



## Meeting Minutes

The Council of the Rural Municipality of Biggar No. 347 held its Regular Meeting of Council on Tuesday, December 16, 2025 at 9:00 a.m. in the Council Chambers located at 201 2<sup>nd</sup> Avenue West, Biggar, Saskatchewan.

### CALL TO ORDER

9:00 a.m. Reeve Jeanne-Marie de Moissac called the meeting to order.

Present:

Reeve Jeanne-Marie de Moissac  
Division 1 Councillor Brad Poletz  
Division 2 Councillor Melanie Peiffer  
Division 3 Councillor Dale Thomson  
Division 4 Councillor Mark Sagon  
Division 5 Councillor Greg Mundt (arrived at 9:04 a.m.)  
Division 6 Councillor Brian Watson  
Administrator Sheri McHanson Budd  
Foreman – Darren Comstock

### ADOPTION OF AGENDA

Resolution No. 292-2025

Moved by Councillor Thomson

That the meeting agenda for December 16, 2025 be adopted as presented with the following addition and change:

New Business                    w. Deadfall in road allowance and trees in fence line  
Reports moves to 9. after Delegations

Carried

Greg Mundt arrived at 9:04 a.m.

### ADOPTION OF MINUTES

Resolution No. 293-2025

Moved by Councillor Mundt

That the minutes of the Regular Meeting of Council held November 18, 2025 be accepted as presented.

Carried

Resolution No. 294-2025

Moved by Councillor Watson

That the minutes of the Special Meeting of Council held November 26, 2025 be accepted as presented.

Carried

### DELEGATIONS

Matt Zidkovich – Custom Work Availability 9:15-9:29 a.m.

Councillor Sagon left the meeting at 9:31 a.m.

Fred Boisvert – Gravel Availability for 2026 9:32-9:50 a.m.

Tim Kleinsasser and Sam Kleinsasser - Golden View Farms - Road Maintenance Agreement 9:50-10:07 a.m.

### BANK RECONCILIATION AND FINANCIAL STATEMENTS

Resolution No. 295-2025

Moved by Councillor Poletz

That the Bank Reconciliations dated November 30, 2025 and the Statement of Financial Activities as of December 12, 2025 be received and filed as presented.

Carried

### ACCOUNTS FOR APPROVAL

Resolution No. 296-2025

Moved by Councillor Poletz

jm

Resolved that the cheques #3540-3571, online payments, online utility payments, Mastercard, monthly remittances in the amount of \$532,860.73 and August 24-November 29 payroll in the amount of \$171,311.75 be approved.

Carried

CORRESPONDENCE

Resolution No. 297-2025

Moved by Councillor Thomson

That we send a request to the Ministry of Highways for food and lodging service signs to be added on Highway 51 leaving Biggar towards Kerrobert and that any expense for the signs be invoiced to Karen Dionne/Route 51 Bar and Grill.

Carried

Resolution No. 298-2025

Moved by Councillor Peiffer

That we pay the SARM 2026 Membership Fee Invoice in the amount of \$4,053.17.

Carried

Resolution No. 299-2025

Moved by Councillor Mundt

That the following correspondence be accepted for Council's information and filed:

- a. R.M. of Mariposa Invitation to Joint Municipal Forum Jan. 8, 2026
- b. SMHI – 2025 Season Claims
- c. Karen Dionne – Request for Highway Signs and Speed Bumps
- d. SARM Membership Fees 2026

Carried

Reeve de Moissac called for a recess from 10:34-10.44 a.m.

Reeve de Moissac reconvened the meeting at 10:43 a.m.

Councillor Sagon returned to the meeting at 10:43 a.m.

REPORTS

Resolution No. 300-2025

Moved by Councillor Peiffer

That we clear the bush along the road to Argo Bush Ski Trail.

Carried

Resolution No. 301-2025

Moved by Councillor Peiffer

That we continue cleaning up trees North of Solana Maine's.

Carried

Councillor Watson left the meeting at 11:45 a.m.

Councillor Watson returned to the meeting at 11:52 a.m.

Resolution No. 302-2025

Moved by Councillor Peiffer

That the verbal reports of Council, Foreman Comstock and Administrator McHanson be accepted as presented.

Carried

Recess for Lunch 12:22-12:47 p.m.

HAYING POLICY

Resolution No. 303-2025

Moved by Councillor Thomson

That we direct the Administrator to repeal the Haying Bylaw as it is no longer required by legislation and that it be replaced with a Haying Policy.

Carried

## GORING GRAVEL PIT

Resolution No. 304-2025

Moved by Councillor Watson

That Council advise Chad Goring that we intend to keep our gravel agreement in place until the end of the term unless he advises that reclamation is not required.

Carried

## COUNCIL AND CITIZEN APPOINTMENTS

Resolution No. 305-2025

Moved by Councillor Poletz

That Council approves the 2025 list of Council and Citizen appointments as attached.

Carried

## WEED INSPECTOR

Resolution No. 306-2025

Moved by Reeve de Moissac

That Council appoints Alana Gunsch and Daniel Gunsch as Weed Inspectors for the year 2026.

Carried

## EMO HONORARIUM

Resolution No. 307-2025

Moved by Councillor Watson

That Council approves a \$1200 honorarium for the EMO appointment to be paid in December of year of the appointment.

Carried

## DEVELOPMENT APPEALS BOARD

Resolution No. 308-2025

Moved by Councillor Thomson

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RM OF BIGGAR NO. 347 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner 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 among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Carried

Resolution No. 309-2025

Moved by Councillor Peiffer

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the RM OF BIGGAR NO. 347 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried

## BOARD OF REVISION

Resolution No. 310-2025

Moved by Councillor Poletz

That pursuant to [Subsection 220(1) of The Municipalities Act, the RM OF BIGGAR NO. 347 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, 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, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner 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 among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Carried

Resolution No. 311-2025

Moved by Councillor Thomson

That pursuant to Subsection 221(1) of The Municipalities Act, the RM OF BIGGAR NO. 347 appoints with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried

#### STAFF CHRISTMAS BONUS

Resolution No. 312-2025

Moved by Councillor Mundt

That Council hereby approves a Christmas bonus in the amount of \$100.00 for each employee.

Carried

#### SIGNING AUTHORITY

Resolution No. 313-2025

Moved by Councillor Poletz

That Council approves Administrator Sheri McHanson and Assistant Administrator Karen Macdonald be given signing authority and be added as contacts for account 100001154517 the Bid Reserve Account and that former Administrator Sandi Silvernagle be removed from this account.

Carried

#### SAFETY DEPOSIT ACCESS

Resolution No. 314-2025

Moved by Councillor Peiffer

That Council authorizes any of Jeanne Marie de Moissac, Brian Watson, Assistant Administrator Karen Macdonald or Administrator Sheri McHanson to sign for access to the safety deposit box.

Carried

#### NAMS ASSET MANAGEMENT SUPPORT FOR PRAIRIE COMMUNITIES

Resolution No. 315-2025

Moved by Councillor Poletz

That Council approves registering for the Asset Management Support for Prairie Communities delivered by NAMS Canada through the Housing, Infrastructure and Communities Canada initiative.

Carried

#### RESOLUTION ERROR – OCTOBER LIST OF ACCOUNTS

Resolution No. 316-2025

Moved by Councillor Peiffer

That Council acknowledges that the payroll report in resolution 225-2025 List of Accounts for Approval was missing and will be presented in the List of Accounts at this meeting.

Carried

#### RESCIND RESOLUTION – FIRE INVOICE TO TAXES

Resolution No. 317-2025

Moved by Reeve de Moissac

That we rescind resolution 108-2025 adding CN fire to taxes and advise the BRDFA that the fire was not in our municipality.

Carried

#### MUNICIPAL REVENUE SHARING DECLARATION OF ELIGIBILITY

Resolution No. 318-2025

Moved by Councillor Thomson

That the Council of the Rural Municipality of Biggar No. 347 confirms that the municipality meets the following eligibility requirements to receive the 2025-2026 Municipal Revenue Sharing Grant:

- Submission of the 2024 Audited Financial Statements to the Ministry of Government Relations
- The Rural Municipality of Biggar No. 347 does not run a Municipal Waterworks System
- 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

• 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 to the Ministry of Government Relations.

Carried

#### BUDGETED TRANSFERS

Resolution No. 319-2025

Moved by Councillor Watson

That Council approves the transfer of \$161, 567.99 from the Farm in the Dell bank account to the chequing account to cover the expenses to date for the building of the Farm in the Dell Road.

Carried

Resolution No. 320-2025

Moved by Councillor Sagon

That Council approves using the \$300,000.00 budgeted to transfer to the Heavy Equipment Reserve account towards the purchase of the 2025 CAT Grader.

Carried

Resolution No. 321-2025

Moved by Councillor Peiffer

That Council approves the transfer of \$325,000.00 to the Road Construction Reserve Account as per the 2025 budget.

Carried

#### COUNCIL MEETING DATES

Resolution No. 322-2025

Moved by Councillor Poletz

That Council approves the 2026 Regular Meeting Schedule presented by Administration.

Carried

#### SPRINGWATER SNOW REMOVAL CONTRACT

Resolution No. 323-2025

Moved by Councillor Watson

That Council approves the Springwater Snow Removal Contract for 2025-2026.

Carried

#### IN-CAMERA DISCUSSION as per Part III of LAFOIP

Resolution No. 324-2025

Moved by Councillor Mundt

That Council go to an in-camera discussion as per Part III of LAFOIP (21) Human Resources at 1:55 p.m. Be it resolved that the members of council agree to keep in confidence matters that are discussed at a meeting that is closed.

Carried

#### OUT OF CAMERA

Resolution No. 325-2025

Moved by Councillor Thomson

That Council leave the in-camera discussion and resume the Regular Meeting of Council at 2:36 p.m.

Carried

#### HIRING OFFICE STAFF

Resolution No. 326-2025

Moved by Councillor Sagon

That Council advertise for an Office Staff member for two days a week.

Carried

#### PHOTOCOPIER STAPLER

Resolution No. 327-2025

Moved by Councillor Thomson

That Council approve the purchase of the stapler for the photocopier.

Carried

Councillor Poletz left the meeting at 2:45 p.m.

PER DIEMS APPROVED

Resolution No. 328-2025

Moved by Councillor Peiffer

That Council approves the per diems in the amount of \$4,279.00.

Carried

Councillor Poletz returned to the meeting at 2:53 p.m.

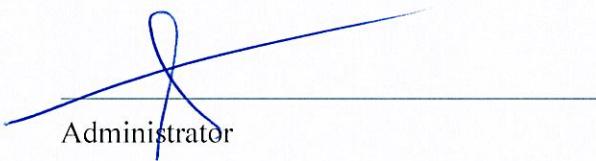
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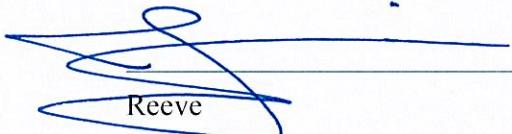
Resolution No. 329-2025

Moved by Councillor Mundt

That the meeting be adjourned at 2:53 p.m.

Carried

  
Administrator

  
Reeve