

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**January 13<sup>th</sup>, 2020**

**REGULAR MEETING MINUTES**

Councillors

Division 1 – Arthur Brandolino	Division 2 – Jason Zalewski
Division 3 – Absent with Regrets	Division 4 – Don Lavoie
Division 5 – Absent with Regrets	Division 6 – Bill Hayes
Reeve – Don Fyrk	Foreman - Sheldon Ross
Administrator – Cori Sarginson	Assistant Administrator - Emma Kirk

*Reeve Fyrk called the meeting to order at 8:55 am*

**001-2020**      **Agenda: HAYES** That the agenda be accepted as amended. *Carried*

**002-2020**      **Incamera Session: BRANDOLINO** That the meeting move in-camera (8:55 am). *Carried*

**003-2020**      **Suspend Incamera Session: HAYES** That we resume regular meeting (9:24 am). *Carried*

*9:34 am Chris Shynkaruk, Leonard Yungwirth, Garry Schrader and Tammy Shynkaruk from Buckland Fire & Rescue entered the meeting.*

*10:16 am Chris Shynkaruk, Leonard Yungwirth, Garry Schrader and Tammy Shynkaruk from Buckland Fire & Rescue left the meeting.*

**004-2020**      **Minutes: LAVOIE** That the minutes of the December 9<sup>th</sup>, 2019 Regular Meeting of Council be approved as amended. *Carried*

**005-2020**      **Written Reports: HAYES** That the written reports of the Administrator, Foreman and Community Safety Officer be accepted as presented. *Carried*

**006-2020**      **Verbal Reports: BRANDOLINO** That verbal reports of council be accepted as presented. *Carried*

**007-2020**      **Correspondence: HAYES** That the correspondence as follows be received and filed:  
i) Communication to Jim Pattison Children’s Hospital - donation  
ii) Lake Country Crime Watch - meeting date and times  
iii) Judy Harwood - re-election  
iv) SMHI - Business written and loss statement *Carried*

**008-2020**      **PILT Tax Cancellation: ZALEWSKI** That we cancel the reservoir portion of the 2019 municipal and school taxes on roll number 332 in the following amounts;  
▪ Federal GIL            \$1,825.31  
▪ SK Rivers                \$2,090.02  
▪ Separate                \$ 368.83 *Carried*

**009-2020**      **SARM Membership: HAYES** That the 2020 Membership fees of \$4,616.54 be remitted to SARM. *Carried*

**010-2020**      **SARM Fidelity Bond: HAYES** That we agree to increase the SARM Fidelity Bond coverage as follows:  
Fidelity Bond Coverage of \$100,000  
Registered Mail Coverage of \$50,000  
Money & Securities Coverage of \$20,000 *Carried*

**011-2020**      **Long Term Disability Plan: LAVOIE** That eligible employees be covered under the 2020 SARM Long Term Disability Plan; the Municipality will submit the premium to SARM and collect the individual premiums from each employee through bi-weekly deductions as the LTD plan is an employee pay all plan. *Carried*

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- 012-2020**      **WCB Coverage: HAYES** That each Council member be covered at the minimum coverage of \$35,922.00 under Workers Compensation Board and that each employee be covered up to the maximum coverage amount of \$88,906.00 as per their individual wage. The rate set by WCB for 2020 is 1.08.  
*Carried*
- 013-2020**      **RMAA Membership: ZALEWSKI** That we agree to pay the 2020 membership fee of \$455.00 to the Rural Municipal Administrators Association of Saskatchewan (RMAA) on behalf of the Administrator.  
*Carried*
- 014-2020**      **Municipal Revenue Sharing Grant Declaration of Eligibility: ZALEWSKI** The Council of the RM of Buckland No. 491 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
- Submission of the 2018 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; and
  - All members of council have filed and annually updated their Public Disclosure Statements, as required; and
- That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.  
*Carried*
- 015-2020**      **Cori Sarginson, Administrator Vacation: HAYES** That Council acknowledge and agree that Administrator, Cori Sarginson, has earned 15 vacation days for 2019, and agrees to carry over the remaining 7.7 days into 2020.  
*Carried*
- 016-2020**      **Sheldon Ross, Foreman Vacation: BRANDOLINO** That Council acknowledge and agree that Foreman, Sheldon Ross has earned 144 vacation hours for 2019, and agrees to carry over 35 hours into 2020.  
*Carried*
- 017-2020**      **Southeast College Leadership Skills Course: HAYES** That we agree to send the Administrator, Assistant Administrator and the Foreman to the Southeast College Leadership & Influence Course in Saskatoon on January 21, 2020 with all costs covered per RM policy  
*Carried*
- 018-2020**      **Zatlyn Retainer Agreement: HAYES** That we have reviewed and accept the 2020 Retainer Agreement of legal counsel of Larry Zatlyn.  
*Carried*
- 019-2020**      **Interest Reversals: ZALEWSKI** That we agree to reverse the January 2020 interest of the following three tax cards:
- |      |         |
|------|---------|
| 1845 | \$27.52 |
| 0495 | \$22.50 |
| 1837 | \$ 7.78 |
- Carried*
- 020-2020**      **IT Devices Policy: BRANDOLINO** That we adopt the IT Devices Policy as presented.  
*Carried*
- 021-2020**      **Dog License Reversal Policy: ZALEWSKI** That we adopt the Dog License Reversal Policy as presented.  
*Carried*
- 022-2020**      **Condolence & Congratulations Policy: LAVOIE** That we adopt the Condolence & Congratulations Policy as presented.  
*Carried*
- 023-2020**      **Bereavement Leave Policy: HAYES** That we adopt the Bereavement Leave Policy as presented.  
*Carried*

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**024-2020**      **Statutory Holidays Policy: LAVOIE** That we adopt the Statutory Holidays Policy as presented.

*Carried*

**025-2020**      **Sick Leave Policy: HAYES** That we rescind policy 70-2013 and replace it with the Sick Leave Policy as presented.

*Carried*

**026-2020**      **Policy Manual Revisions: BRANDOLINO** That in an effort to update the RM Policy manual we rescind the following out of date or unnecessary policies:

Resolution Number	Policy
214 – 2004	Public Tender Policy
53 – 1989	Council Procedures Policy
19 – 2006	Council Committees
108 – 2000	Charitable Organizations/PA Shrine Club
145 – 2004	Workers Compensation Clearance
52 – 2004	Congratulatory Remarks
54 – 1996	No Smoking Policy
49 – 2003	Disclosure of Personal Information
92 – 2005	Reporting Parcel Acres
132 – 1990	Public Reserves Funds
212 – 2004	Tax Enforcement Minimum
180 – 2000	Separate School Designation Declaration Form
379 – 2003	Option to Purchase Agreement
215 – 2002	Purchase Agreements
181 – 2000	Road Abandonment Cost
67 – 2005	Equipment Fuel and Operating Charts
65 – 2005	Custom Work
181 – 2005	Custom Work
461 – 2009	Admin Assistant/Office Salary Grid
35 – 2012	Interview Travel Allocation
4 – 2006	Policy for Dog Catcher
4 – 2006	Dog License and Control
226 - 2006	Bylaw Violation Notice (Form)
100 – 1991	Dog Trap
426 – 2005	Dog Trap Use
126 – 1998	Dog Kennel Policy
157 – 1998	Dog Kennel License
144 – 2000	Dog Kennel License Policy Amended
226 – 2006	Dog Catcher Policy
2 – 2009	Animal Ownership – Cat Ownership
110 – 1999	Overweight Permits During Spring Road Bans
162 – 1989	Dust Control
297 – 2000	Construction
145 – 1994	Gravel Sales
111 – 2005	Snowplowing/Grading on Private Property
170 – 2005	Culvert Policy
100 – 2006	Snow Plow Priority
28 – 2012	Cash in Lieu of Public Reserve/Land Valuation
81 – 2003	Agriculture Land Lease
277 – 2004	Allocation Policy for Crown Land Leases
358 – 2006	Allocation Policy for Crown Land Leases
248 – 2006	Allocation Policy for Crown Land Leases
261 – 1988	Violation of Municipal Act
251 – 1999	Development Permit
316 – 1990	Well Keys
309 – 2000	Rural Water Utility
396 – 2006	Water Works Rate Policy/Capital Investment Strategy
58 – 2009	SWCB Policy and Procedure – Volunteer Fire Fighters Coverage

*Carried*

**027-2020**      **Council Meeting Dates: HAYES** That we agree to reschedule the March meeting of council to Friday, March 6<sup>th</sup>, 2020 and the April Meeting of Council to Tuesday, April 14<sup>th</sup>, 2020.

*Carried*

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- 028-2020**      **Postage Pre-Authorized Debit: BRANDOLINO** That we agree to use pre-authorized debit for the postage machine. *Carried*
- 029-2020**      **SARM Annual Convention Attendance: ZALEWSKI** That the following Council and staff members be authorized to attend the SARM Annual Convention from March 9-12, 2020 in Regina with all costs covered per RM Policy.
- Don Fyrk, Reeve
  - Arthur Brandolino, Division 1 Councillor
  - Orest Romanchuk, Division 3 Councillor
  - Cori Sarginson, Administrator
  - Emma Kirk, Assistant Administrator
- Carried*
- 030-2020**      **Appointment of Vice-Chair to Public Utility Board: HAYES** That as per section 4.1 of Bylaw 2 of 2009 the RM of Buckland appoint two members to the Board of the Prince Albert Rural Water Utility, being the Reeve and Deputy Reeve. And; as per section 4.3(a) the RM of Buckland No. 491 appoint Don Fyrk, Reeve as Vice Chairman of the Prince Albert Rural Water Utility Board. *Carried*
- 031-2020**      **PADPC 2020 Annual Budget: HAYES** That we adopt the Prince Albert District Planning Budget for 2020 as presented. *Carried*
- 032-2020**      **Prince Albert Rural Water Utility: BRANDOLINO** That we approve the proposed salary increases presented by the Prince Albert Rural Water Utility. *Carried*
- 032-2020**      **Statement of Financial Position/Reconciled Bank Statement: LAVOIE** That the Statement of Financial Position for December 2019 and the Reconciled Bank Statement for the month of December 2019 be accepted as presented. *Carried*
- 033-2020**      **Accounts: ZALEWSKI** That final 2019 cheques 12416 to 12446 in the amount of \$90,670.96 and 2020 cheques 12447 to 12465 in the amount of \$414,317.17, automatic withdrawals by Payworks Payroll dated December 18<sup>th</sup>, 2019 \$35,678.76 and December 31<sup>st</sup>, 2019 \$27,000.03 be approved for payment. *Carried*
- 034-2020**      **Adjournment: LAVOIE** That this meeting be adjourned. (2:40 pm) *Carried*

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Administrator

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Reeve