

**TOWN OF WOLSELEY  
MINUTES  
SEPTEMBER 05, 2018**

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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 September 05, 2018 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 Troy Kyle (TK)
Administrator Candice Quintyn (CQ)	Councillor Stephen Scriver (SS)

**ABSENT:**

**CALL TO ORDER**

A quorum being present, Mayor GH called the meeting to order at 6:59PM.

**AGENDA**

377/18 CM/SS that the Agenda be adopted as amended.

**CARRIED**

**DELEGATION #1: SERGEANT RYAN CASE, INDIAN HEAD RCMP RE: CITIZENS ON PATROL**

378/18 RQ/CM to hear Sgt. Ryan Case, Indian Head RCMP at 7:00PM.

**CARRIED**

- Discussion regarding the startup of a Citizens On Patrol Program (COPP). Council is seeking information on how to set one up. What are the community's needs? What are the community's goals?
- Councillor Quintyn speaks to the local crime that has been happening lately, and suggests having a group started up.
- Sgt. Case notes it is a community driven program; the RCMP will facilitate where needed. Volunteers are required. Communities can erect signage indicating the community has a watch program in place.
- Sgt. Case speaks to examples of other communities having COPPs and being effective. Having a program in place does deter criminal activity, as they seem to know which places hit or not.
- Having a program needs community commitment. The group needs that one person to spearhead the organization and make it run smoothly. In a small community, everyone knows everyone, which could be a challenge at times.
- Sgt. Case speaks to the jewelry scam going on right now. If anyone witnesses suspicious people or transactions occurring, particularly by the Wolseley Esso, they are asked to call the RCMP immediately. If possible, take photos and/or videos of the vehicles, person(s) and plate numbers safely.
- There are currently two (2) vacancies in Indian Head RCMP detachment. Corporal is being transferred to Canora upon the sale of his home. The detachment was supposed to see a Cadet be transferred to them; however, the Cadet did not pass the final exam. The Government does have money issues, but the vacancy rates are improving.
- Sgt. Case mentions he would like to host the regional meeting in Wolseley this fall and will be in touch with Administration to book the Town Hall/Opera House at a later date.

*Sergeant Ryan Case leaves the council meeting at 7:36PM.*

**MINUTES**

379/18 TK/JJM that the minutes of the Regular Meeting August 15, 2018 be approved as presented.

**CARRIED**

**ACCOUNTS**

**380/18** RQ/KD that cheque #'s 16716 to 16723 totaling \$9,486.65 be ratified. **CARRIED**

**381/18** JJM/TK that cheque # 16724 totaling \$5,955.54 be ratified. **CARRIED**

**382/18** CM/SS that cheque #'s 16725 to 16769 totaling \$82,015.94 be approved, with the exception of cheque # 16766. **CARRIED**

*Councillor RQ declares a pecuniary interest and leaves the council meeting at 7:44PM.*

**383/18** CM/SS that cheque # 16766 payable to Wolseley Service Ltd. totaling \$80.76 be approved. **CARRIED**

*Councillor RQ returns to the council meeting at 7:46PM.*

**COURTHOUSE ACCOUNT**

*Councillor JJM requests a recorded vote.*

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

**384/18** JJM/TK that cheque #56 payable to Kurt's Masonry totaling \$33,300.00 be approved.

*FOR: Mayor GH, Councillors TK, SS, KD, JJM, and CM*

*OPPOSED: ---*

*ABSTAINED: Councillor RQ*

**CARRIED**

**REPORTS OF ADMINISTRATION**

1. **AUGUST BANK RECONCILIATION:** Administrator prepared and presented the Bank Reconciliation and notes for the period ended August 31, 2018.

**385/18** RQ/KD to approve the Bank Reconciliation and notes for the period ending August 31, 2018 as presented. **CARRIED**

2. **UTILITY AGED ANALYSIS - UPDATE OF OUTSTANDING ACCOUNTS:** Update on payments - started with seven accounts that were 90+ days overdue. There accounts have been cleared to a zero balance (current). The remaining four accounts do not have any further payment arrangements to date:

ACCOUNT NUMBER	BALANCE OUTSTANDING	LAST PMT MADE/ DATE PMT MADE
295 0010	\$ 70.12	\$ 300 - AUG 21/18
454 0000	180.44	\$ 150 - AUG 21/18
081 0000	198.63	\$ 400 - AUG 14/18
293 0070	295.05	\$ 296 - AUG 27/18

The next utility billing will occur mid to late-September. Administration seeks further direction from Council.

**386/18** CM/JJM that since no further payment arrangements have been made, council requires full payment of accounts on or prior to September 14, 2018; otherwise disconnection will occur Monday, September 17<sup>th</sup> for the following Utility Accounts: 295 0010, 454 0000, 081 0000, and 293 0070. **CARRIED**

3. **SHORT TERM INVESTMENTS MATURED/FUNDED RESERVES:** The Municipal Auditor recommends topping up the reserve accounts with the two (2) terms that matured in June 2018. The total amount from the terms that matured is **\$56,522.88** (Term 27,567.09 + Term 28,817.15 + Interest 138.64).

Currently, the Town’s reserves sit as follows:

Reserve Description	Bank Account Balance, as at September , 2018	General Ledger Balance, as at December 31, 2017	Balance to Fund Reserve
Cemetery	--0--	25,735.99	25,735.99
Protective Services	42,920.00	75,000.00	---
Utilities (Water & Sewer)	23,500.00	386,573.00	363,073.00
Transportation Services	5,000.00	5,000.00	---
Arena Board Project	5,024.12	5,024.12	---
Dam Days Reserve	7,500.00	7,500.00	---
Recreation & Cultural Services	28,708.50	28,000.00	---

The Audit team recommends transferring \$25,735.99 to the Cemetery Reserve to fund the bank account. The remaining \$30,786.89 can be transferred into the Utilities Reserve.

**387/18** SS/RQ to transfer actual cash from General Operating Account as follows: \$25,735.99 to Cemetery Reserve and \$30,786.89 to Utilities Reserve.

**CARRIED**

4. ASSET MANAGEMENT WORKSHOP, REGINA - NOVEMBER 26, 2018: A Workshop pertaining to practical applications relating to Municipal Asset Management Programs and Practices with presenters from MuniSoft and accountants Collins Barrow PQ, LLP, in cooperation with the Rural Municipal Administrators Association (RMAA) and Urban Municipal Administrators’ Association (UMAAS) will be taking place. Administrator Quintyn is interested in attending this workshop, along with the RM Administrator. The workshop is November 28, 2018 in Regina from 10AM to 3:30PM. A Registration fee of \$105.00 is required.

**388/18** GH/RQ that Administrator Quintyn attend the Asset Management Workshop in Regina on November 28, 2018, for a registration fee of \$105.00.

**CARRIED**

**MAYOR AND COUNCILLORS FORUM**

GH - The Hospital has reopened effective Tuesday, September 4 at 8:00AM. Mayor GH received a call from CTV News which caught him off-guard. Mayor GH states that as a Council, members need to step up and work as a team regarding these matters. Councillor JJM expresses dissatisfaction as CTV News interviewed at her place of business, causing disruption as they knew nothing about it. Councillor RQ notified CTV of the issue regarding our extended hospital closure, but did not inform Council that he notified CTV News. However, the hospital is now reopened.

- Budget 2019: Mayor GH asks members of council to start thinking about plans for 2018 Fiscal Year. Mayor GH would like to see us start working on it in October to see it done a little quicker.
- Court House: Phase II, between now and the end of September it could be completed. Kurt has expressed to Mayor GH that instead of charging for additional work, he would ask for a Donation-In-Kind receipt. Mayor GH would like to see this project get finished; however, we did not budget for the additional work. Do we budget for next fiscal year to complete? Mayor GH would work towards the North for landscaping; and if possible would like the stone work to be completed before winter. The cost for Phase II is \$35,000 + applicable taxes.

**389/18** GH/TK to complete Phase II of the Court House Stone Replacement Project for a cost of \$35,000 (thirty-five thousand dollars) plus applicable taxes.

**DEFEATED**

CM - Public Works: The water treatment plant is having issues with higher turbidity levels. The filters are not stripping all the Manganese out. Foreman is in the process of getting quotes for new media for the filters.

- Municipal Sewer Service has been flushing sewers this week.
- The Hospital signs on the Highway Access/Informational signs need to be turned over; some tree branches need to be trimmed around the Hospital signs in town for better visibility.

- The Ford versatile tractor PTO is in need of repair. Parts are approximately \$3,000.
  - Stump Grinding: Foreman has about 10 stumps that Joel Kempfer can come in for \$1,000 to do all stumps; there are also trees on the Golf Course and Court House that will require stump grinding. Foreman will go ahead with the project, as there are a lot of trees to keep Joel busy for the day.
  - Paving: the Paving crew will be in Town in a couple of weeks.
  - Sidewalks are done for the year.
  - Public Works will be flushing hydrants as soon as Municipal Sewer Service is completed with their work.
  - Golf Club will be doing a \$5 breakfast and free golf day on September 15, 2018 starting at 9AM. Come on out! The Golf Club had a good membership this year, with approximately 100 people.
  - SplashPark/Beach Washrooms: Cameras are working.
- RQ - There have been no big fires with harvest so far. There was a power pole west of Town along highway 1 that was sparking and caused a grass fire.
- Once harvest is done, Councillor RQ would like to have a Fire Board Meeting to discuss the future for the old tanker truck.
  - Fort Garry Fire Trucks update on the New Fire Truck: the Chassis has arrived; the body is being built and so far is ahead of schedule. We can likely expect a delivery in November.
  - Crosswalks at the elementary school look good!
- JJM - Councillors JJM and TK are working on signs for Town street names for the downtown core and Tourism signs for next fiscal Budget.
- Councillor JJM notes we have budgeted for two new doors at the Tourist Booth; should we wait until next year or replace the doors before snow fall? Councillor JJM is directed to get quotes and bring back to council for review.
- KD - Councillor KD suggests doing a community survey for a “Citizens on Patrol Program” (COPP). There is a possibility of adding it in the third quarter utility billings.
- SS - Councillor SS did Court House tours for the Wolseley 120. There was a couple from Moosomin that came to the Wolseley 120 celebrations as they seen our advertising in the hotel. Councillor SS has also been busy with tours of the Town Hall/Opera House.
- Councillors JJM and SS have been in contact with Brant Hryhorczuk, Heritage Building Conservation Officer from the Heritage Conservation Branch of the Ministry of Parks Culture and Sport regarding heritage items that have been saved from various buildings over the years. Items such as light fixtures are being looked at for the Town Hall/Opera House and/or the Court House. More investigation required.
  - While Brant Hryhorczuk was in town, he took a look at the progression made at the Court House. He is very happy with how it is turning out.
- TK - Public Works will have to get the Tourist Booth winterized and Councillor TK will get a quote on the two outside doors.
- Councillor TK questions what is left from the Wolseley 120 budget - Administration will check and get back to him.
  - Councillor TK again suggests listing the Town owned lots on MLS. Mayor GH suggests Councillor TK to bring back a recommendation to council.
  - Councillor TK thanks everyone for being patient during the hospital closure situation.

#### **UNFINISHED BUSINESS**

1. Sportsplex Fire Alarm Inspection - Update: Adam Erickson signed out the key to the Sportsplex and will be looking at the Fire Alarm soon.

2. Wolseley Landfill Investigations: Nothing has been received from the Ministry of Environment (MoE) regarding the Wolseley Landfill. Mayor GH suggests getting in touch with our Loraas Disposal representative to get prices for bins. A small committee can meet and bring back a recommendation to council.
3. Municipal Heritage Designation Request - 501 Garnet Street North (Shirley & Gary Harris): A letter has been received from Sabrina Harris (POA) stating that she does not want Council to go through with designating the property at this time, as they believe it will hinder the sale of the property, as any alterations would have to be approved by Town Council. She also notes there is a lot of finishing work still required.

A Notice of Intention was received from Mrs. Shirley Harris regarding the designation of the second residence (formerly known as *The Treasure Chest*).

**390/18** CM/SS to read Bylaw No. 05-2018, a Bylaw to Municipally Designate *The Victoria Rose Retreat Center* at 501 Garnet Street, a first time.

*Councillor JJM abstained from voting.*

**DEFEATED**

**391/18** RQ/KD to approve Notice of Intention to designate second house at 501 Garnet Street as Municipal Heritage Property.

*Councillor JJM abstained from voting.*

**DEFEATED**

4. Wolseley Cemetery: Nothing to report.

#### **NEW BUSINESS**

1. Registrations Open for Professional Certificate in Asset Management Planning: For information purposes. Administration is not interested in doing this course.
2. Public Works - Sewer Maintenance Request: The cement bottoms of two (2) manholes are in need of replacement. Foreman Schneider has priced the job out and *Barry's Sewer Service* provides the lowest rate at \$2,000 per manhole to replace the cement bottoms. The manholes are located at the intersections of: Pine Street/Willow Street; and Garnet Street/Varennnes Street. Foreman recommends going with *Barry's Sewer Service* to replace the cement manhole bottoms at a cost of \$2,000 per manhole.

**392/18** JJM/CM that *Barry's Sewer Service* be contracted to replace the cement bottoms of two manholes at a cost of \$2,000 per manhole.

**CARRIED**

3. FYI - Quote for Town Shop Security: Councillor CM discussed security with Chitronics out of Montmartre, SK. They provided a very detailed quote for over-the-top security at the Town Shop. Councillor CM will talk to Chitronics to get a quote for only what we need for the outside premises. He will also talk to local electricians to get a quote for lighting up the Town Maintenance Shop Compound.

#### **COMMUNICATIONS**

1. Bev Heidt re: Tree Removal Request: There is a tree located on the back south west corner lot at 112 Cairo Street that Bev would like removed as she wants to put up a car garage.

**393/18** GH/KD to allow owner at 112 Cairo Street to remove said tree in back alley at the owner's expense to allow for the owner to construct a car garage.

**CARRIED**

2. Landon Dickie re: Notice of Leaving Work for School: Landon's last day of work was August 31, 2018.

394/18 RQ/JJM to accept Landon Dickie resignation letter.

**CARRIED**

3. Sensus Partnership of Chartered Professional Accountants re: Informational Letter: For information purposes.

**IN CAMERA**

395/18 CM/RQ to go In Camera at 9:37PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: 1) Subdivision Application Updates. Parties Present: Mayor GH; Councillors TK, SS, KD, JJM, RQ, CM; and Administrator CQ.

**CARRIED**

396/18 CM/SS to go out of In Camera at 9:55PM.

**CARRIED**

397/18 SS/TK to continue lot development at the Bradley Property.

**CARRIED**

**ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wed Sep 19, 2018 at 7:00PM at the Council Chamber (610 Varennes Street).

**ADJOURNMENT**

398/18 JJM that the meeting be adjourned at 9:56PM.

**CARRIED**

Gerald Hill

Mayor

Candice Quintyn

Administrator