



RM of Meadow Lake #588 Regular Meeting Minutes – February 8 and 12, 2021

Minutes of the Regular Council Meeting, of the RM of Meadow Lake #588 held in Council Chambers at Meadow Lake, Sask. on the 8th day of February, 2021.

Present:

Reeve – Harvey Harriott

Councillors:

Div. 1 – Dale Sheppard

Div. 4 – Gary Ratke

Div. 2 – Russ Jones

Div. 5 – Blair Mysko

Div. 3 – Ashley Russell

Div. 6 – Ernie Schwartz

Chief Administrative Officer – Gina Bernier

Intern – Shawn Sylvester

The meeting was called to order by Reeve Harvey Harriott at 9:00 a.m.

Reeve called for a moment of silence for all the persons who passed away in the Meadow Lake and area communities.

Dawn Schwartz, Receptionist – 11:00 a.m. – Civic Address Report

Barbara Galger, Assist. Admin. – 11:30 a.m. – Planning and Development Report

123/21

Agenda

RATKE

That the agenda as attached to these minutes be approved.

Carried.

124/21

Minutes – Regular Meeting

JONES

That the minutes of the Regular Council meeting dated January 11, 2021 be approved as circulated.

Carried.

125/21

Financial Statement

RATKE

That the Statement of Receipts and Expenditures for the Month of January 2021 be accepted as presented along with accounts paid.

Carried.

126/21

Policy – FP-002

MYSKO



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That Policy #FP-002 Burning Permits be adopted by the RM of Meadow Lake Council.
Carried.

127/21 **Policy – GG-005**

RUSSELL

That Policy #GG-005 Chief Administrative Officer be adopted by the RM of Meadow Lake Council.

Carried.

128/21 **Policy – GG-008**

JONES

That Policy #GG-008 Saskatchewan Agriculture and Lease Land Purchase Policy be adopted by the RM of Meadow Lake Council.

Carried.

129/21 **Policy – GG-010**

RUSSELL

That Policy #GG-010 Contracting and Contractors be adopted by the RM of Meadow Lake Council.

Carried.

130/21 **Policy – GG-013**

JONES

That Policy #GG-013 Purchasing Procedures Policy be adopted by the RM of Meadow Lake Council.

Carried.

131/21 **Policy – GG-015**

SHEPPARD

That Policy #GG-015 Council Remuneration/Mileage and Convention Policy be adopted by the RM of Meadow Lake Council.

Carried.

132/21 **Policy – HR-000**

MYSKO

That Policy #HR-000 Organizational Policy and Chart be adopted by the RM of Meadow Lake Council.



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Carried.

133/21 **Policy – HR-003**

SCHWARTZ

That Policy #HR-003 Overtime Policy, Hours of Work, Pay Period be adopted by the RM of Meadow Lake Council.

Carried.

134/21 **Policy – HR-005**

RATKE

That Policy #HR-005 Employee Hiring/Evaluation be adopted by the RM of Meadow Lake Council.

Carried.

135/21 **Policy – HR-016**

RUSSELL

That Policy #HR-016 Employee Workplace be adopted by the RM of Meadow Lake Council.

Carried.

136/21 **Cyber Insurance Policy**

MYSKO

WHEREAS the threat of Cyber attacks are a part of our new world; and
WHEREAS the Saskatchewan Association of Rural Municipalities have enrolled the assistance of an organization to provide insurance for any Cyber attacks;
THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake authorize the CAO to enter into an Agreement to obtain the Insurance for Cyber Security in an amount of \$2704.00.

Carried.



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137/21 **Road Clearing-3192/590-591**

JONES

WHEREAS the road right of way has numerous rocks and debris which Council would like to have removed along the east side of 3192/590 and the west mile of 3192/591; and

WHEREAS the Council requests that this work be completed on or before April 30, 2021;

THEREFORE BE IT RESOLVED that the Council authorize the CAO to obtain 3 quotes for the removal of all rocks and debris and to landscape the ditch; and BE IT EVEN FURTHER RESOLVED that the Council gives the CAO and Reeve the authority to enter into an Agreement with the suitable bidder to complete the work.

Carried.

138/21 **Culvert – 3153-612**

RUSSELL

WHEREAS the Council authorized the removal and installation of the 2 large culverts located on 3153/612 by Kozloski Rock for a quote cost of \$47,500.00; and

WHEREAS the costs to complete this contract ran over due to frost in clay and removal and replacement of a fence to the amount of \$3,500.00 more;

THEREFORE BE IT RESOLVED that the Council authorize the payment for project overrun costs.

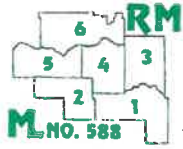
Carried.

139/21 **Negotiator**

MYSKO

That the Council for the RM of Meadow Lake contract Laurie-Ann Rusnak to assist in the negotiations with the Collective Bargaining.

Carried.



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140/21 **SAMA – Annual meeting**

SHEPPARD

WHEREAS Saskatchewan Assessment Management Agency annual meeting will be held on April 8, 2021 as a virtual conference; and

WHEREAS the RM of Meadow Lake is to appoint 2 persons to be voting delegates on behalf of the RM588;

THEREFORE BE IT RESOLVED that the following individuals be appointed as the voting representatives for the RM of Meadow Lake:

1. Garry Ratke
2. Harvey Harriott

Carried.

141/21 **PDAP Co-ordinator**

RATKE

WHEREAS the Provincial Disaster Assistance Program authorizes the RM to hire a PDAP Co-ordinator under their program;

THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake authorize the CAO to hire Robyn Currie to be the PDAP Co-ordinator under PDAP at a rate of \$30/hr.

Carried.

142/21 **SARM Convention**

RATKE

That the following persons be appointed as the voting delegates for the SARM Convention to be held virtually on March 9-10, 2021 be as follows:

1. Harvey Harriott
2. Blair Mysko

Carried.

143/21 **In Camera Session**

JONES

That the Council for the RM of Meadow Lake #588 go to an in-camera session.

Carried.



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144/21

Recess Meeting

JONES

That the Council recess this meeting to be held on Friday, February 12, 2021 to start at 9:00 a.m. at the RM of Council Chambers located at #203 Highway 4 Northwest, Meadow Lake, Sask.

Carried.

February 12, 2021

Present:

Reeve – Harvey Harriott

Councillors:

Div. 1 – Dale Sheppard

Div. 4 – Gary Ratke – on the phone

Div. 2 – Russ Jones

Div. 5 – Blair Mysko

Div. 3 – Ashley Russell

Div. 6 – Ernie Schwartz

Chief Administrative Officer – Gina Bernier

Intern – Shawn Sylvester

That the meeting be called to order at 9:00 a.m. by Reeve Harriott.

Attendees:

Shawn Heaver, Manager of Public Works

Gerry Green

Ryder, Brandt Equipment

145/21

In Camera Session

SHEPPARD

That the Council for the RM of Meadow Lake #588 go to an in-camera session at 9:05 a.m.

Carried.

Garry Ratke left the meeting at 12:00 noon.

Dale Sheppard left the meeting at 12:00 noon.

The Reeve called the meeting back to order at 3:00 p.m.



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146/21 **Civic Address Registry**

SCHWARTZ

WHEREAS the RM of Meadow Lake has completed the Civic Address Registry; and
WHEREAS there is now a need to have these signs placed at their respective places;
THEREFORE BE IT RESOLVED that the Council have the CAO bring forward a
policy for the purpose of Civic Address Registry process.

Carried.

147/21 **Municipal Reserves**

MYSKO

WHEREAS Government Relations requires that a Municipal Reserve is required when
subdivisions are being applied for; and
WHEREAS the second subdivision of the quarter are subject to the Municipal Reserve
requirement;
THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake #588
apply to Government Relations of Saskatchewan that all Municipal Reserve
requirements be set at \$1,000.00 per acre.

Carried.

148/21 **Building Bylaw**

JONES

WHEREAS the Council finds that the present building bylaw is restrictive and is not
descriptive enough to give good direction;
THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake
request that the CAO bring forward a new Building Bylaw which will be a better
option for the RM of Meadow Lake Council, staff, developers and ratepayers for the
RM of Meadow Lake.

Carried.



149/21

Bridge Grant Application – Matchee Bridge

RUSSELL

WHEREAS the Council for the RM of Meadow Lake has applied under the Investing in Canada Infrastructure Program under the Rural Integrated Roads for Growth (RIRG) Program for the building of a new bridge on the Matchee road located in 25-59-15-W3 under resolution #219/20; and

WHEREAS the Council for the RM of Meadow Lake has not budgeted for this bridge replacement under the 2021 budget;

THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake have the CAO send a request to RIRG to extend this application to the 2022 year.

Carried.

150/21

Bridge build – 3182/595

JONES

WHEREAS the Council has a culvert on the Range road 3182/595 which currently does not provide enough access for water flow; and

WHEREAS the placement of a bridge at this location would be more beneficial to allow for the flow of the water;

THEREFORE BE IT RESOLVED that Council for the RM of Meadow Lake authorize the CAO to contract Allnorth Engineering to assist in developing a Request for Bid for the purpose of building a bridge and completing the construction of the road.

Carried.

Rescinded by Res # 180/21

151/21

Bridge build – 3180/602

MYSKO

WHEREAS the Council has a culvert on the Range road 3180/602 which currently does not provide enough access for water flow; and

WHEREAS the placement of a bridge at this location would be more beneficial to allow for the flow of the water;

THEREFORE BE IT RESOLVED that Council for the RM of Meadow Lake authorize the CAO to contract Allnorth Engineering to assist in developing a Request for Bid for the purpose of building a bridge and completing the construction of the road.

Rescinded by Res # 181/21

WA



152/21 **Water Pump-Fire Trailer**

RUSSELL

WHEREAS the RM of Meadow Lake is in need of a water pump to be placed in the fire trailer; and

WHEREAS the pump required is a minimum of 10 horsepower pump;

THEREFORE BE IT RESOLVED that the Council authorize the purchase of the 10 horse power water pump from Anderson Pump House at an approximate cost of \$5,700.00 plus tax.

Carried.

153/21 **Lowbed Purchase**

SCHWARTZ

WHEREAS a lowbed trailer for the purpose of hauling large equipment has been found which meets the needs of the Council; and

WHEREAS the Council has budgeted to purchase a lowbed trailer;

THEREFORE BE IT RESOLVED that the Council for the RM of Meadow Lake authorize the CAO to purchase the lowbed trailer from Skopich Enviromental for a purchase price of \$45,000.00 plus taxes.

Carried.

154/21 **Furnishing Funding - LTCF**

JONES

WHEREAS the Northland Pioneer Facility is being replaced; and

WHEREAS that the Health Region, on December 17, 2012 at a Northland Pioneer Lodge Steering Committee stated that “20% (5 million) is the local share from the RM & City for capital 80% from the Ministry and we will fundraise 1.5 million for the furnishings”; and

WHEREAS the RM of Meadow Lake Council interpret the “we” as the members of the Steering Committee as the organization that will be responsible for the furnishing funding;

THEREFORE BE IT RESOLVED that the RM of Meadow Lake acknowledge the December 17, 2012 meeting and relinquish their responsibilities for any funding required for furnishings for the new Long Term Care Facility to the Northwest Community Lodge Association.

Carried.



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155/21 **Summer Students Grant Application**

SCHWARTZ

WHEREAS the RM of Meadow Lake would benefit from the hiring of two summer students, one administrative staff and one shop staff, to assist the workload of staff throughout the summer of 2021; and

WHEREAS these summer employees would be paid \$15 per hour in the performance of their duties; and

THEREFORE BE IT RESOLVED that the council of the RM of Meadow Lake authorizes the hiring of two summer students pending the approval of grant support.

Carried.

156/21 **Construction Meeting**

RUSSELL

That the RM of Meadow Lake #588 hold a construction meeting on February 22, 2021 at 1:00 p.m. at the RM office located at #203 Highway 4 Northwest, Meadow Lake, Sask.

Carried.

157/21 **Adjournment – 3:30 p.m.**

MYSKO

That this meeting be adjourned.

Carried


CHIEF ADMINISTRATIVE OFFICER


REEVE

RM of Meadow Lake #588
Statement of Financial Activities - Summary
For the Period Ending January 31, 2021

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>
Revenues			
Taxation	3,981.62	3,981.62	4,956,900.00
Fees and Charges	6,167.55	6,167.55	39,880.00
Maintenance and Development Charges			50,000.00
Grants	1,666.67	1,666.67	1,468,970.00
Grants in Lieu of Taxes			29,630.00
Capital Asset Proceeds			75,000.00
Investment Income and Commissions	23,453.32	23,453.32	70,000.00
Other Revenues	5,000.00	5,000.00	
Total Revenues:	40,269.16	40,269.16	6,690,380.00
Expenditures			
General Government Services	88,119.72	88,119.72	690,100.00
Protective Services	3,126.25	3,126.25	219,200.00
Transportation Services	221,413.70	221,413.70	5,515,600.00
Environmental Health Services	729.81	729.81	131,500.00
Planning and Development Services	3,550.66	3,550.66	5,000.00
Recreation and Cultural Services	140.00	140.00	169,120.00
Total Expenditures:	317,080.14	317,080.14	6,730,520.00
Change in Net Financial Assets	(276,810.98)	(276,810.98)	(40,140.00)
Operating Surplus/Deficit (Chg in Net Asst)	(276,810.98)	(276,810.98)	(40,140.00)
Transfers			
Transfers In			1,008,000.00
Account Balances	Current	Year to Date	Balance
Cash & Investments			
Cash			
Cash - On Hand - Petty Cash.	(1,313,296.60)	(1,313,296.60)	8,091,821.50
Municipal			
Municipal - Tax Receivable - Current	(269,993.98)	(269,993.98)	273,247.20
Loans Payable			
Loans			
Long Term Debt - General Government	(53,127.89)	(53,127.89)	1,115,602.20
Change in General Surplus	(1,913,229.45)	(1,913,229.45)	9,558,530.90

Certified correct and in accordance with the records

Presented to council on

February 8, 2021


Gina Bernier
Chief Administrative Officer


Harvey Harriott
Reeve

Agenda
RM of Meadow Lake #588
February 8, 2021 – 9:00 a.m.

1. Call to order
2. Agenda
3. Minutes
4. Financial Statement
5. Interviews
 - a. 10:00 a.m. Photo
 - b. 11:00 a.m. Dawn Schwartz, re: Civic Address Report
 - c. 11:30 a.m. Barb Galger re: Planning and Development
 - d. 1:00 p.m. In Camera Session
6. Policies
 - a. FP-002 – Burning Permits
 - b. GG-005 – Chief Administrative Officer
 - c. GG-008 – Sask. Agriculture and Lease Land Purchase
 - d. GG-010 – Contracting and Contractors
 - e. GG-013 – Purchasing Procedures
 - f. GG-015 – Council Remuneration/Mileage & Convention
 - g. HR-000 – Organizational Policy and Chart
 - h. HR-003 – Overtime Policy, Hours of Work, Pay Periods
 - i. HR-005 – Employee Hiring/Evaluation
 - j. HR-016 – Employee Workplace
7. Other
 - a. Cyber Insurance Policy
 - b. Range Road 3192/590-591 Road clearing request
 - c. Culvert – Island Hill overrun cost
 - d. Collective Agreement Negotiator appointment
 - e. SAMA Annual Meeting
 - f. Bridge discussions
 - g. PDAP Assistant Appointment
8. Adjournment

