



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 August 27, 2024

1. Call to Order
2. Approval of Minutes
 - a. August 13, 2024, Regular Meeting of Council
3. Business Arising from Minutes
4. Delegation
5. Correspondence
 - a. NVWMA July 15 Minutes
 - b. News Release – Western Canada Rural Municipalities
 - c. SAMA 2025 Revaluation Information
6. Reports
 - a. Foreman Public Works Report
 - b. Administrator Report
7. Bylaws
8. Accounts for Payment
9. Unfinished Business
 - a. Subdivision file SUBD-003351-2024
 - b. *Mission Ridge Lane Closure*
10. New Business
 - a. Advanced Poll 2024 Election
 - b. Polling Place 2024 Election
 - c. Office Assistant LGA Classes – Succession Planning
 - d. Wide-Awake Pavement Motions 24-446 and 24-447
 - e. Summer Student – Change of Positions
 - f. CAT Grader Tires
 - g. Dust Control – Mag Chloride Flakes
 - h. Gravel Pile Fall Drone Survey
 - i. RIRG Grant – Wide Awake Road
 - j. *Jasmin on Echo SSA Public Meeting Date*
11. Other Business
12. Closed Session
 - a. LA FOIP s.16(1)(e) - Pending Policy and Budget Advice
 - i. Erickson Engineered Drainage Design
 - ii. Jasmin Budget
 - iii. Lagoon Update
 - iv. OHTB Policies
 - b. LA FOIP s.16(1)(c) - Legal
 - i. Building and Technical Standards Decision Update
 - c. LA FOIP s 16(1)(b) – Personnel
17. Adjournment


 1

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, August 27, 2024, 9:00 am

Present:	Reeve:	Nik Whalen
	Council Members:	Division 2 Ron Palmer
		Division 4 Bernard Churko
		Division 6 Garnet Spanier
Absent:	Division 3	Josh Boehme
Staff:	Acting Administrator	Charmain Wowk
	Assistant Administrator	Gwen Lowe
	Public Works Foreman	Lloyd Webster

A quorum being present Reeve N. Whalen called the meeting to order at 9:02am.

24-456 **REGULAR MEETING MINUTES /R. PALMER**
 "THAT the minutes of the regular meeting of Council held August 13, 2024, be adopted as presented." CARRIED

24-457 **CHANGES TO THE AGENDA/N. WHALEN**
 "THAT the Foreman Report be moved to the beginning of the agenda due to time constraints, AND FURTHERMORE, the following items be added to the agenda as:
 9. b. Mission Ridge Lane Closure
 10. j. Jasmin on Echo SSA Public Meeting Date." CARRIED

24-458 **FOREMAN REPORT/G. SPANIER**
 "THAT the verbal report be accepted as presented." CARRIED

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

24-459 **CORRESPONDENCE/R. PALMER**
 "THAT the following Correspondence be accepted as presented and filed:
 a. NVWMA July 15 Minutes
 b. News Release – Western Canada Rural Municipalities
 c. SAMA 2025 Revaluation Information." CARRIED

24-460 **ADMINISTRATION REPORT/N. WHALEN**
 "THAT the written report be accepted as presented." CARRIED

24-461 **ACCOUNTS FOR PAYMENT/B. CHURKO**
 "THAT the list of accounts for cheque numbers **12513 to 12545 totaling \$86,244.19** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment." CARRIED

24-462 **SUBDIVISION FILE SUBD-003351-2024/B. CHURKO**
 "THAT the RM of North Qu'Appelle No. 187 recommend APPROVAL of Subdivision File SUBD-003351-2024 subject to a servicing agreement." CARRIED

24-463 **SUBDIVISION FILE SUBD-003351-2024/N. WHALEN**
 "THAT the RM of North Qu'Appelle No. 187 authorizes the Administrator to negotiate a servicing agreement for Subdivision File SUBD-003351-2024." CARRIED



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- 24-464** **MISSION RIDGE LANE CLOSURE/N. WHALEN**
 "THAT the RM of North Qu'Appelle No. 187 instruct the Administrator to write a letter to both parties asking them to provide the signed agreement to the RM office by October 15th." CARRIED
- 24- 465** **RECESS/N. WHALEN**
 "THAT this meeting be recessed at 10:14 a.m." CARRIED
Reeve N. Whalen asked that the meeting reconvenes at 10:19 a.m.
- 24-466** **RECONVENE/N. WHALEN**
 "THAT this meeting reconvenes at 10:27 a.m." CARRIED
- 24-467** **ADVANCED POLL 2024 ELECTION/G. SPANIER**
 "THAT the RM of North Qu'Appelle No. 187 set the date of the advanced poll for the office of Division 3 Councillor and Reeve as November 2, 2024, from 9 a.m. to 1 p.m." CARRIED
- 24-468** **POLLING PLACE 2024 ELECTION/R. PALMER**
 "THAT RM of North Qu'Appelle No. 187 set the following polling place for the ~~for the~~ advanced poll on November 2, 2024, and the 2024 Municipal Election held on November 13, 2024, as follows:
 Division #3 -Fort Qu'Appelle Senior Citizen Recreation Hall located at 420 Broadway Street West in Fort Qu'Appelle
 Reeve - Fort Qu'Appelle Senior Citizen Recreation Hall located at 420 Broadway Street West in Fort Qu'Appelle." CARRIED
- 24-469** **OFFICE ASSISTANT LGA CLASSES/R. PALMER**
 "THAT the RM of North Qu'Appelle No. 187 approve R. Zacharuk to apply for and register for the Local Government Administration classes to start in January 2024 AND FURTHERMORE, registration and applications fees be reimbursed." CARRIED
- 24-470** **RESCIND MOTION 24-446 WIDE-AWAKE PAVEMENT/N. WHALEN**
 "THAT RM Council rescind motion 24-446." CARRIED
- 24-471** **RESCIND MOTION 24-447 WIDE-AWAKE MILLING/R. PALMER**
 "THAT RM Council rescind motion 24-447." CARRIED
- 24-472** **SUMMER STUDENT – CHANGE OF POSITION/G. SPANIER**
 "THAT the RM of North Qu'Appelle No. 187 approve extending the employment for summer student, J. Obleman, to continue as Seasonal Labourer position AND FURTHERMORE, the layoff date be at the discretion of the Foreman." CARRIED
- 24-473** **CAT GRADER TIRES/G. SPANIER**
 "THAT the RM North Qu'Appelle No. 187 authorize the Foreman to purchase two new tires for the CAT grader from Profile Tire in the amount of \$4,048 plus taxes." CARRIED
- 24-474** **DUST CONTROL PRODUCT/R. PALMER**
 "THAT the RM North Qu'Appelle No. 187 authorize the Foreman to purchase one bag of the Mag chloride flakes to test the product pending Foreman's investigating." CARRIED

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- 24-475** **GRAVEL PILE DRONE SURVEY/G. SPANIER**
 "THAT the RM of North Qu'Appelle No. 187 approve hiring Zach James Media to complete the fall gravel pile measurements at the RM Pit located at NW 35-20-13 W2." CARRIED
- 24-476** **SSA PUBLIC MEETING/R. PALMER**
 "THAT the RM of North Qu'Appelle No. 187 set the date for a public meeting for the Jasmin on Echo Special Service Area as September 15th at 1 pm." CARRIED
- 24-477** **CLOSED SESSION/ N. WHALEN**
 "THAT the RM Council, all members present in person, move into closed session at 11:30 a.m., as per LA FOIP section 16(1)(e) and (c) for pending policy, budget and legal advice." CARRIED
- 24-478** **RECONVENE/N. WHALEN**
 "THAT the RM Council reconvenes to regular session at 12:21 p.m." CARRIED
- 24-479** **ERICKSON HEIGHTS DRAINAGE DESIGN/R. PALMER** ✓
 "THAT the RM of North Qu'Appelle No. 187 award the engineered drainage design contract for Erickson Heights to Wyatt Engineering in the amount of \$9,250 plus applicable taxes AND FURTHERMORE, authorizes the Administrator to sign the agreement." CARRIED
- 24-480** **JASMIN BUDGET/R.PALMER**
 "THAT the RM of North Qu'Appelle No. 187 approve the Jasmin on Echo Financial Plan to be presented at a public meeting based on the Finance Committee recommendation:
"24F-028 JASMIN ON ECHO BUDGET/N. WHALEN
 "THE Finance Committee recommends that the Jasmin on Echo Budget be presented to council at the August 27, 2024, regular meeting for approval." CARRIED
- 24-481** **ORGANIZED HAMLET OF TAYLOR BEACH POLICIES/N. WHALEN**
 "THAT RM Council instruct the Administrator to write a letter to the Organized Hamlet of Taylor Beach Board advising them of their requirement to draft and produce policies and the repercussions of not doing so." CARRIED
- 24-482** **ADJOURNMENT/G. SPANIER**
 "That the regular meeting of Council be adjourned at 12:22 p.m."

Approved this _____ day of _____, 2024

Reeve Administrator

Next regular meeting of Council, September 10, 2024 at 9:00 am.



Administration Report to Council
Tuesday August 27, 2024

Bank Balance \$964,383 as of Aug. 22, 2024
Taylor Beach Reserve \$157,046 as at Dec. 31/2022 (deposits to be made after August 27th Council Meeting)

Complaints 3 new RIC's opened (grading, washboards)

Permit Applications:

Development & Building: 14 permits applications; 8 permits approved; 0 at PBI in review, 3 waiting for more information, 0 in office awaiting review, 1 cancelled by owner; 2 refusals.

Move/Demo: 1 move permit, 1 demo permit.

		ITEMS FOR COUNCIL TO NOTE: Administrative Duties with Deadlines coming up:
	Aug 2024	<p>Aug 2024</p> <p>10th School tax collections previous month due to Province-done</p> <p>10th SMHI, C & D tax collections previous month due - done</p> <p>15th File & remit previous month payroll deductions to CRA & MEPP-done</p> <p>22nd SAMA Supplementary Assessment Return - done</p>
		<ul style="list-style-type: none"> - Deposit being made for OHTB reserve funds from 2023 Surplus and Fire Truck Reserve. Reserve account information to be updated for September 10th Council meeting. - Meeting with Foreman to discuss public works financials. Garnet attended. Purchase requests to come to Council. So far, they are running under budget. - Bylaw enforcement, complaints in various areas throughout the RM will be addressed in the coming weeks. - Office internet upgrades completed by Sasktel. The office is having less outages on phones and internet with the new fiber install. - Action items from August 13, 2024, Council meeting are completed.

Devin	9.50	days remaining 2024
Lloyd	8.75	days remaining 2024
Gwen	20	days remaining 2024
Charmain	10.50	days remaining 2024
Rebecca	6.75	days remaining 2024
Todd	0	days remaining 2024
Brian	9.75	days remaining 2024

Respectfully submitted,

Charmain Wowk

**RM of North Qu'Appelle
List of Accounts for Approval**
Batch: 2024-00140 to 2024-00145

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
12513- Man 08122024	08/12/2024	Palmer, Ron 210-400-910 - Paymate suspen	Div 2 Indemnity & Expense	1,430.16	1,430.16
12514- Man 08122024	08/12/2024	Boehme, Joshua 210-400-910 - Paymate suspen	Div 3 Indemnity & Expense	578.06	578.06
12515- Man 08122024	08/12/2024	Spanier, Garnet 210-400-910 - Paymate suspen	July Div 6 Indemnity & Expe	656.52	656.52
12516- Man Pay 08132024-C	08/13/2024	Lowe, Gwen 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	2,316.29	2,316.29
12517- Man Pay 08132024-C	08/13/2024	Webster, Lloyd 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	2,105.29	2,105.29
12518- Man Pay 08132024-C	08/13/2024	Horsman, Devin 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	1,700.25	1,700.25
12519- Man Pay 08132024-C	08/13/2024	Wowk, Charmain 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	1,895.27	1,895.27
12520- Man Pay 08132024-C	08/13/2024	Bergman, Brian 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	1,629.38	1,629.38
12521- Man Pay 08132024-C	08/13/2024	Rebecca Zacharuk 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	1,197.14	1,197.14
12522- Man Pay 08132024-C	08/13/2024	Czemerer, Nicole 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	480.29	480.29
12523- Man Pay 08132024-C	08/13/2024	Obleman, Jack 210-400-910 - Paymate suspen	PP July 31-Aug 13, 2024	961.62	961.62
12524 Pay 08132024-1	08/13/2024	Czemerer, Nicole 510-210-170 - GG - Admin. - Tr	Missed expenses	121.00	121.00
12525 Pay 08132024-C	08/13/2024	Myers, Leonard 530-210-121 - TS - Maint. - Conl	PP July 31-Aug 13, 2024	1,295.00	1,295.00
12526 08272024	08/27/2024	Checkowy, Robin 510-220-100 - GG - Cont. - Offic	Janitorial Services	477.00	477.00
12527 08272024	08/27/2024	CIBC Credit Card			
		510-410-140 - GG - Maint. - Offi	Office Supplies	103.21	
		530-410-120 - TS - Maint. - Sho	Shop supplies	73.54	
		510-400-120 - GG - Maint. - Pos	Postage	525.00	
		510-210-170 - GG - Admin. - Tr	Admin Lunch	77.88	
		510-210-170 - GG - Admin. - Tr	Admin Lunch	67.72	
		530-410-120 - TS - Maint. - Sho	Shop Supplies	163.17	
		110-340-110 - GST Receivable	Both Tax Code	19.01	
		900-110-110 - GST Paid	Both Tax Code	19.01	NL
		110-340-110 - GST Receivable	GST Tax Code	26.25	
		900-110-110 - GST Paid	GST Tax Code	26.25	NL
					1,055.78
12528 0011624	08/27/2024	Crown Shred & Recycling			
		510-200-192 - GG - Shred- Recr	July Document Destruction	141.53	
		110-340-110 - GST Receivable	GST Tax Code	7.08	
		900-110-110 - GST Paid	GST Tax Code	7.08	NL
0011832		510-200-192 - GG - Shred- Recr	Aug Bin destruction	12.00	
		110-340-110 - GST Receivable	GST Tax Code	0.60	
		900-110-110 - GST Paid	GST Tax Code	0.60	NL
					12.60
			Payment Total:		161.21
12529 INV#150236	08/27/2024	Echo Valley Motor Products Ltd			
		530-420-134 - TS - Main - Repa	New GMC parts	37.09	
		110-340-110 - GST Receivable	Both Tax Code	1.75	
		900-110-110 - GST Paid	Both Tax Code	1.75	NL
SO#110695		530-420-134 - TS - Main - Repa	New GMC repairs	3,264.06	
		110-340-110 - GST Receivable	Both Tax Code	153.97	
		900-110-110 - GST Paid	Both Tax Code	153.97	NL
					3,418.03
			Payment Total:		3,456.87
12530 300016039	08/27/2024	Francotyp Postalia Canada Inc. Issued to: FP-Teleset			
		510-400-120 - GG - Maint. - Pos	Postage	1,000.00	

**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2024-00140 to 2024-00145**

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		110-340-110 - GST Receivable	GST Tax Code	50.00	
		900-110-110 - GST Paid	GST Tax Code	50.00 NL	1,050.00
12531	08/27/2024	HBI Office Plus INC			
163072		510-410-140 - GG - Maint. - Offi	Office supplies	56.13	
		110-340-110 - GST Receivable	Both Tax Code	2.65	
		900-110-110 - GST Paid	Both Tax Code	2.65 NL	58.78
INV165027		510-410-140 - GG - Maint. - Offi	Office Supplies	670.24	
		110-340-110 - GST Receivable	Both Tax Code	31.62	
		900-110-110 - GST Paid	Both Tax Code	31.62 NL	701.86
			Payment Total:		760.64
12532	08/27/2024	Jackson Bros. Bobcat Services			
July		530-440-100 - TS - Maint. - Grav	July Invoice	1,660.00	
		530-440-112 - TS - Maint. - Grav	July Invoice	1,740.00	
		530-440-113 - TS - Maint. - Grav	July Invoice	11,925.00	
		110-340-110 - GST Receivable	GST Tax Code	766.25	
		900-110-110 - GST Paid	GST Tax Code	766.25 NL	16,091.25
12533	08/27/2024	Klatt, Beverly Lynn			
Taxes		210-400-900 - Suspense	Pasqua Lake Taxes Return	3,000.00	3,000.00
12534	08/27/2024	McAsphalt Industries Limited			
08272024		530-460-100 - TS - Maint. - Aspl	HF-150S AS Emulsion	2,052.16	
		110-340-110 - GST Receivable	Both Tax Code	96.80	
		900-110-110 - GST Paid	Both Tax Code	96.80 NL	2,148.96
12535	08/27/2024	Miller Thomson LLP			
4014184		510-200-110 - GG - Cont. - Leg	Legal Fees - File No 02816:	3,277.52	
		110-340-110 - GST Receivable	Both Tax Code	154.60	
		900-110-110 - GST Paid	Both Tax Code	154.60 NL	3,432.12
12536	08/27/2024	Municipal Employees'			
08272024		210-200-230 - MEPP Payable	MEPP Remit 31 July to 13 /	3,406.74	3,406.74
12537	08/27/2024	Peagam, Linda			
July1-31		510-210-121 - GG - Cont. - Prof	NQGPA July 1-July 31	450.00	450.00
12538	08/27/2024	RMAA			
08272024		510-210-180 - GG - Admin. Trai	RMAA Divison Meeting Sep	60.00	60.00
12539	08/27/2024	RM of North Qu'Appelle No 187			
08272024		210-400-900 - Suspense	OHTB Reserves 2023	7,124.36	
		210-400-900 - Suspense	OHTB Fire Truck Reserve	12,818.00	19,942.36
12540	08/27/2024	Sask Power			
08272024		530-300-120 - TS - Maint. - Utilit	Shop	126.45	
		510-300-120 - GG - Utility - Pow	Office	177.48	
		580-300-120 - UT - Water - Pow	Well RD	109.90	
		530-310-200 - TS - Utility - Stree	Taylor Beach	138.54	
		530-210-100 - TS - Maint. - Con	Street Light	935.08	
		110-340-110 - GST Receivable	Both Tax Code	65.41	
		900-110-110 - GST Paid	Both Tax Code	65.41 NL	
		110-340-110 - GST Receivable	GST Tax Code	6.93	
		900-110-110 - GST Paid	GST Tax Code	6.93 NL	1,559.79
12541	08/27/2024	SaskWater			
SW087811		540-200-150 - EH - Waste Dispr	July fixed charge	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
12542	08/27/2024	Success Office Systems			
INV425571		510-200-190 - GG - Cont. - Pho	Photocopying BW 1145 CC	118.22	
		110-340-110 - GST Receivable	Both Tax Code	5.58	
		900-110-110 - GST Paid	Both Tax Code	5.58 NL	123.80
INV426946		510-200-190 - GG - Cont. - Pho	Toner Shipping	15.00	
		110-340-110 - GST Receivable	GST Tax Code	0.75	
		900-110-110 - GST Paid	GST Tax Code	0.75 NL	15.75
			Payment Total:		139.55
12543	08/27/2024	C.L. Tulik Excavation LTD.			
2130		530-220-125 - TS- Main- OHTB	Install Culverts	5,482.64	
		110-340-110 - GST Receivable	Both Tax Code	258.62	
		900-110-110 - GST Paid	Both Tax Code	258.62 NL	5,741.26
12544	08/27/2024	Valley Pumps & Softners			

**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2024-00140 to 2024-00145**

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
5234		530-410-120 - TS - Maint. - Sho	AR Star17M Gas	216.00	
		530-410-120 - TS - Maint. - Sho	Grade 8 Bolts/Nuts	9.41	
		110-340-110 - GST Receivable	Both Tax Code	0.45	
		900-110-110 - GST Paid	Both Tax Code	0.45 NL	
		110-340-110 - GST Receivable	GST Tax Code	10.80	
		900-110-110 - GST Paid	GST Tax Code	10.80 NL	
12545	08/27/2024	Wowk, Charmain			
LG202		510-210-180 - GG - Admin. Trai	LG202 class	978.75	978.75
				Total Computer Cheque:	<u>86,244.19</u>
				Total AP:	<u>86,244.19</u>

Certified Correct This August 22, 2024



Reeve



Administrator