

**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.**

Wednesday, November 25, 2025

1. Call to Order
2. Approval of Agenda
3. Conflict of Interest Declarations
4. Reports
  - a. Foreman Public Works Report
5. Approval of Minutes
  - a. November 12, 2025, Regular Meeting of Council
  - b. November 12, 2025, Public Hearing Minutes
6. Business Arising from Minutes
7. Delegation
  - a. Egg Lake Board of Directors – 9:30 a.m.
8. Correspondence
  - a. Town of Fort Qu'Appelle Response – Twp Rd 214
  - b. Resort Village of B-Say-Tah Response – Haul Routes
  - c. Jasmin on Echo SSA Minutes – November 7, 2025
  - d. Weed Inspector Report Update
  - e. Community Policing Report – October 2025
9. Administration Report
10. Accounts for Payment
11. Unfinished Business
12. New Business
  - a. Tax Title Issued- Blk/Par D Plan 101378291 Ext 49
  - b. Dust Control Survey
  - c. Municipal Revenue Sharing Grant Declaration
  - d. Staff Year End Appreciation
  - e. December Meeting Dates
  - f. EI Rates for 2025
  - g. Payroll Direct Deposit
  - h. Well Token Purchase
  - i. Egg Lake – Water Releases
  - j. Building Official Appointment
  - k. Co-op Account Credit Limit
  - l. Lot Consolidation – Request to Reconsider – Lot 4-5 Blk 3 Plan No. 87R19785
  - m. CAT Grader Front Lift Quote
  - n. APAS AGM Invitation
  - o. Falling Rocks SW 15-21-15 W2M
  - p. Agreement of Purchase NW-35-20-13-W2M Ext 12
  - q. Long Range Financial Plan – Public Report
  - r. Public Works Winter Hours
  - s. 2026 Council Meeting Dates
  - + Dudley & Company LLP letter of Engagement .**
13. Bylaws
14. Other Business
15. Closed Session - *The Municipalities Act subsection 120(2) and LA FOIP section 16*
  - a. 2026 Wages
  - b. Governance .**
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**  
**TUESDAY, November 25, 2025, 9:00 am**

Present:	Reeve		Nikolas Whalen
	Council Members:	Division 2	Ronald Palmer
		Division 4	Bernard Churko
		Division 6	Garnet Spanier
Absent:		Division 3	Joshua Boehme
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 9:00 am.*

**25-560**      **AGENDA/ B. CHURKO**

"THAT the agenda for the November 25, 2025, Regular Meeting be approved as presented, with the addition of the Dudley & Company LLP Letter of Engagement under New Business."

CARRIED

*Declaration of Conflict: Reeve N. Whalen      Agenda Item: 12. i.      Reason: Land Holdings*

**25-561**      **FOREMAN REPORT/ G. SPANIER**

"THAT Council accept the verbal Foreman Report as presented."

CARRIED

*Foreman L. Webster left Council Chambers at 9:09 a.m.*

**25-562**      **REGULAR MEETING MINUTES /R. PALMER**

"THAT the minutes of the regular meeting of Council held November 12, 2025, be adopted as presented."

CARRIED

**25-563**      **PUBLIC HEARING MEETING MINUTES/G. SPANIER**

"THAT the minutes of the public hearing of Council held November 12, 2025, be adopted as presented."

CARRIED

**Delegation**

9:30 a.m. — T. & A. Varin, representing the Egg Lake Conservation and Development Board of Directors, attended the meeting to discuss water flow and release issues related to Egg Lake. Mr. Varin provided an overview of the issues and answered questions from Council.

The delegation left the meeting at 10:28 a.m.

**25-564**      **CORRESPONDENCE/B. CHURKO**

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

- a. Town of Fort Qu'Appelle Response – Twp Rd 214
- b. Resort Village of B-Say-Tah Response-Haul Routes
- c. Jasmin on Echo SSA Minutes- November 7, 2025
- d. Weed Inspector Report Update
- e. Community Policing Report- October 2025."

CARRIED

**25-565**      **ADMINISTRATION REPORT/N. WHALEN**

"That Council accept the written Administration Report and further that the report be attached to and form part of the official minutes."

CARRIED

**25-566**      **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: Cheques **296 to 340** and online banking **OB45** totaling **\$78,335.06** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is for payment."

CARRIED

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**25-567 RECESS BREAK/N. Whalen**

"THAT the RM of North Qu'Appelle No 187 Council breaks for a 18-minute recess at 10:28 a.m." CARRIED

*Reeve N. Whalen called the meeting back in session at 10:46 a.m.*

**25-568 DUST CONTROL SURVEY/R. PALMER**

"That the RM of North Qu'Appelle No. 187 authorize the Administrator to distribute the anonymous dust control survey to all 2025 dust control participants."

CARRIED

**25-569 MUNICIPAL REVENUE SHARING GRANT DECLARATION/G. SPANIER**

"That the Council of the Rural Municipality of North Qu'Appelle No. 187 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Good standing with respect to the reporting and remittance of Education Property Taxes;
- 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.

And further, that Council authorizes the Administrator to complete the Municipal Revenue Sharing grant declaration."

CARRIED

**25-570 STAFF YEAREND APPRECIATION/B. CHURKO**

"That the RM of North Qu'Appelle No. 187 approve the purchase of Co-op gift certificates in the amount of \$200 each for all eligible RM staff, including contract and seasonal workers, for the 2025 year-end staff appreciation."

CARRIED

**25-571 DECEMBER MEETING DATES/R. PALMER**

"That the RM of North Qu'Appelle No. 187 approve the cancellation of the regular scheduled Council meeting on December 23, 2025, AND FURTHERMORE move the December 9, 2025, regular scheduled Council meeting to December 16, 2025."

CARRIED

**25-572 EI RATES FOR 2025/R. PALMER**

"That the RM of North Qu'Appelle No. 187 acknowledge the EI premium rate of 1.167 for 2026."

CARRIED

**25-573 PAYROLL DIRECT DEPOSIT/N. WHALEN**

"That the RM of North Qu'Appelle No. 187 authorize the Administrator to provide optional direct deposit for payroll and indemnity to all employees and Council."

CARRIED

**25-574 WELL TOKEN PURCHASE/R. PALMER**

"That the RM of North Qu'Appelle No. 187 authorize the Administrator to purchase 1000 tokens at the cost of \$750.00 plus taxes and shipping from Big K Enterprises."

CARRIED

Reeve N. Whalen declared a conflict on Egg Lake Water Releases due to land holdings and left chambers at 11:40 am

Deputy Reeve B. Churko took the chair at 11:40 a.m.



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**TUESDAY, November 25, 2025, 9:00 am**

**25-575 EGG LAKE WATER RELEASES/G. SPANIER**

"That the RM of North Qu'Appelle No. 187 instruct the Administrator to send a letter to Egg Lake Conservation and Development Area Board of Directors requesting a regional meeting with their board of directors, the RM of South Qu'Appelle No. 157, the RM of Edenwold No. 158, and Water Security Agency representatives regarding water releases and drainage projects."

CARRIED

Reeve N. Whalen returned to chambers and resumed the chair at 11:49 a.m.

**25-576 BUILDING OFFICIAL APPOINTMENT/R. PALMER**

"That the RM of North Qu'Appelle No. 187 authorize the Administrator to sign the Certificate of Appointment certifying that Nathan Brodner is a Building Official employed by Professional Building Inspections, Inc., and furthermore acknowledge that he has been appointed by RM Council under the authority of subsections 16(2) and 16(3) of *The Construction Codes Act*."

CARRIED

**25-577 CO-OP ACCOUNT CREDIT LIMIT/B. CHURKO**

"That the RM of North Qu'Appelle No. 187 instruct the Administrator to increase the credit limit on the Co-op account to \$30,000."

CARRIED

**25-578 LOT CONSOLIDATION REQUEST LOT 4-5 BLK 3 PLAN NO. 87R19785/N. WHALEN**

"That the RM of North Qu'Appelle No. 187 approve the consolidation of Lots 4 and 5, Block 3, Plan 87R19785, and further require the landowner to register a restriction on title preventing any building or development within the portion of the parcel that represents the former Lot 4."

CARRIED

**25-579 APAS AGM INVITATION/B. CHURKO**

"That the RM of North Qu'Appelle No. 187 authorize the Reeve and all members of Council to attend the APAS AGM on December 2 and 3, 2025, and further instruct the Administrator to complete the registration."

CARRIED

**25-580 RECESS BREAK/N. WHALEN**

"THAT the RM of North Qu'Appelle No 187 Council breaks for a 24-minute recess at 11:49 a.m."

CARRIED

*Reeve N. Whalen called the meeting back in session at 12:23 p.m.*

**25-581 FALLING ROCKS SW 15-21-15 W2M/G. SPANIER**

"That the RM of North Qu'Appelle No. 187 the Administrator to arrange a meeting with the landowner, RM Council and the Resort Village of Pasqua Lake Council and Administration to discuss the falling rocks hazard at the location of the area of concern."

CARRIED

**25-582 AGREEMENT OF PURCHASE NW 35-20-13 W2M EXT 12/R. PALMER**

"That the RM of North Qu'Appelle No. 187 obtain legal counsel to review and confirm the wording of the proposed Agreement of Purchase for NW 35-20-13 W2M Ext 12, and furthermore that, upon confirmation from legal counsel that the agreement is satisfactory, the Reeve and Administrator be authorized to sign the Agreement of Purchase on behalf of the RM for the purchase price of \$250,000, to be paid in \$50,000 installments per year commencing February 1, 2026, and on February 1 of each subsequent year until the full balance is paid."

CARRIED



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**25-583**      **PUBLIC WORKS WINTER HOURS 2025-2026 SEASON/G. SPANIER**  
"That the RM of North Qu'Appelle No. 187 Council acknowledge and approve the winter hour guarantee of 64 hours per bi-weekly pay period for Public Works employees D. Horsman and B. Bergman, effective November 19, 2025, for the 2025–2026 winter season."  
CARRIED

**25-584**      **2026 COUNCIL MEETING DATES/B. CHURKO**  
"That the RM of North Qu'Appelle No. 187 approve the 2026 Council Meeting schedule as presented."  
CARRIED

**25-585**      **DUDLEY & COMPANY LLP LETTER OF ENGAGEMENT/R. PALMER**  
"THAT the RM of North Qu'Appelle No 187 Council sign the Dudley & Company Letter of Engagement for the 2025 Audit"  
CARRIED

**25-586**      **CLOSED SESSION/N. WHALEN**  
"THAT the RM Council, all members present in person, move into closed session at 12:48 p.m., as per *The Municipalities Act* clause 120(2)(b) and *LA FOIP* section 16."  
CARRIED

**25-587**      **RECONVENE/N. WHALEN**  
"THAT the RM Council reconvenes to regular session at 2:49 p.m."  
CARRIED

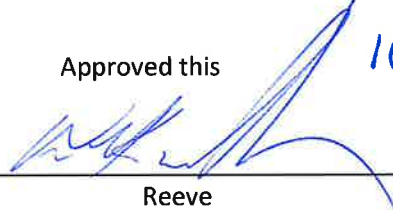

CAO C. Wowk and Assistant CAO G. Lowe left chambers at 1:30 p.m. and returned to chambers at 2:48 p.m.

**25-588**      **2026 WAGES/N. WHALEN**  
"That the RM of North Qu'Appelle No. 187 approve a 3% increase to all employees effective January 1, 2026.  
And further, review compensation following the 2026 Regina District Association of Rural Municipalities Annual Convention."  
CARRIED

**25-589**      **ADJOURNMENT/G. SPANIER**  
"That the regular meeting of Council be adjourned at 2:50 p.m."  
CARRIED

Approved this      16<sup>th</sup>      day of      December      , 2025

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Reeve      Administrator

Next regular meeting of Council, December 16, 2025, at 9:00 am.

# Administration Report to Council

Tuesday, November 25, 2025

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## Financial Summary – As of November 20, 2025

CIBC Bank Balance: \$70,743.09  
Conexus Bank Balance: \$1,425,855.51  
Reserve Account Balance: \$444,037.51  
Taylor Beach Reserve: \$176,775.59

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## Permit & Regulatory Updates

### Road & Infrastructure Concerns (RICs)

- 2 new RICs opened (1 grading, 1 icy road)

### Permit Applications (2025)

- Total Applications: 41 (5 move, 6 demo, 29 development/build)
  - Status:
    - 2 Denied
    - 5 Require More Information (RMI)
    - 0 In Review
    - 0 At PBI
    - 34 Approved (5 moves, 6 demos, 23 dev/build)
- 

## Key Administrative Updates

- Meetings
  - Annual Employee Evaluations – November 17 & 18, 2025.
  -
- Building Permits:
  - Applications are progressed as far as possible. Waiting on applicants to supply missing supporting documents.
  - Follow up emails will be sent to applicants on November 26<sup>th</sup> as to the status of outstanding application requirements.
- Bylaw/Policy Drafting:
  - No bylaws and policy drafting currently in progress.
  - Two bylaws are with Community Planning for approval (1 rezoning, 1 ag. residence site size).
- Bylaw Enforcement:
  - No outstanding complaints to investigate.
- Other:
  - Cul-de-sac maps provided to foreman to locate pin. Most cul-de-sacs do not have a center pin. Plans were required to be downloaded from ISC to obtain measurements and pin locations.
  - Interim Audit completed November 20, 2025.
  - Year end adjustments will now commence. Scheduling a year end refresher day with mentor.
  - Working with Foreman and Insurance Adjuster to complete claim for the damage to the grader from August collision where a vehicle hit the grader.





- Benefit renewal will be complete once wages are set for 2026.
- Property Insurance renewals completed, invoice to follow once received.

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## Operational Notes

- **Assistant Administrator:**
  - Working with Taxservice as required.
  - AP/AR
    - RMA invoices
  - Policy and Bylaw Research
  - Hamlet and SSA Ledger Adjustments
  - Deactivating unused GL accounts
- **Office Assistant:**
  - Website/Facebook updates
  - Payroll
  - Payment collections
  - Canada Summer Job Grant Application
  - Development of Safety Tracking Matrix
  - Cul-de-sac map research
  - Safety Training setup for workers
  - SEEDS training for Council

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## Key Dates & Deadlines (November 2025)

- ✓ **November 1** – Submission of Weed Inspector Report
- ✓ **November 10** – School tax collections remitted to the province
- ✓ **November 10** – SMHI, C & D tax collections remitted
- ✓ **November 15** – Payroll deductions filed & remitted to CRA & MEPP
- ✓ **November 15** – List of lands in arrears submission
- ✓ **November 20** – Interim Audit
- ✓ **November 30** – Annual Public Disclosure Statements
- November 30** – Municipal Revenue Sharing Declaration (to be completed following Council meeting November 25, 2025)

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## Staff Leave Balances (2025)

### Staff Member Remaining Leave Days

Devin	4.50 days
Lloyd	10.00 days
Gwen	12.00 days
Charmain	5.75 days
Rebecca	8.00 days
Brian	5.75 days

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Respectfully submitted,  
Charmain Wowk  
Chief Administrative Officer



RM of North Qu'Appelle  
List of Accounts for Approval  
Batch: 2025-00205 to 2025-00214

Bank Code - AP Conexus - Conexus Chequing

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
296- Man	11/18/2025	Lowe, Gwen			
		Pay 11182025	PP Nov 5-Nov 18, 2025	2,012.12	2,012.12
297- Man	11/18/2025	Webster, Lloyd			
		Pay 11182025	PP Nov 5-Nov 18, 2025	2,248.12	2,248.12
298- Man	11/18/2025	Horsman, Devin			
		Pay 11182025	PP Nov 5-Nov 18, 2025	1,616.47	1,616.47
299- Man	11/18/2025	Wowk, Charmain			
		Pay 11182025	PP Nov 5-Nov 18, 2025	2,586.86	2,586.86
300- Man	11/18/2025	Bergman, Brian			
		Pay 11182025	PP Nov 5-Nov 18, 2025	1,594.33	1,594.33
301- Man	11/18/2025	Zacharuk, Rebecca			
		Pay 11182025	PP Nov 5-Nov 18, 2025	1,208.43	1,208.43
302- Man	11/18/2025	Ross, Natasha			
		Pay 11182025	PP Nov 5-Nov 18, 2025	158.55	158.55
303	11/18/2025	Myers, Leonard			
		Pay 11182025	PP Nov 5-Nov 18, 2025	972.00	972.00
304- Man	11/25/2025	Whalen, Nikolas			
		11302025	Reeve Council Indemnity & Expen	978.68	978.68
305- Man	11/25/2025	Palmer, Ron			
		11302025	Div 2 Council Indemnity & Expen	750.00	750.00
306- Man	11/25/2025	Boehme, Joshua			
		11302025	Div 3 Council Indemnity & Expen	743.55	743.55
307- Man	11/25/2025	Churko, Bernard			
		11302025	Div 4 Council Indemnity & Expen	750.00	750.00
308- Man	11/25/2025	Spanier, Garnet			
		11302025	Div 6 Indemnity & Expenses	750.00	750.00
309	11/25/2025	VOID - Cheque Confirmation			
310	11/25/2025	APAS			
		31385	membership	6,845.18	6,845.18
311	11/25/2025	Banbury Plumbing & Heating Inc			
		15616	Check and Replaced 2 toilet fill val	213.68	213.68
312	11/25/2025	Bergman, Brian			
		cellNov2025	Monthly Cell Phone Brian	25.00	25.00
313	11/25/2025	BG Prairie Distributors Ltd.			
		PI0038349	Diesel exhaust fluid	443.99	443.99
314	11/25/2025	Capital Fire Protection Ltd.			
		97642	Annual Maintenance of Fire Exting	551.07	551.07
315	11/25/2025	Conexus Credit Union			
		oct-nov	Mastercard Oct 13-Nov 12	2,944.33	2,944.33
316	11/25/2025	Crown Shred & Recycling			
		33413	extra material shred	151.58	
		32989	bin rental	12.60	164.18
317	11/25/2025	Dionco Sales			
		INV-32465	Culvert (CP-15S2	343.52	
		INV32520	CB-Key Carbit link key	33.30	376.82
318	11/25/2025	HBI Office Plus Inc			
		INV230867	Office Supplies	66.59	66.59
319	11/25/2025	Horsman, Devin			
		cellNov2025	Cell Nov Phone	25.00	25.00
320	11/25/2025	Howden Country Services Ltd			
		10597	7330 -plow- Seal kit	271.89	271.89
321	11/25/2025	Hurricane Hydro-Vac Inc.			
		10015	Kinsly Culvert work	2,124.54	2,124.54
322	11/25/2025	REV - Jackson Bros. Bobcat Services			
323	11/25/2025	Loraas Disposal			
		8237641	Garbage Collection- Container Rei	718.78	718.78
324	11/25/2025	Lowe, Gwen			
		cellNov2025	Monthly Cell Phone	25.00	25.00
325	11/25/2025	Miller Thomson LLP			
		4160881	Legal Fees - File No 0281638.000	3,431.78	3,431.78
326	11/25/2025	Myers, Leonard			
		CellNov2025	Monthly Cell Phone	25.00	25.00
327	11/25/2025	Professional Building			



