

**TOWN OF WOLSELEY
MINUTES
FEBRUARY 07, 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 February 07, 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 6:59PM.

AGENDA

47/19 TK/JJM that the Agenda be adopted as amended.

CARRIED

MINUTES

48/19 JJM/SS that the minutes of the Regular Meeting January 23, 2019 be approved as presented.

CARRIED

49/19 KD/JJM that the minutes of the Special Meeting January 24, 2019 be approved as presented.

Councillor SS abstains from voting.

CARRIED

ACCOUNTS

50/19 RQ/KD that cheque #'s 17171 to 17178 totaling \$9,133.46 be ratified.

CARRIED

Councillor CM enters the meeting at 7:05PM.

51/19 RQ/JJM that cheque # 17179 to 17180 totaling \$3,285.00 be ratified.

CARRIED

52/19 JJM/TK that cheque #'s 17181 to 17188 totaling \$8,670.87 be approved.

CARRIED

53/19 CM/JJM that cheque #'s 17189 to 17228 totaling \$60,895.70 be approved, with the exception of cheque # 17226.

CARRIED

Councillor RQ declares a pecuniary interest and leaves the council meeting at 7:11PM.

54/19 KD/CM that cheque # 17226 payable to Wolseley Service Ltd. totaling \$1,305.39 be approved.

CARRIED

Councillor RQ returns to the council meeting at 7:12PM.

REPORTS OF ADMINISTRATION

- Utilities Update: Payments are continuing to come in for accounts. Administration is monitoring accounts.
- 2018 Year End Audit Rescheduled: The Town of Wolseley annual municipal audit has been rescheduled from February 11 to March 4, 2019 due to unforeseen auditor availability.

3. WCB Audit Report: An auditor from Saskatchewan Workers' Compensation Board ("WCB") attended the Town Office January 29, 2019 to review Town records for years 2015, 2016 and 2017. Upon completion, the grand total adjustments were -\$235.89 to the Town's WCB account. The WCB Auditor reminded Administration about obtaining Letters of Good Standing and Clearance Letters for contractors that are hired throughout the year.
4. Year End Reporting: The following reports are still required to be completed:
 - 2018 Landfill Annual Report;
 - 2018 T4s.

MAYOR AND COUNCILLORS FORUM

- TK - Co-op Board Meeting was attended January 30, 2019 in Broadview. Councillor TK expressed his disappointment with how they closed the Wolseley facilities; suggests Administration should check with Hometown Co-op about getting the Town's equity. The Shop area is still open, Hometown Co-op is renting that out to a mechanic; they are currently seeking a renter for the store front. The tank in the ground has expired, and they will be removing them. The Annual General Meeting is March 25, 2019.
- The 2019 Southern Saskatchewan Vacation Guide full page ad has been drafted and submitted for the guide. The ad speaks to the photo contest for postcards for year 2020.
 - Councillor TK suggests contacting Happy Ad Sign & Design for making a sign for the commercial properties adjacent to Highway 1. Councillor TK will get a price.
- SS - There was a zamboni/icemaker incident on Friday during the Mustangs game, the third period was suspended. Councillor SS still looking for a second hand zamboni, funds will need to be raised. Currently a donation for \$12,500 has been received from Richardson Pioneer.
- KD - Further to Councillor TK report, the Hometown Co-op will be working with the Ministry of Environment ("MoE") to do an assessment of the property and remediate as per direction from MoE.
- Sportsplex: A quote was received for a gas monitor from Acklands Grainger for about \$1,200. During the SUMA Tradeshow, two vendors were talked to about these monitors that are required for Air Quality testing for the NO₂ and CO gases. Councillor KD suggests it wouldn't hurt to get a sensor for H₂S as well; this way, the Town can justify owning a monitor for Public Works to use as well as the Sportsplex. Councillor KD is currently waiting for more information from a vendor. A Rink Evacuation Plan is required from Public Health.
 - Sportsplex Accessibility Project: The design is in and plans/proposals are being drafted. Once draft prints are completed, the committee will review.
 - Curling Club: two-person curling was a hit; turned out great.
 - Jubilee Court: Christmas Party was held at the end of January. There is a meeting in February to tie up year end and get the books audited.
 - SUMA Convention: Discussions around Solid Waste Management and regional cooperation were big topics of convention. There is a solid waste incinerator experiment in Southwest Saskatchewan. Councillor KD attended a Crime/Policing session which spoke mostly to larger centers. An Announcement from the Government that Municipal Revenue Sharing will increase 4% from last year.
- JJM - Town Hall: the old fan was reinstalled instead of the new fan; the Electrician will install the new fan. The painting is almost complete in the main and lower levels. There was a smell of strong sewer in the Town Hall so Public Works was called to check the traps. It could be the stack is frozen with the inclement weather we've been having. The renovations will be completed in time for the 'Wolseley Goes to War' play. The light fixture located from the main level to the lower level is fluorescent. Councillor JJM will look for a more historic fixture at Home Hardware to replace existing fluorescent fixture. Beliveau Construction agreed to install.
- RQ - Councillor RQ received a quote from Levitt Safety for a variety of gas monitors. It seems they are getting complicated; Councillor RQ suggests focusing on what Councillor KD is working on.
- Fire Department: one false alarm call, other than that it's been quiet.

CM - Public Works: Skid steer needs all four tires replaced.

55/19

CM/TK to purchase four (4) new skid steer tires for approximately \$1,000 installed, from Wolseley Service Ltd..

CARRIED

- SUMA Convention: Councillor CM found the convention really good for attending a first time; interested in the Recreation and Cultural sessions for facility management. It is an eye opener to see what other communities do. Councillor CM expressed how he appreciated the opportunity to attend the convention, it was enjoyed.

RQ - Public Works: the snow gate fell off the grader this week; Redhead Equipment was out and repaired the weld. There is a hydraulic leak on the hoses where the snow gate broke off. Foreman Schneider will take the grader to Wolseley Service to repair fittings.

GH - Communities in Bloom (“CiB”): membership for 2019 is now available. Mayor GH will review costs. There is a grant called Green Jobs Initiative that the Town should apply for; there is a number of granting opportunities, we should apply for anything we can get. Loree Lawson has applied for a ‘Pitch In’ grant.

- Quote/Tender Process: a guideline was developed for a process to follow. Mayor GH would like to develop the guideline into a policy eventually; but is currently seeking Council feedback.

UNFINISHED BUSINESS

1. Sportsplex Fire Alarm Inspection - Quote from Troy Life & Fire Safety: Troy Life & Fire Safety is scheduled to perform the annual inspection for the Town Hall as well as the Sportsplex tomorrow, February 8th. They will also be replacing the bell at the Sportsplex.
2. Wolseley Cemetery: *Nothing to report.*
3. Town Maintenance Shop Security: *Nothing to report.*
4. Community Planning re: Referral of Subdivision T1015-18R: *Council has zoning questions; is criteria met with old/new Easements on the property? Discussion to take place in an ‘In Camera’ session.*
5. Statement of Policy & Procedure: Policy No. 05 - Workplace Leave: Administrator was required to retype the entire policy as it was not available in a format to edit the Sick Leave section. Upon complete review of the policy, a number of areas were identified as areas that require attention. It was suggested to table the approval of the Policy until all areas of the policy are satisfactory.

56/19

TK/JJM to table Statement of Policy & Procedure Policy No. 05 - Workplace Leave.

CARRIED

NEW BUSINESS

COMMUNICATIONS

1. Ministry of Highways and Infrastructure re: Summary of Culvert on Wolfe Creek: A document was received from the Ministry of Highways and Infrastructure (“MHI”) on the summary of the Culvert on Wolfe Creek. Two other large documents were received regarding the Hydraulic Design Report for both Adair and Wolfe Creeks. Councillor KD reviewed these documents and summarized that based on the engineering firms best guess of historical flood data, they made a design and basically it won’t change much flow from the previous floods; it will stay relatively the same. They just changed it to ensure Highway 1 is not overtopped as their priority is to keep Highway 1 open.

2. Lockett Wenman & Associates re: Tax Recovery Review: An agreement was signed January 2016 between Lockett Wenman & Associates and the Town of Wolseley to perform a sales-tax review for PST only. The agreement states the following: *“Our fee for the detailed review of transaction, the preparation of working papers, the documentation and preparation of claims for recovery of funds, negotiations, if necessary, with government officials and other matters as outlined, is 47% of the refunds in 2016 and if you re-engage our services in or after 2019, it will be 45% of the refunds paid or credited to your account including interest thereon.”*. Therefore, the Town of Wolseley is not bound to re-engage their services.

57/19 GH/TK to re-engage Lockett Wenman & Associates to perform a sales-tax review for the Town of Wolseley in 2019.

DEFEATED

3. CIMCO Refrigeration re: R-22 Refrigerant Phase Out in 2020: Council questions the validity of the information. We have not received any correspondence regarding the phase out of R-22. More research is required.
4. Chantelle Perigny re: Requesting Permission to Close Portion of Sherbrooke Street: Letter received requesting permission to close a portion of Sherbrooke Street for Family Day, Monday February 18.

58/19 KD/CM to approve the request of a temporary street closure of Sherbrooke Street from Front Street to the back alley at Rexall Pharmacy to facilitate the Family Day festivities that Chantelle Perigny has planned for Monday February 18, 2019.

CARRIED

59/19 SS/TK to donate up to \$200.00 (two hundred dollars) as sponsorship to the Family Day festivities on Sherbrooke Street happening Monday February 18, 2019; with the invoices submitted to the Town Office for reimbursement.

CARRIED

5. Shirley Harris re: Another Park: Letter received suggesting an idea to create CPR gardens at the south end of Sherbrooke Street adding a small gazebo and planters on the CPR right-of-way to commemorate the CPR gardens that once were in Wolseley in the early 1900's. Town Council appreciates the correspondence from Mrs. Harris, but is not receptive to the idea as the land is owned by Canadian Pacific Railway.
6. Wolseley Heritage Foundation re: Heritage Donation of Gazebo Project: Wolseley Heritage Foundation plans to relocate and donate the gazebo currently located at the beach area, to the location near the Courthouse Gardens.

60/19 CM/JJM to accept donation of gazebo from Wolseley Heritage Foundation and relocate the gazebo from the beach area to the courthouse area as presented.

CARRIED

7. Municipal Utilities re: Water Plant Filter Upgrade (Quote): Council acknowledges proposal for Filter Upgrades at the Water Treatment Plant. About nine (9) years ago, two of the five filters were fit with media air scour capability along with new filter media. That media is nearing the end of its' service life. Municipal Utilities costs to supply and install new air scour grids in the other three filter vessels complete with associated piping and replacement of the filter media in those three vessels is \$56,836 + taxes. Additionally, to replace the media in the two remaining filters is \$21,593 + taxes. The total quote to maintain all five filters is \$78,429 + taxes. Council considers seeking grants Federal/Provincial/Municipal for infrastructure and contact municipalities that have received grants.
8. Ralph Ennis re: Stray Cats: Letter received asking Council and the Wolseley Community Cat Committee for a response regarding what is being done about the amount of stray cats running loose around town.

9. Wolseley Dance Club re: Request for 2019 Competition Sponsorship: The Wolseley Dance Club put in a request to see if the Town would donate anything towards the Annual Dance Competition as the Town has in the past.

61/19 RQ/CM to donate \$100.00 (one hundred dollars) to the Wolseley Dance Club for the 2019 Annual Dance Competition.

CARRIED

IN CAMERA

62/19 CM/RQ to go In Camera at 9:13PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following:

- 1) Saskatchewan Government Insurance re: Claim for Damages;
- 2) Provincial Mediation Board re: Consent to Take Title;
- 3) Facilities Planning; and
- 4) Community Planning.

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

CARRIED

63/19 TK/RQ to go out of In Camera at 10:36PM.

CARRIED

64/19 RQ/SS to extend the council meeting after 10:30PM, until council has completed all business as listed on the order of business.

CARRIED

- 1) Saskatchewan Government Insurance re: Claim for Damages

65/19 KD/CM to refer Saskatchewan Government Insurance matter to the Town's legal counsel.

CARRIED

- 2) Provincial Mediation Board re: Consent to Take Title

66/19 GH/RQ to correspond with TAXervice on advice for the Provincial Mediation Board file #T 17-307.

CARRIED

- 3) Facilities Planning

67/19 GH/TK to strike a Council Committee of the following members of Council to explore facilities operational development as follows: Mayor GH, Councillors CM, JJM, KD, and SS.

CARRIED

- 4) Community Planning

68/19 RQ/CM to accept subdivision application T1015-18R dated December 18, 2018.

DEFEATED

ANNOUNCEMENTS

- Next Regular Meeting of Council - Wed Feb 20, 2019 at 7:00PM at the Council Chamber (610 Varennes Street).

ADJOURNMENT

69/19 JJM that the meeting be adjourned at 10:44PM.

CARRIED

Gerald Hill
Mayor

Candice Quintyn
Administrator