

**TOWN OF WOLSELEY
MINUTES
JANUARY 23, 2019**

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 23, 2019 at 7:00PM.

PRESENT:

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

ABSENT:

CALL TO ORDER

A quorum being present, Mayor GH called the meeting to order at 6:55PM.

AGENDA

16/19 CM/JJM that the Agenda be adopted as amended. **CARRIED**

MINUTES

17/19 RQ/KD that the minutes of the Regular Meeting January 09, 2019 be approved as presented. **CARRIED**

ACCOUNTS

18/19 JJM/TK that cheque #'s 17141 to 17148 totaling \$9,498.07 be ratified. **CARRIED**

19/19 SS/CM that cheque # 17149 to 17150 totaling \$2,862.02 be ratified. **CARRIED**

20/19 JJM/RQ that cheque #'s 17151 to 17170 totaling \$102,455.38 be approved. **CARRIED**

STATEMENT OF FINANCIAL ACTIVITIES

21/19 KD/RQ that the Statement of Financial Activities detailed for the period ended December 31, 2018 be approved as presented. **CARRIED**

REPORTS OF ADMINISTRATION

1. **TD Letters of Direction - Transferring Funds:** Two letters have been prepared by the Administrator for TD Canada Trust - Commercial Banking to transfer the following funds:
 - i. Transfer \$6,500 from Utilities Reserve account to General Operating Account; and
 - ii. Transfer \$82,140 from Capital Expenditures account to General Operating Account.

Background: The \$6,500 was put into the Utilities Reserve as an allocation towards the Gordon Street sewer relining project, which has been completed and paid for out of the General Operating account. Therefore, the \$6,500 is required to be moved out of reserve to the General Operating account to offset the balance paid.

The \$82,140 is for the purchase of the 2004 Volvo G720B Motor Grader. The Capital Expenditures account will be overdrawn by this amount, and we will be charged an overdraft interest at a rate of Prime plus 0.50%. TD Canadian Prime is presently at 3.95% as of October 25, 2018. Therefore, our rate is $3.95\% + 0.50\% = 4.45\%$. Currently, there is no known repayment plan for this amount on this account.

22/19 RQ/CM that the allocation of \$6,500.00 (sixty-five hundred dollars zero cents) be transferred from the Utilities Reserve account to the General Operating account for the purpose of offsetting the expense for the completed Gordon Street Sewer Relining Project.

CARRIED

23/19 SS/CM that \$82,140.00 (eighty-two thousand one hundred forty dollars zero cents) be transferred from the Capital Expenditures account to the General Operating account for the purpose of purchasing the 2004 Volvo G720B Motor Grader.

CARRIED

24/19 GH/RQ to repay \$4,000.00 (four thousand dollars zero cents) per month to the Capital Expenditure account for the 2004 Volvo G720B Motor Grader, starting at the beginning of February 2019.

CARRIED

2. Utilities Update: Payments are continuing to come in for accounts. Administration is monitoring accounts.
3. TAXervice Update - 2017 Arrears File: TAXervice provided an interim report regarding tax arrears recovery and tax enforcement proceedings done on behalf of the Town. Records indicate that 14 roll numbers remain subject to tax enforcement proceedings. Initially, TAXervice prepared the List of Lands and arranged for publication with respect to 19 roll numbers in the Wolseley Bulletin. They sent out pre-notice letters and following expiration of the sixty day period from the date of publication, Tax Liens were registered on January 8, 2019 against properties representing 14 roll numbers. Six months from this date (on or about July 8, 2019) council may authorize proceedings for title.

This completes the first phase of tax enforcement proceedings for the 2017 Arrears File.

4. 2018 Semi-Annual GST Rebate: The application for GST Public Service Bodies' Rebate and GST Self-Government Refund was sent Friday, January 18, 2019. The amount of rebate we are anticipating to receive is \$50,862.64 for the period July 1 to December 31, 2018.
5. 2018 PST Remittance: The self-assessment of Provincial Sales Tax for 2018 was completed Tuesday January 15, 2019 and a total amount of \$1,362.02 was remitted to the Ministry of Finance for the period January 1 to December 31, 2018.
6. Year End Reporting: The following reports are still required to be completed:
 - 2018 Fire Cost Share between the Town and RM;
 - 2018 Landfill Annual Report;
 - Education Property Tax Annual Return.

MAYOR AND COUNCILLORS FORUM

CM - Public Works: the ¾ Ton truck had lights repaired; however more repairs are required (i.e. ball joints, etc.). It was suggested to do annual inspections on all vehicles to check all fluids, as well as having someone come out to check the heavy equipment.

- Utilities: Well #4 - Municipal Utilities is waiting for a part to jet acid into the well rather than have the acid sit for three or four days in a bladder with pressure; this may be the better option to clean the formation of iron sediments. The part is 4-6 weeks to have it delivered.
- Courthouse: The transformer in the furnace at the Courthouse has been replaced by Dolter's Electric; the furnace is back up and running.
- Wolseley Landfill: operations have been slow with the colder weather; the pit is being used for larger items such as mattresses. Bins still have a lot of room in them; we will have to monitor the bins over a full year to decide whether three bins are needed or if we can get by with only having two bins.

RQ - Fire Department: meeting was held Monday evening. Maintenance items were done around the Fire Hall. Chief Pollock has been checking into getting another handheld radio to communicate with dispatch. Another radio would cost \$40 for an annual license, plus \$40/month for a subscription.

25/19 RQ/CM that the Wolseley Fire Department acquire another PPSTN handheld radio from Canadian Public Safety Operations Organizations to communicate with dispatch for an annual license fee of \$40.00, plus a subscription of \$40.00 per month.

CARRIED

JJM - Councillor Jacobs-Marshall obtained a quote from Beliveau Construction for Phase 2 Renovations at the Town Hall/Opera House for \$16,678.05 plus applicable taxes. Joel indicated the crew can start the last week of January and be completed by February 15. The renovation includes items such as drywall repair, painting, and men's restroom renovation. The funds for this project will come out of the Town Hall/Opera House reserve.

Councillor JJM requests a recorded vote.

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

26/18 JJM/SS to proceed with quote from Beliveau Construction for Town Hall/Opera House renovations phase 2, as quoted for \$16,678.05 plus applicable taxes.
FOR: Mayor GH, Councillors TK, SS, JJM, RQ, CM
OPPOSED: Councillor KD

CARRIED

KD - Sportsplex Accessibility Project: a financial spreadsheet was provided to members of council. Financial commitments have been made; funds are in place for what's budgeted. March/April 2019 can prepare to send out tenders for the project.

- Curling Club: six teams registered for the Bonspiel this past weekend; the Ladies Bonspiel is this coming weekend; a NEW two-person curling Bonspiel will be tried out; everything is running smoothly; the Elementary school has started using the facility; the Club encourages youth to get involved with the sport.

SS - Adam Erickson has repaired all but one of the deficiencies listed in the inspection report; he expects it will be completed Friday in addition to the Sportsplex deficiencies. Once everything is completed, SaskPower will perform another inspection.

TK - On January 31, at 7PM there is a Dam Days meeting in the Town Hall/Opera House basement; the purpose is to elect a new executive and develop a plan for future events.

- The new postcards are in for 2019, showcasing the Town Hall/Opera House; a photo contest is being planned for the summer.
- Councillor TK suggests running a full page ad in the 2019 Southern Saskatchewan Vacation Guide for a cost of \$1,700. Within the ad, we would advertise the postcard photo contest. Councillor TK has approached a few local businesses for donations for prizes for this contest.
- Councillor TK suggests ordering more pins for 2019 to give away as souvenirs.

27/19 TK/JJM to place a full page ad in the 2019 Southern Saskatchewan Vacation Guide for a cost of \$1,700.00 plus applicable taxes.

CARRIED

28/19 TK/JJM to order 1,000 pins from International Coats Of Arms for an approximate cost of \$1,000 plus applicable taxes.

CARRIED

GH - Hometown Co-op has invited members of Council to attend their board meeting in Broadview. They have given us four dates to choose from, whichever date works best for council.

29/19 GH/TK that a council delegation attend Hometown Co-op board meeting in Broadview, SK at 7:00PM on Wednesday January 30, 2019 regarding the sudden closure of the Wolseley Co-op.

CARRIED

- Community and Economic Development: Mayor GH suggests striking a committee from the community to assist with seeking opportunities; three to five more people would assist councillors on that portfolio. We need to get the community involved, attract businesses and be prepared. How do we promote ourselves? Councillor JJM suggests working on a guideline to provide direction for an economic/community development committee. Councillor TK suggests having an informal meeting with potential members of the committee to work together and develop a guideline together; Mayor GH reiterates to get something organized.
- A draft tender package will be presented for the Public Works Shop roof/soffit/fascia for next meeting.
- A draft procurement guideline will be forthcoming.

30/19 GH/JJM to amend Policy No. 5 Section 8.01 to adjust sick leave from 18 (eighteen) accrued days per year to 15 (fifteen) accrued days per year, effective February 1, 2019.

CARRIED

- Tentative 2019 Budget meeting set for February 27, 2019 at 7:00PM.

UNFINISHED BUSINESS

1. Sportsplex Fire Alarm Inspection - Quote from Troy Life & Fire Safety: Troy Life & Fire Safety provided a quote to replace one bell at the Sportsplex and perform the annual inspection for 2019.

31/19 CM/JJM to contract Troy Life & Fire Safety to replace bell at quoted price of \$109.60 and perform the 2019 annual inspection for \$360.00 plus applicable taxes.

CARRIED

2. Wolseley Cemetery: *Nothing to report.*
3. Town Maintenance Shop Security: *Nothing to report.*
4. Community Planning re: Referral of Subdivision T1015-18R:

32/19 JJM/CM to table Community Planning re: Referral of Subdivision T1015-18R.

CARRIED

NEW BUSINESS

1. Class I Operator Certification: Water Treatment & Water Distribution:

33/19 CM/KD that Public Works Laborer, Nicole Crumley, be approved to attend the Class I Operator Certification for Water Treatment and Water Distribution course in Regina March 18-22, 2019 at an approximate cost of \$1,197.00 plus mileage and meals.

CARRIED

2. CEU Certification Renewal Workshops:

34/19 RQ/SS that Public Works Laborer, Garth Domokos, be approved to attend the Hydrant Operating and Maintenance and Hydrant Flow Testing ‘Continuing Education Unit’ (“CEU”) one-day workshops in order to renew his Class I Water Operator Certification; courses are held in Regina May 1 and 2, 2019 at an approximate cost of \$588.00 plus mileage, meals and accommodation.

CARRIED

3. Proposal for Water Works on Richmond Street: Foreman Schneider has been having some preliminary discussions with Municipal Utilities regarding quotes for proposed works to the water systems (i.e. Hydrants, Valves, Mains, etc.) along Richmond Street. As this is just in the preliminary planning stages, a formal recommendation will be brought back to Council for consideration.
4. 2019 SUMA Resolutions: The Saskatchewan Urban Municipalities Association (“SUMA”) annual convention is taking place in Saskatoon from February 3 to 6, 2019. Administrator CQ and Councillors KD and CM will be in attendance. The Resolutions were presented to Council for review and discussion (if any). The Town of Wolseley has two voting delegates to vote on the resolutions at SUMA.

COMMUNICATIONS

1. Storm Applied Technologies re: Offsite Backup Option: Information was received from a company that reached out to the Town regarding Offsite Backup. Administration will look into this further and bring back a recommendation.
2. Indian Head Detachment re: Community Policing Report September 1 to December 31, 2018: For information purposes.
3. Enabling Accessibility Fund re: Wolseley Sportsplex Accessibility Project: The Town of Wolseley was approved for the Enabling Accessibility Fund through the Federal Government for the Sportsplex Accessibility Project; a total grant of \$29,300 will be forthcoming once the Agreement is signed by all parties.
4. Provincial Pothole & Paving re: 2019 Street Repairs: Table. The 2019 Street Repairs list will be reviewed with Public Works Foreman.
5. Minister of Labour Relations and Workplace Safety re: Proposed Amendment to *The Workers' Compensation Act, 2013*: For Information Purposes.
6. Sensus Partnership of CPAs re: Engagement Letter for Year Ended December 31, 2018: For Information Purposes.
7. Ryan Whalley, Wolseley High School Principal re: Tennis/Basketball Courts: The Wolseley High School has a project in mind that they shared with Council through a letter to commemorate the late Mr. Randy Clark. They wondered whose responsibility it was for the maintenance of the Tennis/Basketball Courts as they lie within the school division's property.

35/19 KD/TK to deem ownership of the Tennis/Basketball Courts including all fencing, asphalt, and equipment to the Wolseley High School.

CARRIED

8. Ennis Equipment re: Above Ground Fuel Storage Tank: With the recent closure of the Hometown Co-op, Ennis Equipment seeks approval from Town Council to place an above ground fuel storage tank at their place of business.

36/19 CM/RQ to allow Ennis Equipment to install a 1,000 L above ground fuel storage tank on their commercial property; and to follow all provincial regulations/guidelines regarding fuel storage.

CARRIED

IN CAMERA

37/19 CM/SS to go In Camera at 9:08PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: 1) Staff Vacation Request; 2) Staff Short Term Disability; and 3) Wolseley Sportsplex. Parties Present: Mayor GH; Councillors TK, SS, KD, JJM, RQ, CM; and Administrator CQ.

CARRIED

38/19 RQ/CM to go out of In Camera at 10:26PM.

CARRIED

- 1) Staff Vacation Request

39/19 TK/SS to approve employee vacation day request from April 22 to May 4, 2019 using accrued vacation days and the balance of the vacation would be considered unpaid leave.

CARRIED

- 2) Staff Short Term Disability

40/19 GH/JJM to use accrued sick leave for employee's 14-day elimination period ("waiting period") until Short Term Disability claim begins.

CARRIED

3) Wolseley Sportsplex

- 41/19** GH/RQ to request the following keys for the Wolseley Sportsplex annual fire inspection and for copies to be retained at the Town Office:
- Kitchen
 - Supply Room
 - Freezer/Storage Room
 - Skate Sharpener Room
 - Sound Booth Room
 - Janitorial/Storage Room
 - Storage Room next to Pop Machine

CARRIED

- 42/19** KD/RQ to purchase a suitable monitor for monitoring Carbon Monoxide and Nitrogen Dioxide (CO and NO₂) gasses at the Wolseley Sportsplex ice surface level, as per health inspection report, for a cost up to \$1,200.00.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council - Thu Feb 07, 2019 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

- 43/19** TK that the meeting be adjourned at 10:38PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator