

**TOWN OF WOLSELEY  
MINUTES  
JANUARY 18, 2017**

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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 January 18, 2017 at 7:00PM.

**PRESENT:**

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

**ABSENT:**

**CALL TO ORDER**

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

**AGENDA**

**17/17** CM/SS that the Agenda be adopted as presented, with the addition of Courthouse Account, cheque #47 totaling \$913.50.

**CARRIED**

**MINUTES**

**18/17** TK/KD that the minutes of the Regular Meeting January 4, 2017 be approved as presented.

**CARRIED**

**DELEGATION #1: WESTERN FINANCIAL GROUP re: INSURANCE POLICY**

**19/17** KD/RQ to hear Sherrie Hazell report on the Town's Insurance Policy at 7:08PM.

**CARRIED**

- Items included in the discussion were adding the SplashPark equipment value and the value of the deck on the Washroom to the policy. Currently, the Town's premium is \$170 for liability on the SplashPark.
- Currently, the Town's premium on the Courthouse is \$60. The Actual Cash Value ("ACV") is set at \$88,000; council wishes to investigate what the premium would be if we were to set the ACV to \$300,000. Sherrie reconfirms that any contractor's working at the Courthouse should hold their own liability insurance.
- Bridges and Structures are insured for physical damage (including fire). Flood damage is capped at \$25,000; council wishes to investigate what the premium would be if we were to have a value of \$500,000 on a bridge.
- Risk Assessment Review: Administrator notes only two items are left to do on the Risk Assessment, which include the Skating Rink boiler room ceiling, and the Water Treatment Plant chimney base repair.
- Town of Wolseley Vehicle/ Approved Driver's List Review - 1991 Chev to be removed as it was sold, and update the driver's list to include only Robert Schneider, Mark Smith and Garth Domokos.

*Sherrie Hazell leaves the Council Chamber at 7:25PM.*

**ACCOUNTS**

**20/17** TK/JJM that cheque #'s 15166 to 15173 totaling \$8,672.51 be ratified.

**CARRIED**

**21/17** SS/KD that cheque #'s 15174 to 15199 totaling \$66,214.12 be approved.

**CARRIED**

**22/17** RQ/SS that the Statement of Financial Activities Detailed for the Period Ending December 31, 2016 be approved as presented.

**CARRIED**

**DELEGATION #2: ED ATTRIDGE CONSULTING SERVICES re: MUNICIPAL SERVICES AGREEMENT REVIEW**

23/17 JJM/TK to hear Ed Attridge Consulting Services at 7:42PM.

**CARRIED**

- A Municipal Services Agreement (“MSA”) review summary was provided for council dated January 12, 2017 with seven (7) key summary points.
- The closed Special Meeting is scheduled for Wednesday, January 25 at 7:00PM. Mr. Attridge notifies council to expect a letter from Kahkewistahaw with respect to the MSA. Once this is received, all of council should be aware of this letter prior to the meeting.
- The MSA we have is current, best practice.
- Basically, there are two options: 1) If the MSA is agreeable with the other party, it can be signed; or 2) if the other party is seeking changes, the Town must seek legal advisement prior to signing.

*Ed Attridge leaves the Council Chamber at 8:20PM.*

**ACCOUNTS CONTINUED...**

24/17 TK/SS that cheque #47 payable to Square Root Architecture totaling \$913.50 be approved.

**CARRIED**

**REPORTS OF ADMINISTRATION**

1. TAXervice Update: For the 2015 Arrears file, TAXervice registered Tax Liens on five (5) roll numbers on January 11, 2017 on behalf of the Town of Wolseley. These five roll numbers remain subject to tax enforcement proceedings. Six months from the date the Tax Liens were registered, (on or about July 11, 2017) council may authorize proceedings for title. TAXervice will contact the Town in due course.
2. 2017 Board of Revision Services - Gord Krismer & Associates Ltd.: For assessment appeals for 2017 Property Taxes, Gord Krismer & Associates’ annual retainer fee is \$150.00 + GST and will be invoiced January if council decides to be in favor of the following recommendation: Administrator recommends appointing Gord Krismer & Associates.

25/17 CM/RQ to appoint Christina Krismer as the Secretary of the Board of Revision, and appoint the following panel members as the Board of Revision in the year 2017: Clint Krismer (Chair), Gord Krismer (Vice Chair), Jeff Hutton, Charmain Luscombe, Brian Lynch, Reg Skinner, and Don Van Beseleare.

**CARRIED**

3. Craig’s Professional Furnace: Craig’s Professional Service is in Town and was wondering if the Town would like it’s facilities done again. The furnaces/ducts were cleaned in 2015 and are due for maintenance. The Town facilities include: Town Hall/Opera House, Curling Rink, Town Office, Sportsplex, and Town Shop. In 2015, the Town was charged \$2,325.00 + GST.

Council discusses, and would prefer if the maintenance could be done in September. Administrator notes she can request a written quote, as the one provided was verbal (same as previous year’s quote).

- The Administrator provided council with the Budget Worksheets for 2017 to fill out their applicable departments and provide the paperwork/documentation/quotes along with the worksheets to back up their numbers and submit to the Administrator by the 2<sup>nd</sup> meeting in February.

**MAYOR & COUNCILLOR FORUM**

- CM** - The Snowmobile Rally was a success. There were approximately 120 riders and the Rally grossed over \$11,000. The Senior Game between Grenfell Spitfires and Indian Head Chiefs was good and had positive feedback; approximately 200 people attended the game. The Sportsplex experienced sewer problems, so Public Works attended to clean out the sewer a couple times.
- Friday February 10, Positive Plumbing will be in Town to repair the piping on the boiler at the Sportsplex. There are some valves that need to be put on after a recent inspection, so this will be done when Positive is down, so the invoice will be a little higher due to this addition.
  - Dustin McNeil (Bison Fire Protection) and Jason Scriver have been contacted regarding improvements to the ceiling in the boiler room as per risk evaluation report from SGI.
  - The Figure Skating Club is doing a bottle drive on Saturday, January 28.
  - Public Works and Ennis Equipment have been contacted regarding the piling of snow near the Beach Washrooms/Splash Park. This will be discontinued so that in the spring the runoff won't wash away the sand by the SplashPark, as there are some concerns with that.
  - There was a storm sewer drain hit by a semi near the elevators. The Semi thought the groomed skidoo trail was a road and he hit the cover of the storm sewer. Public Works has repaired this and placed a barricade overtop to prevent future mishaps at this location. Council suggests Public Works should look at fastening the lids down and inspect all storm sewers in the spring.
  - Public works has a list of roads for gravelling at \$16.45/yard from the RM of Wolseley, No. 155.
  - Foreman has drafted a document, as requested by Mayor Hill, for a policy for the management of the reservoirs. Administration will look into drafting this into policy to bring back to Council for consideration.
  - Public Works has been mandated to check the Courthouse routinely. Upon inspection, it was revealed that a temporary sump is still installed and Renway Construction has not installed the large Sump. The temporary sump is suspended by a ratchet strap that causes for some concern. Renway should be getting the sump completed.
  - The railing at the Town Hall/Opera house is completed and installed from the risk evaluation report re: SGI.
  - Labourer, Garth Domokos, wants to go to school for his Class 1 Wastewater Treatment and Wastewater Collection certificates in March in Regina. Administrator advises that the budget will have to be set to allow this. Garth's wage would be reviewed based on the completion of this certificate.
  - The Water Treatment Plant high-low contacts are now set up and working through SecurTek. What this means, is when the Water Treatment Plant reservoir reaches a level that is too low, or too high, an alarm will trigger and let the appropriate personnel know.
- RQ** - Fire Department was contacted by Prince Albert dispatching services that they are coming out with a new technology called Smart Message, where instead of an alert coming through the paging system like it currently does, it would sent a text message that individuals have to respond to if you are attending the call or not. This is a work in progress.
- Discussion was had about new Fire Trucks and what their worth is. Councillor Quintyn reports they are worth approximately \$350,000 at Fort Garry Industries.
- JJM** - Community Development Committee ("CDC") report for Flower Baskets for 2017: Three quotes were provided to council, which do not include the price for the hangers. The project total cost could be estimated at \$4,000. Councillor JJM has contacted Wolseley Heritage Foundation and they are prepared to provide funding for \$2,000 toward this project.

26/17

JJM/SS to go with U & K Greenhouse in Indian Head for twenty-four (24), 24” baskets for Sherbrooke, Front and Varennes Streets for \$2,280.00 + applicable taxes and partner with Wolseley Heritage Foundation for half the cost.

**CARRIED**

- Three (3) quotes were received for the flower baskets. U & K Greenhouse (Indian Head) \$95.00 each; Serenity Greenhouse (Grenfell) \$115.00 each; and Rein Greenhouse (Wolseley) \$165.00 each.
  - Councillor JJM will investigate further regarding the purchase of hangers and bring back to council.
- KD** - Administrator and Councillor KD met with Jeff Reed from Saskatchewan Government Insurance (“SGI”) to discuss the Fleury Bus. The meeting was information for communities who run buses for people with disability. The bus can be driven by someone who holds a Class 5 license, as long as someone that is using the bus has a disability. Otherwise, a Class 4 license would be required. SGI provided a checklist for the bus that the driver should check prior to operating the bus, and after the bus is parked. Information will be passed along to Gail Blaney of the Fleury Bus Committee.
- The Community Bonspiel is this weekend (Jan 20 & 21), and more kids are getting involved which is excellent to see.
- SS** - Town Hall/Opera House: The basement floors are done and they look great! After reviewing the dishwasher situation, it looks as though the problem may be the hot water. Frank Dolter recommends a panel be installed for the downstairs area; Councillor Sriver will get a quote for this. Town Council will have to start thinking long-term about the roof (cedar shakes) as eventually the roof will need to be redone. The heater in the vestibule has been taken out for repair and upon examination Public Works found it is unrepairable. Rob and Mark are looking at replacements and will get quotes for council. Councillor SS notes they are starting to put together a committee to get more participation and put together a long-term plan to make Wolseley a destination.
- TK** - Draft Invitation to Participate - Potential Wolseley & District Local Government Committee - intended to help our area and get more people involved. Councillor TK is looking for council motion to go ahead with sending the invitation. Administrator notes the R.M. of Wolseley, No. 155 (“RM”) would like to have input prior to this document going out. Councillor KD would like to see the first paragraph amended to reflect that the invitation is more for communities abroad. Mayor Hill suggests the document could be revised to reflect it as a regional proposal for a regional group. Councillor SS will revise. The communities were contacted to see if there was interest.

27/17

KD/RQ to include and work jointly with the Rural Municipality of Wolseley, No. 155 on the Wolseley & District Local Government Health Committee initiative.

**CARRIED**

***The following paragraph was intended to be a motion, however, was not voted on, and instead was tabled until the Town of Wolseley meets and discusses the “Invitation to Participate” with the R.M. of Wolseley, No. 155***

*CM/TK to proceed with sending Invitation to Participate for Wolseley & District Local Government Health Committee to host a regional meeting at the Town Hall/Opera House on Thursday, February 23 at 7:00PM.*

- **Water Street Bridge Update**: The Community Development Committee (“CDC”) in conjunction with Council was provided an update from Ed Attridge Consulting Services (“ACS”) regarding the potential Water Street Bridge Engineering Request For Proposals (“RFP”). Council has identified four (4) engineering firms to be approached for estimates for the design/engineering of the Water Street Bridge. Upon consultation, Jim Zacaruk has generously

offered to conduct a re-assessment of the bridge and to meet with Council for a discussion of the structure for no charge. Jim has been tentatively booked for the next regular council meeting, February 1 at 7:30PM.

- Wolseley Courthouse: a revised floor plan was approved already in the December 7 meeting, as per motion 396/16. Councillor TK will contact Square Root Architecture to let him know this is approved. It was discussed that the drawings have to be completed prior to getting any sponsorship. Councillors TK and KD will have a discussion with Jurgen regarding the drawings and mechanical schematics and will bring information back to council.

GH - nothing to report.

### UNFINISHED BUSINESS

1. Statement of Policy and Procedure, Policy 01 - Purchasing Policy re: Discussion: Council discusses changes that have been made to the policy which included the removal of Councillors, Public Works Staff (as they purchase through Foreman), in addition to the Courthouse Project Manager. As there is no authority for Public Works Staff to purchase anywhere else in the policy, it is recommended they be re-added.

28/17

CM/JJM to accept Purchasing Policy No. 01 as presented, with the addition to Public Works Staff under Minor Purchases.

**CARRIED**

2. Risk Evaluation Report re: SGI Canada: Town Hall: Public Works has installed railing for the stairs to the boiler room. There are no more outstanding items for this location **Skating Rink**: the Boiler Room will be looked into for meeting all fire separation requirements. This is the only item left outstanding at this location **Water Treatment Plant**: The item where a contractor had to be contacted to assess the deteriorated chimney base and provide the appropriate repair/replacement has been removed as this was an old request that the adjuster did not delete from the previous inspection. There are no more outstanding items for this location.
3. Residential Subdivision re: Certificate of Approval - FYI: For information purposes, the Community Planning division of the Ministry of Government Relations sent a Notice of Decision: Certificate of Approval for File No. T0597-16R (Pebane Residential Subdivision).

### NEW BUSINESS

1. Wolseley Heritage Foundation re: Front Street Lot Proposal: The Wolseley Heritage Foundation has provided council with two options for the Front Street lots. The first option is to revitalize the space as previously presented, to utilize the lot more with kiosks, etc. The second option is to revitalize the space with a fence and leave the lot open in the back.

29/17

RQ/TK that the Town of Wolseley accept Option #2 re: the Front Street Lot Proposal presented by the Wolseley Heritage Foundation, to construct a fence.

**CARRIED**

*See attached proposal in minutes.*

### COMMUNICATIONS

1. David Chatterson and Tracy Coueslan re: 101 Water Street (Lot 10, Blk/Par 13, Plan 77R09977): It has come to Dave and Tracy's attention that during a title name transfer, it was discovered that the Town of Wolseley has an interest registered on the property stating: "to protect our water and sewer line on the property and to ensure that the property will not be sold without an easement being signed". Dave and Tracy require knowing what this "interest registered" pertains to and what it's going to mean for their future plans of building on this lot. Council discusses the matter at length. Administrator notes that she's discussed the matter with the Town Foreman and has come to the resolution that unfortunately, the lot cannot be built on as the water and sewer lines are required to be accessible at any time in the case of an emergency. Council recommends replying to Dave and Tracy with this information.

2. Alex and Debbie Stilborn re: 231 Poplar Street Concerns: A letter has been brought to council's attention regarding the numerous mice seen in and around their property that are coming from a neighboring property (231 Poplar St). Council discusses the matter and direct Administration to write a letter to the property owner where the mice are coming from to let them know concerns have been brought forward and that the Town requests that they provide their plan of action to remediate the nuisance; in addition to writing the Stilborn's to let them know what steps the Town is taking to assist with the remediation.
  
3. Denton Keating re: Proposed Town of Wolseley Administration Office Relocation to the former Wolseley Courthouse: A package was delivered outlining concerns Denton has with the management and the costs associated with the courthouse project. Councillor TK responds by noting the project was always owned by the Town, and Wolseley Heritage Foundation was not involved with ownership and that very little taxpayer dollars have gone into the project. The committee is in no hurry to get the project done. Councillor KD questions what the bottom line will be to get the project finished, as Denton questions the financial aspects of the project. Councillor TK speaks to the project being long-term, no hurry to move the administration office over there. Mayor Hill notes that the project has been in the hands of council since day one. The 2016 Courthouse budget was \$191,000. The project has been delayed by the Ministry, and we are fully aware of budget changes. Once the plans are complete, we will have a better idea of what the cost will be. Every dollar has been accounted for. A response letter will be formulated by Councillor SS and Mayor Hill to respond to Denton addressing his questions and concerns.

#### **ANNOUNCEMENTS**

- Closed Special Meeting of Council - Wednesday January 25, 2017 re: Kahkewistahaw 1907 Trust at 7:00PM at the Town Hall/Opera House;
- Next Regular Meeting of Council - Wednesday February 1, 2017.

#### **ADJOURNMENT**

30/17

SS that the meeting be adjourned at 10:42PM.

**CARRIED***Gerald Hill*\_\_\_\_\_  
Mayor*Candice Quintyn*\_\_\_\_\_  
Administrator