

THE MINUTES THE REGULAR COUNCIL MEETING OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON JANUARY 15TH 2024 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 9:04 a.m.

DELEGATIONS 10:00 a.m. Public Meetings – Road Closure, Discretionary Use
 10:00 a.m. Public Meeting Delegation – Chris Oudshoorn
 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.

24-01-001 APPROVAL OF AGENDA

SULLIVAN: That the January 15th, 2024, agenda be accepted for reference purposes.

CARRIED

24-01-002 AMENDMENT – RESOLUTION 23-12-007

C PANTER: That resolution 23-12-007 be amended by changing Clint Panter’s amount from 2098.62 to 345.27.

CARRIED

24-01-003 MINUTES

D PANTER: That the minutes of the regular meeting of Council held December 11th, 2023, be approved as amended.

CARRIED



24-01-004 STATEMENT OF FINANCIAL ACTIVITIES

D PANTER: That the Statement of Financial Activities for the month of December 2023 be accepted as presented.

CARRIED

24-01-005 LIST OF ACCOUNTS

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

CARRIED

24-01-006 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	482.45
Doug Panter	Council Indemnity/Mileage	479.80
Justin Sullivan	Council Indemnity/Mileage	455.70
Jeff Wiebe	Council Indemnity/Mileage	300.00
Town of Big River	2023 Rec Bd Expenses	80,637.08
Town of Big River	2023 Fire Dept Expenses	20,995.17
Visa	Software, Battery Backup, Monitor Stands, etc	692.70
		CARRIED

24-01-007 TITLES, INSURANCE BONDS AND SECURITIES

SULLIVAN: 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

24-01-008 EMPLOYEE SICK DAYS

C PANTER: That the RM of Big River No. 555 provide 5 sick days for operators and 10 days for Administration staff as Administration does not have opportunities to bank time, however unused days cannot be carried forward and has no monetary value should the employee leave or be terminated and that Administration document this in a policy.

CARRIED

24-01-009 LIFESTYLE BREAK 10:10 A.M.

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

CARRIED



24-01-010 PUBLIC HEARINGS – 10:15 A.M.

C PANTER: That we recess for the public hearings at 10:15 a.m.

CARRIED

24-01-011 ROAD CLOSURE REQUEST – CHRIS OUDSHOORN

WIEBE: That the RM of Big River No. 555 deny Chris Oudshoorn's request to close and sell the portion of road on the NW 21-55-07 W3, Plan 76B11561 Ext 4 as shown on Surface Parcel Number 164511772 but the RM of Big River No. 555 would agree to close road and lease the property.

CARRIED

24-01-012 DISCRETIONARY USE – ERIN HUGHES - CAMPGROUNDS

C PANTER: The Erin Hughes discretionary use development permit be tabled to the February 12, 2024 regular meeting to allow time to verify what sewage requirements are necessary prior to allowing RV trailers, tenting and guest houses.

CARRIED

Reeve C Panter reconvened the meeting at 11:00 a.m.

Foreman C Wilson met with Council to discuss operations for the previous month from 11:00 a.m. to 11:25 a.m. at which time he had left.

The CAO left the room at 11:20 a.m. and returned at noon.

24-01-013 RECESS FOR LUNCH – Noon

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

CARRIED

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

24-01-014 CAO SALARY REVIEW

D PANTER: That the CAO's salary be increased by 4.5% effective January 1, 2024.

CARRIED

24-01-015 EXCLUSION OF LANDS IN ARREARS

SULLIVAN: That in accordance with Section 3(3) of *The Tax Enforcement Act*, the CAO exclude any lands, with respect to the list of lands in arrears, of which taxes in arrears do not exceed one half of the 2023 tax levy.

CARRIED

24-01-016 SASK AG & FOOD LEASE CANCELLATIONS

D PANTER: 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 31st of the year of levy and have the same signed by the CAO and Reeve, and submitted before January 31, 2024.

CARRIED

24-01-017 ADMINISTRATION BYLAW

D PANTER: That the Administration Bylaw be tabled to a Special Meeting at the call of the Reeve.

CARRIED

24-01-018 COUNCIL PROCEDURES BYLAW

C PANTER: That the Council Procedures Bylaw be tabled to a Special Meeting at the call of the Reeve.

CARRIED

24-01-019 SAFETY MANUAL

SULLIVAN: That we hire Saskatchewan Construction Association to rewrite our Safety Manual, based on the requirements of Occupational Health and Safety, and the manual shall include all policies and forms for the quoted sum of \$1250.00 and that we further authorize Administration and the Foreman to enroll in a one-day course related to the management of a safety plan and that all associated expenses be paid.

CARRIED

24-01-020 POLICY & BYLAW DEVELOPMENT

D PANTER: That Administration be required to request permission from Council before introducing or amending municipal policies or bylaws.

CARRIED

24-01-021 REPEAL RESOLUTION 23-11-029 – REVIEW POLICIES

C PANTER: That resolution 23-11-029, being a resolution for the Reeve to call a special meeting to review policies and bylaws, be repealed.

CARRIED


CA

24-01-022 HUMAN RESOURCES POLICY

WIEBE: That we agree to participate in a multiple RM project for the development of HR policies through Knibbs HR Consulting that is being funded through a Targeted Sector Support Initiative grant and that we further authorize an additional \$2,500.00 in funding should it be necessary.

CARRIED

24-01-023 SASK POWER APPROVAL – LAKESHORE RV

D PANTER: That we acknowledge the CAO, with the approval of Councillor Wiebe, granted Sask Power approval to install underground services to Lots 23 – 26, Block 3, Plan 102399240 at Lakeshore RV properties.

CARRIED

24-01-024 SASK LOTTERIES TRUST FUND – 2024 GRANT DISTRIBUTION

D PANTER: That the RM of Big River No. 555 allocate the Saskatchewan Lotteries Trust Fund Community Grant program for 2024 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 \$7,878.00.

CARRIED

24-01-025 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

24-01-026 PELICAN LAKE FIRST NATION PURCHASED LANDS

C PANTER: That we advise Pelican Lake First Nation that we have no further comments or concerns related to converting the following parcels to reserve status, SE 08-55-12 W3, SW 08-55-12 W3, SE 07-55-12 W3, NE 06-55-12 W3, NW 06-55-12 W3, NE 05-55-12 W3, NW 05-55-12 W3, SE 05-55-12 W3, SW 05-55-12 W3.

CARRIED

24-01-027 DRIVEWAY SNOW REMOVAL

WIEBE: That we inform Murray Stack that he is not permitted to shovel snow from his driveway onto our municipal road and if it is necessary to have the snow removed then that would be at his expense.

CARRIED

24-01-028 RMAA WORKSHOP

C PANTER: That the CAO and Deputy CAO be authorized to attend the April 4th, 2024 RMAA workshop in Prince Albert and that we pay the \$200 registration fee and any travel/meal expenses.

CARRIED



24-01-029 SARM CONVENTION

D PANTER: That Council be authorized to attend, the CAO and Deputy CAO be authorized to attend the SARM Annual Convention to be held in Regina March 13th to 15th, 2022, and that Justin Sullivan and Clint Panter attend as voting delegates and that the CAO And Deputy CAO be authorized to attend the Municipal Leadership Development Program training on May 12th, 2024 and all associated expenses be paid.

CARRIED

24-01-030 ANNUAL COMMITTEE, APPOINTMENTS, REMUNERATION & RATES

PANTER: That the 2024 Annual Committee, Appointments, Remuneration & Rates listing as attached be accepted as presented.

CARRIED

24-01-031 LOCAL DEVELOPMENT APPEAL BOARD AGREEMENT

SULLIVAN: That the Reeve and CAO be authorized to sign the Service Agreement with Western Municipal Consulting Ltd related to their appointment as the Local Development Appeal Board.

CARRIED

24-01-032 CRIME STOPPER'S DONATION

C PANTER: That we deny Saskatchewan Crime Stopper's donation request.

CARRIED

24-01-033 CATALIS EMAIL FEATURE

WIEBE: That we proceed with the purchase of the email feature at a cost of \$500/ year with an annual increase of \$30 in subsequent years from 2025 to 2027 and a \$500 implementation fee.

CARRIED

24-01-034 FILING CABINETS

C PANTER: That the CAO be authorized to sell excess filing cabinets.

CARRIED

24-01-035 REPORTS

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

CARRIED

24-01-036 CORRESPONDENCE

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

CARRIED

24-01-037 ADJOURNMENT – 2:29 p.m.

C PANTER: That this meeting be adjourned.

CARRIED



Reeve – Clint Panter



CAO – Michael Yuzik