

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE RURAL MUNICIPALITY OF BUFFALO NO. 409  
HELD IN THE MUNICIPAL OFFICE 214 2<sup>ND</sup> AVENUE EAST AT WILKIE,  
SASKATCHEWAN  
ON MONDAY JANUARY 8<sup>TH</sup>, 2024.**

**CALL TO ORDER**

A quorum being present, Reeve Les Kroschinski called the meeting to order at 9:03 a.m.

**PRESENT**

Reeve Les Kroschinski  
Acting Administrator Dakota Pilat  
Councillors Division No. One – John Heilman  
Division No. Two – Brett McIntosh  
Division No. Three – Aaron Agar  
Division No. Four – Larry Kuntz  
Division No. Five – Blake Wakelin  
Division No. Six – Mark Welsch – ARRIVED @ 9:52AM  
Foreman Chris Makey ARRIVED @ 9:04AM

**62/23-24 – ADOPTION OF AGENDA**

MOVED BY – MCINTOSCH

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

Road Building Projects

CARRIED

**63/23-24 – REGULAR MEETING MINUTES**

MOVED BY – WAKELIN

That the Minutes of the Regular Meeting of Council held on December 11th, 2023 be approved as circulated.

CARRIED

**64/23-24 - STATEMENT OF FINANCIAL ACTIVITIES**

MOVED BY - HEILMAN

That the Statement of Financial Activities for the period ending December 31st, 2023 be approved as presented.

CARRIED

**65/23-24 - PUBLIC WORKS REPORT**

MOVED BY - AGAR

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

**66/23-24 - COMMITTEE REPORTS**

MOVED BY - KUNTZ

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

CARRIED

**67/23-24 - CORRESPONDANCE**

MOVED BY - HEILMAN

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

**68/23-24 ACCOUNTS FOR APPROVAL**

MOVED BY - MCINTOSCH

That the following List of Accounts are reviewed and approved for payment totalling \$578,496.86, and that the list is annexed hereto and forms a part of these minutes:

1. The list of cheques numbered 23094 up to and including 23124 totalling \$497,422.32,
2. The list of electronic payments numbered 1290 up to and including 1297 totalling \$50,310.08,
3. The list of Mid-Month Advances totalling \$9,500.51
4. The list of month end payroll payments for the period ending December 31, 2023 totalling \$21,263.95.

CARRIED

**69/23-24 SARM MEMBERSHIP**

MOVED BY - KUNTZ

That the Rural Municipality of Buffalo remits to SARM the 2024 membership fee in the amount of \$3,677.26

CARRIED

**70/23-24 FIDELITY BOND**

MOVED BY - WAKELIN

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 renewed to January 1, 2025. That the Fidelity Bond be accepted as presented and that the premium of \$408.10, including applicable tax, is paid to SARM for the Fidelity Bond Self Insurance Plan.

CARRIED

**71/23-24 SARM LIABILITY SELF INSURANCE PLAN**

MOVED BY - HEILMAN

That the Rural Municipality of Buffalo remit to SARM the 2024 annual premium for the SARM Liability Self-Insurance Plan in the amount of \$2,950.68

CARRIED

**72/23-24 SARM PROPERTY INSURANCE PROGRAM**

MOVED BY - KUNTZ

That the Rural Municipality of Buffalo remit to SARM the 2024 annual premium for the SARM Property Self-Insurance Program in the amount of \$13,826.12

CARRIED

**73/23-24 SARM EXCESS LIABILITY INSURANCE PROGRAM**

MOVED BY - MCINTOSCH

That the Rural Municipality of Buffalo renew the SARM Excess Liability Insurance Coverage for 2024 at the cost of \$1,142.68 including applicable tax.

CARRIED

**74/23-24 SARM SHORT TERM DISABILITY BENEFITS PLAN**

MOVED BY - AGAR  
That the Rural Municipality of Buffalo remit to SARM the premiums for the 2024 SARM Benefit Plan, LTD Benefits, EHD Benefits, and Group Life Insurance Benefits for employees and elected officials.

CARRIED

COUNCILLOR WELSCH ARRIVES AT 9:52AM

**75/23-24 SARM LONG TERM DISABILITY BENEFITS PLAN**

MOVED BY - WELSCH  
That the Rural Municipality of Buffalo No. 409 remit to SARM the premiums for the 2024 Long Term Disability Benefits Plan for the Acting Administrator and all other eligible employees of the RM of Buffalo No. 409.

CARRIED

**76/23-24 SARM GROUP LIFE INSURANCE PROGRAM**

MOVED BY - KUNTZ  
That the Rural Municipality of Buffalo No. 409 remit to SARM the premiums for the 2024 Group Life Insurance Program for all eligible employees of the R.M of Buffalo No 409.

CARRIED

**77/23-24 DESIGNATION OF A LOCAL ASSISTANT**

MOVED BY - HEILMAN  
That, in accordance with section 14 of the *Fire Safety Act*, the Rural Municipality of Buffalo appoint Fire Chief Randy Elder as the local assistant for the municipality.

CARRIED

**78/23-24 BANK LOAN**

MOVED BY - WELSCH  
That the Municipality authorize the Reeve and Acting Administrator to borrow an amount up to \$2,568,670.00 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 \$2,568,670.00 for 2023.

CARRIED

**79/23-24 DEPUTY REEVE**

MOVED BY - WAKELIN  
That Councillor John Heilman is appointed as the Deputy Reeve for the Municipality for the year 2024.

CARRIED

**80/23-24 WORKERS COMPENSATION BOARD**

MOVED BY - AGAR

That the Council set the amount for coverage for all elected and appointed officials at \$40,382.00 for the year 2024 under the Saskatchewan Workers Compensation Board.

CARRIED

**81/23-24 OFFICE JANITOR**

MOVED BY - KUNTZ

That Rural Municipality of Buffalo No. 409 hire Marilou Canong for office janitorial duties for the year 2024 at the rate of \$200.00 per month

CARRIED

**82/23-24 DISTRICT #30 RAT CONTROL**

MOVED BY - WAKELIN

That Rural Municipality of Buffalo No. 409 pay the District #30 Rat Control for the following:

- 1. The 2024 Operating Levy of \$2713.62
- 2. The 2024 Membership fee in the amount of \$100.00

CARRIED

**83/23-24 BOARD OF REVISIONS**

MOVED BY – HEILMAN

That Rural Municipality of Buffalo No. 409 appoints Western Municipal Consulting LTD. To manage the Board of Revision process for the term of January 1, 2024 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, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Bluman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Spears, 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 amount the appointees, the members appointed for a hearing shall determine the chair of that hearing among their numbers.

CARRIED

**84/23-24 BOARD OF REVISION SECRETARY**

MOVED BY - MCINTOSCH

That Rural Municipality of Buffalo No. 409 appoints Marlene Hassard with Western Municipal Consulting Ltd. As Secretary to the Board of Revision for the term of January 1, 2024 to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. Fee schedule. If Marlene Hassard 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 purpose of any hearing.

CARRIED

**85/23-24 RMAA PERMIT APPLICATION**

MOVED BY - WELSCH

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

CARRIED

**86/23-24 FIRE FIGHTERS AND CHEIFS**

MOVED BY - AGAR

That each Councillor be appointed as a fire ranger for their own division and that the municipality authorize the volunteer fire fighters of the Wilkie, Unity and Cut Knife Departments to fight fires in this 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, Branden Kotzer, Mathew Schaber, Kris Slind, Greg Stewart, Jim Williams, Blair Winterhalt, Ryan Babchuk, Greg Brooks, Vitto Rizzuto, Cameron Bantle, Andrew Risiling.

**Unity:** Allan Sopyc, Colby Klein, Cole Grant, Daikota Tanner, Dwaine Kopp, Glen Klein, Jeremy Thompson, Joel Timmermans, Leyroy Timmermans, Mathew Keller, Billy Pitt, Ryan Deroo, Thomas Bowerman, Vivian Thompson, Victor Bellgarde, Darryl Stubbs, and McKenzie Meechance.

**Cut Knife:** Fire Chief Brett Robertson, Captain Justin McCallum, Captain Garret Drake, Shawn Bigham, Justin Rewerts, Carter Wasmuth, Michala Woodrow, Chris Booth, Cole Pentacost, Decklin Carelton.

CARRIED

**87/23-24 EDUCATION REIMBURSEMENT**

MOVED BY - WAKELIN

That Rural Municipality of Buffalo No. 409 approve the educational reimbursement for Acting Administrator Dakota Pilat for the completion of Local Government Accounting and Local Government Management Practices from the University of Regina in the amount of \$980.25

CARRIED

Councillor Agar left the meeting at 10:15am

**88/23-24 AGAR FARMS BUILDING APPLICATION**

MOVED BY - HEILMAN

That Rural Municipality of Buffalo No. 409 approve the building application from Agar Farms for an Agriculture Storage Shed.

CARRIED

Councillor Agar returned to the meeting at 10:17am

**89/23-24 ROAD BUILDING PROJECTS**

MOVED BY - KUNTZ

That the Rural Municipality of Buffalo No. 409 approves the improvement of the Transfer Station Road to be completed before the Veit Road Project.

CARRIED

**90/23-24 ROCK CRUSHING**

MOVED BY - WELSCH

That the Council approves Foreman Chris Makey to look into rock crushing for the Clysdale Pit.

CARRIED

**91/23-24 2024 WAGE INCREASE**

MOVED BY - WELSCH

Council approves a 4% wage increase for all employees effective January 1<sup>st</sup>. Acting Administrator Dakota Pilat will also be reviewed after certification is obtained.

CARRIED

**92/23-24 MAKEY EMPLOYMENT**

MOVED BY - WAKELIN

That the Municipality employ Chris Makey as Foreman for 2024 at the wage of \$52.30 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

**93/23-24 PILAT EMPLOYMENT**

MOVED BY - KUNTZ

That the Municipality employ Dakota Pilat as Acting Administrator for 2024 at the wage of \$59,374.64 per annum (30.86/hr) 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

**94/23-24 MACK EMPLOYMENT**

MOVED BY - AGAR

That the Municipality employ Colin Mack as Patrol/Maintenance Operator for 2024 at the wage of \$37.29 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

**95/23-24 ROLLHEISER EMPLOYMENT**

MOVED BY - MCINTOSCH

That the Municipality employ Dave Rollheiser as Patrol/Maintenance for 2024 at the wage of \$37.27 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

**96/23-24 GRIMARD EMPLOYMENT**

MOVED BY - WAKELIN

That the Municipality employ Richard Grimard as Seasonal Maintenance Operator for 2024 at the wage of \$33.15 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

**97/23-24 ADJOURN**

MOVED BY - MCINTOSCH

That this meeting of Council adjourns at 11:35.am

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Reeve

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Acting Administrator