

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

Tuesday October 10, 2023

1. Call to Order
2. Conflict of Interest
- 2.9. *Reeve - address to Council*
3. Approval of Minutes
 - a. September 26, 2023, Regular Meeting
4. Business Arising from Minutes
5. Delegation
 - a. Anders-Mission Ridge *9:15*
 - b. Ratepayer-Lot 5 Blk B Plan 102020982 *9:45*
6. Correspondence
 - a. PARCS
 - b. APAS
 - c. Southeast Regional Library
7. Reports
 - a. Foreman
 - b. Administration
8. Bylaws
 - a. Bylaw 2023-10 to Establish a Mail-in Ballot Voting System
9. Accounts for Payment, ~~Bank Reconciliation~~, ~~Financial Reports~~
tabled *tabled*
10. Unfinished Business
 - a. Receipting Clerk – Start Date
 - b. Well Road Development
 - c. Wide Awake Pavement
 - d. Jasmin Drainage Review
 - e. SUBD-001823-2023
 - f. Erickson Heights Signage
11. New Business
 - a. Reeve- Committees/Boards
 - b. CN Tree watering
 - c. Consolidate of Lots
 - d. Larocque Estates PR1
 - e. Lead Hand
12. Other Business
13. Closed Session
 - a. LA FOIP s.16(1) (e) – Pending Policy (SSA)
 - b. LA FOIP s. 16(1) (c) – Legal Advice
14. Adjournment

[Handwritten signature]

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, October 10, 2023, 9:00 a.m.

Present:	Reeve:	Nik Whalen
	Council Members:	Division 2 Ron Palmer
		Division 3 Vacant
		Division 4 Bernard Churko
		Division 5 Tim Hollerbaum
		Division 6 Garnet Spanier
	Staff:	Administrator Gwen Lowe
		Public Works Foreman Lloyd Webster
		Assistant Administrator Charmain Wowk

Absent: Council Members: None

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

23-496 **REGULAR MEETING MINUTES/R. PALMER**
 "THAT the minutes of the regular meeting of Council held September 26, 2023 be adopted as presented." CARRIED

23-497 **CORRESPONDENCE/R. PALMER**
 "THAT the following Correspondence be accepted as presented and filed:
 a. PARCS
 b. APAS
 c. Southeast Regional Library." CARRIED

Delegate A. Svenson Mission Ridge Winter Park entered chambers at 9:10 a.m.

23-498 **PUBLIC WORKS FOREMAN REPORT/G. SPANIER**
 "THAT the verbal report be accepted as presented." CARRIED

Public Works Foreman left chambers at 9:20 a.m.

Delegate A. Svenson, Mission Ridge Winter Park addressed council at 9:20 to discuss subdivision file SUBD-001823-2023 -SW 5-21-15 and Delegate A. Svenson left chambers at 9:43 a.m.

Delegate - Ratepayers L 5 Blk B PI No 102020982 entered chambers at 9:31 a.m.
Delegate- Ratepayers L 5 Blk B PI No 102020982 addressed council at 9:43 a.m. to discuss property concerns and Delegate- Ratepayers L 5 Blk B PI No 102020982 left chambers at 10:24 a.m.

23-499 **ADMINISTRATION REPORT/N. WHALEN**
 "THAT the written report be accepted as presented." CARRIED

23-500 **BYLAW NO. 2023-10, ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM/R. PALMER**
 "THAT Bylaw No. 2023-10, a Bylaw Establish a Mail-in Ballot Voting System, be INTRODUCED and read a FIRST time." CARRIED

23-501 **BYLAW NO. 2023-10, ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM/B. CHURKO**
 "THAT Bylaw No. 2023-10, a Bylaw Establish a Mail-in Ballot Voting System, be read a SECOND time." CARRIED

23-502 **BYLAW NO. 2023-10, ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM/T. HOLLBAUM**
 "THAT Bylaw No. 2023-10, a Bylaw Establish a Mail-in Ballot Voting System, have three readings at this meeting." CARRIED UNANIMOUSLY

23-503 **BYLAW NO. 2023-10, ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM/G. SPANIER**
 "THAT Bylaw No. 2023-10, a Bylaw to Establish a Mail-in Ballot Voting System, be read for the third time and adopted." 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
Tuesday, October 10, 2023, 9:00 a.m.

- 23-504** **ACCOUNTS FOR PAYMENT/T. HOLLERBAUM**
"THAT the list of accounts for cheque numbers 11751 to 11791 totaling \$224,215.13 including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."
CARRIED
- 23-505** **RECEIPTING CLERK-START DATE/R. PALMER**
"THAT RM Council amend resolution 23-479 made on September 26, 2023 to read "effective October 12, 2023"."
CARRIED
- 23-506** **WELL ROAD DISCRETIONARY USE APPLICATION/N. WHALEN**
"THAT RM Council approves the discretionary use application subject to the following conditions; submitted to RM the final engineer stamped plans, planting of trees on the west side of Lot A Blk 13 Plan 87R42810 AND FURTHERMORE the applicant is to instruct carriers to use the turnaround as shown in the plan."
CARRIED
- 23-507** **JASMIN DRAINAGE REVIEW/B. CHURKO**
"THAT RM Council acknowledges the draft report provided by Wyatt Engineering."
CARRIED
- 23-508** **ERICKSON HEIGHTS SIGNAGE/T. HOLLERBAUM**
"THAT RM Council authorizes foreman to order new "RM of North Qu'Appelle No. 187" signage to be placed at the entrance of Erickson Heights."
CARRIED
- 23-509** **RECESS/G. SPANIER**
"THAT this meeting be recessed at 11:37 a.m."
CARRIED
Reeve N. Whalen asked that the meeting reconvenes at 11:49 a.m.
- 23-510** **RECONVENE/N. WHALEN**
"THAT this meeting reconvenes at 11:49 a.m."
CARRIED
- 23-511** **REEVE COMMITTEE-BOARD MEMBER APPOINTMENT/B. CHURKO**
"THAT the Council appoint Reeve Nik Whalen to be a member for Calling Lakes EMO, North Qu'Appelle Group Pipeline Association, and All Nations Healing Hospital."
CARRIED
- 23-512** **CN TREE WATERING/G.SPANIER**
"THAT RM Council instruct administrator to notify CN of our custom work rates and contact the property owner for permission to access the newly planted trees."
CARRIED
- 23-513** **CN – ERICKSON HEIGHTS DRAINAGE/N.WHALEN/G.SPANIER**
"THAT RM Council instruct administrator to contact CN about the Erickson Heights drainage issues."
CARRIED
- 23-514** **CONSOLIDATION OF LOTS/R. PALMER**
"THAT RM Council approve the request to consolidate Lots 3 and 4 Block 5 Plan no. 76R38624."
CARRIED
- 23-515** **LAROCQUE ESTATES PR1/T. HOLLERBAUM**
"THAT RM Council acknowledges the ratepayer's concerns."
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
Tuesday, October 10, 2023, 9:00 a.m.

23-516 **LEAD HAND/R. PALMER**

"THAT RM Council promote Devin Horsman to lead hand for the RM of North Qu'Appelle No. 187 Public Works effective October 11, 2023."

CARRIED

23-517 **CLOSED SESSION/N. WHALEN**

"THAT the RM Council, all members present in person, move into closed session at 12:18 p.m., as per LA FOIP section 16(1) (e) Pending policy and 16(1) (c), Legal Advice."

CARRIED

Reeve N. Whalen asks to reconvene at 12:46 p.m.

23-518 **RECONVENE/N. WHALEN**

"THAT the RM Council reconvenes to regular session at 12:46 p.m."

CARRIED

23-519 **JASMIN ON ECHO SSA/R. PALMER**

"THAT RM Council instruct administrator to initiate the process of Jasmin on Echo becoming a Special Service Area."

CARRIED

23-520 **ADJOURNMENT/G. SPANIER**

"That the Regular meeting of Council be adjourned at 12:48 p.m."

CARRIED

Approved this

24

day of

October

, 2023

Reeve

Administrator

Next regular meeting of Council, Tuesday, October 24, 2023 at 9:00 a.m.



Administration Report to Council
Tuesday October 10, 2023

Bank Balance \$1,215,029.67 as of Sep.6/2023
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 Sep. 27 to Oct. 6, 2023
(missed garbage, plugged culvert, mowing around power poles)

2023 Permits (Development & Building): 34 permit applications – 19 approved, 14 require more information, 1 at PBI for review, 1 stop work, 1 building deny, 1 development to council.

2023 Permits: (Move & Demo): 4 move permits- 4 approved, 0 to Council for approval. 2 Demo permits-approved
 1 paving driveway permit provided.

	October 2023	<p>ITEMS FOR COUNCIL TO NOTE:</p> <p>Administrative Duties with Deadlines coming up:</p> <p>October 2023</p> <p>10th School tax collections previous month due to Province -<i>done</i></p> <p>15th File & remit previous month payroll deductions to CRA & MEPP – <i>done</i></p> <p>15th Requested documents for Pasqua Lake Transition to be submitted</p> <p>16th Staff to attend workshop in Melville (Bylaws, Streets and Roads, Public Utilities)</p> <p>17th Division 3 call for nominations opens</p> <p>31st SAMA Maintenance to be submitted</p>
		<ul style="list-style-type: none"> - Consultations with Water Security Agency ongoing - Dialogue with developers, building designers, contractors, residents, building officials - Daily standup meetings for Office staff being practiced - calls on zoning compliance, real estate listings, development concerns relative to Provincial flood zone & fringe regulations - Staff Continue to work on pressing items - Staff will be training new office employee starting October 12th

Devin 10.5 days remaining 2023
 Darcy 10 days remaining 2023
 Lloyd 6.75 days remaining 2023
 Gwen 21.5 days remaining 2023
 Charmain 9.5 days remaining 2023
 Todd 0 days remaining 2023
 Brian 0 days remaining 2023

Respectfully submitted,
Gwen Lowe

**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2023-00137 to 2023-00144**

Date Printed
10/05/2023 2:37 PM

Page 1

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
11751- Man Pay 09262023-C	09/26/2023	Lowe, Gwen 210-400-910 - Paymate suspen	Pay Sep 26	2,691.52	2,691.52
11752- Man Pay 09262023-C	09/26/2023	Webster, Lloyd 210-400-910 - Paymate suspen	Pay Sep 26	1,920.13	1,920.13
11753- Man Pay 09262023-C	09/26/2023	McCullough, Darcy 210-400-910 - Paymate suspen	Pay Sep 26	1,232.12	1,232.12
11754- Man Pay 09262023-C	09/26/2023	Horsman, Devin 210-400-910 - Paymate suspen	Pay Sep 26	1,561.64	1,561.64
11755- Man Pay 09262023-C	09/26/2023	Bowes, Todd 210-400-910 - Paymate suspen	Pay Sep 26	1,472.07	1,472.07
11756- Man Pay 09262023-C	09/26/2023	Wowk, Charmain 210-400-910 - Paymate suspen	Pay Sep 26	1,765.96	1,765.96
11757- Man Pay 09262023-C	09/26/2023	Bergman, Brian 210-400-910 - Paymate suspen	Pay Sep 26	1,608.14	1,608.14
11758 Pay 09262023-C	09/26/2023	Myers, Leonard 530-210-121 - TS - Maint. - Cont	Pay Sep 26	1,190.00	1,190.00
11759 LSAS1488026	09/30/2023	AlSCO 530-410-120 - TS - Maint. - Sho	Coverall Rental	58.17	
		110-340-110 - GST Receivable -	Both Tax Code	2.74	
		900-110-110 - GST Paid	Both Tax Code	2.74 NL	60.91
LSAS1489615		530-410-120 - TS - Maint. - Sho	Coverall Rental	58.17	
		110-340-110 - GST Receivable -	Both Tax Code	2.74	
		900-110-110 - GST Paid	Both Tax Code	2.74 NL	60.91
LSAS1491151		530-410-120 - TS - Maint. - Sho	Coverall Rental	58.17	
		110-340-110 - GST Receivable -	Both Tax Code	2.74	
		900-110-110 - GST Paid	Both Tax Code	2.74 NL	60.91
LSAS1492695		530-410-120 - TS - Maint. - Sho	Coverall Rental	58.17	
		110-340-110 - GST Receivable -	Both Tax Code	2.74	
		900-110-110 - GST Paid	Both Tax Code	2.74 NL	60.91
			Payment Total:		243.64
11760 09302023	09/30/2023	Bergman, Brian 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - Sep	25.00	25.00
11761 09302023	09/30/2023	Bowes, Todd 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - Sep	25.00	25.00
11762 09302023	09/30/2023	Horsman, Devin 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - Sep	25.00	25.00
11763 09302023	09/30/2023	Lowe, Gwen 510-300-140 - GG - Utility - Tele	Monthly Cell Phone - Sep	25.00	25.00
11764 09302023	09/30/2023	McCullough, Darcy 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - Sep	25.00	25.00
11765 PVSD-0930202:	09/30/2023	Ministry of Finance Issued to: Minister of Finance 210-210-190 - Prairie Valley #2C	Sep Remittance	72,044.21	72,044.21
11766 09262023	09/30/2023	Municipal Employees' 210-200-230 - MEPP Payable	MEPP Remit 13 Sep - 26 S	3,151.32	3,151.32
11767 09302023	09/30/2023	Myers, Leonard 530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone - Sep	25.00	25.00
11768 CW-50904	09/30/2023	PC Place 510-410-145 - GG - Maint - Offic	Monthly Licensing - October	116.07	
		110-340-110 - GST Receivable -	Both Tax Code	5.48	
		900-110-110 - GST Paid	Both Tax Code	5.48 NL	121.55
11769 09292023	09/30/2023	Peagam, Linda 510-260-150 - GG - Cont. - Elec	Election Wages	467.00	467.00
11770 09132023	09/30/2023	Receiver General 210-200-200 - Income Tax Paya	Remit Period End 13 Sep	3,307.69	
		210-200-210 - CPP Payable	Remit Period End 13 Sep	2,102.08	
		210-200-220 - EI Payable	Remit Period End 13 Sep	656.04	6,065.81

Handwritten initials

**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2023-00137 to 2023-00144**

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
09262023		210-200-200 - Income Tax Paya	Remit Period End 26 Sep	3,313.92	
		210-200-210 - CPP Payable	Remit Period End 26 Sep	2,107.54	
		210-200-220 - EI Payable	Remit Period End 26 Sep	657.63	6,079.09
			Payment Total:		12,144.90
11771	09/30/2023	Sask Energy			
09302023-Shop		530-300-110 - TS - Maint. - Utilit	Aug Shop	47.84	
		110-340-110 - GST Receivable	GST Tax Code	2.40	
		900-110-110 - GST Paid	GST Tax Code	2.40 NL	50.24
09302023-Office		510-300-110 - GG - Utility - Hear	Office Sep - SaskEnergy	44.65	
		110-340-110 - GST Receivable	GST Tax Code	2.23	
		900-110-110 - GST Paid	GST Tax Code	2.23 NL	46.88
			Payment Total:		97.12
11772	09/30/2023	Saskatchewan Municipal Hail			
09302023		210-230-190 - SK Municipal Hai	SMHI Remit - Sep 2023	19,008.81	19,008.81
11773	09/30/2023	Sask Tel Cmr			
09302023		530-300-140 - TS - Maint. - Utilit	Forman Cell Sep	87.46	
		110-340-110 - GST Receivable	Both Tax Code	4.12	
		900-110-110 - GST Paid	Both Tax Code	4.12 NL	91.58
11774	09/30/2023	Valley Lawn & Tree LTD			
09302023		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
11775	09/30/2023	Wowk, Charmain			
09302023		510-300-140 - GG - Utility - Tele	Monthly Cell Phone - Sep	25.00	25.00
11776	10/10/2023	Badger Daylighting Limited Partnership			
2586063		530-450-130 - TS - Maint. - Culv	Pasqua Lake - Hydrovac	1,899.38	
		110-340-110 - GST Receivable	Both Tax Code	89.59	
		900-110-110 - GST Paid	Both Tax Code	89.59 NL	1,988.97
11777	10/10/2023	Bedel, Larry			
09212023		530-480-130 - TS - Maint Traffic	Orange Marker Posts	168.38	
		110-340-110 - GST Receivable	GST Tax Code	8.42	
		900-110-110 - GST Paid	GST Tax Code	8.42 NL	176.80
11778	10/10/2023	BlueImp			
Q000032409		570-250-120 - R&C - Cont - Pla	Taylor Beach Playground	28,198.12	
		110-340-110 - GST Receivable	Both Tax Code	1,330.10	
		900-110-110 - GST Paid	Both Tax Code	1,330.10 NL	29,528.22
11779	10/10/2023	CIBC Credit Card			
09082023		530-400-150 - TS - Maint. - Supj	PPE (Gloves)	47.68	
		530-400-150 - TS - Maint. - Supj	Welding Supplies	235.30	
		510-410-140 - GG - Maint. - Offi	Office Water	2.50	
		510-210-170 - GG - Admin. - Trz	Training Lunch	47.70	
		510-410-140 - GG - Maint. - Offi	Keyboard Trays	267.29	
		510-290-100 - GG - Cont. - Banl	Card Fees	18.08	
		110-340-110 - GST Receivable	Both Tax Code	28.21	
		900-110-110 - GST Paid	Both Tax Code	28.21 NL	646.76
11780	10/10/2023	Crown Shred & Recycling			
512793		510-200-192 - GG - Shred- Recr	September Document Shre	140.85	
		110-340-110 - GST Receivable	GST Tax Code	7.04	
		900-110-110 - GST Paid	GST Tax Code	7.04 NL	147.89
11781	10/10/2023	Dionco Sales			
INV-25639		530-420-112 - TS - Maint. - Repi	Mower Blades	477.00	
		110-340-110 - GST Receivable	Both Tax Code	22.50	
		900-110-110 - GST Paid	Both Tax Code	22.50 NL	499.50
11782	10/10/2023	Fort Qu'Appelle Senior			
09.25		510-260-150 - GG - Cont. - Elec	Rental Location for RM Elec	240.00	240.00
11783	10/10/2023	Grasslands News Group			
24128		510-200-170 - GG - Cont. - Advr	Discretionary Use Ad	116.37	
		110-340-110 - GST Receivable	GST Tax Code	5.82	
		900-110-110 - GST Paid	GST Tax Code	5.82 NL	122.19
11784	10/10/2023	Hollerbaum, Tim			

**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2023-00137 to 2023-00144**

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
09302023		510-110-115 - GG - Council Ind.	Div 5 Indemnity - Septembe	310.00	
		530-110-115 - TS - Maint. - Cou	Div 5 Meeting/Road Superv	700.00	
		530-250-115 - TS - Maint. - Trav	Div 5 Mileage Sep	221.40	
		510-215-115 - GG- Division 5 - C	Div 5 Office/Phone Sep	100.00	1,331.40
11785	10/10/2023	Howden Country Services Ltd			
9301		530-420-123 - TS-Maint-Repairs	Filter	20.68	
		110-340-110 - GST Receivable	GST Tax Code	1.03	
		900-110-110 - GST Paid	GST Tax Code	1.03 NL	21.71
11786	10/10/2023	Johannesson, Morley			
0552		530-450-130 - TS - Maint. - Culv	OHPL Drainage Improveme	50,476.19	
		110-340-110 - GST Receivable	GST Tax Code	2,523.81	
		900-110-110 - GST Paid	GST Tax Code	2,523.81 NL	53,000.00
11787	10/10/2023	Limelight Signs & Design Ltd.			
2076		530-470-100 - TS - Maint. - Roa	Reflective Vinyl for Signs	97.52	
		110-340-110 - GST Receivable	Both Tax Code	4.60	
		900-110-110 - GST Paid	Both Tax Code	4.60 NL	102.12
11788	10/10/2023	Lowe, Gwen			
09282023		510-260-150 - GG - Cont. - Elec	Election Meals	87.13	
		110-340-110 - GST Receivable	Both Tax Code	3.61	
		900-110-110 - GST Paid	Both Tax Code	3.61 NL	90.74
11789	10/10/2023	Success Office Systems			
INV395692		510-200-190 - GG - Cont. - Pho	Printing BW 1679 CC 1259	143.20	
		110-340-110 - GST Receivable	Both Tax Code	6.76	
		900-110-110 - GST Paid	Both Tax Code	6.76 NL	149.96
11790	10/10/2023	Supreme Office Supplies			
63990308		510-410-140 - GG - Maint. - Offi	Office Supplies	5.49	
		110-340-110 - GST Receivable	Both Tax Code	0.26	
		900-110-110 - GST Paid	Both Tax Code	0.26 NL	5.75
11791	10/10/2023	C.L. Tulik Excavation LTD.			
1977		530-440-116 - TS - Maint. - Gra	September Gravel Div 6	923.65	
		110-340-110 - GST Receivable	Both Tax Code	45.13	
		900-110-110 - GST Paid	Both Tax Code	45.13 NL	968.78
1972		530-450-130 - TS - Maint. - Culv	OHPL Culverts/Drainage	5,883.00	
		110-340-110 - GST Receivable	Both Tax Code	277.50	
		900-110-110 - GST Paid	Both Tax Code	277.50 NL	6,160.50
			Payment Total:		<u>7,129.28</u>
			Total Computer Cheque:		<u>224,054.18</u>

OTHER

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
2023-0011	09/30/2023	De Lage Landen Financial			
2019-09-21		510-200-190 - GG - Cont. - Pho	Copier Lease	153.70	
		110-340-110 - GST Receivable	Both Tax Code	7.25	
		900-110-110 - GST Paid	Both Tax Code	7.25 NL	160.95
			Total Other:		<u>160.95</u>
			Total AP:		<u>224,215.13</u>

Certified Correct This October 5, 2023

Reeve

Administrator

MAIL – IN BALLOT BYLAW

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO 2023-10

A BYLAW TO ESTABLISH A MAIL-IN BALLOT VOTING SYSTEM

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

1. This bylaw shall be referred to as the "Mail-in Ballot Bylaw".
2. In this bylaw:
 - a) Act means *The Local Government Election Act, 2015*;
 - b) Administrator means the administrator of the municipality;
 - c) Municipality means the Rural Municipality of North Qu'Appelle No. 187;
 - d) Regulations means *The Local Government Election Regulations, 2015*;
 - e) Returning Officer means
 - i. the administrator for the Rural Municipality of North Qu'Appelle No. 187;
 - ii. a person appointed by the council of the Rural Municipality of North Qu'Appelle No. 187 pursuant to section 47 of *The Local Government Election Act, 2015*; or
 - iii. a person appointed by the Minister pursuant to section 62 of *The Municipalities Act*; and
 - f) Voter's Registration Form means the Voter's Registration Form and Poll Book, Form R of the Regulations modified as provided for within this bylaw.

Application Process

3. A voter who desires to vote by mail shall apply for a mail-in ballot kit, by filling out:
 - a) a Voter's Registration Form, Form R, Schedule A appended hereto and forming a part of this bylaw; and
 - b) the Declaration of Person Requesting a Mail-in Ballot, Form C, Schedule B, appended hereto and forming a part of this bylaw.
4. Schedule A and Schedule B may be witnessed by either:
 - a) the returning officer;
 - b) the deputy returning officer; OR
 - c) any other person authorized to sign oaths.
5. A voter who desires to vote by mail shall apply in person or electronically to the office of the Rural Municipality of North Qu'Appelle No. 187 no later than 7 days before election day.
6. Upon receiving the voter's application, Schedule A and Schedule B, for a mail-in ballot, the returning officer shall note the date of approval in the appropriate area of Schedule A.

Providing Ballot To Voters

7. Notwithstanding section 41 of the Regulations, the returning officer may authorize the use of special blank ballots if, in his/her opinion, the expected delivery date of printed ballots will adversely affect the ability of voters to vote by mail.
 8. The special blank ballot form pursuant to section 7 of this bylaw is set out in Schedule E, appended hereto and forming a part of this bylaw.
 9. All ballots issued to persons voting by mail shall be identical.
- ← BT

10. A ballot kit shall consist of:
 - a) a copy of this bylaw;
 - b) the ballots to which the voter is entitled;
 - c) a ballot security envelope, bearing the information described in Schedule "C", appended hereto and forming a part of this bylaw;
 - d) a voter confirmation envelope, bearing the information described in Schedule "D", appended hereto and forming a part of this bylaw;
 - e) an outer envelope, addressed to the returning officer, bearing the words "Mail-in Ballot" on its face;
 - f) appropriate directions to voters; and
 - g) a list of candidates who are seeking election if a blank ballot is used.

11. The returning officer shall:
 - a) ensure the outer envelope is addressed to the returning officer at the correct postal address;
 - b) on the voter confirmation envelope, Schedule D:
 - i. print the name of the voter;
 - ii. identify the division in which the voter is entitled to vote; and
 - iii. identify the ballots provided to the voter;
 - c) on a ballot for the office of councillor, indicate the division number in which the voter is entitled to vote or indicate the maximum number of candidates for whom a voter can vote in figures and in words if a blank ballot is used; and
 - d) place his/her initials in the box on the reverse side of the ballot or ballots provided to the voter.

12. The returning officer shall provide a ballot kit to a voter who has completed and submitted Schedule A and Schedule B in accordance with section 5 of this bylaw:
 - a) a ballot kit will be provided after the Notice of Poll is issued;
 - b) the returning officer shall make the following entries to the poll book upon providing a ballot kit to a voter:
 - i. those required pursuant to section 107 of the Act; and
 - ii. the date on which the ballot kit was provided to the voter; and
 - c) after the returning officer provides a ballot kit to the voter, the voter is deemed to have voted and is not entitled to vote at any other poll.

Receiving Ballots From Voters

13. Voters are required to:
 - a) insert marked ballots into the ballot security envelope;
 - b) seal the ballot security envelope and insert it into the voter confirmation envelope;
 - c) date and sign the voter confirmation envelope;
 - d) seal the voter confirmation envelope and insert it into the outer envelope; and
 - e) return the ballot in its original form to the returning officer by regular mail, registered mail, courier, in person, or by any other means.

14. The returning officer shall ensure there is a ballot box which shall contain only mail-in ballots from the time ballots are received until the close of polls on election day.

15. Upon receipt of an outer envelope containing a voter's ballot on or before the close of poll on election day, the returning officer shall:
 - a) ensure the voter confirmation envelope is signed by the voter;
 - b) record in the poll book the date on which the envelope was received; and
 - c) deposit the voter confirmation envelope in a ballot box.

16. Ballots received after the close of polls on election day:
 - a) are deemed to be spoiled;

- b) will remain unopened in the voter confirmation envelope; and
- c) are given to the municipal administrator, consistent with sections 137 and 142 of the Act.

17. The returning officer shall designate at least one deputy returning officer who will receive mail-in ballots prior to the close of polls on election day.

18. Prior to the close of polls on election day, the returning officer shall deliver the following materials to the deputy returning officer designated pursuant to section 17 of this bylaw:
- a) the ballot box containing all ballots received by mail;
 - b) the application kits from all voters who applied for a mail-in ballot; and
 - c) any ballots received by mail after the above materials have been delivered to the deputy returning officer.

Objections By Candidates/Agents

19. On election day, any candidate or candidate's agent may examine the application package filed by a person who applied for a mail-in ballot.
20. A candidate or a candidate's agent retains the right to object to a person's entitlement to vote if that person votes by mail.
21. On the objection of a candidate or an agent to the entitlement of a person voting by mail, the returning officer shall make necessary entries in the poll book consistent with sub-clause 112(1)(b)(c) and (d) of the Act.

Counting Ballots

22. Mail-in ballots will be counted after the close of polls on election day.
23. Where the returning officer is of the opinion that the number of voters who voted by mail is small and as a result it may be possible to determine for which candidate any of the voters voted, the returning officer may direct the deputy returning officer to include the mail-in ballots in the same ballot box used for polling on election day.
24. The deputy returning officer:
- a) shall open the mail-in ballot box in the presence of persons authorized to be in the polling place pursuant to section 134 of the Act;
 - b) examine each voter confirmation envelope in the ballot box and shall allow each other person in attendance at the polling place to view the voter's certification on the voter confirmation envelope; and
 - c) may reject a voter confirmation envelope if the signature of the voter is missing.
25. If the voter confirmation envelope is accepted, the deputy returning officer shall extract the ballot security envelope and examine it for any tears or unauthorized markings.
26. If the ballot security envelope:
- a) contains any tears or unauthorized markings, the deputy returning officer shall reject the ballot security envelope; or
 - b) is accepted by the deputy returning officer, he/she shall deposit the ballot security envelope into a container or another ballot box.
27. After all ballot security envelopes have been dealt with pursuant to section 27 of this bylaw, the deputy returning officer shall then extract the ballots from the ballot security envelopes and proceed to count the ballots in accordance with sections 129 to 132 of the Act.
28. The deputy returning officer shall deem spoiled those ballots which were sent to voters by the returning officer but were not returned to the returning officer prior to the close of polls on election day and shall, pursuant to subsection 118(2) of the Act, reference this fact in the report of the count of the votes.

29. The mail-in ballots and any forms used in conjunction with voting by mail, including the voter confirmation envelopes opened by the deputy returning officer pursuant to section 26 of this bylaw are placed in packets in the same manner as other ballots pursuant to section 136 of the Act.
30. The deputy returning officer will place the packets described in section 29 of this bylaw along with the poll book and any other forms used in conjunction with voting by mail in the ballot box.
31. Ballots and other forms used in conjunction with voting by mail shall be retained with other election materials pursuant to section 142 of the Act.
32. Upon receipt of a ballot described in section 17 of this bylaw, the returning officer or the municipal administrator shall:
 - a) write "deemed spoiled" on the outer envelope;
 - b) record the date said ballot came into his or her possession;
 - c) initial the entry; and
 - d) retain it with, but not in, the ballot box described in section 142 of the Act, unless said ballot can be deposited in the ballot box without unsealing the ballot box.

Repealing Bylaws

33. Bylaw No. 2020-09 A Bylaw To Establish a Mail-In Ballot Voting System passed on 22nd day of July, 2020, and Bylaw No. 2022-14 A Bylaw to Amend Bylaw No. 2022-09 A Mail-In Ballot Voting System passed on the 9th day of August, 2022 are hereby repealed.

Municipal Adoption:

1st Reading: *October 10, 2023*
 2nd Reading: *October 10, 2023*
 3rd Reading: *October 10, 2023*



[Signature]

 Reeve

[Signature]

 Administrator

Read a third time and adopted
 this *10* day of *October*, 2023.

[Signature]

 Administrator

Certified A True Copy of Bylaw No. 2023-10,
 passed by the Council of the
 Rural Municipality of North Qu'Appelle No. 187
 On the *10* day of *October*, 2023

[Signature]

 Administrator

SCHEDULE A

Appendix C

FORM R

[Subsections 96(2) and 121(2) of the Act]

Voter's Registration Form and Poll Book – Mail-in Ballot

Name: _____
(Print)

Mailing Address: _____
(Print)

Election held in: (complete as applicable)

_____ of _____
(Municipality)

Division No. _____ (If applicable)

Complete the following by placing an X in the box to the left of each statement that is correct:

- 1) I am a Canadian citizen.
- 2) I am the full age of 18 years or will attain the full age of 18 years on or before Election Day.
- 3) I have not already voted at this election.

4) On the day of the election, I: (place an "X" in one of the following boxes)

- a) have resided in the rural municipality or on land now in the rural municipality for at least three consecutive months immediately preceding the day of the election;
- b) am the registered owner, (or purchaser pursuant to a bona fide agreement for sale), of land in the rural municipality;
- c) am assessed with respect to land in the rural municipality pursuant to a lease, licence, permit or contract in agreement with the registered owner;
- d) am assessed with respect to an improvement in the rural municipality;
- e) am the holder of a permit in the rural municipality with respect to a trailer or mobile home;
- f) am the spouse of a person described in clause (b), (c), (d) or (e);
- g) am the chief executive officer of a duly incorporated co-operative, corporation or religious association that is assessed on the last revised assessment roll with respect to property in the rural municipality that is not exempt from taxation.

I declare that I am a voter entitled to vote in Division No. _____ of the _____ of _____ (municipality)

I declare that the information given by me with respect to the above statements is true in all respects.

Dated this _____ day of _____, 20 _____.

Witness: _____ (Voter)
(Deputy Returning Officer or Enumerator or Other Person Authorized by Bylaw for the Purposes of a Mail-in Ballot)

MAIL-IN BALLOT DATE INFORMATION			VOTED WITH RESPECT TO		
Date of acceptance	Date kit provided to voter	Date ballot received	/ Reeve	Councillor	Objection

REMARKS _____ ENTRY NO. _____

Handwritten initials: NW P

Schedule B

Appendix A

FORM C

[Section 92 of the Act and clause 18(1)(a) of the Regulations]

Declaration of Person Requesting Mail-in Ballot

Declaration of Absentee Voter:

- I am qualified to vote in _____.
- I have completed a Voter's Registration Form; and
- I request that a mail-in ballot be issued to me.

I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath/affirmation and by virtue of the *Canada Evidence Act*.

Date: _____, 20_____.

(Signature of Person Requesting Mail-in Ballot)

I have witnessed the signature of the person named above and I am satisfied the person's identity has been established pursuant to *The Local Government Election Act, 2015* and the regulations.

Dated this _____ day of _____, 20_____.

(Signature of Returning Officer or Person Authorized by Bylaw to Witness the Signature of a Person Requesting a Mail-in Ballot)

Handwritten marks at the bottom right of the page, including a checkmark and initials.

SCHEDULE C

Ballot Security Envelope

The following text shall be printed on a ballot security envelope:

BALLOT(S) ONLY.
The ballot(s) contained within this envelope will be rejected if this envelope:

- is torn;
- bears any unauthorized markings; or
- contains materials other than ballots.

SCHEDULE D

Voter Confirmation Envelope

The following text shall be printed on a voter confirmation envelope:

Office use only:

Name of Voter _____

Ballot(s) included:

- Office of Mayor / Reeve
- Office of Councillor Division _____
- Office of Member, _____ School Division
- Bylaw
- Question

To be completed by the voter:

Insert sealed ballot envelope in this envelope, seal and complete the following certificate.

I certify that I am entitled to vote in this election pursuant to *The Local Government Election Act, 2015* and that enclosed in this envelope is a ballot envelope that contains the ballot(s) received by me and marked by me.

Dated this _____ day of _____, 20____.

Signature of Voter

NW 17

**SCHEDULE E
Special Ballot**

Face of Ballot, Office of Reeve

Special Ballot – for the Office of REEVE
Rural Municipality of North Qu'Appelle No. 187

CANDIDATE "A"	<input type="checkbox"/>
CANDIDATE "B"	<input type="checkbox"/>
CANDIDATE "C"	<input type="checkbox"/>

INSTRUCTIONS TO VOTE
Vote by marking an "X" in the square to the right of
the candidate of your choice
Maximum – 1 (ONE) candidate

Face of Ballot, Office of Councillor

Special Ballot – for the Office of COUNCILLOR
Division 1
Rural Municipality of North Qu'Appelle No. 187

CANDIDATE "A"	<input type="checkbox"/>
CANDIDATE "B"	<input type="checkbox"/>
CANDIDATE "C"	<input type="checkbox"/>

INSTRUCTIONS TO VOTE
Vote by marking an "X" in the square to the right
of the candidate of your choice
Maximum – 1 (One) candidate

Back of Ballot

<p>RO Initials</p>
<p>Printer's Name and Address</p>

Handwritten initials

Blank Ballot [Template]

Face of Ballot, Office of Reeve

Blank Ballot – for the Office of REEVE
Rural Municipality of North Qu'Appelle No. 187

INSTRUCTIONS TO VOTE
Vote by writing in the space above the name of the
candidate of your choice

Face of Ballot, Office of Councillor

Blank Ballot – for the Office of COUNCILLOR
Division 1
Rural Municipality of North Qu'Appelle No. 187

INSTRUCTIONS TO VOTE
Vote by writing in the space above the name of the
candidate of your choice
Maximum – 1 (One) candidate

Back of Ballot

R.O.
Initials

Printer's Name
and Address

18