



City of Estevan



AGENDA REGULAR COUNCIL MEETING

September 25, 2017 at 6:00 pm

PRESENTATIONS

ADOPTION OF THE AGENDA

1. MINUTES

- a) Minutes of Council Meeting held on September 11, 2017

2. ORIGINAL COMMUNICATIONS, DELEGATIONS AND PETITIONS

3. WRITTEN REPORTS OF COMMITTEES

4. EXECUTIVE REPORTS

- a) Public Works – ¾ Minus Gravel Tender
- b) City Clerk – Community Grants and City Funding Policy 2017-66

5. INTRODUCTION OF BYLAWS

6. PUBLIC HEARINGS AND REPORTS

7. GIVING NOTICE

- a) Waste Reduction Week in Canada

8. MOTIONS FROM COMMITTEE

9. CONSIDERATION OF BYLAWS

10. INQUIRIES

ADJOURNMENT

Minutes of the Regular Council Meeting of the City of Estevan held in the Council Chambers on Monday September 11, 2017 at 6:00 p.m.

Present were: Mayor Roy Ludwig, Councillors D. Moore, G. Hoffort, T. Knibbs, S. Veroba, T. Frank, L. Yanish, City Clerk Judy Pilloud, City Manager Jeff Ward Land Development Officer Adam Nordquist, representatives of the media (R. DeRosier, D. Willberg, E. Swar) Economic Development Officer Fitz Bramble, Jackie Wall

Presentations

The New Economic Development Coordinator was introduced Fitz Bramble.

Agenda

2017-631

Motion moved by Councillor Yanish, seconded by Councillor Hoffort, to approve the agenda as presented.

Motion Carried Unanimously

Minutes

2017-632

Motion moved by Councillor Veroba, seconded by Councillor Knibbs, that the Minutes of the Regular Council Meeting held on August 28, 2017, be adopted as presented.

Motion Carried Unanimously.

Original Communications, Delegations and Petitions

Southeast Transportation

Committee Minutes

2017-633

Motion moved by Councillor Yanish, seconded by Councillor Frank, that the Southeast Transportation Committee Minutes of August 22, 2017 be accepted as presented.

Motion Carried Unanimously

**Regens Disposal
Limited Cart Report
2017-634**

Motion moved by Councillor Knibbs, seconded by Councillor Veroba, that the Regens Cart report August 2017 be accepted as presented.

Motion Carried Unanimously

**Estevan Bruins Tailgate Party
Community Events Permit
2017-635**

Motion moved by Councillor Knibbs, seconded by Councillor Yanish, that the approval of a community events permit be granted to the Estevan Bruins for a tailgate party on Friday Sept. 29, 2017 – 5:00 pm to 7:30 pm to be held at Estevan Leisure Centre forecourt of Affinity Place.

Motion Carried Unanimously

Written Reports of Committees

**Estevan Exhibition Association
Minutes of July 12, 2017
2017-636**

Motion moved by Councillor Moore, seconded by Councillor Knibbs, that the minutes of the Estevan Exhibition Association dated July 12, 2017 be accepted as presented.

Motion Carried Unanimously

Executive Reports

**City Controller
Capitalization Policy
2017-637**

Motion moved by Councillor Hoffort, seconded by Councillor Knibbs, that the Capitalization Policy be approved and adopted for use by the City of Estevan.

Motion Carried Unanimously

**City Controller
MNP Recommendation
Amortization in Budget
2017-638**

Motion moved by Councillor Moore, seconded by Councillor Yanish, that the City Controller recommendation be approved to include amortization values in the 2017 budget based on the 2016 entries and to continue this practice moving forward for all future budget years.

Motion Carried Unanimously

**Land Development
Building Permit Report for
August 2017**

2017-639

Motion moved by Councillor Veroba, seconded by Councillor Knibbs, that the Land Development Building Permit Report for the month of August, 2017 be approved as presented.

Motion Carried Unanimously

**Land Development
Proposed ROW of
West Valley Edge
LDR 20-2017**

2017-640

Motion moved by Councillor Knibbs, seconded by Councillor Yanish, that the Land Development Service recommendation to approve the right of way application for L.S.D. 9 Section 21-2-8 W2M be accepted and allow for the registration of this Utility.

Motion Carried Unanimously

**Land Development
Proposed Annexation
LDR 17-2017**

2017-641

Motion moved by Councillor Knibbs, seconded by Councillor Hoffort, that the boundary alteration application be prepared and the notice of intent be given in accordance to Section 43 of the Cities Act and to move forward with the restructure by adding the following lands from the RM Of Estevan #5: LSD 10 24-02-08-W2M Ext15, LSD 15 24-02-08-W2M Ext 17, NE ¼ 25-02-08-W2M Ext 0, NE ¼ 25-02-08-W2M Ext 1, SE ¼ 25-02-08-W2M Ext 0, Parcel A, Plan 59A07528, Parcel B Plan 89R35144, Parcel C, Plan 102010734, SE ¼ 35-02-08-W2M Ext 2, SE ¼ 35-02-08-W2M Ext 3, SE ¼ 35-02-08-W2M Ext 128, SW ¼ 35-02-08-W2M Ext 1, Parcel C, Plan 101852513, Parcel D, Plan 101852513, Parcel E, Plan 101852513, Parcel A, Plan 101219287, Parcel A, Plan 83R2682, Parcel B Plan 101888871.

Motion Carried Unanimously

**Land Development
Proposed Consolidation
1883 and 1885 Tedford Way
LDR 19-2017**

2017-642

Motion moved by Councillor Yanish, seconded by Councillor Moore, that the subdivision application of the proposed consolidation of 18836 and 1885 Tedford Way Lot 11 & 23, Block 166, Plan 98SE14701 be approved to allow for future development without crossing property lines.

Motion Carried Unanimously

Committee

2017-643

Motion moved by Councillor Yanish, seconded by Councillor Hoffort, to move into Committee of the Whole.

Motion Carried Unanimously

Open

2017-644

Motion moved by Councillor Knibbs, seconded by Councillor Yanish, that Council move into Open Meeting.

Motion Carried Unanimously

Adjournment

2017-645

Motion moved by Councillor Yanish, seconded by Councillor Frank, that the meeting be adjourned, the time being 8:20 p.m.

Motion Carried Unanimously.

Roy Ludwig
Mayor

Judy Pilloud
City Clerk



CITY OF ESTEVAN



Sept 12, 2017

TO: His Worship the Mayor,
Members of Council

FROM: Norm Mack, Roads & Drainage Manager

RE: 2017 ¾ Minus Gravel Tender

RECOMMENDATION

1. That the ¾ Minus Gravel Tender be awarded to Peterson Construction of Estevan for \$18.00 per cubic yard to supply and deliver 2,500 cubic yards to the City of Estevan Maintenance Yard. The total of this purchase is \$45,000.00 before applicable taxes.

CONCLUSION

This stockpile of ¾ minus gravel is entered into the City Stores inventory and is charged out to various jobs in many Departments City wide.

BACKGROUND AND DISCUSSION

The City of Estevan keeps ¾ minus gravel in stock for many reasons and applications. This particular product we use for graveling our gravel roads, backfill for water breaks, back lanes, and other projects. This product is necessary in day to day operations for the City of Estevan.

The following are the tenders that were received:

Name of Company		
Peterson Construction	\$18.00 cubic yard	\$45,000.00
Turnbull Excavating	\$19.59 cubic yard	\$48,975.00
Chamney Crushing	\$20.50 cubic yard	\$51,250.00
F&L Concrete	\$21.00 cubic yard	\$52,500.00

RECOMMENDATION IMPLICATIONS

Financial

The ¾ minus gravel will be entered into the City of Estevan inventory system and will be charged out to various accounts as it is used.

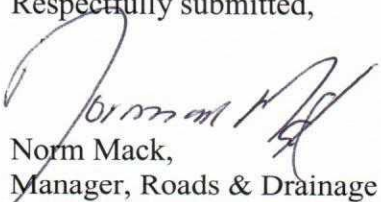
COMMUNICATION

This report will be available to the public and on the City's website.

DELEGATED AUTHORITY

The recommendation of this report requires City Council approval.

Respectfully submitted,


Norm Mack,
Manager, Roads & Drainage

Jeff Ward
City Manager



CITY OF ESTEVAN POLICIES AND PROCEDURES MANUAL

POLICY # 2017-66

SUBJECT: Community Grants and City Funding

1.0 PURPOSE

To fund and partner with community non-profit or charitable organizations to deliver programs, projects and services that align with the City's strategic priorities, have a clear community impact and respond to current and future community needs.

2.0 SCOPE

This policy applies to all non-profit organizations in Estevan who apply for City funding. The Community Grants Program funds organizations preset yearly budget constraints.

3.0 DEFINITIONS

Community Partner - Up to three years of core operation and core program funding to organizations that play a strategic and essential role in Estevan.

Financial Statement – an audited report completed by an external professional accounting organization on behalf of the client making a request to the City.

Hosting – funding for organizations up to \$100,000 for sanctioned amateur championship events at the provincial, Western Canadian, national or international level being held in Estevan. (ie: summer games, Western Canada Cup, Curling Briers, etc.)

Special Events – funding for organizations up to \$10,000 for one time and first time events that celebrate, preserve and enhance Estevan's identity by commemorating notable people, places and events, symbols and anniversaries or reoccurring local events that promote the values of citizenship and identity on nationally recognized days (including Canada Day, National Aboriginal Day, and Remembrance Day).

Sponsorships - Funding for organizations up to \$5,000 for new or unique one-time events that contribute to building community pride and encouraging community interaction and spirit.

4.0 POLICY

Eligibility:

Only registered non-profit or charitable organizations are eligible for community partner funding. Where organizations are offering the same or similar type programming, the City will only fund one organization that aligns with the City's strategic priorities. Organizations with similar mandates are encouraged to develop partnerships to maximize resources and available funding. All events or programs must take place in the City of Estevan to be eligible for funding.

Non-profit, Charitable and/or community based committees who have a clear organizational structure are eligible for special event, sponsorship, and hosting grants.

All other applicants will be considered on a case by case basis with a view to funding initiatives that have a clear community impact and need.

Applications:

All applications for funding must be submitted to the City Clerk via e-mail at cityclerk@estevan.ca or City Clerk's Office at 1102 4th Street, Estevan, SK S4A 0W7.

All applicants may be required to provide the following information :

- Copy of most recent annual budget
- Copy of most recent audited financial statement
- Saskatchewan Non-Profit/Charitable # and Profile Report from ISC
- In the case of individuals or non-registered organizations, a copy of current board, committee and/or organizational structure
- Two letters of reference

Fundraising Events:

The City only provides in kind support for local fundraising activities which includes use of City facilities, and staff assistance with set up and take down. The organization bears all other expenses and must have a Saskatchewan Lottery License to be eligible. Organizations applying for funding under one of the grants identified above may not receive both monetary funding and in kind support for the same event.

The City of Estevan must be appropriately recognized for their contribution as a funder. This includes the City's logo on printed communication, signage, radio/digital adds, etc., at a cost to the organization. Requirements for this recognition will be identified at the time of approval.

5.0 Evaluation Criteria

All applications will be evaluated on one of the three program priorities. Applications may

be submitted for all program categories however given the limited funding available, organizations will only be approved for one program.

Culture:

- Improve awareness and access to cultural activity and resources; e.g., artistic practices, cultural spaces, cultural industries.
- Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people.
- Strengthen the cultural community through meaningful partnerships between organizations.
- Encourages or brings the City's public spaces to life.

Social Development:

- Supports the community in creating collaborative strategies to address hunger and food security as well as access to housing.
- Strengthen development of safe neighbourhoods through community activities and resources.
- Collaborate with organizations that represent newcomers, residents with disabilities, First Nations, Métis, Inuit people and citizens who are marginalized to build a welcoming and socially inclusive community.

Sport and Recreation:

- Increase accessibility to sport and recreation activities and resources, including sporting events and celebrations.
- Support community initiatives that address the recreation aspirations of our diverse community.
- Promote active and healthy lifestyles among children and youth.
- Support community initiatives that encourage multi-season use of open space.

6.0 ROLES AND RESPONSIBILITIES

City Clerk

Accepts and compiles applications for the Community Grants Review Committee.

City Council

Approves the policy and community grant funding annually through the Budget process.

City Manager

Approves/denies all requests for sponsorship funding under \$5,000.

City Treasurer

Responsible for ensuring the recommended funding for organizations is included in the annual budget prior to Council consideration.

Community Grants Review Committee

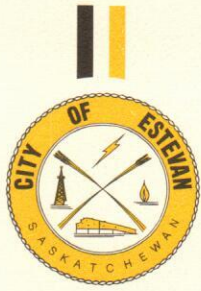
Administrative Committee comprising of the City Manager, City Controller, Mayor, and at. This committee will determine if funding is given based on request and funds available.

7.0 REFERENCE MATERIAL

The Cities Act
Saskatchewan Lotteries Grants Policy

APPROVED BY COUNCIL	
RESOLUTION #	DATE:

DISTRIBUTION	
Policy Manuals, Copies to all Department Heads for circulation to Staff	



1102 FOURTH STREET
ESTEVAN, SASKATCHEWAN
S4A 0W7

City of Estevan

Office of the Mayor

TELEPHONE (306) 634-1802

FAX: (306) 634-9790

E-Mail
mayor@estevan.ca

PROCLAMATION

WASTE REDUCTION WEEK IN CANADA

WHEREAS: The City of Estevan recognizes October 16 – 22, 2017 as Waste Reduction Week in Canada.

AND WHEREAS: As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

AND WHEREAS: We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

BE IT THEREFORE RESOLVED: I, Roy Ludwig, Mayor of the City of Estevan do hereby proclaim October 16 – 22, 2017 to be Waste Reduction week in Canada and also in the City of Estevan and I further urge all residents of the City of Estevan to recognize this week.

Roy Ludwig
Mayor