

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, February 27, 2024

1. Call to Order
2. Approval of Minutes
 - a. February 13, 2024, Regular Meeting of Council
3. Business Arising from Minutes
4. Delegation
 - a. Jasmin Holdings
 - b. Sgt. Kurtenbach - Annual RCMP Report
5. Correspondence
 - a. APAS Updates
 - b. Passing Lane Study
 - c. ADD Board Minutes/Financials
6. Reports
 - a. Foreman Public Works Report
 - b. Administrator Report
7. Bylaws
8. Accounts for Payment
9. Unfinished Business
 - a. Sarm Membership and Benefit Program
 - b. Lawyer for Bylaw Enforcement
 - c. Subdivision File 001823-2023-Sec 5-21-13-W2
 - d. April Council Meeting Dates
 - e. Subdivision File 002203-2023-Sec 22-21-14-W2
 - f. *Subd file 002449 - 2023 NE 14-21-15-W2.*
10. New Business
 - a. Signing Authorities -Bank
 - b. 2024 Pest Control Grant
 - c. RDARM 2024 Resolution
 - d. Commercial Auto Pak Renewal
 - e. CRA Business Account Contacts
 - f. Work Boots Contract Employee
 - g. Dust Control Rates 2024
 - h. MR- Jasmin on Echo
 - i. WSA Emergency Preparedness Plan Contacts
11. Other Business
 - *Clay Capping, Road Building*
12. Closed Session LA FOIP s. 16(1)(b) and (e)
 - a. LA FOIP s.16(1) (e) – Pending Policy & Budget Advice
 - i. Budget Development Work Plan
13. Adjournment

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Rural Municipality of North Qu'Appelle No. 187
Regular Meeting of Council held in the R.M. Council Chambers
136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Tuesday, February 27, 2024, 9:00 am

Present: Reeve: Nik Whalen
 Council Members: Division 2 Ron Palmer
 Division 4 Bernard Churko
 Division 6 Garnet Spanier

Staff: Administrator Gwen Lowe
 Assistant Administrator Charmain Wowk
 Public Works Foreman Lloyd Webster

Absent: Council Member: Division 3 Josh Boehme

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

24-086 **REGULAR MEETING MINUTES /R. PALMER**
 "THAT the minutes of the regular meeting of Council held February 13, 2024, be adopted as presented." CARRIED

24-087 **FOREMAN REPORT/G. SPANIER**
 "THAT the verbal report be accepted as presented." CARRIED

Delegate – Jasmin Holdings for Jasmin on Echo entered chambers at 9:00 a.m.
Public Works Foreman left chambers at 9:07 a.m.
Delegate- Jasmin Holdings addressed council at 9:08 a.m. to discuss bylaw enforcement.
Council Member B. Churko declared conflict and left chambers at 9:21 a.m.
Council Member B. Churko returned to chambers at 9:25 a.m.
Delegate Jasmin Holdings left chambers at 9:36 a.m.

24-088 **CORRESPONDENCE/B. CHURKO**
 "THAT the following Correspondence be accepted as presented and filed:
 a. APAS Updates
 b. Passing Lane Study
 c. ADD Board Minutes/Financials." CARRIED

24-089 **ADMINISTRATION REPORT/N. WHALEN**
 "THAT the written report be accepted as presented." CARRIED

24-090 **ACCOUNTS FOR PAYMENT/B. CHURKO**
 "THAT the list of accounts for cheque numbers **12092 to 12119 totaling \$103,537.59** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

24-091 **SARM MEMBERSHIP BENEFIT PROGRAM 2024/R. PALMER**
 "THAT RM Council acknowledges the revised 2024 SARM Membership Fee of \$3,790.13 including taxes." CARRIED

24-092 **LAWYER FOR BYLAW ENFORCEMENT/N. WHALEN**
 "THAT RM Council authorizes the administrator to engage Miller Thomson LLP for bylaw enforcement action on Lot 34 Blk/Par 5 Plan No. 102003163." CARRIED

24-093 **APRIL COUNCIL MEETING DATES 2024/N. WHALEN**
 "THAT RM Council change the April 23, 2024 regular meeting date to April 24, 2024 due to lack of quorum." CARRIED

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- 24-094** **APPLICATION TO SUBDIVIDE PORTIONS OF SE SECTION 22 TOWNSHIP 21 RANGE 14 W2**
MERIDIAN/R. PALMER
 "THAT RM Council recommend **APPROVAL** of the subdivision application in SE 22-21-14-W2, Community Planning File **SUBD-002203-2023** and that Council is in favor of rezoning the parcels in the application and authorize the administrator to proceed with the required rezoning process."
CARRIED
- 24-095** **RECESS /N. WHALEN**
 "THAT this meeting be recessed at 10:41 a.m."
CARRIED
Reeve N. Whalen asked that the meeting reconvenes at 10:57 a.m.
- 24-096** **RECONVENE /N. WHALEN**
 "THAT this meeting reconvenes at 10:57 a.m."
CARRIED
- 24-097** **CIBC SIGNING AUTHORITY/R. PALMER**
 "That the signing authority for the R.M. of North Qu'Appelle No. 187 be as follows:
 Reeve Nik Whalen (OR in his absence: Ron Palmer, or Josh Boehme, or Bernard Churko, or Garnet Spanier)
AND
 Administrator Gwen Lowe (OR in her absence, Assistant Administrator Charmain Wowk)
 AND FURTHER THAT Tim Hollerbaum be removed as signing authority."
CARRIED
- 24-098** **2024 PEST CONTROL GRANT/G. SPANIER**
 "THAT RM Council approve grant payment to the District 39 A.D.D. Board Inc.'s 2024 pest control grant as set by the board at \$7,200.00 ."
CARRIED
- 24-099** **RDARM 2024 RESOLUTION SUPPORT/N. WHALEN**
 "THAT RM Council instructs administrator to write a letter of support to the RM of Tullymet No. 216 for their resolution to SARM."
DEFEATED
- 24-100** **COMMERCIAL AUTO PAK RENEWAL/G. SPANIER**
 "THAT RM Council authorizes the renewal of the SGI Commercial Auto Pak in the amount of \$2,452.84."
CARRIED
- 24-101** **CRA BUSINESS ACCOUNT CONTACTS/N. WHALEN**
 "THAT RM Council authorizes Gwen Lowe, Charmain Wowk and Rebecca Zacharuk to be listed as the contact persons for the RM's CRA Business Account, AND FURTHERMORE, all other contact persons listed be removed from the RM's CRA Business Account."
CARRIED
- 24-102** **WORK BOOTS FOR CONTRACT EMPLOYEE/G. SPANIER**
 "THAT RM Council approves reimbursement to contract employee L. Myers for work boot expense in the amount \$159.99 plus taxes."
CARRIED
- 24-103** **DUST CONTROL RATES 2024/G. SPANIER**
 "THAT RM Council acknowledge the 2024 Dust Control Quote as set by Fort Distributors and authorizes the administrator to sign the quote as accepted."
CARRIED
- 24-104** **WSA EMERGENCY PREPAREDNESS PLAN CONTACTS/B. CHURKO**
 "THAT RM Council appoints Nik Whalen, Josh Boehme, and Charmain Wowk as the WSA Emergency Preparedness Plan Contacts."
CARRIED

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24-105 **CLOSED SESSION/ N. WHALEN**

"THAT the RM Council, all members present in person, move into closed session at 11:35 a.m., as per LA FOIP section 16(1)(e) for pending policy and budget advice."

CARRIED

24-106 **RECONVENE/N. WHALEN**

"THAT the RM Council reconvenes to regular session at 12:55 a.m."

CW NW

CARRIED

24-107 **BUDGET DEVELOPMENT WORK PLAN/R. PALMER**

"That RM Council approve the work plan for the 2024 budget development as recommended by the finance committee Motion number 24F-0003:

24F-003 WORK PLAN BUDGET DEVELOPMENT 2024/B. CHURKO

"THAT the Finance Committee recommends approval of the work plan for the development of the 2024 budget as presented." CARRIED"

CARRIED

24-108 **ADJOURNMENT/G. SPANIER**

"That the regular meeting of Council be adjourned at 12:55 p.m."

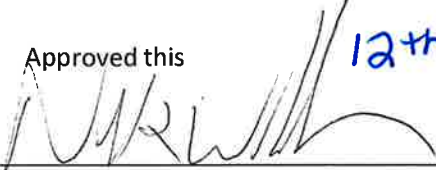
Approved this

12th

day of

march

, 2023



Reeve

Assistant

Administrator

Next regular meeting of Council, March 12, 2024 at 9:00 a.m.

**RM of North Qu'Appelle
List of Accounts for Approval**
Batch: 2024-00024 to 2024-00029

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
12092- Man 01312024 Ind	2/13/2024	Palmer, Ron 210-400-910 - Paymate suspen	Div 2 Jan Indemnity	675.00	675.00
12093- Man 01312024 Ind	2/13/2024	Spanier, Garnet 210-400-910 - Paymate suspen	Div 6 Jan Indemnity	400.00	400.00
12094- Man Pay 02132024-C	2/13/2024	Lowe, Gwen 210-400-910 - Paymate suspen	Pay Feb 13	2,535.13	2,535.13
12095- Man Pay 02132024-C	2/13/2024	Webster, Lloyd 210-400-910 - Paymate suspen	Pay Feb 13	1,905.50	1,905.50
12096- Man Pay 02132024-C	2/13/2024	Horsman, Devin 210-400-910 - Paymate suspen	Pay Feb 13	1,389.72	1,389.72
12097- Man Pay 02132024-C	2/13/2024	Wowk, Charmain 210-400-910 - Paymate suspen	Pay Feb 13	1,716.75	1,716.75
12098- Man Pay 02132024-C	2/13/2024	Bergman, Brian 210-400-910 - Paymate suspen	Pay Feb 13	1,430.74	1,430.74
12099- Man Pay 02132024-C	2/13/2024	Rebecca Zacharuk 210-400-910 - Paymate suspen	Pay Feb 13	857.58	857.58
12100 Deal 24709	2/13/2024	Echo Valley Motor Products Ltd 170-100-400 - Transportation Ve 110-340-110 - GST Receivable ·	2021 GMC Sierra Purchase Both Tax Code	56,280.70 2,654.75	
		900-110-110 - GST Paid	Both Tax Code	2,654.75 NL	58,935.45
Deal 24709-Fee		530-210-120 - TS - Maint. - Con	Documentation Service Fee	595.00	595.00
			Payment Total:		59,530.45
12101 01312024	2/27/2024	Boehme, Joshua 530-250-113 - TS - Maint. - Trav 510-210-113 - GG - Division 3 - 510-215-113 - GG- Division 3- C	Mileage - January Mileage - January Office January	217.60 176.80 100.00	494.40
12102 3360763	2/27/2024	Brandt Tractor Ltd. 530-420-111 - TS - Maint. - Rep 110-340-110 - GST Receivable · 900-110-110 - GST Paid	Backhoe Repair/Parts Both Tax Code Both Tax Code	922.89 43.53 43.53 NL	966.42
12103 02222024	2/27/2024	Checkowoy, Robin 510-220-100 - GG - Cont. - Offic	Janitorial Services - Februa	477.00	477.00
12104 02082024	2/27/2024	CIBC Credit Card 510-250-100 - GG - Cont. - Corr 510-410-145 - GG - Maint - Offic 530-410-120 - TS - Maint. - Sho 530-410-100 - TS - Maint. - Sme 510-270-150 - GG - Cont. - Rep. 530-410-100 - TS - Maint. - Sme 530-420-124 - TS Maint. - Repa 530-410-120 - TS - Maint. - Sho 530-410-120 - TS - Maint. - Sho 110-340-110 - GST Receivable · 900-110-110 - GST Paid 110-340-110 - GST Receivable · 900-110-110 - GST Paid	Website Renewal Heater & Coffee Maker Shop Supplies Small Tools Office Downspout Small Tools - Utility Knife Pete repair/parts Shop Supplies Shop Supplies Both Tax Code Both Tax Code GST Tax Code GST Tax Code	182.19 311.61 10.59 127.19 12.71 14.83 9.03 21.19 42.39 25.93 25.93 NL 9.11 9.11 NL	766.77
12105 519154	2/27/2024	Crown Shred & Recycling 510-200-192 - GG - Shred- Reci 110-340-110 - GST Receivable · 900-110-110 - GST Paid	Document Destruction - Jar GST Tax Code GST Tax Code	140.14 7.01 7.01 NL	147.15
309		510-200-192 - GG - Shred- Reci 110-340-110 - GST Receivable · 900-110-110 - GST Paid	Bin Rental - February GST Tax Code GST Tax Code	12.00 0.60 0.60 NL	12.60
			Payment Total:		159.75
12106 02162024	2/27/2024	District #39 A.D.D Board 540-210-100 - EH - Cont. - Pest	2024 Pest Control Grant	7,200.00	7,200.00
12107 WO# 106530	2/27/2024	Echo Valley Motor Products Ltd 530-420-127 - TS - Main - Repa 110-340-110 - GST Receivable ·	GMC Sierra inspection Both Tax Code	241.81 11.41	

**RM of North Qu'Appelle
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COMPUTER CHEQUE

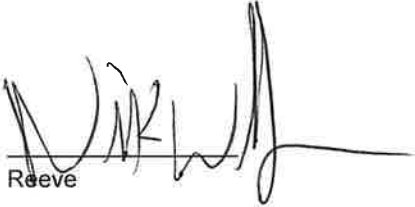
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		900-110-110 - GST Paid	Both Tax Code	11.41 NL	253.22
12108	2/27/2024	Egg Lake C & D Area Authority			
12312023	Accrual	210-215-190 - Egg Lake C & D -	December 2023 Remittance	136.00	136.00
12109	2/27/2024	Jackson Bros. Bobcat Services			
01312024		537-430-100 - TS - Snow - Salt	Salt/Sand - January	2,400.00	
		110-340-110 - GST Receivable	GST Tax Code	120.00	
		900-110-110 - GST Paid	GST Tax Code	120.00 NL	2,520.00
12110	2/27/2024	John Deere Financial			
3111897		530-425-110 - TS - Maint. -Equip	Shop - Oil & Fuel Condition	625.85	
		110-340-110 - GST Receivable	Both Tax Code	29.53	
		900-110-110 - GST Paid	Both Tax Code	29.53 NL	655.38
12111	2/27/2024	Municipal Employees'			
02132024		210-200-230 - MEPP Payable	MEPP Remit 31 Jan to 13 F	2,592.16	2,592.16
12112	2/27/2024	Palmer, Ron			
01312024		510-210-112 - GG - Division 2 -	Mileage-January	265.20	
		510-210-112 - GG - Division 2 -	Meals- January	25.00	
		510-300-140 - GG - Utility - Tele	Office - January	100.00	
		510-210-112 - GG - Division 2 -	Hotel RDARM	127.53	517.73
12113	2/27/2024	Peagam, Linda			
01312024		510-210-121 - GG - Cont. - Profi	January NQGPA Contract	600.00	600.00
12114	2/27/2024	SARM Saskatchewan Association			
SARM817858		530-420-131 - TS - Maint - Repa	4000 Hour Service	5,105.12	
		110-340-110 - GST Receivable	Both Tax Code	242.05	
		900-110-110 - GST Paid	Both Tax Code	242.05 NL	5,347.17
CNMEM202418		510-240-100 - GG - Cont. - Merr	Credit on membership	-4,528.24	
		110-340-110 - GST Receivable	GST Tax Code	-226.41	
		900-110-110 - GST Paid	GST Tax Code	-226.41 NL	-4,754.65
MEM2024187-2		510-240-100 - GG - Cont. - Merr	SARM Membership	3,609.65	
		110-340-110 - GST Receivable	GST Tax Code	180.48	
		900-110-110 - GST Paid	GST Tax Code	180.48 NL	3,790.13
			Payment Total:		4,382.65
12115	2/27/2024	Sask Power			
4080-0000-878E		530-300-120 - TS - Maint. - Utilit	Shop Power - January	8.30	
		510-300-120 - GG - Utility - Pow	Office Power - January	205.62	
		580-300-120 - UT - Water - Pow	RM Well - January	177.99	
		210-400-900 - Suspense	Pasqua Lake SL - January	1,028.98	
		530-310-200 - TS - Utility - Stree	Taylor Beach SL - January	138.50	
		530-310-100 - TS - Maint. - Utilit	RM Street lights - January	934.78	
		110-340-110 - GST Receivable	Both Tax Code	64.57	
		900-110-110 - GST Paid	Both Tax Code	64.57 NL	
		110-340-110 - GST Receivable	GST Tax Code	58.38	
		900-110-110 - GST Paid	GST Tax Code	58.38 NL	2,617.12
12116	2/27/2024	SaskWater			
SW085493		540-200-150 - EH - Waste Dispr	Fixed Charge - January	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
12117	2/27/2024	SGI CANADA			
02062024		530-260-100 - TS - Maint. - Insu	Commercial Auto Pak - 202	2,452.84	2,452.84
12118	2/27/2024	Supreme Office Supplies			
65654363		510-410-140 - GG - Maint. - Offi	Office Supplies	10.58	
		110-340-110 - GST Receivable	Both Tax Code	0.50	
		900-110-110 - GST Paid	Both Tax Code	0.50 NL	11.08
65751130		510-410-140 - GG - Maint. - Offi	Office Supplies	247.25	
		110-340-110 - GST Receivable	Both Tax Code	7.19	
		900-110-110 - GST Paid	Both Tax Code	7.19 NL	254.44
65754793		510-410-140 - GG - Maint. - Offi	Office Supplies	42.39	
		110-340-110 - GST Receivable	Both Tax Code	2.00	
		900-110-110 - GST Paid	Both Tax Code	2.00 NL	44.39
			Payment Total:		309.91
12119	2/27/2024	Webster. Lloyd			
02162024		530-160-100 - TS - Maint - Cloth	Winter Boot Allowance 23/2	254.39	
		110-340-110 - GST Receivable	Both Tax Code	12.00	
		900-110-110 - GST Paid	Both Tax Code	12.00 NL	266.39

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
			Total Computer Cheque:		103,537.59
			Total AP:		103,537.59

Certified Correct This Friday, February 23, 2024


Reeve


Administrator



Administration Report to Council
Tuesday February 27, 2024

Bank Balance \$961,640.91 as of February 22, 2024
Taylor Beach Reserve \$157,046 as at Dec.31/2022
Pasqua Lake Reserve 2022 balance paid to the Resort village of Pasqua Lake

Complaints 3 new RIC's opened (Garbage missed, ridge left by RM crew, salt/sand needed on road)

Permits (Development & Building): 0 permits approved; 1 at PBI in review, 1 refusal, 2 waiting for more information, 0 in office awaiting review, 0 cancelled by owner.

Move/Demo Permits: 1 new demo permit.

		ITEMS FOR COUNCIL TO NOTE: Administrative Duties with Deadlines coming up: February 2024 10 th School tax collections previous month due to Province-done 10 th SMHI, C & D tax collections previous month due -done 15 th File & remit previous month payroll deductions to CRA & MEPP-done 28 th Workers Compensation statement – done 28 th Mediation with Justice Coordinator 28 th Deadline to submit building officials to Building and technical standards - done 29 th Charmain and Rebecca will be attending PDAP training
		<ul style="list-style-type: none"> - Working on operating budget - Charmain - OHTB to submit provision of services by March 1st <ul style="list-style-type: none"> - Gwen communicating with the hamlet board to get them required info - New filing cabinets ordered to organize and clean filing systems - Rebecca & Charmain -Assisting CAO RVPL with some transition items -all – as needed - subdivision file reviews and follow ups with Community planner, developer, property owner, surveyor - Website updates in progress to have bylaws and policies accessible to public - Rebecca

Devin	11.50	days remaining 2024
Lloyd	17.75	days remaining 2024
Gwen	26	days remaining 2024
Charmain	18.50	days remaining 2024
Rebecca	13.75	days remaining 2024
Todd	0	days remaining 2024
Brian	16.75	days remaining 2024

Respectfully submitted,
Gwen Lowe