

**Minutes from Regular Council Meeting
August 21, 2018**

PRESENT:

Deputy Mayor Parent, Councillors Szczepanski, Klein, and Currie; and Chief Administrative Officer Samantha Gillies and Assistant Administrator Ruth Solie

REGRETS

Mayor Leier, Councillor Baker

082-18 A quorum being present Deputy Mayor Parent called the meeting to order at 7:01 PM.

083-18 **Councillor Szczepanski** that the agenda be accepted as presented with the following additions:

- Spray grass
- Thank you
- Foreman backup
- Subdivision update
- Recycle program
- Education
- Assistant update
- Zoning Bylaw Amendment

Carried

084-18 **Councillor Currie** that the minutes from the regular meeting of July 17, 2018 are accepted as presented and filed.

Carried

Delegation – Dakota Jackson

Ms. Jackson presented a business proposal to open a wellness centre in Sedley.

085-18 **Councillor Klein** that the correspondence is accepted as presented and filed.

Carried

086-18 **Councillor Currie** that The Tree Medic is contracted to inspect elm trees in the Village and remove and dispose of the wood.

Carried

087-18 **Councillor Szczepanski** that the Accounts Payable for August 21st, 2018 totaling \$76,124.07 are approved and bills are paid.

Carried

088-18 **Councillor Currie** that the Financial Statement and Bank Reconciliation for the month ended June 30th, 2018 are accepted and filed.

089-18 **Councillor Currie** that the following policies are adopted:

General Government – Fire Escape Procedures - In the event of a fire at the Village Office, the post mistress, Chief Administrative Officer and any residents collecting mail will exit the building via the front door. The post mistress, Chief Administrative Officer and Assistant Administrator will meet across the street in front of the Sedley Mall. Any residents may return to their homes provided first aid assistance isn't required. Should the fire be blocking the front door exit, the back door exit will be utilized. The post mistress and Chief Administrative Officer will meet across the street in front of the Sedley Mall. Any residents may return to their homes provided first aid assistance isn't required. The fire extinguisher is located in the vault area.

General Government – Fire Drill - The Chief Administrative Officer will perform a fire drill semi-annually at her discretion.

Utilities - Sewer Backups and Blockages - Sedley will not cover personal out-of-pocket expenses related to a sewer problem. These types of expenses will not be reimbursed.

**Minutes from Regular Council Meeting
August 21, 2018**

If a sewer backup is the result of a blockage and the blockage is determined to be on the property owner's side of the property line, all costs associated with repairing the blockage will be borne by the property owner. If the blockage is determined to be on the Village side of the property line, costs associated with repairing the blockage will be borne by the Village.

Further, significant emergency repairs that are Village responsibility require a quorum of council prior to proceeding with the repair.

Transportation Services – Village Truck - The operator of the Village truck is responsible for the actual possession, care and use of the company truck. The operator's responsibility include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicle to authorized drivers.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the CAO.

The foreman is able to keep the vehicle at his home for business use. When on vacation, the truck should be parked in the shop with the keys available in case it is needed. The operator will not smoke or allow others to smoke in the truck. The operator will not operate the vehicle under the influence of alcohol and / or drugs or allow others to do so. The use of a cellular or mobile phone while operating the truck is prohibited. The truck will be used for the purpose of conducting Village business only. No personal use is permitted. No passengers will be transported in the truck unless employed by the Village. Truck must be kept clean inside and out. A maintenance log using the form provided by the CAO will be kept to record mileage, maintenance performed, etc. and kept up-to-date on a daily basis. Regularly scheduled maintenance according to the owner's manual will be conducted including oil changes every 5,000 km. Logs will be submitted to the Chief Administrative Officer on a monthly basis by the 15th of each month. When travelling on Village business, errands, etc. will be consolidated to maximize mileage and fuel consumption. In the event of an accident, call the police and obtain a copy of the police report. The accident will be reported to the CAO within 24 hours. Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. Report moving violations to CAO within 24 hours. Foreman will ensure that first aid kit, fire extinguisher, flash light, highway markers and other equipment is readily available in the truck in the case of emergency. First aid kit and fire extinguisher to be inspected and maintained as required.

Utilities – Water Meter Replacement - Water meters will be purchased by the Village of Sedley. Installation of the meter is the responsibility of the home owner. Should there be a problem with a meter, the meter will be replaced at the discretion of the Village or repaired at the Village's expense.

Carried

A BYLAW FOR THE VILLAGE OF SEDLEY TO AMEND THE ZONING BYLAW

089-18 Councillor Szczepanski that Bylaw No. 2018-02 known and the Zoning Amendment Bylaw is introduced and read for a first time.

Carried

**Minutes from Regular Council Meeting
August 21, 2018**

- 090-18 Councillor Klein that Bylaw No. 2018-02 is read a second time. Carried
- 091-18 Councillor Currie that Bylaw No. 2018-02 is given three readings at this meeting. Carried
- 092-18 Councillor Szczepanski that Bylaw No. 2018-02 known as the Zoning Amendment Bylaw is read a third time and adopted. Carried
- 093-18 Councillor Currie that the Assistant Administrator attend the Parks Management Course in September. Carried

The next regular meeting of council will be held September 116, 2018 at 7:00 PM in the Village Office.

- 094-18 Councillor Szczepanski that the meeting be adjourned at 9:09 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER