

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

Tuesday, April 10, 2018

1. Call to Order
2. Approval of Minutes
 - a. March 27, 2018 Regular Meeting of Council
 - b. April 4, 2018 Special Meeting of Council
 - c. April 4, 2018 Works Committee Meeting
 - d. April 6, 2018 Finance Committee Meeting
3. Business Arising From Minutes
4. Delegate
5. Reports
 - a. G. Spanier – Works
 - b. G. MacPherson – ADD Board
 - c. N. Keith – Administration
 - d. G. MacPherson – NQGA *UNK*
6. Bylaws
7. Correspondence
 - a. Letter – Boundary alterations
 - b. SARM MME Workshops
 - c. Canadian Rescue Hovercraft Pilots Association
8. Accounts for Payment
9. Unfinished Business
 - a. Discretionary Use Application – Campground
 - b. Division Boundary Alterations – Public Input Date
 - c. 2018 Works Projects
 - d. NE 15-20-14-W2 subdivision
 - e. SW 36-20-14-W2 road closure
 - f. 2017 Audit – Financial statements
 - g. 728 Pasqua Lake Building Permit
 - h. Surveillance System
 - i. Smart Cities *UNK*
10. New Business
 - a. M. Johnson final payout
 - b. Office hours
 - c. 346 Spanier Beach garage easement
11. Other Business
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, April 10, 2018 9:00 am

Present: Reeve: Lee Carlson
Council Members: Division 1 Ron Palmer
Division 2 Leonard Horsman
Division 3 George MacPherson
Division 4 Gord Peagam
Division 5 Marcel DeDecker
Division 6 Garnet Spanier
Division 7 James Toth

Staff: Acting Administrator – Nicole Keith

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

Reeve L. Carlson respected the Humbolt Broncos tragedy with a moment of silence at 9:01 am.

RM 187 Council went back into session at 9:02 am.

18-181 REGULAR MEETING MINUTES / L. HORSMAN

"THAT the minutes of the regular meeting of Council held March 27, 2018 be adopted as presented."

CARRIED

18-182 SPECIAL COUNCIL MINUTES / G. MACPHERSON

"THAT the minutes of the Special meeting of Council held April 4, 2018 be adopted as presented."

CARRIED

18-183 COMMITTEE MINUTES / R. PALMER

"THAT the minutes of the Works Committee held April 4, 2018 and the Finance Committee meeting held April 6, 2018 be referred to the appropriate committees."

CARRIED

18-184 CONTRACT OUTSIDE EMPLOYEES/G. SPANIER

"THAT RM 187 Council hire Leonard Myers at \$32.32 per hour, Glyn Jones at \$23.60 per hour and Cliff Stewart at \$29.96 per hour as contract employees for the 2018 season."

CARRIED

18-185 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

18-186 ADD BOARD CONTRIBUTION / G. MACPHERSON

"THAT RM 187 Council contribute \$5,500.00 to the local pest control board."

CARRIED

18-187 REPORT ADD BOARD / G. MACPHERSON

"THAT the following written report from ADD Board member G. MacPherson regarding the ADD Board meeting be accepted as presented."

CARRIED

18-188 REPORT ADMINISTRATION / L. CARLSON

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

CARRIED

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18-189 REPORT NORTH QU'APPELLE GROUP PIPELINE ASSOCIATION / G. MACPHERSON

"THAT the following written report from North Qu'Appelle Group Pipeline Association (NQGPA) member G. MacPherson regarding the AGM meeting on April 9, 2018 be accepted as presented."

CARRIED

18-190 CORRESPONDENCE / G. PEAGAM

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

- a. Letter – Boundary alterations
- b. SARM MME Workshops
- c. Canadian Rescue Hovercraft Pilots Association."

CARRIED

18-191 RECESS / G. SPANIER

"THAT this meeting be recessed at 10:00 am for a break."

CARRIED

Reeve L. Carlson call the meeting back into session at 10:05 am.

18-192 ACCOUNTS FOR PAYMENT / G. SPANIER

"THAT the list of accounts cheque numbers 7080 to 7108 totaling \$ 42,363.72 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

18-193 CLOSED SESSION / J. TOTH

"THAT RM 187 Council move into closed session at 10:30 am to discuss strategic planning, all members being present."

CARRIED

RM 187 Council ~~move~~ out of close session at 10:40 am.

18-194 DISCRETIONARY USE APPLICATION – CAMPGROUND / R. PALMER

"THAT RM 187 Council approve the Campground discretionary use application for NE 25-20-13-W2 as per site plan presented by developer;
AND FURTHERMORE, that includes 170-meter setback from property line;
AND FURTHERMORE, the developer must meet the three criteria of Environmental Study, Geotechnical Study and Heritage Study."

CARRIED UNANIMOUSLY

18-195 SUBDIVISION NE 15-20-14-W2 / G. MACPHERSON

"THAT RM 187 Council authorize Acting Administrator N. Keith to write a letter to NE 15-20-14-W2 property owner to make an agreement with other existing land owner for an easement agreement for the private driveway."

CARRIED

18-196 2017 AUDITED FINANCIAL STATEMENTS / J. TOTH

"THAT RM Council 2017 the audited financial statement, prepared by Dudley & Company, attached and forming a part of these minutes, be accepted as presented."

CARRIED

Councillor J. Toth left Council chambers due to a conflict of interest at 11:10 am.

18-197 728 PASQUA LAKE ROAD/ G. MACPHERSON

"THAT RM 187 Council approve the development permit application for the 728 Pasqua Lake Road."

CARRIED

Councillor J. Toth returned to Council chambers at 11:20 am.

18-198 SURVEILLANCE SYSTEM / X.X

"THAT RM 187 Council authorize Councillor J. Toth to look into one surveillance system with 4 cameras, including all equipment, parts and installation, for the maintenance shop for the April 24, 2018 Council meeting."

CARRIED



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18-199 M. JOHNSON FINAL PAYOUT/ L. CARLSON

"THAT RM 187 Council acknowledge final payout for employment to M. Johnson."

CARRIED

18-200 OFFICE HOURS / L. HORSMAN

"THAT RM 187 Council approve closing the RM office on Wednesday afternoons from 1:00 – 4:30 pm."

CARRIED

18-201 ADJOURNMENT / M. DEDECKER

"That the Regular meeting of Council be adjourned 12:05 pm."

CARRIED

Approved this 24th day of April, 2018


Reeve


Acting Administrator

Next regular meeting of Council, Tuesday, April 24, 2018 at 9:00 a.m.

PUBLIC WORKS COMMITTEE REPORT TO COUNCIL

TUESDAY, APRIL 10, 2018

- Waiting patiently for the weather to improve so that we can begin our road maintenance program.
- Red and blue roads will be done first. Hope to get the green roads done at least once prior to seeding.
- Our priority this spring is to get rid of the grass ridges along the road side. No more excuses.
- I have talked to Scott at Young's Equipment in regard to the sale of the chipper.
- A motion will need to be passed by Council in order to bring our summer contract workers back on duty for the 2018 season. They are Leonard Meyers, Cliff Stewart, Glynn Jones.
- In light of the tragic bus crash on Friday, April 6. I ask all Councillors to inspect their roads to be sure that stop signs, yield signs and any possible issues are reported back to the office by next Council meeting on Tuesday, April 24.

DISCUSSION:

Public Works Committee
Submitted by:



Garnet Spanier
Chairman, Public Works



ADD Board Meeting March 23, 2018

Income statement for 2017

Balance sheet ---- ADD board savings

---- Pest Control Board savings

-- All five municipalities want to stay in our pest control agreement

---Four of the five municipalities have received a payment from the PREP board for 2017 expenses

--- About \$10,000 worth of bait is sold every year in the five municipalities and some urban centers like Fort Qu'Appelle , Abernethy etc

--- Lila Banks has resigned as secretary for the board and Carissa Englot -- Admin for Abernethy -- has agreed to be secretary

-- Murray Huber has agreed to be chair for one more year

-- Decided to pay Pest Control officer \$40. Per call for 2018, up from \$39 per call

--- Budget for 2018 indicates a payment of \$5500 from each RM, up from \$5000 , would be required to cover the proposed expenses.

George Mac Pherson



PEST CONTROL BUDGET FOR 2018

REVENUE:

RM's ----- 5 @ \$5500 each	\$27,500	
GST Rebate	<u>572</u>	
Total Estimated Revenue		\$28,072

EXPENSES:

P.C.O. --- 582 calls @ \$40/call	\$23,280	
GST	1,135	
Training	800	
Board Meeting	1,000	
Secretary	1,300	
Office Supplies	200	
Audit	25	
Corporation Fee	25	
Workers Compensation	211	
Bank Charges	<u>27</u>	
Total Estimated Expenses		<u>\$28,003</u>
Net Income		\$68

January 1, 2018 Term Certificate ----- \$2,000

Bank Account ----- \$2,302

Total Available Cash \$4,302



DISTRICT #39 AGRICULTURE DEVELOPMENT
& DIVERSIFICATION BOARD INC.
PEST CONTROL ACCOUNT

BALANCE SHEET

January 1, 2017 - December 2017

ASSETS:

Bank Balance as at December 31, 2017	\$2302.87	
Term Certificates	2000.00	
Accounts Receivable	<u>Nil</u>	
 TOTAL ASSETS		 \$4302.87

LIABILITIES:

Accounts Payable	<u>Nil</u>	
 TOTAL LIABILITIES		 <u>Nil</u>

LIABILITIES AND EQUITY		\$4302.87
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Dated: January 13, , 2018

This is to certify that I have audited the financial records for the District #39 Agriculture Development & Diversification Board Inc. Pest Control Account for the year ended December 31, 2017 and found them to be in accordance with accounting practices.

Beverly van der Breggen
Beverly van der Breggen

APPROVED:

NK



**DISTRICT #39 AGRICULTURE DEVELOPMENT
& DIVERSIFICATION BOARD INC. MINUTES**

March 24, 2017

R.M. of North Qu'Appelle #187 Council Chambers 10:00 AM

PRESENT: Murray Huber, John Fishley, Larry Jankoski, Ed Datchko, George MacPherson, Brian Patterson, Ronnie Voeltz, Lila Banks

ABSENT: None

17-01 Banks/Datchko: THAT, the minutes of the March 4, 2016 meeting be adopted as distributed.

CARRIED.

17-02 Banks/MacPherson: THAT, the audited financial statements for General Account and Pest Control Account as at December 31, 2016 be approved as distributed.

CARRIED.

17-03 Jankoski/Fishley: THAT, Beverly van der Breggen be appointed as Auditor for 2017.

CARRIED.

17-04 Patterson/MacPherson: THAT, Murray Huber remain as Chairperson and Larry Jankoski remain as Vice Chairperson for 2017.

CARRIED.

17-05 Patterson/Datchko: THAT, Board members remuneration and mileage remain as is for 2017.

CARRIED.

17-06 Jankoski/Patterson: THAT, remuneration for Lila Banks be increased to \$25.00/hr.

CARRIED.

- Lila phoned Grant Peeling (cell: 631-7141 or 691-0459) re PST applicable for Pest Control Officer Labour re the Provincial Budget released a couple days ago. As far as Grant is aware there will be no applicable PST for Pest Control Officers. Proposed 2017 Budget discussed.


17-07 MacPherson/Datchko: THAT, Ronnie Voeltz, Pest Control Officer, move from \$37.00/call to \$39.00/call for 2017.

CARRIED.

17-08 Jankoski/Fishley: THAT, each Rural Municipality contribution remain at \$5000.00 for 2017.

CARRIED.

Reported the following was received from the Provincial Rat Eradication (Program PREP) for 2016 after each R.M. filled out their forms: Tullymet - \$1932.00, Abernethy - \$1200.00, North Qu'Appelle - \$1338.00, Ituna Bon Accord - \$1200.00. Noted that the R.M. of Kellross did not receive any funds. Discussion. Lila to continue getting the numbers to the Rural Municipalities early December so they can report and apply for funding rebate from PREP.



- Murray still sits on the Simply Ag Board. Protecting species at risk will continue for another 4 or 5 years between Simply Ag Board and Cattlemen's Association. Grain bag recycling pilot program: Raymore is our closest place for collecting grain bags but they have to be rolled first. Quite a few farmers are buying rollers themselves for the grain bags.
- Ronnie said there were new forms for Pest Control Officers that he didn't know about and they caused confusion on the status of rats for 2016. He has the new forms now and will be using them exclusively. Ronnie passed around the forms for viewing.
- Discussion on PCO call backs. For 2016 there are 30 calls rolled over to 2017, warmer Fall one of the reasons. It is usually not this many.

17-09 MacPherson/Patterson: THAT, for after season call backs our PCO will be paid mileage at 50 cents/km and the calls to be rolled forward to the next billing year. This will be re-evaluated next year.

CARRIED.

17-10 Fishley/Datchko: THAT, signing officers be two of three signing authority. Therefore any two of Larry Jankoski, Murray Huber or Lila Banks.

CARRIED.

17-11 MacPherson: THAT, the meeting be adjourned.

CARRIED.

.....Lunch at Houston Pizza.....

 ZK



Administrator Report to Council
Tuesday, April 10, 2018

Bank Balance	\$ 591,047.81
Pasqua Lake Reserve (2016)	221,865.68
Taylor Beach Reserve (2016)	85,503.58
	<u>\$ 324,659.25</u>

Bouquets –

Complaints –

Building Permits – Review 728 Pasqua Lake Permit

Office

Tue. April 3	Payroll Prep for Special Council meeting Prep for Works Committee meeting
Wed, April 4	Special Committee meeting – 9:00 am Works Committee meeting – 11:10 am Payroll – enter EFT Prepare minutes from meetings
Thu, April 5	Contact Somerville Safe & Lock to change keys Prep for Finance Committee meeting Change information on website, and MuniSoft
Fri, April 6	Purchase of RM town owned lot School Tax corrections
Mon. April 9	PL Hamlet Board meeting – 10:00 am NQGPA AGM – 7:00 pm

Dates to Remember:

April 12, 2018 – An Introduction to Community Planning & Building Standards Melville – N. Keith

April 13, 2018 – Keeping the Pace Assessment Management Requirement – Balgonie, SK – 10:00 am – L. Carlson & other

April 16, 2018 – Finance Committee meeting at 9:00 am

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

N. Keith

Acting Administrator

Box 99 Fort Qu'Appelle SK S0G 1S0 Phone 306-332-5202

Website www.rm187.ca email rm187@sasktel.net



Report Date
4/06/2018 3:25 PM

List of Accounts for Approval

As of 4/06/2018

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Batch: 2018-00048 to 2018-00055

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
7080	3/31/2018	Alsco			
		LSASA1021009	Maintenance -Coverall	48.29	
		LSAS1022788	Coverall Rental	48.29	
		LSAS1024495	Coverall Rental	48.29	
		LSAS1026264	Coverall Rental	48.29	193.16
7081	3/31/2018	Carlson, Lee			
		Mar 2018	Indemnity	1,360.20	1,360.20
7082	3/31/2018	Minister of Finance			
		2133083	Water Test	23.00	23.00
7083	3/31/2018	Ministry of Finance			
		Issued To: Minister of Finance			
		March 2018	Remittance	9,915.95	9,915.95
7084	3/31/2018	Municipal Employees'			
		03/20/18	Payroll	3,727.10	3,727.10
7085	3/31/2018	Receiver General			
		March 2018	Payroll Remittance	6,699.79	6,699.79
7086	3/31/2018	Sask Energy			
		03/22/18	Office - Heat	256.63	256.63
7087	3/31/2018	Sask Power			
		03/20/18	St. Lights KP	135.30	
		03/20/18.	St. Lights BST	171.43	
		03/20/18..	St. Lights EH	14.28	
		03/20/18...	Power - Well	159.27	
		03/19/18	St. Lights GV	71.18	
		03/19/18.	St. Lights PL	1,001.86	
		03/19/18..	St. Lights JE	156.59	
		03/21/18....	St. Lights QE	136.29	
		03/21/2018	St. Lights TB	136.29	
		21/03/18	St. Lights LE	123.91	
		March 2018	Office Power	120.87	2,227.27
7088-Man	4/05/2018	Johnson, Marcy			
		04/18 Final Pay	Marcy Final Pay	1,834.76	1,834.76
7089	4/10/2018	Dionco Sales			
		13442	Cylinder lift for Wobbly	549.45	549.45
7090	4/10/2018	Heavy Construction Safety			
		2018-07073	Maint Shop Supply	46.20	46.20
7091	4/10/2018	Horsman, Leonard			
		Mar 2018	Expenses	1,008.00	1,008.00
7092	4/10/2018	Howden Country Services Ltd			
		5087	Maintenance - Pete	21.71	21.71
7093	4/10/2018	Jackson Bros. Bobcat Services			
		08....	Maint- Materials	453.60	453.60
7094	4/10/2018	MuniSoft			
		2018/19-00518	Office Supply	93.93	93.93
7095	4/10/2018	Professional Building			
		18033155	BP	1,116.52	1,116.52
7096	4/10/2018	Profile Tire			
		4971	Maint - Pete	14.42	
		4982	Maint - Pete	97.64	
		5022	Maintenance - GMC	33.28	145.34
7097	4/10/2018	Receiver General			
		03/13/18	CPP Remittance 2017	50.56	50.56
7098	4/10/2018	RoBo Sales			
		Mar 2018	Maintenance Fuel	2,393.14	2,393.14
7099	4/10/2018	SARM Saskatchewan Association			
		21373	P & D - SARM	39.38	39.38
7100	4/10/2018	Sask Energy			
		03/28/18	Shop Heat	267.02	267.02



Report Date

4/06/2018 3:25 PM

List of Accounts for Approval

As of 4/06/2018

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Batch: 2018-00048 to 2018-00055

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
7101	4/10/2018	Sask Power 03/28/18	Shop - Power	108.59	108.59
7102	4/10/2018	Sask Tel Cmr 03/28/18 03/28/18.. 03/29/18	Office Phone FS Office Phone RM Maintenance Phone	185.36 109.54 67.88	362.78
7103	4/10/2018	Spanier, Garnet Mar 2018	Expenses	618.20	618.20
7104	4/10/2018	Success Office Systems INV201847	Photocopying	35.44	35.44
7105	4/10/2018	Town of Fort Qu'Appelle Mar 2018 March 2018	Office - Water Shop - Water	238.60 238.60	477.20
7106	4/10/2018	Tru Hardware 2036241	Shop Supplies	35.44	35.44
7107	4/10/2018	Valley Bake & Coffee Shop 24	Catering Public Meeting	111.00	111.00
7108	4/10/2018	Valley Pumps & Softners 3360	Maint - Pete	3.51	3.51
Other:					
18040601-Man	4/06/2018	Johnson, Marcy PM 18-04-01	Payroll Mar 21 - Apr 3	2,862.70	2,862.70
18040602-Man	4/06/2018	Keith, Nicole PM 18-04-01	Payroll Mar 21 - Apr 3	1,350.61	1,350.61
18040603-Man	4/06/2018	Duesterbeck, Darwin PM 18-04-01	Payroll Mar 21 - Apr 3	1,772.15	1,772.15
18040604-Man	4/06/2018	Webster, Lloyd PM 18-04-01	Payroll Mar 21 - Apr 3	1,366.01	1,366.01
18040605-Man	4/06/2018	Klisowsky, Lorraine PM 18-04-01	Payroll Mar 21 - Apr 3	730.26	730.26
18040606-Man	4/06/2018	McCullough, Darcy PM 18-04-01	Payroll Mar 21 - Apr 3	1,105.99	1,105.99
18040607-Man	4/06/2018	Johnson, Marcy PM 18-04-02	Reverse Payroll Mar 21 - Apr 3	2,862.70-	2,862.70-
18040609-Man	4/06/2018	Johnson, Marcy PM 18-04-03	Payroll Mar 21 - Apr 3	1,863.83	1,863.83
				Total for AP:	42,363.72


 Reeve

