

**TOWN OF WOLSELEY  
MINUTES  
SEPTEMBER 19, 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 19, 2018 at 7:00PM.

**PRESENT:**

Mayor Gerald Hill (GH)  
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:**

Councillor Jacquie Jacobs-Marshall (JJM)

**CALL TO ORDER**

A quorum being present, Mayor GH called the meeting to order at 7:00PM.

**AGENDA**

399/18 CM/RQ that the Agenda be adopted as amended.

**CARRIED**

**MINUTES**

400/18 RQ/KD that the minutes of the Regular Meeting September 05, 2018 be approved as presented.

**CARRIED**

**ACCOUNTS**

401/18 KD/CM that cheque #'s 16770 to 16777 totaling \$9,110.52 be ratified.

**CARRIED**

402/18 SS/TK that cheque #'s 16778 to 16804 totaling \$146,393.10 be approved, with the exception of cheque # 16800.

**CARRIED**

*Councillor RQ declares a pecuniary interest and leaves the council meeting at 7:06PM.*

403/18 CM/SS that cheque # 16800 payable to Wolseley Service Ltd. totaling \$3,606.09 be approved.

**CARRIED**

*Councillor RQ returns to the council meeting at 7:06PM.*

**STATEMENT OF FINANCIAL ACTIVITIES**

404/18 KD/RQ that the Statement of Financial Activities for the period ending August 31, 2018 be approved as presented.

**CARRIED**

**REPORTS OF ADMINISTRATION**

1. 2018 INTERIM AUDIT: The 2018 Interim Audit has been scheduled for October 22, 2018. The Audit team will be conducting a review of the Town's business operations from January 1 to September 30, 2018. They will schedule a final audit in the New Year (likely February 2019) to do October 1 to December 31, 2018.

2. UTILITY AGED ANALYSIS - UPDATE OF OUTSTANDING ACCOUNTS: Effective September 17, only two (2) accounts remain on the file for those who were scheduled for disconnection on Sep17/18. These 2 accounts have made payment arrangements to clear their accounts to zero (current) by the end of this week (Sep21/18).

*Utility Aged Analysis - Update of Outstanding Accounts Continued...*

On September 12, Administration sent thirty-four (34) Payment Reminder Notices to individuals who are in arrears on their Utilities. The notices indicated that the next utility billing will be out before the end of September.

3. RESERVE TRANSFERS PURSUANT TO 2017 FINANCIAL STATEMENTS: A motion to rescind motion [387/18] from the September 05, 2018 council meeting is required as the values to transfer were incorrect. The totals from the 2017 Financial Statement Reserve Transfers were overlooked when the totals were originally set.

**405/18** SS/RQ to rescind motion 387/18 in order to correct the values required for transferring funds to applicable reserve accounts.

**CARRIED**

**406/18** KD/CM to transfer actual cash from General Operating Account from the terms that matured in June 2018, as follows: \$24,053.99 to Cemetery Reserve and \$32,468.89 to Utilities Reserve.

**CARRIED**

After confirming numbers with the Municipal Auditor, and pursuant to the 2017 Financial Statements, there are two (2) transfers to complete. (a) Water Infrastructure Fee collected, totaling \$32,186.42 is required to be transferred to the Utilities Reserve and; (b) the Cemetery Fees Collected & Perpetual Care Fees Collected (1,295 + 750), less Cemetery Expenses (363) totaling \$1,682 is required to be transferred to the Cemetery Reserve.

**407/18** CM/RQ that pursuant to the 2017 Financial Statements, actual cash transfers be made to the following reserve bank accounts from the General Operating Account: \$32,186.42 to the Utilities Reserve; and \$1,682.00 to the Cemetery Reserve.

**CARRIED**

4. MuniSoft PubWorks APPLICATION QUOTES: Quotes were received from MuniSoft regarding PubWorks applications. There are a variety of PubWorks applications that the Town could use. Administration has asked for quotes on the PubWorks 3150 and PubWorks Standard applications. The RM of Wolseley currently uses PubWorks 3150, and the Administrator was told by MuniSoft that the Town of Wolseley used to have PubWorks Standard. Detailed quotes are attached.

PubWorks 3150	\$4,990.00
PubWorks Standard	\$7,990.00

Included in both quotes is the option of having MuniSoft staff perform your TCA spreadsheet data entry on our behalf, into the PubWorks program. This is an option that many MuniSoft clients find to be a very cost-effective time-saver.

Both programs have 1<sup>st</sup> year MuniSoft Support included; after that it is \$525/year for MuniSoft PubWorks 3150, and it is \$850/year for MuniSoft PubWorks Standard. Support is not an option; it is required to be paid yearly in order to have the program.

The Town of Wolseley budgeted \$8,500 for Equipment/Computer Support, and have an unused balance of \$1,695 for 2018. Administration suggests budgeting for this item in the next fiscal year. Once Administrator attends the Asset Management Workshop in November, we may have a better idea of which program will be most suitable for the Town's needs.

**MAYOR AND COUNCILLORS FORUM**

CM - There was a water break on Richmond Street near the Town Hall/Opera House on Saturday September 15. Twenty-eight feet (28') of pipe was replaced.

- The paving crews have started. Sherbrooke Street should be completed by tomorrow Sep 20; Ouimet St by the Hospital by Friday. The west entrance near the Esso won't be completed this year as the company needs different aggregate to repair the settlements.
- Public Works is reading water meters and flushing sewers; the steering motor on the grader has failed. A rebuilt steering motor has been ordered from Jade Equipment and will be replaced as soon as it is received; the PTO is repaired on the Ford Bi-directional tractor.
- Water Treatment Plant filters are working better after water operators have done some work with them.
- Golf Course seen forty (40) people out for the pancake breakfast.

- RQ - Photos of the new Fire Truck have being built at Fort Garry Fire Trucks ("FGFT") have been sent via email to councillors. FGFT are about two to three weeks ahead of schedule.
- There was a fire call to a stubble field where fire was caused by lightning strike. The new pump worked great!
  - The Wolseley Fire Department will be having a Pancake Breakfast at the Fire Hall on Sunday October 14 for Fire Prevention Week.

- KD - Sportsplex: there is need for a new heater in the zamboni room. It is approximately \$800 for a new electric heater. Another option is to run gas lines into the area which may also address the fire alarm code/humidity issues. Also, an air quality tester should be purchased. Councillor KD will seek quotes and bring back to Council.
- The Citizens on Patrol Program (COPP) information will be going in with the third quarter utility billings.
  - Reminder to have SplashPark winterized.

- SS - The Mustangs have started skating. The team has lost a good defenseman and a forward; however, they have a good crew coming up!
- Councillor SS has been doing historical tours around town.
  - Councillor SS attended the Wolseley Arena Board general meeting; the board has an executive. According to financial statements from prior year, the rink rentals and hockey fees are down; fundraising is up; Power bills increased as the plant started earlier and the season ran longer. The Arena Board won't be starting as early as last year; the Mustangs are renting ice at Fort Qu'Appelle. The power meter will be read at the rink and submitted October 9, 2018; the arena board will take over October 10, 2018.
  - The league regulates the fees charged at the door for Mustangs games; Wolseley will see a pre-novice and novice team, as well as sharing an Atom team with Montmartre.
  - Councillor SS has been in touch with a second-hand zamboni company and is getting quotes for used zamboni.

- TK - The large Coke Fridge/Cooler needs to be moved out of the Town Hall/Opera House basement.
- Tourist Booth doors 36" \$439 per door plus supplies; quote \$953 plus taxes and approximately \$500 for installation.

408/18

TK/CM to replace both doors at the Tourist Booth for an approximate cost of \$1,500 (includes supply and install).

**CARRIED**

- Councillor TK will look after getting doors replaced at the Tourist Booth.
- Councillor TK has been talking with realtors for potentially listing Town owned residential and commercial lots. Councillor TK will bring back a report to next meeting.

GH - Subdivision update: Paperwork is with the lawyer's office; Councillors KD and RQ note that both the sewer lines are on the west side of the service road; Mayor GH speaks to having an easement in place as it is the Town's utility. Council discusses whether the Town should own a thirty (30) foot parcel of land where the sewer lines run or if the Town should place an easement rather than owning the land. Owning it would mean the subdivision would have to be resurveyed to allow for the 30 feet; which would take more time.

**409/18** KD/RQ that the Town of Wolseley allows for a utility corridor along the west side of Garnet Street, adjacent to the Bradley property.

**DEFEATED**

**410/18** GH/TK that the Town of Wolseley place a thirty (30) foot easement for utilities along the west side of Garnet Street, adjacent to the Bradley property.

**CARRIED**

- Courthouse: Kurt MacPherson has completed Phase I of the portion of the contract. The remaining stones have been placed at the Town Shop.
- Budget: start planning for 2019.

### **UNFINISHED BUSINESS**

1. Sportsplex Fire Alarm Inspection: *Nothing to report at this time.*

2. Wolseley Landfill: Draft drawings of a potential transfer station at the Landfill were distributed. A meeting was held with Loraas Disposal Services to discuss a transfer station design that would work for the trucks, costs, etc. Preliminary works. Council needs to consider the hazards and maintain safety standards (i.e. installation of ramps, rails, etc.) The design is for three 30-yard bins, with room for a fourth bin if needed. The Town will have to review rates and base on tonnage, rather than per size of load. Council discusses further details.

**411/18** SS/CM that the Town of Wolseley begins transition of Wolseley Landfill pit system to a Transfer Station with a bin system at the current landfill site.

**CARRIED**

3. Wolseley Cemetery: *Nothing to report at this time.*

4. Town Maintenance Shop Security: *Nothing to report at this time.*

5. Water Street Bridge Proposal Review: Two proposals were received for the Water Street Bridge replacement project. Councillor KD provided a comparative report between the two firms. Based on the report, the recommendation would be to go with Zacaruk Consulting Inc. to do the engineering for the bridge design.

**412/18** KD/RQ that the Town of Wolseley hires Zacaruk Consulting Inc. to engineer a new design for the Water Street Bridge at an approximate cost of \$72,500 plus applicable taxes.

**CARRIED**

### **NEW BUSINESS**

1. Building Permit Application - 96 Blanchard Street S (Shaelynn & Devin Langlois): Permit for a car garage to replace existing car garage. The newer car garage is slightly larger.

**413/18** RQ/CM to approve application for building permit for car garage at 96 Blanchard Street South.

**CARRIED**

**COMMUNICATIONS**

1. Stephen Smulan re: WSA Request for Council Resolution (Floodplain Mapping Initiative): Water Security Agency (“WSA”) requests a motion from Town Council to move forward with the Floodplain Mapping Initiative. The resolution is to state our community agrees to be enrolled on a target list of potential communities for the National Disaster Mitigation Program (NDMP) submission at no financial obligation to the town at this point. The final target list may change and WSA is in no way guaranteeing that the Town of Wolseley will make the final cut for the Floodplain Mapping Initiative

414/18

KD/RQ that the Town of Wolseley agrees to participate in the Water Security Agency Floodplain Mapping Initiative and recognize that by agreeing to this, the Water Security Agency will be making an application for cost-share funding (Provincial - Federal) to the National Disaster Mitigation Program to include our community and that this resolution commits the Municipality to incurring no related costs at this time. The Municipality resolves to participate in the Water Security Agency Floodplain Mapping Initiative with the understanding that if it is determined that the Municipality is financially responsible for upwards to 50% of the cost, that the Municipality re-evaluate whether or not to proceed.

**CARRIED**

2. Bev Heidt re: Tree Removal Request: Bev Heidt discusses the unfairness of her having to remove the tree on Town property at her expense. Council’s rationale behind the tree removal is because it is for the construction of a private garage; therefore, the cost would have to be borne by the owner to remove the tree. Council stands by their initial decision.
3. Ron and Marian Vollans re: Solar Panels: Council discusses and would like to see if surrounding communities have any policies/regulations with respect to solar panels for residential use. More information is required before drafting a policy for the use of Solar Panels. Table until more information is received.
4. Vance Weber re: Request to Plant Ivy: Vance Weber would like to plant ivy along his building; however, it would be planted on the adjacent Town property.

415/18

SS/CM to grant permission to Vance Weber to plant ivy along his place of business, on the Town owned lot.

**CARRIED****IN CAMERA**

416/18

CM/SS to go In Camera at 9:04PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: 1) Review Permanent Full Time Public Works Labourer Applications; and 2) 2019 Perley Road Upgrades. Parties Present: Mayor GH; Councillors TK, SS, KD, RQ, CM; and Administrator CQ.

**CARRIED**

417/18

TK/KD to go out of In Camera at 9:22PM.

**CARRIED**

418/18

1. Review Permanent Full Time Public Works Applications:  
CM/RQ to interview applicants selected on Monday September 24, 2018 at 7:00PM.

**CARRIED**

419/18

2. 2019 Perley Road Upgrades:  
RQ/SS to continue negotiations for clay for the Perley Road upgrades for 2019 Fiscal Year.

**CARRIED**

**ANNOUNCEMENTS**

- Next Regular Meeting of Council - Wed Oct 03, 2018 at 7:00PM at the Council Chamber (610 Varennes Street);
- Delegation for Oct 03 2018 Council Meeting - Canada Golden Fortune Potash Corporation re: Project Updates and Answer any Questions @ 7:15PM.

**ADJOURNMENT**

420/18

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

**CARRIED**

*Gerald Hill*  
\_\_\_\_\_  
Mayor

*Candice Quintyn*  
\_\_\_\_\_  
Administrator