



TOWN OF CARNDUFF
Minutes of the Regular Meeting
March 12, 2019

- Present: Members of Council Present: Mayor Ross Apperley, Councilors Greg Wall, Joel Purves, Verdeen Matthewson, Kris Carley, Kevin Lesy, and Roy Annetts.
- Recording: Administrator Annette Brown was in attendance and recorded the minutes. Administrator Assistant/Community Development Officer Tara Beck was also in attendance.
- Call to Order: Mayor Apperley called the meeting to order at 6:00 a.m.
- Confirm 75/19 **ANNETTS:** That the agenda, as prepared and submitted to council, for the March 12th, 2019 meeting be hereby confirmed. **CARRIED**
- Minutes 76/19 **LESY:** That the minutes from the regular meeting held on February 12th, 2019 be approved as circulated. **CARRIED**
- DELEGATION:**
Vasyl Zhenchuk, Foreman 7:10 a.m. to 7:30 a.m.
- UNFINISHED BUSINESS:**
- 6:15 a.m. – Councilor Matthewson declared a conflict of interest regarding the snow removal along drainage ditches and left the council chambers.
- 6:21 a.m. – Councilor Matthewson returned to the council chambers.
- Asset Policy 77/19 **WALL:** That Council hereby adopts Policy F/A – 18, a policy to set guidelines for implementing assessment management. **CARRIED**
- Recognition Policy 78/19 **CARLEY:** That Policy G/A – 23A, a policy to implement employee service recognition to Town of Carnduff employees be replaced with Policy G/A – 22B. **CARRIED**
- Payroll Proc Policy 79/19 **PURVES:** That Council hereby acknowledges Policy G/A – 02, a policy to outline the procedures for payroll disbursements has changed with the current procedure outlined in the Employee Handbook. Therefore, Council hereby rescinds Policy G/A – 02. **CARRIED**
- St Lights Quote 80/19 **LESY:** That Council accepts Carnduff Electric’s quote to install power outlets on 12 street lights. **CARRIED**
- NEW BUSINESS:**
- Lots 13/14 BK 28 81/19 **WALL:** That Council hereby enters into an agreement for sale with Kevin & Amanda Kirby for Lots 13 & 14, Block 28, Plan 78R04975 (154 Baglole Crescent). **CARRIED**
- Lot 20 BK 28 82/19 **PURVES:** That Council hereby enters into an agreement for sale with Carl & Lynette Lang for Lot 20, Block 28, Plan 78R04975 (178 Baglole Crescent) **CARRIED**
- L22, Bk10 Pay Plan 83/19 **CARLEY:** That Council hereby acknowledges the tax payment request from the property owners of Lot 22, Block 10, Plan B3119. Council denies the proposed payment plan, but is willing to enter into a revised payment plan of \$400 per month. **CARRIED**
- Housing Prop Sale 84/19 **LESY:** That Council hereby acknowledges and supports the Sask. Housing Authority’s decision to list some family housing units for sale. Further, Council is not interested in purchasing these homes. **CARRIED**
- 2018 Audit 85/19 **ANNETTS:** That Council hereby accepts the 2018 audited Financial Statements as prepared by Cogent Chartered Professional Accountants LLP. Council also acknowledges the adjusting entries and scheduled of unadjusted errors. **CARRIED**
- 2019 Daycare 86/19 **CARLEY:** That the proposed 2019 Daycare Budget be hereby approved and form part of the 2019 Town of Carnduff’s Operating Budget. **CARRIED**
- REPORTS:**
- Admin Report 87/19 **WALL:** That the Administrator’s Report for the March, 2019 meeting be accepted as presented, and furthermore the report be filed. **CARRIED**

JLB

Foreman Report 88/19 **LESY:** That the Foreman's Report for the March, 2019 meeting be accepted as presented, and furthermore the report be filed. **CARRIED**

Daycare Report 89/19 **MATTHEWSON:** That the Daycare Supervisor's Report for the March, 2019 meeting be accepted as presented, and furthermore the report be filed. **CARRIED**

Comm Report 90/19 **ANNETTS:** That the Commissionaire's Report for the March, 2019 meeting be accepted as presented, and furthermore the report be filed. **CARRIED**

COMMITTEE REPORTS:

Recreation	Councillors Purves & Annetts provided verbal report.
Library	Councilor Matthewson provided verbal report.
Daycare	Councilor Matthewson provided verbal report.
EMO	Councilor Carley provided verbal report.
O H & S	Councilors Wall provided verbal report.
Fire Department	Councilor Carley provided verbal report.
Medical Clinic	Financial Reports provided by Tiana Martin.
	Mayor Apperley provided verbal report.
SE Medical Group	Mayor Apperley provided verbal report.
Sunset Haven	Councilor Matthewson provided verbal report.
SE Transp Planning	Feb. 26/19 meeting minutes provided.

Com. Reports 91/19 **PURVES:** That the written council committee reports be received and filed and further that the verbal council committee reports be acknowledged as presented. **CARRIED**

CORRESPONDENCE:

Corr. 92/19 **MATTHEWSON:** That the list of Correspondence be approved as presented and furthermore that all correspondence with an asterisk (*) be filed.

- a) SGI.....Business Recognition Assessment Letter. *
- b) Lower Souris Watershed.....Letter re: Conference & AGM.
- c) Community Rec Meeting.....Letter on Roundtable Meeting.
- d) OHS.....Magazine January/February 2019.
- e) The Furrow.....Magazine February, 2019
- f) Infrastructure.....Magazine February/March, 2019.
- g) Prairies North.....Magazine Spring, 2019. **CARRIED**

FINANCIAL:

Bank Statement 93/19 **ANNETTS:** That the bank reconciliation statement for the February 2019 Bank of Montreal Chequing Account and February 2019 Affinity Credit Union Payroll Account be accepted as presented. **CARRIED**

Finance Statement 94/19 **WALL:** That the income statement and Financial Activities ending February, 2019 be accepted as presented. **CARRIED**

ACCOUNTS FOR PAYMENT:

Accts Approval 95/19 **CARLEY:** That Cheque #31593 to #31633 for \$110,307.35; electronic fund transfers of \$8,747.062; payworks & ACU withdrawals and Cheques #7994 to #7995 for \$56,205.60; and mastercard payments of \$3,188.81 totaling \$178,448.82 be hereby approved for payment. **CARRIED**

8:21 a.m. – Councilor Carley declared a conflict of interest regarding the C & N Supply invoices and left the council chambers.

Accts Approval 96/19 **PURVES:** That Cheque #31634 to C & N Supply for \$569.20 be hereby approved for payment. **CARRIED**

8:22 a.m. – Mayor Apperley declared a conflict of interest regarding the Day Construction invoice and left the council chambers. Councillor Carley returned to the council chambers.

Accts Approv 97/19 **MATTHEWSON:** That Cheque #31635 to Day Construction for \$1,665.00 be hereby approved for payment. **CARRIED**

8:22 a.m. – Councilor Purves declared a conflict of interest regarding J.P.'s Plumbing & Heating invoice and left the council chambers. Mayor Apperley returned to the council chambers.

WB



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Accts 98/19 **ANNETTS:** That Cheque #31636 to J.P.'s Plumbing & Heating for \$16,400.25
Approval be hereby approved for payment. **CARRIED**

8:23 a.m. – Councilor Matthewson declared a conflict of interest regarding the Swayze Concrete invoice and left the council chambers. Councilor Purves returned to the council chambers.

Accts 99/19 **LESY:** That Cheque #31637 to Swayze Concrete Ltd for \$5,976.62 be
Approval hereby approved for payment. **CARRIED**

8:24 a.m. – Councilor Matthewson returned to the council chambers.

Adjourn 100/19 **ANNETTS:** That we do now adjourn. **CARRIED**

Meeting adjourned at 8:24 a.m.



Mayor



Administrator