

THE MINUTES OF A REGULAR MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON NOVEMBER 8TH, 2021, 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 10:00 a.m. – George Hildebrand
 10:30 a.m. – Doug Olson

PRESENT

Name	Position	Attendance			Arrival	Absent
		I	T	E		
Clint Panter	Reeve	✓				
Doug Panter	Division 1	✓				
*Ron Miller	Division 2	✓				
Jeff Wiebe	Division 3	✓				
Richard Crashley	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.

21-11-001 APPROVAL OF AGENDA

CRASHLEY: That the November 8th, 2021, agenda be approved as presented.

CARRIED

21-11-002 ACKNOWLEDGE OATH OF REEVE

MILLER: That we acknowledge Reeve Clint Panter was provided with a copy of Bylaw 8/16 "The Code of Ethics Bylaw" along with the following portions of *The Municipalities Act* to read prior to subscribing to his "Oath or Affirmation – Member of Council" and depositing the same with the Administrator:

- Sections 92 and 93 - General Duties of Councillors and Reeve;
- Part VII – Conflicts of Interest of Members of Council; and
- Part VIII – Disqualification of Members of Council.

CARRIED

21-11-003 ACCEPT DECLARATION OF ELECTION RESULTS

WIEBE: That the Declaration of Results for the 2021 municipal by-election, as required under subsection 139(2) of *The Local Government Election Act, 2015*, be acknowledged as provided.

CARRIED

21-11-004 ANNUAL PUBLIC DISCLOSURE DECLARATIONS

D PANTER: That the Administrator having provided each member of Council present with a copy of their Public Disclosure Statement and that the newly elected council member has submitted their public disclosure statements and previously elected members have submitted their annual declaration to the RM Administrator at this meeting, pursuant to subsection 142(3) of *The Municipalities Act*.

CARRIED

21-11-005 MINUTES

WIEBE: That the minutes of the Regular Meeting of Council held on October 12th, 2021, be approved as circulated.

CARRIED

21-11-006 STATEMENT OF FINANCIAL ACTIVITIES

D PANTER: That the Statement of Financial Activities for the month of October 2021, be accepted as presented.

CARRIED

21-11-007 COUNCIL INDEMNITY

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	\$ 310.40
Richard Crashley	Council Indemnity/Mileage	\$ 300.00
Ron Miller	Council Indemnity/Mileage	\$ 684.50
Doug Panter	Council Indemnity/Mileage	\$ 609.05
Jeff Wiebe	Council Indemnity/Mileage	\$ 394.50

CARRIED

Reeve C Panter declared a conflict of interest as he is an employee of Len’s Trucking and left the Council Chambers at 9:18 a.m.

Deputy Reeve Miller assumed the chair.

21-11-008 LEN’S TRUCKING

WIEBE: That the invoice from Len’s Trucking in the sum of \$4420.50 be approved.

CARRIED

Reeve C Panter returned to the Council Chambers at 9:23 a.m. and assumed the chair.

21-11-009 GO IN CAMERA – 9:28 A.M.

WIEBE: That the time being 9:28 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, Jeff Wiebe and Richard Crashley.

CARRIED

21-11-010 GO OUT OF CAMERA – 9:54 A.M.

D PANTER: That the time being 9:54 a.m., Council goes out of camera and invites the public back into the Council Meeting.

CARRIED

21-11-011 LIST OF ACCOUNTS

D PANTER: That cheques 12048 to 12111 as listed on the attached schedule, totaling \$138,061.29 be approved as presented.

CARRIED

George met with council to discuss outside operations. 10:02 – 10:21.

21-11-012 MEDIATION SESSION

D PANTER: That Ron Miller and Jeff Wiebe represent the RM of Big River No. 555 at the Mediation session scheduled for 2:00 p.m. on Thursday Nov 18th, 2021 via Webex Video Conferencing related to Statement of Claim, QBG 65 of 2021, Court of Queen's Bench for Saskatchewan regarding Brenda Bradley, Ryan Pister and Gaytan Christiansen.

CARRIED

21-11-013 PROVINCIAL MEDIATION BOARD

WIEBE: That we acknowledge the Provincial Mediation Board has granted Consent to complete proceedings to acquire tax title to Lot 1, Block 6, Plan 82B12420 and that the consent has been registered against said title and that the Provincial Mediation Board has ordered a condition to granting Consent and that being any monies remaining after proceeds of the sale have been distributed in accordance with Section 33 of The Tax Enforcement Act and that said order has also been registered against said title.

CARRIED



21-11-014 STOP ORDER

CRASHLEY: That we instruct BuildTECH to proceed with the Stop Order to the owner of Lot 17, Block 2, Plan 84B15324 at Buckingham Place, pursuant to Section 17 of the Uniform Building and Accessibility Standards Act, C.U1.2.

CARRIED

21-11-015 AQUATIC HABITAT PROTECTION PERMIT APPROVAL

D PANTER: That we acknowledge Water Security Agency has approved the RM of Big River No. 555's aquatic habitat protection permit application for replacing the concrete slabs at the Government boat launch.

CARRIED

Doug Olson and Michele Good from RV Lakeshore approached Council to discuss the ATV bylaw, membrane shelters, garbage bins and expansion of their subdivision. 10:29 – 11:05.

21-11-016 KIRSCH CONSTRUCTION - GRAVEL CRUSHING

D PANTER: That Kirsch Construction be authorized to continue crushing gravel beyond the 60,000 yds and at the same rate as approved by Council in resolution 235/21, anticipating a potential of 10,000 – 20,000 yds of gravel and their bill in the amount of \$29,568.00 be approved for payment.

CARRIED

21-11-017 TAX ENFORCEMENT PROPERTY TENDER – Parcel A – NE 24-55-07 W3

D PANTER: That we award the tender for Parcel A, Plan 1015521138, Ext 321 in the NE 24-55-07 W3 to Ms Belinda Deplaedt for Richard Crashley for the sum of \$11,500 plus GST and that costs associated with title transfer to be paid by the purchaser and that the purchaser has 30 days to provide the balance of the cash to complete the sale.

CARRIED

21-11-018 TAX ENFORCEMENT PROPERTY TENDER – SE 06-55-06 W3

WIEBE: That we award the tender for Block A, Plan 101448457, Ext 33 in the SE 06-55-06 W3 and SE 06-55-06 W3, Ext 134 to Harold and Elinor Amundson for the sum of \$41,050 plus GST and that costs associated with title transfer to be paid by the purchaser and that the purchaser has 30 days to provide the balance of the cash to complete the sale.

CARRIED



21-11-019 LIFESTYLE BREAK – 11:30 P.M.

WIEBE: That we take a lifestyle break.

CARRIED

Reeve C Panter reconvened the meeting at 11:32 p.m.

21-11-020 ROAD INSPECTION APPROVAL – TAMARACK ROAD

CRASHLEY: That we acknowledge Northwood Shores Development has passed their road inspection on Tamarack Road as completed by AECOM.

CARRIED

21-11-021 SASK POWER AUTHORIZATION

MILLER: That we acknowledge the Administrator, with Richard Crashley's permission granted authorization for Sask Power to transition overhead lines to underground lines in the Big River Buckingham Subdivision.

CARRIED

21-11-022 GROUNDWATER MONITORING REPORT RESPONSE

CRASHLEY: That we ask the Town of Big River for permission to hire an independent consultant to review and evaluate the reports prepared by AECOM from 2006, 2013, 2014, 2015, 2017, 2019 and 2020 and that these reports be forwarded to an independent consultant for review and evaluation and that we further request the independent consultant to assist the RM of Big River No. 555 in responding to the Ministry of Environment's questions and that the Administrator request additional time from the Ministry of Environment to respond to their correspondence dated October 7th, 2021.

CARRIED

21-11-023 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 1:00 p.m.

21-11-024 ATV BYLAW

CRASHLEY: That we invite Sgt Heath Robinson from the RCMP to our December 13th, 2021 meeting to discuss the merits of our ATV Bylaw.

CARRIED

MG CP

21-11-025 BYLAW 9/21 FIRST READING

CRASHLEY: That Bylaw No. 9/21, being a bylaw for The Retention and Disposal of Documents be read a first time.

CARRIED

21-11-026 BYLAW 9/21 SECOND READING

WIEBE: That Bylaw No. 9/21, being a bylaw for The Retention and Disposal of Documents be read a second time.

CARRIED

21-11-027 APPROVAL FOR 3 READINGS AT THIS MEETING

D PANTER: That Bylaw No. 9/21 being a bylaw for The Retention and Disposal of Documents be given three readings at this meeting.

CARRIED UNANIMOUSLY

21-11-028 BYLAW NO. 9/21 THIRD READING

CRASHLEY: That Bylaw 9/21 being a bylaw for The Retention and Disposal of Documents as attached hereto and forming part of these minutes now be read a third time, adopted, sealed and signed by the Reeve and Administrator.

CARRIED

21-11-029 MEMBRANE COVERED STRUCTURES

WIEBE: That we permit membrane covered structures in LR1, LR2 districts and that these changes will be made at the same time as changes required for Granny/Garden suites.

CARRIED

21-11-030 OFFSITE FEE REDUCTION REQUEST

D PANTER: That Island View's request for a reduction in offsite fees be declined although we recognize the amount of monies spent by the developer we also acknowledge these types of monies have been spent by other developers without a reduction in offsite fees.

CARRIED

21-11-031 REQUEST FOR CONSOLIDATION

CRASHLEY: That Council of the RM of Big River No. 555 has no objection to the current landowner making application to Information Services Corporation within 90 days of this permission to consolidate residential Lots 16 and 17, Block 02, Plan 82B12420, Pickerel Point and the new lot number created be 17A.

CARRIED

21-11-032 SARM LIABILITY SELF INSURANCE PLAN

D PANTER: That Council acknowledge the SARM Liability Self-Insurance Plan (LSIP) for 2022 information as outlined in correspondence from Colin Warnecke, SARM Manager of Risk Management, dated November 1, 2020.

CARRIED

21-11-033 SARM EXCESS LIABILITY INSURANCES

WIEBE: That the RM of Big River No. 555 carry the Excess Liability Insurance offered through SARM by Lloyd's of London Syndicate (Tokio Marine Kiln) with coverage in the amount of two million dollars and Excess Administrative Errors and Omissions Liability coverage in the amount of two million dollars.

CARRIED

21-11-034 SARM GROUP BENEFITS

D PANTER: That Council acknowledge the SARM Group Benefits Plans for the employees will be automatically renewed December 15th, 2021.

CARRIED

21-11-035 SARM GROUP COVERAGES

WIEBE: That the RM renew the SARM Benefits Plan Group Coverage for Elected Officials and Volunteer Fire Fighters/First Responders, 2022 premium 2022 being \$925.00 for \$50,000.00 coverage and the Volunteer Firefighters as listed with the annual Membership to the Saskatchewan Volunteer Firefighters Association Inc. and any additional firefighters who join throughout the year be listed for coverage with the said plan.

CARRIED

21-11-036 OPEN/CLOSE BANK ACCOUNTS

CRASHLEY: That the Administrator and Reeve or in their absence the Deputy Reeve, be authorized to open or close bank accounts at the CIBC for the RM of Big River No. 555.

CARRIED

21-11-037 DEPUTY REEVE 2022

CRASHLEY: That Ron Miller be appointed as Deputy Reeve of the RM of Big River No. 555 for 2022.

CARRIED

Handwritten signature and initials in blue ink, located in the bottom right corner of the page.

21-11-038 MUNICIPAL SIGNING OFFICERS

D PANTER: That the Administrator and Reeve or in their absence the Deputy Reeve be authorized to sign cheques and other negotiable instruments on behalf of the RM of Big River No. 555 and that Doug Panter be removed as a signing authority.

CARRIED

21-11-039 AGREEMENT SIGNING OFFICERS

CRASHLEY: That the Administrator and Reeve or in their absence the Deputy Reeve be authorized to sign agreements on behalf of the RM of Big River No 555.

CARRIED

21-11-040 TAX ENFORCEMENT AUTHORIZATION

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 except for the following property and only if they make the necessary payments by December 13th, 2021, to remove the tax lien otherwise the Administrator is authorized to proceed to request title:

Pt SE 02-57-08 W3

Pt SE 02-57-08 W3 – Block B Plan 101811091

Lot 10 Block 02 Plan 82B12420 – Pickerel Point

Lot 11 Block 02 Plan 82B12420 – Pickerel Point

CARRIED

21-11-041 OPERATOR VACANCIES

WIEBE: That we advertise for the position of RM foreman on the RM Facebook page, Shellbrook Chronicle, 306 Farm Equipment, Big River Classified, Saskatchewan Small Farm Buy/Sell with applications being received by the RM office until December 10th, 2021 and that the Administrator prepare a list of duties which will be verbally approved by Council.

CARRIED

21-11-042 SALARY REVIEW – FOREMAN

D PANTER: That George Hildebrand and Riley Kennedy be given a 1% increase being \$33.52/hr for George and \$29.13/hr for Riley, effective January 1st, 2022, equivalent to SARM's increase to the Administrator's Salary Schedule.

CARRIED

Handwritten signature and initials in blue ink, possibly reading 'my' and 'CA'.

21-11-043 SALARY REVIEW – OFFICE ASSISTANT

CRASHLEY: That Dana Kennedy’s salary increase to \$25.32/hr, effective January 1st, 2022 in consideration of here completion of the Local Government Administration courses.

CARRIED

21-11-044 TRANSFER STATION CONTRACT

D PANTER: That we have our Transfer Station contract reviewed by SARM’s legal service and that the Administrator report back to Council at our December meeting.

CARRIED

21-11-045 VOLUNTEERING FOR ESSENTIAL SERVICES

WIEBE: That Council adopt a policy to allow municipal employees and Council members, at their discretion, who are members of the Big River and District Fire Department to attend fire or search and rescue call-outs during working hours.

CARRIED

21-11-046 ABATE/CANCEL TAXES

D PANTER: That in accordance with Section 274 of *The Municipalities Act*, the Council of the RM of Big River No. 555 abate/cancel taxes on the tax title property owned by the RM as follows:

<u>Roll #</u>	<u>Legal Description</u>	<u>Municipal</u>	<u>SK Rivers 119</u>	<u>Total</u>	<u>Reason</u>
271 000	PT NE 24-55-07 W3	\$585.00	\$89.91	\$675.79	RM Tax Title Property
40 100	PT SE 06-55-06 W3	\$650.00	\$18.81	\$668.81	RM Tax Title Property
					CARRIED

21-11-047 SARM SESSIONS

MILLER: That Clint Panter be allowed to register for the Municipal Leader’s Roles and Responsibilities webinar held from 1:00 pm to 4:30 pm on November 18th, 2021 and that he also be allowed to enroll in the SARM Respect in the Workplace program and that any costs associated with these will be paid by the RM.

CARRIED

21-11-048 SKI TIMBER RIDGE AGREEMENT

D PANTER: That the Reeve and Administrator be authorized to sign the agreement for the operation of Ski Timber Ridge with an annual fee of \$1.00 to be paid in January 2022.

CARRIED

21-11-049 WINTER WEIGHTS

WIEBE: That the RM of Big River, No. 555 be included with the Ministry of Highways winter weight restrictions for the Big River area.

CARRIED

21-11-050 TIMBER TRAILS SNO CLUB – TRAIL REPAIRS

MILLER: That Council grants permission to Timber Trails Sno Riders Co-operative Ltd to do trail repairs on the 115D trail going to Moonlight Lake.

CARRIED

21-11-051 iHUNTER APP

C PANTER: That the RM of Big River No. 555 integrate the RM landowner map with iHunter, conditional in that there is no cost to the RM.

CARRIED

21-11-052 CERTIFICATE OF INSURANCE

WIEBE: That Council acknowledge Cowan Lake Community Association Inc. has acquired insurance for the boat launch that is used by cottage owners at Cowan Lake subdivision.

CARRIED

21-08-053 REPORTS

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

CARRIED

21-11-054 CORRESPONDENCE

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

CARRIED

21-11-055 ADJOURNMENT – 3:03 pm

WIEBE: That this meeting be adjourned.

CARRIED



Reeve – Clint Panter


Administrator – Michael Yuzik

RURAL MUNICIPALITY OF BIG RIVER NO. 555

TO BYLAW NO. 9/21

A BYLAW FOR THE RETENTION AND DISPOSAL OF DOCUMENTS

The Council of the Rural Municipality of Big River No.555, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the "Schedule A".
3. Bylaw 8/20 is hereby repealed.

Read a first time the 8th, day of November, 2021.

Read a second time the 8th, day of November, 2021.

Read a third time and adopted this 8th, day of November, 2021.



Reeve

Administrator

"SCHEDULE A"
TO BYLAW NO. 9/21
RECORD RETENTION SCHEDULE

RECORD NAME	RETENTION PERIOD (YEARS)
ACCOUNTING	
Accounts Receivable Ledger Cards	7
Bank Passbooks & Statements	7
Bank Reconciliation Statements	7
Cash Payment & Cash Receipt Books	7
Cheque Stubs/Duplicates	7
Cheques (Canceled)	7
Daily Cash Reports & Summaries	7
Deposit Books	7
Federal/Provincial Remittance Forms	7
General Ledgers/Journals	7
Investment Records (After Not Current)	3
Invoices	7
Ledgers (Subsidiary)	7
Monthly Financial Statements	7
Receipts (Duplicate)	1
Vouchers	7
ADMINISTRATION	
Assessment Appeals	3
Assessor's Valuation Records	3
Change of Ownership Documents	1
Enforcement Records (other than Tax Enforcement – after settlement)	7
Insurance Policies – Liability	Permanent
Insurance Policies - Property (After Policy Expires)	7
Licences	3
Permits	3
Public Notice Documentation (from date for which notice was given)	2
Tax Certificates	2
Tax Enforcement Records (Closed – Paid in Full)	3
Tax Enforcement Records (After Tax Title Property Sold)	7
Tax Lien Withdrawal Forms	2
Undelivered Assessment Notices	2
Undelivered Tax Notice	2
Utility Documents	3
Assessment Rolls	10
Correspondence	3
Petitions	7
Employee Records after termination	10
Notices of Claim	10
Statements of Claim	10
Tax Roll	10
Writs	10
Disclosures of Holdings (After Last Date of Appointment/Term)	7
Reports – Board and Committee Reports not part of Minute	3
ELECTION	
Nomination Forms & Receipt Forms	Term of Office
Oaths of Office	Term of Office
Returning Officer's Summary of Results	3 months
Voters Lists	3 years

CA
[Signature]