

**TOWN OF DUNDURN**  
**Minutes of the Regular Meeting of Council**  
**held in Council Chambers of the Municipal Office in Dundurn, SK. on**  
**November 21, 2016**

**PRESENT**

Mayor Per Vinding  
Councillor(s): Annette Hamilton, Walter Litke.

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

**ABSENT**

Councillor(s): Melva Richmond, Fred Wilson

**OATH** Walter Litke and Fred Wilson submitted their sworn Oath - Member of Council. Per Vinding and Annette Hamilton swore an Oath – Member of Council. Oaths are attached and forming part of these minutes.

**COMMITMENT TO THE CODE**

Walter Litke submitted his sworn Statement of Commitment to the Code. Per Vinding and Annette Hamilton swore their Statement of Commitment to the Code. Statement of Commitment to the Code are attached and forming part of these minutes.

**PUBLIC DISCLOSURE STATEMENT**

Walter Litke, Fred Wilson and Per Vinding submitted their Public Disclosure Statements which are attached and forming part of these minutes.

**CALL TO ORDER**

Mayor Vinding called the meeting to order at 6:25 p.m.

**AGENDA**

295.2016 Hamilton/Litke – That the agenda be adopted as amended with the following additions:

- 13.22 Set regular meeting dates
- 13.23 Summer Student
- 16.1 In camera – strategic planning

CARRIED

**MINUTES**

296.2016 Hamilton/Litke - That the following meeting minutes be adopted:

- October 11, 2016 regular meeting minutes.
- October 20, 2016 special meeting minutes.

CARRIED

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**ACCOUNTS PAYABLE**

297.2016 Vinding/Hamilton – That the accounts payable cheque numbers #7968 to #8025, online payments and payroll totaling \$132,017.23 be approved for payment.

CARRIED

**FINANCIAL REPORTS**

298.2016 Hamilton/Vinding – That the financial reports be accepted as presented.

CARRIED

**STAFF REPORTS**

299.2016 Vinding/Litke - That the following staff report be acknowledged as presented:

- Public Works & Utilities report as presented by Trevor Richmond
- Waste management workshop written report submitted by Gary Grady

CARRIED

**TREVOR RICHMOND LEFT MEETING AT 7:30 P.M.**

**STAFF REPORTS**

300.2016 Vinding/Litke – That the following staff report be acknowledged as presented:

- Administration as presented by Eileen Prosser

CARRIED

**CELL PHONES**

301.2016 Litke/Hamilton – That the maximum cell phone allowance for the Administrator is \$700.00 and Public Works Forman is \$500.00.

CARRIED

**RENTAL PROPERTIES**

302.2016 Hamilton/Vinding – That the utilities be disconnected to a rented property if the property owner has outstanding utility charges.

CARRIED

**VACATION**

303.2016 Vinding/Hamilton – That the Administrator’s vacation days are approved.

CARRIED

**LEGAL COUNSEL**

304.2016 Vinding/Hamilton – That subject to harassment and defamation, Administration have access to the town’s legal counsel.

CARRIED

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**COMMITTEE REPORTS**

305.2016 Hamilton/Litke – That the following committee reports be acknowledged as presented:

- Best Committee written report as submitted by Michael Kuzma
- RCMP report as presented by Annette Hamilton

CARRIED

**BEST CAPITAL RESERVE**

306.2016 Vinding/Litke – That resolution 144.2016 to transfer a levy of \$13,400.00 for a BEST capital reserve is rescinded.

CARRIED

**FIRE TRUCK FINANCING**

307.2016 Vinding/Litke – That resolution 201.2016 is amended to read:

“That the town pay to BEST \$62,500.00 representing one-fourth (1/4) of the balance due to Acres Industries for a new fire truck after the initial payment from BEST pending the review and approval of the purchase plan and BEST’s capital reserves report;  
FURTHER, that no interest is charged to BEST from the town.

CARRIED

308.2016 Vinding/Hamilton – That after BEST’s initial down payment to Acres Industries for a new fire truck, the town pays to BEST \$62,500.00 representing one-fourth (1/4) of the balance due in 2017 upon request.

CARRIED

**BEST NAME CHANGE**

309.2016 Hamilton/Vinding – That the town agrees with the recommendation from the BEST board to change the operating name of the fire department to the “Dundurn Fire Department”.

CARRIED

**CORRESPONDENCE**

310.2016 Vinding/Hamilton – That the following correspondence is acknowledged as presented and filed accordingly:

- 11.1) Water loss report (689 cu)
- 11.2) Bylaw enforcement reports for Oct. 2 & Nov. 9. Follow up on fireworks complaint, dog left out and barking all day, animal cruelty investigation, no proper shelter or water, regular patrol.
- 11.3) Sask. Housing Corp. – new board appointments Gail Fulkerson & Karen Powell

CARRIED

**DEPUTY MAYOR**

311.2016 Vinding/Litke – That Annette Hamilton is appointed Deputy Mayor until council provides otherwise.

CARRIED

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**SIGNING AUTHORITY**

312.2016 Hamilton/Litke – That the following signing authority policy is approved:

1. All documents signed under the seal of the Town shall be signed by the:
  - a) Mayor or Deputy Mayor (any one of them)  
and
  - b) Administrator or Administrative Assistant (any one of them).
2. All General, Payroll, Utility, Recreation Committee, Hall Committee, Trust and Reserve Fund cheques, bank documents, etc., of the Town shall be signed by two signing officers. The signing officers of the Town shall be:
  - a) Mayor or Deputy Mayor (any one of them)  
and
  - b) Administrator or Administrative Assistant (any one of them).

CARRIED

**COUNCIL COMMITTEE APPOINTMENTS**

313.2016 Hamilton/Vinding – That the Council Committee Appointments are approved as described in Appendix 'A' attached to these minutes.

CARRIED

**BOARD OF REVISION**

314.2016 Hamilton/Litke – That administration advertises for required board of revision members and a secretary.

CARRIED

**SUBDIVISION APPLICATION**

315.2016 Hamilton/Litke – That the proposed subdivision application number CP T870-16S; described as Phase 2 of the Sunshine Meadows development on land legally described as NW ¼ Section 3-33-4 W3M is approved.

CARRIED

**2017 SUMA CONVENTION**

316.2016 Hamilton/Walter – That administration or council is approved to attend the 2017 SUMA Convention held February 5 to 8, 2017 in Saskatoon.

CARRIED

**DONATION DUCKS UNLIMITED**

317.2016 Vinding/Hamilton – That the donation request from Dundurn Ducks Unlimited is approved for \$300.00.

CARRIED

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**DONATION 4-H CLUB**

318.2016 Hamilton/Litke – That the donation request from Saskatchewan 4-H is approved for \$300.00

CARRIED

**TAX ASSESSMENT WORKSHOP**

319.2016 Vinding/Hamilton – That the administrator attend the UMAAS tax assessment workshop on February 9, 2017.

CARRIED

**ORDER TO REMEDY**

320.2016 Vinding/Hamilton – That Council hereby declares the land legally described as Lot 10, Block 10 Plan 101951401 in contravention of Zoning Bylaw 11-87, R2 district for the following reason(s);

- Storing a commercial/industrial semi-trailer or container on land zoned as residential;

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 the all commercial/industrial semi- trailers or containers;

said work to be completed on or before the 30 day of April, 2017;

and that this is the final extension of time granted;

and if the work noted above is not completed by the date of April 30, 2017, the municipality is authorized to take whatever steps are necessary to complete the work and recover the costs.

CARRIED

**ORDER TO REMEDY**

321.2016 Litke/Hamilton – That Council hereby declares the land legally described as Lot 14, Block 10 Plan 102059355 to be a nuisance under Sections 8, 11,14 and 15 of Bylaw #14-2005, the Nuisance Abatement Bylaw for the following reason(s);

- Allowing construction material and equipment to become untidy by being thrown about on the property;
- Old wood and rusted equipment that was in use during construction not being used for over a year and left out as an eye soar;
- Allowing shrubs, trees and grass to be over grown.

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 the all dilapidated wood, equipment and junk;
- Remove all construction equipment and materials until construction reconvenes or provide covered storage that is suitable for a residential area;

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- Trim bushes, trees and grass;

said work to be completed on or before the 30 day of April, 2017;  
and that this is the final extension of time granted;  
and if the work noted above is not completed by the date of April 30, 2017, the municipality is authorized to take whatever steps are necessary to complete the work and recover the costs.

CARRIED

**TAX ENFORCEMENT**

322.2016 Vinding/Hamilton – That the request to stop tax enforcement for roll number 54 and 324 and accept an in-house payment plan is denied.

CARRIED

**DCC FUNDRAISING**

323.2016 Vinding/Hamilton – That administration contact Firebird Consulting for further information regarding a fundraising campaign for the Dundurn Community Complex.

CARRIED

**NEIGHBOURHOOD WATCHMAN**

324.2016 Hamilton/Vinding – That the proposal from Allah Ditta Butt to source a neighbourhood watchman for hire on a trial basis, is postponed, until further information from the RCMP regarding such a program is received.

CARRIED

**OFFICE TEMP**

325.2016 Vinding/Hamilton – That administration hire a temporary contract office assistant for holiday coverage at a rate of up to \$18.00 per hour.

CARRIED

**STAFF AND COUNCIL CHRISTMAS PARTY**

326.2016 Hamilton/Litke – That administration make reservations for a staff and council Christmas dinner at The Willows Restaurant.

CARRIED

**STAFF BONUS**

327.2016 Vinding/Hamilton – That the staff receive a \$100.00 gift certificate of their choice as a Christmas bonus.

CARRIED

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**HOLIDAY HOURS**

328.2016 Vinding/Litke – That the office is closed on December 23, 2016 at noon and on December 26, 2016 and January 2, 2017.

CARRIED

**SUMMER STUDENT**

329.2016 Hamilton/Vinding – That administration applies for the 2017 Summer Student grant.

CARRIED

**DEVELOPMENT APPLICATIONS**

330.2016 Hamilton/Litke – That the approved development and demolition applications are acknowledged as presented.

CARRIED

**IN CAMERA**

331.2016 Vinding/Hamilton - That the meeting proceeds in camera at 11:00 p.m. as per clause 17(1)(d) of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss letter from DAWWU requesting information regarding the new utility infrastructure for a development.

CARRIED

**OUT OF CAMERA**

332.2016 Vinding/Hamilton - That the meeting resumes out of camera at 12:15 a.m.

CARRIED

**TOWN LAGOON PROJECT COST**

333.2016 Hamilton/Vinding – That the appointed representative obtains from the DAWWU the final project costs as reported by Associated Engineers.

CARRIED

**DAWWU REQUEST FOR PERMIT INFORMATION**

334.2016 Vinding/Hamilton – That administration respond to the October 30, 2016 DAWWU information request that no additional permits were required by the WSA and we will not be obtaining and further permits from any parties.

CARRIED

**ADJOURNMENT**

335.2016 Hamilton/Litke – That this meeting adjourns at 12:20 a.m.

CARRIED

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**MAYOR PER VINDING**

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**ADMINISTRATOR EILEEN PROSSER**