

**TOWN OF WOLSELEY
MINUTES
JANUARY 22, 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 22, 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 6:58PM.

AGENDA

20/20 CM/JJM that the Agenda be adopted as amended. **CARRIED**

MINUTES

21/20 RL/KD that the minutes of the regular meeting January 8, 2020 be approved as presented. **CARRIED**

ACCOUNTS

22/20 CM/TT that cheque #'s 18095 to 18102 totaling \$7,002.01 be ratified. **CARRIED**

23/20 RQ/JJM that cheque #'s 18103 to 18123 totaling \$26,791.34 be approved. **CARRIED**

24/20 JJM/TT that the Statement of Financial Activities for the period ended December 31, 2019 be approved as presented. **CARRIED**

REPORTS OF ADMINISTRATION

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

25/20 KD/RL that the Bank Reconciliation and notes for the period December 31, 2019 be approved as presented. **CARRIED**

2. TD Canada Trust, Dam Days Reserve Bank Account: A notice was received from TD Canada Trust informing us about the Dam Days Reserve Bank Account. As the account has been inactive for two (2) years, it is considered dormant. There is a bank balance of \$7,500 in the account. If this account remains dormant for over 9 years, it will be closed at the end of that year and the balance will be transferred to the Bank of Canada in January of the following year, as required by the Bank Act.

Administrator recommends transferring the \$7,500 from the Dam Days Reserve Bank Account to the Recreation and Cultural Reserve Bank Account and close the Dam Days Reserve Bank Account.

26/20 JJM/CM to reallocate the balance of \$7,500 (seven thousand five hundred dollars) from the Dam Days Reserve Bank Account to the Protective Services Reserve Bank Account; and, close the Dam Days Reserve Bank Account. **CARRIED**

3. 2019-2020 Vacation Days: The Auditors require a motion from Council to carry forward Staff Vacation Days to 2020. A chart was provided to Town Council summarizing Vacation Day Balances at December 31, 2019, Vacation Days Eligible for 2020, as well as Vacation already taken in 2020 for a balance of Vacation Days by each employee. Administrator also summarized 2019 Vacation Days that were paid out, as well as 2019 Vacation Days that were actual days off. In addition, sick days used by each employee were presented.

27/20

KD/RQ that the following Vacation Days be carried forward to 2020 for the following employees: Candice Quintyn 16.375; Robert Schneider 15; Mark Smith 9.5; Garth Domokos 12; and Nicole Crumley 0.9.

CARRIED

4. Accounts Receivable re: Uncollectible Invoices: Administrator reviewed the Unpaid Accounts report in the Accounts Receivable and provided Council with a report of outstanding accounts. The following accounts are outstanding by category:

- 2019 Business Licenses (2) - \$150
- 2019 Pet Licenses (9) - \$120

Administrator recommends writing off the above noted accounts totaling \$270, as they are deemed uncollectible.

28/20

JJM/KD that the following accounts receivable accounts be cancelled and deemed uncollectible: 2019 Business Licenses \$150; and 2019 Pet Licenses \$120, totaling \$ 270 as uncollectible.

DEFEATED

29/20

GH/KD that the following accounts receivable accounts be cancelled and deemed uncollectible: 2019 Business Licenses totaling \$150.00.

CARRIED

5. Utility Updates: The 2019 Q4 Utility Bills are due January 31, 2020. On Wednesday, January 15 the Administrator made phone calls to individuals whose accounts are past due. Phone messages were left on many of the accounts. Payment Reminder letters will be sent out beginning February, once the deadline for the 2019 Q1 has passed and applicable interest charges have been applied.
6. TAXervice Updates: Administrator prepared a document outlining all arrears files that TAXervice has with the Town of Wolseley. There are a total of 15 properties with Tax Liens registered on title. Total outstanding on properties with tax liens is \$82,325.14; the 2019 Arrears (no file started yet) total \$75,194.09 for a Grand Total of Property Taxes Outstanding being \$157,519.23.
7. Office Updates: Year End Reports:
- 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 returns January 28.

The 2019 Year End Audit is scheduled for February 10.

MAYOR AND COUNCILLORS FORUM

- KD** - Sportsplex: Financials are looking healthy; The Board is looking at doing a fundraiser to put into reserves for ice plant maintenance. They are anticipating a profit this year.
- Sportsplex Accessibility Project: \$5,000 grant has been approved from Western Financial Group. The committee will get together and work on details such as tin specifications.
 - Curling Rink: inspector requires fan to operate in the kitchen. The new door weather stripping is falling off, the contractor who installed will look at and repair this.

- Councillor KD attended a webinar regarding Building Codes. Discussion of the changes to the code took place, more detail on carbon footprint for energy efficiency. The Local Authority has an element of “duty of care”; Town Council will have to review Building Bylaw and will have to look at Licensed Building Inspectors.

TT - Nothing to report.

JJM - Town Hall kitchen countertop quote from Beliveau Construction for kitchen counter upgrades.

30/20 RQ/CM that the Town of Wolseley proceed with quote from Beliveau Construction for kitchen counter upgrades at the Town Hall/Opera House for a quoted price of \$6,660.00.

CARRIED

- Some cabinet doors were broken in the kitchen at the Town Hall/Opera House and Councillor JJM had Beliveau Construction repair them.

RQ - Fire Department had a couple of fire calls; one was a mutual aid call from the Indian Head Fire Department to go to a house fire in Sintaluta; the other call was an accident on Highway 1.

- A fire meeting was held Monday. Firetruck was washed and budget items were discussed. Larger capital items would include roof repair for leaks as well as a new overhead door for building maintenance items.
- Curling Rink fire escape door was blocked with snow and had asked Administration to forward note to Public Works to clear. This has been done.
- West Central Pelleting plant drafted an emergency plan they wanted the Fire Department to review. A few recommendations were made on this.

CM - Power failure at the Wells last night, a fuse on a pole blew and SaskPower was repairing from 1:30-3:30AM.

- Public Works have been keeping busy with clearing streets and day-to-day operations.
- The fans are working good at the Sportsplex when on.

RL - Follow-up regarding R22 Freon

31/20 RL/KD that the Town of Wolseley order four (4), 30-pound tanks of R22 Freon for an approximate cost of \$4,000 (four thousand dollars) from Sonny’s Plumbing & Heating for the rinks.

CARRIED

GH - Budget 2020: looking to start the budget process by next meeting on some of the larger items. Reminder to members of council to submit budget papers to Administration.

UNFINISHED BUSINESS

1. Wolseley Curling Rink Electric Defects: This has been rectified.
2. Occupational Health & Safety, Notice of Contravention – Progress Report: Nothing to update.
3. Zee Medical Inc. re: Fully Stocked First Aid Cabinets:

32/20 KD/RQ that the following be ordered from Zee Medical Inc.:

- four (4) two-shelf metal utility kit (#125ZC) for \$174.99 each; and
- two (2) Responder Kit (#6630ZC) for \$264.99 each

CARRIED

NEW BUSINESS

1. DRAFT Bylaw 02-2020 – Authorization of Certain Expenditures:

33/20 RQ/TT that Bylaw No. 02-2020, a Bylaw to provide for the authorization of certain expenditures be given a FIRST READING this 22ND day of JANUARY, 2020.

CARRIED

34/20 KD/JJM that Bylaw No. 02-2020, a Bylaw to provide for the authorization of certain expenditures be given a SECOND READING this 22ND day of JANUARY, 2020.

CARRIED

35/20 RL/JJM that all members of Council unanimously agree to read Bylaw No. 02-2020, a Bylaw to provide for the authorization of certain expenditures a third time and adopt at one regular scheduled meeting this 22ND day of JANUARY, 2020.

UNANIMOUSLY CARRIED

36/20 JJM/CM that Bylaw No. 02-2020, a Bylaw to provide for the authorization of certain expenditures be given a THIRD READING and be ADOPTED this 22ND day of JANUARY, 2020.

CARRIED

2. DRAFT Bylaw No. 03-2020 – Establish Property Tax Incentives and Penalties:

37/20 CM/JJM that Bylaw No. 03-2020, a Bylaw to establish property tax incentives and penalties be given a FIRST READING this 22ND day of JANUARY, 2020.

CARRIED

38/20 JJM/KD that Bylaw No. 03-2020, a Bylaw to establish property tax incentives and penalties be given a SECOND READING this 22ND day of JANUARY, 2020.

CARRIED

39/20 RQ/JJM that all members of Council unanimously agree to read Bylaw No. 03-2020, a Bylaw to establish property tax incentives and penalties a third time and adopt at one regular meeting this 22ND day of JANUARY, 2020.

CARRIED

40/20 RL/TT that Bylaw No. 03-2020, a Bylaw to establish property tax incentives and penalties be given a THIRD READING and be ADOPTED this 22ND day of JANUARY, 2020.

CARRIED

3. 2020 SUMA Resolutions Package Review: For information purposes.

4. 2020 Pest Control Officer Recommendation and Appointment:

Councillor RL declares a pecuniary interest and leaves the council meeting at 8:51PM.

41/20 RQ/CM to appoint the following Pest Control Officers for the period January 1 to December 31, 2020, providing the individuals submit, if not previously provided, a valid Firearms License/Possession and Acquisition for the Town Office to have on File: Barry Zimmer, Dave McMain, Larry Hilderman, and Ron Lyke.

CARRIED

Councillor RL returns to the council meeting at 8:52PM.

COMMUNICATIONS

1. Ministry of Government Relations re: Voluntary Regional Co-operation Workshops: Councillors RQ, RL, TT, and KD express interest in attending the workshop. There are a number of subjects of interest such as: bylaw enforcement, infrastructure, asset management, shared professional services, land use planning, landfills.

42/20 GH/JJM that Councillors RL, KD, TT, and RQ register to attend the free regional workshop on March 17, 2020 in Melville, SK.

CARRIED

2. Wolseley Dance Club re: 2020 Annual Dance Competition Sponsorship Request:

43/20 RQ/JJM that the Town of Wolseley donate \$100 to the Wolseley Dance Club for the 2020 Annual Dance Competition.

CARRIED

3. Saskatchewan Council for Archives and Archivists re: Wolseley Heritage Foundation Archive Celebrates Archives Week with Grand Opening: FYI – Administrator to advertise online and on electronic sign.

ANNOUNCEMENTS

- Next Regular Meeting of Council - Thu Feb 06, 2020 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

44/20

JJM that the meeting be adjourned at 9:02PM.

CARRIED

Gerald Hill
Mayor

Candice Quintyn
Administrator