

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

Tuesday, April 11, 2017

1. Call to Order
2. Adoption of Minutes
 - a. March 28 2017 Regular Meeting of Council
 - b. April 3, 2017 Personnel Committee
3. Business Arising From Minutes
4. Public Hearings
5. Delegate 10:30 a.m.
 - a. Clearview Developments – Myles Schick
6. Communication
 - a. SARM – working together to strengthen our communities
 - b. 2017 Weed Inspector Training
 - c. Agriculture and Agri-Food Canada -2017 forecast and risk maps for insect pests of prairie field crops
 - d. APAS in action
 - e. TransGas – pipeline safety
 - f. Government of Saskatchewan – Incorporation and Non-Compliance Criteria
7. Reports
 - a. G. Spanier – Works
 - b. R. Palmer – Personnel
 - c. G. MacPherson – Finance
 - d. L. Carlson – East Central Transportation meeting
 - e. M. Johnson – Administration
8. Bylaws
9. Accounts for Payment
10. Unfinished Business
 - a. Blackhawk Engine Crane – Tender opening
 - b. Beaver Cages
 - c. Gravel Pit Survey
11. New Business
 - a. Trans Canada Trail – grant
 - b. Cat Grader – backup camera
 - c. 2016 Audit
 - d. RM Policy on Compliance Steps
 - e. University of Saskatchewan – Agricultural Health and Safety Network Membership
 - f. Flag Person Training
 - g. Pasqua Lake Wired Internet
 - h. 28 Aaron Drive
12. Other Business
13. Closed Session
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, April 11, 2017

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 9:00 a.m.

17-194 MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of Council held March 28, 2017 be adopted as presented."

CARRIED

17-195 MINUTES PERSONNEL COMMITTEE / R. PALMER

"THAT the minutes of the personnel committee meeting held April 3, 2017 be adopted as presented by the personnel committee."

CARRIED

17-196 COMMUNICATION / G. MACPHERSON

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

- a. SARM – working together to strengthen our communities
- b. 2017 Weed Inspector Training
- c. Agriculture and Agri-Food Canada -2017 forecast and risk maps for insect pests of prairie field crops
- d. APAS in action
- e. TransGas – pipeline safety
- f. Government of Saskatchewan – Incorporation and Non-Compliance Criteria."

CARRIED

17-197 DH2 BLADES CAT GRADER / G. PEAGAM

"THAT RM Council approve the administrator M. Johnson to order DH2 Blades for the Cat Grader at a cost of \$304.00 per set, 10 blades in a bundle."

CARRIED

17-198 RM CONTRACT HIRE / R. PALMER

"THAT RM Council authorize the administrator to hire a contract worker at an hourly rate of \$20.00."

CARRIED

17-199 250 HOUR SERVICE CAT GRADER / L. CARLSON

"THAT RM authorize the administrator M. Johnson to have the first service for the CAT Grader at 250 hours."

CARRIED

17-200 COMPLIANCE STEP POLICY / R. PALMER

"THAT RM Council accept the recommended compliance steps policy for staff during the discipline process."

CARRIED

17-201 EMPLOYEE ORIENTATION POLICY / R. PALMER

"THAT RM Council accept the recommended employee orientation policy with the addition of the completion date."

CARRIED

17-202 EXTRA HOURS / G. MACPHERSON

"THAT RM Council approve the extra hour's payout of 37.5 for Administrator M. Johnson at an hourly rate of \$35.71."

CARRIED

17-203 RECESS / R. PALMER

"THAT RM Council recess at 10:25 a.m. for a quick break before the delegation."

CARRIED



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17-204 RECONVENE / R. PALMER

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

CARRIED

DELEGATE –

Myles Schick Clearview Developments 10:30 a.m. TO 10:55 a.m.
Reported on the future of the Clearview Developments.

17-205 SEPTIC SURVEY / L. CARLSON

"THAT RM Council participate in a septic survey for waste going into the Sask Water Lagoon with a commitment of \$500.00 towards wages."

CARRIED

17-206 REPORTS / G. MACPHERSON

"THAT the following verbal reports from:

- a. G. Spanier – Works
 - b. R. Palmer – Personnel
 - c. G. MacPherson – Finance
 - d. L. Carlson – East Central Transportation meeting
 - e. M. Johnson – Administration
- Be accepted as presented."

CARRIED

17-207 ACCOUNTS FOR PAYMENT / L. HORSMAN

"THAT the list of accounts cheque numbers 6358 and 6385 totaling \$48,930.60 including EFT Payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

17-208 BLACKHAWK ENGINE CRANE / R. PALMER

"THAT RM Council accept the tender from Profile Tire at the amount of \$250.00 for the Blackhawk engine crane. "

CARRIED

17-209 BEAVER CAGES / R. PALMER

"THAT RM Council approve the quote from Cattle Drive Welding for beaver cages at a cost of \$600.00 per cage. "

CARRIED

17-210 CAT GRADER BACKUP CAMERA / L. CARLSON

"THAT the RM Council approve the purchase of a backup camera for the Cat Grader at a cost of 1,585.05;
AND FURTHERMORE the crew will do the install."

CARRIED

17-211 2016 AUDIT / H. MCDONALD

"THAT RM Council 2016 audited financial statement, prepared by Dudley & Company, attached and forming a part of these minutes, be accepted as presented."

CARRIED

17-212 AGRICULTURAL HEALTH AND SAFETY NETWORK MEMBERSHIP / G. MACPHERSON

"That RM Council approve the annual membership to Agricultural Health and Safety Network membership at a cost of \$322.00."

CARRIED

17-213 FLAG PERSON TRAINING / L. CARLSON

"THAT RM Council approve Councillor L. Carlson to facilitate the flag person training to the RM Works Crew."

CARRIED

17-214 CLOSED SESSION / G. PEAGAM

"THAT RM Council move into closed session at 12:03 p.m. to discuss personnel issues."

CARRIED

17-215 OPEN SESSION / L. HORSMAN

"THAT RM Council return to open session at 12:13 p.m."

CARRIED

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17-216 SEASONAL MAINTENANCE - EQUIPMENT OPERATOR / R. PALMER

"THAT RM Council approve the recommendation from the personnel committee to hire M. MacDonald as the RM Seasonal Maintenance / Equipment Operator starting as soon as possible;

AND FURTHERMORE the starting wages is \$18.44 per hour with benefits and Pension."

CARRIED

17-217 ADJOURNMENT / L. CARLSON

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

CARRIED

Approved this April day of 25, 2017.



Reeve



Administrator

Next regular meeting of Council, Tuesday, April 25, 2017 at 9:00 a.m.

Report Date

4/07/2017 3:44 PM

List of Accounts for Approval

As of 4/07/2017

Page 1

Batch: 2017-00044 to 2017-00048

| Payment # | Date | Vendor Name Invoice # | Reference | Invoice Amount | Payment Amount |
|-----------------------------------|-----------|--|---|--|----------------|
| Bank Code: AP - AP GENERAL | | | | | |
| Computer Cheques: | | | | | |
| 6358 | 3/31/2017 | Howden Country Services Ltd 4366 | JD Tractor repairs | 5,648.84 | 5,648.84 |
| 359 | 3/31/2017 | Municipal Employees' 03/17 Payroll | Payroll remittance | 3,698.04 | 3,698.04 |
| 6360 | 3/31/2017 | Prairie Valley S. D. #208 03/17 Taxes | Taxes collected | 4,334.64 | 4,334.64 |
| 6361 | 3/31/2017 | Receiver General 03/17 Payroll | Payroll remittance | 6,792.58 | 6,792.58 |
| 6362 | 3/31/2017 | Sask Energy 03/17 Office 03/17 Shop | Office Shop | 221.89 267.41 | 489.30 |
| 6363 | 3/31/2017 | Sask Power 03/17 GV 03/17 PL 03/17 JE 03/17 BST 03/17 EH 03/17 KP 03/17 Well 03/17 LE 03/17 QE 03/17 TB 03/17 Office 03/17 Shop | GV - street lights PL - street lights JE - street lights BST - street lights EH - street lights KP - street lights Well LE - street lights QE - street lights TB - street lights Office Shop | 69.67 992.85 153.27 167.20 13.93 133.54 165.52 124.85 137.33 137.33 153.33 125.23 | 2,374.05 |
| 6364 | 3/31/2017 | Sask Tel Cmr 03/17 FS 03/17 Office 03/17 Shop | Phone - FS Office Shop | 187.56 108.48 60.78 | 356.82 |
| 6365 | 4/11/2017 | Carlson, Lee 03/27/17 | Expense | 1,643.67 | 1,643.67 |
| 6366 | 4/11/2017 | Dawson Justin 04/05/17 | Pest Control-2 beaver tail | 60.00 | 60.00 |
| 6367 | 4/11/2017 | Grasslands News Group 00027453 | Advertising-equip. sale | 67.91 | 67.91 |
| 6368 | 4/11/2017 | Jackson Bros. Bobcat Services 18/17 18/Mar/17 05/17 11/17 | Gravel-36yds Mackey hill 12 yds Gravel - Ross Park Stone - 12 yds 1"-3" Lagoon Rd Gravel - 12 yds McNally hill | 567.00 189.00 441.00 525.00 | 1,722.00 |
| 6369 | 4/11/2017 | McDonald, Harry 04/07/17 | Exoense | 3,205.98 | 3,205.98 |
| 6370 | 4/11/2017 | MuniSoft 2017/18-01008 | Office supply-toner | 259.72 | 259.72 |
| 6371 | 4/11/2017 | Myers, Leonard 04/06/17 | Contract Rd. Maint/Shop | 2,400.00 | 2,400.00 |
| 6372 | 4/11/2017 | Profile Tire 1688/1785 | Maintenance-Champion | 211.21 | 211.21 |
| 373 | 4/11/2017 | Procyk, Demetry 04/03/17 | Pest control- 2 tails | 60.00 | 60.00 |
| 6374 | 4/11/2017 | RMAA Golf Tournament Issued To: Guy Lagrandeur Apr/17 | Golf Conference | 100.00 | 100.00 |
| 6375 | 4/11/2017 | RoBo Sales Mar/17 | March Fuel | 817.70 | 817.70 |
| 6376 | 4/11/2017 | SARM Saskatchewan Association ATS11003779 R8809003 | Maintenance -road signs-tools Office -Stationery | 682.58 211.80 | 894.38 |
| 6377 | 4/11/2017 | Saskatchewan Safety Council | | | |

Report Date

4/07/2017 3:44 PM

List of Accounts for Approval

As of 4/07/2017

Page 2

Batch: 2017-00044 to 2017-00048

| Payment # | Date | Vendor Name Invoice # | Reference | Invoice Amount | Payment Amount |
|---------------|-----------|--|-----------------------------|----------------|----------------|
| | | IN29059 | Maint- Training | 325.50 | 325.50 |
| 6378 | 4/11/2017 | Sask Tel Cmr 03/29/17 | Maint-cell phone | 68.91 | 68.91 |
| 6379 | 4/11/2017 | Saskatchewan Workers' Mar 2017 | Benefits | 2,342.82 | 2,342.82 |
| 6380 | 4/11/2017 | Spanier, Garnet Mar/2017 | Expenses | 1,295.20 | 1,295.20 |
| 6381 | 4/11/2017 | Sterling Truck & Trailer Sales 207309 | Equip. Insp. Tandem Trailor | 94.50 | 94.50 |
| 6382 | 4/11/2017 | Town of Fort Qu'Appelle Mar 2017 | Water bill - Shop | 238.60 | |
| | | 03/31/17 | Water bill - Office | 238.60 | 477.20 |
| 6383 | 4/11/2017 | Tru Hardware 2034917 | Maint- office supply | 53.06 | |
| | | 2034942 | Maint-Supplies | 32.42 | 85.48 |
| 6384 | 4/11/2017 | Van Houtte Coffee Services Inc 70906272 | coffee | 74.15 | 74.15 |
| 6385 | 4/11/2017 | Village of Fort San 04/04/17 | Trans Canada Trail Grant | 1,146.00 | 1,146.00 |
| Other: | | | | | |
| 17040701-Man | 4/07/2017 | Johnson, Marcy PM 04-01 | Payroll Mar 22 - Apr 4 | 1,844.39 | 1,844.39 |
| 17040702-Man | 4/07/2017 | Keith, Nicole PM 04-01 | Payroll Mar 22 - Apr 4 | 1,147.56 | 1,147.56 |
| 17040703-Man | 4/07/2017 | Duesterbeck, Darwin PM 04-01 | Payroll Mar 22 - Apr 4 | 1,749.82 | 1,749.82 |
| 17040704-Man | 4/07/2017 | Kulaway, Ken PM 04-01 | Payroll Mar 22 - Apr 4 | 1,444.28 | 1,444.28 |
| 17040705-Man | 4/07/2017 | Webster, Lloyd PM 04-01 | Payroll Mar 22 - Apr 4 | 1,412.74 | 1,412.74 |
| 17040706-Man | 4/07/2017 | Klisowsky, Lorraine PM 04-01 | Payroll Mar 22 - Apr 4 | 285.21 | 285.21 |
| Total for AP: | | | | | 48,930.60 |

Reeve



Compliance Step Policy

RM Council will have a 5 step process but the steps may not be in the order listed due to severity of the behaviour.

1. **Informal Direction** – informal dialogue about a specific behaviour or actions that is not acceptable. Dialogue would take place on the job site immediately as a situation is observed.
2. **Private Discussion / verbal warning** – a more formal meeting at a specific time and locations.
3. **Written Warning** – individual is reprimanded in private with documented letter, which is to be placed on personnel file.
4. **Suspension** – Could be 1 to 3 days, dependant on the severity of action or behaviour.
5. **Termination** – Final step in the process, if no progress to improvement is evident.

Each step is documented by Administrator and the individual is notified at step 2.

Policy April 2017 passed by Council on _____
Resolution _____





RM Road Grading Policy

RM works committee recommends that with weather permitting the attached map is a visual of the priority roads in the RM 187.

Level 1 priority roads (Red) – done every 7 days

Level 2 priority roads (Blue) – done once a month

Level 3 priority roads (Green) – one blade spring – one blade fall

Policy March 2017 passed by Council on

Just March 28/17

Resolution

17-169

Box 99 Fort Qu'Appelle SK S0G 1S0 Phone 306-332-5202 Fax 306-332-6028

Website www.rm187.ca email rm187@sasktel.net

Handwritten signatures:
H.A. Mc...
m...

RECEIVED

APR 07 2017

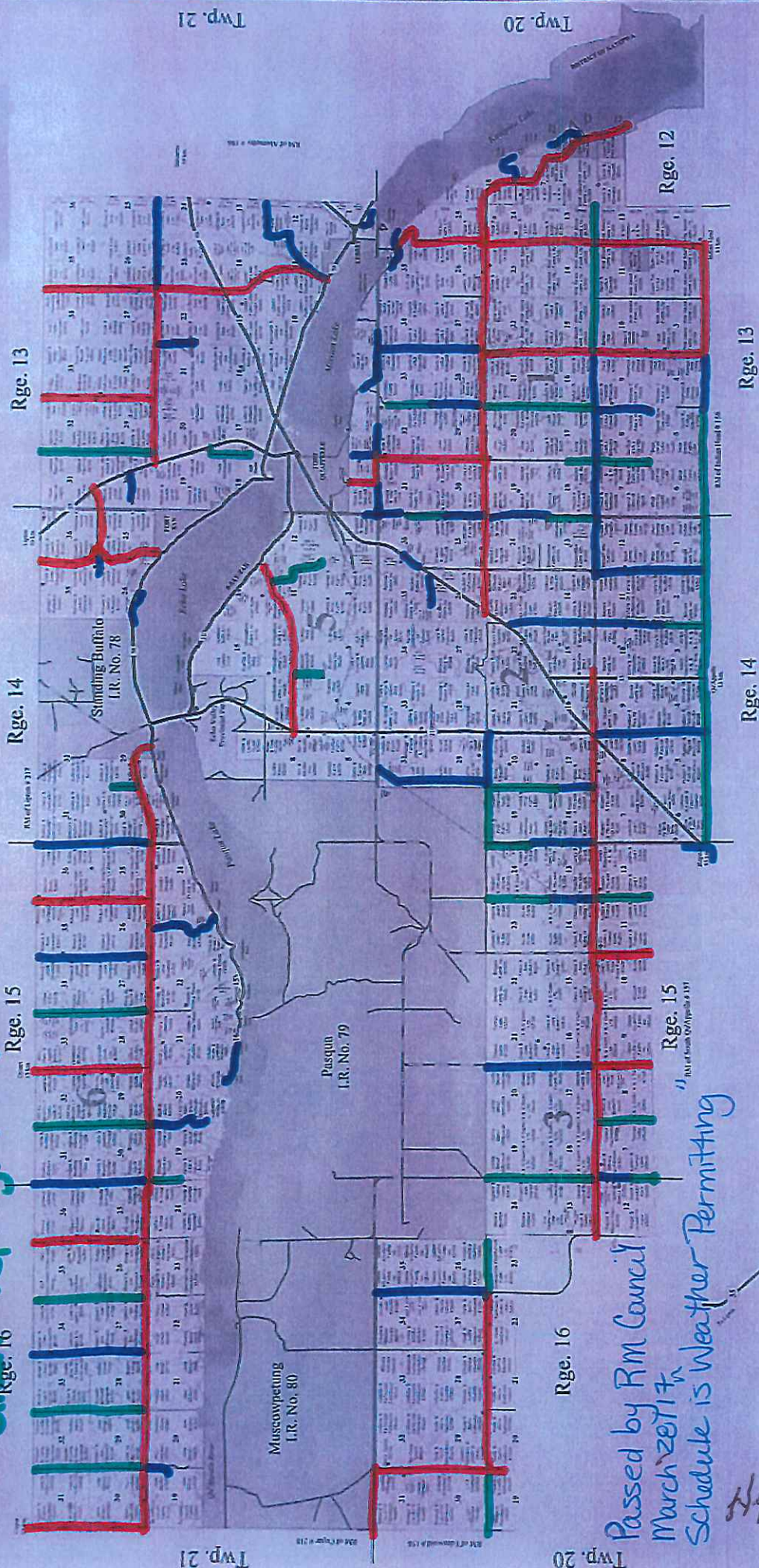
RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187

WEST OF 2nd MERIDIAN

Red - Every 7 days
Blue - Once a month
Green - 1 Spring, 1 Fall

Health District:
Assessment: 205,428,257
Population: 728
Office Days: Monday to Friday
Meeting: 2nd and 4th Tuesdays

Box 99
Fort Qu'Appelle, SK, S0G 1S0
Ph: 306-332-5202
Fax: 306-332-6028
Email: rm187@sasktel.net



Passed by RM Council
March 2017
Schedule is Weather Permitting

H. J. [Signature]



RM Performance Review Policy

Performance review shall happen by October 15 annually.

Process for Administrator and Foreman:

1. Council shall together review the Administrator and Foreman annual performance.
2. Performance review feedback meeting with,
 - a. Administrator, Chair and Vice Chair of Personnel Committee
 - b. Foreman, Chair of Personnel Committee and Administrator

Taking what Council collected at the review meeting and explaining to the Administrator and Foreman.

3. Appeal process shall occur with the Reeve.

Process for all other employees:

1. Administrator to meet with other RM employees to outline their year.
2. Appeal process shall occur with the Reeve.

Performance Review may happen throughout the year if any issues arise that RM Council feel a specific meeting shall happen.

If a meeting is needed, the Administrator shall meet with the Chair and Vice Chair of Personnel Committee, the Foreman shall meet with the Chair of Personnel Committee and Administrator.

Policy March 2017 passed by Council on

Tues. March 28/17

Resolution

17-172





RM Hours of Work

All outside employees shall take a mandatory half (1/2) hour unpaid lunch break. RM Council feel that the health and safety of employees is important for everyone.

Normal summer hours (minimum) 7:00 a.m. to 5:00 p.m. with ½ hour unpaid lunch break.

Shop hours 7:00 a.m. to 3:00 p.m. with a ½ hour unpaid lunch break.

Policy March 2017 passed by Council on

June March 28/17

Resolution

17-174

H. J. M.




Smoking Policy

No Smoking in any RM Equipment or RM Buildings.

Consequences:

Personnel Committee will be creating a Compliance Policy for violations. When the Compliance Policy is complete, employees will be notified of the consequences if you smoke in equipment or buildings.

Policy March 2017 passed by Council on

Resolution

Just March 20/17

17-175

