

RM OF FISH CREEK NO. 402  
AGENDA  
December 7, 2021  
9:00 am

1. Call to order
2. Adopt Agenda - Conflict of Interest
3. Minutes of Previous Meeting – November 2, 2021 Regular Meeting
4. Business arising from Minutes:
5. Statement of Financial Activities – November 2021
6. Correspondence:
  - 6.1 Wakaw RCMP- New Members Update
  - 6.2 SARM- Nomination Call for the 2022 Lieutenant Governor's Award
  - 6.3 Grant Thornton- Letter of Engagement
  - 6.4 Wakaw Library- Half Hour Donation Request
  - 6.5 The Rural Sheaf- November 2021
  - 6.6 SARM-(PSIP)Property Self Insurance Program Renewal
  - 6.7 Judy Harwood- Div. 5 Director Message
  - 6.8 Town of Cudworth-Rec Board Spending
  - 6.9 Building/Development Permit-Kyle Lingel
7. Accounts Payable
8. Delegations:
  - 8.1
9. Council Member/CAO Reports
10. New Business
  - 10.1 Municipal Revenue Sharing Grant – Declaration of Eligibility for 2022-23
  - 10.2 Percentage of Administration Staff And Office Expenses Shared with Town of Wakaw
  - 10.3 Wakaw Library Extra Half Hour Donation
  - 10.4 Lakeview Pioneer Lodge- Funding Support
  - 10.5 Payment of Year End Accounts
  - 10.6 Outstanding Accounts Receivable
  - 10.7 Custom Work Rates
  - 10.8 Council Indemnity
  - 10.9 Employee Cell Phone Allowance
  - 10.10 Terrence Schneider- Resignation-Effective Nov 15, 2021
  - 10.11 Fish Creek- Wakaw Planning District - Official District Community Plan Bylaw No. 3/2021 – Second & Third Readings (Following Public hearings posted by Crosby Hanna – Jim Walters)
  - 10.12 Zoning Bylaw No. 4/2021 Second & Third Readings(Following Public hearings posted by Crosby Hanna – Jim Walters)
  - 10.13 CAO Hiring
  - 10.14 Conexus- Credit Cards
  - 10.15 Conexus- CAFT (Customer Automated Funds Transfer)
  - 10.16 Public Disclosure Statements
  - 10.17 Regular Council Meetings 2022
  - 10.18 Deputy Reeve
  - 10.19 Signing Authorities
  - 10.20 Holiday Office Hours
  - 10.21 Shawn Kohle-Probation
11. Other Business
  - Christmas Bonus/Gift Cards- In Lieu of Christmas Party
12. Adjournment

December 07, 2021

A Regular Meeting of the Council of the Rural Municipality of Fish Creek No. 402 was held on Tuesday December 07, 2021 in Council Chambers at 121 Main St. Wakaw, SK.

**MEMBERS OF THE COUNCIL PRESENT**

**Reeve:** Bob Kramchynski

**Councillors:** Lawrence Sosnowski, Terry Yuzik, Peter Roslinski,  
Chris Dutchak, Maurice Werezak

**Absent:** Corey Venne

**Assistant Administrator:** Ann Olson

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Reeve Bob Kramchynski called the meeting to order at 9:05 a.m.

**199/21 AGENDA \* ROSLINSKI**

That the Agenda be accepted as presented. *CARRIED.*

**\* Reeve Kramchynski suspended Council Meeting @ 9:09 a.m. for Public Hearing. Meeting was called back to order at 9:25 a.m.**

**200/21 MINUTES \* YUZIK**

That the Minutes of the previous meeting held on November 2, 2021 be approved as read. *CARRIED.*

**201/21 RESCIND RESOLUTION # 197/21 \* YUZIK**

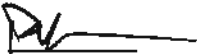
That Resolution #197/21 related to changing the Percentage of the Administration Staff and Expenses shared with the Town of Wakaw be rescinded. There will be no change to the percentage of shared costs for Office Administration Staff and shared office costs. It will remain at the 60% / 40% split with the RM of Fish Creek being responsible for the 40% costs and the Town of Wakaw being responsible for the 60% costs. *CARRIED.*

**202/21 PERCENTAGE OF ADMINISTRATION STAFF AND EXPENSES SHARED WITH THE TOWN OF WAKAW \* SOSNOWSKI**

That the Percentage of shared costs for Office Administration Staff and shared office costs to remain the same with the RM of Fish Creek being responsible for 40% of the costs and the Town of Wakaw being responsible for 60% of the costs. As per discussion with the Town of Wakaw during their November 10, 2021 Council Meeting where RM of Fish Creek Council representatives were a delegate in attendance. *CARRIED.*

**203/21 FINANCIAL ACTIVITIES \* DUTCHAK**

That the statement of Financial Activities for the month of November 2021, be approved as read. *CARRIED.*

  
B.K.

**204/21 CORRESPONDENCE \* ROSLINSKI**

That the following correspondence being dealt with be filed:

1. Wakaw RCMP – New Members Update
2. SARM – Nomination call for 2022 Lieutenant Governors Award
3. Grant Thornton – Letters of Engagement
4. Wakaw Library – Donation Request
5. The Rural Sheaf – November 2021
6. Town of Cudworth Rec Board Spending
7. Kyle Lingel – Building Permit. *CARRIED.*

**205/21 WAKAW LIBRARY DONATION REQUEST \* YUZYK**

That Council allocate \$582.00 for the donation to the Wakaw Library for 2022. *CARRIED.*

**206/21 GRANT THORNTON – ENGAGEMENT AGREEMENT \* DUTCHAK**

That Council sign and accept the Letter of Engagement to perform our annual audit and provide our annual financial statements to the Municipality. *CARRIED.*

**207/21 BUILDING / DEVELOPMENT PERMIT – KYLE LINGEL \* SOSNOWSKI**

That Building/ Development Permit for Kyle Lingel be “tabled” to next meeting to allow administration time to gather more information from Kyle Lingel. *CARRIED.*

**208/21 ACCOUNTS PAYABLE \* WEREZAK**

That the accounts totaling \$77,718.85 be approved for payment as attached to these minutes. *CARRIED.*

**209/21 LAKEVIEW PIONEER LODGE \* YUZYK**

That the RM of Fish Creek support funding towards the Lakeview Pioneer Lodge of \$2500.00 per year until 2025. *CARRIED.*

**210/21 PUBLIC DISCLOSURE STATEMENTS \* WEREZAK**

That Council acknowledge the signing of Council Members “Public Disclosure Statements”. *CARRIED.*

**211/21 MUNICIPAL REVENUE SHARING GRANT- DECLARATION OF ELIGIBILITY \* ROSLINSKI**

That the council of the RM of Fish Creek No. 402 confirm the Municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant: Submissions of the 2021 Audited Financial Statement to the Ministry of Government Relations;

Municipality is in good standing with respect to reporting and remittance of Education Property Taxes;

Adoption of Council Procedures Bylaw;

Adoption of Employee Code of Ethics and all members of council have filed and annually update their public disclosure statements as required, and that we authorize the administrator to sign the declaration of eligibility and submit it to the Ministry of Government Relations.

The Municipality does not run a municipal waterworks system.

*CARRIED.*



B.K.

**212/21 CUSTOM WORK RATES \* DUTCHAK**

That council approve the 2022 Custom Work Rates as follows:

Track Hoe	\$185/hour
Grader/Patrol	\$140/hour
	\$160/hour Winter
Tractor, Mower	\$140/hour
Backhoe	\$140/hour
Scraper (TS14)	\$170/hour
Cat	\$170/hour
Semi/Low Boy	\$150/hour

As per attached Custom Work Rate Sheet. *CARRIED.*

**213/21 COUNCIL INDEMNITY \* ROSLONSKI**

That the following rates for Council Indemnity be set at the following commencing January 1, 2022:

Regular and Committee Meetings, Road Supervision, Conventions and Full Day Seminars	Reeve: Full Day \$250 Half Day \$125 Councillors: Full Day \$200 Half Day \$100
Regional Park, Wakaw Recreation Board, Watershed Authority, Lakeview Pioneer Lodge, Wakaw Joint Administration, EMO/OHS, Wapiti/Alvena Library Board Employee Hiring Committee Planning & Development Committee	\$100 per meeting
Mileage for R.M. travel by Council or Employees	\$0.55/km
Cell Phone Usage	\$15/month

*CARRIED.*

**214/21 EMPLOYEE CELLPHONE ALLOWANCE \* SOSNOWSKI**

That \$25.00 per month cell phone allowance be allocated to each RM of Fish Creek outside employee to cover costs relating to personal cell phone use to RM purposes. *CARRIED.*

**215/21 TERRENCE SCHNEIDER – RESIGNATION \* WEREZAK**

That the letter dated November 1, 2021 to advise Council of the Letter of Resignation provided by Terrence Schneider as Chief Administrative Office effective November 15, 2021 and be accepted with regret. *CARRIED.*

**216/21 FISH CREEK – WAKAW PLANNING DISTRICT – OFFICIAL COMMUNITY PLAN – BYLAW 03/2021 \* WEREZAK**

That the Fish Creek – Wakaw Planning District – Official Community Plan Bylaw 03/2021, be given its second reading. *CARRIED.*

  
B.K

**217/21 FISH CREEK - WAKAW PLANNING DISTRICT – OFFICIAL COMMUNITY PLAN BYLAW 03/2021 \* YUZIK**

That the Fish Creek – Wakaw Planning District – Official Community Plan Bylaw 03/2021 be given its third reading. Signed & Adopted. *CARRIED.*

**218/21 ZONING BYLAW No. 04/2021 \* SOSNOWSKI**

That the Zoning Bylaw No. 04/2021 be given its second reading. *CARRIED.*

**219/21 ZONING BYLAW No. 04/2021 \* ROSLINSKI**

That the Zoning Bylaw No. 04/2021 be given its third reading. Signed and Adopted. *CARRIED.*

**220/21 CAO HIRING \* DUTCHAK**

That Council approve the hiring of Melissa Dieno for the position of CAO for a five year term effective December 15, 2021. That Melissa Dieno be paid an annual salary of \$96,000.00, as per Joint Office Salary Guidelines, from the date of hire and the year 2022 with increases on January 1 of 4% annually to December 31, 2026 and SARM Level 5 Health and Dental coverage fully paid for by the Municipality. The RM of Fish Creek No. 402 will be responsible for 40% and the Town of Wakaw responsible for 60% under the Joint Administration Agreement and that Council authorized the Deputy Reeve to sign the contract on behalf of the RM of Fish Creek No. 402. *CARRIED.*

**221/21 CONEXUS CREDIT CARD \* WEREZAK**

That a Conexus Credit Card with an \$8000.00 credit limit be approved and issued to the RM of Fish Creek No. 402 and that credit cards be issued to CAO, Melissa Dieno and Reeve, Robert Kramchynski. *CARRIED.*

**222/21 CONEXUS CREDIT UNION – CUSTOMER AUTOMATED FUNDS TRANSFER (CAFT) \* SOSNOWSKI**

That Conexus Credit Union, be provided a Letter of Direction, that appoints Melissa Dieno, CAO effective December 15, 2021 to act as sole authority to review and approve of payroll Customer Automated Funds Transfer (CAFT) transactions initiated by Assistant Administrator effective December 15, 2021. *CARRIED.*

**223/21 DEPUTY REEVE \* ROSLINSKI**

That Terry Yuzik be appointed as Deputy Reeve for the year 2022. *CARRIED.*

**224/21 REGULAR COUNCIL MEETINGS 2022 \* YUZIK**

That Council set Regular Council Meetings for the first Tuesday of each month. November through April at 9:00 a.m. and May through October start time 8:00 a.m. as per Council Procedures Bylaw. *CARRIED.*

  
B.K

**225/21            SIGNING AUTHORITIES \* SOSNOWSKI**

That the Signing officers for the RM of Fish Creek No. 402 be CAO, Melissa Dieno, and Reeve, Robert Kramchynski effective December 15, 2021. *CARRIED.*

**226/21            PAYMENT OF YEAR END ACCOUNTS \* DUTCHAK**

That council authorize the Reeve and CAO to pay all year end accounts as at December 31, 2021 and a list of the accounts paid be presented at the January 2022 meeting. *CARRIED.*

**227/21            OUTSTANDING ACCOUNTS RECEIVABLE \* ROSLINSKI**

That the CAO be authorized to add to the Tax Roll on December 31, 2021 any amounts owing for custom work, gravel, well keys and/or fire charges. *CARRIED.*

**228/21            HOLIDAY OFFICE HOURS \* YUZYK**

That the Council approve the following holiday hours as follows:  
December 24, 2021 – closed at 12 noon  
December 25, 26, 2021 – closed  
December 27, 28, 2021 – closed (in lieu of December 25 & 26)  
December 31, 2021 – closed at 3 pm  
January 1, 2, 2022 – closed  
January 3, 2022 – closed (in lieu of January 1). *CARRIED.*

**229/21            PROBATION PERIOD \* WEREZAK**

That Council is in agreement that Shawn Kohle has successfully passed probationary period effective January 8, 2022. *CARRIED.*

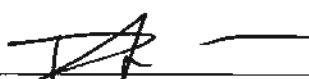
\* Assistant Administrator Ann Olson declared Conflict of Interest, due to being an employee in discussion with employee Christmas vouchers & bonuses and left chambers at 12:20 p.m, returning at 12:30 p.m.


**230/21            EMPLOYEE CHRISTMAS VOUCHERS/BONUSES \* DUTCHAK**

That Council authorize Christmas Gift Cards and Bonuses be purchased and given To all RM of Fish Creek Employees as follows in Lieu of Christmas party:  
Lloyd (Mikey) Read and Jody Giesbrecht = \$500.00 Bonus  
Ann Olson = \$800.00 Bonus  
Randy Kaminecki = \$75.00 Gift Card  
Lawrence Pawluk, Victor Roslinski, Shawn Kohle = \$25.00 Gift Card.  
*CARRIED.*

**231/21            ADJOURNMENT \* DUTCHAK**

That this meeting be adjourned at 12:45 p.m. *CARRIED.*

  
\_\_\_\_\_  
Bob Kramchynski, Reeve

  
\_\_\_\_\_  
Ann Olson, Assistant Administrator  
M. Dieno CAO