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**Town of Big River
Meeting Minutes
November 25, 2024 – 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 25, 2024, at 8:25 a.m.

David Krawetz, Cooper Davis, Chad Dunn, Lana Meyers and Shirley Schwab, subscribed to their Oath of Office as required by *The Municipalities Act sec 94* and Public Disclosure Statements as required by *The Municipalities Act Sec 142*.

Present:

Mayor: David Krawetz
Councillors: Cooper Davis
Chad Dunn
Lana Meyers
Shirley Schwab
Administrator: Noreen Olsen

CALL TO ORDER

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

2024 MUNICIPAL ELECTION DECLARATION OF RESULTS

RES#329/24

Meyers: In accordance with of *The Local Government Election Act, 2015 Section 139*, THAT, with respect to the Town of Big River 2024 municipal election, the Declaration of Results, has been posted in the municipal office in the prescribed form signed by the returning officer, showing the number of votes cast for each person whose name appeared on the ballot and the names of any persons declared elected.
Carried.

OATHS OF OFFICE

RES#330/24

Dunn: In accordance with section *The Municipalities Act Section 94*, THAT it be acknowledged that each of the members of Council has taken an official oath in the prescribed form, which are attached to and forming a part of these minutes.
Carried.

PUBLIC DISCLOSURE STATEMENTS

RES#331/24

Meyers: In accordance with *The Municipalities Act Section 142*, THAT it be acknowledged that each of the members of Council has signed their Municipal Public Disclosure Statement in the prescribed form, which are attached to and forming a part of these minutes.
Carried.

NOTICE OF CONTACT

RES#332/24

Davis: THAT, to comply with notification requirements as per *The Municipalities Act Sec 124*, notification information has been provided by each member of Council, which are attached to and forming a part of these minutes.
Carried.



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CHANGE IN SIGNING AUTHORITIES

RES#333/24

Dunn: THAT notification be provided to all financial institutions that the signing authorities for the Town of Big River are to be updated to include the newly elected Council members who have subscribed to their Declaration of Elected Officials, Furthermore, THAT, the Administrator, Noreen Olsen and either the Mayor, David Krawetz or one of the following Council members: Cooper Davis, Chad Dunn, Lana Meyers or Shirley Schwab are authorized to sign.
Carried

AGENDA

RES#334/24

Dunn: THAT the November 25, 2024, Agenda be adopted with the power to add.
Carried.

ADMINISTRATOR’S REPORT

RES#335/24

Schwab: THAT the Administrator’s Report be accepted as presented.
Carried.

MAINTENANCE AND SEWER & WATER REPORTS

Maintenance Foreman, Terry Olsen, attended the meeting from 10:55 a.m. to 11:36 a.m.

RES#335/24

Dunn: THAT the regular written Sewer and Water and Maintenance reports to October 31, 2024, be accepted.
Carried.

LAGOON DISCHARGE INFORMATION

RES#336/24

Dunn: In accordance with the Water Security Agency’s “*Two-Cell Lagoon Operation and Maintenance*”, THAT it be acknowledged that the spring and fall lagoon discharges were performed, and the information be provided to Environment Canada.
Carried.

FLOWPOINT WATER+ ANNUAL SOFTWARE MAINTENANCE AGREEMENT

RES#337/24

Dunn: THAT the Town of Big River enters into agreement provided by Flowpoint, for the Water+ Annual Software Maintenance Agreement.
Carried.

DELEGATIONS

Paulette Atchison attended the meeting from 10:05 a.m. to 10:43 a.m. to discuss dog issues.

APPROVAL OF MINUTES

RES#338/24

Dunn: THAT the minutes of the October 22, 2024, Regular Meeting be adopted as presented.
Carried.



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RES#339/24
Meyers: THAT the minutes of the October 22, 2024, Public Hearing Minutes be adopted as presented.
Carried.

RES#340/24
Davis: THAT the minutes of the November 4, 2024, Special Meeting be adopted as presented.
Carried.

BUSINESS ARISING FROM THE MINUTES

STATEMENT OF FINANCIAL ACTIVITIES AND BANK RECONCILIATION

RES#341/24
Dunn: THAT the Statement of Financial Activities for the month of October 2024 be acknowledged.
Carried.

RES#342/24
Meyers: THAT the Bank Reconciliation for the month of October 2024 be acknowledged.
Carried.

RES#343/24
Davis: THAT the Journal Entries for the month of October 2024 be acknowledged.
Carried.

ACCOUNTS FOR APPROVAL

RES#344/24
Davis: THAT accounts for approval to include cheque nos. 21425 through 21502 for a total of \$349,696.35 be approved for payment.
Carried.

CORRESPONDENCE

RES#345/24
Meyers: THAT Correspondence be filed as presented.
Carried.

BOARDS/COMMITTEE REPORTS

APPOINTMENTS

RES#346/24
Davis: THAT appointments made at this meeting be included in the document *Council Members/Committee Appointments* and such document attached to and forming a part of these minutes.
Carried.

BIG RIVER AND DISTRICT RECREATION AND CULTURAL BOARD

Malinda Krawetz, Recreation Board Coordinator, attended the meeting from 11:35 a.m. to 11:57 a.m.

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



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Dave Krawetz declared a conflict of interest and left the meeting at 1:01 p.m.

**OFFER OF EMPLOYMENT – RECREATION BOARD COORDINATOR
RES#347/24**

Davis: THAT the Council of the Town of Big River approves the updated offer of employment for Malinda Krawetz as Recreation Board Coordinator, effective January 1, 2025; such offer of employment be attached to and forming a part of these minutes.
Carried.

Dave Krawetz re-entered the meeting @ 1:13 p.m.

**EMERGENCY MEASURES ORGANIZATION (EMO) - ISC 200 LEVEL TRAINING
RES#348/24**

Dunn: THAT Dave Krawetz, Terry Olsen, Malinda Krawetz and Noreen Olsen attend the two-day Incident Command System 200 (ICS 200) training in Canwood on December 10 and 11, 2024 with associated expenses paid.
Carried.

RES#349/24

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

OLD BUSINESS

**CONSULTATION SERVICES WITH CATTERALL & WRIGHT FOR PROPOSAL FOR CLIMATE-READY PLAN AND ANALYSIS
RES#350/24**

Dunn: THAT the Town of Big River approve the proposal from Catterall & Wright Consulting Engineers to develop a Climate Adaptation Plan, including the Optional Detailed Analysis, as follows (plus taxes):

1. **Climate-Ready Plan** = \$18,000.00
2. **Optional Detailed Analysis:**
 - a) Water System Assessment = \$11,000.00
 - b) Storm Water Model & Analysis = \$16,000.00
 - c) Sanitary Sewer Capacity Review & Analysis = \$12,000.00
 - d) Infrastructure Cold Weather Review = \$2,700.00
 - e) Road Fire Evacuation Planning = \$2,200.00

The work will be completed in accordance with the guidelines set by the Federation of Canadian Municipalities (FCM). The proposal meets the criteria outlined in the FCM Green Municipal Fund application guide. Based on the FCM funding details, the Town is eligible for a grant covering 60% of the project cost, with an additional 20% available for municipalities with populations under 10,000. If the application is successful, the Town would be responsible for 20% of the total costs. The maximum grant amount for municipalities with populations under 50,000 is \$70,000, which means the full scope of the project can be included in the application.

Carried.



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FEDERATION OF CANADIAN MUNICIPALITIES (FCM)
LOCAL LEADERSHIP FOR CLIMATE ADAPTATION (LLCA) – GREEN MUNICIPAL FUND (GMF)
CLIMATE-READY PLAN
RES#351/24

Dunn: Be it resolved THAT the Council of the Town of Big River directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative to develop a Climate Ready Plan.
Carried.

SASKPOWER QUOTE FOR INSTALLATION OF NEW STREET LIGHTS ON MILL AVENUE NORTH
RES#352/24

Schwab: THAT the Town approves the quote from SaskPower for the installation of six new streetlights along Mill Avenue North, at a total cost of \$10,302.51 (\$9,911.91 + \$490.60 GST).
Carried.

Council recessed from 2:40 p.m. to 2:47 p.m.

NEW BUSINESS

SARCAN RECYCLING DEPOT
RES#353/24

Meyers: THAT a formal letter be sent to the Minister of Environment, the Director of SARCAN Operations and, the Member of the Legislative Assembly (MLA) requesting the establishment of a full SARCAN recycling depot in Big River.
Carried.

WATER SOFTENER AT COMMUNITY CENTRE
RES#354/24

Krawetz: THAT the original supplier, Culligan, be contacted to inquire if they would be interested in purchasing back the Commercial/Industrial HET-090 Culligan High Efficiency Twin Water Softener System, which is no longer needed at the Big River Community Centre following the installation of the town-wide Reverse Osmosis System, and if so, to determine the amount they would offer for it. It will be discussed at the December 17, 2024 meeting.
Carried.

REQUEST FOR CHRISTMAS PRIZE DONATION – PARKLAND SUPERANNUATED TEACHERS
RES#355/24

Dunn: THAT the Town of Big River approves a donation of \$60.00 to the Parkland Superannuated Teachers for the Christmas Bingo event.
Carried.



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MUNICIPAL REVENUE SHARING GRANT – DECLARATION OF ELIGIBILITY

RES#356/24

Meyers:

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 2023 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2023 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 (WMC) SERVICES

2025 BOARD OF REVISION (BoR)

RES#357/24

Dunn:

Pursuant to Subsection 220(1) of *The Municipalities Act*, THAT the Town of Big River appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025; 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kennety Tan, Tyler Shandro 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; and pursuant to Subsection 221(1) of *The Municipalities Act*, THAT the Town of Big River appoints Nicole Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties, WCM 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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DEVELOPMENT APPEALS BOARD

RES#358/24

Dunn:

Pursuant to Subsection 214(1) of *The Planning and Development Act, 2007*, THAT the Town of Big River appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2025, through to December 31, 2025; 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, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Joh Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kennety Tan, Tyler Shandroa 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; and pursuant to Subsection 216(3) of *The Planning and Development Act, 2007*, 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, 2025, through to December 31, 2025; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties, the WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
Carried.

MUNICIPAL BOARD OF APPEAL

RES#359/24

Dunn:

Pursuant to Subsection 365(1)(a) of *The Municipalities Act*, THAT the Town of Big River appoints Western Municipal Consulting Ltd. to manage the Municipal Board of Appeal process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Municipal Board of Appeal: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro 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; and THAT the Town of Big River appoints Secretary to Nicolle Hoskins with Western Municipal Consulting Ltd. as Municipal Board of Appeal for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC 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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CHRISTMAS DÉCOR FOR THE BIG RIVER COMMUNITY CENTRE

RES#360/24

Meyers: In conjunction with the R.M. of Big River No. 555, THAT the Town contribute \$800.00 towards Christmas decorations for the Big River Community Centre.
Carried.

CANADA SUMMER JOBS 2025

RES#361/24

Schwab: THAT the Council of the Town of Big River make application to Canada Summer Jobs to hire two youth for the summer of 2025.
Carried.

BYLAWS

NEXT MEETING DATE

Tuesday December 17, 2024 @ 8:00 a.m.

ADJOURNMENT

Mayor David Krawetz adjourned the meeting at 4:00 p.m.



Mayor



Administrator