


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

Tuesday, May 8, 2018

1. Call to Order
2. Approval of Minutes
  - a. April 24, 2018 Regular Meeting of Council
3. Business Arising from Minutes
4. Delegate
5. Reports
  - a. ~~L. Carlson~~ 
  - b. G. Peagam - Works
  - c. N. Keith – Administration
6. Bylaws
  - a. To Extend the Time Required for the Completion of the Assessment Roll
7. Correspondence
  - a. Concerned Citizen
  - b. Apex Enterprizes Ltd. – gravelling
  - c. Apache Construction
  - d. SARM- Beaver Control Program
  - e. SAMA – 2018 Annual Meeting Resolution
  - f. Ministry of Government Relations – reminder
  - g. SARM – Supports Bill C-49
  - h. CIBC – CMO services
  - i. SARM – CTP & HHHV projects (file by printer)
  - j. SaskPower - Firefighting
8. Accounts for Payment
9. Unfinished Business
  - a. Division Boundary Alterations
  - b. SE 35 SW 36-21-14-W2
  - c. Surveillance System
  - d. SW 8-20-12-W2 Subdivision service agreement
  - e. Acting Administrator – Mentor
  - f. MuniSoft Training – quote
  - g. 346 Spanier Beach garage easement
10. New Business
  - a. Culvert Request - Lot 15, Block 5, Plan 101920205
  - b. Lower Qu'Appelle Watershed Stewards Inc – membership
  - c. SARM – Bridge & Culvert Projects
  - d. 2018 Education Property Tax - confirmed
  - e. PVSD (SETS) - Set up on Internet Banking
  - f. SaskPower
  - g. Office –window blind
  - h. RMAA Convention – May 14 – 17, 2018
  - i. Assistant Administrator – advertise for position
  - j. Fishing Shacks – Pasqua Lake – Storage on RM shop property
  - k. Saskatchewan Municipal Hail Insurance – training
  - l. Branding Committee – signage request
  - m. Dionco Sales and Service Ltd. – mower and side arm invoices
11. Closed Session
  - a. Strategic Planning 2018 Budget
  - b. Personnel Employee Files
12. Other Business
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, May 8, 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 7 James Toth

Staff: Acting Administrator – Nicole Keith

Absent: Division 6 Garnet Spanier

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

**18-231 REGULAR MEETING MINUTES / L. HORSMAN**

"THAT the minutes of the regular meeting of Council held April 24, 2018 be adopted as presented."

CARRIED

**18-232 TO INSTALL STOP SIGN NW 21-21-13-W2 / G. PEAGAM**

"THAT RM 187 Council accepts recommendation from the Works Committee to install a stop sign at the intersection of Landfill Road and Lagoon Road in NW 21-21-13-W2."

CARRIED UNANIMOUSLY

**18-233 REPORT WORKS MEMBER G. PEAGAM/ G. PEAGAM**

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

CARRIED

**18-234 ADMINISTRATION REPORT / R. PALMER**

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

CARRIED

**18-235 BYLAW 2018-03 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL / G. MACPHERSON**

"THAT Bylaw 2018-03 To Extend the Time Required For The Completion of the Assessment Roll be read for the first time."

CARRIED

**18-236 BYLAW 2018-03 TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE ASSESSMENT ROLL / G. PEAGAM**

"THAT Bylaw 2018-03 To Extend the Time Required For The Completion of the Assessment Roll be read for a second time."

CARRIED

**18-237 CORRESPONDENCE / M. DEDECKER**

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

- a. Concerned Citizen
- b. Apex Enterprises Ltd. – gravelling
- c. Apache Construction
- d. SARM- Beaver Control Program
- e. SAMA – 2018 Annual Meeting Resolution
- f. Ministry of Government Relations – reminder
- g. SARM – Supports Bill C-49
- h. CIBC – CMO services
- i. SARM – CTP & HHHV projects (file by printer)
- j. SaskPower - Firefighting

CARRIED

**18-238 ACCOUNTS FOR PAYMENT / G. MACPHERSON**

"THAT the list of accounts cheque numbers 7122 to 7154 totalling \$92,069.16 including EFT payroll attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED



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**18-239 SE 35 SW 36-21-14-W2 ROAD CLOSURE / G. MACPHERSON**

"THAT RM Council table the concerns to the service agreement for the subdivision in SW 8-20-12-W2 to the June 12, 2018 Council meeting to allow for further review."

CARRIED

**18-240 ACTING ADMINISTRATOR MENTOR / G. PEAGAM**

"THAT RM Council RM 187 Council hire Sharon Pope as a mentor for Acting Administrator N. Keith at \$65.00 per hour plus expenses."

CARRIED

**18-241 ACTING ADMINISTRATOR TRAINING / J. TOTH**

"THAT RM Council approve MuniSoft training for Acting Administrator N. Keith in the amount of \$650.00."

CARRIED

**18-242 CULVERT REQUEST LOT 15, BLOCK 5, PLAN 101920205 / J. TOTH**

"THAT RM 187 Council authorize Councillor M. DeDecker to speak with the Lot 15, Block 5, Plan 101920205 property owners that they will not receive any financial support from RM 187 to install a culvert on their property."

CARRIED

**18-243 LOWER QU'APPELLE WATERSHED STEWARD INC MEMBERSHIP/ G. MACPHERSON**

"THAT RM 187 Council authorize Reeve L. Carlson to attend the next Lower Qu'Appelle Watershed Stewards Inc. (LQWS) meeting to get clarity and to identify projects and activities the LQWS are involved in then come back to RM Council with a report."

CARRIED

**18-244 SARM 2018-19 MREP BRIDGE & LARGE DIAMETER CULVERT PROGRAM / L. HORSMAN**

"THAT RM 187 Council acknowledge that RM 187 was not approved for the 2018-19 MREP Bridge and Large Diameter Culvert Program."

CARRIED

**18-245 EDUCATION PROPERTY TAX CONFIRMED / J. TOTH**

"THAT RM 187 Council acknowledge that the confirmed education property tax mill rates are as follows:

|                       |              |
|-----------------------|--------------|
| Agriculture Property  | 1.43 mills   |
| Residential Property  | 4.12 mills   |
| Commercial/Industrial | 6.27 mills   |
| Resource              | 9.68 mills." |

CARRIED

**18-246 PRAIRIE VALLEY SCHOOL DIVISION (SETS) PAYMENTS / G. MACPHERSON**

"THAT RM 187 Council continue the payment processing to Prairie Valley School Division, as past practice."

CARRIED

**18-247 OFFICE WINDOW BLIND / M. DEDECKER**

"THAT RM 187 Council purchase a window blind for the office, cost not to exceed \$250.00."

CARRIED

**18-248 ADVERTISE FOR ASSISTANT ADMINISTRATOR / J. TOTH**

"THAT RM 187 Council authorize the Personnel Committee to develop an advertisement for the Assistant Administrator position."

CARRIED

**18-249 FISHING SHACKS IN STORAGE / L. CARLSON**

"THAT RM 187 Council authorize Acting Administrator N. Keith to contact OW Towing and have the 3 fishing shacks from the Hamlet of Pasqua Lake hauled up to the RM pit for storage;

AND FURTHERMORE any and all costs associated for the current storage, hauling and disposal of said fishing shacks shall be charged back to the Hamlet of Pasqua Lake;

AND FURTHERMORE any monies generated from the reimbursement of expenses by owners shall be paid back to the Hamlet;

AND FURTHERMORE if fishing shacks are unclaimed within 60 days, RM 187 will dispose accordingly and costs charged back to the Hamlet."

CARRIED

**Rural Municipality of North Qu'Appelle No. 187**  
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**136 Company Avenue, Fort Qu'Appelle, Saskatchewan**  
**Tuesday, May 8, 2018 9:00 am**

**18-250 CLOSED SESSION / R. PALMER**

"THAT RM 187 Council move into closed session at 11:28 am to discuss matters regarding strategic planning and personnel employee files, all members being present."

CARRIED

*RM 187 Council came out of closed session at 12:27 pm.*

**18-251 2018 MILL RATE AND MILL RATE FACTORS / G. MACPHERSON**

"THAT RM 187 Council accept the Finance Committee's recommendations for the 2018 tax year that the RM of North Qu'Appelle No. 187's mill rate be set at 5 mills; AND FURTHERMORE with the following mill rate factors:

|             |        |
|-------------|--------|
| Residential | 0.95   |
| Rural       | 1.14   |
| Commercial  | 1.14." |

CARRIED

*Councillor M. DeDecker left Council chambers at 12:30 pm.*

*Councillor M. DeDecker returned to Council chambers at 12:33 pm.*

**18-252 MAINTENANCE EMPLOYEES PAID FOR HOURS LOST / R. PALMER**

"THAT RM 187 Council authorize that Darcy McCullough to be paid for lost time for a half day on June 7, 2017; AND FURTHERMORE authorize Lloyd Webster to be paid for lost time for a half hour on September 7, 2017."

CARRIED

**18-253 PERSONNEL FILE REVIEW/ L. CARLSON**

"THAT RM 187 Council authorize the Personnel Committee to review all Personnel files for any possible discrepancies and report back to Council."

CARRIED

**18-254 ORGANIZED HAMLET GUIDE / R. PALMER**

"THAT RM 187 Council instruct the Organized Hamlets of Pasqua Lake and Taylor Beach to follow the guidelines set out in *The Organized Hamlet Guide* issued by the Government of Saskatchewan."

CARRIED

**18-255 ORGANIZED HAMLET PROCEDURES / L. HORSMAN**

"THAT RM 187 Council request the Personnel Committee to review Hamlet Board procedures and come back to Council with recommendations."

CARRIED

**18-256 ADJOURNMENT / M. DEDECKER**

"That the Regular meeting of Council be adjourned 1:09 pm."

CARRIED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2018

  
Reeve

  
Acting Administrator

Next regular meeting of Council, Wednesday, May 23, 2018 at 9:00 a.m.

## PUBLIC WORKS COMMITTEE REPORT TO COUNCIL

TUESDAY, MAY 8, 2018

- Shoulder pulling is going well. Two packers working together is the ticket, don't need the second grader. The routine they have been following is working well.
- In regard to pulling shoulders, keep in mind that Cliff can only work 220 hours and has already put in 40 hours. We want to do some pulling in the other Divisions. Would like to be fair to everyone. Cliff will be training Darcy to do the sloping and will try to get him going onto the machine in the next couple of weeks. Cliff, Darcy and Glynn work well together.
- We would like to keep Leonard and Lloyd together so they can go after the grass on the edge of the roads. I hope that they got it now. They have done an awesome job in my Division 6 after another discussion with them on what Council wants with the grading technique.
- According to Lloyd and Leonard, we have roads that will need some gravel soon. I am of the understanding that Jackson's are not able to get to their pit as yet.

### DISCUSSION:

Public Works Committee  
Submitted by:

Garnet Spanier  
Chairman, Public Works







Administrator Report to Council  
Tuesday, May 8, 2018

|                             |                  |
|-----------------------------|------------------|
| Bank Balance                | \$ 532,443.91    |
| Pasqua Lake Reserve (2017)  | 141,470.11       |
| Taylor Beach Reserve (2017) | <u>89,159.58</u> |
|                             | \$ 324,659.25    |

**Bouquets:**

**Complaints:** Div. 4 - Road Complaint – Kinsley Place Road  
Div. 5 – Ratepayer wants to join on RM's culvert at own expense – Jasmin on Echo

**Building Permits:**

338 Spanier Beach – C & S Nachbaur – submitted to PBI  
52 Taylor Beach – A Bailey – submitted to PBI  
✳ 628 Wambach – P Degelman – to bring in all permit apps. next week  
768 Groome's Vista – S & C Degelman – need Dev app, detailed site plan, SBEL, PBI Checklist  
14 Aaron Drive – N. Marcotte – forwarding to Jasmin Holdings Ltd.  
302 Pasqua Lake Road – R & D Hval – need site plan & PBI Checklist

**Office:**

|                     |   |
|---------------------|---|
| April 24 – April 27 | Mail & email Pasqua Lake Newsletter<br>Order RM envelopes<br>Order RM maps from MuniSoft<br>Office locks changed - Somerville<br>Speak with SAMA regarding Assessment Roll – not yet received<br>Speak with Advisory Services regarding Assessment Roll extension<br>Call OW towing regarding pick up of fishing shacks on Pasqua Lake Road<br>Culvert quote for RM easement at 726 Pasqua Lake Road<br>Forward Boundary Division Changes package to Advisory Services<br>Apache Construction – email for privacy counter for Lorraine's desk<br>Prep for Works Committee meeting<br>Regular RM office duties |
| April 30 – May 4    | Works Committee Meeting<br>WSA – Robin Tod – Order to Remedy extension-left message and emailed-no reply yet<br>Order to Remedy extensions sent by email<br>Replied to ratepayer regarding subdivision of property<br>Payroll<br>MEPP remittance<br>Contacted RMAA – regarding mentor<br>Contacted SMHI – set up training May 9, 2018 at 8:30 am – no fee for training<br>Review & prep Building Permit Applications to send to PBI<br>MuniSoft Training information<br>Pasqua Lake – fishing shacks<br>Prep for Council meeting<br>Review Agenda<br>Regular RM office duties                                 |

**Dates to Remember:**

**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](http://www.rm187.ca) email [rm187@sasktel.net](mailto:rm187@sasktel.net)

Report Date  
5/04/2018 2:35 PMList of Accounts for Approval  
As of 5/04/2018  
Batch: 2018-00068 to 2018-00074

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| Payment #                  | Date      | Vendor Name<br>Invoice #  | Reference   | Invoice Amount   | Payment Amount |
|----------------------------|-----------|---|---|--|----------------|
| Bank Code: AP - AP GENERAL |           |   |   |  |                |
| Computer Cheques:          |           |   |   |  |                |
| 7122                       | 4/25/2018 | Rae's Sales & Service<br>04301904/24/18   | Refund Deposit -26 Bence Beach  | 5,000.00   | 5,000.00       |
| 7123                       | 4/30/2018 | K2 Crosstraining<br>April 2018  | Contract  | 330.75   | 330.75         |
| 7124                       | 4/30/2018 | Keith, Nicole<br>04/30/18   | Expenses  | 75.00  | 75.00          |
| 7125                       | 4/30/2018 | McCullough, Darcy<br>April 2018   | Expense - Phone   | 25.00  | 25.00          |
| 7126                       | 4/30/2018 | Ministry of Finance<br>Issued To: Minister of Finance<br>April 2018   | Remittance  | 4,883.54   | 4,883.54       |
| 7127                       | 4/30/2018 | Municipal Employees'<br>04/17/18  | Remittance Mar21-Apr 17   | 3,572.86   | 3,572.86       |
| 7128                       | 4/30/2018 | Palmer, Ron<br>April 2018   | Expenses  | 1,761.80   | 1,761.80       |
| 7129                       | 4/30/2018 | Peagam, Gord<br>04/30/18  | Expenses  | 1,534.00   | 1,534.00       |
| 7130                       | 4/30/2018 | Receiver General<br>04/30/18  | Remittance  | 7,014.56   | 7,014.56       |
| 7131                       | 4/30/2018 | SARM Saskatchewan Association<br>SARM17477  | Pest Control  | 294.43   | 294.43         |
| 7132                       | 4/30/2018 | Sask Energy<br>04/24/18   | Heat - Office   | 215.09   | 215.09         |
| 7133                       | 4/30/2018 | Saskatchewan Municipal Hail<br>Apr/18   | Remittance  | 29.24  | 29.24          |
| 7134                       | 4/30/2018 | Sask Power<br>04/19/18<br>04/19/18.<br>04/19/18....<br>04/20/18<br>04/20/18.<br>04/20/18..<br>04/20/18...<br>04/23/18<br>04/23/18.<br>04/23/18..<br>04/24/18... | St. Lights G V<br>St. Lights PL<br>St. Lights JE<br>Well<br>St. Lights KP<br>St., Lights BST<br>St. Lights EH<br>St. LKights TB<br>St. Lights LE<br>St. Lights QE<br>Power - Office | 72.14<br>1,007.56<br>158.70<br>132.05<br>135.99<br>173.12<br>14.43<br>135.94<br>123.59<br>135.94<br>202.98 | 2,292.44       |
| 7135                       | 4/30/2018 | Valley Lawn Services<br>04/30/18  | Contract  | 5,250.00   | 5,250.00       |
| 7136                       | 5/08/2018 | Aisco<br>LSAS1028008<br>LSAS1029773<br>LSAS1031484<br>LSAS1033228   | Coverall Rental<br>Coverall Rental<br>Coverall Rental<br>Coverall Rental  | 48.29<br>48.29<br>48.29<br>48.29   | 193.16         |
| 7137                       | 5/08/2018 | Dionco Sales<br>13541<br>13540  | Equipment - Mower<br>Equipment Mower side arm   | 23,421.89<br>18,762.55   | 42,184.44      |
| 7138                       | 5/08/2018 | Jackson Bros. Bobcat Services<br>42...  | Gravel Div 5  | 571.20   | 571.20         |
| 7139                       | 5/08/2018 | Jones, Glyn<br>Apr-May  | Contract Apr20-May3   | 672.60   | 672.60         |
| 7140                       | 5/08/2018 | Kolody, Spencer<br>04/30/18   | Pest Control  | 135.00   | 135.00         |
| 7141                       | 5/08/2018 | MuniSoft<br>2018/19-00770   | Office Supply   | 470.69   | 470.69         |
| 7142                       | 5/08/2018 | Myers, Leonard<br>Apr-May   | Contract - Apr 20-May 3   | 2,246.24   | 2,246.24       |

Report Date  
5/04/2018 2:35 PM

Rural Municipality of North Qu'Appelle No. 187

List of Accounts for Approval

As of 5/04/2018

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Batch: 2018-00068 to 2018-00074

| Payment #     | Date      | Vendor Name<br>Invoice #   | Reference  | Invoice Amount  | Payment Amount |
|---------------|-----------|--|--|---|----------------|
| 7143          | 5/08/2018 | Peagam, Linda<br>05/03/18  | Contract Apr 20-May 3  | 991.20  | 991.20         |
| 7144          | 5/08/2018 | Princess Auto<br>1238875   | Maintenance  | 204.95  | 204.95         |
| 7145          | 5/08/2018 | Profile Tire<br>5193<br>5239<br>5268<br>5310<br>5328<br>5387<br>5412 | Maintenance Dodge<br>Maintenance Fluids<br>Maintenance Chipper<br>Maintenance Steamer<br>Maintenance - Champion<br>Maintenance - 730<br>Maintenance Pete | 25.52<br>22.16<br>83.25<br>94.34<br>76.58<br>7.76<br>174.27 | 483.88         |
| 7146          | 5/08/2018 | Redhead Equipment<br>P66018  | Maintenance  | 563.31  | 563.31         |
| 7147          | 5/08/2018 | RoBo Sales<br>April 2018   | Maintenance Fuel   | 681.68  | 681.68         |
| 7148          | 5/08/2018 | Sask Energy<br>04/27/18  | Shop - Heat  | 241.05  | 241.05         |
| 7149          | 5/08/2018 | Sask Power<br>04/27/18   | Shop Power   | 233.19  | 233.19         |
| 7150          | 5/08/2018 | Sask Tel Cmr<br>04/28/18<br>April 2018                               | Office Phone<br>Telephone FS   | 139.06<br>185.97  | 325.03         |
| 7151          | 5/08/2018 | Somerville Safe & Lock Inc.<br>55489 R                               | Contracted Repair  | 902.55  | 902.55         |
| 7152          | 5/08/2018 | Spanier, Garnet<br>April   | Expenses   | 987.60  | 987.60         |
| 153           | 5/08/2018 | Stewart, Cliff<br>Apr-May  | Contract   | 787.50  | 787.50         |
| 7154          | 5/08/2018 | Tru Hardware<br>2036314<br>2036326<br>2036353                        | Maintenance<br>Maintenance<br>Office Supply  | 15.53<br>17.18<br>9.98                                      | 42.69          |
| Other:        |           |  |  |   |                |
| 18050401-Man  | 5/04/2018 | Keith, Nicole<br>PM 18-05-01   | Payroll Apr 18 - May 1   | 1,803.02  | 1,803.02       |
| 18050402-Man  | 5/04/2018 | Duesterbeck, Darwin<br>PM 18-05-01                                   | Payroll Apr 18 - May 1   | 1,772.15  | 1,772.15       |
| 18050403-Man  | 5/04/2018 | Webster, Lloyd<br>PM 18-05-01  | Payroll Apr 18 - May 1   | 1,453.66  | 1,453.66       |
| 18050404-Man  | 5/04/2018 | Klisowsky, Lorraine<br>PM 18-04-03                                   | Payroll Apr 18 - May 1   | 763.20  | 763.20         |
| 18050405-Man  | 5/04/2018 | McCullough, Darcy<br>PM 18-05-01                                     | Payroll Apr 18 - May 1   | 1,080.46  | 1,080.46       |
| Total for AP: |           |  |  |   | 92,069.16      |

Reeve

