

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, April 26, 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
	Staff:		
		Administrator	Dawn Lugin
		Assistant Administrator	Gwen Lowe
		Foreman	Lloyd Webster
		Office Assistant	Charmain Wowk

Absent: Council Members:

Foreman L. Webster entered Council chambers at 8:50 a.m.

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

22-246 REGULAR MEETING MINUTES / R. PALMER

"THAT the minutes of the regular meeting of Council held April 12, 2022, be adopted as presented." CARRIED

22-247 PUBLIC HEARING MINUTES /G. PALMER

"THAT the minutes of the public hearing of Council held April 12, 2022, be adopted as presented." CARRIED

22-248 SPECIAL MEETING MINUTES /G. SPANIER

"THAT the minutes of the special meeting of Council held April 19, 2022, be adopted as presented." CARRIED

22- 249 CORRESPONDENCE /N. WHALEN

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

- a. PBI April 2022 Newsletter
- b. Saskatchewan Public Works Association
- c. N.V.W.M.A. Minutes March 21, 2022
- d. Organized Hamlet of Taylor Beach Board Minutes March 29
- e. 2022 UMAAS Convention Agenda
- f. RMAA 2022 Convention Agenda
- g. Saskatchewan Legislative Assembly – Carla Beck

CARRIED

22- 250 FOREMAN REPORT /G. SPANIER

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

Foreman L. Webster left chambers at 9:12 a.m.

22-251 ORGANIZED HAMLET OF PASQUA LAKE LIASON REPORT / R. PALMER

"THAT the written report be acknowledged." CARRIED

22-252 PUBLIC RESERVE PROPERTY PLAN 80R38303/N. WHALEN

"THAT council authorize the administrator to provide Public Notice for discussion at the May 24, 2022, regular council meeting." CARRIED

22-253 ORGANIZED HAMLET OF PASQUA LAKE EMAILS/N. WHALEN

"THAT the RM Council approve the Organized Hamlet of Pasqua Lake Chair to send a final email to his grouping, as per Pasqua Lake Hamlet Board recommendation 22-09." DEFEATED

22-254 ORGANIZED HAMLET OF PASQUA LAKE EMAILS/R. PALMER

"THAT an alternate method of communication for the Hamlet be assessed to provide notice to rate payers." CARRIED

22-255 FORT QU'APPELLE LIBRARY REPORT/N. WHALEN

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

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22-256 ADMINISTRATION REPORT / L. CARLSON

"THAT the written report be accepted as presented."

CARRIED

22-257 BYLAW 2022-07 THE DESTRUCTION OF DOCUMENTS BYLAW 1ST READING/R. PALMER

"THAT Bylaw 2022- 07, a bylaw for the destruction of documents, be INTRODUCED and read for the FIRST time.

CARRIED

22-258 BYLAW 2022-07 THE DESTRUCTION OF DOCUMENTS BYLAW 2nd READING/N.WHALEN

"THAT Bylaw 2022-07, a bylaw for the destruction of documents be read a SECOND time."

CARRIED

22-259 BYLAW 2022-07 THE DESTRUCTION OF DOCUMENTS BYLAW 3 READINGS/R. PALMER

"THAT Bylaw 2022-07, a bylaw for the destruction of documents, be given three readings at this meeting."

CARRIED UNANIMOUSLY

22-260 BYLAW 2022-07 THE DESTRUCTION OF DOCUMENTS BYLAW 3rd READING/N. WHALEN

"THAT Bylaw 2022-07, a bylaw for the destruction of documents, be read a THIRD TIME AND ADOPTED."

CARRIED

22-261 ACCOUNTS FOR PAYMENT/ N. WHALEN

"THAT the list of accounts for cheque numbers 10506 to 10530, totaling \$41,605.08 including payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

22-262 ORGANIZED HAMLET OF PASQUA LAKE 2022 PROVISION OF SERVICES AND BUDGET AGREEMENT/G. SPANIER

"THAT the RM of North Qu'Appelle No 187 Council accept the Provision of Services Agreement with budget schedules for 2022 Organized Hamlet of Pasqua Lake, AND FURTHER THAT the Reeve and Administrator be authorized to sign the Agreement."

CARRIED

22-263 ORGANIZED HAMLET OF TAYLOR BEACH 2022 PROVISION OF SERVICES AND BUDGET AGREEMENT/ R. PALMER

"THAT the RM of North Qu'Appelle No 187 Council accept the Provision of Services Agreement with budget schedule for 2022 Organized Hamlet of Taylor Beach, AND FURTHER THAT the Reeve and Administrator be authorized to sign the Agreement."

CARRIED

22- 264 POLICE COST RE-DISTRIBUTION FORMULA/G. PEAGAM

"THAT Council acknowledges the 2022-2023 rates for RCMP services."

CARRIED

22-265 SUBDIVISION SW 4-21-13-W2/G. PEAGAM

"THAT the RM Council authorize the development officer to meet with the landowner to provide more information that may be required."

CARRIED

22-266 ORGANIZED HAMLET OF PASQUA LAKE SIDE ROAD MAINTENANCE/G. SPANIER

"THAT the RM Council approve the Public Works Committee recommendation #22W-021, made at the April 1, 2022, Committee meeting that:

22W-021 ORGANIZED HAMLET OF PASQUA LAKE SIDE ROAD MAINTENANCE/G. PEAGAM

"THAT the Works Committee recommend to council that for the Organized Hamlet of Pasqua Lake 2022 Spring, Summer and Fall seasons, that the RM only provide road boss blading, spot graveling and dust control application to service roads at the RM custom work rates, when requested by the Organized Hamlet Board and as scheduling with the RM Foreman allows; AND FURTHERMORE, the rate applies from the time the RM crew and equipment mobilizes at the point of origin being the RM Public Works Shop.

CARRIED"

CARRIED

22-267 CERTIFICATE OF APPOINTMENT OF BUILDING OFFICIALS/N. WHALEN

"THAT Council authorizes the Administrator to sign the Certificate of Appointment

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that certifies the addition of Building Official Amanda Kauffman, employed by Professional Building Inspections, Inc., under the Authority of Subsection 16(2) and 16(3) of The Construction Codes Act."

CARRIED

22-268 EDUCATION MILL RATES 2022/R. PALMER

"THAT the R.M. of North Qu'Appelle No. 187 acknowledge the 2022 Education Mill Rates as announced on April 19, 2022:

Agricultural Property:	1.42 mills
Residential Property:	4.54 mills
Commercial/Industrial Property:	6.86 mills
Resource Property:	9.88 mills"

CARRIED

22-269 MUNISOFT CONFERENCE 2022/R. PALMER

"That the RM 187 Council approve Administration Staff to attend the 2022 MuniSoft Conference at the early bird registration cost of \$695.00 plus taxes, per registrant"

CARRIED

22-270 PUBLIC RESERVE MAINTENANCE MISSION LAKE SUBDIVISION/ R. PALMER

"THAT the RM council approve Ratepayer to provide maintenance on the R2 Public reserve in the Mission Lake subdivision (Qu'Appelle Estates) to a maximum reimbursement of \$400.00."

CARRIED

22-271 OVERWEIGHT ALLOWANCE DIVISION 2/R. PALMER

"THAT the RM Council approve Ratepayer to use Range Road 2131, Wide Awake Road, and Township Road 204/204A to access the property at portion of SW 8-20-12-W2, with the following conditions:

1. Confirmation of Date to Office
2. Morning Delivery prior to 10:00 am.
3. Weather Permitting."

CARRIED

22- 272 RECESS / G. SPANIER

"THAT this meeting be recessed at 10:17 a.m."

CARRIED

Reeve L. Carlson asked that the meeting reconvenes at 10:22 am

22- 273 RECONVENE /G. SPANIER

"THAT this meeting reconvenes at 10:29 a.m."

CARRIED

22- 274 CLOSED SESSION/ N. WHALEN

"THAT the RM Council, all members present in person, and staff, move into closed session at 10:29 a.m., as per LA FOIP section 16(1)(a) and (e)for advice from Officials and pending budgetary planning."

CARRIED

Reeve asks to reconvene at 12:15 pm

22- 275 RECONVENE/N. WHALEN

"THAT the RM Council reconvenes to regular session at 12:15 p.m."

CARRIED

22-276 ADJOURNMENT/G. SPANIER

"That the Regular meeting of Council be adjourned at 12:16 p.m."

Approved this

10th

day of

May

, 2022


Reeve


Administrator

RM of North Qu'Appelle No. 187

Foreman Report April 26, 2022

- Snow removal equipment is off now and hope it stays off until Winter '22-23
- Peterbilt, is going to BBJ Service on Friday to have front end work done- 6 months to get the parts
- Range Road 2165 in Division 3 is now open; culvert is unthawed & cleared
- Blading of roads has started
- Once roads have been bladed and when frost is out gravel will be ordered
- Also, when frost is out, will need to pick rocks out of roads
- Road Boss work will start as areas dry
- We have some work at south Larocque – ditching, sloping of road & culvert clearing
- Muscow Mile will need some work as well – ditching & sloping
- SaskWater lagoon road will need work as well – maybe contracted out as it is SaskWater's road

Respectfully Submitted

Lloyd Webster, Foreman

Liaison Report to RM Council Meeting

April 26, 2022

1. The following motion was made by the Hamlet board at their April 20th, 2022 meeting:

Motion 22-07 “that the OHPL Board accept the revised budget/ Provision of Services Agreement and submit to the RM Council for approval” . Moved by S. Powell/Carried

Motion 22-08 “request the RM council investigate the option of selling the public reserve property in question”. Moved by S. Powell/Carried

Motion 22-09 “to ask the RM to allow one more email to the Hamlet email grouping stating that due to privacy concerns no more email communications will be forthcoming from the Board until such time as a proven method of auto-blind copy or a similar credible method is functioning effectively to prevent any future privacy breach of email addresses” Moved by S. Powell/Carried

Motion 22-10 “that the OHPL Board appoint Pat Lee as Secretary for the 2022 AGM” Moved by L. Bedel/Carried

Motion 22-11 “that the OHPL Board appoint Carla Taylor as Election Chairperson for the 2022 AGM”. Moved by L. Bedel/Carried

Motion 20-12 “that the OHPL contact Valley Services to have the Reader Board installed at Standing Buffalo store intersection for two weeks prior to the 2022 AGM”. Moved by L. Bedel/Carried

2. The next Hamlet meeting is scheduled for Wednesday, May 18, 2022 starting at 9:00 a.m. via Zoom.

Respectfully submitted by

Larry Bedel

Hamlet of Pasqua Lake Liaison Representative

DL

Fort Qu'Appelle Local Library Report
AGM and regular board meeting March 23 2022
Report submitted March 28 2022

Our Library - the Heart of the Valley

1. Board Members (pending approval from each municipality)

Diane Szabo - Chair

Tanya Giroux - Vice Chair

Mal Heard - secretary

Shiela Hala - treasurer

- B Say Tah rep - Isaac Sneath

- Fort Qu'Appelle rep - Sandra Schlamp, Jill Whiting

- Fort San reps - Jack Huntington/Brad Redman

- Lebret rep - Joanne Pelletier

- RM 187 rep - Diane Szabo, Tanya Giroux

2. Mission Statement

The Fort Qu'Appelle Branch (And its outreach locations) of the Southeast Regional Library provides a variety of resources, services, and programming enhanced by a welcoming environment for the people of Fort Qu'Appelle, surrounding municipalities and First Nations. The branch is supported by its staff and volunteer Board Members.

3. Vision Statement

The Fort Qu'Appelle Library works in partnership with its stakeholders to provide a sustainable, welcoming, all-inclusive space, accessing the most up-to-date information, resources, services and programs to strengthen the community.

4. Circulation has been maintained during the past year, slowly coming back after two years of covid concerns.

5. Facelift

We had a successful year meeting the first goal of our Strategic Plan

- painting is complete, funded by Living Sky grant
- new flooring, funded by town of Fort Qu'Appelle
- new lights, funded by Fort Qu'Appelle Lions Club
- development of outdoor space
 - land preparation funded by town of Fort Qu'Appelle
 - purchase of ground covering and topsoil, storage shed, gazebo, deck, and cedar planter boxes, funded by Red River Mutual grant

6. Fundraising

We have just completed our bi-annual perogie/cabbage roll/food sale. A special note to RM board members, if you haven't supported this fund raiser, please consider doing so. A wide variety of food is available, and we have received nothing but rave reviews of it. In addition,

you are supporting our local library. Win/ win! Watch for the next sale which will be our back to school sale in the fall.

7. We are currently in the midst of installing an accessible door, and renovating a washroom to make it more accessible. Funding from a federal Enabling Accessibility grant.

8. We are planning a grand reopening celebration on Saturday June 11. Mark your calendars and please consider dropping in. We will send a formal invitation closer to the event.

Respectfully submitted,
Diane Szabo
March 28 2022



Administration Report to Council
Tuesday April 26, 2022

Bank Balance \$1,086,329 as of April 25/ 2022
Wasqua Lake Reserve \$ 272,751 as at Dec.31/2021
Taylor Beach Reserve \$ 150,661 as at Dec.31/2021

Complaints 8 new RIC's opened between Mar. 21 /2022 – Apr. 25 /2022

Permits (Development & Building): 6 Newly Received permits – 3 permits approved; 0 at PBI in review.
3 in office awaiting review (1 waiting on owner supply of info); 0t cancelled by owner

	April 2022	ITEMS FOR COUNCIL TO NOTE: <ul style="list-style-type: none">Administrative Duties with Deadlines coming up: APRIL 2022: April 10th: School tax collections due to Province; <i>done</i> April 10th: file & remit previous month payroll deductions to CRA & MEPP; <i>done</i> April 30th: last day to file notice for crop exemption
		<ul style="list-style-type: none">- Consultation with Solicitor ongoing- ongoing work with municipal reserves and Developers- Assessment roll to open April 29, 2022- Ongoing reviews with Village of Lebreton annexation project- Staff completed First Aid/CPR training

Devin 23 days remaining 2022
Darcy 16 days remaining 2022
Kayle 12 days remaining 2022
Lloyd 27 days remaining 2022
Gwen 26 days remaining 2022
Dawn 26 days remaining 2022
Charmain 16 days remaining 2022

Respectfully submitted,
Dawn Lugin

Rural Municipality of North Qu'Appelle No. 187
BYLAW NO. 2022-07

A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

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

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Chief Administrative Officer of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Chief Administrative Officer contact the Saskatchewan Archives Board before the destruction of any records mentioned in section (2) above and ensure that any documents requested by the Board for preservation in the Archives be deposited with the Board.
4. Bylaw 2019-01 is hereby repealed.

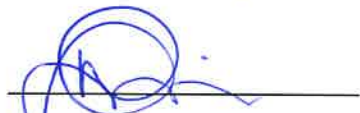



Reeve

Administrator

Read a third time and adopted

this 26th day of April, 2022



Administrator

Records Retention and Disposal Schedule For Rural and Urban Municipalities

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- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1.14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

2. ADMINISTRATION

- 2.1 Agreements/Contract and supporting documentation (related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation (NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records (not applicable)
- 2.6 Change of Ownership documents
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- 2.9 Insurance Policies – Liability
- 2.10 Insurance Policies – Property
- 2.11 Photographs
- 2.12 Public Notice Documentation
- 2.13 Records Disposal Documentation
- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
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- 2.20 Water Analysis and Reports

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- 3.7 Oaths of Office
- 3.8 Returning Officer's Summary of Results
- 3.9 Poll Books
- 3.10 Voters' Lists
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- 3.13 List of Assessed Owners

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7. MAPS, PLANS AND SURVEYS

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- 7.3 Road Surveys
- 7.4 Land Surveys Certificates/Surveyors' Reports

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- 8.1 Council Minutes
- 8.2 Repealed Bylaws
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9. REPORTS AND STATISTICS

- 9.1 Reports of Boards and Committees established by Council
- 9.2 Vital Statistics

10. ROADS AND STREETS

- 10.1 Road Maintenance Records (includes reports)

Records Retention and Disposal Schedule “A”

1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent as per legislation	Permanent as per legislation
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (includes records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheques stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	DISPOSE
1.8 Cash Payments and Receipts (includes cash payments books, print-outs, cash reports and summaries, register tapes, etc.)	7 years	DISPOSE
1.9 Debentures/Loans (includes registers, coupons, etc.)	7 years after final payment	DISPOSE
1.10 Federal/Provincial Remittance	7 years	DISPOSE
1.11 Grants (includes applications and supporting documentation)	7 years after completion of project, activity, task, etc. or rejection of application	Contact the Archives Dispose only upon the Archives recommendation
1.12 Investment Records	7 years after maturity of financial instruments	DISPOSE
1.13 Ledgers/Journals (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	7 years	DISPOSE
1.14 Local Improvement Roll	7 years after completion of project	DISPOSE
1.15 Monthly Financial Statements	7 years	DISPOSE
1.16 Requisition/Purchase Orders	7 years	DISPOSE

1. ACCOUNTING AND FINANCE con't

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
1.17 Tax Roll/Assessment Roll (i.e. hard copy of year-end print out)	10 years as per Legislation	DISPOSE
1.18 Utility Documents (includes water and sewer cards and ledgers, utilities tax roll, etc.)	7 years	DISPOSE

2. ADMINISTRATION

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.1 Agreements/Contracts and Supporting Documentation (pertaining to land, buildings, properties, structures, etc. owned by the municipality including construction agreements/contracts, etc.)	10 years after disposition of building, property or structure	Contact the Archives Dispose only upon the Archives recommendation
2.2 Agreements/Contracts and Supporting Documentation (not related to land, buildings, properties, etc.)	7 years after termination of agreement/contract	Contact the Archives Dispose only upon the Archives recommendation
2.3 Appeals (under the Planning and Development Act, 1983)	7 years after final decision rendered	Contact the Archives Dispose only upon the Archives recommendation
2.4 Celebrations and Events	3 years after concluded	Contact the Archives Dispose only upon the Archives recommendation
2.5 Cemetery Records	Permanent as per Legislation	Permanent as per Legislation
2.6 Change of Ownership Documents	7 years	DISPOSE
2.7 First Nations Consultations	Permanent	Permanent
2.8 Inquiries (under Local Authority Freedom of Information and Protection of Privacy Act)	7 years	DISPOSE
2.9 Insurance Policies – Liability (may be required if there is a liability claim in the future)	Permanent	Permanent
2.10 Insurance Policies – Property (includes insurance claims)	7 years after termination/cancellation of policy	DISPOSE
2.11 Photographs	When obsolete contact the Archives	Contact the Archives. Dispose only upon the Archives recommendation
2.12 Public Notice Documentation	2 years after event for which notice was given	DISPOSE
2.13 Records Disposal Documentation	Permanent	Permanent
2.14 Tax Assessment Appeals	7 years after final decision rendered	DISPOSE

2. ADMINISTRATION cont'd

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
2.15 Tax Assessment Records (assessor's valuation records, reassessment sheets, etc.)	3 years after superseded by new assessment or obsolete	DISPOSE
2.16 Tax Certificates	7 years	DISPOSE
2.17 Tax and Assessment Undelivered Notices (Where a notice is undelivered or returned due to an unknown address the notice shall be retained) (Section 216 & 268 <i>The Municipalities Act</i>)	7 years	DISPOSE
2.18 Tax Enforcement Records (includes tax lien withdrawals, etc.)	7 years after tax title property sold or property disposed of in any other manner	DISPOSE
2.19 Other Enforcement Records (Includes weed control & pest control records)	7 years after settlement	DISPOSE
2.20 Water Analysis and Reports (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation

3. ELECTION

Records included in this section are governed by *The Local Government Election Act, 2015* and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. **Unless otherwise specified, all records are retained for “after election day” plus number indicated below.**

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.1 Ballots	3 months (142 <i>Local Government Election Act, 2015</i> -LGEA)	DISPOSE
3.2 Disclosure of Holdings (includes public disclosure statements)	Term of Office (4 years)	DISPOSE
3.3 Declaration of Agent/Friend	3 months	DISPOSE
3.4 Declaration of Polls	3 months (142 LGEA)	DISPOSE
3.5 Deputy Returning Officer Statement of Results	Permanent	Permanent
3.6 Nominations and Receipts	Term of Office (4 years) (69(6) LGEA)	DISPOSE
3.7 Oaths of Office	Term of Office	DISPOSE
3.8 Returning Officer's Summary of Results	Permanent or contact the Archives	Permanent or contact the Archives
3.9 Poll Books	3 months (142 LGEA)	DISPOSE
3.10 Voters' Lists	Contact the Archives	Contact the Archives Dispose only upon the Archives recommendation
3.11 Voters' Registration Forms	3 months (142 LGEA)	DISPOSE

[Handwritten signature]

3. ELECTION cont'd

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
3.12 Ballot Box Contents (includes ballots, registration forms, etc.)	3 months (142 LGEA)	DISPOSE
3.13 List of Assessed Owners (Rural Municipalities Only)	Until replaced pursuant to Section 40 LGEA	DISPOSE

4. EMPLOYEE - EMPLOYER

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
4.1 Employee Records (includes time cards, pay records, etc.)	10 years after termination of employment	Dispose
4.2 Income Tax (T4s, TD1s, etc.)	7 years	Dispose

5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent as per Legislation	PERMANENT as per Legislation
5.2 Claims (includes notices of claim, statements of claim, etc.)	10 years after settlement	Contact the Archives Dispose only upon the Archives recommendation
5.3 Petitions	7 years	Contact the Archives Dispose only upon the Archives recommendation
5.4 Writs	10 years after expiration or completion	DISPOSE

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued By Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.1.1 Building Permits (includes supporting documentation)	after rejection of permit or life of building/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.2 Development Permits (includes supporting documentation)	25 years after superseded	Contact the Archives Dispose only upon the Archives recommendation
6.1.3 Development Permits – Denied	10 years	Contact the Archives Dispose only upon the Archives recommendation
6.1.4 Development Permits – Register	Permanent	PERMANENT
6.1.5 Other Permits (not related to land, buildings, structures, development projects)	3 years after expiration/termination or rejection of permit	DISPOSE
6.1.6 Licenses (includes supporting documentation)	7 years after termination/expiration or rejection of license	DISPOSE

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6.2 Licenses and Permits Issued To Municipalities

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
6.2.1 Licenses and Permits (related to land, buildings, structures, properties)	Upon rejection of permit/license or life time of structure, building, property plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
6.2.2 Licenses and Permits (not related to land, buildings, structures and development projects)	7 years after expiration/termination or rejection of license or permit	DISPOSE

7. MAPS, PLANS AND SURVEYS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
7.1 Architect's Drawings (buildings, park sites, structures, etc.)	Life time of facility/structure plus 10 years	Contact the Archives Dispose only upon the Archives recommendation
7.2 Municipal Maps and Plans	Original or one selected copy to be retained permanently	Permanent or contact the Archives Dispose copies only upon the Archives recommendation
7.3 Road Surveys	7 years	Contact the Archives Dispose only upon the Archives recommendation
7.4 Land Surveys Certificates/Surveyor's Reports	7 years	DISPOSE

8. MINUTES AND BYLAWS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
8.1 Council Minutes (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
8.2 Repealed Bylaws (includes certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
8.3 Bylaw Registers (active and repealed)	Permanent	PERMANENT

9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
9.1 Reports of Boards and Committees established by Council (not forming part of council minutes)	7 years	Contact the Archives Dispose only upon the Archives recommendation
9.2 Vital Statistics	7 years	DISPOSE

10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (may be required if there is a liability claim in the future)	25 years	Contact the Archives Dispose only upon the Archives recommendation

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RM of North Qu'Appelle
List of Accounts for Approval
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Bank Code - AP - AP GENERAL

COMPUTER CHEQUE					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
10506 03312022	4/12/2022	Peagam, Linda 510-210-121 - GG - Cont. - Profi	Pipeline Admin - March	480.00	480.00
10507- Man Pay0401	4/13/2022	Lowe, Gwen 210-400-910 - Paymate suspens	Pay Mar 30-Apr12	1,429.28	1,429.28
10508- Man Pay 0401	4/13/2022	Webster, Lloyd 210-400-910 - Paymate suspens	Pay Mar 30-Apr12	1,815.54	
10509- Man Pay 0401	4/13/2022	McCullough, Darcy 210-400-910 - Paymate suspens	Pay Mar 30-Apr12	1,205.13	
10510- Man Pay 0401	4/13/2022	Lugrin, Dawn 210-400-910 - Paymate suspens	Payroll Mar 16-29	2,020.03	
10511- Man Pay 0401	4/13/2022	Horsman, Devin 210-400-910 - Paymate suspens	Pay Mar 30-Apr12	1,481.77	
10512- Man Pay 0401	4/13/2022	Duran, Kayle 210-400-910 - Paymate suspens	PP Mar 30-Apr12	1,340.75	
10513- Man Pay 0401	4/13/2022	Wowk, Charmain 210-400-910 - Paymate suspens	PP Mar 30-Apr12	867.33	867.33
10514 PP0412	4/12/2022	Myers, Leonard 530-210-121 - TS - Maint. - Conf	Contract hours April 4	280.00	280.00
10515 014119091 014119091 014119091	4/26/2022	Brandt Tractor Ltd. 900-110-110 - GST Paid 110-340-110 - GST Receivable 530-430-120 - TS - Maint. - Mac	Both Tax Code Both Tax Code Grader Blades	117.44 NL 117.44 2,489.69	2,607.13
10516 04082022 04082022 04082022 04082022 04082022 04082022 04082022 04082022	4/26/2022	CIBC Credit Card 110-340-110 - GST Receivable 900-110-110 - GST Paid 110-340-110 - GST Receivable 510-410-140 - GG - Maint. - Offi 900-110-110 - GST Paid 530-400-150 - TS - Maint. - Supj 510-210-180 - GG - Admin. Trai 530-400-150 - TS - Maint. - Supj	GST Tax Code Both Tax Code Both Tax Code Keyboard GST Tax Code Shop supplies Training Shop Supplies	40.00 19.14 NL 19.14 159.19 40.00 NL 204.11 800.00 42.39	1,264.83
10517 482668 482668 482668 483203 483203 483203	4/26/2022	Crown Shred & Recycling 510-400-110 - GG - Maint. - Stat 110-340-110 - GST Receivable 900-110-110 - GST Paid 510-400-110 - GG - Maint. - Stat 110-340-110 - GST Receivable 900-110-110 - GST Paid	Shredding March 2022 GST Tax Code GST Tax Code Monthly Bin Rent (Apr 1-Apr GST Tax Code GST Tax Code	144.22 7.21 7.21 NL 12.00 0.60 0.60 NL	151.43 12.60
				Payment Total:	164.03
10518 03212022	4/26/2022	District #39 A.D.D Board 540-210-100 - EH - Cont. - Pest	Pest Control Grant 2022	6,050.00	6,050.00
10519 04082022 04212022	4/26/2022	Lugrin, Dawn 510-210-170 - GG - Admin. - Tr 510-410-140 - GG - Maint. - Offi	Education Classes Office/Shop Supplies	1,740.00 5.29	1,740.00

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RM of North Qu'Appelle
List of Accounts for Approval
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COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Account	GL Transaction Description	Detail Amount	Payment Amount
Invoice #						
04212022			110-340-110 - GST Receivable	Both Tax Code	2.60	
04212022			530-420-126 - TS - Maint. - Rep	Office/Shop Supplies	49.81	
04212022			900-110-110 - GST Paid	Both Tax Code	2.60 NL	57.70
				Payment Total:		1,797.70
10520	4/26/2022	MuniSoft				
2022/23-00922			900-110-110 - GST Paid	Both Tax Code	8.56 NL	
2022/23-00922			110-340-110 - GST Receivable	Both Tax Code	8.56	
2022/23-00922			510-200-195 - GG - Cont. - Print	Laminated Maps	180.10	188.66
10521	4/26/2022	North Qu'Appelle Group				
04132022			210-400-900 - Suspense	W Boehme Water Bill	161.42	161.42
10522	4/26/2022	G. Pavelich				
Q1-2022			510-250-100 - GG - Cont. - Com	1st Quarter 2022	100.00	100.00
10523	4/26/2022	PC Place				
CW-43755			510-410-145 - GG - Maint - Offic	New system tech support	39.75	
CW-43755			110-340-110 - GST Receivable	Both Tax Code	1.88	
CW-43755			900-110-110 - GST Paid	Both Tax Code	1.88 NL	41.63
CW-43897			900-110-110 - GST Paid	Both Tax Code	5.48 NL	
CW-43897			110-340-110 - GST Receivable	Both Tax Code	5.48	
CW-43897			510-410-145 - GG - Maint - Offic	Monthly Licensing Agreeeme	116.07	121.55
				Payment Total:		163.18
10524	4/26/2022	Peagam, Gord				
03312022			530-110-114 - TS - Maint. - Cou	Div 4 Q1 Indemnity	25.00	
03312022			530-250-114 - TS - Maint. - Trav	Div 4 Q1 Indemnity	36.00	
03312022			510-300-140 - GG - Utility - Tele	Div 4 Q1 Indemnity	300.00	
03312022			510-110-114 - GG - Council Ind.	Div 4 Q1 Indemnity	995.00	1,356.00
10525	4/26/2022	SaskWater				
SW076289			540-200-150 - EH - Waste Dispr	March 2022	5,456.17	
SW076289			900-110-110 - GST Paid	GST Tax Code	272.81 NL	
SW076289			110-340-110 - GST Receivable	GST Tax Code	272.81	5,728.98
10526	4/26/2022	SGL Auto Fund Division				
04262022			530-260-100 - TS - Maint. - Insu	Dodge Ram 2500 Plate Rer	1,425.86	1,425.86
10527	4/26/2022	Supreme Basics				
R111458			510-410-140 - GG - Maint. - Offi	Office Supplies	83.08	
R111458			110-340-110 - GST Receivable	Both Tax Code	3.92	
R111458			900-110-110 - GST Paid	Both Tax Code	3.92 NL	87.00
10528	4/26/2022	Valley Pumps & Softners				
4563			530-400-150 - TS - Maint. - Supj	Fittings and bolts	34.31	
4563			900-110-110 - GST Paid	Both Tax Code	1.55 NL	34.31
10529	4/26/2022	Saskatchewan Workers'				
03032022			510-130-230 - GG - Benefits - A	2022 Payment - Firm 14123	2,615.80	
03032022			540-210-100 - EH - Cont. - Pest	2022 Payment - Firm 14123	93.71	
03032022			570-270-100 - R&C - Cont. - Coi	2022 Payment - Firm 14123	0.82	
03032022			510-130-230 - GG - Benefits - A	2022 Payment - Firm 14123	86.91	
03032022			530-120-120 - TS - Maint. - Beni	2022 Payment - Firm 14123	544.17	
03032022			510-210-121 - GG - Cont. - Profr	2022 Payment - Firm 14123	81.53	
03032022			530-120-120 - TS - Maint. - Beni	2022 Payment - Firm 14123	3,764.20	
03032022			510-120-110 - GG - Council - Pa	2022 Payment - Firm 14123	696.76	
03032022			510-250-100 - GG - Cont. - Com	2022 Payment - Firm 14123	12.43	

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RM of North Qu'Appelle
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COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
03032022		530-210-123 - TS - Maint. - Con	2022 Payment - Firm 14123	30.06	
03032022		510-270-100 - GG - Cont. - Mair	2022 Payment - Firm 14123	4.76	7,931.15
10530	4/26/2022	Whalen, Nikolas			
04202022		510-300-140 - GG - Utility - Tele	Div 3 Jan to Apr 2022	400.00	
04202022		530-250-113 - TS - Maint. - Trav	Div 3 Jan to Apr 2022	45.00	
04202022		510-110-113 - GG - Council Ind.	Div 3 Jan to Apr 2022	1,180.00	1,625.00
Total Computer Cheque:					41,605.08

Total AP: 41,605.08


Reeve


Administrator

Approved by Council this 26th day of April, 2022

2022 Provision of Services Agreement

This Agreement made in duplicate effective for the year 2022

BETWEEN:

The Council of the Rural Municipality of North Qu'Appelle No. 187

- and -

The Hamlet Board of the Organized Hamlet of Taylor Beach.

Whereas section 74 of *The Municipalities Act* allows the council of a rural municipality and a hamlet board of an organized hamlet to agree that the hamlet board is to be responsible for the provision of one or more services within the organized hamlet, as long as there are sufficient funds available to the credit of the organized hamlet in its hamlet account, and to authorize the rural municipality to hire the necessary employees or enter into agreements with other parties to carry out the terms of the agreement between the council and the hamlet board; and

Whereas the Organized Hamlet of Taylor Beach was established by Minister's Order and continued pursuant to section 410 of *The Municipalities Act*; and

Whereas Brian Holowatuk, Dwayne Heimlick and Laurie Low are the members of the Hamlet Board of the Organized Hamlet of Taylor Beach holding office on the date this Agreement and are thus authorized to enter into this Agreement on behalf of the Organized Hamlet; and

Whereas the Hamlet Board has submitted a budget to the Council of the Rural Municipality as required by section 69.1 of *The Municipalities Act* and has funds available to it in the hamlet account of the Organized Hamlet; and

Whereas it is necessary and expedient to enter into an agreement between the Council and the Hamlet Board in accordance with the provisions of *The Municipalities Act* and *The Municipalities Regulations*;

NOW, THEREFORE, this Agreement witnesses as follows:

Definitions

1. In this Agreement:

- (a) "Act" means *The Municipalities Act*;
- (b) "Council" means the Council of the Rural Municipality of North Qu'Appelle, 187;
- (c) "Hamlet Board" means the duly elected hamlet board of the Organized Hamlet of Taylor Beach;
- (d) "Organized Hamlet" means the Organized Hamlet of Taylor Beach;

(e) "RM" means the Rural Municipality of North Qu'Appelle No. 187.

Allocation to hamlet account

2. For the purposes of clause 69(1)(b) of the Act, the Council and the Hamlet Board agree that the Council shall allocate to the hamlet account 40% of the taxes collected for municipal purposes and the municipal portion of any special licence fees established pursuant to section 306 of the Act from within the Organized Hamlet. As much as 60% of the taxes collected for municipal purposes shall go to allocated shared expenses as per Schedule A. Calculations of hamlet revenues are provided in Schedule C.

Schedule A Allocated Shared Expenses

2(1) An allocated shared expense is one that can be shared evenly across the entire RM according to taxable assessment. The shared percentage will be calculated by dividing the hamlet's value by the RM's value. This factor is calculated by:

- (a) Assessment = taxable assessment of hamlet / taxable assessment of the RM.
- (b) Allocated expense = prior years actual plus or minus known changes.

2(2) The allocated costs, calculated as per 2(1) for the Hamlet for 2022 are as follows:

Schedule A

510-800-120	Administration	29,695.00
520-210-120	Policing Justice Req	4,201.00
525-210-120	Fire Protection	3,177.00
540-200-120	Garbage Collection	7,646.00
540-200-142	Garbage Disposal Site	4,335.00
570-290-120	Regional Library & FQ Library	973.00
570-500-120	Rexentre Grant	397.00
510-200-152	SAMA	2,560.00
540-200-152	Sewage Lagoon	3,918.00
	Governance	3,000.00
540-200-152	SARM Road Haul charge	1,433.00
510-500-120	Calling Lakes Grants TB	114.00
Total Allocated Costs		61,449.00

Provision of services

3(1) In accordance with section 74 of the Act, the RM and the Hamlet Board agree that the Hamlet Board is responsible for the provision of the following services in the Organized Hamlet of Taylor Beach per Schedule B, Hamlet Expenses:

- (a) all costs associated with garbage pickup, with corresponding road haul charges to the lagoon and the landfill;
- (b) street lights;

- (c) maintenance of streets and roads within the hamlet;
- (d) construction and maintenance, including insurance, of public buildings and equipment;
- (e) the material: cold mix, oil, dustproofing for roads located within the Hamlet. The costs for these services on roads immediately adjacent to the Organized Hamlet will be shared on a case by case basis and in co-operation between the RM and the Organized Hamlet and in advance of the undertaking of these services;
- (f) capital projects within the Organized Hamlet, at the request of the Organized Hamlet;
- (g) services within the Organized Hamlet, at the request of the Organized Hamlet;
- (h) Organized Hamlet board expenses and indemnities.

3(2) Subject to the availability of funds in the hamlet account of the Organized Hamlet and to the other provisions of this Agreement, the Council shall retain the services of the employees required to provide the services identified in subparagraph (1) and enter into any other agreements with third parties that may be required to facilitate the provision of those services.

Schedule B Hamlet Expenses

3(3) Hamlet Expenses are those that are discretionary and can **not** be shared evenly across the RM. Some are shared with certain parts of the RM. These expenses would include those of 3(1), but more specifically are listed in Schedule B below along with the person overseeing the expenditure and shall be granted the authority to spend the budgeted amount. Any amounts over and above the budgeted amount would have to receive prior written approval from the hamlet board.

Schedule B	DISCRETIONARY	EXPENDITURES	Responsible
510-110-120	Board Expenses	500.00	Brian Holowatuk
510-240-120	Memberships (PARCS, Zoom, Survey)	600.00	Laurie Low
510-900-120	Honorarium, gift cards	2,000.00	Laurie Low
530-210-122	Road Crew & Equipment	14,000.00	Dwayne Heimlick
530-210-128	Invercauld pavement	28,000.00	Laurie Low
530-220-123	WSA flood program/environmental	7,500.00	Brian Holowatuk
530-230-127	Dust proofing Elva/Lakeview Cr	1,000.00	Brian Holowatuk
530-160-120	Hamlet Directed Road Maintenance	2,000.00	Dwayne Heimlick
510-250-120	Crime Stopper	200.00	Brian Holowatuk
530-470-120	Signs/Bulletin Board	300.00	Laurie Low
510-210-126	Social committee	800.00	Laurie Low
530-220-124	Lakeview Crescent road prep	6,500.00	Brian Holowatuk
570-210-120	Community clean up day	750.00	Laurie Low
540-210-120	Planting Grass & Trees	750.00	Brian Holowatuk
540-900-120	AED training and maintenance	500.00	Laurie Low
540-210-110	Tree Trimming & Removal (Pest Cont.)	500.00	Dwayne Heimlick
530-310-120	Street Lighting	1,600.00	Brian Holowatuk
	Total Discretionary Expenses	67,500.00	

Schedule C: Hamlet Revenue

3(4) Hamlet budgeted revenue is calculated as per spreadsheet, Schedule C below:

Schedule C	Municipal Mill Rate	1.75
410-110-120	Net Levy	87,654.73
410-130-120	Discounts	-4,027.84
	Net Levy Minus Discount	83,626.89
450-120-120	Revenue Sharing Grant	9,094.00
450-230-120	Gas Tax for Capital Project	10,416.00
450-430-100	Receivable - 2019 FDRP Grant	
	TOTAL REVENUES	103,136.89

Schedule D: Hamlet Reserve

3(5) Hamlet budgeted reserve is calculated as per spreadsheet, Schedule D below:

Schedule D	Reserve Account
SURPLUS (Deficit) for 2022	-25,812.11
Reserve Account at start of year	150,661.27
Surplus / Deficit	-25,812.11
Projected Reserve Account at end of year	124,849.16

Procedures for payments out of hamlet account

4. In order to ensure that moneys in the hamlet account are used only for the _____ purposes authorized by subsection 69(2) of the Act, no payment may be made out of the hamlet account unless:

(a) the expenditure is contained in the budget, as per Schedule A and B, submitted to Council as required by section 69.1 or otherwise authorized by Council prior to incurring it; and

(b) the expenditure is:

(i) for the payment of indemnities to members of the Hamlet Board;

(ii) for the provision of services under this Agreement; or

(iii) authorized under sections 73, 75 or 76 of the Act.

GST Reimbursement

5. Any GST monies on invoices paid from the hamlet account, shall be returned to the hamlet account.

DATED at Fort Qu'Appelle, Saskatchewan, this 26th day of April, 2022.

RURAL MUNICIPALITY OF NORTH QU'APPELLE 187


Per: _____

Lee Carlson, Reeve

Per: _____

Dawn Lugin, ~~Acting~~ Administrator 

THE HAMLET BOARD OF ORGANIZED HAMLET OF TAYLOR BEACH

Per: 
Brian Holowatuk, Chair

Per: 
Laurie Low, Secretary

Dwayne Heimlick
Per: _____
Dwayne Heimlick, Member



MAR 11 2022

UNCLASSIFIED

Taylor Beach Budget		2022 Budget	2021 Actuals	
	Hamlet Assessment (Taxable 80%)	32,488,415.00	32,488,415.00	
	Municipal Mill Rate	1.75	1.75	
	Municipal Tax Levy	56,854.73		
	Base Tax (102x\$250) + (53x\$100)	30,800.00		
410-400-220	Tax Adjustments		0.00	
410-110-120	Net Levy	87,654.73	89,356.58	
410-130-120	Discounts	-4,027.84	-3,883.29	
	Net Levy Minus Discount	83,626.89	85,473.29	
420-100-120	Donation	0.00	0.00	
420-800-220	Administration	0.00	0.00	
450-120-120	Revenue Sharing Grant	9,094.00	9,022.00	
450-230-120	Gas Tax for Capital Project	10,416.00	0.00	
450-430-100	Receivable - 2019 FDRP Grant			
TOTAL REVENUES		103,136.89	94,495.29	
DISCRETIONARY EXPENDITURES				Responsible
510-110-120	Board Expenses	500.00	-	Brian Holowatuk
510-240-120	Memberships (PARCS, Zoom, Survey)	600.00	540.95	Laurie Low
510-900-120	Honorarium, gift cards	2,000.00	1,062.10	Laurie Low
530-210-122	Road Crew & Equipment	14,000.00	12,293.75	Dwayne Heimlick
530-210-128	Invercauld pavement	28,000.00	375.00	Laurie Low
530-220-123	WSA flood program/environmental	7,500.00	2,622.46	Brian Holowatuk
530-230-127	Dust proofing Elva/Lakeview Cr	1,000.00	971.04	Brian Holowatuk
530-160-120	Hamlet Directed Road Maintenance	2,000.00		Dwayne Heimlick
530-440-120	Gravel		450.00	
510-250-120	Crime Stopper	200.00		Brian Holowatuk
530-470-120	Signs/Bulletin Board	300.00	268.91	Laurie Low
510-210-126	Social committee	800.00	660.29	Laurie Low
530-220-124	Lakeview Crescent road prep	6,500.00		Brian Holowatuk
570-210-120	Community clean up day	750.00	74.32	Laurie Low
540-210-120	Planting Grass & Trees	750.00	222.49	Brian Holowatuk
540-900-120	<i>AED training and maintenance</i>	<i>500.00</i>	<i>207.15</i>	Laurie Low
540-210-110	Tree Trimming & Removal (Pest Cont.)	500.00	675.00	Dwayne Heimlick
530-310-120	Street Lighting	1,600.00	1,439.49	Brian Holowatuk
Total Discretionary Expenses		67,500.00	21,862.95	
Municipal Services (Allocated Cost)				
510-800-120	Administration	29,695.00	27,192.14	
520-210-120	Policing Justice Req	4,201.00	4,201.30	
525-210-120	Fire Protection	3,177.00	1,766.53	
540-200-120	Garbage Collection	7,646.00	7,615.98	
540-200-142	Garbage Disposal Site	4,335.00	4,344.89	
570-290-120	Regional Library & FQ Library	973.00	972.65	
570-500-120	Rexentre Grant	397.00	397.42	
510-200-152	SAMA	2,560.00	2,559.56	
540-200-152	Sewage Lagoon	3,918.00	3,955.00	
	Governance	3,000.00	0.00	

UNCLASSIFIED

540-200-152	SARM Road Haul charge	1,433.00	1,433.00
510-500-120	Calling Lakes Grants TB	114.00	111.49

Total Allocated Costs		61,449.00	54,549.96
TOTAL EXPENDITURES		128,949.00	76,412.91

SURPLUS (Deficit)		-25,812.11	18,082.38
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Reserve Account			
Reserve Account at start of year		150,661.27	132,578.89
Surplus / Deficit		-25,812.11	18,082.38
Reserve Account at end of year		124,849.16	150,661.27



Provision of Services Agreement

This Agreement made in duplicate effective for the year 2022

BETWEEN:

The Council of the Rural Municipality of North Qu'Appelle No. 187

- and -

The Hamlet Board of the Organized Hamlet of Pasqua Lake.

Whereas section 74 of *The Municipalities Act* allows the council of a rural municipality and a hamlet board of an organized hamlet to agree that the hamlet board is to be responsible for the provision of one or more services within the organized hamlet, as long as there are sufficient funds available to the credit of the organized hamlet in its hamlet account, and to authorize the rural municipality to hire the necessary employees or enter into agreements with other parties to carry out the terms of the agreement between the council and the hamlet board; and

Whereas the Organized Hamlet of Pasqua Lake was established by Minister's Order and continued pursuant to section 410 of *The Municipalities Act*; and

Whereas Larry Bedel, Tom Mullin, and Stan Powell are the members of the Hamlet Board of the Organized Hamlet of Pasqua Lake holding office on the date of this Agreement and are thus authorized to enter into this Agreement on behalf of the Organized Hamlet; and

Whereas the Hamlet Board has submitted a budget to the Council of the Rural Municipality as required by section 69.1 of *The Municipalities Act* and has funds available to it in the hamlet account of the Organized Hamlet; and

Whereas it is necessary and expedient to enter into an agreement between the Council and the Hamlet Board in accordance with the provisions of *The Municipalities Act* and *The Municipalities Regulations*;

NOW, THEREFORE, this Agreement witnesses as follows:

Definitions

1. In this Agreement:

- (a) "Act" means *The Municipalities Act*;
- (b) "Council" means the Council of the Rural Municipality of North Qu'Appelle, 187.
- (c) "Hamlet Board" means the duly elected hamlet board of the Organized Hamlet of Pasqua Lake;
- (d) "Organized Hamlet" OH, means the Organized Hamlet of Pasqua Lake;
- (e) "RM" means the Rural Municipality of North Qu'Appelle No. 187.

Allocation to hamlet account

2. For the purposes of clause 69(1)(b) of the Act, the Council and the Hamlet Board agree that the Council shall allocate to the hamlet account 40% of the taxes collected for municipal purposes and the municipal portion of any special licence fees established pursuant to section 306 of the Act from within the Organized Hamlet. As much as 60% of the taxes collected for municipal purposes shall go to allocated shared expenses as per Schedule A. Calculations of hamlet revenues are provided in Schedule C.

Schedule "A" Allocated Shared Expenses

- 2(1) An allocated shared expense is one that can be shared evenly across the entire RM according to taxable assessment. The taxable assessment of the RM is \$326,996,766 whereas the taxable assessment for the hamlet of Pasqua Lake is 109,476,020 (33.35%).
- 2(2) The allocated **budgeted** hamlet costs, in many cases, are more than 33.35% of the RM's total to account for discrepancies between budget and actual 2021 RM costs. However, even if the total RM costs vary, and not be known until the year's end; the percentage share for the hamlet will remain at **33.35%**. The allocated budgeted costs for the hamlet are:



Schedule A: Allocated Shared Budgeted Expenses for 2022

510-210-123	PL Admin Services	95,000.00
	Village Transition Administration	2,500.00
	RM Council Governance	10,000.00
540-200-130	Garbage collection	27,000.00
540-200-143	Garbage disposal site NVWM	15,000.00
540-200-153	Sewage Lagoon	23,000.00
570-500-130	Rexentre grant	1,500.00
570-290-130	Regional Library & F.Q. Library	3,400.00
525-210-130	Fire protection	9,500.00
520-210-130	Policing	15,000.00
525-230-130	Fire Capital	0.00
560-250-103	Calling Lakes District Planning Commission	400.00
510-200-153	SAMA	9,500.00

TOTAL ALLOCATED SHARE = \$211,800

* The Sewage Lagoon cost is \$65,474.04. This cost is shared among the RM(202), Pasqua (329), Fort San(206), and B-Say-Tah (274). The Pasqua Lake share is for 329 households from a total of 1011 households that use the lagoon for a shared percentage of 33.40%, \$21,306.59.

Provision of services

3(1) In accordance with section 74 of the Act, the Rural Municipality and the Hamlet Boad agree that the Hamlet Board is responsible for the provision of the following services in the Organized Hamlet of Pasqua Lake as per Schedule B, Hamlet Expenses:

- (a) all costs associated with garbage pickup, with corresponding road haul charges to the lagoon and the landfill;
- (b) street lights;
- (c) maintenance of streets and roads within the hamlet;
- (d) construction and maintenance, including insurance, of public buildings and equipment;
- (e) capital projects within the OH, at the request of the OH;
- (f) services within the OH, at the request of the OH;
- (g) hamlet board expenses and indemnities.

3(2) Subject to the availability of funds in the hamlet account of the Organized Hamlet and to the other provisions of this Agreement, the Council shall retain the services of the employees required to provide the services identified in subparagraph (1) and enter into any other agreements with third parties that may be required to facilitate the provision of those services.

Schedule B Hamlet Expenses

3(3) Hamlet Expenses are those that are discretionary and can **not** be shared evenly across the RM. Some are shared with certain parts of the RM. These expenses would include those of 3(1), but more specifically are listed in Schedule B below along with the person overseeing the expenditure and shall be granted the authority to spend the budgeted amount.

Code	Description	Amount	Responsible
510-110-130	Board expense	4,500.00	Board
510-240-130	Memberships/subscriptions/PARCS	500.00	Board
510-240-153	Meetings/Zoom License	1,000.00	Board
510-200-172	Special Mailings/Advertising	1,000.00	Board
510-200-300	Printing	1,000.00	Board
510-200-113	Legal	500.00	Board
530-210-123	Contract PL		
	Elm Street Drainage/Road upgrades	20,000.00	Tom Mullin

	Bence Beach & Squire Road Upgrades	40,000.00	Larry Bedel
	Paving – Gas Tax Program	70,000.00	Larry Bedel
	Falling rocks	1,000	Larry Bedel
	General Maintenance work- mowing, sweeping, sanding, snow removal, general road patching	35,000.00	Board/RM
	West boat launch repairs	6,000.00	Larry Bedel
	Centre line striping	1,000.00	Larry Bedel
530-450-130	Culverts/drainage	10,000.00	Tom Mullin
530-210-103	Dust control	3,500.00	Stan Powell
530-440-130	Gravelling of service roads	3,000.00	Stan Powell
530-310-300	Street lighting - energy charge	12,000.00	RM
540-200-154	Sewage Lagoon Road **	3,300.00	RM
540-210-303	Tree trimming/removal	6,000.00	Larry Bedel
540-210-130	Pest Control	500.00	Board
530-470-130	Signage	1,000.00	Board
530-490-130	Misc. Supplies	500.00	Board

Total Discretionary Expenses = \$221,300.00

Overall Total Expenses = \$433,100.00

*The 2022 Gas tax project will be for:

- ✓ paving on Pasqua Lake Road
- ✓ drainage/road upgrades to Elm Street, Bence Beach and Squire Road
- ✓ west boat launch paving and pad repairs
- ✓ gravel for service roads
- ✓ culvert upgrades
- ✓ street light conversion to LED

** The SARM haul rate is 3.67 cents per ton per km. The sewage haul rate for Pasqua Lake is calculated as follows: The amount of sewage that comes out of Pasqua Lake is based on accurate records for the SWA lagoon of which 1011 RM households produce 33,400 tons for an average of 33.04 tons per user. Pasqua Lake has 329 households, so it would produce about 10,870 tons of sewage per year. It is hauled a distance of 7.3 km on RM roads. The haul fee would be: 10,870 tons x 7.3 km x \$ 0.0367 = \$2,912. The hamlet budgeted an amount of \$3,300.

Schedule C: Hamlet Revenue and Reserve

3(4) Hamlet budgeted revenue is calculated as per spreadsheet, Schedule C, below:

CODE		2022 Budget
	Hamlet Assessment	110,000,000.00
	Municipal Mill Rate	2.75
	Municipal Tax Levy	302,500.00
	Base Tax	89,550.00
	RM Credit for Crew @ 11 % *	7,700
	Tax adjustments	(1,000.00)
	Discounts	(18,622.38)
	Current Levy Uncollected	0.00
	Net Levy	380,127.63
	Hamlet portion of current levy	380,127.63
450-120-130	Revenue Sharing Grants	28,000.00
450-230-100	Gas Tax	35,000.00
	TOTAL REVENUES	443,127.63

**RM Credit Crew (Road Share Agreement) is calculated using the total number of improved properties within the Hamlet of Pasqua Lake, Groome's Vista, and Lakes End based on 2017 SAMA numbers - the overall total number of improved properties were 365, of which Pasqua Lake had 329 (89%) and Groome's Vista and Lakes End had a total of 40 (11%). The road share agreement covers for capital costs only.*

3(5) The Organized Hamlet of Pasqua Lake has in **reserve** as of the end of 2021: **\$ 272,751.83**

3(6) The projected 2022 budget **surplus** is: **\$ 10,027.63**

3(7) The **projected reserve** as of the end of 2022 is: **\$ 282,779.46**

Procedures for payments out of hamlet account

4. In order to ensure that moneys in the hamlet account are used only for the purposes authorized by subsection 69(2) of the Act, no payment may be made out of the hamlet account unless:

- (a) the expenditure is contained in the budget, as per Schedule A and B, submitted to Council as required by section 69.1 or otherwise authorized by Council prior to incurring it; and
- (b) the expenditure is:
 - (i) for the payment of indemnities to members of the Hamlet Board;
 - (ii) for the provision of services under this Agreement; or
 - (iii) authorized under sections 73, 75 or 76 of the Act.

GST Reimbursement

5. Any GST monies on invoices paid from the hamlet account, shall be returned to the hamlet account.


DATED at Fort Qu'Appelle, Saskatchewan, this 26th day of April, 2022.

RURAL MUNICIPALITY OF NORTH QU'APPELLE 187

Per:


Lee Carlson, Reeve

Per:


Dawn Lugin, Administrator

THE HAMLET BOARD OF ORGANIZED HAMLET OF PASQUA LAKE

Per:


Larry Bedel, Chair

Per:


Tom Mullin, Secretary

Per:


Stan Powell, Member

		2022 Budget	2021 Actual	2021 Budget	2020 Actual	2020 Budget
	Hamlet Assessment	110,000,000.00	110,000,000.00	110,000,000.00	109,643,685.00	109,500,000.00
	Municipal Mill Rate	2.75	2.75	2.75	2.75	2.75
	Municipal Tax Levy	302,500.00	394,234.94	302,500.00	301,511.58	301,125.00
	Base Tax	89,550.00		89,550.00	88,600.00	89,550.00
	RM Credit for Crew @ 11 % Road Share	7,700.00		8,000.00		7,040.00
	Tax adjustments	-1,000.00	-298.64	-1,000.00	-227.45	-1,000.00
	Discounts	-18,623.38	-15,051.27	-18,622.38	-15,269.18	-18,557.08
	Current Levy Uncollected	0.00	0.00	0.00		0.00
	Net Levy	380,127.63	378,875.03	380,427.63	374,614.95	378,157.94
	REVENUES					
	Current Taxes	380,127.63	378,875.03	380,427.63	374,614.95	#REF!
450-120-130	Revenue Sharing Grants	28,000.00	28,137.00	28,000.00	28,382.00	26,000.00
450-230-100	Gas Tax	35,000.00	17,700.00	17,700.00	16,800.00	16,800.00
450-401-120	SGI Safety Grant		15,077.70			
450-150-130	Safe Restart Grant		278.90			
490-100-100	Transfer From reserves				50,000.00	70,000.00
	TOTAL REVENUES	443,127.63	440,068.63	426,127.63	469,796.95	#REF!
	EXPENDITURES					
510-210-123	PL Admin Services	95,000.00	91,629.00	80,000.00	69,138.59	75,000.00
	Village Transition Administration	2,500.00				
	RM Council Governance	10,000.00				
540-200-130	Garbage collection	27,000.00	25,764.62	28,000.00	24,121.65	30,000.00
540-200-143	Garbage disposal site NVWM	15,000.00	14,607.27	15,000.00	13,506.96	15,000.00
540-200-153	Sewage Lagoon	23,000.00	21,306.59	24,000.00	22,371.92	22,000.00
570-500-130	Rexentre grant	1,500.00	1,340.00	1,500.00	0.00	1,500.00
570-290-130	Regional Library & F.Q. Library	3,400.00	3,277.53	3,500.00	3,264.77	3,500.00
525-210-130	Fire protection	9,500.00	5,952.67	6,000.00	376.00	5,500.00
520-210-130	Policing	15,000.00	14,157.09	14,000.00	13,733.38	14,000.00
525-230-130	Fire Capital	0.00		0.00	0.00	0.00
560-250-103	Calling Lakes District Planning Commission	400.00	377.26	400.00	382.00	400.00
510-200-153	SAMA	9,500.00	8,624.92	9,500.00	8,878.79	9,000.00
510-110-130	Board expense	4,500.00	350.00	4,500.00	0.00	1,000.00
510-240-130	Memberships/subscriptions/PARCS	500.00	425.00	500.00	100.00	100.00
510-240-153	Meetings/Zoom license	1,000.00	668.90	500.00	0.00	500.00
510-200-172	Special Mailings/Advertising	1,000.00	2,418.72	400.00	202.56	400.00
510-200-300	Printing	1,000.00	644.23			
510-200-113	Legal	500.00	0.00	500.00	0.00	500.00
530-210-123	Contract work for OHPL					0.00
	Elm Street drainage	20,000.00	0.00	34,000.00	35,741.88	34,000.00
	Bence Beach & Squire road repairs/upgrades	40,000.00	0.00	30,000.00		
	Paving - Gas Tax Program	70,000.00				
	Falling rocks	1,000.00	0.00	7,000.00	0.00	7,000.00
	General maintenance work -mowing, sweeping, sanding, snow removal, general road patching	35,000.00	27,769.61	30,000.00	22,255.00	30,000.00
	West boat launch repairs	6,000.00				
	Centre line striping	1,000.00		3,000.00	0.00	3,000.00
530-450-130	Culverts/drainage	10,000.00	261.87	10,000.00	10,818.20	20,000.00
530-210-103	Dust control	3,500.00	2,796.16	3,500.00	2,594.15	3,000.00
530-440-130	Gravelling of service roads	3,000.00	1,296.16	3,000.00	1,114.00	3,000.00
530-310-300	Street lighting - energy charge	12,000.00	10,764.81	12,000.00	11,661.89	12,000.00
540-200-154	Sewage Lagoon Road	3,300.00	3,245.84	3,200.00	3,181.93	3,200.00
540-210-303	Tree trimming/removal	6,000.00	5,725.00	5,000.00	5,087.40	5,000.00
540-210-130	Pest Control	500.00	771.50			
530-470-130	Signage	1,000.00	17,206.29	1,000.00	0.00	1,000.00
530-490-130	Misc. Supplies	500.00	63.58			
530-460-130	R.M. share Road costs (11%)		-8,134.00		-5,700.00	0.00
	TOTAL EXPENDITURES	433,100.00	253,310.62	330,000.00	242,831.07	299,600.00
	REVENUES MINUS EXPENDITURES	10,027.63	186,758.01	96,127.63	226,965.88	#REF!
310-110-300	Reserve Balance Jan.02 previous yr	272,751.83	159,364.07	159,964.07	95,965.69	#REF!
	Surplus/(Deficit) Current Year	10,027.63	112,787.76	21,127.63	113,998.38	#REF!
490-100-100	Transfer From Reserves			0.00	50,000.00	-70,000.00
310-110-300	Reserve Account Dec.31 current yr	282,779.46	272,751.83	181,091.70	159,964.07	#REF!

Allocated Shared Expenses based on 33.35%
Hamlet Expenses