

**TOWN OF WOLSELEY
MINUTES
NOVEMBER 06, 2019**

The regular meeting of Council of the Town of Wolseley, in the Province of Saskatchewan was held in the Council Chamber at the Town Office located at 610 Varennes Street on November 06, 2019 at 7:00PM.

PRESENT:

Mayor Gerald Hill (GH)	Councillor Jacquie Jacobs-Marshall (JJM)
Councillor Ken Drever (KD)	Councillor Chris McBride (CM)
Councillor Randy Quintyn (RQ)	Councillor Ron Lyke (RL)
Councillor Tim Taylor (TT)	CAO Candice Quintyn (CQ)

ABSENT:

CALL TO ORDER

A quorum being present, Mayor GH called the meeting to order at 7:00PM.

AGENDA

403/19 JJM/CM that the Agenda be adopted as amended. **CARRIED**

MINUTES

404/19 JJM/KD that the minutes of the regular meeting October 16, 2019 be approved as presented. **CARRIED**

ACCOUNTS

405/19 JJM/TT that cheque #'s 17853 to 17859 totaling \$7,979.96 be ratified. **CARRIED**

406/19 KD/RL that cheque # 17860 totaling \$1,353.96 be ratified. **CARRIED**

407/19 RQ/JJM that cheque #'s 17861 to 17868 totaling \$8,753.21 be ratified. **CARRIED**

408/19 CM/RQ that cheque #'s 17869 to 17918 totaling \$61,815.81 be approved, with the exception of cheque # 17897. **CARRIED**

Mayor GH declares a pecuniary interest and leaves the council meeting at 7:13PM

409/19 RQ/TT that cheque # 17897 totaling \$3,718.47 payable to Reliance Mackenzie Plumbing & Heating be approved. **CARRIED**

Mayor GH returns to the council meeting at 7:14PM

REPORTS OF ADMINISTRATION

1. October Bank Reconciliation: Administrator prepared and presented the Bank Reconciliation and notes for the period ended October 31, 2019.

410/19 CM/KD that the Bank Reconciliation and notes for the period ended October 31, 2019 be approved as presented. **CARRIED**

2. 2019 By-Election - Declaration of Results: Returning Officer (Administrator) presents Town Council with Form CC, Declaration of Results from the 2019 Municipal By-Election for the office of Councillor that took place Wednesday October 23, 2019. Oaths have been signed by the two newly elected Councillors.

411/19

RQ/JJM to acknowledge the Declaration of Results provided by the Returning Officer for the Municipal By-Election held Wednesday October 23, 2019. Total number of voters who voted as indicated on each Form Z was 293. Results of the By-Election for the office of Councillor are as follows:

- Taylor, Tim / 224 / Elected
- Lyke, Ron / 153 / Elected
- Smith, Wayne / 121 / Defeated
- Lawson, Loree / 67 / Defeated

CARRIED

3. Utility Updates: The deadline for the 2019 Q3 Utility Bills was October 31, 2019. Payment Reminder Letters are being worked on and will be sent in the mail this week. Approximately \$15,000 remains outstanding.
4. Municipal Revenue Sharing Eligibility Requirements: The Ministry of Government Relations (GR) is testing a process for Municipal Revenue Sharing (MRS) Eligibility Requirements in preparation for the 2020-2021 fiscal year. GR will be sending the Administrator a link to complete an online Declaration of Eligibility to test and ensure it is easy to use and functional for all municipalities; and provide an opportunity for each municipality to confirm it meets each of the Eligibility Requirements before grants may be withheld in 2021.

Beginning November 2020, municipalities will be asked to complete an annual declaration. If municipalities do not meet all six requirements or do not submit their declarations before the closing date, their MRS grant for 2021 may be withheld until all requirements are met. A complete declaration *requires a resolution of council confirming that the municipality meets all six eligibility requirements.*

The six Eligibility Requirements are:

- (1) Audited Financial Statement;
- (2) Waterworks Reporting (if applicable);
- (3) Education Property Tax - in good standing;
- (4) Council Procedures Bylaw;
- (5) Employee Code of Conduct;
- (6) Public Disclosure Statements.

5. Signing Authority Update: Administrator recommends adding Office Clerk, Diane Beliveau to signing authority for all Town of Wolseley bank accounts.

412/19

JJM/TT to add Diane Beliveau to signing authority for all Town of Wolseley bank accounts.

CARRIED

MAYOR AND COUNCILLORS FORUM

GH - Council Portfolio Review: The newly elected Councillors have been placed on the following portfolios: Lyke - Environmental Health Services, Wolseley Curling Rink and Wolseley Sportsplex, as well as Utilities. Taylor - Public Health and Welfare, Beach Washrooms/Splash Park, Golf Course, and Library.

- Budget 2020: start thinking about projects for the upcoming fiscal year; Mayor GH would like to have a preliminary budget in place for the purpose of sending out Tenders earlier for larger projects.
- Ducks: update that the ducks have been removed from Fairly Lake.

RL - Nothing to report.

KD - Sportsplex: timer on fans is working correctly; a Board meeting will be held next week; ice events and scheduling will be taken over by the Town Office; a weekend caretaker is still needed.

- There have been many inquiries about having Public Skating; the Board will discuss but suggestions were to have Public Skating Tuesdays, Thursdays and Fridays after school. Fees for Public Skating would be up to the Board.
- The Public Health Inspector will be coming to the Sportsplex on Friday November 15 at 1:00PM. An Air Quality test will be performed, as well as routine check on the kitchen/booth area. An emergency plan is required to be posted.

- The Emergency Lighting project is complete at the Sportsplex. There is a little bit more work to be done with the Olympia overhead door; and the new keys and locks are installed. There have been requests for key authorizations.

413/19 KD/CM that Frank Schneider, Lyle Laverdiere and Wolseley High School be authorized for A1 Sportsplex Entrance Keys; additionally, that Lyle Laverdiere be authorized for a B1 Sportsplex Booth Key.

CARRIED

- The Olympia has been repaired at a cost of approximately \$600 that the Wolseley & District Sportsplex Board has covered.
- The Gas Heater has been installed in the Olympia room.
- Curling Rink: The Wolseley Curling Club had their annual meeting on Monday. An executive was elected, same as prior year: President Brad Law, Vice President Steven Malo, Secretary Rose Zimmer, and Treasurer Linda Moss. The Curling Club realized a loss last year of approximately \$5,400. Revenues were down about \$1,000. They will be having a later start to the season this year and have ice ready January 2. The facility rent schedule has been revised to help cover costs: \$300 per whole day; upstairs alone is \$100. The Curling Club is planning a perogie and sausage supper fundraiser. Four bonspiels are planned for the year. The Compressor Room maintenance has been completed for less than \$200. As for building maintenance, the outside light is not working and the front door should be replaced. A quote was received from Beliveau Construction for a new front door.

414/19 KD/RL that the Town of Wolseley engages Beliveau Construction to install the main south door at the Wolseley Curling Rink, as per quoted price of \$2,081.25.

CARRIED

- Power and Electrical defects have been brought forth by the Wolseley Curling Club as per a recent electrical inspection. There have been some corrections made; however, the Club had asked for Tenders for all corrections that were required. Therefore, due to the change of scope, the Tenders would be more than what was needed, and so they were opened and council resolved the following:

415/19 KD/RL to engage 4Ds Electric to complete 02-100 and 12-506, as per SaskPower *Owner Notice of Electric Defects*, at a cost not to exceed \$200.00, as per change of scope.

CARRIED

- Library: the Library Board Meeting is happening tonight; member Stephen Scriver is in attendance and will report back to Councillor KD.

TT - Nothing to report.

JJM - Councillor JJM had contacted Karl at U & K Greenhouses. The price for the flower baskets remains the same as the prior year at \$80 per basket. A bag of fertilizer is purchased as well, and Councillor JJM expects a total cost of approximately \$2,100 plus taxes.

416/19 JJM/TT to order twenty-four (24) flower baskets from U & K Greenhouses at \$80.00 each plus fertilizer for a total approximate cost of \$2,100.00 plus taxes.

DEFEATED

Councillor JJM requests a recorded vote.

Parties present: Mayor GH, Councillors RL, KD, TT, JJM, RQ, and CM.

417/19 KD/GH to order twelve (12) flower baskets from U & K Greenhouses at \$80.00 each plus fertilizer for a total approximate cost of \$1,200.00 plus taxes.

For: Councillor KD

Against: Mayor GH, Councillors CM, RL, TT, and JJM

Abstained: Councillor RQ

DEFEATED

- Councillor JJM will follow-up with the former Fall Supper Committee ladies and set meeting to discuss options for the kitchen.

- RQ** - Fire Department has been slow. Plains Midstream Media was a donor for the new Fire Truck and they plan to come give the Fire Department a presentation on December 5, 2019.
- Some maintenance on the trucks was done to correct drain valve issues.
 - New fire truck is working great.
 - Mayor GH suggests having roof assessed to get approximate cost for repairing the leaks.
 - Councillors RQ and CM attended the Communities in Bloom (CiB) Awards Gala in North Battleford on October 18. There were many awards given that night, not only in CiB. The Town received 5 Blooms for the population category 500 - 1,000. A bag of prizes plus a framed poster acknowledging Wolseley's win was brought back from the gala.
- CM** - Quotes were received for a unit heater in the Water Treatment Plant. One of the heaters is required to be replaced.

418/19 CM/RQ to go with Kerr's Plumbing & Heating quote for unit heater, as per quote 539 dated October 28, 2019 for \$2,052.62.

CARRIED

- Hydrant extension is completed.
- Equipment is winterized.
- Well #3 is online now from Well #4.
- Bleachers from the Ball Diamonds will be brought in and maintained this winter (i.e. painted and boards replaced.)
- Acme Infrastructure Services camera broke down while doing storm sewer line on Sherbrooke Street. Still would like to camera the storm line from Front Street to CPR right-of-way.

GH - Remembrance Day Ceremony, Mayor GH will be away. Councillor TT will represent the Town of Wolseley and lay the wreath.

UNFINISHED BUSINESS

1. Wolseley Cemetery: Nothing to report.
2. Town Lots Transfer in Exchange for Clay for Perley Road Rebuild: Nothing to report.
3. DRAFT Invitation to Tender for Wolseley Sportsplex Accessibility Project: Administrator provided good draft copy from prior Council meeting.

419/19 KD/RQ that the draft Invitation to Tender for the Wolseley Sportsplex Accessibility Project be posted as presented.

CARRIED

4. Subdivision Application Appeal (Gwilliam) - Saskatchewan Municipal Board: For information purposes - more documents were submitted to the Appeal. The Administrator informed Council of the *Last Word* submitted by David Gwilliam, indicating the following: "*The new subdivision Lot 31 will be tied to Lot 26, which is the property that has built an attached garage on Lot 31. An agreement will be drawn up and registered giving all owners of Lots 24, 29, 28, 26, and 25 access to their properties through Lot 31, as has been the case in the past.*"
5. Enabling Accessibility Fund re: Wolseley Sportsplex Project: An extension has been granted for the funds received (\$29,300) through the Enabling Accessibility Project. The new deadline for completion of the project is now January 31, 2021.

NEW BUSINESS

1. MPM Construction Services Ltd. re: Demolition Permit Application (Dr. Isman Elementary School): Application to demolish the modular classroom at Dr. Isman Elementary School.

420/19 RQ/CM to approve the Demolition Permit Application for Dr. Isman Elementary School to demo the modular classroom, as per application.

CARRIED

421/19

RL/TT to charge \$100.00 minimum deposit for clean-up/restoration of site for the demolition permit application for Dr. Isman Elementary School.

CARRIED

2. Communities In Bloom re: 2019 Evaluation Form: For information purposes. The 2019 Evaluation Form can be found online.
3. Western Financial Group re: 2020 Insurance Renewal Review: Town Council reviewed the Municipal Machinery, Vehicle and Driver List, as well as the Statement of Values for any changes that may need updating. Administrator will extend an invitation to Sherrie Hazell to attend a council meeting to answer questions Council has.
4. Congratulatory Letter for 100th Birthday: For information purposes. A niece requested if the Town would send a congratulatory letter to her aunt (a long-time resident of Wolseley) for reaching her 100th birthday. Mayor GH signed the congratulatory letter on behalf of the Town of Wolseley.
5. Arena Operator Level 1 Course - Ratify Public Works Employees Attending:

422/19

RQ/CM to ratify Garth Domokos and Nicole Crumley to attend the Arena Operator Level 1 Course in Yorkton at a cost of \$367.50 per person + applicable taxes and mileage.

CARRIED

6. Wolseley Community Cat Committee re: October 2019 Report: An updated activity and financial report was submitted for the period April 27 to October 31, 2019 from the Wolseley Community Cat Committee (“WCCC”). The Committee knows of two males that require neutering at present. During this time period, 4 more adults and 5 more kittens have been adopted to new forever homes. Four kittens remain in care with 1 adopted out when weaned. *“WCCC wishes to publicly thank Jean Johnson, Joselyn Linnell and Rick Steinbring for volunteering to care for the cats and kittens in committee member Dodie’s house. Dodie was on compassionate leave from July to October in British Columbia caring for a dying relative.”* Bank balance as at October 29, 2019 is \$1,686.43.
7. Permit to Operate Waste Disposal Grounds re: Renewal Information: The Ministry of Environment has renewed the Town of Wolseley’s Permit to Operate a Waste Disposal Ground, effective October 31, 2019 to October 31, 2021 (unless cancelled or suspended before that date). Conditions have changed since the last Permit was issued. These include:
 - Having an *Emergency Response Plan* in place within 6 months of issuance of Permit. Deadline: April 30, 2020.
 - Having an *Operations Plan* in place within 1 year of issuance of Permit. Deadline: October 31, 2020.
 - Having a *Preliminary Closure Plan* in place by October 31, 2021.
 - Having an *Environmental Assessment Report* completed by a qualified person no later than November 1, 2024.
8. SaskPower Notification re: Installation of Service: For information purposes, SaskPower sent a notification that eleven (11) light standards will soon be installed at the west access to Wolseley on Highway 1.

COMMUNICATIONS

1. Dana Petipas re: Land Lot Size Evaluation (Jane Campbell): Correspondence received from Dana regarding lot size of former owner Jane Campbell’s lot. It was found a short time after the sale of the lot that the neighbor is encroaching on the property. Council discusses, and wishes to thank Dana for bringing it to their attention.
2. M. Lynn Keating re: Town Hall/Opera House: Correspondence received from Lynn Keating regarding the heritage photos which hung in the basement of the Town Hall/Opera House, as well as the idea to create a volunteer Town Hall Committee. Council discusses, and Councillor JJM notes the photos will be rehung as they are in the process of being reframed. It was always intended to have these historical photos hung up.

Regarding the creation of a volunteer committee, council is currently doing a pilot project with the Sportsplex and will evaluate in the spring to assess if there is a need for a committee at the Town Hall.

- 3. Wolseley & District Care Home Project Inc. re: Care Home Lots: The Wolseley & District Care Home Committee intends to wind up its corporation over the next several months. As such, they are proposing to transfer the six lots they own to the Town of Wolseley as the lots are now free and clear of any liens, loans or encumbrances. The Committee proposes that the transfer costs be borne by the Town.

Councillors KD and RQ declare a pecuniary interest and leave the council meeting at 10:09PM.

Councillor JJM requests a recorded vote.

Members present: Mayor GH, Councillors RL, TT, JJM and CM.

423/19

TT/RL to acquire the following six (6) lots owned by Wolseley & District Care Home Project Inc. and the transfer costs be the responsibility of the Town of Wolseley:

- Lot 11-Blk/Par 46-Plan 101970592; Title # 144043994
- Lot 12-Blk/Par 46-Plan 101970592; Title # 144044007
- Lot 13-Blk/Par 46-Plan 101970592; Title # 144044029
- Lot 14-Blk/Par 46-Plan 101970592; Title # 144044030
- Lot 15-Blk/Par 46-Plan 101970592; Title # 144044063
- Lot 07-Blk/Par 46-Plan 101870018; Title # 143483564

UNANIMOUSLY CARRIED

Councillors KD and RQ return to the council meeting at 10:13PM.

- 4. U & K Greenhouses re: 2020 Flower Baskets: See Mayor & Councillors Forum, Councillor JJM report.

IN CAMERA

ANNOUNCEMENTS

- Next Regular Meeting of Council - Wed Nov 20, 2019 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

424/19

JJM that the meeting be adjourned at 10:15PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator