

**Rural Municipality of North Qu'Appelle No. 187**  
**Regular meeting of Council held in the R.M. Council Chambers**  
**136 Company Avenue S, Fort Qu'Appelle, Saskatchewan**  
**Tuesday, January 24, 2023 9:00 a.m.**

Present:	Reeve:		Lee Carlson
	Council Members:	Division 2	Ron Palmer
		Division 4	Bernard Churko
		Division 5	Tim Hollerbaum
		Division 6	Garnet Spanier
	Staff:	Administrator	Dawn Lugin
		Assistant Administrator	Gwen Lowe
		Public Works Foreman	Lloyd Webster

Absent: Council Members: Division 3 Nik Whalen

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

**23-045 REGULAR MEETING MINUTES/R. PALMER**

"THAT the minutes of the regular meeting of Council held January 10, 2023 be adopted as presented." CARRIED

**23-046 PUBLIC HEARING MINUTES/T. HOLLERBAUM**

"THAT the minutes of the Public Hearing for a Zoning Bylaw Amendment, held January 10, 2023 be approved as presented." CARRIED

**23-047 CORRESPONDENCE/T. HOLLERBAUM**

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

- a. PARCS Updates
- b. Saskatchewan Safety Council
- c. SARM- The Saskatchewan Firearms Act
- d. SARM 2023 Officer Elections
- e. APAS Update

CARRIED

**23-048 FOREMAN PUBLIC WORKS REPORT/G. SPANIER**

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

*Foreman L. Webster left chambers at 9:25 am.*

**23-049 ADMINISTRATION REPORT/L. CARLSON**

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

**23-050 BYLAW NO. 2023-01, A BYLAW TO AMEND BYLAW 2022-07/R. PALMER**

"THAT Bylaw No. 2023-01, a Bylaw to amend bylaw 2022-07 for the destruction of documents, be INTRODUCED and read a FIRST time." CARRIED

**23-051 BYLAW NO. 2023-01, A BYLAW TO AMEND BYLAW 2022-07/B. CHURKO**

"THAT Bylaw No. 2023-01, a Bylaw to amend bylaw 2022-07 for the destruction of documents, be read a SECOND time." CARRIED

**23-052 BYLAW NO. 2023-01, A BYLAW TO AMEND BYLAW 2022-07/G. SPANIER**

"THAT Bylaw No. 2023-01, a Bylaw to amend bylaw 2022-07 for the destruction of documents, have three readings at this meeting." CARRIED UNANIMOUSLY

**23-053 BYLAW NO. 2023-01, A BYLAW TO AMEND BYLAW 2022-07/T. HOLLERBAUM**

"THAT Bylaw No. 2023-01, a Bylaw to amend bylaw 2022-07 for the destruction of documents, be read for the third time and adopted." CARRIED

*[Handwritten signatures]*

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**Tuesday, January 24, 2023 9:00 a.m.**

~~23-054 BYLAW NO. 2023-02, A BYLAW TO AMEND THE ZONING BYLAW NO. 13-08/R. PALMER~~

~~"THAT Bylaw No. 2023-02, a Bylaw to amend the Zoning Bylaw 13-08, be INTRODUCED  
And read a FIRST time."~~

*Rescinded by #23-096  
February 14, 2023.* CARRIED

**23-055 ACCOUNTS FOR PAYMENT/T. HOLLERBAUM**

"THAT the list of accounts for cheque numbers **11149 to 11174 totaling \$95,747.19** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

**23-056 FINANCIAL STATEMENT/T. HOLLERBAUM**

"THAT the Statement of Financial Activities for the month of December 2022, attached. and forming a part of these minutes, be accepted as presented." CARRIED

*Delegate Tayo Adegeye, SARM Plant Health Officer entered chambers at 9:52 am*

*DELEGATE: At 9:54 am T. Adegeye, SARM Plant Health Officer attended council to discuss program updates and information involving Weed Control, Beaver Control, and Pest Control.*

*Delegate T. Adegeye left chambers at 10:39 am.*

**23-057 QU'APPELLE PARK GROUP MEMORANDUM OF UNDERSTANDING/G. SPANIER**

"THAT Council approve the Reeve and Administrator to execute the Qu'Appelle Park Group Memorandum of Understanding between the RM and Five (5) parties, and that Council instruct the Administrator to proceed as per the manner outlined in legislation to sell and close a laneway." CARRIED

**23-058 QU'APPELLE PARK PARCEL L MEMORANDUM OF UNDERSTANDING/G. SPANIER**

"THAT Council approve the Qu'Appelle Park Parcel L Memorandum of Understanding between the RM and Ratepayer as presented, and that Council authorize the Reeve and Administrator to execute the Agreement with Ratepayer, AND FURTHER THAT, once signed by both Parties, the Administrator is to proceed as per the manner outlined in legislation to sell and close a laneway." CARRIED

**23-059 ORGANIZED HAMLET OF PASQUA LAKE SPEED LIMIT CHANGE REQUEST/T. HOLLERBAUM**

"THAT Council acknowledges the Organized Hamlet of Pasqua Lake Board request and instruct the Administrator to commence bylaw changes for the requested speed limit changes." CARRIED

**23-060 RECESS/G. SPANIER**

"THAT this meeting be recessed at 11:02 a.m." CARRIED

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

**23-061 RECONVENE/T. HOLLERBAUM**

"THAT this meeting reconvenes at 11:11 a.m." CARRIED

**23-062 BORROWING TO PURCHASE CAT MOTOR GRADER/G. SPANIER.**

"THAT Council directs the Administrator to contact both financial institutions (CIBC & Conexus Cr. Union) to borrow money for the purchase of the CAT motor grader for a 3-year term AND to provide this information for the February 14th regular meeting." CARRIED

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**23-063 PLANT HEALTH OFFICERS 2023 APPOINTMENT- CLUBROOT /B. CHURKO**

"THAT the RM of North Qu'Appelle no. 187 appoints the following Plant Health Officers as Pest Control Officers for 2023:

Tayo Adegeye  
Joanne Kwasnicki  
Betty Johnson  
Katey Makohoniuk  
Chelsea Neuberger  
Colleen Fennig."

CARRIED

**23-064 RCMP QUARTERLY REPORT – OCTOBER – DECEMBER 2022/T. HOLLERBAUM**

"THAT Council acknowledges the RCMP quarterly report as presented and authorize the Reeve and Administrator to sign."

CARRIED

**23-065 SAMA ANNUAL GENERAL MEETING REGINA/T. HOLLERBAUM**

"THAT Council authorize Administration and Office Staff to attend the SAMA training session AND FURTHER THAT Dawn be authorized to attend the annual general meeting being held in Regina April 4<sup>th</sup> and 5<sup>th</sup>, with a registration fee of \$75. per person plus mileage and meal expense."

CARRIED

**23-066 ADMINISTRATION WORKSHOP SPRING SERIES REGISTRATION/L. CARLSON**

"THAT Council authorizes Charmain Wowk to attend the Enhanced Municipal Administration Program workshop #1 being held in Melville on March 29<sup>th</sup> pay mileage rate AND pay the registration fee of \$100. which includes lunch."

CARRIED

**23-067 REQUEST TO CANCEL CUSTOM WORK CHARGE 2022/R. PALMER**

"THAT Council directs the Administrator to respond to the Ratepayer advising the RM's policy is, and has been, to charge for all custom work requests made snow plowing laneways/driveways, and furthermore, the request to cancel the charge for service provided is declined, therefore the outstanding April 2022 invoice is due and payable, with interest, as per the RM's Accounts Receivable Policy."

CARRIED

**23-068 OFFICE REPAIRS/T. HOLLERBAUM**

"THAT Council authorize payment to Banbury Plumbing in the amount of \$2,278.83, which includes GST and PST, for the replacement of the water heater, 1 toilet, and 2 thermostats."

CARRIED

**23-069 COUNCIL EXTENDED ABSENCE/G. SPANIER**

"THAT Council acknowledges the extended absence of Division 3 Councillor Nik Whalen for the January 24 and February 14<sup>th</sup> and February 28, 2023, Council Meetings, due to prior commitments."

CARRIED

**23-070 CLOSED SESSION/B. CHURKO**

"THAT the RM Council, all members present in person, move into closed session at 12:16 p.m., as per LA FOIP section 21(b) and (c), Legal Advice."

CARRIED

**23-071 RECONVENE/**

"THAT the RM Council reconvenes to regular session at 1:03 pm."

CARRIED

**23-072 GARBAGE COLLECTION CONTRACT AMENDMENTS/G. SPANIER**

"THAT RM Council direct Administration to provide the Garbage Contractor a 5% fuel surcharge effective January 1, 2023, paid monthly to the end of current contract."

CARRIED



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**23-073 SEASONAL GRADER OPERATOR POSTION/R. PALMER**

"THAT Council authorizes the Administrator to advertise for a seasonal grader<sup>operator.</sup> position with a closing date of February 10<sup>th</sup> for a seasonal start date of April 16 to October 31, and that wages are to be negotiated based on the RM wage policy." CARRIED

**23-074 ADJOURNMENT/G. SPANIER**

"That the Regular meeting of Council be adjourned at 1:04 pm."

Approved this

14<sup>th</sup>

day of

February

, 2023



Reeve



Administrator

Next regular meeting of Council, Tuesday, February 14, 2023 at 9:00 a.m.



Administration Report to Council  
Tuesday January 24, 2023

**Bank Balance** \$ 767,039 as of Jan.24/2023  
**Wasqua Lake Reserve** \$ **272,751** as at Dec.31/2021  
**Taylor Beach Reserve** \$ **150,661** as at Dec.31/2021

**Complaints** 0 new RIC's opened between January 7 – January 24, 2023

**Permits (Development & Building):** 1 Newly Received permits – 0 permits approved; 0 at PBI in review.  
1 in office awaiting review; 0 cancelled by owner

January 2023		<p><b>ITEMS FOR COUNCIL TO NOTE:</b> Administrative Duties with Deadlines coming up:</p> <p>January 2023 Present Employee Bonds to Council at first meeting -<i>done</i> Council to appoint Library Board representatives at first meeting Council to appoint Weed Inspector Council to appoint Board of Revision members - <i>done</i> 10<sup>th</sup> School tax collections previous month due to Province -<i>done</i> 15<sup>th</sup> File &amp; remit previous month payroll deductions to CRA &amp; MEPP - <i>done</i> 20<sup>th</sup> Submit Organized Hamlet previous year financial statements to OH Board - <i>done</i> 31<sup>st</sup> File annual school tax statement with Province &amp; School Board(s) Register tax liens for advertised lands if not paid -<i>done</i> Declaration for Municipal Revenue Sharing Grant to be submitted-<i>done</i></p>
		<ul style="list-style-type: none"> <li>- Consultation with Solicitor ongoing</li> <li>- Ongoing work with municipal reserves and Developers</li> <li>- Consultations with Water Security Agency ongoing</li> <li>- Work with municipal engineer</li> <li>- Work with Files for Info. &amp; Privacy Commissioner Office</li> <li>- Start year end audit preparation</li> <li>-Municipal Auditor booked for March 27 -31<sup>st</sup>, 2023</li> <li>-Admin Staff participated in Tax enforcement webinar</li> </ul>

Devin 20 days remaining 2023  
 Darcy 15 days remaining 2023  
 Lloyd 23 days remaining 2023  
 Gwen 28 days remaining 2023  
 Dawn 34 days remaining 2023  
 Charmain 12 days remaining 2023  
 Todd 0 days remaining 2023

Respectfully submitted,  
Dawn Lugin



**RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187**

**BYLAW NO 2023-01**

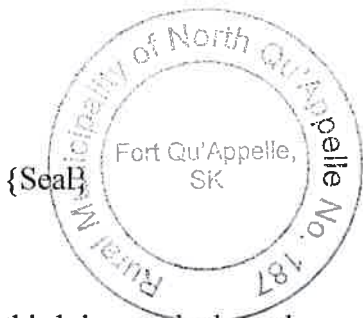
**A BYLAW TO AMEND A BYLAW 2022-07**

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

That Bylaw No. 2022-07 a bylaw for the destruction of documents be amended as follows:

Section 4. by striking out Bylaw No. 2019-01 is hereby repealed.


Section 4. by adding Bylaw No. 2020-01 is hereby repealed.



  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 24<sup>th</sup> day of January, 2023

  
\_\_\_\_\_  
Administrator

**RM of North Qu'Appelle  
List of Accounts for Approval  
Batch: 2023-00007 to 2023-00016**

Bank Code - AP - AP GENERAL

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
11149	1/10/2023	APAS	30802	membership 2023	6,845.18	6,845.18
11150	1/20/2023	Myers, Leonard	jan17	Payroll Jan 17	420.00	420.00
11151- Man	1/20/2023	Lowe, Gwen	Pay 17-02	Pay Ending Jan 17, 2023	1,556.00	1,556.00
11152- Man	1/20/2023	Webster, Lloyd	Pay 17-03	Payroll Ending Jan 17, 2023	2,357.08	2,357.08
11153- Man	1/20/2023	McCullough, Darcy	Pay 17-04	Payroll Ending Jan 17, 2023	1,368.82	1,368.82
11154- Man	1/20/2023	Lugrin, Dawn	Pay 17-01	Payroll Ending Jan 17, 2023	2,158.19	2,158.19
11155- Man	1/20/2023	Horsman, Devin	Pay 17-05	Payroll Ending Jan 17, 2021	1,735.61	1,735.61
11156- Man	1/20/2023	Wowk, Charmain	Pay 17-06	Pay Ending Jan 17, 2023	1,112.20	1,112.20
11157	1/24/2023	CIBC Credit Card	01Jan2023	Accrual	1,639.73	
			01Jan20232		83.95	1,723.68
11158	1/24/2023	Crown Shred & Recycling	497893	Accrual shredding services	145.16	145.16
11159	1/24/2023	East Central Transportation	2023 member	2023 membership fee	500.00	500.00
11160	1/24/2023	Hollerbaum, Tim	nov_Dec 2022	Accrual Nov/Dec 2022 Indemnity	746.80	746.80
11161	1/24/2023	Jackson Bros. Bobcat Services	OHPL Dec 22	Accrual Contracted services Dec 2022	2,572.50	
			Dec RM salt san	Accrual Dec Salt sand	3,780.00	6,352.50
11162	1/24/2023	Lowe, Gwen	01092023	RDARM Meal Jan 5 Convention	20.00	20.00
11163	1/24/2023	Lugrin, Dawn	01102023	U of Alberta NACLAA Finance regi	795.00	795.00
11164	1/24/2023	Lugrin, Dawn	01182023	Mileage for bylaw check	19.80	19.80
11165	1/24/2023	N S C Minerals	SXP300427	Standard 620kent salt	3,730.69	3,730.69
11166	1/24/2023	Precision Training & Consulting	Issued Duke, Beth Ann			
			215- jun 2022	Accrual replacement cheque first aid/cpr	1,225.00	1,225.00
11167	1/24/2023	Rural Municipal Administrators	2023 member	D Lugrin 2023 Regualr Member	425.00	
			2023 Associate	G. Lowe Associate Member 2023	175.00	600.00
11168	1/24/2023	SARM Saskatchewan Association	Ben122938	Accrual Credit benefits for D. Bender	-754.49	
			MID22-344	Accrual Midterm R. Palmer	52.50	
			CAL23187	Accrual calendar shipping fee	31.77	
			BEN123824	Annual Ins & Benefits	37,135.21	
			BON23187R	Fidelity Bond	344.50	
			EXC230187	Excess Liability	1,088.62	
			LIA23187	LSIP Insurance	3,211.92	
			MEM2023187	Membership Fees	4,489.63	
			PSIP23187-0	PSIP insurance	7,428.29	53,027.95
11169	1/24/2023	SaskTel	1008161	Accrual Dec 2022 RM office	246.60	246.60
11170	1/24/2023	SaskWater	SW080229	Dec 1-31	5,728.98	5,728.98
11171	1/24/2023	Town of Fort Qu'Appelle	165 comp Dec	Accrual Shop utilities 252A	256.10	
			office utility d	Accrual QB 4 2023	256.10	512.20
11172	1/24/2023	Valley Lawn Services	3075	Accrual Office snow clearing Dec 2022	157.50	157.50
11173	1/24/2023	Webster, Lloyd	01052023	Mileage for RDARM Convention R	103.20	103.20
11174	1/24/2023	Sask Power	4040-0001-0776	Power Bill - January	2,559.05	2,559.05

Date Printed  
1/23/2023 9:07 AM

**RM of North Qu'Appelle**  
**List of Accounts for Approval**  
Batch: 2023-00007 to 2023-00016

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**COMPUTER CHEQUE**

<u>Payment #</u>	<u>Date</u>	<u>Vendor Name</u> <u>Invoice #</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
				Total Computer Cheque:	95,747.19

Total AP: 95,747.19

Certified Correct This Monday, January 23, 2023

*244*

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Administrator



**RM of North Qu'Appelle**  
**Statement of Financial Activities - Condensed**  
For the Period Ending December 31, 2022

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>Taxation</b>					
<b>Municipal Taxes</b>					
General Municipal Levy Receivable		1,881,736.45	1,975,257.00	(93,520.55)	4.73-
Abatements and Adjustments		(41,242.09)	(4,050.00)	(37,192.09)	918.32-
Discount on Current Year Taxes	(0.45)	(69,359.20)	(74,650.00)	5,290.80	7.09
<b>Net Municipal Taxes</b>	<b>(0.45)</b>	<b>1,771,135.16</b>	<b>1,896,557.00</b>	<b>(125,421.84)</b>	<b>6.61-</b>
Penalties on Tax Arrears	1,901.53	29,571.54	18,486.00	11,085.54	59.97
<b>Total Taxation:</b>	<b>1,901.08</b>	<b>1,800,706.70</b>	<b>1,915,043.00</b>	<b>(114,336.30)</b>	<b>5.97-</b>
<b>Fees and Charges</b>					
Custom Work	124,986.91	170,424.79	5,000.00	165,424.79	3308.50
Sale of Supplies and Gravel	243.00	11,341.40	8,100.00	3,241.40	40.02
Rentals	150.00	2,450.00	2,450.00		
Policing and Fire Fees	1,304.00	6,464.00		6,464.00	
Licenses and Permits	1,138.75	41,379.46	46,200.00	(4,820.54)	10.43-
General Office Services	6,301.00	10,147.93	9,000.00	1,147.93	12.75
Landfill/Waste Collection Fees	32,278.60	32,278.60	30,963.00	1,315.60	4.25
<b>Total Fees and Charges:</b>	<b>166,402.26</b>	<b>274,486.18</b>	<b>101,713.00</b>	<b>172,773.18</b>	<b>169.86</b>
<b>Maintenance and Development Charges</b>					
Road Maintenance and Restoration Agreement:	7,355.16	7,355.16	3,218.00	4,137.16	128.56
Development Charges			1,000.00	(1,000.00)	100.00-
Public Reserve		2,242.00	2,000.00	242.00	12.10
Other		200.00		200.00	
<b>Total Maintenance and Development Charge</b>	<b>7,355.16</b>	<b>9,797.16</b>	<b>6,218.00</b>	<b>3,579.16</b>	<b>57.56</b>
<b>Utilities</b>					
Water	556.50	11,163.00	14,000.00	(2,837.00)	20.26-
<b>Total Utilities:</b>	<b>556.50</b>	<b>11,163.00</b>	<b>14,000.00</b>	<b>(2,837.00)</b>	<b>20.26-</b>
<b>Unconditional Transfers</b>					
Unconditional Transfers	42,910.25	164,469.75	208,594.00	(44,124.25)	21.15-
<b>Total Unconditional Transfers:</b>	<b>42,910.25</b>	<b>164,469.75</b>	<b>208,594.00</b>	<b>(44,124.25)</b>	<b>21.15-</b>
<b>Conditional Grants</b>					
Federal		69,329.75	87,800.00	(18,470.25)	21.04-
Provincial		3,240.00	3,200.00	40.00	1.25
Local		4,021.40	2,000.00	2,021.40	101.07
<b>Total Conditional Grants:</b>	<b>0.00</b>	<b>76,591.15</b>	<b>93,000.00</b>	<b>(16,408.85)</b>	<b>17.64-</b>
<b>Grants in Lieu of Taxes</b>					
Provincial	1,369.48	2,185.48	2,078.00	107.48	5.17
Local		1,702.84	1,680.00	22.84	1.36
<b>Total Grants in Lieu of Taxes:</b>	<b>1,369.48</b>	<b>3,888.32</b>	<b>3,758.00</b>	<b>130.32</b>	<b>3.47</b>
<b>Investment Income and Commissions</b>					
Investment and Income Revenue	4,177.56	28,604.10	8,900.00	19,704.10	221.39
<b>Total Investment Income and Commissions:</b>	<b>4,177.56</b>	<b>28,604.10</b>	<b>8,900.00</b>	<b>19,704.10</b>	<b>221.39</b>
<b>Total REVENUES:</b>	<b>224,672.29</b>	<b>2,369,706.36</b>	<b>2,351,226.00</b>	<b>18,480.36</b>	<b>0.79</b>
<b>EXPENDITURES</b>					
<b>General Government Services</b>					
Wages	19,049.32	200,536.66	201,500.00	963.34	0.48
Benefits	2,089.67	77,650.51	50,000.00	(27,650.51)	55.30-
Professional/Contract Services	129,993.66	246,887.89	289,975.00	43,087.11	14.86
Utilities	3,898.22	15,291.60	8,450.00	(6,841.60)	80.97-
Maintenance, Material and Supplies	560.77	27,435.70	27,900.00	464.30	1.66
Capital Expenditures			1,685.00	1,685.00	100.00
Allowance for Uncollectibles		140.00		(140.00)	
<b>Total General Government Services:</b>	<b>155,591.64</b>	<b>567,942.36</b>	<b>579,510.00</b>	<b>11,567.64</b>	<b>2.00</b>

**RM of North Qu'Appelle**  
**Statement of Financial Activities - Condensed**  
For the Period Ending December 31, 2022

	Current	Year To Date	Budget	Variance	%
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**Account Balances**

**Cash and Investments**

	Current	Year to Date	Balance
Cash - On Hand - Petty Cash			300.00
Cash - Bank - CIBC	128,923.62	(737,296.79)	778,314.08
Cash - Conexus (For Pipeline Deposits)	221.77	61,977.06	61,977.06
Cash - Bank - Savings	853.85	521,252.15	638,562.63
<b>Total Cash and Investments:</b>	<b>129,999.24</b>	<b>(154,067.58)</b>	<b>1,479,153.77</b>

**Municipal Taxes Receivable**

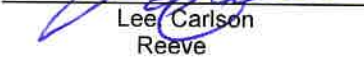
Municipal - Tax Receivable - Rural	(49,280.51)	32,570.51	103,984.01
Municipal - Tax Receivable - Urban	(60,987.14)	23,831.56	104,099.05
Municipal - Tax Receivable -Taylor Beach	(8,310.43)	2,823.39	6,685.17
Municipal - Tax Receivable -Pasqua Lake	(49,574.57)	13,045.96	54,342.09
Municipal - Tax Recv. - Fire Truck Spec.			(1.57)
Municipal - Tax Receivable - Tax Enforc.	(2.03)	164.89	4,068.59
<b>Total Municipal Taxes Receivable:</b>	<b>(168,154.68)</b>	<b>72,436.31</b>	<b>273,177.34</b>

Certified correct and in accordance with the records

Presented to council on

*January 24, 2023*  
(Date)

  
Dawn Lugin  
Administrator

  
Lee Carlson  
Reeve

GG - Cont - TB Admin Services	25,687.00	25,687.00	29,695.00	4,008.00	13.50
GG - Cont. - PL Admin Services	83,770.83	83,770.83	95,000.00	11,229.17	11.82