

**MINUTES OF A REGULAR MEETING
OF THE COUNCIL OF THE TOWN OF LANGHAM
IN THE PROVINCE OF SASKATCHEWAN
HELD ON MONDAY, FEBRUARY 7, 2011
AT 18:30 IN THE COUNCIL CHAMBERS**

PRESENT:

Mayor:	Glen Thiessen
Councilor:	Egon Vinding, Bev Panas, Gerry Chouinard, Noelle Hubbard, Trevor Read
Administrator	Randy Sherstobitoff
Assistant Administrator:	Bev Dovell
Absent	Ila Klassen
Others:	3

CALL TO ORDER:

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

MINUTES:

- 1) **Regular Council Meeting of January 17, 2011**
- 029/2011** G. Chouinard: **THAT** the minutes of the January 17, 2011 Regular Council meeting be approved as presented.

CARRIED

DELEGATIONS:

- 1) **19:00 – Associated Engineering**
Doug Thomson representing Associated Engineering presented Council budget options for items that the Town may need to undertake this year or in the near future. The process involved in some items was explained.
- Lift Station Upgrade
 - Water System Assessment
 - Lagoon Contractor Dumping
 - Lagoon Location
 - Park Avenue Motel
 - Looping of Water Lines
 - Land Subdivision locations

Council thanked Mr. Thomson for his work to this point and they will inform his firm of the projects they will undertake after budget deliberations.

CORRESPONDENCE:**030/2011**

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

- 1) **FCM**
RE: FCM News of January 21 and 25, 2011
: Annual Conference – June 3 to 6 in Halifax
: Sustainable Communities Conference in Victoria
: Infrastructure Report Card
- 2) **SNCA Meeting**
RE: Meeting Feb. 24 @ 5pm in the Corman Park Office
- 3) **Tourism Saskatchewan**
RE: Industry Matters Newsletters-Jan. 13 & 20, 2011
: Here & There – January News
- 4) **Communities in Bloom**
RE: 2011 Participation
- 5) **Saskatchewan West Central Tourism**
RE: Upcoming Workshops
- 6) **Prairie Central Dist. For Sport/Culture/Recreation**
RE: Grant Writing Workshop
- 7) **CMHC**
RE: Loan Program at February 1, 2011
- 8) **MEPP**
RE: Investment Policy
- 9) **Langham Community Hall**
RE: Request to Paint Hall Walls
- 10) **North Central Transportation Planning Committee**
RE: Support Program
- 11) **North Sask. River Basin Council**
RE: Annual General Meeting-March 3 in North Battleford
RE: Membership Fee
- 12) **Saskatoon Regional Health Authority**
RE: Feb. 9 Meeting at Saskatoon Square

- 13) **Sask. Seniors Mechanism (SSM)**
RE: List of Seniors Services available
- 14) **Age Friendly Saskatoon**
RE: Press Release
- 15) **Saskatchewan Emergency Planners Assoc. (SEPA)**
RE: Annual Conference in Regina-March 15-17
: Annual Award Nominations & Newsletter
- 16) **Urban Highway Connector Program**
RE: SUMA Resolution
- 17) **Earth Day Canada**
RE: Hometown Hero Nominations due Feb. 28, 2011
- 18) **Thank You Note – Langham Museum and + 60**
RE: New Flooring and Baseboards
- 19) **International Awards for Liveable Communities**
RE: Bursary Award
- 20) **SUMA**
RE: Urban Voice
- 21) **Country Press Article**
RE: Tax Abatements for Properties
- 22) **Clark's Crossing Gazette Article**
RE: Fortune Minerals
- 23) **Equinox Industries**
RE: Waste Cans and Planters for Sale
- 24) **Grain Elevators of Western Saskatchewan**
RE: Books for Sale
- 25) **Prairie Panels**
RE: Green Municipal Fund – Lighting Replacement
- 26) **Myron Sales**
RE: Sale of Diaries and Calculators
- 27) **Day of the Honey Bee**
RE: Honey Bee Industry Support

CARRIED

**PAYMENT OF
ACCOUNTS:**

- 1) **List of Accounts for Approval**
Batch: 2011-0004 to 2011-0009 & Payroll

031/2011 T. Read: **THAT** the accounts presented, except for Cheque #26401 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.

032/2011 N. Hubbard: **THAT** the Read Automotive account being identified as cheque number #26401 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: Preliminary Town Foreman Search
- 2) **Planning, Lands and Property Taxation Portfolio**
Councilor T. Read presented a verbal report
RE: Fire Bylaw to be updated
- 3) **Economic Development and Tourism Portfolio**
Councilor E. Vinding presented a verbal report
RE: Grocery Store Possibilities

- 4) **Parks, Recreation & Culture Portfolio**
Councilor B. Panas presented a verbal report
RE: Hall Heating for Rentals
: SUMA Award for Edwin

- 5) **Protective Services Portfolio**
Councilor G. Chouinard presented a verbal report
RE: Bylaw Officer working well

- 6) **Water, Public & Environmental Health Portfolio**
Councilor I. Klassen was absent
RE: Recycle Bin Reports presented on her behalf.

- 7) **Transportation, Infrastructure & Buildings Portfolio**
Mayor G. Thiessen presented a verbal report
RE: Borden Hospital Foundation

**STAFF
REPORTS:**

033/2011

B. Panas: **THAT** the staff reports be received as information and filed.

- 1) **Bylaw Enforcement Officer Report**
A written report of the Bylaw Officers' activities for January was presented.

- 2) **Administration Report**
A report of town office activities and recommendations was presented.

- 3) **Recreation Director's Report**
A written report of Recreation Department activities and recommendations was presented.

- 4) **Water Treatment Plant**
A Water Treatment Plant Summary for January 2011 was presented.

CARRIED

OLD**BUSINESS:**

1)

Staff Wages for 2011

RE: Base and Supplement

034/2011

T. Read: **THAT** the following staff base wages be in effect as of January 1, 2011.

Brooke Burletoff	\$ 2855.00/month
Jason Sanderson	\$ 2985.00/month
Ron Thiessen	\$ 3633.00/month
Neal Waldner	\$ 2638.00/month
Beverley Dovell	\$ 3806.00/month
Wendy Kaar	\$ 2811.00/month
Edwin Peters	\$ 4455.00/month
Lionel Sawatzky	\$ 4109.00/month
Randy Sherstobitoff	\$ 5190.00/month

; and

THAT the following wage supplements be in effect as of January 1, 2011:

Brooke Burletoff	Health & Dental Benefit package/month
Neal Waldner	Health & Dental Benefit package/month
Jason Sanderson	\$ 1.50 plus H&D Benefit package/month
Ron Thiessen	\$14.50 plus H&D Benefit package/month
Beverley Dovell	\$ 76.20/month
Wendy Kaar	\$ 58.20/month
Edwin Peters	\$ 89.20/month
Lionel Sawatzky	\$ 82.20/month
Randy Sherstobitoff	\$103.80 month

; and

THAT mileage for use of a personal vehicle for Town business be set at a rate of forty-two cents per kilometer (.42/km) effective January 1, 2011.

CARRIED**NEW****BUSINESS:**

1)

Council Remuneration 2011 Rate of Pay

RE: Fees for Council and Committee Meetings

035/2011

G. Chouinard: **THAT** the Council of the Town of Langham be paid the following remunerations effective January 1, 2011.

Council Meetings	
Mayor	\$120.00 per meeting
Councilors	\$ 75.00 per meeting

Annual Allowances	
Mayor	\$ 2,040.00 per annum
Councilors	\$ 1,020.00 per annum

Council Committees	
Under 3 hours	\$ 45.00 per meeting
3 to 5 hours	\$ 75.00 per meeting
Over 5 hours	\$ 120.00 per meeting

CARRIED**2) Community Hall**

RE: Dishwasher Purchase and Kitchen Upgrades

036/2011

E. Vinding: **THAT** the Town of Langham make upgrades in the Hall kitchen up to the maximum of five thousand dollars (\$5,000.00) to provide the Drama Club with the capabilities of installing a dishwasher in the Affinity Community Hall; and **THAT** this would include but not be limited to a dishwasher stand and demand water heater; and **THAT** the Administrator be authorized to act on behalf of the Town for the said business.

CARRIED**3) Connect Energy**

RE: Natural Gas Price Reduction

037/2011

T. Read: **THAT** the Town of Langham sign up with Connect Energy who offers a natural gas price reduction for town buildings from May 2011 to October 2016; and **THAT** the Administrator be authorized to act on behalf of the Town for the said item of business.

CARRIED**4) Canadian Public Works Association**

RE: Conference in Saskatoon Feb. 22-25

038/2011

B. Panas: **THAT** the Public Works Department send one staff member to the Canadian Public Works Association annual Conference in Saskatoon Feb. 22 to 25; and **THAT** they be reimbursed for expenses incurred upon presentation of suitable documentation.

CARRIED

- 5) **Tina Peters**
RE: Retirement as Office Cleaner

039/2011 C. Chouinard: **THAT** the Town of Langham accepts Tina Peters' letter of resignation as office caretaker effective February 28, 2011 with regret; and **THAT** the Administrator start looking for a new contracted office cleaner, who will supply their own supplies to start March 1, 2011 or as soon as possible thereafter.

CARRIED

- 6) **Tax Abatement Program**

040/2011 G. Chouinard: **THAT** the Town of Langham offer land owners with adjacent property with more than one (1) assessment roll number from SAMA, a rebate of the Base tax per empty lot of \$135.00 for the year 2010; and **THAT** Owners be required to fill in an adjustment form so SAMA can combine the assessment numbers for future taxing purposes; and **THAT** if the lots are sold to more than one (1) owner, the assessment will need to be amended; and **THAT** the Administrator be authorized to act on behalf of the Town for this item of business.

CARRIED

- 7) **Sports Field User Groups**
RE: Fees for usage for 2011 season

041/2011 T. Read: **THAT** Minor Sports be charged a field maintenance fees for the 2011 season at the rate of \$10 per person signed up to participate in Soccer and Softball; and **THAT** if portable washrooms are ordered, the total fee for these washrooms will be billed to Minor Sports at the end of the season.

CARRIED

8) **Town Vehicle Decals**

042/2011

T. Read: **THAT** the Town have decals for the town owned vehicles made and installed on the vehicles.

CARRIED

ADJOURNMENT:

043/2011

G. Chouinard: **THAT** this meeting be adjourned, the time being 22:10.

CARRIED

MAYOR

ADMINISTRATOR

**MINUTES OF A REGULAR MEETING
OF THE COUNCIL OF THE TOWN OF LANGHAM
IN THE PROVINCE OF SASKATCHEWAN
HELD ON TUESDAY, FEBRUARY 22, 2011
AT 18:30 IN THE COUNCIL CHAMBERS**

PRESENT:

Deputy Mayor: Gerry Chouinard
Councilor: Egon Vinding, Bev Panas, Trevor Read
Administrator: Randy Sherstobitoff
Assistant
Administrator: Bev Dovell
Absent: Ila Klassen, Noelle Hubbard, Glen Thiessen

**CALL
TO ORDER:**

A quorum being present and in the absence of Mayor Glen Thiessen, Deputy Mayor Gerry Chouinard called the meeting to order at 18:30.

MINUTES:

3) **Regular Council Meeting of February 7, 2011**
044/2011 T. Read: **THAT** the minutes of the February 7, 2011
Regular Council meeting be approved as presented.

CARRIED

CORRESPONDENCE:

045/2011 B. Panas: **THAT** the following correspondence, having
been read, be filed:

1) **FCM**
RE: FCM News of Jan. 31 & Feb. 7
: Sustainable Communities Conference-Victoria

2) **Municipalities Today**

RE: February Newsletter

- 3) **Tourism Saskatchewan**
RE: Industry Matters Newsletters-Feb. 4
: HR Matters - February Edition
- 4) **Highway Traffic Board**
RE: Traffic Bylaw Approval – Feb. 9, 2011
- 5) **Langham & Dist. Heritage Village & Museum**
RE: Thank You letter
- 6) **Langham Branch Library Board**
RE: Concern about heat at Hall
- 7) **Parole Board of Canada**
RE: Public input for Pardon fees
- 8) **SAMA Annual Meeting**
RE: April 14 in Regina
- 9) **Minister of Tourism, Parks, Culture & Sport**
RE: Cultural Planning for Prosperous Communities
workshop in Regina Feb. 25, 2011
- 10) **North Central Transportation Planning Committee**
RE: December Meeting Minutes
: Next meeting April 14 – Rosthern
- 11) **Sask. Culture**
RE: Municipal Cultural Engagement & Planning Grant
Program – deadline April 15, 2011
- 12) **Minister of Municipal Affairs**
RE: 2011-12 Unconditional Revenue Sharing Grant
- 13) **Saskatoon-Lloydminster Airshed Association**
RE: Meeting March 10–Saskatoon
: Air Quality Survey
- 14) **The Saskatchewan Valley News - Article**
RE: Lionel Sawatzky Award Winner
- 15) **Sharp's Audio Visual**
RE: Quotes for Sound System at the Community Hall
- 16) **McElhanney Consulting – Mobile Mapping**
RE: GeoAutomation for Asset Inventory collection
Imaging

- 17) **Airspaces International**
RE: Aerial Photography
- 18) **SAL Engineering**
RE: Services offered
- 19) **Christmas Street Lighting**
RE: Items to purchase
- 20) **R. Ritchot Enterprises**
Re: Street Sweepers for Sale
- 21) **Canadian Rock Signs**
RE: Park Benches and Plaques
- 22) **Canadian Subsidy Directory**
RE: Purchase

CARRIED

**FINANCIAL
STATEMENTS:**

- 1) **Bank Reconciliation to January 31, 2011**
046/2011 T. Read: **THAT** the Bank Reconciliation to January 31, 2011 be approved as presented.
- 2) **Statement of Financial Activities to January 31, 2011**
047/2011 E. Vinding: **THAT** the Statement of Financial Activities to January 31, 2011 be approved as presented.

CARRIED

CARRIED

**PAYMENT OF
ACCOUNTS:**

- 1) **List of Accounts for Approval**
Batch: 2011-00010 & Payroll
048/2011 T. Read: **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) **Protective Services Portfolio**
Councilor T. Read presented a verbal report
RE: Fire Bylaw to be updated
: Check on Radio needs
- 2) **Parks, Recreation & Culture Portfolio**
Councilor B. Panas presented a verbal report
RE: Effective Council Meetings Information provided
: Heat in Hall to be turned up before events
: Look at Park Benches for Lions Park
: Geothermal at Rink
- 3) **Water, Public & Environmental Health Portfolio**
Councilor I. Klassen's report was presented on her behalf
RE: Recycle Bin
- 4) **Transportation, Infrastructure & Buildings Portfolio**
Deputy Mayor G. Chouinard presented a verbal report
RE: Borden Hospital Foundation funds Lawyers' update
: SNCA meeting Feb. 24 @ Corman Park Office

**STAFF
REPORTS:**

- 049/2011** B. Panas: **THAT** the staff reports be received as information and filed.
- 1) **Foreman's Report**
A written report of Public Works Department activities for January was presented.
 - 2) **Administration Report**
A report of town office activities and recommendations was presented.
 - 3) **Transfer Station User Report for January 2011**
A written report of Transfer Station User activities for the month of January 2011 was presented.

CARRIED

**NEW
BUSINESS:**

- 1) **Sask. Parks & Recreation Association**
RE: 2011 Membership
- 050/2011** T. Read: **THAT** the Town of Langham renew the annual membership fee with the Sask. Parks and Recreation Association for the year; and
THAT we pay the membership fee of one hundred fifteen dollars (\$115.00).
- CARRIED**
- 2) **Loraas Disposal Services**
RE: Two (2) Cart Recycle System
- 051/2011** E. Vinding: **THAT** the Town of Langham contact Loraas Disposal to see if they can conduct an open house in May to explain to Residents the new recycling process and answer any questions about the two (2) carts recycle system they offer.
- CARRIED**
- 3) **Facility Rental Grant Request**
RE: Langham Kin Club
- 052/2011** T. Read: **THAT** the following facility grant request be confirmed in the amount of one hundred dollars (\$100.00):
- Langham Kin Club for Chicken & Chuckles Night on April 16, 2011
- CARRIED**
- 4) **Municipal Leadership Development Program**
RE: Seminar Attendance
- 053/2011** E. Vinding: **THAT** Council B. Panas be authorized to attend the Municipal Leadership Development Program Finance and Strategic Planning Workshop March 7 in Saskatoon; and
THAT she be reimbursed for expenses incurred upon presentation of suitable documentation.

CARRIED

5) **Langham Seniors Citizen's Home**

RE: Hall Usage Agreement

054/2011

T. Read: **THAT** the Town of Langham enter into an agreement with Langham Senior Citizen's Home to provide for a place to take their residents in case of an emergency; and

THAT the agreement be signed for a one (1) year term to be renewed yearly by April 1st ; and

THAT the Administrator act on behalf of the Town in this matter.

CARRIED

6) **Office Printer Purchase**

RE: HP LaserJet P2055DN Printer

055/2011

T. Read: **THAT** the Town of Langham purchase a HP LaserJet Printer #P2055DN from MuniSoft for under five hundred dollars (\$ 500.00) plus taxes.

CARRIED

7) **SUMA Meritorious Service Award**

RE: Nomination

056/2011

B. Panas: **THAT** the Town of Langham nominate Edwin Peters for the SUMA Meritorious Service award to be awarded in Regina in January 2012; and

THAT the town will pay for banquet tickets; a hotel room and mileage for him to attend the presentation.

CARRIED

ADJOURNMENT:

058/2011

B. Panas: **THAT** this meeting be adjourned, the time being 20:40.

CARRIED

MAYOR

ADMINISTRATOR