

THE MINUTES OF THE FIRST MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON NOVEMBER 4th, 2016 AT THE BIG RIVER COMMUNITY CENTRE IN BIG RIVER, SASKATCHEWAN.

Reeve John Teer, Councillors Doug Panter, Ron Miller, Wayne Cowan and Richard Crashley were provided with Schedule 1 Section 3.1 of *The Municipalities Regulations, 2016*, "Code of Ethics for Members of Council" to read prior to subscribing to their "Oath or Affirmation – Member of Council" and depositing the same with the Administrator.

CALL TO ORDER

The meeting was called to order by Reeve John Teer at 9:05 a.m.

PRESENT

Division 1 – Doug Panter
Division 2 – Ron Miller
Reeve – John Teer
Administrator - Donna Tymiak

Division 3 – Wayne Cowan
Division 4 – Richard Crashley

ADD AGENDA ITEM – Rural Ambulance Service
482/16

CRASHLEY: That, rural ambulance service be added to the agenda.

Carried.

APPROVAL OF AGENDA
483/16

PANTER: That, the November 4th, 2016 agenda be approved.

Carried.

MINUTES
484/16

COWAN: That, the minutes of the Regular Meeting of Council held on October 11th, 2016, be approved as presented.

Carried.

STATEMENT OF FINANCIAL ACTIVITIES
485/16

CRASHLEY: That, the Statement of Financial Activities for the month of October be accepted as presented.

Carried.

LIST OF ACCOUNTS

486/16

MILLER: That, the List of Accounts as listed on the attached schedule, totaling \$ 157,709.38 reflecting cheques 8986 to 9024, be passed for payment and Council acknowledge cheque #8975 was voided due to error in the spelling of the vendors name and reissued with cheque #8995.

Carried.

COUNCIL INDEMNITY AND OTHER BILLS

487/16

PANTER: That, the following accounts be approved for payment at this meeting and added to the next list of accounts presented to Council:

Wayne Cowan	Council Indemnity	\$ 200.00
Richard Crashley	Council Indemnity	\$ 297.50
Vickie Hodgson	Council Indemnity	\$ 133.50
Ron Miller	Council Indemnity	\$ 215.00
Doug Panter	Council Indemnity	\$ 585.50
John Teer	Council Indemnity	\$ 395.00
Hwy 55 Waste Management	October Tipping	\$ 3,989.00
Doug Panter	EMO Conference Indemnity & Expenses	\$ 1,234.65
Redhead Equipment Ltd.	Belt, Bulb and Freight	\$ 261.48
Zatlyn Law Office	Tax Enforcement Fees	\$ 356.04

Carried.

Reeve John Teer declared a pecuniary interest when the next topic came up and left the council chambers, declaring he is an employee of Len's Trucking 9:25 a.m.

Deputy Reeve Doug Panter chaired the meeting in the Reeve's absence.

INVOICES – LEN'S TRUCKING LTD

488/16

COWAN: That, the following invoices from Len's Trucking Ltd. be paid:

Oct 17/16	Calculation Errors on Oct 2016 invoices	\$ 89.25
Nov 2/16	Supply and haul ¾ inch rock onto road	\$ 2,336.40
Nov 2/16	Load and Haul gravel from shop yard	\$ 7,176.75
Nov 2/16	Additional 2016 gravel Haul	\$ 1,058.04

Carried.

Reeve John Teer returned to the Council Meeting and resumed chairing the meeting 9:30 a.m.

ACCEPT DECLARATION OF RESULTS

489/16

CRASHLEY: That, the Declaration of Results for the 2016 municipal election held October 26th, 2016 as required under subsection 139(2) of *The Local Government Election Act, 2015*, be acknowledged as provided.

Carried.

CODE OF ETHICS BYLAW

490/16

PANTER: That, the Administrator prepare a Code of Ethics Bylaw using the template provided by Advisory Services and Policy and Program Services of the Ministry of Government Relations to be presented for readings at the next Council Meeting.

Carried.

MUNICIPAL SIGNING OFFICERS

491/16

COWAN: That, the Administrator and Reeve be authorized to sign cheques and other negotiable instruments on behalf of the RM of Big River, No. 555 and that in the absence of the Reeve, the Deputy Reeve be designated to sign the same.

Carried.

OPEN AND CLOSE ACCOUNTS

492/16

CRASHLEY: That, the Administrator and Reeve be authorized to open or close RM of Big River financial accounts at the CIBC and in the absence of the Reeve, the Deputy Reeve as appointed by Council, fulfill the Reeve's responsibility.

Carried.

SIGN AGREEMENTS

493/16

MILLER: That, Administrator and Reeve be authorized signing officers for the purpose of signing agreements for the RM of Big River No. 555 and that in the absence of the Reeve, that the Deputy Reeve as appointed by Council, be the authorized signing officer.

Carried.



2017 ADMINISTRATOR'S SALARY & BENEFITS

494/16

PANTER: That, Administrator, Donna Tymiak's, salary be increased by \$1,000.00 whereby being paid an annual salary of \$101,687.08 for the year 2017 with the RM paying premiums on Level 2 Family Extended Health Coverage, Level 5 Family Dental Coverage, Short and Long Term Disability Plans, Life Insurance and professional fees for annual membership to the RMAA with 5 weeks annual vacation and 17 earned days off (E.D.O.), an equivalent of every third Friday off.

Carried.

ASSISTANT ADMINISTRATOR'S WAGE

495/16

MILLER: That, the wage for the Assistant Administrator be increased 2.4% effective January 1, 2017 to \$25.60/hour with the municipality paying the premiums on the Level 2 Family Extended Health Coverage and Level 5 Family Dental Coverage.

Carried.

FOREMAN'S WAGE

496/16

COWAN: That, the wage for Foreman George Hildebrand be increased 2.4% effective January 1, 2017 to \$30.39/ hour with the municipality paying premiums on the Level 2 Single Extended Health Coverage and Level 5 Single Dental Coverage.

Carried.

OPERATOR'S WAGE

497/16

CRASHLEY: That, the wage for Operator John Johnson be increased 2.4% effective January 1, 2017 to \$27.86/ hour with the municipality paying premiums on the Level 2 Family Extended Health Coverage and Level 5 Family Dental Coverage.

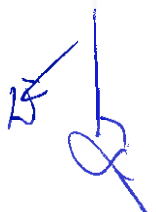
Carried.

RM WASTE BIN CONTRACT

498/16

MILLER: That, the contract for Contractor Don Colby to manage daily, the household garbage, paper, cardboard and recycle bins located South of Section 17-56-07-W3 in the RM of Big River be renewed with a weekly rate of \$100.00/week (\$5,200.00 annual) for 2017, which includes GST and payable to the contractor in semi-monthly installments of \$216.66, with the exception of the December 31st, 2017 payment being \$216.82.

Carried.



PROPERTY INSURANCE

499/16

PANTER: That, property insurance alternatives be tabled to the December, 2016 meeting of Council.
Carried.

GRAVEL EXCAVATION TOUR

500/16

COWAN: That, Council invite Ben Wilson, Water Security Agency, to tour the sand and gravel lease #550065 to determine the area within the said lease where excavation may occur.

Carried.

FOLLOW UP WITH WSA

501/16

CRASHLEY: That, the Administrator follow up with Water Security Agency Engineering Department regarding the municipality's interest in purchasing SE-31-56-06-W3 for the purpose of developing additional sewage disposal capacity, i.e.: aeration pond, surface spreading or other, to determine if the proximity to Straight Bay would prohibit the development of such.

Carried.

REQUEST TO BI-DIRECTIONAL BORE THRU ER INTO DELARONDE

502/16

CRASHLEY: That, the landowner of Lot 9, Block 1, Plan 102061886, Island View Shores having made an Aquatic Habitat Protection Permit Application to Water Security Agency to bi-directional bore from the said land thru ER1, Plan 102061886 to Delaronde Lake for non-potable water for domestic purpose and seeing a drawing including the details of depth and location of the said line being bore thru ER formed part of the said application, by authority of Section 202 of *The Planning and Development Act, 2007*, Council has no objection to the landowner of Lot 9, Block 1, Plan 102061886, Island View Shores bi-directional boring in accordance with the application dated October 20th, 2016 and, further, that the municipality assumes no responsibility for damages that may occur at any time to the waterline.

Carried.

DISCRETIONARY USE DEVELOPMENT PERMIT APPLICATION - Campground

503/16

MILLER: That, no additional information having been provided to date by the landowner as requested July 13th, 2016, regarding a development permit application dated June 21, 2016, to operate a 21 site tourist campground on a portion of NW-15-57-07-W3, that Council reject the application at this time and invite the applicant to reapply if they wish to pursue a campground of the said lands.

Carried.

RECESS FOR LUNCH – 12:07 PM
504/16

PANTER: That, council recess for lunch for one hour.

Carried.

RECONVENE DELIBERATIONS – 1:12 PM
505/16

COWAN: That, council reconvene its deliberations.

Carried.

ADDITIONAL INVOICES
506/16

CRASHLEY: That, the following accounts be approved for payment at this meeting and added to the next list of accounts presented to Council:

Sask Energy	RM Shop Gas	\$241.36
Sask Power	Sunset Cove Street Lights (1 month)	\$ 147.96
Sask Power	RM Shop Power	\$107.26
Sask Power	Big River Subdivision Street Lights (1month)	\$215.21
Sask Power	OH Nesslin Power at Pump house	\$104.35
Sask Power	OH Phillips Power at Marina Shop	\$ 67.96
		Carried.

REQUEST CONDITION BE REMOVED
507/16

MILLER: That, in response to correspondence from the Government of Saskatchewan, Community Planning, Ministry of Government Relations, dated October 31, 2016, the RM Council request the Ministry of Government Relations to remove the condition the Ministry imposed on the approval of the RM of Big River, No. 555, Zoning Bylaw 1A/16, whereby an “amendment be made to include mapping to identify areas of potential flood hazard, as identified in OCP policies”, as Council does not have such data, nor is Council aware of where accurate data is available to satisfy the said condition and further, the Council considers preparing and adopting a map for the sake of satisfying a condition of the Bylaw 1A/16 approval that cannot be based on factual information, irresponsible, as publishing unfounded information may be misleading and more damaging than publishing nothing at all.

Carried.

DECEMBER REGULAR COUNCIL MEETING DATE
508/16

PANTER: That, the Council for the RM of Big River No. 555 hold the December 2016 meeting on Monday December 12th, 2016, beginning at 9:00 a.m., in the Big River Community Centre Board Room located at 606 First Street North, Big River, Saskatchewan.

Carried.

Delegation George Hildebrand joined the Council Meeting to discuss road and equipment maintenance 1:54 p.m. – 2:17 p.m.

COMMITTEE APPOINTMENTS – Council
509/16

COWAN: That, the List of Committee Members as attached hereto and forming part of these minutes be approved.

Carried.

COMMITTEE APPOINTMENT – Member at Large
510/16

CRASHLEY: That, as recommended by the Big River and District Recreation and Cultural Board and in co-operation with the Town of Big River, Vickie Hodgson be appointed to the said board as a member at large for a two year term.

Carried.

TAX ENFORCEMENT
511/16

MILLER: That, in accordance with Section 22(1) of the *Tax Enforcement Act*, the Administrator 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.

Carried.

LETTER TO LANDOWNER
512/16

PANTER: That, a letter be sent to landowner of SW-30-56-06-W3 along with a development permit application for the wood processing and equipment rental business and a development permit application and a building permit application for the shop that is being constructed on the said land, without first obtaining permits from the municipality.

Carried.

REVISED DRAINAGE PLAN – RPM District
513/16

COWAN: That, the Council of the RM acknowledge the revised drainage plan dated September 25th, 2015, last revision date August 31, 2016 prepared by Catterall & Wright Consulting Engineers for Northwood Shores Road and Ditch Grading, for Olson’s Ventures Reforestation Inc. for SE-01-57-07-W3 and forward the same to AECOM for comment.

Carried.

BYLAW 7/16 – Remove H Symbol – Phase I – Additional 12 Lots – Olson RPM District
514/16

CRASHLEY: That, Bylaw 7/16 a bylaw to amend Zoning Bylaw 1A/16, be read a first time.
Carried.

BYLAW 7/16 – Remove H Symbol – Phase I – Additional 12 Lots – Olson RPM District
515/16

MILLER: That, Bylaw 7/16 a bylaw to amend Zoning Bylaw 1A/16, be read a second time.
Carried.

APPROVAL FOR 3 READINGS AT THIS MEETING
516/16

PANTER: That, Bylaw No. 7/16 be given three readings at this meeting.
Carried Unanimously.

BYLAW 7/16 – Remove H Symbol – Phase I – Additional 12 Lots – Olson RPM District
517/16

COWAN: That, Bylaw 7/16 a bylaw to amend Zoning Bylaw 1A/16, be read a third time.
Carried.

SERVICE AGREEMENT – Phase I – Additional 12 Lots Olson RPM District
518/16

CRASHLEY: That, the service agreement for an additional 12 lots on plan of proposed subdivision described as Part of Surface Parcel No. 203112650 in SE-01-57-07-W3, dated November 1, 2015, last revision date November 1, 2016, as prepared by Calvin W.A. Bourassa, S.L.S., Altus Geomatics, be accepted as presented and that the Reeve and Administrator be authorized to sign the same.
Carried.

RANGE AND TOWNSHIP ROADS
519/16

MILLER: That, the Administrator research locations where range road and township road signs may be installed in the RM of Big River, No. 555 and the cost of purchasing and installing the same.
Carried.



SASKPOWER – UNDERGROUND CONSTRUCTION NW-35-56-07-W3
520/16

PANTER: That, Council offer the following comments to SaskPower regarding File Number 20195557 whereby SaskPower plans to punch the existing road with underground secondary service to service Lots 1 to 6, Block 3, Plan 102232785, Island View Shores: the right of way is 20 meters in width, the municipality has no intentions of widening the existing right-of-way, the RM does not have as built drawings to confirm the placement of the road.

Carried.

ASSET MANAGEMENT PLAN PRESENTATION
521/16

COWAN: That, Gordon Sparks, Ph.D., P.Eng., MCIP, CMC, founding partner and president of Atana Management and Darian Brown, B.Sc., Director of Technical Services be invited to present to a Council Committee as a Whole the Asset Management Plans as prepared for the municipality's transportation network and public and general government buildings on November 14th, 2016, at 10:00 a.m. in the Board Room at the Big River Community Centre.

Carried.

SARM MIDTERM CONVENTION
522/16

CRASHLEY: That, Administrator Donna Tymiak, Reeve John Teer and Councillors Doug Panter, Wayne Cowan and Richard Crashley be authorized to attend the SARM Midterm Convention being held November 9th and 10th, 2016, in Saskatoon and associated expenses paid and further, that Reeve John Teer and Councillor Doug Panter be voting delegates for the RM at the said convention.

Carried.

MLDP – Municipal Leaders Roles and Responsibilities
523/16

MILLER: That, Administrator Donna Tymiak, Reeve John Teer and Councillors Doug Panter, Wayne Cowan and Richard Crashley attend the MLDP Module "Municipal Leaders Roles and Responsibilities" being held prior to the SARM Convention November 8th, 2016, in Saskatoon and that associated expenses be paid.

Carried.

MLDP – 2016 FALL MODULES
524/16

PANTER: That, the Administrator be authorized to register any Councillor interested in participating in the Municipal Leadership Development Program Module - Human Resources in the Municipal Workplace being held in Prince Albert November 29th, 2016, and interested Council members provide the administrator with notice they wish to attend no later than November 21, 2016, and the registration of \$135.00 per person plus GST and associated expenses be paid.

Carried.

BASIC EMERGENCY MANAGEMENT COURSE

525/16

COWAN: That, an invitation go out to the EMO Municipal Control Group including Town and RM Councils to register, before November 18th, 2016 for the Basic Emergency Management Course to be held at the Big River Community Centre November 29th and 30th, 2016.

Carried.

CATERING – BASIC EMERGENCY MANAGEMENT COURSE

526/16

CRASHLEY: That, Third and Main be requested to cater lunch and an afternoon snack November 29th and a morning snack and lunch November 30th, 2016, to accommodate the Basic Emergency Management Course, with expenses paid by the municipality.

Carried.

APPROACH REQUEST – SE-35-56-08-W3

527/16

MILLER: That, in response to an October 16th, 2016 request to install an approach into PT-SE-35-56-08-W3, that Councillor Richard Crashley inspect the site to determine if a culvert is required and provide the administrator with the information so the appropriate permission may be granted.

Carried.

JONES SUBDIVISION – AECOM Report

528/16

PANTER: That, Council acknowledge the inspection report from AECOM resulting from a field inspection October 31, 2016 of Phillips Crescent for compliance with Schedule B to a service agreement dated October 3rd, 2016 – ‘Construction Specifications’ and ‘Drainage Plan’ issued by DECAIta Consulting Ltd. July 22, 2016 and request the said report be forwarded to the Developer.

Carried.

SNOWMOBILE CLUB PERMISSION

529/16

COWAN: That, the RM Council has no objection to entering into an agreement between the RM of Big River, No. 555, Timber Trails Sno Riders Co-operative Ltd. and The Saskatchewan Snowmobile Association Inc. whereby approving the development of a signed and maintained snowmobile trail as identified on a map attached to the Land Use Permission Form, and that permission is given to legally enter and use the identified trail in a lawful manner for the purpose of snowmobiling only, and that entry and use is permitted only on the recreational trail right-of-way at the risk of the user, and the agreement be valid from November 1, 2016 to April 30, 2017.

Carried.

APPRECIATION CLOCK

530/16

CRASHLEY: That, the Administrator order an engraved clock from North Star Trophies for outgoing Council member Vickie Hodgson.

Carried.

CHRISTMAS SUPPER

531/16

MILLER: That, the 2016 Council and Staff Christmas supper be held Friday December 9th, 2016 at Third and Main.

Carried.

STAFF CHRISTMAS APPRECIATION GIFT

532/16

PANTER: That, RM Employees, Donna Tymiak, George Hildebrand, John Johnson and Wendy Hartnett be given \$125.00 each, on their December 15th, 2016, pay check, as a Christmas Gift from the RM.

Carried.

DON COLBY – Annual Bonus

533/16

COWAN: In accordance with Resolution 371/15, Don Colby be paid a bonus of \$100.00, December 15th, 2016, for his service looking after the RM Waste Bins.

Carried.

HOLIDAY OFFICE HOURS

534/16

CRASHLEY: That, the RM of Big River holiday office hours be as follows:

December 26th, 2016 - closed

January 2nd, 2017 – closed

Carried.

PARKLAND ASSOCIATION OF RM'S – New Member

535/16

MILLER: That, the Council of the RM of Big River, No. 555 has no objection to the RM of Great Bend, No. 405 joining the Parkland Association of Rural Municipalities.

Carried.

LETTER TO PA PARKLAND HEALTH
536/16

PANTER: That, a letter be sent to Prince Albert Parkland Health to raise a concern regarding ambulance service in the Big River rural areas and suggest the RM Council is open to a meeting to discuss.

Carried.

SASKALERT TRAINING
537/16

COWAN: That, Administrator Donna Tymiak and Assistant Administrator Wendy Hartnett attend the SaskAlert Training to be held Thursday November 24th, 2016 at the North West Regional College, North Battleford and associated expenses be paid and the municipal office be closed to accommodate the training.

Carried.

REPORTS
538/16

CRASHLEY: That, the following reports be acknowledged and filed:
Maintenance
Committee Reports

Carried.

CORRESPONDENCE
539/16

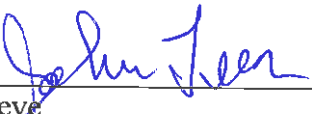
MILLER: That, the correspondence having been read now be filed and that a list of the correspondence having been read be added to and form part of these minutes.

Carried.

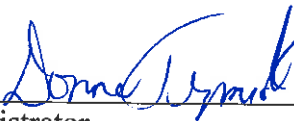
ADJOURNMENT – 5:26 P.M.
540/16

PANTER: That, this meeting be adjourned.

Carried.



Reeve



Administrator