

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 November 25, 2024

1. Call to Order
2. Approval of Minutes
 - a. November 15, 2024, First Meeting of Council
3. Business Arising from Minutes
4. Delegation
 - a. Plant Health Technical Advisor – 9:30 a.m.
5. Correspondence
 - a. PBI Fee Review
 - b. RCMP CTSS District Commander Update
 - c. APAS Accountability and Performance Review
 - d. APAS Minutes and Financial Statement
 - e. PBI Roles and Responsibilities
 - f. CN Winter Safety
6. Reports
 - a. Foreman Public Works Report
 - b. Administrator Report
7. Bylaws
 - a. 2024-13 A Bylaw to Close and Sell a Municipal Road *-Tabled*
 - b. 2024-17 A Bylaw to Regulate the Operation of Overweight Vehicles *-Tabled*
8. Accounts for Payment
9. Unfinished Business
 - a. 2025 Gopher Control Program
10. New Business
 - a. Municipal Revenue Sharing Grant Declaration
 - b. 2025 Council Committee and Board Appointments
 - c. 2025 Council Meeting Schedule
 - d. 2025 Deputy Reeve Appointments
 - e. Geotechnical Study for Wide Awake Road
 - f. Credit Card Limit
 - g. 2025 APAS Membership
 - h. RM Parcel in the Town of Fort Qu'Appelle
11. Other Business
12. Closed Session
 - a. LA FOIP clause 16(1)(d) - Personnel
 - i. 2025 Wages
 - ii. Acting Pay
 - b. LA FOIP clause 16(1)(c) – Advice from officials
 - i. Asset Management Plan
 - ii. GIS Mapping Software
13. 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
Monday, November 25, 2024, 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: Acting Administrator Charmain Wowk
 Assistant Administrator Gwen Lowe

OATH OF OFFICE

Following the 2024 elections prior to commencement of this meeting Division 3 Councillor, Joshua Boehme, read and signed the Oath or Affirmation in accordance with section 94 of *The Municipalities Act*.

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

24-638 CHANGES TO THE AGENDA/N. WHALEN
 "THAT closed session be moved to after the delegate."
 CARRIED

24-639 FIRST MEETING MINUTES / R. PALMER
 "THAT the minutes of the first meeting of Council held November 15, 2024, be adopted as presented."
 CARRIED

Delegate: Plant Health Technical Advisor – SARM Division 1, Y. Adeyemo - did not attend.

24-640 CORRESPONDENCE/R. PALMER
 "THAT the following Correspondence be accepted as presented and filed:
 a. PBI Fee Review
 b. RCMP CTSS District Commander Update
 c. APAS Accountability and Performance Review
 d. APAS Minutes and Financial Statement
 e. PBI Roles and Responsibilities
 f. CN Winter Safety."
 CARRIED

24-641 FOREMAN REPORT/N. WHALEN
 "THAT the verbal report be accepted as presented."
 CARRIED

24-642 ADMINISTRATION REPORT/N. WHALEN
 "THAT the written report be accepted as presented."
 CARRIED

24-643 ACCOUNTS FOR PAYMENT/B. CHURKO
 "THAT the list of accounts for cheque numbers **12756 to 12782 totaling \$302,147.77** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."
 CARRIED

24-644 MUNICIPAL REVENUE SHARING GRANT DECLARATION/J. BOEHME
 The Council of the Rural Municipality of North Qu'Appelle No. 187 confirms the municipality now meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:
 • Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;
 • In Good Standing with respect to the reporting and remittance of Education Property Taxes;

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, November 25, 2024, 9:00 am

- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required.

That we authorize the Administrator to send a letter to the Ministry of Government Relations acknowledging the municipality now meets all eligibility requirements to receive their Municipal Revenue Sharing grant."

CARRIED

24-645 COUNCIL COMMITTEE AND BOARD APPOINTMENTS 2025/R. PALMER

"That the RM of North Qu'Appelle No. 187 approve the following Committee and Board appointments for 2025:

Finance Committee: B. Churko (Chair); R. Palmer; N. Whalen.

Personnel Committee: R. Palmer (Chair); B. Churko; N. Whalen.

Public Works: G. Spanier (Chair); J. Boehme; N. Whalen

Calling Lakes: B. Churko

ECTPC: G. Spanier

N.V.W.M.A.: J. Boehme

N.Q.G.P.A.: J. Boehme

All Nations Hospital: N. Whalen

PARCS: R. Palmer."

CARRIED

24-646 COUNCIL MEETING SCHEDULE 2025/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 acknowledge the list of Regular Scheduled Council Meetings for 2025."

CARRIED

24-647 DEPUTY REEVE APPOINTMENTS 2025/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 approve the following Deputy Reeve appointments:

January 1 to April 30, 2025: J. Boehme

May 1 to August 31, 2025: R. Palmer

September 1 to December 31, 2025: B. Churko."

CARRIED

24-648 RECESS/N. WHALEN

"THAT this meeting be recessed at 9:47 a.m."

CARRIED

Reeve N. Whalen asked that the meeting reconvenes at 9:52 a.m.

24-649 RECONVENE/N. WHALEN

"THAT this meeting reconvenes at 9:55 a.m."

CARRIED

24-650 CLOSED SESSION/N. WHALEN

"THAT the RM Council, all members present in person, move into closed session at 9:55 a.m., as per LA FOIP clause 16(1)(d)(c) Planning."

CARRIED

Acting Administrator C. Wowk and Assistant Administrator G. Lowe left Council Chambers at 10:20 a.m. and returned to council chambers at 10:39 a.m.

24-651 RECONVENE/N. WHALEN

"THAT the RM Council reconvenes to regular session at 11:05 a.m."

CARRIED

24-652 RM WAGE MATRIX 2025/R. PALMER

"THAT the RM wage matrix for 2025 be approved as presented."

CARRIED

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, November 25, 2024, 9:00 am

24-653 PERSONNEL WAGES 2025/G. SPANIER

THAT the following staff wages for 2025 be approved by the Council of the Rural Municipality of North Qu'Appelle No. 187, effective the first pay period of 2025:

C. Wowk, Acting Administrator – Hourly wage of \$42.00 for 1950-2080 annual hours with 15 days annual vacation.

G. Lowe, Assistant Administrator - Hourly wage of \$38.00 for 1820 annual hours with 20 days annual vacation.

R. Zacharuk, Office Assistant - Hourly wage of \$24.50 for 1820 annual hours with 15 days annual vacation. Plus \$100/month increase for each LGA class successfully completed.

L. Webster, Operating Foreman – Hourly wage \$40.25 for 2080 annual hours with 20 days annual vacation.

B. Bergman, Heavy Equipment Operator-Hourly wage of \$36.00 with 15 days annual vacation.

D. Horsman, Public Works Lead Hand – Hourly wage of \$31.50 with 15 days annual vacation.

T. Bowes, Seasonal Mower Operator – Hourly wage of \$29.00 with 3 weeks annual vacation prorated.” CARRIED

24-654 ACTING PAY/J. BOEHME

“That the RM of North Qu'Appelle No. 187 set the policy for acting pay for the lead hand and assistant administrator as \$3.50/hr. increase for acting one or more days in the absence of the foreman or administrator.” CARRIED

24-655 FOREMAN DIRECT SUPERVISION/J. BOEHME

“That the RM of North Qu'Appelle No. 187 authorize the Chair of the Public Works Committee to act as the direct supervisor of the RM Foreman.” CARRIED

24-656 OFFICE HOURS/J. BOEHME

“That the RM of North Qu'Appelle No. 187 authorize the office to be open to the public on Thursdays effective immediately.” CARRIED

24-657 ADJOURNMENT/G. SPANIER

“That the regular meeting of Council be adjourned at 11:08 a.m.”

Approved this

day of

, 2024



Reeve



Administrator

Next regular meeting of Council, December 17, 2024 at 9:00 am.

FORM A
[Section 3]

Oath or Affirmation - Member of Council

I, Joshua Boehme, having been elected to the office of Councillor Div 3 in the
R.M. of North Qu'Appelle

DO SOLEMNLY PROMISE AND DECLARE THAT:

- 1 I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
- 2 I am qualified to hold the office to which I have been elected;
- 3 I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
- 4 I have read, understand and agree to abide by the code of ethics, rules of conduct and procedures applicable to my position as a member of council required of me by *The Municipalities Act* and any other Act and by the council;
- 5 I will:
 - (a) perform the duties of office imposed by *The Municipalities Act* and any other Act or law and by the council;
 - (b) disclose any conflict of interest within the meaning of Part VII of *The Municipalities Act*, and
 - (c) comply with the code of ethics, rules of conduct and procedures applicable to the office I now hold that are imposed by *The Municipalities Act* and any other Act and by the council.

DECLARED before me at

Fort Qu'Appelle, Saskatchewan

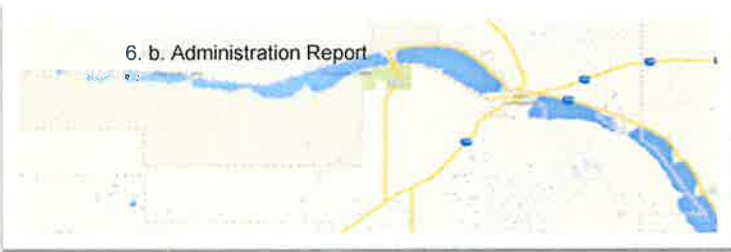
this 21 day of November, 2024.

[Signature]

*A Commissioner for Oaths for Saskatchewan,
a Notary Public, municipal administrator, etc.
(as the case may be)*

My commission expires 31 Aug 2026.

[Signature]
Signature of Declarant



Administration Report to Council
Tuesday November 26, 2024

Bank Balance \$1,117,837.44 as of November 22, 2024
Reserve Account Balance \$256,944.00 as of November 20, 2024
Taylor Beach Reserve \$176,988.40 as of August 31, 2024

Complaints 2 new RIC's opened (wildlife, speed of plow)

Permit Applications:

Development & Building: 20 permits applications; 15 permits approved; 0 at PBI in review, 3 waiting for more information, 0 in office awaiting review, 2 cancelled by owner; 0 refusals.

Move/Demo: 1 move permit, 2 demo permit.

		ITEMS FOR COUNCIL TO NOTE: Administrative Duties with Deadlines coming up:
	Nov 2024	<p>November 2024</p> <p>1st Deadline for weed inspector to provide annual report – Not received</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>30th Filing of public disclosure statements - done</p> <p>December 2024</p> <p>31st Rat Control Program Claim - done</p>
		<ul style="list-style-type: none"> -Acting Administrator is prepping for the interim audit scheduled for Dec. 3. -Office Assistant is tasked with organizing file rooms and document destruction. -Acting Administrator and Mentor continue to work on training items. -Assistant Administrator continues to work with Taxervice as required. -Staff performance reviews completed. -RDARM and George Cuff registrations in. -Due to Canada Post strike, office will work with vendors on ways to submit payments. -Date for hauler meeting set for December 5th at 10 a.m. -Office assistant is tasked with planning the Christmas lunch being held on December 17th -Well decommissioning grant funds received.

Devin 2.50 days remaining 2024
 Lloyd 5 days remaining 2024
 Gwen 13 days remaining 2024
 Charmain 8.50 days remaining 2024
 Rebecca 3.75 days remaining 2024
 Brian 4.75 days remaining 2024

Respectfully submitted,

Charmain Wowk
Acting Administrator



**RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2024-00189 to 2024-00195**

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
12756- Man 11122024	11/12/2024	Palmer, Ron 210-400-910 - Paymate suspen	Council Indemnity & Expen	1,205.88	1,205.88
12757- Man 11122024	11/12/2024	Boehme, Joshua 210-400-910 - Paymate suspen	Council Indemnity & Expen	1,628.74	1,628.74
12758- Man 11122024	11/12/2024	Spanier, Garnet 210-400-910 - Paymate suspen	Div 6 Indemnity & Expense	582.24	582.24
12759 11182024-01	11/18/2024	Regina District Association 120-110-103 - Prepaid Expense	Membership and Registratic	535.00	535.00
12760 11182024	11/18/2024	RM of Lumsden No. 189 510-210-170 - GG - Admin. - Tr 510-110-160 - GG - Council Cor	George Cuff Registration-R. George Cuff Registration-R.	50.00 50.00	100.00
12761 11182024	11/18/2024	RM of North Qu'Appelle No 187 210-400-900 - Suspense	Reserve Fund	256,944.00	256,944.00
12762- Man Pay 11192024	11/19/2024	Lowe, Gwen 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	2,370.56	2,370.56
12763- Man Pay 11192024	11/19/2024	Webster, Lloyd 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	2,035.90	2,035.90
12764- Man Pay 11192024	11/19/2024	Horsman, Devin 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	1,450.76	1,450.76
12765- Man Pay 11192024	11/19/2024	Wowk, Charmain 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	1,892.56	1,892.56
12766- Man Pay 11192024	11/19/2024	Bergman, Brian 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	1,692.53	1,692.53
12767- Man Pay 11192024	11/19/2024	Zacharuk, Rebecca 210-400-910 - Paymate suspen	PP Nov 6-Nov 19, 2024	1,197.14	1,197.14
12768 Pay 11192024	11/19/2024	Myers, Leonard 530-210-121 - TS - Maint. - Cont 530-300-140 - TS - Maint. - Utilit	PP Nov 6-Nov 19, 2024 Monthly Cell Phone	997.50 25.00	1,022.50
12769 Nov2024	11/26/2024	Checkowy, Robin 510-220-100 - GG - Cont. - Offic	Janitorial Services-Novemb	477.00	477.00
12770 10312024-	11/26/2024	CIBC Credit Card 510-410-140 - GG - Maint. - Offi 510-410-140 - GG - Maint. - Offi 510-260-150 - GG - Cont. - Elec 510-410-140 - GG - Maint. - Offi 510-410-140 - GG - Maint. - Offi 530-410-120 - TS - Maint. - Sho 530-410-120 - TS - Maint. - Sho 530-410-120 - TS - Maint. - Sho 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 510-280-100 - GG - Cont. - ISC 510-410-140 - GG - Maint. - Offi 510-260-150 - GG - Cont. - Elec 510-410-140 - GG - Maint. - Offi 530-410-120 - TS - Maint. - Sho 530-410-120 - TS - Maint. - Sho 530-420-127 - TS - Main - Repa 110-340-110 - GST Receivable 900-110-110 - GST Paid	Office supplies Canada Post - return suppli Nomination Day staff lunch costco office coffee Adobe Pro - Assistant Comp Cnd Tire shop supply peavy mart culvert markers Princess auto - shop supplie Home Hdware shop inside c Prairie Co-op -washers Both Tax Code Both Tax Code GST Tax Code GST Tax Code ISC Account titles searches pharmasave hand cleaner Admin Lunch session costco office coffed costco shop coffee Indust Sup. Grease gun/bat Auto Lab service/tune 2015 Both Tax Code Both Tax Code	5.57 21.52 59.33 46.17 330.59 59.34 224.50 29.56 121.83 4.19 28.05 28.05 NL 11.23 11.23 NL 50.00 12.70 67.71 45.99 45.99 313.76 424.00 38.16 38.16 NL	941.88 998.31
			Payment Total:		1,940.19
12771 0016139	11/26/2024	Crown Shred & Recycling 510-200-192 - GG - Shred- Recr 110-340-110 - GST Receivable 900-110-110 - GST Paid	Oct Bin destruction GST Tax Code GST Tax Code	12.00 0.60 0.60 NL	12.60

**RM of North Qu'Appelle
List of Accounts for Approval**
Batch: 2024-00189 to 2024-00195

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
0015564		510-200-192 - GG - Shred- Rec	Extra material Shred	140.14	
		110-340-110 - GST Receivable	GST Tax Code	7.01	
		900-110-110 - GST Paid	GST Tax Code	7.01 NL	147.15
			Payment Total:		159.75
12772	11/26/2024	Dionco Sales			
INV-29529		530-450-100 - TS - Maint. - Culv	Culvert 18 meter 18" and ca	1,057.67	
		530-420-131 - TS - Maint - Repa	heat treated grader blade br	238.50	
		110-340-110 - GST Receivable	Both Tax Code	61.14	
		900-110-110 - GST Paid	Both Tax Code	61.14 NL	1,357.31
12773	11/26/2024	Echo Sound			
10135443		530-400-150 - TS - Maint. - Supl	Lithium Battery	12.70	
		110-340-110 - GST Receivable	Both Tax Code	0.60	
		900-110-110 - GST Paid	Both Tax Code	0.60 NL	13.30
12774	11/26/2024	Howden Country Services Ltd			
9949		530-420-123 - TS-Maint-Repairs	7330 Repairs	1,644.80	
		110-340-110 - GST Receivable	Both Tax Code	77.58	
		900-110-110 - GST Paid	Both Tax Code	77.58 NL	1,722.38
12775	11/26/2024	Municipal Employees'			
19112024-01		210-200-230 - MEPP Payable	PP ending Nov 19	2,788.22	2,788.22
12776	11/26/2024	Professional Building			
24103155		510-200-180 - GG - Cont. - Builc	BP Inspections/Reviews	1,307.00	
		110-340-110 - GST Receivable	GST Tax Code	65.35	
		900-110-110 - GST Paid	GST Tax Code	65.35 NL	1,372.35
12777	11/26/2024	Receiver General			
nov 19		210-200-200 - Income Tax Paya	PP ending 19 Nov	2,575.32	
		210-200-210 - CPP Payable	PP ending 19 Nov	1,032.50	
		210-200-220 - EI Payable	PP ending 8 Oct	307.13	
		210-200-211 - CPP2 Payable	PP ending 19 Nov	239.94	4,154.89
Council Nov		210-200-210 - CPP Payable	Council nov remittance	81.32	81.32
			Payment Total:		4,236.21
12778	11/26/2024	Sask Power			
4000-0002-429C		530-300-120 - TS - Maint. - Utilit	Shop Power november	173.54	
		510-300-120 - GG - Utility - Pow	Office Power - November	163.39	
		580-300-120 - UT - Water - Pow	RM Well - Nov	145.75	
		530-310-200 - TS - Utility - Stree	Taylor Beach SL - Nov	138.54	
		530-310-100 - TS - Maint. - Utilit	RM Street lights Nov	934.88	
		110-340-110 - GST Receivable	Both Tax Code	68.58	
		900-110-110 - GST Paid	Both Tax Code	68.58 NL	
		110-340-110 - GST Receivable	GST Tax Code	6.93	
		900-110-110 - GST Paid	GST Tax Code	6.93 NL	1,631.61
12779	11/26/2024	SaskWater			
SW089035		540-200-150 - EH - Waste Dispr	Oct 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
12780	11/26/2024	Town of Fort Qu'Appelle			
2024-00248		525-210-110 - PS - Fire - Contr	Oct 23 Fire Call-Tractor on	1,613.54	1,613.54
12781	11/26/2024	Valley Lawn & Tree LTD			
11302024		540-200-110 - EH - Waste Colle	Garbage Collection Nov	5,226.04	
		540-200-120 - EH - Waste Colle	Garbage Collection Nov	815.62	
		110-340-110 - GST Receivable	GST Tax Code	302.08	
		900-110-110 - GST Paid	GST Tax Code	302.08 NL	6,343.74
12782	11/26/2024	Valley Pumps & Softners			
5304		530-410-120 - TS - Maint. - Sho	Shop supplies	100.63	
		110-340-110 - GST Receivable	Both Tax Code	4.75	
		900-110-110 - GST Paid	Both Tax Code	4.75 NL	105.38
			Total Computer Cheque:		302,147.77
			Total AP:		302,147.77

Date Printed
11/21/2024 12:08 PM

RM of North Qu'Appelle
List of Accounts for Approval
Batch: 2024-00189 to 2024-00195

Page 3

Certified Correct This November 21, 2024



Reeve



Administrator