

**TOWN OF WOLSELEY  
MINUTES  
DECEMBER 04, 2019**

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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 December 04, 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**

**445/19** CM/RQ that the Agenda be adopted as presented.

**CARRIED**

**MINUTES**

**446/19** KD/RL that the minutes of the regular meeting November 20, 2019 be approved as amended.

**CARRIED**

**ACCOUNTS**

**447/19** RQ/CM that cheque #'s 17942 to 17949 totaling \$8,468.09 be ratified.

**CARRIED**

**448/19** RL/KD that cheque #'s 17950 to 17984 totaling \$34,226.10 be approved, with the exception of cheque # 17961.

**CARRIED**

*Councillor RL declares a pecuniary interest and leaves the council meeting at 7:04PM*

**449/19** KD/TT that cheque # 17961 totaling \$462.00 payable to Lyke Farms be approved.

**CARRIED**

*Councillor RL returns to the council meeting at 7:04PM*

**REPORTS OF ADMINISTRATION**

1. **November Bank Reconciliation:** Administrator prepared and presented the Bank Reconciliation and notes for the period ending November 30, 2019.

**450/19** CM/RQ that the Bank Reconciliation and notes for the period ending November 30, 2019 be approved as presented.

**CARRIED**

2. **Utility Updates:** The deadline for the 2019 Q3 Utility Bills (period Jul 1 – Sep 30) was October 31, 2019. Payment Reminder Letters were sent out and more payments have been slowly coming in. Approximately \$5,900 remains outstanding.

3. **Staff Christmas Party - RSVP:** Reminder: Staff Christmas Party is Thursday December 12 at the Wolseley Curling Rink Lounge. Happy Hour starts at 6:00PM, with Supper following at 6:30PM. Bring a wrapped ornament (funnier the better) and wear your best Christmas attire such as Ugly Sweaters, Pajamas, Red & Green, etc.! RSVP at the Town Office by December 5 (tomorrow) – be prepared to have some fun!

4. 2019 Hours of Operation for Holidays: Administrator proposes the following Hours of Operation during the Holidays for the Town Office and Public Works Staff:

Tue Dec 24 (Christmas Eve) – 8AM-12PM;  
 Wed Dec 25 (Christmas Day) – CLOSED;  
 Thu Dec 26 (Boxing Day) – CLOSED;  
 Wed Jan 1 (New Year’s Day) – CLOSED;  
 Thu Jan 2 (Admin Day - New Year Processing) – CLOSED.

- 451/19** JJM/RQ to approve the Hours of Operation during the 2019/20 holiday season for the Town Office and Public Works Staff as follows:

- Tue Dec 24 – 8AM to 12PM;
- Wed Dec 25 – CLOSED;
- Thu Dec 26 – CLOSED;
- WED Jan 1 – CLOSED;
- THU Jan 2 – Town Office CLOSED (Admin Day – New Year Processing)

**CARRIED**

5. 2019 Staff Christmas Gifts: Administrator provides Council with prior years’ full time and part time staff Christmas Gifts. (Full Time: \$200/each; Part Time: \$100/each)

- 452/19** JJM/CM that Council approve 2019 Staff Christmas gifts as follows: Administrator: \$500.00; Full Time Staff: \$200/each; and Part Time Staff: \$100/each.

*Councillor RQ abstains*

**CARRIED**

6. 2020 Council Meeting Schedule: After reviewing the 2020 calendar, Administrator recommends the following dates for 2020 Council Meetings. The First and Third Wednesday of each month will remain the same, with the exception of January, February and July as follows:

January 8, 22; February 5, 19; March 4, 18; April 1, 15; May 6, 20; June 3, 17;  
 July 8, 22; August 5, 19; September 2, 16; October 7, 21; November 4, 18;  
 December 2, 16.

- 453/19** CM/JJM that Council approve the first and third Wednesday of each month for Regular Council Meetings in 2020, with the exception of January, February and July as follows: January 8 & 22; February 6 & 19; and July 8 & 22.

**CARRIED**

7. 2020 Mayor/Council Honorarium Review: Administrator provides Council with current Mayor/Council Honorariums.

- 454/19** JJM/KD that the 2020 Mayor/Council Honorariums remain the same as the prior year, and be approved effective January 1, 2020 as follows:

- Mayor Annual Honorarium - \$2,400/year plus Council Meeting Indemnity of \$125/meeting plus annual cellphone/telephone allowance of \$100/year;
- Council Annual Honorarium - \$2,100/year plus Council Meeting Indemnity of \$100/meeting plus annual cellphone/telephone allowance of \$100/year;
- Mileage - \$0.50 per kilometer;
- Meals - \$75.00 maximum per day, with receipts;
- All *Special Committee Meetings* formally called or out of town meetings will be covered at \$25.00/hour to a 7-hour maximum. There will be no coverage for meetings that are part of Mayor/Council portfolios within town or as a volunteer within town.

**CARRIED**

8. 2020 Board of Revision Appointment: For Assessment Appeals for 2020 Property Taxes, Gord Krismer & Associates Ltd. Annual Retainer Fee is \$150 plus applicable taxes. This will be invoiced in January if Council decides in favor of the following recommendation. Administrator recommends appointing Gord Krismer & Associates Ltd. for 2020 Assessment Appeals.

**455/19** RQ/TT to appoint Aileen Swenson as Secretary of the Board of Revision, and appoint the following panel members as the Board of Revision in year 2020: Clint Krismer (Chair), Gord Krismer (Vice-Chair), Jeff Hutton, Dave Lang, Gail Wartman, Christina Krismer, Kirby Bodnard, Cameron Duncan, Brenda Lauf, and Charmaine Luscombe.

**CARRIED**

9. 2020 Auditor Appointment: Administrator recommends appointing SENSUS Partnership of Chartered Professional Accountants to continue performing the Town's audit for year 2020.

**456/19** JJM/CM that the Town of Wolseley appoint SENSUS Partnership of Chartered Professional Accountants to perform the 2020 Audit.

**CARRIED**

10. 2020 SUMA Convention Reminder: Administrator asks members of Council to let her know if they are 100% committed to attending the 2020 SUMA Convention in Regina from February 2 to 5, 2020. Registrations are required by **December 18** to qualify for the early-bird rate. Registration is \$450/person (\$550/person after December 18). This year, the social event tickets are included in the price. Four rooms have been reserved at a nightly rate of \$115/night at the Days Inn Regina Airport West hotel.

### **MAYOR AND COUNCILLORS FORUM**

**RQ** - Fire Department had a couple of calls over the weekend with the poor road conditions; tomorrow, Plains Midstream Media is doing a presentation about safety for the Fire Department members.

- Looking at budget items, and what is needed at the Fire Hall. Councillor RQ presented a quote from Wolseley Ag & Auto for an air compressor, hose and fittings to blow out lines as well as a quote from Wolseley Home Building Centre for a step ladder for use at the Fire Hall. There will be a small expense for wiring in order to hook up the air compressor.

**457/19** RQ/RL to purchase one compressor with hose/fittings from Wolseley Ag & Auto for \$1,231.47 plus taxes and electrical and purchase one step ladder from Wolseley Home Building Centre for approximately \$130.00 plus taxes, all for use at the Wolseley Fire Hall.

**CARRIED**

**JJM** - A horticulture meeting was held last Wednesday. Volunteers are in place for watering. A lot of good ideas were shared. Fern Wallace will continue doing the watering schedule. There was some discussion and more research will go into if we can apply for the National competition. There is still a lot of time to decide.

**TT** - Nothing to report.

**KD** - Councillor KD attended the hospital update meeting. They are seeking a Nurse Practitioner, other than that things seem pretty stable here. Admittance has changed, and can go either downstairs or upstairs.

- Library met a couple weeks ago, they will add additional 5 hours of operation to Wednesday's and Thursdays for 2020. The Library Board is doing a Christmas Raffle fundraiser.

- Sportsplex: the radiant heaters were left on, in addition there was a failure at the ice plant which resulted in a loss of activities for the weekend as some of the ice had melted.

**458/19** KD/CM that four (4) timers (up to one hour) be installed on the radiant heaters at the Sportsplex for a cost up to \$1,000.00.

**CARRIED**

- Sportsplex continued: the reset needs replacing on the brine pump; a light will be installed in the north stairwell; the kitchen exhaust has been degreased. An emergency plan is required. The schedule is busy.

- The outside lights have been repaired at both rinks.

- Revision B Drawings are complete for the Accessibility Project, but they are not stamped as the first ones were stamped, and we have the documentation that goes back to the original plans.

- Curling Rink had a clean-up bee on Monday night. The safety switch is currently being bypassed on the ice plant motor. Looking into this to get it working. 4D's Electric will be remedying the electric defects at the Curling Rink.
  - Wolfcreek Jubilee Court had a meeting. One valve still needs to be replaced on the hot water radiator heaters; eight have been done, only one more to do. Rent will increase 5% from \$525 to \$550 for four units, and from \$630 to \$660 on three units. Rent has not changed for the past two years.
  - The RCMP are planning to do a session on phone fraud, which will happen in January sometime.
- RL** - Wolseley Landfill: there is a portion of fence down on the north side of the Landfill that will have to be repaired in the spring. Foreman is checking into pricing for grinding up concrete pile to reuse product.
- The fence around the Lagoon is good. The gate needs minor repair.
  - Councillor Lyke expresses concern with the conduct of members of council expressing views on social media and the local paper. A reminder to everyone that Council can do their best work when Council works together as a team.
- CM** - The Water Treatment Plant heater was installed. The repair and maintenance on the bleachers are complete. OH&S did an inspection at the Town Office, Water Treatment Plant and Public Works Shop; a report will be forthcoming.
- The propane tanks for the Olympia are now stored in a locked cage outside. Foreman will price out a new propane tank for Olympia. A key for the propane tank cage should be provided to the Fire Department in case of emergency and a placard should be placed on the cage identifying it as propane storage.
  - Hydrants can be rebuilt instead of being purchased to replace. It costs about \$2,000 to \$3,000 to rebuild. Budget will be reviewed to see how many we can fit in next year.
  - Everything is ready for winter.
- GH** - Budget materials can be handed in mid to end of January for work to begin on 2020 budget.

### **UNFINISHED BUSINESS**

1. Town Lots Transfer in Exchange for Clay for Perley Road Rebuild: *Nothing to report.*
2. Wolseley & District Care Home Project Inc. Transfer of Lots to Town: *Nothing to report.*
3. Wolseley Curling Rink Electric Defects: *As discussed in KD Mayor and Councillor report, 4Ds Electric is in the process of remedying the defects.*

### **NEW BUSINESS**

1. Capital Fire Protection – Annual Maintenance of Fire Extinguishers and Fire Suppression: Administrator has asked Capital Fire Protection for a quote on completing all town owned fire extinguisher maintenance as well as doing the fire suppression system inspection at the Sportsplex. A quote is forthcoming, but not received yet. This is a requirement for insurance purposes.

459/19

RL/TT that the annual fire extinguishers and fire suppression system be inspected by Capital Fire Protection from Regina, SK subject to receiving quote.

**CARRIED**

### **COMMUNICATIONS**

1. Wolseley Girls for a Cause re: Prairie Girls Gala Town Hall Rent Consideration & Charitable Donation Receipt Request:

460/19

KD/RQ to charge the regular rent fees for the Town Hall/Opera House for the Prairie Girls Gala event happening in April, 2020.

**CARRIED**

*The Town will continue to provide charitable receipts on their behalf as done prior.*

2. Saskatchewan Public Safety Agency re: Information Update: *For information purposes. Expansion of the Saskatchewan Public Safety Agency (SPSA) to include Emergency Management and Fire Safety (EMFS) and the Wildfire Management Branch (WFM). November 1, the transition was completed. Responsibility for these critical programs and services will now reside with the SPSA, which is also responsible for Sask911, SaskAlert, and the PPSTN Radio Network.*
3. Water Security Agency re: Warning of Non-Compliance: *For information purposes. Letter received due to a complaint WSA received that vegetation around the lake was mowed on or about October 18, 2019. Removing vegetation by mowing is exempt from requiring a permit only if the work is done under dry or frozen conditions such that the area is dry or frozen enough that vehicles or equipment used would not make a noticeable impact on the soil (i.e. ruts). A site inspection by Conservation Officer indicated the area was not dry or frozen and a permit was required to undertake the work.*
4. Saskatchewan Snowmobile Association re: Land Use Permission Form:

461/19 JJM/KD to approve the Urban Municipality Land Use Permission Form from the Saskatchewan Snowmobile Association.

**CARRIED**

#### **OTHER BUSINESS**

*Fire Suppression Service and Payment from SGI – check into this with the RM and see what they are doing; perhaps draft a bylaw.*

#### **IN CAMERA**

462/19 RL/TT to go In Camera at 8:31PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following:

1. Staff Vacation Day Payout Request;
2. Operator Certification Board – Class 1 Water Certification.

*Parties present: Mayor GH, Councillors RL, KD, TT, JJM, RQ, CM; and Administrator CQ.*

**CARRIED**

463/19 CM/RQ to go out of In Camera at 8:51PM.

**CARRIED**

1. Staff Vacation Day Payout Request:

464/19 CM/RQ to accept Robert Schneider's vacation day payout as requested.

**CARRIED**

2. Operator Certification Board – Class 1 Water Certification:

465/19 JJM/TT to ratify \$0.64 per hour wage increase for Nicole Crumley due to successful completion of Class 1 Water Treatment and Class 1 Water Distribution, as approved by the Operator Certification Board.

**CARRIED**

#### **ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wed Dec 18, 2019 at 7:00PM at the Council Chamber (610 Varennes Street).

#### **ADJOURNMENT**

466/19 JJM that the meeting be adjourned at 8:53PM.

**CARRIED**

*Gerald Hill*  
\_\_\_\_\_  
Mayor

*Candice Quintyn*  
\_\_\_\_\_  
Administrator