

**MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE TOWN OF LANGHAM
IN THE PROVINCE OF SASKATCHEWAN
HELD ON MONDAY, DECEMBER 5, 2011
AT 18:30 IN THE COUNCIL CHAMBERS**

PRESENT:

Mayor: Glen Thiessen

Councilor: Gerry Chouinard, Trevor Read, Roy Hansen,

Administrator: Randy Sherstobitoff

Assistant
Administrator: Bev Dovell

Absent: Ila Klassen, Noelle Hubbard, Bev Panas

**CALL
TO ORDER:**

A quorum being present, Mayor Thiessen called the meeting to order at 18:45.

AGENDA:

357/2011 G. Chouinard: **THAT** the agenda be accepted as presented

CARRIED

MINUTES:

1) **Regular Council Meeting of November 21, 2011**

358/2011 R. Hansen: **THAT** the minutes of the November 21, 2011 Regular Council Meeting, be approved as presented.

CARRIED

DELEGATIONS:

- 1) **6:45 PM Brian Deback**
RE: Anthony & Jacqueline Klassen Detached Garage

Brian Deback appeared before Council to discuss the following item:

Klassen garage location not a concern were it is

Council thanked Mr. Deback for appearing and expressing his concerns.

CORRESPONDENCE:

359/2011

G. Chouinard: **THAT** the following correspondence, having been read, be filed:

- 1) **FCM**
RE: FCM News of Nov. 21, 25 & Dec. 2
- 2) **SREDA**
RE: Adrienne Jensen Leave of Absence
- 3) **SNCA**
RE: Next Meeting in Hague
- 4) **Minister of Corrections, Public Safety and Policing**
RE: PDAP Claim Extension
- 5) **Prairie Central Dist. Sport - Culture - Recreation**
RE: artsVest Program Launch – Dec. 2 in Meacham
- 6) **North Central Transportation Planning Committee**
RE: Municipal Support Program Offer
Minutes of August 4 and 17, 2011 Meetings
Next meeting January 20, 2012 in Shellbrook
- 7) **Tourism Saskatchewan**
RE: Industry Matters December 1, 2011
- 8) **MEPP**
RE: Plan Funded Status
MEPP Matters – Fall Newsletter
- 9) **Crosby Hanna**
RE: Official Community Plan & Zoning Bylaw
Public Hearing and Process

- 10) SUMA Conference**
RE: Items to Donate
- 11) SUMA Group Benefits**
RE: Group Rate Increase in July/2012
- 12) Minister of Municipal Affairs**
RE: November Municipalities Today
- 13) Equinox Industries**
RE: Containers Available
- 14) SAMA**
RE: Annual Meeting April 17, 2012 in Saskatoon
Redesigned Website Launch
- 15) Edwards School of Business**
RE: Work Placement
- 16) Langham Library Board**
RE: Windows
- 17) SUMA**
RE: Saskatchewan Municipal Awards
- 18) Heritage Saskatchewan**
RE: Heritage Forum-Feb. 24-25 in Saskatoon
Membership Fee
- 19) Citizenship & Immigration Canada**
RE: Paul Yuzyk Award for Multiculturalism
- 20) Kin Canada**
RE: Message of Support Funding Request
- 21) Saskatoon Fire Protection Ltd.**
RE: Items Available

CARRIED

**PAYMENT OF
ACCOUNTS:**

- 1) **List of Accounts for Approval**
Batch: #2011-0081 to 2011-0083 & Payroll

360/2011 G. Chouinard: **THAT** the accounts presented, except for cheque #27285 to Read Automotive, being identified on the List of Accounts for approval attached hereto and forming part of these minutes, be approved for payment.

CARRIED

Councilor T. Read declared a pecuniary interest in the next item of business and retired from Council Chambers.

361/2011 R. Hansen: **THAT** the Read Automotive account being identified as cheque #27285 be approved for payment

CARRIED

Councilor T. Read returned to Council Chambers.

**PORTFOLIO
REPORTS:**

- 1) **Human Resources, Finance & Budget Portfolio**
Mayor G. Thiessen presented a verbal report
RE: 2012 Staff Wage planning
- 2) **Economic Development and Tourism Portfolio**
Councilor R. Hansen presented a verbal report
RE: Developers were in Town to look around
Information given to the Developers
- 3) **Transportation, Infrastructure & Buildings Portfolio**
Mayor G. Thiessen presented a verbal report
RE: Grocery store exploration

**STAFF
REPORTS:**

1) **Recreation Director**
RE: Request for Workshop Attendance

2) **Water Treatment Plant November Summary**
A written report of Water Treatment Plant readings for the month of November 2011 was presented.

362/2011 G. Chouinard: **THAT** the staff reports be received as information and filed.

CARRIED

**OLD
BUSINESS:**

1) **Development Appeals Board**
RE: Minutes of the November 23, 2011 meeting

363/2011 G. Chouinard: **THAT** we receive the report of the Development Appeals Board that occurred November 23, 2011; and
THAT the Town not sell Anthony Klassen any land North or West of his property on Main Street; and
THAT the Administrator informs the Development Appeals Board and the Klassens of Council's decision.

CARRIED

**NEW
BUSINESS:**

- 1) **Associated Engineering**
RE: VCM Construction Contract Change
- 364/2011 G. Chouinard: **THAT** the Contract Change order from Associated Engineering for Lift Station #1 in the amount of Thirty Eight Thousand, Fifty-Two dollars and thirty-two cents (\$38,052.32) be accepted for piles and to increase the site grade; and **THAT** the Administrator proceed with the required paperwork.

CARRIED

- 2) **SUMA**
RE: Convention in Regina January 29 – February 1
- 365/2011 R. Hansen: **THAT** the Town send three persons to the SUMA convention in Regina January 29- Feb.1, 2012 R. Sherstobitoff, G. Chouinard and B. Panas; and **THAT** expenses be paid upon submission of proper documentation.

CARRIED

- 3) **MuniSoft**
RE: Contract Renewal Software and Equipment Maintenance Agreement for 2012
- 366/2011 T. Read: **THAT** the Town renew the MuniSoft Computer Software Support and Equipment Maintenance Agreement for the year 2012.

CARRIED

- 4) **Water Billing**
RE: Write off
- 367/2011 T. Read: **THAT** the Water account #2 0010 in the name of Delores Block be deemed uncollectable; and **THAT** it be written off in the amount of One Hundred Seventy Three dollars and fifteen cents (\$173.15)

CARRIED

- 5) **Board of Revision**
RE: Appointment for 2012

368/2011 G. Chouinard: **THAT** the Town appoint Gord Krismer & Associates Ltd. as our Board of Revision for 2012 with the following persons making up the Board: Brian Lynch, Reg Skinner, Murray Hovland and Gord Krismer with Christina Krismer as secretary; and **THAT** we pay the yearly retainer fee required.

CARRIED

- 6) **Klassen Garage Location**
RE: Request for Extension

369/2011 T. Read: **THAT** the Town extends the time required for Anthony Klassen to move his garage to a location on his land to meet zoning requirements to June 30, 2012 in order to undertake the project during the spring construction period.

CARRIED

- 7) **Recreation Workshop**
RE: Attendance

370/2011 T. Read: **THAT** the Recreation Director registers to attend the Grant Writing workshop in Watson; and **THAT** expenses be reimbursed upon proper documentation.

CARRIED

ADJOURNMENT:

371/2011

R. Hansen: **THAT** this meeting be adjourned, the time being 20:45.

CARRIED

MAYOR

ADMINISTRATOR

**MINUTES OF THE REGULAR MEETING
OF THE COUNCIL OF THE TOWN OF LANGHAM
IN THE PROVINCE OF SASKATCHEWAN
HELD ON MONDAY, DECEMBER 19, 2011
AT 18:30 IN THE COUNCIL CHAMBERS**

PRESENT:

Mayor: Glen Thiessen

Councilor: Gerry Chouinard, Trevor Read, Roy Hansen, Noelle Hubbard, Bev Panas

Administrator: Randy Sherstobitoff

Assistant Administrator: Bev Dovell

Absent: Ila Klassen

**CALL
TO ORDER:**

A quorum being present, Mayor Thiessen called the meeting to order at 18:30.

AGENDA:

372/2011 G. Chouinard: **THAT** the agenda be accepted as presented

CARRIED

MINUTES:

1) **Regular Council Meeting of December 5, 2011**

373/2011 G. Chouinard: **THAT** the minutes of the December 5, 2011 Regular Council Meeting, be approved as presented.

CARRIED

DELEGATIONS:

- 1) **6:45pm SUMAssure**
RE: Kevin Madden

Kevin Madden appeared before Council to discuss the following items:
Insurance Coverage Options provided for Buildings

Council thanked Mr. Madden for appearing and will inform him of the Town's requirements.

- 2) **7:10 pm EMO Coordinator**
Heather Martin – 2011 Update

Heather Martin appeared before Council to discuss the following items:
EMO Plan Updates needed
BEM Course attended in December
Joint work with other Towns in area

Council thanked Ms. Martin for all of her work over the year.

CORRESPONDENCE:

374/2011

N. Hubbard: **THAT** the following correspondence, having been read, be filed:

- 1) **FCM**
RE: FCM News of December 9, 2011
- 2) **Sask. Housing Corporation**
RE: 2010 Municipal Housing Municipal Share
- 3) **New Deal for Cities and Communities**
RE: Federal Gas Tax Program Compliance
- 4) **Ministry of Municipal Affairs**
RE: December Municipalities Today
- 5) **Prairie Central Dist. For Sport - Culture - Recreation**
RE: E- News Update December 9
Winter Newsletter

- 6) **Division 6 Municipalities**
RE: O H & S Workshop in January at Spiritwood
- 7) **Tourism Saskatchewan**
RE: Here & There December News
- 8) **MEPP**
RE: Winter Newsletter
- 9) **New Horizons for Seniors Programs**
RE: Homelessness Issues
- 10) **Saskatchewan SPCA**
RE: Donation Request
- 11) **Saskatoon Star Phoenix**
RE: Advertising Available
- 12) **Canada Post**
RE: Services Available
- 13) **Brant Group of Companies**
RE: Promotion

CARRIED

**FINANCIAL
STATEMENTS:**

- 1) **Bank Reconciliation to November 30, 2011**

375/2011 T. Read: **THAT** the Bank Reconciliation to November 30, 2011, be approved as presented.
- 2) **Statement of Financial Activities to November 30, 2011**

376/2011 G. Chouinard: **THAT** the Statement of Financial Activities to November 30, 2011 be approved as presented.

CARRIED

CARRIED

3) **RBC Dominion Securities Statement**

377/2011

N. Hubbard: **THAT** the RBC Dominion Securities Statement to November 30, 2011, be filed as information.

CARRIED

PAYMENT OF ACCOUNTS:

1) **List of Accounts for Approval**

Batch: 2011-0086 & Payroll

378/2011

B. Panas: **THAT** the accounts presented, being identified on the List of Accounts for Approval, attached hereto and forming part of these minutes, be approved for payment.

CARRIED

PORTFOLIO REPORTS:

1) **Human Resources, Finance & Budget Portfolio**

Mayor G. Thiessen presented a verbal report

RE: Staff hours of work

2) **Planning, Lands and Property Taxation Portfolio**

Councilor T. Read presented a verbal report

RE: Skid Steer on order to Lease

Meet with the RM of Corman Park to discuss the Community Planning Statement and Zoning Bylaw-Randy, Roy, Gerry and Glen will attend

3) **Economic Development and Tourism Portfolio**

Councilor R. Hansen presented a verbal report

RE: Macro Properties contact

4) **Parks, Recreation & Culture Portfolio**

Councilor B. Panas presented a verbal report

RE: Saskatchewan Tourism Seminar attended

Trans Canada Trail update

5) **Protective Services Portfolio**

Councilor G. Chouinard presented a verbal report

RE: Bylaw Officer Ticket Processing

- 6) **Transportation, Infrastructure & Buildings Portfolio**
Mayor G. Thiessen presented a verbal report
RE: Winter Road Maintenance

**STAFF
REPORTS:**

- 1) **Administration Reports**
A verbal report of the following topic was presented
RE: Administrator Report on Various Items
Credit Union Line of Credit & Investments
Health & Dental Benefits Payment
- 2) **Transfer Station User Report**
A written report of Transfer Station User activities for
the month of November 2011 was presented.
- 3) **Bylaw Enforcement Officer**
A written report of Bylaw Enforcement Officer activities
for the month of November 2011 was presented.

379/2011 T. Read: **THAT** the staff reports be received as
information and filed.

CARRIED

**OLD
BUSINESS:**

- 1) **Christmas Party and Retirement Reception**
RE: Date for Meal January 14, 2012
Bonus Certificates
Edwin Peters Retirement Reception

380/2011 G. Chouinard: **THAT** the Town hold the annual Christmas
party on January 14, 2012 ; and
THAT Bonus Certificates will be handed out on that date;
and
THAT a retirement reception for Edwin Peters be held
from 2 to 4 pm on January 14, 2012.

CARRIED

NEW
BUSINESS:

- 1) **Langham Curling Club**
RE: Curling Club Lease Agreement
- 381/2011 G. Chouinard: **THAT** the Town of Langham agree to the Langham Curling Club Lease Agreement as presented; and **THAT** the Mayor and Administrator be authorized to act on behalf of the Town for the said item of business.

CARRIED

- 2) **Langham Curling Club**
RE: Community Events Permit Approval
- 382/2011 N. Hubbard: **THAT** the issuance of Community Event Liquor Permits to the Langham Curling Club for the following bonspiel related events in the 2012 curling season be approved.

Open Bonspiel

January 6/12 - 5pm - 1am (curling rink)
January 7/12 - 10am - 1am (curling rink)
January 8/12 - 10am - 1am (curling rink)

Men's Bonspiel

January 20/12 - 5pm - 1am (curling rink)
January 21/12 - 10am - 1am (curling rink)
January 22/12 - 10am - 1am (curling rink)

Ladies Bonspiel

February 3/12 - 5pm - 1am (curling rink)
February 4/12 - 10am - 1am (curling rink)
February 5/12 - 10am - 1am (curling rink)

and;

THAT the permission is subject to the following security measures being in place:

- 1) A phone or cellular phone be on site to facilitate contact with the R.C.M.P. should such become necessary.
- 2) Some form of adult (over 19) supervision to insure that:
 - No liquor leaves the building or confines of said property.
 - No liquor is consumed by minors.

CARRIED

383/2011 3)

Transfer Station
RE: Holiday Hours

B. Panas: **THAT** the Transfer Station close at Noon on December 24, 2011 and December 31, 2011.

CARRIED

384/2011 4)

Municipal Leadership Development Program
RE: Workshop January 28

G. Chouinard: **THAT** Councilor Panas attend the Municipal Economic Development Fundamentals Workshop in Regina January 28, 2012; and **THAT** expenses be paid upon submission of eligible receipts.

CARRIED

385/2011 5)

Administrative Assistant
RE: Hours of Work

R. Hansen: **THAT** the Administrative Assistant job requires the employee to work 40 hours per week; and **THAT** the work day start at 8:30am Monday to Friday; and **THAT** office hours are 9am to Noon and 1pm to 5pm; and **THAT** a timesheet be given to the Administrator weekly with hours worked.

CARRIED

ADJOURNMENT:

386/2011

N. Hubbard: **THAT** this meeting be adjourned, the time being 22:00.

CARRIED

MAYOR

ADMINISTRATOR