

**TOWN OF WOLSELEY
MINUTES
MARCH 02, 2022**

The 36th regular meeting of Council of the Town of Wolseley, in the Province of Saskatchewan for the 2020-2024 term was held in the Ste. Anne's RC Parish Hall located at 97-99 Poplar Street on Wednesday March 02, 2022 at 7:00PM.

PRESENT:

Mayor Gerald Hill (GH)	Councillor Susan Campbell (SC)
Councillor Ken Drever (KD)	Councillor Tim Taylor (TT)
Councillor Randy Quintyn (RQ)	Councillor Ron Lyke (RL)
CAO Candice Cieckiewicz (CC)	

ABSENT:

CALL TO ORDER

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

AGENDA

89/22 RQ/TT that the Agenda be adopted as amended. **CARRIED**

MINUTES

90/22 SC/KD that the minutes of the regular meeting held February 16, 2022 be approved. **CARRIED**

ACCOUNTS

91/22 RL/RQ that the general accounts for ratification, cheque #'s 21684 to 21691 totaling \$8,995.11 be ratified. **CARRIED**

92/22 RQ/KD that the general account for ratification, cheque # 21692 totaling \$951.60 be ratified. **CARRIED**

93/22 KD/RL that the general accounts for approval, cheque #'s 21693 to 21725 totaling \$44,297.26 be approved, with the exception of cheque # 21723. **CARRIED**

Councillor RQ declared a pecuniary interest and left the council meeting at 7:09PM.

94/22 KD/TT that cheque # 21723 payable to Wolseley Service Ltd. totaling \$484.01 be approved. **CARRIED**

Councillor RQ returned to the meeting at 7:10PM.

COMMUNICATIONS

1. Chris McBride re: Letter of Resignation from Council: Correspondence received from Chris McBride indicating his resignation from Council, effective February 18, 2022.

95/22 RQ/TT to accept letter of resignation from Chris McBride, effective February 18, 2022. **CARRIED**

2. Saskatchewan Economic Development Alliance re: New Program Information: Table to next meeting. Councillor SC indicated she would take this to the next Tourism and Economic Development meeting.

3. Wolseley Library Board Chair re: Library Appointments: Correspondence received from the Wolseley Library Board Chair (Stephen Scriver) seeking appointment for two individuals who would like to join the Library Board.

96/22

TT/SC to appoint Brittany Warner and Julia Gaillard to the Wolseley Library Board.

CARRIED

4. Indian Head RCMP re: Annual Performance Planning Meeting: Correspondence received from Sgt. Ryan Case regarding the upcoming Annual Performance Planning Meeting scheduled for March 22 at 7:00PM at the Indian Head detachment. Councillor RQ indicated he would attend.

REPORTS OF ADMINISTRATION

1. Utility Update: The March 1st interest calculation was processed. The Town Office and Public Works will be preparing for the 2022 Q1 Utility Billing. Water Meter Readings will be completed the week of March 14th, with bills being sent out the week of March 21st, due April 30th.

The increase in Loraas Cart Fees will be reflected on this utility billing (effective January 1, 2022). The Utility Accounts Receivable is at approximately \$8,086.

Councillor SC suggested an insert regarding Dutch Elm Disease information to be included with the Utility Billing. This could also be done via Newsletter.

2. ICIP Grant Application re: Landfill Decommissioning: PINTER & Associates would be happy to participate in a virtual meeting with Council to discuss the Detailed Cost Estimate provided for the ICIP Grant Application. Evenings are fairly flexible this week and next week, with the exception of Fridays. Either tomorrow, Thursday March 3rd at 7:00PM or Monday or Tuesday next week at 7:00PM. Council discussed and Monday March 7 at 7:00PM works best.
3. SHF Built Heritage Grant Application Update: CAO prepared and submitted a Provincial Heritage Property Alteration Application to the Heritage Conservation Branch for the Town Hall/Opera House Roof Rehabilitation Project on Thursday February 24th. The Permit is required in order to apply for funding through the Saskatchewan Heritage Foundation (“SHF”). The Heritage Conservation Branch was great to deal with, and they prioritized our application in order for us to make the deadline for the SHF Grant Deadline (March 1). The Heritage Alteration Permit was approved and provided to the CAO and SHF on Monday, February 28th.

The SHF Built Heritage Grant Application was completed and submitted on Friday, February 25th. The Total Project Costs are estimated at \$40,000, with a Total Grant Request of \$20,000 (applicant must contribute a minimum of 50% of the total eligible costs).

The application noted the urgency of this project, as there are two separate areas that have leaks during a steady rain event, or a fast snow melt. Approval of the work was guided by Standards 3 and 10 of the Standards and Guidelines for the Conservation of Historic Places in Canada. The replacement of the damaged/deteriorated cedar shingles with new cedar shingles that match the originals will ensure the long-term integrity of the roof using heritage conservation best practices.

The CAO recently reached out to the contractor, and they indicated if there is an urgency concerning this matter, they can get this accomplished in March. If not, they would wait until May perhaps. However, if we’re leaking now, it should get done and repaired as soon as possible! The CAO indicated the urgency with this repair and hope to have it completed as soon as possible.

4. Year End Update:
 - 2021 T4s for Employees and Elected Officials: *completed*

5. By-Election Planning: Subject to Section 11 of The Local Government Election Act, if a vacancy occurs on a council, that council shall, at its next meeting, set a date for the holding of a by-election to fill the vacancy, and that date must be within six months after the date on which the vacancy occurred. Nomination day is the fifth (5th) Wednesday before Election Day.

The Province of Saskatchewan has a Scheduling Tool to help Administrators and Councils determine dates for an Election or a By-Election. The CAO recommends setting the By-Election date for June 8, 2022. This would calculate Nomination Day as May 4, 2022. This would be the earliest date that allows for the appointment of a Returning Officer (deadline March 9, 2022 – at least 90 days prior to Election Day). This also allows time to get the Annual Assessment Notices and Utility Notices delivered and prepare for the By-Election (and doesn't interfere with staff vacation days).

97/22 RQ/SC to set the Municipal By-Election date to June 8, 2022.

CARRIED

98/22 GH/TT to appoint Candice Cieckiewicz as Returning Officer/Deputy Returning Officer for the Municipal By-Election scheduled for June 8, 2022.

CARRIED

99/22 SC/KD to set the remuneration for Election Officials for the Municipal By-Election scheduled for June 8, 2022 as follows:

- Returning Officer/Deputy Returning Officer: \$275 per day;
- Poll Clerk: \$250 per day.

CARRIED

6. Town Office SecurTek Upgrade Update: Jump.ca – Security has scheduled the install for Tuesday March 8, 2022 at 9:30AM. There is an adjustment to the quote, as the hard drive was not discussed at our last meeting (it was listed as an optional item). To include the hard drive to record video surveillance is an additional \$600; therefore, the cost will be \$700 + taxes (POE Switch \$100 + Hard Drive \$600). The CAO told them to go ahead with installing the hard drive, as it doesn't make sense to have an outdoor camera without having footage recorded.

100/22 TT/RL to ratify change to quote from Jump.ca-Security to include the hard drive for the POE outdoor camera for total cost of \$700.00 plus taxes.

CARRIED

MAYOR AND COUNCILLORS FORUM

KD - Sportsplex: nearing the end of the season and the Sportsplex is having trouble getting booth workers. Skating Carnival is scheduled this Sunday March 6 at 2:00PM. Marty Happy started working on the Sportsplex Sign and looking at how to mount it to the facility. Lighting the sign is to be determined.

- Curling Rink: furnace was out for a few days. Dave Edgar arranged Positive Plumbing and Heating for the repair.
- Sportsplex Garage Skid Estimate: rough estimate for placing the shell of the Sportsplex Garage on a skid is approximately \$3,400.

SC - Library Board Meeting was last Thursday, and welcomed Michelle Williams as the new Librarian. She has a lot of plans! Next meeting is Wednesday March 23 at 7:00PM.

- Councillor SC was in discussion with Marty Happy regarding updating the Tourist Booth Map sign. He is working on a quote and will get this back to us.
- Tourism and Economic Development meeting is Tuesday March 15 at 7:00PM. Will be working on the Spring version of the 620 CKRM radio ad commercial.

TT - Councillor TT was asked by a member of the community about doing something to provide moral support for situation happening in Ukraine. Told the individual he would bring this up with Council, and we will be following the situation (perhaps too early to do anything yet).

RQ - Fire Department: Fire Meeting was held February 21st. The old Chev Fire Truck had a seal leak, now repaired. Tires for the Rapid Response truck are on a warranty claim – new tires replaced and vehicle handles much better, huge difference. Will see a credit for the other tires. The Fire Department is three (3) members less with Louis Quintyn retiring and two other members not active and were dismissed by the department. The Fire Department has about 13-14 members and welcome new members. Some individuals that are new to the community have expressed interest in joining.

RL - A concerned citizen was worried that the Loraas truck driver travelled across the Water Street Bridge. CAO will remind Loraas to let their drivers know the weight restriction on the bridge.

GH - With the recent vacancy on Council, a new appointment is required for a Deputy Mayor and signing authority.

101/22

GH/RQ to appoint Tim Taylor as Deputy Mayor and add Tim Taylor to signing authority for the Town of Wolseley, and to remove Chris McBride from signing authority for the Town of Wolseley.

CARRIED

- Wolseley Courthouse: have plans for development but would like to contact Heritage Conservation Branch to see if the fence is part of the statement of significance/character defining elements for the property.
- Mayor GH completed a grant application for the Co-op Community Spaces for the Courthouse Park, and included the Cst. Shelby Patton memorial. If the Town is unsuccessful in obtaining the grant, only do what was budgeted.
- Budget Meeting is Thursday March 10, 2022 at 7:00PM.
- Wolseley Horticulture Society will proceed with the Provincial competition of Communities in Bloom, rather than the National competition.

UNFINISHED BUSINESS

1. Water Street Bridge Replacement Carrying Sewer Line Project Update: Nothing to report. Need to start looking for infrastructure grants for this project.
2. Canadian Pacific Railway re: Gordon Street Crossing Estimate: A virtual meeting was held on the evening of Tuesday March 1st with Council and a Supervisor Crossing Compliance representative from CPR to discuss the Gordon Street Crossing upgrades. Transport Canada's Grade Crossing Regulations (GCR) and Grade Crossing Standards (GCS) have been amended to provide a risk-based approach to the compliance of existing grade crossings. High priority crossings (public, track speed of 60mph or more, and 10 trains/day or more) must meet the requirements by November 28th, 2022 and other crossings by November 28th, 2024, with some exclusions.

CP and the responsible road authority have a shared responsibility to maintain compliance at all public grade crossings. CP has conducted site assessments and performed calculations for the required sightlines as mandated by GCR and GCS as well as the direction of the Determining Minimum Sightlines Guide. Based on the road authority and railway design information shared a warning system is required at one or more crossing(s) within your jurisdiction, the location-specific information is provided below.

The estimate for the gated warning system is approximately \$500K; CP is applying to Transport Canada's Rail Safety Improvement Program (RSIP) for 50% of the construction costs. Funding from the RSIP application will not be known until March or April of the year following the application. CP would be progressing with the design and installation of the warning system in 2022. The other 50% (\$250K) was explained that this would be cost shared between the Town and CPR (\$125K each). The Town will require payment options from CP to spread the cost out over a long-term. This estimate does not include a cement base for the crossing.

Council discussed perhaps sending a letter to the Federal MP, Provincial MLA and Premier that small communities are being forced to upgrade crossings for a large sum of money that communities cannot afford.

NEW BUSINESS

1. 2022 SUMA Convention Resolutions: Council briefly discussed and would like to table this item to the next regular meeting to have a chance to go through all the resolutions.

2. Water Treatment Plant Monthly Report for February 2022:

102/22 RQ/KD to accept the Water Treatment Plant monthly report for February 2022 as presented.

CARRIED

CLOSED SESSION

103/22 RL/KD that Council moves into a Closed Session at 8:19PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following items:

- Staff Planning – Follow-up.

Parties present: Mayor GH, Councillors SC, KD, RL, RQ, TT and Chief Administrative Officer CC

CARRIED

104/22 RL/TT that Council moves out of a Closed Session and reopens the regular meeting at 9:11PM.

Parties present: Mayor GH, Councillors SC, KD, RL, RQ, TT and Chief Administrative Officer CC

CARRIED

105/22 RL/GH to send employee a letter of direction.

CARRIED

106/22 KD/GH to do an advertising sponsorship of \$100 to the Wolseley Dance Club for the Dance Competition scheduled for March 5, 2022.

CARRIED

ANNOUNCEMENTS

- Next Budget Meeting of Council, Thursday March 10, 2022 at 7:00PM at Ste. Anne's RC Parish Hall.
- Next Regular Meeting of Council, Wednesday March 16, 2022 at 7:00PM at Ste. Anne's RC Parish Hall.

ADJOURNMENT

107/22 RL that the meeting be adjourned at 9:13PM.

CARRIED

Gerald Hill

Mayor

Candice Ciekiewicz

Chief Administrative Officer