

Town of Strasbourg

Regular meeting of Council held in the Town Council Chambers
Strasbourg, Saskatchewan

Wednesday, July 25, 2018



Present: Mayor: Kelvin Schapansky
Council Members: Kevin Flavel
Bernie Josephson
Murray Kondratiuk
Ernie Oblander
Administrator: Jennifer Josephson
Absent: Cliff Eisler

A quorum being present, Mayor Schapansky called the meeting to order at 7:00 p.m.

Declarations No declarations of conflict of interest or financial interest were made.

Minutes - Regular 193/2018 Kondratiuk:Josephson
"THAT the minutes from the July 11, 2018 regular meeting of Council be approved as presented by the Administrator."

CARRIED

Delegation Glenna Frizzell and Len Cantin of G & L Developments joined the meeting at 7:01 p.m. to report on the progress made with the new development on the north end of the Town of Strasbourg. Ashley Beaton of Beaton Planning was also in attendance. Ms. Frizzell and Mr. Cantin left the meeting at 7:58 p.m. Ms. Beaton left the meeting at 8:10 p.m.

G&L Concept Plan 194/2018 Kondratiuk:Oblander
"THAT the Town of Strasbourg accept the revised concept plan as submitted by G & L Developments for the new development on the north end of the Town of Strasbourg providing that enough land is dedicated as Municipal Reserve (MR) as per required legislation."

CARRIED

Reports 194/2018 Kondratiuk:Flavel
"THAT the Town of Strasbourg acknowledge the following meeting reports:
a) Water Security Agency Waterworks Compliance Inspection Report
b) Water Security Agency Wastewater Compliance Inspection Report
c) July 2018 Verbal Public Works Report
d) Council Reports
a. Councillor Josephson reported on a meeting he had with the Strasbourg Fire Chief.
b. Councillor Flavel discussed the ceiling repair that needed to happen in the Strasbourg Memorial Hall lobby."

CARRIED

Councillor Oblander left the meeting room at 8:50 p.m. and returned at 8:54 p.m.

Office Services Clerk 195/2018 Josephson:Oblander
"THAT the Town of Strasbourg hire Crystal Mytopher as Office Services Clerk starting at \$18.91 per hour or \$36,874.50 per year with a start date of August 1, 2018."

CARRIED


Mayor

Asset Management 196/2018 Kondratiuk:Schapansky

Terms of Reference "THAT the Town of Strasbourg approve the Asset Management Terms of Reference which is attached hereto and forms part of these minutes."

CARRIED

Bylaw 390/18 197/2018 Oblander:Kondratiuk

"THAT Bylaw No. 390/18, also known as the Bylaw to Repeal Other Bylaws, be introduced and read for the first time."

CARRIED

Bylaw 390/18 198/2018 Josephson:Flavel

"THAT Bylaw No. 390/18, also known as the Bylaw to Repeal Other Bylaws, be read a second time."

CARRIED

Bylaw 390/18 199/2018 Schapansky:Kondratiuk

"THAT Bylaw No. 390/18, also known as the Bylaw to Repeal Other Bylaws, be given three readings at this meeting."

CARRIED UNANIMOUSLY

Bylaw 390/18 200/2018 Oblander:Flavel

"THAT Bylaw No. 390/18, also known as the Bylaw to Repeal Other Bylaws, be read a third time and finally adopted."

CARRIED

Adjourn 201/2018 Kondratiuk:

"THAT this meeting of the Council of the Town of Strasbourg be adjourned."

CARRIED

Time: 9:29 p.m.

Mayor



Administrator

Mayor

Town of Strasbourg Asset Management Team - Terms of Reference

1. PURPOSE

The Asset Management Team (AMT) has been established for the express purpose to implement and maintain Asset Management practices for the Town of Strasbourg ("Town").

2. OBJECTIVES

- To uphold the service level expectations of the community;
- To develop, implement and execute Asset Management (AM) strategies, plans and procedures;
- To build resilience and sustainability through the active, enduring pursuit of AM best practices; and
- To improve the Town's AM knowledge (competency) through staff training and development; and through active participation in AM industry/peer groups.

3. COMPOSITION

AMT Permanent Members	Function / Contribution	Current
Administrator	Chairperson & AM Executive Director	Jennifer Josephson
Public Works Foreman	AM Field Operations & Plan Execution	Tyler Hilderman
Councilor 1	Executive Support & AM Process Oversight	Kelvin Schapansky
Councilor 2 (opt)	Executive Support & AM Process Oversight	Bernie Josephson

AMT Non-Permanent Members (as required)	Function	Current
Assistant Administrator	AM Executive Director Support	Sandy Frison
Assistant Public Works Foreman	AM Field Operations Support	Keith Hilderman

AMT Occasional Members (as requested)	Function	Current
AM Consultant	Asset Management Process Advisor	Derek Burden, BBNR Solutions Management
Asset Class or Service Consultant(s)	Technical Asset Advisor (Engineering Consultant, Mechanical Contractor, etc.)	Walker Projects Inc. Municipal Utilities

4. ROLE OF THE CHAIRPERSON

- Lead, organize and facilitate the efforts of the AMT to implementation AM and maintain it's ongoing function;
- Ensure the AM implementation is adequately resourced (\$ and people);
- Invite the participation of Non-Permanent Members and Occasional Members to the AMT meeting(s), as deemed necessary; and
- Communicate AMT progress/updates to the Council (and the community, as deemed appropriate).

5. AMT ROLES AND RESPONSIBILITIES

- Ensure that AM practices engaged reflect the principles outlined in the Town's AM Policy.
- Monitor AM implementation progress.
- Create a reporting framework for conveying the on-going status of AM to Council (and the community, as deemed appropriate).
- Ensure that the most accurate information available is presented to Council for their deliberations.
- Create and maintain a repository for AM information (in addition to information for Asset Registry reporting requirements).
- Develop measures for tracking AM performance.
- Create and deliver appropriate AM strategies.
- Participate in the development and implementation of AM Plans.
- Ensure uniform application of AM practices across major asset classes/services.
- Ensure the integration of AM information with financial planning and reporting.
- Create and support processes and practices that improve the stewardship of Town assets.
- Ensure that personnel with AM responsibilities are given adequate training and development.

6. PERMANENT MEMBER CONTINUITY

- In the event of a vacancy of management personnel within the pool of AMT Permanent Members, "Assistants" from the pool of Non-Permanent members will be expected to step-into the day-to-day AM processes on an 'Acting' basis. 'Acting' personnel are not expected to organize, lead or participate in AMT meetings.

7. MEETINGS

7.1. AGENDA

- A meeting agenda will be produced by the AMT Chairperson and circulated to participants prior to the meeting.

7.2. FREQUENCY

Town of Strasbourg Asset Management Team - Terms of Reference

- During the AM implementation phase, meetings will be held bi-monthly.
- Post-implementation, the AMT meetings will be held 3 or 4 times per year.
- The Chairperson has the final discretion on AMT frequency.

7.3. MEETING NOTES

- The Chairperson is responsible for producing AMT meeting notes or designating someone at the meeting to keep notes. AMT Meeting notes will be shared with AMT members following the meeting.

7.4. THE WAY WE PLAY

- Everyone participates.
- Respect everyone's contribution and their right to inquiry.
- AM Data will be utilized to make decisions as much as possible.
- Decisions will be finalized through consensus. This means that while not everyone will agree with a decision made, outside of the AMT meeting, everyone will publically support the decision of the team.
- Respect everyone's time – stick to the agenda as much as possible; start and finish on time.
- Be prepared to voluntarily report-out about progress on assigned tasks.
- Complete assigned tasks on time.
- Review the circulated agenda and come prepared for the meeting.

Town of Strasbourg



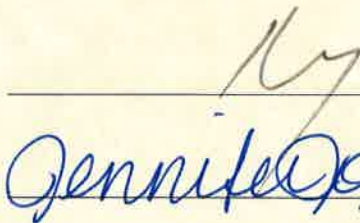
BYLAW NO. 390/18 REPEAL PREVIOUS BYLAWS


A BYLAW OF THE TOWN OF STRASBOURG, IN THE PROVINCE OF SASKATCHEWAN, TO REPEAL PREVIOUS BYLAWS

The Council of the Town of Strasbourg in the Province of Saskatchewan enacts as follows:

1. The following Bylaws are hereby repealed:
 - a) 28/65 - A Bylaw to sign an agreement with the Last Mountain Pioneer Home to purchase stock
 - b) 29/65 - A Bylaw re: stock purchases with the Last Mountain Pioneer Home
 - c) 32/65 - A Bylaw to authorize purchase of shares in a credit union
 - d) 45/69 - A Bylaw regarding expropriation of SW 26-24-22 W2
 - e) 118/78 - A Bylaw authorizing agreement with Saskatchewan Housing Corporation
 - f) 125/79 - A Bylaw to provide for the closing of a portion of George Street
 - g) 130/80 - A Bylaw to provide for entering into an agreement to erect and maintain a municipal office building
 - h) 145/82 - A Bylaw to designate the old office as having historical value
 - i) 212/88 - A Bylaw regarding a fire alarm system
 - j) 270/99 - A Bylaw to control the disposal of scrap tires
 - k) 281/01 - A Bylaw to authorize an agreement with the Strasbourg and Community Recreation Centre
 - l) 307/06 - A Bylaw for entering into an agreement with other municipalities for the purpose of establishing a public utility board
 - m) 313/08 - A Bylaw to repeal previous bylaws
 - n) 353/15 - A Bylaw to repeal previous bylaws
 - o) 377/17 - A Bylaw to establish a lagoon agreement
2. This Bylaw shall come into force on the date of final approval by the Council of the Town of Strasbourg.

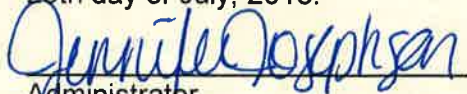




Mayor


Administrator

Certified to be a true copy of Bylaw
No.390/18 adopted by the Council
of the Town of Strasbourg, on the
25th day of July, 2018.



Administrator

