

**MINUTES OF THE REGULAR MEETING OF COUNCIL
OF THE RURAL MUNICIPALITY OF BUFFALO NO. 409
HELD IN THE MUNICIPAL OFFICE 214 2ND AVENUE EAST AT WILKIE,
SASKATCHEWAN
ON MONDAY JANUARY 13TH, 2025.**

Prior to the Meeting Division Two Councillor John Fenrich signed
their Oath of Office.

CALL TO ORDER

A quorum being present, Reeve Brett McIntosh called the meeting to order at 9:00 a.m.

PRESENT

Reeve Brett McIntosh
Acting Administrator Dakota Pilat
Councillors Division No. One – John Heilman
Division No. Two – John Fenrich
Division No. Three – Aaron Agar
Division No. Four – Larry Kuntz
Division No. Five – Blake Wakelin
Division No. Six – Mark Welsch
Foreman Chris Makey

34/24-25 – ADOPTION OF AGENDA

MOVED BY – AGAR

That the agenda be accepted as presented.

CARRIED

35/24-25 – REGULAR MEETING MINUTES

MOVED BY – WELSCH

That the Minutes of the Regular Meeting of Council held on December 9th, 2024 be approved as circulated.

CARRIED

36/24-25 - STATEMENT OF FINANCIAL ACTIVITIES

MOVED BY - HEILMAN

That the Statement of Financial Activities for the period ending December 31st, 2024 be approved as presented.

CARRIED

FOREMAN CHRIS MAKEY ARRIVED @ 9:06AM

37/24-25 - PUBLIC WORKS REPORT

MOVED BY - WAKELIN

That the Public Works Report, as written by Foreman Chris Makey, be accepted as presented and is annexed hereto and forms a part of these minutes as Appendix "A".

CARRIED

COUNCILLOR JOHN HEILMAN ARRIVED @ 9:13AM

38/24-25 - COMMITTEE REPORTS

MOVED BY - KUNTZ
That the Council presents their reports of attended committee meetings received for information.

Reeve McIntosh RE: Wilkie Rec
Councillor Agar RE: Unity Rec & Unity Fire

CARRIED

39/24-25 - CORRESPONDANCE

MOVED BY - KUNTZ
That the correspondence having been read, now be filed and that the list of correspondence be annexed hereto and form a part of these minutes.

CARRIED

40/24-25 - ACCOUNTS FOR APPROVAL

MOVED BY – AGAR
That the following List of Accounts are reviewed and approved for payment totalling \$199,453.59, and that the list is annexed hereto and forms a part of these minutes:

1. The list of cheques numbered 23419 up to and including 23443 totalling \$47,878.08,
2. The list of electronic payments numbered 1389 up to and including 1397 totalling \$123,318.63,
3. The list of Mid-Month Advances totalling \$6,000.41
4. The list of month end payroll payments for the period ending December 31st 2024 totalling \$22,256.47.

CARRIED

41/24-25 - PILAT VACATION REQUEST

MOVED BY - HEILMAN
That the Council approves Acting Administrator Dakota Pilat's Vacation request:

Friday January 24th – Afternoon (12-4)

FURTHER that the Office will be closed for the afternoon of the above-mentioned date.

CARRIED

42/24-25 - VOID CHEQUE

MOVED BY - WELSCH
That Council acknowledges the voiding of cheque No. 23417 – as the vehicle is no longer in use.

CARRIED

43/24-25 – 293 EXEMPTIONS

MOVED BY - KUNTZ
That Council approves Acting Administrator Dakota Pilat to apply the 293 Exemption to Roll Number 0010693 000. ALSO, the refund of overpaid taxes of \$5211.10 to be issued.

CARRIED

44/24-25 STANDING COMMITTEES

MOVED BY - FENRICH

That the following committees be appointed for 2025:

Division Boundary Review Committee	John Heilman Brett McIntosh John Fenrich
Employee Committee	Brett McIntosh Mark Welsch Blake Wakelin
Financial Planning Committee	Larry Kuntz Mark Welsch Aaron Agar
Office Building Committee	John Fenrich Brett McIntosh John Heilman
Planning and Development Committee	John Fenrich Mark Welsch Larry Kuntz
Road Ban Committee	John Heilman Brett McIntosh Blake Wakelin

CARRIED

45/24-25 – STANDING COMMITTEES

MOVED BY – KUNTZ

That the Rural Municipality of Buffalo No. 409 make appointments for 2025 as outlined on the attached “Appendix B”

CARRIED

46/24-25 SARM MEMBERSHIP

MOVED BY - HEILMAN

That the Council approves the Remittance to SARM the 2025 membership fee.

CARRIED

47/24-25 FIDELITY BOND

MOVED BY - AGAR

That the Administrator presented the Fidelity Bond to the Reeve for inspection. The Reeve, after examining same, presented it to Council for their inspection. Bond will be renewed to January 1st, 2026. That the Fidelity Bond be accepted as presented and the premium of \$408.10, including applicable tax, is paid to SARM for the Fidelity Bond Self Insurance Plan.

CARRIED

48/24-25 SARM LIABILITY SELF INSURANCE

MOVED BY - KUNTZ

That the Rural Municipality of Buffalo No. 409 remit to SARM the 2025 annual premium for the SARM Liability Self-Insurance Plan in the amount of \$2,928.41.

CARRIED

49/24-25 – SARM EXCESS LIABILITY INSURANCE

MOVED BY - FENRICH

That the Rural Municipality of Buffalo No. 409 renew the SARM Excess Liability Insurance Coverage for 2025 at the cost of \$1,080.14

CARRIED

50/24-25 – SARM PROPERTY INSURANCE PROGRAM

MOVED BY - WAKELIN

That the Rural Municipality of Buffalo No. 409 remit to SARM the updates to the Property Self Insurance Schedule for the 2025 year and pay the premium.

CARRIED

51/24-25 – DESIGNATION OF LOCAL ASSISTANT

MOVED BY - KUNTZ

That, in accordance with Section 14 of The Fire Safety Act, the Rural Municipality of Buffalo No. 409 appoint Fire Chief Randy Elder as the Local Assistant for the Municipality.

CARRIED

52/24-25 – BANK LOAN

MOVED BY - AGAR

That the Municipality authorize the Reeve and Acting Administrator to borrow an amount up to \$2,682,942.84 at the prevailing rate of prime interest to be secured by promissory note or notes to meet the expenditures of the municipality for municipal purposes until the taxes for the current year and provincial grants are available. ALSO, that the municipality hypothecate all arrears of the municipal taxes as additional security for this loan. In compliance with Section 161 of The Municipalities Act, the total amount borrowed and outstanding at any one time shall not exceed the amount of municipal taxes levied for the preceding year which amounts to \$2,682,942.84 for 2024.

CARRIED

53/24-25 – OFFICE JANITOR

MOVED BY - FENRICH

That the Rural Municipality of Buffalo No. 409 hire Marilou Canong for the Janitorial Duties for the year 2025 at the rate of \$200.00 per month.

CARRIED

54/24-25 – RMAA PERMIT

MOVED BY - WELSCH

That the Reeve of the Rural Municipality of Buffalo No. 409 sign the permit Application for Acting Administrator and that the payment of \$425.00 be included to the Rural Municipal Administrators Association.

CARRIED

55/24-25 – FIREFIGHTERS AND CHEIFS

MOVED BY - KUNTZ

That each Councillor be appointed as a fire ranger in their own division and that the municipality authorize volunteer fire fighters of the Wilkie, Unity and Cut Knife Departments to fight fires in the municipality on behalf of the Rural Municipality of Buffalo No. 409 as per the following list for coverage under our SARM Liability Insurance Plan:

WILKIE: Fire Chief Randy Elder, Deputy Chief Craig Sittler, Steve Elder, Jeff Ens, Dylan Gillespie, Mark Karstens, Brandon Kotzer, Mathew Schaber, Kris Slind, Greg Stewart, Jim Williams, Blair Winterhalt, Ryan Babchuk, Greg Brooks, Vitto Rizzuto, Braden Morrison and Andrew Risiling.

UNITY: Jesiah Hofer, Brett Mack, Jay Wallis, Colby Klein, Cole Grant, Daikota Tanner, Darryl Stubbs, Glenn Klein, Jeremy Thompson, Justin Meridith, Ryan Deroo, Scot Robertson, Toby Thompson, Scott Riddell, Allan Sopyc, Jopseph Burns, Keegan Bryan, Kyle Clark and Micheal Esebameh.

CUT KNIFE: Chief Brett Robertson, Captian Justin McCallum, Captian Garret Drake, Shawn Bigham, Justin Rewerts, Carter Wasmuth, Michala Woodrow, Chris Booth, Cole Pentacost, Decklin Carelton.

CARRIED

56/24-25 – WAGE INCREASE

MOVED BY - HEILMAN

That the Council approves a 4% increase for all employees effective January 1st 2025.

CARRIED

57/24-25 – MAKEY EMPLOYMENT

MOVED BY - AGAR

That the Municipality employ Chris Makey as Foreman for 2025 at the wage of \$54.39 per hour with the following benefits:

- Short Term Disability Benefits Plan
- Long Term Disability Benefits Plan
- Health Benefits Plan (Level 2 Family)
- Dental Benefits Plan (Level 5 Family)
- Group Life Insurance Benefits Plan
- Superannuation Pension Plan

CARRIED

58/24-25 – PILAT EMPLOYMENT

MOVED BY - KUNTZ

That the Municipality employ Dakota Pilat as Acting Administrator for 2025 at the wage of \$67,500.00 per annum (\$37.09 per hour) with the following benefits:

- Short Term Disability Benefits Plan
- Long Term Disability Benefits Plan
- Health Benefits Plan (Level 2 Family)
- Dental Benefits Plan (Level 5 Family)
- Group Life Insurance Benefits Plan
- Superannuation Pension Plan

CARRIED

59/24-25 – MACK EMPLOYMENT

MOVED BY - FENRICH

That the Municipality employ Colin Mack as Patrol/Maintenance Operator for 2025 at the wage of \$38.78 per hour with the following benefits:

- Short Term Disability Benefits Plan
- Long Term Disability Benefits Plan
- Health Benefits Plan (Level 2 Family)
- Dental Benefits Plan (Level 5 Family)
- Group Life Insurance Benefits Plan
- Superannuation Pension Plan

CARRIED

60/24-25 – ROLLHEISER EMPLOYMENT

MOVED BY - KUNTZ

That the Municipality employ Dave Rolheiser as Patrol/Maintenance Operator for 2025 at the wage of \$38.78 per hour with the following benefits:

- Short Term Disability Benefits Plan
- Long Term Disability Benefits Plan
- Health Benefits Plan (Level 2 Family)
- Dental Benefits Plan (Level 5 Family)
- Group Life Insurance Benefits Plan
- Superannuation Pension Plan

CARRIED

61/24-25 – GRIMARD EMPLOYMENT

MOVED BY - WAKLEIN

That the Municipality employ Richard Grimard as Seasonal Maintenance Operator for 2025 at the wage of \$34.48 per hour with the following benefits:

- Short Term Disability Benefits Plan
- Long Term Disability Benefits Plan
- Health Benefits Plan (Level 2 Family)
- Dental Benefits Plan (Level 5 Family)
- Group Life Insurance Benefits Plan
- Superannuation Pension Plan

CARRIED

62/24-25 – PROCUREMENT POLICY

MOVED BY - HEILMAN

That the Council approves Procurement Policy and the Tender Scoring Criteria Excel Sheet.

CARRIED

63/24-25 – MUNICIPAL REVENUE SHARING GRANT DECLARATION OF ELIGIBILITY

MOVED BY - KUNTZ

That the Council of the Rural Municipality of Buffalo No. 409 confirms the Municipality meets the eligibility requirements to receive the Municipal Revenue Sharing Grant. FURTHER, that council authorizes Acting Administrator Dakota Pilat to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

CARRIED

64/24-25 – SASK LOTTERIES COMMUNITY GRANT PROGRAM

MOVED BY - WELSCH

That the Rural Municipality of Buffalo No. 409 allocate the following population for the following community’s application for the Saskatchewan Lottery Grant Program as follows:

- Town of Wilkie – 354
- Town of Unity - 152

CARRIED

65/24-25 – PCO APPOINTMENT

MOVED BY - FENRICH

That the Rural Municipality of Buffalo No. 409 appoint Dwayne Kopp as the Pest Control Officer for 2025. FURTHER, that the Reeve and Acting Administrator sign the Agreement for Service.

CARRIED

66/24-25 – WEED INSPECTOR

MOVED BY - AGAR

That the Rural Municipality of Buffalo No. 409 appoint Alana Gunsch as the Weed Inspector for 2025.

CARRIED

67/24-25 - OTHER BUSINESS

Council also had a round table discussion on the following topics:
Louie Carrier Road

NEXT MEETING MONDAY FEBRUARY 10th @ 9:00AM

68/24-25 - ADJOURN

MOVED BY - WELSCH

That this meeting of Council adjourns at 11:15AM.

CARRIED

Reeve

Acting Administrator