**Minutes of the Regular Meeting of the Council for the Town of Cabri Held the 22nd day of November, 2016**

**In the Town of Cabri Council Chambers**

**Present:** Mayor David Gossard, Councillors Kim Gehl, Wendy Johnson, Chris Paquin, Jim Wallis, Norma Pederson, Jane Johnston, and Chief Administrative Officer Janelle Anderson.

**Swearing in of New Council:**

Members of Council took the Oath of Office.

**Call to Order:**

A quorum being present, Mayor David Gossard called the meeting to order at 6:34 pm.

Mayor Gossard spoke about the roles and responsibilities of Council as well as the Town of Cabri and welcomed the new members.

**Agenda**:

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

1. Community Hall
2. Pavement
3. Commercial Water Rates
4. Cabri School
5. Cabri Daze Insurance
6. Trailer Lot
7. Staggering Council Terms

2016-186 Paquin/Pederson

THAT the agenda for the Council meeting of November 22, 2016 be approved as circulated and amended.

CARRIED.

**Minutes:**

2016-187 Gehl/Johnson

THAT the minutes of the regular Council meeting held October 17, 2016 be approved as circulated.

CARRIED.

**Business Arising from the Minutes:**

*Interim Fire Chief Appointment*

No applications have been received to date for the position of Fire Chief. Discussion surrounded possibly joining with the surrounding RMs to develop an agreement for fire services. Council members also discussed other options of residents of the Town as well as the possibility of having two fire chiefs to make the position more manageable. Once Council Committees have been created, the new EMO committee will meet to discuss the options. In the interim, Fire Chief Wicks will remain on until another member is appointed.

*Airstrip Liability Insurance*

CAO Anderson presented information on liability insurance for the airstrip. Options include putting up a sign that reads, “Use at your own risk. No winter maintenance, extremely soft after rain” or to get a quote for the addition to the existing insurance. CAO Anderson will discuss further with lawyer to develop a disclaimer sign and possible waiver forms for regular users to sign.

*Letter RE: LMO Landscaping*

Another letter was received from the law firm out of Yorkton on behalf of LMO Landscaping in regards to the outstanding amount from the landscaping work done at the clinic in 2015. It was, again, the general consensus of Council to take no action at this time. Council is still prepared to defend again a Statement of Claim should that event arise.

*Personnel Policy Review*

A Disciplinary Policy was reviewed briefly. Once the new personnel committee is established, the policy will be reviewed at a subcommittee level.

**Staff Report:**

The Town Foreman entered Council Chambers at 7:17 pm.

Discussion surrounded the water plant and that everything is working fine. The digging at the Spray Park has been completed and the pipes have been laid down. The work for this will be completed in the spring. Back alleys are currently being worked on. The contractor was out last week to fix the leaking curb stops around Town and at the lagoon. The drainage ditch has been cleaned out. Discussion also took place regarding staff being allowed to carry over any holidays into the New Year. Council was informed that the Assistant Foreman was unsuccessful in achieving his Level 2 Water Treatment and Distribution Certification. He will challenge the exam as soon as it is available. Crack filling the streets where cracks have developed was discussed as well as filling holes in the sides of the road on Railway Avenue this will be looked at in the spring.

Town Foreman left Council Chambers at 7:36 pm.

2016-188 Gehl/Wallis

THAT the Town Foreman be allowed to carry over 5 days of holidays into the New Year.

CARRIED.

**Business Arising Con’t**

*Community Hall*

Councillor Johnson presented information on the status of the Community Hall. A letter was presented for consideration for submission to the Herald to inform residents of what is happening to the building. Once more information is obtained a Town meeting will be called.

*Pavement*

Discussion took place during the Foreman Report.

*Cabri Daze Insurance and Funds*

CAO Anderson to contact W.W. Smith Insurance for further information.

2016-189 Wallis/Paquin

THAT the Town write a cheque to the Cabri Daze committee for the amount that has been held under the Town High Interest Savings account from the previous Cabri Days Celebration and that the committee open their own bank account for more convenience and ease of transactions within the committee.

CARRIED.

**New Business:**

*Council Appointments*

Council members were appointed to their committees.

*Signing Authority*

2016-190 Johnson/Paquin

THAT the signing authority be changed to one of Mayor David Gossard, Councillor Kim Gehl, or Councillor Norma Pederson along with either CAO Janelle Anderson or AAO Krystal Graham effective immediately.

CARRIED.

*Letter RE: Rental Properties on Railway*

A letter was received inquiring into the possibility of renting Town property along Railway Avenue. CAO Anderson to send a letter of reply to the interested party informing them of the lot owned by the Town, 206 Railway Avenue North as well as the lots available on 4th Street North. Council will discuss a rental/lease agreement at a later date if necessary.

*Letter RE: Complaint of Unsightly Property*

A letter of complaint was received from property owners regarding a dilapidated, unsightly, and potentially unsafe lot and building located at 410 Centre Street. Discussion surrounded the policies and bylaws in place in order to deal with these unsightly properties and what the best method is for the Town to deal with them. The Nuisance Abatement Bylaw has specific details on how to proceed with these properties.

2016-191 Johnston/Gehl

THAT CAO Anderson send an Order to Remedy letter by registered mail, in accordance with the Nuisance Abatement Bylaw, to the owner of the property at 410 Centre Street informing the owner of all the contraventions of the Bylaw, the date and time in which the nuisances must be remedied, and the action the Town will take if the work is not completed on time.

CARRIED.

*Registration for SUMA Convention 2017*

The Councillors who are able to attend the 2017 Convention have been registered and their agendas provided.

*Request for “No Parking” Signs at the Seniors Hall*

A request was received from the Senior’s Hall Board to put up “No Parking” signs in front of the Seniors Hall to deter people from blocking the wheelchair ramp.

2016-192 Johnston/Paquin

THAT the Town Foreman put up two signs that read, “No Parking Between Signs” in front of the Seniors Hall and paint the curbs yellow between the signs in the spring.

*Animal Control Bylaw*

Discussion surrounded the possibility of amending the Animal Control Bylaw to lower the amount of dogs or cats allowed at a property considering the situation that arose in a neighboring community. It was the general consensus of Council not to change the bylaw at this time.

*Light up the Tree Annual Celebration*

Council discussed the goodie bags for the tree lighting ceremony.

2016-193 Pederson/Wallis

THAT the Town purchase goodie bags for the children attending the Light Up the Tree Celebration up to a total cost of $375.00 as previously budgeted for.

CARRIED.

*Council and Staff Christmas Dinner*

Tabled until December

*Commercial Water Rates*

Tabled until December

*Cabri School*

The school would like to invite a member of Council to judge the classroom doors that the children have decorated. Mayor Gossard has been chosen for this.

*Trailers parked on Lot*

Discussion surrounded implementing a charge for people to park their trailers/boats etc. on the empty lot. Further thought and discussion is needed before a decision can be reached.

*Staggering Council Terms*

CAO Anderson will look into this to determine if this is government mandated to have all Councillor’s terms set for a four year period.

**Fire Report:**

None.

**Delegation:**

None.

**Bylaw No 2016-09**

2016-194 Gehl/Johnson

THAT Bylaw No 2016-09 being a Bylaw to provide for a Code of Ethics be introduced and read a first time.

CARRIED.

2016-195 Wallis/Pederson

THAT Bylaw No 2016-09 be read a second time.

CARRIED.

2016-196 Paquin/Johnston

THAT Bylaw No 2016-09 be given three readings at this meeting.

CARRIED

UNANIMOUSLY.

2016-197 Wallis/Gehl

THAT Bylaw No 2016-09 be read a third time and adopted.

CARRIED.

**Bylaw No 2016-10**

2016-198 Johnston/Paquin

THAT Bylaw No 2016-10 being a Bylaw to Enter into an Agreement for the Sale of Property be introduced and read a first time.

CARRIED.

2016-199 Pederson/Wallis

THAT Bylaw No 2016-10 be read a second time.

CARRIED.

2016-200 Johnson/Gehl

THAT Bylaw No 2016-10 be given three readings at this meeting.

CARRIED

UNANIMOUSLY.

2016-201 Paquin/Gehl

THAT Bylaw No 2016-10 be read a third time and adopted.

CARRIED.

**Financial Reports:**

2016-202 Pederson/Johnson

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

CARRIED.

2016-203 Paquin/Johnston

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

CARRIED.

**Accounts:**

2016-204 Pederson/Johnson

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

CARRIED.

2016-205 Gehl/Paquin

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

CARRIED.

**Committee Reports:**

EMO Committee: Emergency Plan will be updated with the new Council members. Street Captains have been submitting their street lists.

Ice Centre: Everything is up and running. Issues with the lobby being too cold, could possibly put a locked cover on the thermostat. The ammonia detector has not been installed yet.

Cemetery: None.

Community Garden: Tree Lighting Celebration will be held December 4, 2016 at 5pm.

Museum: A cleaning-bee will be held to tidy up the museum for the winter.

Library: Nothing new to report.

**Meetings:**

SUMA Regional Meeting- Hodgeville November 25, 2016

**Correspondence:**

The list of correspondence was reviewed.

2016-206 Gehl/Paquin

THAT the correspondence be received as information and filed.

CARRIED.

**Announcements:**

The next regular Council meeting will be held on Monday, December 12, 2016 at 6:30 p.m.

Regular Office Hours.

**Adjournment:**

2016-207 Gehl

THAT this meeting be adjourned. (10:07 pm)

Mayor Chief Administrative Officer