

RM of NORTH QU'APPELLE NO.187

Agenda

Tuesday, January 6, 2015

1. Call to Order
2. Approval of minutes – December 10, 2014
3. Business Arising From Minutes
4. Correspondence
 - a. APAS – Newsletter
 - b. EMO Notes from December 5, 2014 meeting
 - c. SARM – Agri-value growth Summit
 - d. Volvo – update on back hoe and grader parts and service (10 & 15 years)
 - e. Industry Canada DC 150 Program – Lobby for funding – internet speeds in Rural communities
5. Delegation Constantine Yannikostas – Beaver Bounty 9:30 am
6. Reports
 - a. D. Duesterbeck – Foreman
 - b. K. Hutchinson – CLPC
 - c. H. McDonald – lagoon
 - d. M. DeDecker
7. Financial Reports / Accounts for payment / Bank reconciliation
8. Unfinished Business
 - a. 2011 PDAP update
 - b. Photocopier – cost comparison
 - c. Subdivision approval NW 8-12-13 W2 and SW 8-20-12 W2
 - d. Town of Fort Qu'Appelle Fire Agreement & Reserve – Meeting 3rd week of January
9. New Business
 - a. SARM membership renewal
 - b. SARM fidelity bond
 - c. SARM liability self-insurance plan
 - d. SARM Self-insurance renewal
 - e. Staffing Wages
 - f. Dudley & Company LLP – Terms of Engagement Letter
 - g. Records Retention Bylaw 15-001
 - h. Fee/custom work renewals
 - i. Taxation refund of discount – Pasqua Lake
 - j. Sask. Lotteries allocations
 - k. Beaver Bounty
 - l. Eradication officers
10. Adjournment

Rural Municipality of North Qu'Appelle No. 187
Regular meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
January 6, 2015

Present: Reeve: Harry McDonald
Council Members: Division 1 Tom Braithwaite
Division 2 Leonard Horsman
Division 3 George MacPherson
Division 4 Gord Peagam
Division 5 Marcel DeDecker
Division 6 John Linklater
Division 7 Ken Hutchinson

Staff: Acting Administrator – Marcy Johnson
Foreman – Darwin Duesterbeck

A quorum being present, Reeve H. McDonald called the meeting to order at 9:00 am.

15-001 MINUTES / K. HUTCHINSON

"THAT the minutes of the regular meeting of council held December 10, 2014 be accepted as presented. "

CARRIED

Councilor G. Peagam arrived at the meeting at 9:10 a.m.

Reeve H. McDonald called a recess meeting at 9:10 a.m. – to take a picture of RM Council

Reeve H. McDonald reconvene meeting at 9:14 a.m.

15-002 RM COUNCIL PACKAGES / J. LINKLATER

"THAT Council package for meetings only include the previous minutes and current agenda."

CARRIED

15-003 RM SALARIES FOR 2015 / J. LINKLATER

"THAT the salaries for the employees of the RM of North Qu'Appelle be as per attached wages schedule for the 2015 year."

CARRIED

15-004 REPORTS / M. DEDECKER

"THAT the verbal report from Foreman D. Duesterbeck be accepted as presented."

CARRIED

15-005 CORRESPONDENCE / G. PEAGAM

"THAT the following correspondence, having be read, be filed:

- a. APAS – Newsletter
- b. EMO Notes from December 5, 2014 meeting
- c. SARM – Agri-value growth Summit
- d. Volvo – update on back hoe and grader parts and service (10 & 15 years)
- e. Industry Canada DC 150 Program – Lobby for funding – internet speeds in Rural communities"

CARRIED

15-006 PHONE EXPENSE / G. MACPHERSON

"THAT Council approve the reimbursement of \$50.00 a month for the Acting Administrators personal phone bill to use for work related matters. "

CARRIED

15-007 REPORTS / L. HORSMAN

"THAT the following verbal reports be accepted as presented:

- Councilor M. DeDecker regarding the Well Road
- Councilor K. Hutchinson regarding CLDPC
- Reeve H. MacDonald regarding the Lagoon
- Acting Administrator M. Johnson regarding office matters"

CARRIED

Councilor K. Hutchinson left council chambers at 9:30 a.m.

Foreman D. Duesterbeck left council chambers at 9:35 a.m.

Rural Municipality of North Qu'Appelle No. 187
Regular meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
January 6, 2015

15-019 BYLAW 15-001 / T. BRAITHWAITE

"THAT Bylaw 15-001, Records Retention, be read for the first time."

CARRIED

15-020 BYLAW 15-001 / L. HORSMAN

"THAT Bylaw 15-001, Records Retention, be read for the second time."

CARRIED

15-021 BYLAW 15-001 / G. MACPHERSON

"THAT Bylaw 15-001, Records Retention, be given 3 readings at this meeting."

CARRIED

15-022 BYLAW 15-001 / G. PEAGAM

"THAT Bylaw 15-001, Records Retention, be read for the third time and passed."

CARRIED

15-023 REFUND TO TAXES / M. DEDECKER

"THAT the property owner of Lot 17 Block 02 Plan 61R32781 receive a credit of \$109.75, to the tax roll of 83041."

CARRIED

15-024 SASKLOTTERIES GRANT / G. PEAGAM

"THAT the following allocations be made under the Saskatchewan Lotteries Community Grant Program for the 2015 year: Edgeley 80, Village of B-Say-Tah 50, Town of Fort Qu'Appelle 533, Village of Lebreton 20, Village of Lipton 20 and Town of Cupar 25."

CARRIED

15-025 BEAVER BOUNTY / G. MACPHERSON

"THAT Council approve the Acting Administrator and Office Manager the authority to permit RM ratepayers the Beaver Bounty of \$30.00 without grant funding and \$45.00 with approved grant funding. This bounty will only apply for full adult tails."

CARRIED

15-026 ERADICATION OFFICERS / L. HORSMAN

"THAT Council approve the following individuals be appointed Nuisance Wildlife Eradication Officers for the RM; Rick Klyne, Darwin Dueterbeck, Can Dukart, Chris Perry, and Kevin Livingston. Restricted to the following, shotgun up to a max of 12 gauge, rimfire, and approved traps."

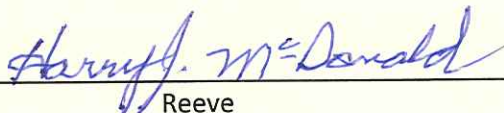
CARRIED


15-025 ADJOURNMENT / J. LINKLATER

"That the Regular meeting of Council be adjourned at 11:35 a.m."

CARRIED

Approved this 20th day of January, 2015.


Reeve


Acting Administrator


Records Destruction Schedule Bylaw

Rural Municipality of North Qu'Appelle No. 187 BYLAW NO. 15-001


A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

The Council of the RM of North Qu'Appelle No. 187, in the Province of Saskatchewan, enacts as follows:

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.



Reeve




Administrator

Read for the first time this 6 day of January, 2015.

Read for the second time this 6 day of January, 2015.

Read for the third time this 6 day of January, 2015.

Certified A True Copy of Bylaw No.
15-001 passed by the Council of the
Rural Municipality of North Qu'Appelle
No. 187 on the 6th day of January, 2015.



Administrator

Schedule A Bylaw 15-001

RECORDS RETENTION AND DISPOSAL SCHEDULE

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence etc.)	2006 & older	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	2006 & older	Dispose
1.5 Bank Accounts (includes records related t termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliation, deposit books cheques stubs/duplicate)	2006 & older	Dispose
1.7 Budget – related reports	2006 & older	Dispose
1.8 Cash payment and receipts (includes cash payments books, printouts, cash reports and summaries, register tapes etc.)	2006 & older	Dispose
1.9 Debentures/loans (includes register, coupons, etc.)	2006 & older	Dispose
1.10 Federal/Provincial remittance	2006 & older	Dispose
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards reports, journals, etc.)	2006 & older	Dispose
1.14 Local improvement roll	2006 & older	Dispose
1.16 Requisition/Purchase orders	2006 & older	Dispose

2 ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.3 Appeals (under the Planning and development act	2006 & older	Dispose
2.4 Celebrations and events	2010 & older if concluded	Dispose
2.6 Change of ownership documents	2006 & older	Dispose
2.8 Inquires (under Local Authority Freedom of Information and protection of Privacy Act)	2006 & older	Dispose
2.10 Insurance policies – Property (includes insurance claims)	2006 & older after termination/cancelation of policy	Dispose
2.12 Public Notice Documentation	2012 & older after event for notice was given	Dispose

2.14 Tax assessment appeals	2006 & older after final decision rendered	Dispose
2.15 Tax Assessment records (assessor's valuation records, reassessment sheets, etc.	2010 & older after superseded by new assessment or obsolete	Dispose
2.16 tax certificates	2006 & older	Dispose
2.17 Tax and Assessment undelivered Notices (where a notice is undelivered or returned due to an unknown address the notice shall be retained – section 216 and 268 The Municipalities Act)	2006 & older	Dispose
2.18 Tax enforcement records	2006 & older after tax title property sold or property disposed of in any other manner	Dispose
2.19 Other enforcement Records (includes pest control records)	2006 & older after settlement	Dispose

3. ELECTIONS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	January 2015	Dispose
3.4 Declaration of polls	January 2015	Dispose
3.6 Nominations and receipts	January 2015	Dispose
3.11 Poll Books	January 2015	Dispose
3.13 Voters' Registration Forms	January 2015	Dispose
3.14 Ballot Box Contents (includes ballots, registration forms, etc.)	January 2015	Dispose

4. EMPLOYEE / EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.2 Income Tax (T4s, TD1s, etc.)	2006 & older	Dispose

Report Date
05/01/2015 2:20 PM

R.M. of North Qu'Appelle #187
List of Accounts for Approval
As of 31/12/2014
Batch: 2014-00140 to 2014-00142

Page 1

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: AP - AP GENERAL				
Computer Cheques:				
4748	30/12/2014	Carrier, Apache	payroll	1,918.99
4749	30/12/2014	Erickson, Randy	payroll	2,308.81
4750	30/12/2014	Johnson, Marcy	payroll	2,875.72
4751	30/12/2014	Kulaway, Ken	payroll	1,239.08
4752	31/12/2014	Canadian Linen & Uniform Servi	rags	31.14
4753	31/12/2014	Carrier, Apache	Regina-Pars-160km	80.00
4754	31/12/2014	Cervus Equipment Peterbilt	Pete - Safety	1,158.24
4755	31/12/2014	Chatterson Lumber (1981) Ltd.	Office paint & supplies	496.66
4756	31/12/2014	Commercial Truck Equipment Co	Pete-control module	394.94
4757	31/12/2014	Cupar C & D Area Authority	taxes collected	690.40
4758	31/12/2014	Decorby, Doug	PC-50 tails @ \$30.00	1,500.00
4759	31/12/2014	Dickie, John	Oct.9-14-Spraying	258.50
4760	31/12/2014	Dudley & Company	Exit Audit	550.00
4761	31/12/2014	Duesterbeck, Darwin	Expenses-personal truck	169.00
4762	31/12/2014	Erickson, Randy	132km-Balcarres-paint	66.00
4763	31/12/2014	Golder Associates Ltd.	PDAP-Shill's Coulee	1,449.41
4764	31/12/2014	Grasslands News Group	RM-Zoning Bylaw	270.03
4765	31/12/2014	Horsman, Leonard	indemnity	5,269.00
4766	31/12/2014	Hutchinson, Kenneth	Xmas party supplies	485.83
4767	31/12/2014	Jackson Bros. Bobcat Services	12 yds gravel-Div5	4,246.20
4768	31/12/2014	Johnson, Marcy	expenses	1,251.89
4769	31/12/2014	Johnson, Marcy	Office - cash float	100.00
4770	31/12/2014	John Deere Financial	Lucas air tool	6.59
4771	31/12/2014	Kell Kar Holdings	Storage unit rental	1,386.00
4772	31/12/2014	John Linklater	indemnity	380.75
4773	31/12/2014	Lorraine's Kitchen	Christmas Party	766.63
4774	31/12/2014	Macleods True Value	shop supplies	33.26
4775	31/12/2014	MacPherson, George	Departing gift-D. Lugin	145.76
4776	31/12/2014	McDonald, Harry	indemnity	4,831.50
4777	31/12/2014	Mel's Locksmith & Repairs	5 shop keys	100.00
4778	31/12/2014	MuniSoft	Work Station	1,970.85
4779	31/12/2014	OW Towing Services	Dodge-tow from Lebret	382.20
4780	31/12/2014	Peagam, Gord	indemnity	1,970.50
4781	31/12/2014	Princess Auto	shop supplies	125.31
4782	31/12/2014	Profile Tire	bulb	188.64
4783	31/12/2014	Queen's Printer Revolving Fund	RM Release 2014-2	120.75
4784	31/12/2014	RoBo Sales	fuel	1,667.71
4785	31/12/2014	SARM Saskatchewan Association	signs	1,158.19
4786	31/12/2014	Sask Energy	office	360.94
4787	31/12/2014	Sask Power	GV street lights	2,224.15
4788	31/12/2014	Sask Tel Cmr	office	156.94

Total for AP: 44,786.51

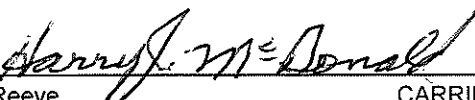
H.J.M. mg

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05/01/2015 2:20 PM

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Batch: 2014-00140 to 2014-00142

ayment #	Date	Vendor Name	Reference	Payment Amount
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Mover

	
Reeve	CARRIED LOST

Bank Reconciliation as of November 30, 2014

CHEQUES		Bank statement balance November 30		(\$286,363.56)
No.	Amount			
		Adjustments:		
4605	80.00			
4640	1,014.50			
4641	1,676.85			
4642	1,000.00	Add - o/s deposit		
4643	30.68			
4646	3,520.00	Incorrect Receipt -thru internet banking		
4650	30.00			
4653	42.00			
4655	2,195.00	Deduct - o/s cheques		121,969.12
4656	17,970.45			
4659	3,621.50			
4663	84.72			
4664	94.50			
4666	8,886.15	Adjusted Statement Balance		(\$408,332.68)
4668	4,583.89			
4669	3,412.50			
4670	555.35			
4672	192.49			
4675	1,920.44	General Ledger		
4676	525.00	Balance as at November 30		(\$408,332.74)
4677	1,378.45			
4679	9,699.06			
4680	210.00	Adjustments:		
4683	266.80			
4684	273.00			
4685	1,000.00	Add -		
4686	378.00	Cash Deposits - rounding off pennies		\$0.06
4691	3,218.85			
4692	220.00			
4695	2,435.63			
4696	16,641.71			
4697	1,410.78			
4698	2,067.91	NSF Cheque		
4699	1,415.76			
4700	400.00			
4701	3,850.56			
4702	15,348.30			
4703	8,278.62			
4704	2,039.67	Adjusted		
		General Ledger Balance		(\$408,332.68)
	121,969.12			

Records Destruction Schedule Bylaw

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BYLAW NO. 15-001

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Harry J. McDonald Reeve
Marcy Johnson Administrator

Read for the first time this 6th day of January, 2015.

Read for the second time this 6th day of January, 2015.

Read for the third time this 6th day of January, 2015.



Schedule A Bylaw 15-001

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4.2 Income Tax (T4s, TD1s, etc.)	2006 & older	Dispose

2015 Salaries		2014	2015	Hourly	Increase	Fort San	NOGPA	LTD	month total	
Marcy 2.7 %		\$49,719.96	\$51,062.40	\$28.36	\$1,342.44	\$4,800.00		inc	\$4,255.20	
Nicole - 2.7%		\$34,236.60	\$35,160.99	\$19.53	\$924.39			inc	\$2,930.08	
Darwin 2.7%		\$66,522.84	\$68,318.96	\$35.58	\$1,796.12		\$1,200.00	incl.	\$5,693.25	
Ken 2.7%		\$22.50	\$23.11		\$0.61					
Randy 2.7%		\$22.50	\$23.11		\$0.61					
Apache 2.7%		\$21.00	\$21.57		\$0.57					
2015 Wage Costs										
	Ken									
Hourly Rate		\$22.50	\$28.36	Apache \$21.57	Darwin \$35.58	Randy \$23.11	Nicole 19.53			
Stat. Holiday @4%		\$0.90	\$1.42	\$1.08		0.92	0.98			
		\$23.40	\$29.78		\$35.58	\$24.03	20.51			
Holiday Pay @5/52										
Holiday Pay @3/52		\$1.35	\$1.72		\$35.58	\$1.39	1.18			
		\$24.75	\$31.50			\$25.42	21.69			
Payroll Costs @18%										
Payroll Costs @20%		\$4.95								
Payroll Costs @23%			\$7.24		\$8.18	\$5.85	4.99			
Payroll Costs @8%		\$29.70	\$38.74		\$43.76	\$31.26	26.68			
2013 Wages & Benefits		\$310,796.47								
2014 Proposed		\$362,785.00								
change (approx 16.7%i		\$51,988.53								