

**TOWN OF WOLSELEY  
MINUTES  
MARCH 06, 2019**

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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 March 06, 2019 at 7:00PM.

**PRESENT:**

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

**ABSENT:**

**CALL TO ORDER**

A quorum being present, Mayor GH called the meeting to order at 6:58PM.

**AGENDA**

87/19 CM/SS that the Agenda be adopted as amended.

**CARRIED**

**DELEGATION #1: JUDY LECHOWICZ, WCCC re: FURTHER EXPLANATION TO RECENT UPDATE LETTER (Q&A):**

88/19 JJM/TK to hear Judy Lechowicz on behalf of the Wolseley Community Cats Committee, at 6:59PM.

**CARRIED**

- Judy attends the meeting to answer any questions Council may have regarding the update letter received at the prior regular meeting.
- Short term goal is to implement a Trap-Neuter-Release (“TNR”) program; there are about 20 feral/stray cats that the Wolseley Community Cats Committee (“WCCC”) is planning to relocate out of the downtown core/residential area. The committee is proposing the construct about 20 shelters, one for each cat, and set up feeding stations. The cost would be for materials only (approx. \$25-30/shelter), as volunteers will build the shelters.
- Head for the Hills Veterinary Clinic is willing to give a discount for spay/neuter, and ear tipping of cats for identification; money is required to be allocated towards the materials for building the shelters in order to deal with the immediate nuisance.
- Once the cats are relocated, the feeding station and shelters would prevent the cats from coming back to the downtown core/residential area where they are being a nuisance.
- The community needs to be educated; there is a need for spaying and neutering your cats and keeping your cats close to home.
- The Animal Protection Act has amendments for the health and welfare of animals. Eleven (11) cats died from suspected poisoning, although it has not been proven.
- The cats will be relocated to an area near the Esso Gas Station; the two neighbors have been contacted and it is alright with them; the area is away from the downtown core and residential areas.
- Judy explains methods of deterring cats such as cat repellants, mats, sprinklers, etc.
- Councillor KD expresses that the Town has two issues; 1) tame cats that are owned/pets, which are governed by Town Bylaws (i.e. Licensing, Running at Large, etc.) and; 2) feral/wild/stray cats that we need to find a solution for and how to handle them as if they were coyotes, beavers, etc.
- Judy will send a “Managing Community Cats” document to Administrator to forward to council for review.
- Volunteers are already paying for expenses out-of-pocket for what they can do to help.

*Councillor JJM requests a recorded vote.*

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

- 89/19** JJM/SS to transfer \$1,000.00 (one thousand dollars zero cents) to the Wolseley Community Cats Committee (“WCCC”) for the Trap-Neuter-Release program.

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

OPPOSED: ---

ABSTAINED: Councillors KD, RQ and CM

**CARRIED**

- Judy will let Administrator know when the account is set up in order to forward funds to; and Judy will talk to Foreman about space in the Town Shop to construct shelters.

*Judy Lechowicz leaves the council meeting at 7:31PM.*

### **MINUTES**

- 90/19** TK/JJM that the minutes of the regular meeting February 20, 2019 be approved as presented.

**CARRIED**

### **ACCOUNTS**

- 91/19** KD/RQ that cheque #'s 17249 to 17255 totaling \$8,049.39 be ratified.

**CARRIED**

- 92/19** TK/RQ that cheque # 17256 totaling \$1,500.00 be ratified.

**CARRIED**

- 93/19** SS/KD that cheque #'s 17257 to 17289 totaling \$41,790.05 be approved, with the exception of cheque # 17287.

**CARRIED**

*Councillor RQ declares a pecuniary interest and leaves the council meeting at 7:39PM.*

- 94/19** JJM/CM that cheque # 17287 payable to Wolseley Service Ltd. totaling \$252.50 be approved.

**CARRIED**

*Councillor RQ returns to the council meeting at 7:40PM.*

### **REPORTS OF ADMINISTRATION**

1. Bank Reconciliation for February 2019: Administrator prepared and presented the Bank Reconciliation and notes for the period ended February 28, 2019.
- 95/19** KD/SS that the bank reconciliation and notes for the period ending February 28, 2019 be approved as presented.

**CARRIED**

2. Utilities Update: Fifty-one (51) Payment Reminder Notices were prepared and sent Monday March 4, 2019 for outstanding accounts. Administration is monitoring accounts. Our next bill cycle (2019 Q1) is mid-March, due April 30, 2019.

3. TAXervice Update:

- Year 2013 Arrears File: 1 Property, agreement in place;
- Year 2014 Arrears File: 2 Properties, agreement in place for one property, the other property PMB gave consent to take title;
- Year 2015 Arrears File: 1 Property, agreement in place;
- Year 2016 Arrears File: 4 Properties. The six-month waiting period will be expiring soon (on or about Feb28/19), next step is to obtain consent from PMB as required and eventually give the 30-day final notice as necessary;
- Year 2017 Arrears File: 12 Properties. Tax Liens were registered to properties on Jan8/19; in six months (on or about Jul8/19) council may authorize proceedings for title.

In summary, there are currently twenty (20) properties in Tax Enforcement with Tax Liens registered on the properties. The total amount of taxes outstanding on all properties in Tax Enforcement is \$95,793.09. Total taxes outstanding that are currently not in Tax Enforcement are \$45,506.93. Therefore, the grand total of taxes outstanding is \$141,300.02.

4. Neighborhood Feedback Form: Administrator prepared a Feedback Form for ratepayers in the area of where the Ellis Trail Riders have proposed to construct an outdoor arena in the sportsground north of the Sportsplex. The form was circulated through email to members of Council; however no clear direction was given to Administrator. Council decides to send the form as prepared; therefore, forty-two (42) letters will be sent to neighbourhood that would be directly affected, plus the form will be posted online and advertised in the local newspaper.
5. Agreement re: In-line Contracting and Town of Wolseley: An agreement was prepared between In-Line Contracting and the Town of Wolseley outlining the responsibilities of the Contractor with respect to the incident that occurred late Friday March 1, 2019. The agreement states:

*“WHEREAS, the Contractor was notified and made aware by the Town Foreman that a raw water service connection line (hereafter referred to as “the utility line”) was located near the Highway 1 culverts at Adair Creek east of Wolseley (hereafter referred to as the “area of construction”, see Appendix 1);*

*AND WHEREAS, on Friday March 1, 2019 it became known to the Town at approximately 5:00PM that the utility line was hit at the area of construction due to the negligence of the Contractor, which resulted in a major leak. The said utility line services both the Wolseley Motel and A1 Pizza Restaurant facilities.*

CONTRACTOR RESPONSIBILITIES:

- i. *The Contractor is responsible for the payment of overtime hours for Town of Wolseley personnel involved with the repairs of the utility line, in addition to an administrative fee as outlined in Appendix 2 attached hereto and forming part of this Agreement.*
- ii. *The Contractor is responsible for the payment of supplying and hauling clay and black dirt to the area after settlement of the trench.*
- iii. *The Contractor is responsible for future repairs [up to five (5) years, including year 2023] at this specific area, should the coupler fail.”*

The total amount owing from the Contractor to the municipality is **\$468.30**.

96/19

KD/CM to send Agreement to In-Line Contracting and invoice accordingly.

**CARRIED**

MAYOR AND COUNCILLORS FORUM

KD - Sportsplex: A financials overview was provided to Council; the Arena Board is planning a Sled Rally fundraiser on March 16, 2019 with a pancake breakfast to start off the day; there was a Minor Hockey meeting where it was discussed to develop a constitution, set up rules and regulations.

- Curling Club: wind-up is scheduled for March 16, 2019.
- Air Quality Monitor quote received from The Safety Warehouse 911 Inc., Option #1: get two monitors, one for NO<sub>2</sub> and the other for CO plus H<sub>2</sub>S and other gases for a total price of \$1,275 plus calibration. Yorkton does the calibration; NO<sub>2</sub> has a six month expiry.

97/19

KD/RQ to go ahead with The Safety Warehouse 911 Inc., Option #1 as presented in the quote for Air Quality Monitors for the Sportsplex for a total approximate cost of \$1,275.00 plus taxes and shipping.

**CARRIED**

- Town will send back the Monitor that Kelly McCall got from Carson Safety Services Ltd.
- Town is waiting on the fire alarm inspection report from Troy Life & Fire Safety Ltd.
- Councillor KD is working with engineer on design of lift at the Sportsplex.
- Curling Rink toilet and urinal was replaced in the men’s restroom. The Open Bonspiel had 14 teams registered and it was well attended.

- There is a 3-day Asset Management Training happening in April (SUMA email notification); Councillor KD suggests sending the Administrator. There are FREE webinars coming up
- Library: On March 27 there is a retirement event for our Librarian. Her last day of work is March 29, 2019.
- Councillor KD suggest revisiting the Neighborhood Watch program to more gauge interest and get more individuals willing to volunteer. Councillor KD suggests putting info in utility bill as we did last time.

JJM - Nothing to report.

- RQ - Fire Department: The Fire Department was called to Carry The Kettle First Nation as their Water Treatment Plant caught fire on Monday, February 25. Four (4) loads of water were hauled to put out the fire. When the department initially got there, they had to wait for SaskPower to disconnect power to the facility before they could start firefighting. File Hills Police had an area evacuated where smoke was blowing. CTK now has access to raw water.
- A donation is forthcoming from a company for the Protective Services reserve account. Once received, it was suggested by Councillor RQ to split the funds 50/50 with the RM of Wolseley, No. 155.
  - A meeting was held at the hospital for their quarterly updates. Everything is stabilized and working in well order. Wolseley is busier than Indian Head.

CM - Public Works: In-Line Contracting hit a raw water service connection line for the Motel/A1 Pizza. The line was repaired on Friday March 1; there was a frozen sewer line on Richmond Street; Public Works have been busy clearing snow from the roads being blown in; employee Mark Smith has returned to work on light duty.

SS - The large commercial oven at the Town Hall/Opera House is now working and wired properly. Beliveau Construction's subcontracted electrician did the repair.

TK - Options for signs were presented to Council for the commercial lots adjacent to Garnet Street South and Highway 1. Happy Ad Sign and Design will provide a 4' x 8' sign for \$450 if the Town installs; \$575 for Marty to install; or \$500 for Marty to install with a volunteer.

98/19

TK/SS to purchase "Commercial Lots For Sale" sign from Happy Ad Sign and Design for a cost of \$500.00.

**CARRIED**

GH - 2019 Budget Meeting (closed session), tentatively set for Thursday March 21, 2019.

#### **UNFINISHED BUSINESS**

1. Sportsplex Fire Alarm Inspection - Quote from Troy Life & Fire Safety: Troy Life & Fire Safety has performed the inspection, report is forthcoming.
2. Wolseley Cemetery: *Nothing to report.*
3. Statement of Policy & Procedure: Policy No. 05 - Workplace Leave: *Nothing to report.*
4. Statement of Policy & Procedure: Policy No. 26 - Procurement Policy: *Nothing to report.*

#### **NEW BUSINESS**

1. CEU Renewal Courses - Water Operator, Robert Schneider: Water Operator, Robert Schneider, is required to renew his Continuing Education Units ("CEUs") for his Water Certification prior to the expiration of September 15, 2019. The Operator Certification Board ("OCB") meets September 6, 2019; therefore, the courses will have to be completed and all documentation submitted to OCB prior to September 6, 2019.

Two Courses have been chosen for the CEU renewal:

**April 17, 2019** - Saskatchewan Water and Wastewater Association (“SWWA”) will be hosting a one-day workshop on **Water Quality, Sampling and Projects** in Regina at the Travelodge South Albert. The workshop fee for non-members is **\$341.25**. The workshop starts at 8:00AM, with a break for lunch and ends at 4:00PM.

**May 2, 2019** - ATAP Infrastructure Managements Ltd. will be hosting a one-day workshop on **Hydrant Flow Testing** in Regina at the Sandman Hotel. The workshop fee is **\$294.00**. The workshop starts at 8:30AM and ends at 5:00PM. *Note: This is the same one-day workshop that Garth Domokos will be attending as well (as previously approved).*

- 99/19** GH/CM that Robert Schneider attends the following workshops to renew his CEUs for his Operator Certification: the SWWA one-day workshop on Water Quality, Sampling and Projects in Regina for a fee of \$341.25; and the ATAP Infrastructure Management workshop on Hydrant Flow Testing in Regina for a fee of \$294.00; workshop fees, plus mileage and meals.

**CARRIED**

### **COMMUNICATIONS**

1. Wolseley Public Library re: Library Employee Changes: Sharon Jeeves has given her notice that she is retiring from the position of Librarian, with her last day being March 29, 2019. April Dahnke will be taking over as Librarian. Council thanks Sharon for her years of service!
2. Chris Doering re Article on Wolseley: Chris Doering would like to speak with someone about Wolseley as he was asked to write an Article on Wolseley. Councillor SS volunteered to get in touch with Mr. Doering.

### **IN CAMERA**

- 100/19** CM/SS to go In Camera at 8:32PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following:
- 1) Sensus Partnership of CPAs re: Audit;
  - 2) Facilities Planning;
  - 3) TAXervice Update.

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

**CARRIED**

- 101/19** TK/RQ to go out of In Camera at 9:28PM.

**CARRIED**

- 1) Sensus Partnership of CPAs re: Audit:

- 102/19** GH/CM to table Sensus Partnership of CPAs re: Audit.

**CARRIED**

- 2) Facilities Planning:

- 103/19** SS/TK that the Facilities Planning Committee of Council meet tomorrow, Thursday March 7, 2019 at 2:00PM at the Council Chamber.

**CARRIED**

- 3) TAXervice Update:

- 104/19** RQ/TK to wait for TAXervice advisement regarding the property that Provincial Mediation Board gave consent to the Town to take title.

**CARRIED**

### **ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wed Mar 20, 2019 at 7:00PM at the Council Chamber (610 Varennes Street).
- Next Special Meeting of Council - Thu Mar 21, 2019 at 7:00PM at the Council Chamber (610 Varennes Street) - 2019 Budget Meeting (Closed Session).

105/19

**ADJOURNMENT**

JJM that the meeting be adjourned at 9:32PM.

**CARRIED**

*Gerald Hill*

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Mayor

*Candice Quintyn*

\_\_\_\_\_  
Administrator