

**TOWN OF WOLSELEY
MINUTES
MARCH 07, 2018**

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 March 07, 2018 at 7:00PM.

PRESENT:

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

ABSENT:

Councillor Troy Kyle (TK)

CALL TO ORDER

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

AGENDA

84/18 CM/RQ that the Agenda be adopted as amended.

CARRIED

MINUTES

85/18 KD/SS that the minutes of the Regular Meeting February 21, 2018 be approved as presented.

CARRIED

86/18 JJM/CM that the minutes of the Special Meeting February 28, 2018 be approved as presented.

CARRIED

ACCOUNTS

87/18 JJM/SS that cheque #'s 16258 to 16265 totaling \$8,563.89 be ratified.

CARRIED

88/18 JJM/CM that cheque #'s 16266 to 16301 totaling \$26,603.22 be approved.

CARRIED

89/18 JJM/SS that Wolseley Court House cheque # 53 totaling \$16,650.00 be approved.

DEFEATED

REPORTS OF ADMINISTRATION

1. February Bank Reconciliation: Administrator prepared and presented council with the Bank Reconciliation and notes for the period ended February 28, 2018.

90/18 KD/JJM that the Bank Reconciliation and notes for the period ended February 28, 2018 be approved as presented.

CARRIED

2. Funded vs. Unfunded Reserves: The Town of Wolseley has the ability to transfer the following accounts from unfunded (appropriated) reserve to general operating (unappropriated) surplus: Curling Club (500), Public Reserve (217.50), General Reserve (69,865), Transportation (13,304.64), Care Home (5,199.52), Tennis Court (500), and Development (40,000); and leave the Cemetery (33,697.50) and Utilities (343,944.27) reserves the way they are now.

The Town has \$208,905 in Investments and as they mature, they can be transferred to either the Cemetery Reserve or the Utilities Reserve to build them up to where they are supposed to be.

91/18

GH/CM to transfer the following total unfunded (appropriated) reserve amounts to general operating (unappropriated) surplus for the year ended December 31, 2017: Curling Club (500.00), Public Reserve (217.50), General Reserve (69,865.00), Transportation (13,304.64), Care Home (5,199.52), Tennis Court (500.00), and Development (40,000.00).

CARRIED

3. PVSD Education Property Tax - File & Pay Online: The filing and remitting of Education Property Taxes has changed effective February 1, 2018. Since the changes have been implemented, the Town has by default only been able to file online and make payment elsewhere via cheque or internet banking; but now the Administrator has set it up for the ability to File & Pay online, all on one convenient area using the Saskatchewan Electronic Tax Service (“SETS”) - a secure Government remittance website.

Administrator is seeking council direction for making payments.

Council has one of two options:

- (a) To provide Administrator with the authority to File & Pay online using SETS before the deadline - by choosing this option, payments will be made on time and the payment amount will be on the Town of Wolseley monthly Bank Reconciliations for Council to see how much was remitted that month; or
- (b) By having the Administrator bring every monthly payment to council for approval before payment is made - by choosing this option, the Town runs the risk of having late payments (*substantial penalties are now charged where they weren't charged before*) as the deadline to file is the 10th of every month. Reports can only be completed between the 1st and 10th of the month as the remittance is for the previous months collections so the month end has to be completed before the return can be filed to have a correct remittance.

92/18

CM/SS to provide the Administrator with the authority to File & Pay online before the deadline using Saskatchewan Electronic Tax Service for the Prairie Valley School Division #208 Education Property Tax Monthly Remittances.

CARRIED

4. SLGA Liquor Permit Approvals: According to SLGA, *Special Occasion Permits* are required for anyone selling alcohol, or for anyone serving alcohol at an event that is not held in a commercially permitted establishment, a private residence, or another private place. This is true for private, invitation-only events as well as for public events.

The Town of Wolseley Town Hall/Opera House and Wolseley & District Sportsplex are not commercially permitted establishments; therefore, any special occasion event held at either of these venues requires the renter to seek approval from the owner of the building (the municipality) to host their special occasion.

The Administrator is seeking council direction for giving approvals.

Council has one of two options:

- (a) To provide the Administrator with the authority to make a decision to approve a SLGA Liquor Permit request at the Administrator's discretion. Any event the Administrator feels uneasy about giving the approval for would come to council for approval; or
- (b) Continue as the Town has been, by bringing every request to council for council approval.

93/18

SS/JJM to provide Administrative Staff with the authority to approve SLGA Liquor Permit requests.

CARRIED

94/18

JJM/KD to apply \$25.00 Administrative Fee for authorization and letter for SLGA Liquor Permit Requests, effective immediately.

CARRIED**MAYOR & COUNCILLOR FORUM**

- SS** - Looking at getting ducks for Fairly Lake this spring; they are \$7/each and someone is already lined up to winter them. We're looking at a minimum investment of \$42 for six ducks for controlling the goose population. The order has to go in by April 1st. If we were to go ahead, we need to be sure we have a crew in line to care for the ducks during the summer;
- Councillor SS has been in contact with Water Security Agency ("WSA") regarding Fairly Lake vegetation. WSA needs photos of the areas and they will provide recommendations;
 - The Town Hall/Opera House kitchen counters in the lower level need to be repaired as cracks have formed;
 - There is a Grant Writing Workshop happening April 30th that the Library is putting on; at the Library Annual General Meeting, Helen Thompson resigned from the Board. The Board is looking for new members; the Library has raised over \$1,000 last year. New programs are being planned such as art classes, author readings, etc. There is a Farmer's Hearing Clinic happening March 21st;
 - The regional meeting in Qu'Appelle was good; staff, board members and councillors were in attendance. They were looking for ideas on how to improve things. The Southeast Region needs a regional representative;
 - The Wolseley Mustangs are currently at 2-0; third game is this Friday;
 - The curtains at the Town Hall/Opera House have been delayed; need to fix the stage lighting. Perhaps bring in scaffolding with wheels; a suggestion was made to change out all the lights at once.
- KD** - Curling Club Open Bonspiel had 10 teams last weekend. Karen Souchotte of Wolseley won the TV raffle. The last league game is tomorrow, plant will shut down on Friday. The Curling Club wind-up is scheduled to happen Saturday March 17th;
- The Town should start to think about the Water Street Bridge. Get a Request for Proposal ready and decide if we want a Design or a Design/Build; just starting the conversation;
 - Councillor KD has asked the Executive Director at the Wolseley Heritage Foundation ("WHF") to look into what happened with the \$6,000 that was provided by the Town to WHF for a Canada Day Celebration, but was cancelled due to the flood.
- JJM** - Working on the 120th Celebration plans; a letter has been prepared and sent to the Lions Club requesting assistance. Other groups/committees in the community have been approached and asked for providing some sort of assistance with the festivities that are planned for the event. Slogan: *Come celebrate with us - prairie style!*;
- Looking at perhaps having a meeting of the ratepayers get the community involved in the celebration.
- RQ** - Applied to FCC AgriSpirit fund for \$25,000 for the New Fire Truck fund; Councillor RQ talked to Fort Garry Fire Trucks ("FGFT") regarding when we send down payment to them. First, FGFT will send us the drawings, once those are approved, then we would send the down payment;
- STARS landing last night, the turnaround wasn't cleared off properly, but it got cleaned today;
 - Public Works should have Fire Hall and Cairo Street on the top end of their list of priorities for clearing snow as the chances of the Fire Department or First Responders being called out increase in inclement weather.
- CM** - Councillor CM provided council with a copy of the Financial Statements for the Wolseley & District Sportsplex and the Wolseley Golf Club for prior year for information purposes.

- ACME Environmental may be called in to camera/jet storm sewer line to see where water is coming from through the storm sewer that comes thru to the Spillway. Water consumption is still higher than usual. Between Public Works and the Office, we will keep everyone informed via email.
- Public Works has been very busy with Snow Removal this week.

- GH** - Budget: looking to have a updated draft budget to council by the next council meeting.
- The Wolseley Communities in Bloom (“CiB”) met with the Horticultural Society; Horticulture agreed to help implement CiB. Overall had a good meeting, everyone is excited to revitalize community spirit. Loree Lawson is the chairperson; next meeting on March 11.

UNFINISHED BUSINESS

1. Asset Management Online Certificate Course:

95/18

KD/RQ that the Town of Wolseley registers one attendee for the Municipal Asset Management program Online Certificate for a cost of \$215 + taxes.

CARRIED

2. Sportsplex Fire Alarm Inspection - Update: Some of the work has not been completed due to one wall being frozen. The contractor wasn't sure if installing a weatherproof box over the pull station would work due to the frost build up on the walls. We will continue to look for solutions.
3. Sportsplex Air Quality Inspection - Update: The inspections (Air Quality and Kitchen) went well; the deep freezer needs to be replaced as it is getting old; the small hand sink in the kitchen also needs to be replaced. Minor things need to be remedied to be in compliance.

NEW BUSINESS

1. Bylaw No. 01-2018 - Agreement Respecting Joint Purchase of New Fire Truck:

96/18

CM/RQ to read Bylaw No. 01-2018, a bylaw to provide for entering into an agreement respecting the joint purchase of a new fire truck, a first time this 7th day of March, 2018.

CARRIED

2. TD Letter of Direction - Transfer Funds for New Fire Truck Down Payment: A draft Letter of Direction was provided to council regarding the transfer of funds in the amount of \$75,000 to the Protective Services reserve account for the purpose of establishing the Town's portion of the down payment required for the purchase of the New Fire Truck.

97/18

JJM/CM to transfer \$75,000 (seventy-five thousand dollars) from the General Operations account to the Protective Services reserve account for the purpose of establishing the Town's portion of the down payment for the New Fire Truck.

CARRIED

- Administrator noted that the R.M. of Wolseley, No. 155 has forwarded their portion of the down payment for the New Fire Truck to the Town, and that this amount is recommended to be reallocated from the General Operations account (where it was deposited to) to the Protective Services reserve account to keep all funds together for when they are required to be paid out.

98/18

KD/RQ to transfer \$150,000 (one hundred fifty thousand dollars) from the General Operations account to the Protective Services reserve account for the purpose of establishing the R.M. of Wolseley, No. 155's portion of the down payment for the New Fire Truck.

CARRIED

- 99/18** JJM/CM to transfer the following donations from General Operations account to the Protective Services reserve account for the New Fire Truck fund:
- Loraas Disposal \$500; and
 - Canada Golden Fortune Potash Corporation \$500.

CARRIED

- 100/18** JJM/RQ to purchase a Natural Gas BBQ from Wolseley Home Building Centre for \$1,000.00 (as donated by SaskEnergy), for the New Fire Truck fundraiser.

CARRIED

- *Administrator to draft a form thank you letter to send to donors on behalf of the Wolseley Fire Department*

COMMUNICATIONS

1. Saskatchewan Health Authority - Notice of Meeting for Municipal Leaders: For informational purposes. A meeting has been set with Municipal Leaders and Saskatchewan Health Authority to review updates happening regarding the Wolseley Hospital. All councillors showed interest in attending the meeting. Administrator will attend as well.
2. Commissionaires South Saskatchewan re: Bylaw Enforcement Services: Commissionaires sent contract renewal terms. Our current contract expires April 30, 2018. Council discusses the value in having bylaw enforcement; questions arose regarding trying different approach; do we renew?

- 101/18** JJM/SS to continue and renew contract with Commissionaires South Saskatchewan for 2018-19 totaling \$3,553.20.

DEFEATED

3. Devin Krahenbil re: 207 Spruce Street: Ratepayer expresses their dissatisfaction with council's decision regarding their earlier correspondence about the sewer line blockage. Council stands by their decision, as the Town is adhering its bylaws and policies. Administrator to respond on behalf of council.

IN CAMERA

- 102/18** CM/RQ to go In Camera at 9:05PM pursuant to Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss the following: 1) Xplornet Communications Inc. re: Lease Proposal - Update; 2) Wolseley Memorial Union Hospital - Status Update; and 3) Compensation for Fire Services. Parties Present: Mayor GH, Councillors SS, KD, JJM, RQ, CM and Administrator CQ.

CARRIED

- 103/18** SS/KD to go out of In Camera at 10:09PM.

CARRIED

1. Xplornet Communications Inc. re: Lease Proposal Update:

- 104/18** CM/JJM to send minor revisions of draft Ground Site Agreement to Xplornet Communications Inc.

CARRIED

- 105/18** KD/RQ to inform Canadian Pacific Railway of the plan that Xplornet Communications Inc. is erecting a communications tower adjacent to their property.

CARRIED

2. Wolseley Memorial Union Hospital - Status Update:

- 106/18** CM/SS to continue dialogue on the Hospital efforts.

CARRIED

3. Compensation for Fire Services:

107/18

GH/KD that council continues to explore fair compensation for fire services.

CARRIED

ANNOUNCEMENTS

- Next Regular Meeting of Council - Wed Mar 21, 2018 at 7:00PM at the Council Chamber (610 Varennes Street).

108/18

ADJOURNMENT

JJM that the meeting be adjourned at 10:16PM.

CARRIED

Gerald Hill

Mayor

Candice Quintyn

Administrator