

RM of NORTH QU'APPELLE NO.187
Agenda Regular Meeting of Council

Tuesday, February 24, 2015

1. Call to Order
2. Electronic Meeting – Councillor Hutchinson
3. Approval of minutes – February 10, 2015
4. Business Arising From Minutes
5. Reports
 - a. D. Duesterbeck – Foreman
 - b. M. Johnson – Acting Administrator
 - c. H. McDonald –
 - d. L. Horsman – Works
6. Delegation
 - a. L. Ennis Jasmin on Echo 10:30 a.m.
7. Correspondence
 - a. Lower Qu'Appelle Water Shed – AGM early June
 - b. East Central Transportation Planning Committee – Spring Workshop March 4
 - c. Clearview 4-H support
 - d. Fort Times – Tourist Guide
 - e. Fort Times – Agriculture Edition
 - f. SARM – TLE trust fund
 - g. Calling Lakes EMO Planning Group - Minutes
 - h. PARCS – update
 - i. PREP – Provincial Rat Eradication Program
8. Accounts for Payment / Financial Activities / Bank Reconciliation
9. Unfinished Business
 - a. 2011 PDAP update
 - b. Town of Fort Qu'Appelle Fire Agreement & Reserve
 - c. Scrap Tire – location & Navy League
 - d. General Guidelines Policy for Roads
 - e. Subdivision SW ¼ 33-20-14 W2
 - f. Second and Third Reading of Official Community Plan Bylaw 13-07
 - g. Second and Third Reading of the Zoning Bylaw 13-08
10. New Business
 - a. Janitorial contract
 - b. Website
 - c. Munisoft – training
 - d. Munisoft – software
 - e. Water Security Agency – Qu'Appelle River Dam Emergency Plan
 - f. SARM resolution
 - g. Rental of 3rd Grader
 - h. Rental of Padfoot packer
 - i. APAS membership
11. Other Business
12. In Camera Session
13. 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
February 24, 2015

Present:	Reeve:	Harry McDonald
	Council Members:	Division 1 Tom Braithwaite
		Division 2 Leonard Horsman
		Division 3 George MacPherson
		Division 4 Gord Peagam
		Division 7 Ken Hutchinson via skype
	Staff:	Acting Administrator – Marcy Johnson
		Foreman – Darwin Duesterbeck
Absent:	Council Members:	Division 5 Marcel DeDecker
		Division 6 John Linklater

A quorum being present, Reeve H. McDonald called the meeting to order at 9:02 am.

15-054 ELECTRONIC ATTENDANCE / T. BRAITHWAITE

"THAT Council acknowledges Councillor Ken Hutchinson is attending the Regular Meeting of Council via Skype."

CARRIED

15-055 MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of Council held February 10, 2015 be accepted as presented. "

CARRIED

15-056 REPORTS / G. MACPHERSON

"THAT the following verbal reports be accepted as presented:

Foreman D. Duesterbeck regarding outside works issues
Acting Administrator M. Johnson regarding office matters
Reeve H. MacDonald regarding Service Agreement SW 8-20-12 W2; North Valley Waste; Office Services meeting with Resort Village of Fort San
L. Horsman regarding works for 2015."

CARRIED

Foreman D. Duesterbeck left council chambers at 9:15 a.m.

15-057 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE/ G. PEAGAM

"THAT three RM Councillors attend the one day workshop Wednesday, March 4, 2015 in Balcarres Hockey Rink, registration \$20.00 per person."

CARRIED

15-058 CLEARVIEW 4H / G. PEAGAM

"THAT Council support the local Clearview 4H group at a sum of \$125.00 for the 2015 year."

CARRIED

15-059 4H DISTRICT #39 / K. HUTCHINSON

"THAT Council support the 4H District #39 group at a sum of \$125.00 for the 2015 year."

CARRIED

15-060 FORT TIMES TOURIST GUIDE / T. BRAITHWAITE

"THAT Council approve the advertising in the Fort Times Tourist Guide at a cost of 1/3 full page ad of \$375.00. This ad will be in conjunction with the Resort Village of Fort San and the Calling Lakes District Planning Commission to promote the Trans Canada Trail."

CARRIED

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February 24, 2015

15-061 FORT TIMES SPRING AGRICULTURE EDITION / L. HORSMAN

"THAT Council approve the advertising in the Fort Times Spring Agriculture Edition for a 1/3 page colour ad at a cost of \$238.79 to promote the Scrap Tire initiative that the RM is participating in."

CARRIED

15-062 CORRESPONDENCE / L. HORSMAN

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

- a. Lower Qu'Appelle Water Shed – AGM early June
- b. East Central Transportation Planning Committee – Spring Workshop March 4
- c. Clearview 4-H support
- d. Fort Times – Tourist Guide
- e. Fort Times – Agriculture Edition
- f. SARM – TLE trust fund
- g. Calling Lakes EMO Planning Group - Minutes
- h. PARCS – Update
- i. PREP – Provincial Rat Eradication Program."

CARRIED

15-063 ACCOUNTS FOR PAYMENT / G. MACPHERSON

"THAT the list of accounts paid by cheque number 4867 to 4873 totaling \$4,495.97 attached and forming a part of these minutes, be approved for payment."

CARRIED

15-064 STATEMENT OF FINANCIAL ACTIVITIES / G. PEAGAM

"THAT the Interim Statement of Financial Activities for the month of January, 2015, attached and forming a part of these minutes, be accepted as presented."

CARRIED

15-065 RECESS / G. PEAGAM

"THAT this meeting be recessed at 10:13 a.m. "

CARRIED

Reconvene:

Reeve H. McDonald reconvened the meeting at 10:17 a.m.

15-066 BANK RECONCILIATION / K. HUTCHINSON

"THAT the Bank Reconciliation for the month of January 2015, attached and forming a part of these minutes, be accepted as presented."

CARRIED

DELEGATION:

Lori Ennis from Jasmin on Echo – concerns from ratepayers, attached and forming part of these minutes.

15-067 SUBDIVISION SW ¼ 33-20-14 W2/ K. HUTCHINSON

"THAT Council approve the subdivision request with the understanding that any other agencies have no concerns. If concerns arise it will be brought back to RM Council."

CARRIED

15-068 BYLAW 13-07 / T. BRAITHWAITE

"THAT Bylaw 13-07 RM of North Qu'Appelle No. 187 Official Community Plan be read for the second time."

CARRIED

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15-069 BYLAW 13-07 / L. HORSMAN

"THAT Bylaw 13-07 RM of North Qu'Appelle No. 187 Official Community Plan be read for the third time and adopted."

CARRIED

15-070 BYLAW 13-08 / G. MACPHERSON

"THAT Bylaw 13-08 RM of North Qu'Appelle No. 187 Official Community Plan be read of the second time."

CARRIED

15-071 BYLAW 13-08 / G. PEAGAM

"THAT Bylaw 13-08 RM of North Qu'Appelle No. 187 Official Community Plan be read for the third time and adopted."

CARRIED

15-072 MUNISOFT TRAINING / K. HUTCHINSON

"THAT Council approve the Munisoft webinars, Accounts Payable: Advanced, Assessment Processing, Hail SK and Taxation: Intermediate for office staff at a cost of \$400.00 plus applicable taxes."

CARRIED

15-073 MUNISOFT SOFTWARE – BANK RECONCILIATION / T. BRAITHWAITE

"THAT Council approve the Munisoft Software upgrade of Bank Reconciliation at a cost of \$799.00 plus applicable taxes."

CARRIED

15-074 MUNISOFT SOFTWARE – PAYMATE / L. HORSMAN

"THAT Council approve the Munisoft Software upgrade of Paymate Acclaim – SK for RM payroll at a cost of \$650.00 plus applicable taxes. This software will have yearly support costs attached."

CARRIED

15-075 RENTAL OF 3RD GRADER / G. MACPHERSON

"THAT Council approve the rental of a 3rd grader from Redhead equipment for the spring season."

CARRIED

15-076 RENTAL OF PADFOOT PACKER / G. PEAGAM

"THAT Council approve the rental of the Padfoot Pacer for the 2015 spring road work season."

CARRIED

15-077 APAS MEMBERSHIP / T. BRAITHWAITE

"THAT Council approve the membership to APAS, Agriculture Producers Association of Saskatchewan, at a fee of \$6,948.88."

CARRIED

15-078 ENGINEER FOR SHOP / K. HUTCHINSON

"THAT Council approve the hire of Greg Sturgeon of Palantir Designs to help with the design and information on the new shop."

CARRIED

15-079 ADJOURNMENT / T. BRAITHWAITE

"That the Regular meeting of Council be adjourned at 12:10 p.m."

CARRIED

Approved this 13 day of March, 2015.


Reeve


Acting Administrator

Next meeting of Council Friday, March 13, 2015 at 9:00 a.m.

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 13-07

This is a Bylaw of The Rural Municipality of North Qu'Appelle No. 187 to adopt an Official Community Plan.

This Bylaw was advertised in a weekly paper on December 12, 2014 and December 19, 2014 and a public hearing was held on January 20, 2015.

This Bylaw was adopted pursuant to *The Planning and Development Act, 2007*, and shall come into force on the date of final approval by the Minister of Government Relations.

COUNCIL READINGS AND ADOPTION

Read a first time this 10th day of September, 2013.

Read a second time this 24th day of February, 2015.

Read a third time this 24th day of February, 2015.



Harry J. McDonald
Reeve

[Signature]
Administrator

Certified a true copy of Bylaw
No 13-07 passed by the Council
of the Rural Municipality of
North Qu'Appelle No 187 on the
24th day of February, 2015.
[Signature] Administrator.

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 13-08

This is a Bylaw of The Rural Municipality of North Qu'Appelle No. 187 to adopt a Zoning Bylaw

This Bylaw was advertised in a weekly paper on December 12, 2014 and December 19, 2014 and a public hearing was held on January 20, 2015.

This Bylaw was adopted pursuant to *The Planning and Development Act, 2007*, and shall come into force on the date of final approval by the Minister of Government Relations.

COUNCIL READINGS AND ADOPTION

Read a first time this 10th day of September, 2013.

Read a second time this 24th day of February, 2015.

Read a third time this 24th day of February, 2015.



Henry McDonald
Reeve

MGM
Administrator

Certified a true copy of
Bylaw 13-08 passed by the
Council of the Rural Municipality
of North Qu'Appelle No. 187 on
the 24th day of February, 2015

MGM *MGM*
Administrator.

R.M. of North Qu'Appelle #187
Statement of Financial Activities - Condensed
For the Period Ending January-31-15

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	(169.29)	(169.29)		(169.29)	
Net Municipal Taxes	(169.29)	(169.29)	0.00	(169.29)	0.00
Penalties on Tax Arrears	1,781.07	1,781.07		1,781.07	
Total Taxation:	1,611.78	1,611.78	0.00	1,611.78	0.00
Fees and Charges					
Sale of Supplies and Gravel	114.50	114.50		114.50	
General Office Services	3,011.66	3,011.66		3,011.66	
Total Fees and Charges:	3,126.16	3,126.16	0.00	3,126.16	0.00
Total REVENUES:	4,737.94	4,737.94	0.00	4,737.94	0.00
EXPENDITURES					
General Government Services					
Wages	7,930.28	7,930.28		(7,930.28)	
Benefits	2,134.89	2,134.89		(2,134.89)	
Professional/Contract Services	10,565.15	10,565.15		(10,565.15)	
Utilities	50.00	50.00		(50.00)	
Maintenance, Material and Supplies	5,434.80	5,434.80		(5,434.80)	
Total General Government Services:	26,115.12	26,115.12	0.00	(26,115.12)	0.00
Transportation Services					
Maintenance					
Wages	15,981.47	15,981.47		(15,981.47)	
Benefits	4,806.05	4,806.05		(4,806.05)	
Professional/Contractual Services	238.10	238.10		(238.10)	
Total Maintenance:	21,025.62	21,025.62	0.00	(21,025.62)	0.00
Construction					
Benefits	(4.67)	(4.67)		4.67	
Total Construction:	(4.67)	(4.67)	0.00	4.67	0.00
Total Transportation Services:	21,020.95	21,020.95	0.00	(21,020.95)	0.00
Environmental Services					
Professional/Contractual Services	3,394.31	3,394.31		(3,394.31)	
Total Environmental Services:	3,394.31	3,394.31	0.00	(3,394.31)	0.00
Recreation and Cultural Services					
Grants and Contributions	3,891.16	3,891.16		(3,891.16)	
Total Recreation and Cultural Services:	3,891.16	3,891.16	0.00	(3,891.16)	0.00
Utilities					
Water					
Professional/Contractual Services				(21.00)	
Total Water:	0.00	0.00	0.00	(21.00)	0.00
Total Utilities:	0.00	0.00	0.00	(21.00)	0.00
Total EXPENDITURES:	54,421.54	54,421.54	0.00	(54,442.54)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	4,737.94	4,737.94	0.00	4,737.94	0.00
EXPENDITURES	54,421.54	54,421.54	0.00	(54,442.54)	0.00
CHANGE IN NET FINANCIAL ASSETS	(49,683.60)	(49,683.60)	0.00	(49,704.60)	0.00
Change in Net Assets	(49,683.60)	(49,683.60)	0.00	(49,704.60)	0.00
Change in Surplus	(49,683.60)	(49,683.60)	0.00	(49,704.60)	0.00

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R.M. of North Qu'Appelle #187
Statement of Financial Activities - Condensed
For the Period Ending January-31-15

	Current	Year To Date	Budget	Variance	%
Account Balances					
Cash and Investments					
Cash - On Hand - Petty Cash			300.00		
Cash - Bank - Demand	(45,050.79)	(45,050.79)	(494,160.04)		
Total Cash and Investments:	(45,050.79)	(45,050.79)	(493,860.04)		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Rural	(5,615.21)	(5,615.21)	56,658.83		
Municipal - Tax Receivable - Urban	(2,460.74)	(2,460.74)	78,809.87		
Municipal - Tax Receivable -Taylor Beach	(2,387.02)	(2,387.02)	187.82		
Municipal - Tax Receivable -Pasqua Lake	(3,641.45)	(3,641.45)	13,938.77		
Municipal - Tax Receivable -P.L. Special	(1.30)	(1.30)	2,296.03		
Municipal - Tax Recv. - Fire Truck Spec.	7.64	7.64	772.27		
Municipal - Tax Receivable - Tax Enforc.	14.19	14.19	1,603.99		
Municipal - Adjustment/Cancellation			1.00		
Municipal - Allow. for Uncollected			(11,694.86)		
Total Municipal Taxes Receivable:	(14,083.89)	(14,083.89)	142,573.72		

Certified correct and in accordance with the records

Presented to council on

(Date)

Reeve


Administrator

Handwritten signature

Report Date
20/02/2015 3:14 PM

R.M. of North Qu'Appelle #187
List of Accounts for Approval
As of 20/02/2015
Batch: 2015-00015 to 2015-00016

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
4867	24/02/2015	Fort Qu'Appelle & District 02/15membership	membership	100.00	100.00
4868	24/02/2015	Johnson, Marcy 02/15 expenses	expenses	185.00	185.00
4869	24/02/2015	Johnson, Marcy 02/15 pettycash	petty cash	141.21	141.21
4870	24/02/2015	John Deere Financial 545401	fluid & filter	98.83	98.83
4871	24/02/2015	OW Towing Services 02/15 tow	Tow Dodge-FQ to IH	249.90	249.90
4872	27/02/2015	Grismer, Camille 02/15 contract	garbage contract	3,501.03	3,501.03
4873	27/02/2015	Paradise Janitorial Services 02/15 contract	janitor contract	220.00	220.00
Total for AP:					4,495.97


eve



Bank Reconciliation as of January 31, 2015

O/S	CHEQUES	Bank statement balance January 31	(\$464,205.08)
No.	Amount		
4758	1,500.00	Adjustments:	
4766	485.83		
4775	145.76		
4807	60.00	Add - o/s deposit	\$3.00
4816	100.00		
4817	350.00		
4823	2,116.86		
4825	2,938.76		
4828	220.00	Deduct - o/s cheques	29,957.87
4829	3,182.00		
4830	11,067.69		
4831	6,572.97		
4832	1,218.00		
		Adjusted Statement Balance	(\$494,159.95)
	29,957.87		
		General Ledger	
		Balance as at January 31	(\$494,160.04)
		Adjustments:	
		Add -	
		Cash Deposits - rounding off pennies	\$0.09
		NSF Cheque	
		Adjusted	
		General Ledger Balance	(\$494,159.95)



February 20, 2015

To: RM of North Qu'Appelle No 187

From: The residents of Jasmin on Echo

Dear Council,

Jasmin on Echo has a hearing with you at 10:30 am on Tuesday, Feb. 24. I would like to give you advance notice of the concerns and questions we would wish to have addressed at this time.

- 1) The issue of fire protection. The installation of fire hydrants in the development.
- 2) The paving of the road - Aaron Drive. At the meeting in October of 2013, we were told that a hard surface would be applied in the spring of 2014. This did not happen and we would like an explanation and time when this will be done.
- 3) The beach development. Are you going to do this and if not why? And if you do not feel that it is your responsibility could you provide us with the documentation to back this up.
- 4) We understand that the light standard at the entrance to our development has been denied. Why? And were they shown the danger that results from not having that light provided?
- 5) In the Service Agreement of the RM of North Qu'Appelle and Jasmin Developers point 6.5 it states that there is a designated area provided by the RM for the disposal of all garbage other than regular household waste. Can you please tell me where this designated sight is?
- 6) There is no street signage up as of yet for Aaron Drive.
- 7) As is our biggest request to become a part of The Resort Village of Fort San, we would like a written proposal from you outlining what requirements you will need to make releasing our development jurisdiction to that of The Resort Village of Fort San Council possible. We feel that being a part of a resort village would better represent who we are and what our development has to offer.

Kindest Regards

Lori Ennis for Jasmin on Echo residents

FEB 20 2015