

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

Tuesday, January 9, 2018

1. Call to Order
2. Approval of Minutes
 - a. December 12, 2017 Regular Meeting of Council
 - b. January 5, 2018 Works Committee Meeting
3. Business Arising From Minutes
4. Reports
 - a. G. Spanier / L. Carlson – Works
 - b. R. Palmer – Personnel
 - c. L. Carlson – Regina District Association of Rural Municipalities meeting January 4-5, 2018
 - d. M. Johnson – Administration
5. Bylaws
6. Correspondence
 - a. SARM – 2018 Fee Schedule
 - b. SARM - landfill advisory team
 - c. SARM – Guide to Writing Resolutions for Members
 - d. SARM - nomination and acceptance form
 - e. RM of Estevan – SARM resolution support
 - f. Municipal Hail – municipal management essentials
 - g. Town of Fort Qu'Appelle – council chambers use thank you
 - h. Town of Fort Qu'Appelle – thank you Marcy Johnson
 - i. North Valley Waste Management Inc. – November 20, 2017 minutes
 - j. Professional Building Inspections. Inc. – newsletter
 - k. PARCS - update 81 / 82
 - l. Hudson Bay Route Association – Request for Donation
 - m. Federation of Canadian Municipalities – Membership Request
 - n. Inside Outside Studios Inc. – RM Map Sales
 - o. Ombudsman Saskatchewan – 2018 workshops
 - p. Nature Conservancy Canada – reply December 2017 letter
 - q. Provincial Rat Eradication Program – 2018 Workshops
 - r. Rural Cellular Pan and Internet plan – update MLA Warren Kaeding
 - s. Lorne's Welding & Fabricating Ltd.
7. Accounts for Payment / Bank Reconciliation December
8. Unfinished Business
9. New Business
 - a. Remuneration of Council – public notice given
 - b. SARM Membership Renewal
 - c. SARM Property Self-Insurance Program
 - d. SARM Excess Liability Insurance
 - e. SARM Liability Self-Insurance Plan
 - f. SARM Fidelity Bond
 - g. SARM Group Life Insurance
 - h. SARM Benefits Plan
 - i. Agricultural Producers Association of Saskatchewan (APAS) – membership
 - j. Rural Municipal Administrators Association of Saskatchewan - Convention / membership
 - k. Saskatchewan Lotteries Allocations request Edgeley Recreation Board
 - l. CIBC Borrowing
 - m. Municipal Leadership Development Program - workshops
 - n. East Central Transportation Planning Committee – 2018 membership
 - o. Block D FM 2479 – Division 6 taxation questions after appeal
 - p. Equipment hours 2017
 - q. Curling Rink – donation
10. Other Business
11. In Camera
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, January 9, 2018 9:00 a.m.

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 Vacant

Staff: Administrator – Marcy Johnson

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

18-010 REGULAR MEETING MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of Council held December 12, 2017 be adopted as presented."

CARRIED

18-011 WORKS COMMITTEE MINUTES / G. SPANIER

"THAT the minutes of the works committee meeting held January 5, 2018 be adopted as presented."

CARRIED

18-012 PURCHASE DEGELMAN MOWER AND SIDEARM / G. SPANIER

"THAT the works committee recommend that RM 187 Council purchase of a Degelman REV1500 mower at a price of \$23,421.89 and a Degelman Sidearm at a price of \$18,762.55; AND FURTHERMORE prices include trade in and taxes for a total of \$42,184.44."

CARRIED

18-013 PURCHASE OF FENDERS VOLVO GRADER / G. SPANIER

"THAT the works committee recommend that RM 187 Council purchase fenders for the Volvo Grader at a cost of \$2,895 per set."

CARRIED

18-014 DODGE TRUCK / G. SPANIER

"THAT the works committee recommend that the RM 187 Council approve the work to be done to the Dodge Truck at Indian Head Chrysler at an approximate cost of \$3,000."

CARRIED

18-015 REPORT WORKS CHAIR G. SPANIER / G. SPANIER

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

CARRIED

18-016 PERSONNEL POLICY 2018 / R. PALMER

"THAT the 2018 Personnel Policy be adopted as presented."

CARRIED

18-017 FLEXTIME / R. PALMER

"THAT flex time be discontinued."

CARRIED

18-018 ADMINISTRATION EXTRA TIME / R. PALMER

"THAT Administrator core hours shall be 7:30 a.m. to 4:00 p.m. any extra time shall be taken off in that pay period."

CARRIED

18-019 ACTING FOREMAN / ACTING ADMINISTRATOR/ R. Palmer

"THAT the acting foreman/administrator receive an extra \$5.00 per hour if they are acting three days or more and furthermore, only with approval from the Reeve."

CARRIED



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18-020 FOREMAN PIPELINE HOURS / R. PALMER

"THAT the RM office track D. Duesterbeck's North Qu'Appelle Group Pipeline Association hours on his timesheets."

CARRIED

18-021 RECESS / G. SPANIER

"THAT this meeting be recessed at 10:05 a.m."

CARRIED

18- 022 RECONVENE / M. DEDECKER

"THAT this meeting reconvene at 10:10 a.m."

CARRIED

18-023 FOREMAN HOURS INVESTIGATION / R. PALMER

"THAT the administrator append her written answers, regarding Darwin's hours, to this report."

CARRIED

18-024 FOREMAN HOURS PAYOUT / R. PALMER

"THAT Darwin Dusterbeck be allowed to keep the 143 hours of overtime as paid out and furthermore that the RM will not request nor enter into negotiations to have the money returned."

CARRIED

18-025 PERSONNEL REPORT / R. PALMER

"THAT this written report be accepted by Council, for the record."

CARRIED

18-026 REGINA DISTRICT ASSOCIATION OF RURAL MUNICIPALITIES REPORT / L. CARLSON

"THAT the written report regarding the Regina District Association of Rural Municipalities by L. Carlson be accepted as presented."

CARRIED

18-027 ADMINISTRATION REPORT / G. SPANIER

"THAT the written report regarding administration by M. Johnson be accepted as presented."

CARRIED

18-028 CORRESPONDENCE / L. HORSMAN

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

- a. SARM – 2018 Fee Schedule
- b. SARM - landfill advisory team
- c. SARM – Guide to Writing Resolutions for Members
- d. SARM - nomination and acceptance form
- e. RM of Estevan – SARM resolution support
- f. Municipal Hail – municipal management essentials
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- o. Ombudsman Saskatchewan – 2018 workshops
- p. Nature Conservancy Canada – reply December 2017 letter
- q. Provincial Rat Eradication Program – 2017 Workshops
- r. Rural Cellular Plan and Internet plan – update MLA Warren Kaeding
- s. Lorne's Welding & Fabricating Ltd. "

CARRIED

18-029 BANK RECONCILIATION / L. HORSMAN

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

CARRIED



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136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Tuesday, January 9, 2018 9:00 a.m.

18-030 RENUMERATION OF RM 187 COUNCIL 2018 / R. PALMER

"That the remuneration for the 2018 year be as follows:

REMUNERATION	
Council meetings	\$100
Committee meetings	\$50
Meals	\$25
Conventions / Seminars	\$100
Supervision	\$20/hour
Reeve Supervision	\$200/month
Mileage	.60/km

]CARRIED

18-031 SARM MEMBERSHIP RENEWAL / R. PALMER

"THAT the Saskatchewan Association of Rural Municipalities Membership be renewed for 2018 at a cost of \$3,920.95 including GST (2017-\$3,791.30)."

CARRIED

18-032 SARM PROPERTY SELF-INSURANCE PROGRAM / L. HORSMAN

"THAT the Saskatchewan Association of Rural Municipalities Property Self-Insurance be renewed for 2018 at a cost of \$4,905.74 (2017 - \$3,608.38)."

CARRIED

18-033 SARM EXCESS LIABILITY INSURANCE / G. MACPHERSON

"THAT the Saskatchewan Association of Rural Municipalities Excess Liability Insurance be renewed for 2018 at a cost of \$721.86 (2017 - \$681.00)."

CARRIED

18-034 SARM LIABILITY SELF-INSURANCE PLAN / G. PEAGAM

"THAT the Saskatchewan Association of Rural Municipalities Liability Self-Insurance be renewed for 2018 at a cost of \$2,649.37 (2017 - \$2,264.67)."

CARRIED

18-035 SARM FIDELITY BOND / M. DEDECKER

"THAT the Saskatchewan Association of Rural Municipalities Fidelity Bond be renewed for 2018 at a cost of \$169.60 (2017 \$160.00)."

CARRIED

18-036 SARM GROUP LIFE INSURANCE PLAN / G. SPANIER

"THAT the Saskatchewan Association of Rural Municipalities Group Life Insurance be renewed for the 2018 year at a cost of \$673.65 (2017 - \$615.78)."

CARRIED

18-037 SARM BENEFITS PLAN, LONG TERM DISABILITY AND EXTENDED HEALTH / L. CARLSON

"THAT Saskatchewan Association of Rural Municipalities Benefits Plan, Long Term Disability and Extended Health and Dental Benefits be renewed at a cost of \$45,605.15."

CARRIED

18-038 AGRICULTURAL PRODUCERS ASSOCIATION OF SASKATCHEWAN MEMBERSHIP / G. MACPHERSON

"THAT RM Council approve the renewal to Agricultural Producers Association of Saskatchewan (APAS) at a cost of \$6,845.18."

CARRIED

18-039 RURAL MUNICIPAL ADMINISTRATORS' ASSOCIATION OF SASKATCHEWAN MEMBERSHIP / L. HORSMAN

"THAT RM 187 Council approve the payment of the Administrators M. Johnson annual membership to the Rural Municipal Administrators' Association of Saskatchewan; AND FURTHERMORE approve the Administrator M. Johnson to attend the annual convention May 14-17 2018 in Regina with all-expenses paid."

CARRIED

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18-040 SASKATCHWAN LOTTERIES ALLOCATIONS / G. PEAGAM

"THAT the following allocations be made under the Saskatchewan Lotteries Community Grant Program for the 2018 year:

Edgeley	127
Resort Village of B-Say-Tah	50
Town of Fort Qu'Appelle	678."

CARRIED

18-041 TO REQUEST PERMISSION TO BORROW TO FINACE OPERATING EXPENDITURES FOR THE CURRENT YEAR / G. MACPHERSON

"THAT RM Council apply for permission to borrow a sum not to exceed \$500,000, five hundred thousand dollars, for the purpose of financing operating expenditures; AND FURTHERMORE, that the amount of the said debt shall be payable upon receipt of current year's taxes and/or unconditional provincial or federal grants."

CARRIED

18-042 MUNICIPAL LEADERSHIP DEVELOPMENT PROGRAM / G. SPANIER

"THAT RM 187 Council approve three people to attend the Municipal Leadership Development Program at the annual SARM Convention March 13, 2018."

CARRIED

18-043 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE / G. PEAGAM

"THAT RM 187 council approve the 2018 membership for the East Central Transportation Planning Committee in the amount of \$500.00."

CARRIED

18- 044 BLOCK D FM 2479 DIVISION 5 TAXATION / G. SPANIER

"THAT RM 187 Council acknowledge the email from Block D. FM 2479 regarding taxation and assessment; AND FURTHERMORE authorize the administrator to reply to the questions of no compensation or changes for years prior to 2017."

CARRIED

18-045 EQUIPMENT HOURS 2017 / R. PALMER

"THAT RM 187 Council acknowledge the RM equipment hours / mileage as follows;

Equipment	2016 km/hours	2017 km/hours
Dodge	265,267 km	276,914 km
Sprayer Truck Ford	207,311 miles	SOLD
Cat Roller	1408 hrs	1408 hrs
Pete	110,917 km / 3788 hrs	124,503 km / 4,243 hrs
GMC	6,713 km	20,340 km
JD Tractor - 6105/2015	362 hr	445.6 hrs
JD Tractor - 7330 / Mower	3,855 hr	4,664 hrs
Skidsteer - Volvo MC90B	1,293 hr	1,423 hrs
Backhoe - Case 590	5,581 hr	5,819 hrs
Volvo Grader	3,802 hr	4,753 hrs
Champion Grader	8,986 hr	9,431 hrs
Oiler	6,199 hr	149,152 km / 6235.6 hrs
Chipper	30.5 hr	39.1 hrs
Boat & Trailer		\$400.00

CARRIED

Councillor G. Peagam left council chambers at 12:05 p.m. due to a conflict of interest on the next agenda item.

18-046 CURLING RINK DONATION / L. CARLSON

"THAT RM 187 Council donate \$100.00 to Fort Qu'Appelle Curling Rink for the use of the Christmas Party."

CARRIED

Councillor G. Peagam returned to council chambers at 12:07 p.m.

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18-047 ACCOUNTS FOR PAYMENT / M. DEDECKER

"THAT the list of accounts for 2017 cheque numbers 6922 to 6950 totaling \$123,953.83 including EFT Payroll and the list of accounts for 2018 cheque numbers 6951 to 6957 totaling \$ 78,762.32 attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

18-048 ADJOURNMENT / G. SPANIER

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

CARRIED

Approved this

23

day of

January

, 2018



Reeve



Administrator

Next regular meeting of Council, Tuesday, January 23, 2018 at 9:00 a.m.

PUBLIC WORKS REPORT JANUARY 9, 2018

- GMC truck with plow and sander is working very well.
- Spare blades will need to be ordered for both snow plows.
- Crew has been building racks for signs in the sign shed. This is coming together now and looks nice and tidy.
- Items for sale:
 - Trailer
 - JD Tractor without Cab
- Items for purchase:
 - Set of Wobblies
 - Tractor with Cab

DISCUSSION:



Public Works Committee
Submitted by:

Garnet Spanier
Chairman, Public Works



RM 187 Personnel Report

January 9, 2018

Ron Palmer

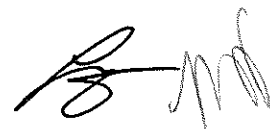
Personnel Policy: On Jan 8, the Personnel Committee reviewed the Personnel Policy and it recommends to Council, **"THAT the 2018 Personnel Policy be adopted as presented."**

There were numerous recommendations made at the Dec 15 Personnel Meeting.

1. That the Personnel Committee recommend to RM 187 Council **"THAT flex time be discontinued."**
2. That the Personnel Committee recommend to RM 187 Council that the committee look into an earned day off (EDO) for the Administrator and Assistant Administrator positions, with the suggestion of every third Friday off.
3. That the Personnel Committee recommend to RM 187 Council **"THAT the acting foreman/administrator receive an extra \$5.00 per hour if they are acting three days or more and furthermore, only with approval from the Reeve."**
4. That the Personnel Committee recommend to RM 187 Council **"THAT the RM office track D. Dusterbeck's North Qu'Appelle Group Pipeline Association hours on his timesheets."**
5. That the Personnel Committee recommend to RM 187 Council that Reeve Lee Carlson contact North Valley Waste Management Authority to clarify board room usage; AND FURTHERMORE that the RM office will still be a drop off point for North Valley Waste Management Authority and Calling Lakes Planning District Commission.

There was a long discussion as to why Darwin's overtime hours occurred. It was determined that much of the overtime was inflated with errors that included, top up hours, Pipeline hours, and a forecast of overtime for November and December. There was a number of questions that only the Administrator could answer. Eight questions were formulated and it was agreed that they would be given to the Administrator on Dec 29 after she returned from her holidays. These eight questions were as follows:

1. Who initiated this overtime calculation? Did Darwin? A councillor? An unknown resolution or policy? For years and years Darwin has not asked for an assessment of his hours – why now? What authority did the Administrator have to tell Council that the Foreman's overage in hours had to be approved immediately?
2. What was the Administrator's rationale for having this item dealt with and paid out in November? In reality, any overage in hours, if warranted, should have been presented to council at the end of the year. By leaving until the end of the year would ensure all final hours were accounted for and correct.
3. Why was it **assumed** that Darwin would be putting in 8 hour days? In past years Darwin's winter hours have always been much less than 8.
4. Why are we trying to predict what his overtime will be? Why not wait and see what time he actually puts in? This is a very odd practice; does anyone else **predict** overtime hours, two months in advance?
5. Why was the "top up" of an additional 8 hours to make a 64 hour per pay period from the 56 hour pay period. (Dec 31 to Jan 10)? Being salaried, this was not required as



the Foreman is paid on a monthly basis, regardless of hours. All this does is inflate the Foreman's hours for no reason.

6. Why didn't we just change the time sheets to 0 hours, instead of charging the Pipeline for the 24 hours?
7. So, the overtime is much, much less than 145 hours. What should we do to fix this mess?
8. Since the Administrator is aware of the time sheets, which includes the hours, why wasn't Council informed of this situation before the November Council meeting?

The Personnel Committee gave these questions to the Administrator on Dec 29, and we asked for a written response on Jan 8. The response to these questions was given on Jan 8 and I would request **"THAT the administrator append her written answers, regarding Darwin's hours, to this report"**.

There was consensus that the 143 hours paid out to Darwin was in error. There was considerable debate as to what number it should have been, but it was much less than 143. It was decided that the Personnel Committee recommend to RM 187 Council, **"THAT Darwin Dusterbeck be allowed to keep the 143 hours of overtime as paid out and furthermore that the RM will not request nor enter into negotiations to have the money returned."**

There was also consensus that the RM allow Darwin to manage his hours in a concerted effort to balance his hours out to a total of 2080 for the year. This would be facilitated with a quarterly review of hours to help Darwin achieve this goal. This is notwithstanding extenuating circumstances such as long winter storms which may end the year with more than 2080 hours. If this should occur, the hours exceeding 2080, would be calculated at the end of the year and paid out early in the new year. To explain this to Darwin, Reeve Carlson and Ron Palmer would meet with Darwin to inform him of these decisions.

The question of reimbursing the Pipeline arose, but after a robust discussion, it was determined that we required input from the Pipeline. It was decided that the Personnel Committee attend the next Pipeline meeting on Jan 18. This would be to discuss our ongoing and future arrangement with the Pipeline, as well as to determine reimbursement. The Personnel Committee will report to Council, after this meeting.

I move **"THAT this written report be accepted by Council, for the record."**



January 7, 2018

Reeve & Council

Darwin's Overtime: Why? Investigation answers

1. Who initiated this overtime calculation?

It is not an overtime calculation as per legislation. I, the administrator, initiated the timesheet report and presented to Council.

2. What was the Administrator's rationale for having this item dealt with and paid out in November?

Past practice, November is when the administrator has looked into hours and presented to Council. I wanted to get this done before year end. A payout in 2018 creates more work this administration likes having items done before the new year starts.

3. Why was it assumed that Darwin would be putting in 8 hour days?

Past practice the hours for Foreman has been between the office and foreman, but because the works committee has taken on that roll I wanted to present this to council before year end.

4. Why are we trying to predict what his overtime will be?

Foreman's hours are not overtime as per report presented to council

5. Why was the "top up" of addition 8 hours to make a 64 hour per pay period from the 56 hour pay period?

Unsure of your question need clarity.

6. Why didn't we just change the time sheets to 0 hours, instead of charging the pipeline for the 24 hours?

As per past practice this is always done the Foreman is still a RM employee. The pipeline has paid all the Foreman's hours. If the works committee/finance committee wants to do this another way that will be their decision.

7. So, the overtime is much, much less than 145 hours. What should we do to fix this mess?

As I was not aware or informed of all the time off he was getting in December there is a discrepancy in the hours approximately 31.25. Council/committee and administrator have to have better communication and we could talk to Darwin about the overpayment and have a fair agreement. Council could decide to change the fiscal year for Darwin's hours from April 1 to March 31. Works committee can sign off every second Tuesday on all works committee hours.

8. Since the Administrator is aware of the time sheets, which include the hours, why wasn't Council informed of this situation before the November Council meeting?

As per works procedure policy resolution 2017-434 Aug. 22 the administrator will not be responsible for public works.

Revised Jan 18/18 - I need it noted that the outside staff in 2018 have been required to come into work on cold days. When in 2017 they would of been sent home or told to stay at home.

AB

Personnel Policy 2018
RM North Qu'Appelle No. 187

Administration Classes

Starting Course Class	Passing First Class	Passing Second Class	Passing Third Class	Passing Fourth Class
\$100.00/month	\$100.00/month	\$100.00/month	\$100.00/month	\$100.00/month

PUBLIC AND OTHER HOLIDAYS – recognized days as per Saskatchewan Government website

New Year's Day	Heritage Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Saskatchewan Day	Labor Day	Thanksgiving
Remembrance Day	Christmas Day	Boxing Day

ANNUAL HOLIDAYS

- No more than 5 day carry over annually, carryover more than 5 days approved by Council.
1. 3 weeks per year during the first 9 years
 2. 4 weeks per year during year 10 and following years
 3. 5 weeks per year during year 20 and following years

SICK LEAVE

1. Each employee shall be entitled to one sick day for each full month of employment.
2. The maximum number of sick days that can be carried forward from one year to the next year shall be 12 days. This is only to cover short term disability wait time, not for regular use.
3. Sick days will not be paid out and cannot be taken at the end of employment.
4. A doctor's certificate maybe required at anytime and is required if sick leave is of a duration of three (3) days or longer.

BEREAVEMENT LEAVE

1. Three (3) days with pay for immediate family including in-laws (grandparents, parents, brothers, sisters, spouse, children and grandchildren).
2. One (1) day with pay for extended family (aunts, uncles, nieces, nephews, and first cousins).
3. Depending on the circumstances the Administrator may grant bereavement leave of one day in other situations.

NOTE: For outside employees one (1) day with respect to sick or bereavement leave shall be equal to 8 hours.

HOURS OF WORK

1. Administration 7.5 hours per day
2. Office staff 7 hours per day
 - a. Outside staff max 8 hours for shop time winter or summer
 - b. Summer hours road work 10 hour day starting at 7:00 am
 - c. Winter work 7 hours a day starting at 8:00 am
 - d. Winter top up – RM Council accepts to pay a top up during winter months from November to March up to 64 hours per pay period if weather does not permit work to occur.
 - e. Outside crew is to take ½ hour for lunch this will be deducted from your pay sheets.



Report on Regina District Association Convention Jan 4th, 2017.

> Presentation provided on **Surveying Gravel Stockpiles using GPS and Drones.** First presenter was Larry Morrison from L & M Consulting. discussed surveying using Real Time Kinematics which is utilizing GPS from surrounding satellites. this method incorporates a set up base station, shots around the base of the pile taking a reading every 3 meters. Then physically climbing the pile taking readings every 2 seconds. Labor intensive, large valleys and peaks can affect overall calculation. Not able to safely survey in winter time due slippery condition from frozen piles.

Second presenter was Rachel Coleman from Meridian Surveys out of Lloydminster. Discussed surveying utilizing drones. Faster, especially on larger projects, can be accurate in distance measurement of up to 2 cm. Can survey a pile in 1 hour as compared to a week depending on size of pile and location. Drones can obtain 3 -D pictures of anything, many applications for drones such as topographical land maps, stockpiles, buildings and even crop conditions. Very highly regulated by Transport Canada. Requires legal approval to operate, only professionals should be used. Requires extensive liability insurance.

On average not much difference in cost between drones and GPS on smaller normal sized piles. Would be time saver on larger piles. Drones not effective in winter on stockpiles with snow cover as can affect overall readings.

> Second topic was on **Payment Methods available to R.M.s.** presented by Robert Laing from R.M. of Willowdale. Discussed various ways of payments, such as cheques, credit cards, EFT (Electronic Funds Transfer), and on-line banking. The presenter appeared to favor the on-line banking method and stated their R.M. had been using with much success. Such things as Sask Tel, Sask Energy, Sask Power, School Tax remittance can be sent using on-line method. Still requires 2 persons approval, so does have a security element. Presentation was fairly short and pointed.

> Third topic was **Agricultural Health & Safety Network** presented by Bonita Hus. It is a division of the CCHSA founded in 1988 with 5 R.M.'s involved. It now has a membership of 218 R.M.s. These are voluntary members. The network provides health and safety on the farm. They conduct farm safety workshops, children safety, caregivers (farm wives), respiratory safety, sleep issues, farm safety and stress. They also provide clinics on respiratory and hearing tests and have a clinic for one on one at the university. They provide presentations to schools for Grades 4, 5 & 6 and attend trade shows and community events. Cost is \$4 per active farm family with a maximum top out of \$1200 per R.M. regardless of number of families.

In the afternoon there was the usual **Round Table discussion** for delegates.

Respectfully submitted by Lee Carlson.



Administrator Report to Council
Tuesday January 9, 2018

Bank Balance \$ 929,831.00

Bouquets –

Complaints –

Trees on PL road – concern of overhanging trees that hit a mirror on a large vehicle – PL hamlet board dealing with issues.

Building Permits –

Office -

The motion form will be attached to the emailed package for all council to see the recommended motions by Reeve Carlson and myself as we meet the Friday before meetings. It is important to remember that these motions can be tabled to a future meeting. It was brought to my attention that council felt pressured to pass a recommended motion. Please do not feel that you need to pass any motion. The minutes are council decisions that I as Administrator follow through on and that give me guidance on what or how council would like me to proceed. I apologize for ever making you feel you needed to pass a motion.

YEAR END –

Understanding the process – I have to close the 2017 and open 2018 fiscal year. This entails Accounts receivable, receipting, accounts payable, general ledger, paymate, utility and tax roll for both municipalities. Year end is a very busy time. I am the only one who does this because it is easier to have one person do it.

Holidays

Marcy

January 26, 29, 30, 31, Feb 1, 2, 5 (7 days) – change from previous request.

Respectfully submitted

M. Johnson

Administrator

Report Date
1/05/2018 1:30 PM

Rural Municipality of North Qu'Appelle No. 187
List of Accounts for Approval
As of 1/31/2018
Batch: 2017-00180 to 2017-00190

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
6922	12/22/2017	Peagam, Gord Dec 2017	Indemnity	2,845.60	2,845.60
23	12/29/2017	20/20 Geomatics Ltd 1744	Engineering/Survey	787.50	787.50
6924	12/29/2017	GFI Systems 10931	GPS Bundle	328.93	328.93
6925	12/29/2017	Martin, Tracy 12/27/17	Appeal Fee Refund	25.00	25.00
6926	12/29/2017	McCallion, Bernie Dec 27/17	Appeal Fee Refund	25.00	25.00
6927	12/29/2017	McCullough, Darcy 12/27/17	Benefits - Vision	119.00	119.00
6928	12/29/2017	Minister of Finance 2130877	Water Test	23.00	23.00
6929	12/29/2017	Myers, Leonard 12/06/17	Contract	464.00	464.00
6930	12/29/2017	Prairie Co-operative Ltd. 20594 20680 20860 7939 9052 21966 22322 Nov 2017	Shop Supply -Bldg Repair Shop Supply -Roof repair Shop Supply-Tools Office Supply Office supply Shop supply - fluids Shop supply Maintenance - Fuel	203.00 53.18 115.40 7.00 15.92 56.12 9.42 1,326.84	1,786.88
6931	12/29/2017	SaskWater SW056146	Lagoon	5,728.98	5,728.98
6932	12/29/2017	Success Office Systems INV190361	Photocopier	97.70	97.70
6933	12/29/2017	Upcott, Richard 12/27/17	Appeal fee refund	25.00	25.00
6934	12/31/2017	Alsco LSAS998254 LSAS1000039 LSAS1001810 LSAS1003550	Coverall Rental Coverall Rental Coverall Rental Coverall Rental	48.29 48.29 48.29 48.29	193.16
6935	12/31/2017	Cupar C & D Area Authority 12/28/17	Collected	185.25	185.25
6936	12/31/2017	Jackson Bros. Bobcat Services 35... 50...	Contract Contract	1,360.80 907.20	2,268.00
6937	12/31/2017	Johnson, Marcy 12/31/17	Petty Cash	18.70	18.70
6938	12/31/2017	Municipal Employees' Nov/Dec	Payroll	5,329.26	5,329.26
6939	12/31/2017	Professional Building 17123155	BP	386.75	386.75
6940	12/31/2017	Prairie Co-operative Ltd. 22610	Shop Supply for Lockers	178.78	178.78
6941	12/31/2017	Receiver General Dec 2017	Payroll Remittance	7,494.70	7,494.70
6942	12/31/2017	RoBo Sales Dec 2017	Maintenance Fuel	1,068.12	1,068.12
6943	12/31/2017	Sask Energy 12/21/17	Office	202.77	202.77
6944	12/31/2017	Sask Power 12/18/17	St. Lights JE	153.27	

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Rural Municipality of North Qu'Appelle No. 187

List of Accounts for Approval

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		12/18/2017	St. Lights GV	69.67	
		12.18.2017	St. Lights PL	992.85	
		12/19/17	St. Lights KP	133.54	
		12/19/2017	St. Lights EH	13.93	
		12.19.2017	St. Lights BST	167.20	
		12.19/2017	Power - Well	113.93	
		12/20/17	St. Lights LE	124.85	
		12/20/2017	St. Lights QE	137.33	
		12/20.2017	St. Lights TB	137.33	
		12/21/17	Office	90.39	2,134.29
6945	12/31/2017	Sask Tel Cmr			
		12/28/17	Phone Fort San	183.94	
		Dec 2017	Phone RM	107.26	291.20
6946	12/31/2017	Town of Fort Qu'Appelle			
		12/31/17	Water - Shop	238.60	
		31-Dec-17	Water - Office	238.60	477.20
6947	12/31/2017	Grasslands News Group			
		00032609	Advertising	58.21	
		00032610	Advertising	58.21	
		00032853	Advertising	38.81	155.23
6948	12/31/2017	Prairie Valley S. D. #208			
		Dec 2017	Remittance	68,754.82	68,754.82
6949	12/31/2017	Profile Tire			
		4357	Maintenance Dodge	82.13	
		4385	Maintenance - Pete	16.64	
		4440	Small Tools	83.25	182.02
6950	12/31/2017	Saskatchewan Municipal Hail			
		Dec 2017	Remittance	2,714.25	2,714.25
Other:					
8-Man	12/31/2017	Caterpillar Financial Services			
		-07	005-0099892-000	3,085.30	3,085.30
1712901-Man	12/29/2017	Johnson, Marcy			
		PM 12-03	Payroll Dec 13 - Dec 29	2,035.64	2,035.64
1712902-Man	12/29/2017	Keith, Nicole			
		PM 12-03	Payroll Dec 13 - Dec 29	1,195.49	1,195.49
1712903-Man	12/29/2017	Duesterbeck, Darwin			
		PM 12-03	Payroll Dec 13 - Dec 29	1,932.05	1,932.05
1712904-Man	12/29/2017	Webster. Lloyd			
		PM 12-03	Payroll Dec 13 - Dec 29	1,592.21	1,592.21
1712905-Man	12/29/2017	Klisowsky, Lorraine			
		PM 12-03	Payroll Dec 13 - Dec 29	595.84	595.84
1712906-Man	12/29/2017	McCullough, Darcy			
		PM 12-03	Payroll -Dec 13 - Dec 29	1,182.23	1,182.23
17121501-Man	12/15/2017	Johnson, Marcy			
		PM 12-02	Payroll Nov 29 - Dec 12	2,035.64	2,035.64
17121502-Man	12/15/2017	Keith, Nicole			
		PM 12-02	Payroll Nov 29 - Dec 12	1,169.76	1,169.76
17121503-Man	12/15/2017	Duesterbeck, Darwin			
		PM 12-02	Payroll Nov 29 - Dec 12	1,932.05	1,932.05
17121504-Man	12/15/2017	Webster. Lloyd			
		PM 12-02	Payroll Nov 29 - Dec 12	1,227.31	1,227.31
17121505-Man	12/15/2017	Klisowsky, Lorraine			
		PM 12-02	Payroll Nov 29 - Dec 12	760.57	760.57
17121506-Man	12/15/2017	McCullough, Darcy			
		PM 12-02	Payroll -Nov 29 - Dec 12	918.65	918.65
				Total for AP:	123,953.83

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List of Accounts for Approval

As of 1/31/2018

Batch: 2017-00180 to 2017-00190

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

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List of Accounts for Approval

As of 1/31/2018
Batch: 2018-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
6951	1/09/2018	APAS 648	Membership	6,845.18	6,845.18
352	1/09/2018	DeDecker, Marcel 229187	Storage	700.00	700.00
6953	1/09/2018	MuniSoft 2017/18-04438	Munisoft Maintenance	670.44	
		2017/18-03866	Munisoft Maintenance	5,699.85	6,370.29
6954	1/09/2018	Provincial Emergency 000088339	Dispatch Service	1,068.75	1,068.75
6955	1/09/2018	R.M.A.A. 2018	2018 Membership	425.00	425.00
6956	1/09/2018	SARM Saskatchewan Association EHD180112	Benefits	35,959.08	
		DIS180118	Benefits	5,830.06	
		LTD180117	Benefits	3,816.01	
		MEM18187	Membership	3,920.95	
		PSIP18187-0	Insurance	4,905.74	
		LIA18187	Insurance	2,649.37	
		BON181187	Insurance	169.60	
		EXC 181187	Insurance	721.86	
		GRP18187-0	Benefits	673.65	58,646.32
6957	1/09/2018	Southeast Regional Library 2018	Library Requisition	4,706.78	4,706.78
Total for AP:					78,762.32

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

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For Ending Date 11/30/2017

110-110-120 - Cash - Bank - CIBC

GL Balance to 11/30/2017

784,328.83

Service Charges:

-220.13

Interest Charges:

0.00

Interest Revenue:

785.38

Adjusted Book Balance

784,894.08

Bank Statement Balance:

866,187.92

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	11/28/2017	Ch 6868-Rev	Johnson, Marcy	AP	75.00
Subtotal:					75.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	10/24/2017	Ch 6798	Cupar C & D Area Authority	AP	-722.50
2	11/28/2017	Ch 6862	Firefly Rentals	AP	-654.90
3	11/28/2017	Ch 6863	Fort Winter Festival	AP	-100.00
4	11/28/2017	Ch 6864	Fort Qu'Appelle & District	AP	-100.00
5	11/28/2017	Ch 6865	Howden Country Services Ltd	AP	-802.90
6	11/28/2017	Ch 6866	Jackson Bros. Bobcat Services	AP	-8,331.23
7	11/28/2017	Ch 6868	Johnson, Marcy	AP	-75.00
8	11/28/2017	Ch 6871	Meridian OneCap Credit Corp	AP	-167.83
9	11/28/2017	Ch 6873	Myers, Leonard	AP	-592.00
10	11/28/2017	Ch 6874	North 47	AP	-5,236.70
11	11/28/2017	Ch 6875	Prairie Co-operative Ltd.	AP	-6,291.72
12	11/28/2017	Ch 6877	SaskWater	AP	-5,728.98
13	11/30/2017	Ch 6880	K2 Crosstraining	AP	-330.75
14	11/30/2017	Ch 6881	Myers, Leonard	AP	-25.00
15	11/30/2017	Ch 6882	Valley Lawn Services	AP	-5,250.00
16	11/30/2017	Ch 6883	Johnson, Marcy	AP	-450.00
17	11/30/2017	Ch 6884	Municipal Employees'	AP	-4,466.86
18	11/30/2017	Ch 6885	Prairie Valley S. D. #208	AP	-29,262.31
19	11/30/2017	Ch 6886	Receiver General	AP	-6,842.71
20	11/30/2017	Ch 6887	SARM Saskatchewan Association	AP	-447.78
21	11/30/2017	Ch 6888	Sask Energy	AP	-226.53
22	11/30/2017	Ch 6889	Saskatchewan Municipal Hail	AP	-2,413.01
23	11/30/2017	Ch 6890	Sask Power	AP	-2,218.78
24	11/30/2017	Ch 6891	SGL Auto Fund Division	AP	-344.70
25	11/30/2017	Ch 6892	TAXervice	AP	-286.65
Subtotal:					-81,368.84

Total Uncleared:

-81,293.84

Adjusted Bank Balance

784,894.08



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

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CIBC - ***-01118**

For Ending Date 11/30/2017

110-110-120 - Cash - Bank - CIBC

Notes



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

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GIC CIBC

For Ending Date 11/30/2017

110-110-130 - Cash - Bank - Term Deposit

GL Balance to 11/30/2017

115,236.62

Service Charges:

0.00

Interest Charges:

0.00

Interest Revenue:

31.10

Adjusted Book Balance

115,267.72

Bank Statement Balance:

115,267.72

Deposits in Transit

Subtotal:

0.00

Outstanding Payments

Subtotal:

0.00

Total Uncleared:

0.00

Adjusted Bank Balance

115,267.72

Notes

Allocation of Funds:

50,000 Shop.

35,000 Fire Capital

30,000 Offsite.

237.72 Interest.

