

**TOWN OF WOLSELEY
MINUTES
FEBRUARY 1, 2017**

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 February 1, 2017 at 7:00PM.

PRESENT:

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

ABSENT:

CALL TO ORDER

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

AGENDA

- 33/17** SS/JJM that the Agenda be adopted as presented, with the addition of Reports of Administration #5 Insurance; and Mayor and Councillors Forum #1 Courthouse Update.

CARRIED

MINUTES

- 34/17** TK/JJM that the minutes of the Regular Meeting January 18, 2017 be approved, with edits as discussed.

CARRIED

DELEGATION #1: R.M. OF WOLSELEY, NO. 155 re: HEALTH DISCUSSION

- 35/17** CM/KD to hear the R.M. of Wolseley, No. 155 delegation: Bev Kenny, Trevor Burnham, and Brock Linnell at 7:04PM.

CARRIED

- Reeve Kenny, and Councillors Burnham and Linnell introduce themselves to Town Council
- One item the RM is looking at for future planning is the rebuilding of approximately 3 miles of the Perley Road. The Town would be responsible for the first ½ mile which would cost approximately \$50,000. The RM is looking at doing this in 2018.
- Reeve Kenny discusses the Fire Department reserve fund for a new Fire Truck. The RM is unaware of the Town's position; however, the RM will have \$128,000 in their fund at the end of 2017. The RM is looking at putting away another \$26,000 for the next year.
- Councillor Linnell has been working on the development of a Watershed through the government and setting up proposals and funding.
- Reeve Kenny discusses the potential health board for the region. He wonders how the Town views this going forward. Mayor Hill notes that we all are aware of the history of Wolseley Memorial Union Hospital. The ratepayers were upset when the hospital was temporarily closed, and was of the belief council should do something. Mayor Hill suggests it is time to start something, as it seems Wolseley is held to a different standard than other communities when it comes to healthcare services. Reeve Kenny suggests inviting all the key players to a meeting right off the bat and identify problems each community has and decide the scope and how big of an area to undertake. It is a good idea to get everyone on board, see who and who is not willing to participate and go from there. Administrators from both RM and Town will revise the letter and send out accordingly. Mayor Hill notes that the MLA Stephen Bonk said he can bring the Health Minister down. Should this happen, the RM will be invited to attend this meeting.

R.M. of Wolseley, No. 155 delegation leaves the Council Chamber at 7:27PM.

DELEGATION #2: JIM ZACARUK re: WATER STREET BRIDGE:

36/17

CM/JJM to hear Jim Zacaruk discuss the Water Street Bridge at 7:27PM.

CARRIED

- Jim Zacaruk looked at the Water Street Bridge today, and inspected what he inspected in the summer. It looks as though repairs could be a minimum of \$110,000.00.
- There are more choices for Bridge replacements.
- Due to the cost of the repairs, Jim suggests the Town would be better off to look at a replacement. It can be fixed, but Jim wouldn't recommend it. The Town would be looking at \$110,000.00 minimum for bridge, in addition to the sewer line that runs underneath. Two options for the sewer line are a siphon system, or a lift station system.
- Councillor Quintyn recommends to council that the Town should be worrying about the relocation of the sanitary sewer line first, as this line services the entire upper portion of Town, including Lakeside Nursing Home and the Wolseley Memorial Union Hospital.
- Jim Zacaruk recommends restricting weights on the bridge if not already done so.
- Jim Zacaruk notes that when the Town is ready for a replacement, it would be best to use a Design/Build interface, and the sanitary component would be first. Jim would estimate the total cost for the project at \$200,000 for the bridge component, and \$200,000 for the sanitary sewer component. Jim said he can assist the Town will getting in contact with firms that do engineering.

*Jim Zacaruk leaves the Council Chamber at 7:43PM.***MINUTES CONTINUED...**

37/17

KD/SS that the minutes of the Special Meeting on January 25, 2017 be approved.

CARRIED**ACCOUNTS**

38/17

TK/JJM that cheque #'s 15200 to 15207 totaling \$7,833.54 be ratified.

CARRIED

39/17

KD/CM that cheque #'s 15208 to 15243 totaling \$54,749.82 be approved.

CARRIED**COURTHOUSE ACCOUNT**

40/17

RQ/JJM that cheque # 48 totaling \$1,680.00 payable to Dean Ollenberg be approved.

CARRIED**REPORTS OF ADMINISTRATION**

1. January Bank Reconciliation: Administrator prepares the Bank Reconciliation and notes for the period ending January 31, 2017.

41/17

SS/JJM that the Bank Reconciliation and notes for the period ending January 31, 2017 be approved as presented.

CARRIED

2. Auditor Update: SENSUS Partnership of Chartered Professional Accountants is in the process of planning and preparing for the 2016 Audit of the municipality. The Auditors are scheduled to conduct the 2016 Audit at the Town Office on Monday, February 13.

The Administrator also clarifies the procedure when dealing with reserve accounts. The Auditors recommend transferring the cash at the same time as the reserve is created because it doesn't make sense to have a reserve with \$100K in it, and the Town not able to afford, cash-wise, to "spend" that \$100K if they needed to. Having the cash for reserves separated really presents a truer picture of the Town's cash situation.

3. Internal/External Reporting: The Administrator has been busy with year-end reporting which includes but is not limited to the following:
- Canada Summer Jobs Grant - this grant has been applied for to assist with funding/employing a student to work at the Tourist Booth/Information Centre for the summer of 2017.
 - The Prairie Valley School Division Annual Education Property Tax Return has been filed for the year 2016, in accordance to legislation.
 - The Cost Share Reporting between the Town and the RM of Wolseley, No. 155 for the Fire Department, First Responders, Emergency Measures Organization, and CPR Traffic Signals has been completed for 2016. We can expect to receive approximately \$8,100.00.
 - Employee Review Procedure has been completed by the Administrator on the evaluation of the Assistant Administrator.
 - External reports requiring completion include but are not limited to: 2016 Payroll T4s, 2016 Provincial Sales Tax, Annual Waterworks Financial Overview, Annual Landfill Operating Report, etc.
4. Ratify SUMA delegates: It has come to Administrator's attention that no formal resolution was passed regarding delegates attending the 2017 SUMA Convention. Therefore, as per registration and fees already paid to SUMA, council shall ratify the following:

42/17

TK/SS to ratify Gerald Hill, Ken Drever and Jacquie-Jacobs Marshall to attend the 2017 SUMA Convention in Saskatoon, SK from February 5 to 8, 2017 at SUMA's registration cost of \$425.00 per delegate + GST.

CARRIED

Council was made aware that a councillor cancelled their SUMA registration. Council was also made aware that due to the timing of the cancellation, SUMA will not refund for the cancellation, however, they would accept a substitution at no additional cost should any other member of council be willing to attend. Another member of council noted they wouldn't be able to attend the entire convention.

5. Insurance: Western Financial Group ("WFG") has gotten back to the Administrator on figures for the Courthouse and Bridges. To increase the Courthouse value to \$300,000 the additional premium would be \$20.00. To add the wooden car bridge for \$500,000 the cost would be \$1,370.00 annually per bridge. Council questions if the Courthouse, or Bridges for that matter, are destroyed totally, does SGI pay out the \$300,000 in the case of the Courthouse, or does an adjuster come out to look at it prior and then decide the payout; another question, would the Town be required to rebuild prior to receiving the insurance claim funds. Administrator to contact WFG with these questions, and get back to council.

MAYOR & COUNCILLOR FORUM

CM - Public Works are doing a good job clearing drifts off the streets. They are currently looking at a replacement truck for Public Works to replace "Old Blue". One truck is in Regina that is a 2005 ¾ ton with an 8 foot box for about \$11,000. It has just over 200,000kms on it. When those interested in looking at it are available, a trip will be made to look at the truck. The Town will have to look at upgrading vehicles long-term.

- Skating Rink: The Figure Skating Club bottle drive went well over the weekend. The Skating Carnival is on Saturday, February 11 at 7:00PM; The Sportsplex is getting more ice rentals from Indian Head.

RQ - Fire Department test page went good, about 97% responded to the message that was sent out, so it turned out good. At the next meeting, February 20, the department will talk about it and put it in effect; there were quite a few nuisance calls for people that were stuck in the ditch.

JJM - Councillor JJM provides Administrator with a copy of an agreement titled "Flower Basket Agreement for \$2,000 Contribution from the WHF to the Town of Wolseley" signed by WHF Chairman, Troy Kyle and Town of Wolseley, Jacquie Jacobs-Marshall dated January 24, 2017 for our records.

- KD** - Eight (8) teams were registered at the Community Bonspiel, so it was a good turnout. The Ladies Bonspiel is this weekend, Victoria Norwig is taking entries.
- Councillors KD and JJM along with Mayor GH and Care Home representative, Madeline Dunn had a meeting regarding the levelling of the land on Poplar Street where the Care Home was going to be situated. An individual has agreed to supply clay for a tax deductible receipt from the Town of Wolseley. The Care Home group will approach local contractors to see if they would be willing to provide service to excavate, haul clay and level the lots, and remove the manhole pipe in the back alley in exchange for a tax receipt. The Town would be responsible for building up the back alley once the manhole pipe is removed. The target completion date is July 2017, subject to contractor availability and site conditions.

44/17

KD/RQ to issue a tax receipt to Laurie Rein for clay that will be supplied for the care home site on Poplar Street (Lots 11-15 Block 46 Plan 101970592) and that the Town will do the earthwork in the back alley. The work is projected to be complete July, 2017.

CARRIED

- Councillor KD also mentions that the Lion's Club membership is not as strong as it has been in previous years, and it was noted that this may be the Wolseley Lion's Club final year. That being said, eventually the Lion's parks would become the responsibility of the Town of Wolseley to maintain.
- SS** - Town Hall/Opera House: Hot water in the Town Hall is being reviewed. Councillor SS will be consulting with Allen Gurtler and Mr. T's Plumbing & Heating to get an estimate for a new, 80 gallon water heater and recirculating pump for the hall; the plan would be to bring the water through the ceiling to the basement and build a plumbing chase to feed hot water to the dishwasher. May also look at including new taps and kitchen counter where sinks are, as it is rotting.
- Councillor SS talked to Foreman and discussed watering the flowers. Councillor SS is working on a volunteer committee to water. Public Works will supply a vehicle and the watering equipment.
 - Councillor SS attended a session in Indian Head regarding how to make an Age Friendly community. There was a lot of good information that can be passed on to Wolf Creek Friendship Centre. The session made Stephen proud of Wolseley, as we are on track with bettering our sidewalks, and having rest areas and washrooms available to the public. It was found that all surrounding communities are having transit problems for those with disabilities. Councillor RQ notes that Councillor SS should talk to Hometown Co-op, as they had information in their latest flyer about sponsorship of transit for those with disabilities. Councillor SS will look into this.
- TK** - Courthouse: Drawings were received from Jurgen at Square Root Architecture. He has a March 31, 2017 deadline with the Provincial Government to get the drawings completed in order to fulfill his contract with them. Jurgen seeks approval to accept the drawings as presented.

45/17

TK/JJM to accept Square Root Architecture drawings for the courthouse as presented in File #15-001 A-3.01 "West Entrance Addition Exterior Elevations" and "Proposed Floor Plans West Addition - OPTION 1" file SkW-A1.01.

CARRIED

- Construction drawings are not complete without the mechanical system. There are three different options for a mechanical system. The \$130,000.00 system is the basic, but not as efficient as wanted, but at this stage, Councillor TK recommends we go with the original plan, stick to the budget and get the drawings completed. The engineering fees would be approximately 10% of the cost of the system (i.e. \$13,000).

Councillor JJM requests a recorded vote for the following resolution.

- 46/17** TK/JJM that the Town go with a basic \$130,000.00 mechanical system for the courthouse rehabilitation project.
FOR: GH, CM, JJM, SS, TK
AGAINST: RQ
ABSTAINED: KD

CARRIED

- Councillor TK reports that we should look at getting new street signs for signs that are faded really bad, in particular, Spruce and Pine name plates.

- GH** - review for Administrator is coming up. Mayor GH will forward council the form of how it was completed in the past, and we will gather all responses and put it into one review as done in prior years.
- Mayor GH sent a draft letter responding to Denton Keating to council for review. Will look at this with Administrator and address concerns Administrator has.
 - Mayor GH would like council to start reviewing policies for those that are new to council.

UNFINISHED BUSINESS

1. Risk Evaluation Report re: SGI Canada: Nothing new to report.

NEW BUSINESS

1. Bylaw No. 01-2017, Code of Ethics Bylaw: The Ministry of Government Relations requires all town and village councils to implement a Council Code of Ethics Bylaw that complies with the minimum standards set out in Schedule 1, Part III of the Appendix in *The Municipalities Regulations*. The bylaw must be implemented no later than February 23, 2017. Once the Bylaw is implemented, council must retake the Oath of Office.

- 47/17** TK/KD to read Bylaw No. 01-2017, the Code of Ethics Bylaw, a first time this 1st day of February, 2017.

CARRIED

- Administrator views this meeting as a good opportunity to revisit current committees to make sure the Town of Wolseley is in compliance with *The Municipalities Act (the "MA")*, as Administration is fielding questions regarding our committees with recent inquiries into the RM of Sherwood. Administrator passed around information including pertinent sections of the MA and an article regarding the RM of Sherwood.

2. Policy No. 21.1, Municipal Employee Code of Conduct: Administrator prepared a Municipal Employees Code of Conduct policy for council to review. The Province introduced the conflict of interest amendments to *The Municipalities Act (the "MA")* in November 2015, requiring public disclosure statements, a council procedures bylaw, and an employee code of conduct.

- 48/17** GH/SS to table Policy No. 21.1, Municipal Employee Code of Conduct to the next meeting, February 15th, 2017.

CARRIED

3. Cabinet Unit Heater - Town Hall/Opera House: The heating unit in the vestibule at the Town Hall/Opera House needs a full replacement as it is unrepairable the way it is now. Foreman quoted for a special order unit at Wolseley Canada Inc. to replace the heater.

- 49/17** KD/CM to purchase the Cabinet Unit Heater for the Town Hall/Opera House vestibule from Wolseley Canada Inc. as presented in Quotation #1519984 dated January 23, 2017 totaling \$1,820.00 + applicable taxes.

CARRIED

COMMUNICATIONS

1. Municipal Utilities re: Well & Pump Servicing: As a reminder to the Town of Wolseley, Municipal Utilities records show that Distribution Pump #3 and #4 at the Water Treatment Plant are due for service. This is just a reminder for council to be mindful of this when it comes to budgeting.
2. Wolseley Dance Club re: Dance Competition Sponsorship: The Wolseley Dance Club is seeking sponsorship for their annual Competition held March 4, 2017. The Town of Wolseley donated \$100.00 to the Dance Club in 2016.

50/17

SS/JJM that the Town of Wolseley donate \$100.00 (one hundred dollars) to the Wolseley Dance Club for their Annual Dance Competition scheduled for Saturday March 4, 2017.

CARRIED

3. Renway Construction re: Courthouse Sump Installation Contract Cancellation: Renway Construction notifies council that he cannot complete the sump pump installation as to the stated requirements; therefore, cancels the contract for the sump installation in order for council to hire another installer immediately. Renway Construction includes an invoice for the temporary pump, hose, receptor, and tie-down equipment that is currently in place at the courthouse.

51/17

TK/JJM to pay invoice from the Courthouse account to Renway Construction for the temporary pump, hose, receptor, and tie-down totaling \$178.50.

CARRIED

4. Horatio Alger Association of Canada re: \$5,000 Scholarship Awarded to Student in Wolseley: Rayanne Gwilliam of Wolseley is one of eighty-five (85) students across Canada to have been awarded the \$5,000 Horatio Alger Canadian Scholarship. A congratulatory letter has been drafted to send to Rayanne.
5. Ed Attridge Consulting Services re: Community Development Consultant Agreement to Terminate: Ed Attridge of Attridge Consulting Services (“ACS”) requests that council mutually agree with ACS to quash the Community Development Consultant (“CDC”) contact at the close of the working day on January 31st. A lot of topics were directed to ACS, and now ACS is having trouble filling up the allotted contractual time with CDC mandates.

52/17

RQ/SS that the Town of Wolseley Council mutually agrees with Attridge Consulting Services to quash the Community Development Consultant contract at the close of the working day January 31st, 2017.

CARRIED**ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wednesday February 15, 2017.

ADJOURNMENT

53/17

TK that the meeting be adjourned at 10:05PM.

CARRIED

Gerald Hill
Mayor

Candice Quintyn
Administrator