

**Minutes of the Regular Meeting of the Council of the Town of Fort Qu'Appelle
held on Thursday, April 10, 2014 at 7:00 p.m. in Council Chambers.**

Present: Mayor Ron Osika, Councillors Jeff Brown, Lee Finishen, Brian Janz , Tanya Kulaway,
Jenny Melanson, Robert Morton

Absent:

In Attendance: Kelly Schill Chief Administrative Officer

Mayor Osika called the meeting to order @ 7:00 p.m.

- 091/ 14 AGENDA** MELANSON/BROWN:
THAT the agenda be adopted as presented with additions.
CARRIED.
- 092/ 14 MINUTES** FINISHEN/KULAWAY:
THAT the minutes of the regular meeting of March 27, 2014 be
adopted as presented.
CARRIED.
- 093/14 UMAAS** FINISHEN/MELANSON:
THAT we allow Kelly Schill to attend the UMAAS conference being
held in Saskatoon June 3 - 6, 2014.
CARRIED.
- 094/14 RECREATION COMMITTEE** JANZ/BROWN:
THAT the minutes of the Recreation Committee meeting held April
8, 2014 be adopted as presented.
CARRIED.
- 095/14 CHEQUE REGISTER** BROWN/FINISHEN:
THAT the accounts payable batches 48-53 in the amount of
\$143,534,41 be adopted as presented.
CARRIED.
- 096/14 FINANCIAL STATEMENT** MORTON/JANZ:
THAT the March 2014 Financial Statement be adopted as
presented.
CARRIED.
- 097/14 CHEQUE REGISTER AD** MORTON/KULAWAY:
THAT we publish the cheque register on the website for a trial
basis.
CARRIED.
- 098/14 TULIK HOLDINGS** MELANSON/MORTON:
THAT we refund Tulik Holdings for the survey costs of the land
leased (MR1 and MR2) once we receive the original copy of the
survey.
CARRIED.
- 099/14 APEX ENTERPRIZES** BROWN/FINISHEN:
THAT we accept a proposal from Apex Enterprizes that allows
them to haul rubble into the old lagoon site (south west portion of
parcel F), place a 6" clay cap on top and level out to desired
elevation at their own cost. In return, the Town will transfer 3
acres of said parcel to said company and retain remainder as
industrial lots.
Councillor Janz abstained from vote
CARRIED.
- 100/14 VISA** FINISHEN/MELANSON:

THAT we allow Kelly Schill to sign agreement with CIBC Corporate Classic VISA card to obtain a CIBC VISA with a limit of \$10,000. When said VISA arrives, the US Bank credit card currently held will be cancelled.
CARRIED.

- 101/14 RESCIND PURCHASING POLICY** BROWN/KULAWAY:
THAT we rescind purchasing policy passed in motion 04/13 .
CARRIED.
- 102/14 PURCHASING POLICY** KULAWAY/MELANSON:
THAT we adopt the purchasing policy as presented by administration.
CARRIED.
- 103/14 IN CAMERA** FINISHEN/MORTON:
THAT we move in camera at 8:28 p.m.
CARRIED.
- 104/14 OUT OF CAMERA** FINISHEN/BROWN:
THAT we move out of camera at 10:02 p.m..
CARRIED.
- 105/14 JESSICA HEISLER** FINISHEN/KULAWAY:
THAT we offer Jessica Heisler for the position of Assistant Administrator with the Town of Fort Qu'Appelle.
CARRIED.
- 106/14 RECREATION DIRECTOR** MORTON/JANZ:
THAT we eliminate the position of Recreation Director.
CARRIED.
- 107/14 ADJOURN** FINISHEN/ MELANSON:
THAT WE ADJOURN.
CARRIED.

The meeting adjourned at 10:30 p.m.



Mayor



Chief Administrative Officer

**** The next regular meeting of the Council of the Town of Fort Qu'Appelle will be held on Thursday April 24, 2014 @7:00p.m. in Council Chambers.**

TOWN OF FORT QU'APPELLE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Apr 04, 2014

Time : 11:41 am

Supplier : 10108000 To ZUCHJ001
 Batch No. : 48 To 53
 Bank : 01 - GENERAL BANK

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
891	26-Mar-2014	LECOJ000	LECOMTE, J.D	Issued	49	C	1,538.00
892	26-Mar-2014	MUNI000	MUNICIPAL EMPLOYEES' PENSION	Issued	49	C	4,278.16
893	26-Mar-2014	RECE000	RECEIVER-GENERAL FOR CANADA	Issued	49	C	7,752.33
894	29-Mar-2014	FORTL002	FORT QU'APPELLE LIONS CLUB	Issued	51	C	18,300.00
895	04-Apr-2014	ALSCO000	ALSCO	Issued	53	C	258.14
896	04-Apr-2014	ANDE000	ANDERSON, LYNN	Issued	53	C	150.00
897	04-Apr-2014	APEXE000	APEX ENTERPRIZES LTD.	Issued	53	C	28,466.20
898	04-Apr-2014	CBSOU001	CBS OUTDOOR CANADA LP	Issued	53	C	735.00
899	04-Apr-2014	CENTU000	CENTURY VALLEN	Issued	53	C	171.98
900	04-Apr-2014	COCH001	COCHRANE, HOLLY	Issued	53	C	694.58
901	04-Apr-2014	DAWS002	DAWSON, JUSTIN	Issued	53	C	230.00
902	04-Apr-2014	DECORBY	DECORBY, DOUG	Issued	53	C	53.00
903	04-Apr-2014	EMTER000	EMTERRA ENVIRONMENTAL	Issued	53	C	6,403.32
904	04-Apr-2014	FINIL001	FINISHEN, LEE	Issued	53	C	147.19
905	04-Apr-2014	FLOC001	FLOCOR INC.	Issued	53	C	3,564.19
906	04-Apr-2014	FORT002	GRASSLANDS NEWS GROUP	Issued	53	C	112.90
907	04-Apr-2014	FTQU007	FORT QU'APPELLE CURLING CLUB	Issued	53	C	2,500.00
908	04-Apr-2014	GIROUX	GIROUX, BRIAN	Issued	53	C	447.60
909	04-Apr-2014	JAYS000	JAY'S MOVING & STORAGE LTD.	Issued	53	C	86.50
910	04-Apr-2014	JUNOB000	JUNO BEACH CENTRE ASSOCIATION	Issued	53	C	650.00
911	04-Apr-2014	LAKE000	LAKESIDE SEPTIC	Issued	53	C	842.63
912	04-Apr-2014	LECOJ000	LECOMTE, J.D	Issued	53	C	1,538.00
913	04-Apr-2014	MCKE000	MCKERCHER LLP	Issued	53	C	831.38
914	04-Apr-2014	MINIS000	MINISTER OF FINANCE	Issued	53	C	50.00
915	04-Apr-2014	MUIRHEAD	MUIRHEAD, IAN	Issued	53	C	373.90
916	04-Apr-2014	OWTOW000	OW TOWING SERVICES	Issued	53	C	405.30
917	04-Apr-2014	PRAI003	PRAIRIE VALLEY SCHOOL DIVISION	Issued	53	C	5,297.19
918	04-Apr-2014	PROFI000	PROFILE TIRE	Issued	53	C	243.65
919	04-Apr-2014	PROVI000	PROVINCIAL PUBLIC SAFETY TELECOMMUN	Issued	53	C	660.00
920	04-Apr-2014	REDH000	REDHEAD EQUIPMENT LTD.	Issued	53	C	1,787.43
921	04-Apr-2014	ROBO000	ROBO SALES & SERVICE LTD.	Issued	53	C	5,456.98
922	04-Apr-2014	ROCKC000	ROCKPORT CARRIER CO. INC.	Issued	53	C	3,800.00
923	04-Apr-2014	SASK000	SASKPOWER	Issued	53	C	17,059.65
924	04-Apr-2014	SASK038	SASKENERGY	Issued	53	C	13,260.61
925	04-Apr-2014	SASKT001	SASKTEL	Issued	53	C	2,615.12
926	04-Apr-2014	SKYHI000	SKY HIGH EXCAVATION & DEMOLITION LTD	Issued	53	C	511.88
927	04-Apr-2014	SUMA000	S.U.M.A.	Issued	53	C	228.31
928	04-Apr-2014	SUMA003	SUMA Group Benefits	Issued	53	C	4,663.53
929	04-Apr-2014	SUREW000	SUREWAY INTERNATIONAL INC.	Issued	53	C	1,433.41
930	04-Apr-2014	TROYL000	TROY LIFE & FIRE SAFETY LTD	Issued	53	C	1,880.13
931	04-Apr-2014	VALL006	VALLEY GROUP-PUMPS/SOFTENERS	Issued	53	C	186.32
932	04-Apr-2014	VALLV001	VALLEY VIEW ELECTRIC INC	Issued	53	C	2,092.65
933	04-Apr-2014	VANH000	VAN HOUTE COFFEE SERVICES INC.	Issued	53	C	530.25
934	04-Apr-2014	VIKI000	VIKING LAUNDROMAT & CAR WASH	Issued	53	C	17.00
935	04-Apr-2014	VOIC000	VOICE OF THE VALLEY	Issued	53	C	600.00
936	04-Apr-2014	WHIT002	WHITING VENTURES LTD.	Issued	53	C	630.00

Total Computer Paid : 143,534.41 Total EFT PAP : 0.00 Total Paid : 143,534.41
T Manually Paid : 0.00 Total EFT File : 0.00

**Town of Fort Qu'Appelle
Purchasing Policy**

Purpose

The purpose of this policy is to establish general guidelines for the purchase of goods and services by the Town of Fort Qu'Appelle.

Authorization

- 1.1 Town purchases must be made by designated Town personnel, and must follow spending guidelines listed below:
 - a) Front line staff must not exceed a \$50.00 spending limit without approval from department manager.
 - b) Department Managers must not exceed a \$2,500.00 spending limit without approval from the CAO.
 - c) CAO must not exceed a \$5,000.00 spending limit without approval from Council.
- 1.2 Cheques are not to be distributed until after the cheque register they are listed on is passed.
- 1.3 Any payments made for SaskTel, SaskPower, SaskEnergy, SaskWater, Emterra, North Valley Waste, Prairie Valley School Division, Revenue Canada, MEPP or to the court liaison officer do not require prior approval, and can be dispersed upon being signed by the CAO and 1 approved member of Council.

Conflict of Interest

- 2.1 No Town employee shall place themselves or another in a position of advantage or conflict when acquiring goods or services on behalf of the Town. Potential conflicts should be referred to the appropriate department head or CAO for clarification.