

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE
RURAL MUNICIPALITY OF CORMAN PARK NO. 344
HELD MONDAY, JANUARY 24, 2011 AT 9:00 A.M.**

- Present**
1. Reeve Mel Henry, Councillors Perry Ulrich, Craig Riddell, Lynne Samson, John Germs, John Rempel, Bill Dyck, Joanne Janzen, Wendy Trask, Joseph Kasahoff and Len Kasahoff.

Regrets: Councillor Irene Pilka.

Staff present: Tammy Knuttila, Administrator; Elizabeth Hill, Policy Development Officer; Glen Grismer, Director of Planning; and Darryl Altman, Director of Operations.
- Call to Order**
2. Reeve Henry called the meeting to order at 9:20 a.m.
- Agenda**
3. Janzen: That the agenda be approved with the following additions:
6. a) Snow pushed on road (Trask)
9. a) SARM (Germs)
11.d) Parking lane request (Henry)
11.e) Enforcement of weight limits on road (Henry)

CARRIED.
- Accounts for Payment**
4. Janzen: That the Accounts for Payment as listed on the "Cheque Register Summary – Bank" statement dated January 21, 2011 be APPROVED for payment.

CARRIED.
- Number of Road Maintenance Zones**
5. J. Kasahoff: That a 9th road maintenance zone be created to be effective for the 2011 operating season and one additional grader be purchased to serve the new zone.

CARRIED.
- 2011 Capital Purchases**
6. L. Kasahoff: That the 2011 budgeting process consider the replacement of one existing grader in the fleet with a new grader.

CARRIED.
- City of Saskatoon Custom Work Request**
7. J. Kasahoff: That the request of the City of Saskatoon for the Municipality to conduct custom work on roads inside the City of Saskatoon jurisdiction in 2011 be granted on the condition that the purchase of an additional grader be included in the budget.

CARRIED.
- Beaver Dam Removal**
8. L. Kasahoff: That quotes be obtained for qualified contractors to provide dam removal services to the Municipality. Further, the Municipality will continue to fund dam removal activities and the Administration will provide a draft policy at a future meeting to confirm this practice.

CARRIED.
- Delegation/Buirds**
9. Robert Buirds, a resident of the Hamlet of Grasswood addressed Council regarding his concerns about the kennel operation on the property adjacent to his home. He indicated that there are dogs barking at all hours of the day and night and that he feels the volume exceeds the number of animals that should be permitted. He requested that Council review the provisions of the Noise Bylaw and the land use bylaws to determine if adjustments can be made that would provide a reprieve from the noise of barking dogs.

He was advised that the Municipality would be reviewing the issue at a future meeting.

- Delegation/Christie** 10. Jim Christie addressed Council on behalf of Commercial Sandblasting Ltd. as well as the business owners' group in the North Corman Industrial Park. He requested that the Municipality review the provision of fire fighting services in the Industrial Park. He also advised that there is concern in the owners' group that the lack of fire hydrants in the Park combined with the lack of water tanker units operated by the City of Saskatoon Fire Department may limit the ability to contain fires in the Park.

He was advised that the Municipality would be reviewing the issue and representatives from the Industrial Park will be invited to stakeholder meetings.

- Drainage Review** 11. Samson: That Gordon Sparks be asked to set out a process for, and begin work on, making decisions as soon as possible regarding drainage and flooding actions for the spring of 2011 and into the future.

CARRIED.

- Council Directives Policy** 12. Janzen: That the Council Directives Policy be adopted as follows:

**Rural Municipality of Corman Park No. 344
Council Members Roles and Responsibilities Policy**

1.0 PURPOSE

To ensure that Council members, municipal staff and ratepayers are aware of the guidelines and responsibilities of members of Council as it relates to interactions with and directives to municipal staff.

2.0 POLICY

The R. M. of Corman Park is a rural municipality under the provisions of The Municipalities Act (MA). The MA outlines the general duties of The Reeve and Councillors in Sections 92 and 93 as follows (and as amended from time to time):

General duties of councillors

92 Councillors have the following duties:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to participate in developing and evaluating the policies, services and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to maintain the financial integrity of the municipality;
- (g) to perform any other duty or function imposed on councillors by this or any other Act or by the council.

General duties of mayor or reeve

93(1) In addition to performing the duties of a councillor, a mayor or reeve has the following duties:

- (a) to preside when in attendance at a council meeting unless this Act or another Act or a bylaw of council provides that another councillor is to preside;
- (b) to perform any other duty imposed on a mayor or reeve by this or any other Act or by bylaw or resolution.

- (2) *The mayor or reeve is a member of all council committees and all bodies established by council pursuant to this Act, unless the council provides otherwise.*

3.0 RESOURCES

This policy outlines the philosophy for Council member's role and sets guidelines for that purpose in addition to the statutory requirements of The Municipalities Act.

The following documents are intended to clarify and supplement the provisions of The Municipalities Act and this policy:

- *Council Meeting Guide produced by the Sask. Ministry of Municipal Affairs*
- *Council Members Handbook produced by the Sask. Ministry of Municipal Affairs*
- *Factsheet on Council Duties produced by the Sask. Ministry of Municipal Affairs*
- *Code of Ethics adopted by Council*
- *Anti-Harassment Policy adopted by Council*
- *Department Heads Job Descriptions adopted by Council*
- *Organization Chart adopted by Council*
- *Collective Agreement entered into between the Municipality and the International Union of Operating Engineers Local 870*

4.0 PHILOSOPHY FOR COUNCIL MEMBERS' / ADMINISTRATION MEMBERS' ROLE

4.1 *For the purposes of this policy, Governance is defined as: A combination of policies, systems, structures and a strategic/operational framework; which the governing body puts in place to ensure the leadership of the organization makes appropriate decisions, and takes appropriate actions to deliver services in an effective and accountable manner. This includes transparent and equitable stewardship of resources, including financial resources and human resources.*

4.2 *The Governance Model utilized by Council and mandated in The MA is a Traditional Policy Governance Model whereby the Council acts as a body with no individual member of Council possessing any powers outside of the Council as a whole.*

4.3 *Section 4 of The MA states that the purpose of a municipality is to:*

- *Provide good government;*
- *Provide services, facilities and other things that in the opinion of Council are necessary and desirable for all or part of the municipality;*
- *Develop and maintain a safe and viable community;*
- *Foster economic, social and environmental well-being; and*
- *Provide wise stewardship of public assets.*

4.4 *The elected council is the governing body of the Municipality. Any action by the R.M. of Corman Park is done through the Council as a whole. Council makes decisions or exercises its power through the passage of bylaws and resolutions. Municipal councillors have the role of policy maker and must work with other council members to set the overall direction of the municipality. Council works as a whole to develop policies or guidelines for administration and the employees to use in the day to day operations of the organization.*

4.5 Individual members of Council do not have the power, responsibility or authorization to direct individual employees of the Municipality. The lines of responsibility and reporting are to be as provided on the R. M. of Corman Park No. 344 Organization Chart as adopted by Council.

4.6 The Administrator is responsible for the day to day operations of the Municipality as provided in the Department Head position descriptions approved by Council.

4.7 The Department Head positions include the Administrator, Director of Planning and Development and the Director of Public Works Operations. The Management Team of the Municipality consists of the Department Heads who shall meet with the Human Resources Committee of the Council to discuss personnel issues.

5.0 GENERAL
Discipline - Personnel

Any employee who contravenes this policy may be subject to disciplinary action, up to and including dismissal. More specifically but without limiting the generality of the foregoing:

- a) Any employee who receives directives from elected officials shall report it to their director supervisor. Failure to report such instances shall be considered insubordination and disciplined accordingly.
- b) Employees releasing protected information – whether or not the release is inadvertent – may be subject to discipline up to and including dismissal.

Discipline – Council Members

Ultimately, on matters of conduct members of Council are accountable to the taxpayers that elected them as well as to their fellow Council members. However, it would be unreasonable to think that there should be no accountability on conduct between election days. Therefore, it is extremely important that Council and its individual members conduct the business of Council in a manner that strives for accountability on a day to day basis.

Due to the circumstances noted above, the consequence to any member of Council contravening the provisions of this policy are limited to censure by their peers on Council or legal action. Where the policy is based on statutory obligation, legal action by Council as a whole, individual members of Council, staff or the general public is possible.

CARRIED.

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- Receive Administration Committee Minutes** 13. L. Kasahoff: That the minutes of the Administration Committee meeting held January 17, 2011 be received. CARRIED.
- January 10, 2011 Council Meeting Minutes** 14. Rempel: That the Minutes of the Council Meeting held January 10, 2011 be APPROVED. CARRIED.
- North Corman Industrial Park Drainage** 15. L. Kasahoff: That the Municipality proceed with Option 2 as outlined in the North Corman Industrial Park Drainage Report prepared by AECOM, January, 2011. Further that the target completion timeframe be prior to the end of 2011 and that the work be completed with municipal forces, where feasible. Further that a consultation meeting be arranged with the landowners in the Industrial Park and future industrial area to outline the project and discuss funding options. CARRIED.
- (Councillor Janzen left the meeting at this point in the agenda at 1:45 p.m.)
- Employee Recognition** 16. L. Kasahoff: That a \$100 gift certificate and plaque be given to Ron Taylor in recognition of his efforts in assisting a ratepayer. Further, that this be presented to him at a future Public Works Committee meeting. CARRIED.
- 2011 Gravel Program** 17. L. Kasahoff: That the Director of Public Works provide estimates for the cost of gravelling the entire road network of gravel roads in the current season, excluding summer roads. CARRIED.
- Summer Road Snow Plowing** 18. Henry: That the Municipality provide snow clearing on the summer road Township Road #384 between Range Road #3094 and Range Road #3100 and that section of roadway on Range Road #3090 between Township Road #384 and #385 in order to allow the school bus a shorter route to pick up and drop off the children of the residents of the municipality. CARRIED.
- Install Yield Signs** 19. L. Kasahoff: That Yield signs be installed at the intersection of Township Road #372 and Range Road #3084 for eastbound and westbound traffic. CARRIED.
- Reimbursement Request/ Booth** 20. L. Kasahoff: That the Municipality reimburse Laurie Booth for \$289.36 for the cost to replace the window in her skid steer bobcat. CARRIED.
- Summer Road Riverview Colony** 21. L. Kasahoff: That snow clearing be completed year round on Township Road #382 between Range Road #3040 and #3042 being the summer road east of the Riverview Colony. MOTION LOST.
- Summer Road Maintenance Policy** 22. Germs: That the Administration Committee review the policy regarding maintenance of summer roads. CARRIED.
- Receive Public Works Committee Minutes** 23. L. Kasahoff: That the minutes of the Public Works Committee meeting held January 17, 2011 be received. CARRIED.

Standing Committees 24. Germs: That the following appointments be made for the Committee membership and included in the 2011 Council Organization:

Standing Committees The Reeve shall be **Ex-officio** of all Committees (The Chair of any Committee shall continue in that position until the Council has appointed a Chair for the year. In the event the Chair is not re-elected to Council, the Reeve shall serve as Chair from the time of the election until a Chair has been appointed.)

(*) Indicates Chair of Committee

Public Works Committee

Councillor Rempel
 Councillor Dyck
 Councillor Pilka
 Councillor Trask
 Councillor J. Kasahoff
 Councillor L. Kasahoff (*)

Human Resource Committee

Reeve Henry
 Chair of Public Works Committee
 Chair of Administration Committee
 Chair of Weed/Pest Committee

Administration & Planning

Councillor Ulrich
 Councillor Riddell
 Councillor Samson
 Councillor Germs
 Councillor Janzen (*)

Weed/Pest Control Committee

Councillor Riddell
 Councillor Pilka (*)
 Councillor J. Kasahoff

CARRIED.

January 17, 2011 Administration Committee Meeting Remuneration 25. L. Kasahoff: That Councillors Germs and Samson be remunerated for attending the January 17, 2011 Administration Committee Meeting at the same rate as the Committee members. CARRIED.

January 17, 2011 Public Works Committee Meeting Remuneration 26. Germs: That Councillors Dyck and Trask be remunerated for attending the January 17, 2011 Public Works Committee Meeting at the same rate as the Committee members. CARRIED.

Drainage Coordinator Position Cost Share 27. Germs: That response to the City of Martensville and the Town of Warman regarding the costing of the Drainage Coordinator position be DEFERRED. CARRIED.

Committee of the Whole Council Meeting Minutes 28. Trask: That the minutes of the meeting of the Committee of the Whole Council held January 17, 2011 be received. CARRIED.

Engage Planner 29. Trask: That Shawn Dukart be employed as a Planner effective February 1, 2011. Starting salary at Level 1 of the Planner Grid and increased to Level 2 after successful completion of the six month probationary period. CARRIED.

Fill Planning Vacancy 30. Trask: That the vacancy in the Planning Department be filled by employing a Planning Technician or a Planner dependent on the level of experience of candidates. CARRIED.

Administration Report 31. J. Kasahoff: That the Administration Report be received. CARRIED.

- Village of Clavet Request** 32. J. Kasahoff: That a letter of support be provided for the Village of Clavet in its efforts to have the Ministry of Highways and Transportation increase the priority of twinning Highway No. 16. CARRIED.
- Agriculture in the Classroom** 33. Riddell: That the Municipality purchase an Organization Membership and provide a contribution of \$150.00 for a Promoter level contribution to the Agriculture in the Classroom (Sask.) Inc. CARRIED.
- Grant Roberts Correspondence** 34. L. Kasahoff: That the correspondence from Grant Roberts regarding Buena Vista Kennels be acknowledged and deferred to the discussion regarding the kennel at the February 14, 2011 Council meeting. CARRIED.
- Prairie Spirit School Division Bus Route** 35. Henry: That Prairie Spirit School Division be advised of the concerns that have been conveyed to the Municipality regarding the school bus route that involves the intersection of Highway #11 and Township Road #382 (Lutheran Grid). Safety concerns include the schedule of a daily train at the time school is finished along with the high volume of semi trucks and other industrial vehicles. CARRIED.
- Receive Correspondence** 36. Trask: That the following correspondence be received:
Correspondence – Information Items
a) Richard Porter – re: SARM Board
b) David Marit – re: SARM Board Election
c) Ray Orb – re: SARM Board Election
d) Saskatoon Airport Authority – re: Appointment
e) Sask. Municipal Hail Insurance Association – re: 2010 Losses
f) Sask. Municipal Hail Insurance Association – re: Crop Hail Inspectors
Correspondence – Action Items
a) Village of Clavet – re: Highway No. 16 Improvements
b) Agriculture in the Classroom – re: Contribution
c) Grant Roberts – re: Buena Vista Kennels CARRIED.
- Updates** 37. Trask: That the update provided regarding the proceedings of the following meeting attended be acknowledged:
a) Reeve Henry – Flood Mitigation Committee Drainage Meeting CARRIED.
- December 13, 2010 Council Meeting Minutes** 38. Riddell: That the Minutes of the Council Meeting held December 13, 2010 be DEFERRED to the February 14, 2011 Council meeting. CARRIED.
- Scheduled Meetings** 39. The following meetings were scheduled:
• Monday, February 7, 2011 – 8:45 a.m. – Public Works Committee
• Monday, February 14, 2011 – 8:45 a.m. – Council Meeting
- Adjourn** 40. J. Kasahoff: That this meeting now adjourn at 4:25 p.m. CARRIED.

Reeve

Administrator