

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

Tuesday, September 25, 2018

1. Call to Order
2. Approval of Minutes
  - a. September 11, 2018 Regular Meeting
  - b. September 13, 2018 Special Meeting
3. Business Arising from Minutes
4. Reports
  - a. G. Spanier – Works Committee
  - b. R. Palmer - Personnel Committee
  - c. G. MacPherson – Finance Committee
  - d. J. Toth – OH of Pasqua Lake
  - e. R. Palmer – OH of Taylor Beach
  - f. M. DeDecker – North Valley Waste Management Authority
  - g. H. McDonald – Calling Lakes District Planning Commission
  - h. N. Keith – Administration
5. Delegate - *Larry Bedel - PL Internet Proposal* *ink*
6. Bylaws
7. Correspondence
  - a. PARCS Update #92
  - b. SARM – Strychnine Re-Evaluation
  - c. Fort Qu'Appelle RCMP Weekly Report – Sep 4 to Sep 10, 2018
  - d. Fort Qu'Appelle RCMP Weekly Report – Sep 11 to Sep 17, 2018
  - e. Branding Committee – Update
  - f. Mid-Summer Arts Festival – Thank You Card
8. Accounts for Payment, Bank Reconciliation
9. Unfinished Business
  - a. SW 8-20-12-W2 Subdivision Service Agreement
  - b. Surveillance System
  - c. 2018 Garbage Policy
  - d. Loraas Bin Rentals
10. New Business
  - a. Municipal Restructuring
  - b. CIBC Convenience Card
  - c. Assistant Administrator
  - d. Municipal Election - Poll Clerk
  - e. Implementation of Mail-in Ballot
  - f. PBI – Inspector Appointment
  - g. Katepwa Baptist Kamp – Secondary Road
  - h. Pasqua First Nation – Reserve Status
  - i. Fort Times – Fire Prevention Advertisement
  - j. CLDPC – RM 187 Representative Resignation
  - k. Dog Complaint – Running at Large
  - l. Dispersal of Aluminum Boat
  - m. Pasqua Lake Community Internet Project
11. Closed Session
12. Adjournment

*ink*

**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, September 25, 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 9:02 am.*

**18-465 REGULAR MEETING MINUTES / L. HORSMAN**

"THAT the minutes of the regular meeting of Council held September 11, 2018 be adopted as presented."

CARRIED

**18-466 SPECIAL MEETING MINUTES / G. MACPHERSON**

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

CARRIED

**18-467 REPORT WORKS COMMITTEE CHAIR G. SPANIER / G. SPANIER**

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

CARRIED

**18-468 REPORT PERSONNEL COMMITTEE CHAIR R. PALMER / R. PALMER**

"THAT the following written report from Personnel Committee chair R. Palmer regarding a personnel update be accepted as presented."

CARRIED

**18-469 FINANCING PASQUA LAKE COMMUNITY INTERNET PROJECT / G. MACPHERSON**

"THAT RM 187 Council approve the recommendation from the Finance Committee for the Pasqua Lake Community Internet Project financing, as per following resolution:

**"18F-043 PASQUA LAKE COMMUNITY INTERNET PROJECT FINANCING / G. MACPHERSON**

*"THAT the Finance Committee recommend that RM 187 Council pay 50% of the cost of the Pasqua Lake Community Internet Project installation for Groome's Vista and Lakes End;*

*AND FURTHERMORE, the Finance Committee recommend that an Additional Service Area levy be added to the 69 properties in Groomes' Vista and Lakes End over a three-year term with a \$92.33 per property per year;*

*AND FURTHERMORE, that this tax levy will not be subject to any municipal tax discount or early payment discount on the \$92.33 per year."*

AGREED".

CARRIED

**18-470 REPORT FINANCE COMMITTEE CHAIR G. MACPHERSON / G. MACPHERSON**

"THAT the following written report from Finance Committee chair G. MacPherson regarding a finance update be accepted as presented."

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, September 25, 2018 9:00 am**

**18-471 REPORT ORGANIZED HAMLET OF PASQUA LAKE COUNCILLOR J. TOTH / J. TOTH**

"THAT the following written report from Division 7 Council J. Toth regarding an update on the Organized Hamlet of Pasqua Lake be accepted as presented."

CARRIED

**18-472 RECESS / G. SPANIER**

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

CARRIED

*Reeve L. Carlson asked that the meeting be reconvened at 10:05 am.*

**18-473 RECONVENE / G. MACPHERSON**

"THAT this meeting reconvene at 10:05 am."

CARRIED

*Larry Bedel entered Council chambers at 10:00 am.*

**DELEGATE: Larry Bedel – 10:05 AM**

Larry Bedel met with Council to discuss the Pasqua Lakes Hamlet Board's perspective on the Pasqua Lake Community Internet Project.

*Larry Bedel left Council chambers at 10:20 am.*

**18-474 REPORT ORGANIZED HAMLET OF TAYLOR BEACH COUNCILLOR R. PALMER / R. PALMER**

"THAT the following written report from Division 1 Council R. Palmer regarding an update on the Organized Hamlet of Taylor Beach be accepted as presented."

CARRIED

**18-475 REPORT NORTH VALLEY WASTE MANAGEMENT AUTHORITY MEMBER M. DEDECKER / M. DEDECKER**

"THAT the following written report from North Valley Waste Management Authority from board member M. DeDecker be accepted as presented."

CARRIED

**18-476 CALLING LAKES DISTRICT PLANNING COMMISSION REPORT H. McDONALD / L. CARLSON**

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

CARRIED

**18-477 ADMINISTRATION REPORT / L. CARLSON**

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

CARRIED

**18-478 CORRESPONDENCE / R. PALMER**

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

- a. PARCS Update #92
- b. SARM – Strychnine Re-Evaluation
- c. Fort Qu'Appelle RCMP Weekly Report – Sep 4 to Sep 10, 2018
- d. Fort Qu'Appelle RCMP Weekly Report – Sep 11 to Sep 17, 2018
- e. Branding Committee – Update
- f. Mid-Summer Arts Festival – Thank You Card

CARRIED

**18-479 ACCOUNTS FOR PAYMENT / G. PEAGAM**

"THAT the list of accounts cheque numbers 7426 to 7447 totalling \$172832.19 and EFT payroll totalling \$8,694.86 attached hereto and forming a part of these minutes are hereby approved by RM Council for payment."

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, September 25, 2018 9:00 am**

**18-480 BANK RECONCILIATION / L. HORSMAN**

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

CARRIED

**18-481 TREE CUTTING QUOTE / G. SPANIER**

"THAT RM 187 Council approve the quote from Valley Lawn Services for cutting trees, as identified, along Pasqua Lake Road and in Groome's Vista and Lakes End at cost up to \$2,500.00 plus GST, to allow for efficient garbage pickup."

CARRIED

**18-482 GARBAGE COLLECTION CONTRACT / G. PEAGAM**

"THAT RM 187 Council accept the recommendation from the Works Committee to approve the cost of garbage pick-up from Valley Lawn Services in the amount of \$72,000.00 per year, inclusive, for a two-year time frame starting October 1, 2018 to September 30, 2020;  
AND FURTHERMORE, this will be subject to conditions outlined in the contract."

CARRIED

**18-483 RECESS / G. SPANIER**

"THAT this meeting be recessed at 11:55 am to break for lunch."

CARRIED

*Reeve L. Carlson asked that the meeting be reconvened at 1:20 pm.*

**18-484 RECONVENE / G. PEAGAM**

"THAT this meeting reconvene at 1:20 pm."

CARRIED

**18-485 MUNICIPAL RESTRUCTURING / G. MACPHERSON**

"THAT RM 187 Council proceed with the Municipal Restructuring process, as proposed by Calling Lakes District Planning Commission."

UNANIMOUSLY DEFEATED

**18-486 CIBC CONVENIENCE CARD / R. PALMER**

"THAT RM 187 Council authorize Acting Administrator N. Keith to remove the previous Administrator from the CIBC Convenience Card and then register for a new CIBC Convenience Card."

CARRIED

**18-487 ASSISTANT ADMINISTRATOR / R. PALMER**

"THAT RM 187 Council hire Raeann Harrison for the Assistant Administrator position at a wage of \$21.85 per hour including full benefits and pension plan, working 35 hours per week, effective September 19, 2018;  
AND FURTHERMORE, the position requires a three-month probationary period."

CARRIED

*Councillor G. Spanier left Council chambers after declaring a conflict of interest at 1:40 pm.*

**18-488 RESCIND MOTION 18-435/ L. CARLSON**

"THAT RM 187 Council rescind motion 18-435 regarding Municipal Election Officials:

**"18-435 ELECTION OFFICIALS / G. MACPHERSON**

*"THAT the following be appointed election officials for the 2018 Municipal election:*

*Returning Officer – Nicole Keith*

*Deputy Returning Officer – Raeann Harrison*

*Poll Clerk – Corinne Lesperance."*

CARRIED";

AND FURTHERMORE, that the following be appointed election officials for the 2018 Election:

Returning Officer – Nicole Keith

Deputy Returning Officer – Raeann Harrison

Poll Clerk – Deborah Spanier

CARRIED

**Rural Municipality of North Qu'Appelle No. 187**  
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**136 Company Avenue, Fort Qu'Appelle, Saskatchewan**  
**Tuesday, September 25, 2018 9:00 am**

**18-489 ELECTION REMUNERATION / J. TOTH**

"THAT RM Council approve the remuneration for the Poll Clerk to be paid at a rate of \$30.00 per hour;  
AND FURTHERMORE, the Returning Officer and Deputy Returning Officer be paid overtime for any time over the regular work day hours."

CARRIED

*Councillor G. Spanier returned to Council chambers at 1:43 pm.*

**18-490 PROFESSIONAL BUILDING INSPECTIONS INC. CERTIFICATE OF APPOINTMENT / L. HORSMAN**

"THAT RM 187 Council approve the appointment of Bobby Bake as a licensed building official with Professional Building Inspections Inc. and issue a Certificate of Appointment."

CARRIED

**18-491 FORT TIMES FIRE PREVENTION ADVERTISEMENT / G. SPANIER**

"THAT RM 187 Council approve the advertising cost of \$50.00 plus GST to sponsor one crew member for the Fort Times for the Fire Prevention Edition."

CARRIED

**18-492 CALLING LAKES DISTRICT PLANNING COMMISSION / G. MACPHERSON**

"THAT RM 187 Council acknowledge the resignation of the RM 187 representative H. McDonald for the Calling Lakes District Planning Commission, effective October 31, 2018;  
AND FURTHERMORE, appoint Reeve L. Carlson as the representation, effective November 1, 2018."

CARRIED

**18-493 DOG COMPLAINT RUNNING AT LARGE/ J. TOTH**

"THAT RM 187 Council instruct Acting Administrator N. Keith to contact the owner of the dog running at large at Lot A, Block 6, Plan 87R35974 Qu'Appelle Estates."

CARRIED

**18-494 DISPERSAL OF ALUMINUM BOAT / G. PEAGAM**

"THAT RM 187 Council approve the sale of RM 187's aluminum boat in the amount of \$125.00."

CARRIED

**18-495 ADJOURNMENT / G. SPANIER**

"That the Regular meeting of Council be adjourned 2:30 pm."

CARRIED

Approved this

*10<sup>th</sup>*

day of

*OCTOBER*

, 2018



Reeve



Acting Administrator

Next regular meeting of Council, Wednesday October 10, 2018 at 9:00 am.

Report North Valley Waste Management

Division 5 Councillor: Marcel DeDecker

Meeting Date: September 17, 2018

New Business

- Old building has been finished, renovations are complete the cost is approximately 6,808.00.
- Replaced the vehicle at 5,100.00.
- NVWM are going ahead with making a concrete pile and asphalt pile.
- Kara Lewis was working part time for the NVWM at 20 hours per week. On September 17, 2018 promoted her to full-time permanent employee, her wage will be 1,440.00 bi-weekly.

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be the name of the person who prepared the report.

Report by Harry McDonald on CLDPC meeting held on Sept.11,2018.

1.The Calling Lakes District Planning Commission will be sending out bills for 2018 membership fees to be paid by DEC.31,2018. Fees will be the same as 2017.

2.The Branding Committee's Letter advising of their intention to dissolve was discussed and accepted.Letter attached. Mark Glabus,Bev van der Breggen,and myself will discuss with Branding Committee how left over funds will be distributed.Our recommendations will be presented to Oct.9,2018 meeting.

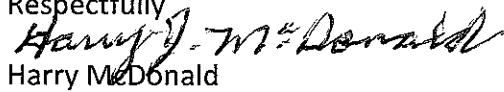
3.The 7:00pm Information meeting on Restructuring was attended by Don McMorris MLA, Colleen Christopherson and Judy Kanak from Advisory Services,18 Council Members, and 2 Administrators.Bev.'s notes will be available Oct. 9.

I believe whether the Restructuring is voluntary or forced the most important thing is to make sure that council members are voted in by Ward or Division, not at large. A large town with half the population would likely elect all the councillors with an at large system.

Restructuring will happen,the Question is when. In 2015 Manitoba forced Restructuring.The New RM of Roblin- 2 RM'S and town of Roblin.

I asked at the end of the meeting that each Municipality present a proposal to the next CLDPC meeting OCT.9,2018.

Respectfully

  
Harry McDonald







Administrator Report to Council  
Tuesday, September 25, 2018

Bank Balance	\$1,210,515.91	(September 21, 2018 – 1:00 pm)
Pasqua Lake Reserve (2017)	141,470.11	
Taylor Beach Reserve (2017)	<u>89,159.58</u>	
	\$ 979,886.22	

**Building Permits:**

- 18-013 - 16 Taylor Street – E. Kitchen – renovate boathouse – awaiting site plan
- 18-021 – 96 Pasqua Lake Road – Dwelling – approved Sep 7, 2018
- 18-024 – 14 Villa Maria – M. Pederson – Dwelling – approved Sep 17, 2018
- 18-025 – NE 21-20-14-W2 – Addition to Commercial Shop – awaiting PBI
- 18-026 – 510 Pasqua Lake Road – Accessory Dwelling – Modular Home – awaiting PBI
- 18-027 – 14 Villa Maria – M. Pederson – Boathouse & retaining wall – approved Sep 17, 2018
- 18-028 – 42 Aaron Drive – G. Noll – Retaining walls – approved Sep 26, 2018
- 18-029 – 53 Qu'Appelle Park – W. Mills - Detached Garage – insulated – approved Sep 17, 2018
- 18-030 – 198 Qu'Appelle Beach – Retaining Wall – approved Sep 20, 2018

**Office:**

Sep 10 – Sep 24	<p>Regular office duties</p> <p>Training new Assistant Administrator on daily duties, accounts payable</p> <p>Building Permit applications &amp; approvals – review daily</p> <p>Ratepayer concerns – daily - garbage</p> <p>Pasqua Lake - building and development issues – daily</p> <p>RM - Minutes and some Action Items – done throughout</p> <p>Personnel Committee meeting – Sep 17-Prep Public Notice, Agenda &amp; Previous minutes, Motion Form</p> <p>Finance Committee meeting – Sep 17 – Prep Public Notice, Agenda &amp; Previous minutes, Motion Form</p> <p>Place ad for Office Clerk with Fort Times</p> <p>Payroll &amp; MEPP Remittance – September 18, 2018</p> <p>Prepare month end payment vouchers for Receiver General and MEPP</p> <p>Request loan information from Conexus for PL Community Internet Project</p> <p>Mentor – Sharon Pope Sep 19, 2018 – assistance with RM bank reconciliation</p> <p>Fort San – bank reconciliation</p> <p>Personnel Committee meeting – Sep 20-Prep Public Notice, Agenda &amp; Previous minutes, Motion Form</p> <p>Finance Committee meeting – Sep 20 – Prep Public Notice, Agenda &amp; Previous minutes, Motion Form</p> <p>Nomination Day and Withdraw Nominations deadlines – Sep 19 &amp; Sep 20</p> <p>Elections – Order ballots for Division 3 and Division 4, prepare ad for Municipal Elections</p> <p>Personnel Committee meeting – Sep 24-1:00 pm-Prep Public Notice, Agenda &amp; Previous minutes, Motion Form</p> <p>Pasqua Lake Board Mtg Sep 24-3:30 pm – prepare financial information</p> <p>Fort San – prepare Council package, admin report, financial statements, motion form -Sep 25, 2018 meeting</p> <p>RM 187 -Prepare Council package, admin report, list of accounts, GIC bank rec &amp; motion form Sep 25, 2018</p> <p>Election – Prepare ads for Notice of Abandonment of Poll and Notice of Poll then forward to Fort Times</p> <p><b>*Bank Reconciliation –August 2018 will be submitted at October 10, 2018 Council meeting</b></p> <p><b>*Financial Statements –August 2018 will be submitted at the October 10, 2018 Council meeting</b></p> <p>Mail-in Ballot – prepare ballot packages</p>
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**Dates to Remember:**

**Holidays -**

Nicole	<b>Schedule Holidays at a later date.</b> – Has 13.5 days remaining
Darwin	Had 28.5 days to use in 2018 – Has .25 remaining
Darcy	Has 3 days Holiday remaining
Lloyd	Has 8.25 Holidays remaining

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)

*Handwritten initials/signature*



Report Date  
9/21/2018 2:31 PM

RM of North Qu'Appelle  
**List of Accounts for Approval**  
As of 9/21/2018  
Batch: 2018-00150 to 2018-00154

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: AP - AP GENERAL</b>					
Computer Cheques:					
7426	9/17/2018	Bob Cat Of Regina 09/17/2018	Hydraulic post hole auger	528.00	528.00
7427	9/25/2018	AlSCO LSAS1056916 LSAS1058550 LSAS1060209 LSAS1061863 LSAS1063533	Coverall Rental Coverall Rental Coverall Rental Coverall Rental Coverall Rental	49.68 51.66 51.66 51.66 51.66	256.32
7428	9/25/2018	ASL Paving LTD. 00034774	PL-Road resurfacing	138,323.09	138,323.09
7429	9/25/2018	Carlson, Lee 07-09 Indemnity	Indemnity & Expense	2,089.60	2,089.60
7430	9/25/2018	Jackson Bros. Bobcat Services Aug 2018	Gravel as per maps	364.88	364.88
7431	9/25/2018	Jones, Glyn 2018-01 Sep 7- Sep 20 09/2018 Cell	Monthly Cell Phone Contract-Sept 7- Sept 20 Monthly Cell Phone	25.00 2,171.20 25.00	2,221.20
7432	9/25/2018	Klyne, Rick 9/11/2018	11 Beaver tails	495.00	495.00
7433	9/25/2018	McCullough, Darcy 09/2018 Cell	Monthly Cell Phone	25.00	25.00
7434	9/25/2018	Meridian OneCap Credit Corp 09/18430371	Postage Rental	56.61	56.61
7435	9/25/2018	Myers, Leonard Sep7-Sep20 09/2018 Cell	Contract Sept7-Sep20 Monthly Cell Phone	2,294.72 25.00	2,319.72
7436	9/25/2018	Professional Building 18083155	11 Inspections	1,603.00	1,603.00
7437	9/25/2018	Prairie Co-operative Ltd. 5075 126497	Office Supplies Maintenance fuel	7.00 5,496.99	5,503.99
7438	9/25/2018	Regina District Association 2018 Membership	Membership	150.00	150.00
7439	9/25/2018	Royal Canadian Legion Sept 29/2018	Legion deposit Sept 29	60.25	60.25
7440	9/25/2018	Saskatchewan Health Authority 2139329	Well lab testing	23.00	23.00
7441	9/25/2018	SaskWater SW059599	Lagoon	5,728.98	5,728.98
7442	9/25/2018	Spanier, Garnet 8/18 Indemnity	Indemnity & Expense	451.40	451.40
7443	9/25/2018	Success Office Systems INV217921	Photocopying	626.35	626.35
7444	9/25/2018	Sask Urban Municipalities Asso INV-000084906	Election material	81.67	81.67
7445	9/25/2018	Town of Fort Qu'Appelle 2018-00096	Road oil 6.27 tons	4,610.88	4,610.88
7446	9/28/2018	K2 Crosstraining 09/2018 Janitor	Janitor Contract	330.75	330.75
7447	9/28/2018	Valley Lawn Services 09/2018 Garbage 09/2018 Addit	Garbage Contract Garbage Additional Charges	1,732.50 5,250.00	6,982.50
Other:					
18092101-Man	9/21/2018	Keith, Nicole PM 18-09-02	Payroll Sep 5 - Sep 18	2,000.81	2,000.81

Report Date  
9/21/2018 2:31 PM

RM of North Qu'Appelle  
List of Accounts for Approval  
As of 9/21/2018  
Batch: 2018-00150 to 2018-00154

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
18092102-Man	9/21/2018	Duesterbeck, Darwin PM 18-09-02	Payroll Sep 5 - Sep 18	1,769.91	1,769.91
18092103-Man	9/21/2018	Lesperance, Corinne PM 18-09-02	Payroll Sep 5 - Sep 18	817.99	817.99
18092104-Man	9/21/2018	Harrison, Raeann PM 18-09 -02	Payroll Sep 5 - Sep 18	1,007.19	1,007.19
18092105-Man	9/21/2018	Webster, Lloyd PM 18-09-02	Payroll Sep 5 - Sep 18	1,800.83	1,800.83
18092106-Man	9/21/2018	McCullough, Darcy PM 18-09-02	Payroll Sep 5 - Sep 18	1,298.13	1,298.13
				Total for AP:	181,527.05

  
Reeve

RM of North Qu'Appelle  
Bank Reconciliation - Detailed

GIC CIBC  
For Ending Date 8/31/2018

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

GL Balance to 8/31/2018 115,553.24

Service Charges: 0.00  
Interest Charges: 0.00  
Interest Revenue: 49.13

Adjusted Book Balance 115,602.37

Bank Statement Balance: 115,602.37

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

Adjusted Bank Balance 115,602.37

Notes

