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**Town of Big River
Meeting Minutes
December 16, 2025 – 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 December 16, 2025, at 8:00 a.m.

Present:

Mayor: David Krawetz
Councillors: Chad Dunn

Lana Meyers
Shirley Schwab

Administrator: Noreen Olsen

Absent: Greg Sundby

CALL TO ORDER

A quorum being present, Mayor David Krawetz called the meeting to order at 8:05 a.m.

AGENDA

RES#365/25

Schwab: THAT the December 16, 2025, Agenda be adopted with the power to add.
Carried.

ADMINISTRATOR’S REPORT

RES#366/25

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

MAINTENANCE AND SEWER & WATER REPORTS

Maintenance Foreman, Terry Olsen attended the meeting from 8:10 a.m. to 9:16 a.m.

RES#367/25

Meyers: THAT the Sewer and Water and Maintenance reports to November 30, 2025, be accepted.
Carried.

WATERWORKS COMPLIANCE INSPECTION - HUMAN CONSUMPTIVE USE (PART I)

RES#368/25

Dunn: THAT the Waterworks Compliance Inspection Report dated November 18, 2025, from the Government of Saskatchewan, Water Security Agency, Environmental Project Officer, Evan McLeod be acknowledged, such inspection be attached to these minutes.
Carried.

PERMIT TO OPERATE A WATERWORKS

RES#369/25

Meyers: THAT the Council of the Town of Big River acknowledge the Permit to Operate Waterworks renewal which takes effect on the 1st day of January 2026 and expires on the 31st day of March 2045; such permit be attached to these minutes.
Carried.



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DELEGATIONS

Jeannette Bassendowski attended the meeting via Zoom from 10:00 a.m. to 10:24 a.m. to discuss a Childcare Needs Assessment Survey.

APPROVAL OF MINUTES

RES#370/25

Dunn: THAT the minutes of November 18, 2025, Regular Meeting be adopted as presented.
Carried.

BUSINESS ARISING FROM THE MINUTES

STATEMENT OF FINANCIAL ACTIVITIES AND BANK RECONCILIATION

RES#371/25

Dunn: THAT the Statement of Financial Activities for the month of November 2025 be acknowledged.
Carried.

RES#372/25

Meyers: THAT the Bank Reconciliation for the month of November 2025 be acknowledged.
Carried.

RES#373/25

Schwab: THAT the Journal Entries for the month of November 2025 be acknowledged.
Carried.

ACCOUNTS FOR APPROVAL

RES#374/25

Krawetz: THAT accounts for approval to include EFT payments No. 87 to 109 and cheque No. 22177 through 22194 for a total of \$140,155.79 be approved for payment.
Carried.

CORRESPONDENCE

RES#375/25

Meyers: THAT Correspondence be filed as presented.
Carried.

BOARDS/COMMITTEE REPORTS

APPOINTMENTS

RES#376/25

Meyers: THAT those appointments made at this meeting be included in the document *Council Members/Committee Appointments* and such document be attached to these minutes.
Carried.



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PERSONNEL

TOWN OF BIG RIVER EMPLOYEE TIME POLICY

RES#377/25

Dunn: THAT the “*Town of Big River Employee Time Policy*“, be adopted as amended, such policy to be attached to these minutes.
Carried.

2026 WAGES

RES#378/25

Krawetz: THAT the wages of the following Permanent Full-Time Town employees be increased by \$1.00 per hour. effective January 1, 2026:
• Maintenance Foreman
• Administrator
• Assistant Administrator.
Carried.

PAYROLL CUT-OFF DATE

RES#379/25

Meyers: THAT Council of the Town of Big River approve the establishment of a payroll cut-off date of six (6) calendar days prior to each regular semi-monthly payday, being the 15th and the last day of each month; and THAT the revised payroll cut-off be implemented effective January 1, 2026, to allow for appropriate employee notice; and THAT administration be authorized to notify employees in writing; and THAT pay frequency and regular paydays, shall remain unchanged.
Carried.

RES#380/25

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

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

OLD BUSINESS

2026 SUMA CONVENTION

RES#381/25

Schwab: THAT we register all available members of Council to attend the 2026 SUMA Convention taking place from Sunday, April 12th to Wednesday, April 15th, 2026, in Regina with associated expenses covered.
Carried.

NEW BUSINESS

REQUEST FOR SPONSORSHIP FOR COUNTRY AT THE CREEK MUSIC FESTIVAL

RES#382/25

Meyers: THAT the Council of the Town of Big River support the Country at the Creek Music Festival 2026 by sponsoring a Bronze Package for \$350.00.
Carried.



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COUNCIL REMUNERATION

RES#383/25

Schwab: THAT Council Remuneration remain status quo as:

- Mayor Indemnity: \$5,500.00 annually.
- Council Indemnity: \$300.00 per Council Meeting.
- Both Mayor and Council: \$300.00 per full day committee meeting.
- \$50.00 per committee meeting; and
- Mileage: \$0.65 per kilometer.

Carried.

2026 COUNCIL MEETING DATES

RES#384/25

Krawetz: THAT 2026 regular Council meeting dates for 2026 be scheduled as follows, to be held at 8:00 a.m. in the Big River Community Centre Meeting Room:
January 19, February 17, March 17, April 21, May 19, June 16, July 21, August 11, September 15, October 20, November 17, and December 15.
Carried.

AREIAL PHOTOGRAPHY – AIRSCAPES

RES#385/25

Dunn: THAT Council approves engaging AirScapes to complete aerial photography of the Town of Big River in June 2026, weather permitting, under the Town package (Option B) at a cost of \$1,645, plus applicable taxes, and authorizes the Mayor and Administrator to sign all necessary documents.
Carried.

OUTSTANDING INVOICES TO TAXES

RES#386/25

Meyers: THAT, pursuant to Section 369 of *The Municipalities Act*, any outstanding invoices owed to the Town of Big River as of December 31, 2025, be added to the respective property tax accounts.
Carried.

AUTHORIZATION FOR YEAR-END INVOICE PAYMENTS

RES#387/25

Council is authorized under *The Municipalities Act, 2005* to approve expenditures and the payment of municipal accounts; and it is necessary to process year-end accounts payable prior to the January 2026 council meeting to ensure accurate financial reporting and timely payment; THAT all invoices for goods and services received in 2025 and submitted by December 31, 2025 be processed and paid prior to the January 2026 council meeting, as approved by the Administrator and Mayor or Deputy Mayor; and THAT a report of all payments made under this authority be presented to council at the January 2026 meeting.
Carried.



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BYLAWS

BYLAW NO. 2025-13 A BYLAW TO PROVIDE COUNCIL TO SET A FEE FOR ISSUING TAX CERTIFICATES

RES#388/25

Dunn: THAT Bylaw 2025-13, a Bylaw to Provide Council to Set a Fee for Issuing a Tax Certificate be introduced and read a first time.
Carried.

RES#389/25

Meyers: THAT Bylaw No. 2025-13 now be read a second time.
Carried.

RES#390/25

Schwab: THAT Bylaw No. 2025-13 be given three readings at this meeting.
Carried Unanimously.

RES#391/25

Krawetz: THAT Bylaw 2025-13 be read a third time and adopted.
Carried.

BYLAW NO. 2025-14 A BYLAW TO ESTABLISH THE PAYMENTS OF CERTAIN ACCOUNTS

RES#392/25

Meyers: THAT Bylaw No. 2025-14, a Bylaw to Establish the Payments of Certain Accounts be introduced and read a first time.
Carried.

RES#393/25

Schwab: THAT No. Bylaw 2025-14 now be read a second time.
Carried.

RES#394/25

Dunn: THAT Bylaw No. 2025-14 be given three readings at this meeting.
Carried Unanimously.

RES#395/25

Krawetz: THAT Bylaw No.2025 - 14 be read a third time and adopted.
Carried.

NEXT MEETING DATE

January 19, 2026 @ 8:00 a.m.

ADJOURNMENT

Mayor David Krawetz adjourned the meeting at 2:40 p.m.

Mayor



Administrator