

**TOWN OF DUNDURN**  
**Minutes of the Regular Meeting of Council**  
**held in Council Chambers of the Municipal Office in Dundurn, SK. on**  
**May 11, 2020**

**PRESENT**

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

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

**ABSENT**

Councillor Melva Richmond

**CALL TO ORDER**

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

**AGENDA**

No additions or changes.

**MINUTES**

1. HAMILTON  
RESOLVED that the following meeting minutes be adopted:

a) April 14, 2020 Regular Meeting Minutes.

CARRIED

2. **BUSINESS ARISING FROM THE MINUTES**

None

3. **DELEGATION(S)**

Sunshine Meadows Development reps Brian Collins and Rob Gable.

**IN CAMERA**

4. LITKE  
RESOLVED that the meeting proceeds in camera at 6:17 p.m. as per clause 17(1)(f) of the *Local Authority Freedom of Information and Protection of Privacy Act*.

CARRIED

**OUT OF CAMERA**

5. WILSON  
RESOLVED that the meeting resumes out of camera at 7:00 p.m.

CARRIED

**ACCOUNTS PAYABLE**

6. WILSON  
RESOLVED that Accounts Payable cheque numbers 9795 to 9809, online payments, council remuneration and payroll totaling \$54,578.12 is approved for payment.

CARRIED

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**FINANCIAL REPORTS**

7. HAMILTON  
RESOLVED that the financial reports are acknowledged as presented. CARRIED

**STAFF REPORT(S)**

8. HAMILTON  
RESOLVED that the staff reports be acknowledged as presented. CARRIED

**TREVOR LEFT AT 7:25 PM**

**COMMITTEE REPORTS**

9. HAMILTON  
RESOLVED that the committee reports are acknowledged as presented. CARRIED

**CORRESPONDENCE**

10. WILSON  
RESOLVED that the following correspondence is acknowledged as presented and filed accordingly:
- a) Letter from RV of Thode regarding Fire Commission Budget
  - b) Minister Order to extend assessment appeals from 30 to 60 day due to Covid19
  - c) Minister Order to defer holding by-elections in 2020
  - d) Letter from Thode regarding proposed new DRWU agreement
- CARRIED

**COUNCIL COMMITTEES APPOINTMENTS**

11. HAMILTON  
RESOLVED that the Council Committees mandates and appointments are as per Schedule A and attached to these minutes. CARRIED

**PROPOSED DRWU CORPORATE AGREEMENT**

12. WILSON  
RESOLVED that resolution on November 18, 2019 #22 to sign the proposed DRWU Corporate Agreement is rescinded due the RM of Dundurn not signing. CARRIED

**FREE DUMP DAY**

13. HAMILTON  
RESOLVED that the town approves free dump day in May 2020 for town residents with a maximum of two ½ truck load per residence on the condition that the RM of Dundurn provides access to the transfer station and that the town uses their own attendant and 40 yard bins. CARRIED

**2020 TAX ABATEMENT**

14. LITKE  
RESOLVED that a prorated property tax credit is approved for Roll #284 000 on improvements for the period of May – December due to a building being demolished. CARRIED

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15. **DUNDURN FIRE DEPARTMENT BUDGET**  
VINDING  
RESOLVED that resolution on December 9, 2019 #7 is amended to read \$50.00 for operation levy and \$36.00 or capital levy. CARRIED
16. **RETAIL CANNABIS SALES**  
WILSON  
RESOLVED that council supports the application for retail cannabis sales located at Block Z, Plan 71S07972. CARRIED
17. **ARTS GRANT APPLICATION**  
HAMILTON  
RESOLVED that council supports Gale Hagblom to apply to the Arts Council for a grant application to replace the artwork panels at the Sports Centre and facilitate community consultation. CARRIED
18. **RESCIND OCP AMENDMENT**  
LITKE  
RESOLVED that resolutions on October 15, 2019 #18 and #19 to amend the Waterwolf OCP are rescinded as per Community Planning. CARRIED
19. **DUNDURN COMMUNITY ASSOCIATION CONTEST**  
HAMILTON  
RESOLVED that a donation of \$1,000.00 is approved for the Dundurn Community Associations 'Best Front Yard' contest. CARRIED
20. **DEVELOPMENT PERMIT APPLICATIONS**  
VINDING  
RESOLVED that we acknowledge the following approved development applications:  
  
a.) 2020-02D 215 Barton St. demo or move primary residence, permit approved.  
b.) 2020-03D 101 Lamabe St. demo a garage, permit approved.  
c.) 2020-04R 112 Government Rd. attached deck and pergola, permit approved. CARRIED
21. **BYLAW 2020-04**  
HAMILTON  
WHEREAS Bylaw 2020-04 is a bylaw to amend Zoning Bylaw 11-87 for a new zoning district R2A-Commerical and Residential;  
THEREFORE, BE IT RESOLVED that Bylaw 2020-04 be introduced and read the first time. CARRIED
22. **ADJOURNMENT**  
WILSON  
RESOLVED that this meeting adjourns at 9:30 p.m. CARRIED

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Per Vinding, Mayor

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Eileen Prosser, Administrator

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**SCHEDULE 'A'**

**COMMITTEE APPOINTMENTS**

Development and Financial

Assessment Agency		SAMA
Auditor		Jensen Stromberg
Board of Revision		Gord Krismer & Assoc.
Building Inspectors - Residential		Dwayne Williams
	<i>Alternate</i>	<i>Al Heibert</i>
Building Inspector – Commercial		Dale Wagner
Bylaw Officer		Flaman's Investigations
Deputy Mayor		Councillor Annette Hamilton
Development Officer		Town Administrator
Development Appeals Brd (min. 3 plus a secretary)		Gord Krismer & Assoc.
Financial Planning & Infrastructure		Councillor Hamilton & Administrator
Solicitor		Chris Boychuk, McDougall Gauley
Town Engineer		Bullee Engineering LTD.
Financial Institution		RBC
Waterwolf District Planning Commission		Councillor Litke
Dundurn Chamber of Commerce		Councillor Litke
SREDA Rep. & Economic Development:		Councillor Litke

Protection and Fire Safety

Dundurn Fire Commission (2 appointments req.)		Councillors Wilson and Litke
RCMP Elected Officials Meeting		Councillor Wilson
Regional EMO Committee		Councillor Litke
EMO Coordinator		Vacant
Interim EMO Coordinator		Eileen Prosser

Utility Services

Dundurn Rural Water Utility Board*		Eileen Prosser
Dundurn Wastewater Utility Board		Councillor Fred Wilson
	<i>Alternate</i>	<i>Mayor Vinding</i>
Utilities Overseer		Administrator
(* denotes that this position is paid by the board)		

Community Services

Local Assessor		Town Administrator
Library Board (Dundurn)		Councillor Richmond
Library Board (Wheatland Regional)		Adeline Schroeder
Dundurn Volunteer Awards Committee		Councillor Litke
Community Hall:		Councillor Hamilton
Parks & Beautification:		Councillor Richmond
Dundurn Sports Centre		Dundurn Community Association
Sports & Recreation		Dundurn Community Association

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**COUNCIL APPOINTMENTS**

Administration & Human Resources

(Two Members)

Occupational Health & Safety Employer Rep.

Investigations of Harassment & Complaints

Councillors Litke & Vinding

Mayor Vinding

Councillor Litke

**STANDING COMMITTEES**

**Administration/Human Resource Committee**

The Admin./HR committee shall consist of two members.

Its mandate is to:

- a) Act as a liaison between the council and employees;
- b) Act as a grievance committee;
- c) Shall investigate all code of conduct, grievances and complaints of harassment;
- d) Act as a liaison for Administration items and duties;
- e) Make recommendations to the council.

**Financial Planning/Infrastructure Committee**

The financial planning committee shall consist of the administrator and one Council member. Its mandate is to:

- a) Review and update a capital works plan;
- b) Review the plan and update it each year;
- c) Assist in the budgeting process each year;
- d) Make recommendations to the council;
- e) Review the conditions of all town assets in liaison with the Public Works Services and/or committees every year to determine which areas need attention;
- f) When requested by council, determine a plan of action regarding maintenance/new construction and bring any findings to the council's attention;
- g) Make recommendations to the council.

**Protective Services Committee**

The protective services committee shall consist of two appointments made annually or after a Municipal General Election. Its mandate is to:

- a) Review the policies of DFC and the Fire Department from time to time to ensure it meets our growing needs;
- b) Work with the EMO Coordinator / Interim Coordinator regarding the emergency policy manual & updates;
- c) Act as a liaison when required with administration and the bylaw officer regarding any contraventions;
- d) Act as a liaison between council and the DFC, Fire Department and RCMP;
- e) Attend RCMP Elected Officials Meetings;
- f) Make recommendations to the council.

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**Economic Development Committee**

The economic development committee shall consist of one appointment. Its scope and mandate is to:

- a) Facilitate community and economic development planning and initiatives;
- b) Identifying and fostering community economic development opportunities; securing funding for economic development activities and programs; assisting local organizations, businesses and individuals with establishing economic development plans and projects;
- c) Promoting the community to expand economic development opportunities. Failure to provide adequate services will result in lost opportunities to increase the economic development of the community and increase local business activity and local employment. Providing increased opportunities for economic development and local employment have a significant effect on the overall well-being of community residents.

**Community Hall Committee**

The community hall committee shall consist of a minimum of one appointment made annually or after a Municipal General Election. Its mandate is to;

- a) Liaise with the hall secretary to provide and review policies and direction for the management and rental policies of the hall;
- b) Assist with budgeting and oversee the financial matters of the hall;
- c) Liaise with public works regarding building asset management such as upgrades and maintenance;
- d) Market hall for rentals, oversee assets and equipment;
- e) Set policies for effective operations.

**Sports Centre and Recreation Committee**

The rink committee shall consist of The Dundurn Communities Association. Its mandate is to;

- a) Liaise with the rink secretary to provide and review policies and direction for the management and rental policies of the rink;
- b) Assist with budgeting and oversee the financial matters of the sports centre;
- c) Liaise with public works regarding building asset management such as upgrades and maintenance;
- d) Provide guidance and assistance in preparing the rink for seasonal opening by handling maintenance and operating items such as hiring of staff and overseeing the completion of all mandatory or legislated inspections;
- e) Set policies for effective operations;
- f) Facilitate community recreational activities and events;
- g) Act as intermediary to represent the town with sports and recreational clubs and groups.