

**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 DECEMBER 9th, 2024.**

Prior to the Meeting Reeve Brett McIntosh, Division One Councillor John Heilman, Division Three Councillor Aaron Agar and Division Five Councillor Blake Wakelin all signed their Oath of Office.

CALL TO ORDER

A quorum being present, Acting Administrator Dakota Pilat 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 – VACANT
Division No. Three – Aaron Agar
Division No. Four – Larry Kuntz
Division No. Five – Blake Wakelin
Division No. Six – Mark Welsch
Foreman Chris Makey

Acting Administrator Dakota Pilat handed the Chair of the Meeting over to Reeve Brett McIntosh

287/23-24 – ADOPTION OF AGENDA

MOVED BY – AGAR

That the agenda be accepted as presented with the following additions:

Colin Mack Vacation Request

CARRIED

288/23-24 – REGULAR MEETING MINUTES

MOVED BY – KUNTZ

That the Minutes of the Regular Meeting of Council held on November 13th, 2024 be approved as circulated.

CARRIED

289/23-24 - STATEMENT OF FINANCIAL ACTIVITIES

MOVED BY - HEILMAN

That the Statement of Financial Activities for the period ending November 30th, 2024 be approved as presented.

CARRIED

290/23-24 - PUBLIC WORKS REPORT

MOVED BY - WELSCH

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

291/23-24 - COMMITTEE REPORTS

MOVED BY - KUNTZ

That the Council presents their reports of attended committee meetings received for information.

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

CARRIED

292/23-24 - CORRESPONDANCE

MOVED BY - WAKELIN

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

293/23-24 ACCOUNTS FOR APPROVAL

MOVED BY – AGAR

That the following List of Accounts are reviewed and approved for payment totalling \$149,482.20, and that the list is annexed hereto and forms a part of these minutes:

1. The list of cheques numbered 23404 up to and including 234018 totalling \$58,587.70,
2. The list of electronic payments numbered 1379 up to and including 1388 totalling \$55,321.02,
3. The list of Mid-Month Advances totalling \$9,493.51
4. The list of month end payroll payments for the period ending November 30th 2024 totalling \$26,079.97.

CARRIED

294/23-24 DEPUTY REEVE

MOVED BY - HEILMAN

That Councillor Blake Wakelin is appointed as the Deputy Reeve for the Municipality for the year of 2025.

CARRIED

295/23-24 SIGNING AUTHORITY

MOVED BY - WELSCH

That Council set the signing authority for The Rural Municipality of Buffalo No. 409 to sign all banking and legal documents for 2025 as follows:

Reeve Brett McIntosh
Acting Administrator Dakota Pilat
Deputy Reeve Blake Wakelin

CARRIED

296/23-24 YEAR END ACCOUNTS

MOVED BY - KUNTZ

That Council approves Acting Administrator Dakota Pilat and Reeve Brett McIntosh to pay all year end accounts.

CARRIED

297/23-24 SARM LONG TERM DISABILITY BENEFITS

MOVED BY - AGAR

That the Council approves remittance to SARM the premiums for the 2025 Long Term Disability Benefits Plan for the Administrator and all other eligible employees of the Rural Municipality of Buffalo No. 409.

CARRIED

298/23-24 SARM HEALTH AND DENTAL BENEFITS

MOVED BY – WELSCH

That the Council approves the request from Foreman Chris Makey for Seasonal Layoff Letter to be sent out to seasonal worker Richard Grimard effective October 25th unless changed at the discretion of the Foreman. Letters will be sent out by Administration.

CARRIED

299/23-24 CHRIS MAKEY VACATION REQUEST

MOVED BY - HEILMAN

That the Council approves the Vacation request made by Foreman Chris Makey for the following days:

December 23rd, 24th, 26th, & 27th
December 30th & 31st

CARRIED

300/23-24 COLIN MACK VACATION REQUEST

MOVED BY - AGAR

That the Council approves the Vacation request made by Colin Mack for the following days:

December 18th, 19th, 20th
December 23rd, 24th, 27th
December 30th & 31st

CARRIED

301/23-24 REGULAR MEETING OF COUNCIL DATES & TIMES

MOVED BY - KUNTZ

That the Council sets 2025 Regular meetings of council to be the Second Monday of the month and start times are as follows

January to April 9am
May to October 8am
November & December 9am

Meetings will be held in the Council Chambers of the RM Office.

CARRIED

302/23-24 EQUIPMENT RATES

MOVED BY - HEILMAN

That the equipment rates for custom work for 2025, for use of either grader & tractor with operator be set at \$250.00 for ratepayers within the Municipality and The Town of Wilkie.

CARRIED

303/23-24 STANDING COMMITTEES

MOVED BY - WAKELIN

That the following committees be appointed for 2025:

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

TABLED

304/23-24 APPOINTMENTS

MOVED BY - WELSCH

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

TABLED

305/23-24 DEVELOPMENT APPEALS BOARD

MOVED BY - AGAR

That the following three members be appointed to the Municipalities Zoning Appeals Board as per Section 214 of The Planning & Development Act, 2007:

- 1. Larry Kuntz for 2025
- 2. John Heilman for 2025 & 2026
- 3. Blake Wakelin for 2025, 2026 & 2027

CARRIED

306/23-24 WILKIE FIRE ASSOCIATION TRANSFER

MOVED BY - HEILMAN

That the Council authorizes Acting Administrator Dakota Pilat to transfer the 2024 Contribution of \$12,662.68 to the Wilkie Fire Capital Account with the Innovation Credit Union.

CARRIED

307/23-24 RAT CONTROL PROGRAM

MOVED BY - WAKELIN
That the Council authorizes Acting Administrator Dakota Pilat to sign and complete the Rat Control Program forms and submit to SARM before December 31st 2024.

CARRIED

308/23-24 INTEREST CHARGES MOVED

MOVED BY - KUNTZ
That the Council agrees to move the interest charges to unpaid 2024 taxes from January 1st 2025 to January 13th 2025, due to the closure of the office during the Holidays.

CARRIED

309/23-24 CANADA SUMMER JOBS APPLICATION

MOVED BY - WELSCH
That the Council authorizes Acting Administrator Dakota Pilat to fill out and submit the 2025 Canada Summer Jobs Grant application, FURTHER that the submission will be for ONE (1) youth.

CARRIED

310/23-24 PENALTIES AND DISCOUNTS FOR 2025

MOVED BY - AGAR
That the Council approves the Discounts for Levied Taxes for the year 2025 as follows:

- August – 6%
- September – 5%
- October – 4%
- November – 2%
- December – No discount

FURTHER THAT, the penalties for unpaid taxes for 2025 will be as follows:

1% interest on arrears

CARRIED

311/23-24 INDEMNIDY RATES FOR 2025

MOVED BY - HEILMAN
That for the year 2025 Indemnity rates be set as follows:

Regular Meeting	\$275.00/DAY
Special Meeting	\$275.00/DAY
Supervision	\$25.00/HOUR
Convention & Seminars	\$300.00/DAY
Travel	\$0.65/KM

CARRIED

312/23-24 MUNISFOT TRAINING PROGRAMS

MOVED BY - WAKLEIN
That the Council approves Acting Administrator Dakota Pilat enrolment in the Payroll and Year End Processing Webinars from Munisoft. FURTHER that the fees will be paid by the Municipality.

CARRIED

313/23-24 WESTERN MUNICIPAL CONSULTING

MOVED BY - KUNTZ

That pursuant to Subsection 220(1) of The Municipalities Act, the RM of Buffalo No. 409 appoints Western Municipal Consulting Ltd. To manage the Board of Revision process for the term January 1, 2025 through to December 31st, 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, David Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi 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 that 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.

CARRIED

314/23-24 BOARD OF REVISION SECRETARY

MOVED BY - WAKLEIN

That pursuant to Subsection 221(1) of The Municipalities Act, the RM of Buffalo No.409 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 31st, 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 purpose of any hearing.

CARRIED

315/23-24 CIVIC ADDRESS REGISTRY APPLICATION

MOVED BY - HEILMAN

That the Council approves Acting Administrator Dakota Pilat to fill out the application form and submit the Civic Address Registry application and enrolment in the required training before the December 31st 2024 deadline

CARRIED

316/23-24 BASIC EMERGENCY MEASURES PLAN UPDATES

MOVED BY - KUNTZ

That the Council approves Acting Administrator Dakota Pilat updating the Basic Emergency Measures Plan and returning to Wilkie & District Fire Chief Randy Elder.

TABLED

317/23-24 PILAT VACATION CARRY OVER

MOVED BY - WELSCH

That the Council approves Acting Administrator Dakota Pilat carrying over 5 unused vacation days from 2024 to add to the 2025 vacation day totals.

CARRIED

318/23-24 OTHER BUSINESS

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

Tyson Graw – SaskPower Email

Rack Custom Work Request

Procurement Policy Information

NEXT MEETING MONDAT JANUARY 13th @ 9AM

319/23-24 ADJOURN

MOVED BY - WELSCH

That this meeting of Council adjourns at 11:53AM.

CARRIED

Reeve

Acting Administrator