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**Town of Big River
Meeting Minutes
November 21, 2023 – Regular Meeting**

The regular meeting of the Council of the Town of Big River was held in the Community Centre Board Room, 606 1st Street North, on November 21, 2023 at 8:00 a.m.

Present:

- Mayor: David Krawetz
- Councillors: Rick Croshaw
- Chad Dunn
- Sandra Gilbert
- Lana Meyers
- Administrator: Noreen Olsen

CALL TO ORDER

A quorum being present, Mayor David Krawetz called the meeting to order at 8:00 a.m.

AGENDA

RES#297/23

Dunn: THAT the November 21, 2023 Agenda be adopted with the power to add.
Carried.

ADMINISTRATOR'S REPORT

RES#298/23

Gilbert: THAT the Administrator's Report be accepted as presented.
Carried.

MAINTENANCE AND SEWER & WATER REPORTS

Maintenance Foreman, Terry Olsen, attended the meeting from 10:05 a.m. to 10:35 a.m.

RES#299/23

Dunn: THAT the regular written Sewer and Water and Maintenance reports to October 31, 2023, be accepted.
Carried.

WATER SECURITY AGENCY – REORGANIZATION OF OVERSIGHT BOUNDARIES

RES#300/23

Croshaw: THAT it be acknowledged that the Water Security Agency has reorganized the oversight boundaries and the Town of Big River will now be part of the Prince Albert West area, the Environment Officer will be Evan Mcleod.
Carried.

DELEGATIONS

APPROVAL OF MINUTES

RES#301/23

Croshaw: THAT the minutes of the October 24, 2023, Regular Meeting be adopted as presented.
Carried.



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BUSINESS ARISING FROM THE MINUTES

WATER AND SEWER RATES

APPROVAL FROM THE SASKATCHEWAN MUNICIPAL BOARD

RES#302/23

Gilbert: THAT it be acknowledged that the increase of the water and sewer rates have been approved by the Saskatchewan Municipal Board.
Carried.

STATEMENT OF FINANCIAL ACTIVITIES AND BANK RECONCILIATION

RES#303/23

Croshaw: THAT the Statement of Financial Activities for the month of October 2023 be acknowledged.
Carried.

RES#304/23

Dunn: THAT the Bank Reconciliation for the month of October 2023 be acknowledged.
Carried.

RES#305/23

Croshaw: THAT the Journal Entries for the month of October 2023 be acknowledged.
Carried.

ACCOUNTS FOR APPROVAL

TOWN REGULAR

RES#306/23

Meyers: THAT accounts for approval to include cheque nos. 20611 through 20681 for a total of \$237,774.74 be approved for payment.
Carried.

CORRESPONDENCE

R.M. OF BIG RIVER NO.555 COUNCIL RESOLUTIONS

RES#307/23

Gilbert: THAT the resolutions from the R.M. of Big River No. 555 be acknowledged.
Carried.

RES#308/23

Gilbert: THAT Correspondence be filed as presented.
Carried.

COMMUNITY RINK AFFORDABILITY GRANT (CRAG) - APPROVAL

2023-2024 SEASON

RES#309/23

Croshaw: THAT it be acknowledged that application made for the Community Rink Affordability Grant (CRAG) for the skating and curling rinks has been approved in the amount of \$2,500.00 each.
Carried.



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BOARDS/COMMITTEE REPORTS

BIG RIVER AND DISTRICT RECREATION AND CULTURAL BOARD

RES#310/23

Croshaw: THAT the Council of the Town of Big River has no objection to the recommendation from the Big River and District Recreation and Cultural Board to increase Malinda Krawetz's wage as of January 1, 2024.
Carried.

BIG RIVER AND DISTRICT FIRE COMMITTEE

PURCHASE OF 2024 ACRES PRESTIGE SERIES TOP-MOUNT-ENCLOSED PUMPER FIRE APPARATUS C/W FREIGHTLINER M2-106 CHASSIS

RES#311/23

Gilbert: THAT it be acknowledged that the R.M. of Big River has committed to cost sharing the purchase of the new 2024 Acres Prestige series Top-Mount-Enclosed Pumper Fire Apparatus Freightliner M2-106 Chassis with a 30% down payment, split 50/50.
Carried.

RES#312/23

Gilbert: THAT the Town of Big River check with the R.M. of Big River No.555 that the 30% deposit to order the fire truck will be split 50/50 in the 2023 fiscal year.
Carried.

LANDFILL/TRANSFER STATION

2023 ANNUAL GROUNDWATER MONITORING PROGRAM – SE 36-56-08 W3M

RES#313/23

Gilbert: THAT the 2023 Annual Groundwater Monitoring Program from the R.M. of Big River No. 555, provided by Clifton Engineering Group Inc. dated November 1, 2023 be acknowledged.
Carried.

AERODROME COMMITTEE

COMMUNITY AIRPORT PARTNERSHIP PROGRAM (CAP)

RES#314/23

Croshaw: THAT it be acknowledged that the wiring and installation of new runway lighting at the Big River Airport has been completed and final report has been submitted to the Ministry of Highways and Infrastructure for the Community Airport Partnership Program (CAP).
Carried.

IN-CAMERA

RES#315/23

Meyers: THAT the Town of Big River recess the public meeting to move into an in-camera session as authorized by *Part III of The Local Authority Freedom of Information and Protection of Privacy Act*, at 11:38 a.m.
Carried.

RECONVENE

RES#316/23

Dunn: THAT the Town of Big River reconvene the regular meeting at 12:10 p.m.
Carried.



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PERSONNEL COMMITTEE

**RECOMMENDATION TO INCREASE RECREATION BOARD COORDINATOR POSITION HOURS
RES#317/23**

Gilbert: THAT the Council of the Town of Big River make recommendation that the Recreation Board Coordinator position hours be increased from 35 hours to 40 hours per week.
Carried.

Council recessed from 12:12 p.m. to 1:00 p.m.

**REVIEW OF EMPLOYEE HOLIDAY/VACATION TIME, SICK/MEDICAL LEAVE, AND OVERTIME
RES#318/23**

Croshaw: THAT the policy “A Policy for Employee Holiday/Vacation Time, Sick/Medical Leave, and Overtime” be reviewed at the next Council meeting with the revised change that Employee Sick/Medical days can be banked up to 30 days.
Carried.

RES#319/23

Croshaw: THAT the Board/Committee Reports be filed as presented.
Carried.

PUBLIC HEARING

1:00 p.m. to receive comments and submissions relating to amendment to Zoning Bylaw.

Public Hearing on adopting a bylaw pursuant to Section 207 of *The Planning and Development Act, 2007* to amend Bylaw No. 2015-01 known as the Official Community Plan and Bylaw No. 2015-02, known as the Zoning Bylaw to rezone Lot 21, Block 9, Plan BS4857 from C1-Core Mixed Commercial District to C2-Arterial Commercial District.

There were no representations or submissions surrounding the adopting of the amended bylaws.

OLD BUSINESS

QUOTE FROM PA SOFTWARE INC.

RES#320/23

Dunn: THAT the Town proceed with PA Software Inc. for Microsoft 365 Business Standard for Domain name registration.
Carried.

NEW BUSINESS

LETTER TO BIG RIVER HOUSING AUTHORITY

RES#321/23

Gilbert: THAT a letter be sent to the Big River Housing Authority to inform them that any household furniture that is left following units being vacated be hauled to the Regional Landfill at Highway 55 Waste Management in Canwood.
Carried.



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NOTIFICATION OF SUBSTANCE DISCOVERY IMPERIAL OIL

RES#322/23

Croshaw: THAT the letter, “Notification of Substance Discovery” from Imperial Oil be acknowledged, and request the data reports to be shared with the Town of Big River.
Carried.

MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY

RES#323/23

Dunn: THAT the Council of the Town of Big River confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- 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 understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and THAT we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried.

WESTERN MUNICIPAL CONSULTING 2024

BOARD OF REVISION (BoR)

RES#324/23

Dunn: THAT the Town of Big River appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, 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.



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RES#325/23

Dunn: THAT the Town of Big River appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
Carried.

DEVELOPMENT APPEALS BOARD AND MUNICIPAL BOARD OF APPEAL

RES#326/23

Dunn: THAT the Town of Big River appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board and Municipal Board of Appeal process for the term of January 1, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, 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.

RES#327/23

Dunn: THAT the Town of Big River appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
Carried.

RES#328/23

Dunn: THAT the Town of Big River appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Municipal Board of Appeal for the term of January 1, 2024, through to December 31, 2024; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Kristen Tokaryk is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
Carried.



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COUNCIL REMUNERATION

RES#329/23

Croshaw: THAT Council Remuneration remain status quo as:

- Mayor Indemnity: \$5,500.00 annually;
- Council Indemnity: \$300.00 per Council Meeting;
- Both Mayor and Council: \$300.00 per full day committee meeting; and
- \$50.00 per committee meeting;

Carried.

2024 COUNCIL MEETING DATES

RES#330/23

Croshaw: THAT the 2024 regular Council meeting dates be held on the third Tuesday of each month at 8:00 a.m. in the Big River Community Centre Meeting Room; with exception to the April meeting to be held one week earlier due to the SUMA Convention.
January 16, February 20, March 19, April 9, May 21, June 18, July 16, August 20, September 17, October 15, November 19, and December 17.
Carried.

CANADA SUMMER JOBS 2024

RES#331/23

Meyers: THAT the Council of the Town of Big River make application to Canada Summer Jobs to hire two youth for the summer of 2024.
Carried.

STAFF CHRISTMAS GRATUITY

RES#332/23

Gilbert: THAT \$150.00 Co-op gift cards be purchased for the Town of Big River staff as Christmas 2023 gratuities.
Carried.

**OFFER TO PURCHASE TOWN LOT
LOT 17, BLOCK 28, PLAN 00B10895- 203 5th AVENUE NORTH**

RES#333/23

Dunn: THAT the Council of the Town of Big River accept the offer of \$15,000.00 (plus gst) from Kristen Hodgson and enter into agreement for the sale of Lot 17, Block 28, Plan 00B10895 203 5th Avenue North.
Carried.

CANADIAN HERITAGE - CELEBRATE CANADA

RES#334/23

Meyers: THAT the Town of Big River make application to the Canadian Heritage, Celebrate Canada, for financial support for Canada Day 2024 festivities, to celebrate Canadian Heritage.
Carried.



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ADMINISTRATOR HOLIDAYS

RES#335/23

Gilbert: THAT it be acknowledged that Noreen Olsen will be on holidays from November 27 until December 2, 2023.
Carried.

PARCEL BB 84B07193 – 300 4TH AVENUE NORTH

RES#336/23

Croshaw: THAT the Town of Big River make an offer to Ryan and McKenzie Bergen of \$5,000.00 plus write off the 2023 property taxes for Parcel BB 84B07193 – 300 4th Avenue North.
Carried.

BYLAWS

BYLAW 2023-07 A BYLAW OF THE TOWN OF BIG RIVER TO AMEND BYLAW 2015-01 THE OFFICIAL COMMUNITY PLAN

RES#337/23

Meyers: THAT Bylaw 2023-07 A Bylaw of The Town of Big River to Amend Bylaw 2015-01 The Official Community Plan be read a second time.
Carried.

BYLAW 2023-07 A BYLAW OF THE TOWN OF BIG RIVER TO AMEND BYLAW 2015-01 THE OFFICIAL COMMUNITY PLAN

RES#338/23

Gilbert: THAT Bylaw 2023-07 A Bylaw of The Town of Big River to Amend Bylaw 2015-01 The Official Community Plan be read a third time and adopted.
Carried.

BYLAW 2023-08 A BYLAW OF THE TOWN OF BIG RIVER TO AMEND BYLAW 2015-02 ZONING BYLAW

RES#339/23

Dunn: THAT Bylaw 2023-08 A Bylaw of The Town of Big River to Amend Bylaw 2015-02 Zoning Bylaw be read a second time.
Carried.

BYLAW 2023-08 A BYLAW OF THE TOWN OF BIG RIVER TO AMEND BYLAW 2015-02 ZONING BYLAW

RES#340/23

Meyers: THAT Bylaw 2023-08 A Bylaw of The Town of Big River to Amend Bylaw 2015-02 Zoning Bylaw be read a third time and adopted.
Carried.

NEXT MEETING DATE

Tuesday, December 19, 2023 @ 8:00 a.m.

ADJOURNMENT

Mayor David Krawetz adjourned the meeting at 2:39 p.m.



Mayor



Administrator