

**Minutes of the Regular Meeting of the Council of the Town of Gravelbourg**

**September 28, 2015**

**Present: Mayor:** Edward Lagassé

**Councillors:** Darcy Stefiuk  
Michel Vézina  
Bob Bowler  
Toos Giesen-Stefiuk

**CAO:** Chris Costley

**Guests:** *Christina Bakaluk, Paul Boisvert (Gravelbourg Tribune), Vivian Bouvier, Laurie Emmons, Julie Forest, Paulette Hawkins, Lynn Holmes, Carly Kilbach, and Gary Ouelette.*

**Call to Order** *A quorum being present, Mayor Lagassé called the meeting to order at 7:01 p.m.*

- 463/15**      **Agenda**      **Vézina/Bowler**  
That the agenda be adopted as amended. **Carried**
- 464/15**      **Minutes –**      **Vézina/Giesen-Stefiuk**  
**September 14, 2015**      That the minutes as of the Council meeting held September 14, 2015 be adopted. **Carried**
- Delegation**      *Lynn Holmes described planned activities, and requested permission to close Main Street and use Humphrey Park for the Renaissance Gaiety Theatre Halloween Family Entertainment to be held October 31, 2015.*  
  
*Lynn Holmes, Gary Ouelette, and Christina Bakaluk left the meeting at 7:13 p.m.*
- 465/15**      **Courthouse**      **Stefiuk/ Vézina**  
**Landscaping**      To table discussion regarding the Courthouse landscaping plans until  
**Design**      the 2016 preliminary budget. **Carried**
- 466/15**      **Courthouse**      **Giesen-Stefiuk/Stefiuk**  
**Exterior Lighting**      To approve up to \$500 for the light reinstallation at the Courthouse and the hiring of Lech Electric to complete the work. **Carried**
- 467/15**      **Ratepayer**      **Stefiuk/Vézina**  
**Report**      To approve the Ratepayer Report for 2014 as presented. **Carried**

468/15	<b>Library Agreement</b>	<b>Bowler/Giesen-Stefiuk</b> That Resolution #339/15 be rescinded; and further, to amend Memorandum of Understanding #2015-01 between the Chinook Regional Library, the Town of Gravelbourg, the Rural Municipality of Gravelbourg #104, and the Association Communautaire Fransaskoise de Gravelbourg as follows:  <ol style="list-style-type: none"><li>1) Remove “Electrical plugins for employees” from the Town and RM commitments section and show as an exclusive responsibility of the RM.</li><li>2) Replace “Rent is to increase on January 1 of each year by schedule, expressing a \$15 annual increase in the rental rate more clearly.</li></ol> Further, that an official agreement be prepared based on the modified Memorandum of Understanding #2015-01 and sent to all other parties for approval.  <b>Carried</b>
469/15	<b>Council Meeting Schedule</b>	<b>Stefiuk/Vézina</b> To table discussion regarding amendments to the regular Council meeting schedule until after the by-election on October 21, 2015. <b>Carried</b>
470/15	<b>PW Meeting Schedule</b>	<b>Stefiuk/Bowler</b> To table discussion regarding a regular Public Works Committee meeting schedule until after the by-election on October 21, 2015. <b>Carried</b>
471/15	<b>Subdivision Application – PSSD</b>	<b>Giesen-Stefiuk/Bowler</b> That Prairie South School Division be advised by the CAO that Council needs to be made aware of plans for the former Jesus and Mary Convent building prior to approving any subdivision applications for that property. <b>Carried</b>
472/15	<b>Approval for Dirt Removal</b>	<b>Stefiuk/Giesen-Stefiuk</b> To approve the removal of up to 600 yards of fill dirt by Boire Trucking pending verification by the CAO that up to 600 yards of fill dirt had been provided to the Town of Gravelbourg on loan during the 2014/2015 winter season. <b>Carried</b>  <i>Ed Lagassé declared pecuniary interest and left the meeting at 7:55 p.m.</i>
473/15	<b>Staff Training-Grader</b>	<b>Stefiuk/Bowler</b> To approve grader training for Sheldon Filson, to be provided by Ed Lagassé, at a cost of \$400. <b>Carried</b>

*Ed Lagassé returned to the meeting at 7:56 p.m.*

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| <b>474/15</b> | <b>RGT<br/>Halloween<br/>Requests</b>             | <b>Vézina/Bowler</b><br>To approve the closure of Main Street from 4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue from 3:00 p.m. to 7:00 p.m. on October 31, 2015 for the Halloween Family Entertainment provided by the Renaissance Gaiety Theatre; further, to approve the presence of a horse within Town limits for the “Headless Horseman persona” and other animals for the petting zoo, both on October 31, 2015; further, to approve a hay ride on the streets within the Town for October 31, 2015; and further, to approve the decoration of Humphrey Park from October 12 to November 1, 2015 as well as its use on October 31, 2015 for the event.<br><br><b>Carried</b> |
| <b>475/15</b> | <b>Fundraising-<br/>St. Joseph’s<br/>Hospital</b> | <b>Stefiuk/Giesen-Stefiuk</b><br>To approve the Town sponsorship of the “Festival of Trees 2015” by St. Joseph’s Hospital/Foyer d’Youville in the amount of \$500.<br><br><b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>476/15</b> | <b>Magnan<br/>Sidewalk</b>                        | <b>Stefiuk/Bowler</b><br>To approve the continuation of the Magnan Street sidewalk between 2 <sup>nd</sup> and 3 <sup>rd</sup> Avenue East through the alley in addition to an apron from the east point of the sidewalk to the street (through the boulevard) using 6” of concrete and 3 lengths of 20 mm rebar.<br><br><b>Carried</b>                                                                                                                                                                                                                                                                                                                                                |
| <b>477/15</b> | <b>Sidewalks<br/>Contract</b>                     | <b>Stefiuk/Bowler</b><br>To approve the hiring of Jean Boudreault to construct sidewalks under the direction of the Manager of Public Works and under the same terms as the contract between the Town of Gravelbourg and Ron Bouvier.<br><br><b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>478/15</b> | <b>Boulevard<br/>Letter</b>                       | <b>Stefiuk/Vézina</b><br>That the CAO send a letter each to the owner of Lots 36-37 & 66 Block 21 Plan A1200 and the owner of Lots 19-20 Block 17 Plan A1200 advising of the boulevard development process and inviting each to apply based on their past queries; and further, to include information on the boulevard development process in the “Civic News” section of the regular Town advertisement.<br><br><b>Carried</b>                                                                                                                                                                                                                                                       |
| <b>479/15</b> | <b>Tot Spot<br/>Co-ordinator –<br/>Agreement</b>  | <b>Vézina/Giesen-Stefiuk</b><br>To approve the Tot Spot Co-ordinator Agreement with Ariel Haug, as presented, and authorize CAO Chris Costley to sign on behalf of the Town of Gravelbourg.<br><br><b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

480/15	<b>Public Works Priorities</b>	<b>Giesen-Stefiuk/Vézina</b> To adopt the recommendation of the Public Works Committee that the following be considered Public Works priorities, in order of highest priority first: <ol style="list-style-type: none"><li>1) Lot 2-3 Block 50 Plan 96MJ12783 sewer line replacement (sag in line);</li><li>2) Lot 37-40 Block 17 Plan A1200 sewer line replacement (partially collapsed sewer line);</li><li>3) Replacement of 6" valve in front of Lot 1-4 Block 13 Plan A1200 (leaking)</li><li>4) Winterization of fire hydrants, bathrooms, campground, etc. as soon as required depending on progress on first three priorities.</li></ol>	<b>Carried</b>
481/15	<b>Courthouse Basement Repairs</b>	<b>Stefiuk/Bowler</b> That, as soon as practical after receiving revised plans from J.C. Kenyon Engineering, the CAO or Manager of Public Works invite contractors to bid (preference of three per project) on the following projects: <ol style="list-style-type: none"><li>1) Reinforcement of steel girders (journeyman welders only)</li><li>2) Removal of concrete as required, pouring of cement around girders, and chimney repairs.</li></ol>	<b>Carried</b>
482/15	<b>Correspondence</b>	<b>Giesen-Stefiuk/Vézina</b> That the correspondence presented be received for informational purposes.	<b>Carried</b>
483/15	<b>Driving Range</b>	<b>Stefiuk/Bowler</b> That Resolution #350/15 be rescinded and that the shed owned by the Town of Gravelbourg and used for the driving range be relocated from Block S Plan 85MJ00269 to LSD 16-36-10-05-3.	<b>Carried</b>
484/15	<b>Monthly Activity Reports Current/ On-Going Project Reports</b>	<b>Vézina/Giesen-Stefiuk</b> That Monthly Activity Reports and Current/On-Going Project Reports for September (Chief Administrative Officer; Economic Development & Tourism; and Finance & Administration) be accepted as presented.	<b>Carried</b>
485/15	<b>Committee Minutes and Reports</b>	<b>Stefiuk/Vézina</b> That the minutes of the Sports, Culture & Recreation Advisory Committee meeting held September 24, 2015 be accepted as presented.	<b>Carried</b>

486/15	<b>Aquaplex Centre</b>	<b>Giesen-Stefiuk/Bowler</b> That the Gravelbourg & District Aquaplex Association 2015 Annual Report be received for information only. <b>Carried</b>
487/15	<b>Bylaw No. 1402/15</b>	<b>Giesen-Stefiuk/Vézina</b> That Bylaw No. 1402/15, known as the Town of Gravelbourg Official Community Plan, receive second reading. <b>Carried</b>
488/15	<b>Bylaw No. 1402/15</b>	<b>Stefiuk/Bowler</b> That Bylaw No. 1402/15, known as the Town of Gravelbourg Official Community Plan, be given third reading at this meeting. <b>Carried</b>
489/15	<b>Bylaw No. 1402/15</b>	<b>Bowler/Vézina</b> That Bylaw No. 1402/15, known as the Town of Gravelbourg Official Community Plan, receive third reading and be adopted. <b>Carried</b>
490/15	<b>Bylaw No. 1403/15</b>	<b>Bowler/Vézina</b> That Bylaw No. 1403/15, known as the Town of Gravelbourg Zoning Bylaw, receive second reading. <b>Carried</b>
491/15	<b>Bylaw No. 1403/15</b>	<b>Giesen-Stefiuk/Bowler</b> That Bylaw No. 1403/15, known as the Town of Gravelbourg Zoning Bylaw, receive third reading at this meeting. <b>Carried</b>
492/15	<b>Bylaw No. 1403/15</b>	<b>Vézina/Stefiuk</b> That Bylaw No. 1403/15, known as the Town of Gravelbourg Zoning Bylaw, receive third reading and be adopted. <b>Carried</b>
493/15	<b>Bylaw No. 1405/15</b>	<b>Vézina/Giesen-Stefiuk</b> That Bylaw No. 1405/15, a bylaw to enter into an agreement with the R.M. of Gravelbourg for fire protection services, receive first reading. <b>Carried</b>
494/15	<b>Accounts Payable</b>	<b>Vézina/Giesen-Stefiuk</b> That accounts payable in the amount of \$181,932.48 (batch #2015-00042) be approved; and further, that the Payment Posting Audit Trail for batch #2015-00042 be attached to and form part of the minutes. <b>Carried</b>

*Paul Boisvert left the meeting at 923 p.m.*

- 495/15**            **Financial Summary**            **Giesen-Stefiuk/Vézina**  
To accept the Statement of Financial Activities as at September 28, 2015, as presented, and that it be attached to and form part of the minutes.  
**Carried**  
*Vivian Bouvier, Laurie Emmons, Julie Forest, Carly Kilback, and Paulette Hawkins left the meeting at 9:30 p.m.*
- 496/15**            **Committee of The Whole, Closed Session**            **Stefiuk/Bowler**  
That Council recess to the Committee of the Whole, closed session, at 9:32 p.m., pursuant to Section 120(2)(a) of *The Municipalities Act*, to discuss various employee matters.  
**Carried**
- 497/15**            **Reconvene**            **Bowler/Stefiuk**  
That Council move out of the closed session and reconvene the regular meeting at 10:41 p.m.  
**Carried**
- 498/15**            **Emergency Shift Work**            **Stefiuk/Bowler**  
WHEREAS Article 15(b) of the Collective Agreement states that work arrangements can be varied “from time to time” but overtime shall be paid “after eight (8) per day and/or forty (40) hours each week”;  
AND WHEREAS some shifts during and following the July 27 & 28 rain were scheduled at night and crossed over two (2) consecutive calendar days but did not exceed eight (8) hours;  
AND WHEREAS the definition of a day given in Section 2-1(b)(i) of *The Saskatchewan Employment Act* is “any period of 24 consecutive hours” for shift work;  
AND WHEREAS Section 2-11(5) of *The Saskatchewan Employment Act* states that “an employer may provide notice of less than one week of a variation to an employee’s schedule if unexpected, unusual or emergency circumstances arise”;  
AND WHEREAS the July 27 & 28 rain event did constitute an emergency situation as the risk of significant damage to property in the Town of Gravelbourg as a result of said rain was very high;  
THAT overtime shall be paid only for those shifts exceeding eight (8) hours over each consistent twenty-four (24) hour period and/or a weekly total of forty (40) hours in respect to the shifts worked during and following the July 27 & 28 rain.  
**Carried**

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| <b>499/15</b> | <b>Public Works<br/>Gift Cards</b>            | <b>Stefiuk/Bowler</b><br>To approve the purchase of gift certificates in the amount of \$50 each, from a local restaurant as directed by the recipient, to be awarded to Sheldon Filson, Wes Murray, Renée Newton, Andy Produniuk, and Tim Walker as a thank you for efforts during and following the July 27 & 28 rain event; and further, that \$500 be paid to the Gravelbourg Fire Department as a thank you to the approximately fifteen (15) firefighters who volunteered to aid town staff throughout the night during said rain event.<br><p style="text-align: right;"><b>Carried</b></p> |
| <b>500/15</b> | <b>Out-of-Scope<br/>Employee<br/>Policies</b> | <b>Bowler/Giesen-Stefiuk</b><br>To adopt the Out-of-Scope Employee Policies, as presented, and add a copy of such to the policy manual for the Town of Gravelbourg.<br><p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                            |
| <b>501/15</b> | <b>Arena Kitchen<br/>Contract</b>             | <b>Bowler/Giesen-Stefiuk</b><br>To award the arena kitchen contract to the Gravelbourg Minor Hockey Association for the 2015/2016 season at a lease rate of \$1,000/month.<br><p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>502/15</b> | <b>Arena Staff</b>                            | <b>Giesen-Stefiuk/Vézina</b><br>That the CAO prepare a letter of offer each to Bill Christianson for the Seasonal/Casual position (arena) and Boyd Firth for the Arena Operator position under the terms stipulated by Letter of Understanding #2015-01 between CUPE Local 4341 and the Town of Gravelbourg.<br><p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                   |
| <b>503/15</b> | <b>Adjournment</b>                            | <b>Vézina/Bowler</b><br>That the meeting be adjourned at 11:00 p.m.<br><p style="text-align: right;"><b>Carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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*Mayor/Deputy Mayor*

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*Chief Administrative Officer*