

THE MINUTES THE REGULAR COUNCIL MEETING OF THE RURAL MUNICIPALITY OF BIG RIVER NO. 555 HELD ON DECEMBER 9th, 2024, AT THE BIG RIVER COMMUNITY CENTRE, LOCATED AT 606 FIRST STREET NORTH, BIG RIVER, SASKATCHEWAN.

CALL TO ORDER

The meeting was called to order by Reeve Clint Panter at 8:56 a.m.

DELEGATIONS 10:00 a.m. Malinda Krawetz – Rec. Board Report
 10:15 a.m. Malinda Krawetz

PRESENT

ATTENDEES		Attendance				
Name	Position	I	T	E	Arrival	Absent
Clint Panter	Reeve	✓				
Doug Panter	Division 1	✓				
Justin Sullivan	Division 2	✓				
Terry Olsen	Division 3	✓				
Maurice Denis	Division 4	✓				
Dana Kennedy	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.

24-12-001 APPROVAL OF AGENDA

DENIS: That the December 9th, 2024, agenda be accepted for reference purposes.

CARRIED

24-12-002 MINUTES

C PANTER: That the minutes of the regular meeting of Council held November 18th, 2024, be approved as presented.

CARRIED

24-12-003 STATEMENT OF FINANCIAL ACTIVITIES

DENIS: That the Statement of Financial Activities and the Bank Reconciliations for the month of November 2024 be accepted as presented.

CARRIED



24-12-004 LIST OF ACCOUNTS

SULLIVAN: That the list of accounts totaling \$165,148.53 as per attached be approved as presented.

CARRIED

24-12-005 COUNCIL INDEMNITY & OTHER INVOICES

SULLIVAN: That the following accounts be approved for payment and added to the next list of accounts presented to Council:

Clint Panter	Council Indemnity/Mileage	950.20
Doug Panter	Council Indemnity/Mileage	895.10
Justin Sullivan	Council Indemnity/Mileage	1,489.10
Maurice Denis	Council Indemnity/Mileage	398.30
Terry Olsen	Council Indemnity/Mileage	478.80
Lake Country Co-op	Christmas Party Gifts	151.75
Mabel Leong	Office Supplies	63.46
SARM	Signs	1,381.06
Lakeview Contracting	OH Phillips Grove Marina Repair	56,832.00

CARRIED

24-12-006 TRANSFER TO RESERVES

D PANTER: That Council acknowledges the CAO is authorized to transfer excess revenue to reserves for future expenditures as determined during yearend processing and the preparation of the financial statements.

CARRIED

24-12-007 YEAREND EXPENSE

DENIS: That the Reeve and CAO be authorized to pay all expenses to December 31st, 2024, which will be presented to Council for ratification at the January regular Council meeting.

CARRIED

24-12-008 GO IN CAMERA – 9:27 A.M.

SULLIVAN: That the time being 9:27 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 CAO Dana Kennedy, Reeve Clint Panter, Councillors; Doug Panter, Terry Olsen, Justin Sullivan, and Maurice Denis.

CARRIED

Terry Olsen left Council Chambers at 9:32 a.m.

Terry Olsen returned to the Council Chambers at 9:52 a.m.

Reeve Clint Panter reconvened the meeting at 9:55 a.m.

24-12-009 LIFESTYLE BREAK 9:55 A.M.

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

CARRIED

Reeve Clint Panter reconvened the meeting at 10:02 a.m.

Malinda Krawetz – Rec Board Report

Malinda Krawetz appeared before Council to present the Rec Board Report from the November meeting. (10:03 a.m. to 10:18 a.m.)

Malinda Krawetz – Recreation and Culture Questions

Malinda Krawetz appeared before Council to ask questions in regards to recreation and culture. (10:18 a.m. to 10:23 a.m.)

24-12-010 GEORGE HILDEBRAND EMPLOYMENT EXTENSION

C PANTER: That Council ask George Hildebrand to extend his employment to cover a Short-Term Disability leave.

CARRIED

24-12-011 SALARY REVIEW – OPERATORS

DENIS: That George Hildebrand and Derek Hodgson salary be increased by \$1 per hour, effective January 1st, 2025. Dallas Anderson salary increase of \$1 per hour after the 13-week probation period.

CARRIED

24-12-012 SALARY REVIEW – FOREMAN

SULLIVAN: That Coby Wilson’s annual salary be increased by \$1 per hour effective January 1st, 2025.

CARRIED

24-12-013 SALARY REVIEW – OFFICE

C PANTER: That Shirley Arcand & Mabel Leong -Machielse salary be increased by \$1 per hour effective January 1st, 2025.

CARRIED

24-12-014 TRANSFER STATION CONTRACT

SULLIVAN: That the Reeve and CAO be authorized to sign an agreement with Roland Colby to provide supervision, operation and maintenance services of the Transfer Station located at SE 36-56-08 W3 based on 179 days (1432 hours) as defined in the agreement for the sum of \$25,058.10 plus GST; payments made on the 15th and on the last day of each month as per the agreement.

CARRIED

24-12-015 APPOINTMENTS, REMUNERATION, RATES & MEETING DATES

C PANTER: That the 2025 Appointments, Remuneration, Rates & Meeting Dates listing as attached be accepted as presented.

CARRIED

24-12-016 WESTERN MUNICIPAL CONSULTING DEVELOPMENT APPEAL BOARD

D PANTER: That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RM of BIG RIVER NO. 555 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, 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.

CARRIED

24-12-017 WESTERN MUNICIPAL CONSULTING DEVELOPMENT APPEAL BOARD SECRETARY

SULLIVAN: That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the RM of BIG RIVER NO. 555 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 WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

CARRIED

24-12-018 WESTERN MUNICIPAL CONSULTING DEVELOPMENT APPEAL BOARD AGREEMENT

SULLIVAN: That Council acknowledges the standing Service Agreement with Western Municipal Consulting Ltd related to their appointment as the Local Development Appeal Board.

CARRIED

24-12-019 BYLAW NO. 24-12-01 ZONING AMENDMENT – 1ST READING – HARVEY JONES

C PANTER: That Bylaw No. 24-12-01, being a bylaw to amend Zoning Bylaw 23-01-02, be read a first time.

CARRIED

24-12-020 PLAN OF PROPOSED SUBDIVISION – LAKESHORE RV PROPERTIES – SE 01 57 07 W3

DENIS: That Council provide the following comments to the Ministry of Government Relations regarding proposed lots and road in Parcel E1 Plan 102062315, in SE 01 57 07 W3 all of proposed Lots 1 to 20, Block 14, and Lots 1 to 18, Block 15 and proposed roadway as shown within the bold dashed line on the attached Plan of Survey, prepared by Justin A Reiter S.L.S., GeoVerra Inc.:

1. Council is not aware of any land uses in the vicinity that would be incompatible with the intended use of the proposed sites, or any site conditions that make the land unsuitable for the intended use;
2. The RM has no facilities that could be affected by the proposed development;
3. The developer will be required to provide a drainage plan and road design and profiles from a professional engineer prior to the municipality entering into a service agreement;
4. A service agreement will be required for the construction of the roadway to meet municipal standards and will include, among other things, a requirement for the developer to deposit a letter of credit with the municipality in the amount of \$104,000.00/km of roadway, offsite fees in the amount of \$2,000.00 per lot and proof of liability insurance in the amount of \$3,000,000.00;
5. Section 14 of *The Public Health Act, 1994* outlines the responsibilities of municipalities as it pertains to a system for sewage disposal which the Town of Big River and the RM of Big River No. 555 have addressed collectively by virtue of an agreement dated November 10th, 2008, which also provides the agreement will be readdressed if capacity becomes an issue;
6. Council has no information about the ground water supply in the area;
7. Potable water is available at a cost at the Town of Big River fill station; and
8. The RM of Big River has a transfer station to accommodate garbage disposal.

CARRIED

24-12-021 BYLAW NO. 24-12-02 ZONING AMENDMENT – 1ST READING – LAKESHORE RV

SULLIVAN: That Bylaw No. 24-12-04, being a bylaw to amend Zoning Bylaw 23-01-02, be read a first time.

CARRIED

24-12-022 ADVERTISE PUBLIC HEARING – ZONING AMENDMENT – LAKESHORE RV

DENIS: That the Administrator advertise Council's intention to amend Zoning Bylaw 23-01-02 to be amended to rezone Parcel E1 Plan 102062315 from CR1– Low Density Country Residential to RPM – Park Model Residential District Block 14 Lots 1 to 20, C1 – Resort Commercial District and C2-Highway Commercial District. To rezone Parcel E2 Plan 102062315 from CR1– Low Density Country Residential to RPM (H) – Park Model Residential District H Block 15 Lots 1 to 18, C1 – Resort Commercial District prepared by Justin A Reiter S.L.S., GeoVerra Inc., for Olson Ventures in the December 20th, 2024 & December 27th, 2024 issues of the Shellbrook Chronicle.

CARRIED

24-12-023 DRAFT SERVICE AGREEMENT –LAKESHORE RV - LOTS 1 TO 20 BLOCK 14

D PANTER: That the Administrator prepare a service agreement for proposed rezone Parcel E1 Plan 102062315 Block 14 Lots 1 to 20 and road way prepared by Justin A Reiter S.L.S., GeoVerra Inc., for Olson Ventures.

CARRIED

24-12-024 LOT CONSOLIDATION – LOT 14 & LOT 15 BLK 04 PLAN 80B12105 – COWAN LAKE SUBDIVISION

DENIS: That the Council of the RM of Big River has no objection to the current landowner making application to Information Services Corporation, within 90 days of this permission, to consolidate residential Lots 14 and 15 Block 04 Plan 80B12105, Cowan Lake Subdivision, and the new lot number created be 15A.

CARRIED

24-12-025 RECREATION BOARD COORDINATOR RESIGNATION

C PANTER: That Council acknowledges the resignation letter from Malinda Krawetz dated November 27th, 2024 effective April 30th, 2025 and further that the \$1 per hour raise be effective January 1st, 2025.

CARRIED

24-12-026 DESIGNATED POSITION INCIDENT COMMAND SYSTEM (ICS) TRAINING

D PANTER: That those assigned to an EMO Position for the Parkland EMO be authorized to take ICS 200 and the designated position Incident Command System training and any associated costs be paid by the RM.

CARRIED

24-12-027 TLE – TREATY LAND ENTITLEMENT – GR FILE 838.037

SULIVAN: That Council advised the Ministry of Government Relations that Council has no issues with any municipal roadway north of NW 06 55 05 W3 & SW 18 55 05 W3. SE 10 55 06 W3 doesn't have physical access as there is no developed road allowance and the RM will not be responsible for putting in a road if purchased.

CARRIED

24-12-028 CIVIC ADDRESSING

OLSEN: That the CAO makes application to the Civic Address Registry (CAR) program on behalf of Council.

CARRIED

24-12-029 RINK & COMMUNITY CENTER REVITALIZATION – EXTENSION REQUEST APPROVAL

D PANTER: That, Council acknowledges the approval granted by the Ministry of Government Relations for the extension of the Rink and Community Revitalization Project No.40210037, with the new project completion date now set for March 31st, 2026.

CARRIED

24-12-030 DRAINAGE DITCH CLEARING – SW 35 36 07 W3

D PANTER: That Council approves the quotes from Madtracker for the proposed channel clearing on SW 35 36 07 W3 and that the administrator prepares agreements for the property owners.

CARRIED

24-12-031 RECESS FOR LUNCH – 12:07 p.m.

C PANTER: That we recess for lunch for one hour at 12:07 p.m.

CARRIED

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

Councilor's Justin Sullivan, Doug Panter and Maurice Denis declared a conflict of interest and left the Council Chambers at 1:20 p.m.

24-12-032 OLD LAPTOPS

C PANTER: That Council offers the old laptops to Council for a price of \$100 each. Any laptops that remain unsold will be donated to Big River Public High School and T.D. Michel School.

CARRIED

Councilor's Justin Sullivan, Doug Panter and Maurice Denis returned to Council Chambers at 1:21 p.m.

24-12-033 REPORTS

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

CARRIED

24-12-034 CORRESPONDENCE

D PANTER: That the following correspondence be received and filed.

1. Rec. Board 11 06 2024 Minutes
2. Sask. Rivers 11 22 2024 Board Highlights
3. 2025 NCTPC Workshop Invite
4. Councilor System Update ConX
5. Medical First Responders Donation Request
6. Green Land Waste Disposal
7. Woodland Caribou Program Newsletter

CARRIED

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24-12-035 CULVERT INSTALL ON

C PANTER: That Madtracker be hired to install a culvert on NE 12 56 08 W3.

CARRIED

24-12-036 ADJOURNMENT – 2:36 p.m.

C PANTER: That this meeting be adjourned.

CARRIED



Reeve – Clint Panter



CAO – Dana Kennedy

Rural Municipality of Big River No. 555
2025 Committees, Appointments, Remuneration & Rate Listings

Committee Name	Bylaw #	Term	Start	End
Aerodrome Committee	N/A			
CR Clint Panter		1 year	Jan 25	Dec 25
CR Terry Olsen		1 year	Jan 25	Dec 25
Big River and District Fire Department Committee	7/98			
CR Doug Panter		2 years	Nov 24	Dec 26
CR Maurice Denis		2 years	Nov 24	Dec 26
Big River and District Fire Chief	7/98			
Chad Dunn		N/A		
Big River and District Recreation and Cultural Board	12/14			
CR Maurice Denis		1 year	Jan 25	Dec 25
CR Justin Sullivan		1 year	Jan 25	Dec 25
Shaun Pietri		2 years	Jan 24	Dec 26
Vacant		2 years	Jan 24	Dec 26
Vacant		2 years	Mar 24	Dec 26
Vacant		2 years	Mar 24	Dec 26
Big River Health Improvement Committee	6/18			
CR Doug Panter		1 year	Dec 25	Dec 25
CR Clint Panter		1 year	Dec 25	Dec 25
Sue Harty		1 year	Jan 25	Dec 25
Carolyn Dancey		1 year	Jan 25	Dec 25
Colleen Honig		1 year		
Big River Regional Park Board	04/08			
AGM in January. Appointments to follow AGM.				
Jim Jones – Chair		2 years	Mar 23	Feb 25
Jake McCrea – Vice Chair		2 years	Mar 23	Feb 25
Pearl Carter – Secretary Treasurer		2 years	Mar 23	Feb 25
Linda Ethier		2 years	Mar 23	Feb 25
Florence Proulx		2 years	Mar 23	Feb 25
Jacqui Jess		2 years	Mar 23	Feb 25
Vacant		2 years	Mar 23	Feb 25

CP
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Rural Municipality of Big River No. 555
2025 Committees, Appointments, Remuneration & Rate Listings

Committee Name	Bylaw #	Term	Start	End
Emergency Measures Organization (EMO) Co-ordinator	4/94			
Deputy EMO Coordinator				
CR Doug Panter		N/A		
EMO Executive Committee	4/94			
CR Clint Panter		1 year	Jan 25	Dec 25
CR Justin Sullivan		1 year	Jan 25	Dec 25
Landfill	N/A			
CR Doug Panter		1 year	Jan 25	Dec 25
CR Terry Olsen		1 year	Jan 25	Dec 25
Property Maintenance Appeal Board	6/16			
Res. 473/16 – Establish an Appeal Board (Abatement Nuisance Bylaw). As per Sec 120(3) of The Municipalities Act allows committee to deliberate and make its decision in meetings closed to the public.				
CR Clint Panter		Term of Office		
CR Doug Panter		Term of Office		
CR Justin Sullivan		Term of Office		
CR Terry Olsen		Term of Office		
CR Maurice Denis		Term of Office		
Road Committee (Road Bans)	N/A			
Sec 16 of Municipalities Regulations				
CR Clint Panter		1 year	Jan 25	Dec 25
CR Justin Sullivan		1 year	Jan 25	Dec 25
Ski Timber Ridge Board	1/04			
CR Doug Panter		1 year	Jan 25	Dec 25
Mandy Hildebrand – Chairperson		1 year	Jan 25	Dec 25
Stuart Searle – Vice-Chairperson		1 year	Jan 25	Dec 25
Arlene Gilbert - Secretary		1 year	Jan 25	Dec 25
Glen Honig		1 year	Jan 25	Dec 25
Eugene Michel		1 year	Jan 25	Dec 25
Richard DeBrujin		1 year	Jan 25	Dec 25
Nathan Lamothe		1 year	Jan 25	Dec 25
Harold Amundson		1 year	Jan 25	Dec 25
Doug Vienstra		1 year	Jan 25	Dec 25
Levi Bradley		1 year	Jan 25	Dec 25

CR – Council Representative

GP
DL

Rural Municipality of Big River No. 555
2025 Committees, Appointments, Remuneration & Rate Listings

Committee Name	Bylaw #	Term	Start	End
Wapiti Regional Library				
	5/97			
CR Justin Sullivan		1 year	Jan 25	Dec 25
Wapiti Local Library Board				
	N/A			
Section 40 of Public Libraries Act				
CR Justin Sullivan		1 year	Jan 25	Dec 25
Ruth Doucette		1 year	Jan 25	Dec 25
Eleanor Homeniuk		1 year	Jan 25	Dec 25
Joyce Giesser		1 year	Jan 25	Dec 25
Margaret Olenchuk		1 year	Jan 25	Dec 25
OH&S				
	N/A			
Maurice Denis		1 year	Jan 25	Dec 25
Coby Wilson		1 year	Jan 25	Dec 25
Shirley Arcand		1 year	Jan 25	Dec 25

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Rural Municipality of Big River No. 555
2025 Committees, Appointments, Remuneration & Rate Listings

APPOINTMENTS, REMUNERATION, RATES – Jan 1 to Dec 31	
Auditor	BDO Canada, Saskatoon Office
Auditor – Ski Timber Ridge	BDO Canada, Saskatoon Office
Beaver Management Technician (BMT)	Jason Klassen
BMT Remuneration	Setup Fees - \$250/ site Bounty - \$30/ tail Mileage - \$0.80/ km WCB Levy
Board of Revision & Secretary (BoR) (Notification)	Nor Sask Board Services Board Members Kirby Fesser Glen Neuert Sabrina Saccucci Laurie Pilkey Secretary Mike Ligtermoet
BoR Remuneration – Nor Sask Board Services	As per attached
Building Officials (Notification)	Name/ License Class/ License No. Ryan Sheperd BOL-3 #BOL360 Chris Gates BOL-3 #BOL015 Karly Heatcoat BOL-3 #BOL0421 Ben McLeod BOL-1 #BOL758 Jerry Wintonyk BOL-1 #BOL142 Raymond Humeney BOL-2R #BOL635 Dale Wagner BOL-3R #BOL379 Dwayne Williams BOL-2 #BOL122 Dan Knutson BOL-3 #BOL112
Code of Ethics Investigator	Mathew & Co.'s \$500 per year
Council Meeting Dates 2025 All meetings are on Monday unless otherwise stated. Meetings commence at 9:00 a.m.	Jan 20 Feb 10 Mar 10 Apr 14 May 5 – First Monday Jun 9 Jul 14 Aug 11 Sep 8 Oct 14 - Tuesday Nov 10 Dec - 8
Council Remuneration	Regular Meetings - \$300 Special & Committee Meetings - \$37.50/hr
Mileage Rate	\$0.80/ km
Deputy Reeve	Justin Sullivan

CA
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Rural Municipality of Big River No. 555
2025 Committees, Appointments, Remuneration & Rate Listings

APPOINTMENTS, REMUNERATION, RATES – Jan 1 to Dec 31	
Development Appeal Board (DAP) (Notification)	Western Municipal Consulting Board Members 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 Ovens, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh
Development Appeal Board Secretary	Claudette McGuire
DAP Remuneration	\$90/hr – Board Members & Senior Consultant \$55/hr – Secretary \$20/appeal – Electronic Venue Cost \$0.15/page – Printing \$0.60/km – Mileage Postage at Cost In-Person Venue – At Cost
Election Officials Renumeration	Returning Officer - \$250.00/day Deputy Returning Officer - \$200.00/day Poll Clerk - \$175.00/day
Engineer (Notification)	Clifton Engineering, Saskatoon Office
Occupational Health and Safety Representative	Dana Kennedy
Pest Control Officer (PCO) (Notification)	TBD
PCO Remuneration	\$32.50/site visit & \$15.00/nobody home visit Targeted Site Visits – Approx. 150
Pest Control Officer – SARM Plant Health Officers (Notification)	Yemi Adeyemo Joanne Kwasnicki Betty Johnson Katey Makohoniuk Chelsea Neuberger Colleen Fennig
Pound Administrator	CAO
Municipal Solicitor(s)	SARM Legal Counsel
Weed Inspector (Notification)	TBD
Weed Inspector Remuneration	\$32.50/site & \$65/hr otherwise

EQUIPMENT/LABOUR RATES – Jan 1 to Dec 31	
Grader	\$250.00/ hr
Grader with Sod Mulcher	\$350.00/ hr
Loader	\$250.00/ hr
Tractor & Mower	\$200.00/ hr
Tractor & Dozer/ Loader	\$165.00/ hr
Labour	\$60.00/ hr

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NOR SASK BOARD SERVICES 2025 FEE SCHEDULE

Retainer Fee:

There is a **\$250** non-refundable retainer fee for appointing Nor-Sask Board Services as your assessment appeals board. This fee can be billed to the municipality and is payable on appointment.

Panel Member Services:

\$75 per hour per Board member: This charge includes time spent reading pre-hearing documentation, attending the hearing, post hearing deliberations, writing and finalization of the decision(s). **There is a minimum \$500 charge per Board member per scheduled appeal hearing.** This only applies if the time expended by any member on a scheduled set of hearings is less than 6.67 hours. It does **not** apply to each day of a multi-day scheduled hearing.

Secretarial Services:

\$75 per hour for the Board Secretary: This charge includes all time spent administering the appeals from receipt of the first appeal to close of the last appeal, as well time required to organize, and attend hearings, and the finalization and mailing of decisions. It also includes any time spent communicating (includes the preparation and sending any required files) with the Assessment Appeals Committee of the Saskatchewan Municipal Board should appeals proceed to the Committee. As well as time spent communicating with the municipality, SAMA, and the public. **The Board Secretary has no minimum charge.**

Ancillary Costs:

Secretarial Travel-Time: \$30 per hour from Prince Albert to hearing site and return.

Travel Time per Board Member: \$30 per hour from Saskatoon/Martensville/Humboldt return to hearing site.

Mileage Rate: \$0.65 per kilometer.

Meals and Accommodation: Reasonable costs, supported by receipts.

Registered Mail and Postage: Actual costs as supported by receipts.

Courier Services: Actual costs as supported by receipts.

Printing and Photocopying: Actual costs as supported by receipts.

Stationery (binders, paper pads): Actual costs as supported by receipts.

NOTE: Every effort will be made to keep travel costs to a minimum by consolidating travel where possible.

WESTERN

MUNICIPAL CONSULTING

SCHEDULE B: 2025 RATES

BOARD ANNUAL SUBSCRIPTION RATE

Board of Revision:	\$250.00/year
Development Appeals Board:	\$250.00/year
Municipal Appeal Board:	\$250.00/year

NOTE: If a municipality signs up for more than one (1) appeal board with Western Municipal Consulting on an annual basis, the following discount will be applied:

Board Appointment 1	\$250.00/year
Board Appointment 2	\$200.00/year
Board Appointment 3	\$200.00/year
Planning District Membership	Discounts Available

NOTE: Each appeal board listed above includes individual secretaries and support staff specializing in services. This is intended to increase client levels of service and provide better communication and response times to client inquiries.

STAFFING HOURLY RATES

Secretary:	\$55.00/hour
Senior Consultant:	\$90.00/hour
Board Member:	\$90.00/hour

OPTIONAL SERVICES

Online Web Access Portal:	Pricing varies based on historical annual municipal appeal volume (ie., 1-10, 10-50, 50+ appeals)
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ADDITIONAL RATES

Electronic Venue Cost:	\$20.00 / appeal
In-person Venue Cost**:	Varies with Location
Printing (i.e., paper, envelopes, etc.):	\$0.15/page
Postage:	At Cost
Mileage** (if required):	\$0.60/km/staff

***NOTE: Board of Revision hearings are typically held electronically, unless specifically requested. Additional communication with the municipality will be held prior to in-person BOR hearings.*