

THE MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON JANUARY 09<sup>TH</sup> 2023 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**

ATTENDEES		Attendance				
Name	Position	I	T	E	Arrival	Absent
Clint Panter	Reeve	✓				
Doug Panter	Division 1	✓				
Justin Sullivan	Division 2	✓				
Jeff Wiebe	Division 3	✓				
*Maurice Denis	Division 4	✓				
Michael Yuzik	Chief Administrative Officer (CAO)	✓				

\*Deputy Reeve

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

Arrival time only entered if Member was not present when the meeting called to order.

**23-01-001 APPROVAL OF AGENDA**

SULLIVAN: That the January 09<sup>th</sup>, 2023 agenda be accepted for reference purposes.

CARRIED

**23-01-002 MINUTES**

D PANTER: That the minutes of the Regular Meeting of Council held on December 12<sup>th</sup>, 2022 be approved as presented.

CARRIED

**23-01-003 STATEMENT OF FINANCIAL ACTIVITIES**

DENIS: That the Statement of Financial Activities for the month of December 2022, be accepted as presented.

CARRIED

**23-01-004 LIST OF ACCOUNTS**

WIEBE: That the list of accounts as per attached be approved as presented.

CARRIED



**23-01-005 COUNCIL INDEMNITY & OTHER INVOICES**

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

Clint Panter	Council Indemnity/Mileage	557.45
Doug Panter	Council Indemnity/Mileage	340.80
Jeff Wiebe	Council Indemnity/Mileage	324.00
Justin Sullivan	Council Indemnity/Mileage	314.40
Maurice Denis	Council Indemnity/Mileage	330.40
Lana Meyers	Septic Services	80.00
		CARRIED

**23-01-006 2023 REGULAR COUNCIL MEETING DATES**

D PANTER: That the 2023 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	9 <sup>th</sup>	Monday
February	13 <sup>th</sup>	Monday
March	20 <sup>th</sup>	Monday
April	10 <sup>th</sup>	Monday
May	8 <sup>th</sup>	Monday
June	12 <sup>th</sup>	Monday
July	10 <sup>th</sup>	Monday
August	14 <sup>th</sup>	Monday
September	11 <sup>th</sup>	Monday
October	10 <sup>th</sup>	Tuesday
November	13 <sup>th</sup>	Monday
December	11 <sup>th</sup>	Monday

CARRIED

**23-01-007 TITLES, BONDS AND SECURITIES**

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

CARRIED

**23-01-008 AUTHORIZATION TO BORROW**

WIEBE: That we no longer pre-authorize an operating line of credit to manage operating expenses until such time as it is necessary.

CARRIED

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**23-01-09 ABATEMENT OF TAXES – MICHAEL BARTELEN**

WIEBE: That in accordance with Section 274 of *The Municipalities Act*, the Council of the RM of Big River No. 555 abate/cancel taxes as follows as these were previously leased by Michael Bartelen and the leases were cancelled on December 31, 2021:

<u>Roll #</u>	<u>Legal Description</u>	<u>Municipal</u>	<u>SK Rivers 119</u>	<u>Total</u>	<u>Reason</u>
537 100	PT NE 09-56-07 W3	\$150.00	\$9.33	\$159.33	Lease Cancelled
562 100	PT SW 15-56-07 W3	\$150.00	\$7.35	\$157.35	Lease Cancelled
564 100	PT SE 16-56-07 W3	\$150.00	\$1.15	\$151.15	Lease Cancelled
564 300	PT SW 16-56-07 W3	\$150.00	\$1.79	\$151.79	Lease Cancelled

CARRIED

**23-01-010 TAX ENFORCEMENT – 6 MONTH NOTICE**

C PANTER: That in accordance with Section 22(1) of the *Tax Enforcement Act*, the CAO be given authorization to proceed to request title on parcels of which the arrears of taxes have not been paid in full and the tax lien has not been withdrawn, as listed:

<u>Roll #</u>	<u>LLD</u>
324	NW 35-55-07 W3
461	Pt SW 20-56-06 W3
677	NE 02-56-08 W3
1136	39 02 102056037
1221	10 02 82B12420
1222	11 02 82B12420
1236	05 03 82B12420
1261	18 03 82B12420
1270	17 02 84B11865
1348	01 04 84B11865
2096	06 04 101962212
3333	13 02 102004603
3349	05 05 102004603
3567	01 01 102054147
3591	09 02 102054147

CARRIED

**23-01-011 LIFESTYLE BREAK 10:28 A.M.**

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

CARRIED

Reeve C Panter reconvened the meeting at 10:33 a.m.

*Reeve C Panter*

**23-01-012 GO IN CAMERA – 9:42 A.M.**

C PANTER: That the time being 9:42 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 CAO Michael Yuzik, Reeve Clint Panter, Councillors, Doug Panter, Justin Sullivan, Jeff Wiebe and Maurice Denis.

CARRIED

Reeve C Panter reconvened the meeting at 10:33 a.m.

**23-01-013 DESIGNATED PERSON – BRADLEY, PISTER, CHRISTIANSEN PROCEEDINGS**

WIEBE: That Councillor Doug Panter be the designated person representing the RM of Big River No. 555 during questioning in the matter related to the Bradley, Pister and Christiansen proceedings.

CARRIED

Foreman Wilson appeared before Council to provide an update on public works operations at 11:00 a.m. and left at 11:32 a.m.

**23-01-014 MALINDA KRAWETZ SALARY REVIEW**

C PANTER: That we acknowledge the CAO has increased the Assistant Administrator's salary by 3.4% effective January 1<sup>st</sup>, 2023 and that she be allowed 3 weeks annual vacation per year effective January 1, 2023.

CARRIED

**23-01-015 OPERATOR'S SALARY INCREASE REVIEW**

WIEBE: That George Hildebrand and Riley Kennedy's salary be increased by 3.4% effective January 1, 2023 and that they commence being paid as salaried employees effective January 1, 2023 and that Riley be allowed 3 weeks annual vacation and George be allowed 4 weeks annual vacation effective January 1, 2023.

CARRIED

**23-01-016 FOREMAN'S SALARY REVIEW**

SULLIVAN: That the Foreman's salary be increased by 3.4% effective January 1<sup>st</sup>, 2023.

CARRIED

**23-01-016 CAO'S SALARY REVIEW**

DENIS: That the CAO's salary be increased by 3.4% effective January 1<sup>st</sup>, 2023.

CARRIED

*Handwritten initials: M, J, CS*

**23-01-018 EXCLUSION OF LANDS IN ARREARS**

C PANTER: 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 2022 tax levy.

CARRIED

**23-01-019 SASK AG & FOOD LEASE CANCELLATIONS**

WIEBE: That unless sooner paid, the CAO 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 CAO and Reeve, and submitted before January 31, 2023.

CARRIED

**23-01-020 RECESS FOR LUNCH – 12:00 P.M.**

C PANTER: That we recess for lunch for one hour.

CARRIED

Reeve C Panter reconvened the meeting at 12:47 p.m.

**23-01-021 TAX RELIEF REQUEST – JACK MILLIKIN CENTRE**

SULLIVAN: That Administration request representatives from the Jack Millikin Centre to appear as a delegation at the February 13<sup>th</sup>, 2023 regular Council meeting.

CARRIED

**23-01-022 OFFICIAL COMMUNITY PLAN BYLAW ADVERTISING**

C PANTER: That the CAO advertise Council's intention to pass a new Official Community Plan Bylaw, 23-01-01, for four consecutive weeks in the Shellbrook Chronicle with the public hearing to be scheduled for Feb 24, 2023 at 3:00 pm and that the public notice be mailed to all ratepayers within the RM of Big River No. 555.

CARRIED

**23-01-023 OFFICIAL COMMUNITY PLAN BYLAW**

WIEBE: That Bylaw No. 23-01-01, being a bylaw for the Official Community Plan be read a first time.

CARRIED

**23-01-024 ZONING PLAN BYLAW ADVERTISING**

DENIS: That the CAO advertise Council's intention to pass a new Zoning Bylaw, 23-01-02, for four consecutive weeks in the Shellbrook Chronicle with the public hearing to be scheduled for Feb 24, 2023 at 3:00 pm and that the public notice be mailed to all ratepayers within the RM of Big River No. 555.

CARRIED

**23-01-025 ZONING BYLAW**

SULLIVAN: That Bylaw No. 23-01-02, being a bylaw ZONING Plan, be read a first time.

CARRIED

**23-01-026 SALE OF DEDICATED LANDS ADVERTISING**

C PANTER: That the CAO advertise Council's intention to pass a bylaw for the sale of dedicated lands at Michel's Beach in the January 19<sup>th</sup> and 26<sup>th</sup>, 2023 issue of the Shellbrook Chronicle.

CARRIED

**23-01-027 SALE OF DEDICATED LANDS BYLAW**

WIEBE: That Bylaw No. 23-01-03, being a bylaw for the sale of dedicated lands, be read a first time.

CARRIED

**23-01-028 CODE OF ETHICS BYLAW**

DENIS: That Administration prepare a new Code of Ethics bylaw as provided by MJ Consulting, and that we include a provision to document the findings from the review of the complaint form specifying whether the complaint meets the scope of the code of ethics bylaw, and the date the document was accepted or rejected.

CARRIED

**23-01-029 PARCEL TIE REMOVAL – NE 32-56-06 W3**

DENIS: That the RM of Big River No. 555 has no objection to Gordon Olson making application to Community Planning to subdivide the parcel ties connecting surface parcel 202793520 in the NE 32-56-06 W3 and surface parcel 202793474 in the SE 33-56-06 W3, as the removal of the parcel ties don't affect the current zoning district designation.

CARRIED

**23-01-030 MJ CONSULTING – CODE OF ETHICS CONSULTING**

DENIS: That the Reeve and CAO be authorized to enter into an agreement with MJ Consulting for consulting services to prepare a new Code of Ethics Bylaw and to investigate any and all of Code of Ethics Complaints.

CARRIED

Councillor D Panter left the meeting at 1:38 p.m. and returned at 1:42 p.m.

**23-01-031 CLIFTON ENGINEERING – BODMIN BRIDGE ROAD ASSESSMENT**

SULLIVAN: That we accept Clifton Engineering's proposal dated January 4<sup>th</sup>, 2023 for geotechnical engineering services which are to include site inspection, survey, drainage analysis and a geotechnical investigation on the portion of road west of the Bodmin bridge to the approach on the NE 17-55-07 W3.

CARRIED

**23-01-032 SASK POWER/ SASKTEL 2023 ROAD CONSTRUCTION**

C PANTER: That Administration advise Sask Power and SaskTel the RM of Big River No. 555 has no road construction plans for 2023 with the exception of a portion of road continuing west of the Bodmin bridge to the approach on the NE 17-55-07 W3.

CARRIED

Councillor Denis left the meeting at 1:38 p.m. and returned at 1:42 p.m.

**23-01-033 LIFESTYLE BREAK 2:14 P.M.**

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

CARRIED

Reeve C Panter reconvened the meeting at 2:19 p.m.

**23-01-034 SASK LOTTERIES TRUST FUND – 2023 GRANT DISTRIBUTION**

SULLIVAN: 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 \$7,902.00.

CARRIED

**23-01-035 SASK LOTTERIES TRUST FUND – RM GRANT ALLOCATION**

SULLIVAN: That the Saskatchewan Lotteries Trust Fund Community grant allocation to the RM of Big River No. 555 in the sum of \$250.00 be designated to Ladder Valley Hall.

CARRIED

**23-01-036 TOWN OF BIG RIVER – COST SHARE BRIDGE REPAIR**

C PANTER: That Administration coordinate a meeting with the Town of Big River Council to discuss the cost sharing of the bridge repair on the Town's bridge.

CARRIED

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**23-01-037 BIG RIVER & DISTRICT FIRE DEPT - TRAINING**

WIEBE: That we support Randy Meginbir being hired as a trainer for the Big River and District Fire Department.

CARRIED

**23-01-038 SARM CONVENTION**

C PANTER: That all Council members, the CAO and the Assistant Administrator and our Foreman be authorized to attend the SARM Annual Convention to be held in Saskatoon March 14<sup>th</sup> to 16<sup>th</sup>, 2023, and that that hotels be reserved for one night for the Foreman, two nights for Council, and three nights for the CAO and Assistant Administrator who will be attending a seminar on Municipal Leadership.

CARRIED

**23-02-039 2023 AUDITOR**

WIEBE: That BDO Canada LLP be appointed as the auditors for the RM of Big River No. 555 for the year 2023.

CARRIED

**23-01-040 EMO EXECUTIVE MEETING**

C PANTER: That the Big River EMO Executive Meeting be held Monday February 13<sup>th</sup>, 2021 at 8:00 a.m. in the Big River Community Centre Boardroom.

CARRIED

**23-01-041 2023 COMMITTEE APPOINTMENTS**

DENIS: That the 2023 Committee Appointments as attached and forming part of the minutes be approved as presented.

CARRIED

**23-01-042 WEED INSPECTOR**

WIEBE: That Tanner Paslawski be appointed as the 2023 Weed Inspector for the RM of Big River No. 555.

CARRIED

**23-01-043 SOLICITORS**

WIEBE: That Veritas Law Office, NOVUS Law Office and 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 2023.

CARRIED





**23-02-044 2023 ENGINEERS**

C PANTER: That Clifton Engineering be appointed as the engineers for the RM of Big River No. 555 for the year 2023.

CARRIED

**23-01-045 POUND ADMINISTRATOR**

C PANTER: That the CAO be appointed as the Pound Administrator for 2023 in order to deal with stray animal issues.

CARRIED

**23-01-046 WCB COUNCIL ASSESSABLE EARNINGS**

D PANTER: That the 2023 assessable earnings for members of Council under the Worker's Compensation Board Act be set at \$39,170.00 per elected official, as set by the Worker's Compensation Board.

CARRIED

**23-01-047 CLIFTON ENGINEERING - CONFLICT**

WIEBE: That Council has no objections to Clifton Engineering providing design work for Nelson Real Estate Development on a project north of the Cowan Lake RV Park, which would include drainage, grading, utilities, marina, roads and access provided they inform Nelson Real Estate Development that they are appointed as the 2023 Engineers for the RM of Big River No. 555, and that they have completed some work for the RM related to the Cowan Lake RV Park, without disclosing the nature of the work and that Clifton Engineering acknowledges any potential work required by the RM for engineering services related to the project will be outsourced to another Engineering company.

CARRIED

**23-01-048 2023 RETURNING OFFICER**

DENIS: That Michael Yuzik be appointed as the Returning Officer for 2023.

CARRIED

**23-01-049 POLLING PLACES**

DENIS: 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 2023 municipal election.

CARRIED

### 23-01-050 ELECTION OFFICIALS REMUNERATION

WIEBE: That remuneration for election officials for 2023, be set as follows:

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

CARRIED

### 23-01-051 EQUIPMENT RATES

C PANTER: That the equipment rates for 2023 be as follows:

- Grader - \$250.00 per hour;
- Tractor & Mower - \$200.00 per hour;
- Tractor & Dozer/Loader – Not for hire/internal use rate \$165 per hour
- Loader - \$250.00 per hour
- Capital I Sod Mulcher – an additional \$100.00 per hour on top of grader;

CARRIED

### 23-01-052 CONTRACTOR LIST

WIEBE: 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 2023 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

Councillor Wiebe left the meeting at 3:43 p.m. and returned at 3:46 p.m.

### 23-01-053 REPORTS

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

CARRIED

### 23-01-054 CORRESPONDENCE

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

CARRIED

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**23-01-055 ADJOURNMENT – 4:05 p.m.**

SULLIVAN: That this meeting be adjourned.

CARRIED



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Reeve – Clint Panter



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CAO – Michael Yuzik