

**Minutes of the Regular Meeting of the Council
of the Town of Imperial held
Wednesday, May 10, 2017, at 7:30 p.m.
in the Town Council Chambers, Imperial, Saskatchewan**

Present:

Mayor Edward Abrey and Councillors Brent Ingram, Susan Parish, Patricia Joa, Ryan Kelly, Leslie Sainsbury, and CAO Sheila Newlove.

Absent:

Councillor Randy Shaw

Call to Order:

A quorum being present Mayor Abrey called the meeting to order at 7:30 p.m.

Agenda:

110/2017 Parish: That the following item be added:

- New Business
 - Housing Authority re: sidewalks

Carried

111/2017 Kelly: That the revised agenda be accepted.

Carried

Minutes:

112/2017 Sainsbury: That the minutes of the regular meeting of council held April 19, 2017 be approved.

Carried

113/2017 Parish: That the minutes of the special meeting of council held May 4, 2017 be approved.

Carried

Correspondence:

114/2017 Kelly: That the following correspondence, having been read, be filed:

- SMRA re: Extended Health Care & Dental Plan available to retiring Council members
- Imperial & District Service Club re: "No charge" request for CC rental for ambulance fundraiser
- Minister of Government Relations re: 2017 Education tax mill rate
- "Urban Voice" – spring 2017
- E-mailed:
 - SUMA;
 - "Urban Updates" – April 24 & May 8, 2017
 - Message from the Regional Director
 - Palliser Regional Library re: 100% funding restored
 - RCMP re: meet & greet with local RCMP detachment members

Carried

115/2017 Parish: That the CAO advise the Imperial & District Service Club that council approved their request to use the multi-purpose room, kitchen, barbeque, picnic tables and chairs at no charge for their Community Barbeque to be held at the Community Center for a fundraiser in support of the Imperial & District Ambulance

Carried

116/2017 Sainsbury: That council acknowledges receipt of the 2017 Education Property tax mill rate as established by the Government of Saskatchewan.

Carried

Financial Reports:

117/2017 Ingram: That the Statement of Financial Activities for April, 2017, attached hereto and forms part of these minutes, be accepted.

Carried

118/2017 Joa: That the Income Statement for April, 2017, attached hereto and forms part of these minutes, be accepted.

Carried

119/2017 Parish: That the Town of Imperial's – General Account; Long Lake Valley Court; Community Housing Project and the Imperial Cable System's bank reconciliations for April, 2017, be accepted and filed.

Carried

120/2017 Ingram: That the Town of Imperial's 2016 Audited Consolidated Financial Statements, attached hereto and forms part of these minutes, be accepted.

Carried

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Accounts:

121/2017 **Joa:** That the Town of Imperial accounts paid to May 10, 2017 in the amount of \$15,407.87 as per the list, containing Town of Imperial cheque numbers 12795 – 12804, vendor names and amounts, attached hereto and forms part of these minutes be approved for payment.
Carried

12/2017 **Sainsbury:** That the Town of Imperial and the Imperial Cable System accounts payable to May 10, 2017 in the amount of \$22,903.34 as per the list, containing Town of Imperial cheque numbers 12805 – 12821 and online payments number 1 and 2 and Imperial Cable System online payment number 1, vendor names and amounts, attached hereto and forms part of these minutes be approved for payment
Carried

New Business:

Water Treatment Plant Report

123/2017 **Joa:** That the Town Foreman’s monthly water treatment plant report for April, 2017, be accepted and filed.
Carried

Sand Sealant

124/2017 **Joa:** That the CAO advise Precision Asphalt to apply a double coat sealant to King Street from Forest Avenue to the R.M. grid for \$20,000 plus taxes; a single coat of sand seal to Forest Avenue from Royal Street to Prince Street for \$5,550 plus taxes; and to grind and stabilize with flyash and double coat three spots (approximately 42 m²) on Forest Avenue for \$845.88 as per their quote dated May 9, 2017.
Carried

Calcium Chloride

125/2017 **Parish:** That the CAO advise McGill’s to apply calcium chloride to Duke Street from Saskatchewan Avenue to Virginia Avenue; Prince Street from Virginia Avenue to the R.M. grid; and Virginia Avenue from Prince Street to Royal Street at a cost of approximately \$4,800 plus taxes.
Carried

MEPP Signing Authority

126/2017 **Kelly:** That the CAO be authorized to sign the MEPP *Retirement Declaration* form other than the CAO’s own *Retirement Declaration* form which shall be signed by the Mayor.
Carried

Waterworks Compliance Inspection Report

127/2017 **Sainsbury:** That the Water Security Agency’s Waterworks Compliance Inspection report be accepted and filed.
Carried

Wastewater Works Compliance Inspection Report

128/2017 **Parish:** That the Water Security Agency’s Wastewater Works Compliance Inspection Report be accepted and filed.
Carried

Councillor Parish declared a conflict of interest at 8:18 p.m. with respect to correspondence received from the Imperial Housing Authority and left the council chambers.

Housing Authority

129/2017 **Joa:** That the correspondence from the Imperial Housing Authority confirming a 50/50 cost share in regards to the sidewalk repairs on Queen Street and Railway Avenue be accepted and filed.
Carried

Councillor Parish returned to the council chamber at 8:19 p.m.

Policies:

Administration

130/2017 **Ingram:** That policy number 03-05, being an Administration policy, be approved.
Carried

Signing Authority

131/2017 **Sainsbury:** That policy number 07-11, being a Signing Authority policy, be approved.
Carried

Access to Information

132/2017 **Ingram:** That policy number 07-30, being an Access to Information policy, be approved.
Carried

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Protection of Privacy

133/2017 Parish: That policy number 07-40, being a Protection of Privacy policy, be approved.
Carried

Waterworks Quality Assurance/Quality Control

134/2017 Joa: That the revisions made to policy number 04-10, being a Waterworks Quality Assurance/Quality Control policy, be approved.
Carried

Waterworks Emergency Plan

135/2017 Sainsbury: That the revisions made to policy number 04-20, being a Waterworks Emergency Plan policy, be approved.
Carried

Bylaws:

Authorize Certain Expenditures

136/2017 Ingram: That Bylaw #4-2017, being a Bylaw to Authorize Certain Expenditures, be introduced and read a first time.
Carried

137/2017 Parish: That Bylaw #4-2017 be read a second time.
Carried

138/2017 Sainsbury: That Bylaw #4-2017 be given three readings at this meeting.
Carried

139/2017 Kelly: That Bylaw #4-2017 be read a third time and passed.
Carried

Councillor Leslie Sainsbury declared a conflict of interest at 8:29 p.m. under section 141.1 of *The Municipalities Act* as the next matter under discussion affects the private interest of a closely connected person. Councillor Sainsbury left the Council Chambers.

Closed Session

140/2017 Ingram: That this meeting move to a closed session under Section 120(1) of *The Municipalities Act* for the purposes of addressing matters that fall within one of the exemptions of *The Local Authority Freedom of Information & Protection of Privacy Act* and addresses matters concerning long range planning.

Mayor Abrey called the meeting back to order at 9:10 p.m.

Administration Position

141/2017 Ingram: That the applications for the Administrator position be closed on May 17, 2017 and that a committee consisting of Mayor Edward Abrey, Councillor Susan Parish and CAO Sheila Newlove shortlist the applicants and set up interview dates and times to be completed by May 26, 2017.
Carried

Announcements:

June Meeting

142/2017 Ingram: That the next regular meeting of council be held, Wednesday, June 12, 2017
Carried

Adjournment:

143/2017 Parish: That this meeting be adjourned at 9:15 p.m.
Carried

Edward Abrey, Mayor

Sheila Newlove, Chief Administrative Officer

Initial