
- 316/23 Bus Route:** Steven Barlow: That council acknowledges receipt of bus route information submitted by Sun West School Division. **CARRIED UNANIMOUSLY**
- 317/23 Fire Ext:** Martin Cammer: That council acknowledges receipt of response to fire extinguisher reimbursement request. **CARRIED UNANIMOUSLY**
- 318/23 In-Camera:** Len Palmer: That Council enters into an in-camera Session at 3:22 pm to discuss long term planning and budgeting as allowed under LAFOIP Section 16 and *The Municipalities Act* Section 120 and Part II Section 12 of Bylaw No. 05 Being A Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees. **CARRIED UNANIMOUSLY**
- In Camera Session entered at 3:22 p.m.**
- In Camera Session exited at 3:55 p.m.**
- 319/23 Meeting:** Len Palmer: That Council exits the in-camera session and resumes the regular meeting at 3:57p.m. **CARRIED UNANIMOUSLY**
- 320/23 Library:** Ellen Symington: That RM253 authorizes payment of a grant of \$1,350.40 for additional staff hours for the Davidson Palliser Library in 2024. **CARRIED UNANIMOUSLY**
- 321/23 Library:** Ellen Symington: That RM253 accepts 2023 Library Report as submitted by Mary Smillie and presented by CAO. **CARRIED UNANIMOUSLY**
- 322/23 B-O-R:** Martin Cammer: That the RM OF WILLNER #253 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,

Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, 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 the RM OF WILINER #253 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.

CARRIED UNANIMOUSLY

- 323/23 Appeals:** **Martin Cammer:** That the RM OF WILLNER #253 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, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, 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 the RM OF WILINER #253 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

- 324/23 Rev. Share:** **Steven Barlow:** That Council of the RM of Willer No. 253 confirms that 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
 - 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
 - All members of council have filed and annually updated their Public Disclosure Statements, as required.

Further, council authorizes CAO to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED UNANIMOUSLY

- 325/23 Rem Day:** **Steven Barlow:** That a Royal Canadian Davidson Legion designated representative place wreath at Remembrance Day Ceremony. **CARRIED UNANIMOUSLY**

- 326/23 SARM Ins:** **Steven Barlow:** That council has reviewed SARM Insurance Information. Further, council directs administration to have Policy amended as follows:
- 2019 Schulte XH1500 Rotary Cutter should be insured for \$56,710.00
 - 2023 Quick Attach One-Way Snow Plow and Front Lift Group should be insured under Replacement cost, *Not* Actual Cash Value **CARRIED UNANIMOUSLY**

- 327/23 SARM Ins:** **Neil Palmer:** That council acknowledges receipt of information on SARM Self Insurance Program and the Liability increase of 6% and Excess Liability of \$2,000,000.00 with 5%

increase.

Further, council authorizes purchasing \$2,000,000.00 Excess Liability Insurance.

CARRIED UNANIMOUSLY

328/23 SGI: Martin Cammer: That council approves the SGI vehicle listing, drivers and excess value as presented with removal of 2007 Peterbilt from the SGI Commercial Auto Pak.

CARRIED UNANIMOUSLY

329/23 Procurement: Neil Palmer: That RM253 Council authorizes Reeve and CAO to sign "Notice of Planned Procurement" document and post same on Sask Tenders.

CARRIED UNANIMOUSLY

330/23 Gravel: Martin Cammer: That council establish a 5% gravel inventory allowance for 2023 gravel inventory.

CARRIED UNANIMOUSLY

331/23 Office Hrs: Len Palmer: That the Holiday Season office hours will be at the discretion of the CAO, provided the RM of Arm River No. 252 agrees to same.

CARRIED UNANIMOUSLY

332/23 Building: Martin Cammer: This is to Certify That:

Douglas Mulhall	Class 3 Licensed Building Official, Saskatchewan	BOL001
Virginia Shepley	Class 3 Licensed Building Official, Saskatchewan	BOL517
Bobby Baker	R-Class 3 Licensed Building Official, Saskatchewan	BOL552/701
Amanda Kaufmann	Class 2 Licensed Building Official, Saskatchewan	BOL405
Joshua Nitz	R-Class 2 Licensed Building Official, Saskatchewan	BOL785/804
Walter Schroeder	Class 1 Licensed Building Official, Saskatchewan	BOL488
David Kindred	Class 1 Licensed Building Official, Saskatchewan	BOL514
John Dulle	Class 1 Licensed Building Official, Saskatchewan	BOL789

Have been appointed as licensed Building Officials by the Council of the RM of Willner, No. 253 under the authority of subsections 16 (2) and 16 (3) of the Construction Codes Act. Further, that Reeve Palmer is authorized to sign "Certificate of Appointment"

CARRIED UNANIMOUSLY

333/23 Enbridge: Ellen Symington: That council authorizes the Reeve and CAO to sign the 2024 Blanket Crossing and Approach Consent request for Enbridge Pipelines Inc and Enbridge Southern Lights GP Inc.

CARRIED UNANIMOUSLY

334/23 Road Lease: Neil Palmer: That council has reviewed the request from ratepayer to temporary lease road allowance to allow livestock grazing on same. Further, council approves leasing road allowance.

DEFEATED

344/22 Gathering: Neil Palmer: That the RM authorizes the holding of a Christmas Gathering with all costs to be covered by RM of Willner No. 253. Councillor Neil Palmer to make arrangements as may be required.

CARRIED UNANIMOUSLY

354/22 Adjourn: Len Palmer: That this meeting be adjourned at 4:30 p.m. and the next meeting of council is scheduled for Thursday, December 8, 2022 at 1:00 p.m. in the R.M. Office, Davidson, Sask.

CARRIED UNANIMOUSLY

Reeve

Administrator