

RM of NORTH QU'APPELLE NO.187
RM Of North Qu'Appelle Office 136 Company Avenue South
Agenda 9:00 a.m.
Tuesday, September 12 2017

1. Call to Order
2. Adoption of Minutes
 - a. August 22, 2017 Regular Meeting of Council
3. Business Arising From Minutes
4. Public Hearings
5. Delegate
6. Communication
 - a. SARM – PST on insurance premiums in 2018
 - b. SARM – new policy announced for 9 month primary highways
 - c. SARM – SARM, SCA, APAS and SSGA alarmed at the implication of proposed tax changes
 - d. SARM – 2017 TLE tax loss compensation payment
 - e. SARM – consultation on proposed changes to Canada's tax system
 - f. STARS – thank you
 - g. Government of Saskatchewan – gas tax fund
 - h. Fort Times – organic farmer work to be stewards of the land – Morrisette
 - i. PARCS – update 77
 - j. Professional Building Inspections Inc. – newsletter
 - k. North Valley Waste Management Inc. – minutes June 19, 2017 July 17, 2017
7. Reports – written
 - a. G. Spanier / L. Carlson – Works
 - b. M. Johnson – Administration
8. Bylaws
 - a. Bylaw 2017-10 Bylaw for Prohibiting, Controlling and Keeping of Poultry in RM 187
 - b. Bylaw 2017-12 Purchasing Bylaw
 - c. Bylaw 2017-11 Administrative Bylaw
9. Accounts for Payment
10. Unfinished Business
 - a. Proposed Residential Subdivision - W ½ 16-21-15 W2
 - b. Town of Fort Qu'Appelle Rexentre Contribution 2017
 - c. Workshop – water security agency workshop responsibilities of municipal authorities for water/sewage works
11. New Business
 - a. Block D FM 2479 Ext. 0 PA misc. – tax questions
 - b. Morris Law Office – assessment roll for organized Hamlet of Pasqua Lake opening
 - c. Weed Inspector – Jim Sigmeth
 - d. Custom Work – Town of Fort Qu'Appelle
 - e. Fort Qu'Appelle & District Chamber of Commerce Business Excellence Awards – donation request
 - f. Distributor Safety
 - g. Signage – clean up after your dog
 - h. September 26, 2017 meeting date change
 - i. 127 Qu'Appelle Place – municipal tax abatement
 - j. 2017 Fee Charges
 - k. Bridge Weight Restrictions
 - l. Office Equipment – Dual Screens
 - m. Organized Hamlet of Pasqua Lake – Tree Trimming
 - n. Qu'Appelle Park – Tree Trimming
 - o. 2011 Felling Flat Deck Trailer – offer to purchase
 - p. Rescind motion 17-318
 - q. Sale of Weed Spray Truck
 - r. CAT Grader – storage
 - s. Personnel Conduct Policy
 - t. Job description – Administrator
 - u. Staffing – winter levels – office
12. Other Business
13. Closed Session
 - a. 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, September 12, 2017

Present: Acting Reeve – Division 7: Lee Carlson
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

Staff: Administrator – Marcy Johnson

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

17-442 REGULAR MEETING MINUTES / RON PALMER

"THAT the minutes of the regular meeting of RM 187 Council held August 22, 2017 be adopted as presented."

CARRIED

17-443 COMMUNICATION /M. DEDECKER

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

- a. SARM – PST on insurance premiums in 2018
- b. SARM – new policy announced for 9 month primary highways
- c. SARM – SARM, SCA, APAS and SSGA alarmed at the implication of proposed tax changes
- d. SARM – 2017 TLE tax loss compensation payment
- e. STARS – thank you
- f. Government of Saskatchewan – gas tax fund
- g. Fort Times – organic farmer work to be stewards of the land – Morrisette
- h. PARCS – update 77
- i. Professional Building Inspections Inc. – newsletter
- j. North Valley Waste Management Inc. – minutes June 19, 2017 July 17, 2017."

CARRIED

17-444 REPORT WORKS CHAIR G. SPANIER / G. SPANIER

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

CARRIED

17-445 PEAK ENERGY / G. SPANIER

"THAT RM 187 Council approve the Administrator M. Johnson to sign the agreement with Peak Energy."

DEFEATED UNANIMOUSLY

17-446 REPORT ADMINISTRATION - M. JOHNSON / G. PEAGAM

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

CARRIED

17-447 BYLAW 2017-10 BYLAW FOR PROHIBITING, CONTROLLING AND KEEPING OF POULTRY IN THE R.M. 187 / R. PALMER

"THAT Bylaw 2017-10 Bylaw for Prohibiting, Controlling and Keeping of Poultry in RM 187 be read for the first time."

CARRIED

17-448 BYLAW 2017-10 BYLAW FOR PROHIBITING, CONTROLLING AND KEEPING OF POULTRY IN THE R.M. 187 / L. HORSMAN

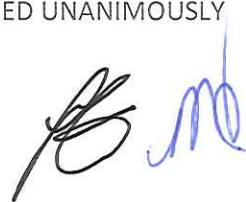
"THAT Bylaw 2017-10 Bylaw for Prohibiting, Controlling and Keeping of Poultry in RM 187 be read for second time."

CARRIED

17-449 BYLAW 2017-10 BYLAW FOR PROHIBITING, CONTROLLING AND KEEPING OF POULTRY IN THE R.M. 187 / G. PEAGAM

"THAT Bylaw 2017-10 Bylaw for Prohibiting, Controlling and Keeping of Poultry in RM 187 have three readings at this meeting."

CARRIED UNANIMOUSLY



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, September 12, 2017

17-450 BYLAW 2017-10 BYLAW FOR PROHIBITING, CONTROLLING AND KEEPING OF POULTRY IN THE R.M. 187
/ M. DEDECKER

"THAT Bylaw 2017-10 Bylaw for Prohibiting, Controlling and Keeping of Poultry in RM 187 be read for the third time and adopted."

CARRIED

17-451 BYLAW 2017-12 PURCHASING BYLAW / G. PEAGAM

"THAT Bylaw 2017-12 Purchasing Bylaw be read for the first time."

CARRIED

17-452 BYLAW 2017-12 PURCHASING BYLAW / L. HORSMAN

"THAT Bylaw 2017-12 Purchasing Bylaw be read for the second time."

CARRIED

17-453 BYLAW 2017-12 PURCHASING BYLAW / G. MACPHERSON

"THAT Bylaw 2017-12 Purchasing Bylaw have three readings at this meeting."

CARRIED UNANIMOUSLY

17-454 BYLAW 2017-12 PURCHASING BYLAW / G. SPANIER

"THAT Bylaw 2017-12 Purchasing Bylaw be read for the third time and adopted."

CARRIED

17-455 RECESS / M. DEDECKER

"THAT RM 187 Council recess at 10:16 a.m."

CARRIED

Acting Reeve Called the meeting back to session at 10:20 a.m.

17-456 RECONVENE / G. MACPHERSON

"THAT RM 187 Council meeting reconvene at 10:20 a.m."

CARRIED

17-457 BYLAW 2017-11 ADMINISTRATION BYLAW / R. PALMER

"THAT Bylaw 2017-11 Administration Bylaw be read for the first time."

CARRIED

17-458 BYLAW 2017-11 ADMINISTRATION BYLAW / L. HORSMAN

"THAT Bylaw 2017-11 Administration Bylaw be read for the second time."

CARRIED

17-459 BYLAW 2017-11 ADMINISTRATION BYLAW / G. MACPHERSON

"THAT Bylaw 2017-11 Administration Bylaw have three readings at this meeting."

CARRIED UNANIMOUSLY

17-460 BYLAW 2017-11 ADMINISTRATION BYLAW / M. DEDECKER

"THAT Bylaw 2017-11 Administration Bylaw be read for the third time and adopted."

CARRIED

17-461 ACCOUNTS FOR PAYMENT / M. DEDECKER

"THAT the list of accounts cheque numbers 6670 to 6723 totaling \$ 1,022,935.00 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

17-462 WORKSHOP – WATER SECURITY AGENCY WORKSHOP RESPONSIBILITY OF MUNICIPAL AUTHORITIES
FOR WATER / SEWAGE WORKS / G. SPANIER

"THAT RM 187 approve to send a maximum of 3 people to the workshop – Water Security Agency workshop responsibility of municipal authorities for water / sewage work in Regina October 25, 2017 at a cost of \$89.25 per person taxes included."



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, September 12, 2017

17-463 BLOCK D FM 2479 EXT. 0 PA MISC. – TAX QUESTIONS / R. PALMER

“THAT RM 187 Council table Block D FM 2479 EXT. 0 PS misc. until Councillor G. Spanier can get more information.”

CARRIED

17-464 MORRIS LAW OFFICE – ASSESSMENT ROLL ORGANIZED HAMLET OF PASQUA LAKE / R. PALMER

“THAT RM 187 Council acknowledge the request from Morris Law Office to have the assessment roll open for the Organized Hamlet of Pasqua Lake during regular business hours;
AND FURTHERMORE if Morris Law Office requires the information outside business hours they can fill out an Access to Information Request Form to receive the information.”

CARRIED

17-465 WEED INSPECTOR J. SIGMETH / G. SPANIER

“THAT RM 187 Council approve Jim Sigmeth as weed inspector for the RM 187 at an hourly rate of \$40.00 per hour including mileage.”

CARRIED

17-466 CUSTOM WORK – TOWN OF FORT QU'APPELLE / G. PEAGAM

“THAT RM 187 Council recommend that the custom work for oiling done for the Town of Fort Qu'Appelle be done at an hourly rate of \$120.00.”

CARRIED

17-467 FORT QU'APPELLE & DISTRICT CHAMBER OF COMMERCE BUSINESS EXCELLENCE AWARDS – SPONSORSHIP REQUEST / R. PALMER

THAT RM 187 sponsor awards for the Fort Qu'Appelle & District Chamber of Commerce Business Excellence Awards of \$100.00.”

CARRIED

17-468 DISTRIBUTOR SAFETY / G. SPANIER

“THAT RM 187 Council acknowledge the safety on the Distributor Truck on August 23, 2017 and all issues corrected;
AND FURTHERMORE the Distributor get a safety done annually.”

CARRIED

17-469 SIGNAGE – PLEASE CLEAN UP AFTER YOUR PET & DOG WASTE DISPENSER / R. PALMER

“THAT RM 187 Council approve the purchase of 9 please clean up after your pet signs at a cost of \$16.02 plus tax and shipping per sign;
AND FURTHERMORE the RM 187 approve the purchase of 6 dog waste bag dispensers at a cost of \$24.99 plus tax per dispenser.”

CARRIED

17-470 SEPTEMBER 26 REGULAR COUNCIL MEETING DATE CHANGE / M. DEDECKER

“THAT RM 187 Council approve the date change from Tuesday September 26 to Monday September 25 2017 at 9:00 am.”

CARRIED

17-471 127 QU'APPELLE PLACE MUNICIPAL TAX ABATEMENT / G. MACPHERSON

“THAT RM 187 Council approve the municipal improvement tax abatement at 127 Qu'Appelle Park at an amount of \$535.22 due to fire destroying the improvement.”

CARRIED

17-472 2017 FEE CHARGES / R. PALMER

“THAT RM 187 Council table the 2017 fee charges until the Works Committee brings back recommendations.”

CARRIED

17-473 BRIDGE WEIGHT RESTRICTIONS / G. PEAGAM

“THAT RM 187 Council take the recommendations from SARM Engineer D. Segal to not increase the weight restrictions on RM municipal bridges.”

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, September 12, 2017

17-474 OFFICE EQUIPMENT DUAL SCREENS / R. PALMER

"THAT RM 187 approve the Administrator M. Johnson to purchase two dual screens for the office from Munisoft at a cost of \$396.00 plus tax and delivery;
AND FURTHERMORE the annual warrantee from Munisoft will increase."

CARRIED

17-475 ORGANIZED HAMLET OF PASQUA LAKE – TREE TRIMMING / L. CARLSON

"THAT RM 187 Council with the recommendation from the Organized Hamlet of Pasqua Lake Board approve the tree trimming by Valley Lawn Services at a cost not to exceed \$1,200.00."

CARRIED

17-476 QU'APPELLE PARK – TREE TRIMMING /M. DEDECKER

"THAT RM 187 Council approve the tree trimming in Qu'Appelle Park by Valley Lawn Services at a cost of approximately \$1,200.00."

CARRIED

17-477 2011 FELLING FLAT DECK TRAILER OFFER TO PURCHASE / G. SPANIER

"THAT RM 187 Council authorize the Acting Reeve L. Carlson and Administrator M. Johnson to accept an offer on the 2011 Felling Flat Deck, minimum amount of \$12,000.00 less 10%."

CARRIED

17-478 RESCIND MOTION 17-318 / L. HORSMAN

"THAT RM 187 Council rescind motion **17-318 IPWEA PROFESSIONAL CERTIFICATE IN ASSET MANAGEMENT PLANNING / G. SPANIER** "THAT RM 187 Council approve the Administrator M. Johnson to enroll in the IPWEA Professional Certificate in asset Management planning at a cost of \$2,650 plus applicable taxes;
AND FURTHER MORE, the classes start in September 2017;
AND FURTHERMORE, the end result will be a draft asset management plan."

CARRIED

17-479 SALE OF WEED SPRAY TRUCK / G. SPANIER

"THAT RM 187 Council agree to sell the weed spray truck with a price of \$1,000.00 or best offer."

CARRIED

17-480 CAT GRADER STORAGE / L. CARLSON

"THAT RM 187 Council put the CAT grader in storage for the winter at \$100.00 per year."

CARRIED

Councillor L. Horsman left Council chambers at 11:55 a.m.

17-481 RECESS / R. PALMER

"THAT RM 187 Council recess at 11:55 a.m."

CARRIED

Acting Reeve Called the meeting back to session at 1:00 p.m.

17-482 RECONVENE / M. DEDECKER

"THAT RM 187 Council meeting reconvene at 1:00 p.m."

CARRIED

17-483 PERSONNEL CONDUCT POLICY / R. PALMER

"THAT RM 187 Council approve the Personnel Conduct Policy with amendments."

CARRIED

17-484 JOB DESCRIPTION ADMINISTRATOR / R. PALMER

"THAT RM 187 Council approve the Job Description for the Administrator as presented."

CARRIED

17- 485 PERMANENT MAINTENANCE PERSON / G. MACPHERSON

"THAT RM 187 Council offer the permanent maintenance person position to Darcy McCullough."

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, September 12, 2017

17-486 PART TIME ACCOUCNTING CLERK / G. MACPHERSON

"THAT RM Council approve the increase to her annual days worked to 120 days per year."

CARRIED

Councillor G. Peagam left Council Chambers at 2:03 p.m.

17-487 ADJOURNMENT / G. SPANIER

"That the Regular meeting of Council be adjourned at 2:05 p.m."

CARRIED

Approved this 25 day of September, 2017.


Reeve


Administrator

Next regular meeting of Council, Monday, September 25, 2017 at 9:00 a.m.

RM of NORTH QU'APPELLE NO.187
RM Of North Qu'Appelle Office
136 Company Avenue South
Finance Committee Wednesday, September 20, 2017
Agenda 9:00 a.m.

1. Call to Order
2. Closed Session
 - a. Discussion regarding Town of Fort Qu'Appelle Recreation funding
 - b. Finance committee's terms of reference or job description
3. Other Business
4. Adjournment

Rural Municipality of North Qu'Appelle No. 187
Finance Committee Meeting held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Wednesday, September 20, 2017

Present:

Chair	Division 3	George MacPherson
Committee Members:	Division 1	Ron Palmer
	Division 4	Gord Peagam

Staff: Administrator – Marcy Johnson

A quorum being present Chair G. MacPherson called the meeting to order at 9:07 a.m.

17-488 TOWN OF FORT QU'APPELLE RECREATION FUNDING / R. PALMER

"THAT the Finance Committee recommend to the RM 187 Council that we pay the Town of Fort Qu'Appelle the \$4,000 grant money;
AND FURTHERMORE the \$4,000 go towards the Rexentre."

CARRIED

17-489 FINANCE COMMITTEE TERMS OF REFERENCE / G. PEAGAM

"THAT the Finance Committee recommend to the RM 187 Council the attached terms of reference for the Finance Committee."

CARRIED

17-490 CIBC SAVINGS ACCOUNT TRANSFER / G. MACPHERSON

"THAT the Finance Committee recommend to the RM 187 Council that the RM transfer from general revenue to a savings account at CIBC:
\$50,000 (fifty thousand dollars) targeted to the new shop build
\$35,000 (thirty five thousand dollars) target to the Town of Fort Qu'Appelle for a Fire Truck;
AND FURTHERMORE RM Council transfer from a term deposit to a savings account at CIBC
\$30,000 (thirty thousand dollars) target to off-site fees."

CARRIED

17-491 CIBC SAVINGS ACCOUNT TRANSFER PASQUA LAKE HAMLET AND TAYOR BEACH HAMLET / G. MACPHERSON

"THAT the Finance Committee recommend to the RM 187 Council that the RM transfer from general revenues to a savings account on behalf of the Organized Hamlets of Pasqua Lake and Taylor Beach;
AND FURTHERMORE the transfer amounts will be from the 2017 budgeted reserves in the amounts of:
Taylor Beach \$ 79,869.74 (seventy nine thousand eight hundred sixty nine dollars and seventy four cents)
Pasqua Lake \$159,322.83 (one hundred fifty nine thousand three hundred twenty two dollars and eighty three cents);
AND FURTHERMORE the RM 187 will collect all interest."

CARRIED

17-492 ADJOURNMENT / G. PEAGAM

"That the Regular meeting of Council be adjourned at 10:21 a.m."

CARRIED

Approved this 25 day of Sept, 2017.


Finance Chair


Administrator

Rural Municipality of North Qu'Appelle No. 187
Finance Committee Terms of Reference

- Recommend the annual budget of the RM
- Recommend the annual mill rate and adjustment factor
- Make recommendations on the purchase of non-budget items
- Make recommendations on budgeting for capital items
- Negotiate financial contracts examples – land leases, lease agreements, office agreement etc.
- Annually review and make recommendations regarding cost sharing with Hamlets within the RM
- To do any ad hoc tasks as directed by Rm 187 Council

OTHER RESPONSIBILITIES

- Review the auditor's report
- At a minimum meet during the period March – April to work on the budget and October – November to compare the budget to the actual financial happenings

Passed by Council on _____, 2017
Resolution number _____

Reeve

Administrator

Rm Works Committee

- Grass Cutting Moving Along good
- Roads are cleaning up with grass issues
- Div 4 Roads
- Asphalt Nearing AN end
- Grader March 2018 Final inspection
- CAT grader Storage?

Discussion:

G. Spanier
Chair.
Div. 6 Councillor.





Administrator Report to Council
Tuesday September 12 2017 revised Monday Sept 11, 2017

Bank Balance \$ 1,848,479.55 as of Sept 6
\$1,011,277.44 Sept 11 (PVSD school cheque is through bank)

Bouquets –

Complaints –

Tax concerns – Consolidation vs ties
Taxes paid

	2017 OUTSTANDING				TOTAL OUTSTANDING		
100 R	743,469.50	147,599.93	20%		761,732.24	163,900.35	22%
110 U	567,979.93	101,087.36	18%		588,210.58	117,331.91	20%
120 PL	187,207.15	44,292.44	24%		196,533.09	53,552.72	27%
130 TB	121,942.24	12,710.92	10%		122,962.00	13,749.74	11%
TOTAL	\$ 1,620,598.82	\$ 305,690.65	19%		\$ 1,669,437.91	\$ 348,534.72	21%
208	1,114,450.26	215,168.95	19%		1,147,390.25	247,046.93	22%
HAIL	98,367.07	31,965.04	32%		101,145.09	34,798.92	34%

Building Permits –

Office

Peak Energy – 10 % off Energy Billing – George looking into

Office priorities

Assessment – 4 appeals need to go to a hearing should know more this week
School remittance – due date September 15, 2017
SARM Midterm Convention Nov. 7-8
Nov. 6 2017 councillors Seminar Agenda – Municipal Leaders Roles and Responsibilities
Fire Restriction Bylaw 16-07 – Fire Ban

Works

Project reports - excel sheets – will have for next meeting
Love Pit clay

Holidays

Marcy Mondays in August / September
Sept 8-11
Oct. 2-10 (5)
Dec. 15 -27 (7)

Lloyd –
Darwin –

Respectfully submitted
M. Johnson

PEAK ENERGY

A company formed to sell natural gas to Saskatchewan consumers

Peak Energy is owned by United Energy Corp—a US Company based in Bismark North Dakota

United Energy Corp has interests in Canada, US and Mexico

They own Natural Gas Wells and Storage Facilities

PEAK ENERGY

Must sign a one year contract

Sell gas to consumers at a 10% discount to Sask Energy Costs

Peak Energy has no pipeline cost or no billing cost

The pay a small portion of the cost of reading the meters to Sask Energy

Sask Energy is still responsible for reading the meters, maintaining the pipeline, and billing you.

SASK ENERGY BILL

Still have Basic monthly charge of \$38.50 to Sask Energy

Still have delivery charge of .0743/cubic meter To Sask Energy

The place where the change would be on the bill is the price of the gas

Currently Sask Energy charges .1387/ cubic meter

Peak Energy would charge 10% less which is .1248/ cubic meter

Therefore the savings on our May Bill would have been 34 cents

Concerns

If Sask Energy discontinued selling gas how would the price be set by Peak Energy

Currently any change in the price of Gas charged to consumers by Sask Energy has to be approved by a review panel — there was no indication that Peak Energy would fall under this regulation

Sask Energy derives profits from the monthly fee, delivery charge and gas sales. If they reduce their income from Gas sales then it would have to be made up from the other two sources.

Sept 12, 2017

George MacPherson Division 3



Report Date
9/08/2017 2:13 PM

Rural Municipality of North Qu'Appelle No. 187

List of Accounts for Approval

As of 9/08/2017

Batch: 2017-00116 to 2017-00126

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
6670	8/31/2017	Jones, Glyn August 2017	Cell Phone	25.00	25.00
6671	8/31/2017	K2 Crosstraining Aug 2017	Contract - Janitor	330.75	330.75
6672	8/31/2017	Modern Propane Ltd. 168486	Maint. Fuel - propane	73.84	73.84
6673	8/31/2017	Myers, Leonard Aug 2017	Phone Expense	25.00	25.00
6674	8/31/2017	North Valley Waste 170801	Quarterly Contribution	10,066.70	10,066.70
6675	8/31/2017	RoBo Sales July 2017	Maintenance - Fuel	1,994.19	1,994.19
6676	8/31/2017	Valley Lawn Services Aug 2017	Contract - Garbage	5,250.00	5,250.00
6677	8/31/2017	Webster, Lloyd Aug 2017	Phone Expense	25.00	25.00
6678	9/01/2017	Meridian OneCap Credit Corp 430371 82917	Postage Rental	164.83	164.83
6679	9/01/2017	Municipal Employees' July/Aug/17	Payroll	3,866.92	3,866.92
6680	9/01/2017	Prairie Valley S. D. #208 August Taxes	Taxes Collected	859,230.14	859,230.14
6681	9/01/2017	Receiver General August 2017	Payroll Remittance	9,183.75	9,183.75
6682	9/01/2017	Sask Energy 08/24/17	Office	43.74	43.74
6683	9/01/2017	Sask Power August 21 08/21/17 Aug 21 8/22/17 Aug 22/17 08/22/17 Aug 22, 2017 08/23/17 Aug 23/17 23 Aug 17 Aug 24, 2017	St. Lights JE St. Lights GV St. Lights PL St. Lights KP St. Lights EH St. Lights BST Power - Well St. Lights LE St. Lights QE St. Lights TB Office	153.27 69.67 992.85 133.54 13.93 167.20 63.62 124.85 137.33 137.33 152.40	2,145.99
6684	9/12/2017	Alsco Aug 2017	Shop Supply-Overall Rental	193.16	193.16
6685	9/12/2017	Blair's INVM03609	Tordon - 22K 2 x 10 L@\$547.12	1,148.95	1,148.95
6686	9/12/2017	Brown, Richard 09/07/17	Refund - Appeal Fee	25.00	25.00
6687	9/12/2017	Creative Display Saskatchewan 30525	Road/Street Sign TB	541.13	541.13
6688	9/12/2017	District of Katepwa 001-2017	Waste Disposal Fee 2017	7,000.00	7,000.00
6689	9/12/2017	Echo Sound 10096298	Maint- Cell Phone	55.49	55.49
6690	9/12/2017	Finning Cat Issued To: Finning (Canada) PI000793324	Maintenance - Cat	40.52	40.52
6691	9/12/2017	Fries Tallman Lumber 1976 Ltd. 73819	Street sign post	20.17	20.17
6692	9/12/2017	Grasslands News Group 00030229	Office Supply	24.42	24.42

Report Date
9/08/2017 2:13 PM

Rural Municipality of North Qu'Appelle No. 187
List of Accounts for Approval
As of 9/08/2017
Batch: 2017-00116 to 2017-00126

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
6693	9/12/2017	Hadican, Steven 09/07/17	Refund - Appeal Fee	25.00	25.00
6694	9/12/2017	Horsman, Leonard 09/07/17	Indemnity/Exp. June - Aug	1,684.80	1,684.80
6695	9/12/2017	Jackson Bros. Bobcat Services ...13 ...36	Asphalt/Cold Mix Contract- Gravel as per Maps	105.00 1,879.08	1,984.08
6696	9/12/2017	Johnson, Marcy 08/28/17	Benefit- Vision	276.00	276.00
6697	9/12/2017	Jones, Glyn Aug-Sep	Contract	2,280.00	2,280.00
6698	9/12/2017	Kell Kar Holdings 277473	Storage Unit Rental	551.25	551.25
6699	9/12/2017	Klyne, Christine 09/07/17	Refund Appeal Fee	25.00	25.00
6700	9/12/2017	Lowe, Brian 09/07/17	Refund Appeal Fee	25.00	25.00
6701	9/12/2017	MacPherson, Erika 09/07/17	Refund Appeal Fee	25.00	25.00
6702	9/12/2017	MuniSoft 2017/1/-02618	Office Supply	83.30	83.30
6703	9/12/2017	Myers, Leonard Aug-Sept	Contract	2,976.00	2,976.00
6704	9/12/2017	North 47 18916	Maintenance - IHC Oiler	503.53	503.53
6705	9/12/2017	Professional Building 17083155	BP	4,303.19	4,303.19
6706	9/12/2017	Prairie Livestock 127979	Dust Control	654.62	654.62
6707	9/12/2017	Profile Tire 3137 3139 3159 3300 3371 3374	Maintenance-Packer Maintenance IHC Maintenance - IHC Maintenance - Dodge Maintenance -Materials Maintenance -Materials	63.26 15.94 35.51 27.74 69.38 129.85	341.68
6708	9/12/2017	Redhead Equipment P55896	Maintenance - Equipment	2,553.00	2,553.00
6709	9/12/2017	RoBo Sales Aug 2017	Maintenance - Fuel	2,837.01	2,837.01
6710	9/12/2017	SARM Saskatchewan Association R900084 ATS1230-5000115 SARM16554 ATS1230-5000132 21198	Office Supply Road/Street Sign Pest Control Road/Street Sign Planning/Zoning	183.28 34.80 1,050.49 64.40 36.75	1,369.72
6711	9/12/2017	Sask Energy Aug/17	Shop - Heat	48.81	48.81
6712	9/12/2017	Saskatchewan Municipal Hail Aug 2017	Remittance	59,884.36	59,884.36
6713	9/12/2017	Sask Power Aug/17	Shop Power	99.15	99.15
6714	9/12/2017	Sask Tel Cmr Aug 2017 Aug/17 08/29/17	Phone Fort San Phone RM Maint. Cell Phone	187.95 109.22 94.46	391.63
6715	9/12/2017	Spanier, Garnet Aug/17	Indemnity/Exp	680.80	680.80
6716	9/12/2017	Stewart, Cliff Aug-Sep	Contract	1,610.00	1,610.00



Report Date

List of Accounts for Approval

9/08/2017 2:13 PM

As of 9/08/2017

Page 3

Batch: 2017-00116 to 2017-00126

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
6717	9/12/2017	Sterling Truck & Trailer Sales 210242	Felling Trailer	168.39	168.39
6718	9/12/2017	Success Office Systems INV177478	Photocopier	195.30	195.30
6719	9/12/2017	TAXervice 42455	Tax Enforcement-Butler	93.45	93.45
6720	9/12/2017	Town of Fort Qu'Appelle 2017-00080 2017-00071	Road Oil Fire Agreement 2017	5,644.40 8,329.00	13,973.40
6721	9/12/2017	Tru Hardware 2035638	Maint. Supplies	24.36	24.36
6722	9/12/2017	The Valley Scoreboard 1839	Road/Street signs	252.00	252.00
6723	9/12/2017	Whiting Ventures Ltd. 1637	Contract - Tree Cutting	2,730.00	2,730.00
Other:					
4-Man	8/31/2017	Caterpillar Financial Services -04	005-0099892-000	3,085.30	3,085.30
17082501-Man	8/22/2017	Johnson, Marcy PM 08-02	Payroll Aug 9 - Aug 22	1,853.91	1,853.91
17082502-Man	8/22/2017	Keith, Nicole PM 08-02	Payroll Aug 9 - Aug 22	1,169.76	1,169.76
17082503-Man	8/22/2017	Duesterbeck, Darwin PM 08-02	Payroll Aug 9 - Aug 22	1,758.84	1,758.84
17082504-Man	8/22/2017	Webster, Lloyd PM 08-02	Payroll Aug 9 - Aug 22	1,473.61	1,473.61
17082505-Man	8/22/2017	Klisowsky, Lorraine PM 08-02	Payroll Aug 9 - Aug 22	392.12	392.12
17082506-Man	8/22/2017	McCullough, Darcy PM 08-02	Payroll - Aug 9 - Aug 22	1,254.39	1,254.39
17090801-Man	9/08/2017	Johnson, Marcy PM 09-01	Payroll Aug 23 - Sep 5	1,860.55	1,860.55
17090802-Man	9/08/2017	Keith, Nicole PM 09-01	Payroll Aug 23 - Sep 5	1,169.76	1,169.76
17090803-Man	9/08/2017	Duesterbeck, Darwin PM 09-01	Payroll Aug 23 - Sep 5	1,758.84	1,758.84
17090804-Man	9/08/2017	Webster, Lloyd PM 09-01	Payroll Aug 23 - Sep 5	1,517.10	1,517.10
17090805-Man	9/08/2017	Klisowsky, Lorraine PM 09-01	Payroll Aug 23 - Sep 5	335.01	335.01
17090806-Man	9/08/2017	McCullough, Darcy PM 09-01	Payroll - Aug 23 - Sep 5	1,181.29	1,181.29
Total for AP:					1,022,935.00


 Reeve
 

Administrator – Rural Municipality of North Qu'Appelle No. 187

Job Description

Qualifications as required:

The position of Administrator is established pursuant to section 110 of the Act. The Administrator must be qualified as required by The Rural Municipal Administrator's Act (minimum C Certificate).

Duties of the Administrator: – The Municipalities Act

- a. Without limiting the generality of section 5 the Administrator shall:
- b. Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; (MA 111)
- c. Ensure all minutes of Council meetings are recorded; (MA 111)
- d. Record the names of all Council present at council meetings; (MA 111)
- e. Ensure the minutes of each Council meeting are given to the council for approval at the next Council meeting; (MA 111)
- f. Advise the Council of its legislative responsibilities pursuant to this or any other act; (MA 111)
- g. Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (MA 111)
- h. Provide the minister with any statements, reports or other information that may be required by this Act or any other act; (MA 111)
- i. Ensure that the official correspondence of Council is carried out in accordance with Council's direction; (MA 111)
- j. Maintain an index register containing certified copies of all bylaws of the municipality; (MA 111)
- k. Deposit cash collections that have accumulated to Ten thousand dollars (\$10,000.00), at least once a month, but not more than once a day, in the bank or credit union designated by Council; (MA 111)
- l. Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolutions of council; (MA 111)
- m. (Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- n. Ensure that the financial statements and information requested by resolution are submitted to Council; (MA 111)
- o. Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; (MA 111,185)
- p. Send copies of bylaws for permanent closure; (MA 13)
- q. Bring forward any resignation(s) of elected officials; (MA 96)
- r. At the first meeting in January of each year provide bond(s) to Council; (MA 113)
- s. Sign minutes of Council and Committee meetings; (MA 115)
- t. Sign bylaws; (MA 115)
- u. Provide copies of public documents upon request or payment of fee; (MA 117)
- v. Provide notice of first meeting of Council; (MA 121)
- w. Call a special meeting when lawfully requested to do so; (MA 123)
- x. Determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- y. Determine the validity of a petition for referendum (30 days to report to council); (MA 135)
- z. Administer public disclosure statements if the municipality adopts this requirement; (MA 142)

- aa. Record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- bb. Provide information to the Auditor; (MA 190)
- cc. Certify the date on which tax notices are sent; (Section 269)
- dd. Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264, 271)
- ee. Provide receipt for tax payment on request of tax payer or agent; (Section 272)
- ff. Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied; (Section 273)
- gg. Removal of tax lien if all arrears are compromised or abated; (Section 274)
- hh. Issue tax certificates; (Section 276)
- ii. Proof of taxes signed by a designated officer; (Section 277)
- jj. Transfer special assessments to the tax roll; (Section 310)
- kk. Submit school liability in a timely manner; (Section 311)
- ll. Provide for payment of writ of execution against the municipality; (MA 353)
- mm. Produce certain records upon request of inspector appointed by Minister. (MA 396)

Additional Duties of the Administrator

The Administrator shall:

- a. Act as the returning officer for all elections under The Local Government Elections Act;
- b. Ensure that Public Notice is given as provided in the Act, or any other act and/or as required by Council in this bylaw, any other bylaw or resolution;
- c. Ensure that the policies and programs of the Municipality are implemented;
- d. Advise, inform and make recommendations to Council on the
 - i. operations and affairs of the Municipality
 - ii. policies and programs of the Municipality
 - iii. the financial position of the Municipality;
- e. Facilitate and assist in all municipal programs, operations and undertakings;
- f. Be responsible for the preparation and submission of the annual budget estimates from departments for Council;
- g. Monitor and control spending within program budgets established by Council;
- h. Make routine expenditures on a daily basis until the annual budget is adopted by Council;
- i. Call for tenders; (this may be up to a certain monetary limit)
- j. Purchase goods, services or work; as per Purchasing Policy;
- k. Award contracts, as per resolution of Council;
- l. Conduct negotiations for land purchases, annexations etc;
- m. Attend meetings of Council and other meetings as Council directs;
- n. Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the Council.

Additional requirements and information:

- a. Act as Treasurer to the North Qu'Appelle Group Pipeline Association. Attend meetings, perform quarterly billing;
- b. Complete financial statement for the preceding financial year in accordance with the generally accepted accounting principles; and
- c. Maintain an accurate account of assets and liabilities.

Employee required to:

- a. Abide by RM's Zero Tolerance Substance abuse policy;
- b. Maintain respectful communication with all personnel and the general public Work additional hours and/or on statutory holidays as required;
- c. Perform additional job requirements as determined by the Council;
- d. Request annual holidays in advance and have holidays approved by Council;
- e. Notify Council of all absences.

Passed by Council on September 12, 2017
Resolution number 17-484.

Reeve

Administrator

Rural Municipality of North Qu'Appelle No. 187

PERSONNEL CONDUCT POLICY

Report Personnel Incidents to the Personnel Committee as per the attached policy.

This policy is intended to ensure professional interaction and conduct of all people associated with the RM: councillors, reeve, administrator, foreman, office staff, work's crew, contractors and rate payers.

An 'incident' is a situation in which two or more people are engaged in unprofessional conduct as outlined in our code of ethics:

"Members of council shall treat every person, including every member of council, municipal employees and the public with dignity, understanding and respect. Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making."

The victim is defined as the person or party that is being subjected to, or being the witness of, the unprofessional conduct of the offender.

The victim should report an incident to the Personnel Committee, which in turn investigates the incident and takes the appropriate action.

The specific steps are as follows:

1. The victim witnesses or is subjected to unprofessional conduct from an offender.
2. The victim of an incident should not engage, but should try to deescalate the situation and identify to the offender that they find the offenders actions offensive and disrespectful.
3. The victim immediately removes himself/herself from the scene. The victim must be very disciplined in not engaging which could result in an escalation of the confrontation. Engaging in the incident may easily result in the victim becoming an offender.
4. The victim should jot down the particulars of the incident while the details are still fresh in his or her mind.
5. The victim writes a report (or email). It contains: Who was involved in the incident and others present, where the incident occurred, when the incident occurred, date and time, and what exactly happened and what was said. The report must be signed (not required for email) with contact information.
6. The report must be delivered to the Personnel Committee. It could be delivered via email to the Personnel Committee or put in a sealed envelope delivered to the RM office with a clear outer address: Personnel Committee -- Confidential. The office in turn would ensure that the report is delivered to the Personnel Committee.
7. The Personnel Committee would convene at the request of Committee Chair and consider each case. Each case would be numbered, similar to the way our resolutions are numbered, ex: 17-06
8. The victim is asked as to how far they wish to pursue the matter. For example, they might be satisfied with an apology or they may wish for it to go no further. This may depend on the nature of the situation and the victim involved. The committee would respect the wishes of the victim.
9. The offending party would be contacted, be informed of the victim's report and in light of natural justice be given the opportunity to give their side of the story.
10. After careful deliberation, the committee would determine the appropriate response and course of action; it might be a request for an apology, a reprimand, a letter placed on the offender's file or perhaps nothing at all.
11. The victim would be notified as to what action was taken by the committee. The cases would be filed in a private confidential file in which only the Reeve, the Chair of the Personnel Committee, and the Administrator would have access. It would definitely not be a public document.

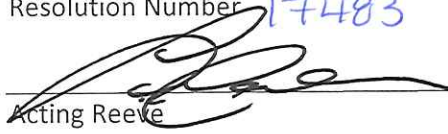
12. All cases would be reported to Council in a manner that would protect the privacy of the individuals involved. For example, the Chair of the Personnel Committee might report that there are 3 open cases, and 2 have been recently closed, one with disciplinary action and the other with 'no action required'. If Council requested more information on a particular case, it could be divulged in 'closed session'.

If the Personnel Committee considers a case to be egregious, it may refer the case to the Council as a whole, in closed-session.

This policy can only be effective if RM councillors, employees, contractors or ratepayers report incidents in writing. Prominent notices should be placed in the office and the shop, stating: Please report Personnel Incidents to the Personnel Committee, ron.palmer@uregina.ca (306) 660-7009

Adoption of this policy by Council, would be an implicit delegation of authority, from Council to the Personnel Committee, to investigate personnel matters and to administer the appropriate measure of discipline. If a party felt that they were treated unfairly by this process, they could appeal to the Reeve to have the case reviewed and possibly reopened.

Passed by RM Council on September 12 2017
Resolution Number 17483



Acting Reeve



Administrator

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187
BYLAW NO 2017-10
A BYLAW FOR PROHIBITING, CONTROLLING AND KEEPING OF POULTRY WITHIN CERTAIN ZONING DISTRICTS IN THE R.M. OF NORTH QU'APPELLE N.O. 187

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

- 1. This Bylaw shall apply within the zoning districts of;
 - 1.1. Residential District – Low Density – R1
 - 1.2. Residential District – Medium Density R2
 - 1.3. Resort Residential District – RR
 - 1.4. Resort Hamlet District – RH

2. Interpretation

- 2.1. "Poultry" – means Chicken, Ducks, Turkeys, Pheasants, Geese, Swans, or other similar fowl, Ostriches, Emus or other ratites (flightless birds).

3. Application

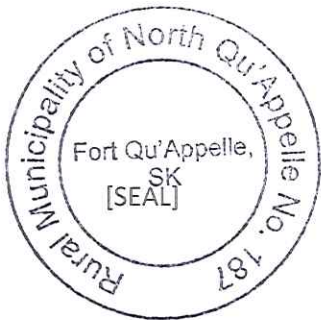
- 3.1. No person shall keep any poultry in the zoning districts listed in in section 1 except in accordance with this bylaw.
- 3.2. Notwithstanding subsection 3.1 keeping of Poultry shall be permitted in the Residential District – low density R1 in accordance with the following schedule:


Parcel Size	Maximum Number of Poultry Animals Permitted
2 ha (5 ac) to 4.05 ha (10 ac)	5
4.09 ha (10.1 ac) to 16 ha (40 ac)	20

- 3.3. Notwithstanding subsection 3.1 keeping of Poultry shall be permitted in the Residential District – medium density R2 to a maximum number of 2 Poultry animals.
- 3.4. Notwithstanding subsection 3.1 keeping of Poultry is not permitted in the Resort Residential District RR and Resort Hamlet District RH.
- 3.5. All Poultry kept in accordance with the above provisions shall be property cared for and confined to the property.
- 3.6. Any shelter or structure erected for the purpose of keeping poultry shall be erected in accordance with the provision of the building and zoning bylaws of the Municipality.


4. Penalty

- 4.1. Any person found guilty of a violation of this Bylaw shall be subject to the penalty provided for in the General Penalty Bylaw of the Municipality.





Reeve



Administrator

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187
PURCHASING POLICY BYLAW
BYLAW NO. 2017-12

A Bylaw to provide a purchasing policy.

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

1. THAT effective upon passage the purchasing policy attached hereto as Schedule "A" and forming part of this Bylaw, is hereby adopted as the policies and procedures for procurement for the Rural Municipality of North Qu'Appelle No. 187.
2. THAT this Purchasing Policy Bylaw may be amended from time to time as directed and deemed necessary by the Council of The Rural Municipality of North Qu'Appelle No. 187.
3. THAT any procurement or purchasing policies previously adopted are hereby repealed;
4. AND THAT this bylaw shall come into full force and effect upon final passing.


COUNCIL READINGS AND ADOPTION

Read a first time this 12 day of September, 2017.

Read a second time this 12 day of September, 2017.

Read a third time this 12 day of September, 2017.




Reeve


Administrator

Schedule "A"

OBJECTIVES

1. The objective of this purchasing policy is to outline the procedures for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality of service.
2. The guiding principal is that purchasing decisions will be made using a competitive process that is objective, open, transparent and equitable.
3. This purchasing policy will promote and maintain the integrity of the purchasing processes and protect Council, staff and vendors involved in the process by providing clear direction and accountabilities.
4. Local vendors will be evaluated the same as any other vendor who responds to the procurement requirements as outlined on this policy.

RESPONSIBILITIES

5. Council has the ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Administration cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution. This purchasing policy provides guidelines outlining how this spending authority is to be used.
6. At no time can personal charges by Council or staff be made to a Municipal corporate charge account.
7. This purchasing policy may be overridden by Council, if Council in its' sole discretion, determines it to be appropriate and in the best interests of the Municipality.

PROCEDURES

8. Prior to the approval of the current year's budget, normal operating expenditures that are required to maintain services may be incurred. This shall include the payment of expenditures on previously approved capital items and projects.
9. Council approval of the current budget shall be sufficient authority to proceed with the procurement of material, supplies and contractors, subject to the procedures and limitations contained herein.
10. Purchases of small values, under five hundred dollars, (\$500.00) may be made by the Administrator.
11. Purchases of small values, under five hundred dollars, (\$500.00) may be made by the Foreman with an attached purchase order.
12. Purchases may be made by the Works Chair up to one thousand (\$1,000) with a purchase order for purchases that are charged.
13. For purchases up to one thousand dollars, (\$1,000.00), comparison pricing should be done, where practical.
14. For purchases over one thousand dollars (\$1,000.00), a minimum of three (3) quotations shall be obtained wherever possible for consideration by Council.
15. Purchases above seventy five thousand dollars (\$75,000.00) for goods and services will abide by the terms and conditions of The New West Partnership Trade Agreement.
16. Expenditures above two hundred thousand dollars (\$200,000.00) for construction will abide by the terms and conditions of The New West Partnership Trade Agreement.

EXCEPTIONS

17. Where an emergency occurs that in the opinion of Council, constitutes immediate danger to health, safety, life or property, or requires immediate procurement of goods and services, the Administrator may purchase goods or services through the open market upon consultation with the Reeve, or Councillor and report the expense to Council as soon as possible.
18. A tendering process may not be required where the goods or services are proprietary to one vendor, where there is only one supplier that can meet the Municipality's needs within a reasonable distance or where the cost of changing suppliers for a product or service already in place is deemed exorbitant. Council shall in its' sole discretion, determine whether a tender process may be foregone for these reasons. Such exemption may be granted by resolution.
19. Notwithstanding the provisions of this policy, the following expenditures must be made subject to budget constraints and may be made without following the formal purchasing procedures detailed herein:
 - 19.1. Payroll related items;
 - 19.2. Utilities.

THE RURAL MUNICIPALITY OF NORTH QU'APPELLE NO.187
BYLAW NO. 2017-11
ADMINISTRATION BYLAW

A BYLAW of the Rural Municipality of North Qu'Appelle No.187 in the Province of Saskatchewan, to Provide for the Administration of the Municipal Corporation and to Set Forth the Duties and Powers of the Designated Officers for the Rural Municipality of North Qu'Appelle No.187.

The Council for the Rural Municipality of North Qu'Appelle no.187 in the Province of Saskatchewan enacts as follows:

1. Short Title
 - a. This Bylaw may be cited as the Administration Bylaw.

PART I
PURPOSE AND DEFINITIONS

2. Purpose and Scope
 - a. The purpose of this Bylaw is to establish:
 - i. the office of Manager, Administrator, Treasurer, Assistant Administrator or any other municipal office that council considers necessary;
 - ii. who may sign specified municipal documents on behalf of the municipality; and
 - iii. the powers, duties and functions of municipal officials and/or employees of the municipality.
3. Definitions
 - a. "Act" means the Municipalities Act.
 - b. "Municipality" means the Rural Municipality of North Qu'Appelle No.187.
 - c. "Administrator" means the Administrator of the Rural Municipality of North Qu'Appelle No.187 appointed pursuant to Section 110 of The Municipalities Act.
 - d. "Assistant Administrator" means the person appointed as Assistant Administrator.
 - e. "Department Head" means the Recreation Director, the Treasurer, Public Works Foreman, Fire Chief and any other person appointed as a Department Head.

PART II
ADMINISTRATOR

4. Establishment of Position
 - a. The position of Administrator is established pursuant to section 110 of the Act.
 - b. Council shall by resolution appoint an individual to the position of Administrator.
 - c. Council shall establish the terms and conditions of employment of the Administrator.
 - d. The Administrator shall be the Chief Administrative Officer of the municipality.
 - e. Any person appointed to the position of Administrator must be qualified as required by The Rural Municipal Administrators Act.
5. Duties of the Administrator
 - a. The Administrator shall perform the duties and exercise the powers and functions that are assigned by the Act, any other acts, this Bylaw, or any other bylaw or resolution of Council.
6. Duties of the Administrator – The Municipalities Act
 - a. Without limiting the generality of section 5 the Administrator shall:
 - i. Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; (MA 111)
 - ii. Ensure all minutes of council meetings are recorded; (MA 111)
 - iii. Record the names of all council present at council meetings; (MA 111)
 - iv. Ensure the minutes of each council meeting are given to the council for approval at the next council meeting; (MA 111)
 - v. Advise the council of its legislative responsibilities pursuant to this or any other act; (MA 111)
 - vi. Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (MA 111)
 - vii. Provide the minister with any statements, reports or other information that may be required by this Act or any other act; (MA 111)
 - viii. Ensure that the official correspondence of Council is carried out in accordance with Council's direction; (MA 111)
 - ix. Maintain an index register containing certified copies of all bylaws of the municipality; (MA 111)

- x. Deposit cash collections that have accumulated to Ten thousand dollars (\$10,000.00), at least once a month, but not more than once a day, in the bank or credit union designated by council; (MA 111)
- xi. Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolutions of council; (MA 111)
- xii. Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- xiii. Ensure that the financial statements and information requested by resolution are submitted to council; (MA 111)
- xiv. Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; (MA 111,185)
- xv. Send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation; (MA 13)
- xvi. Bring forward any resignation(s) of elected officials; (MA 96)
- xvii. At the first meeting in January of each year provide bond(s) to council; (MA 113)
- xviii. Sign minutes of Council and Committee meetings; (MA 115)
- xix. Sign bylaws; (MA 115)
- xx. Provide copies of public documents upon request or payment of fee; (MA 117)
- xxi. Provide notice of first meeting of council; (MA 121)
- xxii. Call a special meeting when lawfully requested to do so; (MA 123)
- xxiii. Determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- xxiv. Determine the validity of a petition for referendum (30 days to report to council); (MA 135)
- xxv. Administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- xxvi. Record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- xxvii. Provide information to the Auditor; (MA 190)
- xxviii. Certify the date on which tax notices are sent. (Section 269)
- xxix. Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264, 271)
- xxx. Provide receipt for tax payment on request of tax payer or agent. (Section 272)
- xxxi. Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
- xxxii. Removal of tax lien if all arrears are compromised or abated. (Section 274)
- xxxiii. Issue tax certificates. (Section 276)
- xxxiv. Proof of taxes signed by a designated officer (Section 277)
- xxxv. Transfer special assessments to the tax roll (Section 310)
- xxxvi. Submit school liability in a timely manner (Section 311)
- xxxvii. Provide for payment of writ of execution against the municipality; (MA 353)
- xxxviii. Produce certain records upon request of inspector appointed by Minister; (MA 396)

7. Additional Duties of the Administrator

The Administrator shall:

- a. Act as the returning officer for all elections under The Local Government Elections Act;
- b. Ensure that Public Notice is given as provided in the Act, or any other act and/or as required by council in this bylaw, any other bylaw or resolution;
- c. Ensure that the policies and programs of the Municipality are implemented;
- d. Advise, inform and make recommendations to council on the
 - i. operations and affairs of the Municipality
 - ii. policies and programs of the Municipality
 - iii. the financial position of the Municipality;
- e. **Facilitate and assist in all municipal programs, operations and undertakings;**
- f. Be responsible for the preparation and submission of the annual budget estimates from departments for Council;
- g. Monitor and control spending within program budgets established by Council;
- h. Make routine expenditures on a daily basis until the annual budget is adopted by council;
- i. Call for tenders; (this may be up to a certain monetary limit)
- j. Purchase goods, services or work; (may have a monetary limit)
- k. Award contracts; (may have a monetary limit.)
- l. Conduct negotiations for land purchases, annexations etc;
- m. Attend meetings of Council and other meetings as Council directs;
- n. Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the council.

**PART III
OTHER POSITIONS**

8. Assistant Administrator

Establishment of Position

- a. Council shall by resolution appoint an individual to the position of Assistant Administrator.

Duties

- a. The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator, this Bylaw, or any other bylaw or resolution of Council in the Administrator's absence.

9. Acting Administrator

Establishment of Position

- a. If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the council may appoint a person as Acting Administrator for a period of not longer than three months or any longer period that the board of examiners may allow.

Duties

- a. The Acting Administrator shall have all the powers and duties of the administrator while acting in the capacity of the Administrator.

10. Foreman

Establishment of Position

- a. Council shall by resolution appoint an individual to the position of Foreman.

Duties

- a. The Foreman shall perform the duties and exercise the powers and functions as outline in the Job Description for the Foreman as adopted by Council.

11. Grader Operator

Establishment of Position

- a. Council shall by resolution hire an individual (s) as a Grader Operator.

Duties

- a. The Grader Operator shall perform the duties and exercise the powers and functions as outline in the Job Description – Grader Operator as adopted by Council.

12. Maintenance Person

Establishment of Position

- a. Council shall by resolution hire an individual(s) as a Maintenance Person.

Duties

- a. The Maintenance Person shall perform the duties and exercise the powers and functions as outlined in the Job Description – Maintenance Person as adopted by Council.

**PART IV
MUNICIPAL DOCUMENTS**

13. Signing Agreements

- a. The Reeve and the Administrator shall sign all agreements to which the municipality is party. In the absence of the Reeve, the Deputy Reeve; AND/OR
b. The Reeve and the Assistant Administrator in the absence of the Administrator shall sign all agreements to which the municipality is party.

14. Cheques

- a. The Administrator (required) or, if the Administrator is unavailable, the Assistant Administrator, AND the Reeve or, if the Reeve is unavailable, the Deputy Reeve shall sign all cheques on the behalf of the municipality.

15. Negotiable Instruments

- a. The Administrator (required) or, if the Administrator is unavailable, the Assistant Administrator AND the Reeve or, if the Reeve is unavailable, the Deputy Reeve shall sign all other negotiable instruments on behalf of the municipality.

**PART V
DESIGNATED OFFICERS**

16. Temporary Road Closure

- a. The Foreman shall be the designated officer for the purpose of temporary road closures. (MA 14)

17. Enforcement of Municipal Law

- a. Council may appoint a bylaw enforcement officer, other than the administrator, to inspect, remedy or enforce any bylaw or the Municipalities Act, depending on Council's desired process to be applied to the enforcement of municipal law. (MA 362-367)

18. Coming into Force

- a. Bylaw 06-03 is hereby repealed.




Reeve


Administrator