

RM of NORTH QU'APPELLE NO.187

Agenda

Tuesday, December 13, 2016 9:00 am

Oath or Affirmation – Member of Council

1. Call to Order
2. Adoption of Minutes –
 - a. Regular Meeting November 22, 2016
 - b. Public Hearing November 22, 2016
 - c. Works Meeting November 29, 2016
3. Business Arising From Minutes
4. Reports
 - a) H. McDonald – Council Procedure Bylaw / Code of Ethics
 - b) R. Palmer – Personnel
 - c) G. MacPherson – Office Agreement /APAS
 - d) G. Spanier – Works
 - e) M. Johnson – Administration
5. Delegate 10:00 a.m.
6. Bylaws
 - a. 2016-08 Zoning Amendment Bylaw
 - b. Code of Ethics – Bylaw
7. Correspondence
 - a. SARM – Passing of Past President Boyd Anderson
 - b. SARM – Work Zone Training
 - c. Government of Saskatchewan – Exemption Occupational Health and Safety Regulations
 - d. Government of Saskatchewan – Ministry of Highways Culvert Work Hwy 56-35
 - e. Calling Lakes Reginal EMO Planning Group
 - f. Professional Building Inspectors – Newsletter Nov. 2016
 - g. North Valley Waste Management Authority Inc. – Minutes September 19, and October 17, 2016
 - h. PARCS update #69
 - i. Munisoft – Training & Annual Billing
8. Accounts for Payment
9. Unfinished Business
 - a. Equipment GPS –
 - i. GFI Systems – GPS Driven Fleet Management Systems
 - ii. Text2Car – Road Maintenance Fleet Management
 - iii. Atlastrax – SeaTrax Unit
 - b. 2017 Works Plan
10. New Business
 - a. Custom Work
 - b. All Nations Healing Hospital – Budget Allocation Consideration
 - c. Administrators Overtime
 - d. Municipal Roads for the Economy Program (MREP)
 - e. Business Cards
 - f. Pesticide Applicator Safety & Legislation – Tutorial
 - g. Council Remuneration
 - h. Parcel Ties
 - i. Equipment Hours
11. Other Business
12. In Camera
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
Tuesday, December 13, 2016

Present: Reeve: Harry McDonald
Council Members: Division 1 Ron Palmer
Division 2 Leonard Horsman
Division 3 George MacPherson
Division 4 Gord Peagam
Division 5 Marcel DeDecker
Division 6 Garnet Spanier
Division 7 Lee Carlson

Staff: Administrator – Marcy Johnson

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

Oath of office - Prior to Commencement of the meeting the Reeve and each member of Council read and signed the Oath or Affirmation - Member of Council in
16-379 MINUTES / H. MCDONALD *Accordance with Section 94 of The Municipalities Act.*

"THAT the minutes of the regular meeting of Council held November 22, 2016 and the Public Hearing held on November 22, 2016 be accepted as presented."

CARRIED

16-380 CODE OF ETHICS / H. MCDONALD

"THAT members of Council shall not accept a gift or benefit over \$250.00 (two hundred fifty dollars) in a calendar year."

CARRIED

16-381 BYLAW 16-02 COUNCIL PROCEDURE BYLAW / G. SPANIER

"THAT Bylaw 16-02 Council Procedure Bylaw be sent to the Personnel Committee for review;

AND FURTHERMORE, the time frame for review is March 2017."

CARRIED

16-382 WORKS PROCEDURE / R. PALMER

"THAT the procedure presented, known as the Works Procedure, be adopted and appended to the minutes for the record."

CARRIED

16-383 PERSONNEL COMMITTEE / R. PALMER

"THAT Personnel Committee be convened to address personnel salaries and to choose a Secretary that is not an employee of the RM to avoid any potential conflict of interest."

CARRIED

16-384 OFFICE AGREEMENT / G. MACPHERSON

"THAT RM Council approve Reeve H. McDonald and Administrator M. Johnson to sign the recommended office agreement with the Resort Village of Fort San;
AND FURTHERMORE, the office agreement be attached to the minutes."

CARRIED

16-385 WORKS COMMITTEE MINUTES / G. SPANIER

"THAT the Works Committee minutes from November 29, 2016 be accepted with the following addition;
Regular maintenance on 640 grid by the RM Crew."

CARRIED

16-386 HEADACHE RACK FOR THE DODGE / R. PALMER

"THAT RM Council look at the quotes presented to Council and come back with a decision from the works committee by January 24, 2017 meeting."

CARRIED

16-387 REPORTS / R. PALMER

"THAT the following verbal reports from:

- a) H. McDonald – Council Procedure Bylaw / Code of Ethics
 - b) R. Palmer – Personnel
 - c) G. MacPherson – Office Agreement / APAS
 - d) G. Spanier – Works
 - e) M. Johnson – Administration
- be accepted as presented."

CARRIED

Rural Municipality of North Qu'Appelle No. 187
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Tuesday, December 13, 2016

16-388 2016-08 ZONING BYLAW AMENDMENT / L. HORSMAN

"THAT Bylaw 2016-08 Zoning Bylaw Amendment be read for the third time and adopted."

Councillor R. Palmer requested a recorded vote:

In Favour: Reeve H. McDonald
 Councillor L. Horsman
 Councillor G. MacPherson
 Councillor G. Peagam
 Councillor M. DeDecker
 Councillor G. Spanier
 Councillor L. Carlson
Opposed: Councillor R. Palmer

CARRIED

16-389 CORRESPONDENCE / G. MACPERSON

"THAT the following Correspondence be accepted as presented, and filed:

- a. SARM – Passing of Past President Boyd Anderson
- b. SARM – Work Zone Training
- c. Government of Saskatchewan – Exemption Occupational Health and Safety Regulations
- d. Government of Saskatchewan – Ministry of Highways Culvert Work Hwy 56-35
- e. Calling Lakes Reginal EMO Planning Group
- f. Professional Building Inspectors – Newsletter Nov. 2016
- g. North Valley Waste Management Authority Inc. – Minutes September 19, and October 17, 2016
- h. PARCS Update #69
- i. Munisoft – Training & Annual Billing

CARRIED

16-390 ACCOUNTS FOR PAYMENT / H. MCDONALD

"THAT the list of accounts attached hereto and forming a part of these minutes' cheque numbers 6134 and 6183 and manual EFT payroll totaling \$180,572.27 is hereby approved by RM Council for payment."

CARRIED

16-391 EQUIPMENT GPS / R. PALMER

"THAT RM Works Committee come back to the RM Council with their recommendations in March 2017."

CARRIED

16-392 2017 WORKS PLAN / R. PALMER

"THAT RM Council move the 2017 Works Plan to the Works Committee with their recommendations by March 2017."

CARRIED

16-393 CUSTOM WORK / R. PALMER

"THAT RM Council agree that all RM roads and RM work be completed to the best of the ability of the works crew prior to any custom work being done."

CARRIED

16-394 ALL NATIONS HEALING HOSPITAL – FINANCIAL RECOMMENDATIONS / R. PALMER

"THAT RM Council recommend that Reeve H. McDonald be the representative for the RM on the All Nations Healing Hospital Board;
AND FURTHERMORE, Reeve McDonald return to Council with financial recommendations."

CARRIED

16-395 ADMINISTRATION OVERTIME / L. CARLSON

"THAT RM Council approve the payout of 113 hours overtime to the Administrator M. Johnson."

CARRIED

16-396 MUNICIPAL ROADS FOR THE ECONOMY PROGRAM / G. SPANIER

"THAT RM Council authorize Division 6 Councillor G. Spanier, Reeve H. McDonald and Administrator M. Johnson to apply for funding for Grid 640 for a complete rebuild through the Municipal Roads for the Economy Program."

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, December 13, 2016

16-397 BUSINESS CARDS / L. CARLSON

"THAT RM Council approve the purchase of business cards for the Reeve and Councillors at a cost of \$55.00 plus tax for 250 cards from the Fort Times."

CARRIED

16-398 PESTICIDE APPLICATOR SAFETY AND LEGISLATION / G. SPANIER

"THAT RM Council approve L. Webster to attend the Pesticide Applicator Safety and Legislation Tutorial in Yorkton at a cost of \$275.00 plus expenses."

CARRIED

16-399 COUNCIL REMUNERATION / G. MACPHERSON

"THAT RM Council recommend that Councillor M. DeDecker go to North Valley Waste Board for expenses pertaining to the Emterra Bins at Jasmin on Echo."

CARRIED

16-400 PARCEL TIES / L. CARLSON

"THAT RM Council approve the Administrator to have the authority to approve parcel ties;
AND FURTHERMORE, the approval be reported in her Council Report;
AND FURTHERMORE, an approval of parcel ties will occur only if the ratepayer is wanting to build."

CARRIED

Councillor L. Carlson left council chambers 11:30 a.m.
Councillor L. Carlson returned to council chambers 11:34 a.m.

16-401 EQUIPMENT HOURS / G. SPANIER

"That RM Council acknowledge the following hours kilometers or miles on the RM Equipment for the 2016 year,

Equipment	2016 km/hours
Dodge	265,267 km
Sprayer Truck Ford	207,311 miles
Cat Roller	1408 km
Pete	110,917 km 3788 hr
GMC	6713 km
JD Tractor 2015	362 hr
JD Tractor Mower	3855 hr
Skidsteer	1293 hr
Backhoe	5581 hr
Volvo Grader	3802 hr
Champion Grader	8986 hr
oiler	6199 hr
Chipper	30.5 hr

CARRIED

16-402 PURCHASE OF SEACAN AND TOOLS FOR THE SHOP / G. MACPHERSON

"THAT RM Council request the Works Committee obtain prices for a 20 foot sea can and tools for the shop."

CARRIED

16-403 SHELVEING FOR THE SHOP / L. CARLSON

"THAT RM Council approve the purchase of shelving for the shop at a cost not to exceed \$200.00."

CARRIED

16-404 ADJOURNMENT / H. MCDONALD

"That the Regular meeting of Council be adjourned at 11:55 a.m."

CARRIED

Approved this 10 day of January , 2017.


Deputy Reeve


Administrator

Next regular meeting of Council, Tuesday, January 10, 2017 at 9:00 a.m.

Rural Municipality of North Qu'Appelle No. 187
Special Meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Wednesday, December 28, 2016 10:00 a.m.

Present: Reeve: Harry McDonald
Council Members: Division 1 Ron Palmer
Division 2 Leonard Horsman
Division 3 George MacPherson
Division 4 Gord Peagam
Division 5 Marcel DeDecker
Division 6 Garnet Spanier
Division 7 Lee Carlson

Staff: Administrator – Marcy Johnson

A quorum being present, Reeve H. McDonald called the meeting to order at 9:58 a.m.

16-405 SALARIES AND WAGES 2017 / R. PALMER

"THAT the wages and salaries for 2017 be:
\$65,000 per year for Marcy Johnson
\$40,700 per year for Nicole Keith
\$63,858.05 per year for Darwin Duesterbeck
\$18.16 per hour for Lorraine Klisowsky
\$28.37 per hour for Ken Kulaway
\$24.74 per hour for Lloyd Webster."

CARRIED

16-406 SALARIES AND WAGES / H. MCDONALD

"THAT it be noted:
Marcy Johnson paid an additional \$4,800 per year for after-hours work on Fort San Contract;
Darwin Duesterbeck paid an additional \$7,490.88 per year by the North Qu'Appelle Group Pipeline Association for after-hours work."

CARRIED

16-407 ADJOURNMENT / H. MCDONALD

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

CARRIED

Approved this 10 day of January, 2017.


Deputy Reeve


Administrator

Next regular meeting of Council, Tuesday, January 10, 2017 at 9:00 a.m.

Report Date
12/12/2016 2:52 PM

Rural Municipality of North Qu'Appelle No. 187
List of Accounts for Approval
As of 11/30/2016
Batch: 2016-00147 to 2016-00154

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
6134	11/23/2016	Boucher Ventures Inc.			
		11/16 Contract	2016 Christmas Party entertain	1,370.00	1,370.00
6135	11/30/2016	Johnson, Marcy			
		Nov Petty cash	Nov Petty cash	143.10	143.10
6136	11/30/2016	Lorraine's Kitchen			
		225615	2016 Christmas supper	2,861.25	2,861.25
6137	11/30/2016	Municipal Employees'			
		11/16 Payroll	Payroll	5,491.12	5,491.12
6138	11/30/2016	Prairie Valley S. D. #208			
		11/16 Taxes	Taxes Collected	28,949.69	28,949.69
6139	11/30/2016	Receiver General			
		11/16 Payroll	Payroll	8,151.50	8,151.50
6140	11/30/2016	Royal Canadian Legion			
		25/11/16	Hall Rental Christmas	158.75	158.75
6141	11/30/2016	Saskatchewan Municipal Hail			
		11/16 taxes	Nov 2016 taxes	872.40	872.40
6142	11/30/2016	Sask Power			
		11/18/2016	St Lights JE	147.96	
		11/18/16	St Lights PL	958.51	
		Nov 18	St. Lights GV	67.25	
		11/21/16	St Lights BST	161.41	
		11/21	St Lights EH	13.45	
		Nov 21/16	St. Lights KP	128.92	
		21-Nov	Well	112.26	
		11/22	St. Lights LE	120.54	
		11/2016	St Lights QE	132.59	
		11/22/16	St. Lights TB	132.59	
		11/16	Office Nov	156.71	2,132.19
6143	12/13/2016	101051445 Saskatchewan Ltd.			
		298	Contract - Mackie Hill	6,699.00	
		299	Landfill Road-Culvert	493.50	7,192.50
6144	12/13/2016	All Nations Healing Hospital			
		11/24/16	Memorial Wall	600.00	600.00
6145	12/13/2016	Apex Enterprizes Ltd.			
		1295	Contract-Div 7	4,126.50	
		1294	Contract-Div 3 & 6	4,016.25	8,142.75
6146	12/13/2016	Bedel, Larry			
		12/7/16	Contract-BoatLaunchPL	146.03	146.03
6147	12/13/2016	Carlson, Lee			
		12/13/16	Council, Comm. Nov-Dec	1,246.09	1,246.09
6148	12/13/2016	DeDecker, Marcel			
		12/13/16	Council,	4,184.00	4,184.00
6149	12/13/2016	Emterra Environmental			
		8810	Stationery	17.85	17.85
6150	12/13/2016	Fries Tallman Lumber 1976 Ltd.			
		42511	GMC Repair	19.80	19.80
6151	12/13/2016	Grasslands News Group			
		00024127	Adv- Notice of intent	79.30	
		00024221	Adv. Remembrance day	15.75	
		00024382	Envelopes	417.11	512.16
6152	12/13/2016	Horsman, Leonard			
		12/13/16	Council	1,629.00	1,629.00
6153	12/13/2016	Hutchinson, Kenneth			
		12/6/16	Comm Mtg-CLPC	68.00	68.00
6154	12/13/2016	Jackson Bros. Bobcat Services			
		04Nov	Div 5 stone, gravel	1,086.75	
		Nov05	Div 5 Gravel	1,260.00	
		Nov/39	Div 4 Gravel	141.75	

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Report Date
12/12/2016 2:52 PM

Rural Municipality of North Qu'Appelle No. 187

List of Accounts for Approval

As of 11/30/2016

Batch: 2016-00147 to 2016-00154

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		Nov/44	RM yard salt/sand	1,360.80	
		Nov/47	Div 3 Push Bush	472.50	
		Nov Maps	Gravel as per Maps	21,851.55	26,173.35
6155	12/13/2016	Johnson, Marcy 11/30/16	Mtg, Ph, Trg	293.80	293.80
6156	12/13/2016	Keith, Nicole 12/13/16	council Dec 13	25.00	25.00
6157	12/13/2016	Kulaway, Ken Dec/16	Phone Exp	25.00	25.00
6158	12/13/2016	Lorraine's Kitchen 225618	Christmas Draws	106.00	106.00
6159	12/13/2016	MacPherson, George 12/13/16	Council, comm.	2,553.40	2,553.40
6160	12/13/2016	Maple Farm Equipment 689929	JD Tractor repair	47.41	47.41
6161	12/13/2016	McDonald, Harry 12/13/16	Council, Comm, Supervision	1,700.60	1,700.60
6162	12/13/2016	MuniSoft 2016/17-03019	Office Munisoft	86.90	86.90
6163	12/13/2016	Myers, Leonard 12/13/16	Pay Dec 5-9	604.50	604.50
6164	12/13/2016	Palmer, Ron 11/8/16 12/13/16	Council, PARCS Council, Comm, Mileage	1,295.60 650.00	1,945.60
6165	12/13/2016	Professional Building 16113055	BP	3,575.60	3,575.60
6166	12/13/2016	Peagam, Gord 12/13/16	Council, comm, Supervision	2,038.00	2,038.00
6167	12/13/2016	Profile Tire 696 710 729 765 882	Pete Pete Volvo Grader Shop supplies Shop Supplies	165.00 41.78 95.69 983.39 21.96	1,307.82
6168	12/13/2016	Redhead Equipment Y10455 Y10658	Champion Volvo	11,663.99 398.37	12,062.36
6169	12/13/2016	RoBo Sales 39 39/Nov 30/Nov 35/Nov 28/Nov 47 Nov/16 29-/32 11/30/16	Mower JD tractor Backhoe Shop Supply 730 Champion Grader GMC Peterbuilt Dodge ROBO Discount	71.52 38.03 47.83 23.59 162.76 145.25 688.21 117.80 16.89-	1,278.10
6170	12/13/2016	SARM Saskatchewan Association R861839 R862365 CAL17187 DIS160758 EHD160646 LTD160634	Office Supplies Office Supplies Office Supplies Admin Benefits Admin Benefits Admin Benefits	225.02 96.86 35.65 14.56 91.04 7.52	470.65
6171	12/13/2016	Sask Energy 11/30/16 11/2016	11/16 Office Shop	152.93 168.65	321.58
6172	12/13/2016	Saskatchewan Justice RP-2016-645	Justice Requisition	31,431.28	31,431.28
6173	12/13/2016	Sask Power 11/29/16	Power - Shop	139.82	139.82

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Report Date
12/12/2016 2:52 PM

Rural Municipality of North Qu'Appelle No. 187

List of Accounts for Approval

As of 11/30/2016

Batch: 2016-00147 to 2016-00154

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
6174	12/13/2016	Sask Tel Cmr 11/28/16	Office telephone	212.42	
		11/28	Shop telephone	57.63	
		11/29/16	Maint- cell phone	68.28	338.33
6175	12/13/2016	SaskWater SW046199	Waste Disp-sewage lagoon	5,728.98	5,728.98
6176	12/13/2016	SGL Auto Fund Division 575KAV	Ins/Veh Registration	327.00	327.00
6177	12/13/2016	Spanier, Garnet 12/13/16	Counc, Comm. Mtg	1,023.80	1,023.80
6178	12/13/2016	Saskatchewan Urban 000074498	Office Equip	186.98	186.98
6179	12/13/2016	Valley Lawn Services 4280	Contract Maintenaance RM	131.25	131.25
6180	12/13/2016	Webster. Lloyd Dec/16	Dec Cell Phone Exp	25.00	25.00
6181	12/13/2016	Zacaruk Consulting Inc 16-085	Contract	1,050.00	1,050.00
6182	12/31/2016	Cochrane, Holly 12/16	Contract Dec	330.75	330.75
6183	12/31/2016	Grismer, Camille 12/16	Contract - Dec	3,501.03	3,501.03
Other:					
16120201-Man	12/02/2016	Johnson, Marcy PM- 11-03	Payroll Nov 16 - Nov 29	1,808.56	1,808.56
120202-Man	12/02/2016	Keith, Nicole PM- 11-03	Payroll Nov 16 - Nov 29	1,053.02	1,053.02
16120203-Man	12/02/2016	Duesterbeck, Darwin PM- 11-03	Payroll Nov 16 - Nov 29	1,884.14	1,884.14
16120204-Man	12/02/2016	Kulaway, Ken PM- 11-03	Payroll Nov 16 - Nov 29	1,491.37	1,491.37
16120205-Man	12/02/2016	Webster. Lloyd PM- 11-03	Payroll Nov 16 - Nov 29	1,304.62	1,304.62
16120206-Man	12/02/2016	Klisowsky, Lorraine PM- 11-03	Payroll Nov 16 - Nov 29	312.49	312.49
				Total for AP:	180,572.27

Reeve

FYI

Equipment	2015 Km / Hours	2016 km/hours
Dodge	251,000 km	265,267 km
Sprayer Truck Ford	203,000 miles	207,311 miles
Cat Roller		1408 km
Pete	130,000 km	110,917 km 3788 hr
GMC		6713 km
JD Trackor 2015	302 hr	362 hr
JD Tractor Mower	3,380 hr	3855 hr
Skidsteer	1,166 hr	1293 hr
Backhoe	5,400 hr	5581 hr
Volvo Grader	2,940 hr	3802 hr
Champion Grader	8,827 hr	8986 hr
oiler		6199 hr
Chipper		30.5 hr

Rem { No significant bribes, kickbacks, gifts, gratuities, fees, or other similar remuneration or consideration shall be received in order to attract or influence business activity. One time values of such, will be less than twenty dollars, and the annual accumulated value shall be less than two hundred fifty dollars.

The below is out of the Employee code of conduct that the Sk. Gov put together for municipal employees.

1. Gifts and Benefits

Employees must ask themselves the following questions when trying to determine if a gift or benefit might be considered as an incident of the protocol of employment or a social obligation that normally accompanies the responsibilities of employment:

Gift recommendations for Code of Ethics Bylaw.

- a) is the item or gift or benefit to the employee personally either directly or indirectly [e.g. will the employee or a member of his/her family take personal possession of the gift or is it a gift over which the City will take control and custody?];
- b) is the gift or benefit being given with any expectations whatsoever that the employee will either currently or at some point in the future take some action [e.g. influence the employees behavior in favor of the gift givers behalf, etc.] that will benefit the giver of the gift;
- c) is the value of the gift or benefit likely to influence any decision or action of the employee?

To further clarify item b), employees should also ask themselves if an unbiased third party could expect or think that preferential treatment could/would be provided if the employee accepted the gift or benefit.

If the answer to questions 2 or 3 is yes, then the employees should not accept the gift under any circumstances and if accepted would be considered a breach of the Code of Conduct. If, however, the answer to the first question is yes, but the answer to the others are no, then the gift might be considered to be incidental to the duties of employment. If this is the case, any gifts received which exceeds \$250.00 in value or an accumulation of individual gifts from the same person exceeds \$250.00 in the course of a year, then the employee is obligated to disclose the nature of the gift, who it was received from, when it was received and the circumstances under which it was given and accepted, with their respective Department Head as soon as reasonably practicable [for example, within one week of the gift being received]. Failure to do so would also be considered a breach of the Code of Conduct.

One final comment with respect to this would be that, if in doubt error on the side of caution. A simple way to answer the questions above as yes or no is, that if you feel you have to ask somebody else their opinion, then the answer is "yes".