

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**January 9<sup>th</sup>, 2023**

**REGULAR MEETING MINUTES**

In Attendance

Division 1: Arthur Brandolino  
Division 3: regrets  
Division 5: Bob From  
Reeve: Don Fyrk  
Administrator: Cori Sarginson

Division 2: Jason Zalewski  
Division 4: Melinda Lavoie  
Division 6: Bill Hayes  
Foreman: Sheldon Ross  
Assistant Administrator: Emma Kirk

*Reeve Fyrk called the meeting to order (9:06 am)*

- 001-2023**      **Agenda: ZALEWSKI** That the agenda be accepted as amended to include the following:
- SARM Fidelity Bond
  - LTD Plan
  - WCB Rate
  - PADPC Budget
  - OPT Refund
- Carried*
- 002-2023**      **In-camera Session: LAVOIE** That the meeting move in-camera as per section 17 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss human resource issues. (9:06 am).
- Carried*
- 003-2023**      **Suspend In-camera Session: BRANDOLINO** That we resume regular meeting (9:33 am).
- Carried*
- 004-2023**      **Minutes: BRANDOLINO** That the minutes of the December 12<sup>th</sup>, 2022 Regular Meeting of Council be approved as presented.
- Carried*
- 005-2023**      **Written Reports: BRANDOLINO** That the written reports of the Administrator, Foreman, and Community Safety Officer be accepted as presented.
- Carried*
- 006-2023**      **Verbal Reports: HAYES** That verbal reports of the council be accepted as presented.
- Carried*
- 007-2023**      **Correspondence: HAYES** That the correspondence as follows be received and filed:
1. Municipal Hail – Premiums Written and Loss Statement
  2. NCTPC – Governance Decision Making and Risk Management Workshop
- Carried*
- 008-2023**      **Crown Land Sale: ZALEWSKI** That the RM Council has no concerns with the consideration of the sale of Parcels 1, 2 SW 06-50-25-W2M by the Ministry of Agriculture, Lands Branch.
- Carried*
- 009-2023**      **SARM Membership: LAVOIE** That we agree to remit the 2023 membership fee of \$4,950.26 including GST to the Saskatchewan Association of Rural Municipalities.
- Carried*
- 010-2023**      **RMAA Membership: BRANDOLINO** That we agree to pay the 2023 membership fee of \$425.00 on behalf of the Administrator and the associate membership fee of \$175.00 on behalf of the Assistant Administrator to the Rural Municipal Administrators Association of Saskatchewan (RMAA).
- Carried*
- 011-2023**      **RMAA Workshop: HAYES** That the Administrator and the Assistant Administrator be authorized to attend the RMAA's spring workshop, Enhanced Municipal Administration Program (EMAP), with enrollment being paid by the RM.
- 012-2023**      **SARM Convention: ZALEWSKI** That we authorize Councillors Don Fyrk, Arthur Brandolino, Orest Romanchuk, Melinda Lavoie, Administrator Cori Sarginson, and Assistant Administrator Emma Kirk to attend the SARM convention to be held at Prairieland Park, March 14 to 16, 2023 with expenses paid as per RM Policy.
- Carried*

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**January 9<sup>th</sup>, 2023**

**REGULAR MEETING MINUTES**

- 013-2023 MLDP Courses: BRANDOLINO** That the following SARM attendees be registered for the Municipal Leadership Development Program Course:
- Cori Sarginson: Public Relations and Communications
  - Emma Kirk: Public Relations and Communications
  - Melinda Lavoie: Public Relations and Communications
- Carried*
- 014-2023 SARM Fidelity Bond: HAYES** That we agree to maintain 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*
- 015-2023 Long Term Disability Plan: HAYES** That eligible employees be covered under the 2023 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*
- 016-2023 WCB Coverage: LAVOIE** That each Council member be covered at the minimum coverage of under the Workers Compensation Board and that each employee is covered up to the maximum coverage amount as per their individual wage. The rate set by WCB for 2023 is 1.55.
- Carried*
- 017-2023 State of the City Address: FROM** That we purchase a table for the State of the City Address that is being held on January 26<sup>th</sup>, 2023.
- Carried*
- 018-2023 Workstation Purchase: HAYES** That the aging front reception workstation be replaced as per the price quote provided by Munisoft.
- Carried*
- 019-2023 Cori Sarginson, Administrator Vacation: FROM** That Council acknowledges and agrees that Administrator, Cori Sarginson, has earned 20 vacation days for 2022, and agrees to carry over the remaining 26.52 unused hours into 2023.
- Carried*
- 020-2023 Jason Kaptein, Director of Planning and Development Vacation: LAVOIE** That Council acknowledges and agrees that Director of Planning and Development, Jason Kaptein, has earned 20 vacation days for 2022, and agrees to carry over the remaining 115.5 unused hours into 2023.
- Carried*
- 021-2023 Sheldon Ross, Foreman Vacation: LAVOIE** That Council acknowledges and agrees that Foreman, Sheldon Ross, has earned 20 vacation days for 2022, and agrees to carry over the remaining 82.88 unused hours into 2023.
- Carried*
- 022-2023 2022 Y/E Bank Transfers: FROM** That the following 2022 year-end bank transfers be authorized:
- \$300,000.00 from the Operating account to the SF account
  - \$17,527.87 from the Operating account to the GA account
  - \$2.87 from the RB account to the Operating account (closing the RB account)
  - \$2.00 from the ND account to the Operating account (closing the ND account)
  - \$20,197.00 to the Operating account from the PR account
- Carried*
- 023-2023 OPT Refund: ZALEWSKI** That a refund of overpaid taxes be made from the following tax roll:
- **Roll 866 - \$2,236.02**
- Carried*
- 024-2023 LVE Course: ZALEWSKI** That the CSO be authorized to attend the LVE training course held in Regina on January 17 & 18<sup>th</sup> with expenses paid as per RM Policy.
- Carried*

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**January 9<sup>th</sup>, 2023**

**REGULAR MEETING MINUTES**

- 025-2023**      **Subdivision Application: ZALEWSKI** That the application by Robert and Zelda Eskes to subdivide a 4.04 ha parcel off LSD 5, SW 01-50-26-W2M, be approved pursuant to Section 4.4.3 of the Prince Albert Planning District Official Community Plan 2018 and Section 6.2 of the RM of Buckland Zoning Bylaw, with the Municipal Reserve requirement being addressed, and an access easement being registered on LSD 5 to provide driveway access to the new parcel.  
*Carried*
- 026-2023**      **PADPC 2023 Budget: HAYES** That the budget for the Prince Albert District Planning Commission for the 2023 fiscal year be accepted as presented.  
*Carried*
- 027-2023**      **In-camera Session: HAYES** That the meeting move in-camera as per section 17 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss human resource issues. (11:24 am).  
*Carried*
- 028-2023**      **Suspend In-camera Session: BRANDOLINO** That we resume regular meeting (11:36 am).  
*Carried*
- 029-2023**      **Statement of Financial Position: HAYES** That the Statement of Financial Position and Bank Reconciliation for December 2022 be accepted as presented.  
*Carried*
- 030-2023**      **Accounts: BRANDOLINO** That 2022 cheques 14170 to 14203 in the amount of \$394,916.32 and 2023 cheques 14204 to 14214 in the amount of \$136,311.72 and automatic withdrawals by Payworks Payroll dated December 16<sup>th</sup>, 2022 for \$37,895.73, and December 30<sup>th</sup>, 2022 for \$27,794.02 be approved for payment.  
*Carried*
- 031-2023**      **Adjournment: HAYES** That this meeting is adjourned. (1:11 pm)  
*Carried*

---

Administrator

---

Reeve