

**TOWN OF WOLSELEY  
MINUTES  
FEBRUARY 15, 2017**

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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 15, 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**

54/17 TK/KD that the Agenda be adopted as presented. **CARRIED**

**MINUTES**

55/17 SS/JJM that the minutes of the Regular Meeting February 1, 2017 be approved as presented. **CARRIED**

**ACCOUNTS**

56/17 RQ/CM that cheque #'s 15244 to 15250 totaling \$7,693.76 be ratified. **CARRIED**

57/17 TK/SS that cheque #'s 15251 to 15276 totaling \$19,866.58 be approved. **CARRIED**

58/17 CM/TK that the Statement of Financial Activities detailed for the period ending January 31, 2017 be approved as presented. **CARRIED**

**COURTHOUSE ACCOUNT**

59/17 TK/JJM that cheque # 49 totaling \$178.50 payable to Renway Construction be ratified. **CARRIED**

**REPORTS OF ADMINISTRATION**

1. **AUDITOR UPDATE:**

- a. **Motion to Approve Vacation Days Carried Forward to 2017:** Auditors recommend for council to approve vacation days that are being carried forward by employees to the next year by a resolution of council. Councillor JJM suggests that council should first be aware of the policy regarding such prior to council approval.

60/17 JJM/TK to table the motion to carry forward vacation days until all of council receives a copy of the vacation and leave policy. **CARRIED**

- b. **Reserves:** For 2017, the Administrator recommends removing ALL unfunded reserves and starting fresh. Recommended funded reserves for the Town should include:

***Cemetery Reserve***

***Protective Services Reserve***

*Fire Truck Allocation*

***Water & Sewer Reserve***

***Transportation Services Reserve***

*Road Allocation*

*Bridge Allocation*

**Recreation & Cultural Services Reserve**

*Arena Board Project Allocation (currently funded)*

*Dam Days Allocation (currently funded)*

**Planning & Development Reserve**

Mayor Hill suggests to the Administrator to prepare a spreadsheet of our current reserves to present to council.

- c. Council Indemnity and CPP: Audit findings reveal that CRA requires CPP to be taken off of two thirds of what council is being paid for monthly indemnity and the annual indemnity. This will be noted in the audit findings portion of the Financial Statement. Administrator is in consultation with surrounding municipalities to see what they do.
- d. Cleaning up Accounts Receivable: Administrator has gone through the Unpaid Accounts for Accounts Receivable as part of the Audit to identify balances that would be considered uncollectible. After going through, a majority of the invoices are for pet licenses and business licenses. One large invoice was for a Fire Call that the Town had a collections agency go after the company, and they were also unsuccessful. This Fire Invoice totaled \$1,042.50. The other invoices are for miscellaneous items such as custom work, advertising fees, and water access charges for renters that have since moved, etc. Therefore Administrator recommends removing unpaid accounts receivable totaling \$2,362.50 and record as bad debt expense for 2016.

61/17

JJM/SS to remove the following unpaid Accounts Receivable totaling \$2,362.50 and record as bad debt expense for 2016:

DESCRIPTION	AMOUNT
2016 Bus Lic	50.00
2016 Pet Lic	20.00
2014 Pet Lic	10.00
2016 Bus Lic	100.00
2016 Pet Lic	20.00
2016 Pet Lic	10.00
2016 Bus Lic	100.00
2016 Pet Lic	10.00
2014 Pet Lic	10.00
2016 Bus Lic	100.00
2016 Pet Lic	10.00
2015 Pet Lic	40.00
2013 Fire Inv	1,042.50
2016 Pet Lic	10.00
2016 Bus Lic	100.00
2015 Advertising Inv	110.00
2015 Pet Lic	10.00
2011 Water Access Fee	25.00
2015 Pet Lic	20.00
2016 Pet Lic	20.00
2016 Pet Lic	10.00
2015 & 2016 Pet Lic	40.00
2016 Pet Lic	10.00
2016 Pet Lic	10.00
2016 Bus Lic	50.00
2015 Bus Lic	100.00
2015 & 2016 Pet Lic	20.00
2016 Bus Lic	100.00
2016 Custom Work Inv	75.00
2016 Pet Lic	85.00
2016 Bus Lic	100.00
2016 Pet Lic	10.00

**CARRIED**

- 2. INTERNAL/EXTERNAL REPORTING: Administration has been busy with reporting which includes but is not limited to the following:
  - 2016 Provincial Sales Tax Self-Assessment Report is completed - \$307.28;
  - 2016 Annual Landfill Operating Report is completed;
  - 2016 July to December GST Rebate Application is completed - (\$38,532.31);

- Currently working on the 2016 Payroll T4s;
- Need to send information for WCB away prior to Feb 28, 2017.

3. TAXervice UPDATE: There are currently fifteen (15) properties with Tax Liens Registered. Within the 15, there are two (2) with agreements set up for the property owners to make monthly payments in order to pay down their property taxes affordably. Tax Enforcement proceedings halt at the point an agreement is signed by all parties (Town and Owner). The agreements are in place to ensure payment; however, should a payment be missed, TAXervice is notified so the file picks up where it is left and continues with Tax Enforcement proceedings.

Nash Update: The Town Office received a call Monday, Feb 13 from a relative. Administrator was supplied with all contact information required. TAXervice was notified and they will be in contact with the relative to sort everything out. There will be additional charges since there was an extensive effort to locate family of the deceased. Therefore, these additional charges will be taken from the initial surplus amount \$8,030.95. The Auditors will make the necessary adjustments required to get it off of the Bank Reconciliation.

4. INSURANCE UPDATE: Western Financial Group was contacted regarding the questions asked by Council at the previous meeting. The question was: *If the courthouse building, or bridge for that matter, is totally destroyed, does SGI pay the full \$300,000 out (in the case of increasing the courthouse) or does an adjuster come out to take a look at it and then decide what they will pay out based on damages, etc.? And is the Town required to rebuild the structure before any money is received for insurance?* With respect to the Courthouse and Bridges, in the event of a total loss by fire then the insured value (as long as it is reasonable) is paid and the client is able to clean up and rebuild or use the funds in another avenue. It is a partial loss (hail damage, wind damage, etc.) that the settlement is Actual Cash Value (replacement cost less depreciation) that an adjuster would be determining the settlement. There is no requirement to rebuild for the courthouse as it is insured on an actual cash value basis. The buildings that are insured on a Guaranteed Replacement Cost basis are required to rebuild such as the Skating Rink and Fire Hall.

62/17

JJM/TK to increase the courthouse value to \$300,000 at an additional premium cost of \$20.00.

**CARRIED**

5. PUBLIC WORKS OPERATOR CEU RENEWALS: As per the Waterworks and Sewage Works Regulations, an on-going education requirement was added to the renewal process. This regulation states that an operator applying for renewal of a certificate must earn 1.0 Continuing Education Unit (“CEU”) prior to its approval.

Operator Garth Domokos is required to earn 1.0 CEU in order to renew his certification as it expires June 15, 2017. From March 13 to 17 there is a Class 1 Wastewater Treatment & Wastewater Collection course (3.0 CEUs) in Regina at the Sandman Hotel he is interested in attending. Costs: The course fees are \$1,092.00 and he would be staying at the Sandman Hotel checking in Sunday evening, and checking out on Friday morning. The corporate room rate is \$138.00 per night (approx. \$690.00). He is also eligible for mileage compensation at \$0.50 per km.

Operator Robert Schneider is required to earn 1.0 CEU in order to renew his certification as it expires September 15, 2017. On May 3 and 4 there are two courses: Hydrant Operation & Maintenance Workshop (0.6 CEU) and Water Main Swabbing Workshop (0.6 CEU) in Regina at the Sandman Hotel he is interested in attending. The course fees are \$504.00 and he would be staying at the Sandman Hotel for either one or two nights at a corporate rate if one is available. He is also eligible for mileage compensation at \$0.50 per km.

Administrator recommends sending both Garth and Robert to the courses for renewal.

**63/17** CM/JJM that Garth Domokos attend the Class 1 Wastewater Treatment & Wastewater Collection course at the Sandman Hotel in Regina, SK from March 13 to 17, 2017 at an approximate cost of \$2,000.00 (includes course fees, hotel room, mileage, meals).

**CARRIED**

**64/17** KD/SS that Robert Schneider attend the Hydrant Operating & Maintenance Workshop and Water Main Swabbing Workshop at the Sandman Hotel in Regina, SK on May 3 and May 4, 2017 at an approximate cost of \$1,000 (includes course fees, hotel room, mileage and meals).

**CARRIED**

6. **OMBUDSMAN SASKATCHEWAN INFORMATION:** For Council Information. Administrator notes that there is a FREE Webinar if anyone is interested in registering. It has a lot of good information for Council about the Ombudsman's role with municipalities.

7. **OIL RECYCLING INFORMATION:** Prior to 2016, the Town of Wolseley received a rebate from Envirotec Services Inc. to recycle oil, filters, jugs, etc. at our oil recycling depot near the Town Shop.

Beginning 2016 due to low commodity prices, Envirotec started charging the Town to recycle these products. March 2016 charges were \$117.60; July 2016 charges were \$218.15; November 2016 charges were \$420.60.

An individual from Recycle West stopped in and they are currently setting up a new office located in Regina. In discussions with the Foreman, we are looking at changing companies as Recycle West is able to provide a rebate through the Saskatchewan Association for Resource Recovery Corporation ("SARRC") program. For more information on this, you can visit [www.usedoilrecyclingsk.com](http://www.usedoilrecyclingsk.com).

**65/17** CM/TK to go with Recycle West for recycling oil products.

**CARRIED**

#### **MAYOR & COUNCILLOR FORUM**

**TK** - Courthouse: Square Root Architecture is moving along with drawings and is filling out a Heritage Alteration Permit Application for the courthouse addition. The application requires a date for when the addition is proposed to start construction. Council agrees to let Jurgen pick a date as it is tentative.

**SS** - Town Hall/Opera House: Councillor SS received quotes from Mr. T's Plumbing & Heating for a hot water system. It appears it will be approximately \$6,000 for a system that will allow adequate hot water everywhere; then we will know if the dishwasher is working properly.

- Fleury Bus: Councillor SS got in touch with Hometown Co-op and they pay/sponsor for at least five (5) trips within Town. The Fleury Wagon Committee is growing frustrated as the bus is not being utilized. Councillor SS will reach out to Jubilee Court to see if they have any use for the bus.

**KD** - 2017 SUMA Convention Report: Councillor KD thought the SUMA convention was very informative. One of the things talked about it one of the sessions was regarding Asset Management Planning, as the province is looking at implementing this mandatory come March 2018 in order to comply with the Federal Gas Tax Fund. This not only will assist in compliance with grants, but for budgeting and long-term planning. Councillor KD provided council with a summary of the convention. The tradeshow was really good.

- Curling Rink: the plant was down and had a leaky gasket, it has since been repaired. Councillor KD notes there must be a frost boil pushing under the grate at the front door, causing the door to catch before you walk in. Public Works can take a look and see if they can do anything. The Ladies Bonspiel was uneventful with only four teams this year.

- JJM - Councillor JJM asks Administrator if the Town of Wolseley has a completed, signed and executed agreement for the Wolseley & District Hospital Trust Fund (the “Fund”) and requests a copy of the agreement for review. Administrator provided council with an update as to the status of the Fund, noting that it is currently awaiting a CCRA Number (charitable number), and as soon as that is set up, the Town and RM will be notified to proceed with the next step. This would be appointing two (2) board members each for a total of four (4) board members.
- Councillor JJM reports that it is her understanding all materials including accounts for council are to be cut off the Friday prior to the meeting, and seeks a motion to that effect. Administrator notes it is already in Bylaw for council materials; however, accounts have always been completed the day of meetings. Councillor JJM requests council materials and accounts be completed by Tuesday at 9:00AM in order for Councillors to investigate and make educated decisions for voting. Administrator notes accounts have always been done the day of meetings, and does not see the need to change the order. Councillor SS clarifies with the Administrator that it’s a process that is comfortable, and if changing would add more pressure. Mayor Hill suggests this discussion could be addressed internally.
  - Councillors JJM and TK are working on a layout for the Tourist Booth and getting that cleaned up and in the process of getting quotes.
  - Councillor JJM asks Administrator for the Administrative Assistant’s Employee Review Procedure, and if it could be electronically delivered. Administrator was going to submit to Mayor Hill for signing off, but can provide all of council a copy prior to next meeting; and at the next meeting if there is any discussion, it will have to be done In Camera. Councillor TK asks if this includes a job description. Administrator notes it is only an Employee Review Procedure, same process as done in the past.
  - Flower Basket Hangers: looking at improving our existing hanging system to “beef-it-up”; Councillor CM suggests taking a look at what we currently have to see if it would work before we go ahead doing all this other work. Mayor Hill suggests to Councillor JJM to found out the weight of the pots and how they hang.
  - Councillor JJM requests a copy of the street paving schedule that the Foreman has done. Administrator will send an electronic copy to all councillors.

RQ - Fire Chief Conference is at the end of April and is taking place in Prince Albert this year. No one will be attending this year.

- CM - Public Works: sign budget last year was \$1,000. Foreman did inventory for all signs and we need at least \$3,500 to replace all signs that are faded. The budget last year was used up and this is why there are still signs that require replacing.
- The truck Public Works is interested in is located in Saskatoon, not Regina. It is a 2005 Chev Silverado 2500HD. Mayor Hill was in Saskatoon to look at it and reports it is in good shape, well taken care of, good tires, 4x4 works well. For a used vehicle, Mayor Hill recommends to proceed with the purchase as our cash flow can handle it right now. Foreman is interested in the truck and looking at ways to make it work. We would look at selling the 2003 Ford in hopes of getting around \$4,000 for it. Asking price for the 2005 Chev is \$10,990.00, but will negotiate.

**66/17** GH/JJM to allow Councillor Chris McBride authorization to negotiate price for 2005 Chevrolet Silverado 2500HD located in Saskatoon for up to \$11,000.00 (eleven thousand dollars).

**CARRIED**

**67/17** CM/JJM to put the 2003 Ford F250 S/D Supercab for sale, asking price \$4,000.00 (four thousand dollars) Or Best Offer, immediately after the purchase of the 2005 Chevrolet Silverado 2500HD.

**CARRIED**

- Foreman can be put on as a contact for the listing. Offers will be brought to council, and everyone will be kept in the know via electronic mail.
- Skating Rink: Figure Skating Carnival was a success with around 100 (one hundred) people. The plumbing work has been completed in the boiler room. Three (3) relief valves had to be installed due to an inspection requiring them. The values were approximately \$500/ea.

**GH** - Mayor Hill notes he was only at SUMA Convention for one day. One thing he took away from the convention is that Council needs to be aware of the Revenue Sharing reduction. The Town of Wolseley budget will have a significant impact. We will need to prioritize and keep our taxes down if we can. Wolseley's population went down from 2011 Census - 864 to 2016 Census - 854. The tradeshow was good, stopped at the paperless meetings and talked to them about costs associated. Town would be looking at \$5,000 plus iPads and training. There were a lot of engineering firms out looking for work.

- Policies: Mayor Hill would like to work on a truck/equipment exchange/rotation policy and draft a reservoir policy. Mayor Hill presents a change for the purchasing policy as follows:

**68/17** GH/CM to change Policy #01 - Purchasing Policy section 5.05.3 to read that *written quotes shall be used for major purchases of goods and services (over \$1,000.00). A minimum of two (2) written quotes are required under this policy, as good business practice.*

**CARRIED**

- Mayor Hill revisits the Water Street Bridge and Sewer Line, as it has a lifespan and not going to last forever. How are we going to proceed? Administrator reports that Foreman would like to see the sewer kept as is, on gravity, without lift stations that would be more maintenance and costs to the Town. Ken will look into it and bring recommendation to council on how best to proceed.

**69/17** GH/SS that the Water Street Bridge and Sanitary System committee appointments be Councillors Ken Drever, Chris McBride, and Randy Quintyn.

**CARRIED**

*Mayor Hill anticipates a lot of work will be required with updating policy and would like for Councillor JJM to assist.*

**70/17** GH/TK that Councillor Jacquie Jacobs-Marshall be appointed to the Finance/Governance/Audit Committee.

**CARRIED**

*It is noted that Councillors TK and JJM are appointed to the Public Health Committee and Councillor RQ is not.*

- Mayor Hill notifies Council that M.L.A. Stephen Bonk, Health Minister Jim Reiter and Minister of Rural and Remote Health Greg Ottenbreit are meeting with Council on Monday, February 27, 2017 at 11:00AM. We are hoping that a majority of council will be available to attend this meeting; and the Administrator will notify the R.M. of Wolseley, No. 155 to attend this closed meeting as well. The Town should be receiving a letter to confirm the meeting soon.

#### **UNFINISHED BUSINESS**

1. Risk Evaluation Report re: SGI Canada: Nothing new to report.
2. 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.

**71/17** RQ/KD to read Bylaw No. 01-2017, the Code of Ethics Bylaw, a second time this 15<sup>th</sup> day of February, 2017.

**CARRIED**

**72/17** CM/RQ to read Bylaw No. 01-2017, the Code of Ethics Bylaw, a third time and adopt this 15<sup>th</sup> day of February, 2017.

**CARRIED**

3. 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.

**73/17** SS/KD that Policy No. 21.1, Municipal Employee Code of Conduct be approved this 15<sup>th</sup> day of February, 2017.

**CARRIED**

4. Invitation to Participate - Regional Health Initiative: The Town of Wolseley, in conjunction with the R.M. of Wolseley, No. 155, have revised the Invitation to Participate regarding the Regional Health Initiative. Mayor Hill and Reeve Kenny will get together to get an agenda drafted for key points to discuss at the meeting.

**74/17** TK/JJM to proceed with sending out the Invitation to Participate for the Regional Health Initiative as presented.

**CARRIED**

#### **NEW BUSINESS**

1. Boiler Inspection and Insurance Company of Canada - Sportsplex: For Council Information. The valves discussed in this report have been installed as per previous report from a different insurance inspection.

2. Regina Qu'Appelle Regional Health Authority - Recreational Facility Inspection Report (Sportsplex): Currently, air quality testing is not being done. Councillor CM will get in touch with the caretaker and see what we can do.

Councillor KD also notes the RQRHA has inspected the curling rink, and everything is good there

3. Municipal Utilities re: Distribution System Maintenance and Update - Proposal: For Council Information, to be used for budgeting purposes for the Water Treatment Plant maintenance.

4. Quote for Services: Capital Fire Protection vs. Bison Fire Protection: Administrator to ask Capital Fire Protection for a requote, as the quotes are not comparing “apples-to-apples”. Administrator will provide the layout to Capital Fire as Bison Fire Protection has done, as it is felt Bison did a very thorough check on everything that is required to be inspected.

#### **COMMUNICATIONS**

1. AirScapes International Inc. re: Smile & Wave 2017 Aerial Photography: Due to budgetary constraints, the Town is not interested at this time.

2. Harvey Malo re: Wolseley Lion's Club Senior Supper: The Wolseley Lion's Club has requested that council waive the Town Hall/Opera House rental fee as it has been for the past 30 years for the Senior's Supper.

**75/17** JJM/SS that the Town Hall/Opera House rental fee be waived for the Wolseley Lion's Club Senior Supper scheduled for Sunday, April 23<sup>rd</sup>, 2017.

**CARRIED**

3. 2017/18 Southern Saskatchewan Vacation Guide re: Advertising: Councillors TK and JJM will discuss and bring back to the next meeting.
4. Sgt. Ryan Case re: Indian Head RCMP Annual Performance Plan Meeting: Councillors RQ, CM, and KD interested in attending this meeting in Indian Head. The R.M. of Wolseley is also interested and would carpool if the Town had any interest in attending. Also, the R.M. notified that they are planning to do Fire Extinguisher training that would be available for Town Council and staff.
5. Penny & Mark Miles, Chantelle Perigny & Jay Malo, April Dahnke re: Observing Council Meetings via “live streaming”: Individuals suggest the possibility of having council meeting live streamed. Administrator suggests to table to investigate further.
6. Council’s Response letter to Denton Keating re: Relocation of Administration Office to Courthouse: For Council Information, a response letter has been drafted and will be sent to Mr. Keating.

**ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wednesday March 1, 2017.

**ADJOURNMENT**

76/17

KD that the meeting be adjourned at 9:27PM.

**CARRIED**

Gerald Hill

Mayor

Candice Quintyn

Administrator