

**TOWN OF WOLSELEY
MINUTES
JANUARY 08, 2020**

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 January 08, 2020 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 6:57PM.

AGENDA

1/20 TT/RL that the Agenda be adopted as amended. **CARRIED**

MINUTES

2/20 KD/RQ that the minutes of the regular meeting December 18, 2019 be approved as presented. **CARRIED**

ACCOUNTS

3/20 CM/JJM that cheque #'s 18044 to 18052 totaling \$11,721.05 be ratified. **CARRIED**

4/20 RQ/TT that cheque #'s 18053 to 18094 totaling \$64,884.80 be approved. **CARRIED**

REPORTS OF ADMINISTRATION

1. Utility Updates: The 2019 Q4 Utility Bills were sent in the mail prior to Christmas. The deadline for the 2019 Q4 Utility Bills (period Oct 1 - Dec 31) is January 31, 2020.

Town Council may have to consider transferring utility arrears to property taxes for utility accounts that are Over 90 days. Six accounts have been identified as having \$300+ Over 90 days. See below list for information:

Account Number	Current	31-60 Days	61-90 Days	Over 90 Days	TOTAL (incl Current)	Total TSF to TX
009 0040	185.00	8.03	7.87	393.63	594.53	409.53
188 0000	185.00	7.93	7.78	388.95	589.66	404.66
455 0010	211.80	9.32	9.14	456.77	687.03	475.23
295 0010	185.00	8.02	7.87	393.28	594.17	409.17
080 0030	185.00	7.93	7.78	388.95	589.66	404.66
205 0000	185.00	6.81	6.68	334.01	532.50	347.50

Council discusses and determines to leave everything status quo, and follow up in the Spring.

- 2. Municipal Revenue Sharing – Declaration of Eligibility: The Ministry of Government Relations is requesting Councils to participate in a testing process for Municipal Revenue Sharing Eligibility Requirements in preparation for full implementation in 2020-2021. As part of the process, municipalities must have the following six eligibility requirements:
 - a. Submission of **Audited Financial Statement** to the Ministry of Government Relations;
 - b. Submission of **Public Reporting on Municipal Waterworks** to the Ministry of Government Relations;
 - c. **In Good Standing** with respect to the reporting and remittance of **Education Property Taxes**;
 - d. Adoption of a **Council Procedures Bylaw**;
 - e. Adoption of an **Employee Code of Conduct**; and
 - f. All members of council have filed and annually updated their **Public Disclosure Statements**, as required.

5/20

- RQ/CM the Council of the Town of Wolseley confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
- i. Submission of the 2018 Audited Financial Statement to the Ministry of Government Relations;
 - ii. Submission of the 2018 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
 - iii. In Good Standing with respect to the reporting and remittance of Education Property Taxes;
 - iv. Adoption of a Council Procedures Bylaw;
 - v. Adoption of an Employee Code of Conduct; and
 - vi. All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and that we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

- 3. New Year Processing Update: On January 2, the Town Office was closed to the public in order for the Administrator to complete the New Year Processing for Year 2020. Accounts Payable was the last to complete, as MuniSoft recommends completing a final cheque run for 2019 so the Auditor has a specific cheque number cut-off for Year 2019. This was recommended before any invoices for Year 2020 could be entered.

Discount on Municipal Portion of Property Taxes: Currently (and for the past number of years), the Town of Wolseley has offered a Discount on the Municipal Portion of Property Taxes if paid by a certain date. The current discount rates are as follows:

January 1 to July 31	5.0 %
August 1 to 31	4.0 %
September 1 to 30	3.0 %
October 1 to 31	2.0 %
November 1 to 30	1.0 %
December 1 to 31	0.0 %

Administrator questions Council if they want to change the structure at all, or if discounts should remain the same. Council discusses and resolves the following:

6/20

- RQ/KD that the Discount Structure on the Municipal Portion of Property Taxes be changed as follows:
- January 1 to July 31 – 6%;
 - August 1 to September 30 – 4%; and
 - October 1 to December 31 – 0%.

CARRIED

4. Office Updates: With Year 2019 ended, and Year 2020 started, there are a number of reporting requirements that have to be met. Administrator will be working on the following throughout this month and the next few months:
- 2019 GST Rebate Application (*for period July to December 2019*)
 - 2019 Fire Cost Share Reporting for RM of Wolseley, No. 155
 - Education Property Tax, December Collection Remittance (*due Jan 10*)
 - 2019 PST Remittance (*due Jan 20*)
 - Education Property Tax, Annual Return for Year 2019 (*due Jan 31*)
 - T4's for Payroll (*due Feb 28*)
 - Landfill Annual Report, as per Permit to Operate (*due Apr 1*)

Please note: Office Clerk will be away from January 13 to 24 inclusive.

The 2019 Year End Audit is scheduled for February 10.

5. TAXervice Updates: An interim report was received from TAXervice for the 2018 Arrears File. Six (6) properties remain subject to tax enforcement proceedings for this file. Initially, TAXervice sent out pre-notice letters with respect to twelve (12) properties. They then prepared a List of Lands and arranged for publication of 6 properties in the Wolseley Bulletin. Following expiration of the 60-day period from the date of publication, Tax Liens were registered against the 6 properties. The Tax Liens were registered January 6, 2020. Six months from this date (on or about July 6, 2020) council may authorize proceedings for title.
6. Zoning Bylaw – Resolution for Discretionary Use in C1: Administrator recently learned the discretionary uses for the Town Centre Commercial District (C1), and that Funeral Homes is a Discretionary Use, which may be permitted in this zone, but only by resolution of Council and only in locations specified by such resolution of Council.

7/20 RQ/CM that Conley Funeral Home located in the former Wolseley Hometown Co-op retail building at 900 Front Street be permitted pursuant to Bylaw 2-2015, *The Zoning Bylaw*, section 9.2 (e).

CARRIED

8/20 KD/RL that 5 K Auction Service located at the former Wolseley Hometown Co-op warehouse building at 900 Front Street be permitted pursuant to Bylaw 2-2015, *The Zoning Bylaw*, section 9.2 (f).

CARRIED

MAYOR AND COUNCILLORS FORUM

RL - A new front door has been installed at the Curling Rink. Beliveau Construction will look at installing a spring on the door as well as an inside handle to pull the door closed. Volunteers got the sink unclogged and working again.

KD - Curling Rink: Season start-up was last night; there are 10 regular teams. There is a 2-person curling spiel this Saturday; as well as a Sausage & Perogie fundraiser supper taking place this Sunday.

- Break-ins reported at the Wolseley Sportsplex and the Wolseley Curling Club over the holidays (same night). It is likely a small amount of cash was taken from the register at the Curling Rink; and, the new locks have been damaged at the Wolseley Sportsplex. Replacement locks are required in some areas. Councillor KD is waiting on a quote from Security Key & Lock Service for replacement locks, as well as added security items. Security Cameras may be an option for both rinks.
- Sportsplex: the plant had another failure. The switch on the brine pump failed. As a safety precaution, the Mustangs game was relocated to Grenfell for Friday night's game.
- The timers have been installed on the radiant heaters; LED lights have been installed in the Olympia room.
- Councillor RL discusses the use of T-22 Freon; Brian (Sonny's Plumbing & Heating) expressed this freon is no longer being made and he recommends having some on hand. A tank of this Freon is approximately \$900 + taxes. Councillor RL will investigate further.
- Councillor KD expresses interest in attending a Webinar on Jan 21 regarding Building Codes. He invites anyone to attend the Free Webinar as it may have useful information for the Wolseley Sportsplex Accessibility Project.

TT - Nothing to report.

JJM - Nothing to report.

RQ - Fire Department: Met with representatives from the RM of Wolseley, No. 155 for a Fire Board Meeting. Discussions regarding equipment and agreements took place.

CM - Nicole has been working at the Sportsplex more frequently and helping out there which is good to see.
 - Rob is looking at regenerating filters at the Water Treatment Plant again this year as a maintenance item.
 - Christmas decorations have been put away for the season.
 - Lift Station requires some maintenance on one of the pumps. Frank Dolter will have a look at it.

GH - Mayor GH reminds Council to gather budget items. Look at a budget meeting some time end of January, beginning of February. Get proposals in so Administrator can compile everything to get going on Budget 2020.

UNFINISHED BUSINESS

1. Town Lots Transfer in Exchange for Clay for Perley Road Rebuild: This file has been completed. Lots transferred to Tourigny effective December 27, 2019.
2. Wolseley Curling Rink Electric Defects: *Councillor KD reports this is a work-in-progress, will be looked at tomorrow.*
3. Occupational Health & Safety, Notice of Contravention – Progress Report: Administrator reported that a Progress Report was sent to the Occupational Health Officer on December 31, 2019. Out of 16 items noted on the Notice of Contravention Report, 8 have been completed and the rest are a work-in-progress. Questions were asked to the Occupational Health Officer regarding 3 items, waiting on response for further direction and guidance.
4. Zee Medical Inc. re: Fully Stocked First Aid Cabinets: Administrator will touch base with Zee Medical to discuss prices and options for buildings identified.
5. Wolseley Sportsplex Accessibility Project: Round Two, Part One: The Wolseley Sportsplex Accessibility Project, the *Expression of Interest (EOI)* was due from contractors by 5:00PM Wednesday December 18, 2019. Seven Contractors have submitted an EOI by the deadline. Part Two is hosting a mandatory pre-tender meeting for all contractors to attend. This meeting is mandatory for general contractors, but not mandatory for sub-trades; however, sub-trades are welcomed and encouraged to participate. The Mandatory Pre-Tender Meeting has been set for Thursday January 30 at 10:00AM, meet at Town Office/Council Chamber (610 Varennes Street).

NEW BUSINESS

1. DRAFT Bylaw 01-2020 – Tax Exemption for Economic Development, George McMain:

9/20 CM/JJM that Bylaw No. 01-2020, a Bylaw to provide for entering into a Tax Exemption Agreement for the purpose of Economic Development for 404 Cherry Street be given a FIRST READING this 8TH day of JANUARY, 2020.

CARRIED

10/20 KD/RL that Bylaw No. 01-2020, a Bylaw to provide for entering into a Tax Exemption Agreement for the purpose of Economic Development for 404 Cherry Street be given a SECOND READING this 8TH day of JANUARY, 2020.

CARRIED

11/20 TT/RQ that all members of Council unanimously agree to read Bylaw No. 01-2020, a Bylaw to provide for entering into a Tax Exemption Agreement for the purpose of Economic Development for 404 Cherry Street a third time and adopt at one regular scheduled meeting this 8TH day of JANUARY, 2020.

UNANIMOUSLY CARRIED

12/20 RQ/CM that Bylaw No. 01-2020, a Bylaw to provide for entering into a Tax Exemption Agreement for the purpose of Economic Development for 404 Cherry Street be given a THIRD READING and be ADOPTED this 8TH day of JANUARY, 2020.

CARRIED

2. Investing in Canada Infrastructure Program (“ICIP”) – Application Intake Now Open: For informational purposes, Administrator was sent correspondence notifying that the ICIP Application Intake is now open for two funding streams: (1) Green Infrastructure Stream; and (2) the Community, Culture and Recreation Infrastructure Stream. The Application Intake runs until 4:30PM CST, Tuesday March 31, 2020. Projects that could be applied for include, but not limited to the Sewer Main Line beneath the Water Street Bridge, or Genset for WTP/Wells.

COMMUNICATIONS

1. Communities in Bloom re: Invitation to Participate in 2020 National Edition: Deadline to submit form is February 28, 2020 if Council is interested in applying for the National Edition of CiB.

13/20 KD/JJM that the Town of Wolseley enter the 2020 National Edition of Communities in Bloom (CiB) for a cost of \$565.00.

CARRIED

2. RCMP Community Report (2019 Q4): For informational purposes.

IN CAMERA

14/20 CM/RQ to go In Camera at 8:36PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following:

1. Ombudsman Saskatchewan;
2. Fire Board Discussions.

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

CARRIED

15/20 RQ/RL to go out of In Camera at 9:23PM.

CARRIED

1. Ombudsman Saskatchewan:

16/20 RL/CM to acknowledge Ombudsman Saskatchewan report, and that all members of Council agree with its findings.

Councillor JJM abstains from voting.

CARRIED

17/20 TT/KD that the Town Council will perform reviews on conflict of interest Bylaws.

CARRIED

2. Fire Board Meeting Discussions:

18/20 GH/TT that the Town Council supports upgrading the 1997 Rapid Response Fire Truck, subject to cost sharing with the RM of Wolseley, No. 155.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council - Wed Jan 22, 2020 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

19/20 JJM that the meeting be adjourned at 9:29PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator