

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, February 9, 2021 9:00 a.m.

Present: Reeve: Lee Carlson
Council Members: Division 2 Ron Palmer
Division 4 Gord Peagam
Division 5 Don Nasheim
Division 6 Garnet Spanier
Staff: Administrator Dawn Lugin

Absent: Council Members: Division 3 Nik Whalen

Conference call was opened to the public at 8:56am.
A quorum being present, Reeve Carlson called the meeting to order at 9:00a.m.

21-070 REGULAR MEETING MINUTES/R. PALMER

"THAT the minutes of the regular meeting of Council held January 26, 2021 be adopted as presented."

CARRIED

21-071 AMEND MOTION 21-061/G. SPANIER

"THAT Resolution 21-061 be amended to read "THAT the RM Council authorizes the Foreman to replace the 4-inch water pump, at an approximate cost of Three Thousand Six Hundred Thirty-Two dollars (\$3,632.00), plus taxes, as per Works committee recommendation from the January 25, 2021 works meeting."

CARRIED

21-072 CORRESPONDENCE/G. PEAGAM

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

1. Draft SARM Convention Agenda"

CARRIED

21-073 ORGANIZED HAMLET OF PASQUA LAKE/D. NASHEIM

"THAT this written report be accepted by Council, for the record."

CARRIED

21-074 ADMINISTRATION REPORT/L. CARLSON

"THAT the written report be accepted as presented."

CARRIED

21-075 ACCOUNTS FOR PAYMENT/ D. NASHEIM

"THAT the list of accounts for cheque numbers 9467 to 9498 totaling \$58,568.64, including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

21-076 BANK RECONCILIATION/D. NASHEIM

"THAT the Council accept the January 31, 2021 bank reconciliation."

CARRIED

21-077 STATEMENT OF FINANCIAL ACTIVITIES/D. NASHEIM

"THAT the Statement of Financial Activities for the month of January 2021, attached and forming a part of these minutes, be accepted as presented."

CARRIED

21-078 HARRASSMENT POLICY GG2021.01/R. PALMER

"THAT the RM Council adopt and immediately implement the attached RM Harassment Policy, Number GG2021.01."

CARRIED

21-079 REQUEST-INQUIRY-COMPLAINT MANAGEMENT TRACKING POLICY GG2021.02/R. PALMER

"THAT the RM Council adopt and immediately implement the attached RM Request-Inquiry- Complaint Management Tracking Policy, Number GG2021.02."

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, February 9, 2021 9:00 a.m.

21-080 SUBDIVISION NE 7-20-12-W2/G. PEAGAM

"THAT the RM Council instruct the Administrator to take the steps necessary to amend the Zoning Bylaw 13-08, advertise and schedule the ~~with~~ required public hearing on March 23, 2021 for this file."

CARRIED

21-081 RM WEBSITE/D. NASHEIM

"THAT the RM Council approve the Administration Staff to proceed with Firefly Webs to develop a new mobile friendly website, AND FURTHER THAT the RM notify Calling Lakes & Melchior Media that the current website will be discontinued."

CARRIED

Councillor D. Nasheim left council chambers at 9:55am., and returned at 9:58am.

21-082 TARGETED SECTOR SUPPORT INITIATIVE GRANT/L. CARLSON

"THAT the Council acknowledges receipt of the information and deadline for the inter-municipal Targeted Sector Support Initiative Grant."

CARRIED

21-083 SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY (SAMA) 2021 INVOICE/D. NASHEIM

"THAT the RM Council approve payment of the annual assessment service provider invoice in the amount of Twenty-Five Thousand Seven Hundred and Sixty-Two (\$25,762.00) dollars."

CARRIED

21-084 AQUATIC HABITAT PROTECTION PERMIT APPLICATION LOT 7A BLOCK 2, PLAN 101956776/R. PALMER

"THAT the RM Council approve the shoreline work of the ER-1 Plan 01SE34234 in front of Lot 7A, Block 2, Plan 101956776, with the understanding that rip-rap & rocks will be placed on the ER and sod and trees will remain within the confines of the legal property boundary AND FURTHERMORE THAT the Applicant be granted approval from and comply with any and all conditions required by the Water Security Agency."

CARRIED

21-085 DUST CONTROL 2021/G. SPANIER

"THAT the RM Council recommend the RM contract Fort Distributors for dust suppression services for spring 2021 based on the January 20, 2021 quote AND FURTHER THAT completion of the application service is preferred prior to May 14, 2021."

CARRIED

21-086 RECESS/G. SPANIER

"THAT this meeting be recessed at 10:29a.m."

CARRIED

Reeve L. Carlson asked that the meeting reconvene at 10:32a.m.

21-087 RECONVENE/G. SPANIER

"THAT this meeting reconvenes at 10:36a.m."

CARRIED

21-088 CLOSED SESSION/R. PALMER

"THAT the RM Council, all members being present in-person, move into closed session at 10:36am., as per LA FOIP subsection 16(1)(a) and (b.)"

CARRIED

Conference call was disconnected at 10:36am.

Reeve L. Carlson asked that the meeting reconvene at 11:06am.

Conference call was reconnected at 11:06

21-089 RECONVENE/G. PEAGAM

"THAT the RM Council reconvene to regular session at 11:06am."

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, February 9, 2021 9:00 a.m.

21-090 LEGAL CORRESPONDENCE MCDOUGALL GAULEY/G. SPANIER

"THAT the RM Council accept the letter drafted by SARM Legal Services on the RM's behalf AND FURTHER THAT SARM Legal Services be instructed to send the correspondence to the Complainant on the RM's behalf."

CARRIED

21-091 INQUIRY PAYMENT OF ACCOUNTS CODE OF ETHICS 2020 INVESTIGATION/R. PALMER

"THAT RM Council instruct the Administrator to respond to the January 31, 2021 citizen email that payments were approved by way of resolution #20-036 and resolution 20-523 as course of Council duty."

CARRIED

21-092 ADJOURNMENT/G. SPANIER

"That the Regular meeting of Council be adjourned at 11:08am."

Approved this

23rd

day of

February

, 2021



Reeve



Administrator

Next regular meeting of Council, Tuesday, February 23, 2021 at 9:00 a.m.

RECEIVED

FEB - 9 - 2021

RM Liaison Report to RM Council Meeting

February 9, 2021

1. The following motions (FYI) were made by the Hamlet board at their January 19th meeting:

Motion PL 20-01 - that the Board approve the Board remuneration spreadsheet as presented. Moved: L. Bedel carried

Motion PL 21-02 - that the name Village Investigative Committee be changed to Resort Village of Pasqua Lake Planning Committee. Moved: L. Bedel carried

Motion PL 21-03 – that the Hamlet to forward a proposal for the revision of the Road Share Agreement to the RM. Moved: L. Bedel carried

Motion PL 21-04 – that in reference to the Hamlet Procedures, minutes to be posted in draft form on the website regardless of being approved by the Board. When the Board approves the draft at the next regular meeting the approved minutes then will replace the draft on the website. Moved: L. Bedel carried

Motion PL 21-05 – that the OHPL take out an active membership to PARCS for 2021 at a cost of \$425. Moved: L. Bedel carried

2. The next Hamlet meeting is scheduled for Tuesday, February 16th starting at 9:00 a.m. at the RM Board room. Conference call will be available for guests to join the meeting.

Respectfully submitted by

Don Nasheim

Hamlet of Pasqua Lake Liaison Representative



Administration Report to Council
Tuesday February 9, 2021

Bank Balance \$ 1,372,032 as at Feb.5 @ 11:46
Musqua Lake Reserve \$ 159,964 as at Dec.31/2020 Unaudited
Taylor Beach Reserve \$ 132,578 as at Dec.31/2020 Unaudited

Bouquets: thank you for listening to concerns
Complaints: dead wildlife on roads;
Permits: 2 Newly Received permits - 1 building permits approved; 0 at PBI in review;
3 in office awaiting review; 1 waiting on owner supply of info; 0 cancelled by owner
0 building move application in office – 0 demolition permits in office

	February 2021	<p>ITEMS FOR COUNCIL TO NOTE:</p> <ul style="list-style-type: none">Office has managed 74 recordable inquiries/requests/complaints since Jan. 04/21;Community Planning has approved the subdivision file R0345-20R in the RM.Community Planning approved the Zoning amendment Bylaw 20-10.RMAA Certification for Assistant Administrator has been sent.RDARM round table survey was completedMet with rep's of Groome's Vista & Lakes End on January 28th evening.Both OH's are working towards their 2021 budgets & project lists;Participate in SHA Town Hall webinar Jan. 25thParticipated in LA FOIP webinars on Feb. 1st & 2nd;Follow up continues on weed inspector options for 2021;Follow up on municipal legal items continuesCAO expended in excess of 10hrs since January 25th on a freedom of information application to Privacy CommissionerAdministrative Duties with Deadlines coming up: February: February 10th: file & remit monthly education tax return – File & remit, hail and C&D collections from previous month February 15th: file & remit previous month payroll deductions to CRA February 28th: Deadline to file 2020 WCB annual statement : Deadline to complete & mail T4's from previous year
	March 2021	<ul style="list-style-type: none">2020 Audit is booked for week Of March 15, 2021 in office

Devin 17.5 remaining 2021
Kayle 17.5 remaining 2021
Darcy 17 day remaining 2021
Lloyd 24 days remaining 2021
Gwen 28 days remaining 2021
Dee 18 days remaining 2021
Dawn 30 days remaining 2021

Respectfully submitted,
Dawn Lugin.

Report Date
2/05/2021 11:30 AM

RM of North Qu'Appelle
List of Accounts for Approval
As of 2/05/2021
Batch: 2021-00013 to 2021-00021

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
9467 jan272021	1/27/2021	Rural Municipal 510-240-100 - GG - Cont.	Board of Examiners - Lowe, G Board of Examiners - Lowe	250.00	250.00
9468 Pay 0205	2/05/2021	Bender, Deanna 210-400-910 - Paymate suspense	Pay Jan. 20-Feb. 02 Pay Jan. 20-Feb. 02	1,154.26	1,154.26
9469 Pay 0205	2/05/2021	Duran, Kayle 210-400-910 - Paymate suspense	Pay Jan. 20-Feb. 02 Pay Jan. 20-Feb. 02	1,050.33	1,050.33
9470 Pay 0205	2/05/2021	Horsman, Devin 210-400-910 - Paymate suspense	Pay Jan.20-Feb. 02 Pay Jan. 20-Feb. 02	1,235.61	1,235.61
9471 Pay 0205	2/05/2021	Lowe, Gwen 210-400-910 - Paymate suspense	Pay Jan. 20-Feb. 02 Pay Jan.20-Feb. 02	1,399.12	1,399.12
9472 Pay 0205	2/05/2021	Lugrin, Dawn 210-400-910 - Paymate suspense	Payroll Jan.20-Feb.02 Payroll Jan 20-Feb 02	2,146.18	2,146.18
9473 Pay 0205	2/05/2021	McCullough, Darcy 210-400-910 - Paymate suspense	Pay Jan. 20-Feb. 02 Pay Jan. 20-Feb. 02	1,109.92	1,109.92
9474 Pay 0205	2/05/2021	Webster, Lloyd 210-400-910 - Paymate suspense	Pay Jan. 20-Feb. 02 Pay Jan. 20-Feb. 02	1,831.88	1,831.88
9475 'S-INV098052	2/04/2021	WIL-TECH Industries Ltd. 530-410-100 - TS - Maint. - Small 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	4' trash Pumo 4' trash Pumo Both Tax Code Both Tax Code	4,507.12 212.60 212.60	4,719.72
9476 jancell21	1/31/2021	Duran, Kayle 530-300-140 - TS - Maint. - Utility	January cell phone use January cell phone use	25.00	25.00
9477 jan282021	1/31/2021	East Central Transportation 510-240-100 - GG - Cont. - Memb	2021 Membership 2021 Membership	500.00	500.00
9478 28jan2021	1/31/2021	Gord Krismer & Associates Ltd 510-200-160 - GG - Cont - Dev. A 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Board Services 2021 Board Services 2021 GST Tax Code GST Tax Code	200.00 10.00 10.00	210.00
9479 jancell21	1/31/2021	Horsman, Devin 530-300-140 - TS - Maint. - Utility	January cell phone use January cell phone use	25.00	25.00
9480 jancell21	1/31/2021	Lugrin, Dawn 510-300-140 - GG - Utility - Teleph	January cell phone use January cell phone use	25.00	25.00
9481 jancell21	1/31/2021	McCullough, Darcy 530-300-140 - TS - Maint. - Utility	January cell phone use January cell phone use	25.00	25.00
9482 01312021	1/31/2021	Ministry of Finance Issued To: Minister of Finance 210-210-190 - Prairie Valley #208	Remittance January Remittance January	7,630.83	7,630.83
9483 01052021	1/31/2021	Municipal Employees' 210-200-230 - MEPP Payable	Remit PP Dec 23-Jan 5 Remit PP Dec 23-Jan 5	2,608.70	2,608.70
0192021		210-200-230 - MEPP Payable	Remit pp Jan 6-19	2,578.02	2,578.02
Payment Total:				5,186.72	

Report Date
2/05/2021 11:30 AM

RM of North Qu'Appelle
List of Accounts for Approval
As of 2/05/2021
Batch: 2021-00013 to 2021-00021

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9484 01312021	1/31/2021	Peagam, Linda 510-210-121 - GG - Cont. - Profes	NQGP administration January NQGP administration Janua	1,110.00	1,110.00
9485 01312021	1/31/2021	Receiver General 210-200-200 - Income Tax Payabl 210-200-210 - CPP Payable 210-200-220 - EI Payable	Remit January Remit January Remit January	4,543.21 2,972.12 996.40	8,511.73
9486 01252021	1/31/2021	Sask Energy 510-300-110 - GG - Utility - Heat 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Office Bldg Energy Office Bldg Energy GST Tax Code GST Tax Code	277.94 13.90 13.90	291.84
9487 2052-0059-5727	1/31/2021	Sask Power 530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	St Lights Groomes' St Lights Groomes' GST Tax Code GST Tax Code	63.07 3.50 3.50	66.57
2052-0059-5732		530-310-300 - TS - Utility - Street 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Pasqua Lake St lights GST Tax Code GST Tax Code	880.90 48.84 48.84	929.74
2745-0052-1600		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Jasmin St Lights GST Tax Code GST Tax Code	138.75 7.70 7.70	146.45
1755-0063-1489		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Kinsley Pl st lights GST Tax Code GST Tax Code	118.90 6.58 6.58	125.48
0042-0049-0196		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	BSayTah St Lights GST Tax Code GST Tax Code	151.36 8.39 8.39	159.75
2481-0054-7542		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Kelly Erick cr St Lights GST Tax Code GST Tax Code	12.62 0.70 0.70	13.32
1755-0063-1493		580-300-120 - UT - Water - Power 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Well power Both Tax Code Both Tax Code	148.65 7.73 7.73	156.38
3339-0038-8384		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Larocque est st lights GST Tax Code GST Tax Code	108.05 6.00 6.00	114.05
3141-0047-5407		530-310-100 - TS - Maint. - Utility 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	QuAppelle Est St Lights GST Tax Code GST Tax Code	118.85 6.59 6.59	125.44
2976-0049-1766		530-310-200 - TS - Utility - Street 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Taylor Beach St Lights GST Tax Code GST Tax Code	118.85 6.59 6.59	125.44
1986-0059-7304		510-300-120 - GG - Utility - Power 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Office Bld Power Both Tax Code Both Tax Code	218.78 10.79 10.79	229.57
Payment Total:					2,192.19
9488 jancontract21	1/31/2021	Valley Lawn Services 540-200-110 - EH - Waste Collect 540-200-120 - EH - Waste Collect 540-200-130 - EH - Waste Collect 110-340-110 - GST Receivable - 1 900-110-110 - GST Paid	Garbage Services January Garbage Services January Garbage Services January GST Tax Code GST Tax Code	3,628.25 636.53 2,100.55 318.26 318.26	6,683.59

Report Date
2/05/2021 11:30 AM

RM of North Qu'Appelle
List of Accounts for Approval
As of 2/05/2021
Batch: 2021-00013 to 2021-00021

Page 3


Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
9489	2/09/2021	Alsco	Coverall Rental		
LSAS1265697		530-410-120 - TS - Maint. - Shop ! Coverall Rental		60.90	
		110-340-110 - GST Receivable - 1 Both Tax Code		2.87	
		900-110-110 - GST Paid Both Tax Code		2.87	63.77
SAS126726		530-410-120 - TS - Maint. - Shop ! Coverall Rental		61.96	
		110-340-110 - GST Receivable - 1 Both Tax Code		2.92	
		900-110-110 - GST Paid Both Tax Code		2.92	64.88
LSAS1268850		530-410-120 - TS - Maint. - Shop ! Coverall Rental		61.96	
		110-340-110 - GST Receivable - 1 Both Tax Code		2.92	
		900-110-110 - GST Paid Both Tax Code		2.92	64.88
LSAS1270444		530-410-120 - TS - Maint. - Shop ! Coverall Rental		61.96	
		110-340-110 - GST Receivable - 1 Both Tax Code		2.92	
		900-110-110 - GST Paid Both Tax Code		2.92	64.88
Payment Total:					258.41
9490	2/09/2021	Banks, Gerald	Wildlife control		
01252021		540-210-100 - EH - Cont. - Pest C Wildlife control		275.00	
		540-210-130 - EH - Cont - Pest C Wildlife control		56.00	331.00
9491	2/09/2021	Calling Lakes Planning	annual allocation		
011821		560-240-100 - P&D - Cont. - Meml annual allocation		1,126.14	1,126.14
9492	2/09/2021	Capital I Industries	Rad for grader mulcher		
13385		530-420-129 - TS- Main - Repair/F Rad for grader mulcher		1,831.02	
		110-340-110 - GST Receivable - 1 Both Tax Code		86.62	
		900-110-110 - GST Paid Both Tax Code		86.62	1,917.64
9493	2/09/2021	Cervus Equipment Peterbilt	lower water pipe		
R521614		530-420-124 - TS Maint. - Repair/ lower water pipe		447.85	
		110-340-110 - GST Receivable - 1 Both Tax Code		21.13	
		900-110-110 - GST Paid Both Tax Code		21.13	468.98
9494	2/09/2021	Low, Laurie	survey monkey fee		
01202021		510-110-120 - GG - Hamlet Board survey monkey fee		103.95	103.95
9495	2/09/2021	MuniSoft	utility & assessement forms		
2020/21-04877		510-400-110 - GG - Maint. - Statio utility & assessement for		335.66	
		110-340-110 - GST Receivable - 1 Both Tax Code		15.96	
		900-110-110 - GST Paid Both Tax Code		15.96	351.62
9496	2/09/2021	Sask Power	Shop - power January		
Shop0121		530-300-120 - TS - Maint. - Utility Shop - power January		146.77	
		110-340-110 - GST Receivable - 1 Both Tax Code		7.23	
		900-110-110 - GST Paid Both Tax Code		7.23	154.00
9497	2/09/2021	Sask Tel Cmr	Office Phone/Fax/Internet- Jan		
Office January		510-300-140 - GG - Utility - Telept Office Phone/Fax/Internet		635.97	
		110-340-110 - GST Receivable - 1 Both Tax Code		30.00	
		900-110-110 - GST Paid Both Tax Code		30.00	665.97
9498	2/09/2021	Spanier, Garnet	January 21 Indemnity		
02042021		510-110-116 - GG - Council Ind. M January 21 Indemnity		250.00	
		510-110-116 - GG - Council Ind. M January 21 Indemnity		60.00	
		530-250-116 - TS - Maint. - Travel Jan Indemnity 304 klm		182.40	492.40
Other:					
79-Man	1/27/2021	Caterpillar Financial Services			
104500066-11		530-410-140 - TS - Maint - Equipr 2020 CAT Grader Lease		2,788.30	
		110-340-110 - GST Receivable - 1 Both Tax Code		131.52	
		900-110-110 - GST Paid Both Tax Code		131.52	2,919.82

Report Date
2/05/2021 11:30 AM

RM of North Qu'Appelle
List of Accounts for Approval
As of 2/05/2021
Batch: 2021-00013 to 2021-00021

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
80-Man 2019-25	2/04/2021	Brandt Tractor Ltd.	JD Grader Lease		
		530-410-140 - TS - Maint - Equipm	JD Grader Lease	2,200.06	
		110-340-110 - GST Receivable - 1	Both Tax Code	103.78	
		900-110-110 - GST Paid	Both Tax Code	103.78	2,303.84
81-Man 2019-25	2/04/2021	De Lage Landen Financial	Copier Lease		
		510-200-190 - GG - Cont. - Photoc	Copier Lease	153.70	
		110-340-110 - GST Receivable - 1	Both Tax Code	7.25	
		900-110-110 - GST Paid	Both Tax Code	7.25	160.95
				Total for AP:	58,568.64


Reeve

Approved by Council this
9th day of February, 2021.

Administrator

RM of North Qu'Appelle
Statement of Financial Activities - Condensed
For the Period Ending January 31, 2021

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
Discount on Current Year Taxes	(141.49)	(141.49)		(141.49)	
Net Municipal Taxes	(141.49)	(141.49)	0.00	(141.49)	0.00
Total Taxation:	(141.49)	(141.49)	0.00	(141.49)	0.00
Fees and Charges					
Sale of Supplies and Gravel	3,473.90	3,473.90		3,473.90	
Licenses and Permits	2,140.00	2,140.00		2,140.00	
General Office Services	65.00	65.00		65.00	
Total Fees and Charges:	5,678.90	5,678.90	0.00	5,678.90	0.00
Maintenance and Development Charges					
Road Maintenance and Restoration Agreement:	1,885.00	1,885.00		1,885.00	
Total Maintenance and Development Charge	1,885.00	1,885.00	0.00	1,885.00	0.00
Utilities					
Water	551.50	551.50		551.50	
Total Utilities:	551.50	551.50	0.00	551.50	0.00
Investment Income and Commissions					
Investment and Income Revenue	213.33	213.33		213.33	
Total Investment Income and Commissions:	213.33	213.33	0.00	213.33	0.00
Total REVENUES:	8,187.24	8,187.24	0.00	8,187.24	0.00
EXPENDITURES					
General Government Services					
Wages				(413.95)	
Benefits	33,541.28	33,541.28		(33,541.28)	
Professional/Contract Services	36,001.54	36,001.54		(36,155.24)	
Utilities	521.72	521.72		(521.72)	
Maintenance, Material and Supplies	6,496.13	6,496.13		(6,831.79)	
Total General Government Services:	76,560.67	76,560.67	0.00	(77,463.98)	0.00
Protective Services					
Fire Protection					
Professional/Contractual Services	9,397.75	9,397.75		(9,397.75)	
Total Fire Protection:	9,397.75	9,397.75	0.00	(9,397.75)	0.00
Total Protective Services:	9,397.75	9,397.75	0.00	(9,397.75)	0.00
Transportation Services					
Maintenance					
Professional/Contractual Services				(182.40)	
Utilities	1,786.35	1,786.35		(1,786.35)	
Maintenance, Materials & Supplies	7,672.71	7,672.71		(10,567.40)	
Total Maintenance:	9,459.06	9,459.06	0.00	(12,536.15)	0.00
Total Transportation Services:	9,459.06	9,459.06	0.00	(12,536.15)	0.00
Environmental Services					
Professional/Contractual Services	6,365.33	6,365.33		(6,696.33)	
Total Environmental Services:	6,365.33	6,365.33	0.00	(6,696.33)	0.00
Planning and Development Services					
Professional/Contractual Services				(1,126.14)	
Total Planning and Development Services:	0.00	0.00	0.00	(1,126.14)	0.00
Utilities					
Water					
Utilities	148.65	148.65		(148.65)	
Total Water:	148.65	148.65	0.00	(148.65)	0.00

RM of North Qu'Appelle
Statement of Financial Activities - Condensed
For the Period Ending January 31, 2021

	Current	Year To Date	Budget	Variance	%
Total Utilities:	148.65	148.65	0.00	(148.65)	0.00
Total EXPENDITURES:	101,931.46	101,931.46	0.00	(107,369.00)	0.00
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	8,187.24	8,187.24	0.00	8,187.24	0.00
EXPENDITURES	101,931.46	101,931.46	0.00	(107,369.00)	0.00
CHANGE IN NET FINANCIAL ASSETS	(93,744.22)	(93,744.22)	0.00	(99,181.76)	0.00
Change in Non-Financial Assets	2,691.34	2,691.34		2,691.34	
Change in Net Assets	(96,435.56)	(96,435.56)	0.00	(101,873.10)	0.00
Change in Surplus	(96,435.56)	(96,435.56)	0.00	(101,873.10)	0.00

Account Balances	Current	Year to Date	Balance
Cash and Investments			
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	(77,483.11)	(77,483.11)	1,323,709.74
Cash - Conexus (For Pipeline Deposits)	11,093.89	11,093.89	67,278.00
Cash - Bank - Savings			117,096.09
Total Cash and Investments:	(66,389.22)	(66,389.22)	1,508,383.83
Municipal Taxes Receivable			
Municipal - Tax Receivable - Rural	(99.35)	(99.35)	58,332.28
Municipal - Tax Receivable - Urban	(4,053.29)	(4,053.29)	72,272.79
Municipal - Tax Receivable -Taylor Beach	(44.61)	(44.61)	1,682.57
Municipal - Tax Receivable -Pasqua Lake	(4,619.18)	(4,619.18)	25,178.97
Municipal - Tax Recv. - Fire Truck Spec.			(1.52)
Municipal - Tax Receivable - Tax Enforc.			5,088.21
Total Municipal Taxes Receivable:	(8,816.43)	(8,816.43)	162,553.30

Certified correct and in accordance with the records

Presented to council on

February 9, 2021
(Date)


Lee Carlson
Reeve


Dawn Lugin
Administrator



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187 HARASSMENT PREVENTION POLICY

Policy Number GG2021.01

1. POLICY STATEMENT

The Rural Municipality of North Qu'Appelle No. 187 (the "Municipality") is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor and the R.M.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The R.M. will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The R.M. will investigate any incidents of harassment and take corrective action to address the incidents.

2. SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, Organized Hamlet Board members, agents, applicants and representatives of the R.M. when conducting business or performing duties or services on behalf of the RM (regardless of location).

While attending an R.M. workplace, members of the public, visitors and individuals conducting business with the R.M., including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Rural Municipality of North Qu'Appelle No. 187 Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

3. DEFINITIONS

A. Harassment – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.

2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:

- A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;

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

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



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

- Displaying pornographic or sexually explicit pictures or materials;
- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
- Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.

3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the R.M., a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

B. Other Prohibited Behaviour – The R.M. recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The R.M. in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

4. WORKER RIGHTS

Every worker has the right to a harassment free work environment.

5. MUNICIPALITY AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

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

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



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

6. MUNICIPALITY RESPONSIBILITY

The R.M., Council members, the Administrator/Chief Administrative Officer, managers and supervisors will take all complaints of harassment seriously. The R.M. is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, Board member, supervisor, co-worker or non-employee such as a member of the public.

7. PROCEDURE

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a)** to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b)** to attempt to resolve the issue by direct discussion with the offending individual; and may report the matter to the Administrator. If the Administrator is the accused harasser, then the matter may be reported to Personnel Chairperson. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the R.M. may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, then the written report may be submitted to Personnel Chairperson. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report. If there is a sufficient basis in the written report or if the R.M. otherwise deems it necessary to do so, the Administrator or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Council will decide upon any recommendation or on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

Where harassment is substantiated, the Council will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

C. Council Member Process

If the alleged harasser is a Council member, please refer to the Rural Municipality of North Qu'Appelle No. 187 Code of Ethics Bylaw for the procedure to be followed and available sanctions.

8. TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

9. VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the R.M. to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if the Municipality determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

10. RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The R.M. does not condone acts of retaliation against an individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

11. CONFIDENTIALITY

The R.M. will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment.

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

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



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

12. OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A.** his or her statutory rights as set out in Part III of The Saskatchewan Employment Act, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B.** his or her statutory rights as set out in The Saskatchewan Human Rights Code as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C.** any other legal rights pursuant to any other law.

13. AVAILABILITY OF THE POLICY

The R.M. will make a copy of this policy readily available for workers' reference and post in a conspicuous place in the workplace.

14. REVISIONS

The R.M. shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187 HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM - EMPLOYEE

I, _____, an employee of Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187 HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM – COUNCIL MEMBER

I, _____, a Council member of Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187 HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM – ORGANIZED HAMLET BOARD MEMBER

I, _____, an Organized Hamlet Board Member of the Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Organized Hamlet Board Member



Our mission is to maintain and enhance the economic, cultural and social wellbeing for our ratepayers

Request-Inquiry-Complaint Management Tracking Policy

Policy GG2021.02

RM 187 North Qu'Appelle

Purpose: To track and record complaints to demonstrate accountability, transparency, and efficiency in handling complaints, suggestions, and observed deficiencies in the service, maintenance, and works of the RM.

Complaints are received, by phone, email, mail, text or in person, and are managed according to the following steps:

1. Record -- Log

Contact information and complaint are entered onto the complaint form along with the date and the complaint number. The case is **opened** by inserting the complaint form into the **open** section of the complaint folder.

2. Assign

Who should be tasked with investigating this specific complaint? It should be someone who can take-action and has experience. Assigning the right person is critical. The information and contact information are relayed to the Assignee along with expectations of the investigation and a reporting time and date is established.

3. Investigate

The assignee gathers the facts of the case by phoning, interviewing or perhaps going on site. Pictures can be taken. The information of the investigation is reported. If the agreed reporting time and date cannot be met, it is important that an extended time and date for reporting is established. The complainant may be informed of the progress.

4. Determine Remedy

With the investigation information at hand, a solution is sought. The investigator and assignee may well bring in others to brainstorm an appropriate solution. In some cases, there may not be an obvious remedy, or it may not be in the RM's jurisdiction. The complainant is informed.

5. Execute Remedy – Act

Someone is selected to carry out the remedy, record the action to be taken and a date at which it is to take place. With major cases, the complainant may be notified.

6. Close

When the remedy has been acted upon or there is nothing else to be done; the case is closed. The complaint is noted accordingly and moved to the closed section of the complaint folder. The complainant is informed that the case is **closed**.