

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 22, 2022 9:00 a.m.

Present:	Reeve:		Lee Carlson
	Council Members:	Division 2	Ron Palmer
		Division 4	Gord Peagam
		Division 5	Vacant
		Division 6	Garnet Spanier
	Staff:	Administrator	Dawn Lugin
		Assistant Administrator	Gwen Lowe
Absent:	Council Members:	Division 3	Nik Whalen

Foreman Lloyd Webster entered chambers at 8:50
OHPL Liaison Larry Bedel entered chambers at 8:56

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.

22-097 REGULAR MEETING MINUTES /R. PALMER

"THAT the minutes of the regular meeting of Council held February 8, 2022 be adopted as presented." CARRIED

22-098 CORRESPONDENCE / G. PEAGAM

"THAT the following Correspondence be accepted as presented and filed;
a. Johnson Shoyama Graduate School of Public Policy
b. RCMP Combined Traffic Services Update
c. PARCS Update #170
d. SARM Division 1 CARRIED

22-099 FOREMAN / G. SPANIER

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

Foreman L. Webster left chambers at 9:11 a.m.

22-100 ADMINISTRATION REPORT / L. CARLSON

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

22-101 ORGANIZED HAMLET OF PASQUA LAKE/G. SPANIER

"THAT council acknowledge the written report as presented." CARRIED

22-102 ORGANIZED HAMLET OF PASQUA LAKE PARCS/R. PALMER

"THAT we renew the Organized Hamlet of Pasqua Lakes' PARCS 2022 membership as per the February 22, 2022 OHPL Motion 22-05 "that the OHPL renew its PARCS membership for 2022 as Full Members at a cost of \$425." Moved by L. Bedel/Carried" CARRIED

22-103 BYLAW 2022-03, ACCOUNTS RECEIVABLE PENALTY BYLAW/G. PEAGAM

"THAT Bylaw 2022-03, a Bylaw to authorize the Application of Penalties for General Accounts Receivable, be introduced and given first reading." CARRIED

22-104 BYLAW 2022-03, ACCOUNTS RECEIVABLE POLICY BYLAW/R. PALMER

"THAT The Application of Penalties for General Arrears Bylaw, 2022-03, be given SECOND reading." CARRIED

22-105 BYLAW 2022-03, ACCOUNTS RECEIVABLE POLICY BYLAW/G. SPANIER

"THAT The Application of Penalties to General Arrears Bylaw 2022-03, be given three readings at this meeting." CARRIED
UNANIMOUSLY

22-106 BYLAW 2022-03, ACCOUNTS RECEIVABLE POLICY BYLAW/G. PEAGAM

"THAT The Application of Penalties to General Arrears Bylaw 2022-03, be read a THIRD time and adopted by Council." CARRIED

OHPL Liaison L. Bedel left chambers at 9:19 a.m.

22-107 ACCOUNTS FOR PAYMENT/R. PALMER

"THAT the list of accounts for cheque numbers 10371 to 10390 totaling \$491,851.18 including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

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22-108 SURVEILLANCE SYSTEM POLICY/G. PEAGAM

“THAT we adopt the Surveillance System Policy GG2022.03 as presented.” CARRIED

22-109 SAFETY TRAINING/G. SPANIER

“THAT we hire certified instructor B. Duke to run the First Aid, CPR, AED training for the RM Staff.” CARRIED

22-110 SARM CONVENTION 2022/R. PALMER

“THAT we authorize any councillor and staff member to attend SARM convention 2022, AND furthermore, that they notify the office by February 28th for registration.” CARRIED

22-111 CERTIFICATE OF APPOINTMENT OF BUILDING OFFICIALS/G. PEAGAM

“THAT Council authorize the Administrator to sign the Certificate of Appointment that certifies the building inspectors who are employed by Professional Building Inspections, Inc. and FURTHERMORE acknowledge the list of officials have been appointed by RM Council under the Authority of Subsection 16(2) and 16(3) of The Construction Codes Act.” CARRIED

22-112 DUST CONTROL 2022/G. SPANIER

“THAT the RM Council recommend the RM contract Fort Distributors for dust suppression services for spring 2022 based on the January 19, 2022 quote AND FURTHER THAT completion of the application service is preferred prior to May 1, 2022.” CARRIED

22-113 DISTRICT OF KATEPWA ADVERTISEMENT / R. PALMER

“THAT the RM request a ¼ size advertisement space in the District of Katepwa Phone Directory for the cost of \$110.00 to be paid prior to 28 February 2022.” CARRIED

22-114 POLICY NUMBERS/G. SPANIER

“That the attached list of policy numbers be assigned to the attached list of existing RM Policies.”

EH2016-01	2016	Beaver Bounty Policy
EH2016-02	2016	Eradication Officer Policy
GG2016-01	2016	Gift of Thanks Policy
GG2016-02	2016	Professional Development Policy
TS2016-01	2016	Burrow Pit Policy
GG2017-01	2017	Council Chamber Use Policy
GG2017-02	2017	Smoking Policy
GG2017-03	2017	Employee Orientation Policy
GG2017-04	2017	Personnel Conduct Policy
TS2017-01	2017	OHTB Road Share Policy
TS2017-02	2017	Oil Treatment Policy
TS2017-03	2017	Oil Treatment Policy, Hamlets
TS2017-04	2017	Road Grading Policy
TS2017-05	2017	Works Procedure Policy
TS2018-01	2018	Custom Work Policy
GG2018-01	2018	Donation Policy
GG2019-02	2019	Employee Review Policy
GG2019-03	2019	Fit for Work Policy
GG2020-01	2020	Fragrance Reduced Workplace Policy
GG2020-02	2020	Gas Tax Fund Share Policy
TS2022-01	2022	Powered Mobile Equipment Procedures Policy Version 1.0

CARRIED

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22-115 ORGANIZED HAMLET OF PASQUA LAKE DRAFT PROVISION OF SERVICES AGREEMENT/G. SPANIER

"THAT Council acknowledge receipt of the DRAFT provision of Services document and 2022 Budget AND FURTHER THAT the draft documents be referred to the Finance Committee for review."

CARRIED

22-116 TIRES JOHN DEERE GRADER/G. SPANIER

"THAT we purchase new tires for the John Deere grader at an approximate value of \$15,000.00 through SARM trading services."

CARRIED

22-117 RECESS / G. SPANIER

"THAT this meeting be recessed at 10:15 a.m."

CARRIED

Reeve L. Carlson asked that the meeting reconvenes at 10:20 am

22-118 RECONVENE /G. PEAGAM

"THAT this meeting reconvenes at 10:23 a.m."

CARRIED

22-119 CLOSED SESSION/R. PALMER

"THAT the RM Council, all members present in person, move into closed session at 10:24 a.m., as per LA FOIP section 16(1)(b) and (e) for advice and personnel, and LA FOIP section 21(b) for economic development considerations."

CARRIED

Conference call disconnected at 10:25 am

Reeve asks to reconvene at 11:17 am

Conference call reconnected at 11:17 am

22-120 RECONVENE/R. PALMER

"THAT the RM Council reconvenes to regular session at 11:17 a.m."

CARRIED

22-121 SAFETY TRAINING/R. PALMER

"THAT we authorize C. Wowk to take Safety Audit and WHIMS Training for certification renewal."

CARRIED

22-122 INVOICE FOR LEGAL SERVICES/R. PALMER

"THAT RM council approve the payment of invoice no. 15457 from Gerrrand Rath Johnson in the sum of \$3,712.26"

CARRIED

22-123 BLOCK A PLAN 101502526 LEASE/G. PEAGAM

"THAT council authorize the administrator to negotiate a lease agreement for the tenants M. Anderson & N. Johner on the above property for a five-year term starting January 1, 2023 with an annual payment of \$150.00 due in January of each year."

CARRIED

22-124 ADJOURNMENT /G. SPANIER

"That the Regular meeting of Council be adjourned at 11:20 a.m."

CARRIED

Approved this

8th

day of

March

, 2022


Reeve


Administrator

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

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

Tuesday, February 22, 2022

1. Call to Order
2. Approval of Minutes
 - a. February 8, 2022 Regular Meeting of Council
3. Business Arising from Minutes
4. Delegation
5. Correspondence
 - a. Johnson Shoyama Graduate School of Public Policy
 - b. RCMP Combined Traffic Services Update
 - c. PARCS Update #170
 - d. SARM Division 1
6. Reports
 - a. Foreman
 - b. Administration
 - c. Organized Hamlet of Pasqua Lake
7. Bylaws
 - a. Bylaw 2022-03 The Accounts Receivable Penalty Policy Bylaw
8. Accounts for Payment
9. Unfinished Business
 - a. Surveillance System Policy
 - b. Safety Training & Memberships
 - c. Provincial Civic Address Registry
 - d. SARM Convention 2022
 - e. Sask. Municipal Hail AGM
 - f. Qu'Appelle Park Request
10. New Business
 - a. Certificate of Appointment of Building Official
 - b. Dust Control quotation
 - c. District of Katepwa Advertisement
 - d. RM Policy numbering
 - e. OH Pasqua Lake Provision of Services Agreement 2022
 - f. Spring Road Restrictions
11. Other Business
12. Closed Session
 - a. LA FOIP s.21(b) and (c) Economic Development
 - b. LA FOIP s.16(1) (e) – Policy Advice
 - c. LA FOIP s.16(1)(b) – Personnel
13. Adjournment



Administration Report to Council
Tuesday February 22, 2022

Bank Balance \$1,613,554 as at February 18/ 2022
Wasqua Lake Reserve \$ **272,751** as at Dec.31/2021
Taylor Beach Reserve \$ **150,661** as at Dec.31/2021

Complaints 4 new RIC's opened between Feb 7/2022 – Feb 16/2022

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

February 2022		<p>ITEMS FOR COUNCIL TO NOTE:</p> <ul style="list-style-type: none"> Administrative Duties with Deadlines coming up: February 2022: February 10th: School tax collections due to Province; Completed February 15th: file & remit previous month payroll deductions to CRA & MEPP; completed. February 15th: Deadline to remit Beaver Control Program claim - <i>completed</i> February 28th: Deadline for completing T4's & T4A's- will by completed February 28th: Deadline to File Workers Compensation 2021 Report - completed <p>February 2022 will see the start of Census data reports</p>
		<ul style="list-style-type: none"> - Community Planning Requesting Developer Update for SE 1-21-13 - Consultation with Solicitor ongoing - Year-end processing started - computer upgrades requested, waiting on dates - ongoing work with municipal reserves and Developers - assisting works Crew with communicating snow clearing concerns, Identifying driveways & areas requiring snow ridging

Devin 23 remaining 2022
 Darcy 16 day remaining 2022
 Lloyd 29 days remaining 2022
 Gwen 28 days remaining 2022
 Dawn 35 days remaining 2022
 Charmain 16 days remaining 2022

Respectfully submitted,
Gwen Lowe.

Liaison Report to RM Council Meeting

February 22, 2022

1. The following motions (FYI) were made by the Hamlet board at their February 16, 2022 meeting:

Motion 22-04 - "that the OHPL adopt the 2022 budget/Provision of Services Agreement as presented". Moved by S. Powell/Carried

Motion 22-05 - "that the OHPL renew its PARCS membership for 2022 as Full Members at a cost of \$425". Moved by L. Bedel/Carried

2. The 2022 OHPL AGM has been scheduled for Saturday, June 4, 2022 starting at 10:00 at Camp Lutherland

3. The next Hamlet meeting is scheduled for Wednesday, ^{March 16, 2022.} ~~March 4~~, 2022 starting at 9:00 a.m. via Zoom.

Respectfully submitted by

Larry Bedel

Hamlet of Pasqua Lake Liaison Representative

Handwritten mark

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187


BYLAW NO. 2022-03

**A BYLAW TO AUTHORIZE THE APPLICATION OF PENALTIES FOR DEFAULT IN PAYMENT
OF GENERAL ACCOUNTS RECEIVABLE**


The Council of RM of North Qu'Appelle No. 187 in the Province of Saskatchewan enacts as follows:

1. The purpose of this bylaw is to authorize the monthly application of penalties on general accounts receivable with an outstanding balance, as per the attached schedule A; "The Accounts Receivable Policy GG2022-02".
2. This bylaw shall come into force on the 1st day of March, 2022.





Reeve



Administrator

Read a third time and adopted
this 22nd day of February, 2022.



Policy Number GG2022-02

Resolution of Council- 2022- on Regular Council Meeting of February 22, 2022

GOAL

To provide clarity and consistency on the invoicing and collections of Accounts Receivable.

SCOPE

To detail the policies surrounding invoicing and collection of Accounts Receivable.

Accounts Receivable

The Accounts Receivable Policy of the Rural Municipality of North Qu'Appelle No. 187 applies to all general (non-tax or utility) receivables due to the RM.

Invoices & Statements

Receivables will be recorded promptly and accurately. Invoices and Statements will be mailed within five (5) business days of the fifteenth (15th) day of each month. Payment is due within 30 days of the date of an invoice.

Overdue Accounts

- a. Any amount outstanding past 30 days will be considered arrears and will accumulate interest penalties at 1.5% per month (19.56% per annum) to be applied on the first business day of each month.
- b. Accounts 30-59 Days in Arrears will receive a statement advising that the account is overdue and interest is being applied.
- c. Accounts 60-90 Days in Arrears will receive, via registered mail, a second statement of account along with a final past due notice.
- d. Accounts greater than 90 Days in arrears will be subject to the following collection procedures:
 - Where allowed, arrears will be added to the tax roll;
 - Account will be referred to a collection agency;
 - Subject to legal action;
 - Credit Privileges will be revoked; and/or
 - Service may be suspended.
- f. Any additional costs incurred as a result of action taken under Section 2 (e) of the Accounts Receivable Policy will be borne by the account holder.

Transfer to Taxes

According to Section 369 of *The Municipalities Act, SS 2005, c M-36.1*, a Council of a Municipality may add amounts unpaid to the tax roll of a parcel of land.

1. *A council may add the following amounts to the tax roll of a parcel of land:*
 - a. *unpaid costs relating to service connections of a public utility that are owing with respect to the parcel;*
 - b. *unpaid charges for a utility service provided to the parcel by a public utility that are owing with respect to the parcel;*
 - c. *unpaid expenses and costs incurred by the municipality in remedying a contravention of a bylaw or enactment if the contravention occurred on all or part of the parcel;*
 - d. *unpaid fees or charges for services or activities provided by or on behalf of the municipality respecting fire and security alarm systems to the parcel;*
 - e. *if the municipality has passed a bylaw requiring the owner or occupant of a parcel to keep the sidewalks adjacent to the parcel clear of snow and ice, unpaid expenses and costs incurred by the municipality for removing the snow and ice with respect to the parcel;*
 - f. *any other amount that may be added to the tax roll pursuant to an Act.*
2. *If a person described in any of the following clauses owes money to a municipality in any of the circumstances described in the following clauses, the municipality may add the amount owing to the tax roll of any parcel of land for which the person is the assessed*

person:

- a. a person who was a licensee pursuant to a licence of occupation granted by the municipality and who, pursuant to the licence, owes the municipality for the costs incurred by the municipality in restoring the land used pursuant to the licence;*
- b. a person who owes money to the municipality for the costs incurred by the municipality in eliminating an emergency;*
- c. a person who owes the municipality for any costs incurred by the municipality with respect to a dangerous animal.*

Write-Offs

A balance may be written off in the normal course of business with the approval of the RM Council for the following reasons:

- a. The balance has been deemed uncollectable by a Collections Agency
- b. The balance has been deemed uncollectable by the Chief Administrative Officer
- c. The invoice requires voiding or changing due to an error made by the RM.
- d. Upon direction by Council Resolution

Returned Cheque

Any NSF cheques will be charged back to the customer account together with a returned cheque charge (as per our bank NSF fee charge).

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP GENERAL					
Computer Cheques:					
10371	2/11/2022	Brandt Tractor Ltd. 2022BHoe 310SL	2022 JD Backhoe 310SL net	135,659.40	135,659.40
10372	2/08/2022	Nasheim, Don 2021 RM187	2021 RM Council Indemnity	4,244.95	4,244.95
10373	2/18/2022	Myers, Leonard 020152022	Pay Feb 2-15	1,050.00	1,050.00
10374-Man	2/18/2022	Bender, Deanna Pay 0201-05	Pay Feb 2-15	1,022.45	1,022.45
10375-Man	2/18/2022	Lowe, Gwen Pay 0201-05	Pay Feb 2- 15	1,445.85	1,445.85
10376-Man	2/18/2022	Webster, Lloyd Pay 0201-05	Payroll Feb 2-15	1,815.54	1,815.54
10377-Man	2/18/2022	McCullough, Darcy Pay 0201-05	Payroll Feb 2-15	1,243.17	1,243.17
10378-Man	2/18/2022	Lugrin, Dawn Pay 0201-05	Payroll Feb 2-15	2,020.03	2,020.03
10379-Man	2/18/2022	Horsman, Devin Pay 0201-05	Payroll Feb 2-15	1,545.95	1,545.95
10380-Man	2/18/2022	Wowk, Charmaine Pay 0201-05	PP Feb 2-15	822.66	822.66
10381	2/22/2022	Banks, Gerald 02102022	2 Beaver Tails	90.00	90.00
10382	2/22/2022	CIBC Credit Card 02082022	CIBC Credit Card	222.00	222.00
10383	2/22/2022	Howden Country Services Ltd 8042 8049 8055	6420 Repair/Parts Snow Blower repair/parts Snow blower/6420 repair/parts	71.15 266.28 589.41	926.84
10384	2/22/2022	John Deere Financial 6799	Reference 110-0385222-001	331,446.00	331,446.00
10385	2/22/2022	Meridian OneCap Credit Corp 220301 430371	Postage Rental	166.33	166.33
10386	2/22/2022	Professional Building 22013155	BP Inspections/Reviews	1,071.01	1,071.01
10387	2/22/2022	SARM Saskatchewan Association BEN119734 SARM807793 SARM807794	Jan insurance and benefits RD Restricted Signs RD Signs	296.93 122.26 528.36	947.55
10388	2/22/2022	SaskWater SW075110	Jan Agreement 201731RM	5,728.98	5,728.98
10389	2/22/2022	Spanier, Garnet 01312022	Division 6 Jan Indemnity	304.00	304.00
10390	2/22/2022	Valley Pumps & Softners 4531	Mig Wire/Hardware	84.47	84.47
				Total for AP:	491,857.18


Reeve


Administrator

Approved by Council this
22nd day of February, 2022