



RM OF MEADOW LAKE NO.588
REGULAR COUNCIL MEETING
AUGUST 14, 2023
9:00 AM
MINUTES

Present:

Reeve – Dale Sheppard

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

Manager of Infrastructure & Operations - Nicolas Zuck

Office Manager – Tracy Mysko

WSA- Jordan Mihalicz, Wyatt Moore, Dave Cubbon

Reeve Dale Sheppard called the meeting to order at 9:00am.

Agenda

172/23

Ratke

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

Carried

Minutes

173/23

Jones

That the Minutes from the Regular Council Meeting dated July 10, 2023, be approved as circulated.

Carried

Minutes

174/23

Schwartz

That the Minutes from the Special Council Meeting dated July 21, 2023, be approved as circulated.

Carried

Operations Manager

175/23

Mysko

That the Infrastructure and Operations Manager report for the month of July 2023 be received.

Carried



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- 176/23 **CAO Report**
Jones
That the CAO report for the month of July 2023 be received.
Carried
- 177/23 **Reports**
Mysko
That the Building Permit report, Receipts report, Gravel report and Grader report be received.
Carried
- 178/23 **Policy HR-016**
Ratke
That Policy HR-016 a policy to provide information on employee worksites be rescinded.
Carried
- 179/23 **Policy GG-004**
Schwartz
That Policy GG-004 a General Procedures policy be rescinded and replaced with an amended version.
Carried
- 180/23 **Policy GG-006**
Mysko
That Policy GG-006 a rates and Charges policy be rescinded and replaced with an amended version.
Carried
- 181/23 **Policy TS-020**
Ratke
That Policy TS-020, a policy controlling the operation of RM owned drones be approved.
Carried



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182/23 **BUDGET TRANSFER**

Russell

That \$20,000 be transferred from the Asset Management budget amount to a Zoning Bylaw update project.

Carried

183/23 **SARM RESOLUTION**

Jones

That the RM approve the submission of the proposed SARM resolution for the next SARM convention in regards to the policy stated in 49.1(2) of the Municipalities Act .

Carried

184/23 **TAX ABATEMENT**

Russell

That 2022 Levy and related interest penalties for Tax Property Roll No. 4519000 (NE-35-59-16-W3) for the total amount of \$35,830.10 be approved for abatement.

Carried

185/23 **FINANCIAL STATEMENTS**

Ratke

That the July 2023 Financial Statements be approved as presented.

Carried

186/23 **ACCOUNTS PAYABLE**

Mysko

That July 2023 Accounts payable with the total amount of \$767,976.83 and the July payroll in the amount of \$28,765.02 be approved for payment.


Carried

187/23 **Zoning Bylaw 10/23**

Jones

That Bylaw 10/23 a bylaw to amend Zoning Bylaw 10/18 be introduced and given first reading.

Carried

 AC Initial 3



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- 188/23 **Bylaw 11/23**
Ratke
That Bylaw 11/23 a Bylaw to repeal Bylaws 08/20 and 12/16 be introduced and read a first time.

Carried
- 189/23 **Bylaw 11/23**
Schwartz
That Bylaw 11/23 a Bylaw to repeal Bylaws 08/20 and 12/16 be read a second time.

Carried
- 190/23 **Bylaw 11/23**
Jones
That Bylaw 11/23 a Bylaw to repeal Bylaws 08/20 and 12/16 be given three readings at this meeting.

Carried Unanimously
- 191/23 **Bylaw 11/23**
Ratke
That Bylaw 11/23 a Bylaw to repeal Bylaws 08/20 and 12/16 be given third reading and adopted.

Carried
- 192/23 **610 Road Construction**
Ratke
That a tender request be issued for the road construction of 3.2 KM of TWP 610 and that the work be scheduled for 2024.

Carried



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193/23 **Subdivision application NW25-58-17-W3**
Jones
That the subdivision application from Trevor, William and Josephine McAmmond to subdivide parcels C and D from the NW 25-58-2-17-W3 be approved subject to all subdivision and servicing costs being born by the applicant and that pursuant to Section 133 of *The Planning and Development Act, 2007*, the Municipality request the Director of Community Planning to waive the provisions of Section 17 of the *Subdivision Regulations* restricting the proposed sites from fronting on two parallel streets or allow for a buffer strip to address the regulations.

Carried


194/23 **Sean McGrath**
Sheppard
That the approval be given to the request from Sean McGrath to construct ½ mile of road extending Range Road 3162 along the SW-23-58-16-W3 with the total cost to be born by the applicant and that the road be built according to RM specifications and that the owner maintain the road for the first two years.

Carried

195/23 **Dan Danilkewich**
Jones
That approval be given to survey the access road allowance on the NE-02-59-17-W3 to determine where the road boundaries are; in order to improve access.

Carried

Representatives of the Water Security Agency made a presentation concerning water drainage issues and some new programs to help address the issue, from 10:45 am to 11:25am.

 AC Initial 5



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TOLKO Road Maintenance Agreement

- 196/23 Mysko
That the approval be given to the attached TOLKO Road Maintenance Agreement for the period from August 15, 2023, to March 31, 2024.
Carried
- 197/23 Ratke
That the council go in-camera to discuss issues concerning budget, planning and items covered by the privacy act at 11:40am.
Carried
- 198/23 Mysko
That the in-camera meeting ends at 11:58am.
Carried
- Adjournment**
- 199/23 Ratke
That the meeting be adjourned at 11:59am.
Carried



CAO



REEVE

RM of Meadow Lake #588
Statement of Financial Activities - Summary
For the Period Ending July 31, 2023

	Current	Year To Date	Budget
Revenues			
Taxation	5,242,243.15	5,244,748.58	5,169,353.00
Fees and Charges	32,752.05	86,808.13	128,731.00
Maintenance and Development Charges	50,000.00	54,277.98	60,000.00
Grants		323,801.80	2,750,361.00
Grants in Lieu of Taxes	(563.63)	2,902.37	81,073.00
Investment Income and Commissions	2,687.34	95,046.38	226,478.00
Other Revenues		123.90	
Total Revenues:	5,327,118.91	5,807,709.14	8,415,996.00
Expenditures			
General Government Services	72,968.18	490,607.05	1,064,291.00
Protective Services	15,637.73	137,688.58	380,991.00
Transportation Services	607,094.23	1,533,887.85	6,160,435.00
Environmental Health Services	4,796.97	51,302.55	116,500.00
Public Health and Welfare Services	7,824.33	459,153.40	347,806.00
Planning and Development Services	2,347.80	9,098.46	45,900.00
Recreation and Cultural Services	37,181.69	56,187.66	331,135.00
Total Expenditures:	747,850.93	2,737,925.55	8,447,058.00
Change in Net Financial Assets	4,579,267.98	3,069,783.59	(31,062.00)
Operating Surplus/Deficit (Chg in Net Asst)	4,579,267.98	3,069,783.59	(31,062.00)
Transfers			
Account Balances	Current	Year to Date	Balance
Cash & Investments			
Cash			
Cash - On Hand - Petty Cash.	4,139.05	4,139.05	4,339.05
Cash - Bank - Demand - CIBC	35,708.44	(1,309,183.39)	491,093.60
Cash - Savings Acct - CIBC	(600,000.00)	(824,406.72)	1,372,640.54
Cash - Bank - Business Save - CU	254.84	13,903.86	78,698.50
Cash - Bank - Membership - CU	256.55	567.04	3,061.89
GIC - Trans. Equip - Acct 9742 CU			160,000.00
GIC - Office - Acct 6966 CU			111,434.54
GIC - Fire Protection Acct 9775 CU			121,040.79
GIC - Road Mtce Agree Acct 3285 CU			402,200.00
GIC - Municipal Reserve Acct 49809 CU			47,335.64
GIC - Waste Mange Acc 49825 CU		(186,000.00)	
GIC SWHL - Acct 49791 CU			50,408.71
GIC RMA - Acct 756958 CU			810,432.97
GIC Water Drainage - Acct 763277 CU			100,550.00
GIC SALE 97-5199374-0019CIBC			833,000.00
GIC SALE 97-5199374-0027CIBC			833,000.00
GIC SALE 97-5199374-0035CIBC			833,000.00
GIC RMA 97-5199374-0043CIBC			800,000.00
GIC Land Sale 97-5199374CIBC		397,146.50	397,146.50
GIC-Fire Prot Acct 49825CU		186,000.00	186,000.00
Municipal			
Municipal - Tax Receivable - Current	6,870,526.63	6,500,033.27	7,019,335.56
Change in General Surplus	10,890,153.49	7,851,983.20	14,655,656.29

Report Date
2023-07-28 3:57 PM

RM of Meadow Lake #588
Statement of Financial Activities - Summary
For the Period Ending July 31, 2023

Page 2

Current Year To Date Budget

Certified correct and in accordance with the records

Presented to council on

August 14 , 2023



Richard Levesque
CAO



Dale Sheppard
Reeve



Rural Municipality of Meadow Lake No. 588

Bylaw No. 11/23

A BYLAW OF THE RURAL MUNICIPALITY OF MEADOW LAKE NO. 588 TO REPEAL Bylaw 08/20 and Bylaw 12/16.

The council of the Rural Municipality of Meadow Lake No. 588, in the Province of Saskatchewan, enacts Bylaw 11/23 as follows:

The following bylaws are hereby repealed:

1. Bylaw 08/20 – Semi Truck Purchase
2. Bylaw 12/16 – NODCA District Official Community Plan

Introduced and read a first time this 14th day August, 2023

Read a second time this 14th day of August, 2023

Read a third time this 14th day of August, 2023

Reeve

CAO/Administrator



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-004

Policy Title: General Procedures

Policy Objective:

To provide a guideline of General Procedures in the RM of Meadow Lake

Authority:

Council Resolution # **179-23**

Dated: August 14, 2023

Background:

1. A general guideline is needed by the Management and Council to follow in the various aspects of Government Relations

Policy:

1. Assessment and Taxation
 - a. Assessment Cancellations
 - i. While the Assessment roll is open, anyone may appeal the assessment for that year;
 1. If the assessment roll opening has been missed, then the appellant may leave a form with the prescribed fee for an appeal in the following year.
 - ii. Any appeals brought forward after the assessment appeal date has been closed for the year will not be recognized
 - b. Tax Cancellations
 - i. Council will not abate municipal taxes, unless an error is found, and an abatement is recommended by the CAO and only for the previous years' levy.
 - c. Tax Collections
 - i. All taxes are due on or before the last **working** day of the year they are levied.
 - ii. Any money received either by fax, EFT, cheque or otherwise that is not in the hands or the bank account of the Municipality on or before the last **working** day of the year that the taxes are levied will be considered as a late payment and the penalty shall be charged in accordance with the Penalty Bylaw of the RM of Meadow Lake.
 - d. Forest Area Assessments/Taxation
 - i. The Assessor is to assess all properties within the Forested area as per the information that is given from time to time by Sask. Environment. And Sask. Environment shall give information on the Leasee and the type of permit that they may hold;
 - ii. The Assessor is to exempt from taxation all those who have a building which is being used as a "trapping cabin" under the premise that:
 1. A valid fur/trappers license is to be submitted to the RM of Meadow Lake in order to comply with the exemption of the assessed value on a yearly basis;
 2. Valid fur/trappers license is to be received by the Assessor on or before January 31st of the taxation year.

POLICY #GG-004

RM OF MEADOW LAKE #588

Policy Title: General Procedures

Date Issued: Aug 14/23 – Res # **179-23**

Replaced: Dec 12, 2019 Re #279/19

Reeve

2. Custom Work and Fire Calls

- a. All outstanding Accounts Receivable for Custom Work and fire fees/calls will be placed on the property for which the costs were incurred and this will be completed on December 31st of the year in which the invoice occurred.

3. Donations

- a. The RM of Meadow Lake #588 will not donate to any charitable organization, but Council has the authority to override this at anytime by Resolution.



Rural Municipality of Meadow Lake #588 Policy

Policy #GG-006

Policy Title: Rates and Charges

Policy Objective: To establish the Rates and Charges for the various operations within the Office	
Authority: Council Resolution # 180-23	Dated: July 10, 2023

Background:

The RM of Meadow Lake #588 completes projects and custom work as well as various office duties on behalf of other organizations, persons and groups. The need to keep track of costs are necessary in the Asset Management of the organization. As well, to be fair and equal when completing work on behalf of other parties. Therefore, the RM of Meadow Lake Council sets rates for the various operations within the Office, Shop and Equipment Rates. This policy should be reviewed from time to time in order to keep up with the changing prices of capital costs, repairs and cost of living.

Policy:

1. General Government Services
 - a. Commissioner for Oaths
 - i. Free to Ratepayers for the RM of Meadow Lake
 - ii. \$30.00 per signing for non-ratepayers
 - b. Assessment
 - i. Assessment Field sheets - \$15.00
 - c. General Office Research
 - i. Cost - \$75.00 per hour plus costs (including paper and photocopy, etc)
 - ii. Research information for customers such as titles, tax roll information (to non-owners of the property), roadway information, etc.
 1. Follow FOIP
2. Planning and Development Services
 - a. Bylaw Amendment Fees
 - i. Map and Text – As set by the Zoning Bylaw
 - ii. Advertising – cost of actual advertisement
 - iii. Professional Planner – as per invoice from Planner
 - iv. RM Administration cost - \$100.00
 - b. Development Permits

POLICY #GG-006

RM OF MEADOW LAKE #588

Policy Title: Rates and Charges

Date Issued: August 14, 2023 Res # 180-23

Replaced: May 11, 2020 Res #199/21

Signature: Dale Sheppard
Reeve

- i. Cost set as per Zoning bylaw
 - c. Building Permits
 - i. Cost of Building Official
 - ii. Office Administration Fee – See Building Bylaw
 - d. Professional Planner Services
 - i. As per invoice from Professional Planner
- 3. Transportation Services
 - a. Council will not be completing custom work with the exception of:
 - i. Emergency situations
 - ii. Grader Maintenance/Snow Plow
 - b. Snow Plow Flags
 - i. **\$50.00 per flag**
 - 1. If operator called out after he has left area, then the flag will remain at the site and a custom work rate will apply.
 - ii. If the time spent completing the snowplowing is more than 15 minutes, then there will be an added charge for custom work at the regular contractor's rate.
- 4. Invoicing
 - a. All interest/penalty rates for invoicing shall be set in accordance with the Penalty Bylaw of the RM of Meadow Lake



Rural Municipality of Meadow Lake #588 Policy

Policy #TS-020
Policy Title: Drone Policy

Policy Objective:

To provide guidelines for drone operation.

Authority:

Council Resolution # **181-23**

Dated: August 14, 2023

Policy Statement: This policy outlines the guidelines and procedures for the use of drones by the Rural Municipality of Meadow Lake No. 588 for investigating beaver dams, bridges, culverts, water bodies, washouts, other infrastructure-related purposes, bylaw enforcement and emergency situations. The RM is committed to adhering to all relevant provincial and federal regulations to ensure safe and responsible drone operations.

1. **Purpose:** The purpose of this policy is to establish guidelines for the RM's utilization of drones in infrastructure investigation activities. The policy aims to ensure compliance with all applicable laws and regulations while maintaining the safety and privacy of individuals and the environment.
2. **Scope:** This policy applies to all RM personnel and authorized contractors involved in the operation of drones for infrastructure investigation within the boundaries of the RM in accordance with provincial and federal regulations.
3. **Regulatory Compliance:** The RM shall adhere to all relevant provincial and federal regulations, including but not limited to:
 - a. Canadian Aviation Regulations (CARs) Part IX - Remotely Piloted Aircraft Systems (RPAS)
 - b. Transport Canada's guidance material and requirements for drone operations
 - c. Privacy legislation, including the Personal Information Protection and Electronic Documents Act (PIPEDA) and applicable provincial privacy laws.
4. **Drone Operations:**
 - a. **Qualified Personnel:** Drone operations shall be conducted only by authorized personnel who possess appropriate Transport Canada-issued pilot certifications or qualifications.
 - b. **Documentation:** The RM shall maintain records of all drone operations, including flight plans, maintenance logs, and any incident reports as required.
 - c. **Risk Assessment:** A thorough risk assessment shall be conducted prior to each drone operation, taking into account potential hazards, airspace restrictions, privacy concerns, and environmental impact.

POLICY #

RM OF MEADOW LAKE #588

Policy Title: Drone Policy

Date Issued: August 14, 2023

Reeve

d. **Flight Planning:** Prior to any drone operation, a flight plan shall be developed, indicating the intended flight path, altitude, and any restricted or sensitive areas to be avoided.

e. **Airspace Authorization:** The RM shall ensure that necessary airspace authorizations, such as Transport Canada's Special Flight Operations Certificate (SFOC), are obtained for all drone operations that require them.

f. **Privacy Protection:** The RM shall take appropriate measures to protect the privacy of individuals and ensure compliance with applicable privacy legislation. Images or data collected that may include personal information shall be handled in accordance with the privacy policy of the RM.

g. **Environmental Considerations:** The RM shall take precautions to minimize the environmental impact of drone operations and adhere to any environmental protection regulations, such as avoiding sensitive habitats, minimizing noise disturbances, and following waste disposal guidelines.

h. **Emergency Procedures:** The RM shall establish emergency procedures to be followed in the event of an accident, incident, or malfunction during drone operations.

5. Training and Education:

a. All personnel involved in drone operations shall receive proper training, including theoretical and practical instruction on drone operation, regulations, safety protocols, and privacy requirements.

b. Regular training sessions shall be conducted to update personnel on changes in regulations, technology, and best practices for drone operations.

6. Incident Reporting and Investigation:

a. Any accidents, incidents, or near misses related to drone operations shall be reported to the appropriate authorities and promptly investigated by the RM to determine causes and prevent future occurrences.

b. Lessons learned from incidents and near misses shall be shared with personnel involved in drone operations to enhance safety and improve procedures.

7. Policy Review:

a. This policy shall be reviewed periodically to ensure its continued relevance and compliance with evolving provincial and federal regulations.

b. Any necessary updates or amendments to the policy shall be made in a timely manner, with proper communication and training provided to relevant personnel.

8. Approval and Implementation:


This policy shall be approved by the RM's governing body and communicated to all personnel involved in drone operations.

9. When the RM of Meadow Lake plans to survey a waterway for the purpose of obtaining information relating to any blockages or debris issues that may affect the flow of a waterway or cause flooding, the RM will first obtain written permission from the property owner to fly a drone over the area.
10. If permission is not obtained, then the RM drone operator will operate the drone only in the air space above the registered roadway abutting the affected property.
11. Drone operation will not occur when windspeed affects operation.
12. Drone operation during wildfire, floods and other state of emergency situations will be at the discretion of the drone operator with approval from the CAO or Reeve.

POLICY #

RM OF MEADOW LAKE #588

Policy Title: Drone Policy
Date Issued: August 14, 2023


Reeve