

MINUTES TOWN OF MILESTONE

Regular Council Meeting

Tuesday July 12, 2022

Municipal Council Chambers – 105 Main St Milestone

Present	The Mayor, Jeff Brown called the meeting to order with the following councilors present:	
	Mike Gallais Rena Ohrt Kevin Siebert Mike Sjodin Greg Treleaven Jamey Wolfe	
Absent	None	
Minutes	112-22	<u>Wolfe-Treleaven:</u> That the minutes of the last regular council meeting held on the 14 th day of June 2022 and the minutes be approved as distributed and presented. CARRIED
Business Arising	<p>Discussed the SportCourt, admin provided an update of some of the disbursements to date. Admin recommended that a delegation of council meet with representatives of the SportCourt Committee to discuss the location of the court as well as future plans for the development of the area. Discussed the power requirements and Admin believes that the Power supply at the Campground should be sufficient to accommodate the power needs of the Sport court.</p> <p>Admin provided council with an update of the Unsightly and Untidy properties as identified by Admin and Councilor Ohrt, of the 10 properties identified, most were determined to be “mowing” and had been addressed the following week and therefore removed from the list. One property was still requiring a correspondence, from this discussion the following was resolved:</p>	
Unsightly Untidy	113-22.	<u>Gallais-Ohrt:</u> Council determined Unsightly and Untidy letters be sent to the following properties dated July 13, 2022. <ul style="list-style-type: none">• 927 Prairie Ave CARRIED
Unfinished Business	<p>Discussed the Pfeifer development and Building Permit Application regarding their proposed addition. Pfeiffer’s proposed a number of their options with their submission. The best option would be to request a relaxation of the side yard requirements to accommodate their request. Admin sees no issues of concerns with relaxing the street side set backs as requested and recommends approval of the development permit. From this discussion the following was resolved:</p>	
	114-22	<u>Gallais-Siebert:</u> that the Development and building permits application to construct an addition for the property located at 239 Carrington St be approved subject to the conditions, if any, of a Plan Examination Report by Professional Building Inspections. CARRIED
	<p>Discussed the Grant Thornton Report to council regarding the 2021 Financial Audit. The report Identified an few areas that need to be addressed as follows:</p> <ul style="list-style-type: none">• Better controls for reporting and maintaining of inventories as they pertain to the Town of Milestone (specifically Chemical at the Water Treatment plant)• Lack of segregation of duties, difficult with limited staff• Approval of journal entries, admin staff will double initial all entries• Lack of formal assessment of business risks, Admin Staff to develop a business risk assessment/mitigation plan• Lack of formal internal controls evalutaions• Time sheets not approved, will have the PW foreman initial off on time sheets• Vacation liability for the CAO, council feels this has been addressed at Joint HR meetings in the spring of 2022 <p>Councilor Siebert brought forward a number of items of unfinished business that he wanted to follow up on. Items as discussed included:</p> <ul style="list-style-type: none">• Audit Items that were previously discussed in the Management report	

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- Aging Infrastructure as addressed in the Management report. Admin to Look into Grants for replacement.
- Landscaping issues around the pol, specifically weed issues that need to be addressed and un even sidewalks or other tripping hazards.
- PW “tool Audit” as identified by Councillor Wolfe at a previous meeting
- Discussed the Town of Milestone Official Community Plan (OCP) and the previously commissioned Conceptual Growth Study. Admin advised that the OCP will change as bylaws are being reviewed and modified.
- Website/Logo, admin advised that we are working on a new logo similar to the one that the Milestone Ball Association developed and that will move the website development forward.
- Discussed a Town Beautification Pan to address landscaping trees etc in various locations around town (ie Ball Diamonds, Cemetery etc). Councillor Ohrt will contact a landscape designer for a future meeting.
- Welcome to Milestone Sign, will be addressed in Landscaping meeting.
- Admin advised that the Asset Management Plan that is currently underway for the Town will help identify areas for improvement for the infrastructure and other Tangible Capital Assets

List of Accounts	115-22	<u>Sjodin-Wolfe:</u> That the accounts as listed on Schedule “A” from check #6936 - #6981 and Electronic Payments 18-20 in the amount of \$139,805.67 as annexed hereto and forming part of these minutes be approved for payment. CARRIED
Stat’t. Rec./Pay’t.	116-22	<u>Ohrt-Siebert:</u> That the statement showing all cash receipts and disbursements for the month of June 2022 be accepted as presented. CARRIED
Water Analysis	117-22	<u>Sjodin-Treleaven:</u> That the weekly water chemical analysis as listed in the accounts be hereby acknowledged as received noting all report no organisms detectable as received and presented. CARRIED
P/W List	118-22	<u>Ohrt-Gallais:</u> That council acknowledge receipt of the June Public Works list as prepared by Public Works Foreman R. Stettner noting there no additions to the list other than the items as discussed during Councillor Siebert’s update. CARRIED Discussed the Cemetery Committee meeting as attended by Bev Siebert, Judy Moorhead, Mayor Brown and Admin. Also reviewed the Sonar mapping as provided by Alt Heritage. Discussed future development of cremation plots, expansion of traditional plots and landscaping. 119-22 <u>Wolfe-Gallais:</u> that the report from the Cemetery Committee as received and presented in Drop Box be acknowledged and filed for future reference. CARRIED 120-22 <u>Siebert-Treleaven:</u> That the Administrator be authorized to start the process to develop an area for traditional burial plots in the Milestone Cemetery. CARRIED
Sewer Assessment	121-22	<u>Wolfe-Siebert:</u> That Council accept the Sewage Lift Station Analysis dated June 23, 2022 as prepared by Municipal Utilities and presented by the Administrator with input from the Public Works Foreman. CARRIED Council reviewed the repair quote for the Town BackHoe as prepared by SMS equipment which included multiple repairs for items such as Throttle repairs, hydraulic rams, tires, Air Conditioning etc with the larger dollar repairs being the Tires and the Air conditioner. From this discussion the following was resolved: 122-22 <u>Wolfe-Gallais:</u> That council approve all repairs to the Town Backhoe with the exception of the Air conditioning. CARRIED

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- 123-22 **Ohrt-Wolfe:** that the Demolition, Development and building permits application to Demolish the existing house and construct a single family dwelling for the property located at 136 Solberg St be approved subject to the conditions, if any, of a Plan Examination Report by Professional Building Inspections.

CARRIED

Council reviewed a complaint, as presented by the Administrator, regarding a perceived violation of Labour Standards regarding pool employees and the breaks allowed and working conditions in the heat, Admin has reviewed the complaint with the Pool Manager, Pool board and they have made some adjustments to the Aquatic Safety plan and work schedules. Admin is satisfied that the pool board has reacted appropriately and the matter should be resolved.

- 124-22 **Wolfe-Siebert:** That council acknowledge the correspondence identifying the Labour Standards violations and the relative response of the Town of Milestone Pool Board changes and the response of the Administrator as received and presented.

CARRIED

- Pool Minutes 125-22 **Gallais-Wolfe:** That council acknowledge receipt of the Milestone Swimming Pool Board minutes dated June 29, 2022 and the revised Milestone Community Aquatic Safety Plan as received and presented.

CARRIED.

- SAMA Compliance 126-22 **Siebert-Wolfe:** That council acknowledge the SAMA statement of Compliance and the Certificate of Confirmation noting the Taxable Assessment is \$47,569,930 as received and presented.

CARRIED

- Admin Holidays 127-22 **Treleaven-Ohrt:** That council approve the following vacation request for the following dates:
Leah Ward July 13- July 22 and Aug 10 - 12, 2022
Stephen Schury – Aug 8 – 26, 2022

CARRIED

- Other Discussions Discussed the summer BBQ, Date will depend on availability

Council went in Camera at 9:15pm at which point Admin was excused from council chambers.

- Correspondence The miscellaneous correspondence listed on the agenda was presented to council for their review and the same was filed for reference. A number of periodicals, newsletters, etc. were placed on the council table for council perusal

- Adjourn 128-22 **Sjodin-Gallais:** That we do now adjourn.

CARRIED

Mayor

Administrator

Meeting Commenced at 7:30PM

Adjourned at 10:00 PM

NOTE: The next meeting is schedule for Tuesday August 9th 2022 at 7:30 PM