

December 08, 2021

A Regular Meeting of the Council of the Town of Wakaw was held on Wednesday, December 08, 2021 in Council Chambers 121 Main St. Wakaw, SK.

**MEMBERS OF THE COUNCIL PRESENT:**

**Mayor:** Steve Skoworodko

**Councillor:** Iris Fleming, Michael Markowski, Rob Michayluk, Terry Ostafichuk, Chad Parenteau, Michael Romanchuk

**Assistant Administrator:** Ann Olson

The meeting was called to order by Mayor Steve Skoworodko in Council Chambers at 7:00 p.m.

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**239/21 AGENDA \* MARKOWSKI**

That the agenda be adopted as presented. *CARRIED.*

**\* Mayor Steve Skoworodko suspended Council Meeting @ 7:01 p.m. for a Public Hearing. Meeting was called back to order at 7:05 p.m.**

**240/21 MINUTES \* ROMANCHUK**

That the Minutes of the Regular Council Meeting held on November 10, 2021 be approved as read. *CARRIED.*

**241/21 FINANCIAL ACTIVITIES NOVEMBER 2021 \* OSTAFICHUK**

That the CAO's Statement of Financial Activities for the month of November, 2021 be approved as read. *CARRIED.*

**242/21 CORRESPONDENCE \* FLEMING**

That the following correspondence being dealt with be filed:

- 1) Grant Thornton Engagement Letter
- 2) B & B Enforcement – November 2021 Report
- 3) Water Security Agency – Lagoon Compliance Inspection
- 4) Wakaw Library – Additional Hours Donation
- 5) Hand Delivered Letter – Ray O'Donovan
- 6) Little Minnows Daycare Letter
- 7) Grant Thornton – Result of Interim Audit. *CARRIED.*

**243/21 WAKAW LIBRARY EXTRA HOURS DONATION 2022 \* ROMANCHUK**

That council allocate \$1164.01 for extra hours for 2022 to the Wakaw Library. *CARRIED.*

**244/21 FURNACE – TOWN SHOP \* MICHAYLUK**

That Council authorize the replacement of the furnace in the Town Shop as per quote from Complete Plumbing and Heating – Jos Molendijk, at a cost of \$2989.85. *CARRIED.*

**245/21 LITTLE MINNOWS DAYCARE WATER & SEWER REQUEST \* OSTAFICHUK**

That council authorize a quarterly water & sewer bill for the Little Minnows Daycare at a rate of \$404.00 minimum quarterly whereby council would rebate the minimum charge. Little Minnows is responsible for the overage charge on each bill for the year 2022. *CARRIED.*

**246/21 GRANT THORNTON – ENGAGEMENT AGREEMENT \* MICHAYLUK**

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

**247/21 ACCOUNTS \* OSTAFICHUK**

That the November 2021 Accounts in the amount of \$181,657.05 be approved as presented. *CARRIED.*

**248/21 IN CAMERA SESSION \* OSTAFICHUK**

That Council enters as an In Camera Session at 9:15 p.m. *CARRIED.*

**249/21 RETURN TO REGULAR SCHEDULED COUNCIL MEETING AGENDA \* MARKOWSKI**

That Council returns to the Regular Scheduled Council Meeting Agenda at 9:25 p.m. *CARRIED.*

**250/21 EMPLOYEE CHRISTMAS VOUCHERS / BONUSES \* PARENTEAU**

That Council authorize Christmas Gift Cards and Bonuses to be purchased and given to Town of Wakaw Employees as follows:

Ann Olson = \$1000.00 Bonus  
Jody Giesbrecht = \$500.00 Bonus  
Staff Gift Cards = \$700.00. *CARRIED.*

**251/21 FISH CREEK – WAKAW PLANNING DISTRICT – OFFICIAL COMMUNITY PLAN BYLAW No. 06/21 \* OSTAFICHUK**

That the Fish Creek – Wakaw Planning District – Official Community Plan Bylaw No. 06/21 be given its second reading. *CARRIED.*

**252/21 FISH CREEK – WAKAW PLANNING DISTRICT – OFFICIAL COMMUNITY PLAN BYLAW No. 06/21 \* ROMANCHUK**

That the Fish Creek – Wakaw Planning District – Official Community Plan Bylaw No. 06/21 be given its third reading. Signed and adopted. *CARRIED.*

**253/21 ZONING BYLAW No. 07/21 \* MICHAYLUK**

That the Zoning Bylaw No. 07/21 be given its second reading. *CARRIED.*

**254/21 ZONING BYLAW No. 07/21 \* PARENTEAU**

That the Zoning Bylaw No. 07/21 be given its third reading. Signed and adopted. *CARRIED.*

**255/21 PUBLIC DISCLOSURE STATEMENTS \* MARKOWSKI**

That council acknowledge the signing of council members “Public Disclosure Statements”. *CARRIED.*

**256/21 MUNICIPAL REVENUE SHARING GRANT-DECLARATION OF ELIGIBILITY \* OSTAFICHUK**

That the council of the Town of Wakaw confirm the Municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant: Submission of 2020 Audited Financial Statement to the Ministry of Government Relations;

Submission of 2020 Public Reporting on Municipal Waterworks 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. *CARRIED.*

**257/21 FIRE DEPARTMENT OFFICIALS \* MARKOWSKI**

That the following be appointed for the Wakaw Fire Department 2022:

Fire Chief – Ray Baumann

Deputy Fire Chief – Albert Venne. *CARRIED.*

**258/21 EMO CO-ORDINATOR \* MARKOWSKI**

That council appoint Ray Baumann as EMO Co-ordinator for 2022, furthermore he receive \$500 annually. *CARRIED.*

**259/21 FIRE CHIEF SALARY \* FLEMING**

That the monthly salary payable to the Fire Chief be set at \$1,170.00 for the year 2022, and furthermore Deputy Fire Chief, Albert Venne receive an honorarium of \$214.00 per month effective January 1, 2022. *CARRIED.*

**260/21 FIREMANS WAGES \* OSTAFICHUK**

That the following be established for Fireman's wages for the year 2022:

Junior Fireman: \$20.30 per hour

Senior Fireman: \$25.00 per hour

Level 1 Certification \$26.00 per hour. *CARRIED.*

**261/21 TRANSIT VAN OPERATOR WAGES \* MICHAYLUK**

That the following wages for 2022 be established for the Transit Van Operators:

\$255.00 per week based on Tuesday & Thursday each week

Extra Hours: \$15.00 per hour

Waiting Time: Van at location – Full rate up to 8 hours then overtime.

*CARRIED.*

\* Mike Romanchuk declared Conflict of Interest due to caretaker being his sister and left chambers at 9:42 p.m., returning at 9:45 p.m.

**262/21 MUNICIPAL OFFICE / LIONS DEN CONTRACT 2022 \* PARENTEAU**

That Council renew the Municipal Office / Lions Den Cleaning Contract for maintenance with Maria Romanchuk at a 4% increase. Contract amount will be \$835.00 per month for 2022. Saskatchewan Workers Compensation premiums to be paid by the Town of Wakaw. Contract to remain in effect until terminated by either party or renegotiated. *CARRIED.*

\* Ann Olson declared Conflict of Interest due to being the contractor for the Rec Centre and left chambers at 9:45 p.m returning, at 9:50 p.m.

**263/21 REC CENTRE CONTRACT \* MARKOWSKI**

That Council renew the Rec Centre Cleaning Contract for maintenance with Ann Olson at a 4% increase. Contract amount will be \$2080.00 per month. Saskatchewan Workers Compensation premiums to be paid by the Town of Wakaw. Contract to remain in effect until terminated by either party or renegotiated. *CARRIED.*

**264/21 DEPUTY MAYOR \* ROMANCHUK**

That councillor Michael Markowski be appointed as Deputy Mayor for 2022. *CARRIED.*

**265/21 BOARD APPOINTMENTS \* FLEMING**

That the following appointments be made:  
Recreation Board: Michael Markowski, Ann Olson, Michael Romanchuk  
Museum Board: Terry Ostafichuk  
Sask Water Rate Review: Rob Michayluk  
Lakeview Pioneer Lodge: Iris Fleming  
Curling Club: VACANT  
Bowling Committee: Terry Ostafichuk  
Regional Park: Michael Markowski, Rob Michayluk, Chad Parenteau  
Joint Administration: Steve Skoworodko, Iris Fleming  
Watershed Committees: Rob Michayluk  
Doctor Recruitment: VACANT  
Wapiti/Wakaw Library: Iris Fleming  
Zoning District Appeals Board: Chad Parenteau, Michael Romanchuk  
Wheatland Rail: Steve Skoworodko, Alternate: Gary Harrison  
Minor Sports Council Representative: Chad Parenteau  
Club 99: Iris Fleming  
Community Health Committee: Terry Ostafichuk, Chad Parenteau  
REACT: Steve Skoworodko, Rob Michayluk  
Health & Wellness Committee: Iris Fleming  
Little Minnows Daycare: Michael Romanchuk  
Planning & Development: Michael Markowski, Chad Parenteau, Rob Michayluk  
Community Safety Officer: Mike Romanchuk. *CARRIED.*

**266/21 STANDING COMMITTEES \* PARENTEAU**

That the council standing committees for 2021/2022 be set as follows:  
General Government and Fiscal Services: Chad Parenteau, Terry Ostafichuk  
Protective Services: Terry Ostafichuk, Rob Michayluk  
Transportation Services: Michael Romanchuk, Rob Michayluk  
Recreation and Culture: Michael Markowski, Iris Fleming  
Waterworks & Sewage System: Michael Romanchuk  
Employee Health & Safety: Michael Romanchuk  
CUPE: Steve Skoworodko, Chad Parenteau  
The Chairman of the committee being the first named on each committee and the Mayor being on all. *CARRIED.*

**267/21 REGULAR COUNCIL MEETINGS \* OSTAFICHUK**

That regular town council meetings will be set for the second Wednesday of Every month at 7:00 p.m. as per the council procedures bylaw. *CARRIED.*

**268/21 CHANGE OF COUNCIL MEETING DATE IN JANUARY 2022 \* MICHAYLUK**

That the next Regular Council Meeting be Tuesday, January 19, 2022.  
*CARRIED.*

**269/21 CAO HIRING \* FLEMING**

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.*

**270/21 CONEXUS SIGNING AUTHORITIES – FINANCIAL SERVICES \* FLEMING**

That Conexus Credit Union be provided a Letter of Direction advising that effective December 15, 2021:

1. Ann Olson be removed as a signing authority
2. Melissa Dieno be added as a signing authority. Furthermore any two of the following sign: CAO – Melissa Dieno  
Mayor – Steve Skoworodko  
Deputy Mayor – Michael Markowski
3. Melissa Dieno (CAO) and Steve Skoworodko be authorized to approve banking payments initiated by the Assistant Administrator. Furthermore, that Michael Markowski (Deputy Mayor) be authorized to approve online payments in the absence of the CAO or Mayor.

*CARRIED.*

**271/21 CONEXUS CREDIT UNION – CUSTOMER AUTOMATED FUNDS TRANSFER (CAFT) \* PARENTEAU**

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. Furthermore that Steve Skoworodko (Mayor) or Michael Markowski (Deputy Mayor) be allowed to release funds in the absence of the CAO. *CARRIED.*

**272/21 CONEXUS CREDIT CARD \* OSTAFICHUK**

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 Mayor, Steve Skoworodko. *CARRIED.*

**273/21 PAYMENT OF YEAR END ACCOUNTS \* ROMANCHUK**

That council authorize Mayor and Deputy Mayor 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.*

**274/21 WATER RECORDS REVIEW \* PARENTEAU**

That Council acknowledge the inspection of the water quality records.  
*CARRIED.*

**275/21 ADJOURNMENT \* OSTAFICHUK**

That this meeting be adjourned at 10:25 p.m. *CARRIED.*

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Steve Skoworodko, Mayor

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Ann Olson, Assistant Administrator