

**TOWN OF WOLSELEY
MINUTES
FEBRUARY 21, 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 February 21, 2018 at 7:00PM.

PRESENT:

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

ABSENT:

CALL TO ORDER

A quorum being present, Mayor GH called the meeting to order at 7:01PM.

AGENDA

58/18 CM/JJM that the Agenda be adopted as presented.

CARRIED

MINUTES

59/18 KD/SS that the minutes of the Regular Meeting February 08, 2018 be approved as presented.

CARRIED

DELEGATION #1: JOHN ULLRICH & MATT GOOD - ASSOCIATED ENGINEERING PRESENTATION re: WATER STREET BRIDGE SANITARY SEWER LINE PROJECT

60/18 TK/RQ to hear Associated Engineering delegation at 7:04PM.

CARRIED

- Matt Good and John Ullrich introduce themselves and thank Council for the opportunity to work on this project;
- Right now, some details are being worked on with the design; the \$130,000 quote could be more depending where contractor is coming from (to mobilize and de-mobilize). Potential to see competition bring costs down;
- Maintenance of the Inverted Siphon system is typically on a 4 - 7 year cycle. No issues have arisen in the past with them. The City of Regina has two pipes in their systems as well, as one acts as a backup/secondary system;
- Engineers discuss particulars of the design drawings with Town Council and Town Foreman; and answers to questions;
- Current maintenance of current pipe is getting Municipal Sewer Maintenance to flush it out as needed;
- Funding: Asset Management through FCM closed, as there were too many applications that came in. There is a Green Municipal Fund that has been applied for regarding the energy efficiencies and cost savings; Waste water is a portion of it as well.
- The details surrounding how the tie-ins will work at the manholes will be reviewed.

Associated Engineering delegation leaves at 7:28PM.

61/18 CM/RQ to apply for the Federation of Canadian Municipalities Green Municipal Fund and sign 'C3 Declaration' to submit for funding the Water Street Sanitary Sewer Line Project.

CARRIED

ACCOUNTS

- 62/18 RQ/KD that cheque # 16234 totaling \$498.20 be approved. **CARRIED**
- 63/18 SS/CM that cheque #'s 16239 to 16245 totaling \$7,940.07 be ratified. **CARRIED**
- 64/18 JJM/KD that cheque #'s 16246 to 16257 totaling \$12,585.95 be approved. **CARRIED**
- 65/18 TK/CM that the Statement of Financial Activities, detailed for the period ending January 31, 2018 be approved as presented. **CARRIED**

REPORTS OF ADMINISTRATION

1. Funded vs. Unfunded Reserves - Update: Administrator discussed the Reserves with the Auditors when they were here for the 2017 Year End Audit. They agree to clean up the unfunded reserves to make everything funded, but in doing so they have concerns regarding the Water & Sewer (Utilities) Reserve and the Cemetery Reserve.

In the past, these accounts have had “paper” transfers of the amounts collected from ratepayers from the appropriate accounts, into these reserves. For example, the Infrastructure Fees collected from every utility billing has been transferred at every Year End for the past ‘X’ number of years to the Utilities Reserve for future infrastructure funding. As of 2016, the balance in that reserve is \$343,944. The Auditor recommends the Town working towards building this reserve up as funded, because ratepayers are paying a fee on Utility bills for this. On the reverse side of things, the balance in the Utility reserve can be drawn down with projects, such as the Water Street Sanitary Sewer Line Project. At first, it would be recorded as an expense, but in the Year End adjusting entries, the auditor wouldn’t record this as an expense, but rather a Capital Asset adjustment.

The same goes with the Cemetery Reserve. Perpetual Care Fees have been paid and the “paper amount” has been transferred from the account into the reserve at each Year End for the past ‘X’ number of years. As of 2016, the balance in that reserve is \$33,698. As recommended with the Utilities reserve, the Auditors also suggest working towards building up this reserve as funded, because perpetual care fees are paid for the care and maintenance of the Cemetery.

With Council doing a transfer of “unfunded” reserve amounts to the general operating surplus, this does not change the bottom line in the books. It only changes the way Schedule 8 in the Financial Statement looks by allocating the amounts from *Appropriated Reserves* to *Unappropriated Reserves*. The Total Accumulated Surplus amount would still remain the same.

Administrator needs to clarify with the auditors if we can still transfer the following accounts from unfunded reserve to general operating surplus: Curling Club (500), Public Reserve (217.50), General Reserve (69,865), Transportation (13,304.64), Care Home (5,199.52), Tennis Court (500), and Development (40,000); and leave the Cemetery (33,697.50) and Utilities (343,944.27) reserves the way they are now.

2. Grant Writing Workshop: The Assistant Administrator has registered for a Grant Writing Workshop on Wednesday March 28th from 10AM to 3PM in Redvers, SK. The cost to attend the workshop is \$30 (meal incl.) + mileage. Administrator recommends the Town to cover costs for Angie to attend this workshop.
- 66/18 RQ/TK to approve Assistant Administrator to attend a Grant Writing Workshop on Wednesday March 28, 2018 from 10AM to 3PM in Redvers, SK at a cost of \$30 + mileage.

CARRIED

3. Signing Authority - Addition Request: Administrator recommends adding Councillor Ken Drever to the list of signing authorities to have another signor on file.

67/18

GH/SS to add Councillor Ken Drever to the list of authorized signors for signing authority at TD Bank, effective immediately.

CARRIED**MAYOR & COUNCILLOR FORUM**

CM - Public works: looking into portable external meter to read water. Accurate readings of how much treated water is being distributed. The cost is \$5,000 to purchase the unit; however, the company is willing to let the Town try for a week free of charge;

- For dust control this year, the Foreman is thinking about going with a granular magnesium chloride to do it in house, rather than have a company come in and do it. More research will be done on this;
- Foreman is keeping an eye on the Water Treatment Plant water usage, as it is up about 5,000 gallons.

RQ - waiting for responses from funding applications that have been sent out; Canada Golden Fortune Potash Corporation has confirmed they would donate \$500;

- At the Fire Meeting the other day, they discussed and decided the Fire Department will be selling raffle tickets for a Natural Gas BBQ that will be sponsored by SaskEnergy Corporation;
- The Quote for the Fire Truck had minor adjustments/changes done to it; will be closer to \$400,000.

JJM - Posts have been put out there for the Wolseley 120th celebrations and have received a lot of responses;

- Councillor JJM asks for council's thoughts regarding new carpet for the Council Chamber; we should look at getting a firm quote on: Administrator Window, Shingles, Blinds, Carpet, and Paint.

KD - Curling Rink is having their Open Bonspiel on the 2nd and 3rd of March. The raffle for the TV will be drawn that weekend;

- SaskAlert training: others that did the workshop need to get their training completed before the deadline, otherwise they will have to retake the workshop. Councillor RQ questions why the EMO Coordinator does not receive an annual Honorarium just like the Fire Department personnel;

68/18

RQ/JJM that the EMO Coordinator receives a \$500 Honorarium at the end of 2018.

CARRIED

- Councillor KD continues his report with noting there is a Library meeting tomorrow night, and he plans to attend;
- Councillor KD asks for an update with respect to the SaskPower light standard being added to the pole at the West Crossing - Administrator responds, this has been applied for through SaskPower and there are a series of steps before one is actually installed.

SS - Councillor SS has been looking into prices for lifts and scaffolding; talked to Public Works about the idea of scaffolding, however, they didn't like the idea; therefore, Councillor SS will continue searching for a cheaper lift;

- The Library regional meeting is coming soon;
- Mustangs 1st round is delayed - one week away from Friday will be game day and it is the best of five for Playoffs;
- The Wolseley Writer's Group is available for assisting with Wolseley 120 celebrations;
- Assistant Administrator is doing a great job with the Cemetery Maps. Some plots were found that were purchased years ago and will never be used.

TK - Waiting on proof from South Saskatchewan Vacation Guide for the advertisement created to showcase the Wolseley 120th celebrations/History of Wolseley;

- Councillors JJM and TK will be getting together to discuss planning for the Wolseley 120 celebrations. Councillor TK will be seeking help from community groups/organizations to assist with the celebrations;
- Councillor TK met with Rose Kelly and Madeline Dunn re: Welcome Wagon. Rose Kelly will start asking around for making welcome packages;
- Community Events: look at maybe doing an event table card like Grenfell does.

- GH** - Budget: Administrator and Mayor GH will get together to review and submit the final draft copy to council for approval, rather than have a special meeting.
- Mayor GH will be meeting with Howie Hess re: Communities in Bloom.

UNFINISHED BUSINESS

1. Asset Management Online Certificate Course: Table to next meeting.
2. Sportsplex Fire Alarm Inspection - Quotes for Repairs: Three (3) quotes were received for remediating the Fire Alarm deficiencies at the Sportsplex.

69/18 CM/KD to go with Bison Fire Protection quote to remedy the items from Troy Life & Fire Safety Inspection Report completed January 9, 2018.

CARRIED

NEW BUSINESS

1. Policy Review - Policy No. 03 Wolseley Sportsplex: Administrator presented a new draft of the Wolseley Sportsplex Policy, revised in comparison with the Town Hall/Opera House policy which encompasses the Agreements (i.e. Contractor, Rental, etc.).

70/18 JJM/CM to accept Policy No. 03, the Wolseley Sportsplex Policy as presented.

CARRIED

2. Sportsplex Air Quality Testing: As per inspection report from Public Health, the Sportsplex is required to do an air quality test during the busiest time of the month to ensure proper ventilation. Councillor CM will take this to the Arena Board to investigate.

3. Scantron Robotics Inc. re: Proposal for Cleaning the Water Treatment Plant Reservoirs: Proposal for cleaning the Water Treatment Plant reservoirs was reviewed.

71/18 RQ/TK to accept Scantron Robotics proposal to clean the Water Treatment Plant reservoirs as per quote dated February 13, 2018.

CARRIED

4. Miscellaneous Equipment Tenders: Miscellaneous equipment were advertised online For Sale by Tender. Council discusses and wishes to extend the timeframe for Tenders to be received and place an ad in the local newspaper.

72/18 JJM/SS to extend Tenders for miscellaneous Public Works equipment to March 16, 2018, and advertise in local paper and online.

CARRIED

COMMUNICATIONS

1. Kurt MacPherson re: Court House Stonework Project: Quote is in two phases: Phase I is \$50,000 + taxes; Phase II is \$35,000 + taxes.

Councillor JJM requests a recorded vote:

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

- 73/18** GH/SS to proceed with Phase I of the Stonework project at the Wolseley Court House, as outlined in quote from Kurt's Masonry dated January 16, 2018, for a cost of \$55,500.

FOR: Mayor GH, Councillors SS, TK, JJM;

OPPOSED: Councillors KD, RQ;

ABSTAINED: Councillor CM.

CARRIED

- 74/18** GH/TK to apply to Saskatchewan Heritage Foundation Built Heritage Grant Program for funding for the Wolseley Court House Stonework Project Phase I costs.

CARRIED

2. Wolseley High School re: Saskatchewan Drama Association Region 5 Festival - Donation Request: The Town of Wolseley sent a cheque donation to the WHS for the Drama Club in the amount of \$400 on December 6, 2017 (Cheque # 16055).

3. Commissionaires South Saskatchewan re: January Bylaw Enforcement Report: For Information Purposes

- 75/18** SS/JJM to send an Order To Remedy to 109 Poplar Street, with a deadline of March 30, 2018.

CARRIED

- 76/18** JJM/SS to send an Order To Remedy to 204 Oak Street, with a deadline of March 30, 2018.

CARRIED

4. Devin & Brendan Krahenbil re: 207 Spruce Street Sewer Issues: Owners are requesting reimbursement of total sewer cleaning bill at 207 Spruce Street.

- 77/18** KD/CM to reimburse Krahenbil's plumbing bill at 207 Spruce Street for Sewer Cleaning for a total of \$281.94.

UNANIMOUSLY DEFEATED

5. Ryan Case re: RCMP Community Consultation Meeting: Councillors RQ and KD express interest in attending this session.

- 78/18** GH/SS that Councillors KD and RQ attend the RCMP Community Consultation meeting in Indian Head, SK on March 22, 2018.

CARRIED

6. Wolseley High School re: Yearbook Sponsorship Request:

- 79/18** GH/TK to place ¼ page ad in the Wolseley High School Yearbook as a sponsorship, for a total cost of \$75.00.

CARRIED

IN CAMERA

- 80/18** SS/CM to go In Camera at 9:39PM 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 SS, TK, KD, JJM, RQ, CM and Administrator CQ.

CARRIED

- 81/18** TK/KD to go out of In Camera at 9:43PM.

CARRIED

82/18

JJM/SS to send revised draft Ground Site Agreement to Xplornet Communications Inc.

CARRIED

ANNOUNCEMENTS

- Next Special Meeting of Council - Wed Feb 28, 2018 at 7:30PM at the Town Hall/Opera House (Lower Level) 510 Varennes Street. (*Closed Session - Strategic Planning in conjunction with R.M. of Wolseley, No. 155*);
- Next Regular Meeting of Council - Wed Mar 07, 2018 at 7:00PM at the Council Chamber (610 Varennes Street).

83/18

ADJOURNMENT

JJM that the meeting be adjourned at 9:44PM.

CARRIED

Gerald Hill
Mayor

Candice Quintyn
Administrator