

**TOWN OF WOLSELEY
MINUTES
SEPTEMBER 16, 2020**

The regular meeting of Council of the Town of Wolseley, in the Province of Saskatchewan was held in the lower level at the Town Hall/Opera House located at 510 Varennes Street on September 16, 2020 at 7:00PM.

PRESENT:

Mayor Gerald Hill (GH)
Councillor Randy Quintyn (RQ)
Councillor Ken Drever (KD)
Councillor Ron Lyke (RL)

Councillor Jacquie Jacobs-Marshall (JJM)
Councillor Tim Taylor (TT)
Councillor Chris McBride (CM)
CAO Candice Quintyn (CQ)

ABSENT:

CALL TO ORDER

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

AGENDA

323/20 CM/RQ that the Agenda be adopted as amended.

CARRIED

MINUTES

324/20 TT/RL that the minutes of the regular meeting held September 2, 2020 be approved as presented.

CARRIED

ACCOUNTS

325/20 RL/JJM that the Horizon Credit Union general accounts for ratification, cheque #'s 20195 to 20202 totaling \$8,883.00 be ratified.

CARRIED

326/20 JJM/CM that the Horizon Credit Union general account for ratification, cheque # 20203 totaling \$40,000.00 be ratified.

CARRIED

327/20 KD/RQ that the Horizon Credit Union general accounts for approval, cheque #'s 20204 to 20225 totaling \$58,409.06 be approved.

CARRIED

328/20 CM/RL that the Statement of Financial Activities detailed for the period ending August 31, 2020 be approved as presented.

CARRIED

REPORTS OF ADMINISTRATION

1. Bank Reconciliations for Horizon Credit Union and TD Canada Trust: Administrator prepared and presented the bank reconciliation and notes for the Horizon Credit Union and TD Canada Trust general operating bank accounts.

329/20 KD/CM that the Bank Reconciliation and notes for the period ending August 31, 2020 for the Horizon Credit Union general operating account be approved as presented.

CARRIED

330/20 RQ/TT that the Bank Reconciliation and notes for the period ending August 31, 2020 for the TD Canada Trust general operating account be approved as presented.

CARRIED

2. Utilities Update: Meter reads for the next utility billing are being completed by Public Works this week for the period July 1 to September 30, 2020. Utility Bills for Q3 will be sent out prior to the end of September, due October 31, 2020.

As of Monday September 14, approximately \$10,400 is outstanding for Utilities.

3. TAXervice Update: 2018 Arrears File: Service of the six-month notice has been effected as of September 3, 2020. The six-month waiting period will expire on or about March 3, 2021. At that time, we will obtain consent from the Provincial Mediation Board as required and eventually give the thirty-day final notice as necessary. TAXervice has noted this date and will be in contact with us in due course. There are four active properties in the 2018 Arrears File.

4. 2020 General Election:

Call for Nominations – Nomination Day is October 7, 2020. The Returning Officer (CAO Quintyn) has posted the call for nominations in the municipal office, on the community bulletin board located by Rexall, in the local newspaper (The Wolseley Bulletin), as well as online on the municipal website and Facebook page. Nominations for candidates will be received at the Town Office during normal office hours after posting the call for nominations until nomination day beings; and between 9:00AM to 4:00PM on nomination day (including lunch hour).

Election Officials – All Election Officials have been appointed by the Returning Officer. The Returning Officer has appointed the following:

- Deputy Returning Officer, Gail Blaney; and
- Poll Clerk, Diane Beliveau

Election Official Remuneration – the Returning Officer recommends the following remuneration for Election Officials:

Returning Officer	\$250.00 per day
Deputy Returning Officer	\$250.00 per day
Poll Clerk	\$225.00 per day

331/20

RL/TT that the following remuneration be set for Election Officials for the municipal general election Advance Poll and Regular Poll for November 2020:

- Returning Officer \$250 per day;
- Deputy Returning Officer \$250 per day; and
- Poll Clerk \$225 per day.

CARRIED

Council inquires with Administrator regarding a Mail-in Ballot system for the upcoming election, due to COVID, it may be something worthwhile looking into. Administrator will bring information to next meeting.

5. MEEP 2020 Project Updates:

Backup Generator Installation Project: The Generators have been installed and tested at the Well and Water Treatment Plant. There is more electrical work required for when the Generator is needed to activate and work with existing infrastructure in the Water Treatment Plant. Timings, valves opening/closing, etc. all have to coincide to work efficiently and effectively.

Watermain Extension via Line Bore Method Project: An Aquatic Habitat Protection Permit (AHPP) was completed and sent in on July 23, 2020. Water Security Agency (“WSA”) acknowledged receipt of the application and required further written permission from the Wolseley Memorial Union Hospital Board (as it is listed on Land Titles), before the specialists could review the file.

Administrator Quintyn reached out to local administration for the Wolseley Hospital and they forwarded the information on to the Director of Building Services Rural. As the previous Wolseley Memorial Union Hospital Board had been amalgamated into the Saskatchewan Health Authority, we received written permission from the Director of Building Services Rural on August 31, 2020. This written permission was sent to WSA on September 1, 2020 to complete our application.

On September 8, we received the permit authorizing the Town of Wolseley to install a new watermain under Fairly Lake by line boring.

Further, we were advised that we may also require a *Permit to Construct Waterworks or Sewage Works* from WSA for this project. Administrator received confirmation from WSA that we required this permit.

The *Application for Permit for Construction of Waterworks or Sewage Works* has a section for *The Construction of Water Distribution*. We are required to submit the following:

- a completed application form;
- engineering drawings of the proposed works sealed by a Professional Engineer licensed to practice in Saskatchewan;
- detailed design brief for the project;
- subdivision approval certificate for water/sewer mains within a new subdivision;
- completed Heritage Resource Review;
- One (1) set of permit documents in both electronic (pdf) and paper format.

Administrator touched base with Municipal Utilities, Marc Gauthier, for further information required for the Permit to Construct Waterworks. With my permission, he is starting the process by getting quotes for engineered drawings. He said they typically work with Walker Projects Inc. in Regina to provide required engineered drawings for stuff like this.

6. Letter of Direction to Transfer Funds from Arena Board Project Reserve:
Administrator prepared a letter of direction to transfer funds from the Arena Board Project Reserve to the General Operating Account for the purpose of offsetting costs of the progress payment made to Beliveau Construction totaling \$40,000.00

332/20

RQ/KD to transfer \$40,000.00 from the Arena Board Project Reserve to the General Operating Account for the purpose of offsetting the total cost of the progress payment made to Beliveau Construction.

CARRIED

MAYOR AND COUNCILLORS FORUM

- KD** - Sportsplex Board met on Monday. Elections for the executive occurred and executive remains the same as the prior year. The Financials and Fees have been approved. Minor Hockey Representative is Lyle Laverdiere; Figure Skating Representative is Brock Linnell; Wolseley Mustangs Jr C Representatives are Frank Schneider and Brock Linnell.
- The damaged locks will be uninstalled from the doors and taken to Regina to see if they are repairable.
 - The Wolseley Sportsplex Board has funds set aside for upgrading lighting to LED in the arena area. Board Member Adam Erickson has access to people who design lighting. The Board will work towards a gradual replacement.
 - The Wolseley Sportsplex Board will have regular meetings on the second Monday of the month.
 - The pop machine will not be used at the Wolseley Sportsplex this year.
 - Facility Guidelines proposal for COVID regulations was presented. TD Canada Trust donated “Stand Together by Standing Apart” floor stickers for the Sportsplex.

333/20

KD/RQ to support and endorse the Facilities Guideline proposal for the Wolseley Sportsplex as presented for COVID safety.

CARRIED

- The Wolseley Sportsplex Accessibility Project is going well. The doors are installed. Early next week is the install for the lift. Access 2000 will be on site.
- Public Works were given a sketch to do a concrete apron on the main door, south door, and north glass doors.
- Councillor KD questions if the Town should look into purchasing a plaque or recognition for donors for the lift project. Council is in favor of doing something to recognize donors. Councillor KD will review list of donors and approach Marty Happy to do plaque and sign.
- Minor Hockey: over 30 kids registered and three teams (U13, U11, and U9) will play this year. The Initiation won't have a team this year due to lower numbers.

RQ - Fire Department has been quiet throughout harvest. Councillor RQ is trying to get the Fire Board together for a meeting. Perhaps next week sometime. A replacement truck was found for the Rapid Response. It's a cab and chassis priced at \$36,000, plus \$5-6K for a deck. Councillor RQ suggests cost sharing with the RM for mileage to go view the truck. There are options of purchasing a striping/wrap kit instead of having the vehicle painted. Everything from the current truck can be transferred to a new truck easily.

334/20

RQ/CM to cost share mileage with the RM of Wolseley, No. 155 to view truck for the Wolseley Fire Department.

CARRIED

- There are low, overhanging trees on streets that Public Works should trim up before snow fall to ensure grader can pass by.
- We should have the dirt pile by the Water Treatment Plant moved off the neighboring property. Perhaps dirt can be put in low areas on hay land, or find a suitable place for it.
- Hospital: there is a virtual/teleconference meeting scheduled with the Minister of Health, Minister Responsible for Rural and Remote Health, and our MLA Steven Bonk.
- Beach: Councillor RQ inquires if beach should be worked a final time before end of season. Councillor TT suggests waiting for all geese to leave area before doing it a final time.

CM - Nothing to report.

GH - Work is completed at the new sidewalk at the Courthouse. There was a late concrete pour on Monday and a bicycle drove through the south portion of the new sidewalk. It didn't damage it too badly. The sidewalk looks great and Town has received a lot of positive comments.

- Hospital: Mayor GH was contacted by Dan Drummond, Recruitment Director for Saskatchewan Health Authority. RNs and LPN positions are yet to be filled. Lab tech positions have been filled.
- Council discusses the need for recruitment to get our Hospital reopened.
- The "No Diving or Jumping Off Bridge" sign on the north end of the Swinging Bridge is bent.

TT - Permits to remove weeds and bulrushes for Beach Area at Fairly Lake have been obtained through Water Security Agency and are valid until March 31, 2022.

- Councillor TT inquires when the dock should be taken out. It was suggested to coincide fountain removal, dock and pumps at same time.

RL - Public Works have been cleaning and cutting tall grass at the Landfill, it looks really good.

- Councillor RL was informed chickens are back at 214 Claude Street.

335/20

RL/CM to send letter to 214 Claude Street to remove chickens again, immediately, according to The Zoning Bylaw.

CARRIED

JJM - Nothing to report.

UNFINISHED BUSINESS

1. Animal Control Bylaw – draft update: The draft bylaw was received by electronic mail on September 2nd. An electronic copy was emailed to all Councillors for review prior to the meeting. Council discussed changes to amend the draft. Administrator directed to forward changes to lawyers.
2. Town Hall/Opera House – Secondary Boiler Pump Quotes: Mr. T's Plumbing and Heating supplied Town Council with two quotes. The first quote to rebuild the secondary boiler pump at a cost of \$1,158.84; the second quote to replace the secondary boiler pump at a cost of \$2,438.67.

336/20

RL/JJM to proceed with rebuilding secondary boiler pump at the Town Hall/Opera House for a cost of \$1,158.84 from Mr. T's Plumbing and Heating.

CARRIED

3. A1 Rubber Paving re: Quote for Rubber Pave Sidewalk, Ouimet/Richmond Streets: Members of Council met at the said site to view the area. It was determined that continuation of cement would be preferred over the A1 Rubber Paving in this area.
4. Craig Baird re: Sponsorship Request for Podcast: Town Council may look at this in a new budget year, and are not interested at this time.
5. Kylar Brown re: Camper on Vacant Lot: Response back to council for information purposes. No future build plans have been confirmed at this time.

NEW BUSINESS

1. Review Policy No. 06 – Memorial Bench Policy: Suggested amendments to include customer responsibility to pay for cost of concrete at a flat rate of \$100 and Town offering a charitable receipt. Administrator will add a costing portion to the policy and bring back to Council. Another suggestion that benches should fit the general theme of the area (Section 5.2).
2. Memorial Bench Permit – Doug & Lil Caswell:
337/20 GH/KD to ratify approval of Memorial Bench Permit for Memorial Bench purchased by Roger Tabin.
CARRIED
3. Memorial Bench Permit – Doug & Lil Caswell:
338/20 GH/JJM to approve Memorial Bench Permit for Memorial Bench purchased by Doug and Lil Caswell.
CARRIED
3. Municipal Sewer Maintenance Ltd. Contract for Renewal of Services:
339/20 CM/RL to approve renewal of services contract for Municipal Sewer Maintenance as presented in agreement dated September 1, 2020.
CARRIED
4. Water Security Agency Aquatic Habitat Protection Permit – Vegetation Removal: Water Security Agency issued the Town of Wolseley a permit for vegetation removal in and adjacent to Adair Creek Reservoir. WSA combined the Town's application for in-water vegetation removal from the beach area with the application for mowing along the reservoir in the areas specified in the application. This permit covers all proposed activities. It is valid until March 31, 2022 to allow us to complete some work this fall if desired and throughout the year next year apart from the activity restrictions specified in the permit.

COMMUNICATIONS

1. Lisa Ropson re: 107 Oak Street and 203 Maple Street: Letter received from Kirk and Lisa Ropson inquiring if the Town would be interested in purchasing the two remaining lots they own.
340/20 CM/RQ offer to purchase lots at 107 Oak Street and 203 Maple Street from Kirk and Lisa Ropson.
DEFEATED
2. Wolseley Dance Club re: 2020/21 Season Update: As the Wolseley Dance Club uses the Town Hall for Wednesday and Thursday nights for their dance practices, and Town Council uses the Town Hall for their regular meetings every first and third Wednesday of each month, Town Council has chosen to relocate their regular meetings to another venue.
341/20 KD/CM to offer Wolf Creek Friendship Centre \$20.00 per meeting to use their facility for regular Town Council Meetings for the duration of dance season.
CARRIED
3. Southeast Regional Library re: Branch Open Hours for 2021: The Southeast Regional Library asks for a response with our desired level of open hours for our public library branch by completing a worksheet. Town Council agrees to keep status quo.
4. Sherri Noels re: Removal of Diseased Elm Trees: Letter received from homeowner that is upset about damage to hedges due to removal of diseased elm trees. Sherri requests meeting with Town to discuss/come up with an agreement to discuss the damage done. Town Council will have to revisit bylaw in future. Councillors have agreed to meet with homeowners on Saturday.

IN CAMERA

- 342/20 KD/TT to go In Camera at 9:04PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following:
- Orders to Remedy Update;
 - Staff Planning.

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

CARRIED

- 343/20 JJM/CM to go out of In Camera at 9:41PM.

CARRIED

- 344/20 Orders to Remedy Update:
RQ/TT to seek legal counsel regarding Order to Remedy issued for 100 Gordon/120 Front Street.

CARRIED

- 345/20 Staff Planning:
JJM/RL to continue staff planning.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council – Wednesday October 07, 2020 at 7:00PM at the Wolf Creek Friendship Centre.

ADJOURNMENT

- 346/20 JJM that the meeting be adjourned at 9:42PM.

CARRIED

Gerald Hill
Mayor

Candice Quintyn
Administrator