

**TOWN OF WOLSELEY
MINUTES
APRIL 05, 2017**

The regular meeting of Council of the Town of Wolseley, in the Province of Saskatchewan was held in the Lower Level at the Town Hall/Opera House located at 510 Varennes Street on April 05, 2017 at 7:00PM.

PRESENT:

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

ABSENT:

CALL TO ORDER

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

AGENDA

104/17 RQ/CM that the Agenda be adopted as presented.

CARRIED

DELEGATION #1: COMMISSIONAIRES SOUTH SASKATCHEWAN - GERRY SYROTA AND DEAN HEINEMANN

105/17 RQ/TK to hear Gerry Syrota and Dean Heinemann from Commissionaires South Saskatchewan at 7:02PM.

CARRIED

- The Bylaw Enforcement contract for the Town of Wolseley expires April 30, 2017.
- Gerry Syrota provides council with a background on bylaw enforcement in the Town. The Commissionaires South Saskatchewan has been serving the Town for two-years. Mr. Syrota reviewed previous months' activities. The Town has chosen to do weekly visits in the summer months and monthly visits in the winter months.
- The Bylaw Enforcement Officer (Dean Heinemann) has been giving warnings as a learning tool, for members of the community to know the bylaws.
- The Commissionaires South Saskatchewan are currently serving sixty-five (65) communities in South Saskatchewan.
- Bylaw is a process, and an educational process. Order to Remedy (OTR) is prepared by the Town, and Dean delivers the OTR to the applicable property.
- The Bylaw Enforcement Officer's process is: (1) Patrol and follow up from previous patrols (observation); (2) report to the Town Office; (3) Follow up on any complaints from the office. If a warning is in order, Dean will leave a business card and write on the back of it to let the individual(s) know. Then a warning is followed if not rectified; (4) usually the contravention is rectified, or else a letter to owner, ticket or OTR will follow to the owner.
- Last year, nine warnings were issued, two were not complying; six letters were issued, eight vehicles were relocated off the street; 31 visits with results shown; and four tickets were issued.
- Main advantage to having Commissionaires South Saskatchewan in Town for Bylaw Enforcement is that it is 3rd party and outside the community, it is unbiased so everyone is treated in the same manner.

Gerry Syrota and Dean Heinemann leave the meeting at 7:20PM.

MINUTES

106/17 KD/CM that the minutes of the Regular Meeting March 15, 2017 be approved with edits as discussed.

CARRIED

ACCOUNTS

107/17 SS/KD that cheque #'s 15350 to 15356 totaling \$7,766.77 be ratified.

CARRIED

108/17 JJM/TK that cheque #'s 15357 to 15394 totaling \$30,684.09 be approved with the exception of cheque # 15392.

CARRIED

Councillor RQ declares a pecuniary interest and leaves the meeting at 7:35PM.

- 109/17** JJM/CM that cheque # 15392 payable to Wolseley Service Ltd. totaling \$466.74 be approved.

CARRIED

Councillor RQ returns to the meeting at 7:36PM.

- 110/17** SS/JJM that the Statement of Financial Activities for the period ending February 28, 2017 be approved as presented.

CARRIED

COURTHOUSE ACCOUNT

- 111/17** KD/TK that cheque #50 payable to Square Root Architecture Ltd. totaling \$4,725.00 be approved.

CARRIED

REPORTS OF ADMINISTRATION

1. Bank Reconciliation for the Period Ending March 31, 2017: Administrator prepared and presented the Bank Reconciliation and notes for the period ending March 31, 2017.

- 112/17** CM/SS that the Bank Reconciliation and notes for the period ending March 31, 2017 be approved as presented.

CARRIED

2. 2017 Provincial Budget Backlash: SUMA has been a strong advocate for urban municipalities across Saskatchewan with regard to the latest Provincial Budget news release concerning the elimination of Grants-in-Lieu of Taxes as well as the Municipal Revenue Sharing. The Town of Wolseley will have a reduction of revenue from the Province for the 2017 fiscal year that could be estimated as high as \$85,000. As some schematics are not clear, SUMA will be questioning the Province to get more concrete answers for what is going to happen to Saskatchewan municipalities. Administrator will keep council informed. Administrator provided council with a FAQ document SUMA prepared for members.
3. Notice of Assessments for the Year 2017: This year is a revaluation year. Every four years, the Saskatchewan Assessment Management Agency ("SAMA"), does a revaluation of all properties in Saskatchewan to bring assessment values more in line with market values. SAMA has updated the values of the property based on a January 1, 2015 base date, and the majority of assessments have increased across the board. Those must remember: you cannot appeal your assessment based on the possibility of increased taxes. The process of appealing your property's assessment would be based on incorrect information assessed on the property.

The Administrator has been working on getting the Assessment Roll ready for 2017. The Assessment Roll is expected to open for inspection April 13th and the Assessment Notices for all property owners in the Town of Wolseley will be mailed April 13, 2017 with an informational insert indicating the revaluation year and other general information regarding their assessment. The final date of appealing an assessment is June 12, 2017. The Board of Revision the Town of Wolseley is using is Gord Krismer & Associates. The Assessment Appeal fee remains at \$100.00 per property, and if the appeal is successful, the fee is returned to the property owner.

4. Audit Review of Hospital Trust Fund: The Town's auditor is recommending that the most appropriate action would be to show 50% of the trust assets/equity in a separate note in the financial statements. Once the trust is a separate entity, the auditors will need to determine if it will need to be consolidated into the financial statements. This information is not required for the 2016 audit, but will if the trust is completed in 2017. A document outlining questions for the basis for consolidation has been provided to council for review. This will be discussed at the next regular meeting.

MAYOR & COUNCILLOR FORUM

- GH** - Hospital Trust Fund: Mayor GH thanks Administrator for providing additional documentation to clear up any questions that were had. Denton Keating is working on it, and will get it all sorted out.
- Mayor GH requests that the Administrator add the Administrator's employee review procedure to the next meeting for an In Camera discussion.
 - We will have to look at setting a date for a budget meeting soon.
 - Courthouse Financial Review: Mayor GH commends Administration for doing such a great job on compiling and presenting the information on the courthouse project. There are a few minor adjustments to be made, but all-in-all it is a great way to represent a large project.
- SS** - Regarding the discussion at the previous council meeting and second hand equipment, there are pros and cons; however, Councillor SS really thinks the Fire Fighters should have the best equipment. The reserve for the Fire Department (new fire truck) should be taken very seriously.
- Volunteers: the Horticulture Society has been approached for watering the hanging baskets that were purchased. They have limited abilities, and will not be doing the watering; however, other individuals have stepped up and we will get it done. Councillor SS suggests the Town should perhaps do a volunteer appreciation night, although we would have to take that into account when doing budget.
 - The Library is doing a "Drop Everything And Read" event to protest from 11am to 1m on Friday, April 7. They can supply a chair and a book. There is a petition around town regarding the provincial cutbacks to libraries.
 - The Town Hall/Opera House bell is working again.
 - The Wolseley Junior C Mustangs are in the Qu'Appelle Valley Junior Hockey League. The league has eight teams now.
 - Joselyn Linnell would like to repaint and/or touch up the murals around town. Council discusses that because these murals are on private buildings, the owners of the buildings would have to be approached.
 - The Department of Highways will paint lines at the west crossing in the near future.
 - Councillor SS will be attending an eco-conference at the end of April to get ideas.
 - As a point of interest, the RM of Abernethy has gone to paperless meetings and they quite like it.
- KD** - Courthouse Financial Report was done very well.
- The Curling Rink wind-up was had and the club is within a few hundred dollars of breaking even. Kelly McCall won the TV raffle this year. A local artist is doing a Paint Nite fundraiser for the Curling Rink on Saturday, April 8 for \$45.00. All proceeds will go to the curling rink.
 - Jubilee Court is all finished their painting. Right now they are looking at the grading in the back alley to make the water run good. They will be discussing boiler replacement at the next meeting.
 - At the care home site, work is being looked at for proper drainage. Currently, the water runs east and south on the empty Cedar Street lot. We need to look at a solution to get the water away. Will discuss with local contractors to get an idea of what it will take and what it is going to cost. Contractors are putting in proposals to the Care Home group to do work to fill and level the open area where it was previously dug out.
 - Water Street Sewer Line: the sewer line is functioning well by gravity; the concern is structurally, to reinforce it, in addition to dredging under the bridge. A draft letter was presented to council to send to two engineering firms for feedback and suggestions.

113/17

KD/CM with the addition of dredging, present document to KGS Group and Golder Associates for feedback and suggestions regarding the water street bridge sewer line under the bridge.

CARRIED

- JJM - The Governance Committee is working on policy and procedures and job descriptions. There is a lot to do.
- Community Development, as Councillor SS has stated, is looking at a volunteer appreciation day. Mayor GH states perhaps we could work this in to the budget.
 - Tourist Booth needs to be revamped, depending on budget. Need to start hiring process; contact artisans and seniors for volunteering time at the Tourist Booth.
 - Working through public health and have some issues there, and will bring them up later.

- RQ - Fire Department: The Town and RM councils were invited to attend the previous fire meeting and have a tour of the facility. Everyone was shown the equipment and budget was discussed. We would be looking at upgrading vehicles long-term. Every third Monday is Fire Meeting night, and anyone would be welcome at that time.
- There were a couple Fire calls on the weekend, but everything turned out ok. CTK still has an outstanding fire invoice just over \$1,000. Councillor RQ questions council if we should consult with the RM and see what they think on continuing service. We've talked to CTK about having an agreement, but nothing has been done.

Councillor TK leaves the meeting at 8:44PM.

- Councillor RQ will consult with the RM of Wolseley regarding CTK's outstanding invoice.

- CM - The Sportsplex is done for the year. Everything is shut down; water is drained out, boilers are on low, etc.

Councillor TK returns to the meeting at 8:46PM.

- Golf season is coming. April 20 at 7:00PM is the Annual General Meeting at the Clubhouse, everyone is welcome!
- The Landfill hours have changed now to Wednesdays 12:00PM to 6:00PM and Saturdays 10:00AM to 4:00PM.
- Councillor CM took a look at the ball diamonds, and the east diamond fence and backstop needs work. The diamonds need to be dragged. Councillor CM will discuss with the Foreman. Councillor TK informs that there will be two ball teams this year that will be starting to play in the first part of May until near the end of June. Councillor KD is looking at measurements and will gather quotes.
- Public Works put in a new storm drain at the Sportsplex parking lot. They have been cleaning up around town. Council recommends that Public Works inspect all storm sewer drains. Foreman is keeping an eye on the spillway; street sweeping has started, and did some grading of some back alleys to fill holes. They will be preparing to flush lines in the spring.
- Seasonal ads for workers to start in May should be completed and advertised soon.

- TK - The Regional Health Initiative Meeting seen representation from Grenfell, Indian Head, Carry the Kettle, RM of Abernethy, the Town of Wolseley and RM of Wolseley. Council suggests sending another notice to everyone to see if we can get more participation. Councillor TK is happy with the results of the meeting and would like to encourage other municipalities to participate.
- Courthouse: drawings are 90% complete; council has been provided the drawings to date for information purposes. Councillor TK points out that the cupola's paint on the courthouse is deteriorating and we should look at getting that painted as preventative maintenance so we don't have to replace it.
 - Councillor TK would like on public record that at no time did council discuss using the Wolseley & District Hospital Trust Fund for the courthouse.
 - Councillor TK would also like to note, on public record, that he does not want the liability of holding a key for the Municipal Office.

- Councillor RQ enquires with Councillor TK regarding the status of the Front Street fence project, and when it is being planned to start. Councillor TK notes that it is hoped to be completed by Canada Day. Ennis Equipment and Renway Construction will donate some aspects of work with the project.

UNFINISHED BUSINESS

1. Risk Evaluation Report re: SGI Canada: Councillor CM will provide Administrator with description of work for the boiler room to prepare the tender.
2. Quote for Services: Capital Fire Protection vs. Bison Fire Protection: Both companies have provided quotes for service. A comparative document was provided to council for information purposes.

115/17

CM/RQ that the Town of Wolseley accept Bison Fire Protection's proposal for Annual Fire Extinguisher and equipment maintenance for the quoted amount of \$1,904.76, as per February 7, 2017 quote provided.

CARRIED

NEW BUSINESS

1. Policy No. 22.1 - No Harassment Policy: The Town of Wolseley has very outdated information regarding anything about no harassment in the workplace; Administration has therefore used the RM of Wolseley's policy as a template for providing the Town with a No Harassment Policy. As this is an introduction to the policy, Administrator is not looking for a decision, as council should review the document in its entirety and then review again at the next meeting. Councillor JJM notes that it will be reviewed within the governance committee.

COMMUNICATIONS

1. Shanay Taylor & Ryan Hazell re: Request for Parking RVs for Summer Wedding: Council discusses their request to have RVs parked on vacant lots on Spruce and Maple streets during August 12th weekend. Council agrees that they should check with their neighbors and have written permission sent to the Town that they are agreeable to the request. Also, no recreational fire pits would be allowed.

Councillor RQ leaves the meeting at 9:24PM.

2. Lynn Keating re: Wolseley Hospital Auxiliary: The Wolseley Hospital Auxiliary has invited the Mayor to attend the event in June to bring greetings or a very short message to the invited guests.

Councillor RQ returns to the meeting at 9:26PM.

3. Wolseley Dance Club re: 2017-18 Season Rates: The Wolseley Dance Club requests the same rates as previous year for the rental of the Town Hall/Opera House.

116/17

SS/CM that the Town of Wolseley continue the relationship with the Wolseley Dance Club at a 2017-18 season rate of \$75.00 for the first rental day of the week, and \$50.00 for the second and any subsequent rental days in that week.

CARRIED

4. SNC-Lavalin re: Proposed Broadview Project - Community Notification: For information purposes.
5. Penny Miles re: Clarification of Wolseley Soccer Club: Councillor KD addresses the letter as he was mentioned in it. His concerns were genuine and the information received addressed those concerns. A response will be written back to Penny, apologizing for the misunderstanding.

6. Wolseley High School re: Yearbook Sponsor Request: In the past, Administrator notes that the Town has donated \$75.00.

117/17

KD/TK that the Town of Wolseley donates \$75.00 (seventy-five dollars) to the Wolseley High School Yearbook Club.

CARRIED

7. Southeast Regional Library re: Public Library Budget Cuts Fact Sheet: Councillor SS mentions that the first things that go from libraries when there are budget cuts are new materials. There are petitions and protests happening across the Province.

8. Doug and Lil Caswell re: Clarifications about Previous Council Meeting: Councillor KD addresses the letter, and apologizes for what was said. Mayor GH apologizes for the events that transpired at the previous council meeting.

9. Bryan and Lori Hull re: Request for Parking RVs for Summer Wedding: Discussion regarding a request for parking RVs on the west side of the Sportsplex during the weekend of June 17th.

An outburst from the public gallery led to the individual being asked to leave the meeting.

118/17

CM/JJM to approve the request to have four to six campers on the west side of the Sportsplex during the June 17, 2017 weekend, on the condition of no recreational fire pits or use of power from the Sportsplex facility be used for the campers.

CARRIED

10. TD Bank re: TD Tree Days: Council discusses and thanks TD for the opportunity; however, this year we are not going to participate.

11. Wolseley Waste Management Strategy Committee re: 2017 Yard Waste Pick-up Days: The Wolseley Waste Management Strategy Committee (“WWMSC”) has recommended increasing yard debris pickup in Town as follows: May 3, 17, 31; June 14, 28; July 12, 26; August 9, 23; September 6, 20; October 4, 18; and November 1.

119/17

SS/CM to increase Yard Waste pick-up according to Wolseley Waste Management Strategy Committee schedule as presented, and send out the information provided by WWMSC in a mail drop.

CARRIED

12. Wolseley First Responders re: Request for Funding to Attend Mental Health FirstAid Course: There is a Mental Health FirstAid course in Regina that five First Responders are willing to attend at a cost of \$250.00 per person. Council wishes to clarify with Diane Banbury regarding how much the First Responders are requesting, and for Administrator to check with the RM of Wolseley (re: cost sharing).

IN CAMERA

120/17

CM/RQ to go In Camera at 9:59PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: Rod Chatterson re: 101 Water Street; Lease and Purchase Agreement Update - Robert Taylor and Town of Wolseley; and Schedule A - Formal Complaint Form, pursuant to *“The Code of Ethics”*. Parties Present: Mayor GH; Councillors CM, RQ, JJM, KD, SS, and TK; Administrator CQ and Assistant Administrator AR.

CARRIED

Councillor JJM leaves the meeting at 9:59PM.

Councillor JJM returns to the meeting at 10:03PM.

121/17

SS/CM to go out of In Camera at 11:32PM.

CARRIED

122/17 TK/KD that the Town of Wolseley correspond with Rod Chattersson regarding 101 Water Street lot.

CARRIED

123/17 TK/SS that the Town of Wolseley conclude the sale of Lot 18 Blk/Par 04 Plan L3449 Ext 0 (Parcel# 108683264) on the same terms and conditions as outlined in the stale dated Agreement For Sale and Lease of Land between Robert Taylor and the Town of Wolseley.

DEFEATED

124/17 TK/KD that Schedule A - Formal Complaint Form pursuant to “*The Code of Ethics Bylaw*” be tabled to the next regular council meeting April 19, 2017.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council - Wednesday April 19, 2017.

ADJOURNMENT

125/17 KD that the meeting be adjourned at 11:45PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator