

MINUTES TOWN OF MILESTONE

Regular Council Meeting

Tuesday Sept 13, 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 Jamey Wolfe
Absent	Greg Treleaven
Minutes	145-22 Gallais-Siebert: That the minutes of the last regular council meeting held on the 9 th day of August 2022 be approved as distributed and presented. <p style="text-align: center;">CARRIED</p> Discussed the Letter addressed to council from Grant Thornton LLC with regards to the municipal audit.
	146-22 Siebert-Sjodin: That the letter from Grant Thornton as addressed to council details its results and recommendations from the municipal audit be acknowledged as received and presented. <p style="text-align: center;">CARRIED</p>
Business Arising	Council discussed the request from the Cemetery committee that the RM of Caledonia be approached to assist in funding the current upgrades, repairs and refurbishment of the Milestone Community Cemetery. Additionally, they will request that a member of the RM be approached for representation on the committee. Admin recommended to Town council that this request would be better coming from the Cemetery Committee as opposed to the request coming from the Administrator. Admin will discuss with representatives of the committee. Discussed current budgeted amounts as approved for cemetery repairs. The committee has made additional application for funding thru Affinity Credit Union. Discussed the Sport Court Meeting as attended by Mayor Brown and Admin. The committee identified the location for the court. A shed has been purchased that will accommodate the power for the court. Discussed the quotes for the Sewer pump at the Yogi lift. Municipal Utilities has been contacted and asked to revise their previous quote to quote for just the pump replacement. PW Foreman has spoke with another contractor regarding the pump but there has not been a formal quote to date. Briefly discussed the landscaping plans. A more detailed discussion will follow under New Business. Discussed Cenotaph repairs as requested from the August meeting. Admin will contact Barry Cole to see if he will have a look to see what can be done regarding the condition of the cenotaph. Admin requested clarification on the Employee Handbook. This will be a work in progress. It will take a while to adapt one as there is no set script or diary that has been made to date. Council requires a work schedule list (daily, monthly, annually) that can be implemented so staff have an idea of what needs to be done in case foreman is not there. Discussed Staff Access to Drop box. PW staff has been removed from Dropbox. Admin discussed that materials such as List of Accts, Minutes and Financial statements are public record however all materials may not be considered public record. Will review LAFOIP requirements for reporting. Council discussed the overtime accumulated by Town staff. Admin discussed revising the exiting Banked time policy as a start to address accumulated overtime. Council wants to develop a more efficient way to address overtime hours worked, a more efficient method of reconciling Overtime and an equitable sharing of necessary overtime. Emergency overtime shall be reported the Monday following the week the OT was incurred. Admin to develop a policy of reporting and approval of necessary overtime. Council would like Admin to have a more hands on approach to managing Public Works hours.
Unfinished Business	Admin has contacted MPE in an attempt to determine where they are at in terms of developing the Asset Management plan for the Town. The call has not been returned at this time so nothing further to report. <p style="text-align: center;">Website being worked on and logo will be completed by this week. Leah has taken control of this and getting it handled and started.</p> Discussed Councillor Siebert additions to PW List – By pool area it would be nice if PW

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maintained grounds around pool, play structure. Garbage not dumped and thistles growing. PW could pay more attention to the common parks, ball diamonds, and playground areas when in use. Admin has talked to them and discussed the amount of mowing that needed to be done. Pool should empty garbage but more attention would be nice in spring/summer months in these areas.

Discussed Mayor Brown Additions to PW list, PW Procedures – New Weed Whipper \$700. Should get a newer one that is adjustable and would have 2. Do we need to create a policy for Public Works purchasing or can we set amounts in budget? Extraordinary items can come to council for approval.

Discussed the blower quote as discussed at the August meeting. Talked to staff and Ron and was told to put on trailer and get balanced in Regina. Admin to follow up.

Discussed the ongoing appeal. Admin advised council that Saskatchewan Assessment Management Agency was successful in their appeal process. Assessment values are reflected in this year's assessment maintenance values. No further action required and this case is closed.

147-22 **Ohrt-Gallais:** That the Council of the Town of Milestone acknowledge receipt of the Saskatchewan Municipal Board decision regarding the Saskatchewan Assessment Management Agency appeal of the AGT assessment.

List of Accounts 148-22 **Ohrt-Sjodin:** That accounts as listed on Schedule "A" from check #7008 to #7040 and On-line payments 25 – 30 in the amount of \$248,778.16 as annexed hereto and forming part of these minutes be approved for payment and where payment has already been made that payment be hereby ratified.

CARRIED

Stat't. Rec./Pay't. 149-22 **Gallais-Ohrt:** That the statement showing all cash receipts and disbursements for the months of August 2022 be accepted as presented.

CARRIED

Bylaw 2022-03 150-22 **Gallais-Ohrt:** That bylaw 2022-03 being a bylaw to Regulate the proceedings of Municipal Council and Council Committees be hereby introduced and read a first time.

CARRIED

Bylaw 2022-03 151-22 **Siebert-Sjodin:** That bylaw 2022-03 be now read a second time.

CARRIED

Bylaw 2022-03 152-22 **Wolfe-Ohrt:** That bylaw 2022-03 be given three readings at this meeting.

CARRIED UNANIMOUSLY

Bylaw 2022-03 153-22 **Gallais-Sjodin:** That Bylaw 2022-03 as annexed hereto and forming part of these minutes be read a third and final time and finally adopted.

CARRIED

Water Analysis 154-22 **Sjodin-Wolfe:** That the monthly water data as prepared by public works staff and presented by the administrator be acknowledged as received noting there are no coliforms present and all readings are compliant within legislated requirements.

CARRIED

Garage Permit 155-22 **Ohrt-Siebert:** That council approve the development and moving permit for Colette Baker for a modular home and detached garage located at her property at 215 Fifth Street subject to the conditions, if any, from Professional Building Inspections Ltd.

CARRIED

Council discussed the landscaping plans as prepared by Heather Lowe for the Milestone Cemetery, Milestone Ball diamonds and Milestone Water Treatment plant. Discussed some basic revisions such as an addition of curb along Carrington St or the Water plant. Council requested that Admin get quotes for the plants and trees and to discuss with PW foreman about commencing some of the work this fall. From this discussion the following was resolved:

156-22 **Gallais-Wolfe:** That council acknowledge receipt of the previously discussed Landscaping plans as prepared by Heather Lowe and presented.

CARRIED

Public Works 157-22 **Ohrt-Siebert:** That council acknowledge the PW list for September 2022 noting the following additions to the list.

- Inquire with PW regarding sidewalks (Wolfe, Bratt)
- Empty 4 garbage cans at the ball diamonds

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- Cut the grass at the ball diamonds where the bleachers were
CARRIED

PW 158-22 **Ohrt-Gallais:** That the following vacation requests for public works staff be hereby
Vacation approved for the following dates:

- Luke Letang Oct 11- 14th, 2022 Inclusive

CARRIED

Curb 159-22 **Wolfe-Ohrt:** That the council approve the request to remove a portion of the curb on Carrington
Removal Street for the property located at 704 Railway Ave to accommodate a drive way on the condition
that the approved contractor and Public works foreman oversee the removal.

CARRIED

Discussed the minutes as received from the Milestone Community Swimming Pool Board. Some areas of discussion also included the condition of the boiler and having additional contractors look at the boiler. From this discussion the following was resolved:

160-22 **Gallais-Sjodin:** That the council acknowledge receipt of the minutes of the Milestone Community Swimming Pool as received and presented.

CARRIED

Admin provided council with a synopsis of some of the issues with the Sport Court Federal Grant as applied by the Town of Milestone. The grant will require some follow-up from the committee as the dates and budget figures as originally submitted are inconsistent with subsequent claims.

SportCourt 161-22 **Ohrt-Gallais:** That the Administrator send a letter to the Sport Court committee and request
Grant the information necessary to extend deadlines and update budgeted amounts to comply with grant requirements.

CARRIED

Regional 162-22 **Wolfe-Ohrt:** That the Town acknowledge receipt of the South East Regional Library
Library Branch report and that the branch continues to operate at the essential level of 15 hours per week.

CARRIED

Insurance 163-22 **Ohrt-Sjodin:** That the town's insurance policy including the office insurance
Renewal be renewed with Harvard Western Insurance.

CARRIED

RMAA 164-22 **Wolfe-Siebert:** that the Administrator and Assistant Administrator be allowed to attend the
UMAAS Meeting following meetings with expenses to be shared 50/50 with the RM of Caledonia:

- Assistant - Weyburn Oct 25, 2022
- Admin – Regina Oct 26, 2022

CARRIED

Other Councilor Sjodin inquired about the fence around the Imperial Oil Lot. Admin will attempt to
Discussion contact the owner to discuss the fence and repairs needed.

Councillor Sjodin advised council on a Rider Block Party Oct 29, 2022 that has been awarded to the community as a possible fundraiser. Will elaborate on details as they are received.

165-22 **Ohrt-Gallais:** That council go “in-camera” and that Admin be excused from council chambers.

CARRIED

Corres- The miscellaneous correspondence listed on the agenda was presented to council for
pondence 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 166-22 **Siebert-Ohrt:** That we do now adjourn. CARRIED

Mayor

Administrator

Meeting Commenced at 7:30PM

Adjourned at 10:40 PM

NOTE: The next meeting is schedule for Tuesday, October 11th 2022 at 7:30 PM