

January 11, 2016

The regular meeting of the Council of the Town of Indian Head, in the Province of Saskatchewan, was held in the Council Chambers at the Town Office located at 419 Grand Avenue on January 11, 2016.

PRESENT:

Mayor Karpa, Councilors Friesen, Reihl, Cole, Braithwaite, Craigie, Johner, Assistant Administrator Amy Railton and Administrator Cam Thauberger

ABSENT:

None.

CALL TO ORDER:

A quorum being present Mayor Karpa called the meeting to order at 7:00 p.m.

AGENDA:

001-16 REIHL/CRAIGIE that the agenda be adopted as presented:

CARRIED

MINUTES:

002-16 COLE/BRAITHWAITE that the minutes of the regular meeting held December 14, 2015 are approved as circulated.

CARRIED

003-16 FRIESEN/COLE that the minutes of the special meeting held December 17, 2015 are approved as circulated.

CARRIED

BUSINESS ARISING FROM MINUTES

None.

DELEGATION:

7:15 p.m. – Bron Planning and Tom Williams with Walker Projects

Council welcomed Tim Cheesman with Bron Planning and Tom Williams with Walker Projects to the meeting. Tim and Tom attended the meeting to discuss with Council a Development Levy Study that was put together by Tom. The Development Levy Study takes into account the costs to all future upgrades to the Town's capital assets and how private subdivisions that utilize Town services should pay a percentage of these capital asset upgrades through a development fee. Once the number is finalized regarding the development fee, it can then be put into the servicing agreement that then would be signed between the Town and the developer of the subdivision. Council thanked Tim and Tom for attending the meeting and the Administrator will be in contact with Tim and Tom in the near future.

PUBLIC HEARING:

None.

MONTHLY FINANCIAL STATEMENTS:

004-16 REIHL/CRAIGIE that the statement of financial activities for the month of December, 2015 is approved as circulated.

CARRIED

005-16 JOHNER/BRAITHWATE that the bank reconciliation statement for the month of December, 2015 is approved as circulated.

CARRIED

ACCOUNTS

006-16 CRAIGIE/COLE that the list of accounts for approval dated December 24, 2015 and January 7, 2016 cheque No. 5156 to 5159 and 5161 to 5174 and 5176 and 5178 to 5180 and 5182 to 5215 and 5217 to 5223 and 5224 to 5227 in the amount of \$181,164.83 is approved for payment.

CARRIED

Councillor Craigie declared an interest in the payment of accounts for approval of cheque No. 5160 as it is a cheque to her from the Town to be reimbursed for purchasing Christmas gifts for Town employees and cheque No. 5175 and 5228 as she is employed by Indian Head Chrysler and left the meeting at 7:50 p.m.

007-16 COLE/REIHL that the list of accounts for approval dated December 24, 2015 and January 7, 2016 cheque No. 5160, 5175 and 5228 in the amount of \$1,146.50 is approved for payment.

CARRIED

Councillor Craigie re-entered the meeting at 7:52 p.m.

Mayor Karpa declared an interest in the payment of accounts for approval of cheque No. 5177 and 5229 as she is the owner of Indian Head Flower and Gift and left the meeting at 7:53 p.m.

008-16 CRAIGIE/BRAITHWATE that the list of accounts for approval dated December 24, 2015 and January 7, 2016 cheque No. 5177 and 5229 in the amount of \$170.00 is approved for payment.

CARRIED

Mayor Karpa re-entered the meeting at 7:54 p.m.

Councillor Johner declared an interest in the payment of accounts for approval of cheque No. 5181 as she is the EMO Coordinator and left the meeting at 7:55 p.m.

009-16 CRAIGIE/COLE that the list of accounts for approval dated December 24, 2015 cheque No. 5181 in the amount of \$500.00 is approved for payment.

CARRIED

Councillor Johner re-entered the meeting at 7:56 p.m.

Councillor Friesen declared an interest in the payment of accounts for approval of cheque No. 5224 as it is a cheque to him for the reimbursement of a water meter deposit and left the meeting at 7:57 p.m.

010-16 CRAIGIE/COLE that the list of accounts for approval dated January 7, 2016 cheque No. 5224 in the amount of \$74.00 is approved for payment.

CARRIED

Councillor Friesen re-entered the meeting at 7:58 p.m.

Councillor Reihl declared an interest in the payment of accounts for approval of cheque No. 5216 as he is employed by Cee-Bee Trucking and left the meeting at 7:59 p.m.

011-16 CRAIGIE/COLE that the list of accounts for approval dated January 7, 2016 cheque No. 5216 in the amount of \$14,300.00 is approved for payment.

CARRIED



Councillor Reihl re-entered the meeting at 8:01 p.m.

012-16 **CRAIGIE/JOHNER** that the list of accounts for approval dated December 31, 2015 cheque No. 6334 to 6345 in the amount of \$26,954.24 is approved for payment.

CARRIED

013-16 **CRAIGIE/FRIESEN** that the list of accounts for approval dated December 18, 2015 cheque No. 6327 to 6333 in the amount of \$3,438.34 is approved for payment.

CARRIED

OLD BUSINESS:

014-16 **FRIESEN/REIHL** that the Personnel and Benefits Policies document be amended by deleting section 2 under the Overtime Pay category and replacing it with:

“With special approval by Council under unique or emergency overtime circumstances, hourly workers may bank up to 3 days of overtime per month as time off in lieu with no carry over in the next year. All banked time, if approved by Council must be used or paid out in the current year.”

and that a new category called Pressing Necessity/Personal/Family Leave be created in the Personnel and Benefits Policies document and that it read:

“When an employee is unable to report to work due to an unforeseen or emergent situation or non-emergent personal/family responsibilities, he/she must notify their supervisor. This leave is to be recorded as sick leave in the month it has taken place and leave due to family illness of 3 or more days must be accompanied by a doctor’s certificate.”

and that a category called Employee Cell Phones be created in the Personnel and Benefits Policies document and that it read:

“The Administrator and the Town Foreman are to be provided with cell phones by the Town so that they can be contacted at all times with Town related business. The Assistant Foreman and Community Development Officer are to be granted a monthly \$40.00 cell phone allowance to cover any costs related to their personal cell phone for Town related use.”

CARRIED

015-16 **COLE/REIHL** that the Mayor and Administrator are authorized to sign the New Building Canada Fund – Small Communities Fund Contribution Agreement which will release approved grant money for the 2016 Lagoon Storage Cell Expansion Project.

CARRIED

016-16 **REIHL/BRAITHTWAITE** that the Commercial lot sales frontage foot charge be set at \$225.00 based on an approximate depth of 140 feet for all commercial lots that have access to water and sewer and that an additional charge be added at a rate of \$112.50 per foot over 140 feet of depth and that the Commercial lot sales frontage foot charge be set at \$130.00 based on an approximate depth of 140 feet for all commercial lots that only have access to water and that an additional charge be added at a rate of \$65.00 per foot over 140 feet of depth.

CARRIED

NEW BUSINESS:

BYLAW NO. 1--2016 - A BYLAW OF THE TOWN OF INDIAN HEAD IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR ENTERING INTO A TAX EXEMPTION AGREEMENT WITH MC3 RESOURCES INC.

017-16 **CRAIGIE/FRIESEN** that Bylaw No. 1--2016 – A bylaw of the Town of Indian Head in the province of Saskatchewan, to provide for entering into a tax exemption agreement with MC3 Resources Inc. be read a first time.

CARRIED

- 018-16 BRAITHWAITTE/REIHL that Bylaw No.1--2016 be read a second time.
CARRIED
- 019-16 JOHNER/COLE that Bylaw No. 1--2016 be given third reading at this meeting.
CARRIED UNANIMOUSLY
- 020-16 COLE/REIHL that Bylaw No. 1--2016 be read a third time and adopted.
CARRIED
- 021-16 BYLAW NO. 2--2016 - A BYLAW OF THE TOWN OF INDIAN HEAD IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR ENTERING INTO A TAX EXEMPTION AGREEMENT WITH THE ST. ANDREWS UNITED CHURCH FOR THE PURPOSE OF ECONOMIC DEVELOPMENT.
BRAITHWAITTE/JOHNER that Bylaw No. 2--2016 – A bylaw of the Town of Indian Head in the province of Saskatchewan, to provide for entering into a tax exemption agreement with the St. Andrews United Church for the purpose of Economic Development be read a first time.
CARRIED
- 022-16 FRIESEN/JOHNER that Bylaw No.2--2016 be read a second time.
CARRIED
- 023-16 COLE/CRAIGIE that Bylaw No. 2--2016 be given third reading at this meeting.
CARRIED UNANIMOUSLY
- 024-16 REIHL/COLE that Bylaw No. 2--2016 be read a third time and adopted.
CARRIED
- 025-16 JOHNER/REIHL that Bylaw No. 3--2016 – A bylaw of the Town of Indian Head in the province of Saskatchewan, to provide for entering into a tax exemption agreement with Shylo Claypool – Colt Electric Ltd. be read a first time.
CARRIED
- 026-16 COLE/FRIESEN that Bylaw No.3--2016 be read a second time.
CARRIED
- 027-16 FRIESEN/CRAIGIE that Bylaw No. 3--2016 be given third reading at this meeting.
CARRIED UNANIMOUSLY
- 028-16 BRAITHWAITTE/COLE that Bylaw No. 3--2016 be read a third time and adopted.
CARRIED
- 029-16 BYLAW NO. 4--2016 - A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES.
COLE/JOHNER that Bylaw No. 4--2016 – A bylaw to regulate the proceedings of municipal Council and Council's Committees be read a first time.
CARRIED
- 030-16 CRAIGIE/BRAITHWAITTE that Bylaw No.4--2016 be read a second time.
CARRIED
- 031-16 REIHL/FRIESEN that Bylaw No. 4--2016 be given third reading at this meeting.
CARRIED UNANIMOUSLY
- 032-16 BRAITHWAITTE/FRIESEN that Bylaw No. 4--2016 be read a third time and adopted.
CARRIED



BYLAW NO. 5--2016 - A BYLAW OF THE TOWN OF INDIAN HEAD TO AMEND BYLAW NO.5-1986, A BYLAW TO ESTABLISH AND CONTROL A CEMETERY.

033-16 BRAITHTWAITE/CRAIGIE that Bylaw No. 5—2016 – a bylaw of the Town of Indian Head to amend bylaw No. 5-1986, a bylaw to establish and control a cemetery be read a first time.
CARRIED

034-16 COLE/BRAITHTWAITE that Bylaw No.5--2016 be read a second time.

CARRIED

035-16 JOHNER/REIHL that Bylaw No. 5--2016 be given third reading at this meeting.
CARRIED UNANIMOUSLY

036-16 FRIESEN/COLE that Bylaw No. 5--2016 be read a third time and adopted.

CARRIED

037-16 CRAIGIE/FRIESEN that a new policy be created recognizing Town of Indian Head employees for long term service and that it read:

Employees will be recognized for their long term service with the Town of Indian Head at the end of the year the anniversary date is reached according to the following schedule:

10 years of service with the Town of Indian Head – four weeks holidays, certificate and a \$500.00 bonus

15 years of service with the Town of Indian Head – certificate and a \$750.00 bonus

20 years of service with the Town of Indian Head – certificate and a \$1,000.00 bonus

25 years of service with the Town of Indian Head – five weeks holidays, certificate and a \$1,250.00 bonus

30 years of service with the Town of Indian Head – certificate and a \$1,500.00 bonus

35 years of service with the Town of Indian Head – certificate and a \$1,750.00 bonus

CARRIED

038-16 FRIESEN/REIHL that agenda item “Employee 2016 Wage discussion” be tabled and discussed at the next scheduled meeting of Council.

CARRIED

039-16 COLE/REIHL that Council authorizes the Administrator to enter into a one year agreement with Cummins Western Canada to provide for planned maintenance on the Cummins generator located at the Northeast Liftstation in 2016.

CARRIED

040-16 FRIESEN/BRAITHTWAITE that the Town pay the 2016 Communities in Bloom registration fee to enter the National Circle of Excellence Evaluated category in the amount of \$625.00.

CARRIED

041-16 JOHNER/FRIESEN that the Town sign up for 2016 maintenance with Neptune Technology Group for the handheld water meter reading device in the amount of \$1,500.00 and for the water meter reading software in the amount of \$2,000.00 for a total of \$3,500.00.

CARRIED

042-16 COLE/REIHL that the December 2015 Utility Report to Council having been read now be filed.

CARRIED

CORRESPONDENCE

043-16 **CRAIGIE/BRAITHWAITE** that the following correspondence having been read now be filed:

1. Prairie Valley School Division – 2014/2015 Results at a Glance
2. Sasktel – High Speed Internet Rate Increase
3. Heritage Saskatchewan – 2016 Membership Drive

CARRIED

COMMITTEE REPORTS

Councillor Reihl asked the Administrator to advertise for more fire department volunteers in the next water bill insert or town page.

Councillor Johner informed all of Council that the Volunteer Appreciation Night is scheduled for Friday January 29, 2016, a work schedule will be sent out in the near future.

Mayor Karpa let Council know that a new Doctor will be starting February 1st in Town.

ADJOURNMENT

044-16 **CRAIGIE/COLE** that the meeting now adjourn. 10:05 p.m.

CARRIED



Mayor



Administrator