

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.

Monday, October 27, 2025

1. Call to Order
2. Approval of Minutes
 - a. October 14, 2025, Regular Meeting of Council
 - b. October 14, 2025, Public Hearing
3. Business Arising from Minutes
4. Delegation
5. Correspondence
 - a. RCMP CTSS District Commander Update – October 2025
 - b. North Valley Waste Management Minutes – September 15, 2025
 - c. APAS Reports
6. Reports
 - a. Foreman Public Works Report
 - b. CLDPC Report
 - c. NVWMA Report
 - d. Jasmin SSA Report
 - e. 2025 Weed Inspector Report
 - f. Administrator Report
7. Bylaws
8. Accounts for Payment
9. Unfinished Business
 - a. Tile Drainage Request SEC 23-21-13 W2M
 - b. Policy GG2025-06 Community Committee Policy
 - c. 27 Coulee – West Access Road Repair
10. New Business
 - a. Mission Place MR2 – Dead Elm Tree Removal Quote
 - b. Lot Consolidation Request Lot 4-5 Blk/Par 2 Plan No. 87R19785
 - c. Saskatchewan Multicultural Week – Proclamation Request
 - d. Royal Canadian Legion #35 – Memorial Wreath Campaign
 - e. Jasmin Drainage – Hydroseeding
 - f. Aaron Court Cul-de-sac Survey
 - g. 2026 APAS Membership
 - h. Notify by Network – Website Notification System
11. Other Business
12. Closed Session
 - a. The Municipalities Act subsection 120(2) and LA FOIP section 16
 - i. Governance
 - ii. Advice from Officials – Gravel Resource
 - iii. Advice from Officials – NVWMA Letter
14. Adjournment

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
Monday, October 27, 2025, 9:00 am

Present:	Reeve		Nikolas Whalen
	Council Members:	Division 2	Ronald Palmer
		Division 3	Joshua Boehme
		Division 4	Bernard Churko
		Division 6	Garnet Spanier
Absent:			
Staff:		CAO	Charmain Wowk
		Assistant CAO	Gwen Lowe
		Public Works Foreman	Lloyd Webster

A quorum being present Reeve N. Whalen called the meeting to order at 9:01 am.

25-502 CHANGES TO THE AGENDA/J. BOEHME

"THAT the Foreman Report be moved to the beginning of the agenda due to time constraints."

CARRIED

Division 4 Councillor B. Churko entered Council Chambers at 9:04 a.m.

25-503 FOREMAN REPORT/ G. SPANIER

"THAT the verbal report be accepted as presented."

CARRIED

Foreman L. Webster left Council Chambers at 9:13 a.m.

25-504 REGULAR MEETING MINUTES /R. PALMER

"THAT the minutes of the regular meeting of Council held October 14, 2025, be adopted as presented."

CARRIED

25-505 PUBLIC HEARING MINUTES /R. PALMER

"THAT the minutes of the public hearing held October 14, 2025, be adopted as presented."

CARRIED

25-506 CORRESPONDENCE/B. CHURKO

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

- a. RCMP CTSS District Commander Update – October 2025
- b. North Valley Waste Management Minutes – September 15, 2025
- c. APAS Report."

CARRIED

25-507 CLDPC REPORT/N. WHALEN

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

CARRIED

25-508 NVWMA REPORT/J. BOEHME

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

CARRIED

25-509 JASMIN SSA REPORT/ B. CHURKO

"THAT the verbal Jasmin SSA report be accepted as presented."

CARRIED

25-510 WEED INSPECTOR REPORT/ G. SPANIER

"That the written Weed Inspector Report be accepted and filed AND FURTHERMORE request a detailed report."

CARRIED

25-511 ADMINISTRATION REPORT/N. WHALEN

"That the written Administration Report be accepted and filed, and further that the report be attached to and form part of the official minutes."

CARRIED



Rural Municipality of North Qu'Appelle No. 187
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136 Company Avenue, Fort Qu'Appelle, Saskatchewan
Monday, October 27, 2025, 9:00 am

- 25-512** **ACCOUNTS FOR PAYMENT/B. CHURKO**
"THAT the RM of North Qu'Appelle No. 187 Council Approves the list of accounts for approval for payment as follows: CIBC cheques 13318 to 13319, Conexus cheques 214 to 255 and OB38 totaling \$49,440.43 including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is for payment."
CARRIED
- 25-513** **MISSION PLACE MR2-DEAD ELM TREE REMOVAL QUOTE/B. CHURKO**
"That the RM of North Qu'Appelle No. 187 accepts the estimate from Rodney's Tree Service In the amount of \$6,500.00 plus taxes for the removal of dead Elm trees on MR2 in Mission Place, AND FURTHERMORE, the removal included the uncompleted removal from 2024."
CARRIED
- 25-514** **LOT CONSOLIDATION LOT 4-5 BLOCK 3 PLAN NO. 87R19785/J. BOEHME**
"That the RM of North Qu'Appelle No. 187 approves the request to consolidate Lots 4&5 Block 3 Plan No. 87R19785 pending an application to build on lot 4."
CARRIED
- 25-515** **SASKATCHEWAN MULTICULTURAL WEEK-PROCLAMATION REQUEST/N. WHALEN**
"That the RM of North Qu'Appelle No. 187 proclaim November 15-23, 2025, as Saskatchewan Multicultural Week in recognition of the value and inclusion in our community."
CARRIED
- 25-516** **ROYAL CANADIAN LEGION-SASK NO 35 – MEMORIAL WREATH DONATION/N. WHALEN**
"That the RM of North Qu'Appelle No. 187 authorizes the Administrator to process a \$50.00 donation to the Royal Canadian Legion (Sask No 35) for their annual Memorial Wreath Campaign."
CARRIED
- 25-517** **JASMIN ON ECHO HYDROSEEDING/B. CHURKO**
"That the RM of North Qu'Appelle No. 187 approve the expense of \$1,665.00 including taxes from Rapid Lawn for the hydroseeding of the drainage earthwork areas in Jasmin on Echo, AND FURTHERMORE, that the Administrator be instructed to apply this expense under the Canada Community-Building Fund (CCBF) – Drainage and Disaster Mitigation Project for reimbursement."
CARRIED
- 25-518** **CUL-DE-SAC SURVEYS/B. CHURKO**
"That the RM of North Qu'Appelle No. 187 authorizes the Administrator to obtain surveys of various Cul-de-sac to locate the center pin, AND FURTHERMORE, the survey expense be allocated to the RM's general budget."
CARRIED
- 25-519** **2026 APAS MEMBERSHIP/B. CHURKO**
"That the RM of North Qu'Appelle No. 187 renew the APAS membership for 2026 and authorize the Administrator to prepay the invoice in the amount of \$6,845.18."
CARRIED
- 25-520** **NOTIFY BY NETWORK/G. SPANIER**
"That the RM of North Qu'Appelle No. 187 instruct the Administrator to enroll the RM in the Notify by Network system."
CARRIED
- 25-521** **RECESS BREAK/N. WHALEN**
"THAT the RM of North Qu'Appelle No 187 Council breaks for a 22-minute recess at 10:45 a.m."
CARRIED

Reeve N. Whalen called the meeting back in session at 11:07 a.m.

Administration Report to Council

Monday, October 27, 2025

Financial Summary – As of October 23, 2025

CIBC Bank Balance: \$73,594.57
Conexus Bank Balance: \$1,441,867.94
Reserve Account Balance: \$443,065.19
Taylor Beach Reserve: \$176,775.59

Permit & Regulatory Updates

Road & Infrastructure Concerns (RICs)

- 2 new RICs opened (1 tree branches, 1 culvert damage)

Permit Applications (2025)

- **Total Applications:** 40 (5 move, 6 demo, 29 development/build)
 - **Status:**
 - 2 Denied
 - 5 Require More Information (RMI)
 - 0 In Review
 - 0 At PBI
 - 33 Approved (5 moves, 6 demos, 22 dev/build)
-

Key Administrative Updates

- **Meetings**
 - October 9, 2025, met with engineers regarding Mission Place feasibility study for road and drainage construction. Wyatt Engineering will have their assessment done early November.
- **Building Permits:**
 - Applications are starting to slow down but more are expected to be received over the winter based on dialogue with builders.
- **Bylaw/Policy Drafting:**
 - Traffic bylaw on hold pending additional research.
 - Review of Long-range Financial Model and Report ongoing.
- **Bylaw Enforcement:**
 - Positive compliance from enforcement letters sent out in the summer.
 - No outstanding bylaw enforcement.
- **Other:**
 - Tender posted on October 20th for RIRG Culvert and Application submitted on October 16th. Engineer contacted to assess flow rates.
 - Took office assistant on RM tour on October 17th to look at various urban areas in the RM.
 - Worked with Foreman on various financial advice for upcoming projects.
 - Wage research for annual employee evaluations.
 - Working with Foreman and insurance adjuster on repairs from the August 3rd collision.



Operational Notes

- **Assistant Administrator:**
 - Working with Taxervice as required.
 - AP/AR
 - Building permit reviews
 - Completed 2026 SAMA maintenance entry
 - Taking vacation time – projects will be assigned after vacation
- **Office Assistant:**
 - Website updates
 - Payroll
 - Document destruction project
 - Payment collections
 - Inventory data entry
 - Safety training coordination for Public Works and Office staff
 - Development of Safety Tracking Matrix
 - Assistant coverage during vacation

Key Dates & Deadlines (October 2025)

- ✓ **October 1** – Deadline to send financial statement to Minister of Gov. Relations
- ✓ **October 10** – School tax collections remitted to the province
- ✓ **October 10** – SMHI, C & D tax collections remitted
- ✓ **October 15** – Payroll deductions filed & remitted to CRA & MEPP
- ✓ **October 15** – Assessment maintenance to SAMA

Staff Leave Balances (2025)

Staff Member Remaining Leave Days

Devin	5.50 days
Lloyd	10.00 days
Gwen	17.00 days
Charmain	7.75 days
Rebecca	8.00 days
Brian	5.75 days

**Respectfully submitted,
Charmain Wowk
Chief Administrative Officer**



RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2025-00182 to 2025-00190

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
13318 1106298	2025-10-27	Brandt Tractor Ltd. 530-420-129 - TS- Main - Repai	JD 772 Coolant leak	1,167.87	
		110-340-110 - GST Receivable	Both Tax Code	55.09	
		900-110-110 - GST Paid	Both Tax Code	55.09 NL	1,222.96
13319 Inv#48	2025-10-27	Jackson Bros. Bobcat Services 530-440-113 - TS - Maint. - Gra	September invoice	1,660.00	
		110-340-110 - GST Receivable	GST Tax Code	83.00	
		900-110-110 - GST Paid	GST Tax Code	83.00 NL	1,743.00
			Total Computer Cheque:		<u>2,965.96</u>
			Total AP:		<u>2,965.96</u>

**RM of North Qu'Appelle
List of Accounts for Approval**
Batch: 2025-00182 to 2025-00190

Bank Code - AP Conexus - Conexus Chequing

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
214- Man Advance	2025-10-14	Wowk, Charmain 210-400-910 - Paymate suspen:	PP Oct 7-Oct 21 Advance	500.00	500.00
215- Man Advance	2025-10-14	Zacharuk, Rebecca 210-400-910 - Paymate suspen:	PP Oct 7-Oct 21 2025 Adva	600.00	600.00
216	2025-10-21	VOID - Post Invoices			
217	2025-10-21	VOID - Post Invoices			
218	2025-10-21	VOID - Post Invoices			
219	2025-10-21	VOID - Post Invoices			
220	2025-10-21	VOID - Post Invoices			
221	2025-10-21	VOID - Post Invoices			
222	2025-10-21	VOID - Post Invoices			
223	2025-10-21	VOID - Post Invoices			
224- Man Pay 10212025	2025-10-21	Lowe, Gwen 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	1,882.94	1,882.94
225- Man Pay 10212025	2025-10-21	Webster, Lloyd 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	2,232.54	2,232.54
226- Man Pay 10212025	2025-10-21	Horsman, Devin 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	1,716.83	1,716.83
227- Man Pay 10212025	2025-10-21	Bowes, Todd 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	1,421.46	1,421.46
228- Man Pay 10212025	2025-10-21	Wowk, Charmain 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	2,091.65	2,091.65
229- Man Pay 10212025	2025-10-21	Bergman, Brian 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	1,787.78	1,787.78
230- Man Pay 10212025	2025-10-21	Zacharuk, Rebecca 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	1,191.72	1,191.72
231- Man Pay 10212025	2025-10-21	Ross, Natasha 210-400-910 - Paymate suspen:	PP Oct 8-Oct 21, 2025	158.55	158.55
232 Pay 10212025	2025-10-21	Myers, Leonard 530-210-121 - TS - Maint. - Conl	PP Oct 8-Oct 21, 2025	1,152.00	1,152.00
233- Man 10312025	2025-10-27	Whalen, Nikolas 210-400-910 - Paymate suspen:	Reeve Council Indemnity &	978.68	978.68
234- Man 10312025	2025-10-27	Palmer, Ron 210-400-910 - Paymate suspen:	Div 2 Council Indemnity & E	750.00	750.00
235- Man 10312025	2025-10-27	Boehme, Joshua 210-400-910 - Paymate suspen:	Div 3 Council Indemnity & E	743.55	743.55
236- Man 10312025	2025-10-27	Churko, Bernard 210-400-910 - Paymate suspen:	Div 4 Council Indemnity & E	750.00	750.00
237- Man 10312025	2025-10-27	Spanier, Garnet 210-400-910 - Paymate suspen:	Div 6 Indemnity & Expenses	750.00	750.00
238 4177073	2025-10-27	Brandt Tractor Ltd. 530-420-129 - TS- Main - Repair	772GP Repair/Parts	1,354.46	
		110-340-110 - GST Receivable	Both Tax Code	63.89	
		900-110-110 - GST Paid	Both Tax Code	63.89 NL	1,418.35
1106206		530-420-129 - TS- Main - Repair	772GP Inspection	1,188.19	
		110-340-110 - GST Receivable	Both Tax Code	56.08	



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		900-110-110 - GST Paid	Both Tax Code	56.08 NL	1,244.27
				Payment Total:	2,662.62
239	2025-10-27	Conexus Credit Union			
Sep-Oct		510-200-170 - GG - Cont. - Adv	Grasslands -Times subscrip	128.79	
		510-200-170 - GG - Cont. - Adv	Grasslands Oct 3	128.79	
		510-210-170 - GG - Admin. - Tr	Tlm Hortons -Admin Trg Se	6.13	
		510-410-145 - GG - Maint - Offi	PC Place Monthly Contract	137.22	
		510-410-140 - GG - Maint. - Offi	Dollar Tree-coin rollers and	12.99	
		510-410-140 - GG - Maint. - Offi	Dollar Tree Cable Covers	7.42	
		530-450-135 - TS - Maint. - Culv	Ratchet strap for Jasmin Cu	34.93	
		530-410-120 - TS - Maint. - Sho	Prairie Coop toggle switch	11.65	
		530-420-112 - TS - Maint. - Rep	Profile Tire - mower tires	93.23	
		530-410-120 - TS - Maint. - Sho	FT Home Bldg Mattock	34.97	
		540-200-110 - EH - Waste Colle	Loraas Disposal - inv 82273	773.28	
		530-410-120 - TS - Maint. - Sho	AlSCO-Sept	264.40	
		530-450-100 - TS - Maint. - Culv	Dionco- culvert pipe & coup	4,051.48	
		530-430-120 - TS - Maint. - Mac	Dionco- grader blades	1,423.62	
		510-200-192 - GG - Shred- Rec	Crown Shred	142.97	
		510-200-192 - GG - Shred- Rec	Crown Shred	12.00	
		530-425-110 - TS - Maint. -Equip	BG Priaire Dist	419.99	
		530-410-120 - TS - Maint. - Sho	Prairie Coop-nuts bolts etc	26.19	
		510-240-100 - GG - Cont. - Merr	Zoom membership	227.79	
		510-410-140 - GG - Maint. - Offi	Costco- supplies office	130.34	
		110-340-110 - GST Receivable	Both Tax Code	328.85	
		900-110-110 - GST Paid	Both Tax Code	328.85 NL	
		110-340-110 - GST Receivable	GST Tax Code	59.29	
		900-110-110 - GST Paid	GST Tax Code	59.29 NL	8,456.32
240	2025-10-27	Dionco Sales			
INV-32274		530-420-112 - TS - Maint. - Rep	bolts etc	413.40	
		110-340-110 - GST Receivable	Both Tax Code	19.50	
		900-110-110 - GST Paid	Both Tax Code	19.50 NL	432.90
241	2025-10-27	Echo Ridge Golf Course			
25024		510-210-170 - GG - Admin. - Tr	Meeting Lunch Sep 9, 23, C	69.58	
		510-210-150 - GG - Council - Tr	Meeting Lunch Sep 9, 23, C	173.94	
		110-340-110 - GST Receivable	Both Tax Code	11.49	
		900-110-110 - GST Paid	Both Tax Code	11.49 NL	255.01
25016		510-900-110 - GG - RM Celebra	Annual BBQ Supplies	1,200.00	1,200.00
			Payment Total:		1,455.01
242	2025-10-27	HBI Office Plus INC			
INV225503		510-410-140 - GG - Maint. - Offi	Office Supplies,calendars, p	163.71	
		110-340-110 - GST Receivable	Both Tax Code	7.72	
		900-110-110 - GST Paid	Both Tax Code	7.72 NL	171.43
243	2025-10-27	Myers, Leonard			
Oct Cell phone		530-300-140 - TS - Maint. - Utilit	Monthly Cell Phone Oct	25.00	25.00
244	2025-10-27	North Qu'Appelle Group			
860020		210-400-900 - Suspense	86 0020 payment-utility	369.87	369.87
245	2025-10-27	Pattison Agriculture			
3492260		530-420-127 - TS - Main - Repa	plow bolts for 1 ton	27.20	
		110-340-110 - GST Receivable	GST Tax Code	1.36	
		900-110-110 - GST Paid	GST Tax Code	1.36 NL	28.56
246	2025-10-27	Rapid Lawn Landscaping Solutions Ltd			
2023834		530-450-100 - TS - Maint. - Culv	Hydroseeding in Jasmin on	1,590.00	
		110-340-110 - GST Receivable	Both Tax Code	75.00	
		900-110-110 - GST Paid	Both Tax Code	75.00 NL	1,665.00
247	2025-10-27	Royal Canadian Legion			
11112025		510-900-110 - GG - RM Celebra	Poppy/Wreath Campaign	50.00	50.00
248	2025-10-27	Sask Power			
4100-0000-8614		530-300-120 - TS - Maint. - Utilit	Shop Power	129.07	
		510-300-120 - GG - Utility - Pow	Office Bldg Power	276.14	
		580-300-120 - UT - Water - Pow	RM Well	93.63	
		530-310-200 - TS - Utility - Stree	Taylor Beach SL	135.96	
		530-310-100 - TS - Maint. - Utilit	RM Street lights	758.89	
		530-310-205 - TS - Utility - Stree	Jasmin Street lights	158.84	
		110-340-110 - GST Receivable	Both Tax Code	60.35	

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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	60.35 NL	
		110-340-110 - GST Receivable	GST Tax Code	14.74	
		900-110-110 - GST Paid	GST Tax Code	14.74 NL	1,627.62
249	2025-10-27	SGI Auto Fund Division			
25-Internati-01		530-260-100 - TS - Maint. - Insu	International Insurance Ren	891.58	891.58
250	2025-10-27	SGI Auto Fund Division			
25-GMC-02		530-260-100 - TS - Maint. - Insu	GMC Insurance Renewal	1,441.76	1,441.76
251	2025-10-27	Success Office Systems			
INV461784		510-200-190 - GG - Cont. - Phot	Photocopier August	130.69	
		110-340-110 - GST Receivable	Both Tax Code	6.17	
		900-110-110 - GST Paid	Both Tax Code	6.17 NL	136.86
INV465962		510-200-190 - GG - Cont. - Phot	Photocopier	190.26	
		110-340-110 - GST Receivable	Both Tax Code	8.97	
		900-110-110 - GST Paid	Both Tax Code	8.97 NL	199.23
			Payment Total:		336.09
252	2025-10-27	Supreme Office Supplies			
71306366		510-410-140 - GG - Maint. - Offi	office supplies	142.01	
		110-340-110 - GST Receivable	Both Tax Code	6.70	
		900-110-110 - GST Paid	Both Tax Code	6.70 NL	148.71
71312042		510-410-140 - GG - Maint. - Offi	office supplies	47.98	47.98
			Payment Total:		196.69
253	2025-10-27	Town of Fort Qu'Appelle			
2025-00214		525-210-110 - PS - Fire - Contra	Sep 6/25 Wildland Fire	1,107.67	1,107.67
254	2025-10-27	Weimer, Ed			
10212025		570-270-100 - R&C - Cont. - Coi	2025 Public Reserve Mainte	350.00	350.00
255	2025-10-27	L.E. Truck Repair			
INV1785		530-420-124 - TS Maint. - Repa	Peterbilt inspection and rep.	3,019.94	
		110-340-110 - GST Receivable	Both Tax Code	142.45	
		900-110-110 - GST Paid	Both Tax Code	142.45 NL	3,162.39
			Total Computer Cheque:		43,138.21

ONLINE BANKING

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
OB38	2025-10-27	Municipal Employees'			
10212025		210-200-230 - MEPP Payable	PP ending Oct 7, 2025	3,336.26	3,336.26
			Total Online Banking:		3,336.26
			Total AP Conexus:		46,474.47
			Grand Total:		49,440.43

Certified Correct This Friday, October 24, 2025



Reeve



Administrator