

MINUTES OF CANORA TOWN COUNCIL MEETING
December 1, 2020

A regular meeting of Canora Town Council was held on Tuesday, December 1, 2020 at the Canora Town Council Chambers. In attendance were Mayor Mike Kwas, Councillors Eric Sweeney, Brad Gabora, Jacqueline Fetchuk, David Wasyliv, Matt Thompson and Kerry Trask. Also in attendance were Chief Administrative Officer Michael Mykytyshyn, Leisure Services Director Aaron Herriges and Community Development Officer Brandi Zavislak. Mayor Kwas called the meeting to order at 7:01 p.m.

20-325
Sweeney
Thompson

ADOPT AGENDA

That the agenda be adopted as follows:

- 1) **CALL MEETING TO ORDER**
- 2) **ADOPTION OF THE AGENDA**
- 3) **APPROVAL OF COUNCIL MINUTES**
 - a) November 17, 2020 regular meeting
- 4) **BUSINESS ARISING OUT OF THE MINUTES**
- 5) **DELEGATIONS AND PUBLIC FORUM**
- 6) **ADMINISTRATION AND COMMITTEE REPORTS**
 - a) Leisure services report
 - b) Community development report
 - c) Chief administrative officer's report
- 7) **UNFINISHED BUSINESS**
- 8) **NEW BUSINESS**
 - a) Council appointments
 - b) Revenue sharing declaration
 - c) MuniSask convention
 - d) Tax concession request
 - e) Management salary policy
 - f) Custom work rates
 - g) Water and sewer installation rates
 - h) Garbage collection rates
 - i) Water and sewer rates
 - j) 2021 Tax concession policy
 - k) 2021 Tax discount policy
 - l) Sign corridor extension
- 9) **TAX ARREARS**
 - a) Tax enforcement report
- 10) **ACCOUNTS PAYABLE**
- 11) **BYLAWS**
- 12) **CORRESPONDENCE**
 - a) Nor-Sask – board of revision services
 - b) SAMA – 2021 revaluation
 - c) Minister of Govt. Relations – council assistance

Initials

Initials

- d) SARM – MuniSask name change
- e) MuniSask – SARM correspondence
- f) Ministry of Govt. Relations – assessment appeals
- g) AWSA – member appointments
- h) NEATPC – AGM minutes
- i) Canora Seed Cleaning – heavy haul route

13) GENERAL REPORTS

- a) Commissionaires – November 19, 2020
- b) Development permit No. 20-14 – Candy’s Bake Shop

14) ADJOURNMENT

Carried

20-326 **APPROVAL OF COUNCIL MINUTES**

Gabora That the minutes of the November 17, 2020 regular meeting be approved
Sweeney as presented.

Carried

20-327 **COUNCIL APPOINTMENTS**

Sweeney That the following appointments be made for positions held by members
Trask of council:

DEPUTY MAYORS

<u>Councillor</u>	<u>Term</u>
Eric Sweeney	November 2020 – January 2021
Brad Gabora	February 2021 – April 2021
Jacqueline Fetchuk	May 2021 – July 2021
David Wasyliv	August 2021 – October 2021
Matt Thompson	November 2021 – January 2022
Kerry Trask	February 2022 – April 2022

STANDING COMMITTEES

<u>Committee/portfolio</u>	<u>Chairperson</u>	<u>Members</u>
General Government	Sweeney	Wasyliv
Protective services	Thompson	Trask
Public Works	Gabora	Thompson
Environment & Health	Trask	Sweeney
Recreation and Culture	Fetchuk	Gabora
Planning and Development	Wasyliv	Fetchuk

Term expiry

PARKLAND REGIONAL LIBRARY BOARD

Councillor Brad Gabora Dec. 31, 2021

CANORA AGRICULTURAL SOCIETY

Councillor David Wasyliv Dec. 31, 2021
Councillor Eric Sweeney (alternate) Dec. 31, 2021

EMERGENCY MANAGEMENT ORGANIZATION (EMO) CONTROL GROUP

Mayor Mike Kwas perpetual
Councillor Matt Thompson perpetual
Councillor Eric Sweeney perpetual

Initials

Initials

CANORA & DISTRICT FIRE PROTECTION BOARD

Councillor Matt Thompson Dec. 31, 2021
Councillor Kerry Trask Dec. 31, 2021

CANORA WELCOME STATUE COMMITTEE

Councillor Jacqueline Fetchuk Dec. 31, 2021

STAFF OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

Councillor Kerry Trask Dec. 31, 2021
Councillor Eric Sweeney (alternate) Dec. 31, 2021

COMMUNITY PLANNING COMMISSION

Councillor David Wasyliv Dec. 31, 2021
Councillor Jacqueline Fetchuk Dec. 31, 2021

CANORA AND DISTRICT COMMUNITY BENEVOLENT FUND ADMINISTRATIVE COMMITTEE INC.

Councillor Jacqueline Fetchuk perpetual

NORTH EAST AREA TRANSPORTATION PLANNING COMMITTEE

Councillor Brad Gabora perpetual
Councillor Matt Thompson perpetual

CANORA RURAL PUBLIC UTILITY BOARD (non-voting representative)

Councillor Brad Gabora Dec. 31, 2021
Councillor Matt Thompson (alternate) Dec. 31, 2021

LEISURE SERVICES BOARD

Councillor Jacqueline Fetchuk Dec. 31, 2021
Councillor Brad Gabora (alternate) Dec. 31, 2021

TOURISM COMMITTEE

Councillor David Wasyliv Dec. 31, 2021
Councillor Jacqueline Fetchuk (alternate) Dec. 31, 2021

CANORA COMMUNITY CHILD CARE CENTRE INC.

Councillor Matt Thompson Dec. 31, 2021

WHITESAND RIVER ADVISORY COUNCIL

Councillor Brad Gabora Dec. 31, 2021

CANORA AND DISTRICT HEALTH CARE FOUNDATION

Councillor Kerry Trask Dec. 31, 2021
Councillor Eric Sweeney (alternate) Dec. 31, 2021

CANORA COMPOSITE SCHOOL COMMUNITY COUNCIL

Councillor Eric Sweeney Dec. 31, 2021
Councillor Matt Thompson (alternate) Dec. 31, 2021

Carried

20-328
Trask
Wasyliv

REVENUE SHARING DECLARATION

The council of Town of Canora confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

Initials

Initials

- Submission of the 2019 audited financial statement to the Ministry of Government Relations;
- Submission of the 2020 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

20-329
Sweeney
Trask

MUNISASK CONVENTION

That the mayor and all of council be authorized to attend the virtual Municipalities of Saskatchewan (MuniSask) convention to be held February 7-10, 2021, expenses and per diems to be reimbursed by the Town.

Carried

20-330
Wasyliw
Thompson

TAX CONCESSION REQUEST

That council approve the following municipal tax concession to Ready Roll Truck Tarp Inc. for the property located at 798 Norway Road (Lot 16, Block 67, Plan 65Y08361):

Purchase a commercial or industrial building or structure, vacant for more than one year, and operate a business there from provided it is an arms-length transaction:

2021	50 per cent
2022	50 per cent
2023	25 per cent

Leisure Services Director Aaron Herriges and Community Development Officer Brandi Zavislak both left the meeting at 8 p.m.

20-331
Sweeney
Wasyliw

ADMINISTRATIVE ASSISTANT VARIABLE PAY

That council award Administrative Assistant Courtney Bourassa with variable pay of \$1,099.00 for 2020.

Carried

20-332
Thompson
Trask

LEISURE SERVICES DIRECTOR VARIABLE PAY

That council award Leisure Services Director Aaron Herriges with variable pay of \$1,161.00 for 2020.

Carried

20-333
Trask
Thompson

COMMUNITY DEVELOPMENT OFFICER VARIABLE PAY

That council award Community Development Officer Brandi Zavislak with variable pay of \$1,036.00 for 2020.

Carried

Initials

Initials

20-334 **CHIEF ADMINISTRATIVE OFFICER VARIABLE PAY**
 Trask That council award Chief Administrative Officer Michael Mykytyshyn with
 Sweeney variable pay of \$2,031.00 for 2020.

Carried

20-335 **CUSTOM WORK RATES**
 Thompson That council set the following custom work rates for Town of Canora
 Trask equipment, effective January 1, 2021:

	Regular	OT rate
Half-ton truck	\$107.07/hr	\$139.47/hr
One-ton truck	\$124.04/hr	\$156.44/hr
Three-ton truck	\$135.76/hr	\$168.16/hr plus sand
Compressor	\$124.04/hr	\$156.44/hr
Jackhammer	\$107.07/hr	\$139.47/hr
Sweeper	\$208.27/hr	\$240.67/hr
Boiler	\$135.76/hr	\$168.16/hr
Model D grader	\$140.70/hr	\$173.10/hr
Cat 140 grader	\$174.33/hr	\$206.73/hr
Case W24 loader	\$182.97/hr	\$215.37/hr
Case 621 loader	\$182.97/hr	\$215.37/hr
Welder	\$105.52/hr	\$137.92/hr
Sewer cleaning	\$191.30/hr	\$223.70/hr
Water line thawing	\$119.72/hr	\$152.12/hr
Riding mower	\$115.40/hr	\$147.80/hr
Tractor w/3 pt. Hitch	\$194.39/hr	\$226.79/hr
Line painting	\$98.74/hr	\$131.14/hr plus labour and paint
Bobcat w/bucket	\$157.67/hr	\$190.07/hr
Bobcat w/attachments	\$191.30/hr	\$223.70/hr
Backhoe	\$182.97/hr	\$215.37/hr
UTV	\$107.07/hr	\$139.47/hr
Labour rate	\$64.80/hr	\$97.20/hr
Sand per cubic yard	\$39.49	
Water and/or sewer installation	\$204/foot plus materials	

Above rates include operator costs
 OT rate applies outside of regular working hours
 GST and PST must be added to the above rates

Carried

20-336 **2021 TAX CONCESSION POLICY**
 Sweeney That the following tax concession policy be adopted for 2021:
 Trask

SPECIFIC CONCESSIONS

1. Construction of a new building or structure:
 - a) If vacant Town-owned land is purchased, the value attributable to the virgin land value shall be given free of charge but the value attributable to the services to the land shall be paid, plus the following tax cancellations shall be applicable:

1 st year	100 per cent tax cancellation
2 nd year	75 per cent tax cancellation
3 rd year	50 per cent tax cancellation
 - b) If a new building or structure is constructed on privately owned land, the above tax concessions will apply to the building or structure provided the gross assessment is greater than 50,000.

 Initials

 Initials

2. Construction of an addition to an existing building or structure:

- 1st year 100 per cent tax concession
- 2nd year 75 per cent tax concession
- 3rd year 50 per cent tax concession

The above cancellations apply to the addition only provided the gross assessment of the addition is greater than 50,000.

3. Purchase a commercial or industrial building or structure, vacant for more than one year, and operate a business there from provided it is an arms-length transaction:

- 1st year 50 per cent tax concession
- 2nd year 50 per cent tax concession
- 3rd year 25 per cent tax concession

The above cancellations will be for the municipal portion only.

ADDITIONAL DETAILS

1. Concessions will be prorated from effective date as determined by the Chief Administrative Officer.
2. No tax concessions will be granted where an existing business, building or structure is moved from one location to another within the Town unless the total business area, building size or structure size increases; in which case, Section 2 above shall apply.
3. Frontage tax is not eligible for any concession whatsoever.
4. Each tax concession granted will be in the form of a resolution or bylaw of Council.
5. Tax concessions will not be granted on properties in arrears of taxes.
6. Tax concessions will be cancelled and or reversed if taxes are in arrears.
7. Council may consider other concession options for special circumstances.
8. Concession applications must be received within one year from the date of title transfer.

Carried

20-337 **2021 TAX DISCOUNT POLICY**

Wasyliw That council set the following tax prepayment discount rates for 2021:

- Fetchuk
- January 4 percent
 - February 3 percent
 - March 2 percent
 - April 1 percent; and

That the property tax penalty rates for current year taxes in 2021 be set at:

- November 1 percent
- December 1 percent

Carried

20-338 **SIGN CORRIDOR EXTENSION**

Wasyliw That council extend the sign corridor agreement with Olivia Chaikowski for Trask an additional five years at a rate of \$50 per sign, in accordance with Section 13 of Bylaw No. 16-17.

Carried

20-339 **ACCOUNTS PAYABLE**

Sweeney That the following accounts be paid:
Trask

<u>Chq. No.</u>	<u>Payee</u>	<u>Amount</u>
9559	Bahrey, Donald &/or Irene	149.85

Initials

Initials

9560	Bedore, Tricia	345.00
9561	Big Hill Services Ltd	886.36
9562	Canora Auto Electric	38.83
9563	Canora Pharmacy	7.98
9564	Cleartech Industries Inc	314.04
9565	CUPE Local No. 4438	557.89
9566	Dekra-Lite Industries	4450.59
9567	Fullawka, Dylan	132.50
9568	Galt, Cory	39.40
9569	Gateway Co-op	4.31
9570	Gateway Co-op	26.05
9571	Good Lake Electric	471.74
9572	Home Hardware	886.22
9573	Kelbaugh, Kristen	150.00
9574	Kotzer, Edith	149.85
9575	Lamb, Graham	3,000.00
9576	Naylor, Nolan	77.70
9577	HBI Office Plus Inc	40.92
9578	Rice Construction Ltd	50,283.00
9579	Ripa, Sharon	132.50
9580	Ryder, Mary-Lou	132.50
9581	Sask Government Insurance	129.52
9582	Staples Advantage	233.04
9583	S.U.M.A.	889.96
9584	Supreme Basics	289.77
9585	Sweeney, Eric	65.70
9586	Tetra Tech Canada Inc	4,348.02
9587	Western Recreation	12,015.00
9588	Widdop, Ashley	39.67
9589	Wojciechowski, Pamela	1,000.00
9590	Wolseley Cda - Mdwst Reg'n	820.16
9591	Wyonzek Bros. Construction	89,399.63
9592	Zavislak, Brandi	90.00
EFT 348	Sask. Municipal Employees'	13,729.50
EFT 349	CU CREDIT Payment Processing	3,246.96
EFT 350	Digital Postage on Call	1,060.90
EFT 351	SaskEnergy	2,631.66
EFT 352	SaskPower	11,736.33
EFT 353	SaskPower	113.59
EFT 354	SaskTel Mobility	445.96
EFT 355	S.U.M.A.	3,989.11
EFT 356	Receiver General for Canada	16,856.00
EFT 357	Sask. Municipal Employees'	13,095.38
EFT 358	CU CREDIT Payment Processing	1,302.66

Carried

20-340
Gabora
Trask

CORRESPONDENCE

That the following items of correspondence are acknowledged as received and be filed:

- a) Nor-Sask – board of revision services
- b) SAMA – 2021 revaluation
- c) Minister of Govt. Relations – council assistance

Initials

Initials

- d) SARM – MuniSask name change
- e) MuniSask – SARM correspondence
- f) Ministry of Govt. Relations – assessment appeals
- g) AWSA – member appointments
- h) NEATPC – AGM minutes
- i) Canora Seed Cleaning – heavy haul route

Carried

20-341
Trask
Wasyliw

GENERAL REPORTS

That the following reports are acknowledged as received and the written ones be filed:

- a) Commissionaires – November 19, 2020
- b) Development permit No. 20-14 – Candy’s Bake Shop

Carried

20-342
Sweeney
Trask

ADJOURNMENT

That the meeting be adjourned.

Carried

Meeting adjourned at 8:56 p.m.

Mayor

Chief Administrative Officer

Initials

Initials