



RM OF MEADOW LAKE NO.588
REGULAR COUNCIL MEETING
APRIL 8, 2024
9:00 AM
MINUTES

Present:

Reeve – Dale Sheppard

Councilors:

Div. 1 – Matthew Roger

Div. 4 – Garry Ratke

Div. 2 – Russ Jones

Div. 5 – Blair Mysko

Div. 3 – Ashley Russell

Div. 6 – Ernie Schwartz

Administrative Officer/CAO – Richard Levesque

Transportation Manager – Nick Zuck

Assistant Administrator – Tracy Mysko

Public: Judy Schroeder, Dan Heit

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

Agenda

066/24

ROGER

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

Carried

Minutes

067/24

JONES

That the Minutes from the Regular Council Meeting dated March 11, 2024, be approved as circulated.

Carried

Manager of Public Works Report

068/24

SCHWARTZ

That the Manager of Public Works report for the month of March 2024 be received.

Carried

CAO Report

069/24

MYSKO

That the CAO report for the month of March 2024 be received.

Carried



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Dan Heit was present at 10:06 am to discuss the South Waterhen Hamlet funding for 2024.

- 070/24 **Reports**
JONES
That the Building Permit report, Receipts report, Grader, and Maintenance report for the month of March 2024 be received. Carried
- 071/24 **2024 Spring Mailer**
SCHWARTZ
That the proposed information mailer be sent out to the residents. Carried
- 072/24 **Policy GG-003 & HR-009**
RATKE
That the Community Grants Fund terms of reference for Policy GG-003 be rescinded and future grant approvals will be made by Council, and that Policy HR-009 also be rescinded. Carried
- 073/24 **Policy HR-015**
JONES
That the Out-of-Scope Personnel Guide Policy HR-015 be amended and replaced. Carried
- 074/24 **Reserve Transfers**
MYSKO
That the Reserve for Equipment in the amount of \$160,000, the reserve for a Water Flow Study in the amount of \$100,000, the Office Reserve in the amount of \$110,000 and the Reserve for the Long-term Care Home in the amount of \$954,396 be cancelled and that the funds be transferred to surplus. Carried



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- 075/24 **Fire Ban**
RUSSELL
That the Fire Ban be left in place until further notice.
Carried
- 076/24 **Waterhen Hamlet**
SCHWARTZ
That the contribution rate into the reserve for the organized Hamlet of South Waterhen Lake be set at 60% for 2024.
Carried
- 077/24 **Financial Statements**
RATKE
That the March 2024 Financial Statements be approved as presented.
Carried
- 078/24 **Accounts Payable**
ROGER
That the March 2024 Accounts Payable listing with the total amount of \$835,049.39 and the March 2024 Payroll with the total amount of \$28,894.05 be approved for payment.
Carried
- 079/24 **Draft Audit**
MYSKO
That 2023 Draft Audited Statements prepared by Pinnacle Business Solutions be approved as presented.
Carried



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- 080/24 RATKE
That council go in camera to discuss issues concerning budget, planning and items covered by the privacy act at 11:14 am. Carried
- 081/24 RATKE
That the in-camera meeting end at 11:50 am. Carried
- 082/24 **Adjournment**
That the meeting be adjourned at 11:51 am. Carried



CAO



REEVE

RM of Meadow Lake #588
Statement of Financial Activities - Summary
For the Period Ending March 31, 2024

	Current	Year To Date	Budget
Revenues			
Taxation	1,507.68	5,957.79	5,208,500.00
Fees and Charges	5,453.62	22,024.71	113,681.00
Maintenance and Development Charges	7,192.98	7,192.98	55,000.00
Grants	111,992.10	111,992.10	961,012.00
Grants in Lieu of Taxes	3,941.00	3,941.00	81,073.00
Investment Income and Commissions	78,097.22	195,334.31	332,478.00
Total Revenues:	208,184.60	346,442.89	6,751,744.00
Expenditures			
General Government Services	75,313.78	233,256.24	957,641.00
Protective Services	1,435.10	106,626.10	348,861.00
Transportation Services	732,995.17	871,180.89	4,524,000.00
Environmental Health Services	842.25	6,533.46	104,000.00
Planning and Development Services	683.20	3,397.00	35,000.00
Recreation and Cultural Services		14,744.21	228,685.00
Total Expenditures:	811,269.50	1,235,737.90	6,198,187.00
Change in Net Financial Assets	(603,084.90)	(889,295.01)	553,557.00
Operating Surplus/Deficit (Chg in Net Asst)	(603,084.90)	(889,295.01)	553,557.00
Transfers			
Account Balances	Current	Year to Date	Balance
Cash & Investments			
Cash			
Cash - On Hand - Petty Cash.	(139.00)	(139.00)	61.00
Cash - Bank - Demand - CIBC	166,703.64	(1,784,007.61)	93,516.67
Cash - Savings Acct - CIBC	11,824.00	(3,768,217.76)	506,927.19
Cash - Bank - Business Save - CU	(597,504.78)	1,118,463.39	1,197,987.01
Cash - Bank - Membership - CU		981.56	4,158.76
CIBC High Interest Savings	21,513.78	4,946,260.74	4,946,260.74
GIC - Trans. Equip - Acct 9742 CU			160,000.00
GIC - Office - Acct 6966 CU		(116,616.25)	
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 SWHL - Acct 49791 CU			50,408.71
GIC RMA - Acct 756958 CU		(841,839.92)	
GIC Water Drainage - Acct 763277 CU		4,710.32	106,014.45
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)	
GIC-Fire Prot Acct 49825CU		(186,000.00)	
Municipal			
Municipal - Tax Receivable - Current	(53,066.94)	(281,207.61)	180,981.59
Change in General Surplus	(1,053,754.20)	(2,717,294.44)	9,798,508.76

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Report Date
2024-04-04 1:53 PM

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Statement of Financial Activities - Summary
For the Period Ending March 31, 2024

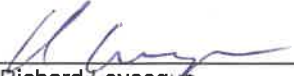
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Current Year To Date Budget

Certified correct and in accordance with the records

Presented to council on

April 8, 2024



Richard Levesque
CAO



Dale Sheppard
Reeve



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-015

Policy Title: Out of Scope Personnel Guide

Policy Objective: Out of Scope Personnel Guide	
Authority: Council Resolution # 073/24	Date Amended: April 08, 2024

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 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 (three) years.
3. Council will enter into an Agreement with the Manager of Public Works upon hire to establish the parameter of the employment with a review every 3 (three) years.
4. The Council will authorize the CAO to enter into an Employee Agreement with the Financial Officer and Assistant Administrator, subject to the approval of Council.

Article 1 Purpose of Guideline

This guideline is entered into for the purpose of:

1. Setting out the terms and conditions of employment for all Managers covered by the guideline.
2. Promoting co-operation and understanding between the Employer and the out-of-scope Managers.
3. Providing a high quality of service to the public and encouraging efficiency in operations.

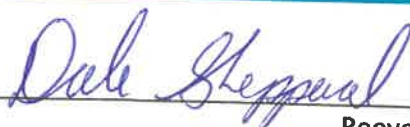
POLICY #

RM OF MEADOW LAKE #588

Policy Title: HR-015 Out of Scope Personnel Guideline

Date Amended: April 08, 2024

Replaced – Res 78/23



Reeve

Article 2 Definitions

CAO: Chief Administrative Officer for the RM of Meadow Lake #588

Employer: Rural Municipality of Meadow Lake #588

Manager: Covers all out-of-scope Manager Personnel.

CAO / Administrator, Financial Officer, Assistant Administrator, Manager of Public Works.

Article 3 Management Rights

3.1 The Managers acknowledge that it is the right of the Employer to manage its operations: 8:30am-4:30pm

Article 4 Hours of Work

1. Office hours for CAO: 8:30am-4:30pm
2. Office hours for CFO and Assistant Administrator: 8:30am-4:30pm
3. Manager of Public Works: 8:00am-5:00pm (40 hours per week)

Article 5 Public Holidays

5.1 Managers shall be entitled to wages for all public statutory holidays.

5.2 Observed Holidays

New Years Day	Labour Day	Victoria Day
Family Day	Saskatchewan Day	Canada Day
Good Friday	Thanksgiving Day	Christmas Day
Easter Monday	Remembrance Day	Boxing Day

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Replaced – Res 78/23


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Article 6 Vacation

6.1 Vacation Entitlement

1. All full time Managers shall use their vacation allocation within the fiscal year with carry over approved by the CAO.

6.2 Vacation Pay

1. Managers are expected to take their annual holidays that they have accumulated the first year of work and must be taken on or before the end of that fiscal year.

2. If a manager does not take the full year of vacation during that calendar year due to workload and/or extenuating circumstances, then: a manager must carry forward a maximum of 5 days vacation time to the next year.

6.3 Vacation Requests and Scheduling

1. Vacation requests must be approved by the CAO. In the case of the CAO vacation requests must be submitted to the Reeve and/or Council if they conflict with regularly scheduled Council meetings.

6.4 Work During Vacation

1. If a manager agrees to work part of their vacation at the Employer's request, then the vacation period so displaced shall be added to the end of the approved vacation leave period or reinstated for use later to be mutually agreed upon by the CAO and the manager. In the case of the CAO, the Reeve and/or Council.

2. Where the employer cancels a manager's approved vacation leave and such cancellations causes the manager and/or his or her immediate family to lose or forfeit travel deposits or fares, the employer will reimburse the manager to the extent of such losses upon the presentation of receipts.

Article 7 Sick Leave

7.1 Sick Leave / Disability

Managers absent from work due to illness for more than 14 (fourteen) days and are entitled as a result to Short Term Disability under the Benefits Plan, the employer will pay the manager what would have earned during the 14-day waiting period.

7.2 MEPP While on Short Term Disability

While on Disability, the manager may continue to contribute to MEPP and the employer will match the contribution after 2 (two) years of Disability, a waiver of contributions can be signed.

Article 8 Leaves of Absence

8.1 Bereavement Leave Definition

1. On application by a Manager, bereavement leave with pay shall be granted in the death of a Manager's immediate family, subject to approval by the CAO. The period of such leave shall be 3 calendar days commencing with the day following the death or, at the Manager's option, prior to the funeral and ending the day after the funeral.

2. Additional days may be granted at the discretion of the CAO through other entitlements.

3. Immediate family shall mean: Spouse, common-law spouse, children, father, mother, sister, brother, grandparents, grandparents-in-law, grandchildren, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

Article 9 Wages

9.1 Wage Rates

The employer shall pay the managers subject to each employee contract.

9.2 Job Classifications

Job classifications are for reference only and the parties agree the actual duties to be perform may vary from time to time based on the requirement of the Employer.

9.3 Job Descriptions

Job descriptions shall be developed by the employer as needed.

Article 10 Benefits

10.1 The Employer agrees to make available the following benefits to eligible Managers, subject to the terms of the benefits plans or policies:

1. Extended Health and Dental

- Single Premiums are paid by the Employer
- Family coverage portion is paid by the Manager

2. Short Term Disability

-The Employer shall pay the premiums required for the Manager's participation in the Short-Term Disability Plan.

3. Long Term Disability

-Long Term Disability (LTD) Premiums are added the managers' income so the manager can pay the income tax on the premium and is then deducted from the managers' payroll.

4. Pension Plan

-The Employer shall contribute a matching amount to a Manager's contribution to the Municipal Managers Pension Plan as such contribution limits are established by the Plan Administrator

POLICY #

RM OF MEADOW LAKE #588

Policy Title: HR-015 Out of Scope Personnel Guideline

Date Amended: April 08, 2024

Replaced – Res 78/23


Reeve

Article 11 Education, Training and Meeting

11.1 Education

1. The Employer encourages furthering of education of all staff.
2. The costs incurred in education tuition and books shall be subject to CAO approval.
3. If the Manager requires time off for the purpose of furthering their education, a letter in writing to the Employer must be completed if the Manager will require more than 5 working days to complete the education. All days off will be without pay.
4. The Manager may take their vacation allotment to complete the education in so far as their vacation allotment allows.

11.2 Training

1. The Employer shall allow for training of all staff as it relates to their position, subject to budget constraints.
2. The Manager must have prior approval to attend training.
3. The Employer shall pay for all accommodation and approved expenses incurred while at the training session.

11.3 Meetings

1. The Employer shall allow the Manager to attend all meetings, conferences, and conventions as they relate to the position they fill, subject to approval by the CAO.
2. The Employer shall pay for all accommodations, meals, meeting expenses, mileage to and from the training facility and the wages while at the meetings

11.4 Wage Schedule

As per individual contract.



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Policy #HR-015

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