

**Minutes from Regular Council Meeting
September 18, 2018**

PRESENT:

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

095-18 A quorum being present Mayor Parent called the meeting to order at 7:01 PM.

096-18 **Councillor Szczepanski** that the agenda be accepted as presented with the following additions:

- Door-to-Door sales
- Broadway culverts
- Slow signs
- Summer Students
- Fall cleanup
- Trees for park
- Library
- Deis main

Carried

097-18 **Councillor Parent** that the minutes from the regular meeting of August 21, 2018 are accepted as presented and filed.

Carried

098-18 **Councillor Currie** that the correspondence is accepted as presented and filed.

Carried

099-18 **Councillor Baker** that the Accounts Payable for September 16th, 2018 totaling \$57,583.83 are approved and bills are paid.

Carried

100-18 **Councillor Parent** that the Financial Statement and Bank Reconciliation for the month ended July and August 2018 are accepted and filed.

Delegation – Shaun Folden, Harvard Western Insurance

The insurance policy for the Village and other entities under its umbrella was reviewed and updated as required.

101-18 **Councillor Currie** that the following policies are adopted:

Protective Services – Fire Department Responses to MVA's - Payments received from SGI for the fire department response to motor vehicle accidents will be deposited into the Village account and make up part of grant monies provided to the Fire Department on an annual basis.

Transportation Services - When using a skid steer to remove snow from a property, the operator of the skid steer will have to remove the snow to the designated snow stockpiling area. This area is located south of Sedley Street behind the Access Communications building. Should snow be stockpiled in any other area of the Village, the skid steer operator will be asked to move it. If this is not completed within 7 days, the Village will move the snow to the proper area and the skid steer operator will be responsible for costs associated with the removal. Costs are based on the current fee schedule accepted by council.

Transportation Services – Back Alley Maintenance - Back alleys are Village property and will be maintained by Village. Trees, shrubs, etc. will be trimmed by Village staff. If a tree requires trimming, etc. and is in good shape, a letter will be sent to the owner indicating we are doing the work.

General Government – Code of Conduct - In addition to conduct identified in the Employee Code of Conduct the following policies will apply:

- No employee or member of council shall accept gifts of cash from customers, colleagues, rate payers or other stakeholders.

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- Gifts valued at less than \$50 may be accepted from customers, colleagues, rate payers or other stakeholders. Gifts valued at more than \$50 must be approved by the Chief Administrative Officer or the Mayor or Deputy Mayor. An exception would be a Christmas or other monetary bonus as determined by Council as a whole at a meeting with quorum.

If an employee fails to disclose a conflict or potential conflict, in writing, the following process is in place:

1st offence disciplinary letter, copy to be placed in the employee's file

2nd offence mandatory enrolment in ethics training

3rd and subsequent offence short or long term suspension up to and including termination of employment

General Government – Social Media - When a volunteer committee wishes to manage a Facebook page, all posts must obtain approval from the Village Office prior to posting.

Utilities – Water Meter Policy - When a new meter is installed in a new house/business there is a \$40 meter deposit fee. The meter will be installed by a qualified plumber. The plumber must obtain a plumbing permit from the Village Office and pay the appropriate fee. The plumber will also provide the Chief Administrative Officer/Assistant Administrator the following information:

- Size
- Manufacturer
- Serial number
- Location
- Installation date

The plumber will also ensure the sensor to read the meter is installed outside the home.

General Government – Business Licenses - Should a business (home or commercial) not pay the fee associated with its license, the license will be revoked in the 2nd year if payment is not received by March 31st. The business license cannot be issued for a period of 3 years.

Carried

The next regular meeting of council will be held October 16, 2018 at 7:00 PM in the Village Office.

102-18 Councillor Szczepanski that the meeting be adjourned at 8:54 PM.

MAYOR

CHIEF ADMINISTRATIVE OFFICER