

**TOWN OF WOLSELEY  
MINUTES  
DECEMBER 02, 2020**

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The second regular meeting of Council of the Town of Wolseley, in the Province of Saskatchewan for the 2020-2024 term was held in the Wolf Creek Friendship Centre located at 117 Sherbrooke Street on Wednesday December 02, 2020 at 7:00PM.

**PRESENT:**

Mayor Gerald Hill (GH)	Councillor Susan Campbell (SC)
Councillor Ken Drever (KD)	Councillor Ron Lyke (RL)
Councillor Chris McBride (CM)	Councillor Randy Quintyn (RQ)
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**

438/20 CM/RQ that the Agenda be adopted as amended.

**CARRIED**

**DELEGATION**

439/20 RQ/KD to hear Reg Churko from RC Inspection Services at 7:03PM.

**CARRIED**

- Reg Churko recommends, for a Town our size, to have inspection services as safety is #1.
- Fees provided in proposal are current for year 2021, and include mileage. Reg tries to get out to perform the inspections rather than having photos sent in. Building inspections are conducted pursuant to *The Uniform Building and Accessibility Standards Act and Regulations*.
- Reg, as well as Administration, has authority to shut down jobs with a “Stop Work/Development Order”. There are also forms for appealing decisions of the Building Official or Municipal Administration. Reg as the Building Official deals with Municipal Administration only.
- If Reg’s services are contracted by the Town, there will be growing pains; people will be building without permits., but Stop Work Orders can be done. Reg prefers at least 3-days’ notice for inspections.
- Reg does not require stamped engineered drawings for residential construction. This would only be required for Level 2 buildings such as commercial buildings (i.e. Financial Institution).
- Plan review is the first and most important step in the process. Reg requires the entire set of plans/drawings before the plan will be considered/approved.
- It is ultimately the owner’s responsibility to follow National Building Codes, not the contractor. Reports would go to the owner rather than the contractor.
- Plumbing is looked after by Public Health; Electrical is looked after by SaskPower.
- Reg Churko is self-employed with no employees, so he is on his own. Once appointed by a municipality, notification to the Saskatchewan Building Standards and Licensing Branch is required for authorization (in case an official is deemed suspended).
- As soon as a structure is changed, a permit and inspection is required. Reports explain details. As long as all reasonable efforts are made, there are no liabilities to the municipality.
- Town Council allows permission from members of the public gallery to ask any questions that may not have been addressed. Reg is available for questions at any time.

*Reg Churko leaves the council meeting at 7:50PM.*

**MINUTES**

440/20 RQ/TT that the minutes of the regular meeting held November 18, 2020 be approved as presented.

**CARRIED**

**ACCOUNTS**

441/20 CM/RL that the Horizon Credit Union general accounts for ratification, cheque #'s 20405 to 20412 totaling \$8,842.17 be ratified.

**CARRIED**

442/20 RQ/CM that the Horizon Credit Union general accounts for approval, cheque #'s 20413 to 20455 totaling \$50,944.55 be approved, with the exception of Cheque #'s 20429 and 20452.

**CARRIED**

*Councillor RL declared a pecuniary interest and left the council meeting at 7:57PM*

443/20 TT/CM that Cheque # 20429 payable to Lyke Farms totaling \$1,052.63 be approved.

**CARRIED**

*Councillor RL returned to the council meeting at 7:58PM*

*Councillor RQ declared a pecuniary interest and left the council meeting at 7:58PM*

444/20 KD/CM that Cheque # 20452 payable to Wolseley Service Ltd. totaling \$5,218.21 be approved.

**CARRIED**

*Councillor RQ returned to the council meeting at 7:59PM*

**COMMUNICATIONS**

1. Peter Julian, MP New Westminster-Burnaby re: Seeking Support for Bill C-213, The Canada Pharmacare Act: For informational purposes.
2. Mike LoVecchio, Director of Indigenous Relations and Government Affairs re: Letter from Canadian Pacific Railway: For informational purposes. Letter notifying Council of contact information for CP Rail.
3. Federation of Canadian Municipalities re: Municipal Asset Management Program Funding Decision: The Town of Wolseley Asset Management Framework and System Project Application has been approved for a grant in the amount of up to \$50,000. Administration will be working closely with a company called MuniSight that will be developing the Town's Asset Management Plan.

**REPORTS OF ADMINISTRATION**

1. Utilities Update: The deadline for the 2020 Q3 Utility Bills (period Jul 1 - Sep 30) was October 31, 2020. Payment Reminder Letters were sent out early November and more payments have been slowly coming in. Approximately \$14,300 remains outstanding.

Public Works will start doing water meter reads later next week for the 2020 Q4 Utility Bills, for the period October 1 to December 31. The Q4 Utility Bills will be sent in the mail prior to Christmas, and are due January 31, 2021.

2. 2020 Hours of Operation for Holidays: Administrator proposes Hours of Operation during the Holidays for the Town Office and Public Works Staff.

445/20 RQ/RL to approve the Hours of Operation during the 2020/21 holiday season for the Town Office and Public Works Staff as follows:

- Thu Dec 24 (*Christmas Eve*) - 8AM to 12PM, *closed 1PM-5PM*;
- Fri Dec 25 (*Christmas Day*) - CLOSED
- Fri Jan 01 (*New Year's Day*) - CLOSED
- Mon Jan 04 - Town Office CLOSED to Public (new year processing)

**CARRIED**

3. 2020 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. Administrator suggests increasing Full Time and Part Time by \$50.00.

446/20 GH/TT that Council approve staff Christmas gifts as follows: \$250/each for Full Time staff and \$150/each for Part Time staff.

**CARRIED**

4. 2021 Council Meeting Schedule: After reviewing the 2021 calendar, Administrator recommends the following dates for 2021 Council Meetings. The First and Third Wednesday of each month would remain the same, as follows: January 6, 20; February 3, 17; March 3, 17; April 7, 21; May 5, 19; June 2, 16; July 7, 2; August 4, 18; September 1, 15; October 6, 20; November 3, 17; and December 1, 15.

**447/20** KD/RQ that Council approve the first and third Wednesday of each month for Regular Council Meetings in 2021.

**CARRIED**

5. 2021 Board of Revision Appointment: For any Assessment Appeals for 2021 Property Taxes, Gord Krismer & Associates Ltd. Annual Retainer Fee is \$200 plus applicable taxes. This will be invoiced in January if Council decides in favour of the following recommendation. Administrator recommends appointing Gord Krismer & Associates Ltd. as the Board of Revision for any 2021 Assessment Appeals.

**448/20** CM/RQ to appoint Aileen Swenson as Secretary of the Board of Revision, and appoint the following panel members as the Board of Revision in year 2021: Clint Krismer (Chairman), Gord Krismer (Vice Chair), Cameron Duncan (Vice Chair), Christina Krismer (Member), Jeff Hutton (Member), David Lang (Member), Kirby Bodnard (Member), Brenda Lauf (Member), and Pam Malach (Member).

**CARRIED**

6. 2021 Auditor Appointment: Administrator recommends appointing SENSUS Partnership of Chartered Professional Accountants to continue performing the Town's audit for year 2021.

**449/20** GH/CM that the Town of Wolseley appoint SENSUS Partnership of Chartered Professional Accountants to perform the 2021 Audit.

**CARRIED**

7. 2021 SUMA Convention (Virtual): Administrator provides members of Council with information regarding this year's 2021 Virtual SUMA Convention scheduled for February 7-10, 2021. Registrations are required by December 22 in order to qualify for the Early Bird Rate. Registration is \$185/person (typically \$450/person when in-person); and \$285/person after Early Bird Deadline (typically \$550/person after Early Bird Deadline when in-person). Please notify Administrator as soon as possible if you are 100% committed to attending the convention virtually this year.

Mayor GH and Councillor KD expressed commitment to attend virtually.

8. Municipal Revenue Sharing, Declaration of Eligibility: The Ministry of Government Relations requires all municipal councils to pass a resolution regarding meeting six eligibility requirements in order to continue receiving the Revenue Sharing grant.

**450/20** GH/RQ The Council of the Town of Wolseley confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- 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**

**MAYOR AND COUNCILLORS FORUM**

**KD** - Sportsplex: Financial report was presented to Town Council, as well as the updated COVID-19 Facility Guidelines.

**451/20** KD/RL to accept the Financial Report from the Wolseley & District Sportsplex Board as presented.

**CARRIED**

**452/20** KD/CM to approve the COVID-19 Facility Guidelines for the Wolseley Sportsplex until further notice.

**CARRIED**

**453/20** KD/TT that the Councillor in charge and Chief Administrative Officer be authorized to modify facility guidelines in accordance with Provincial Public Health Orders.

**CARRIED**

- The Wolseley & District Sportsplex Board met to discuss operations due to changes in the Provincial Public Health Order. Minor Hockey will continue practice, as well as Figure Skating under the new guidelines. Public/General Skating has been suspended until further notice.

**454/20** KD/RQ that the Wolseley Sportsplex can be rented privately, subject to renter following Provincial Public Health Orders.

**CARRIED**

- Wolseley Sportsplex Accessibility Project: phone line is installed to the lift. There was a recent power outage that caused door issues, this has been fixed. License for the lift has been applied for.
- A suggestion from Minor Hockey regarding the use of an app, called “Sign In App” for people to sign in and sign out of facilities they visit as a method of contact tracing for COVID-19.

**455/20** KD/SC to proceed with the use of “Sign In App”, a COVID-19 contact tracing app, for an annual cost of \$500.00 plus applicable taxes, after satisfactory review of 15-day trial.

**CARRIED**

- Wolseley Curling Club regrets to inform they will not be installing ice this year due to regulations. The replacement door for the lobby/ice area arrived and will be installed by volunteers.

**RL** - Wolseley Sportsplex: a baseboard heater unit for the upstairs room of the lift is required as it doesn't get enough heat in that area.

- Water Treatment Plant: Public Works has been working on fixing leaky valves within the plant. The Fire Motor was put to good use, as it was used to keep pressure on the lines while leaks were repaired. Council loosely discussed replacement of the fire motor gas engine to an electric motor. It was suggested to plan for budgeting purposes.
- Public Works: performed a dig downtown (Sherbrooke Street) nearest to Rexall drugstore to try and find the leak, but was unsuccessful. More testing is required.

**RQ** - Fire Department: not much is going on, PPE was distributed around and only have about half left. If anyone is interested in wipes, talk to Councillor/Fire Chief RQ.

- The color wrap on the new rapid response is done and looks great. Close to budget. Still waiting for brackets for emergency light bar.
- Emergency Response Van has a fuel leak and needs fixing.

**CM** - Golf Course: Councillor CM sourced a quote for a load/unload ramp for golf carts. Walt's Welding quoted \$2,047.50.

**456/20** CM/RL to accept Walt's Welding estimate of \$2,047.50 for a load/unload ramp for golf carts to use at the Wolseley Golf Course.

**CARRIED**

**457/20** CM/TT to transfer \$6,100.00 to the Recreation & Cultural Services reserve for use in 2021 for the Wolseley Golf Course.

**CARRIED**

- Wolseley Christmas Cheer Parade: a group of volunteers are organizing a Christmas Cheer Parade, taking precautions with regards to COVID-19 Guidelines. Councillor CM seeking council approval to proceed with plans.

458/20

GH/RQ to support the Christmas Cheer Parade initiative being held Saturday December 19, 2020 at 7:00PM.

**CARRIED**

- Watermain Extension via Line Bore Method Project: engineers will come back when lake is frozen and drill holes to perform their testing.
- Used Oil Recycling Centre: Public Works inquired if the used oil recycling could be relocated to the Landfill where it would be under supervision, as the area is more often left in a mess. Council suggests perhaps more education to the public about what should be done there, what is accepted, etc. would help the situation.

GH - Mayor GH suggests Councillors take a look at unused budgets and look at unfinished projects. Start thinking about budget items for 2021.

SC - The Library Board meeting is coming up soon; Jubilee Court Board meets tomorrow.

TT - Town Hall/Opera House second boiler pump has been installed.  
 - Lions Club Christmas Event: The Lions are working towards getting Christmas initiatives done. Treat bags will be distributed to kids at the elementary school, play school and local day cares. They are working on a Christmas photo backdrop that people can take photos on their own (COVID friendly). The backdrop will be located downtown.

**UNFINISHED BUSINESS**

1. Animal Control Bylaw: Administrator discussed changes with Lawyer.
2. Town Hall/Opera House Flag: Nothing to report.
3. Kahkewistahaw First Nation #72 re: Municipal Services Agreement: Administrator waiting for solicitor to provide a few dates for meeting KFN. Nothing further to report.
4. 2021 Flower Basket Order: Letter received from Wolseley Horticulture Society displaying their commitment to watering 24 baskets for the 2021 season.

459/20

GH/TT to purchase twenty-four (24) flower baskets for 2021 from U & K Greenhouses in Indian Head at a cost of approximately \$80 per basket plus applicable taxes.

**CARRIED**

5. Water Street Sanitary Sewer Line re: Committee Recommendation: The Water Street Sanitary Sewer Line Relocation committee met to come up with a recommendation on where the design should go. They want to avoid a force main service. Cost savings tie-in to manhole at Cairo Street. Committee agrees the project is of priority due to environmental risk if the existing sanitary sewer line failed. Committee would recommend borrowing funds if required and apply for granting in order to proceed with the project.

Committee recommendations:

- Priority project;
- Gravity under creek to manhole north side of Water Street;
- Lift station likely powered from Fire Hall;
- Gravity to tie in to manhole north end of Cairo Street;
- Avoid force main as backup electric power required;
- Cost likely \$300-350K; plan for it in budget, borrow if required and apply for granting.

460/20

KD/CM to accept committee recommendation to recommend lift station on north side of Water Street by Fire Hall as discussed.

**CARRIED**

**NEW BUSINESS**

1. Water Treatment Plant, Monthly Report for November 2020:

**461/20** GH/RL to acknowledge the Water Treatment Plant monthly report for November 2020 as presented.

**CARRIED**

2. 2021 Municipal Insurance Renewal: Town Council reviewed the Municipal Machinery list, Auto & Driver list, as well as the Statement of Values Municipal Property listing. A few changes are required. Western Financial Group indicated they can have a quote to us for the next regular meeting.

**CLOSED SESSION**

**ANNOUNCEMENTS**

- Next Regular Meeting of Council, Wednesday December 16, 2020 at 7:00PM at the Wolf Creek Friendship Centre.

**ADJOURNMENT**

**462/20** CM that the meeting be adjourned at 9:46PM.

**CARRIED**

*Gerald Hill*

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Mayor

*Candice Quintyn*

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Administrator