

TOWN OF DUNDURN
Minutes of the Regular Meeting of Council
held in Council Chambers of the Municipal Office in Dundurn, SK. on
December 21, 2015

PRESENT

Deputy Mayor: Annette Hamilton

Councillors: Dan Arndt, Mark Collis, Melva Richmond, Scott Senick

Staff: Eileen Prosser, (Administrator), Trevor Richmond, (Foreman).

ABSENT

None

CALL TO ORDER

Deputy Mayor Hamilton called the meeting to order at 7:00 p.m.

AGENDA

292.2015 Richmond/Collis - That the agenda be adopted as amended by adding:

- Resolution for culvert policy
- tenders for nuisance property clean up

CARRIED

MINUTES

293.2015 Arndt/Collis - That the November 9, regular meeting minutes be adopted.

CARRIED

294.2015 Collis/Senick - That the December 16, 2015 special meeting minutes be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

DELEGATIONS

David Katrynuik - to discuss order to remedy at 104 Government Road.

Fran Ambler - to discuss utility arrears

ACCOUNTS PAYABLE

295.2015 Richmond/Senick - That the accounts payable cheque numbers #7513 to #7586, online payments and payroll totaling \$217,626.52 be approved for payment.

CARRIED

FINANCIAL REPORTS

296.2015 Richmond/Senick - That the financial reports be accepted as presented.

CARRIED

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MEETING BREAK 8:00 TO 8:10 PM

COMMITTEE & STAFF REPORTS

297.2015 Collis/Richmond - That the following staff reports be acknowledged as presented:

- Public Works & Utilities report as presented by Trevor Richmond
- Administration report as presented by Eileen Prosser
- BEST report as presented by Mark Collis
- Rink Committee as presented by Melva Richmond
- Mayor's report as presented by Annette Hamilton

CARRIED

CORRESPONDENCE INFORMATION ITEMS

298.2015 Arndt/Collis - That the following correspondence is acknowledged as presented and filed accordingly.

- Water loss report - 96 cu(negative)
- Bylaw enforcement reports
- Government of Sask - Fire Safety Act proclaimed and in force

CARRIED

OLD BUSINESS

DAWWU & AE

299.2015 Collis/Scott - That the Town of Dundurn supports the arbitration between DAWWU and Associated Engineering.

CARRIED

WATER & SEWER NEW CONNECTIONS

300.2015 Collis/Richmond - That any new development water and sewer line connections to existing infrastructure from the curb stop to the main shall be completed by the town with all costs of construction charged back to the property owner or their agent;
FURTHER, that all requests for service be applied for by application a minimum of 14 days in advance and that the Utilities Regulations Bylaw is amended to reflect this change.

CARRIED

BUILDING BYLAW FEES

301.2015 Arndt/Richmond - That the Building Bylaw 20-2004 is amended as follows:

- Building demolition or to move a building in or out of town refundable deposit increase to \$1,000.00
- Refundable building deposit for new development: \$1,000.00

For all new development (does not include changes to pre-existing development), there is a refundable building deposit of \$1,000.00. A refund of 100% of the building deposit will be issued to the Developer when all of the conditions below have been met.

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The Municipality must be provided with:

1. Receipt of Final Inspection of the building before occupancy.
2. Completion of all deficiencies.
3. Receipt of Real Property Report
4. Confirmation of inspection of water, sewer and metre service connection by the municipality.
5. Confirmation of the installation of a water and sewage back flow preventer.

In any event, if the above items shown above are not completed within 24 months from the date of the approved development, the deposit shall be forfeited to the Municipality. Any refunds will be issued by way of cheque by the local authority.

DECREASE NUMBER OF COUNCILLORS

302.2015 Senick/Richmond - That a bylaw to decrease the number of councillors from 7 to 5 effective at the October 26, 2016 general election be considered at the next regular meeting of council.

CARRIED

MEETING BREAK 9:50 TO 10:10 PM

NEW BUSINESS

216 SECOND ST.

303.2015 Richmond/Senick - That an interest is recorded at land titles against the property at 216 Second St., legally known as Lot 1, Block 6, Plan B2915 until development & move permit deficiencies have been repaired to the satisfaction of the town.

CARRIED

UTILITY INFRASTRUCTURE LEVY

304.2015 Collis/Richmond - That an interest is recorded at land titles against the properties that have a monthly charge for the utility infrastructure levy.

CARRIED

TEMPORARY OFFICE HELP

305.2015 Arndt/Senick - That administration hire a temporary office assistant one time for 3 to 4 days.

CARRIED

PROPERTY TAX ADJUSTMENT

306.2015 Arndt/Senick - That the 2015 property tax at Lot 5/6, Block 11, Plan 85S19661 is not reduced due to a building that remains on the property and the minimum tax on improvements.

CARRIED

PROPERTY TAX ADJUSTMENT

307.2015 Arndt/Collis - That the 2015 property tax at Lot 1, Block 2, Plan 4769 is adjusted reflect demolition of all buildings from May to August 2015.

CARRIED

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UTILITY ARREARS TRANSFER TO PROPERTY TAXES

308.2015 Collis/Senick - That any outstanding utility infrastructure levy accounts that do not have water active service be transferred the property tax roll if not paid by December 31, 2015.

CARRIED

ACCOUNTS RECEIVABLE ARREARS TRANSFER TO PROPERTY TAXES

309.2015 Richmond/Collis - That any outstanding accounts receivable accounts be transferred to the property tax roll if not paid by December 31, 2015.

CARRIED

LORAAS DISPOSAL SERVICE CONTRACT

310.2015 Collis/Arndt - That the Loraas Disposal service agreement is signed for a maximum one year period of January 1 - December 31, 2016.

CARRIED

2016 HOMESTYLES SHOW

311.2015 Arndt/Senick - That the town rent a booth at the 2016 Homestyles Show event and purchase promotional material to showcase the town and new development.

CARRIED

INDOOR BMX/SKATE FACILITY

312.2015 Arndt/Senick - That based on the Allnorth Engineer preliminary structural report on the curling rink building and that no structural renovations will be required for an indoor BMX/Skate Park; the town approves the building to be used as an Indoor BMX/Skate facility.

CARRIED

BY-ELECTION

313.2015 Collis/Senick - That the by-election date for one Councillor and Mayor is Wednesday April 27, 2016.

CARRIED

STREET CLOSURE

314.2015 Collis/Senick - That the request from Big Mur's Tavern to close Second Street and First Ave between 11:00 pm and 12:30 am on December 31, 2015 and January 01, 2016 is approved.

CARRIED

2015 MUD DRAG WATER

315.2015 Richmond/Senick - That the request from the Lions Club for a \$711.26 donation to cover water usage at the 2015 Mud Drag event is not approved.

CARRIED

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COUNCIL PROCEDURES POLICY

315.2015 Collis/Senick - That due to public perception and workplace conflict or difficulties, no member of council shall be appointed to any committee or board whereby they are involved in an intimate relationship with an employee or contractor that is involved in any manner with the same committee or board; FURTHER, no member of council shall be appointed to any committee or board whereby the same employee or contractors' supervisor or subordinate(s) are also involved in any manner with the same committee or board; FURTHER, 'intimate relationship' be defined as immediate family or romantic and that this policy be added to the Council Procedures Bylaw.

CARRIED

CULVERT POLICY

316.2015 Collis/Arndt - That the following culvert policy is approved and updated in the policy manual:

If no existing culvert - all costs of the culvert and installation is the responsibility of the property owner or agent. All culvert installations must be inspected by the Public Works and Utilities Department before being covered. An appointment for inspection should be made at least 72 hours in advance.

If an existing culvert needs to be repaired or replaced due to natural causes, the Town bears the cost which includes repair to the driveway, if required, back to a useable condition. Should the culvert require repair or replacement due to damages by the property owner, all costs will be charged back to the owner. New and replacement culverts are to be made of HDPE material or other material as only approved by the Public Works Department.

CARRIED

UTILITY ARREARS POLICY

317.2015 Collis/Richmond - That arrears on any town utility service regardless of whether it's water, sewer, delivery or infrastructure levy may result in the water to the property being shut off; FURTHER, that the Utilities Regulations Bylaw is amended to reflect this policy.

CARRIED

DEVELOPMENT PERMIT APPLICATIONS

None

BYLAWS

Bylaw 2015-13 Residential Waste Removal

318.2015 Senick/Richmond – That Bylaw 2015.13 be introduced and read the first time.

CARRIED

319.2015 Collis/Arndt – That Bylaw 2015.13 be read the second time.

CARRIED

320.2015 Richmond/Senick – That Bylaw 2015.13 be given three readings at this meeting.

CARRIED UNANIMOUSLY

321.2015 Richmond/Collis – That Bylaw 2015.13 be read the third time and be adopted.

CARRIED

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Bylaw 2015-14 To establish the chair at council meetings

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| 322.2015 | Arndt/Collis - That Bylaw 2015.14 be introduced and read the first time. | CARRIED |
| 323.2015 | Senick/Richmond - That Bylaw 2015.14 be read the second time. | CARRIED |
| 324.2015 | Collis/Arndt - That Bylaw 2015.14 be given three readings at this meeting. | CARRIED UNANIMOUSLY |
| 325.2015 | Richmond/Senick - That Bylaw 2015.14 be read the third time and be adopted. | CARRIED |

TENDERS FOR NUISANCE PROPERTY CLEAN UP

- 326.2015 Collis/Richmond - That the tender from BRP Mobile Services for \$4,350.00 for the cleanup of nuisance property at 104 Government Road is accepted.
- CARRIED

ORDER TO REMEDY

- 327.2015 Collis/Arndt - That the nuisance property order to remedy at 104 Government Road is extended to December 31, 2015.
- CARRIED

ADJOURNMENT

- 328.2015 Arndt - That this meeting adjourns at 11:35 p.m.
- CARRIED

DEPUTY MAYOR ANNETTE HAMILTON

ADMINISTRATOR EILEEN PROSSER