

RM OF FISH CREEK NO. 402
AGENDA
December 13th, 2022
9:00 am

1. Call to order

**** Oath of Office: Reeve Sawitsky and all members of the new council ****

2. Adopt Agenda - Conflict of Interest

3. Minutes of Previous Meeting – November 8th, 2022 Regular Meeting

4. Business arising from Minutes:

5. Statement of Financial Activities – November 2022

6. Correspondence:
- 6.1 Wakaw RCMP- Stats report
 - 6.2 SARM- Nomination Call for the 2022 Lieutenant Governor's Award
 - 6.3 PHO Neuberger- upcoming webinars
 - 6.4 APAS December 2022 Newsletter
 - 6.5 The Rural Sheaf- November 2022
 - 6.6 SARM-(PSIP)Property Self Insurance Program Renewal
 - 6.7 Sask Assc. Of Watersheds December newsletter
 - 6.8 Centralized Board of Revision
 - 6.9 RMAA Curling Friday January 27th, 2023 in Allan
 - 6.10 SARM Weekly Policy Bulletins
 - 6.11 NCTPC Workshop on Governance, Decision Making and Risk Management
 - 6.12 Gravel stock pile measure
 - 6.13 Department of Ag RM #402 Land Report
 - 6.14 North East 8 Health Council year end review Dec 15th, 2022
 - 6.15 HELP International shelterbelt tree program
 - 6.16 Joe Clavelle from Prairie Steel retirement announcement

7. Accounts Payable

8. Delegations:
- 8.1- 9:30 am RCMP report
 - 8.2- 9:45 am Ed Martens- concerns to address with Council

9. Council Member/ CAO Report/ Foreman Report
- 9.1- 10:00 am Foreman Burkart report

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 Civic Addressing- Crosby Hanna only provided a quote
 - 10.4 Public Disclosure Statements
 - 10.5 Payment of Year End Accounts
 - 10.6 Outstanding Accounts Receivable
 - 10.7 Custom Work Rates
 - 10.8 Council Indemnity review
 - 10.9 Employee Cell Phone Allowance
 - 10.10 Laptop for RM shop- discussion
 - 10.11 L. Fehr follow up to final payment and certificate of completion
 - 10.12 Board of Revision appointment
 - 10.13 2023 council appointments
 - 10.14 Fuel tender, do we do this annually?
 - 10.15 Interact (Debit payments) for RM ratepayer payments- discussion
 - 10.16 Transfer station discussion- Co-operative agreement for REACT?
 - 10.17 Regular Council Meetings 2023 Jan 10, Feb 14, Mar 14, April 11, May 9, June 13, July 11, Aug 8, Sept 12, Oct 10, Nov 14, Dec 12.
 - 10.18 Deputy Reeve appointment

- 10.19 Signing Authorities
- 10.20 Holiday Office Hours
- 10.21 Operator holiday hours
- 10.22 Direct deposit for council indemnity and remuneration
- 10.23 Advertisement for office assistant
- 10.24 Epp purchase of Dept of Highway parcel's, RM acknowledgement
- 10.25 Grader purchase discussion
- 10.26 SARM Annual Convention March 13 – 16th, 2023 Who is attending?
- 10.27 Emergency vehicle lighting for First Responders
- 10.28 Resolution to delete road diversions where section of road not used
- 10.29 Clearing of Rg Road 2280 from Hwy 41 to Twp Rd 421, is this an all-season road or is it custom work when cleared?
- 10.30 In camera- personnel discussion

11. Other Business

Christmas Bonus/Gift Cards- For staff

12. Municipal Leader Roles and Responsibilities Webinar 1:00 pm – 4:30 pm

13. Adjournment: Next meeting is Tuesday January 10th, 2023 at 9:00 am

December 13, 2022

A Regular Meeting of the Council of the Rural Municipality of Fish Creek No. 402 was held on Tuesday December 13, 2022 in Council Chambers at 121 Main St. Wakaw, SK.

MEMBERS OF THE COUNCIL PRESENT

Reeve: Ryan Sawitsky

Councillors: Lawrence Sosnowski, Terry Yuzik, Peter Roslinski, Corey Venne, Maurice Werezak

Absent: Chris Dutchak

CAO: Melissa Dieno

Deputy Reeve Yuzik called the meeting to order at 9:03 a.m.

**New Council was sworn in and the Oath of Office completed by all Members of Council.*

**Reeve Sawitsky took over chairing the meeting.*

230/22 AGENDA * WEREZAK

That the Agenda be approved as amended:

ADD: 10.31 – RM Recreation Grants

10.32 – RM Policy Review

10.33 – RM Council Meeting Times

10.34 – Outside Employee Winter Staff

DELETE: Delegate Ed Martens. *CARRIED.*

231/22 MINUTES * YUZIK

That the Minutes of the previous meeting held on November 8, 2022 be approved as read. *CARRIED.*

232/22 FINANCIAL ACTIVITIES * ROSLINSKI

That the statement of Financial Activities for the month of November 2022, be approved as read. *CARRIED.*

233/22 CORRESPONDENCE * SOSNOWSKI

That the following list of Correspondence having been circulated now be filed:

6.1 Wakaw RCMP- Stats report

6.2 SARM- Nomination Call for the 2022 Lieutenant Governor's Award

6.3 PHO Neuberger- upcoming webinars

6.4 APAS December 2022 Newsletter

6.5 The Rural Sheaf- November 2022

6.6 SARM-(PSIP)Property Self Insurance Program Renewal

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6.13 Department of Ag RM #402 Land Report

6.14 North East 6 Health Council year end review Dec 15th, 2022

6.15 HELP International shelterbelt tree program

6.16 Joe Clavelle from Prairie Steel retirement announcement. *CARRIED.*


R.S.

234/22 ACCOUNTS PAYABLE * VENNE

That the accounts totaling \$98,997.87 be approved for payment as attached to these minutes. *CARRIED.*

*10:30 – 11:50am – Foreman Burkart presented his report to Council

*12:35 pm – Recessed for lunch

* 1:34 pm – Reconvened.

235/22 REPORTS * ROSLINSKI

That we accept the reports from Council, Foreman Report (attached to minutes) and CAO Report (attached to minutes) as presented. *CARRIED.*

236/22 MUNICIPAL REVENUE SHARING GRANT- DECLARATION OF ELIGIBILITY * SAWITSKY

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.

237/22 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. *CARRIED.*

238/22 PUBLIC DISCLOSURE STATEMENTS * YUZYK

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

239/22 PAYMENT OF YEAR END ACCOUNTS * WEREZAK

That council authorize the Reeve and CAO to pay all year end accounts as at December 31, 2022 and a list of the accounts paid be presented at the January 2023 meeting. *CARRIED.*

240/22 OUTSTANDING ACCOUNTS RECEIVABLE * VENNE

That the CAO be authorized to add to the Tax Roll on December 31, 2022 any amounts owing for custom work, gravel, well keys and/or fire charges. *CARRIED.*


R.S.

241/22 EMPLOYEE CELLPHONE ALLOWANCE * VENNE

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.*

242/22 COUNCIL CELL PHONE ALLOWANCE * VENNE

That Council members cell phone allowance be increased to \$25.00 per month effective January 1, 2023. *CARRIED.*

243/22 REVIEW BOARD APPOINTMENTS * WEREZAK

That the 2023 Board Appointments are as follows:

Board of Revision/Zoning Appeals Committee	Chris Dutchak, Lawrence Sosnowski, Terry Yuzik
Dr. Recruitment	Maurice Werezak
Lakeview Pioneer Lodge	Hollie Remenda (Member @ Large)
Alvena/Wapiti Library	Peter Roslinski
Wakaw Lake Regional Park	Ryan Sawitsky Alternate Corey Venne
Wakaw Recreation Board	Chris Dutchak
South Sask Watershed/Carrot River Watershed Authority	Chris Dutchak
Joint Administration	Ryan Sawitsky, Terry Yuzik
Road Reconstruction Committee	Chris Dutchak, Corey Venne, Peter Roslinski
EMO Committee	Terry Yuzik, Chris Dutchak
OHS Safety Committee/Equipment	Lawrence Sosnowski, Chris Dutchak
Employee Hiring	Council
Planning & Development	Ryan Sawitsky, Maurice Werezak, Corey Venne

CARRIED.

244/22 DEBIT MACHINE * YUZIK

That Council authorize CAO Dieno to lease/purchase a debit machine for the RM of Fish Creek payments. *CARRIED.*

245/22 REGULAR COUNCIL MEETINGS 2023 * SAWITSKY

That Council set Regular Council Meetings for the ~~first~~^{second} 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 on January 10, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12, October 10, November 14, December 12. *CARRIED.*

246/22 TIME CHANGE REGULAR COUNCIL MEETINGS * VENNE

That time of regular Council meetings from February to August be changed to begin at 7:00 pm. *CARRIED.*

RS
R.S.

247/22 DEPUTY REEVE * SAWITSKY

That Terry Yuzik be appointed as Deputy Reeve for the year 2023. *CARRIED.*

248/22 SIGNING AUTHORITIES * SOSNOWSKI

That newly elected Reeve Ryan Sawitsky be authorized as a signing authority for the RM of Fish Creek No.402 effective December 13, 2022. *CARRIED.*

249/22 OUTSIDE EMPLOYEE HOLIDAY SHUT DOWN * ROSLINSKI

That the RM of Fish Creek No. 402 operators be on a holiday shut down from December 26 to January 1, 2023 inclusively with regular hours resuming January 2, 2023 and that in the event of a major snowfall operators will report for work. *CARRIED.*

250/22 COUNCIL - CAFT DIRECT DEPOSIT * WEREZAK

That Council and members at large that receive remuneration for attending meetings on behalf of the Municipality be registered for CAFT direct deposit payments that are initiated by Assistant Administrator and approved by CAO. *CARRIED.*

251/22 ADVERTISE FOR OFFICE ASSISTANT * SAWITSKY

That CAO Dieno advertise for a full time permanent office assistant for the joint municipal office. *CARRIED.*

252/22 CHANGE PARCEL CLASS * WEREZAK

That the RM of Fish Creek No. 402 has been notified by Darrel Epp regarding the impending changes with the purchase of plan 77PA19582 Ext 1 and Blk/Par A Plan 77PA19582 Ext 0 in SE 30-42-27 W2 from the Department of Highways and that these parcels are to be combined; the combined parcels to be changed from- Parcel class "Public Improvement", to "Parcel (Generic) and furthermore the combined parcel is to be tied to Darrel Epp's existing property NE 19 42 27 W2 Ext 4 surface parcel number 164941027. *CARRIED.*

253/22 PURCHASE 2022 CAT 140 TANDEM MOTORGRADER WITH TRADE IN * YUZIK

That we trade in the CASE Motor grader on a 2022 CAT 140 tandem motor grader for the quoted price of \$377,392.80 from Finning and that we finance the balance after the trade in value with the Conexus Credit Union for a 3 year term at a fixed interest rate of 6.25 %. *CARRIED.*

254/22 FIRST RESPONDER EMERGENCY LIGHT AUTHORIZATION * WEREZAK

That the RM of Fish Creek No. 402 authorize First Responder Pamela Winteringham the use of an emergency light for her vehicle when responding in the line of duty to medical emergencies. *CARRIED.*

255/22 DELETION OF OLD ROAD DIVERSIONS * SAWITSKY

That we approve the deletion of any old road diversions that are no longer maintained as municipal right of ways and that any costs to delete them are the responsibility of the current land owner initiating the deletion. *CARRIED.*

256/22 MOVE IN CAMERA * YUZYK

That Council move in camera at 3:15 pm for personnel discussion. *CARRIED.*

257/22 MOVE OUT OF CAMERA * VENNE

That Council move out of camera at 3:41 pm upon discussion completion. *CARRIED.*

258/22 OUTSIDE EMPLOYEE RAISES * SAWITSKY

That Shawn Kohle and Lloyd (Mikey) Read each be given a \$2.00 per hour raise effective January 1, 2023. *CARRIED.*

259/22 CUSTOM WORK RATES * ROSLINSKI

That council approve the 2023 Custom Work Rates as follows:

Track Hoe	\$240/hour
Grader/Patrol	\$200/hour
Loader	\$160/hour
Tractor, Mower	\$200/hour
Backhoe	\$150/hour
Scraper (TS14)	\$265/hour
Cat	\$220/hour
Semi/Low Boy	\$150/hour

Effective January 1, 2023.

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

260/22 REC BOARD ALLOCATIONS * ROSLINSKI

That the RM of Fish Creek No. 402 provide allocations for recreation to the following: Town of Wakaw - \$2000.00
Town of Cudworth - \$1000.00
Village of Alvena - \$500.00. *CARRIED.*

261/22 ADJOURNMENT * SOSNOWSKI

That this meeting be adjourned at 4:05 Pm to meet again Tuesday January 10, 2023 at 9:00 am. *CARRIED.*



Ryan Sawitsky, Reeve



Melissa Dieno, CAO