



City of Estevan



AGENDA REGULAR COUNCIL MEETING

November 26, 2018 at 6:00 pm

PRESENTATIONS

ADOPTION OF THE AGENDA

1. MINUTES

- a) Minutes of Council Meeting held on November 5, 2018

2. ORIGINAL COMMUNICATIONS, DELEGATIONS AND PETITIONS

- a) Southeast Regional Library Fees for 2019

3. WRITTEN REPORTS OF COMMITTEES

4. EXECUTIVE REPORTS

- a) City Manager – Federal Removal of Council Exemption
- b) Land Development – Building Permit Report for October 2018
- c) Water Services Manager – Water Quality Report for October 2018

5. INTRODUCTION OF BYLAWS

6. PUBLIC HEARINGS AND REPORTS

7. GIVING NOTICE

8. MOTIONS FROM COMMITTEE

9. CONSIDERATION OF BYLAWS

- a) Bylaw 2018-2005 Property Maintenance *1st Reading*

10. INQUIRIES

ADJOURNMENT

Minutes of the Regular Council Meeting of the City of Estevan held in the Council Chambers on Monday November 5, 2018 at 6:00 p.m.

Present were: Mayor Roy Ludwig, Councillors: D. Moore, G. Hoffort, T. Knibbs, S. Veroba, L. Yanish, T. Frank, City Clerk Judy Pilloud, City Manager Jeff Ward, City Treasurer Trudy Firth, representatives of the media (R. Godfrey, E. Kroeker, D. Wilberg)

Presentations

Royal Canadian Legion presented poppies to the Council

Agenda

2018-271

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

Motion Carried Unanimously

Minutes

2018-272

Motion moved by Councillor Frank, seconded by Councillor Moore, that the Minutes of the Regular Council Meeting held on October 22, 2018, be adopted as presented.

Motion Carried Unanimously.

Southeast Transportation Planning Committee Minutes of October 23, 2018

2018-273

Motion moved by Councillor Hoffort, seconded by Councillor Yanish, that the minutes of the Southeast Transportation Planning Committee for October 23, 2018 be accepted as presented.

Motion Carried Unanimously

**ECS Grad Reduced
Rental Request**

2018-274

Motion moved by Councillor Yanish, seconded by Councillor Hoffort, that the correspondence of ECS Grad Committee be accepted as presented and approval to reduce the rental fee for the next 5 years for ESC Graduation Ceremonies which would be for the years of 2019-2023 inclusive.

Motion Carried Unanimously

Written Reports of Committees

**Economic Development Committee
Appointments of Members at Large**

2018-275

Motion moved by Councillor Hoffort, seconded by Councillor Veroba, that the applications be accepted as presented and Brian Enns and Josh LeBlanc be appointed to the Economic Development board as Members at Large.

Motion Carried Unanimously

Committee

2018-276

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

Motion Carried Unanimously

Open

2018-277

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

Motion Carried Unanimously

Adjournment

2018-278

Motion moved by Councillor Moore, seconded by Councillor Hoffort, that the meeting be adjourned, the time being 8:15 p.m.

Motion Carried Unanimously.

Roy Ludwig, Mayor

Judy Pilloud, City Clerk



49 Bison Avenue, Weyburn Saskatchewan S4H 0H9 Telephone (306)848-3100 Fax (306)842-2665

2019 Billing (sent by email)

Administrator
City of Estevan
1102 4th Street
Estevan, SK S4A 0W7

LIBRARY FEES

City of Estevan

Population of 11,483 @ 34.05 per capita.

Total fees for 2019 \$390,996.15

Payable in two installments

First installment due January 1, 2019 \$195,498.08

Second installment due July 1, 2019 \$195,498.07

Total fees for 2019 \$390,996.15

Where any grant remains unpaid after the end of the month in which it is due, interest at a rate of prime plus 6% will be added. This amount shall be added to the outstanding amount each month and will be collected from the municipality.

*Thank you for continuing to support
Southeast Regional Library.*

THE TRUSTEE TELEGRAPH
SOUTHEAST REGIONAL LIBRARY
SEMI ANNUAL FALL MEETING NOTES
OCTOBER 27, 2018

SLTA

Donna Hartley brought greetings on behalf of SLTA. She noted that SLTA recently had their meeting on October 12th, 2018. They will also be meeting with the Library Engagement Panel on November 23rd.

Pilot Project: Summer Reading Club on First Nations Reserves

Ruth Barker presented on the pilot project Southeast Regional Library worked on over the summer. With funding provided by Provincial Library and Literacy Office, three of our Branch Librarians and their assistants were able to offer the TD Summer Reading Club on three of our First Nations Reserves—Ocean Man (Stoughton), Pasqua, (Fort Qu'Appelle) and Cowessess (Grenfell). Although there were some challenges, we have moved one step further developing and strengthening relationships with First Nations Reserves in our region.

Strategic Planning Update

James Richards and Kate-Lee Nolin updated Trustees on the Strategic planning process since the AGM in April. Trustees voted to accept the 2019-2021 Strategic Plan that will focus on rebranding our image: *Southeast Regional Library—Not the library you remember*. Next steps include launching the core messaging for Southeast, developing a set of brand standard templates for all branches to use, and creating an editorial content calendar for 2019.

YouTube Videos

James shared videos that were created over the summer which promote different aspects of Southeast. These videos will be launching in 2019 with hopes to create awareness of our many programs and services.

2019 Budget

Colleen Fellner and Kate-Lee Nolin presented the 2019 Proposed Budget which asked for a 2% increase which represents an approximate \$25,000 increase. The grant increase for rural municipalities went from \$11.01 to \$11.23 per capita with additional funds to be used for branch staff wages, three (3) hours of paid time, per branch, per year for hiring purposes, and 1.5% of salary for board meeting honorariums. The City (Evean and Weyburn) Grant increased from \$33.39 to \$34.05 per capita with additional funds to be used for union negotiations and continuing to strengthen young adult initiatives. The budget was unanimously approved.

Library Engagement Session

Last year, in response to the budget crisis, the Provincial Government announced a public library consultation would be taking place. These library engagement sessions are occurring throughout the province during the Fall of 2018, led by a panel of two Public Library Directors, an MLA and a Provincial Library and Literacy office representative. The panel will be meeting with Southeast Regional Library Executive Committee members in November where they will be asking a series of questions around which they plan to have a discussion and dialogue. These engagement questions were sent out to all Trustees in early October. During the afternoon session of the fall meeting we facilitated small groups to discuss further. The information gathered from the session will be shared with panel members at our November meeting and will be used to help shape the future of public libraries in Saskatchewan.

Attendance:
52 Trustees

Total Population:
58,616

Southeast Regional Library: Not the library you remember



Annual General Meeting; Saturday, April 6, 2019

Facebook: Southeast Regional Library HQ
Twitter: SRLHQ

49 Bison Avenue
Weyburn, SK
S4H 0H9
306-848-3100



DATE: November 21st, 2018

TO: Mayor Ludwig and Council

SUBMITTED BY: Jeff Ward

RE: FEDERAL REMOVAL OF COUNCIL EXEMPTION

ITEM OR INQUIRY

Effective January 1, 2019, non-accountable allowances (1/3 exemption) will be included in total income for Council Members and as a result, there will be decrease in the net take home pay. Other municipalities have taken steps to address this change in policy.

BACKGROUND AND DISCUSSION

Currently at the City of Estevan, 1/3 of the total remuneration paid to the members of Council is deemed to be paid with respect to general expenses incurred and as a result 1/3 of their compensation is not taxable. As per the CRA and federal budget released in 2017 (Bill C 44), effective January 2019 these no accountable allowance paid will be included in their income and the full salary would be taxable.

Below is the summary and difference in net pay before and after 1/3 exemption:

Current Salary	1/3 Exemption – Monthly Net Pay	No Exemption – Monthly Net Pay	Difference in Net pay (Monthly)
Council - \$14,982 Annually	\$1029.44	\$907.97	\$121.47
Mayor - \$44,945 Annually	\$3040.36	\$2676.09	\$364.27

As per the information obtained from other cities within Saskatchewan, City of Prince Albert and City of Regina have made the decision to adjust indemnities for the Mayor and Councillors so that they will be taking home approximately the same amount as they are now when 1/3 of their compensation is considered non-taxable.

OPTIONS & SOLUTIONS

The values associated with this adjustment would be as follows.

	Remuneration Report	Proposed	Dollar Increase
2018			
Mayor	\$44,945	\$51,696	\$6751
Council Member	\$14,982	\$17,034	\$2052
2019			
Mayor	\$45,844	\$52,730	\$6886
Council Member	\$15,281	\$17,375	\$2094
2020			
Mayor	\$46,761	\$53,785	\$7024
Council Member	\$15,587	\$17,722	\$2135

RECOMMENDATIONS

It was recommended that all cities take the above noted adjustments to their council for discussion as this creates a change in pay amount. Please provide administration direction on how council would like to move forward on this issue.

CITY OF ESTEVAN

BUILDING PERMIT REPORT

MONTH OF OCTOBER 2017

	# of Permits		# of Units		Dollar Values	
	2018	2017	2018	2017	2018	2017
TOTAL						
This Month	4	3	0	0	\$182,500.00	\$40,375.00
TOTAL	37	53	1	6	\$1,983,320.00	\$5,015,975.00
RESIDENTIAL						
- SINGLE FAMILY (SF)						
This Month	0	0	0	0	\$0.00	\$0.00
To Date	1	5	1	4	\$320,000.00	\$1,314,000.00
- MULTI-FAMILY (MF)						
This Month	0	0	0	0	\$0.00	\$0.00
To Date	0	0	0	0	\$0.00	\$0.00
- SECONDARY SUITES (SS)						
This Month	0	0	0	0	\$0.00	\$0.00
To Date	0	1	0	2	\$0.00	\$100,000.00
COMMERCIAL (C)						
This Month	2	0	0	0	\$105,000.00	\$0.00
To Date	9	4	0	0	\$845,720.00	\$1,645,000.00
INDUSTRIAL (M)						
This Month	0	0	0	0	\$0.00	\$0.00
To Date	4	1	0	0	\$330,000.00	\$17,500.00
INSTITUTIONAL (I)						
This Month	0	0	0	0	\$0.00	\$0.00
To Date	0	2	0	0	\$0.00	\$879,000.00
GARAGES (G)						
This Month	0	2	0	0	\$0.00	\$32,500.00
To Date	7	13	0	0	\$187,000.00	\$343,700.00
MISCELLANEOUS (MISC)						
This Month	2	1	0	0	\$77,500.00	\$7,875.00
To Date	14	27	0	0	\$300,600.00	\$716,775.00

**City of Estevan
2018
Building Permit Monthly Breakdown**

2018 Summary

Type of Construction	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	No. of Permits	Value
SINGLE FAMILY:	Permits	0	0	0	0	1	0	0	0	0	0	0	1	2
	Value	\$ -	\$ -	\$ -	\$ -	\$ 320,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000.00
MULTI-FAMILY:	Permits	0	0	0	0	\$0.00	\$0.00	0	0	0	0	0	0	0
	Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SECONDARY SUITES:	Permits	0	1.00	0	0	0	0	0	0	0	0	0	0	1
	Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMMERCIAL:	Permits	0	1	0	0	0	2	1	2	1	2	0	0	9
	Value	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 114,500.00	\$ 150,000.00	\$ 276,220.00	\$ 100,000.00	\$ 105,000.00	\$ -	\$ -	\$ 845,720.00
INDUSTRIAL:	Permits	0	3	0	1	0	0	0	0	0	0	0	0	4
	Value	\$ -	\$ 250,000.00	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000.00
INSTITUTIONAL:	Permits	0	0	0	0	0	0	0	0	0	0	0	0	0
	Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GARAGES:	Permits	0	0	0	0	2	3	0	1	1	0	0	0	7
	Value	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00	\$ 52,500.00	\$ -	\$ 12,500.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 187,000.00
MISCELLANEOUS:	Permits	1	0	0	2	2	2	2	2	0	2	0	0	13
	Value	\$ 25,000.00	\$ -	\$ -	\$ 67,500.00	\$ 90,000.00	\$ 5,600.00	\$ 12,000.00	\$ 23,000.00	\$ -	\$ 77,500.00	\$ -	\$ -	\$ 300,600.00
Mos. Totals	Permits	1	5	0	3	5	7	3	6	2	4	0	1	37
	Value	\$ 25,000.00	\$ 350,000.00	\$ -	\$ 147,500.00	\$ 512,000.00	\$ 172,600.00	\$ 162,000.00	\$ 311,720.00	\$ 120,000.00	\$ 182,500.00	\$ -	\$ -	\$ 1,983,320.00
TOTAL TO DATE:	Permits	1	6	6	9	14	21	24	30	32	36	36	37	
	Value	\$ 25,000.00	\$ 375,000.00	\$ 375,000.00	\$ 522,500.00	\$ 1,034,500.00	\$ 1,207,100.00	\$ 1,369,100.00	\$ 1,680,820.00	\$ 1,800,820.00	\$ 1,983,320.00	\$ 1,983,320.00	\$ 1,983,320.00	



DATE: November 06th 2018

TO: Jeff Ward, City Council

SUBMITTED BY: Shane Bucsis, WTP/WWTP Manager

RE: October 2018 Monthly Water Quality Report

The Environmental Management and Protection Act state that the operator staff of the Water Treatment Plant must inform the owner (Council) of the quality of water leaving the treatment facility on a monthly basis. I present the following information for this purpose for the month of October 2018.

We treated a total of 177,109,800 liters of water and pumped 137,017,990 liters into the distribution system for the month. There were no plant upsets and all regulated parameters were below government regulations except THM's. We are addressing in the new construction of a raw water line.

Month Testing Requirements of the City of Estevan Water Utility as Ordered by the Permit to Operate Waterworks May 2018 to July 2020

Testing Requirements of the Act	Parameter	Failure to meet Regulations
Bacteriological (off-site testing)	Three (3) Samples every week from representative locations in the distribution system. Repeat and Special samples resulting from follow-up to a contaminated regular sample are not considered as regular sample submission.	None

Chlorine Residual (on-site testing)	Continuously for total chlorine residual in the water entering the distribution system; AND Once (1) every 4 hours for free chlorine residual in the treated water from the filter effluent from each filter; AND At the same frequency and locations as for bacteriological sampling, for total chlorine residual.	None
Monochloramine and Free Ammonia (on-site testing)	At least once (1) per day in the water entering the distribution system;	None
Turbidity (on-site testing)	Continuously from the treated water from the filter effluent from each filter and at least once (1) per day from water entering the distribution system; AND at the same frequency and locations as for bacteriological sampling.	None
Fluoride (on-site testing)	At least twice (2) per day in the water entering the distribution system;	None
Fluoride (off-site testing)	Once (1) every week from representative locations in the distribution system.	None
Chemical -General(off-site testing)Alkalinity, Bicarbonate, Calcium, Carbonate, Chloride, Conductivity, Fluoride, Hardness, Magnesium, Nitrate, pH, Sodium, Sulphate, Total dissolved solids	Once (1) every 3 months, from the treated water at the treatment plant. One sample must be taken in each of the following periods: January to March, April to June, July to September and October to December.	None
Chemical – Health Category (off-site testing) Aluminum, Antimony, Arsenic, Barium, Boron, Cadmium, Chromium, Copper, Iron, Lead, Manganese, Selenium, Silver, Uranium, Zinc	Once (1) every year from the treated water at the water treatment plant.	None

Pesticides (off-site testing) Atrazine, Bromoxynil, Carbofuran, Chlorpyrifos, Dicamba, 2,4-D, Diclofop-methyl, Dimethoate, Malathion, MCPA, Pentachlorophenol, Picloram, Trifluralin	Once (1) every 2 years, from the treated water at the water treatment plant. The next sample to be taken in the 2018 and 2020 calendar year.	None
Trihalomethanes (off-site testing)	Twice (2) every 3 months from the water in the water distribution system. Two samples must be taken in each of the following periods of every year: (January to March, April to June, July to September, and October to December) Samples are to be collected from a representative location at the extremities of the distribution system.	Out of Compliance
Haloacetic Acids (HAA5) (off-site testing)	Twice (2) every 3 months from the water in the water distribution system. Two samples must be taken in each of the following periods of every year: (January to March, April to June, July to September, and October to December) Samples are to be collected from a representative location at the extremities of the distribution system.	None
Cyanide and Mercury(off-site testing)	Once (1) every year from treated water at the water treatment plant.	None

Organics (off-site testing) Benzene, Benzo(a)pyrene, Carbontetrachloride, Dichlorobenzene 1,2, Dichlorobenzene 1,4, Dichloroethane 1,2, Dichloroethylene 1,1, Dichloromethane, Dichlorophenol 2,4, Ethylbenzene, Monochlorobenzene, Perfluorooctanesulfonate, Perfluorooctanoic Acid, Tetrachloroethylene, Tetrachlorophenol 2,3,4,6, Toluene Trichloroethylene, Trichlorophenol 2,4,6, Vinyl chloride, Xylene	Once (1) every 2 years, from the treated water at the water treatment plant. The next sample to be taken in the 2018 and 2020 calendar year.	None
Microcystin LR or total Microcystin toxins Treated Water (off-site testing)	Once (1) every month from the treated water at the water treatment plant during the algal bloom period (May, June, July, August, September, and October)	None
Microcystin LR or total Microcystin toxins Raw Water (off-site testing)	Once (1) every month from the raw water at the water treatment plant during the algal bloom period intake (May, June, July, August, September, and October)	None
Giardia and Cryptosporidium (off-site testing)	Once (1) every 6 months and following upsets or significant events that may affect raw water quality, from the raw water entering the water treatment plant.	None
Ultraviolet Intensity (mW/cm ²) of each lamp, Lamp Status, and Flow Rate (on-site testing)	Continuously for each Ultraviolet reactor.	None
Ultraviolet Transmittance at 254nm (on-site testing)	At least once (1) per week in the water entering the Ultraviolet reactor.	None

**Month Testing Requirements of the City of Estevan Water Treatment Plant
Waste Water Discharge as Ordered by the Permit to Operate Waterworks
May 2018 to July 2020**

Testing Requirements of the Act	Parameter	Failure to meet Regulations
Chlorine Residual (on-site testing)	Once (1) every week for total residual in the water entering the receiving environment.	None
Aluminum (on-site testing)	Once (1) every month from a sample collected from the water entering the receiving environment	None
pH (on-site testing)	Once (1) every week from a sample collected from the water entering the receiving environment.	None
Dissolved Oxygen (on-site testing)	Once (1) every week in the water entering the receiving environment.	None
Total Suspended Solids (on-site testing)	Once (1) every month from a sample collected from the water entering the receiving environment.	None
Acute Lethality (off-site testing)	Once (1) every year from a sample collected from the water entering the receiving environment.	None