

RM of NORTH QU'APPELLE NO.187
RM Of North Qu'Appelle Office 136 Company Avenue South
Agenda 9:00 a.m.

Tuesday, February 28, 2017

1. Call to Order
2. Adoption of Minutes
 - a. February 14, 2017 Regular Meeting of Council
 - b. February 22, 2017 Works Committee
 - c. February 22, 2017 Personnel Committee
3. Business Arising From Minutes
4. Public Hearings
5. Delegate
6. Communication
 - a. SARM - crime stoppers sponsorship
 - b. Calling Lake Regional EMO Planning Group Minutes - February 3, 2017
 - c. SaskPower – closing of cash offices
 - d. University of Saskatchewan – Saskatchewan farm injury project
 - e. University of Saskatchewan – agricultural health and safety network AGM March 15, 2017
7. Reports
 - a. H. McDonald – Calling Lakes District Planning Commission / Hospital tour / NVWM Landfill
 - b. G. Spanier – Works
 - c. R. Palmer – Personnel
 - d. M. Johnson – Administration
8. Bylaws
 - a. Bylaw 2017-02 Road Maintenance Policy
 - b. Bylaw 2017-05 Council Procedures Bylaw
9. Accounts for Payment / Bank Reconciliation / Financial Statements
10. Unfinished Business
 - a. Emergency Management Course March 24-25 2017
11. New Business
 - a. Royal Canadian Mounted Police – rural crime watch program
 - b. Love Pit – Gravel Crushing – Royalties
 - c. 2011 Felling 24 foot trailer – Sterling Truck & Trailer Sales Ltd.
 - d. Blackhawk Engine Crane
 - e. Green Light JD Tractors – Howden Country Services
 - f. SARM – 2017 AGM resolutions
12. Other Business
13. Closed Session to discuss personnel issues
14. 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, February 28, 2017

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

Staff: Administrator – Marcy Johnson

Absent: Division 5 Marcel DeDecker

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

17-096 MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of Council held January 24, 2017 be adopted with the following corrections;
Division 5 Marcel DeDecker was absent."

CARRIED

17-097 MINUTES WORKS COMMITTEE / G. SPANIER

"THAT the minutes of the Works Committee meeting held February 22, 2017 be approved as presented by the Works Committee."

CARRIED

17-098 MINUTES PERSONNEL COMMITTEE / R. PALMER

"THAT the minutes of the Personnel Committee meeting held February 22, 2017 be approved as presented by the Personnel Committee."

CARRIED

17-099 CRIME STOPPERS DONATION / R. PALMER

"THAT RM Council approve the 2017 Crime Stoppers donation of \$200.00 from the Rural Municipality, Organized Hamlets of Pasqua Lake and Taylor Beach."

CARRIED

17-100 COMMUNICATION / L. CARLSON

"THAT the following communications be accepted as presented and filed:

- a. SARM - Crime Stoppers Sponsorship
- b. Calling Lake Regional EMO Planning Group Minutes - February 3, 2017
- c. SaskPower – Closing of Cash Offices
- d. University of Saskatchewan – Saskatchewan Farm Injury Project
- e. University of Saskatchewan – Agricultural Health and Safety Network AGM March 15, 2017."

CARRIED

17-101 OCCUPATIONAL HEALTH & SAFETY / G. SPANIER

"THAT RM Division 7 Councillor L. Carlson direct the crew with the OH&S Compliance Sheet, shop and yard clean up including trees, all to be completed by March 10, 2017 as per OH&S sheet."

the OH&S Sheet

CARRIED

17-102 BRIDGE REPORTS / L. CARLSON

"THAT the bridge reports be added to the 2017 works projects."

CARRIED

17-103 GPS / G. SPANIER

"That RM Council enter into a one year lease a GFI system GPS system at a monthly cost of \$86.00 for each of the Volvo Grader, Peterbilt and JD Mower Tractor;
AND FURTHERMORE, they purchase a switch box for the JD mower tractor at a one-time cost of \$275.00. "

CARRIED

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17-104 WORK ZONE SIGNAGE / L. CARLSON

"THAT the RM Works Committee recommend the purchase of work zone signage from ATS at a cost of \$626.52 plus tax and delivery."

CARRIED

17-105 E Z MUV PACKER / H. MCDONALD

"THAT RM Council approve the purchase of the EZ MUV Packer from Melron Services at a cost of \$ 18,900 plus tax."

CARRIED

17-106 RIP RAP / G. MACPHERSON

"THAT RM Council approve the purchase of 6 oz. rip rap from G.E. Environmental at a cost of \$405.00 for a 15' X 300' roll plus tax and delivery."

CARRIED

17-107 RECESS / L. HORSMAN

"THAT RM Council recess at 10:20 a.m. for a 10 minute break."

CARRIED

17-108 RECONVENE / G. PEAGAM

"THAT RM Council meeting reconvene at 10:30 a.m."

CARRIED

17-109 REPORTS / H. MCDONALD

"THAT the following verbal reports from:

- a. H. McDonald – Calling Lakes District Planning Commission / Hospital Tour / NVWM Landfill
 - b. G. Spanier – Works
 - c. R. Palmer – Personnel
 - d. M. Johnson – Administration
- be accepted as presented."

CARRIED

17-110 BYLAW 2017-02 ROAD MAINTENANCE POLICY / L. CARLSON

"THAT Bylaw 2017-02 Road Maintenance Policy be read for the first time."

CARRIED

17-111 BYLAW 2017-02 ROAD MAINTENANCE POLICY / R. PALMER

"THAT Bylaw 2017-02 Road Maintenance Policy be read for the second time."

CARRIED

17-112 BYLAW 2017-02 ROAD MAINTENANCE POLICY / L. HORSMAN

"THAT Bylaw 2017-02 Road Maintenance Policy have three readings at this meeting."

CARRIED UNANIMIOUS

17-113 BYLAW 2017-02 ROAD MAINTENANCE POLICY / G. MACPHERSON

"THAT Bylaw 2017-02 Road Maintenance Policy be read for the third time and adopted."

CARRIED

17-114 ACCOUNTS FOR PAYMENT / G. PEAGAM

"THAT the list of accounts cheque numbers 6288 and 6304 totaling \$20,431.23 including EFT Payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

17-115 BANK RECONCILIATION / G. SPANIER

"THAT the Bank Reconciliation for the month of January 2017, attached and forming a part of these minutes, be accepted as presented."

CARRIED

17-116 STATEMENT OF FINANCIAL ACTIVITIES / L. CARLSON

"THAT the Statement of Financial Activities for the month of January 2017, attached and forming a part of these minutes, be accepted as presented."

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, February 28, 2017

17-117 ROYAL CANADIAN MOUNTED POLICE RURAL CRIME WATCH / G. MACPHERSON

"THAT RM Council is in favour of participating in the RCMP Rural Crime Watch and would like to have more information on the process."

CARRIED

17-118 LOVE GRAVEL PIT NW 35-20-13 W2 / H. MCDONALD

"THAT RM Council accept Ken Love's offer to sell gravel to the RM for \$2.25 per yard for 10,000 cubic yards from NW 35-20-13 W2."

CARRIED

17-119 GRAVEL CRUSHING / H. MCDONALD

"That RM Council accept Jackson Bros offer to crush 10,000 yards of 5/8 inch oil treatment gravel from NW 35-20-13 W2 at a price of \$5.00 per yard."

CARRIED

17-120 GRAVEL PILE ENGINEERED MEASURE / H. MCDONALD

"THAT RM Council authorizes the Administrator to hire an engineering firm to calculate the actual amount of gravel produced."

CARRIED

17-121 2011 FELLING TRAILER / L. CARLSON

"THAT RM Council approve Sterling Trailer Sales to sell the 2011 24 foot Felling trailer at a price of \$18,000 with a 10% commission to Sterling Trailer Sales."

CARRIED

17-122 GREEN LIGHT INSPECTION / L. HORSMAN

"THAT RM Council approve the green light service to be done on the John Deer 7330 mower tractor and the 590 Case Backhoe, at Howden Country Service at a cost of \$360 per piece of equipment."

CARRIED

17-123 CAB FOR JOHN DEER 2012 TRACTOR / G. SPANIER

"THAT RM Council request Howden Country Services to get a cost for putting a cab on the 2012 John Deer Tractor."

CARRIED

17-124 APPROACH AND CULVERT WORK DIVISION 3 / G. MACPHERSON

"THAT RM Division 3 Councillor G. MacPherson hire a contractor to widen the approach at the SE 26-20-16 W2 and install a culvert at Sager Road."

CARRIED

17-125 ADJOURNMENT / L. CARLSON

"That the Regular meeting of Council be adjourned at 12:20 p.m."

CARRIED

Approved this March day of 17, 2017.

Harry McDonald
Reeve

G. MacPherson
Administrator

Next regular meeting of Council, Friday March 17, 2017 at 9:00 a.m.

The Rural Municipality of North Qu'Appelle No. 187
BYLAW NO. 2017-02

A Bylaw to establish a road maintenance policy duty of council to maintain roads, etc.

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

1. SIGNS

- 1.1. SIGN INSPECTIONS – Division Councillors are to ensure that signs are inspected twice per year. The first inspection should be done in the spring, early March, while the ground is still frozen. New signs can then be ordered to be on hand for installation as soon as the ground thaws. The second inspection should be done immediately after Halloween. New signs can then be ordered and installed before the ground freezes. Each Councillor is also responsible for checking signs in his division and reporting to the Works Committee any signs that are missing, down or damaged and in need of repair or replacement.
- 1.2. SIGN PLAN – A sign plan will be prepared and maintained, showing the location of all signs that are the responsibility of the RM.
- 1.3. The Foreman is to be familiar with the three categories of traffic signs, regulatory, warning and guide signs and the situations in which they are used.
 - 1.3.1. Regulatory signs advise the driver of a regulation (stop, yield and speed limit signs). These signs NEED to be kept in good order at all times and shall be replaced or repaired within 48 hours of the RM becoming aware of the problem.
 - 1.3.2. Warning signs advise the driver of a hazard ahead (curve signs, tee signs, checkerboard sign). These signs need to be replaced or repaired promptly. Deficiencies need to be corrected within 72 hours of the RM becoming aware of the problem.
 - 1.3.3. Guide signs or information signs advise the driver of some information that might be of interest to him (grid road signs, route direction signs). These are least critical in need of replacement or repair. It may be several weeks before problems with guide signs can be corrected as they are custom made and spare signs would not normally be available.
- 1.4. Vandalism and sign post size – If there is a problem with maintaining signs at a particular location due to continual vandalism, the size of the post will be increased to try to reduce the vandalism. However, before going to as stouter post there should be documentation of the problem showing that it has occurred several time in the recent past.

2. CULVERTS

- 2.1. CULVERT INSPECTIONS – Division Councillors are to ensure that culverts are inspected once per year. Culverts will be checked for debris in culvert, vegetation growing around the ends of the culvert, and any other kind of blockage that would affect the flow of water through the culvert. Culvert damage, and corrosion and erosion damage along the sides of the culvert are to be noted. All repair work will be prioritized by the Works Committee and completed as indicated from the inspections.
- 2.2. DRAINAGE PLAN – A drainage plan will be prepared and maintained, showing locations, size and length of all RM maintained culverts and other drainage features. Other features to be shown on the plan are the locations and sizes of bridges with date of construction, and drainage runs, creeks and rivers including flow information if available. Date and nature of any drainage works or drainage problems should be recorded.

3. GRAVELING POLICY

- 3.1. Traffic gravel will be used and maintained in a way that does not present a hazard to the road user. Generally no gravel particle should have a dimension greater than one inch in any direction.
- 3.2. The Division Councillors are to do a gravelling map, which is to be presented to the Administrator and Reeve for review, then to the Works Committee and Council before being given to the gravel haulers. Gravel haulers are required to coordinate gravelling with the Foreman so that the road can be bladed when required before gravel is applied.

H. J. M.
md

4. ROAD MAINTENANCE POLICY

- 4.1. Work zone signing shall be used when building or rebuilding, surfacing or resurfacing and patching roads. Work zone signing and flag people shall be used when maintenance work (blading, mowing, gravelling, etc.) is being done in areas where visibility/sight distance is poor. (During winter operations when visibility is less than 200 m while at the shop, the equipment shall remain in the shop. If equipment is out on the road and visibility is less than 100 m, the operator is to pull off at the safest location and wait until visibility improves.)
- 4.2. Municipal equipment shall remain in the shop when the temperature is -30 C, unless there is an emergency situation such as a blocked road or medical issue. Then the equipment will be taken out to do the work required and returned to the shop as soon as possible.
- 4.3. Roads not kept open in the winter can be opened to permit a farmer to haul grain. However, depending on the circumstances, the farmer may be billed for the work if the road needs to be opened more than once. All other requests to open a closed road must go through Council.
- 4.4. Custom work is done only when time permits and the operator is in the area. The minimum charge shall be \$100.00 (one hundred dollars).

5. DOCUMENTATION OF MAINTENANCE ACTIVITIES POLICY

- 5.1. All maintenance activities will be documented. Sign and culvert inspections documentation will include date, location of sign/culvert, name of person who did the inspection, deficiency and any action taken. Sign/culvert repair work will be documented in a similar way.
- 5.2. Graveling records will include roads graveled, date, rate of application, who applied gravel and supplier of gravel.
- 5.3. Maintenance records will include location of road, operator, date, type of work done and any unusual situations that are observed.

6. CHECKING ROADS

- 6.1. The Foreman, and in his absence the Division Councillor, is to contact the Administrator about any problems.
- 6.2. Each Councillor is responsible for checking roads in their division for any problems including blockage in between winter storms and reporting same to the Administrator.

7. ADDITIONAL INFORMATION

- 7.1. Councillors and Employees shall keep a diary or log of all RM related activities. Example: Someone contacts a Councillor/Employee with information about a road problem, then he/she should record the date, time, person calling and nature of problem.

8. EMERGENCY PREPAREDNESS

- 8.1. A list will be prepared of spare signs to be kept on-hand for emergency situations. Spring regulatory signs will be kept on-hand at all times. A replacement regulatory sign will be reordered as soon as the one in stock is used.
- 8.2. A set of barricades with the signs needed to close a road will be kept on hand for use in emergency situations.



REEVE



ADMINISTRATOR

(SEAL)



Report Date
2/24/2017 2:01 PMList of Accounts for Approval
As of 2/24/2017
Batch: 2017-00023 to 2017-00025

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Bank Code: AP - AP GENERAL

Computer Cheques:

6288	2/28/2017	Banbury Plumbing & Heating Inc 9417	Office-men's room toilet	93.98	93.98
6289	2/28/2017	Carlson, Lee 02/17 Indemnity	Indemnity	1,542.60	1,542.60
6290	2/28/2017	Cochrane, Holly 02/17 Contract	Janitor contract	330.75	330.75
6291	2/28/2017	Cupar C & D Area Authority 2016 Remittance	2016 Remittance	257.50	257.50
6292	2/28/2017	Fort Qu'Appelle & District 02/17 Membership	Membership Fee	100.00	100.00
6293	2/28/2017	Grismer, Camille 02/17 Contract	Garbage contract	3,501.03	3,501.03
6294	2/28/2017	Jay's R19424392	ATS Sign Delivery	97.15	97.15
6295	2/28/2017	Johnson, Marcy 02/17 Expenses	Expenses	195.13	195.13
6296	2/28/2017	Johnson, Marcy 02/17 PettyCash	Petty Cash	115.10	115.10
6297	2/28/2017	John Deere Financial 698007	Parts - Pete & Volvo	153.79	153.79
6298	2/28/2017	Kulaway, Ken 02/17 Cell	Cell phone expense	25.00	25.00
6299	2/28/2017	McDonald, Harry 02/17 Expense	Expense-SHCA Rate Guide	78.75	78.75
6300	2/28/2017	Municipal Leadership 02/17 Register	Workshop Registration	283.50	283.50
6301	2/28/2017	Saskatchewan Safety Council IN28795	Training- Ground Disturbance	351.75	351.75
6302	2/28/2017	SaskWater SW046965	Lagoon	5,728.98	5,728.98
6303	2/28/2017	Success Office Systems INV157510	Photocopier	125.33	125.33
6304	2/28/2017	Webster, Lloyd 02/17 Cell	Cell phone expense	25.00	25.00

Other:

17022401-Man	2/24/2017	Johnson, Marcy PM 02-02	Payroll Feb 8 - Feb 21	1,747.06	1,747.06
17022402-Man	2/24/2017	Keith, Nicole PM 02-02	Payroll Feb 8 - Feb 21	1,147.56	1,147.56
17022403-Man	2/24/2017	Duesterbeck, Darwin PM 02-02	Payroll Feb 8 - Feb 21	1,749.82	1,749.82
17022404-Man	2/24/2017	Kulaway, Ken PM 02-02	Payroll Feb 8 - Feb 21	1,258.71	1,258.71
17022405-Man	2/24/2017	Webster, Lloyd PM 02-02	Payroll Feb 8 - Feb 21	1,271.50	1,271.50
17022406-Man	2/24/2017	Klisowsky, Lorraine PM 02-02	Payroll Feb 8 - Feb 21	251.24	251.24

Total for AP:	20,431.23
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Report Date
2/24/2017 2:01 PM

List of Accounts for Approval
As of 2/24/2017
Batch: 2017-00023 to 2017-00025

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Reeve



Rural Municipality of North Qu'Appelle No. 187
Bank Reconciliation - Detailed

Date Printed
2/24/2017 10:03 AM

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CIBC - *****-01118
For Ending Date 1/31/2017

110-110-120 - Cash - Bank - CIBC

GL Balance to 1/31/2017

539,272.13

Service Charges:

-201.30

Interest Charges:

0.00

Interest Revenue:

327.91

Adjusted Book Balance

539,398.74

Bank Statement Balance:

569,076.04

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	1/31/2017	2017-0016	Deposit Entry	RC	630.50
2	1/31/2017	2017-0016	BMO On-line - 2017-01-31	RC	300.00
3	1/31/2017	2017-0017	Deposit Entry	RC	60.00
4	1/31/2017	2017-0018	Deposit Entry	RC	300.00
5	1/31/2017	2017-0018	Scotia On-line - 2017-01-31	RC	350.00
Subtotal:					1,640.50

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	10/12/2016	Ch 6022	Burnett, Craig	AP	-732.00
2	12/31/2016	Ch 6188	R.M. of Cupar No. 218	AP	-3,520.00
3	12/31/2016	Ch 6202	Peagam, Gord	AP	-103.00
4	1/10/2017	Ch 6230	Peagam, Gord	AP	-50.00
5	1/10/2017	Ch 6233	RMAA Workshop Fund	AP	-70.00
6	1/24/2017	Ch 6241	R.M. of Cupar No. 218	AP	-3,520.00
7	1/24/2017	Ch 6244	Fort Winter Festival	AP	-100.00
8	1/24/2017	Ch 6245	Grasslands News Group	AP	-484.00
9	1/24/2017	Ch 6248	Pasqua First Nation #79	AP	-2,350.00
10	1/24/2017	Ch 6251	Provincial Association of	AP	-255.00
11	1/24/2017	Ch 6257	Van Houtte Coffee Services Inc	AP	-53.25
12	1/24/2017	Ch 6258	Webster, Lloyd	AP	-25.00
13	1/31/2017	Ch 6261	Municipal Employees'	AP	-3,540.80
14	1/31/2017	Ch 6262	Prairie Valley S. D. #208	AP	-6,730.61
15	1/31/2017	Ch 6263	Receiver General	AP	-6,358.50
16	1/31/2017	Ch 6264	Sask Energy	AP	-334.07
17	1/31/2017	Ch 6265	Sask Power	AP	-2,274.27
18	1/31/2017	Ch 6266	The Truck Outfitters Inc	AP	-817.30
Subtotal:					-31,317.80

Total Uncleared:

-29,677.30

Adjusted Bank Balance

539,398.74

H. J. M. F.
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Rural Municipality of North Qu'Appelle No. 187
Statement of Financial Activities - Summary
For the Period Ending January 31, 2017

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	775.90	775.90		775.90	
Fees and Charges	3,684.16	3,684.16		3,684.16	
Maintenance and Development Charges	390.32	390.32		390.32	
Utilities	788.25	788.25		788.25	
Investment Income and Commissions	327.91	327.91		327.91	
Total Revenues:	5,966.54	5,966.54	0.00	5,966.54	0.00
Expenditures					
General Government Services	61,253.52	61,253.52		(63,683.46)	
Protective Services	910.00	910.00		(910.00)	
Transportation Services	28,918.55	28,918.55		(29,573.25)	
Environmental Health Services	3,334.31	3,334.31		(12,124.79)	
Recreation and Cultural Services	4,007.64	4,007.64		(4,007.64)	
Utilities	147.17	147.17		(147.17)	
Total Expenditures:	98,571.19	98,571.19	0.00	(110,446.31)	0.00
Change in Net Financial Assets	(92,604.65)	(92,604.65)	0.00	(104,479.77)	0.00
Change in Net Assets	(92,604.65)	(92,604.65)	0.00	(104,479.77)	0.00
Change in Surplus	(92,604.65)	(92,604.65)	0.00	(104,479.77)	0.00

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	(58,801.02)	(58,801.02)	539,398.74
Cash - Conexus (For Pipeline Deposits)	5,456.95	5,456.95	5,456.95
Total Cash:	(53,344.07)	(53,344.07)	545,155.69
Municipal Taxes Receivable			
Municipal - Tax Receivable - Rural	(951.64)	(951.64)	28,864.57
Municipal - Tax Receivable - Urban	(6,680.55)	(6,680.55)	26,962.49
Municipal - Tax Receivable -Taylor Beach	(152.79)	(152.79)	601.47
Municipal - Tax Receivable -Pasqua Lake	(1,231.42)	(1,231.42)	13,577.22
Municipal - Tax Receivable -P.L. Special	(100.09)	(100.09)	622.43
Municipal - Tax Recv. - Fire Truck Spec.	0.08	0.08	2.60
Municipal - Tax Receivable - Tax Enforc.	20.71	20.71	2,094.66
Municipal - Allow. for Uncollected			(9,200.00)
Total Municipal Taxes Receivable:	(9,095.70)	(9,095.70)	63,525.44

Certified correct and in accordance with the records

Presented to council on

Feb 28 / 17
(Date)

Harry McDonald
Harry McDonald
Reeve

Marcy Johnson
Marcy Johnson
Administrator