

RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN
Minutes of a regular meeting of the Executive Board of the RMAA
Regina, Saskatchewan
November 16 and 17, 2025

Present:

President	Sheila Keisig	Balcarres
Vice-President	Michelle Buechler	Paynton
Past President	Guy Lagrandeur	Wilcox
Director Ex-Officio	Bill Huber	Lipton
Div. 1 Director	Amanda Baumgartner	Corning
Div. 2 Director	Jan McCann	Viceroy (via ZOOM)
Div. 3 Director	Raylene Checkley	Richmound
Div. 4 Director	Jaime Orr	Tisdale
Div. 5 Director	Trent Sim	Broderick
Div. 6 Director	Joanne Loy	Marsden
Executive Director	Rose Zimmer	Wolseley
Incoming Executive Director	Jill Palichuk	Rosetown

The meeting was called to order at 9:00 a.m. by President Keisig.

AGENDA **63-2025** **Director Baumgartner**
That the agenda be adopted as presented. **CARRIED**

MINUTES **64-2025** **Director Orr**
That the minutes of the Executive Board Meetings held on September 20 and 21, 2025 be hereby approved as amended. **CARRIED**

FINANCIAL STATEMENTS **65-2025** **Director Loy**
That the financial statements for the period ended October 31, 2025 be approved as presented. **CARRIED**

SCHEDULE OF ACCOUNTS **66-2025** **Past President Lagrandeur**
That the Schedule of Accounts for the period ending October 31, 2025, in the amount of \$45,715.29 be approved. **CARRIED**

PEER NETWORK **67-2025** **Director Checkley**
That Melanie Dyck be appointed as the PEER Network representative for our Association. **CARRIED**

Vice President Buechler joined the meeting at this time.

COMMITTEE REPORTS **68-2025** **Director Sim**
That the verbal committee reports be adopted as presented. **CARRIED**

BOARD OF EXAMINERS REPORT **69-2025** **Director Orr**
That we acknowledge the report from the Board of Examiners Secretary. **CARRIED**

ADMINISTRATOR MENTORSHIP REPORT **70-2025** **Ex-Officio Huber**
That we acknowledge the report from the Administrator Mentorship Program Coordinator. **CARRIED**

Director McCann joined the meeting at this time.

CLOSED SESSION **71-2025** **Director Orr**
That we move 'in camera' to discuss employee evaluations. **CARRIED**

Executive Director Zimmer and BOE Secretary/Incoming Executive Director Jill Palichuk left the meeting at this time.

Executive Director Zimmer and BOE Secretary/Incoming Executive Director Jill Palichuk reentered the meeting at this time.

CLOSED SESSION CONCLUSION **72-2025** **Ex-Officio Huber**
That we recognize the conclusion of the 'in camera' session. **CARRIED**

ED & BOE SECRETARY EVALUATIONS **73-2025** **Director Checkley**
That the Executive Director and Board of Examiners' Secretary evaluations be accepted as presented. **CARRIED**

EXECUTIVE DIRECTOR SALARY **74-2025** **Vice President Buechler**
That we set the 2026 salary of the Executive Director as per policy. **CARRIED**

Director Checkley declared a conflict of interest and left the meeting.

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BOE SECRETARY SALARY **75-2025** **Director McCann**
 That due to the combined role of the Secretary to the Board of Examiners' and Advanced Mentorship Program Coordinator we set the salary of the Board of Examiners' Secretary at twenty percent of the low end of the Superior A salary schedule. CARRIED

Director Checkley re-entered the meeting at this time.

BOARD OF EXAMINERS' INSPECTORS **76-2025** **Director Orr**
 That we pay for the Board of Examiners' Inspectors to attend a spring/fall workshop or a division meeting that is closest in location to their place of residence. CARRIED

CAREER FAIR **77-2025** **Director Baumgartner**
 That we participate in the Edwards School of Business Career Fair in February 2026. CARRIED

The Board recessed for lunch until 1:00 p.m.

Director Checkley declared a conflict of interest and left the meeting.

BOARD OF EXAMINERS' SECRETARY **78-2025** **Vice President Buechler**
 That Raylene Checkley be hired as Secretary to the Board of Examiners' effective May 1, 2026. CARRIED

Director Checkley re-entered the meeting at this time.

BYLAW 1 **79-2025** **Director Baumgartner**
 That at the 2026 Annual Convention we put forth an amendment for to Bylaw 1 to include any office administrative staff regardless of certification to be eligible as an associate member and to update the language in the Bylaw to reflect current terms. CARRIED

MEMBERSHIP 2026 **80-2025** **Director Checkley**
 That the 2026 RMAA membership fee be set at \$425.00 for active members and \$225.00 for associate members. CARRIED

POLICY MANUAL **81-2025** **Director Baumgartner**
 That we adopt the policy manual as annexed to these minutes. CARRIED

CONVENTION WORKSHOP **82-2025** **Director Loy**
 That we hire Knibbs HR Consulting to put on a workshop at the 2026 Annual Convention. CARRIED

FRATERNAL DELEGATES **83-2025** **Ex-Officio Huber**
 That the following Board Members be appointed as fraternal delegates to other association conventions for the year 2026:

<u>Association</u>	<u>Delegate</u>	<u>Alternate</u>	
S.A.R.M.	Keisig	Buechler	
Alberta Rural Administrators	Baumgartner	Loy	
U.M.A.A.S.	Orr	Lagrandeur	
Manitoba Administrators	Sim	Division 3	CARRIED

CORRESPONDENCE **84-2025** **Director Checkley**
 That the correspondence be approved and filed unless otherwise directed by the Board. CARRIED

RECESS **85-2025** **Vice President Buechler**
 That we recess until 8:00 a.m. CARRIED

On Monday, November 17th, 2025, the Board had scheduled a series of appointments:

- 9:00 a.m. University of Regina Continuing Education
- 9:30 a.m. Municipal Employees' Pension Plan
- 10:00 a.m. Sask Polytechnic
- 10:30 a.m. Ministry of Government Relations - Advisory Services
- 11:15 a.m. Saskatchewan Assessment Management Agency
- 11:45 a.m. Lunch with SARM Staff
- 1:15 p.m. Saskatchewan Association of Rural Municipalities
- 2:00 p.m. Saskatchewan Municipal Hail Insurance

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SAVINGS ACCOUNT

86-2025

Director Baumgartner

That we close our Fast Track Savings Account at Prosperity Credit Union.

CARRIED

ADJOURNMENT

87-2025

Vice President Buechler

That this meeting now adjourn. 3:15 p.m.

CARRIED

Sheila Keisig, President

Rose Zimmer, Executive Director