

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, January 25, 2022 9:00 a.m.

Present: Reeve: Lee Carlson
 Council Members: Division 2 Ron Palmer
 Division 3 Nik Whalen
 Division 4 Gord Peagam
 Division 5 Vacant
 Division 6 Garnet Spanier - via electronic means
 Staff: Administrator Dawn Lugin
 Assistant Administrator Gwen Lowe
 Foreman Lloyd Webster

Absent: None

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

22-046 REGULAR MEETING MINUTES /R. PALMER

"THAT the minutes of the regular meeting of Council held January 11, 2022 be adopted as presented." CARRIED

22-047 CORRESPONDENCE /G. PEAGAM

"THAT the following Correspondence be accepted as presented and filed;
 a. 2022 Road Maintenance Agreement Rates
 b. All Nations Healing Hospital – Annual Report
 c. North Valley Waste Management Authority Minutes-December 20, 2021." CARRIED

22-048 FOREMAN REPORT/G. SPANIER

"THAT the verbal report be accepted as presented." CARRIED

Foreman Lloyd Webster left Council chambers at 9:10 a.m.

22-049 ADMINISTRATION REPORT / L. CARLSON

"THAT the written report be accepted as presented." CARRIED

22-050 ORGANIZED HAMLET OF PASQUA LAKE LIAISON REPORT / N. WHALEN

" THAT we acknowledge the Liaison's written report and will investigate the hamlets motions of recommendation prior to acceptance." CARRIED

22-051 EMERGENCY MEASURES REGIONAL GROUP REPORT / N. WHALEN

"THAT the written report be accepted as presented." CARRIED

22-052 ACCOUNTS FOR PAYMENT/ G. SPANIER

"THAT the list of accounts for cheque numbers 10308 to 10327 totaling \$77,572.71 including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

22-053 FINANCIAL STATEMENTS/G. PEAGAM

"THAT the Council accept the December 31, 2021 financial statements." CARRIED

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22-054 SUBDIVISION SW 8-20-12 W2/G. PEAGAM

"THAT the RM Council instruct the CAO to draft the bylaw to rezone with considerations for advertising and a public hearing."

CARRIED

22-055 BYLAW ENFORCEMENT POLICY/L. CARLSON

"THAT we adopt the Bylaw Enforcement Policy as presented."

CARRIED

22-056 DIVISION 5 BY-ELECTION/R. PALMER

"THAT under authority of *The Local Government Election Act, 2015*, section 15, the RM of North Qu'Appelle No. 187 will hold a by-election for the seat of Division 5 Councillor in conjunction with next general election being held on Wednesday November 9, 2022."

CARRIED

22-057 SURVEILLANCE SYSTEM POLICY/R. PALMER

"THAT we acknowledge the introduction of the Surveillance System Policy AND that the item be tabled to February 8, 2022 council meeting."

CARRIED

22-058 POWERED MOBILE EQUIPMENT PROCEDURES/N. WHALEN

"THAT we adopt the Power Mobile Equipment Procedures version 1.0 as presented."

CARRIED

22-059 PINK SHIRT DAY ADVERTISING/G. SPANIER

"THAT the RM authorize a spot in the Pink Shirt Day stand against bullying in the Fort Times at a cost of \$50.00, plus taxes."

CARRIED

22-060 SECURE SHRED SERVICES/G. PEAGAM

"THAT we authorize the CAO to contract with Crown Shred & Recycling for secure shred services, including a secure collection cart at a minimum monthly cost of \$129.00 plus taxes."

CARRIED

22-061 ANNUAL MEMBERSHIP SASKTIP INC./G. SPANIER

"THAT Council approve the 2022 SaskTip Inc. annual membership fee of \$100.00."

CARRIED

22-062 RECESS / G. SPANIER

"THAT this meeting be recessed at 9:56 a.m."

CARRIED

Reeve L. Carlson asked that the meeting reconvenes at 10:01 a.m.

22-063 RECONVENE /G. PEAGAM

"THAT this meeting reconvenes at 10:04 a.m."

CARRIED

22-064 CLOSED SESSION/ R. PALMER

"THAT the RM Council, all members present in person, and electronic means, move into closed session at 10:04 a.m., as per LA FOIP section 16(1) (a) (b) for advice and personnel, and LA FOIP section 21 (b) Economic Development."

CARRIED

Conference call was disconnected at 10:04 a.m.

DELGATE: *Concerned Citizen was invited to address Council by telephone at 10:05 a.m. in closed session regarding building concerns. The Delegate left closed session at 10:37 a.m. via disconnection from teleconferencing.*

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Office Assistant C. Wowk entered chamber council at 11:00 a.m. to advise council on training for Emergency Measures Organization, and left chamber at 11:15 a.m.;

Reeve L. Carlson asks to reconvene at 11:48 a.m.

Conference call was reconnected at 11:48 a.m.

22-065 RECONVENE/G. PEAGAM

"THAT the RM Council reconvenes to regular session at 11:48 a.m." CARRIED

22-066 KATEPWA LAND DEVELOPMENT CORP./G. PEAGAM

"THAT Council authorizes the CAO to send a letter to the corporation to have the outstanding off-site fees paid to the RM office by 4:00 p.m. on February 11, 2022 or legal action will be taken." CARRIED

22-067 LEADERSHIP FOR SAFETY EXCELLENCE TRAINING/L. CARLSON

"THAT we approve CAO Dawn Lugin and Foreman Lloyd Webster take the two-day LSE course provided through SCSA." CARRIED

22-068 OCCUPATIONAL HEALTH COMMITTEE COURSE LEVEL 1 & LEVEL 2/N. WHALEN

"THAT we approve the following staff and council take Level 1 & 2:
CAO Dawn Lugin, Foreman Lloyd Webster, OHS Staff Committee members D. McCullough, C. Wowk, AND interested Councillors." CARRIED

22-069 FIRST AID & CPR TRAINING/N. WHALEN

"THAT we approve recertification/renewal of First Aid & CPR training for all works crew, and office staff." CARRIED

22-070 HERITAGE WEBINARS/G. SPANIER

"THAT we approve the Assistant Administrator, AND any interested Councillors to attend the four-part webinar series "Heritage for Economic and Community Development" provided by Ministry of Parks, Culture and Sport being run in March 2022." CARRIED

22-071 BUILDING CONCERNS/G. SPANIER

"THAT we authorize the CAO to contact the Provincial Chief Building Official's office for Direction and clarity on enforcement matters." CARRIED

22-072 ADJOURNMENT /G. SPANIER

"That the Regular meeting of Council be adjourned at 11:52 a.m." CARRIED

Approved this

8th

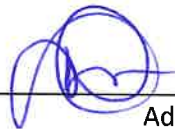
day of

February

, 2022



Reeve



Administrator

Next regular meeting of Council, Tuesday, February 8, 2022 at 9:00 a.m.



Administration Report to Council
Tuesday January 25, 2022

Bank Balance \$1,589,933 as at January 24/ 2022
Wasqua Lake Reserve \$ 159,964 as at Dec.31/2020
Taylor Beach Reserve \$ 132,578 as at Dec.31/2020

Complaints new RIC's opened between Jan 8/2022 – Jan 21/2022

Permits (Development & Building): 0 Newly Received permits – 0 permits approved; 0 at PBI in review;
0 in office awaiting review; 2 waiting on owner supply of info; 0 cancelled by owner

January 2022		<p>ITEMS FOR COUNCIL TO NOTE:</p> <ul style="list-style-type: none"> Administrative Duties with Deadlines coming up: January 2022: January 10th: School tax collections due to Province; <i>done</i> January 15th: file & remit previous month payroll deductions to CRA & MEPP; <i>done</i> January 20th: Organized Hamlet 2021 Financial statement due; <i>done</i> January 31st: Deadline to register tax liens for unpaid advertised properties; <i>done</i> Deadline to file annual school tax report; <p>February 2022 will see the start of Census data reports</p>
		<ul style="list-style-type: none"> - Consultation with Solicitor ongoing - Year-end processing started - computer upgrades requested, waiting on dates - New Janitor service to begin Feb. 1 - 2022 Fire Services Agreement with Town Fort Qu'Appelle in place - ongoing work with municipal reserves and Developers ongoing

- Devin 23 remaining 2022
- Darcy 16 day remaining 2022
- Lloyd 29 days remaining 2022
- Gwen 28 days remaining 2022
- Dawn 36 days remaining 2022
- Charmain 16 days remaining 2022

Respectfully submitted,
Dawn Lugin.

AG W.

JAN 21 2022

Calling Lakes Regional Emergency Management Report

On January 13th, Lee and myself attended a Calling Lakes Regional Emergency Planning meeting. In attendance were representatives from Katepwa, Lebret, Fort San, Balcarres Fire Dept and B Say Tah village. This was a preliminary meeting of the municipalities within the valley to start discussion and planning for joint emergency management efforts. Discussion was led and overseen by three representatives from SPSA, who had knowledgeable information for the group. A talking point of the meeting was establishing a Calling Lakes Regional Emergency Committee which would meet on a quarterly basis. In the past, there was a similar committee which dissolved over time. The group worked well together and all believe that this is a great opportunity to work together within the region.

At the end of the meeting, the representatives decided on a few topics to bring back to their respective councils for discussion. As follows

1. Each representative take back information to their councils and receive verbal support and commitment of process.
2. Have members of their respective council take ICS 100 self taught training, as per the recommendation from SPSA members.
3. Review, update and adapt the new format for Emergency Management Plan for each municipality EMO plan.

Thank you, council.

Nik Whalen

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
10308	1/21/2022	Myers, Leonard 01202022	Contract Work Dec 27-Jan 17	1,400.00	1,400.00
10309-Man	1/21/2022	Bender, Deanna Pay 0118-02	Pay Jan 5-18	1,018.19	1,018.19
10310-Man	1/21/2022	Lowe, Gwen Pay 0118-02	Pay Jan 5-18	1,442.57	1,442.57
10311-Man	1/21/2022	Webster, Lloyd Pay 0118-02	Payroll Jan 5-18	1,812.26	1,812.26
10312-Man	1/21/2022	McCullough, Darcy Pay 0118-02	Payroll Jan 5-18	1,117.87	1,117.87
10313-Man	1/21/2022	Lugrin, Dawn Pay 0118-02	Payroll Jan 5-18	2,016.76	2,016.76
10314-Man	1/21/2022	Horsman, Devin Pay 0118-02	Payroll Jan 5-18	1,435.16	1,435.16
10315-Man	1/21/2022	Wowk, Charmaine Pay 0118-02	PP Jan 5-18	819.22	819.22
10316	1/25/2022	CIBC Credit Card 01082022	Credit Card 9 Dec - 8 Jan	1,553.19	1,553.19
10317	1/25/2022	East Central Transportation 2022-Membership	2022 Membership Fee	500.00	500.00
10318	1/25/2022	Echo Electric 1254	Install 4 security cameras	2,497.50	2,497.50
10319	1/25/2022	Hollerbaum, Tim 120221	OHPL Radar sign install	2,542.87	2,542.87
10320	1/25/2022	Indian Head Chrysler Dodge SO#216362	2008 Dodge repair/parts	2,243.59	2,243.59
10321	1/25/2022	John Deere Financial 01152022	Hydrolic Oil 772.GP	295.02	295.02
10322	1/25/2022	Kell Kar Holdings 01252022	Monthly Rental Jan 2022	73.50	73.50
10323	1/25/2022	North Qu'Appelle Group 01102022 01142022	B Boehme TelPay R Ross TelPay	161.42 134.03	295.45
10324	1/25/2022	SARM Saskatchewan Association CAL22187 BEN119028 BEN119414 BON220187 EXC220187 LIA22187 MEM2022187 PSIP22187-0	2022 Calendars 2022 Annual Billing Claim overpayment - Credit Fidelity Bond Excess Liability LSIP Annual Membership PSIP	21.62 34,696.87 193.27- 344.50 978.38 3,044.65 4,183.35 7,325.76	50,401.86
10325	1/25/2022	SaskWater SW074714	Dec Agreement, 201731RM	5,728.98	5,728.98
10326	1/25/2022	Success Office Systems INV336188	Postbase Ink	247.74	247.74
327	1/25/2022	Valley Bake & Coffee Shop 26	11 Jan Mtng Lunch	130.98	130.98
				Total for AP:	77,572.71

Report Date
1/21/2022 1:13 PM

RM of North Qu'Appelle
List of Accounts for Approval
As of 1/25/2022
Batch: 2022-00008 to 2022-00011

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Reeve



Administrator

Approved by Council this
25th day of January, 2022.

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

	Current	Year To Date	Budget	Variance	%
REVENUES					
Taxation					
Municipal Taxes					
General Municipal Levy Receivable		1,804,179.40	1,700,144.61	104,034.79	6.12
Abatements and Adjustments		(1,969.72)	(2,000.00)	30.28	1.51
Discount on Current Year Taxes		(72,113.77)	(72,150.00)	36.23	0.05
Net Municipal Taxes	0.00	1,730,095.91	1,625,994.61	104,101.30	6.40
Penalties on Tax Arrears	1,418.35	21,278.19	19,700.00	1,578.19	8.01
Total Taxation:	1,418.35	1,751,374.10	1,645,694.61	105,679.49	6.42
Fees and Charges					
Custom Work	115,113.23	184,303.48	2,500.00	181,803.48	7272.14
Sale of Supplies and Gravel	(732.76)	36,784.12	29,000.00	7,784.12	26.84
Rentals	150.00	2,350.00	1,650.00	700.00	42.42
Policing and Fire Fees		2,200.00		2,200.00	
Licenses and Permits	(2,735.00)	44,685.00	27,500.00	17,185.00	62.49
General Office Services	6,309.40	10,258.91	8,000.00	2,258.91	28.24
Landfill/Waste Collection Fees	32,278.60	32,278.60	31,000.00	1,278.60	4.12
Total Fees and Charges:	150,383.47	312,860.11	99,650.00	213,210.11	213.96
Maintenance and Development Charges					
Road Maintenance and Restoration Agreement:	6,951.58	36,384.54	66,000.00	(29,615.46)	44.87-
Development Charges		1,000.00	3,000.00	(2,000.00)	66.67-
Public Reserve	500.00	1,596.00	500.00	1,096.00	219.20
Total Maintenance and Development Charge	7,451.58	38,980.54	69,500.00	(30,519.46)	43.91-
Utilities					
Water	1,229.00	15,685.25	15,000.00	685.25	4.57
Total Utilities:	1,229.00	15,685.25	15,000.00	685.25	4.57
Unconditional Transfers					
Unconditional Transfers	43,534.00	211,295.00	211,094.00	201.00	0.10
Total Unconditional Transfers:	43,534.00	211,295.00	211,094.00	201.00	0.10
Conditional Grants					
Federal		104,181.75	54,000.00	50,181.75	92.93
Provincial		40.00	3,200.00	(3,160.00)	98.75-
Local		18,797.70	3,000.00	15,797.70	526.59
Total Conditional Grants:	0.00	123,019.45	60,200.00	62,819.45	104.35
Grants in Lieu of Taxes					
Provincial	1,261.64	2,077.64	2,216.00	(138.36)	6.24-
Local		1,684.61	1,200.00	484.61	40.38
Total Grants in Lieu of Taxes:	1,261.64	3,762.25	3,416.00	346.25	10.14
Investment Income and Commissions					
Investment and Income Revenue	1,150.57	2,892.65	9,700.00	(6,807.35)	70.18-
Total Investment Income and Commissions:	1,150.57	2,892.65	9,700.00	(6,807.35)	70.18-
Total REVENUES:	206,428.61	2,459,869.35	2,114,254.61	345,614.74	16.35
PENDITURES					
General Government Services					
Wages	18,795.44	187,686.93	197,400.00	9,713.07	4.92
Benefits	6,287.28	70,199.28	66,500.00	(3,699.28)	5.56-
Professional/Contract Services	126,441.55	265,825.66	245,471.30	(20,354.36)	8.29-
Utilities	2,238.71	13,691.04	16,700.00	3,008.96	18.02
Maintenance, Material and Supplies	362.41	23,325.04	22,850.00	(475.04)	2.08-
Grants and Contributions		200.00	400.00	200.00	50.00
Capital Expenditures			1,685.00	1,685.00	100.00
Total General Government Services:	154,125.39	560,927.95	551,006.30	(9,921.65)	1.80-
Protective Services					

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

	Current	Year To Date	Budget	Variance	%
Police Protection					
Contractual Services		42,286.17	43,094.00	807.83	1.87
Total Police Protection:	0.00	42,286.17	43,094.00	807.83	1.87
Fire Protection					
Professional/Contractual Services	8,329.00	19,926.75	23,573.00	3,646.25	15.47
Maintenance, Materials and Supplies		726.10		(726.10)	
Total Fire Protection:	8,329.00	20,652.85	23,573.00	2,920.15	12.39
Total Protective Services:	8,329.00	62,939.02	66,667.00	3,727.98	5.59
Transportation Services					
Maintenance					
Wages	18,343.62	232,919.16	189,750.00	(43,169.16)	22.75-
Benefits	119.84	47,040.58	32,500.00	(14,540.58)	44.74-
Professional/Contractual Services	1,526.41	285,466.45	476,200.00	190,733.55	40.05
Utilities	2,931.89	29,533.97	30,600.00	1,066.03	3.48
Maintenance, Materials & Supplies	32,549.86	866,929.74	471,850.00	(395,079.74)	83.73-
Capital Expenditures			179,402.00	179,402.00	100.00
Total Maintenance:	55,471.62	1,461,889.90	1,380,302.00	(81,587.90)	5.91-
Snow Removal					
Maintenance, Materials & Supplies	6,120.00	14,040.00	20,000.00	5,960.00	29.80
Total Snow Removal:	6,120.00	14,040.00	20,000.00	5,960.00	29.80
Total Transportation Services:	61,591.62	1,475,929.90	1,400,302.00	(75,627.90)	5.40-
Environmental Services					
Professional/Contractual Services	46,757.12	218,654.14	210,972.31	(7,681.83)	3.64-
Maintenance, Materials and Supplies		74.18		(74.18)	
Other		207.15	1,000.00	792.85	79.29
Total Environmental Services:	46,757.12	218,935.47	211,972.31	(6,963.16)	3.28-
Planning and Development Services					
Professional/Contractual Services		1,981.14	914.00	(1,067.14)	116.75-
Total Planning and Development Services:	0.00	1,981.14	914.00	(1,067.14)	116.75-
Recreation and Cultural Services					
Professional/Contractual Services	74.32	10,105.17	13,624.89	3,519.72	25.83
Maintenance, Materials and Supplies	195.67	660.29	300.00	(360.29)	120.10-
Grants and Contributions		4,000.00	3,800.00	(200.00)	5.26-
Total Recreation and Cultural Services:	269.99	14,765.46	17,724.89	2,959.43	16.70
Utilities					
Water					
Professional/Contractual Services		87.60	125.00	37.40	29.92
Utilities	101.41	1,345.14	1,500.00	154.86	10.32
Maintenance, Materials and Supplies			250.00	250.00	100.00
Total Water:	101.41	1,432.74	1,875.00	442.26	23.59
Total Utilities:	101.41	1,432.74	1,875.00	442.26	23.59
Total EXPENDITURES:	271,174.53	2,336,911.68	2,250,461.50	(86,450.18)	3.84-
CHANGE IN NET FINANCIAL ASSETS					
REVENUES	206,428.61	2,459,869.35	2,114,254.61	345,614.74	16.35
EXPENDITURES	271,174.53	2,336,911.68	2,250,461.50	(86,450.18)	3.84-
CHANGE IN NET FINANCIAL ASSETS	(64,745.92)	122,957.67	(136,206.89)	259,164.56	190.27
Change in Non-Financial Assets	13,342.14	6,949.90		6,949.90	
Change in Net Assets	(78,088.06)	116,007.77	(136,206.89)	252,214.66	185.17
TRANSFERS			96,163.00	96,163.00	100.00
Change in Surplus	(78,088.06)	116,007.77	(232,369.89)	348,377.66	149.92

Account Balances

Current Year to Date Balance

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

	<u>Current</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>
Cash and Investments					
Cash - On Hand - Petty Cash			300.00		
Cash - Bank - CIBC	60,333.68	114,418.02	1,515,610.87		
Cash - Conexus (For Pipeline Deposits)	7,296.69	72,023.85	72,023.85		
Cash - Bank - Savings	19.92	214.39	117,310.48		
Total Cash and Investments:	67,650.29	186,656.26	1,705,245.20		
Municipal Taxes Receivable					
Municipal - Tax Receivable - Rural	(43,472.68)	14,725.34	73,156.97		
Municipal - Tax Receivable - Urban	(40,596.61)	3,941.39	80,267.47		
Municipal - Tax Receivable -Taylor Beach	(4,484.63)	2,134.65	3,861.83		
Municipal - Tax Receivable -Pasqua Lake	(42,070.66)	11,500.02	41,298.17		
Municipal - Tax Recv. - Fire Truck Spec.		(0.05)	(1.57)		
Municipal - Tax Receivable - Tax Enforc.	(16.98)	(2,034.47)	3,053.74		
Total Municipal Taxes Receivable:	(130,641.56)	30,266.88	201,636.61		

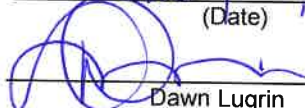
Certified correct and in accordance with the records

Presented to council on



Lee Carlson
Reeve

January 25, 2022

(Date)

Dawn Lugin
Administrator

GG - Cont - TB Admin Services	27,192.14	27,192.14	20,645.00	(6,547.14)	31.71-
GG - Cont. - PL Admin Services	91,629.00	91,629.00	80,000.00	(11,629.00)	14.54-