## THE REGULAR MEETING OF THE COUNCIL FOR THE TOWN OF HAFFORD WAS HELD IN THE CHAMBERS OF THE **TOWN OF HAFFORD** TUESDAY, June 15th, 2021

Mayor Moses called the meeting to order at 7:00 PM

#### PRESENT:

Mayor:

Victoria Moses

Councilors:

Sylvester Kohut David Wintonyk Dana Prystupa John Kuzyk

Administrator:

Jennifer Ernst

166/2021 **AGENDA** 

> PRYSTUPA & KUZYK that the agenda for this June 15<sup>th</sup>, 2021 meeting be approved.

CARRIED.

167/2021 TOWN WATER REPORT

KOHUT & KUZYK that Council acknowledges receipt of the May 2021 Water

Treatment Plant Report as submitted by Darcey Reichert.

CARRIED

168/2021 WSA COMPLIANCE INSPECTION

> PRYSTUPA & WINTONYK that Council acknowledges the report from the Water Security Agency regarding the Lagoon and Waterworks Compliance Inspection **CARRIED** performed May 19, 2021.

TOWN MAINTENANCE REPORT 169/2021

> PRYSTUPA & WINTONYK that Council acknowledges the Town Maintenance report. As presented by Darcey Reichart. CARRIED

8:00 pm. Elizabeth Torrens, CPA, Auditor for the Town of Hafford, reviewed the draft Audited Financial Statements for 2020.

170/2021 MINUTES

> PRYSTUPA & WINTONYK that the minutes of the May 11<sup>th</sup>, 2021 regular meeting CARRIED. of council be approved as presented.

#### 171/2021 BOOK BOX

PRYSTUPA & WINTONYK That Council approve the request of Innovation Credit Union to install a book box at their expense. CARRIED.

#### 172/2021 RCMP PREFORMANCE

KOHUT & WINTONYK That the Council of the Town of Hafford respond to the Annual Performance Plan of the Blaine Lake RCMP that they would like the following issues addressed throughout the upcoming year; Drugs, Traffic Safety and Speeding

CARRIED.

#### 173/2021 CORRESPONDENCE

KUZYK & PRYSTUPA that Council acknowledge the correspondence as presented and it be dealt with accordingly and filed in the municipal records. CARRIED

#### 174/2021 LOT SALE INCENTIVE

WINTONYK & KOHUT that Council approves the lot sale incentives as attached to and forming a part of these minutes.

CARRIED.

#### 175/2021 TREE REMOVAL

WINTONYK & PRYSTUPA that Council authorize the rental of a Zoom Boom for the removal of some problem trees by the Town Maintenance department.

CARRIED.

## 176/2021 SHED TENDER

PRYSTUPA & WINTONYK that the shed jointly owned by the Town of Hafford and the RM of Redberry be advertised as for sale by tender, with tenders to include a 10% deposit and to be viewed by the Reeve and Mayor on July 9<sup>th</sup>, 2021 and awarded on at the July 13, 2021, meeting of the respective Councils.

CARRIED.

Councilor Kuzyk declared a conflict of interest and left chambers.

#### 177/2021 OLD SHOP ROOF REPAIRS

KOHUT & WINTONYK that Council authorize the purchase of 12 sheets of tin from Kuzyk \$ Sons at \$36.61 per sheet to repair the roof of the old shop. CARRIED Councilor Kuzyk resumed his seat.

#### 178/2021 RECREATION BOARD

PRYSTUPA & KUZYK that council acknowledge the motion form sent by the RM of Redberry referencing the Rec Board Administration pay, as well as the resignation letters of Dallas Simmonds and Charlene Wintonyk from the Hafford and District Recreation Board;

And Further, that the RM of Redberry be contacted with a tentative date of June 29, 2021 to meet and determine next steps.

CARRIED

#### 179/2021 BACK ALLEY

PRYSTUPA & WINTONYK that the Council acknowledge the back alley behind 114 South Ave East is encroaching on the landowner's lot, therefore the necessary steps be taken to rectify the problem, being owners that have sheds in the alley be notified and trees which need to be removed, determined.

CARRIED.

#### 180/2021 CARON RESIGNATION

PRYSTUPA & KOHUT that Council acknowledges the resignation of Kelley Caron on May 12, 2021. CARRIED.

#### 181/2021 IN CAMERA

WINTONYK & PRYSTUPA that the Council of the Town of Hafford moves to in camera to discuss Human Resources, as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part 111 of *The Local Authority Freedom of Information and Protection of Privacy Act at* 10:04 pm

CARRIED.

## 182/2021 <u>END IN\_CAMERA</u>

KOHUT & WINTONYK that Council ends in camera session at 10:23 pm.

CARRIED.

#### 183/2021 PUBLIC WORKS LEAD

PRYSTUPA & KUZYK that approve the probationary employment contract for Lead of Public Works, at a rate of \$20.00/hr. be offered to Darcey Reichert.

CARRIED.

#### 184/2021 FOREMAN ADVERTISEMENT

WINTONYK & KOHUT that Council instruct administration to advertise for a Foreman position, with Water and Wastewater Certification, Class 5A driver license, equipment maintenance and operation experience and road repair knowledge.

CARRIED

#### 185/2021 HAFFORD GRAD

KUZYK & PRYSTUPA that Council approve the request of the Hafford High School Graduation class to barricade the 200 block of 2nd Ave. East from noon to 8 pm on June 30, 2021.

CARRIED.

#### 186/2021 CAMPGROUNDS

WINTONYK & KOHUT that the camping fees be set as follows:

Non- electrical - \$15.00/day, \$75.00 per week and \$600.00 seasonal

Electrical - \$20.00/day, \$100.00 per week and \$800.00 seasonal, with fees
payable at the Town Office, at which time toilet paper will be supplied and power
to sites turned on.

CARRIED.

#### 187/2021 <u>LAPTOP PURCHASE</u>

WINTONYK & KOHUT that Council authorize the purchase of a laptop for approximately \$1,000.00 as the Town does not own one. CARRIED

#### 188/2021 WATER RESTRICTIONS

KUZYK & PRYSTUPA that water restrictions shall begin July 1, 2021 until August 31, 2021 with odd numbered houses being able to water on Mon, Wednesday and Friday and even numbered houses being able to water on Tuesday, Thursday and Saturday.

CARRIED.

#### 189/2021 APPROACH COMPLAINT

KOHUT & PRYSTUPA that Council acknowledges the numerous complaints and pictures submitted by the owner of 110 South Ave East; And further that the approach policy adopted in November, 2011, which states it shall be the responsibility of each property owner to maintain their approaches, which may include snow removal and/or gravelling be upheld.

CARRIED

## 190/2021 <u>GERICH LGA</u>

WINTONYK & KOHUT that Office Assistant Jodi Gerich be supported in achieving LGS Certification, by the Town of Hafford paying half of the cost of each course upon enrollment and ½ upon successful completion of each class; And further that her employment contract be amended to to include that the employee agrees that the costs incurred by the Town for LGA Certification are repayable to the Town on a prorated basis if the employee does not fulfill 5 years of service upon completion of all courses.

CARRIED.

Councilor Kohut declared a conflict of interest and left chambers.

## 191/2021 <u>CONTRACT GRADER OPERATOR</u>

PRYSTUPA & KUZYK that Sylvester Kohut be hired as a contractual Grader Operator at an hourly rate of \$20.00her hour.

CARRIED

Councilor Kohut returned to chambers.

#### 192/2021 ADMINISTRATOR VACATION

PRYSTUPA & KUZYK that Council approve Administrator Jennifer Ernst vacation from June 21-25, 2021. CARRIED

#### 193/2021 <u>ASSISTANT VACATION</u>

WINTONYK & PRYSTUPA that Council approve Assistant Jodi Gerich vacation from July 19-25, 2021, with the understanding that vacation time that will be utilized is not yet accrued.

CARRIED

194/2021 BABIY LAWYER

PRYSTUPA & WINTONYK that Council acknowledge the letter sent by Battle River Law regarding Victor Babiy and approve the response as drafted by the Administrator.

**CARRIED** 

195/2021 COMMITTEE REPORTS

PRYSTUPA & WINTONYK acknowledge the following committee reports: Victoria Moses -16-43 Waste Management Board

Dana Prystupa – Hafford & District Recreation Board.

**CARRIED** 

196/2021 BYLAW 2021-08

PRYSTUPA & KUZYK that Bylaw 2021-08, being a Bylaw to provide fire protection to the Village of Speers be given first reading. CARRIED

197/2021 <u>BYLAW 2021-08</u>

WINTONYK & KOHUT that Bylaw 2021-08, being a Bylaw to provide fire protection to the Village of Speers be given second reading. CARRIED

198/2021 BYLAW 2021-09

WINTONYK & KOHUT that Bylaw 2021-09 being Extension of Time – Financial Statements be given first reading. CARRIED

199/2021 BYLAW 2021-09

PRYSTUPA & KUZYK that Bylaw 2021-09, being Extension of Time – Financial Statements be given second reading.

CARRIED

200/2021 BYLAW 2021-09

WINTONYK & KOHUT that Bylaw 2021-09, being Extension of Time – Financial Statements be given three readings at this meeting reading.

CARRIED UNANAMOUSLY.

201/2021 BYLAW 2021-09

PRYSTUPA & KUZYK that Bylaw 2021-09, being Extension of Time – Financial Statements be given third reading and finally adopted.

CARRIED

202/2021 MAY FINANCIAL STATEMENT

PRYSTUPA & WINTONYK that Council acknowledges the presentation of the May 2021 Statement of Financial Activities. CARRIED

203/2021 BANK RECONCILIATION

PRYSTUPA & KUZYK that Council acknowledges the presentation of the May 2021 bank reconciliation as well as the May 2021 bank statement.

**CARRIED** 

#### 204/2021 SPOILED CHEQUES

PRYSTUPA & KUZYK that Council approve the cancellation of cheque # 7509 that was spoiled during printing.

CARRIED

## 205/2021 PAYMENT OF ACCOUNTS

PRYSTUPA & WINTONYK that Council approves the payment of accounts, being cheque # 7510 to 7530 and the listed online payments including CAFT payroll totaling \$60,974.47, all paid from Innovation Credit Union Chequing Account and as attached to and forming a part of these minutes.

**CARRIED** 

## 206/2021 <u>ADJOURN</u>

PRYSTUPA that we adjourn at 11:35 pm.

**CARRIED** 

Administrator

Mayor

## Town of Hafford Agenda – Regular Meeting –June 15, 2021 @ 7:00 p.m

- 1. Call meeting to Order.
- 2. Agenda Approval.
- 3. Town Water Report
- 4. Town Maintenance Report
- 5. 7:45 Delegation Elizabeth Torrens CPA Presentation of Audit
- 6. Approve Minutes of May 11th, 2021 Regular Meeting

#### 7. Correspondence

- a. Innovation Credit Union Book Drop Box
- b. SUMA name change voting results
- c. Shawn Sendecki complaint
- d. Gov of Sask MEEP Grant Reporting
- e. Hafford Graduation June 30, 2021
- f. RCMP Annual Performance Planning
- g. Parks & Rec Parks Month

#### 8. Old Business & Business Arising Out of the Minutes

- a. Insurance on monument area
- b. Lot sale incentive
- c. Zoom Boom Rental for tree cutting
- d. Sale of Hall concerns
- e. Tender Shed for sale
- f. Order Tin for roof of old shop
- g. Joint Meeting Date with RM re Rec Board
- h. Fire Hydrant repairs
- Keyko back alley

#### 9. New Business

- a. Kelley Caron resignation
- b. Darcey Reichart Contract
- c. Maintenance Staff hiring
- d. Camping Fees
- e. Laptop
- f. Water restrictions
- g. Approach complaint & 2011 approach policy
- h. Boulevard Mowing
- i. Jodi LGA classes
- j. Sylvester Kohut contracted for grader operation
- k. Admin Vacation June 21-25, 2021
- I. Battle River Law re: Victor Babiy
- 10. Committee Reports.
- 11. Bylaws:- Speers Fire Protection Bylaw 2021-08- Extension of Time Bylaw 2021-09
  - Financial Statement
- 13. Bank Reconciliation & Bank Statement
- 14. Spoiled cheque 7509
- 15. Accounts for Payment.
- Adjournment.

12.

## **TOWN OF HAFFORD**

POLICY: LOT SALE & DEVLEOPMENT INCENTIVE POLICY		COUNCIL RESOLUTION: Resolution: June 15 <sup>th</sup> , 2021 Effective: June 15 <sup>th</sup> , 2021	
DEPARTMENT: Development	<b>POLICY NUMBER: #</b> 174/2021	Amended Date:	

#### Lot Sale Incentive re Land Assembly Lots

**PUROPOSE:** The purpose of this program is to encourage new residential housing by means of new construction or moving-in used houses or RTMs, by offering serviced lots in the Land Assembly at a reduced price.

1. The Town of Hafford will offer serviced lots in the Land Assembly for sale at \$1000.00 for the first lot and \$1.00 for the second lot.

#### 2. This program is available for:

- a) Construction of a new residential house;
- b) A new RTM;
- c) A used house or used RTM at the discretion of Council, with the determining factors being the size and condition, and the extent to which it will add to the amenity of the neighborhood.

#### 3. All lot sales under this program are subject to:

- a) Council approval;
- b) The second lot must be adjoining lot;
- c) Purchaser must sign an agreement for sale with the Town; title will not be transferred until construction has commenced;
- d) The purchaser must commence construction or move in a house within 1 year from signing the agreement for sale with the Town; if construction does not start within one year the agreement for sale is voided;
- e) Either party can cancel agreement for sale with 30 days written notice or sooner if both parties agree.

#### 4. New Residential Home Construction

- a) The Town will provide a two (2) year abatement of taxes on a single-family dwelling constructed within the corporate limits of the Town of Hafford
- b) The abatement will be given to the owner of the new single-family dwelling.
- c) Only newly constructed residential homes will qualify for this incentive. This included newly constructed R.T.M's but does not include module or mobile homes.

d) This incentive will not apply to new residential home construction by developers.

#### 5. Condition for Residential Home Incentive

- a) The incentive will require a date of occupancy withing three (3) years of date of issuance of the building permit for the owner to qualify;
- b) The construction of the residential home must be completed withing three (3) years of date of issuance of the building permit to qualify;
- c) The owner of the new residential home must occupy same in order to qualify.

#### 6. Implementation of Residential Incentive

a) The above guidelines for incentive shall be authorized and implemented only by resolution of Council

# Town of Hafford June Meeting 2021 Payment Register

CHEQUES	Date	Vendor	Amount
751	n	Canada Post	\$579.60
751		SGI Motor Vehicle Division	\$445.20
751		Smith, Paul	\$100.00
751		16-43 Waste Management	\$9,375.61
751		ASL Paving	\$7,715.52
751		Borne Consulting	\$1,228.50
751		ClearTech Industries Inc	\$778.89
751		Conar Construction	\$3,218.71
7518	8	Voided By Printing Process	\$0.00
7519		Ernst, Jennifer	\$3,700.43
7520	0	The Electric Hutt	\$633.81
752	1	K.C. Plumbing & Heating	\$311.55
752	2	Konica Minolta Business	\$103.44
752	3	Lamb's Door Service Ltd 2014	\$2,993.27
7524	4	Saskatchewan Health Authority	\$69.00
752	5	Munisoft	\$456.94
7520	6	Pentec Energy Ltd	\$1,088.91
752	7	People First HR Services	\$65.52
7528	3	Poulin Pest Control	\$638.69
7529	9	WCB	\$1,367.07
7530	)	Station House Water Bottling	\$25.00
		TOTAL CHEQUES	\$34,895.66
ONLINE	Date	Vendor	Amount
CAFT	05-15-2021	Jennifer Ernst	\$500.00
CAFT	05-15-2021	Jodi Gerich	\$500.00
CAFT	05-15-2021	Darcey Reichert	\$800.00
2021-104	05-28-2021	Sask Energy	\$190.59
2021-105	05-28-2021	Sask Energy	\$110.87
2021-106	05-28-2021	Sask Energy	\$85.31
2021-107	05-28-2021	Sask Power	\$39.64
2021-108	05-28-2021	Sask Power	\$152.68
2021-109	05-28-2021	Sask Power	\$59.01
2021-110	05-28-2021	Sask Power	\$41.64
2021-111	05-28-2021	Sask Power	\$139.26
2021-112	05-28-2021	Sask Power	\$423.10
2021-113	05-28-2021	Sask Power	\$419.66
2021-114	05-28-2021	Sask Power	\$34.47
2021-115	05-28-2021	Sask Power	\$1,015.13

2021-116	05-28-2021	Sask Power	\$21.52
2021-117	05-28-2021	Sask Power	\$21.52
2021-118	05-28-2021	Sask Power	\$21.52
2021-119	05-28-2021	Sask Power	\$21.52
2021-120	05-28-2021	Sask Energy	\$253.98
2021-121	05-28-2021	Sask Energy	\$169.52
2021-122	05-28-2021	Sask Tel CMR	\$142.53
2021-123	05-31-2021	MEPP	\$136.52
2021-124	05-31-2021	MEPP	\$1,851.06
2021-125	05-31-2021	CRA	\$5,244.74
2021-126	05-28-2021	SUMA	\$965.05
2021-127	05-31-2021	EPT	\$594.44
2021-128	05-31-2021	Sask Tel CMR	\$93.42
2021-129	06-16-2021	Hafford Co-op	\$1,338.14
CAFT	05-31-2021	Amber Jackson	\$641.15
CAFT	05-31-2021	Darcey Reichert	\$1,583.94
CAFT	05-31-2021	Jennifer Ernst	\$2,689.47
CAFT	05-31-2021	Jodi Gerich	\$1,167.55
CAFT	05-31-2021	Patrick Zipchen	\$1,509.86
CAFT	06-15-2021	Amber Jackson	\$500.00
CAFT	06-15-2021	Darcey Reichert	\$800.00
CAFT	06-15-2021	Jennifer Ernst	\$500.00
CAFT	06-15-2021	Jodi Gerich	\$500.00
CAFT	06-15-2021	Patrick Zipchen	\$800.00
		<b>Total Electronic Payments</b>	\$26,078.81

TOTAL PAYMENTS

\$60,974.47

## **EXTENSION OF TIME – FINANCIAL STATEMENT**

#### **TOWN OF HAFFORD**

#### **BYLAW NO 2021-09**

## A BYLAW TO EXTEND THE TIME REQUIRED FOR THE COMPLETION OF THE 2021 FINANCIAL STATEMENT

The Council of the Town of Hafford in the Province of Saskatchewan enacts as follows:

For the 2021 financial year, the time required for completion of certain financial and audit procedures for the Town of Hafford\_be extended as follows:

- (a) The time required pursuant to subsection 185(1) of *The Municipalities Act* to complete the annual audit of the municipality's books and records of the annual financial statement be and is extended to July 31, 2021
- (b) The time required pursuant to subsection 186(1) of *The Municipalities Act* for the submission of a copy of the financial statement and the auditor's report be and is extended to August 15, 2021
- (c) The time required pursuant to subsection 185(3) of *The Municipalities Act* to publicize the financial statement or synopsis and auditor's report be and is extended to August 31, 2021

(SEAL)

Spal

Spal

Mayor, Reeve

Administrator
Pursuant to Section 404-The Municipalities Act

Read a third time and adopted

this <u>/</u>5 day of \_

Administrator