



RM OF MEADOW LAKE NO.588
REGULAR COUNCIL MEETING
MARCH 13, 2023
9:00 AM
MINUTES

Present:

Acting Reeve – Russ Jones in place of Dale Sheppard's absence

Councillors:

Div. 1 –

Div. 4 – Garry Ratke

Div. 2 – Russ Jones

Div. 5 – Blair Mysko

Div. 3 – Ashley Russell

Div. 6 – Ernie Schwartz

Administrative Officer – Richard Levesque

Nic Zuck – Manager of Infrastructure & Operations

Tracy Smith-Mysko – Office Manager

Acting Reeve Russ Jones called the meeting to order at 9:00am.

Agenda

68/23

Mysko

That the Agenda be adopted as a guideline for the meeting.

Carried.

Minutes

69/23

Ratke

That the Minutes from the Regular Council Meeting dated February 13, 2023, be approved as circulated.

Carried.

Public Works Report

70/23

Schwartz

That Council accepts the Public Works Report as presented.

Carried.

CAO Report

71/23

Russell

That Council accepts the CAO Report as presented.

Carried.

Abate Back Taxes – Jean Ouellette

72/23

Schwartz

That Council agrees to abate Jean Ouellette's outstanding tax balance of \$10,929.12 from roll no. 3344000 relating to a 2010 Fire Call.

Carried.

AC Initial¹



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- 73/23 **Committee List Approval**
Schwartz
That Council accepts the Committee List as presented.
Carried.
- 74/23 **Dunfield Road**
Mysko
That Council agrees to stop any further consulting work on Dunfield Road.
Carried.
- 75/23 **Bridge Tender – Peter Shkopich**
Jones
That Council agrees to tender out the Bridge Project by Peter Shkopich with prices requested for both steel and wood construction.
Carried.
- 76/23 **Accounts Payable and Payroll**
Schwartz
That Council approves the payments for Accounts Payable and Payroll with the total amount of \$230,130.58.
Carried.
- 77/23 **Financial Statement**
Russell
That the February 2023 Financial Statement be approved as presented.
Carried.
- 78/23 **Amendment to Policy HR-015**
Ratke
That Council agrees to the amendment of Policy HR-015, that requires Council approval for the hiring of a C.F.O.
Carried.



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79/23 **Bylaw 04/23 – A Bylaw to amend Council Procedures Bylaw 12/19**
Russell
That Bylaw 04/23 a Bylaw to amend Council Procedures Bylaw 12/19 be introduced and read a first time.
Carried.

80/23 **Bylaw 04/23 – A Bylaw to amend Council Procedures Bylaw 12/19**
Schwartz
That Bylaw 04/23 a Bylaw to amend Council Procedures Bylaw 12/19 be read a second time.
Carried.

81/23 **Bylaw 05/23 – A Bylaw to amend Administrative Bylaw 09/19**
Russell
That Bylaw 05/23 a Bylaw to amend Bylaw 09/19 be introduced and read a first time.
Carried.

82/23 **Bylaw 05/23 – A Bylaw to amend Administrative Bylaw 09/19**
Ratke
That Bylaw 05/23 a Bylaw to amend Bylaw 09/19 be read a second time.
Carried.

-RCMP member, Dean Kabanoff made a presentation to Council.

-The 2023 Budget Draft was reviewed.

83/23 **Council Indemnities**
Russell
That Council agrees to an 8-hour charge for Regular Council Meetings, this includes Package Reviews and attending the Meeting.
Carried.



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84/23

Adjournment


Schwartz

That the meeting be adjourned at 11:35am.

Carried.



CAO



ACTING REEVE

RM of Meadow Lake #588

List of Appointment/RM Representative

- 1. Appeal Administration**
 - a. Western Municipal Consulting

- 2. Appeal Location**
 - a. Western Municipal Consulting

- 3. Development Appeal Board**
 - a. Western Municipal Consulting

- 4. Board of Revision**
 - a. Western Municipal Consulting

- 5. Banking Institution**
 - a. CIBC
 - b. Innovation Credit Union
 - c. Royal Bank

- 6. Development Committee**
 - a. Ernie Schwartz
 - b. Garry Ratke
 - c. Dale Sheppard

- 7. RM 588 & City of Meadow Lake Fire Committee**
 - a. Dale Sheppard
 - b. Russ Jones
 - c. CAO – Richard Levesque

- 8. Forestry Committee**
 - a. Ashley Russell
 - b. Dale Sheppard
 - c. Russ Jones

- 9. Lakeland Library Representative**
 - a. Garry Ratke

- 10. City of Meadow Lake Representative**
 - a. Donna Nelson – Appointed effective Jan 05, 2022 – 2-year term (at the Dec 13, 2021, Council Meeting)

- 11. Local Library – Meadow Lake Branch**
 - a. Dale Sheppard
 - b. Rennee Marshall
 - c. Eve Danilkewich
 - d. Clemence Canet


REEVE

12. Mutual Aid Committee

- a. Dale Sheppard
- b. Ashley Russell
- c. Blair Mysko

13. SARM - Division 06

- a. Collen Fenning

14. Recreation Board

- a. Ernie Schwartz
- b. Blair Mysko
- c. Dale Sheppard
- d. Mike Siklenka - member at large

15. RM 588 & City of Meadow Lake Recreation Committee

- a. Ashley Russell
- b. Garry Ratke
- c. Mike Siklenka

16. Regional Waste Management Executive

- a. CAO – Richard Levesque
- b. Blair Mysko

17. Building Official / Inspector

- a. Municode
- b. C. Brucks Holdings – Chester Brucks
- c. Lee Bacon – Building Inspections

18. Pest Control Officer

- a. Vacant – to be filled.

19. Bylaw Officer

- a. Vacant – to be filled.

20. Auditor

- a. Holme Raiche Oberg Chartered Professional Accountants P.C. Ltd.

21. Solicitor

- a. Battle River Law
- b. SARM

22. EMO Coordinator

- a. CAO – Richard Levesque


REEVE



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-015

Policy Title: Out of Scope Personnel Guideline

Policy Objective:

To give a guideline on the Out-of-Scope Personnel Employment terms and conditions

Authority:

Council Resolution #78/23

Dated: Amended March 13, 2023

Background:

1. Council and Management Personnel who are out-of-scope require guidelines as to the Employment terms and conditions to help establish the present and future employment needs for the Municipality.

Policy:

1. Council will maintain an "Out-of-Scope Personnel Guidelines" as a source of guidance for future potential personnel hires.
2. Council will review and maintain the attached Schedule "B" Out-of-Scope **Employees** Suggested Wage Schedules on a 3-year basis to establish the Level of pay that is recommended.
3. Council will enter into a Management Agreement with the Chief Administrative Officer upon hire to establish the parameters of the employment of the CAO with a review every 3 years.
4. Council will **enter into an Agreement with the Manager of Public Works** upon hire to establish the parameter of the employment with the MPW with a review every 3 years.
5. The Council will authorize the CAO to enter into an **Employee Agreement** with the Financial Officer and **Office Manager, subject to the approval of Council.**

Reeve


RM of Meadow Lake #588
Statement of Financial Activities - Summary
For the Period Ending February 28, 2023

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>
Revenues			
Taxation	2,593.59	6,145.82	
Fees and Charges	(63.46)	9,453.44	
Grants		13,140.00	
Investment Income and Commissions	8,125.04	20,667.81	
Other Revenues		123.90	
Total Revenues:	10,655.17	49,530.97	0.00
Expenditures			
General Government Services	(1,565.25)	54,308.37	
Transportation Services	84,549.87	155,829.87	
Environmental Health Services	696.00	2,888.27	
Planning and Development Services	344.40	1,007.40	
Recreation and Cultural Services	16,096.67	16,096.67	
Total Expenditures:	100,121.69	230,130.58	0.00
Change in Net Financial Assets	(89,466.52)	(180,599.61)	0.00
Operating Surplus/Deficit (Chg in Net Asst)	(89,466.52)	(180,599.61)	0.00
Account Balances	<u>Current</u>	<u>Year to Date</u>	<u>Balance</u>
Cash & Investments			
Cash			
Cash - On Hand - Petty Cash.	(384,077.34)	(334,091.35)	5,713,262.50
Municipal			
Municipal - Tax Receivable - Current	(88,807.25)	(237,272.61)	282,029.68
Loans Payable			
Loans			
Long Term Debt - General Government			(2,286.44)
Change in General Surplus	(562,351.11)	(751,963.57)	5,993,005.74

Certified correct and in accordance with the records

Presented to council on

Dec 12, 2022


Richard Levesque
Interim CAO


Russ Jones
Acting Reeve