

Minutes of a Regular Meeting of  
Council of the District Of Katepwa  
Held on October 16, 2018 in the Katepwa Center  
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**Present:**

- Mayor – Don Jewitt
- Councillor Ward 1 – Darren Cyca
- Councillor Ward 1 – Murdoch MacPherson
- Councillor Ward 2 – Darwin Chatterson
- Councillor Ward 2 – Dennis Temple
- Councillor Ward 2 – Mike Alport
- Councillor Ward 3 – Dave Thauberger
- Councillor Ward 3 – Tim Stoll
- Administrator – Laurie Rudolph

**CALL TO ORDER**

A quorum being present Mayor Jewitt called the meeting to order at 7:05pm.

**AGENDA**

**277/2018 CHATTERSON - THAT the agenda be accepted with the following:**

**Additions:**

**Closed Meeting:**

LAFOIP 14(1)(d) – Code of Ethics Complaint

**Communications/Correspondence:**

- 7.5 Letter by Property Owner
- 7.11 WaterMark Consulting Ltd.

**Carried.**

**MINUTES**

**278/2018 ALPORT - THAT the minutes of the September 18, 2018 Regular Meeting of Council be approved as presented.**

**Carried.**

**OPEN SESSION:**

Maintenance Supervisor Rick Weber was unable to attend the meeting but provided a written report. Duties included installation of 4 way stop signs at Grove Avenue and Regina Avenue; removal of pier at boat launch; gravel along Poplar Drive, Maples Road East, Demaer Way, and Berry Hills; cleaning of lagoon pad; salt sand hauled for winter; maintenance quonset bathroom painted; cleaned shop; fall cleanup; and water testing.

**RESCIND RESOLUTION # 274/2018**

**279/2018 CHATTERSON - THAT Resolution #274/2018 be rescinded.**

**Carried.**

**DELEGATION:**

Rick Holmes attended the meeting at 7:10p.m. to discuss the replacement of maintenance shed door, heating of maintenance shed, AED units and lock box locations, relocating of AED unit from library to maintenance shed, and arranging contacts for 24 hour service of AED units until the 911 system is in place.

Councillor Thauberger attended the meeting at 7:16p.m.

Rick Holmes left the meeting at 7:30p.m.

**OFFICE/LIBRARY AED UNIT LOCATION****280/2018**

**STOLL** - THAT the AED unit remain at the library/office building rather than relocating to the maintenance shed.

**Carried.**

**DELEGATION:**

Tim Rogers was not in attendance at the meeting.

**DELEGATION:**

Ann Barnsley attended the meeting at 7:34p.m. on behalf of the Katepwa & District Lions Club to discuss the non-registered roadway that divides the municipal reserve (Blk/Par R2 Plan 79R00363). She left the meeting at 7:57p.m.

**PUBLIC MEETING:**

The public meeting commenced at 8:00p.m. to receive comments from the public on the discretionary use application to construct a 23 foot two-storey detached garage on Lot 3, Blk A Plan 102284490.

No written or verbal submissions were received.

**LOT 3, BLOCK A PLAN 102284490  
DISCRETIONARY USE APPLICATION****281/2018**

**STOLL** – THAT the discretionary use application to construct a 23 foot two-storey detached garage on Lot 3, Block A Plan 102284490 be accepted.

**Carried.**

**#278, 280, 282 SMITH STREET****282/2018**

**ALPORT** – THAT the lot consolidation for Lots 2, 3, and 4, Block 6 Plan EX6316 be approved; and that the proposed waterfront remediation along Lots 2, 3, and 4, Block 6 Plan EX6316 be approved, subject to the District's review and approval of the Water Security application prior to submitting to Water Security Agency.

**Carried.**

**CLOSED MEETING – EMPLOYEE COMMUNICATION AND CODE OF ETHICS COMPLAINT**

**283/2018** **TEMPLE** - THAT we recess, and deliberations continue in a closed meeting at 8:09p.m. to 9:15p.m. as per Part III Sections 15(1)(b)(ii) and 14(1)(d) of *The Local Authority of Freedom of Information and Protection of Privacy Act*.

**Carried.**

**RISE FROM CLOSED MEETING**

**284/2018** **CYCA** – THAT Council rise from the closed meeting and reconvene the regular meeting at 9:15p.m.

**Carried.**

**MAINTENANCE OPERATOR**

**285/2018** **STOLL** – THAT the CAO discuss the maintenance operator’s work limitations with the Maintenance Supervisor.

**Carried.**

**MAINTENANCE MANAGER JOB DESCRIPTION**

**286/2018** **CYCA** – THAT Councillors Cyca, Temple and Stoll meet to create a job description guideline for a maintenance manager position.

**Carried.**

**CODE OF ETHICS MATTER**

**287/2018** **CHATTERSON** – THAT the CAO prepare a letter in response to the recommendation by Ombudsman Saskatchewan pertaining to the code of ethics matter from the April 17, 2018 Regular meeting.

**Carried.**

**BLK/PAR S2 PLAN 102270282 Ext 0 EASEMENT AGREEMENT**

**288/2018** **THAUBERGER** – THAT the SaskPower Easement Agreement for Blk/Par S2 Plan 102270282 be signed.

**Carried.**

**MUNICIPAL RESERVE – BLK/PAR R2 PLAN 79R00363**

**289/2018** **THAUBERGER** – THAT Councillors Cyca, Temple, Thauberger and Mayor Jewitt meet with members of the Katepwa & District Lions Club to discuss the municipal reserve Blk/Par R2 Plan 79R00363.

**Carried.**

**CALLING LAKES PLANNING COMMISSION IMPROVEMENT LEVY**

**290/2018** **CHATTERSON** – THAT the Calling Lakes Planning Commission improvement levy in the amount of \$929.20 be paid.

**Carried.**

- 291/2018 KATEPWA & DISTRICT LIONS CLUB 50/50 FUNDING**  
**STOLL** – THAT the 50/50 funding for the Katepwa & District Lions Club be postponed to the November Regular meeting.  
**Carried.**
- 292/2018 C&R SEPTIC**  
**TEMPLE** – THAT C&R Septic be allowed to attach a drop box to the District’s maintenance shed.  
**Carried.**
- 293/2018 CANNABIS EMPLOYEE POLICY**  
**CHATTERSON** – THAT the discussion on a Cannabis Employee Policy be postponed to the November Regular meeting.  
**Carried.**
- 294/2018 ACCOUNTS PAYABLE**  
**CHATTERSON** -THAT cheques 4067 to 4091 in the amount of \$33,101.47, direct payments of \$8184.68, and the September 2018 payroll in the amount of \$12,670.92 be approved as presented.  
**Carried.**
- 295/2018 BANK RECONCILIATION AND STATEMENT OF REVENUE & EXPENDITURES**  
**STOLL** - THAT the Bank Reconciliation and Statement of Revenue and Expenditures for the month of September 2018 be approved as presented.  
**Carried.**
- 296/2018 COMMUNICATIONS/CORRESPONDENCE REPORT**  
**THAUBERGER** - THAT the communications/correspondence report be accepted as presented.  
**Carried.**
- 297/2018 ADMINISTRATIVE REPORT**  
**TEMPLE** - THAT the Administrative Report be accepted as presented.  
**Carried.**
- 298/2018 2007 FORD – AIR BAGS**  
**THAUBERGER** - THAT air bags be purchased for 2007 Ford truck.  
**Carried.**
- 299/2018 COMMITTEE REPORT**  
**MACPHERSON** - THAT the Committee Reports be accepted as presented.  
**Carried.**

- 300/2018 TREE TRIMMING QUOTES**  
**STOLL** – THAT the discussion on tree trimming quotes be postponed to the November Regular meeting.  
**Carried.**
- 301/2018 RESCIND RESOLUTION #266/2018**  
**STOLL** - THAT Resolution #266/2018 be rescinded.  
**Carried.**
- 302/2018 REQUEST FOR PROPOSAL – ROAD CRACK SEALING**  
**MACPHERSON** - THAT a draft Request for Proposal be prepared for engineering services on road crack sealing.  
**Carried.**
- 303/2018 #214S KATEPWA DRIVE – SURVEYORS CERTIFICATE**  
**TEMPLE** – THAT the District stand by the original Resolution #254/2018.  
**Carried.**
- 304/2018 FEES - MUNICIPALITIES ACT**  
**CHATTERSON** - THAT the fees for the furnishing of documents under Section 117 of *The Municipalities Act* reflect the fees set out under Section 5 of *The Local Authority Freedom of Information and Protection of Privacy Regulations*.  
**Carried.**
- 305/2018 MAINTENANCE EMPLOYEE WAGE REVIEW**  
**ALPORT** – THAT discussion of the maintenance employee wage review be postponed to the December Regular meeting.  
**Carried.**
- 306/2018 RESCIND RESOLUTION #256/2018**  
**THAUBERGER** - THAT Resolution #256/2018 be rescinded.  
**Carried.**
- 307/2018 ENGINEERING QUOTE – ROAD SLUMP OPINION**  
**CYCA** – THAT a quote be obtained from Ground Engineering Consultants Ltd. and Clifton Associates Ltd. for an opinion on whether the vegetation removal at #159 Katepwa Road may be a potential hazard to cause future road slumping at this location.  
**Carried.**
- #99 S KATEPWA DRIVE – DRAINAGE WORK**  
**308/2018** **THAUBERGER** – THAT a letter be sent to the property owners of 99S and 101S Katepwa Drive to advise that based on the deliberations of Council and the on-site visits by the Mayor, Council and CAO, Council is satisfied that the property owners of #99S Katepwa Drive have taken all reasonable steps to

direct the flow of runoff toward Highway 56.

**Carried.**

**MISSION RIDGE EXCAVATING**

**309/2018** **TEMPLE**– THAT the invoice from Mission Ridge Excavating for the relocation of holding tank in the amount of \$1139.54 be paid.

**Carried.**

**ZONING SETBACK – NON-COMPLIANT**

**310/2018** **TEMPLE**– THAT the building inspector provide a report to Council for a decision on building/development permits with non-compliant zoning setbacks.

**Carried.**

**RESERVE ALLOCATIONS**

**311/2018** **CHATTERSON**– THAT the cash in lieu of \$12,000 be transferred to the municipal reserve account; and that the servicing fees of \$6,000 be transferred to road reserve (\$2000), landfill reserve (\$1000), lagoon reserve (\$1000) and engineering/drainage reserve (\$2000).

**Carried.**

**RESERVE ALLOCATIONS – OFFSET OF EXPENDITURES**

**312/2018** **CHATTERSON**– THAT the EMO fund purchase expense of \$2056.94 be offset from the emergency fund reserve; and that the landfill closure expense of \$42,689.85 be offset from the landfill reserve.

**Carried.**

**RESERVE ALLOCATIONS – 2018 CAPITAL PLAN**

**313/2018** **ALPORT** – THAT the following amounts be transferred to the applicable reserves:

- \$7000.00 – Lagoon Reserve
- \$150,000.00 - Road Reserve
- \$5000.00 - Recreation Capital Reserve
- \$6000 – Emergency Fund Reserve
- \$100,000.00 – Capital Trust Reserve
- \$15,000.00 – Fire Protection Reserve

**Carried.**

**314/2018**      **MAINTENANCE CASUAL HELP**  
**STOLL** – THAT Gerald Serson be hired to assist on an as required basis at a rate of \$23.00 per hour.

**Carried.**

**315/2018**      **COUNCIL COMMITTEE LIST**  
**MACPHERSON** – THAT the attached Council Committee list with amendments be accepted as presented.

**Carried.**

**316/2018**      **LIST OF LANDS IN ARREARS**  
**CYCA** – THAT the attached list of lands in arrears be accepted as presented.

**Carried.**

**317/2018**      **NOVEMBER REGULAR MEETING DATE**  
**TEMPLE** – THAT the November Regular meeting be scheduled for Tuesday, November 13, 2018.

**Carried.**

**318/2018**      **COUNCIL & STAFF CHRISTMAS PARTY**  
**CYCA** – THAT discussion of the council and staff Christmas party be postponed to the November Regular meeting.

**Carried.**

**319/2018**      **MULTI-MATERIAL STEWARDSHIP WESTERN INC. AGREEMENT**  
**CHATTERSON** – THAT the CAO be authorized to sign the Multi-Material Stewardship Western Inc. services agreement.

**Carried.**

**320/2018**      **ADJOURNMENT**  
**TEMPLE** - THAT the meeting now be adjourned at 11:55p.m.

**Carried.**

**Next Meeting:** - November 13, 2018 at 7:00pm – Katepwa Center

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Mayor

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Administrator