

**TOWN OF DUNDURN**  
**Minutes of the Special Meeting of Council**  
**held in Council Chambers of the Municipal Office in Dundurn, SK. on**  
**October 15, 2015**

**PRESENT**

Deputy Mayor Annette Hamilton  
Councillors: Melva Richmond, Mark Collis, Dan Arndt

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

**ABSENT**

Councillor Scott Senick

**CALL TO ORDER**

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

**AGENDA**

237.2015 Collis/Richmond – That the agenda be adopted as amended by adding:

- DAWWU - arbitration support for RV of Shields regarding Associated Engineering

CARRIED

**MINUTES**

238.2015 Collis/Arndt - That September 14, 2015 regular meeting minutes be adopted.

CARRIED

239.2015 Arndt/Richmond - That the September 22, 2015 special meeting minutes be adopted.

CARRIED

**BUSINESS ARISING FROM THE MINUTES**

None.

**DELEGATIONS**

Bronwy Eyre - Sask Party candidate - Cancelled

**ACCOUNTS PAYABLE**

240.2015 Collis/Richmond – That the accounts payable cheque numbers #7447 to #7477, online payments and payroll totaling \$100,242.59 be approved for payment.

CARRIED

**FINANCIAL REPORTS**

241.2015 Collis/Richmond - That the financial reports be accepted as presented.

CARRIED

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**COMMITTEE & STAFF REPORTS**

242.2015 Richmond/Collis - 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
- Future Dundurn Community Complex as presented by Dan Arndt
- Library report as submitted by Melva Richmond
- Hall report as presented by Melva Richmond
- DAWWU report as presented by Dan Arndt
- RMCP report as presented by Annette Hamilton
- Mayor's report as presented by Annette Hamilton

CARRIED

**MEETING BREAK 8:55 - 9:10 P.M.**

**CORRESPONDENCE INFORMATION ITEMS**

243.2015 Arndt/Richmond - That the following correspondence is acknowledged as presented and filed accordingly.

1. Water loss report - 1123 cu
2. Bylaw Officer reports - Sept 10,18,23,30
3. BEST - requesting that road closures be reported to the Fire Chief or Deputy Fire Chief.
4. MD ambulance - letter that fire dispatch service cancellation is extended to Dec 18.
5. RCMP - violation occurrence stats for period July thru Sept
6. RV of Shields - copy of resolution regarding payment of rehab expenses for Shields Truck Dump
7. DRWU - copy of Feb 12, 2015 letter to SaskWater regarding increases and their reply
8. Ministry of Justice - requesting expression of interest in the Community Safety Officer Program

CARRIED

**DEVELOPMENT PERMIT APPLICATIONS**

None

**BYLAWS**

None

**STREET CLOSURE**

244.2015 Collis/Arndt - That the Dundurn Tavern is reminded that street closures must be approved by the town office.

CARRIED

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**CO-OP PRESCHOOL**

245.2015 Collis/Richmond - That effective January 1, 2016 the Co-Op Preschool room rental fee increase from \$25.00 per month to \$50.00 per month for a full calendar year as the room is dedicated to their organization for the entire year.

CARRIED

**BUILDING PERMIT APPLICATION FEES**

246.2015 Collis/Arndt - That the Building Permit Application administration fee be cancelled effective January 1<sup>st</sup>, 2016.

CARRIED

**DEVELOPMENT PERMIT APPLICATION FEES**

247.2015 Collis/Arndt - That an administration fee of \$50.00 per Development Permit Application be charged effective January 1<sup>st</sup>, 2016.

CARRIED

**BUILDING INSPECTOR FEES**

248.2015 Collis/Arndt - That the Town appointed residential building inspector permit fees collected are split 50/50 between the building inspector and the Town effective January 1<sup>st</sup>, 2016.

CARRIED

**FIRE FIGHTING CHARGES**

249.2015 Arndt/Richmond - That due to the non-compliance of an order to remedy by July 31, 2015; that invoice #2015-021 for \$1,133.33 from BEST is charged back to the property owner of 104 Government Road.

CARRIED

**UTILITY AREARS INTEREST**

250.2015 Arndt/Collis - That the Town utility arrears interest or portion thereof on an account from a previous renter at 211 Carson Street is not reversed or adjusted for credit.

CARRIED

**HALL RENTAL FEE FOR SCHOOL BAND PRACTICE**

251.2015 Arndt/Richmond - That the Dundurn Elementary School is charged \$25.00 per month to recover utility costs if they require the Hall for school band practice.

CARRIED

**POLICY MANUAL CHANGES**

252.2015 Arndt/Collis - That Subsection 200-2 and 200-3 of the Town of Dundurn Policy Manual describing the duties and powers of the Mayor and Deputy Mayor are changed to reflect the powers and duties as described under *Section 91 and 93 of The Municipalities Act* effective immediately.

CARRIED

**RESCIND RESOLUTION 229.2015**

253.2015 Collis/Arndt - That resolution 229.2015 regarding correspondence to DAWWU regarding an administration issue be rescinded.

CARRIED

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**HOLIDAY OFFICE HOURS**

254.2015 Arndt/Richmond - That the Town Office be closed all day December 24<sup>th</sup>, 28<sup>th</sup> and open until noon on December 31<sup>st</sup>, 2015.

CARRIED

**VACATION DAYS**

255.2015 Arndt/Collis - That Eileen Prosser's vacation days on December 21,22,23,29 and 31<sup>st</sup> are approved.

CARRIED

**NUISANCE PROPERTIES**

256.2015 Collis/Arndt - That the Council hereby declares the land located at the civic address of 104 Government Road to be a nuisance under Sections 6, 11, & 12 of Bylaw #14-2005, the Nuisance Abatement Bylaw and Zoning Bylaw 11-87 R3 Zoning District for the following reason(s):

- Allowing persons to camp on land
- Dilapidated Buildings
- Burned out trailer
- Junked Vehicles

That the Designated Officer is hereby authorized to issue an order to the owner of the said property requiring him to undertake the following work:

- Remove all persons camping on land along with all camping equipment
- Repair or demolish dilapidated building and remove
- Remove all junk vehicles
- Remove burned out trailer and all burned material

said work to be completed on or before the 13 day of November , 2015;

And that if the work noted above is not completed by the date noted above, the municipality is authorized to take whatever steps are necessary to complete the work and recover the costs.

CARRIED

257.2015 Collis/Arndt - That the Council hereby declares the land located at the civic address of 405 Second St. to be a nuisance under Sections 6 & 11 of Bylaw #14-2005, the Nuisance Abatement Bylaw for the following reason(s):

- Front stairs dilapidated and unsafe
- Front of building unsightly depreciating the value of other land in the neighbourhood
- Grass and weeds overgrown around property

That the Designated Officer is hereby authorized to issue an order to the owner of the said property requiring him to undertake the following work:

- Repair front stairs
- Update building frontage by way of painting and/or other material
- Cut overgrown weeds and grass around property

said work to be completed on or before the 13 day of November , 2015;

And that if the work noted above is not completed by the date noted above, the municipality intends to levy a fine to the maximum daily find of not more than \$2,500.00 per day and may take whatever steps are necessary to complete the work and recover the costs.

CARRIED

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258.2015 Richmond/Collis - That the Council hereby declares the land located at the civic address of 301 Second St. to be in violation of home based business development permit #2014-08 for the following reason(s):

- Outside storage of materials, goods and equipment related to the home based business

That the Designated Officer is hereby authorized to issue an order to the owner of the said property requiring him to undertake the following work:

- Remove all outside storage of materials, goods and equipment related to the home based business

said work to be completed on or before the 13th day of November, 2015;

And that if the work noted above is not completed by the date noted above, the municipality intends to permanently cancel the business license.

CARRIED

**DEVELOPMENT AGREEMENT**

259.2015 Arndt/Richmond - That the amendment to the Sunshine Meadows Development Agreement is approved for signature.

CARRIED

**EMO COORDINATOR**

260.2015 Arndt/Collis - That Barb Olyniuk is sent a \$100.00 gift certificate as a thank you and recognition for her past contribution as our volunteer EMO Coordinator.

CARRIED

**FIRE BANS**

261.2015 Collis/Richmond - That Council acknowledges and fully respects the expertise and dedication of the Dundurn Fire Department and will consult with the fire chief regarding fire bans on a case by case basis.

CARRIED

**BEST CAPITAL PURCHASE**

262.2015 Richmond/Arndt - That due to the requirement for BEST to enter into a new agreement for dispatch services with PA911; that new radio equipment is purchased by BEST to enable communication on their frequency.

CARRIED

**INDOOR BMX & SKATE PARK**

263.2015 Collis/Richmond - That Council supports further analysis of renovating the Dundurn Curling Rink building into an indoor skate and BMX riding facility.

CARRIED

**DAWWU MEDIATION**

264.2015 Arndt/Collis - That the request to participate in mediation regarding a legal matter with the DAWWU and Associated Engineering is tabled pending further review.

CARRIED

**IN CAMERA**

265.2015 Richmond/Arndt - That the meeting proceeds in camera at 10:30 p.m. to discuss procedural matters.

CARRIED

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**OUT OF CAMERA**

266.2015 Richmond/Arndt - That the meeting resumes out of camera at 10:35 p.m. CARRIED

**SECURITY ALARM CONTRACT**

267.2015 Collis/Richmond - That the quote from SecurTek for building alarm security is approved. CARRIED

**IN CAMERA**

268.2015 Richmond/Arndt - That the meeting proceeds in camera at 10:38 p.m. to discuss planning and development. CARRIED

**OUT OF CAMERA**

269.2015 Richmond/Arndt - That the meeting resumes out of camera at 10:45 p.m. CARRIED

**R3 ZONING DISTRICT**

270.2015 Collis/Arndt - WHEREAS:

- a) The Town of Dundurn is preparing a new zoning bylaw to replace Bylaw 11-87;
- b) Bylaw 11-87 currently has a R3 - Mobile Home Park zoning district;
- c) The R3 zoned land parcel has not been an active mobile home park in over 15 years;
- d) A mobile home park is no longer favorable to the growth plan in the area surrounding the R3 parcel;

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Dundurn that the R3-Mobile Home Park Zoning District in Bylaw 11-87 is amended to be removed as a zoning district and that the land legally described as Lot 4, Block 11, G604 is rezoned to R2-Residential.

CARRIED

**ADJOURNMENT**

271.2015 Arndt - That this meeting adjourns at 10:50 p.m. CARRIED

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DEPUTY MAYOR ANNETTE HAMILTON

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ADMINISTRATOR EILEEN PROSSER