

**ORGANIZED HAMLET OF PASQUA LAKE BOARD MEETING****Tuesday, June 16, 2020****RM of North Qu'Appelle #187 Board Room**

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Board members in attendance:      Chair Larry Bedel  
   Tom Mullin  
   Jim Toth via conference call

1. Meeting called to order at 1:00 pm
2. Adoption of meeting minutes as amended for February 18, 2020 **Moved T. Mullin /carried**

Procedures for minutes in the future to be complete with all adjustments and amendments minimum 2 days in advance of Board meeting

3. Business arising from the minutes  
    Provision of Services Agreement
4. Delegations - none
5. Reports
  - 5.1 Chair/Liaison L. Bedel - no report as items included in agenda
  - 5.2 RM Councillor J. Toth - provided written report **Motion to approve. Jim Toth/carried**

Community Internet Project- Jim Toth reported the placing portion of the CIP completed and ratepayers can now contact SaskTel to order internet services

**Motion 20-01 - That the Internet Coordinator approach SaskTel to provide a final report on numbers of ratepayers requesting internet service . Moved by Larry Bedel /Carried**

5.3 Financial Update – 2020 - Board reviewed financial data from RM for Feb to May period. General ledger indicated an error in RM contracted services in gravel category Larry Bedel to investigate with Admin

5.4 Permits - Board reviewed the development permits issued to date by the RM

**Motion 20-02 - That any and all permits through the Development Officer, any outstanding or non-compliance goes to the RM Council for approval and if turned down the ratepayer can go to the Hamlet with no exceptions. Moved by Jim Toth/Carried**

6. Old Business

6.1 Approved projects - Board reviewed the list of approved projects for 2020

6.2 Hamlet Policies as per Hamlet Procedures Handbook - the Hamlet Board approve the following policies as per the Hamlet Procedures Handbook

**\* all recorded votes**

**Motion 20-03 – That the Hamlet approve OHPL Policy 01 - Board Meetings as per the Hamlet Procedures Handbook. Moved Larry Bedel**

Larry Bedel - yes Tom Mullin - yes Jim Toth - no (carried)

**Motion 20-04 - That the Hamlet approve OHPL Policy 02 - Communicating with Ratepayers as per the Hamlet Procedures Handbook. Moved by Larry Bedel**

Larry Bedel - yes Tom Mullin - yes Jim Toth no (carried)

**Motion 20-05 – That the Hamlet approve OHPL Policy 03 - Selecting Projects as per the Hamlet Procedures Handbook. Moved by Larry Bedel**

Larry Bedel yes Tom Mullin yes Jim Toth no (carried)

**Motion 20-06 That the Hamlet approve OHPL Policy - Developing Budgets as per the OHPL Procedures Handbook. Moved by Larry Bedel**

Larry Bedel yes Tom Mullin yes Jim Toth no (carried)

**Motion 20-07 the Hamlet ask the RM to open a savings account with Conexus Credit Union. Moved by Jim Toth /Carried**

6.3 Roadbed concerns at #532 - part of the drainage program now coordinated by Jim Toth

6.4 Steel posts along #72 -#74 - posts still in the ground. No contact as yet from ratepayer. Followup with RM

6.5 Provision of Services Agreement

**Motion 20-08 - That from the April 28<sup>th</sup> RM meeting that passed the Provision of Services Agreement let my name James Toth stand as presented, as responsible person. As presented by Larry, Tom and Office and Reeve as mentioned in Liaison report dated April 28<sup>th</sup>, 2020, paving, road repairs, rocks, culverts, centre line painting. Motion 20-185. Moved by Jim Toth/Carried**

6.6 OHPL Gmail account for ratepayers' communications

7. New Business

7.1 OHPL Annual General Meeting

**Motion 20-09 - That Tom Mullin develop and send a letter as determined by Dawn to where to send it, regarding a virtual Hamlet AGM asking for an exception. Moved by Jim Toth/Carried**

7.2 Service Road maintenance on private roads - Ratepayer #620 was informed by Larry Bedel that his road is classified as private and would not be serviced by the RM or Hamlet

7.3 Sea containers - guidelines to be developed by the Hamlet and RM on obtaining permits and potential placement issues

7.4 Permit process - discussed earlier

7.5 SaskTel signage - Jim to discuss with SaskTel what they had in mind for displaying signage in the Hamlet

7.6 Bence Beach Septic Service

**Motion 20-10 - That the Hamlet ask the RM to send a letter to the Septic Tank companies to enter the Bench Beach area empty and turn around prior to servicing tanks, due to pavement concerns. Moved by Jim Toth/Carried**

**Motion 20-11 – That the Hamlet develop signage to be located at Bence Beach regarding septic tank service procedures in the area. Moved by Jim Toth/defeated**

7.7 Drainage and water issues East Pasqua Lake Road - mentioned in Jim Toth's notes for April 28<sup>th</sup> meeting

7.8 Garage permit for #681

**Motion 20-12 - That the garage permit that was approved by the Hamlet email dated Feb. 19<sup>th</sup>, 2020 for #681 be formally approved. Moved by Larry Bedel/Carried**

7.9 Tendering Process - Discussion by the Board regarding proper procedures when tendering work to be done for the Hamlet

7.10 Lutherland Board - reviewed email from Darryl Neu regarding parking problems at Lutherland gates and unauthorized use of shoreline for fishing. Board agreed and sympathetic but agreed more security needed to secure grounds. ie fencing, signage etc. and it is a Lutherland Board issue

7.11 Red flags on PLR signs - inquiry on who put flags up. Follow up required

7.12 West Boat launch repairs - requires work and price to repair needed before decision

7.13 Gardens on RM Property – Larry Bedel left the meeting due to conflict of interest

**Motion 20-13 – That the Hamlet ask RM for a ruling on allowing gardens on RM Property.  
Moved by Jim Toth/Carried Larry Bedel/abstained**

7.14 Primary weights - bylaw to come from RM

7.15 Mowing costs - RM to provide estimate on mowing ditches in Hamlet

7.16 Tree trimming - areas requiring tree trimming have to be determined and costs obtained prior to doing any work. No Dutch elms until fall

Meeting adjourned by ~~Tom Mullin~~

Jim Toth @ 5:12

Councillor Report June 16, 2020 To Hamlet Meeting Pasqua Lake

- I need you all to know that since February 18, 2020, the hamlet board of Pasqua Lake was not able to have a hamlet board meeting with quorum. Meeting we are a 4 member board, 3 is quorum and NOT 2.

- There was a proposed draft budget that was motioned at the February 18, 2020 hamlet board meeting, which was passed I opposed as there was errors. There was to be a follow up meeting which did not happen. At the following rm meeting I opposed the motion to accept due to errors. The reeve stated that the hamlet met the March requirement and was to rework the budget. There was no motion on this. The rework did not happen. At the April 28, 2020 rm meeting, in the Liaison report item # 2 The Hamlet has dealt with the some of its critical business to the best of the Board's ability via emails and telephone conversations. The chair and Tom Mullin are in agreement with the draft copies of the following documents which have been shared with the office and Reeve.

- 2020 Budget
- 2020 Provision of Services Agreement
- 2020 Gas tax Expression of Interest Application form

The above items I was not part as mentioned, I opposed the draft budget back in February 18, 2020 due to errors and the so called "draft copies". I am not in agreement as there was no hamlet meeting with quorum to discuss the documents and have a motion \ recommendation coming from the board as quorum to the rm for approval. At the April 28, 2020 meeting the above were motioned and passed by the council I had a recorded vote, I opposed all. I even tried to get an extension of time motion 20-183 which was defeated it was a recorded vote. Last in 2019 the hamlet asked for an extension and it was approved. I also asked that the provision of services be extended as in 2019 in was presented to rm for approval September 4, 2019. That document was signed by the board when the road tour occurred August 2019. No extension given same motion 20-183. The gas tax I need you to know I was to discuss further at the February 18, 2020 hamlet meeting, it was not allowed, the hamlet NEEDS to have a project to met the guidelines of the gas tax provisions. The rm passed guidelines for both hamlets which was presented at a meeting on

February 28, 2020. There was no extension given here as well refer to motion 20-183.

There were motions:

Pasqua Lake budget motion 20-180 passed recorded vote I opposed not correct.

Pasqua Lake 2020 Gas Tax Project motion 20-184 passed recorded vote I opposed not correct.

Pasqua Lake 2020 Provision of Services motion 20-185 passed recorded vote I opposed not correct.

In addition I have been asking for the copies for the provision of services as mentioned in motion 20-185 to date no copies of any including signed by Tom or Larry.

Motion 20-184 I have a draft copy to date no copy of what was finalized.

With the above information how can business happen with the proper processes for example NO motions \ recommendations from a hamlet meeting with quorum and minutes. The reason I opposed is that I wanted to discuss, review, correct the budget, provision of services and gas tax project at a hamlet meeting, I wanted the board as a whole to have a responsible or coordinator as mentioned in the provision of services. There are multiple versions of the budget and provision of services. The gas tax for example there was \$20,000.00 taken from the surplus without approval from the hamlet board meeting no quorum, also the locations differ to what was placed in the tender that went, I was not informed. And again I refer you to the liaison report. There was to be added information in the provision of services around administration services with a service level agreement, reason being for example if the turn around time for permits is not within the 14 day as mentioned in the instructions the hamlet would receive a discount or something as the requirement of the provision of services referring to service agreement, another way to look at it, is it is a report card that the hamlet has and the rm. There could have been savings to the hamlet. Reason at the February 18, 2020 meeting it was mentioned the cost of Fort San. We as a hamlet are paying way more, we should be paying the same or less. Refer to motion 20-104 Pasqua lake Service Level Agreement this motion passed and then at April 14, 2020 meeting it was rescinded. To date there has been No support from the board. Also there was another motion to have a savings account for Pasqua Lake set up it was defeated a recorded vote I was the only one in favour. To date No support from the board.

- Now for the pavement options I have been to conventions where I investigated possible options and cost savings options. And yes there is. I had said to the company ACP when they are in the area would they come and let us know what options are available to the hamlet. Due to covid-19 it took longer for ACP to come out. I received a call from ACP on May 27, 2020 in the morning saying he will be out in about an hour. I sent an email at 9:40 am to Works, the office and board. Only Gord was able to attend from the Works, The ACP representative was parked at # 60 and talking with Tom as he was lost. ACP called me and I went to # 60 and ACP followed me to Bence Beach where we started looking at the pavement I asked him if Tom was coming he said NO as he had to go to the land fill. Bence Beach needs to have the heaving addressed. And 2 ratepayers mentioned that the filled sewer truck (facing south turn) around at the south which greatly damages the pavement. We looked at various stops and at 354 we were parked and Larry went by he did not stop. Later I found out by a return email that he had a dentist appointment, he did not stop. I also said to ACP can he send me what he thinks a solution would be I mentioned that we as a board could send out a tender but we needed to know what to request. He said that was a great idea. In his reply for 9 km long by 6m wide a product of CSS1H approximately \$67,500.00 now this would need to be a tender to see what other pricing comes in. As for what was sent out in the tender refacing is NOT cost effective for the hamlet. I also asked at the one area where the pot holes if an overlay is an option and he said no. By applying the product that ACP mentioned would work for approximate 5 years.

- Rate payers are concerned about the turn around time for permits.

James Toth

RM Division 5 Councillor

Pasqua Lake Board Member

Cell: 306-539-9363

Email: jim.toth@sasktel.net

## **OHPL Policy 01 - Board Meetings**

Regular scheduled meetings should be held at the RM office whenever possible. Special Hamlet board meetings maybe 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 3<sup>rd</sup> Tuesday of each month. Any 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 to the Hamlet chair all reports in writing (in an electronic format) at least two (2) days prior to the scheduled meeting. These reports will be attached to the minutes of that meeting and then posted on the RM website within thirty (30) days following that meeting.

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

Adopted on June 16, 2020



## **OHPL Policy 02 – Communicating with Ratepayers**

The Hamlet of Pasqua Lake board will attempt to keep open and transparent communication lines with all of the ratepayers of the Hamlet. Board meeting agendas, minutes, and written reports will be posted on the RM website within thirty (30) days following all meetings. As well, similar hardcopies will be posted on the Hamlet bulletin board located on Pasqua Lake.

Special notices and public information will be posted on the RM website and also a hard copy will be posted on the Hamlet bulletin board located on Pasqua Lake.

Whenever possible, electronic communications of special notices and general information will be sent to all individual ratepayers who have provided the Hamlet Board with email addresses.

Adopted on June 16, 2020

### **OHPL Policy 03 – Selecting Projects**

Throughout the year any projects identified by Hamlet board members will be added to the board agenda and discussed as a board at that meeting. A resolution/motion for each project will be made and voted upon by the board members. Those projects that are approved will be added to the Master List of Approved Projects for each year along with the name of the board member that will be assigned to oversee each of the approved projects to ensure that the project is completed on time and on budget. Prior to March 1<sup>st</sup> of each year the Master List will be prioritized and final decisions will be made to add projects to the upcoming budget schedules. Specific dollar amounts will also be needed to be added to the various project lines in the proposed budget. The Hamlet board will then need to finalize and approve the Hamlet budget as outlined in the Provision of Services Agreement (Schedules A, B, and C)

Adopted on June 16, 2020

## **OHPL Policy 04 – Developing a Budget**

As per section 11.4 of the Hamlet Procedures Handbook the Hamlet must complete and submit to RM Council by March 1<sup>st</sup> of each calendar year a budget following the Provision of Services Agreement.

The Hamlet will meet as a board prior to the March 1<sup>st</sup> deadline to complete the Schedules as outlined in this agreement which will then be presented to the RM Council for approval.

The final approval for this agreement will be completed at the RM office.

All projects for the new calendar year will be selected by the Hamlet as per PL03 – Selecting Projects Policy.

Any Hamlet surplus/deficit that has been accrued from the previous calendar year will be added/subtracted from the overall Hamlet Reserve Fund.

Adopted on June 16, 2020