

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

Tuesday, March 27, 2018

1. Call to Order
2. Approval of Minutes
Resignation of Administrator Mary Johnson . ynk JB
Closed Session regarding Terms of Notice. JB
 - a. March 12, 2018 Regular Meeting of Council
 - b. March 12, 2018 Public Hearing
3. Business Arising From Minutes
4. Delegate – RCMP 10:00 a.m.
5. Reports
 - a. G. Spanier – Works
 - b. L. Carlson – Human Resource in the Municipal Workplace
 - c. R. Palmer – MLDP Class
 - d. M. DeDecker - NVWMA
 - e. N. Keith – SARM Convention
 - f. H. McDonald – Calling Lakes District Planning
 - g. M. Johnson – Administration
6. Bylaws
7. Correspondence
 - a. SARM – Comprehensive and Progressive Trans-Pacific Partnership (CPTPP)
 - b. SAMA – 2018 annual meeting resolutions
 - c. Municipal Hail – audited report
 - d. SaskEnergy – inspection of pipeline system
 - e. Government of Saskatchewan – Gas Tax
 - f. SCIC – 2018 Crop Insurance Program
 - g. Lower Qu'Appelle Watershed Stewards Inc.
 - h. JSGS Governance Program – April 20, 27 & May 4
8. Accounts for Payment / Bank Reconciliation / Financial Statements
9. Unfinished Business
 - a. Discretionary Use Application – Campground
 - b. Division Boundary Alterations – Public Input Date
 - c. 2018 Works Projects
 - d. Sit Stand Workstations
 - e. 726 Pasqua West – garage set back request
10. New Business
 - a. 2017 Audit – Financial statements
 - b. Municipal World – subscription
 - c. Sale of RM Property Town of Fort Qu'Appelle – Lot 5 Block 7 Plan ANA277
 - d. D & G Schill – mandatory notice to land owners
 - e. 728 Building Permit
 - f. Surveillance System
 - g. Smart Cities Challenge
 - h. Summer Students
 - i. East Central Transportation Planning Committee – AGM April 12 Balcarres
 - j. Performance Reviews – Foreman & Administrator
11. Other Business
K. Acting Administrator ynk JB
12. Closed Session
 - a. Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* Clause 13(1)(a)
13. 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, March 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 5 Marcel DeDecker
Division 6 Garnet Spanier
Division 7 James Toth

Staff: Administrator – Marcy Johnson
Recording Secretary – Nicole Keith

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

Administrator M. Johnson left council chambers at 9:02 am.

18-138 CLOSED SESSION / G. PEAGAM

"THAT RM 187 Council move into closed session at 9:02 am to discuss personnel matters as per Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* Clause 16(1)(d)."

CARRIED

RM 187 Council move out of closed session at 9:30 am.

Administrator M. Johnson came back to Council Chambers at 9:30 am.

18-139 RESIGNATION OF ADMINISTRATOR M. JOHNSON / M. DEDECKER

"THAT RM 187 Council accepts the Administrator M. Johnson's resignation;
AND FURTHERMORE that the Administrator's last day of employment be Friday April 6, 2018, two weeks after her resignation of March 23, 2018 and working in the office until Thursday, March 29, 2018 until 4:00 pm;
AND FURTHERMORE that the Administrator take her vacation holidays from April 3 to April 6, 2018 inclusive;
AND FURTHERMORE that three (3) days of holiday pay be paid out."

CARRIED UNANIMOUSLY

18-140 REGULAR MEETING MINUTES / G. PEAGAM

"THAT the minutes of the regular meeting of Council held March 12, 2018 be adopted as presented."

CARRIED

18-141 PUBLIC HEARING MINUTES / G. MACPHERSON

"THAT the minutes of the public hearing of Council held March 12, 2018 be adopted as presented."

CARRIED

18-142 COMPUTER ADAPTERS / G. MACPHERSON

"THAT RM 187 Council approve the additional expenditure of the dual screen computer adapters at a cost of \$198.00 plus taxes."

CARRIED

18-143 RAM PURCHASE / L. HORSMAN

"THAT RM 187 Council authorize the Works chair G. Spanier to purchase a ram as required, cost not to exceed \$1,000.00."

CARRIED

18-144 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

18-145 REPORT MLDP CLASS / L. CARLSON

"THAT the following written report from Reeve L. Carlson regarding MLDP class Human Resources in the Municipal Workplace be accepted as presented."

CARRIED



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18-146 REPORT MLDP CLASS / R. PALMER

"THAT the following written report from Councillor R. Palmer regarding the MLDP class Municipal Economic Development Fundamentals be accepted as presented."

CARRIED

18-147 REPORT NORTH VALLEY WASTE MANAGEMENT AUTHORITY / M. DEDECKER

"THAT the following written report from Councillor M. DeDecker regarding a North Valley Waste Management Authority update be accepted as presented."

CARRIED

18-148 REPORT SARM CONVENTION ASSISTANT ADMINISTRATOR N. KEITH / L. CARLSON

"THAT the following written report from Assistant Administrator N. Keith regarding SARM Convention attendance be accepted as presented."

CARRIED

18-149 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

18-150 ADMINISTRATION REPORT / G. MACPHERSON

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

CARRIED

18-151 RECESS / G. SPANIER

"THAT this meeting be recessed at 9:57 am for a break."

CARRIED

Reeve L. Carlson call the meeting back into session at 10:03 am.

18-152 CORRESPONDENCE / G. MACPHERSON

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

- a. SARM – Comprehensive and Progressive Trans-Pacific Partnership (CPTPP)
- b. SAMA – 2018 annual meeting resolutions
- c. Municipal Hail – audited report
- d. SaskEnergy – inspection of pipeline system
- e. Government of Saskatchewan – Gas Tax
- f. SCIC – 2018 Crop Insurance Program
- g. Lower Qu'Appelle Watershed Stewards Inc.
- h. JSGS Governance Program – April 20, 27 & May 4"

CARRIED

18-153 ACCOUNTS FOR PAYMENT / G. PEAGAM

"THAT the list of accounts cheque numbers 7063 to 7079 totaling \$ 48,010.65 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

18-154 BANK RECONCILIATION /G. MACPHERSON

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

CARRIED

18-155 STATEMENT OF FINANCIAL ACTIVITIES / L. HORSMAN

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

CARRIED

18-156 DISCRETIONARY USE APPLICATION – CAMPGROUND / R. PALMER

"THAT RM 187 Council request the developer to provide a conceptual site plan to RM Council regarding the Campground discretionary use application for the April 10, 2018 Council meeting;

AND FURTHERMORE RM Council will provide information on the website and email list."

CARRIED

18-157 DISCRETIONARY USE APPLICATION – CAMPGROUND / R. PALMER

"THAT RM 187 Council table the decision of the Campground discretionary use application to the April 10, 2018 for further discussion."

CARRIED

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18-158 DIVISION BOUNDARY ALTERATIONS – PUBLIC INPUT DATE / G. MACPHERSON

"THAT RM 187 Council leave the April 4, 2018 deadline date for written submissions to the RM office regarding boundary alterations."

CARRIED

18-159 SIT-STAND WORKSTATIONS / G. MACPHERSON

"THAT RM 187 Council purchase one sit-stand workstation in the amount of \$440.00 plus taxes."

CARRIED

Councillor J. Toth left Council chambers due to conflict of interest at 11:25 am.

Councillor L. Horsman left Council chambers at 11:40 am

Councillor L. Horsman returned to Council chambers at 11:43 am.

Councillor J. Toth returned to Council chambers at 11:50 am.

18-160 726 PASQUA WEST GARAGE SET BACK REQUEST / R. PALMER

"THAT the RM 187 council accept Reeve L. Carlson's report regarding the 726 Pasqua Lake garage development;
AND FURTHERMORE approve the recommendation there in."

CARRIED

18-161 2017 AUDITED FINANCIAL STATEMENTS / R. PALMER

"THAT RM 187 Council table the review of the 2017 audited financial statements to the April 10, 2018 Council meeting."

CARRIED

18-162 D & G SCHILL – MANDATORY NOTICE TO LAND OWNERS / G. MACPHERSON

"THAT RM 187 Council authorize the Administrator to forward the letter to the owners of NW 24-20-13-W2."

CARRIED

18-163 RECESS / G. SPANIER

"THAT this meeting be recessed at 12:00 pm for lunch."

CARRIED

18-164 RECONVENE / M. DEDECKER

"THAT this meeting be reconvene at 1:04 pm."

CARRIED

18-165 MUNICIPAL WORLD SUBSCRIPTION / J. TOTH

"THAT RM 187 Council subscribe to Municipal World magazine annual subscription."

DEFEATED

18-166 SALE OF RM PROPERTY TOWN OF FORT QU'APPELLE LOT 5 BLOCK 7 PLAN AN4277 / G. PEAGAM

"THAT RM 187 Council rescind motion 16-371:

"16-371 SALE OF RM PROPERTY TOWN OF FORT QU'APPELLE / L. CARLSON

"THAT RM Council approve the Administrator M. Johnson to sell Lot 5 Block 7 Plan ANA277 for the amount of \$4,000.00 (four thousand);

AND FURTHERMORE, the purchaser provide proof that they purchase the adjacent lot from the Town of Fort Qu'Appelle."

CARRIED"

AND FURTHERMORE RM Council sell proposed property for \$1,500.00."

CARRIED UNANIMOUSLY

Councillor J. Toth declared a conflict of interest at 1:20 pm.

Councillor J. Toth left Council chambers due to conflict of interest at 1:32 pm.

Councillor J. Toth returned to Council chambers at 1:35 pm.

18-167 728 BUILDING PERMIT / R. PALMER

"THAT RM 187 Council request the Development Officer to review the water drainage issue for 728 Pasqua Lake with respect to the building permit application."

CARRIED

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18-168 SURVEILLANCE SYSTEM / L. CARLSON

"THAT RM 187 Council appoint Councillor J. Toth to gather information on a surveillance system, including costs and report back at the April 10, 2018 meeting."

CARRIED

18-169 SMART CITIES CHALLENGE / G. MACPHERSON

"THAT RM 187 Council appoint Councillor J. Toth to research the Smart Cities Challenge and report back at the April 10, 2018 meeting."

CARRIED

18-170 PERFORMANCE REVIEWS / G. SPANIER

"THAT RM 187 Council table the Performance Review for the foreman to the April 10, 2018 meeting."

CARRIED

18-171 CLOSED SESSION / G. SPANIER

"THAT RM 187 Council move into closed session at 2:00 pm, all members present, to discuss LAFOIP issues as per Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* Clause 13(1)(a)."

CARRIED

RM 187 Council move out of closed session at 2:17 pm.

18-172 RESCIND MOTION 16-080 / G. MACPHERSON

"THAT RM 187 Council rescind motion 16-080 regarding the banning of the complainant from speaking as a delegate:

"16-080 J. HARDING – SERVICE AGREEMENT AND OFFICE MATTERS / G. MACPHERSON

"THAT RM Council provided the same or better administrative services to Fort San after December 1, 2014 if the service was as poor as the former mayor suggests, why did he not terminate the agreement;

AND FURTHERMORE, that Jim Harding has many inaccuracies in his letter, one of them is that Fort San was never included in the mentoring process. Fort San passed a resolution February 26, 2015 that acknowledges Sharon Pope as acting administrator Marcy Johnson's mentor;

AND FURTHERMORE, make these documents part of the minutes;

AND FURTHERMORE, that Jim Harding rate payer (non council member) will not be permitted to appear as a delegate if the subject is at all related to Fort San or Fort San services agreement. Jim Harding's appearance as a delegate has to be approved by RM #187 Council as a whole."

CARRIED";

AND FURTHERMORE that RM 187 Council write a response to Ombudsman Saskatchewan that accepts their recommendations as provided."

CARRIED

18-173 ACTING ADMINISTRATOR / R. PALMER

"THAT RM 187 Council, effective April 3, 2018, appoint N. Keith as Acting Administrator."

CARRIED

18-174 ADJOURNMENT / G. PEAGAM

"That the Regular meeting of Council be adjourned 2:25 pm."

CARRIED

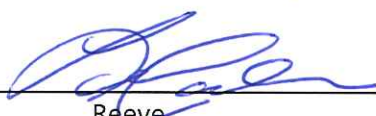
Approved this

19th

day of

APRIL

, 2018



Reeve



Administrator, Acting

Next regular meeting of Council, Tuesday, April 10, 2018 at 9:00 am.

PUBLIC WORKS COMMITTEE REPORT TO COUNCIL

TUESDAY, MARCH 27, 2018

- The crew is working on tree cutting and ensuring that culverts are working. They will unthaw culverts if required.
- Equipment repairs and maintenance are underway for spring road maintenance. Just as a point of interest, we started road maintenance on April 3 last year.
- We need a lift ram for the rear packer on the Volvo grader. The barrel is damaged beyond repair – estimated cost \$600.
- There are a lot of large rocks sticking up on roads which is causing damage to our equipment. Rock digging will begin as soon as possible on the following roads: Wide Awake, Invercauld, Mackie Road, 727, 639, which are the worst.

DISCUSSION:

Public Works Committee
Submitted by:



Garnet Spanier
Chairman, Public Works



Municipal Development Leadership Program

Human Resources in the Municipal Workplace - March 13th, 2018

I attended the one day workshop that was held at Queensbury Downs in Regina. Approximately 30 participants in attendance. Mix of R.M. councilors, Reeves, Administrators and Public Works Foreman from a variety of R.M.s and Towns.

The information contained in the workshop was relevant and informative. Topics covered were; Saskatchewan's changing labor market, Municipal Governance fundamentals; Legislative framework; Leadership and managing performance; Motivation and performance evaluation; Workplace conflict and steps for resolving; Effectively dealing with performance issues; Progressive discipline; Recruitment selection and process of termination.

It was fairly intensive day with many of the topics covered in detail, along with good input and discussion from participants in attendance. Time was spent on Employment Standards and various components of the Saskatchewan Employment Act. There was information and discussion involving Occupational Health and Safety in the workplace, outlining responsibilities at all levels. Discussion also centered around Saskatchewan Human Rights Code and the Workers Compensation Act (2013).

When it came to performance management and issues there was one phrase the instructors used frequently, "100% responsibility - 0% excuses". Meaning that everyone in an organization should take 100 % responsibility for their actions and behaviour and not to make any excuses about it.

It was a good workshop and definitely worth spending the day. It was very informative, a good learning environment and provided a lot of food for thought.

Respectfully submitted.

Lee Carlson.



MLDP Report

From: Ron Palmer
To: rm187@sasktel.net
BC:
Date: Tuesday - March 27, 2018 7:38 AM
Subject: MLDP Report

MLDP Report

On March 13 I attended a MLPD course called **Municipal Economic Development Fundamentals**

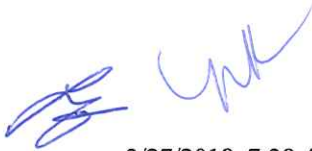
The instructor was excellent, and informative, but I found it to be not that relevant to RM187. This course was intended for those RMs seeking business like potash, oil or large commercial businesses. A few points:

- 1. Need a Vision, and a Plan.
- 2. Best to work with surrounding RMs.
- 3. Good to join SEDA, Saskatchewan Economic Development Association
- 4. Get out and visit existing business and ask "What do they need to be more successful"? Lower taxes, infrastructure, signage, flowers?

I have attended many MLDP courses, and I found this to be the most useless.

Respectfully submitted

Ron Palmer



Report North Valley Waste Management

Division 5 Councillor: Marcel DeDecker

Meeting Date: March 19, 2018

1. The four drums of liquid have been picked up.
2. The board has decided to extend the life of the existing cells by taking the clay tops off the old cells, build them up and recap with clay tops, as cells can now be built up 5 to 6 feet above the ground.

A handwritten signature in blue ink, appearing to be 'MK' followed by a stylized flourish.



Report – Nicole Keith
SARM Convention
March 14, 2018

1. Arrival at Queensbury Centre at approximately 9:45 am. Walked through the Trade Show and stopped at many booths of companies I speak to regularly. I could finally put a faces to the voices that I have spoken with.
2. At the convention, I heard the SARM President's Address, Ray Orb, then CCHSA Scholarship Presentation and the Provincial Address, Honorable Warren Kaeding, Ministry of Government Relations.
3. After lunch break, listened to the RMAA President Address, Wendy Gowda and other presenters.
4. The Resolution session was very informative and a great experience.
5. It was a very educational day and I appreciate the opportunity to attend.

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

CKK


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

Alice Davis discussed with us how to conduct an effective sewage survey and septic haulers responsibility

1. Gov't agencies are going to meet soon with septic haulers to get them to comply with a provincial regulation to fill out load sheets.
2. For our municipality to have a septic survey work we need:
 - a. To pass a sewage collection, storage and disposal bylaw
 - b. To appoint a bylaw enforcement officer
 - c. To decide how to identify leaking septic tanks
3. If a property owner wouldn't comply the health district would enforce the provincial law and municipal bylaw.

Alice Davis would help all along the way, she left a paper on how a sewage survey could be done. Next meeting municipalities will indicate if they want to move forward with septic survey.

Under zoning and development, we passed a resolution unanimously agreeing with the RM of North Qu'Appelle developing a campground on the south side of Katepwa Lake.

Our next meeting is April 10, 2018

Respectfully



Harry McDonald



Administrator Report to Council
Monday, March 12, 2018

Bank Balance \$ 632,028.51
Pasqua Lake Reserve (2016) 221,865.68
Taylor Beach Reserve (2016) 85,503.58
\$ 324,659.25

Bouquets –

Office received calls and forwarded them off to the works on job well done on the roads.

Complaints –

Building Permits –

Office

Mon. March 12	RM Council meeting RM Public Hearing Discretionary Use application Personnel Meeting
Tues. March 13	MLDP – Public Relations and Communications for Municipalities Regina This was an informative class on how to respond to the media and ratepayers who are asking tough questions
Wed, March 14	New Computer Minutes RM meeting public meeting personnel meeting Call with Community Planning Branch – Campground Meeting re Fort San
Thurs March 15	SARM convention all day trade show – Dialogue with the Ministers
Fri. March 16	Purchase of RM town owned lot School Tax corrections
Mon. March 19	LAFOIP questions to Advisory Services RM Agenda FS Agenda Public Meeting Prep
Tues. March 20	Public meeting prep – assessment per division SAMA – annual download file will not receive till end of April – changes to hamlet residential after sales verification Complete year end after audit D. McCullough completed his powered mobile equipment theory 1 & Skid steer loader test
Wed. March 21	OHPL – P McLellan AGM internet budget Advisory Services Webinar lunch – municipal administration very informative – discussion on minutes, all meetings must be public section 119MA – decision not effective unless made at a public meeting. No decision to be made via email or telephone. FS Meeting Public Meeting Prep – assessment per division Public meeting
Thurs. March 22	Meeting with CLDPC Chair – written report Webinar Asset Management – training upcoming Admin report FS Agenda RM Agenda / motion form Meeting with Reeve L. Carlson
Friday March 23	Off extra hours

Dates to Remember:

March 21 Public Meeting Division Boundary Changes 7:00 p.m.

March 24 Public Meeting division Boundary Changes 2:00 p.m.

Holidays -

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 (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)

Lloyd Aug 03-13 (6)

Respectfully submitted

M. Johnson

Administrator



Administrator R.M.#187

From: Administrator R.M.#187 <rm187admin@sasktel.net>
Sent: Friday, March 23, 2018 9:09 AM
To: 'Lee & Lynda Carlson'; lenhorsman@hotmail.com; lpeagam@sasktel.net; Ron Palmer; Garnet Spanier ; George MacPherson ; Jim Toth
Cc: Nicole Keith; rm187assist@sasktel.net; Jenny.hart@live.ca; Dwayne.Heimlick@cra-arc.gc.ca; Marcy Johnson
Subject: Resignation

Dear Reeve & Council

Please accept this email as my letter of resignation.

I have 6.75 days of holidays owed to me and we can discuss on Tuesday my notice I will give to the RM. Employment Standards is 2 weeks but with my holidays within that 2 weeks, my last day would be Tuesday and I feel is not enough notice for the RM.

I will still be in attendance for tomorrows meeting.

I recommend that Nicole be present at Tuesdays Council meeting for both the RM and Fort San. Fort San meeting would be classified as overtime.

Respectfully,

Marcy Johnson

Report Date
3/23/2018 2:44 PM

List of Accounts for Approval
As of 3/23/2018
Batch: 2018-00040 to 2018-00045

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

Computer Cheques:

7063	3/27/2018	Carry The Kettle 02/28/18	Tax Refund	7,566.10	7,566.10
7064	3/27/2018	GFI Systems March 19/18	GFI Final Bill	177.50	177.50
7065	3/27/2018	Howden Country Services Ltd 5055	Maintenance - Backhoe	14.55	14.55
7066	3/27/2018	Johnson, Marcy Mar 2018	Expenses	386.96	386.96
7067	3/27/2018	Keith, Nicole Mar 2018	Expenses	50.00	50.00
7068	3/27/2018	Klisowsky, Lorraine March 2018	Petty Cash	180.65	180.65
7069	3/27/2018	McDonald, Harry Mar 2018	Indemnity	50.00	50.00
7070	3/27/2018	Meridian OneCap Credit Corp March/18	Postage Rental	56.61	56.61
7071	3/27/2018	Ministry of Finance Issued To: Minister of Finance 12/31/17	Remittance	10,090.61	10,090.61
7072	3/27/2018	MuniSoft 2018/19-00435	Computer, software etc	2,350.78	2,350.78
7073	3/27/2018	Myers, Leonard 03/10/18 Mar 2018	Expense Contract	84.00 420.16	504.16
7074	3/27/2018	SaskWater SW057295	Lagoon	5,728.98	5,728.98
7075	3/27/2018	Success Office Systems INV197968 INV200022	Office Supply - Postage Photocopying	15.75 452.60	468.35
7076	3/27/2018	Town of Fort Qu'Appelle 2018-00047	2018 Rexentre Contribution	4,000.00	4,000.00
7077	3/31/2018	K2 Crosstraining Mar 2018	Contract	330.75	330.75
7078	3/31/2018	McCullough, Darcy Mar 2018	Expense	25.00	25.00
7079	3/31/2018	Valley Lawn Services March 2018	Contract	5,250.00	5,250.00

Other:

11-Man	3/31/2018	Caterpillar Financial Services -10	005-0099892-000	3,085.30	3,085.30
18032301-Man	3/23/2018	Johnson, Marcy PM 18-03-02	Payroll Mar 7 - Mar 20	1,863.83	1,863.83
18032302-Man	3/23/2018	Keith, Nicole PM 18-03-02	Payroll Mar 7 - Mar 20	1,192.19	1,192.19
18032303-Man	3/23/2018	Duesterbeck, Darwin PM 18-03-02	Payroll Mar 7 - Mar 20	1,772.15	1,772.15
18032304-Man	3/23/2018	Webster, Lloyd PM 18-03-02	Payroll Mar 7 - Mar 20	1,439.16	1,439.16
18032305-Man	3/23/2018	Klisowsky, Lorraine PM 18-03-02	Payroll Mar 7 - Mar 20	372.08	372.08
18032306-Man	3/23/2018	McCullough, Darcy PM 18-03-02	Payroll Mar 7 - Mar 20	1,054.94	1,054.94

Total for AP: 48,010.65

Report Date
3/23/2018 2:44 PM

List of Accounts for Approval

As of 3/23/2018
Batch: 2018-00040 to 2018-00045

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

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

Date Printed
3/14/2018 1:54 PM

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CIBC - *****-01118
For Ending Date 2/28/2018

110-110-120 - Cash - Bank - CIBC
GL Balance to 2/28/2018

612,641.57

Service Charges: -220.13
Interest Charges: 0.00
Interest Revenue: 867.09

Adjusted Book Balance 613,288.53

Bank Statement Balance: 654,710.49

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	2/13/2018	Ch 6990	Egg Lake C & D Area Authority	AP	-122.48
2	2/15/2018	Ch 7011	Anderson Rental & Paving Ltd	AP	-702.66
3	2/27/2018	Ch 7014	Carlson, Lee	AP	-1,321.00
4	2/27/2018	Ch 7015	Cervus Equipment Peterbilt	AP	-1,720.32
5	2/27/2018	Ch 7016	East Central Transportation	AP	-60.00
6	2/27/2018	Ch 7017	Howden Country Services Ltd	AP	-210.00
7	2/27/2018	Ch 7018	HUB International Ltd	AP	-3,942.14
8	2/27/2018	Ch 7019	Johnson, Marcy	AP	-125.00
9	2/27/2018	Ch 7020	John Deere Financial	AP	-9.97
10	2/27/2018	Ch 7021	K2 Crosstraining	AP	-661.50
11	2/27/2018	Ch 7023	Link Excavation & Construction	AP	-388.50
12	2/27/2018	Ch 7024	Linde Canada Limited 15687	AP	-235.76
13	2/27/2018	Ch 7025	McCullough, Darcy	AP	-25.00
14	2/27/2018	Ch 7026	McDonald, Harry	AP	-50.00
15	2/27/2018	Ch 7027	Meridian OneCap Credit Corp	AP	-108.22
16	2/27/2018	Ch 7028	MuniSoft	AP	-160.01
17	2/27/2018	Ch 7030	SARM Saskatchewan Association	AP	-3,166.00
18	2/27/2018	Ch 7031	Sask Power	AP	-1,215.79
19	2/27/2018	Ch 7032	SaskWater	AP	-5,728.98
20	2/27/2018	Ch 7033	Southeast College	AP	-425.00
21	2/27/2018	Ch 7034	Success Office Systems	AP	-56.78
22	2/27/2018	Ch 7035	TAXervice	AP	-107.10
23	2/27/2018	Ch 7036	Valley Lawn Services	AP	-5,250.00
24	2/28/2018	Ch 7037	Dawson Justin	AP	-150.00
25	2/28/2018	Ch 7038	Ministry of Finance	AP	-3,621.76
26	2/28/2018	Ch 7039	Municipal Employees'	AP	-3,756.26
27	2/28/2018	Ch 7040	Receiver General	AP	-6,737.92
28	2/28/2018	Ch 7041	RMAA Workshop Fund	AP	-75.00
29	2/28/2018	Ch 7042	Sask Energy	AP	-272.86
30	2/28/2018	Ch 7043	Sask Power	AP	-1,015.95
Subtotal:					-41,421.96

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

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GIC CIBC
For Ending Date 2/28/2018

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

GL Balance to 2/28/2018 115,332.01

Service Charges:	0.00
Interest Charges:	0.00
Interest Revenue:	29.05

Adjusted Book Balance 115,361.06

Bank Statement Balance: 115,361.06

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 115,361.06

Notes



Rural Municipality of North Qu'Appelle No. 187
Statement of Financial Activities - Condensed
For the Period Ending February 28, 2018

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy					
Abatements and Adjustments					
Discount on Current Year Taxes	(82.49)	(201.98)		(201.98)	
Net Municipal Taxes	(82.49)	(201.98)	0.00	(201.98)	0.00
Potash Tax Share					
Trailer License Fees					
Penalties on Tax Arrears	834.68	1,718.76		1,718.76	
Local Improvement Levy					
Special Municipal Levy					
Other					
Total Taxation:	752.19	1,516.78	0.00	1,516.78	0.00
Fees and Charges					
Custom Work	137.42	814.84		814.84	
Sale of Supplies and Gravel	160.00	9,798.81		9,798.81	
Rentals	800.00	800.00		800.00	
Policing and Fire Fees					
Recreation Fees					
Cemetery Fees					
Licenses and Permits	465.00	465.00		465.00	
General Office Services	3,802.78	7,294.44		7,294.44	
Landfill/Waste Collection Fees					
Other					
Total Fees and Charges:	5,365.20	19,173.09	0.00	19,173.09	0.00
Maintenance and Development Charges					
Road Maintenance and Restoration Agreement					
Development Charges					
Public Reserve					
Other					
Total Maintenance and Development Charge	0.00	0.00	0.00	0.00	0.00
Utilities					
Water	1,264.75	2,437.50		2,437.50	
Sewer					
Other Utilities					
Total Utilities:	1,264.75	2,437.50	0.00	2,437.50	0.00
Unconditional Transfers					
Unconditional Transfers					
Total Unconditional Transfers:	0.00	0.00	0.00	0.00	0.00
Conditional Grants					
Federal					
Provincial					
Local	4,890.00	4,890.00		4,890.00	
Total Conditional Grants:	4,890.00	4,890.00	0.00	4,890.00	0.00
Grants in Lieu of Taxes					
Federal					
Provincial					
Local					
Other					
Total Grants in Lieu of Taxes:	0.00	0.00	0.00	0.00	0.00
Capital Asset Proceeds					
Capital Asset Proceeds					
Total Capital Asset Proceeds:	0.00	0.00	0.00	0.00	0.00
Land Sales - Gain					
Land Sales Gains					
Total Land Sales - Gain:	0.00	0.00	0.00	0.00	0.00

Rural Municipality of North Qu'Appelle No. 187
Statement of Financial Activities - Condensed
For the Period Ending February 28, 2018

	Current	Year To Date	Budget	Variance	%
Investment Income and Commissions					
Investment and Income Revenue	896.14	1,692.88		1,692.88	
Total Investment Income and Commissions:	896.14	1,692.88	0.00	1,692.88	0.00
Other Revenues					
Other Revenue					
Total Other Revenues:	0.00	0.00	0.00	0.00	0.00
Total REVENUES:	13,168.28	29,710.25	0.00	29,710.25	0.00

EXPENDITURES

General Government Services					
Wages	11,388.42	22,181.95		(22,181.95)	
Benefits	1,671.25	34,864.23		(34,864.23)	
Professional/Contract Services	31,564.67	53,369.83		(53,369.83)	
Utilities	852.44	852.44		(852.44)	
Maintenance, Material and Supplies	1,811.91	7,895.25		(7,895.25)	
Grants and Contributions	1,710.00	1,710.00		(1,710.00)	
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total General Government Services:	48,998.69	120,873.70	0.00	(120,873.70)	0.00

Protective Services

Police Protection					
Wages and Benefits					
Contractual Services	(1,068.75)				
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Other					
Total Police Protection:	(1,068.75)	0.00	0.00	0.00	0.00
Fire Protection					
Wages					
Benefits					
Professional/Contractual Services	1,068.75	1,068.75		(1,068.75)	
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Fire Protection:	1,068.75	1,068.75	0.00	(1,068.75)	0.00
Total Protective Services:	0.00	1,068.75	0.00	(1,068.75)	0.00

Transportation Services

Maintenance					
Wages	13,178.25	24,341.19		(24,341.19)	
Benefits	2,060.97	18,682.09		(18,682.09)	
Professional/Contractual Services	920.41	920.41		(920.41)	
Utilities	3,497.06	3,586.54		(3,586.54)	
Maintenance, Materials & Supplies	14,969.40	18,721.72		(18,721.72)	
Grants and Contributions					
Capital Expenditures		8,480.00		(8,480.00)	
Interest					
Allowance for Uncollectibles					
Other					
Total Maintenance:	34,626.09	74,731.95	0.00	(74,731.95)	0.00
Construction					
Wages					
Benefits					
Professional/Contractual Services					

	Current	Year To Date	Budget	Variance	%
Utilities					
Maintenance, Materials & Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Construction:	0.00	0.00	0.00	0.00	0.00
Snow Removal					
Wages					
Benefits					
Professional/Contractual Services					
Maintenance, Materials & Supplies	3,888.00	3,888.00		(3,888.00)	
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Snow Removal:	3,888.00	3,888.00	0.00	(3,888.00)	0.00
Total Transportation Services:	38,514.09	78,619.95	0.00	(78,619.95)	0.00
Environmental Services					
Wages and Benefits					
Professional/Contractual Services	10,636.17	15,636.17		(15,636.17)	
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Environmental Services:	10,636.17	15,636.17	0.00	(15,636.17)	0.00
Public Health and Welfare Services					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Public Health and Welfare Services:	0.00	0.00	0.00	0.00	0.00
Planning and Development Services					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Planning and Development Services:	0.00	0.00	0.00	0.00	0.00
Recreation and Cultural Services					
Wages					
Benefits					
Professional/Contractual Services		4,706.78		(4,706.78)	
Utilities - Heat					
Utilities - Power					
Utilities - Water					
Utilities - Telephone					
Utilities - Other					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					


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	Current	Year To Date	Budget	Variance	%
Allowance for Uncollectibles					
Other					
Total Recreation and Cultural Services:	0.00	4,706.78	0.00	(4,706.78)	0.00
Utilities					
Water					
Wages and Benefits					
Professional/Contractual Services					
Utilities	169.53	169.53		(169.53)	
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Water:	169.53	169.53	0.00	(169.53)	0.00
Sewer					
Wages and Benefits					
Professional/Contractual Services					
Utilities					
Maintenance, Materials and Supplies					
Grants and Contributions					
Capital Expenditures					
Interest					
Allowance for Uncollectibles					
Other					
Total Sewer:	0.00	0.00	0.00	0.00	0.00
Total Utilities:	169.53	169.53	0.00	(169.53)	0.00
Total EXPENDITURES:	98,318.48	221,074.88	0.00	(221,074.88)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	13,168.28	29,710.25	0.00	29,710.25	0.00
EXPENDITURES	98,318.48	221,074.88	0.00	(221,074.88)	0.00
CHANGE IN NET FINANCIAL ASSETS	(85,150.20)	(191,364.63)	0.00	(191,364.63)	0.00
Change in Non-Financial Assets	44,615.59	44,615.59		44,615.59	
Change in Net Assets	(129,765.79)	(235,980.22)	0.00	(235,980.22)	0.00
TRANSFERS					
Change in Surplus	(129,765.79)	(235,980.22)	0.00	(235,980.22)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	(107,417.95)	(188,499.81)	628,918.28
Cash - Conexus (For Pipeline Deposits)	615.70	11,356.34	(6,095.09)
Cash - Bank - Term Deposit	29.05	61.20	115,361.06
Cash - Other			
Short Term Investments			
Total Cash and Investments:	(106,773.20)	(177,082.27)	738,484.25
Municipal Taxes Receivable			
Municipal - Tax Receivable - Rural	148.03	(1,212.81)	34,036.08
Municipal - Tax Receivable - Urban	(216.02)	(2,072.64)	27,115.41
Municipal - Tax Receivable -Taylor Beach	(906.22)	(2,070.31)	925.19
Municipal - Tax Receivable -Pasqua Lake	(1,078.23)	(1,127.93)	12,128.36
Municipal - Tax Receivable -P.L. Special		(886.62)	(886.62)
Municipal - Tax Recv. - Fire Truck Spec.		(3.61)	(3.61)
Municipal - Tax Receivable - Tax Enforc.	23.06	46.14	2,355.64
Municipal - Adjustment/Cancellation			
Municipal - Allow. for Uncollected			(5,000.00)

	Current	Year To Date	Budget	Variance	%
Total Municipal Taxes Receivable:	(2,029.38)	(7,327.78)	70,670.45		

Certified correct and in accordance with the records

Presented to council on
March 27 2018
(Date)

Marcy Johnson
Administrator


Lee Carlson
~~Acting~~ Reeve

