

**TOWN OF KERROBERT *REGULAR* COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS  
OF THE TOWN OFFICE ON WEDNESDAY August 15, 2018 AT 6:30 PM**

**PRESENT:**

Mayor: Wayne Mock  
Councillors: Terry Dunn, Brad Murphy, Chad Tetzlaff, Del-Marie Kissick, Heather Wack,  
Brandon Zerr (partial via phone)  
Staff: Heidi Frank, Administrator; Jason Englot, Utilities Acting Foreman (partial)

**ABSENT:**

**CALL TO ORDER:**

Mayor Wayne Mock called the meeting to order at 6:28 pm.

**ADDITIONS TO AGENDA:**

256/2018 Kissick:  
That the following item be added to the agenda:  
5(b) Verbal Staff report – update on Columbia Ave. project  
That the following item be removed from the agenda:  
6(q) Building permit application – 725 Alberta Ave.

**MINUTES:**

257/2018 Kissick:  
That the minutes of the regular meeting of the Council of the Town of Kerrobert held on June 27, 2018 be approved as circulated.

Carried

**DELEGATION:**

**MANAGEMENT REPORTS:**

258/2018 Kissick:  
That the Administration report dated July 18, 2018 be accepted as presented by Heidi Frank, Administrator.

Carried

259/2018 Dunn:  
That the update on the Columbia Ave. project be accepted as presented Jason Englot, Utilities Acting Foreman.

Carried

**APPROVALS:**

260/2018 Wack:  
That the list of Proposed Payments dated August 4, 2018 in the amount of \$121,712.87 be approved as per the attached Schedule "A" which shall form part of these minutes.

Carried

261/2018 Wack:  
That the Payroll Report for dated July 1 - 31, 2018 in the amount of \$54,994.81 be approved as per the attached Schedule "B" which shall form part of these minutes.

Carried

262/2018 Kissick:  
That the Bylaw expenses report dated July 25, 2018 be received.

Carried

263/2018 Tetzlaff:  
That the Vehicle/Equipment Mileage Report for the period ending July 31, 2018, be received.

Carried

- Carried
- 264/2018      Tetzlaff:  
That the report dated June 13, 2018 of water and sewer arrears in the amount of \$1,403.26 for 219 Atlantic Ave. be received, further that Staff be directed to consult with legal to determine methods of collection.
- 265/2018      Tetzlaff:  
That the Town of Kerrobert enter into an agreement with Crestline to purchase a 2018 Ford E-450 Goshen – Impulse (Handi-bus) in the total amount of \$97,667.29, further that Staff be authorized submit a deposit in the amount of \$25,000 to secure the vehicle .
- Carried
- 266/2018      Tetlaff:  
That the request from the Kerrobert and District Historical Society, dated July 31, 2018 to paint a timeline on the pillars the downstairs hallway of the Court House be approved.
- Carried
- 267/2018      Dunn:  
That Staff be authorized to begin the process to amend the Zoning Bylaw to change properties from C2 to MU approved as per the attached Schedule “C” which shall form part of these minutes.
- Carried
- 268/2018      Dunn:  
That the request from the Kerrobert Housing Authority to not be held liable for overdue water bill in the amounts of \$974.80 and \$200.87 be approved and that the Town of Kerrobert “write off” the amounts due to an administration error, further that utility bills be sent directly to the Kerrobert Housing Authority, further that Kerrobert Housing Authority will not be billed a fixed rate per unit for water bills for Rupert Court properties.
- Carried
- 269/2018      Murphy:  
That resolution 219/2018 be amended to read: That the request from the Town of Luseland for a joint meeting to discuss future funding options for the Pioneers Haven be received.
- Carried
- 270/2018      Tetzlaff:  
That the revised quote for security cameras for the Court House from Fluent Home Ltd. in the amount of \$1,889.71 be received, further that Staff research alternative security camera options.
- Carried
- 271/2018      Murphy:  
That the letter from Glenn Tomecek, dated July 30, 2018 requesting Council consideration of establishing an off leash dog park on the north side of Hillside Park be received, further that more research be conducted including: how many people would use the park, alternative sites, and a neighbourhood poll.
- Carried
- 272/2018      Kissick:  
That the well estimate from Elk Point Drilling Corp for drilling a well be deferred to 2019 budget meetings.

- 273/2018      Wack:      Carried  
 That the report from Councillor Terry Dunn, dated July 11, 2018, regarding the transfer station and preliminary cost assessments and fee recommendations be received.
- 274/2018      Tetzlaff:      Carried  
 That the Western Regional Landfill Inc update report, dated August 1, 2018 be received.
- 275/2018      Murphy:      Carried  
 That the Building Permit Application for 310 McPherson Street, Kerrobert, be approved subject to conforming with Official Community Plan and Zoning Bylaw and all other Town of Kerrobert bylaws.
- 276/2018      Tetzlaff:      Carried  
 That Kerry Ward, Jason Englot and Heidi Frank be approved to attend the Saskatchewan Water and Wastewater Association annual conference November 7-9, 2018 in Saskatoon in the amount of \$3,289.95.

**COMMITTEES & OUTSIDE BOARDS:**

**CORRESPONDENCE:**

- 277/2018      Murphy:      Carried  
 That the following correspondence be received as circulated:
- a) Town of Luseland policing structure
  - b) Government of Saskatchewan legislative requirement, July 31, 2018
  - c) Email from Ivan Kowlachuk, August 7, 2018,– Liability insurance
  - d) Email from Ivan Kowlachuk, August 7, 2018,– RV o Town land
  - e) Pioneer Haven, July 24, 2018 – Overgrown grass
  - f) SAMA, July 26, 2018 – 2018 Primary Audit Report

**BYLAWS:**

- 278/2018      Tetzlaff:      Carried.  
 That Bylaw No. 1045-18, a Bylaw of the Town of Kerrobert pertaining to Open-Air Fire Pits and Outdoor Fireplaces within the town limits and setting forth the conditions upon which fires are permitted hereby be introduced and read a first time.
- 279/2018      Dunn:      Carried.  
 That Bylaw No. 1045-18, be read a second time.
- 280/2018      Kissick:      Carried Unanimously.  
 That Bylaw No. 1045-18, hereby be given three reading at this meeting.
- 281/2018      Muphy:      Carried Unanimously.  
 That Bylaw No. 1045-18, a Bylaw of the Town of Kerrobert pertaining to Open-Air Fire Pits and Outdoor Fireplaces within the town limits and setting forth the conditions upon which fires

are permitted be read a third time and hereby adopted.

Carried.

**NEW BUSINESS:**

282/2018 Murphy:  
That Staff be authorized to install a sign at the sani-dump informing the public how on the time and process to access the facility.

Carried.

283/2018 Tetzlaff:  
That the agreement for sale and restrictive covenant between the Board of Education of the Living Sky School Division Nol. 201 and the Town of Kerrobert (STARS agreement) be approved as per the attached Schedule "D" which shall form part of these minutes.

Carried.

284/2018 Dunn:  
That the invoice dated August 16, 2018 from Casper's Picker Service Ltd, to move three tanks from CPS yard to well site, in the amount of 42,168.25 be approved for payment.

Carried.

285/2018 Wack:  
That the Roles and Responsibilities Policy dated August 15, 2018 be adopted.

Carried.

286/2018 Tetzlaff:  
That the Town of Kerrobert Council Portfolios be adopted as per the attached Schedule "E" which shall form part of these minutes.

Carried.

**NEW BUSINESS:**

287/2018 Tetzlaff:  
That motion 174B/2018 reading: That the Town of Kerrobert apply to the Ministry of Highways and Infrastructure to establish a sign corridor, further that the Kerrobert Chamber of Commerce be appointed as administrators of the sign corridor; be rescinded.

Carried.

*Councillor Heather Wack left the meeting at 10:45 declaring a conflict of interest.*

288/2018 Dunn:  
That Staff be authorized to seek legal advice for incentive options for purchasers of Town property.

Carried.

*Councillor Heather Wack returned to the meeting.*

289/2018 Murphy:  
That Staff obtain an appraisal for the Town of Kerrobert Public Works Yard.

Carried.

290/2018 Tetzlaff:  
That Council go into a Closed Meeting, subject to Section 120 of *The Municipalities Act*, Local Authority Freedom of Information and Protection of Privacy Part III Sec .14 (1) (d), Local Authority Freedom of Information and Protection of Privacy Part III Sec .16 (1)(b)

Carried

**ADJORNMENT:**

291/2018 Tetzlaff:  
That the meeting adjourn at 11:45 PM.

Carried

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Mayor

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Administrator