

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

Tuesday, February 27, 2018

1. Call to Order
2. Approval of Minutes
  - a. February 13, 2018 Regular Meeting of Council
3. Business Arising From Minutes
4. Reports
  - a. G. Spanier / L. Carlson – Works
  - b. H. McDonald – Calling Lakes District Planning Commission
  - c. M. Johnson – Administration
  - d. *L. Carlson NVWMA Inc.*
5. Bylaws
6. Correspondence
  - a. SARM – division election results
  - b. SARM – echoes Premier Scott Moe
  - c. SARM – Annual Convention resolutions
  - d. SARM – tax loss compensation trust fund
  - e. SARM – meeting with RCMP at Annual Convention
  - f. North Valley Waste Management Authority Inc. December 11 minutes
  - g. Calling Lakes Ecomuseum February newsletter
  - h. Brothern Investigative Services Inc.
7. Accounts for Payment / Statement of Financial Activities / Bank Reconciliation
8. Unfinished Business
  - a. Workstation Upgrade
  - b. Discretionary Use Application – Campground
  - c. Division Boundary Alterations – Public Meeting March 21 and 24 Fort Qu'Appelle Legion
9. New Business
  - a. Donation Policy - draft
  - b. Custom Work Policy - draft
  - c. Tax Abatement – NE 2-20-13 W2
  - d. CAT Warrantee
  - e. HUB - Commercial auto pak
  - f. *Asset management*
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, February 27, 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 6 Garnet Spanier  
Division 7 James Toth

Staff: Administrator – Marcy Johnson

Absent: Division 5 Marcel DeDecker

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

Councillor J. Toth arrived in Council Chambers at 9:02 a.m.

**18-104 REGULAR MEETING MINUTES / L. HORSMAN**

"THAT the minutes of the regular meeting of Council held February 13, 2018 be adopted as presented."

CARRIED

**18-105 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

**18-106 CALLING LAKES DISTRICT PLANNING COMMISSION REPORT H. MCDONALD / R. PALMER**

"THAT the written report from H. McDonald Chair of the Calling Lakes District Planning Commission be accepted as presented."

CARRIED

**18-107 ADMINISTRATION REPORT / G. MACPHERSON**

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

CARRIED

**18-108 NORTH VALLEY WASTE MANAGEMENT AUTHORITY INC. REPORT / L. CARLSON**

"THAT the written report regarding North Valley Waste Management Authority Inc. be accepted as presented."

CARRIED

**18-109 CORRESPONDENCE / J. TOTH**

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

- a. SARM – division election results
- b. SARM – echoes Premier Scott Moe
- c. SARM – Annual Convention resolutions
- d. SARM – tax loss compensation trust fund
- e. SARM – meeting with RCMP at Annual Convention
- f. North Valley Waste Management Authority Inc. December 11 minutes
- g. Calling Lakes Ecomuseum February newsletter
- h. Brothorn Investigative Services Inc."

CARRIED

**18-110 RECESS / G. SPANIER**

"THAT this meeting be recessed at 10:12 a.m."

CARRIED

**18-111 RECONVENE / G. PEAGAM**

"THAT this meeting reconvene at 10:20 a.m."

CARRIED

**Rural Municipality of North Qu'Appelle No. 187**  
**Regular meeting of Council held in the R.M. Council Chambers**  
**136 Company Avenue, Fort Qu'Appelle, Saskatchewan**  
**Tuesday, February 27, 2018 9:00 a.m.**

**18-112 ACCOUNTS FOR PAYMENT / G. MACPHERSON**

"THAT the list of accounts cheque numbers 7011 to 7036 totaling \$38,218.54 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

**18-113 STATEMENT OF FINANCIAL ACTIVITIES / L. HORSMAN**

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

CARRIED

**18-114 BANK RECONCILIATION / G. MACPHERSON**

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

CARRIED

**18-115 WORKSTATION UPGRADE / L. HORSMAN**

"THAT RM 187 Council approve administrator M. Johnson to hire Apache Construction to do the work station upgrade at a cost of \$900.00 plus taxes."

CARRIED

**18-116 RECESS / J. TOTH**

"THAT this meeting be recessed at 11:58 a.m. for lunch."

CARRIED

**18-117 RECONVENE / G. MACPHERSON**

"THAT this meeting reconvene at 1:01 p.m."

CARRIED

**18-118 DONATION POLICY / J. TOTH**

"THAT RM 187 Council approve the Donation Policy as presented and attached to the minutes."

CARRIED

**18-119 CUSTOM WORK POLICY / G. SPANIER**

"THAT RM 187 Council approve the Custom Work Policy as presented and attached to the minutes."

CARRIED

**18-120 TAX ABATEMENT NE 2-20-13 W2 / G. MACPHERSON**

"THAT RM 187 Council refund the municipal and school portion of taxes totaling \$7,566.10 from 2009 to 2017 due to overpayment of the lands that were transferred into reserve status in 2008 located at NE 02-20-13-W2;  
AND FURTHERMORE municipal total is \$5,683.60 and school portion is \$1,882.50."

CARRIED

**18-121 COMMERCIAL AUTO PAK – HUB INSURANCE / G. PEAGAM**

"THAT RM 187 Council acknowledge the commercial auto pak from HUB Insurance for the SGI plated vehicles."

CARRIED

**18-122 ASSET MANAGEMENT WORKSHOP / J. TOTH**

"THAT RM 187 Council send the Administrator M. Johnson and one other to the workshop "Keeping Pace with Changing Asset Management Requirements" in Balgonie Friday April 13, 2018 at a cost of \$30.00 each."

CARRIED

**18-123 ADJOURNMENT / G. SPANIER**

"That the Regular meeting of Council be adjourned at 1:45 p.m."

CARRIED

Approved this 12 day of March, 2018



Reeve



Administrator

Next regular meeting of Council, Monday, March 12, 2018 at 9:00 a.m.



## PUBLIC WORKS COMMITTEE REPORT TO COUNCIL

TUESDAY, FEBRUARY 27, 2018

- Once we have reviewed the list of possible projects submitted by Councilors, Public Works Committee will prepare the short list of projects to be completed in 2018.
- Peterbuilt truck had some electrical issues once again, tracked down to battery issues.
- We have received an offer on Felling Trailer of \$12,500 and hope to close the deal by next week.

### DISCUSSION:

Public Works Committee  
Submitted by:



Garnet Spanier  
Chairman, Public Works



Report by Harry McDonald on CLDPC on February 13, 2018 meeting

Our new Secretary/ Treasurer Kara Lewis was introduced and attended her first meeting.

RM Administrator Marcy Johnson attended and discussed development of seasonal campground on South Side of Katepwa Lake. I wanted members of our committee to have accurate information that Marcy provided.

We had Dave Sutherland at our meeting to discuss Quill Lakes. The Quill Lakes Watershed Association has withdrawn its application for a drainage ditch from SW side of Quill Lakes to discharge low TDS water into Last Mountain Lake, citing not sufficient time to do studies and obtain permits. The work can only be done in winter months so nesting bird sites can be protected.

We'll have to see what happens, last April the lakes were at their highest level ever approx. 22" from overflow, now they are at approx. 36". Wet summer, dry summer

No branding report

Event coordinator report by Anne Olafson

We will have Alice Davis at our next meeting to discuss how an effective septic tank survey could be done. Council member always welcome.

Our next meeting is March 13, 2018

Respectfully



Harry McDonald





Administrator Report to Council  
Tuesday February 27, 2018

Bank Balance	\$ 655,961.56
Pasqua Lake Reserve (2016)	221,865.68
Taylor Beach Reserve (2016)	85,503.58
	<u>\$ 348,592.30</u>

**Bouquets** – office received Certification of Participation Supervisory Skills that Darwin Completed

**Complaints** –

**Building Permits** –

**Office** - office has received preferred contact information adding to roll and Admin Email  
- Wednesday hire Lorraine to work public meeting } This would be Overt time payout  
- Saturday hire Nicole to work public meeting }

Tues. Feb 13	RM Council meeting Egg Lake Meeting with FS resident
Wed, Feb 14	RM meeting minutes Donation Policy SAMA – assessment is balanced Close tax 2017 Arrange CPR for Darcy
Thurs Feb 15	Complete and e mail out Taylor Beach and Pasqua Lake Finances 2017
Fri. Feb. 16	Meeting with FS ratepayers Munisoft issues ISC – road sale 1985 investigation
Tues. Feb 20	RM and FS agenda Record and enter email addresses sent due to mass mail out Custom work policy SARM resolutions Carry The Kettle TLE overpayment Count cash boxes RM FS and Petty Cash – balanced
Wed. Feb 21	Go over GL FS & RM Division boundary change information email PM off medical
Thurs. Feb 22	Met with Town CAO RM & FS Agenda Administrative Report Nicole printed off GFI reports and sent back hardware crew should be doing color maps again Chamber of Commerce lunch Received notification from WSP regarding file R0551-16R – not proceeding Meeting with M Pearson Meeting with PL ratepayer on new build
Fri. Feb 23	Meeting with Reeve agenda motion form Meeting with A. Schill Council package Audit prep



**Dates to Remember:**

February 27 - Personnel meeting 1:30 p.m.  
March 5- 9 - Auditor here board room closed  
March 12 - Public Meeting Discretionary use campground 10:30 a.m.  
March 12 - Personnel Meeting 1:30 p.m.  
March 13-16 - SARM Annual Convention  
March 21 Public Meeting division Boundary Changes 7:00 p.m.  
March 27 Public Meeting division Boundary Changes 2:00 p.m.

**Holidays -**

Marcy - March 9, 2018  
Nicole Monday s in July  
Darwin Fridays in May (4)  
Fridays in June (4)  
June 25-29 (5)  
July 3-6 (4)  
**July 9-13 NEW NOT APPROVED! (5)**  
Sept 4-7 (4)  
Has 29.5 days to use in 2018 if approved 26 used and 3.5 for carryover to 2019 or to use in 2017

**Darcy July 16- 27 (10)    New not approved**  
**Lloyd Aug 03-13 (6)    New not approved**

Respectfully submitted  
M. Johnson  
Administrator



**North Valley Waste Management Authority Inc.**

**February 26th, 2018 - report.**

Representatives from all contributing communities were present.

Old Business - new door installed in old building; obtain quotes for metal cladding on siding of old building; obtaining lockers for workers in new shop; needs to replace 1/2 ton truck (worn out too costly to repair).

Report given by Custodian, Bob Richardson.

- perimeter fence requires repair; pit needs to be covered with additional material; packer doing a good job of compaction; shingle pile to be used for pit cover; require power source to pump fuel, looking at possibility of using a solar type source. (Currently use a secondary vehicle); proposing to burn wood pile once per week with approval of Environment; metal bin pick up working well with Evraz; oil recycling working well with present company; new shop - building is shifting interior doors binding, shop floor is dropping / at least 1 1/2 " where loader is parked; staffing levels are adequate for 2018.

> Discussion over "Transfer Stations" from outlying communities. Qu'Appelle / Indian Head have concerns over their landfills, discussion ensued with respect to utilizing a central landfill with transfer stations at each location. Transfer stations do not require a permit at present. NVWM could create a marketing plan for future development.

> Request for grader on entrance road to cut out washboard.

> Request for mowing to be carried out around the landfill area between existing and over previous cells some time in spring when mowing starts.

> Pole building is finished, just needs skirting and some back fill around lower areas.

> Need to purchase new loader tires. Cost is \$6,500 each. Tires that were ordered and sent out are not adequate.

> Finance committee gave report wages for 2018; tipping fees to stay the same however will now include stumps, trees, branches, and compost. Rates for the aforementioned will be as normal fees - discretion of custodian as to amounts per load.

> Katpewa is now a member of the North Valley Waste Management and will be charged amount of 5 % of proposed budget for 2018. IN 2019, Katpewa will pay as per percentage as with other municipalities.

> Board approved the 2018 budget as presented..

> Looking at digging a new cell in 2019 / 2020. Need to start budgeting now.

> Allotments to member municipalities will increase by 15 % for 2018.

> Meeting adjourned at 9:30 p.m.

Respectfully submitted - Lee Carlson.





Report Date  
2/23/2018 3:40 PM

## List of Accounts for Approval

As of 2/23/2018

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Batch: 2018-00026 to 2018-00032

Payment #	Date	Vendor Name	Reference	Payment Amount
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## Bank Code: AP - AP GENERAL

## Computer Cheques:

7011	2/15/2018	Anderson Rental & Paving Ltd	Skidsteer - Broom bristles	702.66
7012	2/15/2018	Johnson, Marcy	Postage-13 roll of 100 stamps	1,160.25
7013	2/15/2018	Keith, Nicole	Petty Cash	122.75
7014	2/27/2018	Carlson, Lee	Indemnity	1,321.00
7015	2/27/2018	Cervus Equipment Peterbilt	Maintenance -Peterbuilt	1,720.32
7016	2/27/2018	East Central Transportation	Training - Spring Workshop	60.00
7017	2/27/2018	Howden Country Services Ltd	Maintenance Oil	210.00
7018	2/27/2018	HUB International Ltd	Insurance	3,942.14
7019	2/27/2018	Johnson, Marcy	Expense	125.00
7020	2/27/2018	John Deere Financial	Small Tools	9.97
7021	2/27/2018	K2 Crosstraining	Contract	661.50
7022	2/27/2018	Keith, Nicole	Expense	75.00
7023	2/27/2018	Link Excavation & Construction	Contract -27 Coulee	388.50
7024	2/27/2018	Linde Canada Limited 15687	Shop Supply Fluids	235.76
7025	2/27/2018	McCullough, Darcy	Cell Phone	25.00
7026	2/27/2018	McDonald, Harry	Indemnity	50.00
7027	2/27/2018	Meridian OneCap Credit Corp	Postage Rental	108.22
7028	2/27/2018	MuniSoft	Office Supply	160.01
7029	2/27/2018	North Qu'appelle Group	Water Bills	189.95
7030	2/27/2018	SARM Saskatchewan Association	Donation - STARS	3,166.00
7031	2/27/2018	Sask Power	Street Lights GV	1,215.79
7032	2/27/2018	SaskWater	Lagoon	5,728.98
7033	2/27/2018	Southeast College	Maintenance Training	425.00
7034	2/27/2018	Success Office Systems	Photocopier	56.78
7035	2/27/2018	TAXervice	Tax Enforcement	107.10
7036	2/27/2018	Valley Lawn Services	Contract	5,250.00

## Other:

J-Man	2/28/2018	Caterpillar Financial Services	005-0099892-000	3,085.30
18022301-Man	2/23/2018	Johnson, Marcy	Payroll Feb 7 - Feb 20	1,863.83
18022302-Man	2/23/2018	Keith, Nicole	Payroll Feb 7 - Feb 20	1,357.28
18022303-Man	2/23/2018	Duesterbeck, Darwin	Payroll JFeb 7 - Feb 20	1,772.15
18022304-Man	2/23/2018	Webster, Lloyd	Payroll FEB 7 - Feb 20	1,257.73
18022305-Man	2/23/2018	Klisowsky, Lorraine	Payroll Feb 7 - Feb 20	616.02
18022306-Man	2/23/2018	McCullough, Darcy	Payroll Feb 7 - Feb 20	1,048.55

Total for AP: 38,218.54

Reeve




**Rural Municipality of North Qu'Appelle No. 187**  
**Statement of Financial Activities - Condensed**  
For the Period Ending January 31, 2018

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>Taxation</b>					
<b>Municipal Taxes</b>					
Discount on Current Year Taxes	(119.49)	(119.49)		(119.49)	
<b>Net Municipal Taxes</b>	(119.49)	(119.49)	0.00	(119.49)	0.00
Penalties on Tax Arrears	884.08	884.08		884.08	
<b>Total Taxation:</b>	<b>764.59</b>	<b>764.59</b>	<b>0.00</b>	<b>764.59</b>	<b>0.00</b>
<b>Fees and Charges</b>					
Custom Work	677.42	677.42		677.42	
Sale of Supplies and Gravel	9,638.81	9,638.81		9,638.81	
General Office Services	3,491.66	3,491.66		3,491.66	
<b>Total Fees and Charges:</b>	<b>13,807.89</b>	<b>13,807.89</b>	<b>0.00</b>	<b>13,807.89</b>	<b>0.00</b>
<b>Utilities</b>					
Water	1,172.75	1,172.75		1,172.75	
<b>Total Utilities:</b>	<b>1,172.75</b>	<b>1,172.75</b>	<b>0.00</b>	<b>1,172.75</b>	<b>0.00</b>
<b>Investment Income and Commissions</b>					
Investment and Income Revenue	796.74	796.74		796.74	
<b>Total Investment Income and Commissions:</b>	<b>796.74</b>	<b>796.74</b>	<b>0.00</b>	<b>796.74</b>	<b>0.00</b>
<b>Total REVENUES:</b>	<b>16,541.97</b>	<b>16,541.97</b>	<b>0.00</b>	<b>16,541.97</b>	<b>0.00</b>
<b>EXPENDITURES</b>					
<b>General Government Services</b>					
Wages	10,793.53	10,793.53		(11,293.53)	
Benefits	33,192.98	33,192.98		(33,192.98)	
Professional/Contract Services	21,805.16	21,805.16		(26,857.88)	
Utilities				(50.00)	
Maintenance, Material and Supplies	6,083.34	6,083.34		(6,339.35)	
Grants and Contributions				(3,166.00)	
<b>Total General Government Services:</b>	<b>71,875.01</b>	<b>71,875.01</b>	<b>0.00</b>	<b>(80,899.74)</b>	<b>0.00</b>
<b>Protective Services</b>					
<b>Police Protection</b>					
Contractual Services	1,068.75	1,068.75		(1,068.75)	
<b>Total Police Protection:</b>	<b>1,068.75</b>	<b>1,068.75</b>	<b>0.00</b>	<b>(1,068.75)</b>	<b>0.00</b>
<b>Total Protective Services:</b>	<b>1,068.75</b>	<b>1,068.75</b>	<b>0.00</b>	<b>(1,068.75)</b>	<b>0.00</b>
<b>Transportation Services</b>					
<b>Maintenance</b>					
Wages	11,162.94	11,162.94		(11,362.94)	
Benefits	16,621.12	16,621.12		(16,621.12)	
Professional/Contractual Services				(856.00)	
Utilities	89.48	89.48		(114.48)	
Maintenance, Materials & Supplies	3,752.32	3,752.32		(7,125.37)	
Capital Expenditures	8,480.00	8,480.00		(8,480.00)	
<b>Total Maintenance:</b>	<b>40,105.86</b>	<b>40,105.86</b>	<b>0.00</b>	<b>(44,559.91)</b>	<b>0.00</b>
<b>Total Transportation Services:</b>	<b>40,105.86</b>	<b>40,105.86</b>	<b>0.00</b>	<b>(44,559.91)</b>	<b>0.00</b>
<b>Environmental Services</b>					
Professional/Contractual Services	5,000.00	5,000.00		(15,456.17)	
<b>Total Environmental Services:</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>(15,456.17)</b>	<b>0.00</b>
<b>Recreation and Cultural Services</b>					
Professional/Contractual Services	4,706.78	4,706.78		(4,706.78)	
<b>Total Recreation and Cultural Services:</b>	<b>4,706.78</b>	<b>4,706.78</b>	<b>0.00</b>	<b>(4,706.78)</b>	<b>0.00</b>
<b>Total EXPENDITURES:</b>	<b>122,756.40</b>	<b>122,756.40</b>	<b>0.00</b>	<b>(146,691.35)</b>	<b>0.00</b>

CHANGE IN NET FINANCIAL ASSETS

Rural Municipality of North Qu'Appelle No. 187  
Statement of Financial Activities - Condensed  
For the Period Ending January 31, 2018

	Current	Year To Date	Budget	Variance	%
REVENUES	16,541.97	16,541.97	0.00	16,541.97	0.00
EXPENDITURES	122,756.40	122,756.40	0.00	(146,691.35)	0.00
CHANGE IN NET FINANCIAL ASSETS	(106,214.43)	(106,214.43)	0.00	(130,149.38)	0.00
Change in Net Assets	(106,214.43)	(106,214.43)	0.00	(130,149.38)	0.00
Change in Surplus	(106,214.43)	(106,214.43)	0.00	(130,149.38)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	(81,081.86)	(81,081.86)	736,336.23
Cash - Conexus (For Pipeline Deposits)	10,740.64	10,740.64	(6,710.79)
Cash - Bank - Term Deposit	32.15	32.15	115,332.01
Total Cash and Investments:	(70,309.07)	(70,309.07)	845,257.45
Municipal Taxes Receivable			
Municipal - Tax Receivable - Rural	(1,360.84)	(1,360.84)	33,888.05
Municipal - Tax Receivable - Urban	(1,856.62)	(1,856.62)	27,331.43
Municipal - Tax Receivable -Taylor Beach	(1,164.09)	(1,164.09)	1,831.41
Municipal - Tax Receivable -Pasqua Lake	(863.81)	(863.81)	12,392.48
Municipal - Tax Receivable -P.L. Special	(76.12)	(76.12)	(76.12)
Municipal - Tax Receivable - Tax Enforc.	23.08	23.08	2,332.58
Municipal - Allow. for Uncollected			(5,000.00)
Total Municipal Taxes Receivable:	(5,298.40)	(5,298.40)	72,699.83

Certified correct and in accordance with the records

Presented to council on

February 27<sup>th</sup> / 2018  
(Date)  
Marcy Johnson  
Administrator

  
Lee Carlson  
Acting Reeve



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

Date Printed  
2/22/2018 10:52 AM

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CIBC - \*\*\*\*\*-01118

For Ending Date 1/31/2018

110-110-120 - Cash - Bank - CIBC

GL Balance to 1/31/2018

717,527.44

Service Charges:

-220.13

Interest Charges:

0.00

Interest Revenue:

764.59

Adjusted Book Balance

718,071.90

Bank Statement Balance:

742,390.50

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	1/31/2018	2018-0016	Deposit Entry	RC	20.00
Subtotal:					20.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	12/29/2017	Ch 6925	Martin, Tracy	AP	-25.00
2	12/31/2017	Ch 6919	K2 Crosstraining	AP	-330.75
3	1/23/2018	Ch 6965	GFI Systems	AP	-343.52
4	1/29/2018	Ch 6980	Royal Canadian Legion	AP	-100.00
5	1/31/2018	Ch 6977	McCullough, Darcy	AP	-25.00
6	1/31/2018	Ch 6978	Valley Lawn Services	AP	-5,250.00
7	1/31/2018	Ch 6981	Gord Krismer & Associates Ltd	AP	-157.50
8	1/31/2018	Ch 6982	Ministry of Finance	AP	-5,046.03
9	1/31/2018	Ch 6983	Municipal Employees'	AP	-3,714.96
10	1/31/2018	Ch 6984	MuniSoft	AP	-471.75
11	1/31/2018	Ch 6985	Receiver General	AP	-6,219.70
12	1/31/2018	Ch 6986	Sask Energy	AP	-330.61
13	1/31/2018	Ch 6987	Sask Power	AP	-2,323.78
Subtotal:					-24,338.60

Total Uncleared:

-24,318.60

Adjusted Bank Balance

718,071.90

Notes



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

Date Printed  
2/22/2018 10:53 AM

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GIC CIBC  
For Ending Date 1/31/2018

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

GL Balance to 1/31/2018 115,299.86

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 32.15

Adjusted Book Balance 115,332.01

Bank Statement Balance: 115,332.01

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 115,332.01

Notes

Allocation of Funds -

\$50,000 Shop

\$35,000 Fire Capital

\$30,000 Off site fees

332.01 interest

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## *R.M. of North Qu'Appelle No. 187 Donation Policy*

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1. Purpose:

1.1. The RM of North Qu'Appelle No. 187 has adopted a policy regarding not for profit organization donation applications. The RM 187 has established a set of guidelines for organizations to follow when applying to the RM for financial assistance. RM 187 Council is responsible for the financial integrity of the RM as a whole and has to justify expenditures. Therefore they will only make financial contributions to organizations that involve RM ratepayers.

2. Definitions:

2.1. **RM 187** shall mean Rural Municipality of North Qu'Appelle No. 187, its employees, or its duly authorized representatives.

2.2. **Administrator** shall mean the Administrator as appointed by Council in accordance with *The Municipalities Act*.

2.3. **Applicant** shall mean not for profit organizations that impact the RM 187.

2.4. **Application** shall mean a formal request as per the process outlined in this policy, Schedule A.

3. Application process

3.1. Application needs to be sent to the RM 187 in writing via regular mail or email to the office at;  
Box 99

Fort Qu'Appelle Sk. S0G 1S0

[rm187@sasktel.net](mailto:rm187@sasktel.net)

3.2. Applications available on the RM 187 website at [www.rm187.ca](http://www.rm187.ca) or from the office at 136 Company Ave. South Fort Qu'Appelle.

3.3. Application needs to be sent to the RM 187 on or before March 15 annually.

3.4. Administrator will collect the applications and report with recommendations to RM Council at the next regular council meeting.

3.5. Administrator report back to the applicant within 30 days of Council decision.

4. Guidelines

4.1. Applicants must be associated with the RM 187 and Calling Lakes District Planning Commission area.

4.2. Applicants must define the amount requested.

4.3. Applicants must give a brief history of the organization. What makes your organization successful?

4.4. Applicants must give specific purpose for the funds requested.

4.5. Applicants must use the funds in the current year.

5. Comes into force

5.1. This donation policy will come into force on March 12, 2018 resolution number 18-118.

5.2. Any questions need to be directed to the RM 187 office at 306-332-5202 or e-mail [rm187@sasktel.net](mailto:rm187@sasktel.net)



*R.M. of North Qu'Appelle No. 187 Donation Policy*

SCHEDULE "A"

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Donation amount requested: \_\_\_\_\_

History of Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of funds requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application: \_\_\_\_\_



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## *R.M. of North Qu'Appelle No. 187 Custom Work Policy*

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1. Purpose:

- 1.1. The RM of North Qu'Appelle No. 187 has adopted a policy regarding custom work for the RM 187 ratepayers and surrounding municipalities. The RM 187 has established a set of guidelines to follow when required custom work is requested.

2. Definitions:

- 2.1. **RM 187** shall mean Rural Municipality of North Qu'Appelle No. 187, it's employees, or it's duly authorized representatives.
- 2.2. **Administrator** shall mean the Administrator as appointed by Council in accordance with *The Municipalities Act*.
- 2.3. **Custom Work** shall mean any work done to personal property not belonging to the RM 187, and / or in another municipality.
- 2.4. **Minimum Charge** shall mean the amount determined by RM Council annually for the amount in the fee chart. For example: grader \$240.00/hr if custom work is 1 min. to 25 min. the minimum fee is \$100.00.
- 2.5. **Requester** shall mean ratepayer or municipality requesting the custom work.

3. Guidelines

- 3.1. Custom work rates are decided annually by resolution of RM Council.
- 3.2. Custom work performed by the RM 187 is not to take away from local contractors.
- 3.3. Requester requires short term notice custom work, the charge time will start at the shop and end back at the shop.
- 3.4. All custom work is completed with RM operator and equipment. No equipment shall be rented out to any requester.
- 3.5. Winter Roads – Roads not kept open in the winter can be opened to permit the requester to get grain out; however, depending on the circumstances, the farmer may be billed for the work if the road needs to be opened a second time. All other requests to open a closed road must be approved by RM Council.

4. Request process

- 4.1. The requester shall email the office at [rm187@sasktel.net](mailto:rm187@sasktel.net) or phone 306-332-5202 to ask for the availability of the RM works crew.
- 4.2. RM office shall ensure the requester knows of the minimum charge.
- 4.3. RM 187 office shall email the works chair, foreman and works crew to see if and when the request shall be completed.
- 4.4. If the request will be delayed, the office will advise the requestor of the time frame.

5. Comes into force

- 5.1. This Custom work policy will come into force on March 12, 2018 resolution number 18-119.
- 5.2. Any questions need to be directed to the RM 187 office 306-332-5202 or e-mail [rm187@sasktel.net](mailto:rm187@sasktel.net)