

**TOWN OF WOLSELEY
MINUTES
JANUARY 17, 2018**

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 17, 2018 at 7:00PM.

PRESENT:

Mayor Gerald Hill (GH)	Councillor Jacquie Jacobs-Marshall (JJM)
Councillor Troy Kyle (TK)	Councillor Ken Drever (KD)
Councillor Randy Quintyn (RQ)	Councillor Chris McBride (CM)
Administrator Candice Quintyn (CQ)	Councillor Stephen Scriver (SS)

ABSENT:

CALL TO ORDER

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

AGENDA

14/18 TK/RQ that the Agenda be adopted as amended.

CARRIED

MINUTES

15/18 KD/CM that the minutes of the Regular Meeting January 03, 2018 be approved as presented.

CARRIED

ACCOUNTS

16/18 SS/JJM that cheque #'s 16152 to 16159 totaling \$9,109.11 be ratified.

CARRIED

17/18 TK/CM that cheque #'s 16160 to 16185 totaling \$23,934.75 be approved.

CARRIED

18/18 JJM/CM that the Statement of Financial Activities detailed for the period ending December 31, 2017 be approved as presented.

CARRIED

REPORTS OF ADMINISTRATION

1. December Bank Reconciliation - Updated: Administrator presented Council with updated copy of the Bank Reconciliation and Notes for the period ending December 31, 2017.

19/18 KD/JJM that the updated Bank Reconciliation and notes for the period ending December 31, 2017 be approved as presented.

CARRIED

2. Funded vs. Unfunded Reserves Review: Administrator seeks Council guidance for transfers to reserves. In the past, Cemetery fees collected were put into the Cemetery Reserve; and Water Infrastructure fees collected were put into the Utilities Reserve. If we keep doing this, we must transfer the actual cash from the General Operations account to each of the reserves in order to keep them from being unfunded. Does Council wish to continue these transfers, or just transfer to reserves when cash is available?

Also, to reflect only funded reserves, in the 2017 Financial Statement, the auditors require Council to resolve the following:

Recommended Motion: to transfer the following total unfunded reserve amounts to general operating surplus:

Cemetery	33,697.50
Water & Sewer	343,944.27
Curling Club	500.00
Public Reserve	217.50

Funded vs. Unfunded Reserves Review continued...

General Reserve	69,865.00
Transportation	13,304.64
Care Home	5,199.52
Tennis Court	500.00
Development	40,000.00
<u>TOTAL</u>	<u>507,228.43</u>

- Before proceeding, Mayor GH would like to clarify with Auditor if there are any disadvantages or any ramifications in doing this.

20/17 RQ/JJM to table motion regarding funded vs. unfunded reserves until further clarification is received from the auditors.

CARRIED

3. 2018 Board of Revision Appointment: For assessment appeals for 2018 Property Taxes, Gord Krismer & Associates Ltd. annual retainer fee is \$150 + applicable taxes. This would be invoiced soon if council decides in favor of the following recommendation. Administrator recommends appointing Gord Krismer & Associates Ltd. for 2018 Assessment Appeals.

21/18 RQ/JJM to appoint Aileen Swenson as the Secretary of the Board of Revision, and appoint the following panel members as the Board of Revision in year 2018: Clint Krismer (Chair), Gord Krismer (Vice Chair), Jeff Hutton, Kirby Bodnard, Brenda Lauf, Cam Duncan and Dave Lang.

CARRIED

4. TAXervice Update: 2013 Arrears File: two (2) properties; 2014 Arrears File: two (2) properties; 2015 Arrears File: three (3) properties; and 2016 Arrears File: eight (8) properties. Total amount owing from properties with Tax Liens is \$63,851.59.

5. 2018 Auditor Appointment: Administrator recommends appointing SENSUS Partnership of Chartered Professional Accountants to continue performing the Town's audit for 2018.

22/18 CM/JJM that the Town of Wolseley appoints SENSUS Partnership of Chartered Professional Accountants to perform the 2018 Audit.

CARRIED

Note: The Year End audit for 2017 is booked for Monday February 12, 2018. The questionnaires are to be completed by January 29th so they are done for the audit.

6. Vacation Day Carry Forward Approval: The Auditors require a motion from council to carry forward staff vacation days to 2018. Mayor GH confirmed/validated the Administrator's vacation days earlier today in office.

23/17 GH/TK that the following vacation days be carried forward to 2018 for the following employees:

Candice Quintyn six and one quarter (6.25) days;
 Angela Robertson five (5) days;
 Robert Schneider seven (7) days;
 Mark Smith zero (0) days (*MS used all vacation days prior to 2017 YE*);
 Garth Domokos fourteen and one half (14.5) days; and
 Leighton Baran zero (0) days (*LB is paid vacation pay on each cheque*).

CARRIED

7. Year End Reporting Updates: 2017 Fire Cost Share quarterly reports have been submitted to the R.M. of Wolseley, No. 155 ("RM") and they have remitted their portion as follows:

2017 Fire Expenses (21,354.13 - 8,590.00)	\$ 12,764.13
2017 First Responder Expenses	2,039.50
2017 Rail Grant (CPR Signals)	1,662.00
<u>TOTAL RM Portion</u>	<u>\$ 16,465.63</u>

The 2017 semi-annual GST Rebate Application has been submitted on the 12th of January to Canada Revenue Agency for the period July 1 to December 31, 2017 for a total claim amount of \$22,809.13.

The 2017 Prairie Valley School Division Year End Form H (Annual EPT Return) has been submitted and the School Tax Receivable and Liability accounts are balanced.

2018 Canada Summer Jobs Grant - Administrator seeks council direction on whether the Town of Wolseley should apply for the grant this year, or not. Council decides to apply for it for the Tourist Booth position in the event we do not go with a contracted position.

MAYOR & COUNCILLOR FORUM

JJM - Flower quotes are in for 2018 baskets. U&K Greenhouses \$75/basket; Serenity Gardens & Greenhouse \$95/basket; Rein's Greenhouse - declined to quote. There are 22 baskets to plant. Councillor JJM recommends going with U&K Greenhouses for the 2018 Flower Baskets.

Councillor JJM requests a recorded vote.

Parties Present: Mayor GH, Councillors TK, SS, KD, JJM, RQ, and CM.

24/18

JJM/SS to place an order with U&K Greenhouses for them to plant twenty-two (22) flower baskets at \$75.00 per basket, plus fertilizer and applicable taxes totaling approximately \$1,800.00.

FOR: Mayor GH, Councillors CM, RQ, JJM, SS, and TK

OPPOSED:

ABSTAINED: Councillor KD

CARRIED

KD - RCMP Strategic Plan: survey came out from SUMA on email. Councillor KD asks for council feedback on five of the questions.

- Water Street Bridge Sanitary Sewer Line: we are looking at having Associated Engineers out to our February 21st council meeting to present the detailed drawings. In recent correspondence, the engineers were not privy to a sewer systems map. In light of this, changes will be made and a survey crew will be down to take more measurements for feasibility of another option that would be less cost.
- Curling Rink: there were six (6) teams registered for the Business/Family Bonspiel this past weekend. This weekend is the Community Bonspiel, sponsored this year by Hometown Co-op.
- Asset Management: The free webinar talked about processes of Asset Management and training available in the near future. This conversation started in June 2017, but there is no definitive end date to when the Asset Management plan has to be completed. We are currently doing it; the plan just has to be formalized.

SS - Town Hall/Opera House: public works installed the new roller blinds in the basement and look good.

- Councillor SS received 45 years of newspapers from Indian Head-Wolseley News. They are being properly stored.
- Councillor SS received quotes for backdrop curtains for the Town Hall/Opera House stage.

25/18

SS/CM that the Town of Wolseley purchase backdrop curtains from Ruggieri Lighting & Staging Ltd. for the Town Hall/Opera House at a cost of \$2,442.00.

CARRIED

- There is a Co-op Community Spaces grant application that is open from Feb 1 to Mar 1, 2018. Councillor SS will work on an application for the Town Hall/Opera House. The grant can be up to \$100,000.
- The Wolseley Mustangs are playing well, as they are first in the league.
- Councillor SS has priced out large lifts for the Town Hall roof; Administrator notes the Town should look into pricing for purchasing an electric lift for indoors at the Town Hall, as we always need to rent one to change stage lighting.

TK - Councillor TK is working on a statement about the Hospital.
- Looking at having a meeting for Wolseley 120.

GH - 2018 Budget meeting is coming up, Mayor GH notes to Council to start thinking about Town priorities.
- Communities In Bloom presentation is planned for the 31st of January at 7PM at the Town Hall/Opera House; Mayor GH thinks the Town should sponsor this presentation to see if anyone in town is interested.

26/18

GH/CM that the Town of Wolseley host a Communities In Bloom meeting presentation at the Town Hall/Opera House on January 31st, 2018 at 7:00PM.

CARRIED

CM - Public Works: Positive Plumbing & Heating came out to start installing radiant heaters; Foreman purchased salt from Department of Highways.
- Sportsplex: the ice plant was down for a few days as it sprung a leak on the header. Sonny's Plumbing & Heating came out to assess. It ran the pump dry and wrecked seals on the pump, which needed rebuilding. Councillor CM thanks everyone involved for helping out to get it back up and running.
- Saskatchewan Hockey Association ("SHA") is coming out on Saturday to teach kids and coaches some skills.
- The Mustangs have two more home games, and then playoffs start.

RQ - Sponsorship letters have gone out to possible corporation donors; we have received confirmation from the RM that they will split the mileage for the trip to Winnipeg to spec a Fire Truck at Fort Garry Fire Trucks Ltd.; had a fire meeting and told them to start thinking about budget items.

UNFINISHED BUSINESS

NEW BUSINESS

1. 2018 SUMA Convention Resolutions Package: Council went through the twenty-three (23) resolutions that will be presented at the SUMA Convention to give Councillor KD guidance on how the Town of Wolseley feels about each one (i.e. For, Opposed or Abstention).
2. Grader Upgrade Inquires - Update: Foreman Schneider and Assistant Foreman Smith went and looked at a grader in Regina. Mayor GH expresses we have to see how it would fit into the budget first and do our due diligence. It was mentioned that the RM of Wolseley just traded off one of their graders, and perhaps we should talk to them. We just have to run numbers and see if we can afford it.
3. Commissionaires re: Bylaw Enforcement Report (Dec12/17): For Information Purposes.

COMMUNICATIONS

1. Concept Media re: Southern Saskatchewan Vacation Guide:

27/18

JJM/KD to authorize Councillor TK to negotiate pricing for Ad in South Saskatchewan Vacation Guide for up to \$250.00.

CARRIED

2. Atl-west Communications Inc. re: Broadview Project Memorandum of Understanding:

28/18 SS/CM to sign Memorandum of Understanding between Canada Golden Fortune Potash Corporation and the Town of Wolseley.

CARRIED

3. Arena Board re: Mustangs Junior C Hockey Club Social (Request for Permission):

29/18 RQ/JJM to approve the Wolseley Arena Board to hold a social at the Wolseley Sportsplex on Saturday January 27, 2018 starting at 7:00PM and closing at 2:00AM.

CARRIED

4. Ministry of Highways and Infrastructure re: Form A - Notice of Intention to Enter Upon Land:

30/18 CM/SS to accept Form A - Notice of Intention to Enter Upon Land from the Ministry of Highways and Infrastructure.

CARRIED

31/18 RQ/KD to lobby the Ministry of Highways and Infrastructure for additional lighting at Wolseley's west entrance.

CARRIED

IN CAMERA

32/18 CM/RQ to go In Camera at 8:55PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: 1) Xplornet Communications Inc. re: Lease Proposal - Update. Parties Present: Mayor GH, Councillors TK, SS, KD, JJM, RQ, CM and Administrator CQ.

CARRIED

33/18 GH/SS to go out of In Camera at 9:08PM.

CARRIED

34/18 JJM/CM to send Xplornet Communications Inc. Ground Site Agreement to Town Solicitor for clarifications and recommendations.

CARRIED

ANNOUNCEMENTS

- Next Special Meeting of Council - Wed Jan 24, 2018 at 7:00PM at the Council Chamber (610 Varennes Street) - 2018 Preliminary Budget - Closed Meeting;
- Next Regular Meeting of Council - Thu Feb 08, 2018 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

35/18 TK that the meeting be adjourned at 9:12PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator