

**TOWN OF DUNDURN**  
**Minutes of the Special Meeting of Council**  
**held in Council Chambers of the Municipal Office in Dundurn, SK. on**  
**January 21, 2019**

**PRESENT**

Mayor Per Vinding

Councillor(s): Melva Richmond, Fred Wilson, Walter Litke, Annette Hamilton.

Staff: Eileen Prosser, (Administrator), Trevor Richmond (Public Works Supervisor)

**ABSENT**

None

**CALL TO ORDER**

Mayor Vinding called the meeting to order at 6:07 p.m.

**ANNUAL PUBLIC DISCLOSURE STATEMENT**

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

**AGENDA**

**1. HAMILTON  
LITKE**

RESOLVED that the January 14, 2019 Regular Meeting Agenda that was cancelled and moved to January 21, 2019 be adopted.

CARRIED

**MINUTES**

**2. HAMILTON  
RICHMOND**

RESOLVED that the following meeting minutes be adopted:

- a) December 10, 2018 Regular Meeting Minutes.

CARRIED

**3. BUSINESS ARISING FROM THE MINUTES**

None

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**4. DELEGATION(S)**

None

**DAWWU CHEQUE #9190**

**5. VINDING  
HAMILTON**

WHEREAS, the Corporate Partners of the Dundurn and Area Waste Water Utility, (DAWWU), on January 1, 2018 agreed in principle to have the DAWWU transfer ownership of assets excluding the lagoon, to each municipality that were in each municipality's boundary and for the exclusive use of that municipality; and

WHEREAS, the Corporate Partners of the DAWWU agreed to share the expenses of the lagoon by portion of ownership based on Associated Engineering total lagoon capacity of 1746 'units' assigned January 1, 2018 as follows:

Resort Village of Thode – 106 units or 6.07% of lagoon capacity  
Resort Village of Shields – 327 units or 18.73% of lagoon capacity  
Town of Dundurn – 600 units or 34.36% of lagoon capacity  
R.M. of Dundurn – 713 units or 40.84% of lagoon capacity

NOW THEREFORE BE IT RESOLVED, that cheque number 9190 is on hold and that Administration request a new invoice reflecting 34.36% of 2018 lagoon only expenses.

CARRIED

**ACCOUNTS PAYABLE**

**6. LITKE  
RICHMOND**

RESOLVED that Accounts Payable cheque numbers 9186 to 9249, (excluding cheque #9190 for \$9,594.00), online payments and payroll totaling \$120,463.36 is approved for payment.

CARRIED

**FINANCIAL REPORTS**

**7. HAMILTON  
RICHMOND**

RESOLVED that the financial reports are accepted as presented.

CARRIED

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**WATER METER CALIBRATION TESTING PROGRAM**

8. **LITKE**  
**WILSON**

RESOLVED that Public Works Services set up and conduct water meter calibration testing and maintenance program by temporarily changing (60) sixty water meters in 2019 to be sent for calibration testing; and

BE IT FURTHER RESOLVED that a summary of all the results be conducted at year end to determine the continuance of the program.

CARRIED

**LIBRARY BUILDING RENT**

9. **WILSON**  
**HAMILTON**

WHEREAS, the town pays the Sasktel phone bill on behalf the the Dundurn Library; and

WHEREAS, the town provides a dedicated library space including all utilities;

NOW THEREFORE BE IT RESOLVED, that the Dundurn Library telephone bill is invoiced back to the library and that \$300.00 per month or \$3,600 per year is invoiced to the Dundurn Library for rent including utilities.

CARRIED

**STAFF REPORT(S)**

10. **WILSON**  
**LITKE**

RESOLVED that the staff reports be acknowledged as presented.

CARRIED

**CORPORATE AGREEMENTS FOR THE DAWWU**

11. **WILSON**  
**LITKE**

RESOLVED that the town continues to negotiate with the corporate partners on the operating and corporate agreements for the DAWWU until satisfied with the intent.

CARRIED

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**LAKE DIEFENBAKER TASK FORCE**

**12. WILSON  
RICHMOND**

RESOLVED that the town donate \$200.00 to the Lake Diefenbaker Task Force, a committee under the Waterwolf Regional Planning Commission.

CARRIED

**COMMITTEE REPORTS**

**13. RICHMOND  
HAMILTON**

RESOLVED that the committee reports are acknowledged as presented.

CARRIED

**CORRESPONDENCE**

**14. VINDING  
LITKE**

RESOLVED that the following correspondence is acknowledged as presented and filed accordingly:

- Dec. Water loss report (-47 cu)
- Dec. 14 Bylaw officer report – investigate noise complaint
- Copy of letter from L Janzen regarding sewer smell along TWP 330
- RCMP stats for Oct. to Dec.
- Approval of 2019 water and sewer rates from Saskatchewan Municipal Board.

CARRIED

**EMPLOYEE BOND**

**15. HAMILTON  
RICHMOND**

RESOLVED that we acknowledge the Employee Bond is laid before Council with no changes noted.

CARRIED

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**TAX ENFORCEMENT**

**16. VINDING  
LITKE**

RESOLVED that we accept the list of lands in arrears as shown on attached Schedule A, and to exclude from the list of lands properties in which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy;  
FURTHER, that TAXervice be authorized to handle the Tax Enforcement proceedings on behalf of the Town of Dundurn if payment on lands in arrears has not been received by April 1, 2019.

CARRIED

**UTILITY AND GENERAL AR ARREARS**

**17. HAMILTON  
LITKE**

RESOLVED that utility and general accounts receivable arrears as shown of the attached Schedule 'B' are transferred to the property roll or written off to third party collection where applicable.

CARRIED

**PAYROLL LAW WORKSHOP**

**18. HAMILTON  
RICHMOND**

RESOLVED that Eileen Prosser attends the Payroll Law workshop on March 29, 2019 in Saskatoon with expenses paid in accordance to municipal policies.

CARRIED

**SOUTH SASK. RIVER WATERSHED ADVISORY COMMITTEE**

**19. HAMILTON  
WILSON**

RESOLVED that Walter Like attend the South Sask. River Watershed Advisory Committee meeting on February 8, 2019 in Kyle with expenses paid in accordance to municipal policies.

CARRIED

**COUNCIL APPOINTMENTS**

**20. LITKE  
RICHMOND**

RESOLVED that the Council Appointments as shown on Schedule 'C' attached to these minutes are approved.

CARRIED

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**MUNICIPAL RATES**

**21. LITKE  
RICHMOND**

RESOLVED that the Municipal Rates as shown on Schedule 'D' attached to these minutes are approved.

CARRIED

**DSCC POND HOCKEY FUNDRAISER**

**22. WILSON  
LITKE**

RESOLVED that the town sponsors the Dundurn Sports Centre Steering Committee's Pond Hockey Fundraiser Event on March 23, 2019 and that the event organizers have each participant sign an accident and liability waiver on behalf of the Town of Dundurn and 101263890 Sask. Ltd. (Sunshine Meadows).

CARRIED

**BUILDING PERMIT 2018-09DBL & 2018-10DBL**

**23. HAMILTON  
RICHMOND**

RESOLVED that Building Permits 2018-09DBL and 2018-10DBL are approved to not expired for 24 months from date of approval if work is not commenced or suspended within that original period.

CARRIED

**DEVELOPMENT PERMIT 2018-12C**

**24. WILSON  
LITKE**

RESOLVED that Development Permit 2018-12C is approved with the following condition(s):

A sidewalk must be built at 100% cost to the Dundurn Rural Water Utility and completed before occupancy. Sidewalk must be located on the west side of the proposed building and cover the full length of the building abutting to the current sidewalk south along Second St. Sidewalk to be engineered to the approval of the town Public Works Supervisor.

CARRIED

**ADJOURNMENT**

**25. WILSON**

RESOLVED that this meeting adjourns at 10:35 p.m.

CARRIED

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Per Vinding, Mayor

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Eileen Prosser, Administrator

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**SCHEDULE 'A'**

Date Printed  
 12/01/2019 10:05 PM

**Town Of Dundurn**  
**Arrears by Year**  
**As of 31/01/2019**

Page 1

| Roll Number    | Property Description | 2018     | 2017     | 2016     | 2015     | Prior | Total     |
|----------------|----------------------|----------|----------|----------|----------|-------|-----------|
| 00000002 000   |                      | 223.99   | 0.00     | 0.00     | 0.00     | 0.00  | 223.99    |
| 00000004 000   |                      | 2,259.62 | 0.00     | 0.00     | 0.00     | 0.00  | 2,259.62  |
| 00000008 000   |                      | 715.34   | 0.00     | 0.00     | 0.00     | 0.00  | 715.34    |
| 00000013 000   |                      | 2,850.57 | 0.00     | 0.00     | 0.00     | 0.00  | 2,850.57  |
| X 00000014 000 |                      | 2,546.69 | 1,333.35 | 0.00     | 0.00     | 0.00  | 3,880.04  |
| 00000015 000   |                      | 2,442.66 | 0.00     | 0.00     | 0.00     | 0.00  | 2,442.66  |
| 00000016 000   |                      | 2,179.58 | 0.00     | 0.00     | 0.00     | 0.00  | 2,179.58  |
| 00000022 000   |                      | 1,400.36 | 0.00     | 0.00     | 0.00     | 0.00  | 1,400.36  |
| X 00000027 000 |                      | 2,166.57 | 1,498.39 | 0.00     | 0.00     | 0.00  | 3,664.96  |
| 00000033 000   |                      | 1,000.00 | 0.00     | 0.00     | 0.00     | 0.00  | 1,000.00  |
| 00000039 000   |                      | 2,638.05 | 0.00     | 0.00     | 0.00     | 0.00  | 2,638.05  |
| X 00000051 000 |                      | 2,832.67 | 2,656.15 | 2,729.65 | 0.00     | 0.00  | 8,218.47  |
| 00000052 000   |                      | 2,632.54 | 0.00     | 0.00     | 0.00     | 0.00  | 2,632.54  |
| 00000053 000   |                      | 2,167.30 | 0.00     | 0.00     | 0.00     | 0.00  | 2,167.30  |
| 00000054 000   |                      | 2,730.22 | 0.00     | 0.00     | 0.00     | 0.00  | 2,730.22  |
| 00000062 000   |                      | 2,499.05 | 0.00     | 0.00     | 0.00     | 0.00  | 2,499.05  |
| 00000076 000   |                      | 3,910.23 | 0.00     | 0.00     | 0.00     | 0.00  | 3,910.23  |
| 00000090 000   |                      | 2,102.40 | 0.00     | 0.00     | 0.00     | 0.00  | 2,102.40  |
| 00000093 000   |                      | 2,259.75 | 0.00     | 0.00     | 0.00     | 0.00  | 2,259.75  |
| 00000095 000   |                      | 292.35   | 0.00     | 0.00     | 0.00     | 0.00  | 292.35    |
| 00000101 000   |                      | 2,312.32 | 0.00     | 0.00     | 0.00     | 0.00  | 2,312.32  |
| 00000106 000   |                      | 671.85   | 0.00     | 0.00     | 0.00     | 0.00  | 671.85    |
| X 00000110 000 |                      | 4,275.13 | 3,978.34 | 0.00     | 0.00     | 0.00  | 8,253.47  |
| 00000112 000   |                      | 2,309.06 | 224.48   | 0.00     | 0.00     | 0.00  | 2,533.54  |
| 00000115 000   |                      | 3,968.05 | 1,934.05 | 0.00     | 0.00     | 0.00  | 5,902.10  |
| X 00000117 000 |                      | 2,113.89 | 2,240.58 | 2,368.75 | 0.00     | 0.00  | 6,723.22  |
| 00000129 000   |                      | 2,307.46 | 0.00     | 0.00     | 0.00     | 0.00  | 2,307.46  |
| X 00000130 000 |                      | 3,083.81 | 3,437.50 | 3,022.00 | 3,044.17 | 0.00  | 12,587.48 |
| 00000135 000   |                      | 2,289.22 | 0.00     | 0.00     | 0.00     | 0.00  | 2,289.22  |
| X 00000146 000 |                      | 2,909.40 | 3,139.84 | 2,734.16 | 0.00     | 0.00  | 8,783.40  |
| 00000152 000   |                      | 5,242.21 | 415.09   | 0.00     | 0.00     | 0.00  | 5,657.30  |
| 00000162 000   |                      | 2,424.36 | 0.00     | 0.00     | 0.00     | 0.00  | 2,424.36  |
| 00000166 000   |                      | 4,023.93 | 1,065.82 | 0.00     | 0.00     | 0.00  | 5,089.75  |
| 00000194 000   |                      | 3,248.41 | 0.00     | 0.00     | 0.00     | 0.00  | 3,248.41  |
| 00000195 000   |                      | 3,388.61 | 366.97   | 0.00     | 0.00     | 0.00  | 3,755.58  |
| 00000201 000   |                      | 3,416.82 | 1,396.83 | 0.00     | 0.00     | 0.00  | 4,813.65  |
| 00000207 000   |                      | 3,776.44 | 0.00     | 0.00     | 0.00     | 0.00  | 3,776.44  |
| 00000210 000   |                      | 3,218.53 | 0.00     | 0.00     | 0.00     | 0.00  | 3,218.53  |
| X 00000226 000 |                      | 3,821.33 | 3,684.28 | 2,097.92 | 0.00     | 0.00  | 9,603.53  |
| 00000228 000   |                      | 451.75   | 0.00     | 0.00     | 0.00     | 0.00  | 451.75    |
| X 00000236 000 |                      | 3,713.17 | 2,012.00 | 0.00     | 0.00     | 0.00  | 5,725.17  |
| 00000260 000   |                      | 3,455.94 | 0.00     | 0.00     | 0.00     | 0.00  | 3,455.94  |
| X 00000275 000 |                      | 3,138.92 | 3,816.36 | 701.67   | 0.00     | 0.00  | 7,656.95  |
| 00000311 000   |                      | 1,557.89 | 0.00     | 0.00     | 0.00     | 0.00  | 1,557.89  |
| 00000324 000   |                      | 800.32   | 0.00     | 0.00     | 0.00     | 0.00  | 800.32    |
| 00000331 000   |                      | 3,781.00 | 0.00     | 0.00     | 0.00     | 0.00  | 3,781.00  |
| 00000333 000   |                      | 3,059.18 | 0.00     | 0.00     | 0.00     | 0.00  | 3,059.18  |
| 00000343 000   |                      | 508.05   | 0.00     | 0.00     | 0.00     | 0.00  | 508.05    |

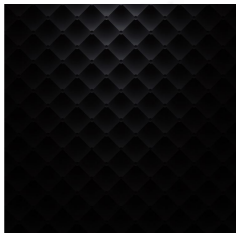
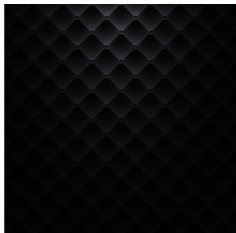
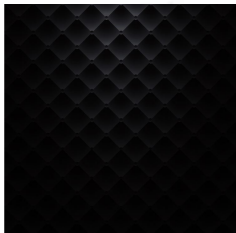
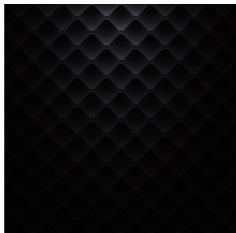
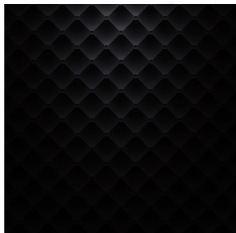
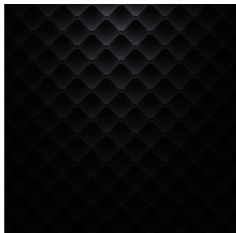
| Roll Number         | Property Description | 2018              | 2017             | 2016             | 2015            | Prior       | Total             |
|---------------------|----------------------|-------------------|------------------|------------------|-----------------|-------------|-------------------|
| 00000345 000        |                      | 1,930.33          | 1,436.09         | 1,440.94         | 0.00            | 0.00        | 4,807.36          |
| 00000346 000        |                      | 1,802.32          | 1,386.01         | 1,408.99         | 0.00            | 0.00        | 4,597.32          |
| 00000364 000        |                      | 2,127.26          | 0.00             | 0.00             | 0.00            | 0.00        | 2,127.26          |
| <b>Grand Total:</b> |                      | <b>126,976.90</b> | <b>36,022.13</b> | <b>16,504.08</b> | <b>3,044.17</b> | <b>0.00</b> | <b>182,547.28</b> |

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**SCHEDULE 'B'**

**Dundurn**

**Outstanding General Accounts Receivable to transfer to tax account or**

| <b>Account #</b>   | <b>Amount</b> | <b>Type</b>                | <b>Transfer to</b> |
|--|---------------|----------------------------|--------------------|
| 140  | \$ 20.00      | snow clearing              | taxes              |
| 2008   | \$ 40.00      | grass cutting              | taxes              |
| 238  | \$ 40.00      | grass cutting              | taxes              |
| 364  | \$ 800.00     | grass cutting              | taxes              |
| 511  | \$ 217.24     | nusiance property clean up | taxes              |
| 581  | \$ 160.00     | snow clearing              | taxes              |
|  | \$ 30.00      | demo permit-not picked up  | taxes              |
|  | \$ 360.00     | grass cutting              | taxes              |
|  | \$ 1,994.19   | balance of w/s lines       | taxes              |
|  | \$ 90.00      | newsletter ad              | collection         |
|  | \$ 30.00      | newsletter ad              | collection         |
|  | \$ 140.00     | newsletter ad              | collection         |

**Outstanding Utility Receivable to transfer to taxes**

|          |             |                |       |
|----------|-------------|----------------|-------|
| 3 0000   | \$ 1,255.00 | water shut off | taxes |
| 3 0020   | \$ 963.00   | infra levy     | taxes |
| 232 0000 | \$ 963.00   | infra levy     | taxes |
| 287 0000 | \$ 963.00   | infra levy     | taxes |
| 325 0000 | \$ 917.40   | infra levy     | taxes |



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**SCHEDULE 'C'**

**APPOINTMENTS AS PER BYLAWS AND RESOLUTIONS**

|   |                  |                                       |
|---|------------------|---------------------------------------|
| Assessment Agency                                 |                  | SAMA                                  |
| Auditor   |                  | Jensen Stromberg                      |
| Blackstrap Emergency Services Team (BEST)         |                  | Councillor Fred Wilson                |
|   | <i>Alternate</i> | Councillor Walter Litke               |
| Board of Revision (min. 3 plus a secretary)       |                  | Gord Krismer & Assoc.                 |
| Building Inspectors - Residential                 |                  | Al Hiebert                            |
|   | <i>Alternate</i> | Dwayne Williams                       |
| Building Inspector – Commercial                   |                  | Dale Wagner                           |
| Bylaw Officer                                     |                  | Flaman's Investigations               |
| Deputy Mayor                                      |                  | Councillor Annette Hamilton           |
| EMO Coordinator                                   |                  | Curtis Boyes                          |
| Regional EMO Committee                            |                  | Curtis Boyes, Councillor Walter Litke |
| Development Officer                               |                  | Town Administrator                    |
| Development Appeals Brd (min. 3 plus a secretary) |                  | Gord Krismer & Assoc.                 |
| *Dundurn Rural Water Utility Board                |                  | Michael Kuzma (non-councillor)        |
| Dundurn Wastewater Utility Board                  |                  | Mayor Per Vinding                     |
|   | <i>Alternate</i> | Councillor Walter Litke               |
| Town Engineer                                     |                  | Bullee Engineering LTD.               |
| Financial Institution                             |                  | RBC                                   |
| Local Assessor                                    |                  | Town Administrator                    |
| Library Board (Dundurn)                           |                  | Councillor Melva Richmond             |
| Library Board (Wheatland Regional)                |                  | Adeline Schroeder                     |
| RCMP's Mayor's Meeting                            |                  | Mayor Per Vinding                     |
|   | <i>Alternate</i> | Deputy Mayor Annette Hamilton         |
| Solicitor   |                  | Chris Boychuk, McDougall Gauley       |
| Utilities Overseer                                |                  | Administrator                         |
| Waterwolf Planning Commission                     |                  | Councillor Walter Litke               |

\* denotes that this is paid by the DRWU

**COMMITTEES OF COUNCIL APPOINTMENTS**

|                                 |  |
|---------------------------------|--|
| Administration/HR Committee:    | Councillors Vinding, Litke                                       |
| Financial Planning Committee:   | All members of Council   |
| Infrastructure Committee:       | Councillors Hamilton, Wilson                                     |
| Protective Services:            | Councillor Wilson  |
| Economic Development Committee: | All members of Council   |
| Community Hall Committee:       | Councillors Hamilton, Richmond & Eileen Prosser (non-councillor) |
| Rink Committee:                 | Councillors Hamilton, Richmond & Louis Garant (non-councillor)   |

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**SCHEDULE 'D'**

**RESIDENTIAL SNOW CLEARING RATES (effective January 21, 2019)**

- a) \$ 50.00 per residential driveway with snow plow only (subject to availability at Public Works discretion)
- b) \$ 50.00 per sidewalk per 50' or less – for bylaw violation chargebacks and custom work request. Custom work request subject to availability at Public Works discretion. Ice clearing extra charge per ½ hr custom work or bylaw violation.

**MACHINERY RATES (effective January 21, 2019)**

The municipal machinery rental rates reflecting equipment and operator for all power units are as follows, (custom work is for residential and commercial clients in the town at the discretion of Public Works):

- a) Town Truck \$150.00 per load (dump fees extra if applicable)
- b) Grader Custom Work \$200.00 per half hour minimum
- c) Backhoe \$150.00 per half hour minimum
- d) Grave Digging \$600.00 flat fee to be charged back to RM who will charge to client or funeral home.

**GRAVEL SALES (effective January 21, 2019)**

- a) Sales to town residents or town commercial businesses only
- b) \$100 per bucket subject to availability and Foreman's discretion

**GRASS/WEED CUTTING (effective January 21, 2019)**

- a) \$50.00 per half hour minimum, each regular 50'x130' lot or smaller. Extra charges or equipment costs may be applicable for removal of misc. items in grass, uncontrolled weeds or extra tall grass if regular mower cannot be used. Charges apply to bylaw violation chargebacks or custom work. Custom work subject to availability at Public Works discretion.