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

Tuesday, November 14, 2017

- 1. Call to Order
- 2. Adoption of Minutes
 - a. October 24, 2017 Regular Meeting of Council
- 3. Business Arising From Minutes
- 4. Public Hearings
- 5. Delegate
- 6. Communication
 - a. SARM New Office Building Grand Opening December 7, 2 pm 4 pm
 - b. SARM Visits Fire Damaged Southwest Saskatchewan
 - c. SARM Responds to Speech from the Throne
 - d. SARM Trading Department
 - e. APAS Annual General Meeting November 28 30
 - f. RCMP -Community Policing Report
 - g. Saskatchewan Association of conservation Officers (SACO) donation request
 - h. SaskTip donation
 - i. PBI October newsletter
 - j. RGL Consulting Group
 - k. PARCS update
- 7. Reports written
 - a. G. Spanier / L. Carlson works
 - b. L. Carlson SARM midterm convention

 - c. G. MacPherson SARM midterm convention / APAS d. M. Johnson – administration
- 8. Bylaws
- 9. Accounts for Payment
- 10. Unfinished Business
 - a. Block D FM 2479 Ext. 0 PA misc. tax questions Division 6
 - b. GPS reports
 - c. Subdivision SW 16-20-14 W2 phasing of offsite fees
 - d. Division Boundary Changes
- 11. New Business
 - a. Christmas Staff Gifts
 - b. Emergency Measures
 - c. Division 7 Election January 10, 2018
 - d. District of Katepwa Regional Planning Meeting Invitation
 - e. Rural Crime Watch applications available
 - f. Festival of Trees 2018
 - g. Chamber of Commerce membership Fee
 - h. Subdivision SE 34-21-14 W2
 - i. Fort Winter Festival -donation
 - j. Personnel Policy 2018

12. Other Business

a. Oil Recycle & b. Blade 1 ton & C. Trailer @ Sterling

13. Closed Session

a. Personnel

14. Adjournment

RM of North

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, November 14, 2017 9:00 a.m.

Present:

Reeve:

Lee Carlson

Council Members:

Division 2 Leonard Horsman

Division 3 George MacPherson

Division 4 Gord Peagam
Division 5 Marcel DeDecker
Division 6 Garnet Spanier

Division 7 Vacant

Staff:

Administrator - Marcy Johnson

Absent:

Division 1

Ron Palmer

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

17-590 REGULAR MEETING MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of RM 187 Council held October 24, 2017 be adopted as presented."

CARRIED

17-591 COMMUNICATION / G. MACPHERSON

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

- a. SARM New Office Building Grand Opening December 7, 2 pm -4 pm
- b. SARM Visits Fire Damaged Southwest Saskatchewan
- c. SARM Responds to Speech from the Throne
- d. SARM Trading Department
- e. APAS Annual General Meeting November 28 30
- f. RCMP -Community Policing Report
- g. Saskatchewan Association of Conservation Officers (SACO) donation request
- h. SaskTip donation
- i. PBI October newsletter
- j. RGL Consulting Group."

CARRIED

17-592 REPORT WORKS CHAIR G. SPANIER / G. SPANIER

"THAT the following written report from Works chair G. Spanier regarding a works update be accepted as presented."

CARRIED

17-593 REPORT SARM MIDTERM CONVENTION / L. CARLSON

CARRIED

17-594 REPORT SARM MIDTERM CONVENTION / G. MACPHERSON

"THAT the following written report from Division 3 Councillor G. MacPherson regarding the SARM Midterm be accepted as presented."

CARRIED

17-595 REPORT APAS DIVISION MEETING / G. MACPHERSON

"THAT the following written report from Division 3 Councillor G. MacPherson regarding the APAS Division meeting be accepted as presented."

CARRIED

17-596 REPORT ADMINISTRATION M. JOHNSON / L. HORSMAN

"THAT the following written report from Administrator M. Johnson regarding administration be accepted as presented."

CARRIED

17-597 ACCOUNTS FOR PAYMENT / G. PEAGAM

"THAT the list of accounts cheque numbers 6823 to 6860 totaling \$104,608.70 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

RM of North Quappelle No.187
Valley of Festivals

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, November 14, 2017 9:00 a.m.

17-598 RECESS / G. SPANIER

"THAT RM 187 Council recess at 9:55 a.m."

CARRIED

Reeve L. Carlson called the meeting back to session at 10:00 a.m.

17 599 RECONVENE / G. MACPHERSON

"THAT RM 187 Council meeting reconvene at 10:00 a.m."

CARRIED

17-600 CHRISTMAS STAFF GIFTS / G. SPANIER

"THAT RM 187 Council approve the Administrator M. Johnson to purchase \$50.00 gift cards from Co-op for the RM Staff."

CARRIED

17-601 RESCIND MOTION 17-538 / G. MACPHERON

"THAT RM 187 Council rescind motion <u>17-538 ELECTION DIVISION 7 / G. MACPHERSON</u> "THAT RM 187 Council set Division 7 Election day to December 13, 2017."

CARRIED

17-602 DIVISION 7 ELECTION / L. HORSMAN

"THAT RM 187 Council set Division 7 election day to January 10, 2018."

CARRIED

17-603 DISTRICT OF KATEPWA REGIONAL PLANNING MEETING / L. HORSMAN

"THAT RM 187 Council advise the Administrator, M. Johnson to request from the District of Katepwa reasoning for having a meeting when the District of Katepwa belongs to a Planning District:

AND FURTHERMORE the letter be carbon copied to Ralph Leibel at the Ministry of Government Regulations Community Planning Branch."

CARRIED

17-604 ADVANCED POLLS DIVISION 7 ELECTION / G. MACPHERSON

"THAT RM 187 Council approve the advanced polls if needed to be held in Regina; AND FURTHERMORE the Returning Officer, M. Johnson, determine the place for election."

CARRIED

17-605 ELECTION OFFICIALS / L. HORSMAN

"THAT RM 187 Council appoint M. Johnson as the Returning Officer, N. Keith as the Deputy Returning Officer, and L. Klisowsky as the Poll Clerk;

AND FURTHERMORE remuneration for the Returning Officer, Deputy Returning Officer and the Poll Clerk to be paid at a rate of \$30.00 per hour for any time over the regular work day hours."

CARRIED

17-606 RURAL CRIME WATCH / G. SPANIER

"THAT RM 187 Council approve three outside workers to apply to the Rural Crime Watch at a cost of \$20.00 each paid by the RM 187."

CARRIED

17-607 CHAMBER OF COMMERCE MEMBERSHIP FEE / L. HORSMAN

"THAT RM 187 Council approve the payment to the Chamber of Commerce of \$100.00 for the 2018 annual membership."

CARRIED

17-608 SUBDIVISION SW 36-21-14 W2 / G. SPANIER

"THAT RM 187 Council authorize the Administrator M. Johnson to start the subdivision process at SW 36-21-14 W2;

AND FURTHERMORE owner of SW 36-21-14 W2 will be responsible for all cost of the subdivision application."

CARRIED

17-609 FORT WINTER FESTIVAL DONATION / G. SPANIER

"THAT RM 187 Council approve the donation of \$100.00 for the Fort Winter Festival."

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, November 14, 2017 9:00 a.m.

17-610 OIL RECYCLE / M. DEDECKER

"THAT RM 187 Council approve the company Recycle West to be our oil recycle company."

CARRIED

17-611 CLOSED SESSION / G. SPANIER

"THAT RM 187 regular meeting move into closed session at 11:27 a.m. to discuss personnel issues."

CARRIED

Reeve L. Carlson reconvene the meeting at 11:45 a.m.

17-612 OPEN SESSION / G. MACPHERSON

"THAT RM 187 regular meeting move back into regular session at 11:45 a.m."

CARRIED

17-613 FOREMAN OVERAGE OF HOURS / L. HORSMAN

"THAT RM 187 Council approve the payout of 145 hours to the RM Foreman D. Duesterbeck for the 2017 year."

CARRIED

17-614 ANNUAL SALARY INCREASE / M. DEDECKER

"THAT RM 187 Council approve the 2.2% increase to all salaries ranges for 2018."

CARRIED

17-615 ADJOURNMENT / G. SPANIER

"That the regular meeting of Council be adjourned at 12:00 p.m."

CARRIED

Approved this

28

day of Novembe

, 2017.

Next regular meeting of Council, Tuesday, November 28, 2017 at 9:00 a.m.



Report Date 11/10/2017 12:50 PM List of Accounts for Approval
As of 11/10/2017
Batch: 2017-00156 to 2017-00162

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		11/09/17	Expense - SARM	329.86	329.86
6844	11/14/2017	Keith, Nicole 11/14/17	Expense	50.00	50.00
6845	11/14/2017	Klyne, Rick 10/30/17	Pest Control	1,035.00	1,035.00
J846	11/14/2017	Professional Buildi 17103155		3,456.94	3,456.94
6847	11/14/2017	Profile Tire 3843 3844 3905 3910 3925	GMC Repair Champion Small Tool Repair Volvo Maintenance supply	2.20 74.36 6.64 3.32 221.45	3,430.94
		3988	Pete	16.64	324.61
6848	11/14/2017	Redhead Equipmer P58879	nt Maintenance - Supply/Repair	2,028.60	2,028.60
6849	11/14/2017	RoBo Sales October/17	Maintenance Fuel	1,860.43	1,860.43
6850	11/14/2017	SARM Saskatchew ATS1230-5000180 ATS123050001800	St. Signs -directional Arrow	91.04 220.18	311.22
6851	11/14/2017	Sask Energy 10/25/17	Shop Heat	112.30	112.30
6852	11/14/2017	Sask Power 10/30/17	Power / Shop	88.56	88.56
6853	11/14/2017	Sask Tel Cmr 10/28/17 October FS 10/29/17	Phone - Office Phone Fort San Phone - Shop	106.75 187.40 67.52	361.67
6854	11/14/2017	Spanier, Garnet	,		
6855	11/14/2017	October/17 Town of Fort Qu'A	2-5-1 	926.20	926.20
6856	11/14/2017	2017-00101 Tru Hardware	Dust control - oil	1,226.15	1,226.15
		2035789	Shop supply	33.01	33.01
6857	11/10/2017	Spoiled During Prin			
6858 6859	11/10/2017 11/10/2017	Spoiled During Pring Jones, Glyn			
6860	11/10/2017	11/17-Nov 1 - 9 Myers, Leonard 11/17 Nov 1 - 9	Maint - Nov 1 - Nov 9 Rd Maint- Nov 1 - Nov 9	640.00 1,648.00	640.00 1,648.00
Othor		2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		.,	.,5.10.00
Other: 17110301-Man	11/03/2017	Johnson, Marcy PM 11-01	Payroll Oct 18 - Oct 31	2,035.64	2,035.64
17110302-Man	11/03/2017	Keith, Nicole			
17110303-Man	11/03/2017	PM11-01 Duesterbeck, Darw		1,169.76	1,169.76
/110304-Man	11/03/2017	PM 11-01 Webster. Lloyd	Payroll Oct 18 - Oct 31	1,932.05	1,932.05
17110305-Man	11/03/2017	PM 11-01 Klisowsky, Lorrain	Payroll Oct 18 - Oct 31	1,547.11	1,547.11
17110306-Man	11/03/2017	PM 11-01 McCullough, Darcy	Payroll Oct 18- Oct 31	479.65	479.65
		PM 11-01	Payroll - Oct 18 - Oct 31	1,170.51	1,170.51
				Total for AP:	104,608.70

MM Sego

ME



Administrator Report to Council Tuesday November 14, 2017

Bank Balance \$819,943.47

Bouquets -

Complaints -

Garbage pickup with sanding and road clearing.

Building Permits -

Wacholtz, Luke	96 Braumberger Beach
Hilderman Construction Ltd/Groenewold, Dirk	48 Taylor Street
North Valley Wast Management Authority	in NW 21-21-13-W2
Hilderman Construction Ltd./Tsang John	50 Taylor Street
Hilderman Construction Ltd./Tsang John	50 Taylor Street
Hilderman Construction Ltd./Tsang John	50 Taylor Street
Hilderman Construction Ltd./Tsang John	50 Taylor Street
Wide Awake Farms	SW 1-20-13-W2

Office - Winter Weight Restrictions

Auditor will be out November 23 all day

Pasqua Lake Hamlet meeting November 23 1:30

Darwin gone December 5-6 - Pipeline

<u>CHIRSTMAS STAFF GIFTS – previous council purchased hams but was changed on my recommendation to Co-op gift cards at a value of \$50.00</u>

EMERGENCY MEASURES - see the attachment on binders for EMO contact lists. Take home for reference.

<u>DIVISION 7 ELECTIONS –</u> Council needs to rescind original motion 17-538. I had the dates incorrect on the original posting.

<u>DISTRICT OF KATEWPA RETIONAL PLANNING MEETING INVITATION</u> - unsure of the reason for this meeting I recommend we send a letter to find out their reasoning since we belong to a planning commission already. Would like to cc Mr. Liebel with our question.

<u>RURAL CRIME WATCH</u> – would like have three outside workers on the rural crime watch in our areas. They are in areas that are normally not patrolled.

<u>FESTIVAL OF TREES –</u> Would council like to sponsor and put together a tree for the Festival of Trees? Office staff not available. Concern is that the money raised is not going to a local charity.

CHAMBER OF COMMERCE – have been members in the past at \$100 per year.

<u>SUBDVISION se 34-21-14 W2 –</u> Subdivision application required would like to hire 20/20 Geomatics to start the process all costs are covered by the property owner but a portion of the subdivision is RM road.

FORT WINTER FESTIVAL request from the Winter Festival in 2015 we sponsored \$250.00 2016 \$100.00

PERSONNEL POLICY Will be discussed in closed session.

- SARM recommends 2.2% increase, and as per our policy employees received that increase.
- · Foreman annual time overage.

Box 99 Fort Qu'Appelle SK 50G 150 Phone 306·332·5202

Website <u>www·rm187·ca</u> email rm187@sasktel·net

2 8 M



Holidays

Marcy

Dec. 15 -27 (5)

Nicole

Dec. 28 & 29

Respectfully submitted

M. Johnson

PUBLIC WORKS REPORT NOVEMBER 14, 2017

- Winter hours are now in effect for the Works Crew
- Works Crew is servicing the equipment and preparing to store it for the winter
- Tree cutting is required in a few areas
- New sander has been installed on the GMC 1 ton and is working well
- Shop improvements are now complete. Works Crew would like to thank the Council for the improvements.

DISCUSSION:

Public Works Committee Submitted by:

Garnet Spanier

Chairman, Public Works

2017 Mid Term Convention report.

Monday - Nov 6th. - Municipal Leadership Development Program.

The first presentation was the first program in the MLDP.

Outlined responsibilities of Council. The role Council plays as policy decision makers, employers and community leaders. The relationship between Council and the Administrator. Council sets strategic leadership - sets direction, makes policy, makes decisions, oversees and monitors organizational performance and ensures accountability. Council needs to make decisions for the entire municipality, not just personal divisions. Good general information, however there was a lot of information that I had previously heard in another similar session and much of it was a repeat.

The second presentation of the afternoon dealt with conflict resolution. The main focus being how we interpret others actions and words, and how our actions and words are interpreted by others. Do we unknowingly escalate the situation by what we say and how we say it. Does our perception and paradigm affect our interpretation of other people and the situation at hand. Even though I have heard similar information, I found the presentation interesting and thought provoking. The two presenters were very good and well versed in the delivery of the material.

Tuesday - Nov. 7th. Workshops -

1. Governance: Role in Strategic and Tactical Human Resource Management.

The workshop discussed the role of council as being an employer, overseeing the organization ensuring human resource management of employees. The material covered such topics as does the organization have the right "fit" of employees; having a succession plan in place for future recruitment; the need to manage money, capital and people. Many organizations focus on the money and capital, but little is done on human resources. Discussion creates conversation for understanding - planning creates a good platform to manage resources. Jobs have evolved over time and R.M.'s are doing things differently. Should consider hiring diversity in new candidates, suggested moving to a "contract" basis for Administration, as opposed to an employee basis and ensure clear language regarding work. Referred to integrating a "fit for work" policy - legal, illegal drugs, alcohol and emotionally unfit. Steps to employee management -

Define expectations; monitor; periodically rate performance; correct deficient performance; reward good performance. Make the system objective, not subjective. This was a good workshop with interesting information, however the group size and room was too large. It would have been more beneficial to have a smaller group and smaller room to facilitate questions and group discussion.

2. Second workshop - Best Practices for Selecting, Specifying and Using Chemical

Treatments.

Respectfully submitted:

CAMA CAO PERFORMANCE EVALUATION TOOLKIT

The Canadian Association of Municipal Administrators (CAMA) has introduced a three-step CAO Performance Evaluation Toolkit designed to enhance the relationship between CAO and board or council, and help boards and councils achieve their strategic goals and objectives. This tool kit was developed and piloted over a two year period. It is available for free to members and non-member local governments.

They recommend a three step process in completing the performance evaluation.

CONTENTS

Message from the Canadian Association of Municipal Administrators	i\
Introduction	
How to Use this Toolkit	
Quick Reference Guide	5
•	
Part 1: The CAO's Process: Creating the CAO Handbook for Performance Evaluati	on8
1.1 Review Governance Requirements	8
1.2 Review Hiring Documents	9
1.3 Review Goals and Key Results	10
1.4 Review Core Competencies and Performance Metrics	12
1.5 Pull the Data Together	
1.6 Conduct the Self-Assessment	
Part 2: Mayor and Council's Process: Creating the Final Performance Evaluation	Report
2.1 Council Receives the CAO Handbook for Performance Evaluation	
2.2 Mayor and Council Organize their Review	17
2.3 Mayor and Council Use a Template for Performance Evaluation	
2.4 Mayor and Council Discuss their Review of the CAO's Self-assessment	
2.5 Council Prepares for the Discussion with the CAO	
2.6 Council Shares the Final Performance Evaluation Report	
Part 3: CAO, Mayor and Council Meet to Discuss the Performance Evaluation	22
3.1 Joint Review of the Final Performance Evaluation Report	
3.2 Meet to Finalize the Final Performance Evaluation Report	23
3.3 Meet to Sign Off On the Final Performance Evaluation Report	
3.4 A New Year	
Optional Steps in the Evaluation Cycle	25
Developing a Compensation Framework	
Setting up Quarterly Reviews	
Surveying Stakeholders	
, 0	
References	26
Appendix 1: Principles	
Appendix 2: Survey Results	
Appendix 3: CAO Process Checklist	
Acknowledgements	
Permissions	

CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS
CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION TOOLKIT (VERSION 1.0 / 2016)

Date and time:	Attendees:
Place:	
Yes	No
d from Template 1.6B:	
Yes	No
Yes	No
Yes	No
	Place: Yes d from Template 1.6B: Yes



Part 2: Mayor and Council Compile to	ne Final Performance Eval	uation Report		
The following people will form the sub-committee to compile the evaluations into a single Final Performance Evaluation Report:				
Final Performance Evaluation Report is compiled	Date:	Ву:		
CAO, Mayor and Council review Final Evaluation Report	Date from:	End Date:		
Part 3: CAO, Mayor and Council mee	t to Discuss the Performa	nce Evaluation		
Joint review of the Final Report	Date and Time:	Attended by:		
	Place:			
Joint Setting of Goals	Date and Time: Place:	Attended by:		
Goals Set for [Year]				

APPENDIX 3: CAO PROCESS CHECKLIST

Recommendations for CAO Performance Evaluation

Initial where appropriate, Complete with Dates as Required, and Circle as Necessary.

For the Year: Date:			
Part 1: CAO Gathers information Evaluation	to create the CAO Ha	ndbook for Performance	
Review Governance Requirements	Located at: [url]	Attached	
Relevant Documents:			
Review Job Description & Employment Agreement	Located at: [url]	Attached	
Relevant Documents:			
Set Goals:			
Do the Goals align with the	Yes	No	
Strategic Plan?			
List of Goals:			
		×	

& M

MESSAGE FROM THE CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS

It seems like a given, but regular performance evaluation is not always a forethought for CAO and Mayor and Council. Feedback suggests that when it is happening, it is not always used effectively. The Canadian Association of Municipal Administrators (CAMA) recognizes that performance evaluation is a process and not an event. To facilitate the process, CAMA has pulled together performance evaluation practices from municipalities across Canada.

It wouldn't have been possible to create the Toolkit without the support of our members, or the support of the Federation of Canadian Municipalities, and the elected officials who completed our surveys. What we heard was that a CAO Performance Evaluation Toolkit could improve the effectiveness of CAO Performance Management. Survey responders asked us to include standardized templates and sample wording that could easily be adapted to local demographics. They asked us for instructions and guiding principles on proper performance management and evaluation of the CAO.

The Toolkit at your fingertips gives CAOs, Town Managers, and City Managers tools to facilitate discussions with their Mayor and Council so that performance management is fair and effective. Using this Toolkit, the CAO and Mayor and Council can hold open conversations to set clear goals for the successes of the organization and community. For both parties, the Toolkit fosters:

- a foundation for good communication;
- an approach to dialogue and conversation that reduces misunderstandings;
- a process for setting annual work-related goals;
- · a shared understanding of performance measures;
- a recognition of the CAO's achievements and assessment of what is being accomplished;
- an identification of performance gaps and proactive measures;
- a focus on aligning the CAO's goals with the strategic plan for the organization.

In addition to our review of sample documents and survey data, a draft of the Toolkit was piloted in early 2016 by members and elected officials. We learned from the pilot project that this compendium of tools assists CAOs to work more effectively with Mayors and Council members to set and reach strategic goals. We think it's a valuable Toolkit, one that will shift Canadian practice to a higher level of professionalism.

It's been an honour to work on this project with the members of the Task Force, our consultants, and our Executive Director. It gave us the opportunity to reflect on the challenges the leaders of Canadian municipalities wrestle with on a daily basis. It gave us an appreciation for the collective wisdom of our membership and for the unique working relationships members have to maintain with elected officials. It is our hope that this Toolkit will assist all of us to achieve our local vision, and create stronger municipalities and communities.

Janice Raker

acSaler

CAMA CAO Performance Evaluation Project Task Force Chair

CAMA Representative for Ontario

CAO/City Manager for the City of Mississauga, ON

CAMA ACAM

An.

INTRODUCTION

CAMA produced this Toolkit in recognition of the importance of the relationship between the City Manager, Town Manager, or Chief Administrative Officer (CAO) and Mayor and Council. The CAO is the administrative head of the municipality who ensures policies and programs are implemented; advises and informs Mayor and Council about the operation and affairs of the municipality; and carries out the duties described in legislation. The Mayor and Council rely on the CAO to be the connecting link between Council and municipal operations; and to implement the municipality's policies.

For many municipalities, the annual performance evaluation is the key performance indicator of the effectiveness of the CAO's strategic management decisions and actions. CAMA encourages a broader, more holistic understanding of performance conversations, which form part of a process, not an annual event (see Appendix 1: Principles).

CAMA's CAO Performance Evaluation Project Task Force reviewed input from Canadian municipalities to identify effective sample documents being used across the country today (see Appendix 2: Survey Results). From these, the Task Force created templates that will assist you in applying your hard work to agreed-upon strategic, operational, and individual goals. CAMA's Toolkit promotes appropriate, positive discussions between the CAO and Mayor and Council that result in better decision-making for the municipality. You'll find that CAMA's recommended performance review process incorporates many of the practices already used throughout municipalities in Canada; but packaged in an easy-to-use kit.

MOST COUNCILS RELY ON THE CAO TO:

- be the connecting link between Council and municipal operations;
- assist Council in arriving at decisions and manage the efficient execution of those decisions by municipal staff;
- develop and use an appropriate decision making process;
- regularly review staff performance;
- maintain organizational health; and
- take all reasonable steps to run the organization professionally and within approved Council policies and the limits of government legislation.

THE VALUE OF PERFORMANCE DISCUSSIONS

Effective performance management and performance evaluation should improve communication and the employment relationship between CAOs and their Councils. This is a unique relationship in that there are a number of people involved in evaluating the performance of the CAO even though Council as a body sets direction. The relationship is significantly more complex than a traditional one-to-one of supervisor to employee. While there may be similarities to Board of Director/Chief Executive Officer relationships, the municipal context has these differences:

In many cases, provincial legislation sets the basis for the Council/CAO relationship.

CANADIAN ASSOCIATION OF MUNICIPAL ADMINISTRATORS

CHIEF ADMINISTRATIVE OFFICER PERFORMANCE EVALUATION TOOLKIT (VERSION 1.0 / 2016)

1

¹ City of Grande Prairie. 2011. City Manager Job Description. Grande Prairie: City of Grande Prairie.



Agriculture is Everyone's Business

APAS District 4

Monday November 13, 2017
Meeting 9:30 am **St Mary's Parish Ukrainian Catholic Cultural Centre,**240 Wellington Avenue, Yorkton, SK S3N 4B3
Lunch Provided

9:30 AM

- 1. Call to Order / Introductions
- 2. APAS update
- 3. Policy discussion
 - a. Federal Tax Consultation
 - b. Weed Management
 - c. Farm input Price Survey project
 - d. Green infrastructure and water management project
 - e. Business Risk Management review (BRM)
- 4. Issues roundtable discussion
- 5. APAS business
 - a. Committee sign up
 - b. AGM dates Registration /Hotels
 - c. Expense Claims
- 6. Adjourn

140 4th Avenue East, Regina, Saskatchewan S4N 4Z4

Tel: 306.789.7774

Fax: 306.789.7779

www.apas.ca

B

APAS District 4 Fall Meeting

Review of APAS recen	t work	
Federal Tax Changes	Apas very active in lobbying Fed Gov't to reconsider tax changes	
-		
	Met with Parlimantary Finance Secretary	
	22,000 submissions to Gov'tHired mnp to explain tax implications	
	Worked with CFA	

Consequently the Fed Gov't will rethink the tax situation. Priminister admitted the Farm Lobby made the Gov't change their minds

Cash Ticket Deferral program was to be disallowed. Lobby against this resulted in the Gov't backing off completely.

APAS is recommending for compensation to individuals who lost assets in the fire that windy day be under the Ag Recovery program and not PDAP. SARM has decided to follow APAS's recommendations.

Policy Proposals

- 1)Bio-Security --- reduce transmission of infectious diseases and plants
 - a) access to land
 - b) purity of seed

(club root, anthrax, noxious weeds)

- c) best management practices
- 2) Farm Input Price Study
- 3) Water Management

Study weather patterns,- 42 year study – temp increased 1.5 degrees Celsius , less snow and more rain during the year.

Analyse storing water, draining water, group drainage projects. Dredging rivers

4)Business Risk Management BMR ----- Gov't asked for APAS input on review of Crop Insurance , Ag Stability, Ag Invest and other ag programs

Note --- British Trade Minister was in Sask regarding discussions over their exit from Europeon Common Market and asked to met with APAS.

BAN

List of Accounts for Approval As of 11/10/2017 Batch: 2017-00156 to 2017-00162

Page 1

Payment #	Date	Vendor Name			5
8		Invoice #	Reference	Invoice Amount	Payment Amount
	AP - AP GENERA	AL			
Computer Che 6823	10/31/2017	Benko's Electric L	td		
		11306	Shop lights, plugs, fans	2,326.37	2,326.37
824	10/31/2017	Johnson, Marcy 10/26/17	Expense	239.19	239.19
6825	10/31/2017	Jones, Glyn 10/31/17	Contract	1,110.00	1,110.00
6826	10/31/2017	Minister of Finance September 2017	e PST Payable	22.96	22.96
6827	10/31/2017	Municipal Employe	ees' Payroll	3,858.88	3,858.88
6828	10/31/2017	Municipal Leaders	hip Admin Training-MLDP	152.25	152.25
6829	10/31/2017	Myers, Leonard Oct/17	Contract	1,696.00	1,696.00
6830	10/31/2017	Prairie Valley S. D.	#208		
6831	10/31/2017	Oct Taxes Receiver General	Taxes Collected	54,930.09	54,930.09
6832	10/31/2017	October 2017 Royal Canadian Le	Payroll Remittance	5,751.12	5,751.12
6833	10/31/2017	10/27/17 Sask Energy	Donation	50.00	50.00
6834	10/31/2017	10/24/17 Sask Power	Office	117.44	117.44
6834	10/31/2017	10/23/17 10/20/17 10/20/17 10/20/2017 Oct 19/17 10/19/17 Oct 23/17 October/17 October 19/17 10/20/2017.	St. Lights LE St. Lights KP St. Lights EH St. Lights BST St. Lights JE St. Lights GV St. Lights QE St. Lights TB St. Lights PL Power - Well Office	124.85 133.54 13.93 167.20 153.27 69.67 137.33 137.33 992.85 132.77 205.22	2,267.96
6835	11/14/2017	Alsco LSAS982422 LSAS984147 LSAS985921 LSAS987716	Shop Supply-Coverall Shop Supply coverall Shop Supply - Coverall Shop Supply - Coverall	48.29 48.29 48.29 48.29	193.16
6836	11/14/2017	Banks, Gerald 11/01/17	Pest Control	630.00	630.00
6837	11/14/2017	Cervus Equipment R456111			
6838	11/14/2017	Commercial Truck	Equipment Co	65.68	65.68
6839	11/14/2017	RE000441978 Dionco Sales	Equipment- Spreader	6,882.00	6,882.00
ø840	11/14/2017	12904 GFI Systems	JD Mower - clutch	620.44	620.44
6841	11/14/2017	10839 Gord Krismer & As	GPS Bundle	266.40	266.40
6842	11/14/2017	4889 Grasslands News	Dev.Appeals Board	238.88	238.88
	,	00031165 00031730 00031232 00031245 00031524	Advertising - Admin Advertising Advertising Advertising Advertising Advertising	108.78 144.90 38.81 52.50 77.62	422.61
6843	11/14/2017	Johnson, Marcy		4,	A



Administrator Report to Council Tuesday October 24, 2017

Bank Balance \$ 850 211.03 as of October 20, 2017

\$ 663,365.69 as of September bank rec 2016 \$ 655,469.66 as of October bank rec 2016

Bouquets -

Complaints -

Building Permits – no new permits to be approved.

Office -

<u>GPS Reports - Office</u> has done weekly to October 13th and this took a day and a half. I am recommending that we change the frequency of reports to follow payroll dates, if council still wants reports. The weekly is quite a bit of paper but good data. I looked at monthly but it does not give an accurate account per division especially if they were there more than once in a month. The reports would be placed with the payroll sheets and save on our database.

<u>Mackay Hill</u> – cost share – Office is doing up an expense form for the project to date. A letter will be sent to the Resort Village of B-Say-Tah when complete with an estimate of how much it will cost to pave the hill.

<u>Lagoon Road — cost share of road to NVWM</u>. The Finance Committee with the assistance from previous Reeve McDonald looked at the cost share of the road and a formula was places per tonnage.

Slide in Sand Spreader – only one quote was given to the office.

<u>Division Boundary Changes</u> – I was in contact with Advisory services and Legislation, Section 49 *The Municipalities Act* explains the process. In summary;

- 1. Resolution of Council requesting the division boundary alteration;
- 2. Reason for request
- 3. Map and description of each new division by Township and Range
- 4. Outline of public consultation undertaken into inform the ratepayers of council's intentions to alter the division boundaries.

As a result of the boundary change there will be a need for an election for each division that there is a change.

<u>Qu'Appelle Estates – Pavement Request –</u> request to add to 2018 work plan from bridge to Qu'Appelle Estates boundary.

<u>Municipal Roads for the Economy Program – 640 Grid rebuild</u> – need to apply for the grant through SARM by resolution of Council.

<u>Municipal Roads for the Economy Program – bridge & large diameter culvert repair & replacement –</u> Recommendation the RM hire AECOM bridge engineer to help apply for the SARM grant for 50% funding. Needed resolution of Council.

<u>Pasqua Lake Hamlet – high speed internet</u> The Pasqua Lake Hamlet Board is recommending with the numbers from the public interest that the high speed internet not proceed.

RM 187 Beaver Bounty Application New applications need to be approved by council.

Box 99 Fort Qu'Appelle SK 50G 150 Phone 306.332.5202

Website <u>www.rm187.ca</u> email rm187@sasktel.net





<u>Valley Lawn Services – change of pick up schedule - They are requesting that the schedule be changed for the south side of Echo Lake from Wednesday to Tuesday.</u>

<u>Finning Rapid Reporting – Cat grader GPS</u> we are hooked up on the GPS through Finning I was working with them on Friday for reports. I have asked about billing and when the grader is parked for the winter. Update will happen during Council meeting.

<u>Fire concerns – contact information EMO</u> Fire out in Division 3 concerns with contact information with the surrounding First Nations. Office needs to update the EMO binder.

<u>Fire Ban — Reeve Carlson and Fire Chief put on a fire warning.</u> RM of Abernethy has had a fire ban on since Wednesday October 18, 2018.

<u>Emtera Bins</u> – Jasmin and Taylor Beach - NVWM is inquiring if it is ok that we bring the bins closer to the road for the winter. Emtera is concerned that the trucks may not be able to get in and out of the areas the bins are in.

Holidays

Marcy

Dec. 15 -27 (5)

Nicole

Dec. 28 & 29

Respectfully submitted M. Johnson