

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

Wednesday, October 10, 2018

1. Call to Order
2. Approval of Minutes
 - a. September 25, 2018 Regular Meeting
 - b. October 1, 2018 Special Meeting
3. Business Arising from Minutes
4. Reports
 - a. G. Spanier – Works Committee
 - b. R. Palmer - Personnel Committee
 - c. G. MacPherson – Finance Committee
 - d. J. Toth – OH of Pasqua Lake
 - e. R. Palmer – OH of Taylor Beach
 - f. N. Keith – Administration
 - g. *G. Spanier – Qu'Appelle Valley Rec Board Report*
5. Delegate
 - a. Janet & Bruce Spicer
6. Bylaws
 - a. Bylaw 2018-07 A Bylaw to Establish a Hamlet Procedures Guide
7. Correspondence
 - a. SAMA – 2018 Primary Audit Report
 - b. Fort Qu'Appelle RCMP Weekly Report – September 18 – September 24, 2018
 - c. SARM – Takes Rural Issues to Ottawa
 - d. North Valley Waste Management Authority – Response Letter
 - e. North Valley Waste Management Authority – Minutes August 20, 2018
 - f. Fort Qu'Appelle RCMP Weekly Report – September 25 – October 1, 2018
 - g. PARCS – Update #93
 - h. PARCS – Program for Convention 2018
 - i. SARM – Trading Services Fire Truck Purchase Program
 - j. Prairie Valley School Division – 2018-19 Bus Route
 - k. MLT Aikins – Procurement Seminar
 - l. V. Riffel – Correspondence to RM 187 Council
8. Accounts for Payment, Financial Statements, Bank Reconciliation
9. Unfinished Business
 - a. SW 8-20-12-W2 Subdivision Service Agreement
 - b. Surveillance System
 - c. 2018 Garbage Policy
 - d. Pasqua First Nation
10. New Business
 - a. MuniSoft Training
 - b. Garbage Contract Agreement
 - c. Hamlet Procedures Guide
 - d. Pasqua Lake – Street Light Request
 - e. RM Roadway – W½ 21-20-15-W2
 - f. Letter of Consideration – Development for Secondary Road – N 33-20-13-W2
 - g. Lot 19, Block 9, Plan 101936909 – 237 Pasqua Lake Road
 - h. Lot 21, Block 1, Plan 59R07200 – 438 Pasqua Lake Road
 - i. SAMA Maintenance List
 - j. Office Personnel
 - k. *2018 Municipal Election 1. Pasqua Lake*
11. Closed Session
 - a. Personnel Issue – Applications/Resumes
12. 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, October 10, 2018 9:00 am

Present: Reeve: 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
Division 7 James Toth

Staff: Acting Administrator – Nicole Keith

A quorum being present Reeve L. Carlson called the meeting to order at 9:02 am.

18-505 REGULAR MEETING MINUTES / R. PALMER

"THAT the minutes of the regular meeting of Council held September 25, 2018 be adopted as presented."

CARRIED

Division 4 Councillor G. Peagam arrived to Council meeting at 9:02 pm.

Janet and Bruce Spicer entered Council chambers at 9:02 am.

18-506 SPECIAL MEETING MINUTES / L. HORSMAN

"THAT the minutes of the special meeting of Council held October 1, 2018 be adopted as presented."

CARRIED

18-507 WIDE AWAKE ROAD STONE REMOVAL/ G. SPANIER

"THAT RM 187 Council hire PGH Enterprises for mobilization and road grinding for 0.7 km on Wide Awake Road at a cost of \$9, 900.00, taxes and moving time included."

CARRIED

18-508 SALT/SAND RATIO MIXTURE/ G. SPANIER

"THAT RM 187 Council approve that the salt/sand mixture ratio shall be not less than 7%, in accordance with Ministry of Highway specifications."

CARRIED

18-509 REPORT WORKS COMMITTEE CHAIR G. SPANIER / G. SPANIER

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

CARRIED

18-510 REPORT PERSONNEL COMMITTEE CHAIR R. PALMER / R. PALMER

"THAT the following written report from Personnel Committee chair R. Palmer regarding a personnel update be accepted as presented."

CARRIED

18-511 REPORT FINANCE COMMITTEE CHAIR G. MACPHERSON / G. MACPHERSON

"THAT the following written report from Finance Committee chair G. MacPherson regarding a finance update be accepted as presented."

CARRIED

18-512 REPORT ORGANIZED HAMLET OF PASQUA LAKE COUNCILLOR J. TOTH / J. TOTH

"THAT the following written report from Division 7 Council J. Toth regarding an update on the Organized Hamlet of Pasqua Lake be accepted as presented."

CARRIED

DELEGATE: Janet & Bruce Spicer – Presented at 10:05 am

Janet and Bruce Spicer met with Council to discuss the sale of an RM road allowance in SE 8-20-12-W2.

Janet and Bruce Spicer left Council chambers at 10:20 am.

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18-513 RECESS / G. SPANIER

"THAT this meeting be recessed at 10:20 am for a break."

CARRIED

Reeve L. Carlson asked that the meeting be reconvened at 10:30 am.

18-514 RECONVENE / G. MACPHERSON

"THAT this meeting reconvene at 10:30 am."

CARRIED

18-515 PURCHASE OF RM ROAD ALLOWANCE IN SE 8-20-12-W2/

"THAT RM 187 Council approve the purchase of 33 feet of RM road allowance by the adjacent property owners in SE 8-20-12-W2."

DEFEATED

18-516 REPORT ORGANIZED HAMLET OF TAYLOR BEACH COUNCILLOR R. PALMER / R. PALMER

"THAT the following written report from Division 1 Council R. Palmer regarding an update on the Organized Hamlet of Taylor Beach be accepted as presented."

CARRIED

18-517 ADMINISTRATION REPORT / L. CARLSON

"THAT the written report regarding administration by Acting Administrator N. Keith be accepted as presented."

CARRIED

18-518 REPORT QU'APPELLE VALLEY REGIONAL REC BOARD / G. SPANIER

"THAT the following written report from Division 6 Council G. Spanier regarding the Qu'Appelle Valley Regional Rec Board be accepted as presented."

CARRIED

18-519 HAMLET PROCEDURES GUIDE RECOMMENDATION / R. PALMER

"THAT RM 187 Council approve the recommendation from the Personnel Committee to approve the Hamlet Procedures Guide at the October 3, 2018 meeting:

"18P-073 HAMLET PROCEDURES GUIDE / J. TOTH

"THAT this Personnel Committee recommend that RM 187 Council approve the Hamlet Procedures Guide, as a bylaw at the October 10, 2018 Council meeting, attached and forming part of these minutes."

AGREED"

CARRIED

18-520 BYLAW 2018-07 HAMLET PROCEDURES FOR THE ORGANIZED HAMLETS BYLAW/ L. HORSMAN

"THAT Bylaw 2018-07 Hamlet Procedures For The Organized Hamlets Bylaw, A Bylaw To Establish A Hamlet Procedures Guide be read for the first time."

CARRIED

18-521 BYLAW 2018-07 HAMLET PROCEDURES FOR THE ORGANIZED HAMLETS BYLAW/ G. PEAGAM

"THAT Bylaw 2018-07 Hamlet Procedures For The Organized Hamlets Bylaw, A Bylaw To Establish A Hamlet Procedures Guide be read for the second time."

CARRIED

18-522 BYLAW 2018-07 HAMLET PROCEDURES FOR THE ORGANIZED HAMLETS BYLAW/ G. SPANIER

"THAT Bylaw 2018-07 Hamlet Procedures For The Organized Hamlets Bylaw, A Bylaw To Establish A Hamlet Procedures Guide have three readings at this meeting."

CARRIED UNANIMOUSLY

18-523 BYLAW 2018-07 HAMLET PROCEDURES FOR THE ORGANIZED HAMLETS BYLAW/ G. MACPHERSON

"THAT Bylaw 2018-07 Hamlet Procedures For The Organized Hamlets Bylaw, A Bylaw To Establish A Hamlet Procedures Guide be read for the third time and adopted."

CARRIED

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18-524 PROCUREMENT MATTERS SEMINAR / R. PALMER

"THAT RM 187 Council send one Councillor to the Procurement Matters Seminar on November 7, 2018 at a cost of \$446.25, taxes included."

CARRIED

18-525 CORRESPONDENCE / J. TOTH

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

- a. SAMA – 2018 Primary Audit Report
- b. Fort Qu'Appelle RCMP Weekly Report – September 18 – September 24, 2018
- c. SARM – Takes Rural Issues to Ottawa
- d. North Valley Waste Management Authority – Response Letter
- e. North Valley Waste Management Authority – Minutes August 20, 2018
- f. Fort Qu'Appelle RCMP Weekly Report – September 25 – October 1, 2018
- g. PARCS – Update #93
- h. PARCS – Program for Convention 2018
- i. SARM – Trading Services Fire Truck Purchase Program
- j. Prairie Valley School Division – 2018-19 Bus Route
- k. MLT Aikins – Procurement Seminar
- l. V. Riffel – Correspondence to RM 187 Council

CARRIED

18-526 RECESS / G. SPANER

"THAT this meeting be recessed at 11:55 am to break for lunch."

CARRIED

Reeve L. Carlson asked that the meeting be reconvened at 1:03 pm.

18-527 RECONVENE / L. HORSMAN

"THAT this meeting reconvene at 1:03 pm."

CARRIED

18-528 ACCOUNTS FOR PAYMENT / M. DEDECKER

"THAT the list of accounts cheque numbers 748 to 7488 totalling \$182,136.52 and EFT payroll totalling \$8,254.88 attached hereto and forming a part of these minutes are hereby approved by RM Council for payment."

CARRIED

18-529 STATEMENT OF FINANCIAL ACTIVITIES / G. MACPHERSON

"THAT the Statement of Financial Activities for the month of August 2018, attached and forming a part of these minutes, be accepted as presented."

CARRIED

18-530 BANK RECONCILIATION / G. PEAGAM

"THAT the Bank Reconciliation for the month of August 2018, attached and forming a part of these minutes, be accepted as presented."

CARRIED

18-531 SURVEILLANCE SYSTEM INSTALLATION / J. TOTH

"THAT RM 187 Council authorize payment to Advance Telecommunications Inc for the security camera installation at the RM shop at a cost of \$2,969.25."

CARRIED

18-532 MUNISOFT UTILITY TRAINING / G. SPANIER

"THAT RM 187 Council approve Utility MuniSoft training for contract office employee L. Peagam in the amount of \$175.00 plus taxes."

CARRIED

18-533 STREET LIGHT REQUEST ORGANIZED HAMLET OF PASQUA LAKE / R. PALMER

"THAT RM 187 Council refer the request for the installation of a second street light to the Bolingbroke Place 60 hillside cul de sac to the Pasqua Lake Hamlet Board for input and recommendation."

CARRIED

18-534 LOT 19, BLOCK 9, PLAN 101936909 – 237 PASQUA LAKE ROAD/ J. TOTH

"THAT RM 187 Council instruct Acting Administrator N. Keith to send a letter to the property owner of Lot 19, Block 9, Plan 101936909, 237 Pasqua Lake Road, advising the home owner that any further activity on the property will require an approved Development Permit from the RM 187 office and geotechnical study for the property."

CARRIED

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18-535 LOT 21, BLOCK 1, PLAN 59R07200 438 PASQUA LAKE ROAD/ R. PALMER

"THAT RM 187 Council instruct Acting Administrator N. Keith to contact the Organized Hamlet of Pasqua Lake board to advise that the mobile home trailer on Lot 21, Block 1, Plan 59R07200, 438 Pasqua Lake Road, existed before the current Zoning Bylaw 13-08 was approved;
AND FURTHERMORE, that since there are no plans for development that it is acceptable for the mobile home trailer to remain on the property."

CARRIED

18-536 ASSISTANT ADMINISTRATOR VERBAL RESIGNATION / R. PALMER

"THAT RM 187 Council accept the verbal resignation from Assistant Administrator R. Harrison, effective immediately, as per October 9, 2018 meeting with Reeve L. Carlson and Acting Administrator N. Keith."

CARRIED

18-537 RESCIND RESOLUTION 18-488 2018 MUNICIPAL ELECTION OFFICIALS / R. PALMER

"THAT RM 187 Council rescind motion 18-488 regarding 2018 Municipal Election Officials:

"18-488 RESCIND MOTION 18-435/ L. CARLSON

"THAT RM 187 Council rescind motion 18-435 regarding Municipal Election Officials:

"18-435 ELECTION OFFICIALS / G. MACPHERSON

"THAT the following be appointed election officials for the 2018 Municipal election:

Returning Officer – Nicole Keith

Deputy Returning Officer – Raeann Harrison

Poll Clerk – Corinne Lesperance."

CARRIED";

AND FURTHERMORE, that the following be appointed election officials for the 2018 Election:

Returning Officer – Nicole Keith

Deputy Returning Officer – Raeann Harrison

Poll Clerk – Deborah Spanier

CARRIED";

AND FURTHERMORE, appoint the following as 2018 Municipal Election Officials as follows:

Returning Officer – Nicole Keith

Deputy Returning Officer – Linda Carlson

Poll Clerk – Deborah Spanier."

CARRIED

18-539 ADJOURNMENT / G. SPANIER

"That the Regular meeting of Council be adjourned 2:50 pm."

CARRIED

Approved this October 23 day of October, 2018


Reeve


Acting Administrator

Next regular meeting of Council, Tuesday October 23, 2018 at 9:00 am.

PUBLIC WORKS COMMITTEE REPORT TO COUNCIL

TUESDAY, OCTOBER 10, 2018

- Due to weather conditions we will need to do more gravelling of high traffic roads.
- Culvert work is required in some areas, as well as a culvert flush in the area of #724 Pasqua Lake Road.
- Marker pegs on chokecherry lane?
- Are there any further areas that require tree cutting?
- Stones on Lebret Hill South from bridge to Invercauld Road will need to be dug out.
- Received more information and a quote for road mulching a half mile of the Wide Awake Road.
- We had complaints regarding the salt sand mixture used for our roads last winter. I want to make it clear that our contractor has been using the same salt sand mix for Department of Highways and the RM#187 for many years. That mixture is a 7% salt to sand rate. However, we have ordered extra salt from our supplier this year and we will be able to bump the mix up if required.
- Hourly custom work rates for RM equipment comments.

DISCUSSION:

Public Works Committee

Submitted by:


Leonard Horsman

Gord Peagam

Garnet Spanier, Chairman



History of office staff turnover.

- March 12 we had a Personnel Meeting that was adjourned because the secretary left the meeting.
- March 25 Marcy resigned
- Nicole became the Acting Admin
- May 18 posted ads for Assistant Admin
- hired Corinne as the Assistant Admin
- Lorraine resigned as clerk
- hired Raeanne as new clerk
- Corinne was let go, and Raeanne filled the position of Admin Assistant
- Raeanne resigned Oct 9, leaving vacant the position of Admin Assistant and clerk, Nicole is by herself
- Oct 9, the personnel committee short listed 6 positions for clerk but with Raeanne;s departure we are now looking for 2 people.
- We are thinking of hiring 2 clerks, and possibly promoting one of the two to Admin Assistant.
- Interviews for this Oct 15, 16 ? Part of the interview will be a little test to type a letter.

16, 17

Would like to thank Linda Peagan for all her help in pinch hitting, when we are so short staffed.

Hamlet Procedures history

- Personnel Committee was given the task of drafting Hamlet Procedures, by Council, last spring.
- Discussions let to an rough outline, and a rough draft
- Informal meetings with Jim Toth, Brian Holowatuk and Larry Beidel to get more ideas and feedback.
- Hamlet Procedures were worked on line by line with the Personnel Committee.
- Hamlet Procedures were gone over, line by line with the hamlet board chairs, Brian & Larry. in Sept.
- Hamlet Procedures were presented to hamlet boards for feedback by Oct 3.
- Taylor beach had minor feedback, but Pasqua wanted more time, -- Personnel Committee decided to proceed with the bylaw.
- Hamlet Procedure bylaw is before you today for Council approval.



Oct 10 / 18

Finance report re garbage contract

Finance committee recommends signing contract with Valley Lawn Services for garbage pick up. This is a two year contract ending on Sept 30, 2020.

The price of the services is \$72,000 per year.

They are the scope of work outlined in the contract and follow the Garbage Collection policy of July 24 / 2018

Alex P. Mason

St
m

①

Pasqua Lake Report

Oct 10, 2018.

- Refer to Sept 24, 2018 Hamlet minutes for additional information
- minutes not adopted Hamlet meeting Oct 22, 2018, error in minutes
- tree trimming written quote from Jim Williams
- Quote in from Westman Tree Service
- Quote from Ridney's still \$19,900.00
- List from Long would cost \$1500.00 about 5 days.
- Crime watch signs when will be installed
- Pasqua Lake Sign wanting to be installed
- Building Bylaws taken ahead.
- GST checking into
- Financial report on going, ~~was~~
- Community internet completed.

Carla ~~Carla~~ had concerns about maintenance

I explained to her that SAGtel will maintain the internet, I also asked the Chair if Leroy could address he said ok. Leroy tried to explain to ^{Carla} ~~Carla~~ she really did not except what Leroy or I was saying. ~~Carla~~ Carla sent an e-mail to SAGtel asking about the maintenance she did not.

JW
JL

go through the meeting with a motion.
 Larry also sent an e-mail asking if Nicole
 would be following up.

Talked about "Improved Property" Ron is not
 acting on the motion ~~of~~

237 decision later

6.5 Office staff I do not recall the comment
 in the minutes.

#96 permit approved. Larry request from Carla set ^{drawn}

6.16 #438 grandpa of Trailer Ron &
 Creek clause no issue

Talk around reserve fund no motion found
 as to what ~~at~~ amount.

6.19 Office said letter written to NUWM
 waiting reply.

6.20 Statement arising Reerin name not mentioned
 only I would contact Waks, Not ~~talked~~ ^{Talked} about
 at Sept 24.

6.25 Not talked about.

(3)

New Business

7.1 Motion to Pay Murray Badel. I do not agree as this is relation to fishing Shacks, and no budget for this.

7.3 Motion to appeal developed properties I opposed. Carla later ~~rescinded~~ ^{rescinded} motion. I brought this to Council, ~~Council~~;

James 3th

W
J

Minutes of the Meeting of the Organized Hamlet of Pasqua Lake

RM Office, 136 Company Ave S, Fort Qu'Appelle

September 24, 2018

Present: Larry Bedel, Jim Toth, Carla Taylor, Dan Dukart, Nicole Keith

1. Call to Order – Larry at 3:26 pm
2. Approval of minutes
Not adopted some changes to be made to 6.1, 7.3 and 7.6 before being adopted.

3. Business arising from minutes

4. Reports

4.1 Larry

- a) Met with Ron Palmer, Counsellor Taylor Beach, to develop procedures for Hamlet Boards. Report forwarded to all OH Board members for review. RM Council needs to approve by October 3, 2018. OH Board Members requested to convey any additional thoughts or changes before October 3, meeting.
Ongoing
- b) Met with Jim and Rodney's Tree Service re: tree trimming, will proceed after Sept 1 due to Elm tree pruning ban
Ongoing - waiting for Brad to get back to Jim with estimate.
- c) Expenditures – increased cost of garbage pickup and change with new garbage policy. Larry expressed his displeasure to RM council re: Hamlet board not consulted on this contract modification. Waiting to see if Valley Lawn will submit a new tender.
Ongoing

4.2 Jim

- a) Quote to cut trees on all of PL \$19,900 from Rodney's Tree Service
Ongoing – Brad from Westman Tree Service will also supply a quote to Jim for Tree Maintenance
- b) New tender for garbage will be out in Oct 2018.
Ongoing – New tender from Valley Lawn Service
- c) Crime watch signs will be installed
Ongoing – still not installed

*Skid Steer has auger
installed for drilling holes*



- 6.5 Office staff – Nicole is the acting administrator, Raeanne Harrison is the new assistant.
No plans to advertise for a qualified administrator.
Completed – No further action required *This statement?*
- 6.6 New Directories – still working on these.
Ongoing – Nicole Keith *NOT talked about*
- 6.7 Water drainage #726 – culvert opened by homeowner to help out RM. RM received permit to work on this, will be done later in the fall.
Ongoing *NOT talked about*
- 6.8 Centre Line painting – complete \$2864.95 as per RM council minutes
Completed – No further action required *NOT talked about*
- 6.9 Status of #346 Garage easement – homeowner to deal with this, not a hamlet board issue.
Completed – No further action required *not talked about*
- 6.10 Walking paths
Ongoing – Jim Toth *not talked about*
- 6.11 Playground
Ongoing – Jim Toth *not talked about*
- 6.12 Pasqua Lake sign – to be installed by RM crew ✓
Ongoing
- 6.13 PARCS fee – not yet paid by administrator
Ongoing – Administrator will pay in January for the full year vs partial year. ✓
- 6.14 #96 Trailer on lot - waiting for approval for building permit
Ongoing – permit has been issued for a 24 x 40' Cottage. As per Nicole, the cottage is 20' from the property line as required. Plans to be reviewed before line item dropped from minutes. *I talked to this, it is approved.*
- 6.15 #344 – a) less vehicles parked but now excess tires piled by road
Ongoing *NOT talked about*
b) -vehicles parked on ice
Ongoing – still in contact with various government levels to stop this practice
- 6.16 #438 – Trailer on lot to have been moved off by May 30. Unknown status as to whether letter was sent
Ongoing – Nicole is to contact the R.M. re: grandfather clause
Talked about no issue, grandfathered.
- 6.17 #80- letter to be sent re: possible drainage issues on hillside driveway – unknown if letter sent
Ongoing – Nicole Keith *NOT talked about*

RCM

Ongoing – RCMP

- 6.29 Board of Camp Lutherland – invitation- from RM minutes, Jim cannot recall what this was about
Completed – No further action required *not talked about*

- 6.30 Motion by Dan to increase tree trimming budget to \$5000.00 this year. Carried
Completed – No further action required *not talked about*

7. New Business

- 7.1 Motion to pay invoice from Murray Bedel to remove fishing shack.
Jim opposed motion because the OH Board did not follow proper RM procedures relating to fishing shacks. Nicole Keith to pay invoice.

Carla Taylor/Carried

no budget should not be paid

- 7.2 Motion to accept Pasqua Lake Revenue and Expenses report as of September 30, 2018.
Jim Toth/Carried ✓

- 7.3 Motion to appeal the decision by the R.M. to not reassess the definition of developed properties and apply it to the rural area which directly affects our cost sharing in the budget. Jim is opposed to this.

Carla Taylor/rescinded motion as it will be brought up by Jim Toth at the next R.M Meeting to be clarified in more detail

what was mentioned was heard wanted Rm to consent & replace

- 7.4 Motion to increase the tree cutting budget from \$5,000 to \$10,000 or more.
Jim Toth/Not carried

- 7.5 Motion to set the next meeting at the R.M. office on October 22, 2018 at 4:00 pm.
Dan Dukart/Carried

Done after adjournment, I was informed after about dates come

- 7.6 Jim Toth agreed to send the OH Chairperson a written report on the discussions at the RM meetings regarding the OH motions.
Ongoing – Jim Toth

8. Adjournment

- 8.1 Motion to adjourn meeting at 5.37 p.m.
Larry Bedel/Carried

James Toth

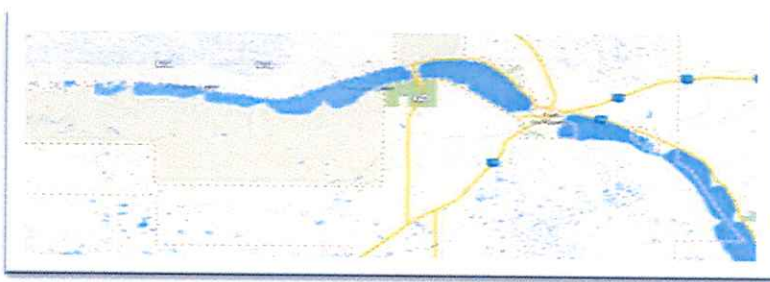
Jim Toth

- Dale Jackson has been contacted, and the big culvert repair is delayed with the wet weather, but is still to be done this fall.
- Dale Jackson will remove the stumps in the Public Access. / Elva project at the same time as the culvert repair.
- Next board meeting is Nov 7 at 5:30 place TBA
- The board was concerned about what its responsibilities were with the request for the purchase of RM land regarding Spicer. I replied none.

+++++

//Ron





Administrator Report to Council
Wednesday, October 10, 2018

Bank Balance	\$1,076,422.02	(October 5, 2018 – 11:05 am)
Pasqua Lake Reserve (2017)	141,470.11	
Taylor Beach Reserve (2017)	<u>89,159.58</u>	
	\$ 845,792.33	

Bouquets: Qu'Appelle Estates property owner R. Brady compliments the RM crew for the work done on October 4, 2018.
Complaints: Larocque Estates, Qu'Appelle Estates and Div 4-Huber Road – road complaints

Building Permits: 18-013 - 16 Taylor Street – E. Kitchen – renovate boathouse – awaiting site plan
18-025 – NE 21-20-14-W2 – Addition to Commercial Shop – awaiting PBI
18-026 – 510 Pasqua Lake Road – Accessory Dwelling – Modular Home – awaiting PBI

Office:

Sep 25 – Oct 8	<p>Regular office duties Training new Assistant Administrator on daily duties, accounts payable Pasqua Lake - building and development issues – daily RM - Minutes and Action Item List – done throughout FS-Minutes and Action Item List – done throughout Election – Prepare ads for Notice of Advance Poll then forward to Fort Times Mentor Sharon Pope – Sep 27 – RM Bank Rec & J/E Booked Interim Audit -Dudley & Company LLP – Nov 21, 2018 – All day MuniSoft-Request quote for Utility training Prepare & attend RM 187 Public Meeting-Sep 29-PL Community Internet Project Mentor – Sharon Pope – Oct 1 – Month End Procedures Assist Assistant Administrator with Month End Payables Special Council-Oct 1-1:00 pm-Prepare Council package and motion form Calculate previous employees Vacation Pay & ROE amendment Payroll & MEPP Remittance – October 2, 2018 Spoke with Assistant Administrator Oct 2– away for two days, back on Thursday Contacted L. Peagam-availability to assist at office week of Oct 2- 5 SaskWater-Oct 2-spoke with Nish- Electric gate at lagoon for approved septic haulers -to forward Development Permit Application MuniSoft-Oct 2-Order new RM maps with the approved division boundary alterations Finance Committee meeting – Oct 3 – 9:00 am-Prep Public Notice, Agenda & Previous minutes, Motion Form Personnel Committee meeting – Oct 3-11:00 am-Prep Public Notice, Agenda & Previous minutes, Motion Form Received call from Reeve-Oct 3-Assistant Administrator will not be in for the rest of week Postage Machine – contact Success Office Systems for assistance and order ink cartridges RM & FS – CIBC appt. – 2:00 pm-Signature Cards and removal of certain signatures ORGANIZE & PREPARE ACCOUNTS PAYABLE FOR OCTOBER 10, 2018 COUNCIL MEETING & LIST OF ACCOUNTS FOR APPROVAL. Personnel Committee meeting – Oct 9 - 9:00 am-Prep Public Notice, Agenda & Previous minutes, Motion Form. Then minutes after meeting. RM Council meeting - Prepare RM Council package, admin report, list of accounts, bank rec Financial statements & motion form Oct 10, 2018 *Development & Building Permit Applications – Oct 8 – will be on Oct 23 report</p>
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Dates to Remember:

Holidays -

Nicole	Schedule Holidays at a later date. – Has 13.5 days remaining
Darwin	Had 28.5 days to use in 2018 – Has .25 remaining
Darcy	Has 3 days Holiday remaining
Lloyd	Has 8.25 Holidays remaining

Respectfully submitted
N. Keith
Acting Administrator

Box 99 Fort Qu'Appelle SK S0G 1S0 Phone 306-332-5202
Website www.rm187.ca email rm187@sasktel.net

WV
[Signature]

**Qu'Appelle Valley Regional Rec Board
Steering Committee**

AGENDA

Call to Order

- Nominate acting secretary to record minutes of meeting
- Nominate acting chairman for meeting

Opening Remarks

- Purpose of meeting, what we want to try to achieve
- Nomination for representative from each District to sit on steering committee
- Open for discussion/questions

Closing Remarks

Adjourn

A handwritten signature in the bottom right corner of the page.

1. RECREATION is a high priority in decisions about residence.

Mobile families compare their potential lifestyle in different provinces and communities before putting down lifelong roots.

Their expectations for amenities - especially those that affect the health, wellbeing, and opportunities of their children - are rising.

2. More and more, citizens live and think regionally ... and they expect collaboration among the various local governments that affect their lives.

Rural and urban families are becoming a more homogenous population as they seek the lifestyle they desire and the opportunities they need.

We are in a world where people routinely commute between communities for work, education, shopping, recreation and entertainment.

3. Recreation is a vital need.

For this reason, progressive municipalities seek to create an environment that meets the full range of family needs and expectations, in which recreation plays a large part.

4. When you pursue inter-municipal collaboration, your goal is to have programs and facilities that serve, attract and retain people & families who will call your part of the province home.

To be of value to these families, collaboration must focus on initiatives that are both practical and valuable to a larger definition of community.

Municipalities can partner to create and operate a multi-use "destination" recreation facility that benefits a whole region.

For more information search:

Inter-Municipal Collaboration in Recreation

<https://suma.org/img/uploads/documents/Final%20Version.pdf>

A handwritten signature in dark ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of initials and a surname.

**Qu'Appelle Valley Regional Recreation Meeting
October 4, 2018
Fort Qu'Appelle Rexentre
7:30 pm**

Attendance: see attached

The meeting was called to order at 7:30 pm by Garnet Harman.

Larry Schultz: Motion to nominate Karissa Lingelbach as acting secretary to record the minutes of the meeting.

Jerry Whiting: Motion to nominate Gus Lagace as the acting chairman for the meeting.

Purpose of the meeting is to discuss the possibility of a recreation facility in Fort Qu'Appelle and to organize a steering committee for this purpose.

Discussion:

- Intermunicipal collaboration for a recreational facility is necessary
- It was recognized that young families are looking for recreational amenities in the area.
- Such a facility would also be beneficial to not only young families but seniors as well.
- In order to build a facility in the area, we need the population of a region as no community can obtain this on their own.
- It was discussed that a facility with an indoor pool would generate business to other areas within the community as well – hotels, restaurants, etc. This project would also compliment programs in the area such as the ski hill, hockey program, golf, etc.
- Aboriginal community would need to be involved in the project.
- Steve Helfrick noted that as per recent studies, the quality of the lakes will not be improving. He said a poll in the regional area will bring people to the area.
- It was suggested that we include an exercise area within the facility
- Hosting Winter and Summer Games was suggested.
- A pool would promote more family time
- Calling Lakes Planning District stated that more than just their planning district of Fort Qu'Appelle, Lebret, Katapwa, B Say Tah, Fort San, and RM 187 would be needed on this venture.
- The regional idea is not new. North Valley Waste Management is a community success story.
- The question re funding was posed – would this be a project funded on a per capita basis? Will look at this in the future.
- Funding from the private sector will need to be entertained.



Steering Committee Nominations:

- Brad Braithwaite nominated Garnet Harman to the committee.
- Garnet Harman nominated Tom Walen to the committee. Mr. Walen declined nomination. He may know someone that would be interested.

Steering Committee Volunteers:

- Ryan Matthew Huber – Lipton
- Gus Lagace – Fort Qu'Appelle
- Kristen Resener – Fort Qu'Appelle
- Isaac Sneath – B Say Tah
- Curtis Whiteman – Standing Buffalo
- Steve Helfrick – Fort San
- Garnet Spanier – RM 187
- Sharon martin – Pasqua Lake
- Ken Hinton – Fort Qu'Appelle

Ralph Martin adjourned the meeting

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be a combination of letters, possibly 'R' and 'M', consistent with the name Ralph Martin mentioned in the text above.

Location:

PRINT NAME	ORGANIZATION / COMPANY	PHONE / CELL	EMAIL
Steve Helfrick	Fort San (Command)	331-7666	valley pumpasa sasktel.net
Doug Blatter	Fort Qu'Appelle (Economic)	331-5520	
Kara Lewis	Lipton Rec.		Kara.l.lewis@gmail.com
Karissa Lingelbach	Rm Abernethy	306-331-7779	rm186@sasktel.net
CONNIE Wawchuk			cg11wawchuk@gmail.com
Patti Schill	Fort San	306-332-7076	lakeside36@hotmail.com
LARRY SCHULTZ	St. Raphael	306-332-7127	SLARRY@SASKTEL.NET
Shannon Tomalak	Lipton Park Rec	306-336-2662	stomalak@hotmail.com
Ken Ruppert	Fort	306-332-5740	RKS@SASKTEL.NET
Doug Porcino	Rotary Club of Fort Qu'Appelle	306 9607278	porcina@sasktel.net
GREG Ermel	Rm. Cupar	306 726-7575	
DAVID MILLS	Rm. Cupar 218	306 726 8017	RM218@sasktel.net
Ben Halford	Abernethy SK	306-333-3271	halfordben@hotmail.com
Franco Drake	Parkview Lane	306 332 2900	FRANDR@SASKTEL.NET
Ken Hinton	Fort Qu'Appelle	306-332-7547	K.hinton@sasktel.net
ISAAC SNEATH	R.V. B-Sky Tak	306-332-5969	isaacsneath@gmail.com
Mark Glabus	R.V. of B-Day-PH	306-332-6380	mioglobus@sasktel.net
Kent Esplin	Town of Balcarres	306-331-6180	Kent.Esplin@sasktel.net
Craig Geisler	Town of Balcarres	306-331-8149	balcarres town@sasktel.net
Curtis Whiteman	Standing Buffalo	306-331-6379	Curtwhi@hotmail.com

Meeting Attendance Sheet

Location:

[illegible]

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 2018-07

A Bylaw of The Rural Municipality of North Qu'Appelle No. 187 to establish Hamlet Procedures for the Organized Hamlet of Pasqua Lake and the Organized Hamlet of Taylor Beach.



Reeve

(S E A L)



Acting Administrator

Hamlet Procedures

for the

Organized Hamlets

of the

Rural Municipality of North Qu'Appelle No 187

Bylaw 18-07

October 2018

INTRODUCTION

These procedures are prepared to help guide and inform the hamlet board members as to their role and duty in governing their Organized Hamlet. It sets out the information that is important to all members of the hamlet board and details the many parameters that affect the operations and decisions of the hamlet board and Council. The Procedures and Rules are common to both hamlets in the RM; whereas the policies are made to reflect the individual needs and traditions of each hamlet. The Provision of Services Agreement is also developed for each hamlet.

Failure to comply with these procedures may result in the loss of Organized Hamlet status:

Reversion of Status

Council is required by *The Municipalities Act* to request the Minister to revert the status of an organized hamlet where there has been no active hamlet board in existence for the previous two years. A hamlet board that does not submit its budget or a report of its activities to Council for a two-year period is considered to be an inactive hamlet board.

See section 52 of *The Municipalities Act*

HAMLET PROCEDURES

1. Application

- 1.1 This document is intended as a guide for elected hamlet board members of the Organized Hamlets (OH) within the Rural Municipality (RM) of North Qu'Appelle #187. It serves two purposes: it is a guide to help a board member understand the function and purpose of a hamlet board, and it contains the rules and procedures to which the hamlet board follows in its governance of the hamlet. Some of the rules are from the Municipal Act [MA] and Municipal Regulations [MR]. These must be followed, whereas others are taken from the Organized Hamlet Guide [OHG] or from the Council Procedure [CP]. These can be modified to best serve the efficient workings of the hamlet. More guidance can be found in the hamlet policies which are separate from this document.
- 1.2 An OH is not incorporated. An OH is different from a committee or other body established by council. An OH is created by Minister's Order to work with the RM council.

2. The Role of the Hamlet Board

- 2.1 The hamlet board has a role to play in relation to the following:
- reporting to Council in an advisory capacity and as a liaison between Council and the residents of the organized hamlet;
 - providing a budget and report of activities to Council;
 - requesting and or consenting to various tax measures to be taken by Council with respect to the organized hamlet;
 - requesting Council to use moneys in the hamlet account for the purposes authorized by the *Municipalities Act*. [MA69-76, MR32-34]
- 2.2 A hamlet board is the lowest level of government. In Canada there are Federal, Provincial, Municipal and hamlet governments. A hamlet is part of a Rural Municipality, but yet has its own local government – the hamlet board. The hamlet board works with the municipality and provides the services and needs of the community by submitting written requests such as a budget to the RM. Provided there is money in the budget, the RM is obliged to provide these services and needs to the hamlet.
- 2.3 The hamlet board's role is to facilitate the needs of the hamlet, to foster a safe, secure, vibrant community. It is more than just roads, services, budgets and money. It is about community building. It is about governing. It is about developing a community and making it a wonderful place to live and to visit.
- 2.4 The hamlet board governs the hamlet by advising the RM of what it wants done. It has no legal status and relies on the RM to conduct financial transactions, to enter into contractual agreements and to collect taxes. It does however have allocated funds to cover the cost of what it wants the RM to do for it. [MA69]
- 2.5 The duties and responsibilities of a hamlet board are laid out in the Municipal Act [MA] Sections 68 to 78, attached as Appendix 1, and the Municipal Regulations [MR] has sections 25 to 35 pertaining to hamlets – Appendix 2. The Organized Hamlet Guide [OHG] is also a good reference, especially pages 10 to 17.
- 2.6 The Hamlet Board consists of three members, each elected for a four year term at the Hamlet's Annual General Meeting (AGM).

2.7 At the first hamlet board meeting, following the AGM, the members of the board select a Chair Person, a Secretary, and the remaining member, the Vice Chair. An RM Liason Person should also be appointed from the board or the Division Councillor.

2.8 In the event of a vacancy on the hamlet board, a general election is held to fill the vacant position for the remainder of the unexpired term of the person being replaced.

2.9 The Chair Person shall:

- (a) Preside at all board meetings; [MA 93(1)a]
- (b) Preserve order at board meetings;
- (c) Enforce the rules of the hamlet board;
- (d) Decide on points of privilege and points of order;
- (e) Advise on points of procedure;
- (f) Prepare agendas for meetings;
- (g) Notify and remind members of meetings;
- (h) Be the spokesman for the board;
- (i) Chair the AGM.

2.9.1 The chair shall have the same rights and be subject to the same restrictions, when participating in debate, as other board members [MA93(2)].

2.9.2 The chair shall have the same rights and be subject to the same restrictions as all other board members to make a motion.

2.10 The Secretary shall:

- a) Record minutes at board meetings;
- b) Send minutes to the RM administrator within 30 days of the meeting;
- c) Accept and send correspondence;
- d) Keep the minute book and other records, both electronic and hard copy;
- e) Prepare and submit to the voters at the annual meeting a report of activities of the hamlet board since the last report and of any issues taken to an appeal board where there has been a dispute between the hamlet board and Council. [MR28,29]

2.11 The Vice Chair's duties include:

- a) Scrutinize and review meeting minutes for errors and accuracy;
- b) Review and report accounting and budget status at board meetings;
- c) Track on going projects and report progress at board meetings.

2.12 The RM Liason's duties include:

- a) preparing and presenting a written hamlet report at RM council meetings and generally reporting hamlet activities to the RM;
- b) presenting the budget, and Provision of Services Agreement to Council;
- c) preparing and presenting a written RM report to Hamlet Board meetings and generally reporting RM activities to the Hamlet Board.

3. Meetings

There are two types of meetings: Hamlet Board Meetings, and the Annual General Meeting (AGM). Many rules are common to both.

3.1 Meetings are public. There should always be adequate seating and accommodation for the public that wish to attend;

3.2 Seven days of notice must be given for the AGM by posting on bulletin boards, email, website, Facebook etc. Twenty-four-hour notice is required for Hamlet Board meetings;

3.3 The chair is an active member that can vote, join in on the discussion or debate and make resolutions;

- 3.4 Resolutions do not have to be seconded, the primary mover is all that is necessary to place a motion onto the floor for discussion;
- 3.5 If a motion or resolution results in a tie vote, the motion is defeated;
- 3.6 Minutes must be taken at all meetings and adopted at the subsequent meeting;
- 3.7 Motions take effect after being carried;
- 3.8 When any matter relating to proceedings arise which is not covered by a provision of this document the matter shall be decided by reference to Robert's Rules of Order [RR]
- 3.9 Subject to subsection 3.8, any ruling of the chair shall prevail, subject, however, to the jurisdiction of the board to consider any appeals of those rulings.

4. The Annual General Meeting (AGM)

- 4.1 The hamlet board is required to give notice of the annual meeting by posting notices in three conspicuous places in the organized hamlet at least **seven** clear days prior to the meeting. "Clear" days means that the day of posting and the day of the meeting are not counted in the notice period; there must be seven clear days between those dates. It is permissible to have more; it just cannot be less.
 - 4.2 The secretary of the hamlet board must make a report of the activities of the hamlet board since the last annual meeting and the minutes of all hamlet board meetings must be available for inspection by voters at the annual meeting.
 - 4.3 The voters in the organized hamlet do not directly elect the chairperson and secretary. The voters elect the three persons who will comprise the hamlet board, and those three persons elect a person to serve as chairperson, secretary, and a person to serve as vice chair.
 - 4.4 The chair of the board typically chairs the AGM; or someone, appointed by the board, by resolution.
 - 4.5 There is no lower limit to quorum.
 - 4.6 Motions are carried by a majority of those present.
 - 4.7 Proxy votes are not allowed.
 - 4.8 Members that are eligible to vote must be Canadian citizens, at least 18 years old, and be a property owner in the hamlet, or a spouse of a property owner, or be a resident of the hamlet for at least 3 months prior to the meeting.
 - 4.9 The hamlet must have a policy on the AGM stipulating the date, time and location of the meeting.
 - 4.10 A motion at the AGM is not binding. The board can overrule a motion arising from the AGM, although this seldom happens, it is the duty of the board to make the final decision.
 - 4.11 The secretary taking the minutes is typically not the hamlet board secretary. This allows the hamlet board secretary to participate in the meeting. The secretary is selected by the board, by resolution. The secretary must be reminded that the minutes must be submitted to the RM administrator within 30 days of the AGM. [MA]
 - 4.12 Failure to submit minutes for a two-year period will deem the Organized Hamlet as inactive, and their official status as an Organized Hamlet will be revoked. [MA52]
 - 4.13 Minutes of the Board and minutes of the previous AGM must be available for viewing at the AGM.
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4.14 A typical agenda for an AGM would be as follows:

- Call to Order
- Introductions
- Approve the Agenda
- Adopt Last Year's Minutes
- Business Arising from the Minutes
- RM Report
- Report of Activities and Projects Done
- Financial Report – Actuals of Previous Year: Revenue, Expenses, Surplus
- Budget of Current Year
- Specific Budget Items – Vote
- Project Leaders – Vote
- Election of Hamlet Board Member
- Set Date for next year's AGM
- Other Business/Discussion (if time permits)
- Adjourn

4.15 The hamlet board is required to notify the Administrator in writing of the name, address, telephone number, and email address of each person elected to the hamlet board within seven days of their election. The hamlet board is also required to notify the Administrator of the name and contact information of the secretary of the hamlet board. [MA62,68 MR25-28,31]

5. Hamlet Board Meetings

5.1 The Organized hamlet of Taylor Beach has 3 board members, the Division Councilor is not a board member; quorum is two. The Organized hamlet of Pasqua Lake has 4 board members, the Division Councilor is a board member; quorum is three.

5.2 The hamlet must have a policy on board meetings stipulating:

- a) the location they are normally held,
- b) whether they are regularly scheduled or called as needed,
- c) the regularity of the meetings,
- d) preference for the time of day,
- e) the duration of meeting,
- f) the means of giving notice,
- g) the amount of notice,
- h) duties of the members.

5.3 Every person has the right to be present at board meetings unless the person presiding at the meeting expels a person for improper conduct. [MA120(1)]

5.3 No person, except board members, and such persons as are permitted by the chair shall be allowed to be seated at the table during the sitting of the hamlet board.

5.4 All persons in the public gallery at a board meeting shall:

- a) not address the board or a member unless permitted to do so;
- b) remain quiet and be orderly;
- c) not disturb the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- d) not talk on cellular telephones;
- e) not make audio or video recordings of proceedings (excluding media); ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

5.5 When addressing members at a board meeting, a delegation shall not:

- a) speak disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- b) use offensive words in referring to a member, an employee of the municipality or a member of the public;
- c) reflect on a vote of the board except when requesting to rescind or reconsider it;
- d) reflect on the motives of the members who voted on the motion or the mover of the motion; or
- e) shout or use an immoderate tone, profane, vulgar or offensive language;
- f) Speak more than 15 minutes, or a time limit designated by the chair;
- g) Have rebuttal or cross debate.

5.6 Members of the board wishing to speak at a meeting shall ensure they do not interrupt another member.

5.7 If more than one member wishes to speak at a meeting at the same time, the chair shall indicate which member shall speak first.

5.8 When addressing a board meeting, a member shall not:

- a) speak disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- b) use offensive words in referring to a member, an employee of the municipality or a member of the public;
- c) reflect on a vote of the board except when moving to rescind or reconsider it,
- d) reflect on the motives of the members who voted on the motion or the mover of the motion; or
- e) shout or use an immoderate tone, profane, vulgar or offensive language.

5.9 When a member is addressing the board, all other members shall:

- a) remain quiet and seated;
- b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
- c) not carry on a private conversation.

5.10 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

5.11 The chair may request that any person in the public gallery who disturbs the proceedings of the board or acts improperly at a board meeting, as set out in section 5.4 leave or be expelled from the meeting.

5.12 The chair may request that any person who addresses the board improperly as set out in section 5.5, leave or be expelled from the meeting.

5.13 A person requested to leave by the chair shall do so immediately.

5.14 Any person who refuses to leave when requested to do so shall be removed.

5.15 If a person disturbs the proceedings of the board or refuses to leave when requested to do so, the chair may recess the meeting until the person leaves or adjourn the meeting to another day.

Point of Order [MA81(1)]

5.16 A member may rise and ask the chair to rule on a point of order.

5.17 When a point of order is raised, the member speaking shall immediately cease speaking until the chair decides on the point of order raised.

5.18 A point of order must be raised immediately at the time the rules are breached.

5.19 The member against whom a point of order is raised may be granted permission by the chair to explain.

5.20 A point of order is not subject to amendment or debate.

Point of Privilege

5.21 A member may rise and ask the chair to rule on a point of privilege.

5.22 After the member has stated the point of privilege, the chair shall rule, whether or not, the matter raised was a point of privilege.

5.23 If the matter is determined to be a point of privilege, the member who raised the point of privilege shall be permitted to speak to the matter.

5.24 If the point of privilege concerns a situation, circumstance or event which arose between board meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous board meeting.

5.25 The chair may consult the rules [RR] before ruling on a point of privilege.

5.26 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the board.

Point of Procedure [MA81(1)]

5.27 Any member may ask the chair for an opinion on a point of procedure.

5.28 When a point of procedure is raised, the member speaking shall immediately cease speaking until the chair responds to the inquiry.

5.29 After the member has asked the point of procedure, the chair shall provide an opinion on the rules of procedure bearing on the matter before the board.

5.30 A point of procedure is not subject to amendment or debate.

5.31 The chair's answer to a point of procedure can be appealed.

Appeal [MA81(1)]

5.32 Whenever a member wishes to appeal any ruling of the chair or a point of order or point of procedure:

- a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
- b) the member may offer a brief reason for the challenge;
- c) the chair may state the reason for the decision; and
- d) following which the question shall immediately be put to a vote without debate.

5.33 The chair shall be governed by the vote of the majority of the members present.

5.34 A ruling of the chair must be appealed immediately after the ruling is made or the ruling will be final.

Calling a Member to Order [MA81(1)]

5.35 When the chair calls a member to order; the member must respect this request and explain his or her position in making the remark for which he or she was called to order.

5.36 In the event that a member refuses to be called to order, the chair shall request a member to move a resolution to remove the unruly member for the balance of the meeting,

5.37 When the majority votes in favor of the resolution to remove, the chair shall direct the unruly member to leave, and if the member refuses to leave, the chair may:

- a) recess the meeting until the person leaves; or
- b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.

Meeting through Electronic Means

5.38 One or more members of the board may participate in a board meeting by means of a telephonic, electronic or other communication facility if:

- a) the members of the board provide the chair with at least two (2) business days' notice of their intent to participate in this manner;
- b) notice of the board meeting is given to the public including the way in which the board meeting is to be conducted;
- c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the chair is in attendance at that place; and that the public listening in be put on mute.
- d) the facilities permit all participants to communicate adequately with each other during the board meeting.

5.39 Members participating in a board meeting held by means of a communication facility are deemed to be present at the board meeting. [MA125(2)]

Closed Sessions

5.40 The board may close all or part of their meetings to the public if the matter to be discussed: [MA120(2)]

- a) is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act; or
- b) concerns long-range or strategic planning.

5.41 Where the board resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except the members and members of the public deemed appropriate by the board.

5.42 No resolutions may be passed during a closed session.

5.43 The secretary must submit the minutes to the RM's administrator within 30 days of the board meeting. [MA] Since they most likely will not yet be adopted, they should be watermarked NOT ADOPTED.

5.44 Delegations or individuals may be invited to participate in a meeting, for the entire meeting, or for just one agenda item, when called upon by the chair.

5.45 A typical agenda for a board meeting:

Call to Order

Adopt Agenda

Adopt Minutes of Previous Meeting

Business Arising from Minutes

Secretary's Report – correspondence

RM Report – by Liaison

Budget Report by Vice Chair (most recent expenses from Administrator).

Project(s) Report

New Business

Set Date, Time and Place for next meeting

Adjourn

6. Resolutions / Motions

- 6.1 Resolutions and motions are used synonymously.
- 6.2 Can only be made by a member, including the chair.
- 6.3 Are not required to be seconded.
- 6.4 Always begin with the word **That** and can be extended with the word **Furthermore**.
For example: **Whereas** it has been noted that Bruce Olesen has hosted the AGM and subsequent BBQ, be it resolved **That** *Mr. Olesen be given a volunteer Co-op gift card worth \$30 and Furthermore that a letter of appreciation be drafted to accompany the card.* CARRIED
- 6.5 A motion can be moved by a member, even the chair. The mover is the first to speak to the motion and then discussed and debated by other members. After members have all had a chance to voice their opinion, any member can call for the vote, (Call the question). The chair asks for: All in favor (raise your hand), all opposed if any. If a majority of members is in favor, the motion is recorded: CARRIED if not, the motion is DEFEATED. If the vote is a tie, the motion is DEFEATED.
- 6.6 A motion should be written in a positive sense. For example, assume there is a strong sentiment in not spending the surplus. One could have a negative resolution **THAT** the hamlet not spend its surplus, or a positive resolution would be: **That** the hamlet will maintain the surplus at its current level.
- 6.7 The RM council acts only on resolutions passed by an OH board. [OHG pp13] Council will not act by direction of an individual OH Board member. The RM Council will debate and decide on recommendations by resolution.

Motions and Debate

- 6.8 A motion shall express fully and clearly the intent of the mover and may be preceded by a preamble or whereas clause.
- 6.9 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 6.10 When a motion is under debate, no other motion may be made, except a motion to:
 - a) amend a motion;
 - b) refer motion to a committee for a report back to council;
 - c) postpone a motion to a fixed date;
 - d) request that a motion be put to a vote;
- 6.11 Notwithstanding any other provisions of this document, the member, who moved a motion after a motion is under debate, may, with the consent of the board:
 - a) on his or her own initiative while he or she is speaking on the same; or
 - b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.

Motion to Amendments

- 6.12 Except as provided in subsection 6.11, any motion may be amended to:
 - a) add words within the motion;
 - b) delete words within the motion; or
 - c) change a word or words within the motion.
 - 6.13 The amending motion must be:
 - a) relevant to the main motion;
 - b) made while the main motion is under consideration; and
 - c) consistent with the principle embodied in the main motion.
-

6.14 An amendment may be introduced at any stage before the question is put on the main motion:

- a) The main motion shall not be debated until all amendments to it have been put to a vote;
- b) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.

6.15 No amendments shall be made to the following motions:

- a) a motion to adjourn;
- b) a motion to defer to a fixed date, except as to the date; and
- c) a motion requesting that a motion be put to a vote.

Request that Motion be put to a Vote

6.16 A motion requesting that a motion be put to a vote shall **not** be moved by a member who has spoken to the original motion.

6.17 A motion requesting that a motion be put to a vote shall not be amended or debated.

6.18 If a motion requesting that a motion be put to a vote is passed by the board, the original motion shall immediately be put to a vote without any amendment or debate.

6.19 If a motion requesting that a motion be put to a vote is not passed, the original question may be amended or debated.

Motion to Move to a Closed Session

6.20 A motion is required to move to a closed session.

6.21 The motion to move to a closed session must:

- a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
- b) include the titles or subject of the item(s) to be discussed; and
- c) include the reason for the meeting to be held in a closed session.

6.22 No resolution shall be passed during a closed session.

Motion Contrary to Rules

6.23 The chair may refuse to put to the board a motion which is, in the opinion of the chair, contrary to the rules and privileges of the board.

Withdrawal of Motions

6.24 The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Rescind

6.25 A motion to rescind shall apply to resolutions only.

6.26 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.

6.27 A motion to rescind may be made at any time following the board meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.

6.28 A motion to rescind may be moved by any board member regardless how they voted on the original motion.

6.29 A motion to rescind is debatable.

6.30 A motion to rescind shall, in all cases, require a majority vote of all board members present to pass.

6.31 A motion cannot be rescinded:

- a) when action on the motion has been carried out in a way that cannot be undone; or
- b) when a resignation has been accepted or actions electing or expelling a person from membership or office has been taken.

Motion to Postpone

6.32 Where a majority of all members decides to postpone a motion to a fixed date, the motion cannot be considered by the board until the fixed date.

6.33 Notwithstanding subsection 6.32, the board may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.

6.34 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

Motion to Refer

6.35 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.

6.36 A member making a referral motion generally should include in the motion:

- a) the terms on which the motion is being referred; and
- b) the time when the matter is to be returned.

Debate on Motion

6.37 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.

6.38 The mover of the motion shall be given the first opportunity to speak.

6.39 The mover of the motion shall be allowed a reply, at the conclusion, of the debate.

Voting on the Board

6.40 A member attending a board meeting shall vote at the meeting on a matter before the board unless the member is required to abstain from voting pursuant to the Act or any other Act. [MA 99(2)]

6.41 If a member is not required to abstain from voting on a matter before the board and abstains from voting, the board member is deemed to have voted in the negative. [MA 99(3)]

6.42 The secretary shall ensure that each abstention is recorded in the minutes of the meeting. [MA 99(4)]

7. Minutes

7.1 Every Organized Hamlet Board's secretary is required to record and prepare minutes for each meeting of the Organized Hamlet Board. These minutes must be submitted to the RM administration office within thirty (30) days of the meeting date.

7.2 The secretary should use the Agenda (7.10) as a template to take minutes.

- 7.3 The minutes must contain: the name of the meeting, the time it was called to order and the time it was adjourned, and the location the meeting was conducted, and those attending members as well as those absent. It should also have who chaired the meeting, and the secretary taking minutes. The most important part of the minutes are the motions and resolutions. They must be recorded. All annual meeting minutes must be prepared using the meeting minutes template defined in Section 4.14. Beyond the requirements set out in the Organized Hamlet Board meeting minutes template, any additional information that is deemed appropriate by the Secretary to be included in the meeting minutes, may be added.
- 7.4 The minutes should contain the rationale for the resolution with a Whereas prelude. Any additional information included by the Secretary beyond that required by the meeting minutes template must be completely free of all personal bias held by the Secretary and completely free of all personal comment.
- 7.5 If a written report ends with a resolution to adopt it, such as: "I move that my report be adopted as presented". If this resolution is carried, then the report shall be appended to the minutes and become part of the minutes.
- 7.6 Minutes are legal documents and must be kept safe and secure both by the RM office and by the hamlet's secretary. A paper copy shall be kept in the Minute Book, and an electronic and paper copy be kept at the RM office, as well as the Secretary's computer and thumb drive (flash drive) attached to the minute book.
- 7.7 The minutes will be formatted with WORD as a .docx file.
- 7.8 The minutes will be watermarked with NOT ADOPTED until they are adopted, at which time the watermark will be removed and the minutes will be saved as a PDF.
- 7.9 Written reports shall be adopted by resolution, and attached to the minutes, becoming a part of the minutes.
- 7.10 Meeting Minutes Template: All minutes prepared by the Secretary of an Organized Hamlet Board must be presented using the following template:
- Name of Organized Hamlet Board
 - Date of meeting
 - Location of meeting
 - Name and position of each Organized Hamlet Board member in attendance
 - Typewritten list of names of all individuals in attendance, with the exception of the Organized Hamlet Board members who have been previously named
 - Statement of the exact time that the meeting was called to order by the Chair
 - Approval of the prior meeting minutes; resolution to adopt
 - Summarization of Organized Hamlet Working Committee reports
 - RM report made by liaison; Resolution to adopt, therefore the written report will become part of the minutes.
 - Financial report; resolution to adopt
 - Old Business
 - Summarization of discussion relating to items previously discussed
 - New Business: Summarization of discussion relating to new items that have been presented for consideration
 - Resolutions made by Organized Hamlet Board relating to items within the jurisdiction of the Organized Hamlet Board
-

- Statement setting the date for the next meeting of the Organized Hamlet Board. If the minutes pertain to the Annual Meeting of the Organized Hamlet Board, the date and location of the next Annual Meeting must be set
- If the minutes pertain to any other meeting of the Organized Hamlet Board, the date and location of the next intended meeting must be set
- Adjournment: A resolution to adjourn must be made and the mover of that resolution must be identified
- The time that the resolution to adjourn was made must be recorded.

Approval of Meeting Minutes

- 7.11 a) Any board member may make a motion amending the minutes to correct any mistakes and to subsequently adopt the minutes.
- b) Prior to accepting the meeting minutes, the RM administration staff shall review the meeting minutes. Should this review result in a finding that the minutes have not been prepared in accordance with the requirements of these procedures, section 7; the Chair of the Organized Hamlet Board will be contacted by the RM administration staff and directed to instruct the Secretary to resubmit the meeting minutes using the appropriate template and appropriate presentation.

Publication of Meeting Minutes

- 7.12 a) The meeting minutes, water marked as Not Adopted, will be posted on the RM website in the section applicable to that Organized Hamlet.
- b) All meeting minutes will remain on the RM website for a period of four (4) calendar years after the meeting occurs. Following the expiration of the four (4) year period, the minutes will be removed from the website.

Minute Book

- 7.13 The Minute Book will consist of a ringed binder that has tabbed sections for: hamlet board minutes, AGM minutes, hamlet reports, RM reports, budgets, hamlet policies, Hamlet Procedures, Organized Hamlet Guide, and Provision of Services Agreements.
- 7.14 The hamlet secretary is responsible for keeping the minute book up to date, and in safe keeping; this applies to both the hard copy binders as well as the thumb drive
- 7.15 The minute book must be available for viewing by members at the AGM.
- 7.16 The inside cover should have contact information of board members, division councilor, liaison and RM office address, email, phone number and emergency contacts.

8.Communication RM - OH

- 8.1 *An OH board can pass a policy that delegates a single board member to advise the RM on certain matters.* [OHG pp13] This person will be called the **RM Liaison**, the person responsible for communication between the RM and the hamlet. The Liaison will be appointed, by resolution, at the first board meeting after the AGM. The natural choice for the Liaison would be the Division Councilor; but it could also be the hamlet board chair or any member. The Liaison should attend both OH board meetings and Council meetings and present written reports that are accepted and attached to the minutes of both the Board and Council meetings. At council meetings, motions arising from the report should be moved immediately following the report. Likewise, at board meetings, resolutions arising from the report should be dealt with immediately.

- 8.2 The agendas of both Council and the Board will have standing agenda items for the hamlet reports and the RM reports respectively. When this agenda item is reached in the meeting and there is no report, the Liaison would simply reply: "No Report".
- 8.3 The reports shall be written, adopted and attached to the minutes, which in themselves are an important means of informing the public.
- 8.4 The official communication from the OH to RM are the board minutes and resolutions. An RM council acts only on resolutions passed by an OH Board. *Council will not act by direction of an individual OH Board member.* [OHGpp13]
- 8.5 Council relies on the hamlet board to collect information from voters in the organized hamlet on matters of concern to them and the services they wish to have available in the hamlet, and to provide this information to Council through reports, minutes and discussions with the liaison person.
- 8.6 The hamlet board may approach Council to arrange a meeting at any time to discuss a proposal as to the manner in which to provide desired services or to address a matter of concern. [MA69.1 MR 29,31] For major matters the entire hamlet board should meet with Council. With minor issues, communication through the Liason would be adequate.

Communication with Ratepayers

- 8.7 The hamlet must have a policy that clearly describes how the hamlet board communicates with rate payers – Policy XX## Communicating with Ratepayers. It could include hamlet reports, social media, bulletin boards and more.

9. Projects

- 9.1 The job of the hamlet board is to determine the projects that the hamlet wants, needs and can afford. Some projects can cost very little, and yet do wonders to improve the hamlet. Other projects such as pavement can be very expensive.
- 9.2 The hamlet must have a policy that clearly describes how the hamlet board selects projects – Policy XX## Selecting Projects. The Organized Hamlet Board members shall be included in the determination of the award of tenders relating to capital projects, however the final decision as to the successful bid shall be that of Council.

10. Project Authority

- 10.1 All authority in the RM rests with the RM Council. The RM Council expresses its authority by making resolutions, bylaws and policies. The hamlet can be granted authority by a Council resolution. If the hamlet board passes a resolution requesting this authority, this authority may be granted by a Council resolution.
- 10.2 Board committees and individuals can be granted authority by having the board pass a resolution to that effect. This delegates the authority to that committee or person. For example, if the hamlet board identifies a certain person to plan, supervise and execute a certain project: the removal of two dead elm trees. The hamlet board would pass a resolution that would request that Mr. X be given the authority to do the project. This resolution is a request to RM council, to have Mr. X in charge of the project and to grant or delegate their authority to Mr. X. Mr. X can now officially contact tree removal contractors, get estimates and working with the RM administrator, hire a contractor to get the trees removed. Mr. X would report to the Hamlet Board, and the Hamlet board would report to the RM council on the progress of the tree removal.

Project Leadership/Supervision

- 10.3 Projects that are successful have a person assigned to overseeing them: the Project Leader. The Project Leader could be a hamlet board member, a rate payer, councilor, foreman, administrator – anyone willing to oversee the project from start to finish. The hamlet board would recommend this person to the specific project by resolution.
- 10.4 The project leader must agree on doing the project with a specific budget, and with expected time lines.
- 10.5 Project leaders must be granted authority from RM council to conduct a project as per 10.2.
- 10.6 If the board cannot find someone to oversee a project, there is no point in putting it in the budget. Successful projects are successful because there is a leader.
- 10.7 The OH board and Project Leader should be prepared to research proposals and provide the RM council with a factual plan, including appropriate funding, of when and how the OH's proposal may be implemented. [OHG pp13]

11. The Budget [MA69]

Accounting by Council to Hamlet Board

- 11.1 At the end of each year, any funds that remain unexpended in a hamlet account are placed into a reserve account in the rural municipality's accounting records in the name of the organized hamlet and accumulate from year to year. Council is required to provide to the hamlet board, no later than January 20, [MR34], in the year following the year in which funds were received and expended on behalf of an organized hamlet, a detailed unaudited financial report including information relating to the revenues and expenditures received and made on behalf of an organized hamlet in the previous year and the balance in the organized hamlet reserve account at the end of the previous year. [MR32-34]
- 11.2 The OH budget is contained in the Provision of Services Agreement. Appendix 3 is a template of this agreement with the following schedules:
- Schedule A Prorated Allocated RM Expenses,
 - Schedule B Hamlet Expenses, and
 - Schedule C Revenues and Reserve.
- 11.3 The Provision of Services Agreement, along with Schedules A, B, and C, constitute the hamlet's budget and must be completed and submitted to Council by March 1. [MR70.1]
- 11.4 The OH must have a policy on the process that is followed to produce the Provision of Services Agreement (Budget), and Schedules A, B and C. This policy will be called: Policy XX## Developing a Budget and will contain the following:
- The person(s) that will work with Council to draft the Agreement (Budget);
 - The dead line date for completion, signing, and submission to Council;
 - The location of the negotiations;
 - The targeted surplus amount;
 - How projects are selected, and budgeted;
 - Stabilization of taxes.

Procedure to Obtain Payments out of Hamlet Accounts

- 11.5 Council reviews the budget in the Provision of Services Agreement to ensure that funds will be available in the hamlet account and that the purposes indicated for expenditures from the account are authorized purposes under the *The Municipalities Act*. Upon approval of the Provision of Services Agreement, the budgeted expenditures therein can be incurred.

11.6 If a request for an expenditure that has not been included in the budget arises, the hamlet board must bring the request to Council for approval prior to incurring the expenditure. If an expenditure exceeds its budgeted amount by more than ten percent, the hamlet board must bring the request to Council for approval.

11.7 Any expenditures relating to services that may be provided pursuant to an agreement with Council can only be approved by Council when an agreement to provide them is in place. This agreement may be adapted to the needs of the OH through discussions and agreement between the hamlet board and Council. [MA69,72-77 MR33] A template of such an agreement, the Provision of Services Agreement, is attached (Appendix 3).

Use of other taxes collected in Organized Hamlets –RMs allocated amount

11.8 The portion of the RM's tax levy on property within an organized hamlet that is not paid into the hamlet account is applied by the RM on any RM expense that benefits the hamlet on a prorated manner. It includes, but is not limited to the following: (Provision of Services Agreement – Schedule A)

- payment of the mandatory annual fee charged by Saskatchewan Assessment Management Agency for assessment services;
- payment of the mandatory annual levy charged by the Parkland Regional Library for library services available to the organized hamlet;
- payment of the mandatory annual police services levy for policing services;
- payment for the portion of salaries, wages and related costs of the RM's administration staff;
- payment of the cost of a bylaw enforcement officer to enforce the RM's bylaws;
- payment of all legal costs relating to the enforcement of bylaws and correction of bylaw infractions within the OH;
- payment of the all costs relating to the collection of taxes applicable to the properties with the OH;
- SARM fees and insurance
- Recenter
- Crime Stoppers
- Calling Lakes

11.9 The cost associated with services described in 11.8 will be prorated against the RM costs by means of one of the following factors:

- a) assessed value of the hamlet / assessed value of the RM,
- b) population of the hamlet / population of the RM or,
- c) number of improved hamlet properties / number of improved RM properties.

11.10 The list of items in Schedule A (11.8) will be the same for all hamlets. The RM total expense for each item will be taken directly from the previous year's RM General Ledger.

12. Administrative Duties with Respect to the Hamlet

12.1 The most important duty of the administrator and supporting staff is the collection of taxes for the hamlet and the RM:

- a) Keeping the tax role current, property titles, addresses, names
- b) Sending out assessment notices and accepting reassessment claims.
- d) Coordinating with SAMA
- e) Sending out tax notices.
- f) Collecting Education Tax
- g) Taking the necessary steps to collect taxes in arrear

12.2 Other administrative duties would include, but not limited to:

- a) Providing the hamlet with detailed financial hamlet reports before January 20,
- b) Accepting correspondence on behalf of the hamlet,
- c) Preparing the financials of the hamlet for auditing,
- d) Reviewing hamlet budgets to ensure that they conform to standard,
- e) Reviewing and accepting hamlet board minutes and storing safely,
- f) Posting minutes and other pertinent information on RM website for the hamlet,
- g) Providing the contact point for ratepayers of the hamlet,
- h) Paying the hamlet's bills,
- i) Doing the hamlet accounting,
- j) Posting notices of hamlet meetings,
- k) Providing a board room for hamlet board meetings when requested,
- l) Providing elections for division councilor: nominations, polling site, advanced polling, mail in ballot, returning officer etc,
- m) Keeping contact information of board members,
- n) Accepting resignations,
- o) Keeping a list of preferred vendors and their contact information,
- p) Working with the hamlet board in obtaining estimates, quotes, and tenders,
- q) Working with the hamlet board in hiring contractors, drafting permits, and grants,
- r) Helping the Liaison in drafting reports to be presented to the hamlet board,
- s) Issuing building permits and development permits to the hamlet property owners,
- t) Notifying property owners by letter when they are in contravention of RM bylaws,
- u) Pursuant to section 11.5, reviews Provision of Services Agreement, and
- v) Scrutinizes hamlet policies and amendments.

13. Appeal Board

13.1 If a dispute arises between a hamlet board and Council, the dispute is settled by an appeal board consisting of one person appointed by the hamlet board and one person appointed by Council within 30 days of the notification of appeal. These persons then agree on the appointment of a third person as chair. Note: No member of Council and no member of the hamlet board can be appointed to the appeal board.

13.2 The appeal board holds a hearing at which both Council and the hamlet board may present evidence, cross-examine witnesses, and present arguments.

13.3 The appeal board must provide a written decision within 30 days on the issue referred to it and apportion the costs of the hearing between Council and the hamlet board. The decision of the appeal board is binding. The Chairperson of the appeal board is required to send a copy of the decision to Council and the hamlet board. [MA77 MR35-38].

14. Amending Hamlet Procedures

14.1 The steps to amend the Hamlet Procedures:

- a) Potential amendments are brought forward to Council.
- b) Council reviews the suggested amendments with the hamlet board,
- c) The document is revised and submitted to Council for approval.

15. Drafting, Amending and Approving a Hamlet Policy

15.1 The steps to draft or amending a Hamlet Policy include:

- a) The hamlet board drafts or amends the desired policy;
- b) The hamlet board approves, by resolution, the new policy.
- c) A copy of the new policy is sent to the Administrator for scrutiny and safe keeping.
- d) A copy of the new policy is put into the minute binder and posted on the RM web site.
- e) The new policy is presented at the next AGM for ratification.
- f) A policy, including an amended policy, must be dated and signed by all board members
- g) Policies are created and executed by each individual hamlet; they are not enforceable, but rather a guide to help the hamlet run efficiently. They reflect the unique nature, tradition and culture of a hamlet.


Reeve

[SEAL]


Administrator

Read a third time and adopted

this 10th day of October, 2018


Administrator

Administrator

16. References

- [MA] Municipal Act
<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/M36-1.pdf>
 - [MR] Municipal Regulations
<http://www.qp.gov.sk.ca/documents/english/Regulations/Regulations/M36-1r1.pdf>
 - [OHG] Organized Hamlet Guide
<http://publications.gov.sk.ca/details.cfm?p=86572>
 - [RM] RM of North Qu'Appelle #187
<http://www.4callinglakes.ca/regional/our-communities/rm-of-north-quappelle-no-187>
 - [CP] Council Procedure By Law
[http://www.4callinglakes.ca/public/images/RM 2017-05 Council Procedures Bylaw.pdf](http://www.4callinglakes.ca/public/images/RM%202017-05%20Council%20Procedures%20Bylaw.pdf)
 - [AS] Advisory Services (306) 787-2680 muninfo@gov.sk.ca
 - [RR] Robert's Rules of Order
<http://www.qp.gov.sk.ca/documents/english/Regulations/Regulations/M36-1r1.pdf>
-

APPENDIX 1

Extracts from *The Municipalities Act* relating to Organized Hamlets

2(1) (o) "hamlet" means:

- (i) an unincorporated community with:
 - (A) five or more occupied dwellings individually situated on lots, blocks or parcels; and
 - (B) at least 10 subdivided lots, blocks or parcels, the majority of which are an average size of less than one acre; or
- (ii) any unincorporated area declared to be a hamlet by order of the minister pursuant to this Act or any former Act providing for the establishment of hamlets;

Hamlet board

68(1) Subject to subsection (2), a hamlet board consists of three voters of the organized hamlet, elected by the voters of the organized hamlet in accordance with the regulations made by the Lieutenant Governor in Council.

(2) A councillor for a rural municipality who represents an organized hamlet with a population greater than 100 that constitutes its own division is, by virtue of his or her office, an additional member of the hamlet board.

(3) A member of a hamlet board:

- (a) must be elected in accordance with the regulations; and
- (b) holds office for a term of four years commencing on the date of his or her election to the hamlet board.

(4) Within seven days after the election of a hamlet board or an election to fill a vacancy on the hamlet board shall notify the administrator of the rural municipality in which it is located, in writing of the name, address and telephone number of each member of the hamlet board and of the secretary of the hamlet board.

Hamlet account

69(1) The council of the rural municipality in which an organized hamlet is located shall allocate to a special hamlet account:

- (a) all grants received on behalf of the hamlet; and
- (b) at least 40% but not more than 75%, as may be agreed to by the council of the rural municipality and the hamlet board, of the taxes collected for municipal purposes and the municipal portion of any special licence fees established pursuant to section 306 from within the organized hamlet.

(2) The council of the rural municipality shall use moneys in the hamlet account at the request of the hamlet board and only for any purpose authorized by this Act.

Hamlet budget and report of activities

69.1 The hamlet board shall submit to the council of the rural municipality a budget and a copy of the report to voters of the board's activities in the previous year prepared in accordance with the regulations:

- (a) on or before March 1 in any year; or
- (b) on or before any other date agreed to by the council and the hamlet board.

Hamlet levy

70(1) On or before March 1 in any year, the hamlet board may request a special levy within the organized hamlet and the council shall make the levy.

(2) On receipt of a request pursuant to subsection (1), the council shall levy the required special levy, and a sum equal to 85% of that levy, or another percentage agreed to by the council and the hamlet board, shall be added to the hamlet account mentioned in section 69.

Mill rate

71 Notwithstanding any other provision of this Act, with the consent of the hamlet board, a council may establish a uniform mill rate within the organized hamlet that is different from the mill rate applied elsewhere within the rural municipality.

Expenditures

72 The council of the rural municipality shall pay moneys on behalf of the hamlet board from the hamlet account if:

- (a) the hamlet board requests the council to pay an indemnity to members of the hamlet board or to pay moneys for any other purpose authorized by this Act; and
- (b) money in the hamlet account is available to the credit of the organized hamlet to make the payment in accordance with the request.

Provision of services

74(1) The hamlet board and the council of the rural municipality may agree that the hamlet board is to be responsible, if there are sufficient funds available to the credit of the organized hamlet in the hamlet account, for providing one or more services within the organized hamlet.

(2) In an agreement mentioned pursuant to subsection (1), the parties may require the rural municipality to:

- (a) retain the services of one or more employees and specify their duties; or
- (b) enter into agreements with other parties for the purpose of carrying out

Lighting and sidewalks

75 The council of a rural municipality may provide for street lights or sidewalks in any organized hamlet only if requested by the hamlet board to do so.

Disputes between hamlet board and council

76(1) If a dispute arises between the council of a rural municipality and the hamlet board of an organized hamlet within the rural municipality, the council and the hamlet board shall refer that matter to an appeal board appointed in accordance with subsection (2).

(2) The council and the hamlet board shall each appoint a person to an appeal board, and the persons so appointed shall agree on the appointment of a third person to act as chairperson of the appeal board.

Regulations

77 The Lieutenant Governor in Council may make regulations:

- (a) prescribing the procedure to be followed by an appeal board in hearing and determining any matter in dispute referred to it by the council of a rural municipality and a hamlet board pursuant to section 77;
- (b) governing the construction, operation and maintenance of waterworks systems and sewage systems for organized hamlets;
- (c) respecting the revenues arising from the operation of waterworks systems and sewage systems of organized hamlets;
- (d) requiring and governing reports to be given by councils of rural municipalities to hamlet boards;
- (e) governing the meetings of voters of organized hamlets;
- (f) respecting the members and officers of hamlet boards and governing the procedures of hamlet boards;
- (g) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary or advisable to carry out the intent of this Division.

APPENDIX 2

Extracts from *The Municipalities Regulations* relating to Organized Hamlets

First meeting

- 23 If the minister has declared an organized hamlet to be established, the council of the municipality in which the organized hamlet is located shall appoint:
- (a) the time and date for the first meeting of the voters of the organized hamlet; and
 - (b) a person to make the necessary arrangements for the meeting mentioned in clause (a).

Notice, etc., of first meeting

- 24 The person appointed pursuant to clause 23(b) shall:
- (a) advertise the first meeting in the manner directed by the council; and
 - (b) preside at the first meeting until the voters present at the meeting elect a chairperson for the meeting.

Manner of voting

- 25 The voters of an organized hamlet shall vote at meetings by secret ballot, show of hands or standing vote, as the voters determine.

Annual meeting

- 26(1) The hamlet board shall annually hold a meeting of the voters of the organized hamlet.
- (2) The annual meeting of the voters of an organized hamlet shall be held at the time and place determined by the voters of the organized hamlet at the previous annual meeting of those voters.
- (3) If, at an annual meeting of the voters of an organized hamlet, the voters fail to determine the time and place of the next annual meeting, the next annual meeting of the voters of the organized hamlet shall be held at the time and place determined by the hamlet board.
- (4) The hamlet board shall give at least seven clear days' notice of the time and place of the annual meeting of the voters by posting notices of the meeting in three separate conspicuous places in the organized hamlet.

Meetings

- 27 Subject to subsection 26(3), meetings of the voters of an organized hamlet shall be held at the times and places determined by the voters.

Officers and term of office

- 28 The members of a hamlet board shall:
- (a) hold office until their successors are elected; and
 - (b) elect a chairperson and a secretary from among their number.

Duties of secretary

- 29 At the annual meeting of the voters of an organized hamlet, the secretary of the hamlet board shall prepare and submit to the voters a report of:
- (a) the hamlet board's activities carried out since the last report of the secretary; and
 - (b) the business of any appeal board appointed pursuant to section 77 of the Act by the hamlet board and the council of the rural municipality in which the organized hamlet is located.

Minutes

30(1) Within 30 days after a meeting of the hamlet board, the secretary of the hamlet board shall transmit to the council of the rural municipality in which the organized hamlet is located a copy of the minutes of the meeting.

(2) The minutes of all meetings of a hamlet board shall be open to inspection at the annual meeting of the organized hamlet.

Vacancies

31 If a vacancy occurs in the membership of a hamlet board by reason of a member's death, resignation or otherwise, the hamlet board:

(a) may call a meeting of the voters of the organized hamlet for the purpose of filling the vacancy for the unexpired term of the person being replaced; and

(b) if a meeting is called pursuant to clause (a), shall advertise the public meeting in the manner provided in subsection 26(4).

Unexpended funds

32 Any unexpended portion of the tax revenues allocated to a hamlet board pursuant to clause 69(1)(b) of the Act shall be accumulated and reserved to the credit of the hamlet board.

Revenues of waterworks or sewage systems

33 If, on the request of a hamlet board, the council of the rural municipality in which the organized hamlet is located has provided for the installation of a waterworks system, sewage system or both in the organized hamlet:

(a) any revenue arising from the operation of the waterworks system or sewage system shall be used by the council of the rural municipality in payment for the maintenance and operating costs of the waterworks system or sewage system, including the payment of any instalments of principal and interest of debentures issued to provide funds for the construction of the system; and

(b) any deficiency in the revenue mentioned in clause (a) to meet the costs mentioned in that clause shall be charged against the allocation made by the council of the rural municipality to the organized hamlet pursuant to clause 69(1)(b) of the Act.

Report respecting funds

34 On or before January 20 of each year, the council of a rural municipality shall provide to the hamlet board of each organized hamlet located in the rural municipality a statement of:

(a) the amount of funds allocated to the hamlet board and the expenditures made from those funds during the previous year;

(b) the balance of the accumulated reserve standing to the credit of the hamlet board; and

(c) the revenues and expenditures relating to the operation of any waterworks system or sewage system provided by or on behalf of the rural municipality to the organized hamlet.

Appeal board

35 No person who is a member of the hamlet board or who is a member of council for the rural municipality in which the organized hamlet is located shall be appointed to or sit as a member of the appeal board appointed pursuant to section 77 of the Act.

Duties of appeal board

36 If the council of a rural municipality or the hamlet board with which it has a dispute refers the dispute to the appeal board, the appeal board shall:

- (a) appoint a time and a place for hearing the dispute;
- (b) give at least seven days' notice to the council and the hamlet board of the time and place appointed pursuant to clause (a);
- (c) allow the council and the hamlet board to:
 - (i) present oral or written evidence;
 - (ii) cross-examine witnesses; and
 - (iii) rebut evidence submitted by the party adverse in interest;
- (d) render its decisions with respect to the dispute, in writing; and
- (e) apportion the costs of the hearing and the appeal board between the council and the hamlet board in any manner that the appeal board considers appropriate.

Decision binding

37 The decision of the appeal board is binding on the council of the rural municipality and the hamlet board.

Chairperson to forward decision

38 The chairperson of the appeal board shall cause a copy of the decision of the appeal board to be sent to:

- (a) the council of the rural municipality; and
- (b) the hamlet board.

APPENDIX 3

Template for Provision of Services Agreement

This Agreement made in duplicate effective January 1, 20*:
BETWEEN:
The Council of the Rural Municipality of North Qu'Appelle No. 187
- and -
The Hamlet Board of the Organized Hamlet of Taylor Beach*

Whereas section 74 of *The Municipalities Act* allows the council of a rural municipality and a hamlet board of an organized hamlet to agree that the hamlet board is to be responsible for the provision of one or more services within the organized hamlet, as long as there are sufficient funds available to the credit of the organized hamlet in its hamlet account, and to authorize the rural municipality to hire the necessary employees or enter into agreements with other parties to carry out the terms of the agreement between the council and the hamlet board; and

Whereas the Organized Hamlet of Taylor Beach was established by Minister's Order and continued pursuant to section 410 of *The Municipalities Act*; and

Whereas Brian Holowatuk, Dwayne Heimlick and Jenny Hart are the members of the Hamlet Board of the Organized Hamlet of Taylor Beach holding office on the date this Agreement and are thus authorized to enter into this Agreement on behalf of the Organized Hamlet; and

Whereas the Hamlet Board has submitted a budget to the Council of the Rural Municipality as required by section 69.1 of *The Municipalities Act* and has funds available to it in the hamlet account of the Organized Hamlet; and

Whereas it is necessary and expedient to enter into an agreement between the Council and the Hamlet Board in accordance with the provisions of *The Municipalities Act* and *The Municipalities Regulations*;

NOW, THEREFORE, this Agreement witnesses as follows:

Definitions

1. In this Agreement:
- (a) "Act" means *The Municipalities Act*;
 - (b) "Council" means the Council of the Rural Municipality of North Qu'Appelle, 187;
 - (c) "Hamlet Board" means the duly elected hamlet board of the Organized Hamlet of Taylor Beach;
 - (d) "Organized Hamlet" means the Organized Hamlet of Taylor Beach;
 - (e) "RM" means the Rural Municipality of North Qu'Appelle No. 187.

Allocation to hamlet account

2. For the purposes of clause 69(1)(b) of the Act, the Council and the Hamlet Board agree that the Council shall allocate to the hamlet account 40% of the taxes collected for municipal purposes and the municipal portion of any special licence fees established pursuant to section 306 of the Act from within the Organized Hamlet. As much as 60% of the taxes collected for municipal purposes shall go to allocated shared expenses as per Schedule A. Calculations of hamlet revenues are provided in Schedule C.

Schedule A Allocated Shared Expenses

2(1) An allocated shared expense is one that can be shared evenly across the entire RM according to population, taxable assessment, or number of improvements. The shared percentage will be calculated by dividing the hamlet's value by the RM's value. These factors are calculated as:

- a) Population = population of the hamlet / population of the RM
- b) Assessment = taxable assessment of hamlet / taxable assessment of the RM
- c) Improvements = # of improvements of hamlet / # of improvements of the RM

2(2) The total allocated expenses are increased by two percent (2%) to reflect the cost of living.

Provision of services

3(1) In accordance with section 74 of the Act, the Rural Municipality and the Hamlet Board agree that the Hamlet Board is responsible for the provision of the following services in the Organized Hamlet of Taylor Beach as per Schedule B, Hamlet Expenses:

- (a) all costs associated with garbage pickup, with corresponding road haul charges to the lagoon and the landfill;
- (b) street lights;
- (c) maintenance of streets and roads within the hamlet;
- (d) construction and maintenance, including insurance, of public buildings and equipment;
- (f) the material: cold mix, oil, dustproofing for roads immediately adjacent to the OH. The RM is responsible for labour and cost of application and for the subsequent patching and maintenance
- (g) capital projects within the OH, at the request of the OH
- (h) services within the OH, at the request of the OH
- (i) hamlet board expenses and indemnities

3(2) Subject to the availability of funds in the hamlet account of the Organized Hamlet and to the other provisions of this Agreement, the Council shall retain the services of the employees required to provide the services identified in subparagraph (1) and enter into any other agreements with third parties that may be required to facilitate the provision of those services.

Schedule B Hamlet Expenses

3(3) Hamlet Expenses are those that are discretionary and can **not** be shared evenly across the RM. Some are shared with certain parts of the RM. These expenses would include those of 3(1), but more specifically are listed in Schedule B.

Schedule C: Hamlet Revenue and Reserve

3(4) Hamlet revenue is calculated as per spreadsheet, Schedule C. It includes:

- Taxable assessment of the hamlet
- Base Tax (with formula)
- Mill Rate
- Net Municipal Levy
- Discounts
- RM shared part of net levy from Schedule A
- Hamlet's share of net levy
- Special Levy Mill Rate
- Special Levy amount generated 85%
- Grants
- Hamlet's Revenue
- Hamlet's expenses from Schedule B
- Surplus and Year End Reserve

Procedures for payments out of hamlet account

4. In order to ensure that moneys in the hamlet account are used only for the purposes authorized by subsection 69(2) of the Act, no payment may be made out of the hamlet account unless:
- (a) the expenditure is contained in the budget, Schedule B, submitted to Council as required by section 69.1 or otherwise authorized by Council prior to incurring it; and
 - (b) the expenditure is:
 - (i) for the payment of indemnities to members of the Hamlet Board;
 - (ii) for the provision of services under this Agreement; or
 - (iii) authorized under sections 73, 75 or 76 of the Act.

GST Reimbursement

5. Any GST monies on invoices paid from the hamlet account, shall be returned to the hamlet account.

DATED at the *, Saskatchewan, this * day of *, 20*.

RURAL MUNICIPALITY OF NORTH QU'APPELLE 187

Per: _____
Lee Carlson, Reeve

Per: _____
Nicole Keith, Administrator

THE HAMLET BOARD OF ORGANIZED HAMLET
OF *

Per: _____
*, Chair

Per: _____
*, Secretary

Per: _____
*, Member

RM of North Qu'Appelle No. 187
 Organized Hamlet of Taylor Beach
 Provision of Services 2018
 Schedule A
 Allocated Shared Expenses

ProRated Factors	RM Total	Taylor Beach	Factor %
Taxable Assessment	\$316,243,216	\$31,364,975	9.92%
Population	855	58	6.78%
Improved Properties	753	102	13.55%

Fire Protection	\$12,839.00	\$1,739.15	
Police	\$36,250.00	\$4,910.36	
NVWA Landfill	\$44,651.20	\$6,048.37	
Library	\$9,000.00	\$1,219.12	
Parks &Rec Rex Center	\$4,000.00	\$541.83	
SAMA	\$23,178.00	\$3,139.65	
Administration	\$195,240.00	\$19,363.89	
Fire Capital (forTruck)	\$35,000.00	\$4,741.04	
Calling Lakes	\$848.71	\$114.96	

Total Allocated Hamlet Share	\$41,818.37
Inflation 2%	\$836.37
Total Allocated Share with Inflation	\$42,654.74

Values to be Inputted

Protection Password: TB

RM of North Qu'Appelle No. 187
Organized Hamlet of Taylor Beach
Provision of Services 2018
Schedule B
Hamlet Expenses

GL Account #	Item	Budget 2018	Actual 2017
510-110-120	Board Expenses	1,300.00	612.42
510-210-120	Hamlet Board Meals & Travel	600.00	103.86
510-240-120	Membership (PARCS)	225.00	225.00
510-900-120	Honorarium, gift cards	400.00	300.00
510-900-122	Internet Reimburse 300 x 27	8,100.00	
530-210-122	Road Crew & Equipment	2,500.00	2,139.54
530-210-124	<i>Public Reserve</i>	3,000.00	7,146.73
530-210-126	Cold Mix <i>Margaret St</i>	14,000.00	22,500.00
530-210-128	Rip Rap at Taylor Culvert	1,000.00	840.00
530-160-120	Surface Material	2,000.00	7,000.00
530-440-120	Gravel	1,500.00	240.00
510-250-120	Crime Stopper	200.00	200.00
530-470-120	Signs/Bulletin Board	1,000.00	676.45
540-210-120	Planting Grass & Trees	1,000.00	
540-900-120	<i>Defibrulator</i>	3,000.00	
540-210-110	Tree Trimming & Removal (Pest Cont)	1,200.00	
530-310-120	Street Lighting	1,700.00	1,568.12
540-200-120	Garbage Collection	\$7,429.66	
540-200-142	Garbage Disposal Site	\$6,045.77	
540-200-152	Sewage Lagoon	\$3,988.82	
	Total Hamlet Expenses	\$60,189.25	\$43,552.12

Values to be Entered

Protection Password: TB

RM of North Qu'Appelle No. 187
Organized Hamlet of Taylor Beach
Provision of Services 2018
Schedule C
Hamlet Revenue

GL Account #	Item	Budget 2018	Actual 2017
	Hamlet Assessment (Taxable 80%)	31,364,975	31,548,895.00
	Municipal Mill Rate	1.47	2.97
	Municipal Tax Levy	46,133.98	93,700.22
	Base Tax 102 250 55 100	31,000.00	30,700.00
410-400-220	Tax Adjustments		(72.13)
410-110-120	Net Levy	77,133.98	124,299.35
410-130-120	Discounts 85% take 10% discount	6,042.75	11,268.61
	Net Levy Minus Discount	71,091.23	113,030.74
	Allocated Shared Expenses Sch A	\$42,654.74	
	Hamlet's 40% Share	28436.49	
	Special Levy Mill Rate	0.70	
	Special Levy revenue	18662.16	
450-120-120	Revenue Sharing Grant	8,618.00	8,618.00
450-230-120	Gas Tax for Captial Project	5,434.00	
	TOTAL Hamlet REVENUES	61,150.65	78,095.61
	Hamlet Expenses Sch B	\$60,189.25	
	Surplus (Deficit)	\$961.40	
	Reserve	\$90,120.98	89,159.58

Values to be Entered

Protection Password: TB

Report Date
10/05/2018 2:18 PM

RM of North Qu'Appelle
List of Accounts for Approval
As of 10/05/2018
Batch: 2018-00158 to 2018-00162

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
7448	9/30/2018	Harrison, Raeann 09/18 Expense	Expense	75.00	75.00
7449	9/30/2018	Keith, Nicole 09/18 Expense	Expense	75.00	75.00
7450	9/30/2018	McCullough, Darcy 09/18 Expense	Expense	26.50	26.50
7451	9/30/2018	Ministry of Finance Issued To: Minister of Finance Sept Taxes/18	Taxes Collected	103,737.18	103,737.18
7452	9/30/2018	Municipal Employees' 735685	MEPP Remittance	4,377.40	4,377.40
7453	9/30/2018	Pope, Sharon Sept/2018	Mentor Sharon Pope	1,515.68	1,515.68
7454	9/30/2018	Receiver General 09/01-09/30	Payroll Remittance	7,847.00	7,847.00
7455	9/30/2018	Saskatchewan Municipal Hail Sept-2018	Taxes Collected	8,561.52	8,561.52
7456	9/30/2018	Sask Power 09/18 GV 09/18 JE 09/18 PL 09/18 BST 09/18 KP 09/18 EH 09/18 QE 09/18 LE 09/18 TB	Steet lights GV Street Lights JE Street lights PL Street lights BST Street lights KP Street lights EH Street lights QE Street lights LE Street lights TB	72.14 158.70 1,007.56 173.12 135.99 14.43 135.94 123.59 135.94	1,957.41
7457	9/30/2018	Webster. Lloyd 09/18 Expense	Expense	664.08	664.08
7458	10/10/2018	Alsco LSAS1065177 LSAS1066890 LSAS1068556 LSAS1070274	Coverall Rental Coverall Rental Coverall Rental Coverall Rental	51.66 51.66 51.66 51.66	206.64
7459	10/10/2018	Bob Cat Of Regina P48769	6 foot auger	528.00	528.00
7460	10/10/2018	Fries Tallman Lumber 1976 Ltd. 114365	Sign posts	303.59	303.59
7461	10/10/2018	20/20 Geomatics Ltd 2014	Survey-SW 36-21-14-W2 subdiv	1,165.50	1,165.50
7462	10/10/2018	Grasslands News Group 00037199 00037195	AD- RM Public Mtg-Sep 29 Ad- RM office clerk - Sep 21	67.91 92.61	160.52
7463	10/10/2018	Horsman, Devin 09/18 PC-tails	PB-1 beaver tail @ \$45.00	45.00	45.00
7464	10/10/2018	Howden Country Services Ltd 5593 5616	Champion - service call JD 7330 - fan belt & clutch	1,618.25 950.77	2,569.02
7465	10/10/2018	Jackson Bros. Bobcat Services 349773	Div 1-75 yd gravel	892.50	892.50
7466	10/10/2018	Jones, Glyn Sep 21 - Oct 4	Contract-Sep 21 - Oct 4	1,286.20	1,286.20
7467	10/10/2018	Livingstone, Kevin 09/18 PB tails	PC-14 tails @ \$45	630.00	630.00
7468	10/10/2018	Loraas Disposal 0007574992	Bin Delivery/Rental/Empty/Fuel	291.24	291.24
7469	10/10/2018	Ministry of Highways			



Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		MCW1876603	PL_ Centre Line Striping	2,754.53	2,754.53
7470	10/10/2018	Myers, Leonard Sep 21 - Oct 4	Contract-Sep 21-Oct 462.50hrs	2,020.00	2,020.00
7471	10/10/2018	North 47 19727 19734	Pete-Safety insp. Pete-U-Joint front	600.72 265.93	866.65
7472	10/10/2018	Peagam, Linda 09/18 Office	Contract-Office Sep 21 - Oct 4	1,309.80	1,309.80
7473	10/10/2018	Profile Tire 7021 7026 7036 7044 7047 7067	Boat trailer-tire repair Shop-1 pail 15w-40 Rotella Champion-filter & oil Champion - tail light Shop- grease Shop- 1 drum 15w40-Rotella	59.92 97.67 169.81 9.98 63.83 1,151.06	1,552.27
7474	10/10/2018	Redhead Equipment P72095 Y17255	Volvo-heavy duty plate Volvo - transmission line	701.98 2,226.10	2,928.08
7475	10/10/2018	Resort Village of Fort San 10/18 Reimburse	Reimburse-Tax Certificate	15.00	15.00
7476	10/10/2018	RoBo Sales 09/18 Fuel	Fuel - September 2018	1,655.29	1,655.29
7477	10/10/2018	Rodney's Tree Service 1876 1874 1875 1880	QE-DED removal KP-cut & prune trees Div 5 & 6-hill & tree pruning PL- pure & cut trees	2,100.00 5,460.00 5,565.00 735.00	13,860.00
7478	10/10/2018	SARM Saskatchewan Association R959342	Supreme-office supplies	686.66	686.66
7479	10/10/2018	Sask Energy 09/18 Office 09/18 Shop	Office Shop	52.18 76.84	129.02
7480	10/10/2018	Sask Power 09/18 Office 09/18 Shop	Office Shop	276.58 95.53	372.11
7481	10/10/2018	Sask Tel Cmr 09/18 RM Office 09/18 RM/FS	RM office RM - FS line	108.16 185.53	293.69
7482	10/10/2018	SGL Auto Fund Division 10/18 GMC reg 10/18 IHC reg	Registration-GMC Sierra Registration- IHC Oiler	1,282.76 979.56	2,262.32
7483	10/10/2018	Spanier, Garnet 09/18 Indemnity	Indemnity	1,671.60	1,671.60
7484	10/10/2018	Stoudt, Corey 09/18 Reimburse	Reimburse-Dble pmt of 2018 tax	1,138.73	1,138.73
7485	10/10/2018	Town of Fort Qu'Appelle 2018-00098 10/18 Office 10/18 Shop	Fire Agreement Fees Office - utility billing Shop - utiltiy billing	8,329.00 246.60 246.60	8,822.20
7486	10/10/2018	Tru Hardware 2036796 2036815	Shop - towels & tissue Shop-drill bit & hitch pin	38.83 53.26	92.09
7487	10/10/2018	Valley Bake & Coffee Shop 2024	Catering-Sep 29 Public Mtg	166.50	166.50
7488	10/10/2018	Valley Lawn Services 5655	TCT - tree cutting & weed cont	2,625.00	2,625.00
Other:					
18100501-Man	10/05/2018	Keith, Nicole PM 18-10-01	Payroll Sep 19 - Oct 2	2,066.48	2,066.48
18100502-Man	10/05/2018	Duesterbeck, Darwin			

Report Date
10/05/2018 2:18 PM

RM of North Qu'Appelle
List of Accounts for Approval
As of 10/05/2018
Batch: 2018-00158 to 2018-00162

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
18100503-Man	10/05/2018	PM 18-10-01	Payroll Sep 19 - Oct 2	1,811.49	1,811.49
		Lesperance, Corinne			
18100504-Man	10/05/2018	PM 18-10-01	PR-Sep 5-18-Vacation Paid Out	489.94	489.94
		Harrison, Raeann			
18100505-Man	10/05/2018	PM 18-10-01	Payroll Sep19 - Oct 3	960.31	960.31
		Webster, Lloyd			
18100506-Man	10/05/2018	PM 18-10-01	Payroll Sep 19 - Oct 2	1,653.68	1,653.68
		McCullough, Darcy			
		PM 18-10-01	Payroll Sep 19 - Oct 2	1,272.98	1,272.98
				Total for AP:	190,391.40


Reeve

RM of North Qu'Appelle
Statement of Financial Activities - Condensed
For the Period Ending August 31, 2018

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy Receivable	(1,192.82)	1,623,927.93	1,610,257.02	13,670.91	0.85
Abatements and Adjustments		(716.60)		(716.60)	
Discount on Current Year Taxes	(116,939.93)	(118,440.52)	(140,165.66)	21,725.14	15.50
Net Municipal Taxes	(118,132.75)	1,504,770.81	1,470,091.36	34,679.45	2.36
Penalties on Tax Arrears	639.95	5,907.14		5,907.14	
Total Taxation:	(117,492.80)	1,510,677.95	1,470,091.36	40,586.59	2.76
Fees and Charges					
Custom Work	519.42	3,318.50	32,000.00	(28,681.50)	89.63-
Sale of Supplies and Gravel	25,077.50	56,203.75	13,200.00	43,003.75	325.79
Rentals		800.00	1,700.00	(900.00)	52.94-
Policing and Fire Fees		1,800.00	2,000.00	(200.00)	10.00-
Licenses and Permits	1,150.00	16,705.00	29,500.00	(12,795.00)	43.37-
General Office Services	3,502.66	28,524.81	146,928.00	(118,403.19)	80.59-
Landfill/Waste Collection Fees			36,000.00	(36,000.00)	100.00-
Total Fees and Charges:	30,249.58	107,352.06	261,328.00	(153,975.94)	58.92-
Maintenance and Development Charges					
Road Maintenance and Restoration Agreement:			46,057.00	(46,057.00)	100.00-
Total Maintenance and Development Charge	0.00	0.00	46,057.00	(46,057.00)	100.00-
Utilities					
Water	1,173.25	11,334.50	10,000.00	1,334.50	13.35
Total Utilities:	1,173.25	11,334.50	10,000.00	1,334.50	13.35
Unconditional Transfers					
Unconditional Transfers	35,010.25	103,140.50	185,820.00	(82,679.50)	44.49-
Total Unconditional Transfers:	35,010.25	103,140.50	185,820.00	(82,679.50)	44.49-
Conditional Grants					
Federal	22,786.40	44,480.80	43,728.00	752.80	1.72
Provincial			3,520.00	(3,520.00)	100.00-
Local		4,890.00		4,890.00	
Total Conditional Grants:	22,786.40	49,370.80	47,248.00	2,122.80	4.49
Grants in Lieu of Taxes					
Provincial		750.00	750.00		
Local			2,153.00	(2,153.00)	100.00-
Total Grants in Lieu of Taxes:	0.00	750.00	2,903.00	(2,153.00)	74.16-
Capital Asset Proceeds					
Capital Asset Proceeds		12,500.00	27,500.00	(15,000.00)	54.55-
Total Capital Asset Proceeds:	0.00	12,500.00	27,500.00	(15,000.00)	54.55-
Investment Income and Commissions					
Investment and Income Revenue	372.55	6,105.92	6,000.00	105.92	1.77
Total Investment Income and Commissions:	372.55	6,105.92	6,000.00	105.92	1.77
Total REVENUES:	(27,900.77)	1,801,231.73	2,056,947.36	(255,715.63)	12.43-
EXPENDITURES					
General Government Services					
Wages	17,168.60	100,081.32	155,100.00	55,018.68	35.47
Benefits	3,418.24	51,080.72	43,000.00	(8,080.72)	18.79-
Professional/Contract Services	8,347.29	97,117.81	269,682.80	172,564.99	63.99
Utilities	584.95	5,026.11	9,300.00	4,273.89	45.96
Maintenance, Material and Supplies	446.36	20,263.06	21,400.00	1,136.94	5.31
Grants and Contributions		1,710.00	4,515.00	2,805.00	62.13
Capital Expenditures			3,000.00	3,000.00	100.00
Interest		643.57		(643.57)	
Other		506.00	10,850.00	10,344.00	95.34

RM of North Qu'Appelle
Statement of Financial Activities - Condensed
For the Period Ending August 31, 2018

	Current	Year To Date	Budget	Variance	%
Total General Government Services:	29,965.44	276,428.59	516,847.80	240,419.21	46.52
Protective Services					
Police Protection					
Contractual Services			36,296.25	2,924.25	8.06
Total Police Protection:	0.00	0.00	36,296.25	2,924.25	8.06
Fire Protection					
Professional/Contractual Services		2,868.75	47,728.50	44,859.75	93.99
Total Fire Protection:	0.00	2,868.75	47,728.50	44,859.75	93.99
Total Protective Services:	0.00	2,868.75	84,024.75	47,784.00	56.87
Transportation Services					
Maintenance					
Wages	14,812.97	116,307.46	199,800.00	83,492.54	41.79
Benefits	2,373.73	33,405.36	45,500.00	12,094.64	26.58
Professional/Contractual Services	24,169.72	109,733.60	450,850.00	341,116.40	75.66
Utilities	2,121.94	16,614.65	29,600.00	12,985.35	43.87
Maintenance, Materials & Supplies	41,950.47	365,258.53	425,400.00	56,124.57	13.19
Capital Expenditures		8,480.00	259,292.00	250,812.00	96.73
Interest			200.00	200.00	100.00
Other			1,100.00	1,100.00	100.00
Total Maintenance:	85,428.83	649,799.60	1,411,742.00	757,925.50	53.69
Snow Removal					
Maintenance, Materials & Supplies		8,208.00	12,000.00	3,792.00	31.60
Total Snow Removal:	0.00	8,208.00	12,000.00	3,792.00	31.60
Total Transportation Services:	85,428.83	658,007.60	1,423,742.00	761,717.50	53.50
Environmental Services					
Professional/Contractual Services	12,799.44	123,233.54	212,659.25	89,425.71	42.05
Maintenance, Materials and Supplies		293.61	2,000.00	1,706.39	85.32
Other			3,000.00	3,000.00	100.00
Total Environmental Services:	12,799.44	123,527.15	217,659.25	94,132.10	43.25
Planning and Development Services					
Professional/Contractual Services		37.50	2,000.00	1,962.50	98.13
Total Planning and Development Services:	0.00	37.50	2,000.00	1,962.50	98.13
Recreation and Cultural Services					
Professional/Contractual Services		9,413.55	9,338.60	(74.95)	0.80-
Grants and Contributions		4,000.00	4,860.00	860.00	17.70
Total Recreation and Cultural Services:	0.00	13,413.55	14,198.60	785.05	5.53
Utilities					
Water					
Professional/Contractual Services		87.60	130.00	42.40	32.62
Utilities	103.51	872.01	1,200.00	327.99	27.33
Maintenance, Materials and Supplies		35.89	500.00	464.11	92.82
Total Water:	103.51	995.50	1,830.00	834.50	45.60
Total Utilities:	103.51	995.50	1,830.00	834.50	45.60
Total EXPENDITURES:	128,297.22	1,075,278.64	2,260,302.40	1,147,634.86	50.77
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	(27,900.77)	1,801,231.73	2,056,947.36	(255,715.63)	12.43-
EXPENDITURES	128,297.22	1,075,278.64	2,260,302.40	1,147,634.86	50.77
CHANGE IN NET FINANCIAL ASSETS	(156,197.99)	725,953.09	(203,355.04)	891,919.23	438.60
Change in Non-Financial Assets		44,604.59		44,604.59	
Change in Net Assets	(156,197.99)	681,348.50	(203,355.04)	847,314.64	416.67
Change in Surplus	(156,197.99)	681,348.50	(203,355.04)	847,314.64	416.67

RM of North Qu'Appelle
Statement of Financial Activities - Condensed
For the Period Ending August 31, 2018

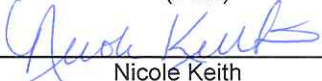
	Current	Year To Date	Budget	Variance	%
Account Balances					
Cash and Investments					
Cash - On Hand - Petty Cash			300.00		
Cash - Bank - CIBC	1,992,662.34	1,235,230.13	2,052,648.22		
Cash - Conexus (For Pipeline Deposits)	1,151.15	39,078.85	39,078.85		
Cash - Bank - Term Deposit	49.13	302.51	115,602.37		
Total Cash and Investments:	1,993,862.62	1,274,611.49	2,207,629.44		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Rural	(452,487.73)	205,838.27	241,087.16		
Municipal - Tax Receivable - Urban	(422,039.21)	94,633.03	123,821.08		
Municipal - Tax Receivable -Taylor Beach	(74,676.02)	22,976.61	25,972.11		
Municipal - Tax Receivable -Pasqua Lake	(226,965.88)	89,767.85	103,024.14		
Municipal - Tax Recv. - Fire Truck Spec.		(0.62)	(0.62)		
Municipal - Tax Receivable - Tax Enforc.	(13.01)	(32.98)	2,276.52		
Municipal - Allow. for Uncollected		5,683.60			
Total Municipal Taxes Receivable:	(1,176,181.85)	418,865.76	496,180.39		

Certified correct and in accordance with the records

Presented to council on



Lee Carlson
Reeve

October 23, 2018
(Date)


Nicole Keith
Acting Administrator

RM of North Qu'Appelle
Bank Reconciliation - Detailed

CIBC - *****-01118
For Ending Date 8/31/2018

110-110-120 - Cash - Bank - CIBC
GL Balance to 8/31/2018

1,120,134.15

Service Charges: -203.13
Interest Charges: 0.00
Interest Revenue: 323.42

Adjusted Book Balance 1,120,254.44

Bank Statement Balance: 2,081,805.99

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	8/31/2018	2018-0145	ET-RM - 2018-08-31	RC	2,599.43
Subtotal:					2,599.43

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	6/12/2018	Ch 7207	Kolody, Spencer	AP	-60.00
2	7/31/2018	Ch 7319	Ministry of Finance	AP	-2,358.79
3	8/21/2018	Ch 7328	Blasss, Karl	AP	-25.00
4	8/21/2018	Ch 7340	MacPherson, George	AP	-3,840.80
5	8/21/2018	Ch 7358	Saskatchewan Public Works	AP	-735.00
6	8/21/2018	Ch 7365	Jackson Bros. Bobcat Services	AP	-19,081.66
7	8/31/2018	Ch 7362	K2 Crosstraining	AP	-330.75
8	8/31/2018	Ch 7363	Valley Lawn Services	AP	-6,982.50
9	8/31/2018	Ch 7364	Whiting Ventures Ltd.	AP	-1,428.00
10	8/31/2018	Ch 7368	Ministry of Finance	AP	-832,199.67
11	8/31/2018	Ch 7369	Municipal Employees'	AP	-4,207.28
12	8/31/2018	Ch 7370	Receiver General	AP	-7,480.80
13	8/31/2018	Ch 7371	Sask Energy	AP	-42.45
14	8/31/2018	Ch 7372	Saskatchewan Municipal Hail	AP	-83,087.55
15	8/31/2018	Ch 7373	Sask Power	AP	-2,290.73
Subtotal:					-964,150.98

Total Uncleared: -961,551.55

Adjusted Bank Balance 1,120,254.44

Notes

