

**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, May 23, 2023 9:00 a.m.**

Present:	Reeve:		Vacant
	Deputy Reeve:	Division 3	Nik Whalen
	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: None  
A quorum being present, Deputy Reeve N. Whalen called the meeting to order at 9:05 a.m.  
*Three (3) citizens entered chambers at 9:05 am, Two (2) citizens entered chambers at 9:10 am.*

**23-280 REGULAR MEETING MINUTES/ R. PALMER**  
"THAT the minutes of the regular meeting of Council held May 9, 2023 be adopted as presented." CARRIED

**23-281 CORRESPONDENCE/B. CHURKO**  
"THAT the following Correspondence be accepted as presented and filed:  
a. APAS Updates  
b. PARCS Updates  
c. North Valley Waste Management Authority Minutes." CARRIED

**23-282 PUBLIC WORKS FOREMAN REPORT/G. SPANIER**  
"THAT the verbal report be accepted as presented." CARRIED  
*Public Works Foreman L. Webster left chambers at 9:20 am*

**23-283 RECESS/R. PALMER**  
"THAT this meeting be recessed at 9:20 a.m." CARRIED

**PUBLIC HEARING:** 9:20 am: To discuss the Laneway Closure at Qu'Appelle Park  
Deputy Reeve N. Whalen asked that the meeting reconvenes at 9:48 am

**23-284 RECONVENE/N. WHALEN**  
"THAT this meeting reconvenes at 9:48 a.m." CARRIED

**23-285 ADMINISTRATION REPORT/N. WHALEN**  
"THAT the written report be accepted as presented." CARRIED

**23-286 ACCOUNTS FOR PAYMENT/B. CHURKO**  
"THAT the list of accounts for cheque numbers **11406 to 11432**, EXCLUDING cheque number 11420, **totaling \$30,387.00** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

**23-287 SARM DIVISION 1 MEETING/G. SPANIER**  
"THAT Council be authorized to attend the SARM Division 1 meeting in Kipling on Wednesday June 7, 2023, and further that where possible, members travel together to reduce mileage expenses. " CARRIED

**23-288 CLOSE AND SELL UNDEVELOPED STREET/LANEWAY QU'APPELLE PARK/R. PALMER**  
"THAT RM Council approve the closing, selling and consolidation of a portion of the Undeveloped street/laneway at Qu'Appelle Park as it is deemed unnecessary to the municipality." CARRIED

*R. Palmer left chambers at 10:58 am. R. Palmer returned to chambers at 11:01 am.*

**23-289 CALLING LAKES DISTRICT PLANNING COMMISSION (CLDPC)/N. WHALEN**  
"THAT RM Council acknowledge the letter received from CLDPC dated May 18, 2023." CARRIED

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**23-290 RECESS/G. SPANIER**

"THAT this meeting be recessed at 11:01 a.m."

CARRIED

Deputy Reeve N. Whalen asked that the meeting reconvenes at 11:06 am.

**23-291 RECONVENE/N. WHALEN**

"THAT this meeting reconvenes at 11:09 a.m."

CARRIED

**23-292 CLDPC- CALLING LAKES ECO-MUSEUM/B. CHURKO**

"THAT RM Council acknowledge the Calling Lakes Eco-Museum newsletter."

CARRIED

**23-293 COMPUTER MONITORS/T. HOLLERBAUM**

"THAT Council authorize the purchase of three new 27-inch computer monitors for office staff as quoted by MuniSoft."

CARRIED

**23-294 STREET LIGHTS – LAROCQUE ESTATES NORTH/R. PALMER**

"THAT Council authorize administration to send a letter to all residents in LaRocque Estates to obtain their input for streetlights and speed limits within the hamlet."

CARRIED

**23-295 RM OFFICE SEWER LINE FAILURE/N. WHALEN**

"THAT Council instruct the administrator to send all invoices in relation to the office Sewer line failure to the Town of Fort Qu'Appelle for payment."

CARRIED

**23-296 REQUEST FOR COMMUNICATION CONDUITS/B. CHURKO**

"THAT Council acknowledges the citizen's request for communication conduits and instruct the administrator to explore available options."

CARRIED

**23-297 MUNISOFT DIGITAL SIGNATURE AUTHORIZATION/G. SPANIER**

"THAT Council authorize the following listed users to be set up in the MuniSoft system to authorize payments with digital signatures in Accounts Payable to include authorized elected officials and authorized office staff who have signing authority with the bank."

CARRIED

**23-298 CLOSED SESSION/T. HOLLERBAUM**

"THAT the RM Council, all members present in person, move into closed session at 12:07 p.m., as per LA FOIP section 16(1) (e) Pending policy & budget and 16(1) (b), personnel"

CARRIED

**23-299 RECONVENE/G. SPANIER**

"THAT the RM Council reconvenes to regular session at 1:52 pm."

CARRIED

**23-300 ADMINISTRATOR RESIGNATION/N. WHALEN**

"THAT Council accepts, with regrets, the resignation of Administrator D. Lugin effective July 7, 2023."

CARRIED

**23-301 ADMINSTRATOR POSITION ADVERTISEMENT/R. PALMER**

"THAT Council instruct administrator to advertise for the position of RM Administrator on multiple platforms, and THAT the closing date for applications be July 14, 2023."

CARRIED

**23-302 ADJOURNMENT/ G SPANIER**

"That the Regular meeting of Council be adjourned at 2:03 pm."

Approved this

*13<sup>th</sup> day of June*

, 2023

Deputy Reeve

Administrator

Next regular meeting of Council, Tuesday, June 13, 2023 at 9:00 a.m.



Administration Report to Council  
Tuesday May 23, 2023

**Bank Balance** \$ 458,110 as of May 19/2023  
**Pasqua Lake Reserve** \$ 387,174 as at Dec.31/2022  
**Taylor Beach Reserve** \$ 157,046 as at Dec.31/2022

**Complaints** 3 new RIC's opened between May 6- May 19, 2023

**Permits (Development & Building):** 0 Newly Received permits – 0 permit(s) approved; 0 at PBI in review.  
 7 in office awaiting review/need additional items & information;  
 1 cancelled by owner; 1 Request for extension under review

	May 2023	<p>ITEMS FOR COUNCIL TO NOTE: Administrative Duties with Deadlines coming up:</p> <p>May 2023          1<sup>st</sup> Previous year annual Hail Statement due to SMHI - <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>          31<sup>st</sup> - Last day for C&amp;D Authorities to provide assessed lands &amp; levy for current year</p>
		<ul style="list-style-type: none"> <li>- Consultations with Water Security Agency ongoing</li> <li>- Dialogue with developers, building designers, contractors, residents,</li> <li>- Weekly meetings for Office staff being practiced</li> <li>- calls on zoning compliance, real estate listings, development concerns relative to Provincial flood zone &amp; fringe regulations</li> <li>- Bylaw Enforcement continues</li> <li>- Valley Lawn Services has changed its name- now 'Valley Lawn &amp; Tree'</li> <li>- OH Taylor Beach AGM scheduled for Saturday June 3<sup>rd</sup> at 10am</li> <li>- OH Pasqua Lake AGM scheduled for Saturday June 10 at 10am</li> <li>- vacation planning under way</li> <li>- Permit and Grant applications will be worked on starting May 24<sup>th</sup></li> <li>- RM Staff will be working as election officials for Resort Village of Pasqua Lake</li> </ul> <p>Upcoming election</p>

- Devin 17 days remaining 2023
- Darcy 15 days remaining 2023
- Lloyd 18 days remaining 2023
- Gwen 30 days remaining 2023
- Dawn 35 days remaining 2023
- Charmain 14 days remaining 2023
- Todd 0 days remaining 2023
- Brian 0 days remaining 2023

Respectfully submitted,  
Dawn Lugin

**RM of North Qu'Appelle  
List of Accounts for Approval  
Batch: 2023-00070 to 2023-00075**

Bank Code - AP - AP GENERAL

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11406- Man Pay 05-09-23-02	5/12/2023	Lowe, Gwen 210-400-910 - Paymate suspen	Pay May 9	1,556.00	1,556.00
407- Man Pay 05-09-23-02	5/12/2023	Webster, Lloyd 210-400-910 - Paymate suspen	Pay May 9	1,920.13	1,920.13
11408- Man Pay 05-09-23-02	5/12/2023	McCullough, Darcy 210-400-910 - Paymate suspen	Pay May 9	1,346.93	1,346.93
11409- Man Pay 05-09-23-02	5/12/2023	Lugrin, Dawn 210-400-910 - Paymate suspen	Payroll Ending May 9	2,158.19	2,158.19
11410- Man Pay 05-09-23-02	5/12/2023	Horsman, Devin 210-400-910 - Paymate suspen	Pay May 9	1,621.01	1,621.01
11411- Man Pay 05-09-23-02	5/12/2023	Bowes, Todd 210-400-910 - Paymate suspen	Pay May 9	71.46	71.46
11412- Man Pay 05-09-23-02	5/12/2023	Wowk, Charmain 210-400-910 - Paymate suspen	Pay May 9	1,056.53	1,056.53
11413- Man Pay 05-09-23-02	5/12/2023	Bergman, Brian 210-400-910 - Paymate suspen	Pay May 9	1,512.39	1,512.39
11414 05-09-23-01	5/12/2023	Myers, Leonard 530-210-121 - TS - Maint. - Cont	Pay May 9	2,205.00	2,205.00
11415- Man Pay 05-09-23-02	5/12/2023	Horsman, Devin 210-400-910 - Paymate suspen	Pay May 9	94.91	94.91
11416 014137235	5/23/2023	Brandt Tractor Ltd. 530-430-120 - TS - Maint. - Mac 110-340-110 - GST Receivable 900-110-110 - GST Paid	1743CTGBCE Carbide & Ki Both Tax Code Both Tax Code	722.79 34.10 34.10 NL	756.89
11417 05312023	5/23/2023	Checkowy, Robin 510-220-100 - GG - Cont. - Offic	Janitorial Services - May	477.00	477.00
11418 05082023	5/23/2023	CIBC Credit Card 510-290-100 - GG - Cont. - Banl 510-260-100 - GG - Cont. - Tax 510-260-100 - GG - Cont. - Tax 510-410-140 - GG - Maint. - Offi 530-425-110 - TS - Maint. -Equip 110-340-110 - GST Receivable 900-110-110 - GST Paid 110-340-110 - GST Receivable 900-110-110 - GST Paid	Foreign Currency Tax Enforcement Tax Enforcement Code Standard Z663-18 Oil for equipment Both Tax Code Both Tax Code GST Tax Code GST Tax Code	0.05 54.10 43.28 200.00 1,129.35 53.30 53.30 NL 14.86 14.86 NL	1,494.94
11419 505255	5/23/2023	Crown Shred & Recycling 510-200-192 - GG - Shred- Rec 110-340-110 - GST Receivable 900-110-110 - GST Paid	Bin Rental - May 2023 GST Tax Code GST Tax Code	12.00 0.60 0.60 NL	12.60
<del>11420 2963</del>	<del>5/23/2023</del>	<del>Echo Electric 530-450-100 - TS - Maint. - Culy 110-340-110 - GST Receivable 900-110-110 - GST Paid</del>	<del>Remove rocks at 27 coulee Both Tax Code Both Tax Code</del>	<del>795.00 37.50 37.50 NL</del>	<del>832.50</del>
11421 1202445	5/23/2023	Fries Tallman Lumber 1976 Ltd. 530-470-100 - TS - Maint. - Roa 110-340-110 - GST Receivable 900-110-110 - GST Paid	4 x 4 - 16' Brown Both Tax Code Both Tax Code	37.39 1.76 1.76 NL	39.15
11422 22573	5/23/2023	Grasslands News Group 510-200-170 - GG - Cont. - Adv 110-340-110 - GST Receivable 900-110-110 - GST Paid	Public Notice - Well Road GST Tax Code GST Tax Code	151.70 7.59 7.59 NL	159.29
22544		510-400-110 - GG - Maint. - Stal 110-340-110 - GST Receivable 900-110-110 - GST Paid	Envelopes Both Tax Code Both Tax Code	1,122.85 52.96 52.96 NL	1,175.81
22510		510-200-170 - GG - Cont. - Adv 110-340-110 - GST Receivable 900-110-110 - GST Paid	Advertising - Road Closure GST Tax Code GST Tax Code	151.70 7.59 7.59 NL	159.29

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**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
				Payment Total:	1,494.39
<b>11423</b>	<b>5/23/2023</b>	<b>Howden Country Services Ltd</b>			
8946		530-420-116 - TS - Maint. - Rep	Oiler Repair/Parts	226.80	
		110-340-110 - GST Receivable	GST Tax Code	11.34	
		900-110-110 - GST Paid	GST Tax Code	11.34	NL 238.14
8952		530-420-124 - TS Maint. - Rep	Peterbilt Repair/Parts	32.94	
		110-340-110 - GST Receivable	GST Tax Code	1.65	
		900-110-110 - GST Paid	GST Tax Code	1.65	NL 34.59
				Payment Total:	272.73
<b>11424</b>	<b>5/23/2023</b>	<b>Jackson Bros. Bobcat Services</b>			
04302023		537-210-300 - TS - Snow - Cont	PL Snow Removal - April	300.00	
		530-440-100 - TS - Maint. - Gra	RM Gravel/Sand	135.00	
		110-340-110 - GST Receivable	GST Tax Code	21.75	
		900-110-110 - GST Paid	GST Tax Code	21.75	NL 456.75
<b>11425</b>	<b>5/23/2023</b>	<b>Lugrin, Dawn</b>			
05192023		510-210-170 - GG - Admin. - Tr	RMAA Mileage	421.80	421.80
<b>11426</b>	<b>5/23/2023</b>	<b>Midwest Surveys</b>			
52881RC		560-600-199 - P&D - Amort - La	Easthill Lane Survey	1,980.00	
		110-340-110 - GST Receivable	GST Tax Code	99.00	
		900-110-110 - GST Paid	GST Tax Code	99.00	NL 2,079.00
<b>11427</b>	<b>5/23/2023</b>	<b>Peagam, Linda</b>			
04302023		510-210-121 - GG - Cont. - Profi	Pipeline Admin	570.00	570.00
<b>11428</b>	<b>5/23/2023</b>	<b>RoBo Sales</b>			
04302023		530-425-110 - TS - Maint. -Equip	Premium Fuel	141.60	
		110-340-110 - GST Receivable	Both Tax Code	7.00	
		900-110-110 - GST Paid	Both Tax Code	7.00	NL 148.60
<b>11429</b>	<b>5/23/2023</b>	<b>Sask Power</b>			
4000-0002-232C		530-300-120 - TS - Maint. - Utilit	Shop Power - April	-128.89	
		510-300-120 - GG - Utility - Pow	Office Power - April	204.92	
		580-300-120 - UT - Water - Pow	Well Power - April	136.53	
		530-310-300 - TS - Utility - Stree	Pasqua Lake SL - April	1,019.53	
		530-310-200 - TS - Utility - Stree	Taylor Beach SL - April	137.43	
		530-310-100 - TS - Maint. - Utilit	RM SL - April	927.35	
		110-340-110 - GST Receivable	Both Tax Code	56.01	
		900-110-110 - GST Paid	Both Tax Code	56.01	NL
		110-340-110 - GST Receivable	GST Tax Code	57.86	
		900-110-110 - GST Paid	GST Tax Code	57.86	NL 2,410.74
<b>11430</b>	<b>5/23/2023</b>	<b>SaskWater</b>			
SW081851		540-200-150 - EH - Waste Dispr	Wastewater Agreement - A	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
<b>11431</b>	<b>5/23/2023</b>	<b>Success Office Systems</b>			
INV382831		510-200-190 - GG - Cont. - Phol	Photocopy - 1721 BW, 129	146.74	
		110-340-110 - GST Receivable	Both Tax Code	6.92	
		900-110-110 - GST Paid	Both Tax Code	6.92	NL 153.66
<b>11432</b>	<b>5/23/2023</b>	<b>Valley Pumps &amp; Softners</b>			
4870		530-400-130 - TS - Maint. - Mate	Welding Gas	311.63	
		110-340-110 - GST Receivable	GST Tax Code	15.59	
		900-110-110 - GST Paid	GST Tax Code	15.59	NL 327.22
				Total Computer Cheque:	31,219.50

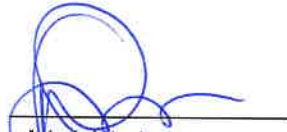
Total AP: 31,219.50  
 Less # 11420 - 832.50  
\$30,387.00

Date Printed  
5/19/2023 9:35 AM

**RM of North Qu'Appelle**  
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Certified Correct This Friday, May 19, 2023

  
Reeve (Deputy)

  
Administrator

## **Rural Municipal Administrators Assoc. (RMAA) Annual Conference Report 2023**

Administrator D. Lugin and Assistant Administrator G. Lowe attended the annual conference held in Saskatoon at the Saskatoon Inn from May 15 to May 18, 2023. Approximately 370 attendees at the Convention, including Administrators, Assistants and guests.

Convention started Monday May 15<sup>th</sup> with the annual golf tournament and Women on the Go networking, with evening registration and an ice breaker social.

Tuesday May 16<sup>th</sup> was opening ceremonies, followed by presentations from Municipal Hail Insurance, RMAA Executive and SARM members. Keynote speaker was Diana Lee, author and RM of Bayne #371 Administrator, on Resiliency on the Workplace. The basic message was 'it's ok to ask for help and not be ok'. Lunch was a served, plated lunch with very mixed reviews. Tuesday ended with a free evening and the opportunity for a social evening in the SARM sponsored Hospitality room.

Wednesday started with a breakfast for APAS Member Municipalities at 7:30am and a quick presentation from Assistant Executive Director Curtis Hemming and Office Manager Brenda McBride. Then moved over to the RMAA Conference for 8:30 and two separate presentations from Ministry of Government Relations. Ian Goeres, Director of Community Planning and Saskatoon planners presented on how to amend municipal OCP's and Zoning Bylaws with a table exercise. Advisors Megan Istace and Theresa Hicks then presented on the Council Personal Disclosure Statement and ensuring Council members understand how to correctly complete the document. Trade show door prizes were then drawn for and handed out, followed by a buffet lunch of salads, hotdogs and hamburgers. The afternoon was two rotating workshops – a presentation on Local Authority Freedom of Information and Protection of Privacy (LA FOIP) legislation followed by an Employees Rights presentation. The evening was a free evening.

Thursday was a morning of wrap up presentations – RMAA Humanitarian presentation to the Saskatoon Food Bank, and the Peer Mentorship and Advanced Mentorship Programs. A presentation by SaskPower on the future supply plan, phasing out coal, and small nuclear modular reactors. This was followed by RMAA Division meetings. Division 1 Director left the Conference early and our meeting was combined with the neighbouring Division 2. Hot topics included Salary negotiations, cost of living, mentors, dealing with harassment from public and council members.

Respectfully

Dawn Lugin