

**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.**

Thursday, May 29, 2025

1. Call to Order
2. Approval of Minutes
  - a. May 8, 2025, Regular Meeting of Council
3. Business Arising from Minutes
4. Delegation
  - a. Fort Qu'Appelle Outreach and Food Bank – 9:15 a.m.
  - b. Green Earth Road Spraying – 10 a.m.
5. Correspondence
  - a. Agriculture Health and Safety Network
  - b. Dudley & Company LLP – Letter to Council
  - c. Ombudsman COE Strategies
  - d. Ombudsman 2024 Annual Report
  - e. MNP Status Report #3
  - f. RCMP CTSS District Commander Update
6. Reports
  - a. Foreman Public Works Report
  - b. Administrator Report
7. Bylaws
8. Accounts for Payment
9. Unfinished Business
  - a. RM cul-de-sacs – Update on Progress
  - b. Regional Recreation Board
  - c. 27 Coulee Access – PDAP Application
  - d. RM Logo Designs
  - e. RM Branded Merchandise Quotes
  - f. 2025 TCT Trail Maintenance
10. New Business
  - a. Weight Enforcement on RM Roads
    - i. With invited guest – Staff Sgt. Larry Kurtenbach – 11 a.m.
  - b. Lions Pelican Drop – Bridge Closure Permission
  - c. Calling Lakes District Planning Commission
  - d. Drainage Easement – Jasmin on Echo
  - e. Division 3 Councillor Absence
11. Other Business
12. Closed Session
  - a. The Municipalities Act clause 120(2)(b) and LA FOIP section 16(1)
    - i. Organized Hamlet and SSA Provision of Services
    - ii. Jasmin on Echo Advisory Committee
    - iii. Personnel
    - iv. 2025 Budget
    - v. Bylaw Enforcement
13. 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**  
**Thursday, May 29, 2025, 9:00 am**

Present:	Reeve	Nikolas Whalen
Council Members:	Division 2	Ronald Palmer
	Division 4	Bernard Churko
	Division 6	Garnet Spanier
Absent:	Division 3	Joshua Boehme
Staff:	Acting Administrator	Charmain Wowk
	Supervising Administrator	Nicole Czemerer
	Assistant Administrator	Gwen Lowe
	Public Works Foreman	Lloyd Webster

*A quorum being present Reeve N. Whalen called the meeting to order at 9:00 am.*

**25-250 CHANGES TO THE AGENDA/**

"THAT the Foreman Report be moved to the beginning of the agenda due to time constraints, AND FURTHERMORE, the following items be added to the agenda as:

- 10. e. Councillor Division 3 Absence
- 12 a. vi Governance"

CARRIED

**25-251 FOREMAN REPORT/G. SPANIER**

"THAT the verbal report be accepted as presented."

CARRIED

*Foreman L. Webster left Council Chambers at 9:10 a.m.*

**25-252 REGULAR MEETING MINUTES /R. PALMER**

"THAT the minutes of the regular meeting of Council held May 8, 2025, be adopted as presented."

CARRIED

*Delegate: FT Q Outreach & Food Bank entered chambers at 9:18 a.m.*

*Delegate: FT Q Outreach & Food Bank attended chambers at 9:18 a.m. to discuss their programs*

*Delegate: FT Q Outreach & Food Bank left chambers at 9:34 a.m.*

**25-253 CORRESPONDENCE/R. PALMER**

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

- a. Agriculture Health and Safety Network
- b. Dudley & Company LLP – Letter to Council
- c. Ombudsman COE Strategies
- d. Ombudsman Annual Report
- e. MNP Status Report #3
- f. RCMP CTSS District Commander Update."

CARRIED

**25-254 ADMINISTRATION REPORT/N. WHALEN**

"THAT the written report be accepted as presented."

CARRIED

**25-255 ACCOUNTS FOR PAYMENT/B. CHURKO**

"THAT the list of accounts for cheque numbers **13148 to 13190 totaling \$69,157.82** including Preauthorized payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

*Delegate: Green Earth Road Spraying entered chambers at 9:48 a.m.*

*Delegate: Green Earth Road Spraying attended chambers at 9:58 a.m. to discuss their program*

*Delegate: Green Earth Road Spraying left chambers at 10:22 a.m.*

**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**  
**Thursday, May 29, 2025, 9:00 am**

**25-256      27 COULEE ACCESS-AHHP APPLICATION/G. SPANIER**  
"THAT the RM of North Qu'Appelle No 187 apply to Water Security Agency for an AHHP Permit to complete necessary repairs on the 27 Coulee Access Road for work on or near the Echo Creek area."  
CARRIED

**25-257      2025 TCT TRAIL MAINTENANCE/B. CHURKO**  
"THAT the RM of North Qu'Appelle No 187 approve the quote from Valley Lawn & Tree in the amount of \$7,770 with taxes for the required maintenance to the RM's Trans Canada Trail along Highway 56."  
CARRIED

**25-258      FORT QUAPPELLE LIONS PELICAN DROP ROAD CLOSURES/G. SPANIER**  
"THAT the RM of North Qu'Appelle No 187 approve the detour and temporary road closure on Highway 56 from the North end of Boundary Avenue Bridge to the Fort Park entrance, on July 1, 2025, for the Fort Qu'Appelle Lions Club Annual Pelican Race, from 2:00 p.m. until 4:30 p.m."  
CARRIED

**25-259      CLOSED SESSION/N. WHALEN**  
"THAT the RM Council, all members present in person, move into closed session at 10:23 a.m., as per The Municipalities Act clause 120(2)(b) and LA FOIP clause 16(1)."  
CARRIED

**25-260      RECONVENE/N. WHALEN**  
"THAT the RM Council reconvenes to regular session at 11:00 a.m."  
CARRIED

Invited Guest – Staff Sgt. Larry Kurtenbach & Sgt Mark Omaw entered chambers at 11:00 am  
Invited Guest – Staff Sgt. Larry Kurtenbach & Mark Omaw attended chambers at 11:00 am to discuss weight enforcement on RM roads.  
Invited Guest – Staff Sgt. Larry Kurtenbach & Mark Omaw left chambers at 11:25 am

**25-261      COUNCILLOR DIVISION 3 ABSENCE/N. WHALEN**  
"THAT the RM of North Qu'Appelle No 187 approve Division 3 Councillor Joshua Boehme to miss 3 consecutive council meetings."  
CARRIED

**25-262      RM OFFICE CLEANER/R. PALMER**  
"THAT the RM of North Qu'Appelle No 187 authorize the Administrator to advertise for office cleaning services and proceed with the hiring of a suitable candidate, either as a contracted company or employee, at their discretion."  
CARRIED

**25-263      ADJOURNMENT/G. SPANIER**  
"That the regular meeting of Council be adjourned at 11:47 a.m."

Approved this 10th day of June, 2025  

Reeve

Administrator

Next regular meeting of Council, June 10, 2025 at 9:00 am.

# Administration Report to Council

Thursday, May 29, 2025

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## Financial Summary – As of May 26, 2025

CIBC Bank Balance: \$455,497.50  
Conexus Bank Balance: \$190,015.52  
Reserve Account Balance: \$437,848.70  
Taylor Beach Reserve: \$176,775.59

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## Permit & Regulatory Updates

### Road & Infrastructure Concerns (RICs)

- 2 new RICs opened (tree cutting, gravel/slippery road)

### Permit Applications (2025)

- Total Applications: 22 (5 move, 4 demo, 13 development/build)
  - Status:
    - 1 Denied
    - 6 Require More Information (RMI)/Council Approval
    - 0 In Review
    - 1 At PBI
    - 14 Approved (4 move, 4 demo, 6 dev/build)
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## Key Administrative Updates

- Meetings
  - Meeting with MNP on May 16<sup>th</sup> to validate general ledger codes and departments for the revenue and expense mapping. Administrator to complete action items to validate the general ledger codes used by the municipality.
  - Finance Committee meeting held May 23<sup>rd</sup> for budget review and tax policy review. Scenarios being presented to Council for consideration.
- RMAA Attendance
  - Professional development hours are met for the year for staff. Will evaluate if the remainder of workshops offered this year are needed for education of staff.
  - Networked with administrators from numerous municipalities with high amount urban properties and similar resort areas. Excellent information sharing on organized hamlets, hamlets, SSA, CSO and campgrounds.
  - Highlight was the presentation on the Council/CAO relationship. Tools gained in this presentation will be utilized.
- Budget Preparations:
  - Taylor Beach budget received (**no provision of services submitted**).
  - Jasmin draft budget completed. Advisory committee has requested a copy through division 4 Council Member. Council to consider release of PDF document.
  - Once the long-range financial plan is completed, administration will begin working on a 5-year budget for the RM.
- Building Permits:
  - Dialogue with applicants and contractors to complete requirements of applications.



- Files have been reviewed and progressed as far as possible at this time.
- Building and development continues to show signs of a promising year.

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## Operational Notes

- **Assistant Administrator:**
  - Working with **Taxervice** as required.
  - Assisting with **permit reviews, bylaw & policy drafting, and additional tasks as assigned.**
  - Dust Control – compiled information and provided to foreman – ratepayers that are required to pay will be invoiced when application is completed.
  - AP/AR
  - Research as assigned.
- **Office Assistant:**
  - Bylaw Registry clean-up
  - Rework and writing of policies to bring old files current
  - Website updates
  - Payroll
  - Has started U of R accounting class for LGA
  - Compiled road specification for urban areas and provided the copies to the foreman.

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## Key Dates & Deadlines (May 2025)

- ✓ **May 8** – Hail forms received from SMHI and mailed to ag owners
- ✓ **May 9** – Assessment roll opened - 60-day appeal period in effect - Advertisement in Gazette, Fort Times and RM Website
- ✓ **May 10** – School tax collections remitted to the province
- ✓ **May 10** – SMHI, C & D tax collections remitted
- ✓ **May 15** – Payroll deductions filed & remitted to CRA & MEPP
- ✓ **May 30** – deadline to complete assessment roll as per bylaw 2025-03

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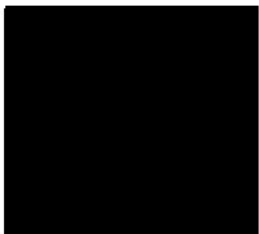
## Staff Leave Balances (2025)

### Staff Member Remaining Leave Days

Devin	16.50 days
Lloyd	24.00 days
Gwen	26.00 days
Charmain	15 days
Rebecca	8.50 days
Brian	15.75 days

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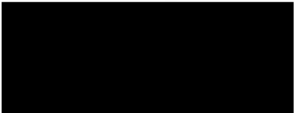
Respectfully submitted,  
Charmain Wowk  
Acting Administrator



RM of North Qu'Appelle  
List of Accounts for Approval  
Batch: 2025-00088 to 2025-00096

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
13148- Man Pay 05062025	05/06/2025	Lowe, Gwen 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	2,036.95	2,036.95
13149- Man Pay 05062025	05/06/2025	Webster. Lloyd 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	2,100.76	2,100.76
13150- Man Pay 05062025	05/06/2025	Horsman, Devin 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	2,016.48	2,016.48
13151- Man PP 05062025	05/06/2025	Bowes, Todd 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	994.27	994.27
13152- Man Pay 05062025	05/06/2025	Wowk, Charmain 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	2,217.95	2,217.95
13153- Man Pay 05062025	05/06/2025	Bergman, Brian 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	1,828.26	1,828.26
13154- Man Pay 05062025	05/06/2025	Zacharuk, Rebecca 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	1,315.73	1,315.73
13155- Man PP 05062025	05/06/2025	Czemerer, Nicole 210-400-910 - Paymate suspen:	PP April 23-May 6, 2025	172.27	172.27
13156 PP 05062025	05/06/2025	Myers, Leonard 530-210-121 - TS - Maint. - Conti	PP April 23-May 6, 2025	1,728.00	1,728.00
13157 05062025	05/06/2025	Myers, Leonard 530-300-140 - TS - Maint. - Utilit	Cell Phone April	25.00	25.00
13158- Man Pay 05202025	05/20/2025	Lowe, Gwen 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	2,033.99	2,033.99
13159- Man Pay 05202025	05/20/2025	Webster. Lloyd 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	2,100.76	2,100.76
13160- Man Pay 05202025	05/20/2025	Horsman, Devin 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	1,829.36	1,829.36
13161- Man PP 05202025	05/20/2025	Bowes, Todd 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	1,476.72	1,476.72
13162- Man Pay 05202025	05/20/2025	Wowk, Charmain 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	2,082.61	2,082.61
13163- Man Pay 05202025	05/20/2025	Bergman, Brian 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	1,828.26	1,828.26
13164- Man Pay 05202025	05/20/2025	Zacharuk, Rebecca 210-400-910 - Paymate suspen:	PP May 7- May 20, 2025	1,366.51	1,366.51
13165 PP 05202025	05/20/2025	Myers, Leonard 530-210-121 - TS - Maint. - Conti 530-300-140 - TS - Maint. - Utilit	PP May 7- May 20, 2025 May Phone	1,062.00 25.00	1,087.00
13166 05062025	05/20/2025	Municipal Employees' 210-200-230 - MEPP Payable	PP ending May 6, 2025	3,392.68	3,392.68
13167 Apr 22-01	05/20/2025	Receiver General 210-200-200 - Income Tax Paya 210-200-210 - CPP Payable 210-200-220 - EI Payable	PP ending May 6 PP ending May 6 PP ending May 6	3,247.61 2,114.78 671.73	6,034.12
13168 4000-0002-47-0	05/20/2025	Sask Power 530-300-120 - TS - Maint. - Utilit 510-300-120 - GG - Utility - Pow 580-300-120 - UT - Water - Pow 530-310-200 - TS - Utility - Stree 530-310-100 - TS - Maint. - Utilit 110-340-110 - GST Receivable 900-110-110 - GST Paid 110-340-110 - GST Receivable 900-110-110 - GST Paid	Shop Power Office Bldg Power RM Well Taylor Beach SL RM Street lights Both Tax Code Both Tax Code GST Tax Code GST Tax Code	239.79 148.97 123.39 135.96 917.73 146.37 146.37 NL 10.09 10.09 NL	1,722.30
13169 SW091490	05/20/2025	SaskWater 540-200-150 - EH - Waste Dispx	April Fixed Charge	5,456.17	



RM of North Qu'Appelle  
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COMPUTER CHEQUE					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		110-340-110 - GST Receivable	GST Tax Code	272.81	
		900-110-110 - GST Paid	GST Tax Code	272.81 NL	5,728.98
13170	05/29/2025	AED Advantage Sales Ltd.			
39501		540-900-120 - EH - Other TB - C	CR Plus Charge Kit Taylor I	477.00	
		110-340-110 - GST Receivable	Both Tax Code	22.50	
		900-110-110 - GST Paid	Both Tax Code	22.50 NL	499.50
13171	05/29/2025	Ag. Health & Safety Network			
05202025		510-240-100 - GG - Cont. - Merr	Farm Families	671.40	671.40
13172	05/29/2025	Bob Cat Of Regina Ltd.			
R19385		530-410-140 - TS - Maint - Equij	Sweeper and sweeper buck	477.00	
		110-340-110 - GST Receivable	Both Tax Code	22.50	
		900-110-110 - GST Paid	Both Tax Code	22.50 NL	499.50
13173	05/29/2025	Crown Shred & Recycling			
24676		510-200-192 - GG - Shred- Recr	Bin rental	12.00	
		110-340-110 - GST Receivable	GST Tax Code	0.60	
		900-110-110 - GST Paid	GST Tax Code	0.60 NL	12.60
13174	05/29/2025	Dionco Sales			
INV-30849		530-420-108 - TS - Maint. - Rep	Scarifier Tooth/tip holder	415.63	
		110-340-110 - GST Receivable	Both Tax Code	19.61	
		900-110-110 - GST Paid	Both Tax Code	19.61 NL	435.24
13175	05/29/2025	Dudley & Company			
45263		510-200-130 - GG - Cont. - Audi	2024 Annual Audit	12,720.00	
		110-340-110 - GST Receivable	Both Tax Code	600.00	
		900-110-110 - GST Paid	Both Tax Code	600.00 NL	13,320.00
13176	05/29/2025	Grasslands News Group			
31014		510-200-170 - GG - Cont. - Adv	Assessment Advertising	87.75	
		110-340-110 - GST Receivable	GST Tax Code	4.39	
		900-110-110 - GST Paid	GST Tax Code	4.39 NL	92.14
13177	05/29/2025	HBI Office Plus INC			
INV205273		510-400-110 - GG - Maint. - Stal	Office Supplies	11.68	
		510-420-100 - GG - Maint. - Jan	Office Supplies	20.60	
		510-410-140 - GG - Maint. - Offi	Office Supplies	40.89	
		110-340-110 - GST Receivable	Both Tax Code	3.45	
		900-110-110 - GST Paid	Both Tax Code	3.45 NL	76.62
INV204255		510-490-100 - GG - Maint. - Offi	Office chair	1,202.04	
		110-340-110 - GST Receivable	Both Tax Code	56.70	
		900-110-110 - GST Paid	Both Tax Code	56.70 NL	1,258.74
INV203955		510-410-140 - GG - Maint. - Offi	Stationery - multi use copy j	168.74	
		110-340-110 - GST Receivable	Both Tax Code	7.96	
		900-110-110 - GST Paid	Both Tax Code	7.96 NL	176.70
			Payment Total:		1,512.06
13178	05/29/2025	Horsman, Devin			
May 8 BCP		540-210-100 - EH - Cont. - Pest	Beaver Control Program -9f	540.00	540.00
13179	05/29/2025	Howden Country Services Ltd			
10192		530-410-140 - TS - Maint - Equij	Replace Hose on sweeper r	140.26	
		110-340-110 - GST Receivable	GST Tax Code	7.01	
		900-110-110 - GST Paid	GST Tax Code	7.01 NL	147.27
13180	05/29/2025	Jackson Bros. Bobcat Services			
04 MAY 1		530-450-100 - TS - Maint. - Culv	360yd 10hr Loader, bobcat	135.00	
		110-340-110 - GST Receivable	GST Tax Code	6.75	
		900-110-110 - GST Paid	GST Tax Code	6.75 NL	141.75
13181	05/29/2025	Klyne, Rick			
apr-May BCP		540-210-100 - EH - Cont. - Pest	Beaver Control Program 19	855.00	855.00
13182	05/29/2025	Loraas Disposal			
8181217		540-200-110 - EH - Waste Colle	container rental	50.00	
		110-340-110 - GST Receivable	GST Tax Code	2.50	
		900-110-110 - GST Paid	GST Tax Code	2.50 NL	52.50
13183	05/29/2025	Professional Building			
25043055		510-200-180 - GG - Cont. - Buik	BP Inspections/Reviews	3,300.00	
		110-340-110 - GST Receivable	GST Tax Code	165.00	
		900-110-110 - GST Paid	GST Tax Code	165.00 NL	3,465.00

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COMPUTER CHEQUE					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
13184	05/29/2025	Peagam, Linda			
April 2025-02		510-210-121 - GG - Cont. - Profi	April NQGA Administration	480.00	480.00
13185	05/29/2025	Profile Tire			
30102		530-420-127 - TS - Main - Repa	1 Ton Repair/Parts	103.50	
		110-340-110 - GST Receivable	Both Tax Code	4.88	
		900-110-110 - GST Paid	Both Tax Code	4.88 NL	108.38
30291		530-420-124 - TS Maint. - Repa	Install summer tires	254.40	
		110-340-110 - GST Receivable	Both Tax Code	12.00	
		900-110-110 - GST Paid	Both Tax Code	12.00 NL	266.40
30295		530-425-110 - TS - Maint. -Equip	Oil & grease	86.72	
		110-340-110 - GST Receivable	Both Tax Code	4.09	
		900-110-110 - GST Paid	Both Tax Code	4.09 NL	90.81
			Payment Total:		465.59
13186	05/29/2025	RoBo Sales			
19 apr 2025		530-425-110 - TS - Maint. -Equip	Fuel	59.36	
		110-340-110 - GST Receivable	Both Tax Code	2.00	
		900-110-110 - GST Paid	Both Tax Code	2.00 NL	61.36
38 Apr 2025		530-400-130 - TS - Maint. - Mate	winshield wiper fluid	26.67	
		110-340-110 - GST Receivable	Both Tax Code	1.26	
		900-110-110 - GST Paid	Both Tax Code	1.26 NL	27.93
			Payment Total:		89.29
13187	05/29/2025	Success Office Systems			
INV451744		510-200-190 - GG - Cont. - Phol	Photocopier Apr	91.69	
		110-340-110 - GST Receivable	Both Tax Code	4.33	
		900-110-110 - GST Paid	Both Tax Code	4.33 NL	96.02
13188	05/29/2025	Valley Bake & Coffee Shop			
3209		510-210-150 - GG - Council - Tr	Apr 22 Mtg lunch	101.44	
		510-210-170 - GG - Admin. - Tr	Apr 22 Mtg lunch	33.82	
		110-340-110 - GST Receivable	Both Tax Code	6.38	
		900-110-110 - GST Paid	Both Tax Code	6.38 NL	141.64
13189	05/29/2025	Valley Pumps & Softners			
5397		530-410-120 - TS - Maint. - Sho	Shop supplies	23.49	
		110-340-110 - GST Receivable	Both Tax Code	1.11	
		900-110-110 - GST Paid	Both Tax Code	1.11 NL	24.60
13190	05/29/2025	Wowk, Charmain			
05162025RMAA		510-210-170 - GG - Admin. - Tr	Mileage 732k	497.76	497.76
			Total Computer Cheque:		69,157.82
			Total AP:		69,157.82

Certified Correct This May 26, 2025



Reeve



Administrator