

**MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE TOWN OF LANGHAM  
IN THE PROVINCE OF SASKATCHEWAN  
HELD ON MONDAY, FEBRUARY 8, 2016  
AT THE TOWN OFFICE**

**PRESENT:** MAYOR: Beverly Panas  
COUNCILLOR: Brendan Proctor, John Hildebrand, Korbin Myer,  
Alan Sneddon, Ryan Klassen, Tracy Simpson  
ADMINISTRATOR: Jamie Nagy

**GUESTS:** 1

**CALL TO ORDER:** A quorum being present, Mayor Panas called the meeting to order at 6:30 pm.

034/2016 **MINUTES:** A. Sneddon: THAT the minutes of January 25, 2016 Regular Council Meeting, be approved as presented. **Carried**

035/2016 **PAYMENT OF ACCOUNTS:** R. Klassen: THAT the accounts presented, on the List of Accounts for Approval #2016-0003 – 2016-0006, attached hereto and forming part of these minutes, be approved for payment in the amount of \$81,994.67 , in addition to payroll. **Carried**

036/2016 **FINANCIAL STATEMENTS:** J. Hildebrand: That the following Financial Statements be accepted as presented:  
1. Bank Reconciliation – December 2015 **Carried**

037/2016 **CORRESPONDENCE:** R. Klassen: THAT we have read and accept the following Correspondence:  
1. SREDA - Economic News Flash - January 26, 29 and Feb 2, 5, 2016  
2. SUMA – Urban Updates – January 25, 2016  
3. FCM News – January 25, 2016  
4. FCM – President’s Corner Update  
5. FCM – Call to Action – Participate in the CRTC’s consultation  
6. Ombudsman letter dated January 20, 2016  
7. Warman Detachment media release.  
8. RM of Great Bend – Fire Bill 2015 Progress **Carried**

**OLD BUSINESS:**

038/2016 **SREDA MEMBERSHIP** R. Klassen: THAT the Town of Langham reinstate their SREDA membership for 2016. **Carried**

**NEW BUSINESS:**

039/2016 **OUTSTAND UTILITY TO TAX ACCOUNT** A. Sneddon: THAT the Town of Langham honor the request to transfer the outstanding balance of \$14,205.03 on Utility Account Number 0520 0030 to Tax Account Number 510 000.

**Carried**

040/2016 EMPLOYEE CODE OF CONDUCT POLICY A. Sneddon: THAT the Town of Langham adopt the Municipal Employee Code of Conduct attached to and forming part of these minutes; and  
THAT the code of conduct be included in the Town of Langham's Policy Manual; and  
THAT a copy of the code be distributed to all municipal employees.

**Carried**

041/2016 PUBLIC INFORMATION DISCLOSURE B. Proctor: THAT Public Disclosure Statements be distributed to all council members to be filled out and returned to the municipal office prior to the next regular meeting of council.

**Carried**

042/2016 LIFT STATION FEES B. Proctor: THAT the Town charge a fee of Fifty Eight Dollars (\$58.00) per 1,000 gallons (.01276 cents/litre) for wastewater disposed of by persons at our lift station facility, which is metered; and  
THAT the new price will be in effect beginning March 1, 2016, and  
THAT bills be sent to the operators who dump there.

**Carried**

043/2016 **STAFF REPORTS:** B. Proctor: THAT we receive the staff reports as presented.

## ADMINISTRATION

1. Curling Rink
2. Drainage
3. Lagoon
4. Arena
5. Loraas
6. SUMA
7. Lift Station Fees
8. Budget Meeting

## UTILITY MANAGER

1. Water Treatment Plant Summary – January 2016

## RECREATION

1. Affinity Community Hall
2. Grants and Donations
3. Interagency Meeting
4. In Motion
5. Miscellaneous

**Carried****PORTFOLIO REPORTS:**

## HUMAN RESOURCES

PLANNING, LANDS,  
ECONOMIC  
DEVELOPMENT

1. Strategic Planning

PARKS,  
RECREATION,  
CULTURE, TOURISM,  
PUBLIC HEALTH

1. CO Detector at Arena
2. Recreation Board
3. Hall Cleaning
4. Skatepark

PUBLIC WORKS,  
INFRASTRUCTURE,  
BUILDINGS,  
ENVIRONMENTAL  
HEALTH

1. Outdoor Rink
2. Railway

PROTECTIVE  
SERVICES, POLICE,  
FIRE, BYLAW  
ENFORCEMENT,  
EMERGENCY  
MEASURES

WATER, SEWER,  
LAGOON

MAYOR’S REPORT

1. Business Licences
2. Back Alley
3. Sask. Housing
4. Fire Insurance

**BYLAWS:**

- |          |   |   |                |
|----------|---|---|----------------|
| 044/2016 | BYLAW 2016-02<br>COUNCIL<br>PROCEDURE BYLAW | B. Proctor: THAT the Town of Langham Bylaw 2016-02, being a bylaw to set out Council Procedure, be read a first time.     | <b>Carried</b> |
| 045/2016 | BYLAW 2016-02<br>COUNCIL<br>PROCEDURE BYLAW | J. Hildebrand: THAT the Town of Langham Bylaw 2016-02, being a bylaw to set out Council Procedure, be read a second time. | <b>Carried</b> |
| 046/2016 | <b>ADJOURNMENT:</b>                         | B. Panas: THAT this meeting now adjourn – Time 9:25 pm  | <b>Carried</b> |

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Mayor

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Administrator/CAO

**MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL OF THE TOWN OF LANGHAM  
IN THE PROVINCE OF SASKATCHEWAN  
HELD ON MONDAY, FEBRUARY 22, 2016  
AT THE TOWN OFFICE**

	<b>PRESENT:</b>	MAYOR: Beverly Panas COUNCILLOR: Brendan Proctor, John Hildebrand, Korbin Myer, Alan Sneddon, Ryan Klassen, Tracy Simpson ADMINISTRATOR: Jamie Nagy
	<b>GUESTS:</b>	2
	<b>CALL TO ORDER:</b>	A quorum being present, Mayor Panas called the meeting to order at 6:30 pm.
047/2016	<b>MINUTES:</b>	A. Sneddon: THAT the minutes of February 8, 2016 Regular Council Meeting, be approved as presented. <p style="text-align:right"><b>Carried</b></p>
048/2016	<b>PAYMENT OF ACCOUNTS:</b>	J. Hildebrand: THAT the accounts presented, on the List of Accounts for Approval #2015-0009, attached hereto and forming part of these minutes, be approved for payment in the amount of \$30,253.20, in addition to payroll. <p style="text-align:right"><b>Carried</b></p>
049/2016	<b>FINANCIAL STATEMENTS:</b>	A. Sneddon: That the following Financial Statements be accepted as presented: <ol style="list-style-type: none"><li>1. Bank Reconciliation – January 2016</li><li>2. RBC Dominion Securities – January 2016</li></ol> <p style="text-align:right"><b>Carried</b></p>
050/2016	<b>CORRESPONDENCE:</b>	T. Simpson: THAT we have read and accept the following Correspondence: <ol style="list-style-type: none"><li>1. SREDA - Economic News Flash - February 9 and 11, 2016</li><li>2. SREDA – Regional Committee Meeting Update</li><li>3. SUMA – Urban Updates – February 8, 2016</li><li>4. SAMA – 2016 Municipal Invoice</li><li>5. FCM News – January 8 and February 1, 2016</li><li>6. FCM – 2016 pre-budget submission</li><li>7. 2016 Emergency Management Conference</li></ol> <p style="text-align:right"><b>Carried</b></p>
051/2016	<b>HALL RENTAL WAIVED - BUECKERT</b>	A. Sneddon: THAT the Town of Langham approve that Mr. Bueckert, at no charge, can utilize the Affinity Community to hold a meeting to discuss fund raising. <p style="text-align:right"><b>Carried</b></p>
052/2016	<b>TRANSCANADA HIGHWAY MEMBERSHIP</b>	B. Proctor: THAT the Town of Langham pay the membership fee to be part of the TransCanada Highway Association. <p style="text-align:right"><b>Carried</b></p>
053/2016	<b>SUNCORP VALUATIONS</b>	K. Myer: THAT the Town of Langham contract SunCorp Valuations to appraise the Towns assets for the next five years at a cost of approximately \$6,000.00 for the 1 <sup>st</sup> year and \$2,000 per

year for the each of the following 4 years.

**Carried**

**OLD BUSINESS:**

- |          |  |  |                |
|----------|--|--|----------------|
| 054/2016 | HANNESON – UTILITY BILL                    | R. Klassen: THAT the Town of Langham write a letter to Derek Hanneson to deny his verbal request for a utility refund from 2012.   | <b>Carried</b> |
| 055/2016 | ENVIROTEC – INVOICE 201563                 | A. Sneddon: THAT the Town of Langham send a letter to EnviroTec informing them that payment arrangements need to be made for invoice 201563 before they can continue to use our lift station facility.   | <b>Carried</b> |
| 056/2016 | ASSOCIATED/SAPPHIRE QUOTES - LAGOON        | K. Myer: THAT the Town of Langham contact Associated Engineering and Sapphire Group to get comparative quotes for a population of 5000 for a wastewater treatment facility.  | <b>Carried</b> |
| 057/2016 | LEGAL ADVICE - DRAINAGE                    | B. Proctor: THAT the Town of Langham contact Miller Thompson and Associates to inquire about the easement the Town has to utilize a drainage ditch.  | <b>Carried</b> |
| 058/2016 | AMENDMENT OF MOTION 321/2015 - ANNEXATION  | <p>J. Hildebrand: WHEREAS Motion 321/2015 refers to the following quarter sections of land to be annexed:</p> <p>SW 30-39-07 W3M<br/>           SE 30-39-07 W3M<br/>           SW 29-39-07 W3M<br/>           NW 20-39-07 W3M<br/>           SW 20-39-07 W3M<br/>           NW 17-39-07 W3M</p> <p>BE IT RESOLVED that the Town amend the proposed boundary alteration land to instead include the following:</p> <p>SW-29-39-07-W3M<br/>           NW-20-39-07-W3M<br/>           SW-20-39-07-W3M<br/>           NW-17-39-07-W3M (PT)</p> <p style="padding-left: 40px;">Plan 66S15592 Ext 1<br/>           LSD 13- 17-39-07-3 Ext 7<br/>           LSD 14- 17-39-07-3 Ext 8<br/>           Blk/Par B-Plan 61S22789 Ext 0</p> | <b>Carried</b> |
| 059/2016 | PROCEEDING WITH ANNEXATION                 | K. Myer: THAT the Town of Langham proceed in sending notification to the RM of Corman Park of the Towns intention to enter into a boundary alteration to for the amended pieces of land.   | <b>Carried</b> |
| 060/2016 | REPEAL MOTION 042/2016 – LIFT STATION FEES | B. Proctor: THAT the Town repeal motion 042/2016 in regards to a change in lift station fees.  |                |

Recorded Vote Requested

For: B. Proctor, A. Sneddon, R. Klassen, K. Myer

Against: J. Hildebrand, B. Panas, T. Simpson

**Carried**

061/2016 LIFT STATION FEES B. Proctor: THAT the Town charge a fee of Forty Five Dollars (\$45.00) per 1,000 gallons (.0099 cents/litre) for wastewater disposed of by persons at our lift station facility, which is metered; and THAT the new price will be in effect beginning April 1, 2016, and THAT bills be sent to the operators who dump there.

**Carried**

**NEW BUSINESS:**

062/2016 APPEAL OF CONDITIONS – DISCRETIONARY USE B. Proctor: THAT the Town of Langham appeal the conditions attached to the Discretionary Use approval from the RM of Corman Park.

Recorded Vote Requested

For: B. Proctor, A. Sneddon, R. Klassen, K. Myer, B. Panas, T. Simpson

Against: J. Hildebrand

**Carried**

063/2016 OUTSTANDING RECEIVABLES TO TAX ACCOUNT T. Simpson: THAT the Town of Langham transfer the outstanding balance of \$ 4701.79 from invoice # 2011-79 to Tax Account Number #510-000 for GST payable; and THAT the Town of Langham transfer the outstanding balance of \$52.50 from invoice #2014-33 to Tax Account Number #76-000 for custom work.

**Carried**

064/2016 CONNECT ENERGY AGREEMENT A. Sneddon: THAT the Town sign a 5 year agreement with Connect Energy for have discounted rates for utilities.

**Carried**

065/2016 HALL RENOVATION - QUOTE PAINTING K. Myer: THAT the quote from KMB Painting be approved in the amount of \$10,000.00 to paint the Hall.

**Carried**

066/2016 HALL RENOVATION - QUOTE CEILING TILES K. Myer: THAT the quote from Love Interiors be approved in the amount of \$11,940.00 to remove and replace the ceiling tiles in the hall.

**Carried**

067/2016 **STAFF REPORTS:** R. Klassen: THAT we receive the staff reports as presented.

**ADMINISTRATION**

1. Curling Rink
2. Drainage
3. Lagoon
4. Arena
5. Lift Station Fees
6. Budget Meeting

RECREATION

1. Affinity Community Hall
2. Community Park
3. Curling Rink
4. Town Sign

**Carried**

**PORTFOLIO  
REPORTS:**

HUMAN RESOURCES

PLANNING, LANDS,  
ECONOMIC  
DEVELOPMENT

1. Strategic Planning

PARKS, RECREATION,  
CULTURE, TOURISM,  
PUBLIC HEALTH

1. Recreation Bylaw
2. Arena Board AGM
3. Skatepark
4. Recreation Board

PUBLIC WORKS,  
INFRASTRUCTURE,  
BUILDINGS,  
ENVIRONMENTAL  
HEALTH

PROTECTIVE  
SERVICES, POLICE,  
FIRE, BYLAW  
ENFORCEMENT,  
EMERGENCY  
MEASURES

1. Siren
2. EMO Workshop

WATER, SEWER,  
LAGOON

MAYOR'S REPORT

1. Sask. Housing
2. Cemetery

**BYLAWS:**

068/2016

BYLAW 2016-02  
COUNCIL PROCEDURE  
BYLAW

B. Proctor: THAT the Town of Langham Bylaw 2016-02, being a bylaw to set out Council Procedure, be read a third time and passed.

**Carried**

**APPOINTMENTS:**

- |          |                     |   |                |
|----------|---------------------|---|----------------|
| 069/2016 | FIRE DEPARTMENT     | T. Simpson: THAT the Town of Langham appoint Shane Ulsifer as a member of the Langham Volunteer Fire Department.                        | <b>Carried</b> |
| 070/2016 | LIBRARY STAFF       | A. Sneddon: THAT the Town of Langham hire Scot Yellowlees as a casual library employee effective immediately at a rate of \$13.00/hour. | <b>Carried</b> |
| 071/2016 | <b>ADJOURNMENT:</b> | B. Panas: THAT this meeting now adjourn – Time 9:25 pm  | <b>Carried</b> |

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**Mayor**

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**Administrator/CAO**