

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.

Friday, March 24, 2023

1. Call to Order
2. Approval of Minutes
 - a. March 13, 2023 Regular Meeting
3. Business Arising from Minutes
4. Delegation
5. Correspondence
 - a. SARM 2022 Annual Report & Financials
 - b. CTSS Quarterly Update
 - c. North Valley Waste Mgmt. Authority- Minutes February 27
 - d. PARCS Update
 - e. APAS Update
 - f. CONX Wireless
6. Reports
 - a. Councillor SARM Convention Report
 - b. Public Works Foreman
 - c. Administration
7. Bylaws -
 - ~~a. Bylaw 2023-06 Sale & Closure of Lane~~
8. Accounts for Payment
9. Unfinished Business
 - a. Mission Lake Subdivision Infrastructure Development
 - b. Shop Grate Quotes
 - c. Wyatt Engineering Project Amendment
 - d. Jasmin on Echo Concerns
 - e. Amend Resolution 22-398
10. New Business
 - a. Org. Hamlet Pasqua Lake 2023 Budget & Provision of Services
 - b. Org. Hamlet of Pasqua Lake Board Minutes March 13
 - c. Org. Hamlet of Pasqua Lake Policy Amendment
 - d. East Central Transportation Planning Committee AGM
 - e. Canadian Public Works Assoc. (CPWA) – Public works Supervisor Training
 - f. Ministry of Highways & Infrastructure – Spring Road Bans Municipal roads
 - g. Qu'Appelle Estates Public Reserve Maintenance
 - h. Targeted Sector Support (TSS) Grant Intake
 - i. Policy PS2023.01 Emergency Resource Data Collection
 - j. April 11th Delegate Time Extension Request
 - k. Governing Sustainable Municipalities Workshop
11. Other Business
 - l. Council member Resignation
 - m. Road Signing Policy
12. Closed Session
 - a. LA FOIP s.16(1) (e) – Pending Policy & Budget
 - b. LA FOIP s.16(1)(b) – Personnel
13. Adjournment

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
Friday, March 24, 2023 9:00 a.m.

Present:	Reeve:	Lee Carlson
	Council Members:	Division 2 Ron Palmer
		Division 3 Nik Whalen
		Division 4 Bernard Churko
		Division 5 Tim Hollerbaum
		Division 6 Garnet Spanier
	Staff:	Administrator Dawn Lugin
		Assistant Administrator Gwen Lowe
		Foreman Lloyd Webster

Absent: Council Members:

A quorum being present, Reeve Carlson called the meeting to order at 9:39 a.m.

23-164 REGULAR MEETING MINUTES/R. PALMER

"THAT the minutes of the regular meeting of Council held March 13, 2023 be adopted as presented."

CARRIED

23-165 CORRESPONDENCE/N. WHALEN

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

- a. SARM 2022 Annual Report & Financials
- b. CTSS Quarterly Update
- c. North Valley Waste Mgmt. authority -Minutes February 27
- d. PARCS Update
- e. APAS Update
- f. CONX Wireless."

CARRIED

23-166 COUNCILLOR SARM CONVENTION REPORT/B. CHURKO

"THAT the written report be accepted as presented."

CARRIED

23-167 SHOP GRATE QUOTES/N. WHALEN

"THAT Council approves the March 10th quote from Strong Welding in the sum of \$1,370.22 including taxes, to repair & reconstruct the shop grate."

CARRIED

23-168 FOREMAN PUBLIC WORKS REPORT/G. SPANIER

"THAT the verbal report be accepted as presented."

CARRIED

Foreman L. Webster left chambers at 9:59 am.

23-169 ADMINISTRATION REPORT/L. CARLSON

"THAT the written report be accepted as presented."

CARRIED

23-170 ACCOUNTS FOR PAYMENT/ B. CHURKO

"THAT the list of accounts for cheque numbers 11280 to 11305 totaling \$41,595.68 including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

23-171 WYATT ENGINEERING DITCHING PROJECT AGREEMENT/ B. CHURKO

"THAT Council approves the March 20, 2023 Agreement for the provision of consulting engineering services as presented, with quoted costs of \$5,675 plus taxes AND FURTHER THAT Council authorizes Administrator D. Lugin to sign the Agreement."

CARRIED

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23-172 CANADA COMMUNITY-BUILDING FUND APPLICATION/ C. CHURKO

"THAT Council instructs the Administrator to apply to the Canada Community-Building Fund (CCBF) for drainage work at Jasmin on Echo and Erickson Heights- Hudson Bay Reserve hamlets."

CARRIED

23-173 AMEND RESOLUTION 22-398/T. HOLLERBAUM

"THAT Council amends resolution number 22-398 Civic addressing road naming direction made On June 28, 2022, to include the following:

"AND Furthermore, that the road name changes are made to the following legal plans recorded as numbers: 96R28722, 91R14558, 70R11611, 62R31945-1, 60R06048, 74R18370, 60R05241, 59R01797, 60R11131, 59R07200, 61R32781, 67R10528, BA2284, 60R00068, 67R28424, 64R27738, 63R20056 and 74R38358 in the Land Surveys Directory"

CARRIED

23-174 ORGANIZED HAMLET OF PASQUA LAKE 2023 PROVISION OF SERVICES AGREEMENT AND BUDGET DOCUMENT/T. HOLLERBAUM

"THAT the RM of North Qu'Appelle No 187 Council accepts the 2023 Provision of Services Agreement with budget schedule for the Organized Hamlet of Pasqua Lake, AND FURTHER THAT the Reeve and Administrator be authorized to sign the Agreement."

CARRIED

23-175 ORGANIZED HAMLET OF PASQUA LAKE MINUTES MARCH 13/T. HOLLERBAUM

"THAT Council acknowledges the OHPL draft board meeting minutes of March 13, 2023 as presented."

CARRIED

23-176 ORGANIZED HAMLET OF PASQUA LAKE POLICY AMENDMENT/T. HOLLERBAUM

"THAT Council approve the revised OHPL Policy 01-Board Meetings as recommended by the OHPL Board at their March 13, 2023 meeting."

CARRIED

23-177 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE AGM/G. SPANIER

"THAT Council authorizes L. Webster and Council to attend the ECTPC AGM on April 13 And authorize council remuneration with expenses."

CARRIED

23-178 MISSION LAKE HAMLET PUBLIC RESERVE MAINTENANCE/R. PALMER

"THAT Council approves the Contractor rate for maintaining an area on R2- Public Reserve and ditch in the Mission Lake hamlet to a maximum reimbursement of \$400.00 per annum."

CARRIED

23-179 POLICY PS2023.01 EMERGENCY RESOURCE DATA COLLECTION/N. WHALEN

"THAT Council approve Policy PS2023.01, a Policy on the Use of Emergency Resource Data Collection."

CARRIED

23-180 APRIL 11TH DELEGATE TIME EXTENSION REQUEST/G. SPANIER

"THAT Council authorizes the time for the delegates of the April 11th regular meeting have their allotted presentation time extended to 30 minutes."

CARRIED

23-181 GOVERNING SUSTAINABLE MUNICIPALITIES WORKSHOP/N. WHALEN

"THAT Council authorizes D. Lugin, Administrator, to attend the Governing Sustainable Municipalities workshop with mileage reimbursement."

CARRIED

23-182 COUNCIL MEMBER RESIGNATION/G. SPANIER

"THAT Council regrettably accepts the resignation of Reeve Lee Carlson effective Friday, March 31, 2023."

CARRIED

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
Friday, March 24, 2023 9:00 a.m.

23-183 CLOSED SESSION/ R. PALMER

"THAT the RM Council, all members present in person, move into closed session at 11:28 a.m., as per LA FOIP section 16(1) (e) Pending policy & budget and 16(1) (b), personnel"

CARRIED

23-184 RECONVENE/T. HOLLERBAUM

"THAT the RM Council reconvenes to regular session at 11:52 a.m."

CARRIED

23-185 DUST CONTROL POLICY 2023/G. SPANIER

"THAT Council amends the 2023 dust control policy to be a 50/50 cost share for the 200 metres yard site and anything over 200m is 100% cost to the property owner."

CARRIED

23-186 ADJOURNMENT/ T. HOLLERBAUM

"That the Regular meeting of Council be adjourned at 11:53 pm."

Approved this

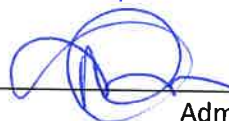
21st

day of

April

, 2023


Deputy Reeve



Administrator

Next regular meeting of Council, Tuesday, April 11, 2023 at 9:00 a.m.

Provision of Services Agreement

This Agreement made in duplicate effective for the year 2023
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, Stan Powell and division 5 Councillor Tim Hollerbaum 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 \$357,848,309 whereas the taxable assessment for the Hamlet of Pasqua Lake is 110,375,090 (30.84%).
- 2(2) The allocated **budgeted** hamlet costs, in many cases, are more than 30.84% of the RM's total to account for discrepancies between budget and actual 2023 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 30.84%. The allocated budgeted costs for the hamlet are:

Schedule A: Allocated Shared Budgeted Expenses for 2023

510-210-123	PL Admin Services	95,000.00
	Village Transition Administration	20,000.00

	RM Council Governance	10,000.00
540-200-130	Garbage collection	29,000.00
540-200-143	Garbage disposal site NVWM	21,000.00
540-200-153	Sewage Lagoon *	21,000.00
570-500-130	Rexentre grant	1,300.00
570-290-130	Regional Library & F.Q. Library	3,700.00
525-210-130	Fire protection	10,000.00
520-210-130	Policing	16,200.00
510-200-153	SAMA	9,000.00

TOTAL ALLOCATED SHARE = \$236,200

** The Sewage Lagoon cost is \$65,474.04. This cost is shared among the RM(266), Pasqua (329), Fort San(206), and B-Say-Tah (274). The Pasqua Lake share is for 329 households from a total of 1075 households that use the lagoon for a shared percentage of 30.5%, \$19,977.20 in the previous year.*

Provision of services

3(1) In accordance with section 74 of the Act, the Rural Municipality and the Hamlet Board 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.

510-110-130	Board expense	4,500.00
510-240-130	Memberships/subscriptions/PARCS	500.00
510-240-153	Meetings/Zoom license	1,000.00
510-200-172	Special Mailings/Advertising	1,000.00
510-200-300	Printing	1,000.00
510-200-113	Legal	1,000.00
530-210-123	Contract work for OHPL	
	Elm Street drainage	20,000.00
	Bence Beach road repairs/upgrades	5,000.00
	Paving - Gas Tax Program	40,000.00
	Falling rocks	
	General maintenance work - mowing, sweeping, sanding, snow removal, general road patching	25,000.00
	West boat launch repairs	10,000.00

	Centre line striping	4,000.00
537-210-300	Contracted Snow removal for service roads	8,000.00
530-210-143	Annual Contract for Pasqua Street	400.00
530-450-130	Culverts/drainage	10,000.00
530-210-103	Dust control	3,000.00
530-440-130	Gravel for service roads	2,000.00
530-310-300	Street lighting - energy charge	12,000.00
540-200-154	Sewage Lagoon Road	4,000.00
540-210-303	Tree trimming/removal	6,000.00
540-210-130	Pest Control	500.00
530-470-130	Signage	2,000.00
530-490-130	Misc. Supplies	500.00
	Civic Addressing Registry	750.00
530-210-132	R.M. share Road costs (11%)	

Total Discretionary Expenses = \$162,150

Overall Total Expenses = \$398,350

*The 2023 Gas tax project will be for:

- ✓ paving on Pasqua Lake Road
- ✓ drainage upgrades to Elm Street
- ✓ repairs to west boat launch area

** The SARM haul rate is 5.58 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 1075 RM households produce 38,601 tons for an average of 35.91 tons per user. Pasqua Lake has 329 households, so it would produce about 11,814 tons of sewage per year. It is hauled a distance of 7.3 km on RM roads. The haul fee would be: 11,814 tons x 7.3 km x \$ 0.0558= \$4,813. The hamlet budgeted an amount of \$4,000.

Schedule C: Hamlet Revenue and Reserve

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

	Hamlet Assessment	110,000,000.00
	Municipal Mill Rate	2.75
410-110-130	Municipal Tax Levy	302,500.00
	Base Tax	88,750.00
	RM Credit for Crew @ 11 % Road Share *	4,400
410-120-103	Tax adjustments	-1,000.00
410-130-130	Discounts	-18,584.38
	Current Levy Uncollected	0.00
	Net Levy	376,065.63
	Current Taxes	376,065.63
450-120-130	Revenue Sharing Grants	28,000.00
450-230-100	Gas Tax	17,000.00
490-100-100	Transfer From reserves	
	TOTAL REVENUES	421,065.63

*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 2021 SAMA numbers - the overall total number of improved properties were 365, of which Pasqua Lake had 325 (89%) and Groome's Vista and Lakes End had a total of 40 (11%). The road share agreement covers for capital costs to the main road only.

3(5) The Organized Hamlet of Pasqua Lake has in **reserve** as of the end of 2022: **\$ 387,174.37**

3(6) The projected 2023 budget **surplus** is: **\$ 22,715.63**

3(7) The **projected reserve** as of the end of 2023 is: **\$ 409,890.00**

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 24th day of March, 2023.

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

Per: _____

Tim Hollerbaum, Division Councillor

Procedures for payments out of hamlet account

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- (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 ____ day of _____, 2023.

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

Per: _____

Tim Hofferbaum, Division Councillor

	2023 Budget	2022 Actual
Hamlet Assessment	110,000,000.00	111,698,220.00
Municipal Mill Rate	2.75	2.75
Municipal Tax Levy	302,500.00	307,170.11
Gas Tax	88,750.00	88,750.00
Credit for Crew @ 11 % Road Share	4,400	
Tax adjustments	-1,000.00	-199.55
Discounts	-18,584.38	-13,769.55
Current Levy Uncollected	0.00	0.00
Net Levy	376,065.63	381,951.01
REVENUES		
Current Taxes	376,065.63	381,951.00
Revenue Sharing Grants	28,000.00	28,398.00
Gas Tax	17,000.00	21,573.77
SGL Safety Grant	0	1,675.30
Safe Restart Grant	0	
Transfer From reserves		
TOTAL REVENUES	421,065.63	433,598.07
EXPENDITURES		
PL Admin Services	95,000.00	83,770.83
Village Transition Administration	20,000.00	0.00
RM Council Governance	10,000.00	7,947.13
Garbage collection	29,000.00	27,653.01
Garbage disposal site NVWM	21,000.00	12,110.45
Sewage Lagoon	21,000.00	19,977.20
Rexentre grant	1,300.00	2,489.41
Regional Library & F.Q. Library	3,700.00	3,126.15
Fire protection	10,000.00	9,929.75
Policing	16,200.00	15,101.32
Fire Capital	0.00	0.00
Calling Lakes District Planning Commission	0.00	0.00
MA	9,000.00	8,153.75
Land expense	4,500.00	350.00
Memberships/subscriptions/PARCS	500.00	425.00
Meetings/Zoom license	1,000.00	412.00
Special Mailings/Advertising	1,000.00	90.00
Printing	1,000.00	595.05
Legal	1,000.00	0.00
Contract work for OHPL		
Elm Street drainage	20,000.00	
Bence Beach road repairs/upgrades	5,000.00	
Paving - Gas Tax Program	40,000.00	67,005.25
Falling rocks		
General maintenance work -mowing, sweeping, sanding, snow removal, general road patching	25,000.00	21,410.12
West boat launch repairs	10,000.00	
Centre line striping	4,000.00	
Contracted Snow removal for service roads	8,000.00	7,217.50
Annual Contract for Pasqua Street	400.00	400.00
Culverts/drainage	10,000.00	10,339.63
Dust control	3,000.00	2,046.87
Gravel for service roads	2,000.00	1,888.00
Street lighting - energy charge	12,000.00	11,834.62
Sewage Lagoon Road	4,000.00	3,155.39
Tree trimming/removal	6,000.00	9,015.00
Pest Control	500.00	49.20
Signage	2,000.00	53.48
Misc. Supplies	500.00	0.00
Public Addressing Registry	750.00	
R.M. share Road costs (11%)		-7,370.58
TOTAL EXPENDITURES	398,350.00	319,175.53
REVENUES MINUS EXPENDITURES	22,715.63	114,422.54
Reserve Balance carried over from 2022	387,174.37	272,751.83
plus/(Deficit) Current Year	22,715.63	114,422.54
Transfer From Reserves		
Reserve Account Dec.31 current yr	409,890.00	387,174.37
Fire Capital Trust 2016-2019	41,956.73	

Allocated Shared Expenses based on 31.12%
Hamlet Expenses

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Administration Report to Council
Friday March 24, 2023

Bank Balance	\$ 519,342 as of March 22/2023
Qu'Appelle Lake Reserve	\$ 272,751 as at Dec.31/2021
Taylor Beach Reserve	\$ 150,661 as at Dec.31/2021

Complaints 5 new RIC's opened between Mar 10- Mar 21, 2023

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

	March 2023	ITEMS FOR COUNCIL TO NOTE: Administrative Duties with Deadlines coming up: March 2023 10 th School tax collections previous month due to Province -done 15 th File & remit previous month payroll deductions to CRA & MEPP - done
		<ul style="list-style-type: none">- Consultations with Water Security Agency ongoing- Municipal Auditor booked for March 27 -31st, 2023- 2023 Operating budget started for recurring items- Dialogue with developers, building designers, contractors, residents,- Weekly meetings for Office staff being practiced- Admin staff participated in SAMA & MuniSoft Webinars- Budget 2023 – capital projects need to be identified for divisions/overall RM- CAT Grader purchase completed, loan advanced, warranty purchased- SHA completed annual inspection on public well- satisfactory/in compliance- Stray horses sent to 1st auction of year on March 17 in Yorkton- several calls on zoning compliance, real estate listings, development concerns relative to Provincial flood zone & fringe regulations- New postage meter machine installed- Provincial Budget release 2:15pm Wed. March 22- Observed SARM Convention through online channel March 14 & 15

Devin	20 days remaining 2023
Darcy	15 days remaining 2023
Lloyd	23 days remaining 2023
Gwen	28 days remaining 2023
Dawn	33 days remaining 2023
Charmain	12 days remaining 2023
Todd	0 days remaining 2023

Respectfully submitted,
Dawn Lugin

MAR 20 2023

Report – 2023 SARM Convention

General (I attended days 1 and 2)

Approximately 2100 individuals registered for the convention. This level of attendance continues to surprise me, considering there are 296 RM's – an average of sum 7 registrants per municipality.

My main reason for attending was to re-acquaint myself with a few ministries that I believe are particularly relevant to RM 187 and to get a general impression of the issues facing rural municipalities in this province. The three ministries I felt were of most importance were municipal government, highways, and the water security agency. Fortunately I was able to re-establish contact with senior employees of both highways and municipal government; almost all the employees I worked with in 2011 are no longer with the Water Security Agency but I did establish some new contacts at the conference.

I attended the "Dialogue with Ministers" sessions for *Highways and the Water Security Agency* and *Municipal Government*. I will provide a brief report on those sessions.

The Bear Pit sessions are usually quite informative and this year's session was no exception. Perhaps the two items of greatest interest were the increase in Revenue Sharing by 13% and the increase in grants to doctors in rural areas for a five year commitment from \$47000 to \$200000. The jury is still out as to whether \$\$\$ will result in a sustainable resolution of the doctor issue. Finally, the *Resolutions* Session was interesting, with a few key controversial issues debated.

1. The Highways and the Water Security Agency Session

With respect to Highways, there were the usual questions specific to a particular highway. However, I gleaned three items that might be of interest to 187:

- a. Road maintenance agreements - many municipalities indicated that the regulations needed revision. The main problems were enforcement (i.e. the ability to establish and collect the fees) and, secondly, that the fees were inadequate. This issue was repeated several times at the *Municipal Government* session and at the bear pit. Minister McMorris did indicate a willingness to review this issue.
- b. Partnerships – There was some concern with the partnership program related to thin pavement/trucking on municipal road arrangements. The concern was with respect to Ministry unwilling to participate in capital needs for the RM roads. One RM indicated their typical road life was 30 years – on the partnership road life was reduced to 17 years. When the RM approached highways about cost sharing the capital works they were

advised there was no “partnership” for capital works. The Minister indicated he would look into this.

- c. Skew angles at intersections with highways. Concern was expressed with tree removal and capital works for skew angle crossings. The Ministry indicated this was a priority for them and invited RM's with problems in these area to contact the Ministry.
- d. With respect to the *Water Security Agency*, they indicated that their key focus was to improve client services. There were two issues that were raised
 - i. The lack of enforcement on unpermitted drainage. RM's indicated they did not have the capability to enforce these illegal drainage works and was not receiving help from the Agency
 - ii. The regulations were burdening RM's with excessive costs. One RM indicated that, on a relatively small project, complying with the regulations cost them an additional \$30,000 for a few small bodies of water that retained water for only a short time in spring.

I did not see a pathway to resolving either of these.

2. The Ministry of Municipal Government

In addition to the Road Maintenance Agreements, the most controversial issue was the lowering the effective tax rate ratio from 9:1 to 7:1. This is a complex issue affecting approximately 5% of the municipalities (in the heavy oil region). The ratios are the taxes charges to the highest taxed ratepayers (Commercial – heavy oil in this case and the lowest taxed entities Ag land). I don't think that either the Minister or the Ministry addressed the concern very well.

The ratios are not directly comparable, as they include different variables in the base. For example, base taxes are included in the 7:1 ratio but not in the 9:1 ratio. The affected municipalities indicated that the heavy oil industry has to operate 24/7, rain or shine. Because of this, they cost the municipality far more than any other ratepayer and that the new ratio will result in farmers subsidizing the oil sector. The Minister did indicate that they were prepared to consider a phase in of the new ratios. (Note: the industry was requesting a 2:1 ratio which is apparently the Alberta ratio). I raise this as it probably took up 25% of the time at the Municipal Affairs session and the Bear Pit session.

Voting on the Resolutions was quite interesting. Only one resolution – the very first resolution requesting that the two SARM conventions be combined into one – was defeated by a vote of 49% for; 51% against. Since the convention issue is a bylaw, it would have required a 2/3 majority to pass. The main concerns expressed were cost

and the lack of good content. The rest of the resolutions were passed, most with very large majorities and very little debate.

I have noted a few below that I thought would be of interest to 187. If you have questions on any of the other resolutions I will attempt to answer.

1. 2-23A Noxious weeds – Ministry of Agriculture
 - a. Mapping of locations
 - b. Establish person responsible for entire province
 - c. Destroy noxious weeds on highway rights of way and crown land.
2. 5-23A Overregulation of small water bodies Ministry of Environment
 - a. Eliminate over-regulation around small water bodies
3. 6-23A Depredation Tag Program – Ministry of Environment
 - a. Reintroduce depredation tag program where wildlife damaging winter feed supplies
4. 10-23A Lake District – Ministry of Government Relations
 - a. Amend Act to allow establishment of a Lake District (All or parts of rural municipalities and hamlets, and/or urbans)
5. Reassignments of Development Costs - Ministry of Government Relations
 - a. Charge developer for municipal costs including review, processing, and evaluation of subdivision
6. Taxable Enforcement of Bylaw Penalties - Ministry of Government Relations
 - a. Change Acts as required to allow enforcement of bylaw offences by adding to annual municipal taxes
7. 17-23A Interacting Road Mapping – Ministry of Highways
 - a. Investigate mapping similar to Highways Hot Line for municipal roads
8. Rat Control Program - Ministry of Environment
 - a. Increase in Rat Control Program

These are the Resolutions that I perceived would be of interest to 187. I may have missed some and would be pleased to share my notes on them, assuming there was some debate on those. Not a great conference – trade show was great. Nevertheless I think the RM would be well served to have at least one individual attend.

Bernie Churko

RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2023-00043 to 2023-00047

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11280- Man Pay 14-05	3/14/2023	Lowe, Gwen 210-400-910 - Paymate suspen	Pay Mar 14	1,526.43	1,526.43
11281- Man Pay 14-06	3/14/2023	Webster, Lloyd 210-400-910 - Paymate suspen	Pay Mar 14	1,920.13	1,920.13
11282- Man Pay 14-07	3/14/2023	McCullough, Darcy 210-400-910 - Paymate suspen	Pay Mar 14 short term dis	1,126.10	1,126.10
11283- Man Pay 14-04	3/14/2023	Lugrin, Dawn 210-400-910 - Paymate suspen	Payroll Ending Mar 14	2,158.19	2,158.19
11284- Man Pay 14-08	3/14/2023	Horsman, Devin 210-400-910 - Paymate suspen	Pay Mar 14	1,414.98	1,414.98
11285- Man Pay 14-09	3/14/2023	Wowk, Charmain 210-400-910 - Paymate suspen	Pay Mar 14	1,081.53	1,081.53
11286 03142023	3/17/2023	Myers, Leonard 530-210-121 - TS - Maint. - Conl	Payroll Mar 14, 2023	525.00	525.00
11287 03312023	3/24/2023	Carlson, Lee 510-110-110 - GG - Council - In 530-110-110 - TS - Maint. - Cou 530-250-110 - TS - Maint. - Trav 510-215-110 - GG- Reeve- Offic 510-210-110 - GG - Reeve - Tra	Reeve Indemnity Feb & Mar Reeve Indemnity Feb & Mar Reeve Mileage Feb & Mar 2 Reeve Office/Phone Feb & Reeve Mileage Feb & Mar 2	1,100.00 25.00 16.80 200.00 67.20	1,409.00
11288 03162023 118	3/24/2023	Checkowy, Robin 510-220-100 - GG - Cont. - Offic 510-220-100 - GG - Cont. - Offic 110-340-110 - GST Receivable 900-110-110 - GST Paid	Janitorial Services Janitorial Services - Cleanir Both Tax Code Both Tax Code	477.00 84.26 3.97 3.97 NL	477.00 88.23
				Payment Total:	565.23
11289 03152023	3/24/2023	CIBC Credit Card 510-490-100 - GG - Maint. - Offi 530-400-150 - TS - Maint. - Supl 530-420-124 - TS Maint. - Repa 530-420-129 - TS- Main - Repai 110-340-110 - GST Receivable 900-110-110 - GST Paid	Phone Cord Shop supplies Pete repair/parts 772GP repair/parts Both Tax Code Both Tax Code	10.59 194.91 42.48 625.40 41.19 41.19 NL	914.57
11290 501808	3/24/2023	Crown Shred & Recycling 510-200-192 - GG - Shred- Rec 110-340-110 - GST Receivable 900-110-110 - GST Paid	Monthly Bin Rental - March GST Tax Code GST Tax Code	12.00 0.60 0.60 NL	12.60
11291 8933414	3/24/2023	De Lage Landen Financial 510-400-120 - GG - Maint. - Pos 110-340-110 - GST Receivable 900-110-110 - GST Paid	Postage Meter Quarterly Bil Both Tax Code Both Tax Code	181.10 8.54 8.54 NL	189.64
11292 21809	3/24/2023	Grasslands News Group 510-260-100 - GG - Cont. - Tax 110-340-110 - GST Receivable 900-110-110 - GST Paid	Tax Enforcement Advertisin GST Tax Code GST Tax Code	408.37 20.42 20.42 NL	428.79
11293 03242023	3/24/2023	Horsman, Devin 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - March	25.00	25.00
11294 03202023 03242023	3/24/2023	Lugrin, Dawn 510-280-130 - GG - Cont. - Byla 510-300-140 - GG - Utility - Tele	Bylaw Enf. Tour - Jasmin - Monthly Cell Phone - March	18.00 25.00	18.00 25.00
				Payment Total:	43.00
11295 03242023	3/24/2023	Myers, Leonard 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - March	25.00	25.00
11296 03142023	3/24/2023	Provincial Assoc of Resort Com 510-240-130 - GG - Cont - Mem	OH Pasqua Lake 2023 Men	425.00	425.00
11297 03162023	3/24/2023	SAMA - Saskatchewan Assessment 510-240-150 - GG - Cont. - Con 110-340-110 - GST Receivable	Registration Fee GST Tax Code	71.43 3.57	

RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2023-00043 to 2023-00047

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	GST Tax Code	3.57 NL	75.00
11298 4040-0001-088E	3/24/2023	Sask Power			
		530-300-120 - TS - Maint. - Utilit	Shop Power February	429.84	
		510-300-120 - GG - Utility - Pow	Office Power February	203.66	
		530-310-300 - TS - Utility - Stree	OHPL SL February	1,003.39	
		530-310-200 - TS - Utility - Stree	OHTB SL February	135.16	
		580-300-120 - UT - Water - Pow	Well Power February	139.79	
		530-310-100 - TS - Maint. - Utilit	RM St L February	911.36	
		110-340-110 - GST Receivable	Both Tax Code	80.31	
		900-110-110 - GST Paid	Both Tax Code	80.31 NL	
		110-340-110 - GST Receivable	GST Tax Code	56.93	
		900-110-110 - GST Paid	GST Tax Code	56.93 NL	2,960.44
11299 SW081039	3/24/2023	SaskWater			
		540-200-150 - EH - Waste Dispo	Wastewater agreement - Fe	5,456.17	
		110-340-110 - GST Receivable	GST Tax Code	272.81	
		900-110-110 - GST Paid	GST Tax Code	272.81 NL	5,728.98
11300 03142023	3/24/2023	SGI CANADA			
		510-230-100 - GG - Cont. - Insu	Commercial Auto Pak	2,334.12	2,334.12
11301 R144979	3/24/2023	Supreme Basics			
		510-410-140 - GG - Maint. - Offi	Office supplies	154.76	
		110-340-110 - GST Receivable	Both Tax Code	3.53	
		900-110-110 - GST Paid	Both Tax Code	3.53 NL	158.29
R137100		510-410-140 - GG - Maint. - Offi	Office Supplies	19.99	19.99
			Payment Total:		178.28
11302 03242023	3/24/2023	Valley Lawn Services			
		540-200-110 - EH - Waste Colle	Garbage Collection	4,461.67	
		540-200-120 - EH - Waste Colle	Garbage Collection	709.07	
		540-200-130 - EH - Waste Colle	Garbage Collection	2,339.91	
		110-340-110 - GST Receivable	GST Tax Code	375.53	
		900-110-110 - GST Paid	GST Tax Code	375.53 NL	7,886.18
11303 03162023	3/24/2023	Webster, Lloyd			
		530-160-100 - TS - Maint - Cloth	Boot Allowance 22/23	264.99	
		110-340-110 - GST Receivable	Both Tax Code	12.50	
		900-110-110 - GST Paid	Both Tax Code	12.50 NL	277.49
11304 03242023	3/24/2023	Wowk, Charmain			
		510-300-140 - GG - Utility - Tele	Monthly Cell Phone - March	25.00	25.00
11305 03172023	3/24/2023	XZ Custom Farms Ltd			
		540-260-100 - EH- Cont- Stray /	4 Horses Impounded - Feec	8,340.00	8,340.00
			Total Computer Cheque:		41,595.68
			Total AP:		41,595.68

Certified Correct This Wednesday, March 22, 2023


Eve


Administrator

MAR 13 2023

OHPL Policy 01 - Board Meetings

Regular scheduled meetings will be held at the RM office or electronically via Zoom as required. Special Hamlet board meetings may be held at board members residence or at a location agreed upon by a majority of the board.

Regular scheduled meetings will be held on the 3rd Tuesday of each month. Any changes to this schedule or additional or special Board meetings will be determined by the Chairperson in consultation with the Hamlet board members.

Meetings will occur during office hours if the RM Administrator is able to attend; otherwise, the time will be determined by the Hamlet Chair in consultation with the Hamlet board members.

Meetings should be held to a maximum of three (3) hours in duration.

Notice of all meetings will be posted on the RM website by the RM Administrator at least three (3) days prior to the scheduled meeting date. A copy of the agenda and any written reports will be posted at least 24 hours prior to the scheduled meeting date.

Board members must provide any reports in writing which will be attached to the minutes of that meeting and then posted on the RM website within 30 days following that meeting.

Duties of the board members for all minutes should follow the Hamlet Procedures Handbook (section 2, page 2 & 3)

Approved by OHPL on June 16th, 2020

Approved by RM Council on July 22nd, 2020

Revised by OHPL on March 13, 2023



Emergency Resource Data Collection Policy
The Rural Municipality of North Qu’Appelle No. 187
Policy PS2023.01

Classification: Policy
Subject: Emergency Resource Data Collection
Motion: 23-179
Date: March 24, 2023

SUMMARY

This policy is a guide on the use and disclosure of information gathered that may assist the EMO in the event of an emergency.

POLICY STATEMENT: Emergency Resource Data Collection in the Rural Municipality of North Qu’Appelle No. 187 will be collected and used for emergencies only. The information obtained will be used only by the Rural Municipality of North Qu’Appelle No. 187, Fire Chief or Alternate, and the Regional Emergency Measures Organization Co-ordinator or Alternate.

PURPOSE

The purpose of this Policy is to accurately document resources that may be available to the Rural Municipality of North Qu’Appelle No. 187 in the event of an emergency.

Information obtained through “Schedule A” will be held confidential until such time an emergency is declared.

This policy has been created in accordance with the Local Authority Freedom of Information and Privacy Act (LAFOIP)

DEFINITIONS:

Emergency: a serious, unexpected, and often dangerous situation requiring immediate action. (flood, train derailment, fire, storm, etc.)

EMO: Emergency Measures Organization

RM: means abbreviation for Rural Municipality of North Qu’Appelle No. 187

Resource: an asset owned by the ratepayer that may be provided by the ratepayer during an emergency

Personal Information: is recorded information about an identifiable individual which included, but is not limited to, the individual’s race, colour, national or ethnic origin, sex and age.

What Data Do We Collect

Only information provided to the RM will be used:

- Your contact information (Name, phone number, email address).
- Your resources you may be able to share during an emergency (passenger van, RV, boat, quad, plow/blade, heavy equipment, generator, trailer, water tank, etc.).
- Other information such as a gathering location, washroom facilities, kitchen.

Why We Collect Your Resource Data

We are collecting your data for several reasons:

- To be able to coordinate additional resources that may assist the community during an emergency.
- To improve the effectiveness of emergency management.
- To be able to evacuate residents to a safe location during an emergency.
- To contact you if volunteers are needed in an emergency.

Safeguarding and Securing the Data

The RM is committed to securing your data and keeping it confidential. The RM will do all in its power to prevent data theft, unauthorized access, and disclosure with the implementation of this policy and will only use the data collected for its intended purpose.

Restricting the Collection of your Personal Data

At some point, you might wish to restrict the use and collection of your personal data. You can achieve this by doing the following:

When you are filling the form in “Schedule A”, make sure to only initial the boxes of resources you would be willing to use in an emergency situation.

Only complete the form if you wish to be contacted for assistance in emergency situations.

At any time, you may contact the RM office to have your information removed from the resource list. To do this, contact the RM office in writing stating you’d like to be removed.

The RM will not lease, sell, or distribute your personal information to any third parties.

Schedule A Policy PS2023-01

I _____ release the following information to the Rural Municipality of North Qu’Appelle No. 187 for the emergency resource database.

Home Phone Number (____) _____

Cell Phone Number (____) _____

E-mail _____

Initial beside each resource that you would be willing to use or provide in the event of any emergency.

____ Passenger Van	____ Motor Home/RV	____ Boat
____ Quad/ATV	____ Ski-doo	____ Loader/Heavy Equip.
____ Plow/Blade	____ Discer/Cultivator	____ Generator
____ Trailer (hauling/flat bed)	____ Water Tank	____ Volunteer
____ Outbuilding – Heated (yes / no) – Size _____ x _____		
____ Dugout – Location _____ (legal land description)		
____ Other: _____		

I understand by providing this information to the Rural Municipality of North Qu’Appelle No. 187 that I may be contacted by the RM, Regional EMO Co-ordinator or Alternate in the event of an emergency.

Signature: _____ Date: _____