

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**November 15<sup>th</sup>, 2024**

**REGULAR MEETING MINUTES**

In Attendance

*Larry Eros, Reeve • Daryl Cartier, Division 1 • Jason Zalewski, Division 2 • Brent Wilson, Division 3 • Melinda Lavoie, Division 4 • Roger Boucher, Division 5 • Lillian Jacobson, Division 6 • Cori Sarginson, CAO • Lancy Sawatzky • Emma Kirk, Assistant CAO • Sheldon Ross, Foreman*

*Prior to the meeting being called to order, newly elected Reeve Eros, and Councillors Cartier, Wilson, and Boucher subscribed to the Oath of Council (Form A).*

*Reeve Eros called the meeting to order (9:04 am)*

*No conflicts of interest to any agenda items were declared.*

**242-2024**      **In-camera Session: JACOBSON** That the meeting move in-camera as per section 17 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss procedural matters. (9:06 am).

*Carried*

**243-2024**      **Suspend In-camera Session: ZALEWSKI** That the regular meeting resume (9:54 am).

*Carried*

**244-2024**      **Minutes: LAVOIE** That the minutes of the October 15<sup>th</sup>, 2024, Regular Meeting of Council be approved as presented.

*Carried*

**245-2024**      **Written Reports: ZALEWSKI** That the written reports of the CAO, Foreman, and BFR Fire Chief & Dog Control Report be accepted as presented.

*Carried*

**246-2024**      **Verbal Reports: JACOBSON** That the verbal reports of the council be accepted as presented.

*Carried*

**247-2024**      **Correspondence: CARTIER** That the correspondence as follows be received and filed:

- 1) Wapiti Library – The Public Libraries Act, 1996
- 2) Wapiti Regional Library – Porcupine Plain Public Library Culture Days
- 3) Saskatchewan Rivers Public School Division - Board Highlights
- 4) SARM – Rural Crime Concerns
- 5) SARM – Business Risk Management Support
- 6) SAMA – 2025 Revaluation
- 7) Ranch Ehrlo – Newsletter
- 8) University of Saskatchewan – Agricultural Health and Safety Network – Discovery Days Program
- 9) Beaver Dam Blasting
- 10) Humboldt SPCA receipt and thanks

*Carried*

**248-2024**      **SARM Convention: BOUCHER** That we authorize Larry Eros, Daryl Cartier, Melinda Lavoie, Roger Boucher & Lillian Jacobson to attend the SARM Convention on November 19-21, 2024. Further, that Lillian and Melinda be voting delegates.

*Carried*

**249-2024**      **Signing Officers: LAVOIE** That Reeve Larry Eros and CAO Cori Sarginson, or if the Reeve is unavailable, then Deputy Reeve Jason Zalewski, and if the CAO is unavailable, then Assistant CAO, Lancy Sawatzky, shall sign all cheques and negotiable instruments on behalf of the municipality.

*Carried*



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**250-2024**      **Recreation Facilities Meeting Request: LAVOIE** That council agrees to meet with the City of Prince Albert's City Manager in order to discuss the possibility of entering into an Agreement involving an annual contribution from the RM of Buckland No. 491 to the City of Prince Albert on behalf of all RM residents. This agreement would help the City of Prince Albert achieve a shared goal of providing recreational facilities for all users while keeping their costs manageable for families.

*Carried*

**251-2024**      **SARM Fidelity Bond: WILSON** 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 and Securities Coverage of \$20,000

*Carried*

**252-2024**      **Professional Development Hours: BOUCHER** That Council acknowledges that, as required in RMAA Bylaw 13, the CAO will have accumulated the required 16 professional development hours with 16 extra credits to carry forward.

*Carried*

**253-2024**      **General Administrative Fees Policy: ZALEWSKI** That we rescind the General Administrative Fees Policy and replace it with the General Municipal Fees Policy.

*Carried*

**254-2024**      **Holiday Hours: BOUCHER** That we acknowledge the holiday hours for the Municipal Office as follows:

- December 24, 2024: Close at noon
- December 25: Closed
- December 26: Close
- December 31: Close at 3:00 pm
- January 1: Closed
- January 2: Closed to the Public for New Year Processing

*Carried*

**255-2024**      **Staff Appreciation: JACOBSON** That 2024 Christmas Bonuses of \$200.00 be paid to full-time employees, and \$100.00 be paid to seasonal employees.

*Carried*

**256-2024**      **2025 Regular Meeting Dates: JACOBSON** That the regular meeting for the Council of the RM of Buckland No. 491 be held the second Monday of each month, commencing at 9:00 am in the Council Chambers of the Municipal Administration Building located at 99 River Street East, in Prince Albert, unless otherwise resolved.

*Carried*

**257-2024**      **Appointments and Committees: CARTIER** That municipal appointments and committees for 2024 be accepted as per the List of Appointments and Committees attached to and forming part of these minutes.

*Carried*

**258-2024**      **Board of Revision: BOUCHER** That we retain Nor-Sask Board Services to provide Board of Revision services for the RM of Buckland No. 491, in accordance with their 2025 fee schedule. Further, that the following members be appointed to the Board of Revision:

- Kirby Fesser (*panel member*)
- Glen Neuert (*panel member*)
- Sabrina Saccucci (*panel member*)
- Laurie Pilkey (*panel member*)
- Mike Ligermoet (*secretary*)

*Carried*



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- 259-2024**      **Agriculture in the Classroom: LAVOIE** That administration be instructed to obtain a membership to the Agriculture in the Classroom Program for \$100.00.  
*Carried*
- 260-2024**      **Catalis Proposal: EROS** That the proposal from Catalis for website management and a mass notification system be accepted at their quoted price of \$14,400 for year one.  
*Carried*
- 261-2024**      **Gravel Contract: CARTIER** That we haul the remaining balance of our gravel contract with Westar Group of Companies in 7/8 road gravel from the Lily Plain Pit. Further, that we tender out the haul.  
*Carried*
- 262-2024**      **Financials: JACOBSON** That the Statement of Financial Position and Bank Reconciliation for October 2024 be accepted as presented.  
*Carried*
- 263-2024**      **Accounts: BOUCHER** That Cheques 15196 to 15257 in the amount of \$562,758.28 and automatic withdrawals by Payworks Payroll dated October 1, 2024, in the amount of \$49,002.51 and October 16, 2024, in the amount of \$60,338.52 and October 29, 2024, in the amount of \$49,714.59 be approved for payment.  
*Carried*
- 264-2024**      **Pre-Authorized Withdrawals: BOUCHER** That SaskPower and SaskEnergy's October preauthorized withdrawals, totaling \$2,176.76, be approved for payment.  
*Carried*
- 265-2024**      **Adjournment: WILSON** That this meeting is adjourned. (5:00 pm)  
*Carried*

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Cori Sarginson, CAO

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Larry Eros, Reeve

2025 RM of Buckland No. 491 Appointments and Committees

Deputy Reeve	Jason Zalewski
Chief Administrative Officer	Cori Sarginson
Assistant Chief Administrative Officer	Lancy Sawatzky
Director of Planning and Development	Jason Kaptein
OH&S Councillor Rep	Melinda Lavoie
OH&S Employee Reps	Gary Nolan Lancy Sawatzky Mandy Fowler (Alternate)
PA District Planning Commission	Roger Boucher Larry Eros
PA District Development Appeals Board	Denton Yeo Carl Leia Bob Tuck
Building Officials	BuildTech: Ryan Shepherd BOL-3 Chris Gates BOL-3 Karly Heatcoat BOL-3 Ben McLeod BOL-1 Jerry Wintonyk BOL-1 Raymond Humeney BOL-2R Dale Wagner BOL-3R Dwayne Williams BOL-2 Dan Knutson BOL-3 Janelle Cox Rashel Gervais
Auditor	MNP LLP
Solicitor	Victoria Elliot-Erickson, Veritas Law SARM Legal
Fire Services	Buckland Fire and Rescue Chief Paul See (appointed by BFR)
Buckland Fire and Rescue Councillor Representatives	Melinda Lavoie Jason Zalewski (Alternate)
Road & Equipment Committee	Melinda Lavoie (2024/2025) Daryl Cartier (2025/2026) Larry Eros
EMO Officer	Lancy Sawatzky Roger Boucher
North Central Mutual Aid Association	Jason Zalewski
Board of Revision	NorSask Board of Revision Glen Neuert, Board Member Kirby Fesser, Board Member Sabrina Saccucci, Board Member Laurie Pilkey, Board Member Michael Ligtermoet, Board Secretary
Community Safety Officer	Vacant
Pest Control Officer	Lloyd Slonski
Weed Inspector	Jim Zemluk
Livestock Pound Keeper	Darren Byers
ADD Board	Lillian Jacobson

Hudson Bay Route Association	Brent Wilson
APAS	Jason Zalewski Brent Wilson
Wapiti Regional Library	Melinda Lavoie
Rec Board (Sask Lotteries)	Melinda Lavoie Daryl Cartier Lillian Jacobson Roger Boucher Beryl Eros Angie Letendre
Regional Waste Management	Lillian Jacobson
Prince Albert Rural Water Utility Board	Larry Eros
North Central Transportation Planning Committee	Brent Wilson
NRRC - Councillor Rep	Jason Zalewski
Beavers & Drainage	Lillian Jacobson
Parkland Association of Rural Municipalities	Larry Eros
Club Root Surveyor	Chelsea Neuberger, Aag
Whistleblower Designate	Jason Zalewski
Dog Control Officer	Vacant