



City of Estevan



AGENDA REGULAR COUNCIL MEETING

December 17, 2018 at 6:00 pm

PRESENTATIONS

2018 Canada Cup Committee Recognition

ADOPTION OF THE AGENDA

1. MINUTES

- a) Minutes of Council Meeting held on December 3, 2018

2. ORIGINAL COMMUNICATIONS, DELEGATIONS AND PETITIONS

- a) SETP Committee Minutes for November 27, 2018

3. WRITTEN REPORTS OF COMMITTEES

4. EXECUTIVE REPORTS

- a) WTP Manager – Water Treatment Plant Chemical Tenders for 2019
- b) Utility Clerk – E-billing Incentive
- c) Building Inspector – Building Permit Report for November 2018
- d) Land Development – Discretionary Use of 1306 7th Street

5. INTRODUCTION OF BYLAWS

6. PUBLIC HEARINGS AND REPORTS

7. GIVING NOTICE

8. MOTIONS FROM COMMITTEE

9. CONSIDERATION OF BYLAWS

- a) Bylaw 2018-2009 Property Maintenance *2nd & 3rd Reading*
- b) Bylaw 2018-2010 Solid Waste Rates *2nd & 3rd Reading*
- c) Bylaw 2018-2011 Administrative Fees for Service *2nd & 3rd Reading*

10. INQUIRIES

ADJOURNMENT

Minutes of the Regular Council Meeting of the City of Estevan held in the Council Chambers on Monday December 3, 2018 at 6:00 p.m.

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

Presentations

Agenda

2018-289

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

Motion Carried Unanimously

Minutes

2018-290

Motion moved by Councillor Knibbs, seconded by Councillor Frank, that the Minutes of the Regular Council Meeting held on November 26, 2018, be adopted as presented.

Motion Carried Unanimously.

2019 Council Meeting Schedule

2018-291

Motion moved by Councillor Moore, seconded by Councillor Knibbs, that the 2019 Council Meeting Schedule be approved and adopted for the 2019 Council year.

Motion Carried Unanimously

SUMA Fees

2018-292

Motion moved by Councillor Hoffort, seconded by Councillor Frank, that the correspondence of SUMA be accepted as presented and approval to pay the 2019 SUMA fees for the total amount of \$11,112.85.

Motion Carried Unanimously

Introduction of Bylaws

Bylaw 2018-2010

Solid Waste Rates Bylaw

2018-293

Motion moved by Councillor Knibbs, seconded by Councillor Moore, that Bylaw 2018-2010 to set the rates for Solid Waste in the City of Estevan, be taken as having been given first reading.

Motion Carried Unanimously.

Bylaw 2018-2011

Administrative Fees

For Service

2018-294

Motion moved by Councillor Veroba, seconded by Councillor Knibbs, that Bylaw 2018-2011 to set the rates for Administrative Fees for Service in the City of Estevan, be taken as having been given first reading.

Motion Carried Unanimously.

Committee

2018-295

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

Motion Carried Unanimously

Open

2018-296

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

Motion Carried Unanimously

Adjournment

2018-297

Motion moved by Councillor Moore, seconded by Councillor Frank, that the meeting be adjourned, the time being 9:35 p.m.

Motion Carried Unanimously.

Roy Ludwig, Mayor

Judy Pilloud, City Clerk

SOUTHEAST TRANSPORTATION PLANNING COMMITTEE

Executive Meeting of November 27, 2018, 9:30 a.m.

Carlyle Town Office Council Chambers

A meeting of the Southeast Transportation Planning Committee Executive was held at the Carlyle Town Office, Tuesday, November 27, 2018, with the following in attendance.

John Brownlee – Town of Carlyle (Division 1 – Urban)
Marcel Henrion – RM #31 Storhoaks (Division 1 – Rural)
Bill Huber – SARM Representative
Dennis Hull -- RM #32 Reciprocity (Vice-Chair)
Kevin Kish – Town of Kipling (Division 3 – Urban)
Alan Lindsay – Senior Transportation Planner, MHI
Dennis Moore -- City of Estevan (Division 2 – Urban/CHAIRMAN)
Dan Nicurity – Town of Wawota (Division 4 – Urban)
Judy Riddell – Administrative Support
Gary Sweeting – RM #91 Maryfield (Division 4 – Rural)

ABSENT: Del Block -- RM #5 Estevan (Division 2 – Rural/2nd Vice); Chris Baran – RM #155 Wolseley (Division 3 – Rural); Lori Stephan – SUMA Representative.

ALSO PRESENT: Keith Erick, Town of Arcola; Pat Shiels, Town of Stoughton; Dale McAuley, RM #121, Moosomin; James Trobert, RM #5, Estevan.

The Executive meeting was called to order at 9:30 a.m. by Chairman Dennis Moore.

THE FOLLOWING ITEMS OF BUSINESS WERE DISCUSSED:

COUNCIL APPOINTMENTS 2018:

RM's: **Antler #61** – Ron Henderson/Brian Poirier; **Benson #35** – David Hoffer; **Brock #64** – Paul Cameron; **Browning #34** – Brian Fornwald/Dennis Christensen; **Coalfields #4** – Terry Sernick/Leonard Johnson; **Enniskillen #3** – Barry Fitzpatrick; **Estevan #5** - Del Block/Doug Blue; **Martin #122** – Ray Donald; **Maryfield #91** – Gary Sweeting; **Moose Creek #33** – Phil Yanchycki/Kelvin Luedtke; **Moosomin #121** – Garnet Fawcett; **Moose Mountain #63** – Jack Wilson; **Mt.Pleasant #2** – Terry Macfarlane; **Reciprocity #32** – Dennis Hull/Steven Bendtsen; **Silverwood #123** – Marlin Stutt; **Walpole #92** – John White/Wade Porter; **Wawken #93** – Hector Lamontagne/Darrell Petterson.

TOWNS/CITY: **Bienfait** – No appointment to date; **Estevan** – Dennis Moore; **Kennedy** – Linc Brickley; **Kipling** – Kevin Kish; **Stoughton** – Pat Shiels; **Wawota** – Dan Nicurity.

COUNCIL APPOINTMENTS 2019: RM Estevan #5 – Del Block/James Trobert; RM Antler #61 – Ron Henderson/Brian Poirer; RM Mount Pleasant #2 – Terry Macfarlane; RM Argyle #1 – Allen Henderson/Sheldon Jeffrey; RM Brock #64 – Paul Cameron; RM Reciprocity #32 – Dennis Hull/Steven Bendtsen; RM Silverwood #123 – Marlin Stutt.

CHAIRMEN'S MEETING: A Chairs' meeting will be held December 11, 2018, Saskatoon, along with an Athabasca Basin Tour. Dennis Hull will attend.

Saskatchewan Heavy Construction Association: Dennis Moore did not attend the conference November 15-16, 2018. Shantel Lipp, CEO of the Association would like 30 minutes to present the SHCA Provincial Economic Growth Plan policy paper to the SETPC. It was suggested the AGM may be the optimum opportunity.

MOU Discussion & Motion to Approve: *the Draft Memorandum of Understanding regarding a working relationship between Saskatchewan Ministry of Highways and Infrastructure and the Provincial Area Transportation Planning Committees was accepted as presented.*

ROAD UPDATES/CONCERNS: (Note: Kurt Whitford, MHI was in attendance to report.)

- Paving of Hwy 13 and 8 through and south of Redvers is has been completed; ditches reworked.
- Town of Arcola will be meeting with MHI regarding turning lane concerns December 14, 2018.
- The RM of Reciprocity and RM Moose Creek partnering for the clay capping of #361 -- the plan is still to tender in 2018, and build in 2019.
- #47 south of Estevan: Westmoreland contacted the SETPC office and reported they are concerned about this crossing and are working on a solution which may entail mud jacking or equivalent procedure; doing a cost-analysis. Time of year to do this work is concerning, and may require waiting until 2019 for weather appropriate for construction work. Signage continues to be a concern.
- Kurt Whitford noted that some preliminary engineering work is being completed on #48 east of #8.
- Rail crossings still on the radar – Bienfait and Peebles.

Chairman _____ Secretary _____ Date _____

- The lack of sloping on #18 east to Estevan reviewed by Kurt Whitford and appears to be a standard engineering design. There was concern expressed regarding the many speed zones (at least three), through this portion of highway.
- Moosomin Bypass: Dale McAuley of RM #121 Moosomin was in attendance and reported that the town and RM are unanimous in their support of a truck bypass. This would remove much heavy traffic from Main Street. The SETPC EWC agreed to forward a letter of support to MHI regarding the proposed truck bypass.
- #361 east of Alida requires more 'bump' signs.
- MHI policy as to MHI hot-line road condition updates was discussed. Kurt Whitford will forward the web-address for distribution to the EWC.

MHI: Alan Lindsay advised that the two ATPCs who have completed the required Transportation Plan Update (SETPC & NETPC), will be part of a pilot project whereas each Executive Working Committee member will be granted the opportunity to nominate up to three projects each for candidate projects for capital upgrade. (Capital upgrade treatments are typically related to: widening, re-surfacing, upgrading to primary weight, gravel reversion, intersection improvements, etc.) Suggested submission date: March 31, 2019.

SARM: Bill Huber reported that three SARM delegates (including Bill) and four SARM staff, travelled to Ottawa to lobby on issues of concern to Saskatchewan and western Canada. The following concerns were discussed:

- Bill C-49 -- Spoke to Minister McCauley with regard to how the changes in the bill are going to improve grain movement! The bill has been passed in the house.
- Deregistration of strychnine (used in the control of the Richardson ground squirrel, aka gophers) – met with the PMRA (Pest Management Regulatory Association) to try and convince them to work with Health Canada to leave the registration in place at least until they have a product to replace it that is as effective.
- USCMCA (the new NAFTA).
- Oil pipelines/job losses in the petroleum industry in Western Canada;
- Carbon Tax.
- ILO's – the new committee formed by the ministry of agriculture chaired by MLA Steven Bonk. SARM has representatives on the Board and its purpose is to work with SARM and other Ag groups to help establish and encourage intensive livestock operations in Saskatchewan.
- Tire Stewardship Saskatchewan – continuing concern regarding legacy stock piles. Will be meeting with Brad Colin to discuss this concern.

Bill Huber also noted that the SARM Midterm Convention held in Saskatoon was well attended; also, that the Fields on Wheels Conference in Winnipeg was very informative.

NEXT REGULAR MEETING – Tuesday, January 22, 2019 – 9:30 a.m. Carlyle Town Office.

Adjournment: Kevin Kish. 12:00 p.m.

NOTE: All SETPC meetings are open to representatives from member municipalities, but voting privileges are granted to the Executive Working Committee (EWC) only. The EWC is comprised of elected or appointed municipal representatives who have been nominated and elected to the Executive Committee at the Annual General Meeting held each year in March. Per diems and mileage are paid to EWC members only. For more information, call Judy Riddell, Administrator, (306) 453-2557.



DATE: December 6, 2018

TO: Jeff Ward, City Manager – Mayor and Council

SUBMITTED BY: D. Shane Bucsis, Water and Wastewater Manager

RE: Water Treatment Plant Treatment Chemical Tender 2019

ITEM OR INQUIRY

A public tender opening was held at City Hall at 3:00 PM Tuesday, December 4th, 2018 for the treatment chemicals used at the WTP.

BACKGROUND AND DISCUSSION

- Univar submitted tenders but it does not meet our guidelines for a valid submission. All their pricing was subject to change after the first quarter and was not fixed from January 1st, 2019 to December 31st, 2019.
- We will be switched the form we feed Potassium Permanganate this year. For this reason, we tendered a different product than last year. It is 5% more expensive per Kg, but we use 35% less of the product to achieve the same result. This will be a savings in the long run.
- All prices include taxes and shipping.
- All low bids are within the amounts we have budgeted for 2018
- Deposits are not included and are returned when the containers are returned.
- All Chemicals must be certified as NSF for water treatment.
- Brenntag acquired Canadian Colors & Chemicals Ltd. For this reason, they did not submit a bid. This increased the cost of a chemical they were awarded last year to increase by 40%.

- Brenntag and Cleartech came in with the same price per Kg for Chlorine Tonners. As our tender guidelines if 2 prices are the same, we have the right to go with the same person awarded last year. In this case Cleartech was awarded the contract last year.
- There is a slight difference between Cleartech and Brenntag in the final cost for Chlorine due to Tonner Rounding calculations.

OPTIONS & SOLUTIONS

The tenders were as follows:

Aluminum Sulphate - Water Treatment Plant

Border Chemical Company Ltd.	\$ 72,870.00	(\$347.00/tonne)
Chemtrade West Ltd	\$ 84,420.00	

Liquid Chlorine – Water Treatment Plant

Brenntag Canada Inc.	\$ 20,956.32	
ClearTech Inc.	\$ 20,951.70	(\$1.10/Kg)

KMnO4 – Water Treatment Plant

ClearTech Inc.	\$ 22,386.00	(\$5.33/Kg)
Brenntag	\$ 24,872.40	
Univar	\$ 31,346.40	

Ammonium Sulphate – Water Treatment Plant

ClearTech Inc.	\$ 16,800.00	
Brenntag	\$ 14,595.00	(\$2.78/Kg)
Univar	\$ 22,810.50	

Hydrofluosillic Acid HFS (fluoride)

ClearTech Inc.	\$ 11,435.42	
Brenntag Canada Inc.	\$ 10,045.73	(\$1.3288/KG)
Univar	\$ 25,734.24	

Sodium Hydroxide Solution

Brenntag Canada Inc.	\$ 63,121.80 (\$0.8588/Kg)
ClearTech Inc.	\$ 69,090.00
Univar Canada	\$ 87,801.00

RECOMMENDATIONS

- This division recommends the tenders be awarded to the lowest bidders as follows:
 - Aluminum Sulphate tender be awarded to Border Chemical as per their tendered price of \$72,870.00. A 6% increase in pricing from last year.
 - Chlorine for the Water Treatment Plant tender be awarded to Clear Tech as per their tendered price of \$20,951.70. A 12% increase in pricing from last year.
 - KMnO4 for the Water Treatment Plant tender be awarded to ClearTech Inc. as per their tendered price of \$22,386.00. A 5% increase in pricing from last year.
 - Ammonium Sulfate for the Water Treatment Plant tender be awarded to Brenntag as per their tendered price of \$14,595.00. A 39% increase in pricing from last year.
 - HSF Acid (Fluoride) tender be awarded to Brenntag as per their tendered price of \$10,045.73 shipping included. A 0.1% increase in pricing from last year.
 - Sodium Hydroxide Solution Tenders be awarded to Brenntag as per their tendered price of \$60,116.80 shipping included. There was an 8% decrease in pricing from last year.

DELEGATED AUTHORITY

The disposition of this report is within City Council's authority, and the WT/WWT business Division is waiting authorization from Council to proceed with using the noted distributors for the supply of water treatment chemicals for 2019.



DATE: December 11, 2018

TO: Mayor Roy Ludwig & Council

SUBMITTED BY: Jeff Ward (City Manager) c/o Stacey Naka (Utilities Clerk)

RE: Incentives Programs

ITEM OR INQUIRY

Proposal for two incentive programs in 2019 for Utilities.

1. Signing up for electronic billing
2. Signing up for pre-authorized payments

BACKGROUND AND DISCUSSION

1. Signing up for electronic billing

Due to postal strikes and the continuous increase in postage, we are trying to encourage customers to sign up for electronic billing to receive their bills via email.

2. Signing up for pre-authorized payments

To avoid missed bills and penalties, we are encouraging customers to sign up for pre-authorized payments to have withdrawn from their accounts on their bills due date.

OPTIONS & SOLUTIONS

1. Signing up for electronic billing

We would like to offer 4 draws over the year of 2019 (1 per quarter) for every person who signs up (or has signed up) for e-billing. Each draw would be for a \$250 credit (average bi-monthly bill) on their utility bill.

Once a person wins, they will not be eligible to win again.

Moving Estevan Forward →

2. Signing up for pre-authorized payments

We would like to offer two draws over the year of 2019 (One in June and one in December) for every person who signs up (or has signed up) for pre-authorized payments. The draw would be for an iPad (value of \$500).

RECOMMENDATIONS

I recommend that we do something to encourage people to sign up and that in the long run the costs of the draws would be made up in the amount of postage saved on sending out bi-monthly bills and reminder notices.

CITY OF ESTEVAN

BUILDING PERMIT REPORT

MONTH OF NOVEMBER 2018

	# of Permits		# of Units		Dollar Values	
	2018	2017	2018	2017	2018	2017
TOTAL						
This Month	1	5	0	3	\$2,000.00	\$891,500.00
TOTAL	38	57	1	9	\$1,985,320.00	\$5,907,475.00
RESIDENTIAL						
- SINGLE FAMILY (SF)						
This Month	0	3	0	3	\$0.00	\$803,000.00
To Date	1	7	1	7	\$320,000.00	\$2,117,000.00
- 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	0	0	0	0	\$0.00	\$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	0	0	0	\$0.00	\$0.00
To Date	7	13	0	0	\$187,000.00	\$343,700.00
MISCELLANEOUS (MISC)						
This Month	1	2	0	0	\$2,000.00	\$88,500.00
To Date	15	29	0	0	\$302,600.00	\$805,275.00

**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	1	0	14
	Value	\$ 25,000.00	\$ -	\$ -	\$ 67,500.00	\$ 90,000.00	\$ 5,600.00	\$ 12,000.00	\$ 23,000.00	\$ -	\$ 77,500.00	\$ 2,000.00	\$ -	\$ 302,600.00
Mos. Totals	Permits	1	5	0	3	5	7	3	6	2	4	1	1	38
	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	\$ 2,000.00	\$ -	\$ 1,985,320.00
TOTAL TO DATE:	Permits	1	6	6	9	14	21	24	30	32	36	37	38	
	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	\$ 1,985,320.00	\$ 1,985,320.00	



DATE: Dec 12, 2018

TO: Mayor and Council
 Jeff Ward, City Manager

SUBMITTED BY: Land Development Services

DP053-2018

Land Development Services has received an application for development approval. Details are provided below:

Application No.	DP053-2018
Proposed Use	Massage Studio
OCP Designation	Commercial
Zoning Designation	Commercial – C3, <i>Professional Offices</i>
Bylaw Compliance	Compliant

PROPOSAL:

The proposal is to locate a massage studio at an existing multi-bay building at 1306 – 7th Street. The proposed use fits with professional offices which is a discretionary use in the subject zoning district. The property is serviced and has sufficient parking.

The applicant originally applied as a home based business with the massage service being a mobile unit. This was followed a few weeks later with a proposal for a store front business.



LAND USE ISSUES:

None. The matter was referred to Estevan Police Services for a routine check into compliance with the City's massage parlour bylaw. EPS responded with no issues. The business owner is a registered massage therapist in the Province of Saskatchewan.

RECOMMENDATION(S)

Land Development Services recommends an approval of this proposed business subject to standard conditions, which would include ongoing compliance with the City's massage parlour bylaw.

Note: This report was prepared on December 12, 2018. Should any information that would change the content of this report be submitted prior to the Council meeting it will be brought forward at that time.