

Rural Municipality of North Qu'Appelle No. 187
Public Hearing of Council held in the R.M. Council Chambers
136 Company Avenue S, Fort Qu'Appelle, Saskatchewan
Wednesday, November 12, 2025 10:00 a.m.

Present:	Reeve:		Nikolas Whalen
	Deputy Reeve:	Division 3	Joshua Boehme
	Council Members:	Division 2	Ronald Palmer
		Division 4	Bernard Churko
		Division 6	Garnet Spanier

Absent: Council Members:

Staff:	CAO	Charmain Wowk
	Assistant CAO	Gwen Lowe

2 property owners entered chambers at 9:57 am, one citizen entered chambers at 9:53 am to attend the delegation portion of the regular meeting to be held after the public hearing.

A quorum being present, Reeve N. Whalen opened the Public Hearing at 10:00 a.m.

3 people attended the public hearing.

Chief Administrative Officer C. Wowk presented the background information on the request for the rezoning of various lots from residential to commercial, including the information provided for the public notice that was given for this public hearing.

The property owners attended the hearing to show council their continued interest in this request but did not address council.

1 written letter was received as original rezoning request from the property owners
0 concerns were received against

Reeve N. Whalen closed the Public Hearing at 10:06 am.

The 2 property owners left the chambers at 10:07 am.

The 1 citizen stayed to continue attending the regular meeting of council.

Dated this 25th day of November, 2025

	
Reeve	Administrator

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 12, 2025

1. Call to Order
2. Approval of Minutes
 - a. October 27, 2025, Regular Meeting of Council
 - b. October 30, 2025, Special Meeting of Council
3. Business Arising from Minutes
4. Awards and Presentations
 - a. Foreman – Years of Service Award
5. Public Hearing – Rezone to Commercial – 10:00 a.m.
6. Delegation
 - a. Landowner – NW-35-20-13-W2M – 10:00 a.m.
 - b. WSA – Tile Drainage – 1:00 p.m.
7. Closed Session
 - a. The Municipalities Act subsection 120(2) and LA FOIP section 16
 - i. Land Purchase Negotiations
8. Correspondence
 - a. District of Katepwa – Haul routes and fees
 - b. Ministry of Highways – Turning Lane Response
9. Reports
 - a. Foreman Public Works Report
 - b. CLDPC Report
 - c. NVWMA Report
 - d. Jasmin SSA Report
 - e. Administrator Report
10. Bylaws
 - a. 2025-08 Council Procedures Bylaw
 - b. 2025-14 Amend Zoning Bylaw – Rezone to Commercial
11. Financials
 - a. Accounts for Payment
 - b. Bank Reconciliations
 - c. Financial Statements
12. Unfinished Business
 - a. Tile Drainage Request SEC 23-21-13-W2M
 - b. Community Committee Policy GG2025-06
13. New Business
 - a. SUBD-005171-2025
 - b. 2026 RMAA Convention Hotels
 - c. 2026 RDARM Annual Meeting
 - d. 2026 Summer Student Grant
14. Other Business
15. Closed Session
 - a. The Municipalities Act subsection 120(2) and LA FOIP section 16
 - i. WSA – Tile Drainage and Increase Tributary Flows
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
WEDNESDAY, November 12, 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 9:00 am.

25-534 CHANGES TO THE AGENDA/J. BOEHME

"THAT the Foreman Report, Awards and Presentations be moved to the beginning of the agenda due to time constraints." CARRIED

25-535 FOREMAN REPORT/G. SPANIER

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

On behalf of Council, Reeve N. Whalen presented Foreman Lloyd Webster with a 10-year service award.

Foreman L. Webster left Council Chambers at 9:11 a.m.

25-536 REGULAR MEETING MINUTES / R. PALMER

"THAT the minutes of the regular meeting of Council held October 27, 2025, be adopted as presented." CARRIED

25-537 SPECIAL MEETING MINUTES /J. BOEHME

"THAT the minutes of the special meeting of Council held October 30, 2025, be adopted as presented." CARRIED

25-538 CORRESPONDENCE/B. CHURKO

"THAT the following Correspondence be accepted as presented and filed:
a. District of Katepwa – Haul routes and fees
b. Ministry of Highways – Turning Lane Response." CARRIED

25-539 CLDPC REPORT/B. CHURKO

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

25-540 JASMIN SSA REPORT/B. CHURKO

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

25-541 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

25-542 BYLAW 2025-08, THE COUNCIL PROCEDURES BYLAW/R. PALMER

"THAT Bylaw No. 2025-08, a Bylaw to establish council meeting procedures, be read a Third time and adopted." CARRIED

25-543 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: Conexus cheques **256 to 295** and online banking **OB39 to OB44** totaling **\$94,288.99** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is for payment." 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
WEDNESDAY, November 12, 2025, 9:00 am

25-544 **BANK RECONCILIATIONS/J. BOEHME**

"THAT the RM of North Qu'Appelle No. 187 accept the October 31, 2025, bank reconciliations."

CARRIED

25-545 **FINANCIAL STATEMENTS/B. CHURKO**

"THAT the RM of North Qu'Appelle No. 187 accept and file the Statement of Financial Activities dated October 31, 2025."

CARRIED

Delegation NW 35-20-13 W2 entered chambers at 9:53 a.m.

25-546 **SUBDIVISION FILE SUBD-005171-2025/R. PALMER**

"That the RM of North Qu'Appelle No. 187 will recommend approval of Subdivision Application No. SUBD-005171-2025 as presented, to allow for the creation of a Agriculture residential parcel from agricultural land and the consolidation of the remaining agricultural parcels; and Further, that Council accept land dedication for municipal reserve, being a 0.729 hectares to be added to the existing Municipal Reserve parcel located west of the subject lands; and Further, that no off-site development fees or servicing agreement be required for this subdivision; and further, that the remaining agricultural parcel be permitted at less than 160 acres in accordance with Bylaw No. 2024-02."

CARRIED

25-547 **2026 RMAA CONVENTION HOTEL/J. BOHEME**

"That the RM of North Qu'Appelle No. 187 authorize administration to reserve hotel accommodations for the Chief Administrative Officer and Assistant Chief Administrative Officer to attend the 2026 RMAA Convention in Regina, with accommodation and related costs to be included in the 2026 budget under professional development."

CARRIED

25-548 **RECESS FOR PUBLIC HEARING/N. WHALEN**

"THAT The RM of North Qu'Appelle No. 187 recess the meeting for the Public Hearing at 9:59 a.m."

CARRIED

Reeve N. Whalen asked that the Council meeting reconvene at 10:07 am

25-549 **BYLAW 2025-14 A BYLAW AMENDING THE ZONING BYLAW 13-08/R. PALMER**

"THAT Bylaw No. 2025-14, a Bylaw to amend the zoning bylaw 13-08, be read a Second time."

CARRIED

25-550 **BYLAW 2025-14 A BYLAW AMENDING THE ZONING BYLAW 13-08/J. BOEHME**

"THAT Bylaw No. 2025-14, a Bylaw to amend the zoning bylaw 13-08, be read a Third time and adopted."

CARRIED

Delegation NW 35-20-13 W2 owner attended chambers at 10:08 a.m. as an invited guest for closed session.

25-551 **CLOSED SESSION/N. WHALEN**

"THAT the RM Council, all members present in person, with invited guest, move into closed session at 10:08 a.m., as per The Municipalities Act clause 120(2)(b) and LA FOIP section 16."

CARRIED

Delegation NW 35-20-12 W2 left chambers at 10:18 a.m. and returned to chambers at 10:20 a.m.

Delegation NW 35-20-13 W2 left chambers at 10:30 a.m.

25-552 **RECONVENE/N. WHALEN**

"THAT the RM Council reconvenes to regular session at 10:33 a.m."

CARRIED

25-553 **RECESS BREAK/N. WHALEN**

"THAT the RM of North Qu'Appelle No 187 Council breaks for a 7-minute recess at 10:33 a.m."

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
WEDNESDAY, November 12, 2025, 9:00 am

Reeve N. Whalen called the meeting back in session at 10:40 a.m.

25-554 **2026 RDARM ANNUAL MEETING/N. WHALEN**

"That the RM of North Qu'Appelle No. 187 authorizes all of Council, Chief Administrative Officer, and Assistant Chief Administrative Officer, and Public Works Foreman to attend the 2026 RDARM Annual Meeting held January 8 and 9, 2026 and FURTHERMORE renew the RDARM membership for 2026."

CARRIED

25-555 **2026 SUMMER STUDENT GRANT/G. SPANIER**

"That the RM of North Qu'Appelle No. 187 instruct the administrator to complete the for the Summer Student Grant application too include a Public Works position and an Office position with a wage of \$19.00 Per hour."

CARRIED

25-556 **RECESS BREAK/N. WHALEN**

"THAT the RM of North Qu'Appelle No 187 Council breaks for a 110-minute recess at 11:01 a.m."

CARRIED

Reeve N. Whalen called the meeting back in session at 12:51 p.m.

Bob Moulding SARM Division 1 Director entered chambers at 12:36 a.m.

WSA delegation entered chambers at 12:49 p.m.

WSA delegation and Bob Moulding SARM Division 1 Director attended chambers at 12:51 p.m. as invited guests for closed session.

WSA delegation left chambers at 2:47 p.m. Bob Moulding SARM Division 1 Director left chambers at 3:02 p.m.

25-557 **CLOSED SESSION/N. WHALEN**

"THAT the RM Council, all members present in person, with invited guest, move into closed session at 12:51 p.m., as per The Municipalities Act clause 120(2)(b) and LA FOIP section 16."

CARRIED

25-558 **RECONVENE/N. WHALEN**

"THAT the RM Council reconvenes to regular session at 3:02 p.m."

CARRIED

25-559 **ADJOURNMENT/G. SPANIER**

"That the regular meeting of Council be adjourned at 3:02 p.m."

CARRIED

Approved this 15th ^{CU} day of November, 2025



Reeve



Administrator

Next regular meeting of Council, November 25, 2025 at 9:00 am.

Administration Report to Council

Wednesday, November 12, 2025

Financial Summary – As of November 7, 2025

CIBC Bank Balance: \$70,743.09
Conexus Bank Balance: \$1,490,360.74
Reserve Account Balance: \$444,037.51
Taylor Beach Reserve: \$176,775.59

Permit & Regulatory Updates

Road & Infrastructure Concerns (RICs)

- 2 new RICs opened (1 grass cutting, 2 grading)

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/Convention**
 - November 5 & 6 – Attended SARM. Training sessions attended included: Optimizing Public Sector Procurement, Elections Act, Wildlife Solutions, Conflict of Interest/Bylaw Enforcement, Bridge Inspections
 - **Building Permits:**
 - Applications are progressed as far as possible. Waiting on applicants to supply missing supporting documents.
 - **Bylaw/Policy Drafting:**
 - Council Procedures Bylaw changes completed and are on this agenda for Council to review.
 - **Bylaw Enforcement:**
 - No outstanding bylaw enforcement complaints at this time.
 - **Other:**
 - Directed office assistant and foreman to complete cul-de-sac list for administrator to draft RFQ.
 - Research continuation of cost per km of transportation services – RM NQ compared to other RMs.
 - Preparation for interim audit on November 20. Financial analysis.
 - Ledger analysis for supporting information for annual reviews.
 - Additional research for Council as requested.
-



Operational Notes

- **Assistant Administrator:**
 - Working with Taxervice as required.
 - AP/AR
 - Building permit reviews
 - Attended SARM Midterm
 - Policy and Bylaw Research
- **Office Assistant:**
 - Website updates
 - Payroll
 - Bylaw Updates
 - Payment collections
 - Research
 - Safety training coordination for Public Works and Office staff
 - Development of Safety Tracking Matrix
 - Ledger adjustments

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

Staff Leave Balances (2025)

Staff Member Remaining Leave Days	
Devin	5.50 days
Lloyd	10.00 days
Gwen	12.00 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: 2025-00192 to 2025-00202

Bank Code - AP Conexus - Conexus Chequing

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
256	10/31/2025	Rory & Dawna Griffith 31102025	Refund payment in error	2,132.65	2,132.65
257	10/31/2025	Peagam, Linda Sept2025-01	Sep NQGPA Administration	420.00	420.00
258	10/31/2025	Receiver General 08102025 Aug Council-01 21102025 Oct Council Rem	PP ending Oct 8, 2025 council Remittance Aug PP ending Oct 21, 2025 Oct Council Remit	6,145.75 55.54 5,325.86 55.54	11,582.69
259	10/31/2025	Sask Energy 755233-Offic-04 177 Com ave -01	SaskEnergy Office SaskEnergy Shop	103.49 106.73	210.22
260	10/31/2025	SaskWater SW093537	Fixed Charge	5,728.98	5,728.98
261	10/31/2025	Valley Lawn & Tree LTD Oct 31 2025-01	Garbage Collection -Oct services	6,597.42	6,597.42
262	11/03/2025	VOID - Post Invoices			
263	11/03/2025	VOID - Post Invoices			
264	11/03/2025	VOID - Post Invoices			
265	11/03/2025	VOID - Post Invoices			
266	11/03/2025	VOID - Post Invoices			
267	11/03/2025	VOID - Post Invoices			
268	11/03/2025	VOID - Post Invoices			
269	11/03/2025	VOID - Post Invoices			
270- Man	11/03/2025	Lowe, Gwen Pay 11042025	PP Oct 22-Nov 4, 2025	1,899.31	1,899.31
271- Man	11/03/2025	Webster, Lloyd Pay 11042025	PP Oct 22-Nov 4, 2025	2,258.27	2,258.27
272- Man	11/03/2025	Horsman, Devin Pay 11042025	PP Oct 22-Nov 4, 2025	1,749.92	1,749.92
273- Man	11/03/2025	Wowk, Charmain Pay 11042025	PP Oct 22-Nov 4, 2025	2,070.53	2,070.53
274- Man	11/03/2025	Bergman, Brian Pay 11042025	PP Oct 22-Nov 4, 2025	1,713.35	1,713.35
275- Man	11/03/2025	Zacharuk, Rebecca Pay 11042025	PP Oct 8-Oct 21, 2025	1,204.25	1,204.25
276- Man	11/03/2025	Ross, Natasha Pay 11042025	PP Oct 22-Nov 4, 2025	158.55	158.55
277- Man	11/03/2025	Schill, Rylan Pay 11042025	PP Oct 22-Nov 4, 2025	134.61	134.61
278	11/03/2025	PC Place CW-62577	Monthly Licensing	143.69	143.69
279	11/03/2025	Myers, Leonard Pay 11042025	PP Oct 22-Nov 4, 2025	882.00	882.00
280	11/12/2025	Alsco LSAS1659117 LSAS1660756 LSAS1662342 LSAS1663990 LSAS1665633	Coverall Rental Coverall Rental Coverall Rental Coverall Rental Coverall Rental	69.22 69.22 69.22 69.22 69.22	346.10
281	11/12/2025	Banks, Gerald Oct2025BCP	BCP - 25 beaver control	1,500.00	1,500.00
282	11/12/2025	Crown Shred & Recycling 32439	extra material shred	150.12	150.12
283	11/12/2025	Echo Valley Motor Products Ltd 152381	Bulb for 1 ton	45.50	45.50
284	11/12/2025	Grasslands News Group			



COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			32611	Advertising Public Hearing	218.06	
			32710	Advertising Public Hearing	218.06	436.12
285	11/12/2025	Klyne, Rick	Aug-Oct2025 BCP	Beaver Control13 BCP Aug-Oct	780.00	780.00
286	11/12/2025	REV - L.E. Truck Repair		VOIDED - Entry Error - Reissued below		
287	11/12/2025	McDermaid, Karen	Parcs expenses2	Parcs Expenses 2025	505.97	505.97
288	11/12/2025	SaskWater	SW0093946	Fixed Charge	5,762.75	5,762.75
289	11/12/2025	Supreme Office Supplies	EW5435300	office supplies	196.69	196.69
290	11/12/2025	TAXervice	2440877/878	Tax Enforcement- professional ser	420.45	
			2440855/856/857	Tax Enforcement- Publication exp	122.85	543.30
291	11/12/2025	Voeltz, Ronnie	PCOOct2025	Pest Control - Oct 2025	4,431.25	4,431.25
292	11/12/2025	Western Infrastructure Renewal	665	Preservative rods & caps	1,673.33	1,673.33
293	11/12/2025	Wowk, Charmain	SarmMidtermNov	SARM Midtern Mileage	212.16	212.16
294	11/12/2025	Zacharuk, Rebecca	CouncilReqOct30	Council Recognition of CAO Conv	133.20	133.20
295	11/12/2025	L.E. Truck Repair	INV1762	Peterbilt parts and repairs	660.45	660.45
Total Computer Cheque:						56,263.38

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
OB-39	10/31/2025	Ministry of Finance				
		Issued Minister of Finance				
			PVSD10312025-01	Remittance	27,033.56	27,033.56
OB-40	10/31/2025	SaskTel	7679378Oct-01	Office Services	244.04	244.04
OB-41	10/31/2025	Saskatchewan Municipal Hail	31102025-01	SK Municipal Hail -Oct Remit	7,464.71	7,464.71
OB-42	10/31/2025	Sask Tel Cmr	10312025-	Foreman Cell	91.69	91.69
OB-44	11/12/2025	Municipal Employees'	11042025	PP ending Nov 4, 2025	2,995.14	2,995.14
Total Online Banking:						37,829.14

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
01	11/03/2025	De Lage Landen Financial	01202511		196.47	196.47
Total Automatic Withdrawal:						196.47

Total AP Conexus: 94,288.99

Certified Correct This November 7, 2025


Reeve


Administrator

Date Printed
11/07/2025 10:07 AM

RM of North Qu'Appelle
Bank Reconciliation - Detailed

CIBC - *****-01118	
For Statement Date 10/31/2025	

110-110-120 - Cash - Bank - CIBC

Previous GL Balance (09/30/2025):	166,212.24
Debits:	196.47
Credits:	-96,197.48

GL Balance to 10/31/2025:	70,211.23
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Service Charge:	0.00
Interest Charge:	0.00
Interest Revenue:	364.63

Adjusted Book Balance	70,575.86
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Previous Statement Balance (09/30/2025):	166,212.24
Transactions in statement period:	-95,636.38

Bank Statement Balance:	70,575.86
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Deposits in Transit

Subtotal: _____

Outstanding Payments

Subtotal: _____

Total Uncleared:	0.00
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Adjusted Bank Balance	70,575.86
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Notes



Date Printed
11/07/2025 10:09 AM

RM of North Qu'Appelle
Bank Reconciliation - Detailed

SAVINGS CIBC For Statement Date 10/31/2025
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110-110-130 - Cash - Bank - Savings

Previous GL Balance (09/30/2025):	179,545.14
Debits:	0.00
Credits:	0.00

GL Balance to 10/31/2025: 179,545.14

Service Charge:	0.00
Interest Charge:	0.00
Interest Revenue:	232.54

Adjusted Book Balance	179,777.68
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Previous Statement Balance (09/30/2025):	179,545.14
Transactions in statement period:	232.54

Bank Statement Balance: 179,777.68

Deposits in Transit

Subtotal: _____

Outstanding Payments

Subtotal: _____

Total Uncleared: 0.00

Adjusted Bank Balance	179,777.68
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Notes



Date Printed
11/04/2025 8:31 AM

RM of North Qu'Appelle
Bank Reconciliation - Detailed

Page 1

RM Conexus Cheqing Account
For Statement Date 10/31/2025

110-110-200 - Cash - Bank - Conexus Chq

Previous GL Balance (09/30/2025):	1,374,336.22
Debits:	198,314.46
Credits:	-158,980.77

GL Balance to 10/31/2025: 1,413,669.91

Service Charge:	-35.00
Interest Charge:	0.00
Interest Revenue:	3,179.43

Adjusted Book Balance 1,416,814.34

Previous Statement Balance (09/30/2025):	1,508,835.75
Transactions in statement period:	-4,646.31

Bank Statement Balance: 1,504,189.44

Deposits in Transit

Subtotal:

Outstanding Payments

Count	Date	Type	Source	Transaction Description	Amount
1	10/07/2025	AP	Ch 194	Myers, Leonard	-1,512.00
2	10/14/2025	AP	Ch 209	TAXervice	-1,644.30
3	10/14/2025	AP	Ch 210	Town of Fort Qu'Appelle	-654.90
4	10/21/2025	AP	Ch 232	Myers, Leonard	-1,152.00
5	10/27/2025	AP	Ch 233	Whalen, Nikolas	-978.68
6	10/27/2025	AP	Ch 236	Churko, Bernard	-750.00
7	10/27/2025	AP	Ch 237	Spanier, Garnet	-750.00
8	10/27/2025	AP	Ch 238	Brandt Tractor Ltd.	-2,662.62
9	10/27/2025	AP	Ch 239	Conexus Credit Union	-8,456.32
10	10/27/2025	AP	Ch 240	Dionco Sales	-432.90
11	10/27/2025	AP	Ch 241	Echo Ridge Golf Course	-1,455.01
12	10/27/2025	AP	Ch 243	Myers, Leonard	-25.00
13	10/27/2025	AP	Ch 244	North Qu'appelle Group	-369.87
14	10/27/2025	AP	Ch 245	Pattison Agriculture	-28.56
15	10/27/2025	AP	Ch 246	Rapid Lawn Landscaping Solutions Ltd	-1,665.00
16	10/27/2025	AP	Ch 247	Royal Canadian Legion	-50.00
17	10/27/2025	AP	Ch 248	Sask Power	-1,627.62
18	10/27/2025	AP	Ch 252	Supreme Office Supplies	-196.69
19	10/27/2025	AP	Ch 253	Town of Fort Qu'Appelle	-1,107.67
20	10/27/2025	AP	Ch 254	Weimer, Ed	-350.00
21	10/31/2025	AP	Ch 256	Rory & Dawna Griffith	-2,132.65
22	10/31/2025	AP	Ch 257	Peagam, Linda	-420.00
23	10/31/2025	AP	Ch 258	Receiver General	-11,582.69
24	10/31/2025	AP	Ch 259	Sask Energy	-210.22
25	10/31/2025	AP	Ch 260	SaskWater	-5,728.98



Date Printed
11/04/2025 8:31 AM

RM of North Qu'Appelle
Bank Reconciliation - Detailed

RM Conexus Cheqing Account
For Statement Date 10/31/2025

110-110-200 - Cash - Bank - Conexus Chq					
26	10/31/2025	AP	Ch 261	Valley Lawn & Tree LTD	-6,597.42
27	10/31/2025	AP	OB OB-39	Ministry of Finance	-27,033.56
28	10/31/2025	AP	OB OB-40	SaskTel	-244.04
29	10/31/2025	AP	OB OB-41	Saskatchewan Municipal Hail	-7,464.71
30	10/31/2025	AP	OB OB-42	Sask Tel Cmr	-91.69
Subtotal:					-87,375.10
Total Uncleared:					-87,375.10
Adjusted Bank Balance					1,416,814.34

Notes



RM of North Qu'Appelle
Bank Reconciliation - Detailed

Date Printed
11/04/2025 8:32 AM

Conexus RM Reserve Account
For Statement Date 10/31/2025

110-110-180 - Cash - Bank - Reserves

Previous GL Balance (09/30/2025):	443,065.19
Debits:	0.00
Credits:	0.00
GL Balance to 10/31/2025:	443,065.19
Service Charge:	0.00
Interest Charge:	0.00
Interest Revenue:	972.32

Adjusted Book Balance	444,037.51
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Previous Statement Balance (09/30/2025):	443,065.19
Transactions in statement period:	972.32

Bank Statement Balance:	444,037.51
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Deposits in Transit

Subtotal: _____

Outstanding Payments

Subtotal: _____

Total Uncleared:	0.00
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Adjusted Bank Balance	444,037.51
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Notes


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Statement of Financial Activites - Detailed

Printed: 11/07/2025 10:26:35 AM

End date: 2025-10-31 Start Date: 2025-01-01

Account Nu		Current	Year to Date	Budget
Revenues				
Taxation				
Municipal Taxes				
410-110-100	General Municipal Levy - Rural	0.00	987,179.05	987,179.05
410-110-110	General Municipal Levy - Urban	0.00	940,380.20	946,666.36
410-110-120	General Municipal Levy - Taylor Be	0.00	112,349.50	98,686.68
410-110-125	General Municipal Levy - Jasmin S	0.00	97,058.69	97,058.69
410-120-100	Abatements and Adjustments	0.00	-94.25	0.00
410-130-100	Discount on Municipal Tax - Rural	0.00	-37,963.39	-29,000.00
410-130-110	Discount on Municipal Tax - Urban	0.00	-31,901.03	-25,000.00
410-130-120	Discount on Municipal Tax - Taylor	0.00	-4,037.83	-3,625.75
410-130-125	Discount on Municipal Tax - Jasmin	0.00	-3,585.04	-4,000.00
Total Municipal Taxes:		0.00	2,059,385.90	2,067,965.03
Penalties on Taxes				
410-400-200	Penalty on Mun Taxes Arrears - Rur	639.78	8,517.98	2,000.00
410-400-210	Penalty on Mun Taxes Arrears - Urb	184.36	7,057.06	2,000.00
410-400-220	Penalty on Mun. Taxes Arrears - T.B	0.38	131.78	100.00
410-400-250	Penalty on Mun. Taxes - Tax Enforc	78.72	1,285.19	250.00
Total Penalties on Taxes:		903.24	16,992.01	4,350.00
Total Taxation:		903.24	2,076,377.91	2,072,315.03
Fees & Charges				
420-100-100	F&C - Custom Work	1,434.86	23,520.72	28,590.00
420-100-115	F&C - A/R Interest	18.42	112.61	300.00
420-100-120	F&C - CW- TB Hamlet clearing acc.	0.00	4,552.13	63,892.01
420-100-125	F&C - CW - Jasmin Clearing Acct.	0.00	605.63	36,400.00
420-200-100	F&C - Sale of Gravel/Sand/Asphalt	0.00	3,976.14	4,960.00
420-200-200	F&C - Sale of Supplies	0.00	825.00	6,210.00
420-200-300	F&C - Sale of R.M. Maps	12.00	676.07	420.00
420-200-900	F&C -Other Fees & Charges	0.00	0.00	12,340.00
420-300-110	F&C - Rentals - Land	0.00	0.00	5,050.00
420-400-300	F&C - Fire Fees	1,107.67	1,107.67	11,140.00
420-700-210	F&C - Licenses - Pets	0.00	0.00	90.00
420-710-200	F&C - Building Permits	5,395.00	24,857.50	16,480.00
420-710-210	F&C - Development Permits	300.00	1,600.00	2,110.00
420-710-215	F&C - Planning & Development	0.00	0.00	710.00
420-800-100	F&C - Tax Certificate	360.00	2,490.00	2,710.00
420-800-200	F&C - General Office Services Provi	170.00	3,659.41	9,420.00
420-800-220	F&C - Appeal Fees	0.00	525.00	0.00
420-850-130	F&C - Sewage Lagoon Fees	0.00	0.00	50,690.00
Total Fees & Charges:		8,797.95	68,507.88	251,512.01
Maintenance & Development				
430-100-100	M&D - Road Maintenance Fees	0.00	7,300.00	13,080.00
430-100-105	Lagoon road Maint. OHTB	0.00	0.00	1,852.00
430-200-100	M&D - Development Charges Off Si	0.00	0.00	5,770.00
430-300-100	M&D - In Lieu of Public Reserve	0.00	4,337.78	0.00
430-400-100	M&D- Zoning Amendment Request	0.00	809.30	0.00
Total Maintenance & Development:		0.00	12,447.08	20,702.00
Utility Revenue				
440-110-100	Water - Water Sales	1,089.25	7,848.00	8,460.00
Total Utility Revenue:		1,089.25	7,848.00	8,460.00
Grants & Contributions				
450-110-100	Unconditional - (Revenue Sharing)	60,445.50	181,336.50	236,903.00
450-120-120	Unconditional RevShar OH - T.B.	0.00	9,705.00	9,705.00
450-120-125	Unconditional Rev Share - Jasmin	0.00	0.00	4,853.00
450-200-070	Conditional - Federal	0.00	0.00	70,000.00
450-230-100	Conditional - Federal - Gas Tax	0.00	57,191.40	58,384.00

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450-230-120	Gas Tax Taylor Beach	0.00	0.00	3,052.80
450-230-125	Conditional Gas Tax - Jasmin SSA	0.00	0.00	1,526.40
450-320-100	Conditional - Prov - Heavy Haul	0.00	0.00	4,200.00
450-410-100	Conditional - Local - Pest Control	0.00	3,746.86	2,400.00
450-430-100	Conditional - Local - Other	2,100.00	15,516.65	15,250.00
Total Grants & Contributions:		62,545.50	267,496.41	406,274.20
Grants in Lieu of Taxes				
450-630-100	GIL - Prov - Transgas	0.00	816.00	816.00
450-650-100	GIL - Prov - Sask Tel	0.00	0.00	1,420.00
450-730-100	GIL - Local - Treaty Land	0.00	3,057.98	2,540.00
Total Grants in Lieu of Taxes:		0.00	3,873.98	4,776.00
Capital Assets Proceeds				
460-220-100	TS - Land Sales - Gain/Loss	0.00	3,711.09	0.00
Total Capital Assets Proceeds:		0.00	3,711.09	0.00
Investment Income & Commissions				
470-100-100	Interest Revenue	4,748.92	39,347.33	56,680.00
470-120-100	Dividends Revenue	0.00	1,890.42	2,010.00
470-130-100	Commission Revenue	0.00	0.00	950.00
470-900-100	Other Investment Revenue	0.00	0.00	10,240.00
470-900-122	Other Revenue - OHTB Donation PI	0.00	26.49	0.00
Total Investment Income & Commissions:		4,748.92	41,264.24	69,880.00
Total Revenues:		78,084.86	2,481,526.59	2,833,919.24
Expenditures				
General Government Services				
510-110-110	GG - Council - Ind. Meeting - Reeve	650.00	6,500.00	8,400.00
510-110-112	GG - Council Ind. Meeting - Div. 2	400.00	4,000.00	4,800.00
510-110-113	GG - Council Ind. Meeting - Div. 3	400.00	4,000.00	4,800.00
510-110-114	GG - Council Ind. Meeting - Div. 4	400.00	4,400.00	4,800.00
510-110-116	GG - Council Ind. Meeting - Div. 6	400.00	4,000.00	4,800.00
510-110-120	GG - Hamlet Board Indemnity - T.B.	0.00	0.00	750.00
510-110-160	GG - Council Convention/Semin	0.00	159.00	2,400.00
510-110-230	GG - Salaries - Administration	25,358.14	180,128.18	220,000.00
510-120-110	GG - Council - Payroll Benefits	27.77	5,357.09	4,000.00
510-130-110	GG - Admin - Wage Liability	1,611.35	11,501.48	0.00
510-130-230	GG - Benefits - Administration	3,894.20	50,666.15	31,685.00
510-200-110	GG - Cont. - Legal	6,073.33	10,637.19	15,000.00
510-200-130	GG - Cont. - Audit/Accounting	0.00	12,720.00	7,000.00
510-200-150	GG - Cont. - Assessment - SAMA	0.00	18,276.83	18,306.00
510-200-152	GG - Cont - Assessment SAMA TB	0.00	3,040.70	2,990.00
510-200-155	GG - Cont - Assessment SAMA Jas	0.00	1,503.47	1,525.00
510-200-160	GG - Cont - Dev. Appeals & Board o	0.00	450.00	0.00
510-200-170	GG - Cont. - Advertising	257.58	506.33	2,600.00
510-200-180	GG - Cont. - Building Permits	1,573.00	15,452.00	30,000.00
510-200-190	GG - Cont. - Photocopying	508.57	3,754.24	4,500.00
510-200-192	GG - Shred- Record Destruction	154.97	1,561.65	2,050.00
510-210-110	GG - Reeve - Travel & Meals	200.00	2,000.00	2,400.00
510-210-112	GG - Division 2 - Travel & Meals	200.00	2,000.00	2,400.00
510-210-113	GG - Division 3 - Travel & Meals	200.00	2,000.00	2,400.00
510-210-114	GG - Division 4 - Travel & Meals	200.00	2,253.00	2,400.00
510-210-116	GG - Division 6 - Travel & Meals	200.00	2,000.00	2,400.00
510-210-121	GG - Cont. - Professional Services	1,851.00	5,715.16	6,000.00
510-210-122	GG - Cont - TB Admin Services	0.00	0.00	47,852.01
510-210-124	GG - Cont - Jasmin SSA Admin Ser	0.00	0.00	25,000.00
510-210-125	GG- Cont - Governance Share OHT	0.00	0.00	7,540.00
510-210-129	GG - Cont - Jasmin SSA Governan	0.00	0.00	3,900.00
510-210-150	GG - Council - Travel/Meals	173.94	1,611.34	3,000.00
510-210-170	GG - Admin. - Travel & Meals	256.59	3,811.51	3,500.00

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510-210-180	GG - Admin. Training	0.00	4,881.70	4,000.00
510-215-110	GG- Reeve- Office/Phone	150.00	1,500.00	1,800.00
510-215-112	GG- Division 2 - Office/Phone	150.00	1,500.00	1,800.00
510-215-113	GG- Division 3- Office/Phone	150.00	1,500.00	1,800.00
510-215-114	GG- Division 4 - Office/Phone	150.00	1,650.00	1,800.00
510-215-116	GG- Division 6 - Office/Phone	150.00	1,500.00	1,800.00
510-220-100	GG - Cont. - Office Caretaking	0.00	1,043.64	0.00
510-230-100	GG - Cont. - Insurance - General &	0.00	14,123.80	14,125.00
510-240-100	GG - Cont. - Memberships & Subsc	227.79	13,610.84	13,820.00
510-240-120	GG - Cont - Memberships/Subscript	0.00	727.79	350.00
510-240-150	GG - Cont. - Conference Fees	0.00	71.43	150.00
510-240-151	GG-Cont- Council Mtg Location Ch	0.00	100.00	0.00
510-250-100	GG - Cont. - Comm. website	179.39	333.13	560.00
510-260-100	GG - Cont. - Tax Enforcement/Colle	1,548.00	0.00	440.00
510-270-100	GG - Cont. - Maintenance office yar	0.00	1,224.72	1,000.00
510-280-100	GG - Cont. - ISC	0.00	500.00	500.00
510-280-130	GG - Cont. - Bylaw Enforcement	0.00	655.50	3,000.00
510-290-100	GG - Cont. - Bank Charges	35.00	540.63	110.00
510-290-120	GG - Cont - Penny Rounding	0.00	-0.01	50.00
510-300-110	GG - Utility - Heat	103.49	1,577.75	2,560.00
510-300-120	GG - Utility - Power	276.14	1,837.88	1,940.00
510-300-130	GG - Utility - Water & Sewer	327.45	963.75	1,100.00
510-300-140	GG - Utility - Telephone	283.05	2,886.83	3,570.00
510-400-120	GG - Maint. - Postage	0.00	4,843.60	4,500.00
510-410-140	GG - Maint. - Office Supplies	529.15	5,390.12	5,000.00
510-410-144	GG - Maint - Office Munisoft	0.00	9,608.40	9,800.00
510-410-145	GG - Maint - Office Equipment	137.22	4,153.25	4,000.00
510-410-160	GG - Maint. - Other #1	0.00	-10,000.00	0.00
510-490-100	GG - Maint. - Office Repairs & Main	779.42	3,662.04	10,000.00
510-500-110	GG - Grants & Contributions RM	0.00	500.00	1,000.00
510-600-299	GG - Amort - Bldgs/Impr & Eng Stru	0.00	0.00	2,413.00
510-600-599	GG - Amort - Office & Information T	0.00	0.00	1,906.00
510-700-120	Interest Charge - Misc	0.00	0.00	250.00
510-800-110	GG - Allowance for Uncollectibles	0.00	0.00	5,000.00
510-900-110	GG - RM Celebrations / gifts	1,500.00	2,651.73	5,000.00
510-900-120	GG -Taylor Beach - expenses	0.00	1,750.00	1,000.00
Total General Government Services:		51,666.54	435,293.84	585,342.01
Protective Services				
520-210-100	PS - Police - Justice Requisition	-20,465.73	23,912.94	30,575.00
520-210-120	PS - Police - Justice Requisition TB	-3,464.38	4,047.91	4,875.00
520-210-125	PS - Police - Justice Requisition Ja	-1,712.96	2,001.48	2,550.00
525-210-100	PS - Fire - EMS Contract - 911	0.00	1,538.57	1,550.00
525-210-110	PS - Fire - Contracted Services RM	1,107.67	30,068.15	20,290.00
525-210-120	PS - Fire - Contracted Service TB	0.00	3,672.14	3,533.51
525-210-125	PS - Fire - Contracted Services Jas	0.00	1,815.69	1,815.00
525-450-100	PS - Fire - Other	0.00	0.00	380.00
Total Protective Services:		-24,535.40	67,056.88	65,568.51
Transportation Services				
530-110-120	TS - Maint. - Salaries	30,164.68	216,974.30	258,140.00
530-120-120	TS - Maint. - Benefits	4,685.77	67,506.79	61,200.00
530-160-100	TS - Maint - Clothing/Boot Allowanc	0.00	696.79	1,600.00
530-160-110	TS - Maint. - Wage Liability	1,725.53	12,430.40	0.00
530-210-100	TS - Maint. - Contract - Dust Contro	0.00	18,200.00	10,000.00
530-210-110	TS - Maint. - Contract - Surfacing	0.00	78,954.23	0.00
530-210-121	TS - Maint. - Contract Professional	2,664.00	22,385.04	27,500.00
530-210-122	TS - Maint. - Contract RM Crew - O	0.00	2,226.00	7,000.00
530-210-126	TS - Cont - Paving/Cold Mix OHTB	0.00	0.00	15,000.00
530-210-128	TS - TB Rip Rap - Taylor Culvert	0.00	0.00	10,000.00
530-210-140	TS - Maint. - Contract - Other	0.00	655.00	0.00

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530-220-130	TS - Maint. - Jasmin SSA Rd Crew	0.00	480.00	5,000.00
530-220-135	TS - Maint. - Contract Mowing Jasm	0.00	0.00	500.00
530-240-100	TS - Maint. - Advertising	0.00	0.00	300.00
530-250-100	TS - Maint. - Travel, Meal & Subs	0.00	158.25	0.00
530-260-100	TS - Maint. - Insurance/Vehicle Reg	2,333.34	6,545.18	9,500.00
530-290-100	TS - Maint. - Contracted Repairs	0.00	0.00	1,500.00
530-300-110	TS - Maint. - Utility - Heat	101.65	2,652.63	3,330.00
530-300-120	TS - Maint. - Utility - Power	129.07	2,450.17	1,940.00
530-300-130	TS - Maint. - Utility - Water & Sewer	327.45	963.75	1,110.00
530-300-140	TS - Maint. - Utility - Telephone	187.56	1,725.39	2,410.00
530-310-100	TS - Maint. - Utility - Street Lights	758.89	7,648.84	10,610.00
530-310-200	TS - Utility - Street Lights - T.B.	135.96	1,371.17	1,550.00
530-310-205	TS - Utility - Street Lights Jasmin S	158.84	1,606.15	1,950.00
530-400-130	TS - Maint. - Materials - Fluids	0.00	163.10	350.00
530-400-150	TS - Maint. - Supplies	0.00	1,069.75	1,340.00
530-410-100	TS - Maint. - Small Tools	0.00	278.67	3,000.00
530-410-120	TS - Maint. - Shop Supplies	381.49	4,897.96	10,390.00
530-420-102	TS - Maint. - Repair/Parts-Pressure	0.00	309.12	310.00
530-420-106	TS - Maint. - Repair/Parts - Chain S	0.00	74.75	300.00
530-420-108	TS - Maint. - Repair/Parts - Champi	0.00	531.97	400.00
530-420-111	TS - Maint. - Repair /Parts - Backho	0.00	1,024.33	1,500.00
530-420-112	TS - Maint. - Repair/Parts - Mower	506.63	709.90	400.00
530-420-113	TS - Maint. - Repair/Parts - Skidste	0.00	0.00	400.00
530-420-116	TS - Maint. - Repair/Parts - IHC Oil	0.00	454.27	1,500.00
530-420-123	TS-Maint-Repairs/Parts-JD 7330 Tr	0.00	2,849.59	5,000.00
530-420-124	TS Maint. - Repair/Parts - Peterbilt	3,019.94	10,006.39	12,000.00
530-420-125	TS - Maint. - Repair/Parts - JD 6420	0.00	2,858.45	400.00
530-420-126	TS - Maint. - Repair/Parts - Dodge	0.00	38.14	1,500.00
530-420-127	TS - Main - Repair/Parts - 15 GMC	27.20	-6,128.15	400.00
530-420-129	TS- Main - Repair/Parts JD Grader	3,710.52	7,316.31	2,500.00
530-420-131	TS - Maint - Repair/Parts - CAT Gra	0.00	288.58	2,500.00
530-420-134	TS - Main - Repair/Parts - 21 GMC	0.00	1,314.28	2,500.00
530-425-110	TS - Maint. -Equip.Fuel, Oil & Lubri	11,199.16	84,393.41	120,000.00
530-430-120	TS - Maint. - Machine - Grader Blad	1,423.62	3,579.79	10,000.00
530-430-121	TS - Maint. - Machine - Mower Blad	0.00	0.00	2,000.00
530-430-122	TS - Maint. - Machine - Tires	0.00	12,307.09	6,500.00
530-440-100	TS - Maint. - Gravel/Sand	0.00	0.00	180,000.00
530-440-112	TS - Maint. - Gravel/Sand Div. 2	0.00	45,685.00	0.00
530-440-113	TS - Maint. - Gravel/Sand Div. 3	2,085.00	36,405.00	0.00
530-440-114	TS - Maint. Gravel/Sand Div. 4	0.00	17,545.86	0.00
530-440-116	TS - Maint. - Gravel/Sand Div. 6	0.00	37,397.11	0.00
530-450-100	TS - Maint. - Culverts/Drainage	5,641.48	10,438.70	60,000.00
530-450-135	TS - Maint. - Culverts/Drainage Jas	34.93	34.93	0.00
530-450-140	TS - Maint. - Bridges	0.00	0.00	5,000.00
530-460-100	TS - Maint. - Asphalt/Surfacing Mat	0.00	5,384.38	15,000.00
530-470-100	TS - Maint. - Road/Street Signs	0.00	3,134.08	4,550.00
530-600-140	TS - Purchase of Cap Assets - Equi	0.00	67,601.60	0.00
530-600-150	TS - Purchase of Cap Asset - Infras	0.00	87,285.70	0.00
530-600-299	TS - Maint. - Amort - Bldgs/Impr&En	0.00	0.00	3,358.00
530-600-399	TS - Maint. - Amort - Machinery & E	0.00	0.00	86,443.00
530-600-499	TS - Maint. - Amort - Vehicles	0.00	0.00	5,069.00
530-600-699	TS - Maint. - Amort - Infrastructure	0.00	0.00	126,057.00
530-700-110	TS - Maint. - Interest	461.72	3,909.03	6,000.00
535-460-100	TS - Const. - Asphalt/Surfacing Mat	0.00	300.00	0.00
537-210-303	TS- Snow- Snow Removal OHTB	0.00	2,326.13	1,500.00
537-210-305	TS - Snow - Winter Maint. Jasmin S	0.00	605.63	1,250.00
537-430-100	TS - Snow - Salt Sand	0.00	5,700.00	18,500.00
Total Transportation Services:		71,864.43	897,720.93	1,128,057.00

Environmental Health Services

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540-200-110	EH - Waste Collection/Disposal - co	5,823.77	54,294.57	60,550.00
540-200-120	EH - Waste Collection/Disposal -co	813.05	6,308.14	9,802.00
540-200-125	EH - Waste Collect/Disposal Cont J	419.72	4,197.20	5,050.00
540-200-140	EH - Waste Disposal Site NVWM R	0.00	26,590.02	40,970.00
540-200-142	EH - Waste Disposal Site NVWM T	0.00	2,767.36	5,325.84
540-200-145	EH - Waste Disposal Site NVWM Ja	0.00	1,368.32	2,750.00
540-200-150	EH - Waste Disposal - Lagoon SK	5,456.17	49,352.26	65,500.00
540-200-152	EH - Waste Disposal Lagoon Katew	0.00	11,220.00	11,220.00
540-200-154	EH Sewage Lagoon Haul PLR	0.00	783.06	0.00
540-200-156	EH - Sewage Lagoon road Taylor B	0.00	0.00	1,852.00
540-200-157	EH - Waste Disposal Lagoon Jasmi	0.00	1,575.63	1,670.00
540-200-158	EH - Landfill/Lagoon Road Haul Jas	0.00	0.00	400.00
540-210-100	EH - Cont. - Pest Control	0.00	12,132.66	20,000.00
540-210-125	EH - Cont. - Jasmin Pub. Reserve	0.00	0.00	500.00
540-210-200	EH - Cont. - Weed Control	4,612.50	4,684.08	6,740.00
540-210-300	EH - Cont. - Tree Cutting/Weed Con	0.00	7,420.00	7,000.00
540-210-305	EH - Cont. - Jasmin Trees/Weed Co	0.00	0.00	500.00
540-260-100	EH- Cont- Stray Animals	0.00	0.00	5,000.00
540-900-120	EH - Other TB - Defibrulator	0.00	954.00	250.00
Total Environmental Health Services:		17,125.21	183,647.30	245,079.84
Public Health & Welfare Services				
Total Public Health & Welfare Services:		0.00	0.00	0.00
Planning & Development Services				
560-200-100	P&D - PROF/CONTRACT SERVIC	0.00	35,337.50	70,000.00
560-240-100	P&D - Cont. - Memberships/Subscri	0.00	847.75	1,700.00
560-250-102	P&D- Contract- OHTB - Calling Lak	0.00	143.50	227.50
560-250-105	P&D - Cont. - Jasmin Calling Lakes	0.00	70.96	120.00
Total Planning & Development Services:		0.00	36,399.71	72,047.50
Recreation & Culture Expenditures				
570-270-100	R&C - Cont. - Contracted Maintena	350.00	350.00	400.00
570-270-200	R&C - Cont. - Community cleanup	0.00	0.00	100.00
570-270-205	R&C - Cont - Rec/Community Event	0.00	60.00	500.00
570-290-100	R&C - Cont. - Library Requisition R	0.00	8,299.24	10,400.00
570-290-120	R&C - Cont. - Library Requisition T	0.00	1,404.87	1,352.00
570-290-125	R&C - Cont. - Library Requisition Ja	0.00	694.64	700.00
570-420-142	R&C-Supplies-OHTB Social/Sports	0.00	0.00	500.00
570-500-100	R&C - Grants & ContributionsTown	0.00	0.00	3,210.00
570-500-120	R&C - Grants & ContributionsTown	0.00	0.00	520.00
570-500-125	R&C - Grants & Cont. Town Rec Ja	0.00	0.00	270.00
570-600-199	R&C - Amort - Land Improvements	0.00	0.00	2,691.00
570-900-110	R&C - Other	0.00	5,000.00	0.00
Total Recreation & Culture Expenditures:		350.00	15,808.75	20,643.00
Utility Expenditures				
580-285-130	UT - Water - Cont. Repairs - Wells	0.00	0.00	5,180.00
580-290-120	UT - Water - Lab Testing - Public W	21.90	164.50	120.00
580-300-120	UT - Water - Power	93.63	1,163.04	1,410.00
Total Utility Expenditures:		115.53	1,327.54	6,710.00
Total Expenditures:		116,586.31	1,637,254.95	2,123,447.86
Change in Net-Financial Assets		-38,501.45	844,271.64	710,471.38
Change in Non-Financial Assets		0.00	-2,058.24	0.00
Change in Net Assets		-38,501.45	846,329.88	710,471.38
Transfer to Capital Fund		0.00	0.00	0.00
Transfer to Reserves		0.00	0.00	493,490.00
Transfer from Reserves		0.00	0.00	0.00
Change in Surplus		-38,501.45	846,329.88	216,981.38

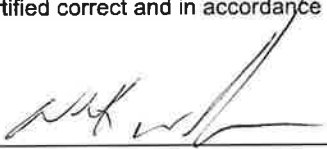

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Statement of Financial Activites - Detailed

Printed: 11/07/2025 10:26:35 AM

End date: 2025-10-31 Start Date: 2025-01-01

Account Nu	Current	Year to Date	Budget
Certified correct and in accordance with the records. Presented to Council on			
		<u>Nov. 12, 2025</u> (Date)	
Nik Whalen Reeve			
		Charmain Wowk Administrator	

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

Bylaw No. 2025-14

A BYLAW TO AMEND BYLAW NO. 13-08, KNOWN AS THE ZONING BYLAW, UNDER SUBSECTION 46(3) OF THE PLANNING AND DEVELOPMENT ACT, 2007

The Council of the Rural Municipality of North Qu'Appelle No. 187, incorporated in the Province of Saskatchewan, enacts Bylaw No. 2025-14 as follows:

1. Amendment to Section 4

The Zoning District Map referred to in Section 4 - Zoning Districts is amended by rezoning from RR- Resort Residential to C- Commercial District, the portion of the Northeast 1-21-14 W2 including:

Lot A Block 13 Plan No 87R42810, Extension 0; and
Lot B Block 13 Plan No 87R42810, Extension 0; and
Lot C Block 13 Plan No 87R42810, Extension 0; and
Blk/Par 13 Plan No CD1379 Extension 22; and
Lot E Block 13 Plan No 87R42810 Extension 0; and
Lot F Block 13 Plan No 87R42810 Extension 0

shown in bold outline on the map attached hereto and marked Schedule "A".

2. Coming Into Force

This bylaw shall come into force and take effect upon the date it is approved by the Minister of Government Relations.

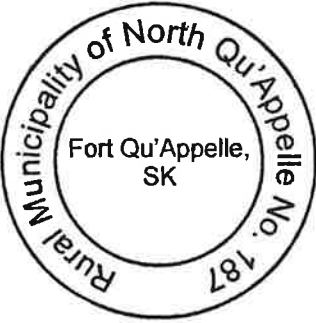
Municipal Adoption:


1st Reading: October 14, 2025

2nd Reading: November 12, 2025

3rd Reading: November 12, 2025

SEAL



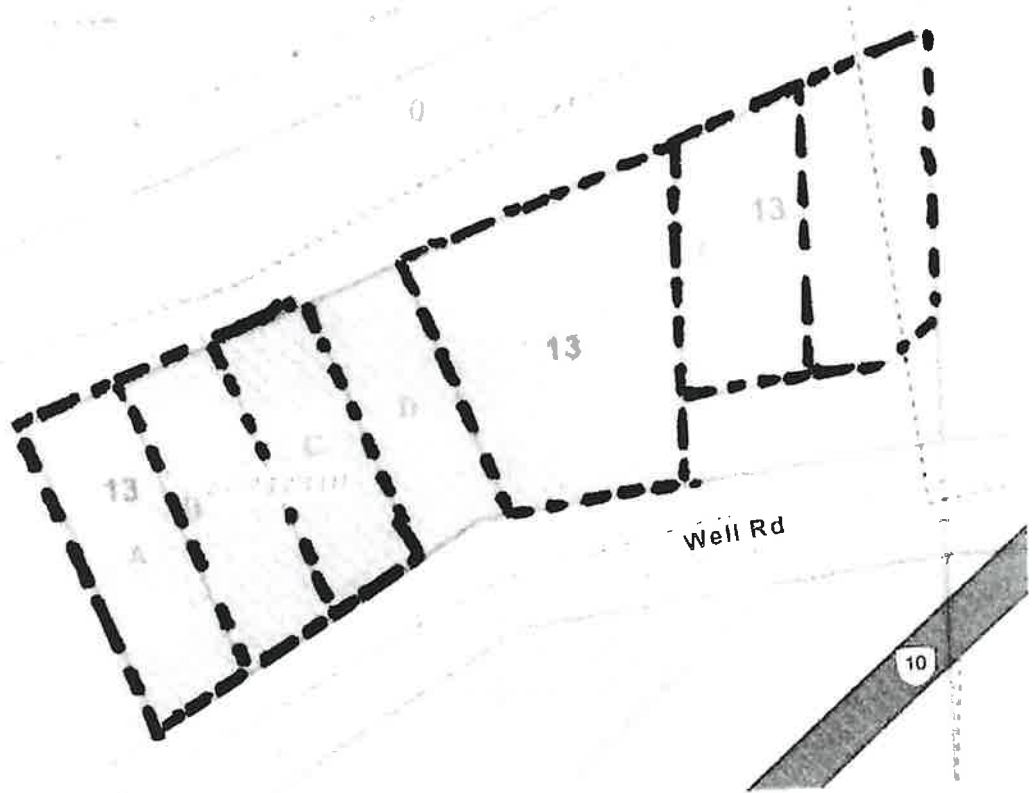


Reeve



Administrator

RM of North Qu'Appelle No 187
Bylaw 2025-14
Schedule 'A'




w

Council Procedures Bylaw

Rural Municipality of North Qu'Appelle No. 187

Bylaw No. 2025-08



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COUNCIL PROCEDURES BYLAW

RURAL MUNICIPALITY OF NORTH QU'APPELLE NO. 187

BYLAW NO. 2025-08

A BYLAW TO REGULATE THE MEETING PROCEDURES OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES

The Council of the Rural Municipality of North Qu'Appelle No. 187 in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

- 1.1 This bylaw may be cited as “The Council Procedures Bylaw”.

2. Purpose

- 2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible procedures to follow for conducting business at council meetings, committee meetings and other bodies' meetings.

3. Definitions

- 3.1 In this bylaw:

- a) “**Act**” means The Municipalities Act[MA];
- b) “**Acting reeve**” means the councillor elected by council to act as the reeve if a vacancy arises in that office;
- c) “**Adjourn**” means to suspend proceedings to another time or place;
- d) “**Administration**” means the administrator or an employee accountable to the administrator;
- e) “**Administrator**” means the person appointed as administrator pursuant to section 110 MA;
- f) “**Agenda deadline**” means the time established in subsection 13.6 of this bylaw;
- g) “**Amendment**” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion;
- h) “**Business day**” means a day other than a Saturday, Sunday or holiday;
- i) “**Chair**” means a person who has the authority to preside over a meeting;
- j) “**Communications**” include, but are not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article;
- k) “**Consent agenda**” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate;
- l) “**Consent motion**” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda;
- m) “**Contact information**” means:
 - i. The name of a person; and
 - ii. Whichever of the following options is considered by the sender to be most likely to affect receipt by the intended recipient:
 - (A) Mailing address;
 - (B) Street or civic address;
 - (C) Email address;
 - (D) Telephone number;
 - (E) Fax number; or
 - (F) Any other prescribed option;
- n) “**Council**” means the reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act, 2015*;
- o) “**Council committee**” means a committee duly appointed by council and consisting of council members only;
- p) “**Councillor**” means the council member duly elected in the municipality as a councillor in accordance with *The Local Government Election Act, 2015*;
- q) “**Deputy Reeve**” means the councillor who is appointed by council, pursuant to section 34 of this bylaw, to act as reeve in the absence or incapacity of the reeve;



- r) **“Member”** means the reeve, councillor or an appointed individual to a council committee or other body;
 - s) **“Motion”** means a formal proposal placed before a meeting of council to be debated to a conclusion;
 - t) **“Mover”** means a person who presents or proposes a motion or amendment;
 - u) **“Municipality”** means the Rural Municipality of North Qu’Appelle No. 187;
 - v) **“Order of business”** means the list of items comprising the agenda and the order in which those items appear on the agenda;
 - w) **“Other body”** means a committee, board, authority, commission or other body duly appointed by council, but does not include a council committee;
 - x) **“Point of order”** means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices;
 - y) **“Point of privilege”** is the raising of a matter by a member which occurs while the council is in session, where:
 - i. The rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected; or
 - ii. When a member believes that another member has spoken disrespectfully toward them or the council; or
 - iii. When a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. When a member believes that comments made by the member outside the council chamber have been misinterpreted or misunderstood by the community, the public or the news media in order to clarify their position;
 - z) **“Point of procedure”** means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand;
 - aa) **“Public hearing”** means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i. *The Municipalities Act*;
 - ii. *The Planning and Development Act, 2007*;
 - iii. Any other act; or
 - iv. A resolution or bylaw of council;
 - bb) **“Quorum”** is subject to sections 98 of the Act:
 - i. In the case of council, a majority of the whole council;
 - ii. In the case of a council committee, a majority of the members appointed to the council committee; and
 - iii. In the case of another body, a majority of the members appointed to the other body;
 - cc) **“Recess”** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted;
 - dd) **“Reeve”** means the council member duly elected in the municipality as the reeve in accordance with *The Local Government Election Act, 2015*;
 - ee) **“Resolution”** means a formal determination made by council, a council committee or other body based on a motion duly placed before a regularly constituted meeting or a special meeting of council, a council committee or another body for debate and decision and is duly passed;
 - ff) **“Special meeting”** means a meeting other than a regular scheduled meeting called pursuant to section 123 of the Act or the provisions of this bylaw;
 - gg) **“Unfinished business”** means business which has been raised at the same meeting or a previous meeting and which has not been completed; and
 - hh) **“Urgent business”** means a time sensitive matter which requires council’s immediate and urgent consideration.
- 3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- 4.1 This bylaw applies to all meetings of council, council committees and other bodies.
- 4.2 Notwithstanding subsection 4.1, council may, by resolution or bylaw, allow a council committee or other body to establish its own procedures.
- 4.3 When any matter relating to proceedings arises which is not covered by a provision of this bylaw, the matter shall be decided by reference to Robert’s Rules of Order.
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in subsection 4.3, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the Reeve or chair shall prevail, subject to the jurisdiction of council or the council committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of council following a general election shall be held within 31 days after the date of the election at a time, date and place determined by the administrator.
- 5.2 Prior to commencement of the first meeting, every member of council shall take the oath or affirmation of office pursuant to the Act.
- 5.3 At the first meeting of council, the administrator shall provide council with a copy of the returning officer's declaration of results with respect to the election.

6. Regular Meetings

- 6.1 Regular meetings of council shall be held on the second and fourth Tuesday of each month commencing at 9:00 a.m.
- 6.2 Council shall ensure that the time between regularly scheduled council meetings does not exceed 60 days.
- 6.3 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Reeve, such meeting shall be held at a reasonable date as determined by council.
- 6.4 Annually, the administrator shall submit a regular schedule of council meetings to council for approval as set out in subsections 6.1 and 6.2 or may recommend alternate meeting dates.
- 6.5 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.6 Council may, by resolution, authorize the reeve to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution

7. Special Meetings

- 7.1 The administrator shall call a special meeting of council whenever requested to do so in writing by the reeve or a majority of the members.
- 7.2 If the position of administrator is vacant or the administrator is unable to act, the assistant administrator shall call a special meeting of the council whenever requested to do so in writing by the reeve or a majority of the members, pursuant to section 81.1 of the Act.
- 7.3 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.4 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.
- 7.5 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least 24 hours prior to the meeting and, in general terms, the business to be transacted at the meeting.
- 7.6 Notwithstanding subsection 7.4, a special meeting may be held with less than 24 hours' notice to members and without notice to the public if all members agree to do so in writing before the beginning of the special meeting.
- 7.7 No business other than that stated in the notice shall be transacted at a special meeting unless all the members are present and it is by unanimous consent.

8. Meeting Through Electronic Means

- 8.1 One or more members of council may participate in a council meeting by electronic means if:
 - a) The members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - b) Notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - c) The facilities enable the public to at least listen to the meeting at a place specified in that notice and the administrator attends that place; and
 - d) The facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.2 Members participating in a council meeting by electronic means are deemed to be present at the council meeting.

9. Notice of Meetings

- 9.1 Notice of regularly scheduled council meetings is not required to be given.
- 9.2 If council changes the date, time or place of a regularly scheduled meeting, at least 24 hours' notice of the change will be given to:



- a) Any members not present at the meeting at which the change was made; and
- b) The public.

10. Method of Giving Notice

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
 - a) Delivered personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) At the request of the member, provided or sent according to the member's contact information.
- 10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
- 10.3 Notice of a council meeting is to be given to the public by posting a notice at the municipal office or on the municipality's website or in any other manner specified by council through bylaw.

11. Actions in Public

- 11.1 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or resolution at a duly constituted public meeting of council.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
 - a) Is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - b) Concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state in general terms the topic of discussion.
- 12.3 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
 - a) The members of council;
 - b) The administrator and other members of administration as the members of council may deem appropriate; and
 - c) The members of the public as the members of council may deem appropriate.
- 12.4 Where council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the administrator shall record in the minutes:
 - a) The time that the in-camera portion of the meeting commenced and concluded;
 - b) The names of the parties present; and
 - c) The legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council unless otherwise provided for in this bylaw.
- 12.8 Council may include a standing item under the closed session portion of the agenda titled "Council-Only Closed Session" to allow members of Council to discuss matters without the presence of administration.
- 12.9 This item may be used to discuss matters permitted under Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, such as personnel, legal, or intergovernmental matters, or to allow Council to debrief.
- 12.10 During the Council-Only Closed Session:
 - a) The Administrator and all other administration shall leave the meeting room unless otherwise requested by Council.
 - b) No resolutions or decisions may be made during this session.
 - c) Council must reconvene in open session to pass any motions arising from the discussion.
- 12.11 The Administrator shall be notified when Council is ready to proceed with the next item of business and shall return to the meeting.
- 12.12 Confidentiality of the matters discussed shall be maintained in accordance with the requirements of *The Local Authority Freedom of Information and Protection of Privacy Act*.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.1 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.2 The agenda shall include the order of business, all items of business and associated reports, bylaws or documents, and shall be set out in accordance with the order of business.
- 13.3 The administrator shall ensure that the council agendas are delivered to each member no later than one business day immediately preceding the council meeting.
- 13.4 The administrator shall ensure that the council agendas are available to the general public no later than one business day immediately preceding the council meeting.
- 13.5 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.3, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than two business days prior to the meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the administrator.
- 14.2 In these circumstances, the administrator shall submit a report to council including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The administrator shall distribute any requests to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1 The general order of business of every regular council meeting should be as follows:
 - a) Call to order;
 - b) Approval of Agenda
 - c) Conflict of interest declarations;
 - d) Reports of public works foreman, council committees and other bodies;
 - e) Approval of minutes;
 - f) Business arising from the minutes;
 - g) Notice of Proclamations;
 - h) Presentations and recognitions;
 - i) Public hearings;
 - j) Delegations;
 - k) Correspondence;
 - l) Administration report;
 - m) Accounts for payment/bank reconciliation/financial statements;
 - n) Unfinished business;
 - o) New business;
 - p) Bylaws;
 - q) Other business;
 - r) Closed session;
 - s) Adjournment.
- 15.2 Business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - a) Otherwise determined upon motion passed by a majority vote of the members present and which vote shall be placed without debate; or
 - b) The reeve determines during the proceedings of council that a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of council are present, the reeve, or in their absence the deputy reeve, shall take the chair and call the members to order.
- 16.2 In case neither the reeve nor the deputy reeve is in attendance within 20 minutes after the hour appointed, and subject to a quorum being present, council shall appoint an acting reeve pursuant to section 33 of this bylaw.



- 16.3 The person appointed pursuant to section 16.2 shall call the meeting to order and shall preside over the meeting until the arrival of the reeve or the deputy reeve, and all proceedings of such meeting shall be deemed to be regular and in full force and effect.
- 16.4 If a quorum is not present 30 minutes after the time appointed for the meeting, the administrator shall record the names of the members present at the expiration of such time and announce that council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.5 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, council shall immediately stand adjourned.
- 16.6 Any unfinished business remaining at the time of the adjournment due to a loss of quorum shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting to be called for the purpose of dealing with the unfinished items.
- 16.7 Members are encouraged to notify the administrator when the member is aware that they will be absent from any meeting of council.

17. Quorum

- 17.1 A quorum of council is a majority of members.
- 17.2 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

18. Minutes

- 18.1 The administration shall record the minutes of each council meeting without note or comment and shall distribute copies of the minutes to each member at least 24 hours prior to a subsequent council meeting.
- 18.2 Notwithstanding section 18.1, the administrator shall record in the minutes every declaration of a conflict of interest and the general nature and material details of the disclosure and any abstention or withdrawal.
- 18.3 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.4 Any member may make a motion amending the minutes to correct any mistakes, or admissions.
- 18.5 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.
- 18.6 All minutes, once approved, shall be open for inspection by the public.

19. Proclamations

- 19.1 All requests for proclamations shall be submitted to Council for approval outlining:
- The date to be proclaimed.
 - Specific name of the day, week or month requested;
 - The reason for the proclamation; and
 - Information about the group, including contact person and contact information at least 14 days prior to the proposed date for the proclamation.
- 19.2 Exceptions to subsection 19.1 may be made in extenuating circumstances.
- 19.3 Subject to *The Saskatchewan Human Rights Code*, Council may, in their sole discretion, approve the proclamation submitted pursuant to subsection 19.1, provided the proclamation does not:
- Promote any commercial business, unless, at the discretion of council, the proclamation provides a significant benefit to the community;
 - Involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
 - Contain any inflammatory, obscene or libelous statement.
- 19.4 The Council may:
- Issue the proclamation:
 - In the words and form of the proclamation as submitted; or
 - In words and form chosen by the reeve;
- 19.5 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 19.6 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests unless specifically approved by council.
- 19.7 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the reeve or councillors at the specific function or event.
- 19.8 The local media are requested:
- Not to publish any proclamation claiming to be proclaimed by the reeve unless it bears their signature; and



- b) When publishing a proclamation by the reeve, that the proclamation contains only the following:
1. The crest of the municipality;
 2. The name of the municipality; and
 3. The text of the proclamation.

20. Subject Matter Expert

- 20.1 Council may, by resolution or at the discretion of the Reeve in consultation with the Administrator, invite a subject matter expert to provide advice or technical information.
- 20.2 Subject matter experts are not considered delegations under this bylaw.
- 20.3 Examples of subject matter experts include but are not limited to:
- RCMP officers or law enforcement officials;
 - Engineers or consultants retained by the municipality;
 - Contractors performing municipal work;
 - Representatives from provincial or federal agencies
- 20.4 Administration shall make a notation in the minutes when experts enter and exit council chambers.

21. Presentations and Recognitions

- 21.1 Presentations shall be listed on the agenda when authorized by the reeve and shall be intended to recognize an individual or group on behalf of council for some award or similar honour which they have received or for a group or individual to present to council some award or similar honour which the municipality has been awarded.

22. Public Hearing

- 22.1 If a public hearing is required by any act, it shall be conducted in accordance with the provisions of this section.
- 22.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- a) The reeve shall declare the hearing on the matter open;
 - b) The administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - c) If it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - d) After the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - e) If it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - f) Council may request further information from administration;
 - g) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - h) The reeve shall declare the hearing closed; and
 - i) Council shall then consider the matter and, at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 22.3 The time allowed for each person making representations should be 5 minutes, the reeve may extend the time at their discretion.
- 22.4 A hearing may be adjourned to a certain date.

23. Communications - General

- 23.1 When a person wishes to have a communication considered by council, it shall be addressed to council, and:
- a) Clearly set out the matter at issue and the request; and



- b) For written communications, must be printed, typewritten or legibly written, contain the contact information of the writer and be signed with the name of the writer; or
 - c) For electronic communication, it must contain the name of the writer and both the mailing and electronic address of the writer.
- 23.2 A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 23.3 Bound documents or studies in support of a delegation's presentation shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

24. Communications - Matters on Council Agenda

- 24.1 A written communication pertaining to a matter already on a council agenda must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 24.2 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- a) In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council
 - b) The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

25. Communications - Matters Not on Council Agenda

- 25.1 A written communication received before the agenda deadline shall be placed by the administrator on the council agenda and shall be dealt with when the matter is considered by council at its meeting.
- 25.2 In the event that the communication to the administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.
- 25.3 The individual will be advised by the administrator that the communication may not be considered by council unless the majority of members vote to allow the communication within the motion to approve the agenda.

26. Delegations - Matters on Council Agenda

- 26.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, the notice shall include the following:
- a) The name and correct mailing address of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to be discussed and the request being made of council.
- 26.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.
- 26.3 In the event a delegation makes an application to the administrator after the agenda deadline regarding a subject which is on the agenda, the administrator will bring the request to the attention of council
- a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.
- 26.4 Delegations speaking before council shall address their remarks to the stated business:
- a) Will be limited to speaking only once; and
 - b) Rebuttal or cross-debate with other delegations shall not be permitted.
- 26.5 A maximum of 15 minutes shall be allotted for each delegation to present their position of support or opposition.
- 26.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- a) Delegations are encouraged not to repeat information presented by an earlier delegation;
 - b) The reeve shall at the conclusion of 15 minutes inform the delegation that the time limit is up;



- c) Reeve may extend the 15-minute time limit once, for up to an additional 15 minutes.; and
 - d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 26.7 Upon the completion of a presentation to council, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or relevant information only:
- a) Members shall not enter into debate with the delegation respecting the presentation; and
 - b) Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted.
- 26.8 The administrator, who shall consult with the reeve, may refuse to accept a request to speak to council if council has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 26.9 If a request to speak to council is refused pursuant to subsection 27.3, a copy of the request and reply shall be forwarded to members by the administrator.

27. Delegations - Matters Not on Council Agenda

- 27.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, the notice shall include the following:
- a) The name and correct contact information of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to be discussed and the request being made of council.
- 27.2 A request to speak to council pursuant to subsection 27.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.
- 27.3 The administrator, who shall consult with the reeve, may refuse to accept a request to speak to council if council has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 27.4 If a request to speak to council is refused pursuant to subsection 27.3, a copy of the request and reply shall be forwarded to members by the administrator.
- 27.5 In the event that a delegation makes an application to the administrator after the agenda deadline regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council:
- a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

28. Bylaws

- 28.1 Every proposed bylaw must have three distinct and separate readings.
- 28.2 A proposed bylaw must not have more than two readings at a council meeting unless the members present unanimously agree to consider a third reading.
- 28.3 A proposed bylaw will be considered by council immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number is to be read at each reading of the bylaw.
- 28.5 Each member present at the meeting at which the first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives the first reading.
- 28.6 Each member present at the meeting at which the third reading is to take place must, before the proposed bylaw receives the third reading, be given or have had the opportunity to review the full text of the proposed bylaw and any amendments that were passed after the first reading.
- 28.7 When a bylaw has been given three readings by council, it:
- a) Becomes a municipal enactment of the municipality; and
 - b) Is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8 The administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to council and the bylaw shall have the same status as if council had corrected same.
- 28.9 After passage, every bylaw shall be signed by the reeve and the administrator pursuant to the Act and marked with the corporate seal of the municipality.

29. Recess



- 29.1 The council may recess at any time during the meeting.
- 29.2 A motion to recess must state the time of duration of the recess and must be passed by a majority of the members present.
- 29.3 The council may reconvene sooner than the time mentioned in the motion of recess.

30. Adjournment

- 30.1 All regularly scheduled council meetings shall stand adjourned when council has completed all business as listed on the order of business.
- 30.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting or until a special meeting is called for the purpose of dealing with the unfinished items.

PART IV – CONDUCT AT COUNCIL MEETINGS

31. Reeve

- 31.1 The reeve shall:
 - a) Preside at council meetings;
 - b) Preserve order at council meetings;
 - c) Enforce the rules of council;
 - d) Decide points of privilege and points of order; and
 - e) Advise on points of procedure.
- 31.2 The reeve shall have the same rights and be subject to the same restrictions when participating in debate as all other members.
- 31.3 The reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

32. Deputy Reeve

- 32.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councillors a deputy reeve who shall hold office for a term of 4 months or for such longer period as the council may decide, and in any event until a successor is appointed.
- 32.2 If the reeve for any reason is unable to perform the duties of their office, the deputy reeve shall have all of the powers of the reeve during the inability.

33. Acting Reeve

- 33.1 Council shall appoint a member to act as reeve if:
 - a) Both the reeve and the deputy reeve are unable to perform the duties of their office; or
 - b) The offices of both the reeve and the deputy reeve are vacant.
- 33.2 The member to be appointed pursuant to subsection 33.1 shall be elected by a majority of the members present.
- 33.3 Where two members have an equal number of votes the administrator shall:
 - a) Write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - b) Fold the sheets in a uniform manner so the names are concealed;
 - c) Deposit them in a receptacle; and
 - d) Direct a person to withdraw one of the sheets.
- 33.4 The member whose name is on the sheet withdrawn pursuant to subsection 33.3(d) shall be declared elected.

34. Persons Allowed at the Table

- 34.1 No person except members, the administrator, and other staff as authorized by the council, are permitted to be seated at the council table during sittings of the council without permission of the council.

35. Conduct of Public

- 35.1 All persons in the public gallery at a council meeting shall:
 - a) Refrain from addressing council or a member unless permitted to do so;
 - b) Maintain quiet and order;
 - c) Refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - d) Refrain from talking on cellular telephones;
 - e) Refrain from making audio or video recordings of council proceedings; and



- f) Ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

36. Conduct of Delegations

- 36.1 When addressing members at a council meeting, a delegation shall refrain from:
 - a) Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b) Using offensive words in reference to a member, an employee of the municipality or a member of the public; or
 - c) Shouting, using an immoderate tone, or profane, vulgar or offensive language.
 - d) Be respectful and courteous to all members, staff, and the public, and refrain from using disrespectful, offensive, or disruptive language or behaviour.

37. Conduct of Members

- 37.1 Members of council should refrain from interrupting another member.
- 37.2 If more than one member wishes to speak at a meeting at the same time, the reeve should indicate which member should speak first.
- 37.3 When a member is addressing the council, the member should refrain from:
 - a) Speaking disrespectfully of the federal government, the provincial government, another municipal council, or any official representing them;
 - b) Using offensive words in reference to a member, an employee of the municipality or a member of the public;
 - c) Reflecting on a vote of council except when moving to rescind or reconsider it;
 - d) Reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - e) Shouting, using an immoderate tone, or profane, vulgar or offensive language.
- 37.4 When a member is addressing the council, all other members should:
 - a) Remain quiet and seated;
 - b) Refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - c) Refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 37.5 Members should ensure that all electronic devices remain silent and do not interfere with the meeting.

38. Improper Conduct

- 38.1 The reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 35, leave or be expelled from the meeting.
- 38.2 The reeve may request that any delegation who addresses council improperly, as set out in section 36, leave or be expelled from the meeting.
- 38.3 No person shall refuse to leave a council meeting when requested to do so by the reeve.
- 38.4 Any person who refuses to leave when requested to do so may be removed.
- 38.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the reeve may recess the meeting until the person leaves or adjourn the meeting to another day.
- 38.6 The reeve may direct that law enforcement officials be engaged to assist in the removal of a person in the public gallery or any delegation acting improperly.

39. Leaving the Meeting

- 39.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the administrator.
- 39.2 The administrator shall make a notation in the minutes of the name of any member leaving the meeting pursuant to section 39.1, and the time the member did so.

40. Point of Order

- 40.1 A member may rise and raise a point of order.
- 40.2 When a point of order is raised, the member speaking shall immediately cease speaking.
- 40.3 A point of order must be raised immediately at the time the rules of council are breached.
- 40.4 The member against whom a point of order is raised may be granted permission by the reeve to explain.
- 40.5 A point of order is not subject to amendment or debate.
- 40.6 When the Point of Order is settled, the meeting will carry on with the item that was being discussed.



41. Point of Privilege

- 41.1 A member may rise and ask the reeve to rule on a point of privilege.
- 41.2 After the member has stated the point of privilege, the reeve shall rule whether the matter raised is a point of privilege.
- 41.3 If the matter is determined to be a point of privilege, the member who raised the point of privilege may be permitted to speak to the matter.
- 41.4 If the point of privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the point of privilege immediately after adoption of the minutes of the previous council meeting.
- 41.5 The reeve may consult the administrator before ruling on a point of privilege.
- 41.6 A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to council.

42. Point of Procedure

- 42.1 Any member may ask the reeve for an opinion on a point of procedure.
- 42.2 When a point of procedure is raised, the member speaking shall immediately cease speaking until the reeve responds to the inquiry.
- 42.3 After the member has asked the point of procedure, the reeve shall provide an opinion on the rules of procedure bearing on the matter before council.
- 42.4 The reeve may consult the administrator before providing an opinion on the point of procedure.
- 42.5 A point of procedure is not subject to amendment or debate.
- 42.6 The reeve's answer to a point of procedure is not a ruling and cannot be appealed to the whole of council.

43. Appeal

- 43.1 Whenever a member wishes to appeal any ruling of the reeve or a point of order or point of privilege to the whole of council:
 - a) The motion of appeal "that the decision of the chair be overruled" shall be made;
 - b) The member may offer a brief reason for the challenge;
 - c) The reeve may state the reason for the decision; and
 - d) Following which the question shall be put immediately without debate.
- 43.2 The reeve shall be governed by the vote of the majority of the members present.
- 43.3 A ruling of the reeve must be appealed immediately after the ruling is made or the ruling will be final.

44. Calling a Member to Order

- 44.1 When the reeve calls a member to order, the member shall resume their seat but may, afterwards, explain their position in making the remark for which they were called to order.
- 44.2 In the event that a member refuses to resume their seat when called to order, the reeve shall request the deputy reeve, or if the deputy reeve is absent or is the unruly member, any other member of council to move a resolution to remove the unruly member either:
 - a) For the balance of the meeting;
 - b) Until a time, which shall be stated in the motion; or
 - c) Until the member makes an apology acceptable to council for their unruly behaviour, whichever shall be the shortest time.
- 44.3 When the majority of council votes in favour of the resolution, the reeve shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the reeve may:
 - a) Recess the meeting until the person leaves or adjourn the meeting to another day; or
 - b) Direct that law enforcement officials be engaged to assist in the removal of the unruly member.
- 44.4 When council has directed an unruly member to leave the council chambers pursuant to subsection 44.3, and the member makes an explanation and apology adequate and satisfactory to the council, it may, by a majority vote of the remaining members present, allow the offending member to remain in their place if they have not left or been removed.



PART V – MOTIONS

45. Motions and Debate

- 45.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 45.2 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 45.3 When a motion is under debate no other motion may be made, except a motion to:
 - a) Amend the motion;
 - b) Refer the motion to a council committee or administration for a report back to council;
 - c) Postpone the motion to a fixed date;
 - d) Request the motion be put to a vote;
 - e) Extend the time for a council meeting; or
 - f) Adjourn the meeting.
- 45.4 Notwithstanding any other provisions of this bylaw, the member who moved a motion may, with the consent of council:
 - a) On their own initiative while they are speaking on the same; or
 - b) When requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 45.5 Any motions allowed under subsection 45.4 shall be considered in the order in which they were moved.

46. Motion to Amend

- 46.1 Except as provided in subsection 46.12, any motion may be amended to:
 - a) Add words within the motion;
 - b) Delete words within the motion; or
 - c) Change a word or words within the motion.
- 46.2 The amending motion must be:
 - a) Relevant to the main motion;
 - b) Made while the main motion is under consideration; and
 - c) Consistent with the principle embodied in the main motion.
- 46.3 An amending motion may also be amended (also called a sub amendment).
- 46.4 A sub amendment must be:
 - a) Relevant to the original amendment;
 - b) Made while the original amendment is under consideration; and
 - c) Consistent with the intent of either the original amendment or the main motion.
- 46.5 Only two amendments to a motion (an amendment and a sub amendment) are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 46.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 46.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 46.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting, may state the intention of the proposed amendment as the proposal may affect the vote on those motions awaiting decision.
- 46.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 46.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 46.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 46.12 No amendments shall be made to the following motions:
 - a) A motion to adjourn;
 - b) A motion to defer to a fixed date, except as to the date; and
 - c) A motion requesting that a motion be put to a vote.

47. Dividing a Motion into Parts

- 47.1 A member may request or the reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 47.2 Council shall then vote separately on each recommendation.
- 47.3 A new motion to add a further recommendation is permitted provided:
 - a) The proposed recommendation is relevant to the original motion;



- b) The proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
- c) The original motion has been dealt with.

48. Motion Arising

- 48.1 When a matter is before council, a motion arising on the same matter is permitted provided:
- a) The proposed motion is related to and rises from the item which has just been considered;
 - b) The proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - c) The proposed motion is made before the consideration of any other item of business at the meeting.

49. Request that Motion Be Put to Vote

- 49.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has moved to the original motion.
- 49.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 49.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.
- 49.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

50. Motion to Adjourn

- 50.1 A member may move a motion to adjourn a meeting at any time except when:
- a) Another member is in possession of the floor;
 - b) A call for a recorded vote has been made;
 - c) The members are voting;
 - d) Council is considering a motion requesting that a motion be put to a vote; or
 - e) A previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 50.2 A motion to adjourn shall be decided without debate.

51. Consent Agenda

- 51.1 The consent agenda portion of a meeting is moved, and voted upon without debate as one item regardless of the number of reports included.
- 51.2 If a member wishes to debate an item included in the consent motion, a request to remove the item from the consent agenda must be made before the reeve calls the question, and the item shall be removed from the consent agenda without further debate or vote.
- 51.3 Any items so removed shall be addressed immediately following approval of the consent agenda.
- 51.4 If an item is removed from the consent agenda pursuant to subsection 53.2, a person may address council on the item.

52. Motion to Move to a Closed Meeting

- 52.1 A member may make a motion that a council meeting move to a closed meeting.
- 52.2 The motion to move to a closed meeting must:
- a) Be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - b) Include in general terms the subject of the item(s) to be discussed; and
 - c) Include the reason for moving to a closed meeting.

53. Motion Contrary to Rules

- 53.1 The reeve may refuse to put to council a motion which, in the opinion of the reeve, is contrary to the rules and privileges of council.

54. Withdrawal of Motions

- 54.1 The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

55. Motion to Reconsider

- 55.1 A motion to reconsider shall apply to resolutions only and shall not apply to bylaws passed by council.

- 55.2 A motion to reconsider is in order whether the original motion passed or was defeated.
- 55.3 A motion to reconsider may only be made at the same council meeting at which the original motion was considered.
- 55.4 A motion to reconsider must be moved by a member who voted on the winning side of the original motion.
- 55.5 When the original motion lost on a tie vote, the winning side is those who voted against the motion.
- 55.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 55.7 A motion to reconsider is debatable only if the original motion was debatable.
- 55.8 A motion to reconsider cannot be amended.
- 55.9 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 55.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.
- 55.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

56. Motion to Rescind

- 56.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.
- 56.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 56.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 56.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.
- 56.5 A motion to rescind is debatable.
- 56.6 A motion to rescind may be amended.
- 56.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.
- 56.8 A motion cannot be rescinded:
 - a) When the making or calling up of a motion to reconsider is in order;
 - b) When action on the motion has been carried out in a way that cannot be undone; or
 - c) When a resignation has been accepted or actions electing or expelling a person for/from membership or office have been taken.

57. Motion to Postpone

- 57.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.
- 57.2 Notwithstanding subsection 59.1, council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 57.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

58. Motion to Refer

- 58.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 58.2 A member making a referral motion generally should include in the motion:
 - a) The terms on which the motion is being referred; and
 - b) The time when the matter is to be returned.

59. Debate on Motion

- 59.1 No member should speak more than once to a motion until each member has been provided an opportunity to speak on the motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- 59.2 The mover of the motion should be given the first opportunity to speak.
- 59.3 The mover of the motion should be allowed a reply at the conclusion of the debate.

60. Legal Advice

- 60.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, council may recess for a period of time sufficient to receive legal advice.

61. Voting of Council

- 61.1 A member attending a council meeting shall vote on a matter before council unless the member is required to abstain from voting pursuant to the Act or any other act.
- 61.2 If a member is not required to abstain from voting on a matter before council pursuant to subsection 61.1 and abstains from voting, the council member is deemed to have voted in the negative.
- 61.3 The administrator shall ensure that each abstention is recorded in the minutes of the meeting.
- 61.4 The reeve shall vote with the other members on all questions.

62. Majority Decision

- 62.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

63. Recorded Vote

- 63.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 63.2 If a recorded vote is requested, it shall be taken.
- 63.3 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the motion or abstained.

64. Tied Vote

- 64.1 If there are an equal number of votes for and against a motion or bylaw, the motion or bylaw is defeated.

PART VI – COUNCIL COMMITTEES

65. Procedures for Appointments and Terms

- 65.1 Annually, council shall review appointments to council committees.
- 65.2 Appointments to council committees shall be for a one-year term beginning on January 1st and ending December 31st of the following year.
- 65.3 Notwithstanding subsection 65.2 in a general election year, the term of appointment shall be reduced to coincide with the day of election.
- 65.4 Appointees may be reappointed from term to term to a maximum of two terms on one particular council committee.
- 65.5 A member of any council shall only be appointed to a maximum of two council committees at one time.
- 65.6 The administrator shall advise council of any council committee members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year council shall be advised to decide if the member should be removed from the council committee.
- 65.7 Council may in its discretion revoke the membership of any individual who has been appointed to a council committee.

66. Council Committee Procedures

- 66.1 Council may from time to time establish a council committee in response to specific issues requiring immediate or long-term attention.
- 66.2 The membership and jurisdiction of a council committee shall be provided for in the enabling legislation or as directed by council.
- 66.3 The reeve is an ex-officio voting member of all council committees established by council pursuant to the Act unless council provides otherwise, and when in attendance, possesses all the rights, privileges, powers and duties of other members whether elected or appointed.
- 66.4 The reeve's attendance shall not, however, be included for the purpose of determining a quorum.
- 66.5 Municipal administration shall act only in an advisory capacity to council committees and shall not be considered voting members or have any voting privileges in respect to participation on any council committee.
- 66.6 The chair of all council committees established by council shall be designated by council unless council directs otherwise.
- 66.7 All councillors may attend the meetings of council committees established pursuant to the Act and may take part in the proceedings of the same except that non-appointed councillors shall not have a vote.
- 66.8 Each council committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by council, members of that council committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 66.9 The chair shall preside at every meeting, participate in the debate and vote on all motions.

- 66.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one of the other members of the council committee shall be elected to preside and shall discharge the duties of the chair during the meeting or until the arrival of the chair or vice-chair.
- 66.11 An act or proceeding of a council committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public council committee meeting.
- 66.12 The public has the right to be present at council committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 66.13 Subject to subsection 66.14, council committees shall conduct all council committee meetings in public.
- 66.14 Council committees may close all or part of the meeting if the matter to be discussed is within one of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 66.15 Notice of regularly scheduled council committee meetings is not required to be given.
- 66.16 If a council committee changes the date, time or place of a regularly scheduled meeting, the administrator shall give at least 24 hours' notice of the change to:
- a) Any members of the council committee not present at the meeting at which the change was made; and
 - b) The public.
- 66.17 Notwithstanding subsection 66.16, a council committee meeting may be held with less than 24 hours' notice to all members and without notice to the public if all council committee members agree to do so in writing immediately before the beginning of the meeting.
- 66.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 66.17 may be given in person or by facsimile, electronic mail and other similar means.
- 66.19 If a council committee cancels its regularly scheduled meeting, the administrator shall give at least 24 hours' notice of the change to:
- a) All members not present at the meeting at which the decision to cancel was made; and
 - b) The public.
- 66.20 The administrator shall call a special meeting of a committee whenever requested to do so in writing by the chair or by a majority of the council committee members in the same manner as set out in subsection 66.16.
- 66.21 For council committees operating without a regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the administrator to call a meeting of the council committee whenever requested in writing to do so by a majority of the committee.
- 66.22 The business of council committees shall be conducted in accordance with the rules governing the procedures of council or as otherwise established by council for the council committee or established by the council committee.
- 66.23 Council committees may at its discretion hold its meetings electronically in accordance with subsection 8 of this bylaw.
- 66.24 Each council committee whom the administrator does not provide services to will recommend to the administrator the appointment of a secretary, who will be responsible for:
- a) Tracking the attendance of council committee members;
 - b) Preparing meeting agendas and minutes; and
 - c) Reporting the council committee's decisions to council.
- 66.25 When a person or a group of persons wishes to bring any matter to the attention of a council committee or appear as a delegation, a communication shall be addressed to the administrator and will be subject to the requirements set out in sections 23 to 27 of this bylaw.
- 66.26 Upon receipt of such communication, the administrator shall place the communication on the agenda of the next meeting of the council committee for its consideration.
- 66.27 All submissions to council committees must be received by the administrator within the established deadlines, usually four business days prior to the meeting.
- 66.28 Any reporting to council committees shall be provided through the administrator.
- 66.29 Any notice respecting a council committee meeting is deemed to have been given to a member if the notice is:
- a) Delivered personally;
 - b) Left at the usual place of business or residence of the member; or
 - c) At the request of the member, provided or sent according to the member's contact information.
- 66.30 Notice to the public of a council committee meeting as required by subsections 68.16 to 68.19 is sufficient if the notice is posted at the municipal office or on the municipality's website or given in any other manner specified by council, by bylaw, as the means by which public notice in such cases is to be provided.
- 66.31 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the council committee or at a special meeting called for that purpose.



- 66.32 The administrator, or secretary as per subsection 66.24, shall record the minutes without note or comment.
- 66.33 The minutes of the council committee shall be distributed to each member at least 24 hours before the next council committee meeting for consideration.
- 66.34 The minutes of a Council Committee meeting shall be presented for approval at:
- a) the next meeting of the same Council Committee; or
 - b) the next Regular Meeting of Council;
- whichever occurs first.
- 66.35 Once approved, the minutes shall be signed by the presiding officer and the recording secretary.
- 66.36 Once signed, the Administrator shall present the original minutes to Council and shall provide for the safekeeping of the minutes.
- 66.37 All minutes, once approved, shall be open for inspection by the public.
- 66.38 No member shall release or otherwise make public any information considered at a closed council committee meeting including discussion of the content of such a meeting.
- 66.39 Every council committee shall report to council and no action of any council committee shall be binding on the municipality unless:
- a) Power to take such action is expressly conferred on the council committee by legislation, bylaw or resolution of council; or
 - b) Council has considered the report of the council committee and if adopted, shall become the resolve of council.
- 66.40 The conduct of delegations or the public at council committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in sections 35 and 36 of this bylaw.
- 66.41 The conduct of council committee members shall be subject to the requirements as set out in section 37 of this bylaw.
- 66.42 The chair may request any individual to be expelled from a meeting in accordance with the guidelines as set out in section 38 of this bylaw.

PART VII – OTHER BODIES

67. Procedure for Appointments

- 67.1 The administrator shall utilize the following procedure for appointments to other bodies:
- a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make for the ensuing term;
 - b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make for the ensuing term;
 - c) Obtain information from the various other bodies that council is entitled to make appointments to for the ensuing term regarding the dates and times of their regular meetings and the attendance by council-appointed representatives in the previous term; and
 - d) Compile all applications received and provide the compiled applications to council for appointment consideration.

68. Terms

- 68.1 Appointments to other bodies shall be for a two-year term beginning on January 1st to December 31st of the following year.
- 68.2 Notwithstanding subsection 68.1, in a general election year, the term of appointments of council members shall be reduced to coincide with the day of the election.
- 68.3 Council appointees may be reappointed from term to term to a maximum of two terms on one particular other body.
- 68.4 A member, excluding members of council, shall only be appointed to a maximum of two other bodies at one time.
- 68.5 The administrator or secretary shall advise council of any members absent for more than two meetings within a calendar year and request that a written warning be forwarded to the member. As well, if the member misses three meetings within a calendar year, council shall be advised to decide if the member should be removed from the other body.
- 68.6 Council may in its discretion revoke the membership of any individual who has been appointed to another body.

69. Other Body Procedures

- 69.1 Council may from time to time establish other bodies in response to specific issues requiring immediate or long-term attention.



69.2 When establishing such a body, Council shall define its purpose, establish applicable policies, and approve terms of reference outlining its duties and responsibilities.

PART VII – MISCELLANEOUS

70. Repeal of Bylaws

70.1 Bylaw No. 2021-008 is hereby repealed.


Municipal Adoption

1st Reading:

2nd Reading:

3rd Reading:

{Seal}



Reeve

Administrator

Bylaw No. 2025-08
Form 1 – Request for a Special Meeting

Date: _____
To: _____, Administrator, Rural Municipality of North
Qu’Appelle No. 187

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the council of the Rural Municipality of North Qu’Appelle No. 187 to discuss the following matter(s):

- 1. _____
- 2. _____
- 3. _____

Meeting Details:

Location: _____
Date: _____
Time: _____

Dated this _____ day of _____, 20____.

SIGNED:

Name: _____
Name: _____
Name: _____
Name: _____

Office Use Only:

- ☐ Members provided notice pursuant to subsection 124(1) of the Act
- ☐ Notice not provided pursuant to subsection 123(3) of the Act



Bylaw No. _____
Form 2 – Request for Method of Providing Notice

Date: _____

To: _____, Administrator, Rural Municipality of North Qu'Appelle No. 187

From: _____

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of council or committee meetings be provided to me by the alternate means:

☐ By regular mail to: _____

☐ By telephone or voice mail to: _____

☐ By facsimile to: _____

☐ By email to: _____

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this _____ day of _____, 20_____.

(Signature of member)

