

THE MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON JANUARY 17<sup>TH</sup>, 2022, AT THE BIG RIVER COMMUNITY CENTRE, LOCATED AT 606 FIRST STREET NORTH, IN BIG RIVER, SASKATCHEWAN.

**CALL TO ORDER**

The meeting was called to order by Reeve Clint Panter at 9:00 a.m.

**DELEGATIONS** 11:00 a.m. – Coby Wilson

**PRESENT**

Name	Position	Attendance			Arrival	Absent
		I	T	E		
<i>CA</i> <i>my</i> -Vacant <i>Clint Panter</i>	Reeve	✓				
Doug Panter	Division 1	✓				
*Ron Miller	Division 2	✓				
Jeff Wiebe	Division 3		✓			
Vacant	Division 4					
Michael Yuzik	Administrator	✓				

\*Deputy Reeve

Attendance: I – In person, T – Telephone, E – Electronic

Arrival only entered if Member wasn't present when the meeting was called to order.

**22-01-001 APPROVAL OF AGENDA**

MILLER: That the January 17<sup>th</sup>, 2022, agenda be approved as presented.

CARRIED

**22-01-002 RESCIND RESOLUTION 21-12-033**

MILLER: That resolution 21-12-033 be rescinded as the Provincial Government must grant approval for the sale of this road allowance.

CARRIED

**22-01-003 RESCIND RESOLUTION 21-12-044**

C PANTER: That resolution 21-12-044 be rescinded as Prairie Mapping Industries is the copyright owner of the municipal maps so any agreement for its use and cost sharing must be made through them.

CARRIED

*CA*  
*my*

**22-01-004 MINUTES**

D PANTER: That the minutes of the Regular Meeting of Council held on December 17<sup>th</sup>, 2021 and the minutes of the Special Meeting of Council held on December 27<sup>th</sup>, 2021, be approved as presented.

CARRIED

**22-01-005 STATEMENT OF FINANCIAL ACTIVITIES**

MILLER: That the Statement of Financial Activities for the month of December 2021, be accepted as presented.

CARRIED

**22-01-006 LIST OF ACCOUNTS**

D PANTER: That cheque 12163 to 12221, as listed on the attached schedule totaling \$316,000.39 be approved as presented.

CARRIED

**22-01-007 COUNCIL INDEMNITY & OTHER INVOICES**

D PANTER: That the following accounts be approved for payment and added to the next list of accounts presented to Council:

Clint Panter	Council Indemnity/Mileage	\$ 591.50
Ron Miller	Council Indemnity/Mileage	\$ 194.57
Doug Panter	Council Indemnity/Mileage	\$ 473.80
Jeff Wiebe	Council Indemnity/Mileage	\$ 376.50
Clint Panter	Council Indemnity/Mileage	\$ 512.40
Ron Miller	Council Indemnity/Mileage	\$ 472.50
Doug Panter	Council Indemnity/Mileage	\$ 440.65
Jeff Wiebe	Council Indemnity/Mileage	\$ 337.50
Lake Country Co-op	Fuel	\$6,934.41
CIBC Visa	Office Supplies, Computer Hardware	\$ 782.70
Sasktip	2022 Membership	\$ 100.00
MidTown Holdings	Coupling	\$ 27.74
Michael Yuzik	50% of Phone Bill	\$ 52.77
Town of Big River	50% 2021 Recreation Bd Expenses	\$102,018.37

Total **\$113,315.41**

CARRIED

*Handwritten initials: GA and MY*

**22-01-008 GO IN CAMERA – 9:15 A.M.**

C PANTER: That the time being 9:15 a.m., Council closes a portion of this meeting to the public to go in camera under the authority of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, to discuss legal matters, the public gallery be vacated and those present for this closed session be Administrator Michael Yuzik, Reeve Clint Panter, Councillors Ron Miller, Doug Panter and Jeff Wiebe.

CARRIED

**22-01-009 GO OUT OF CAMERA – 9:20 A.M.**

WIEBE: That the time being 9:20 a.m., Council goes out of camera and invites the public back into the Council Meeting.

CARRIED

**22-01-010 COBY WILSON**

C PANTER: That we acknowledge Coby Wilson has been hired as foreman effective January 4<sup>th</sup>, 2022 with an annual salary of \$78,000, 3 weeks holidays per year effective January 1<sup>st</sup>, 2022 with a 6-month probation period.

CARRIED

**22-01-011 WENDY PROULX**

D PANTER: That we acknowledge Wendy Proulx has been hired as Office Assistant effective January 17<sup>th</sup>, 2022 with an annual salary of \$40,950, 3 weeks holidays as of January 17<sup>st</sup>, 2023 with a 3-month probation period.

CARRIED

**22-01-012 LIONEL MORIN**

C PANTER: That Lionel Morin be advised the municipality will allow him to shingle his garage and have the primary electrical installed, conditional in that he agrees to start construction on his cabin in spring of 2022 and have it completed to lock-up stage by yearend and that upon agreement to these terms, the Development Officer will issue a building permit for the cabin but no building permit will be issued for the garage until the cabin has reached the lock-up stage.

CARRIED

**22-01-013 PROCEDURES BYLAW REVIEW**

WIEBE: That Council meet with the Administrator on January 31<sup>st</sup> at 9:00 a.m. in the Board Room at the Big River Community Centre to review the proposed Council and Committee Procedures bylaw.

CARRIED



**22-01-014 COWAN LAKE RV PARK – DISCRETIONARY USE REQUEST**

MILLER: That Cowan Lake RV Park's request to rezone the south ½ of 36-57-09 W3 from Agriculture to LR1 Low Density Lakeshore Residential Development District be tabled to our February meeting pending comments from Crosby Hanna & Associates.

CARRIED

**22-01-015 CONSOLIDATION REQUEST – LOT 9 & 14, BLK 104, PLAN 101926728**

C PANTER: That Kelly and Wendy Greenhough's request to consolidate Lot 9 & 14, Block 104, Plan 101926728 at Shores on Cowan be table until our February Council meeting so the Administrator can confirm with Community Planning if this request is permitted since it would have access to the lot from 2 sides.

CARRIED

**22-01-016 LIFESTYLE BREAK – 10:14 A.M.**

C PANTER: That we take a 5-minute lifestyle break.

CARRIED

Reeve C Panter reconvened the meeting at 10:17 a.m.

**22-01-017 BYLAW NO. 22-01-02 ZONING AMENDMENT – FIRST READING**

MILLER: That Bylaw No. 22-01-02 being a bylaw to amend Zoning Bylaw 1/19 be read a first time.

CARRIED

**22-01-018 SERVICE AGREEMENT – NE 26-56-07 W3 – HARVEY JONES**

C PANTER: That the Administrator prepare a service agreement for proposed Lots 1 to 6, Block 5, NE 26-56-07 W3, as shown on a Plan of Survey dated, December 20<sup>th</sup>, 2021, prepared by Regan W Rayner, S.L.S., Meridian Surveys Ltd.

CARRIED

**22-01-019 ADVERTISE PUBLIC HEARING – ZONING AMENDMENT – HARVEY JONES**

D PANTER: That the Administrator advertise Council's intention to amend Zoning Bylaw 1/19, to accommodate proposed Lots 1 to 6, Block 5, NE 26-56-07 W3, in the January 27<sup>th</sup> and February 3<sup>rd</sup>, 2022, issues of the Shellbrook Chronicle.

CARRIED



**22-01-020 ROXANNE ROY CONSULTING**

WIEBE: That the Administrator be authorized to engage the services of Roxanne Roy if he deems it necessary to assist with yearend preparation for the audit.

CARRIED

**22-01-021 ISLAND VIEW MUNICIPAL RESERVE**

C PANTER: That we acknowledge Community Planning has increased the requirement for Municipal Reserve due to Lot 16 in Block 3, in NW 35-56-07 W3 being increased by 0.38 ha resulting in an additional \$938.96 as cash in lieu of Municipal Reserve.

CARRIED

**22-01-022 CROWN LAND REQUEST**

MILLER: That we acknowledge the Administrator, after consulting with Council advised the Ministry of Government Relations that Council has no issues with any municipal roadway north of NE 32-54-13 W3, being considered for Reserve status by the Pelican Lake First Nation.

CARRIED

**22-01-023 SNOW PLOWING DRIVEWAYS**

MILLER: That we discontinue the use of flags to identify when a driveway needs to be cleared and ratepayers now be required to contact the office to advise when they would like their driveway cleared, providing at least one day's notice, understanding that driveways will only be cleared after all roads in the municipality have been cleared and that Administration amend the necessary policies to reflect this change and that no flag will be honored beyond December 31<sup>st</sup>, 2022.

CARRIED

**22-01-024 WAGE AND BENEFITS POLICY 400-2.1**

C PANTER: That our Wage and Benefits policy 400-2.1 be amended to reflect the Foreman's position is a salaried position.

CARRIED

**22-01-025 ZONING/ BUILDING BYLAW - DECKS**

WIEBE: That the Administrator amend the necessary bylaws requiring all decks being required to have a development permit and only decks greater than 0.6096 meters will require a building permit but that all decks must be built to the National Building Code standards.

CARRIED



**22-01-026 ATV BYLAW**

C PANTER: That we table the proposed ATV Bylaw until our February meeting.

CARRIED

**22-01-027 SASK POWER – 2022 RM ROAD CONSTRUCTION PLANS**

C PANTER: That the Administrator advise Sask Power the RM has no road construction scheduled for 2022.

CARRIED

**22-01-028 POLICY – UTILITY POLES ON 66' RIGHT OF WAY**

C PANTER: That the Administrator prepare a policy indicating whenever utility companies plan on installing poles within a 66 foot right of way that the RM request they place the pole on the edge of a 100 foot right of way so the poles don't interfere with heavy equipment (snowplow wings, etc) and that the utility companies acquire the necessary easements if necessary.

CARRIED

Coby Wilson joined Council to discuss outside operations. 11:00 a.m. – 11:30 a.m.

Councillor Miller declared a conflict of interest as the request to subdivide in on his property and is being made by his son and left the council chambers. 11:30 a.m.

**22-01-029 MIKE MILLER SUBDIVISION – SE 08-57-07 W3**

C PANTER: That we advise Community Planning that Council will not amend their zoning bylaw to reduce the setback for Agricultural zoning districts to accommodate Mike Miller's subdivision application for the SE 08-57-07 W3.

CARRIED

Councillor Miller returned to the council chambers. 11:35 a.m.

**22-01-030 DANA PETTIGREW – ZONING BYLAW AMENDMENT – REQUEST TO LOWER SBE**

C PANTER: That Dana Pettigrew's request to lower the SBE be tabled until the Administrator is able to have further discussions with the Water Security Agency.

CARRIED



**22-01-031 DANA PETTIGREW – ZONING BYLAW AMENDMENT – WET FLOOD PROOFING**

C PANTER: That Dana Pettigrew's request to amend the zoning bylaw be tabled until the Administrator has been able to further research wet flood proofing.

CARRIED

**22-01-032 RECESS FOR LUNCH – 12:05 P.M.**

WIEBE: That we recess for lunch for one hour.

CARRIED

Reeve C Panter reconvened the meeting at 1:00 p.m.

**22-01-033 GORDON OLSON – PURCHASE AG LEASE LAND**

D PANTER: That Council agrees to the sale of the following leased lands to Gordon Olson:

NE 29-56-06 W3  
SE 32-56-06 W3  
NE 33-56-06 W3  
SW 33-56-06 W3

CARRIED

**22-01-034 MUNICIPAL ROAD LEASE – SASK PUBLIC SAFETY AGENCY**

WIEBE: That Administration prepare a 5-year lease agreement with Saskatchewan Public Safety Agency for the road allowance known as Information Services Corporation Surface Parcel Number 161541301, located in SE 28-55-07 W3, which leads to the Bodmin Fire Tower and that the Reeve and Administrator are authorized to sign said agreement.

CARRIED

**22-01-035 PRAIRIE MAPPING AGREEMENT**

D PANTER: That the Reeve and Administrator are authorized to sign the document provided by Prairie Mapping, acknowledging the profit sharing breakdown in which the RM receives \$2.80 for each map purchased through iHunter and the use of our map on the iHunter app.

CARRIED



**22-01-036 SASK LOTTERIES TRUST FUND – 2023 GRANT DISTRIBUTION**

MILLER: That the RM of Big River No. 555 allocate the Saskatchewan Lotteries Trust Fund Community Grant program for 2023 as follows: RM of Big River No. 555 - \$250.00, Organized Hamlet of Phillips Grove - \$250.00, Organized Hamlet of Nesslin Lake - \$250.00 and the Town of Big River \$5,645.00.

CARRIED

**22-01-037 MUNISOFT SOFTWARE PURCHASES**

WIEBE: That the Administrator be authorized to the purchase the following software from MuniSoft for the sum of \$4159.17:

- Paymate Acclaim Payroll
- Bank Reconciliation with Training and Implementation
- eNotices for General and Tax Receipts

CARRIED

**22-01-038 LIEUTENANT GOVERNOR'S AWARD**

C PANTER: That the Council of the RM of Big River No. 555 nominates Douglas Panter for the Lieutenant Governor's Award for Outstanding Service to Rural Saskatchewan and the Administrator prepare and submit the nomination form and supplementary information for consideration by the selection committee.

CARRIED

**22-01-039 SARM INFIDELITY BOND**

D PANTER: That the SARM Fidelity Bond invoice in the sum of \$344.50 be paid.

CARRIED

**22-01-040 WCB COUNCIL ASSESSABLE EARNINGS**

MILLER: That the 2022 assessable earnings for members of Council under the Worker's Compensation Board Act be set at \$38,442.00 per elected official, as set by the Worker's Compensation Board.

CARRIED

**22-01-041 AUTHORIZATION TO BORROW**

WIEBE: That the Reeve and Administrator be authorized to borrow an amount, to meet the expenditures for the municipality for municipal purposes, not to exceed \$500,000.00, by way of an operating line of credit, with the Big River Branch of CIBC, to be repaid at the terms negotiated with that institution.

CARRIED





**22-01-042 EXCLUSION OF LANDS IN ARREARS**

WIEBE: That in accordance with Section 3(3) of *The Tax Enforcement Act*, the Administrator exclude any lands, with respect to the list of lands in arrears, of which taxes in arrears do not exceed one half of the 2021 tax levy.

CARRIED

**22-01-043 TITLES, BONDS AND SECURITIES**

D PANTER: That it be acknowledged the Administrator has placed the titles, insurance policies, bonds, securities, and other legal documents of the Municipality before Council for their inspection.

CARRIED

**22-01-044 SASK AG & FOOD LEASE CANCELLATIONS**

MILLER: That unless sooner paid, the Administrator complete the Lands Branch Agreement Cancellation Request forms as provided by the Ministry of Agriculture on those provincial lands that have taxes owing for more than five business days after December 31<sup>st</sup> of the year of levy and have the same signed by the Administrator and Reeve, and submitted before January 31, 2022.

CARRIED

**22-01-045 2022 REGULAR COUNCIL MEETING DATES**

D PANTER: That the 2022 Regular Council Meetings beginning at 9:00 a.m., in the Big River Community Centre Board Room, located at 606 First Street North, Big River, Saskatchewan are as follows:

January	17 <sup>th</sup> , 2022
February	14 <sup>th</sup> , 2022
March	21 <sup>st</sup> , 2022
April	11 <sup>th</sup> , 2022
May	9 <sup>th</sup> , 2022
June	13 <sup>th</sup> , 2022
July	11 <sup>th</sup> , 2022
August	8 <sup>th</sup> , 2022
September	12 <sup>th</sup> , 2022
October	11 <sup>th</sup> , 2022
November	14 <sup>th</sup> , 2022
December	12 <sup>th</sup> , 2022

CARRIED



**22-01-046 AUDITORS**

D PANTER: That we table the appointment of our 2022 Auditors until our February meeting.

CARRIED

**22-01-047 SOLICITORS**

WIEBE: That Zatlyn Law Office, SARM Legal Services - Mike Morris, Andrew Svenson and Courtney Riviere be appointed as the solicitors for the RM of Big River No. 555 for the year 2022.

CARRIED

**22-01-048 ENGINEERS**

WIEBE: That the appointment of our 2022 Engineers be tabled to the February meeting.

CARRIED

**22-01-049 POUND ADMINISTRATOR**

C PANTER: That the Administrator be appointed as the Pound Administrator for 2022 in order to deal with stray animal issues.

CARRIED

**22-01-050 MEMBER AT LARGE APPOINTMENTS**

D PANTER: That the Member at Large Appointments for the Big River and District Recreation and Cultural Board, Local Library Board, Ski Timber Ridge Board and the Big River Health Improvement Committee attached hereto and forming part of these minutes be approved.

CARRIED

**22-01-051 POLLING PLACES**

WIEBE: That in accordance with Section 24 of *The Local Government Elections Act, 2015*, Council name the Big River Community Centre, located at 606 First Street North in Big River Saskatchewan, as the polling place for Division 1, Division 2, Division 3 and Division 4 for any 2022 municipal election.

CARRIED

A handwritten signature in blue ink, appearing to be "WJ", is located in the bottom right corner of the page.

**22-01-052 ELECTION OFFICIALS REMUNERATION**

C PANTER: That remuneration for election officials for 2022, be set as follows:

Returning Officer	\$250.00/day
Deputy Returning Officer	\$200.00/day
Poll Clerk	\$175.00/day

CARRIED

**22-01-053 EMO EXECUTIVE MEETING**

MILLER: That the Big River EMO Executive Meeting be held Monday February 14<sup>th</sup>, 2021 at 8:00 a.m. in the Big River Community Centre Boardroom.

CARRIED

**22-01-054 EQUIPMENT RATES**

C PANTER: That the equipment rates for 2022 be as follows:

- Grader - \$200.00 per hour + PST;
- Tractor & Mower - \$200.00 per hour;
- Tractor & Dozer/Loader – Not for hire/internal use rate \$165 per hour
- Backhoe – Not for hire/internal use rate \$165 per hour
- Capital I Sod Mulcher – an additional \$100.00 per hour on top of grader;

CARRIED

**22-01-055 CONTRACTOR LIST**

D PANTER: That the RM place a notice in the Shellbrook Chronicle and on the Big River website inviting contractors wishing to do work for the municipality in 2022 to supply the RM with their equipment list and rates and that the said list be accompanied by a letter of good standing with WCB and proof of liability insurance of no less than 3 million dollars applicable to their operations; and further, contractors doing work for the municipality are required to be compliant with the *Saskatchewan Employment Act* and the *Occupational Health and Safety Regulations, 1996*.

CARRIED

**22-01-056 SARM CONVENTION**

MILLER: That Reeve Clint Panter, Councillor Doug Panter and the Administrator be authorized to attend the SARM Annual Convention to be held in Regina March 15<sup>th</sup> to 17<sup>th</sup>, 2022, and that Reeve Clint Panter and Councillor Doug Panter attend as voting delegates and that associated expenses be paid.

CARRIED

*Handwritten initials: CLP, DP*

**22-01-057 NCTPC Workshop**

C PANTER: That we will not attend the NCTPC Workshop on Governance, Decision Making and Risk Management held in Edam on March 1<sup>st</sup>, 2022 or Birch Hills on March 3<sup>rd</sup>, 2022.

CARRIED

D Panter left the Council Chambers. 2:24 p.m. to 2:28 p.m.

**22-01-058 REPORTS**

MILLER: That the maintenance, committee and financial reports be acknowledged and filed.

CARRIED

**22-01-059 CORRESPONDENCE**

C PANTER: That the list of correspondence attached hereto and forming part of the minutes be received as information.

CARRIED

**22-01-060 ADJOURNMENT – 3:00 p.m.**

C PANTER: That this meeting be adjourned.

CARRIED



Reeve – Clint Panter



Administrator – Michael Yuzik