



Executive Committee

Scoop Lewry Room, 2nd Floor, City Hall

Monday, February 26, 2018

To commence immediately following the City Council Meeting.

TO: MEMBERS OF THE EXECUTIVE COMMITTEE

Mayor F. Tolmie	Councillor B. Swanson
Councillor D. Mitchell, Chairperson	Councillor C. Warren
Councillor C. Froese	Councillor D. Luhning
Councillor S. McMann	

Please be advised that Chairperson, Councillor Mitchell, has called an Executive Committee meeting on Monday, February 26, 2018 immediately following the City Council meeting in the Scoop Lewry Room, 2nd Floor, City Hall, in order to deal with the following:

AGENDA

1. Reports of Advisory Committees:
 - a. Transportation Services Advisory Committee, January 25, 2018
 - b. Special Needs Advisory Committee, February 8, 2018
 - c. Youth Advisory Committee, February 8, 2018
2. Report dated February 21, 2018 from the Department of Engineering Services, **re: Request to Address the Committee Regarding Service Connection Billing.**
3. Confidential Procedural Matter
The confidential procedural matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 15.

The Next Standing Committee Meeting is scheduled for Monday, March 12, 2018 (provided there are items to consider).

Minutes of the Transportation Services Advisory Committee meeting held on Thursday, January 25, 2018 at 2:00 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Shane Warren, Vice-Chairperson, Citizen-at-Large
Councillor Chris Warren, Council Representative
Karen Sander, Citizen-at-Large
Barry Stewart, PSSD Representative
Sandy Gessner, HTCSD Representative
Daryl New, Special Needs Advisory Committee Representative

ABSENT: Rece Allen, Citizen-at-Large
James Allonby, Citizen-at-Large

ALSO: Neil Robertson, QC
Myron Gulka-Tiechko, City Clerk/Solicitor
Josh Mickleborough, Director of Engineering Services
Sergeant Kevin Pilsworth, MJPS
Bill Anderson, Acting Transit Manager, Fleet Manager
Katelyn Soltys, Assistant City Solicitor
Pearl Anderson, Recording Secretary

PART 1 - NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Shane Warren, Vice-Chairperson, called the meeting to order at 2:03 p.m.

PART 2 - NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of Agenda

Moved by Councillor Warren
THAT the agenda be adopted as presented.

Carried.

PART 3 - NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Minutes - September 20, 2017

Moved by Karen Sander
THAT the minutes of the Transportation Services Advisory Committee dated September 20, 2017 be received as presented.

Vote Delayed by Question.

Councillor Warren asked the Director of Engineering Services if Jeff Galbraith has been contacted as noted in the September 20, 2017 Transportation Services Advisory Committee minutes. Mr. Mickleborough advised he had left a voice mail for Mr. Galbraith and that he will follow up.

The Motion was Carried.

PART 4 – APPROVAL (TABLED) AND NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

4.1 NO APPROVAL OF COUNCIL REQUIRED

Re: Raymond Jones

Considered was a letter from Raymond Jones addressing concerns with large trucks using Home Street West as a truck route.

Moved by Councillor Warren

THAT Mr. Raymond Jones be permitted to address members of the Transportation Services Advisory Committee regarding truck traffic on the 400 block of Home Street West.

Carried.

Mr. Jones addressed members of the Transportation Services Advisory Committee expressing concerns with large trucks using the 400 block of Home Street West as a trucking route.

Sergeant Kevin Pilsworth, Moose Jaw Police Service, advised that the police service will conduct an assessment and monitor the situation.

Moved by Shane Warren

THAT the letter from Raymond Jones regarding concerns with truck traffic on the 400 block of Home Street West, be received and filed.

Carried.

4.2 APPROVAL TABLED TO NEXT MEETING

Re: Traffic Bylaw

Considered was a report dated January 18, 2018 from the City Clerk/Solicitor's Department transmitting the draft Traffic Bylaw for the Committee's review.

Katelyn Soltys, Assistant City Solicitor, introduced herself and Neil Robertson, QC, and Myron Gulka-Tiechko, City Clerk/Solicitor. Ms. Soltys proceeded to present the draft Traffic Bylaw, pointing out proposed changes to the Bylaw.

Moved by Councillor Warren

THAT the Transportation Services Advisory Committee recommend to City Council that Section 27 of the draft Traffic Bylaw be amended by removing the words "four hours" in the first sentence and replacing them with the words "forty-eight hours."

Carried.

Moved by Karen Sander

THAT the Transportation Services Advisory Committee recommend to City Council that Section 47(1)(g) of the draft Traffic Bylaw be amended by removing the words "without wearing an approved bicycle helmet" and replacing them with the words "no minor , under the age of 18, shall operate a bicycle without wearing an approved bicycle helmet."

Carried.

Karen Sander left the meeting at 4:04 p.m.

Moved by Shane Warren

THAT completion of review of the Traffic Bylaw be tabled to the next meeting of the Transportation Services Advisory Committee.

Carried.

PART 5 - NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

5.1 Nil.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next Transportation Services Advisory Committee meeting is scheduled for **Wednesday, February 21, 2018 at 2:00 p.m.** in the Scoop Lewry Room, 2nd Floor, City Hall.

Moved by Councillor Warren

THAT the meeting now adjourn

Carried.

The meeting adjourned at 4:55 p.m.

Shane Warren
Vice-Chairperson

CITY MANAGER'S COMMENTS:

Myron Gulka-Tiechko
Acting City Manager

MAYOR'S COMMENTS:

Fraser Tolmie
Mayor

Minutes of the Special Needs Advisory Committee meeting held on Thursday, February 8, 2018 at 7:00 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Michael Bachiu, Vice-Chairperson
Councillor Scott McMann
Daryl New
Dorreen Gane-Mowrey
Steve Seida
James Allonby

ABSENT: Kelly Koehler
Angela Sereda
Erin Hidlebaugh

ALSO: Pearl Anderson, Recording Secretary

PART 1 - NO APPROVAL OF COUNCIL REQUIRED
Re: Call to Order

Michael Bachiu, Vice-Chairperson, called the meeting to order at 7:00 p.m.

PART 2 - NO APPROVAL OF COUNCIL REQUIRED
Re: Adoption of Agenda

Moved by Steve Seida

THAT the agenda be adopted with the following additions:

- Part 4.2 – Committee Meeting Procedures
- Part 5.2 – Letter from Angela Sereda

Carried.

PART 3 – NO APPROVAL OF COUNCIL REQUIRED
Re: Adoption of the Minutes – January 11, 2018

Moved by James Allonby

THAT the minutes of the Special Needs Advisory Committee January 11, 2018 be received as presented.

Carried.

Dorreen Gane-Mowrey entered the meeting at 7:02 p.m.

PART 4 – NO APPROVAL OF COUNCIL REQUIRED
Re: Business Arising from the Minutes

4.1 Accessibility in Public Spaces and Private Businesses

Considered was an email dated January 30, 2018 from Mary Evers, Family Tenant Worker, Moose Jaw Housing Authority, making an enquiry regarding a possible update to the Special Needs Advisory Committee Accessibility Guide dated 2004 – 2005.

Committee members considered a project with Sask. Polytechnic for a possible update to the Accessibility Guide. Committee member, Ms. Gane-Mowrey, volunteered to check with Sask. Polytechnic regarding the potential project.

Moved by Michael Bachiu

THAT the Special Needs Advisory Committee authorize Committee member, Doreen Gane-Mowrey, to contact Saskatchewan Polytechnic, regarding a potential project with Saskatchewan Polytechnic to update the City of Moose Jaw's 2004 – 2005 Accessibility Guide.

Carried.

The matter will be placed on the next meeting agenda.

4.2 Committee Meeting Procedures

Meeting procedures were discussed. A copy of the City of Moose Jaw's Procedure Bylaw (appropriate sections related to Committee Procedures) will be emailed to Committee members for their review. The matter will be placed on the next meeting agenda.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

5.1 Request for Financial Support

Considered was a letter dated January 9, 2018 from Tina Ludwar, SSILC Employment Services Manager, requesting financial support for the purchase of a push button door system.

Moved by Michael Bachiu

THAT the Special Needs Advisory Committee deny the request for funding from the South Saskatchewan Independent Living Centre (SSILC) for the installation of a push button door; and further

THAT a letter be forwarded to the SSILC to advise of the Special Needs Advisory Committee's decision.

Carried.

5.2 Letter from Angela Sereda

Consideration was given to a letter dated February 8, 2018 from Angela Sereda.

Moved by Steve Seida

THAT the letter dated February 8, 2018 from Committee member, Angela Sereda, be tabled to the next Special Needs Advisory Committee meeting.

Carried.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next regular meeting is scheduled for **March 8, 2018 at 7:00 p.m. or at the call of the Chair.**

Moved by Michael Bachiu
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 7:45 p.m.

Michael Bachiu

Vice-Chairperson

CITY MANAGER'S COMMENTS:

Myron Gulka-Tiechko

Acting City Manager

MAYOR'S COMMENTS:

Fraser Tolmie

Mayor



**PUBLIC MINUTES
YOUTH ADVISORY COMMITTEE**

**Thursday, February 8, 2018, 9:00 a.m.
Scoop Lewry Room, 2nd Floor, City Hall.**

PRESENT: Rachel Butt, Vice-Chairperson, Cornerstone Christian School
Mayor F. Tolmie, Council Representative
Joanna Lynn, Ecole Ducharme
Shasta Ventzek, Riverview Collegiate
Alexa Friesen, Riverview Collegiate
Kirsten Bachiu, Central Collegiate
Sara Wiens, Peacock Collegiate
Logan Pockett, Peacock Collegiate
Thayne Winder, Vanier Collegiate

ABSENT: Katie Rolfe, Youth-at-Large
Lucas Dyck, Central Collegiate
Kendra Magne, Ecole Ducharme
Annan McDonald, Vanier Collegiate

ALSO PRESENT: Lyle Johnson, Facilitator

PART 1 – NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Rachel Butt, Vice-Chairperson, called the meeting to order at 9:08 a.m.

PART 2 – NO APPROVAL OF COUNCIL REQUIRED

Re: Trivia

Someone of significance from your high school.

PART 3 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Agenda

Moved by Joanna Lynn

THAT the agenda be adopted with the following addition:

- Part 6.1 – Mayor's Presentation on SUMA

Carried.

PART 4 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Minutes – January 11, 2018

Moved by Joanna Lynn

THAT the minutes of the regular meeting of the Youth Advisory Committee dated January 11, 2018 be adopted as presented.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

5.1 Citizen of the Year and Heritage Awards

Discussion of the event and importance of recognizing of good efforts.

5.2 Breakout Sessions

Review of past sessions and actions moving forward.

5.3 Global Warning Participation

The Axis Subcommittee will create a budget this year.

The schedule is to include:

- Garbage pick-up during the week of May 1 to 7
- Drop off of art work for exhibition May 25, 2018
- Media event, art show/auction and celebration activity May 31 at 1:30 p.m.
- Pick-up of art displays from art museum on June 22
- Letter from Committee to distribute to schools is on the way
- Last year's participating schools were: William Grayson, Empire, Ecole Ducharme, Cornerstone Christian School, Westmount, King George and St. Margarets.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

6.1 Mayor's Presentation on SUMA

- Provincial meeting of communities to discuss problems and solutions
- Try to maximize 8% of taxes allocated to communities
- Ministry of Government Relations
- Monday challenges and guest speakers

6.2 Group Discussions in Sub-Committees

Technology

- No report

Art

- Discussion of creation of a youth room with video and board games that's a safe place to hang
- Aimed at teenagers
- More intimate than Joe's
- Get youth involved in designing it
- Want help from all subcommittees
- Want teenage organizers
- Location – YMCA
- Follow themes
- Meeting Thursdays from 4 to 6 p.m.

Community

- Presentation by Special Olympics team
- Sports Day proposal rethought after presentation as too complex
- Willing to volunteer at Special Olympics' events
- Showcase minorities that need representation in Moose Jaw as part of the youth room
- Wanting to put up more treaty four flags in the community to raise awareness of our history
- Talk to Mosaic Board about putting up a Treaty 4 and Metis flag at Mosaic Place

6.2 Events and Projects Related to Global Warming

Noted above

PART 7 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next meeting of the Youth Advisory Committee is scheduled for Thursday, March 8, 2018 at 9:00 a.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

Moved by Joanna Lynn
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 12:02 p.m.

Lyle Johnson

Facilitator

CITY MANAGER'S COMMENTS:

Myron Gulka-Tiechko

Acting City Manager

MAYOR'S COMMENTS:

Scott McMann

Deputy Mayor



City of Moose Jaw

COMMUNICATION # N/A

TITLE: Request to Address Committee Regarding Service Connection Billing

TO: Executive Committee

FROM: Engineering Department

DATE: February 21, 2018

PUBLIC: This is a Public Document.

IN-CAMERA: Not Applicable to this Request.

RECOMMENDATION

THAT Ms. Milissia Meacher be allowed to address the Executive Committee; and

THAT this report be received and filed.

TOPIC AND PURPOSE

Milissia Meacher, Property Owner of 630 Keith Crescent, had service connection work completed at this property under the 2016 Phase I Cast Iron Watermain Replacement program. She has requested a detailed explanation of the bills received from the City of Moose Jaw.

BACKGROUND

The Engineering Department has reviewed the email that was sent by Ms. Milissia Meacher, the owner of the above address dated February 20, 2018. Work under the 2016 Cast Iron Water Main Replacement Project included: replacement of water mains, new pavement surface and new water service connections; and in Ms. Milissia's case, replacement of no-corrode sewer service connection from the main line to the house.

The City's Engineering Department provided a letter and agreement to the property owner titled, "*City of Moose Jaw 2016 Cast Iron Water Main Replacement Project – Service Connection Information and Agreement*". The purpose was to receive input on work impacting their property and to inform them about the details of the project. Furthermore, the property owner was also given several methods on how they wanted

their service connections to be replaced which included payment options. It is also noted that additional work that the property owner selected will be under a separate Agreement directly between the contractor and the owner. The construction methods were open trench or trenchless. In this case, the property owners chose the trenchless method.

The trenchless method involves smaller access pits (in some cases in the basement of the house) so the new pipe can be pulled or pushed, horizontally, through the ground. This procedure does not damage surface features such as landscaping, however, it will have an additional cost that a separate agreement to the contractor may be required.

REPORT

KMS Construction Ltd. (General Contractor) provided a quotation of \$3,600 to the property owners, Shaun and Milissia Meacher, for the additional cost to perform the trenchless method. The work completed inside their home included labor, materials, and also the installation of a backflow preventer.

The unit price for the replacement of the sewer connection from the property line to the house footing (12 meters for 630 Keith Crescent) \$250 per linear metre; this totaled \$3,000. No-corrode sewer connection replacements were partially paid by the City of Moose Jaw. In 2016, property owners paid 61% for a no-corrode sewer connection replacement as per Section 32 of The Sewer and Water Utility bylaw No. 5152. The no-corrode subsidy did not apply to any work performed inside the home.

The amount of work in the 2016 Phase I Cast Iron Project resulted in competitive bulk pricing. These savings were passed along to property owners. Based on the above information and as reflected on Page 2 of 3 of the letter that was sent to Ms. Milissia Meacher dated November 3, 2017, the total cost for the work completed was \$5,430.

Summary:

Work inside the home (KMS Construction Ltd. quotation)	=	\$3,600.00
Sewer service connection replacement From Property Line to Footing (12meters x \$250/lin.m x 61% if no-corrode)	=	\$1,830.00
Water service connection replacement	=	\$ 0.00
		<hr/>
	Total Cost	\$5,430.00

OPTIONS TO RECOMMENDATION

No options for this request.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Not Applicable for this report.

COMMUNICATION PLAN

Not Applicable for this report.

STRATEGIC PLAN

Not Applicable to this report.

OFFICIAL COMMUNITY PLAN

Not applicable for this report.

BYLAW OR POLICY IMPLICATIONS

Not Applicable to this report.

FINANCIAL IMPLICATIONS

Not Applicable to this report.

PRIVACY IMPLICATIONS

Not Applicable to this report.

OTHER CONSIDERATIONS/IMPLICATIONS

Not Applicable to this report.

PUBLIC NOTICE

Not Applicable to this request.

PRESENTATION

(Please indicate with an "X" if any/or none of these will be supporting the Department report.)

VERBAL: X AUDIO/VISUAL: NONE:

ATTACHMENTS

- i. Email from Milissia Meacher, February 20, 2018.
- ii. Signed Service Connection Price Quote with KMS Construction dated October 27, 2016.

- iii. City of Moose Jaw Invoice to Property Owners dated November 3, 2017.
(2 pages)
- iv. City of Moose Jaw letter to Property Owner with additional payment information dated December 7, 2017.
- v. Email to Property Owner from City Engineering Tech respecting explanation of Invoice and work performed.
- vi. City of Moose Jaw cost breakdown for all affected properties in the Phase I Cast Iron Program 2016.

Respectfully Submitted By,

Mark Caringal

Mark Caringal, Tech II, Engineering

APPROVAL OF REPORT RECEIVED

COMMENTS RECEIVED

Orval Coates

Orval Coates, Acting Director of Engineering

Myron Gulka-Tiechko

Myron Gulka-Tiechko, Acting City Manager

Scott McMann

Scott McMann, Deputy Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____

Resolution No. _____

From: Milissia Meacher <
Sent: February-20-18 9:00 AM
To: M
Cc:
Subject: Executive committee

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Agenda items - Exec Comm PUBLIC

Maureen,

We would like to address Executive Committee of Council on Monday, February 26.

As property owners who had service connection replacement during Phase 1 of the Cast Iron Watermain Replacement program, we would like to ask Council for a detailed explanation of the bills we recently received from the City for this work

(See my attached bill). We feel we are being inappropriately billed and without any further information on the details of my bill or a formulation of how I was billed, the city has the upper hand and me as a home owner held responsible for a bill that we were under the impression with the defeat of the LIP we would no longer have. Now I'm paying higher taxes on top of the work we were just invoiced for - that's double billing and we do not have a contract with the city binding us to it. This is because after the LIP was overturned the 2016 Cast Iron Water Main Replacement Project Service Connection Information and Agreement I had holding me to any responsibilities from the work was void, and the city never came out to correct the situation or inform us of how the next steps would go. We have waited over a year and a half before receiving bills.

I personally have talked with _____, who informed me I was being billed from my house to the property line. I informed her this was inaccurate as I had the blasting done and that footage is covered in their \$3,600 quote. I understand this line item on my bill and do not have a problem paying it.

The second person I talked with was the _____ contractor _____. He could not really explain my bill either as he feels his contract is with the City and not with me. Therefore the City should be the ones giving detailed line items to each property for what they were billed for. The only thing he confirmed was the \$3,600 covered the extra expenses of going trenchless. He stated it was billed from inside the house to the property line and the signed quotes were done on behalf of the City (See bold sentence in the middle of the page of _____ Price Quote attachment).

The third person I talked with was _____. I was contacting her to set up a meeting with _____ specifically as he is the ONLY remaining engineer in City Hall that would know what work was done in Phase 1. She attempted to answer my questions about my bill and said the \$3,000 was the cost of the connection of sewer in the street and it's the same for everyone. I then explained to her that none of our bills from Phase 1 are the same price for this connection. I also explained how I could not find a price on the City web page, Fees and Charges for Sewer, for this line item. She stated she forwarded my request on to _____.

The Fourth person I talked with was _____, as I did not get a response from _____ of course just starting in this new position had no idea what my bill consists of and "would look into it and let me know exactly how they came up with the \$3,000" (See attached e-mail for his response). I have no trees or retaining walls on my property and the work was not done near my driveway. It was blasted so there is no "extra" work - just a sewer connection. I still do not have any information on how the city billed me and how they think I'm responsible for anything outside of the blasting.

We as a collective Phase 1 group would like to know where these figures came from? Why we are even

We would also request that the payment due date be postponed until 30 days following receipt of an explanation of the charges and a detailed invoice indicating how those charges were calculated. Please black out any personal info if any attachments are to be shared. Thank you.
Shaun and Milissia Meacher