



**TOWN OF CARNDUFF**  
**Minutes of the Regular Meeting**  
**Held at 1312 Railway Avenue**  
**May 12, 2020**

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- Present: Members of Council Present: Mayor Ross Apperley, Councilors Greg Wall, Joel Purves, Kris Carley, Roy Annetts, Kevin Lesy, and Verdeen Matthewson.
- 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 5:59 a.m.
- Electronic Meeting 123/20 WALL: That Council acknowledges the emergency measures as set out by the federal and provincial government regarding physical distancing during the COVID-19 pandemic. Further this meeting will be conducted through teleconferencing. To maintain compliance with Bylaw 478-16, the administration office will ensure any members of public wishing to attend the meeting will be permitted in the council chambers if physical distancing can be maintained. **CARRIED.**
- Additions 124/20 MATTHEWSON: That the following items be added to the May 12<sup>th</sup>, 2020 agenda: letters to facilities and minor sports regarding COVID-19, and extending the property tax rebate. **CARRIED.**
- Confirm 125/20 PURVES: That the agenda, as prepared and submitted to council, for the May 12<sup>th</sup>, 2020 meeting be hereby confirmed. **CARRIED.**
- Minutes 126/20 CARLEY: That the minutes from the regular meeting held on April 14<sup>th</sup>, 2020 be hereby approved. **CARRIED.**
- PUBLIC WORKS:**
- Street Closure 127/20 PURVES: That Council authorizes the Foreman, Shane Sterling, to temporarily close any streets necessary for the construction of the lift stations and installation of pipes for the lagoon project. **CARRIED.**
- Partial Street Closure 128/20 LESY: That Council authorizes the temporary partial street closure on North Street, in front of Blue Moon Mercantile, during open hours. The closure is to assist with greenhouse traffic flow during COVID-19. **CARRIED.**
- UNFINISHED BUSINESS:**
- Seasonal Hire 129/20 MATTHEWSON: That Council hereby hires Kristen Carriere as the seasonal public works laborer. Further the wage will be set at \$15.82 per hour, with an official hire date of May 1<sup>st</sup>, 2020. **CARRIED.**
- Bylaw 2020-06 130/20 WALL: That Bylaw 2020-06, a bylaw to establish the fees and requirements for signs to be erected in the Town of Carnduff signing corridor be introduced and read a first time. **CARRIED.**
- Bylaw 2020-06 131/20 MATTHEWSON: That Bylaw 2020-06 be now read a second time. **CARRIED.**
- Bylaw 2020-06 132/20 CARLEY: That Bylaw 2020-06 be given three readings at this regular meeting. **CARRIED.**
- Bylaw 2020-06 133/20 PURVES: That Bylaw 2020-06 be now read a third and final time and be adopted as a bylaw of the Town of Carnduff. **CARRIED.**
- Policy PW-TS 08B 134/20 CARLEY: That Council hereby replaces Policy PW-TS-08A with Policy PW-TS-08B, a policy to establish work and equipment rates. **CARRIED.**
- Policy G/A-04A 135/20 ANNETTS: That Council hereby replaced Policy GA-04 with Policy GA-04A, a policy to outline the times and process for the adopted of the annual operating and capital budget. **CARRIED.**



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**DELEGATION:**

7:01 a.m. – 7:26 a.m. Shane Sterling, Public Works Supervisor

7:29 a.m. – Councilor Annetts excused himself from the meeting and left the teleconference.

**NEW BUSINESS:**

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| Permit Extension     | 136/20 | WALL: That Council hereby grants an extension for Building Permit #14-014, with a completion date of November 12 <sup>th</sup> , 2020. <b>CARRIED.</b> |
| Mun Sewer Main Agree | 137/20 | CARLEY: That Council hereby enters into a five year agreement with Municipal Sewer Maintenance Ltd for cleaning the sanitary sewers. <b>CARRIED.</b>   |

**REPORTS:**

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|-------------------|--------|---|
| Admin. Report     | 138/20 | LESY: That the Administrator's Report for the May, 2020 meeting be accepted as presented, and furthermore the report be filed. <b>CARRIED.</b>  |
| Daycare Report    | 139/20 | MATTHEWSON: That the Daycare Supervisor's Report for the May, 2020 meeting be accepted as presented, and furthermore the report be filed. <b>CARRIED.</b>   |
| Commis Report     | 140/20 | PURVES: That the Commissionaire's Report for the May, 2020 meeting be accepted as presented, and furthermore the report be filed. <b>CARRIED.</b>   |
| Committee Reports |        | Fire Department – Councilor Carley and Mayor Apperley provided verbal report.<br>Medical Clinic – Financials provided by the RM Administration Office.<br>– Mayor Apperley provided verbal report.<br>Gainsborough Trust – April 30 <sup>th</sup> meeting minutes provided by Councilor Lesy.<br>Sunset Haven – Councilor Matthewson provided verbal report.<br>Cemetery – Mayor Apperley provided verbal report. |
|                   | 141/20 | WALL: That the written council committee reports be received and filed and further that the verbal council committee reports be acknowledged as presented. <b>CARRIED.</b>  |

**CORRESPONDENCE:**

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| Correspon. |        | Rod Broadfoot, EPO.....Email re: 2020 WSA & Other Changes. *<br>Municipalities of Sask..Email re: Revenue Sharing and MEEP. *<br>.....Email re: Amalgamation. *<br>SAMA.....2020 Primary Audit Report. *<br>PBI.....April 9 <sup>th</sup> Newsletter. *<br>South East District.....May 2020 Newsletter.<br>Sask. Housing..... 2019 Annual Report Link.<br>UMAAS.....Letter re: Salary Guideline.<br>Lower Souris Water.....Letter re: Board of Directors Election. |
|            | 142/20 | LESY: That the list of correspondence be approved and furthermore that all correspondence with an asterisk (*) be filed. <b>CARRIED.</b>   |

**FINANCIAL:**

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|---------------------|--------|--|
| Bank Statement      | 143/20 | CARLEY: That the bank reconciliation statement for the April 2020 Bank of Montreal Chequing Account and April 2020 Affinity Credit Union Payroll Account be accepted as presented. <b>CARRIED.</b> |
| Financial Statement | 144/20 | PURVES: That the income statement ending April 30, 2020 be accepted as presented. <b>CARRIED.</b>  |

**ACCOUNTS FOR PAYMENT:**

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|-----------------------|--------|--|
| Accounts For Approval | 145/20 | MATTHEWSON: That Cheques #32358 to #32393 for \$491,984.98; electronic fund transfers of \$3,848.86; payworks & ACU withdrawals and Cheques #8040 to #8042 for \$60,390.07; and mastercard payment of \$381.95 totaling \$556,605.86 be hereby approved for payment. <b>CARRIED.</b> |
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9:34 a.m. – Mayor Apperley declared a conflict of interest regarding payment of




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- an invoice was put on hold through the administration office teleconferencing system.
- Accounts For Approval 146/20 WALL: That Cheque #32394 to Ross Apperley for \$211.09 be hereby approved for payment. **CARRIED.**
- 9:35 a.m. – Mayor Apperley was taken off hold and rejoined the meeting. Councilor Carley declared a conflict of interest regarding the C & N Supply invoice and was put on hold through the administration office teleconferencing system.
- Accounts for Approval 147/20 LESY: That cheque #32395 to C & N Supply for \$513.34 be hereby approved for payment. **CARRIED.**
- 9:35 a.m. – Councilor Carley was taken off hold and rejoined the meeting. Councilor Purves declared a conflict of interest regarding the J.P.'s Plumbing & Heating invoice and was put on hold through the administration office teleconferencing system.
- Accounts for Approval 148/20 CARLEY: That cheque #32396 to J.P.'s Plumbing & Heating for \$3,940.50 be hereby approved for payment. **CARRIED.**
- 9:36 a.m. – Councilor Purves was taken off hold and rejoined the meeting.
- Accounts for Approval 149/20 LESY: That Council authorizes payment for the following invoices which were submitted on Monday, May 11<sup>th</sup>. Nixon Lumber for \$2,488.68 and Western Asphalt for \$4,930.95. **CARRIED.**
- Adjourn 150/20 WALL: That we do now adjourn. **CARRIED.**

Meeting adjourned at 9:41 a.m.

  
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Mayor

  
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Administrator