

RM of NORTH QU'APPELLE NO.187

Agenda

Tuesday, March 22, 2016 9:00 am

1. Call to Order
2. Approval of Minutes –
 - a. Regular Meeting March 11, 2016
 - b. Special Meeting March 15, 2016
3. Business Arising From Minutes
4. Reports
 - a. D. Duesterbeck – Foreman
 - b. H. McDonald – Drainage / North Valley Waste Management
 - c. M. Johnson – Administration
5. Delegate – E. Steginus – Organized Hamlet of Pasqua Lake 10:00 a.m.
6. Bylaws
 - a. 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and Other Assessment or Taxation Information
7. Correspondence
 - a. Municipal Hail – Audited Consolidated Report
 - b. J. Harding
 - c. V. Hamilton – Removal of Ties
8. Accounts for Payment / Statement of Financial Activities / Bank Reconciliation
9. Unfinished Business
 - a. Treaty Four Holding Corporation – Reserve Status
 - b. Shop
10. New Business
 - a. Election Training – June 2, 2016 Regina office closed
 - b. Professional Development policy
 - c. Borrow Pit Policy
 - d. Custom work Policy
 - e. Tax Enforcement
 - f. C. Yannikostas – Beaver Bounty
 - g. Gate Division 4 NW 18-21-13 W2
11. Other Business
12. In Camera
13. Adjournment

H.J.M.
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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
Tuesday, March 22, 2016

Present: Reeve: Harry McDonald
Council Members: Division 2 Leonard Horsman
Division 4 Gord Peagam
Division 6 John Linklater
Division 7 Ken Hutchinson

Staff: Administrator – Marcy Johnson

Absent: Division 1 Tom Braithwaite
Division 3 George MacPherson
Division 5 Marcel DeDecker

A quorum being present, Reeve H. McDonald called the meeting to order at 9:05 a.m.

16-106 MINUTES / L. HORSMAN

“THAT the minutes of the regular meeting of Council held March 11, 2016 be accepted as presented. “

CARRIED

16-107 MINUTES / G. PEAGAM

“THAT the minutes of the Special Meeting, held March 15, 2016 be accepted as presented. “

CARRIED

16-108 LOT 6 BLOCK 6 PLAN 83R36401 REFUNDABLE DEPOSIT / J. LINKLATER

“THAT RM Council approve refunding the \$5,000 refundable deposit for the building move at Lot 6 Block 6 Plan 83R36401 on the recommendation of Division 1 Councilor.”

CARRIED

16-109 REPORTS / K. HUTCHINSON

“THAT the following verbal reports from:

- a. H. McDonald – Drainage / North Valley Waste Management Authority Inc.
- b. M. Johnson – Administration

be accepted as presented.”

CARRIED

DELEGATE – E. STEGINUS 9:40 a.m. – 9:50 a.m.

Presented Council with documentation regarding the absence of signage identifying Braumberger Beach and to obtain clarification in regards to the process taken in the selection of individuals approved and appointed by the RM as Nuisance Wildlife Eradication officers.

16-110 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / L. HORSMAN

“THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the first time.”

CARRIED

16-111 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / G. PEAGAM

“THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the second time.”

CARRIED

16-112 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / J. LINKLATER

“THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be given three readings at this meeting.”

CARRIED

Handwritten signatures:
H. McDonald
M. Johnson

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
Tuesday, March 22, 2016

16-113 BYLAW 16-05 A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION INFORMATION / K. HUTCHINSON

"THAT Bylaw 16-05 A Bylaw to Establish Fees for the Provision of Tax Certificates and other Assessment or Taxation Information be read for the third time and adopted."

CARRIED

16-114 RECESS / L. HORSMAN

"THAT this meeting be recessed at 9:55 a.m. "

CARRIED

16-115 RECONVENE / G. PEAGAM

"THAT this meeting reconvene 10:00 a.m. "

CARRIED

16-116 CORRESPONDENCE / J. LINKLATER

"That the following Correspondence be accepted as presented:

- a. Municipal Hail – Audited Consolidated Report
- b. J. Harding
- c. V. Hamilton – Removal of Ties."

CARRIED

16-117 ACCOUNTS FOR PAYMENT / K. HUTCHINSON

"THAT the list of accounts, attached hereto and forming a part of these minutes, cheque numbers 5693 to 5711 totaling \$18,208.94, is hereby approved by RM Council for payment."

CARRIED

16-118 STATEMENT OF FINANCIAL ACTIVITIES / L. HORSMAN

"THAT the Statement of Financial Activities for the month of February 2016, attached and forming a part of these minutes, be accepted as presented."

CARRIED

16-119 BANK RECONCILIATION / G. PEAGAM

"THAT the Bank Reconciliation for the month of February 2016, attached and forming a part of these minutes, be accepted as presented."

CARRIED

16-120 ENVIRONMENTAL STUDY LOTS 19-22 BLOCK 3 PLAN 1867 / J. LINKLATER

"THAT RM Council approve the shop committee to arrange that Lots 19-22 Block 3 Plan 1867 get environmentally assessed up to a cost of \$5,000."

CARRIED

16-121 ELECTION TRAINING / K. HUTCHINSON

"THAT RM Council approve the Administrator, Marcy Johnson, and office staff Nicole Keith and Linda Peagam to attend the Election Training held in Regina on June 2, 2016; AND FURTHERMORE, the RM office will be closed for training."

CARRIED

16-122 PROFESSIONAL DEVELOPMENT POLICY / L. HORSMAN

"THAT RM Council approve the Professional Development Policy as presented."

CARRIED

16-123 BORROW PIT POLICY / G. PEAGAM

"THAT RM Council approve the Borrow Pit Policy as presented."

CARRIED

16-124 C. YANNIKOSTAS BEAVER BOUNTY

"THAT RM Council acknowledge the request for C. Yannikostas to be on the beaver bounty list for 2016; AND FURTHERMORE, C. Yannikostas will not be placed on the list."

CARRIED



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
Tuesday, March 22, 2016

16-125 ADJOURNMENT / K. HUTCHINSON

"That the Regular meeting of Council be adjourned at 11:25 a.m."

CARRIED

Approved this 12 day of April, 2016.



Reeve



Administrator

Next regular meeting of Council, Tuesday, April 12, 2016 at 9:00 a.m.

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 16-05

A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF TAX CERTIFICATES AND OTHER
ASSESSMENT OR TAXATION INFORMATION

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

1. This bylaw shall be referred to as the Assessment and Taxation Information Fee Bylaw.
2. In this bylaw:
 - a) "Act" shall mean *The Municipalities Act*;
 - b) "Designated officer" shall mean the Administrator of the municipality;
 - c) "Municipality" shall mean the RM of North Qu'Appelle No. 187.
3. Upon receipt of:
 - a) a request for information or service, and
 - b) the appropriate fee as described in Schedule 1, attached hereto and forming a part of this bylaw,the municipality shall provide to the applicant the requested information or service.
4. Notwithstanding Section 3 of this bylaw, no person shall be required to pay a fee to inspect:
 - a) the assessment roll for the current year during the period the roll is open for inspection pursuant to subsection 213(1) of the Act; and
 - b) that portion of the assessment roll for the current year which council has authorized to be available for public inspection at any additional times.
5. In addition to the requirements described within subsection 276(1) of the Act, tax certificates issued by the municipality shall contain the following information:
 - a) tax levy for the previous year, if the taxes for the current year have not yet been levied;
 - b) date of registration and/or the interest number of a tax lien in favour of the municipality;
 - c) the amount of outstanding amounts which may be added to property taxes pursuant to section 405 of the Act.
6. Bylaw No. 00-05 is hereby repealed.
7. This bylaw shall come into force on March 22, 2016



Harry McDonald
Reeve

[Signature]
Administrator

Read a third time and adopted
this 22 day of March 2016

[Signature]
Administrator

Schedule 1 to Bylaw 16-05
PROPERTY ASSESSMENT AND TAXATION FEES

Service / Information	Fee
1. Tax Certificate a) each certificate b) each property c) first property d) each additional property requested at the same time	\$15.00 each
2. General property assessment and/or tax information relating to a single property a) provided verbally i) to the property owner ii) to other than the property owner b) provided in written or electronic format i) to the property owner ii) to other than the property owner	\$15.00 each

Report Date
18/03/2016 1:30 PM

R.M. of North Qu'Appelle #187
List of Accounts for Approval
As of 18/03/2016
Batch: 2016-00032 to 2016-00037

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
5693	14/03/2016	Clearview 4H 03/16 Donation	Donation	125.00	125.00
5694	14/03/2016	Fort Qu'Appelle & District 03/16 Membership	Membership Fee	100.00	100.00
5695	14/03/2016	McDonald, Harry 03/16 expense	Expense - Public Mtg	100.00	100.00
5696	14/03/2016	Provincial Emergency 03/16 Dispatch	Dispatch Agreement	910.00	910.00
5697	14/03/2016	Redhead Equipment 03/16 Seminar	Grader Maint Seminar-K & L	100.00	100.00
5698	14/03/2016	Sask Tel Cmr 03/16 Maint cel	Maint cell	68.28	68.28
5699	14/03/2016	The Workshop Fund 03/16 Workshop	Human Resources Workshop	90.00	90.00
5700	16/03/2016	Royal Canadian Legion 03/16 Rental	Public Mtg-Hall Rental-Mar 12	44.50	44.50
5701	16/03/2016	U.M.A.A.S. Election Worksh	Regina-3 attendees	267.75	267.75
5702	22/03/2016	Horsman, Leonard 03/16 Indemnity	Indemnity	1,393.40	1,393.40
5703	22/03/2016	Hutchinson, Kenneth 03/16 indemnity	Indemnity	932.75	932.75
5704	22/03/2016	Johnson, Marcy 03/16 Expenses	Expenses	192.79	192.79
5705	22/03/2016	Nicole Keith 03/16 expense	Expenses	50.00	50.00
5706	22/03/2016	Kulaway, Ken 03/16 Cell	Cell phone expense	25.00	25.00
5707	22/03/2016	North Valley Waste 1603315	Quarterly contribution	9,859.85	9,859.85
5708	22/03/2016	Success Office Systems INV121070	Photocopier	92.84	92.84
5709	22/03/2016	Webster. LLoyd 03/16 Cell	Cell phone expense	25.00	25.00
5710	31/03/2016	Cochrane, Holly 03/16 Contract	Janitor contract	330.75	330.75
5711	31/03/2016	Grismer, Camille 03/16 Contract	Garbage contract	3,501.03	3,501.03
				Total for AP:	18,208.94



Report Date
18/03/2016 1:30 PM

R.M. of North Qu'Appelle #187
List of Accounts for Approval
As of 18/03/2016
Batch: 2016-00032 to 2016-00037

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Harvey McDonald

Reeve

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R.M. of North Qu'Appelle #187
Statement of Financial Activities - Condensed
For the Period Ending 29/02/2016

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	(243.36)	(355.08)		(355.08)	
Net Municipal Taxes	(243.36)	(355.08)	0.00	(355.08)	0.00
Penalties on Tax Arrears	1,585.12	3,204.92		3,204.92	
Total Taxation:	1,341.76	2,849.84	0.00	2,849.84	0.00
Fees and Charges					
Custom Work	100.00	100.00		100.00	
Sale of Supplies and Gravel	216.88	431.88		431.88	
Licenses and Permits	3,470.00	3,470.00		3,470.00	
General Office Services	3,003.66	3,004.66		3,004.66	
Total Fees and Charges:	6,790.54	7,006.54	0.00	7,006.54	0.00
Utilities					
Water	912.25	1,204.75		1,204.75	
Total Utilities:	912.25	1,204.75	0.00	1,204.75	0.00
Conditional Grants					
Federal	42,946.92	42,946.92		42,946.92	
Total Conditional Grants:	42,946.92	42,946.92	0.00	42,946.92	0.00
Investment Income and Commissions					
Investment and Income Revenue	169.98	358.41		358.41	
Total Investment Income and Commissions:	169.98	358.41	0.00	358.41	0.00
Total REVENUES:	52,161.45	54,366.46	0.00	54,366.46	0.00
EXPENDITURES					
General Government Services					
Wages	7,776.76	15,493.52		(16,218.52)	
Benefits	16,869.64	19,754.73		(19,754.73)	
Professional/Contract Services	3,018.59	20,761.60		(21,457.38)	
Utilities	608.62	658.62		(708.62)	
Maintenance, Material and Supplies	2,491.72	9,902.16		(9,942.15)	
Other		(595.20)		595.20	
Total General Government Services:	30,765.33	65,975.43	0.00	(67,486.20)	0.00
Transportation Services					
Maintenance					
Wages	12,251.83	26,011.57		(26,011.57)	
Benefits	9,847.06	14,857.03		(14,857.03)	
Professional/Contractual Services	140.00	160.00		(160.00)	
Utilities	2,389.11	2,439.11		(2,554.29)	
Maintenance, Materials & Supplies	9,813.73	9,967.73		(9,967.73)	
Total Maintenance:	34,441.73	53,435.44	0.00	(53,550.62)	0.00
Snow Removal					
Maintenance, Materials & Supplies	3,456.00	3,456.00		(3,456.00)	
Total Snow Removal:	3,456.00	3,456.00	0.00	(3,456.00)	0.00
Total Transportation Services:	37,897.73	56,891.44	0.00	(57,006.62)	0.00
Environmental Services					
Professional/Contractual Services	4,995.48	8,329.79		(11,664.10)	
Total Environmental Services:	4,995.48	8,329.79	0.00	(11,664.10)	0.00
Recreation and Cultural Services					
Professional/Contractual Services		3,967.60		(3,967.60)	
Total Recreation and Cultural Services:	0.00	3,967.60	0.00	(3,967.60)	0.00
Utilities					
Water					
Utilities	119.81	119.81		(119.81)	

H.P. 2016
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R.M. of North Qu'Appelle #187
Statement of Financial Activities - Condensed
For the Period Ending 29/02/2016

	Current	Year To Date	Budget	Variance	%
Total Water:	119.81	119.81	0.00	(119.81)	0.00
Total Utilities:	119.81	119.81	0.00	(119.81)	0.00
Total EXPENDITURES:	73,778.35	135,284.07	0.00	(140,244.33)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	52,161.45	54,366.46	0.00	54,366.46	0.00
EXPENDITURES	73,778.35	135,284.07	0.00	(140,244.33)	0.00
CHANGE IN NET FINANCIAL ASSETS	(21,616.90)	(80,917.61)	0.00	(85,877.87)	0.00
Change in Non-Financial Assets		(105.00)		(105.00)	
Change in Net Assets	(21,616.90)	(80,812.61)	0.00	(85,772.87)	0.00
Change in Surplus	(21,616.90)	(80,812.61)	0.00	(85,772.87)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	(15,231.49)	(76,299.73)	266,597.58
Cash - Conexus (For Pipeline Deposits)	1,361.89	6,464.74	6,464.74
Total Cash and Investments:	(13,869.60)	(69,834.99)	273,362.32
Municipal Taxes Receivable			
Municipal - Tax Receivable - Rural	(1,459.32)	(1,939.23)	69,695.45
Municipal - Tax Receivable - Urban	(2,155.47)	(4,154.88)	60,246.41
Municipal - Tax Receivable -Taylor Beach	(64.97)	(130.73)	72.55
Municipal - Tax Receivable -Pasqua Lake	(533.10)	(1,453.23)	10,921.16
Municipal - Tax Receivable -P.L. Special	(32.44)	(154.46)	726.99
Municipal - Tax Recv. - Fire Truck Spec.	1.68	3.54	657.59
Municipal - Tax Receivable - Tax Enforc.	8.28	16.56	847.55
Municipal - Adjustment/Cancellation			204.02
Municipal - Allow. for Uncollected			(10,000.00)
Total Municipal Taxes Receivable:	(4,235.34)	(7,812.43)	133,371.72

Certified correct and in accordance with the records

Presented to council on
March 22/16
(Date)
MSM
Administrator

Harry J. McDonald
Reeve

R.M. of North Qu'Appelle #187
Bank Reconciliation - Detailed

CIBC - *****-01118
For Ending Date 29/02/2016

110-110-120 - Cash - Bank - CIBC
GL Balance to 29/02/2016

266,628.90

Service Charges:	-201.30
Interest Charges:	0.00
Interest Revenue:	169.98
ubtotal:	266,597.58

Future-dated Cleared Deposits:	4,274.34
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Adjusted Book Balance	270,871.92
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Bank Statement Balance:	288,545.09
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Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	19/01/2016	2016-0007	Internet Banking	RC	853.78
2	29/02/2016	BR 2-Feb	Bank entry error	GL	0.70
Subtotal:					854.48

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	16/07/2015	RC	Rev-Receipt # 150093-001	RC	-1.47
2	28/07/2015	Ch 5210	McCorriston, Holly	AP	-25.00
3	22/12/2015	Ch 5552	Kulaway, Ken	AP	-25.00
4	22/12/2015	Ch 5564	Rural Board of Examiners	AP	-200.00
5	31/12/2015		Outstanding Deposit	GL	-853.78
6	26/01/2016	Ch 5621	Webster. LLoyd	AP	-25.00
7	23/02/2016	Ch 5646	East Central Transportation	AP	-90.00
8	23/02/2016	Ch 5655	Webster. LLoyd	AP	-25.00
9	29/02/2016	Ch 5658	Grismer, Camille	AP	-3,501.03
10	29/02/2016	Ch 5659	Municipal Employees'	AP	-3,259.80
11	29/02/2016	Ch 5660	Prairie Valley S. D. #208	AP	-3,876.88
12	29/02/2016	Ch 5661	Receiver General	AP	-6,067.22
13	29/02/2016	Ch 5662	Saskatchewan Municipal Hail	AP	-14.65
14	29/02/2016	Ch 5663	Webster. LLoyd	AP	-562.82
Subtotal:					-18,527.65

Total Uncleared:	-17,673.17
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Adjusted Bank Balance	270,871.92
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Notes

