

**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 21, 2024 commencing at 8:00 a.m.**

**Acclaimed to Office – Reeve – Len Palmer**

**Councillor Division 3 – Ellen Symington**

**Newly Elected to Office - Councillor Division 1 – Rob Allan**

**Councillor Division 5 – Shane Shearwood**

**Oaths of Office signed**

**Annual Public Disclosure Statements completed by all council**

**Present:** Reeve Len Palmer, Councillors Rob Allan, Ellen Symington, Martin Cammer  
Steven Barlow, Shane Shearwood, Rich Kowalski and Foreman Steven Low and  
Administrator Michelle Bublish

**239/24 Call to Order:** Len Palmer: That as a quorum is present this meeting is called to order.  
**CARRIED UNANIMOUSLY**

**240/24 Agenda:** Martin Cammer: That the agenda be adopted as amended:  
Add under 12) Reeve and Councillor's Forum:  
2) Health Trust Foundation Meeting Report – Len Palmer  
**CARRIED UNANIMOUSLY**

**There is no conflict of interest declared at this time regarding agenda items.**

**241/24 Minutes:** Ellen Symington: That the minutes of the Council Meeting held on October 10, 2024  
at 1:00 p.m. be hereby approved as presented. **CARRIED UNANIMOUSLY**

**242/24 Correspond:** Rich Kowalski: That the correspondence be acknowledged as received and accepted  
as presented and be filed.  
1. Davidson Library – November 2024 Meeting Minutes  
2. Town of Davidson – Fall Newsletter  
3. Davidson Child Care Fall Newsletter  
4. APAS – AGM Dec 3 & 4 Agenda  
5. SARM – Rural Dart Nov 12/24  
6. Town of Davidson – Household Glass Agreement **CARRIED UNANIMOUSLY**

**243/24 Financials:** Ellen Symington: That the Statement of Financial Activities, Accounts Paid, Employee  
Payroll Summary for the month of October 2024 be hereby approved as presented and  
are attached to and form part of these minutes. **CARRIED UNANIMOUSLY**

**Councillor Barlow attended the meeting at 8:22 am**

**244/24 Bank Rec:** Steven Barlow: That bank reconciliation for October 2024 be accepted as presented.  
**CARRIED UNANIMOUSLY**

**245/24 A/P:** Martin Cammer: That Accounts Payable, Employee Bi-Weekly Payroll Summary,  
for the month of November 2024 be approved for payment and attached to and form part  
of these minutes. **CARRIED UNANIMOUSLY**

**246/24 2024 Audit:** Ellen Symington: That council authorizes Reeve and Administrator to sign "Engagement  
Letter" and "Bank Confirmation" documents. Further, all council agrees to sign "Planning  
Letter" and "Risk of Fraud" documents for Dudley & Company LLP and the 2024 Audit.  
Further, council acknowledges that said auditor will be preparing 2023 Financial Statements.  
**CARRIED UNANIMOUSLY**

**247/24 Credit App:** Martin Cammer: That council approves the Inland Truck and Equipment Credit App, Reeve  
Palmer is authorized to sign same. **CARRIED UNANIMOUSLY**

**248/24 DR:** Len Palmer: That Councillor Martin Cammer be hereby appointed to act as Deputy  
Reeve of the municipality for the year. **CARRIED UNANIMOUSLY**

**249/24 Wages:** Steven Barlow: That Michelle Bublish is to continue employment as the Administrator  
of the municipality for 2025 at an annual salary of \$43,773.24 effective January 1, 2025, with  
vacation days/days off calculated as per contract, and further, that 1/2 of the RMAA fees be  
offered to be paid for the Administrator for the 2025 membership.  
**CARRIED UNANIMOUSLY**

**250/24** **Rob Allan:** That the Office Clerk, Denise Brecht, wage be increased to \$29.00 per hour effective January 1, 2025, subject to approval of Rural Municipality of Arm River, No. 252 to same. **CARRIED UNANIMOUSLY**

**251/24 Signing:** **Steven Barlow:** That the Reeve, Len Palmer, or in his absence, Deputy Reeve, Martin Cammer, and the Administrator, 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 Administrator, council authorizes that Denise Brecht, as the designate appointed by the Administrator, is assigned and empowered to sign cheques per Bylaw 02/2020 Section 16 and the Municipalities Act Section 110 and 115.

**CARRIED UNANIMOUSLY**

**252/24 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 2026 and 2027 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 2025 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**

**253/24 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**

**254/24 Pub Works:** **Martin Cammer:** That the Public Works Committee consists of all Councillors and Reeve. **CARRIED UNANIMOUSLY**

**255/24 Road Comm:** **Steven Barlow:** That Councillor Rob Allan, 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**

**256/24 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**

**257/24 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**

- 258/24 Indemnity: Ellen Symington:** That, for the year, the Reeve and each councillor will be paid for:
- Attending council meetings and conventions at a rate of \$350.00 for each meeting/day
  - Attending committee meetings at a rate of \$175.00 for each meeting attended
  - Each elected official is to be paid for 15 days public works supervision per year at a rate of \$350.00 per day
  - Reeve's office supervision (12 days per year) at a rate of \$350.00 per day and further, that travel be paid at a rate of .62 per kilometre travelled in the exercise of their duties pursuant to Section 82 (1) of The Municipalities Act and the limitations contained therein, meeting indemnity and meeting mileage to be paid quarterly, and supervision mileage, public works committee meetings, public works committee mileage and Reeve's Supervision of Office per diem and mileage to be paid in December of the year.
- CARRIED UNANIMOUSLY**
- 259/24 Auditor: Ellen Symington:** That Dudley and Company LLP be hereby appointed auditor for the municipality for 2025.
- CARRIED UNANIMOUSLY**
- 260/24 #11 ERB: Rob Allan:** That Councillor Rich Kowalski 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 258/24.
- CARRIED UNANIMOUSLY**
- 261/24 SARM: Martin Cammer:** That we remain and pay for membership with the Saskatchewan Association of Rural Municipalities for 2025.
- CARRIED UNANIMOUSLY**
- 262/24 Janitor: Martin Cammer:** That we contract Dennis Cullo at \$1,200.00 per month for janitorial duties in 2025 and that this salary be cost shared 50/50 with the R.M. of Arm River No. 252 and be allocated as follows: \$810.00(plus taxes)– Rural Service Centre and \$271.08 (plus taxes) – RM Office, with the approval of the R.M. of Arm River No. 252.
- CARRIED UNANIMOUSLY**
- 263/24 Custom Wrk: Len Palmer:** That the following custom work rates be charged for 2025:
- |   |               |
|---|---------------|
| 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**
- 264/24 SWCB: Ellen Symington:** That council set councillor coverage under Saskatchewan Workers' Compensation Board at the minimum coverage per member of council for 2025.
- CARRIED UNANIMOUSLY**
- 265/24 Pest Control: Steven Barlow:** That Lee Storey be contracted as Pest Control Officer of the municipality and be paid \$12.75/site and \$0.62/km in 2025.
- CARRIED UNANIMOUSLY**
- 266/24 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 258/24.
- CARRIED UNANIMOUSLY**
- 267/24 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**
- 268/24 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 258/24.
- CARRIED UNANIMOUSLY**
- 269/24 RSC: Len Palmer:** That Ellen Symington and Rich Kowalski be appointed to represent the municipality for the needs and concerns of the Rural Service Centre and R.M. Office buildings for the year and that remuneration be paid at rate established under council indemnity resolution 258/24.
- CARRIED UNANIMOUSLY**

- 270/24 **Health Ben:** Len Palmer: 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**
- 271/24 **OH&S:** Martin Cammer: That Shane Shearwood 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 258/24. **CARRIED UNANIMOUSLY**
- 272/24 **CATPC:** Steven Barlow: That Ellen Symington be appointed to the CATP Committee and that remuneration be paid at rate established under council indemnity resolution 258/24. **CARRIED UNANIMOUSLY**
- 273/24 **Dr.Rec/Ret:** Ellen Symington: That Steven Barlow 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 258/24. **CARRIED UNANIMOUSLY**
- 274/24 **Solicitor:** Martin Cammer: That Dellene Church Law Office be appointed as solicitor for the Municipality For the year 2025. **CARRIED UNANIMOUSLY**
- 275/24 **Weed Insp.:** Steven Barlow: That Steven Low be appointed as weed inspector for the municipality. **CARRIED UNANIMOUSLY**

**Foreman, Steven Low, presented the Foreman’s Report at 9:15 am**
- 276/24 **Report:** Martin Cammer: That council accept the Foreman’s Report as presented. **CARRIED UNANIMOUSLY**
- 277/24 **Weed Insp:** Len Palmer: That Weed Inspector Report for 2024 be accepted as presented. **CARRIED UNANIMOUSLY**
- 278/24 **LayOff:** Ellen Symington: That council acknowledges Lay Off date of Friday, November 15, 2024 for seasonal employees, Mr. Perry Lyke and Mr. Dean Stoian. **CARRIED UNANIMOUSLY**
- 279/24 **Casual Labour:** Steven Barlow: That Foreman is given authority to call in casual labour as required during winter season 2024-2025.
- 280/24 **Wages:** Rob Allan: That council establishes 2025 wages for the following individuals

S. Low -	\$39.00/hour
V. Northrop -	\$34.00/hour
Effective January 1, 2025	<b>CARRIED UNANIMOUSLY</b>

**Councillor Barlow left the meeting at 10:00 am and returned at 10:04 am.**
- 281/24 **Gravel Inv:** Martin Cammer: That council acknowledges information provided on existing gravel inventory. **CARRIED UNANIMOUSLY**

**Councillor Symington and Kowalski presented information from the Rural Service Centre Committee Meeting**
- 282/24 **RSC:** Ellen Symington: That council directs administration to arrange a meeting with Government of Saskatchewan Real Estate Consultant Lisa Peterson and RM’s respective Committees to discuss Rural Service Center deficiencies and determining priority repairs. **CARRIED UNANIMOUSLY**

**Reeve Palmer presented information from the Davidson Health Trust Foundation Meeting**
- 283/24 **Report:** Martin Cammer: That council accept the above Report as presented. **CARRIED UNANIMOUSLY**
- 284/24 **Drainage:** Len Palmer: That council authorizes Councillor Cammer to follow up with ratepayer and drainage issues located around Highway #44. **CARRIED UNANIMOUSLY**

- 285/24 **Library:** Steven Barlow: That RM253 accepts 2024 Library Report as submitted by Mary Smilie and presented by Administrator. **CARRIED UNANIMOUSLY**
  
- 286/24 **Library:** Ellen Symington: That RM253 authorizes payment of a grant of \$1,371.51 for additional staff hours for the Davidson Palliser Library in 2025. **CARRIED UNANIMOUSLY**
  
- 287/24 **SARM Ins:** Shane Shearwood: That council has reviewed SARM Insurance Information and require No changes at this time. **CARRIED UNANIMOUSLY**
  
- 288/24 **SGI:** Ellen Symington: That council approves the SGI vehicle listing, drivers and excess value as Presented from the SGI Commercial Auto Pak. **CARRIED UNANIMOUSLY**
  
- 289/24 **B-O-R:** Len Palmer: That the RM OF WILLNER #253 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 the RM OF WILLNER #253 appoints Kara Lindal 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 Kara Lindal 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**

- 290/24 **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, 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 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 the RM OF WILLNER #253 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 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**

- 291/24 **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 2023 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 Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations. **CARRIED UNANIMOUSLY**

**292/24 Procurement:** Rich Kowlaski: That RM253 Council authorizes Reeve and Administrator to sign "Notice of Planned Procurement" document and post same on Sask Tenders. **CARRIED UNANIMOUSLY**

**293/24 Gravel:** Martin Cammer: That council establish a 5% gravel inventory allowance for 2024 gravel inventory. **CARRIED UNANIMOUSLY**

**294/24 Gathering:** Rich Kowalski: That council authorizes administration to investigate a catered meal for a Christmas Gathering. All related expenses to be paid by RM253. **CARRIED UNANIMOUSLY**

**295/24 Office Hrs:** Len Palmer: That the Holiday Season office hours will be at the discretion of the Administrator, provided the RM of Arm River No. 252 agrees to same. **CARRIED UNANIMOUSLY**

**296/24 Enbridge:** Martin Cammer: That council authorizes the Reeve to sign the 2025 Blanket Crossing and Approach Consent request for Enbridge Pipelines Inc and Enbridge Southern Lights GP Inc. **CARRIED UNANIMOUSLY**

**297/24 Building:** Rich Kowalski: This is to Certify That:

Cristin Korchinski	R-Class 2 Licensed Building Official, Saskatchewan	BOL784/808
Virginia Shepley	Class 3 Licensed Building Official, Saskatchewan	BOL517
Bobby Baker	Class 3 Licensed Building Official, Saskatchewan	BOL552
Amanda Kaufmann	Class 2 Licensed Building Official, Saskatchewan	BOL405
Joshua Nitz	Class 3 Licensed Building Official, Saskatchewan	BOL785
Charles Fiss	Class 1 Licensed Building Official, Saskatchewan	BOL836
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**

**298/24 CAR:** Len Palmer: That council acknowledges receiving CAR information regarding available signage incentive. **CARRIED UNANIMOUSLY**

**299/24 Adjourn:** Len Palmer: That this meeting be adjourned at 11:20 a.m. and the next meeting of council is scheduled for Thursday, December 12, 2024 at 1:00 p.m. in the R.M. Office, Davidson, Sask. **CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator