**Minutes of the Regular Meeting of the Council for the Town of Cabri Held the 12th day of September, 2016**

**In the Town of Cabri Council Chambers**

**Present:** Mayor David Gossard, Councillors Kim Gehl, Wendy Johnson, Chris Paquin, Mark Bang, Norma Pederson, Kendall Wicks, and Chief Administrative Officer Janelle Anderson.

**Call to Order:**

A quorum being present, Mayor David Gossard called the meeting to order at 6:27 pm.

**Agenda**:

The following items were requested to be added to the agenda:

1. Community Hall
2. Empty Lots in Town

2016-149 Bang/Gehl

THAT the agenda for the Council meeting of September 12, 2016 be approved as circulated and amended.

CARRIED.

**Minutes:**

2016-150 Pederson/Johnson

THAT the minutes of the regular Council meeting held August 8, 2016 be approved as circulated.

CARRIED.

**Business Arising from the Minutes:**

*Cabri Regional Park Board Member Applications*

No applications have been received to date.

*Ammonia Monitor Installation Quotes*

The quotes to install the new ammonia detector in the Zamboni room at the Ice Centre were reviewed.

2016-151 Paquin/Gehl

THAT the quote provided by Reynold’s Electric be accepted as presented with the following provisions:

1. The work is completed by October 7, 2016; and
2. An itemized statement be presented once the work is complete for the Town’s records.

CARRIED.

*Power Backup Estimate for Rink and Fire Hall*

An estimate was received from 29 Electric to install emergency exit light power backup at the Ice Centre and Fire Hall.

2016-152 Wicks/Bang

THAT the estimate received from 29 Electric be accepted as presented to provide emergency lighting power to the rink and hall.

CARRIED.

*Canada 150 and Cabri Days Celebrations*

Councillor Johnson gave a verbal report on the committee members that have joined so far as well as the initial planning stages of the committee. CAO Anderson and AAO Graham will assist the committee as necessary throughout the planning of the celebration.

**New Business:**

*Letter of Complaint*

A letter was received from a local business person expressing disappointment regarding a request made to the Town involving mosquito fogging. CAO Anderson has already discussed this issue with persons involved.

*2016 Local Election*

A discussion took place regarding the decisions Council needs to make for the upcoming municipal election to be held on October 26, 2016.

2016-153 Paquin/Pederson

THAT an advanced poll be held Tuesday, October 18, 2016 from 9:00 am to 1:00 pm at the Cabri Town Office.

CARRIED.

2016-154 Gehl/Johnson

THAT the election workers remuneration be set as follows:

 Returning Officer/Deputy Returning Officer $325.00

 Poll Clerk/Enumerator – Advance Poll $75.00

 Poll Clerk/Enumerator – Regular Poll $150.00

 CARRIED.

*Expiration of tax liens: Authorization to Proceed for Title*

Council was informed of the properties that have an existing tax lien which have been registered for a period longer than six months.

2016-155 Paquin/Wicks

THAT CAO Anderson be authorized to proceed for title on the following parcels of land within the Town of Cabri:

* Lot 1, Block 19, Plan O7033
* Lot 5, Block 16, Plan O7033
* Lot 2, Block B, Plan 74SC11978

as prescribed in Section 22(1) of the Tax Enforcement Act.

CARRIED.

*Saskatchewan Waste Reduction Council Fall Workshop*

Town Foreman Sirota requests to attend the SWRC Fall Workshop in Swift Current on Tuesday, September 20, 2016.

2016-156 Wicks/Pederson

THAT Foreman Sirota be permitted to attend the Saskatchewan Waste Reduction Council Fall Workshop on Tuesday, September 20, 2016 in Swift Current at a cost of $125.00 plus mileage.

CARRIED.

*Agreement for Class 3 Building Official*

A letter of introduction along with Schedule A and an agreement for inspection services was received from licensed building official, Dan Knutson of Swift Current.

2016-157 Pederson/Johnson

THAT the Town of Cabri be authorized to enter into an agreement with Dan Knutson of Swift Current, SK to provide the Town with Class 2 & 3 Building Inspection Services as per attached agreement and that the Mayor, David Gossard and Chief Administrative Officer, Janelle Anderson be authorized to sign the same.

CARRIED.

*Criminal Record Check Requirements for Council and Employees*

Discussion surrounded the current criminal record check policies in place for both Council and employees.

2016-158 Wicks/Pederson

THAT Bylaw No 2016-07 respecting Criminal Record Checks be amended by adding:

In Section 1:“including a vulnerable sector check” after “criminal record check”.

CARRIED.

2016-159 Paquin/Johnson

THAT the criminal record check plus the vulnerable sector check provided by the individual running for municipal office be valid for four years.

CARRIED.

2016-160 Gehl/Bang

THAT the Personnel Policy be amended to include that every new employee must provide a Criminal Record Check plus the Vulnerable Sector Check prior to start date. Any existing employees who have not provided these checks within the last two years must submit one prior to November 14, 2016.

CARRIED.

**Staff Report:**

The Town Foreman entered Council Chambers at 7:35 pm.

Discussion surrounded the lagoon draining, spray park shut down, spraying for weeds, fogging for mosquitos, patching at clinic parking lot, Catholic Church sidewalk has been fixed, back alley behind Cabri Inn was fixed but has sunk again so will be looked at this week, street sweeping is done- a few concerns from citizens regarding street sweeping being done on Thursdays when garbage or recycling totes are on the streets, Foreman Sirota informed Council that when streets are swept on Thursdays it is Avenues that are being swept which do not have the totes on them. Also discussed the landing strip maintenance. A complaint was received regarding the length of grass and the safety concerns surrounding this. Foreman Sirota has mowed the grass since so this should not be a concern any longer. Quotes for eves troughs for the Town Office and Shop was discussed. Discussed maintenance of the Ice Centre and where the responsibility lies for this maintenance. It is a Town building, however it is run as a separate entity by a board and the indoor maintenance lies with the committee, the Town is responsible for the exterior maintenance, further discussion to follow during committee reports.

Town Foreman left Council Chambers at 7:51 pm.

**New Business Con’t**

*Cabri Ice Centre: Building Inspection Invoice*

Council was informed that the invoice for inspection services for the Ice Centre from Southwest Inspection Services has been paid for by the Town, however only a portion of that has been collected back from the Ice Centre as the previous mentioned inspection company no longer exists and therefore has not completed the inspection of the building permit as expected. The outstanding amount is $300.00. A new commercial building inspector has been appointed and will also be billing the Ice Centre for the necessary inspections.

2016-161 Bang/Gehl

THAT the Town absorb the cost for the inspection services from the previous company as this was an unforeseen event and of no fault to the Ice Centre.

CARRIED.

*Community Hall*

Council was informed that the Community Hall has water damage issues that date back a few years. An insurance claim was not able to be submitted due to insufficient coverage. The insurance adjuster has suggested that the roof may be unstable therefore the building should not be used at all until further notice. The committee is looking at all angles from demolition to rebuilding options to relocating and will meet in the near future.

*Empty Lots*

Councillor Wicks brought up questions regarding the list of empty residential lots. CAO Anderson will update the list to include the empty lot at the end of the playground/tennis courts on 1st Street North and remove the triangle lot at the end of 1st Street North kitty corner to the Medical Clinic. Lot prices were discussed as well, no changes to be made at this time.

**Fire Report:**

Councillor Paquin has a line on a new fire truck out of Corman Park. He will keep in contact with CAO Anderson in this regard.

**Delegation:**

None.

**Bylaw**

None.

**Financial Reports:**

2016-162 Bang/Wicks

THAT the Bank Reconciliation and the Statement of Financial Activities for the Town for the month of August 2016 be accepted as presented.

CARRIED.

2016-163 Pederson/Gehl

THAT the Bank Reconciliation for the month of August 2016 for the Medical Clinic be accepted as presented.

CARRIED.

**Accounts:**

2016-164 Bang/Pederson

THAT the List of Accounts for Approval, Appendix “A”, attached to and forming part of these minutes be approved for payment.

CARRIED.

**Committee Reports:**

EMO Committee: A street captain meeting has been set for September 21, 2016 at 7:00pm at the Town Office to inform the street captains of their duties as well as to go over the Town’s emergency plan and to answer any questions they may have.

Ice Centre: Two registration days were held this year to allow for streamlined registration of all the groups offering services this winter season. An advisor will come in to assist the board in developing new bylaws and procedures, an advertisement has gone out for a new treasurer, and board liability was discussed. As per the Town’s insurance underwriter, any Committee of Council to which members are appointed by Council are covered under the Town’s liability insurance. The maintenance of the ice centre was also discussed. The exterior maintenance of the Ice Centre is the responsibility of the Town employees and this includes but is not limited to grass/weeds maintenance, clearing snow in the winter months including from emergency exit doors and maintenance of the parking lot in the summer months. CAO Anderson to contact Armour Lock and Key to have an outside handle put on the back door of the back of the rink.

Cemetery: Committee purchased a new self-propelled lawn mower which is available for people to use to mow the grass as necessary.

Museum: Nothing new to report.

Library: Nothing new to report.

**Meetings:**

Southwest Municipal Government Committee Meeting- September 23, 2016

**Correspondence:**

The list of correspondence was reviewed.

2016-165 Paquin/Pederson

THAT the correspondence be received as information and filed.

CARRIED.

**Announcements:**

The next regular Council meeting will be held on Monday, October 17, 2016 at 6:30 p.m.

The Town Office will be closed Monday, October 10, 2016 for Thanksgiving.

**Adjournment:**

2016-166 Bang

THAT this meeting be adjourned. (9:52 pm)

Mayor Chief Administrative Officer