

RM of NORTH QU'APPELLE NO.187
RM Of North Qu'Appelle Office 136 Company Avenue South
Special Meeting of Council
Tuesday, August 7, 2018
Agenda 9:00 am

1. Call to Order

2. Closed Session

a. To discuss Accounting Clerk position

3. Tree Quotes 4. Asphalt Projects 5. Pasqua Lake

6. 3. Adjournment

Rural Municipality of North Qu'Appelle No. 187
Special meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Tuesday, August 7, 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 8:59 am.

18-398 LETTER OF RESIGNATION / G. MACPHERSON

"THAT the RM 187 Council accept the letter of resignation from Lorraine Klisowsky, dated July 31, 2018."

CARRIED UNANIMOUSLY

18-399 OFFICE CLERK JOB DESCRIPTION / R. PALMER

"THAT RM 187 adopt the Office Clerk job description as presented, attached and forming part of these minutes."

CARRIED

18-400 ADVERTISEMENT FOR OFFICE CLERK / L. HORSMAN

"THAT RM 187 Council approve the advertisement for the Office Clerk to be advertised in the Fort Qu'Appelle Times for August 10 and August 17, 2018 editions; AND FURTHERMORE, that the advertisement be posted on the RM 187 website and Facebook account."

CARRIED

18-401 RECESS / G. SPANIER

"THAT this meeting be recessed at 9:55 am for a break."

CARRIED

Reeve L. Carlson call the meeting back into session at 10:02 am.

18-402 RECONVENE / G. MACPHERSON

"THAT this meeting be called back into session at 10:02 am."

CARRIED

18-403 OFFICE CLERK WORK SCHEDULE AND WAGE / G. PEAGAM

"THAT RM 187 Council approve the Office Clerk position work a minimum of three days per week with the opportunity to work additional days, determined by Administrator; AND FURTHERMORE, the Office Clerk be paid a wage of \$20.25 per hour, with available benefits."

CARRIED

18-404 OFFICE CLERK OFFER OF POSITION / R. PALMER

"THAT RM 187 Council authorize Acting Administrator N. Keith to offer the position of Office Clerk to Raeann Harrison due to her previously being interviewed for the Assistant Administrator position in June 2018."

CARRIED

Rural Municipality of North Qu'Appelle No. 187
Special meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Tuesday, August 7, 2018 9:00 am

18-405 TREE CUTTING AND REMOVAL QUOTES / G. SPANIER

"THAT RM 187 Council approve the quotes for the tree cutting and removal from Rodney's Tree Service for the following areas:

Qu'Appelle Estates	\$2,000.00
Kinsley Place	\$5,600.00
Div. 5 Kronsberg Hill and Div. 6 Farmer Road	\$6,400.00."

CARRIED

18-406 RECESS / G. SPANIER

"THAT this meeting be recessed at 11:00 am for a break."

CARRIED

Reeve L. Carlson call the meeting back into session at 11:04 am.

18-407 RECONVENE / G. MACPHERSON

"THAT this meeting be called back into session at 11:04 am."

CARRIED

18-408 ADJOURNMENT / G. SPANIER

"That the Regular meeting of Council be adjourned 11:11 am."

CARRIED

+

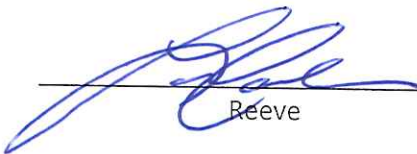
Approved this

21st

day of

AUGUST

, 2018



Reeve



Acting Administrator

Next regular meeting of Council, Tuesday August 21, 2018 at 9:00 am.

OFFICE CLERK

The Rural Municipality of North Qu'Appelle No. 187 invites applications for the position of Office Clerk. The RM of North Qu'Appelle is a vibrant active municipality with several areas for growth.

DUTIES: Under the direct and indirect supervision of the Administrator, complete a variety of clerical and accounting duties but not limited to:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Month End Balancing
- Payroll
- Filing
- Cash Receipting and Depositing

Accounting and computer experience necessary. The successful applicant must be bondable.

Applications must include education, training work experience and references.

Applications must be received by 12:00 pm August 20, 2018.

A full job description is available upon request from the RM 187 Acting Administrator.

Nicole Keith, Acting Administrator
RM of North Qu'Appelle No.187
Box 99, Fort Qu'Appelle, SK, S0G 1S0
Phone: 306-332-5202
Email: rm187admin@sasktel.net



Office Clerk – Rural Municipality of North Qu'Appelle No. 187

Job Description

The primary duty of the Office Clerk is to provide support to the Assistant Administrator and the Administrator with municipal matters.

SKILLS AND PROFICIENCIES:

- Education and skills pursuant to the duties of the job
- Computer: competency and knowledge, with ability to perform routine office duties as outlined by the Administrator; and in accordance with the policies and procedures set by Council and as required under Provincial Statutes
- Able to work with limited supervision
- Show compassion and understanding
- Show initiative and self-motivation
- Show a positive attitude towards continuing education and training

DUTIES:

Under the direct and indirect supervision of the Administrator, complete a variety of clerical and accounting duties including, but not limited to:

Financial Management:

- Issue receipts: tax, general accounts receivable, and North Qu'Appelle Group Pipeline receipts
- Prepare bank deposits and postings daily
- Quarterly billing and receivables tracking for North Qu'Appelle Group Pipeline Association
- Accounts receivable
- Provide tax information
- Assist in preparing for year-end audit
- Assist with annual assessment notice and tax notice procedure
- Process bank reconciliations
- Process month end /year end reports
- Prepare, process and monitor accounts payable
- Prepare annual gravel report
- Input Municipal hail roll
- Track, and bill custom work from maintenance personnel for organized hamlets & individuals

Public Relations:

- Assist public and ratepayers
- Assist with handling complaints
- Answer and direct telephone calls, email and walk in inquiries
- Explain assessment and taxation
- Communicate with vendors
- Administration support



Clerical:

- Process incoming / outgoing mail
- Copying and preparing printed materials
- Understanding an RM map
- Operate office equipment
- Locate and maintain files, maps, other documents
- Filing and annual changeover
- Act as nomination officer or poll clerk in municipal elections
- Review costing of custom work and projects
- Assist Council as required
- Other duties as required as directed by the Administrator
- Coverage when administrative assistant is absent; therefore, knowing their job description

Regulatory Planning & Management: (when administrative assistant not available)

- Provide information and review building and development permit applications
- Prepare development & building permits
- Be current with relevant municipal literature, as required: Official Community Plan, Zoning Bylaw, bylaws, policies

Employee is required to:

- 1) Abide by the RM's Zero Tolerance for Substance Abuse Policy
- 2) Maintain respectful communication with all personnel and general public
- 3) Work additional hours and/or on statutory holidays as required
- 4) Additional job requirements as determined by the in accordance with the approval and authorization of Administrator and Council
- 5) Notification to the Administrator is required for all absences

Passed by Council on _____, 2018
Resolution number 18-399



Reeve



Administrator



Received Quotes from Rodney's Tree Service:

Kinsley Place - \$5,600

Qu'Appelle Estates - \$2,000

Farmer's Road and Kronsberg Hill - \$6,400

Pasqua Lake Road -- No Action on tree cutting

Asphalt Projects yet to be Completed:

Margaret Street -- CF Asphalt

Pasqua Lake -- ASL Asphalt (start date has been moved up)

Qu'Appelle Park -- RM Crew

Wide Awake -- 56 South to Bridge -- RM Crew

Landfill Patching -- RM Crew

Kronsberg Hill Patching -- RM Crew

Jasmine -- RM Crew

Other:

- Signing is falling behind, will need to push this to be done once asphalt repairs are completed.
- Mowing is now underway for the complete cut.

Public Works Committee:



Garnet Spanier, Chairman

