

**TOWN OF DUNDURN
Council Meeting Minutes
March 9, 2015**

Minutes of the regular Council meeting for the Town of Dundurn held in Council Chambers, Dundurn, Saskatchewan.

PRESENT

Mayor Doug Narraway, Councillors: Deputy Mayor Sharon Miskolzi, Annette Hamilton, Melva Richmond, Dan Arndt arrived at 7:20 p.m.

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

ABSENT

Councillor Justin Higginbotham

CALL TO ORDER

Mayor Doug Narraway called the meeting to order at 7:00 p.m.

AGENDA

36.2015 Hamilton/Miskolzi – That the agenda be adopted as amended by adding:
➤ Highway signage

CARRIED

MINUTES

37.2015 Hamilton/Richmond - That February 9, 2015 meeting minutes be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

None

ACCOUNTS PAYABLE

38.2015 Miskolzi/Richmond – That the accounts payable cheques #7144 to #7171, online payments and payroll totaling \$76,251.19 be approved for payment.

CARRIED

DELEGATIONS

None

REPORTS

➤ **Foreman**

- Snow pile removal to prevent flooding and de-icing of culverts underway
- Possible drainage issues on Government Rd. going North towards the Dome, ditches and culverts were not engineered correctly for depth causing some drainage flow issues.
- Water loss issue of 6,000 gallons per day. Have not been able to locate breakage yet.
- Water meter tampering issue was found, the radio head was broken off. All costs will be charged back to homeowner.

➤ **Administration**

- Waterwolf sent our RFP to several engineers to conduct the 2015 Waterworks Assessment reporting as required by Saskwater. Recommend continuing with Bullee as they have all the specs for the upgrades done in 2012.
- Waterwolf will also lobby the Provincial government on behalf of their membership to change the WSA reporting from every 5 years to 10. Logic being that mandatory daily testing proves whether the operator and plant can produce potable water and equipment does not age significantly enough to require a report every five years.
- Auditor will be here on the 16th
- Waterwolf board meeting- going forward they will focus on providing their membership with guidance regarding Asset Management reporting and providing information and guidance to smaller municipalities regarding amalgamation. Municipalities are not being proactive with the very real provincial and federal requirement for Asset Management reporting to accompany future grants and funding. Indications are that by 2018 grants will not be available unless municipalities have done this. Software is expensive approx. \$7,000 for NAMS, training is required and the staff or time to keep up to date. Reporting is high level and an engineer is more than likely required to help with it. Discussed the future possibility of the Province forcing smaller communities to amalgamate such as in Manitoba where any municipalities under pop. of 1,000 had to amalgamate.
- LGA course accelerated program in June for 5 days in Regina.

➤ **BEST**

- Town to appoint new representative

➤ **Recreation Board**

- Further discussion of hiring a Recreation Director and what the roll out and responsibilities is for the position. Discussion of dissolving the current recreation board and creating a new rink committee or board. Administration to contact the RM of Dundurn regarding approval for dissolving the recreation board.

➤ **Hall**

- RFP for manager and rental agent for the hall reviewed. Due to the potential Recreation Director position the RFP has been put on hold.

➤ **Administration**

- No date set for employee reviews. Meeting March 16, 2015 on other matters.

➤ **DRWU**

- June rate increase update. No decisions due to lack of quorum at the meeting. Discussion of DRWU lobbying Saskwater regarding the continued increases.

➤ **DAWWU**

- Discussion of \$27,000 invoice from DAWWU to pay for 40% of the boards operating shortage. Actual only up to October. Ros did not want to provide actual up to Dec. 31 until after the audit was complete. No response to Council's January 2 letter.

➤ **Finance**

- No date set for budget meeting. Administration would like to discuss a review of employee benefits.

➤ **Zoning**

- Discussed hiring a planner to review and complete the zoning districts in the new zoning bylaw and to advise on projects when required.

39.2015 Miskolczi/Richmond – That the reports be accepted as presented.

CARRIED

2015 WSA

40.2015 Miskolczi/Richmond - That Bullee Consulting LTD. is contracted at the quote provided to complete the 2015 Waterworks System Assessment reporting.

CARRIED

WSA REPORTING

41.2015 Miskolczi/Hamilton - That the Town of Dundurn supports Waterwolf District Planning Commission in their efforts in lobbying the provincial government to change the reporting requirements of the Waterworks System Assessment from every 5 years to 10 years.

CARRIED

LGA COURSE

42.2015 Miskolczi/Hamilton - The Eileen Prosser take the accelerated LGA course in June using paid vacation or TOIL and that accommodations and travel be reimbursed.

CARRIED

BEST

43.2015 Hamilton/Richmond - That Sharon Miskolczi be appointed as the town representative on the Blackstrap Emergency Services Team board.

CARRIED

DAWWU

44.2015 Miskolczi/Hamilton - That Dan Arndt be appointed as the town representative on the Dundurn and Area Wastewater Utility board.

CARRIED

DAWWU Invoice #2014-119

45.2015 Hamilton/Richmond - That invoice #2014-119 for \$27,418.06 from the DAWWU to pay for 40% of the estimated shortfall of the board is not paid until Council receives a satisfactory response to their concerns.

CARRIED

MUNICIPAL PLANNER

46.2015 Miskolczi/Hamilton - That the services of a Municipal Planner are contracted at the quote provided per hour plus travel expenses when required.

CARRIED

CORRESPONDENCE INFORMATION ITEMS

1. Water loss report 3
2. SAMA AGM Wed April 15 in Regina
3. Municipal Infrastructure conference April 21-23 in Nipawin \$250.00
4. Bylaw officer reports 5
5. SREDA Minutes - previously emailed to Council
6. Resignation of Justin Higginbotham

47.2015 Miskolczi/Richmond - That the correspondence be received and filed accordingly. CARRIED

MUNICIPAL INFRASTRUCTURE CONFERENCE

48.2015 Hamilton/Richmond - That Sharon Miskolczi attend the Municipal Infrastructure conference April 21-23 in Nipawin.

CARRIED

ELECTION DATE

49.2015 Hamilton/Richmond - That election day, if required, for the by-election in the Town of Dundurn be held on May 27, 2015 with the poll open from 9 a.m. to 8 p.m.

CARRIED

NOMINATION OFFICER

50.2015 Richmond/Miskolczi - That Patty Posnikoff be appointed nomination officer for the by-election in the Town of Dundurn.

CARRIED

RETURNING OFFICER

51.2015 Richmond/Hamilton - That Eileen Prosser be appointed Returning Officer for the by-election in the Town of Dundurn.

CARRIED

DEPUTY RETURNING OFFICER

52.2015 Hamilton/Richmond - That Char Seymour be appointed Deputy Returning Officer for the by-election in the Town of Dundurn.

CARRIED

POLL CLERK

53.2015 Hamilton/Arndt - That Patty Posnikoff be appointed Poll Clerk for the by-election in the Town of Dundurn.

CARRIED

POLLING PLACE

54.2015 Hamilton/Richmond - That the polling place for the Town of Dundurn by-election and advanced poll be located at the Dundurn Community Hall.

CARRIED

ELECTION REMUNERATION

55.2015 Hamilton/Richmond - That the following remuneration is paid for the Town of Dundurn by-election:

- Returning Officer - \$350.00
- Deputy Returning Officer - \$300.00
- Poll Clerk - \$300.00

EMAIL ADDRESS'

Discussed the use of private email accounts verses email address' set up through administration for Council business. No guarantee of confidentiality regardless of what the name is of the email address is.

HIGHWAY SIGNAGE FOR TOWN BUSINESS'

Complaints received that business' not located in Town are advertising on private land close to town limits and business' in town have no sign corridor. Administration has reviewed areas suitable for a corridor that is not crown land, however because the land is so far back from the highway the signs would have to be very large for motorist to read. Such large signs would be costly. Advise those interested to approach the private land owners regarding locating a sign on their property. The sign corridor going North on the East side of Hwy. 11 is still a valid corridor.

DEVELOPMENT PERMIT APPLICATIONS

None

BYLAWS

None

ADJOURNMENT

56.2015 Miskolczi - That this meeting adjourns at 9:25 p.m.

CARRIED

MAYOR DOUG NARRAWAY

ADMINISTRATOR EILEEN PROSSER