

**RM OF BUCKLAND NO. 491**  
**99 River Street East, Prince Albert, SK, S6V 0A1**  
**January 13<sup>th</sup>, 2025**

**REGULAR MEETING MINUTES**

*In Attendance*

*Reeve - Larry Eros*  
*Division 1 - Darryl Cartier*  
*Division 3 - Brent Wilson*  
*Division 5 - Roger Boucher*  
*Foreman - Sheldon Ross*  
*Planner - Jason Kaptein*

*CAO - Cori Sarginson*  
*Division 2 - Jason Zalewski*  
*Division 4 - Melinda Lavoie*  
*Division 6 - Lillian Jacobson*  
*Assistant CAO - Lancy Sawatzky*

*Reeve Eros called the meeting to order (9:00 am)*

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

**001-2025**      **In-camera Session: ZALEWSKI** 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. ( 9:02 am).

*Carried*

**002-2025**      **Suspend In-camera Session: JACOBSON** That the regular meeting resume (10:10 am).

*Carried*

*Bryan and Larissa Leblanc entered the meeting to request a tax exemption for HOP Youth at 10:10 am. They left again at 10:30 am.*

**003-2025**      **HOP Youth Tax Exemption: BOUCHER** That HOP Youth requested to provide and current financial statement before Council makes the decision to provide tax exemption.

*Carried*

**001-2025**      **In-camera Session: CARTIER** 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. (10:49 am).

*Carried*

**002-2025**      **Suspend In-camera Session: LAVOIE** That the regular meeting resumes (11:24 am).

*Carried*

**003-2025**      **Assistant CAO Grid: JACOBSON** That the Assistant CAO remain at \$34.63 per hour. Further, should the Assistant CAO choose to undertake Local Government Administration (LGA) courses, the following terms shall apply:

- The Assistant CAO will be required to personally fund the first two LGA courses.
- The RM will reimburse the Assistant CAO for the final three LGA courses, contingent upon the successful completion of each course.

*Carried*



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- 004-2025**      **Minutes: BOUCHER** That the minutes of the December 9<sup>th</sup>, 2024, Regular Meeting of Council be approved as presented.  
*Carried*
- 005-2025**      **Public Hearing - Bylaw 11 of 2024: ZALEWSKI** That the minutes of the December 9<sup>th</sup>, 2024, Public Hearing be approved as presented.  
*Carried*
- 006-2025**      **Public Hearing - Bylaw 13 of 2024: BOUCHER** That the minutes of the December 9<sup>th</sup>, 2024, Public Hearing be approved as presented.  
*Carried*
- 007-2025**      **Written Reports: ZALEWSKI** That the written reports of the CAO, Foreman, and BFR Fire Chief be accepted as presented.  
*Carried*
- 008-2025**      **Verbal Reports: LAVOIE** That the verbal reports of the council be accepted as presented.  
*Carried*
- 009-2025**      **Correspondence: ZALEWSKI** That the correspondence as follows be received and filed:  
1) Evolution Training - course discounts  
2) SRSD Board Highlights  
3) 2025 NCTPC Workshop  
4) Canada Community Building Fund Notification of Payment  
*Carried*
- 010-2025**      **General Municipal Fees Policy: ZALEWSKI** That we adopt the General Municipal Fees Policy as presented.  
*Carried*
- 011-2025**      **Council Remuneration Policy: JACOBSON** That we adopt the Council Remuneration Policy as presented.  
*Carried*
- 012-2025**      **Dog Control: BOUCHER** That we refuse the proposal for a Dog Control Officer position at a rate of \$3,500 per month plus \$0.75 per KM.  
*Carried*
- 013-2025**      **RMAA Membership: LAVOIE** That we agree to pay the 2025 membership fee of \$425.00 to the Rural Municipal Administrators Association of Saskatchewan (RMAA) on behalf of the Administrator.  
*Carried*

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**014-2025 SARM Membership: JACOBSON** That the 2025 Membership fees of \$5,060.95 plus GST be remitted to SARM.

*Carried*

**015-2025 Peter Pond Rink Association: WILSON** That the 2024 Statement of Financial Position provided by the Peter Pond Rink Association be accepted as presented.

*Carried*

**016-2025 Cori Sarginson, Administrator Vacation: JACOBSON** That Council acknowledges and agrees that Chief Administrative Officer, Cori Sarginson, earned 20 vacation days in 2024, and agrees to carry over the remaining 7.06 unused hours into 2025.

*Carried*

**017-2025 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 2024, and agrees to carry over the remaining 106.54 unused hours into 2025.

*Carried*

**018-2025 Sheldon Ross, Foreman Vacation: JACOBSON** That Council acknowledges and agrees that Foreman, Sheldon Ross, has earned 20 vacation days for 2024, and agrees to carry over the remaining 193.39 unused hours into 2025.

*Carried*

**019-2025 Over-paid Tax Refund: ZALEWSKI** That we approve the refund of over-paid taxes on the following property:

Roll	Legal Description	Municipal	School
2370	Lot 18 Plan 70PA10406	859.85	457.25

*Carried*

**020-2025 Tax Cancellation: WILSON** That we cancel \$4,803.32 of the PILT levy as the concrete reservoir is ineligible under Schedule II (10) of the PILT Act. :

*Carried*

**021-2025 Bylaw 14 of 2024: BOUCHER** That we refuse to pass Bylaw 14 of 2024 unless it is amended to include an Annual General Meeting.

*Carried*

**022-2025 Delegation Request: BOUCHER** That the request for a delegation to council be denied based on resolution 200-2023 stating that further requests to discuss this matter be denied.

*Carried*

**023-2025 Gravel: WILSON** That council request an amendment to the agreement with Westar Group of Companies stating that we would like 7/8ths traffic gravel rather than the 106 stated in the agreement.

*Carried*



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- 024-2025**      **Herbicide Maintenance Project: JACOBSON** That the Council has no concern with the herbicide maintenance request made by CNUC to treat a 29 square meter section of land with a woody selective herbicide, located on Blk C, NW 10-50-26-W2M.  
*Carried*
- 025-2025**      **Proposed Drainage Project: LAVOIE** The Rural Municipality of Buckland No. 491 has reviewed the drainage plan E5105263. The RM approves the conveyance of water across and within RM right of way, as shown in plan E5105263, and grants approval to the extent that it can grant such permission under its authority.  
*Carried*
- 026-2025**      **Recorded Votes: BOUCHER** That council have recorded votes on all resolutions beginning at the February 2025 meeting  
*Carried*
- 027-2025**      **Financials: BOUCHER** That the Statement of Financial Position and Bank Reconciliation December 2024 be accepted as presented.  
*Carried*
- 028-2025**      **Accounts: CARTIER** That 2024 Cheques 15310 to 15350 in the amount of \$367,627.69 and the 2025 Cheques 15351 to 15360 in the amount of \$527,662.75 and automatic withdrawals by Payworks Payroll dated December 10, 2024, in the amount of \$48,143.94 and December 20, 2024, in the amount of \$32,512.45 and be approved for payment.  
*Carried*
- 029-2025**      **Pre-Authorized Withdrawals: LAVOIE** That the December 2024 SaskPower and SaskEnergy preauthorized withdrawals, totaling \$3,365.19, be approved for payment.  
*Carried*
- 030-2025**      **Adjournment: JACOBSON** That this meeting is adjourned. (4:33 pm)  
*Carried*

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Cori Sarginson, CAO

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Larry Eros, Reeve

