

**TOWN OF WOLSELEY
MINUTES
FEBRUARY 03, 2021**

The 6th 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 February 03, 2021 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

46/21 CM/RL that the Agenda be adopted as amended.

CARRIED

MINUTES

47/21 KD/RQ that the minutes of the regular meeting held January 20, 2021 be approved.

CARRIED

ACCOUNTS

48/21 RQ/TT that the Horizon Credit Union general accounts for ratification, cheque #'s 20590 to 20598 totaling \$8,529.16 be ratified.

CARRIED

49/21 KD/RL that the Horizon Credit Union general accounts for approval cheque #'s 20599 to 20640 totaling \$43,073.44 be approved, with the exception of cheque # 20637.

CARRIED

Councillor RQ declared a pecuniary interest and left the council meeting at 7:08PM

50/21 CM/TT that cheque # 20637 payable to Wolseley Service Ltd. totaling \$3,048.29 be approved.

CARRIED

Councillor RQ returned to the council meeting at 7:09PM

COMMUNICATIONS

1. Wolseley Horticulture Society re: Communities in Bloom Signage:
Correspondence received from Wolseley Horticulture Society that did the ground work for getting a quote for a custom-made sign acknowledging Wolseley's achievement in 2019 for Provincial Winner of 5 Blooms in the 500-1,000 population category. A quote was provided by Happy Ad Sign & Design.

51/21 CM/RQ to accept quote for Communities in Bloom signs at \$425.00 each, for one sign at each entrance, plus installation and installation materials, from Happy Ad Sign & Design, with suggested changes.

CARRIED

2. Diamond Indoor Environmental Solutions re: Assessment Service:
Correspondence received from Diamond Indoor Environmental Solutions introducing themselves and what services they provide. They provide clients with an itemized report detailing accessible asbestos-containing materials, the location of these materials, the current condition of these materials, and recommendations for corrective action. This report meets the requirements to maintain compliance with current provincial legislation. They offer and provide FREE cost estimates to municipalities.

52/21

KD/TT to provide Diamond Indoor Environmental Solutions with a list of currently owned municipal properties along with current SAMA reports to receive a FREE estimate for asbestos assessment services.

CARRIED

3. STARS Air Ambulance re: 2019/20 Missions, COVID-19 Impact, and Request for Donation:

Councillor TT left the meeting at 7:23PM

Town Council discusses the importance of STARS Air Ambulance but agree that local tax dollars should not go towards it, as ratepayers have decision to donate themselves. It was suggested that the Town support STARS by promoting the lottery through its website.

Councillor TT returned to the meeting at 7:28PM

4. Tourism Saskatchewan re: Saskatchewan Tourism Education Council Rental Request: Correspondence received from Saskatchewan Tourism Education Council requesting to rent the lower level of the Town Hall/Opera House for twelve weeks, from March 8 to May 28, 2021. They request that the lower hall be closed to everyone but their group for safety and contact tracing purposes. All COVID protocols are followed, desks are 6 to 8 feet apart, marks worn at all times, thermal check everyone twice daily, and have touchless sanitizer station and sanitize with fogs twice daily. They asked if the Town could look into having a booster for the internet placed downstairs as everything is done on computers. The program has a limited budget for rent (\$5,000).

53/21

GH/KD to accept the Saskatchewan Tourism Education Council (STEC) proposal of renting the lower level of the Town Hall/Opera House for twelve weeks (from March 8 to May 28, 2021) for classroom instruction for a cost of \$5,000 (five thousand dollars), with the exception of weekends, PLUS additional costs for internet booster for Wi-Fi/internet.

CARRIED

5. Municipalities of Saskatchewan Candidate Correspondence re: Board Member Election: For information purposes. Candidates running for Municipalities of Saskatchewan Board Member seats sent information to introduce themselves and ask for votes.

REPORTS OF ADMINISTRATION

1. Utilities Update: The 2020 Q4 Utility Bills for the period October 1 to December 31 were due January 31, 2021. Interest Penalties of approximately \$374 for the month and have been calculated and levied on all overdue Utility Accounts. Payment Reminder Notices will be in the mail shortly. Total Utility Accounts Receivable (outstanding Utilities) is approximately \$18,784.

Three (3) registered letters were prepared for giving notice that the significant utility arrears will be transferred to the Property Tax Roll after 30 days from date of registered letter. The Registered Letters were sent January 15th. Therefore, on or about February 16th, if the utilities are not paid in full, the utility arrears will be transferred to the applicable Property Tax Roll.

One of the 3 registered letters was returned unclaimed. Town Council suggests having the registered letter hand-delivered to the local occupant.

54/21

GH/RL to contact Joel Kempfer to serve notice of registered letter that was returned “unclaimed” to the tenant occupying the residence of Roll 9.

CARRIED

2. Year End Update:

- The 2020 PST Remittance has been filed. A total PST expense of \$537.75 was remitted.
- The 2020 GST Semi-Annual Rebate has been filed, a total rebate of \$27,701.87 is expected.
- The 2020 Fire Cost Share Report and Invoice has been sent to the RM totaling \$12,788.10.
- The 2020 Education Property Tax Annual Return was balanced and submitted.

- The 2021 Business Licenses were levied with the new program. A learning curve for both Administrative employees.
 - 2020 Annual Landfill Report (*prepared, not filed*)
 - 2020 T4s for Elected Officials and Staff
 - 2021 Pet License Renewals*

**NOTE: The draft Animal Control Bylaw currently does not allow for “partial-year” payment, where our existing Bylaw allows for a reduction of 50% if a license is acquired after June 30. Administration seeks Council direction and clarification for the 2021 Pet Licenses fees. The invoiced Pet Licenses will be at the current rate of \$10/pet. Once the new Bylaw is adopted, the License fees change accordingly if licenses are acquired after the date of adoption of the Bylaw. Does Council want to consider a “partial-year” payment for mid-to-late year license purchases? Council discusses and agrees to change schedule to reflect half price for half year license purchases.*

3. TD Bank Account: The Letter of Direction has been sent to TD Bank to close our account. This will be done about mid-month February when the interest earned calculation is complete, they will then send us a bank draft for the balance.
4. Grants: A reminder that the Town of Wolseley received an initial payment (75%) of the 2020 Parks for All Action Grant from Saskatchewan Parks and Recreation Association (“SPRA”) in May 2020. This grant totals \$5,000 (we’ve received \$3,750). This was allocated for the Wolseley Nature Trail, as per application completed by April Dahnke (Sea Cadets). It is stated on the letter from SPRA: *Unused funds, or funds that have been spent incorrectly, must be returned to SPRA.* Administrator can contact SPRA to see how long we have to use these funds, and request an extension if necessary.
5. Budget Worksheets: Administrator printed the Budget Worksheets from MuniSoft for Council use.

MAYOR AND COUNCILLORS FORUM

RL - Public Works: Mower quote received from Small Mower Service in Kipling. Quote total is \$18,325.50 which would replace the Woods Mower.

55/21 RL/CM to purchase F800 Ferris Tractor Chassis with 61” Front Mount Mower deck from Small Motor Service in Kipling, SK for quoted price of \$18,325.50 (taxes included).

CARRIED

56/21 CM/RL to sell Woods Mower for \$8,000 or best offer.

CARRIED

KD - Sportsplex: Minor Hockey and Figure Skating groups are continuing to practice under the COVID guidelines. Sportsplex Garage Committee is looking at different ideas on how to approach the garage project. Need resource for building inspections, inquire if we require drawings.

- Figure Skating Bottle Drive this Saturday.
- Marty Happy will be installing the Donor Panel at the Sportsplex this Friday. Would like to do a Ribbon Cutting, but currently working on the details to keep it small and safe, within COVID guidelines.
- Jubilee Court is getting quotes for replacing the front doors.
- There were only four (4) resolutions at SUMA Convention this year. (1) Staggered Municipal Elections; (2) Supplementary Assessments; (3) Monitoring Water Quality in Lakes and Rivers; and (4) Development of a Wetland Policy for Saskatchewan. If Council feels strongly about an issue, please let Councillor KD or Mayor GH know prior to the vote on the resolutions.

- TT - Councillor TT looked into the South Central Transportation Planning Committee. Talked to the RM and Councillor Chris Baran is on the Board of the South East Transportation Planning Committee. They find it is beneficial for the RM. They are members of both the South Central Transportation Planning Committee and the South East Transportation Planning Committee. Item tabled to next meeting to check and see if which group better suits the Town.
- Councillors TT and SC completed a Town Hall walk-thru with Caretaker Laurie Stringer for budget purposes. There are priority items that should be looked after for functionality of the facility. The upstairs blinds need replacement. Two companies have been contacted to do initial quotes for the blinds for budgeting purposes. The wood floor in the main auditorium requires attention, this will have to be investigated. As well as the Flag Pole repair investigation.
- SC - Trees around the cenotaph require trimming in the spring. Caretaker requests Public Works assistance.
- GH - There are a few items Mayor GH would like to discuss with Councillors TT and SC regarding budgeting for greenspaces that sort of overlap (i.e. courthouse grounds).
- CM - The Rexall curb stop seems to be leaking now due to turning it off and on repeatedly. Will have to look at repairing this in the spring when Rexall replaces their service line.
- The Wolseley Golf Club held a budget meeting.
- RQ - Councillor RQ is working on budget items with Frank Schneider for the Fire Hall.
- Western Financial Group wishes to donate \$5,000 to the Fire Department in memory of Scott Pollock, and would like to keep these funds local. They are attending the next Fire Meeting to discuss. It was suggested an AED as well as turnout gear would be purchased with the donation.
- GH - The Town received an anonymous donation totaling \$90,000 to be divided equally between the Wolseley Sportsplex, the Wolseley Golf Course, and the Wolseley Curling Rink. Administrator received clarification from donor regarding specific projects the funds are to go towards.

- 57/21** GH/RQ to accept anonymous donation totaling \$90,000.00 (ninety thousand dollars) with terms as specified:
- Wolseley Sportsplex: \$30,000 to go towards garage project for Olympia (ice resurfacers machine);
 - Wolseley Golf Club: \$30,000 to go towards enlarging the club house and deck; and
 - Wolseley Curling Rink: \$30,000 funds to be used at the Curling Club's discretion.

CARRIED

UNFINISHED BUSINESS

1. Animal Control Bylaw: Discussion regarding changes to wording, and allowing a partial-year fee to be included in the fee Schedule of the proposed Bylaw.

- 58/21** KD/RL to revise Section 27(a) in the proposed Bylaw No. 01-2021, The Animal Control Bylaw, to state: No person shall "Harbor livestock, except where specifically authorized in *The Zoning Bylaw*."

CARRIED

- 59/21** GH/CM to revise Schedule 1 that forms part of the proposed Bylaw No. 01-2021, The Animal Control Bylaw, to include a provision for partial year payment of license fees equal to 50% of the total license fee if acquired after June 30th.

CARRIED

2. Town Hall/Opera House Flag: *Nothing further to report.*

NEW BUSINESS

1. Water Treatment Plant Monthly Report for January 2021:

- 60/21** CM/SC to acknowledge Water Treatment Plant Monthly Report for January 2021.

CARRIED

CLOSED SESSION

- 61/21** RL/KD that Council moves into a Closed Session at 8:53PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following items:
- Staff Planning

Parties Present: Mayor GH, Councillors SC, KD, RL, CM, RQ, TT and Chief Administrative Officer CQ

CARRIED

- 62/21** CM/RQ that Council moves out of a Closed Session and reopens the Public Meeting at 9:03PM.

CARRIED

Staff Planning:

- 63/21** RQ/TT to continue staff planning.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council, Wednesday February 17, 2021 at 7:00PM at the Wolf Creek Friendship Centre.

ADJOURNMENT

- 64/21** CM that the meeting be adjourned at 9:04PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Chief Administrative Officer