

**TOWN OF OXBOW  
REGULAR MEETING OF COUNCIL  
August 28, 2017**

**In attendance:** Mayor R. Goodward; Councillors D. Pierce, W. Nordin, R. Lamontagne, N. Shier, C. Mercer, D. Dunnigan, and CAO L. Pierce

**Call to Order:** A quorum being present, the Mayor called the meeting to order; 7:03 PM.

**1. Agenda**

**Lamontagne/Pierce**

**186-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the agenda as circulated.

**Carried**

**2. Minutes**

**Dunnigan/Nordin**

**187-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the July 10, 2017 public hearing minutes and the July 10, 2017 regular meeting minutes as circulated.

**Carried**

**3. Correspondence**

a) Moose Creek Regional Park Authority – June and July 2017 minutes; Reviewed

b) Request to hold 5K Terry Fox Run/Walk

**Nordin/Shier**

**188-17**

1. **BE IT RESOLVED THAT** the Council of the Town of Oxbow approve the request to hold a 5K Terry Fox run September 17, 2017, with the following and conditions:

- Route will be as submitted; Peters Street from McCall to Marion, Marion Ave from Taylor to Oxbow Crescent East, Oxbow Crescent East from Marion to Wylie, Wylie Ave to Gregson, Gregson Street from Wylie to Boscurvis, Boscurvis Ave from Gregson to McCall, and McCall Street from Boscurvis to Peters Avenue.
- The use of washable paint to mark route is permitted.
- No blocking off any part of the route to traffic; and
- Route may not inhibit any business from fully operating.

**Carried**

c) Concern regarding livestock within town limits – The municipal office is receiving complaints regarding the presence of live poultry inside of town limits. Residents are concerned about health, safety, and “curb appeal” of the town. Administration to research bylaws to both regulate and outright prohibit livestock production inside town limits.

**4. Bylaws**

a) **Gas Tax Reserve**

**189-17**

**Dunnigan/Pierce**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1105 “A Bylaw of the Town of Oxbow to Establish a Gas Tax Revenue Reserve Account” be read the first time.

**Carried**

**190-17**

**Shier/Mercer**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1105 “A Bylaw of the Town of Oxbow to Establish a Gas Tax Revenue Reserve Account” be read a second time.

**Carried**

**191-17**

**Lamontagne/Nordin**

**BE IT RESOLVED THAT** the Town of Oxbow Council proceed to third reading of Bylaw 1105 “A Bylaw of the Town of Oxbow to Establish a Gas Tax Revenue Reserve Account”.

**Carried Unanimously**

**192-17**

**Pierce/ Dunnigan**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1105 “A Bylaw of the Town of Oxbow to Establish a Gas Tax Revenue Reserve Account” be read a third and final time, done and passed. **Carried**

**b) Machinery Reserve**

**193-17**

**Shier/Mercer**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1106 “A Bylaw of the Town of Oxbow to Establish an Equipment Reserve Account” be read the first time. **Carried**

**194-17**

**Nordin/Shier**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1106 “A Bylaw of the Town of Oxbow to Establish an Equipment Reserve Account” be read a second time. **Carried**

**195-17**

**Dunnigan/Pierce**

**BE IT RESOLVED THAT** the Town of Oxbow Council proceed to third reading of Bylaw 1106 “A Bylaw of the Town of Oxbow to Establish an Equipment Reserve Account”. **Carried Unanimously**

**196-17**

**Mercer/ Shier**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1106 “A Bylaw of the Town of Oxbow to Establish an Equipment Reserve Account” be read a third and final time, done and passed. **Carried**

- c) Water Capital Reserve** – There is already a water and sewer capital reserve; administration to do a separate for each of water and sewer and repeal Bylaw 1051.

**5. Old Business**

- a) C/B Hodgson Subdivision** – Council received a revised proposal regarding the pending subdivision and servicing agreement. Servicing agreement was reviewed in detail with instruction to administration to revise the terms. Once Council has approved final wording, it will be sent to developer for their review. Additionally, SaskEnergy requires the town sign off to the tie-in to the lands and the lack of servicing agreement inhibits the town in approving any other activity with respect to the lands.

- b) Helipad** – Received contact information from J Knoch/SCHR regarding “concept” planning for Galloway Health Centre in order to help prepare a community mailer survey on health care priorities and spending expected to get underway mid-September 2017; the Helipad being one option with a completed price tag of approximately \$300,000. Some other “concepts” developed for healthcare spending in Oxbow by SCHR include a new HandiVan at approximately \$100,000, a new ambulance bay (costs unknown), and funding to help develop the airport to specification so it may receive air ambulances (costs unknown). Unknown cost variables will be determined through the consultation process with the SCHR “concept” team. Council reviewed the concerns pointed out in the planning of the helipad project and accepts and moves the motion of the Fire Department to withhold support until the public has a chance to weigh in.

**197-17**

**Mercer/Lamontagne**

**WHEREAS** Sun Country Health Region has reached out and asked for the Town of Oxbow to enter into an agreement to guarantee future funds and resources toward the maintenance and regulatory requirements of the proposed Helipad Project should the project be approved; now

**BE IT RESOLVED THAT** the Council of the Town of Oxbow does not support the construction of a Helipad for STARS landing until such a time as further community consultation on healthcare funding priorities can be obtained in a manner that guarantees the opportunity for participation from all ratepayers of the Town of Oxbow and the RM of Enniskillen #3; and

**BE IT FURTHER RESOLVED THAT** the Council of the Town of Oxbow agrees to work with the RM of Enniskillen #3, in consultation with the Galloway Health Care Auxiliary and Sun Country Health Region, to develop and distribute a mailer survey to all applicable ratepayers, and will consider a public meeting once the survey outcomes are known. **Carried**

6. **New Business**

- a) **Abatement Requests** – Financial statements from all three entities were received and reviewed. Council has made resolution to provide abatements to the municipal portion of taxes for 2017. Beginning with the 2018 municipal budget, a certain amount of monies designated as municipal grants will be budgeted for, and entities will be required to apply for funding. Those awarded are free to choose whether grant monies will be applied to taxes. Applications will be prepared and posted prior to the 2018 budget passing.

**198-17**

**Lamontagne/ Dunnigan**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow write-off the following amounts for the 2017 tax year with the understanding that there will be no abatements going forward and monies will be awarded based on an application for grant funding:

Bow Valley Villa	\$5,294.14
Oxbow Fitness Centre	\$2060.58
Oxbow Day Care	<u>\$3121.06</u>
TOTAL	<u>\$10,475.78</u>

**Carried**

- b) **SUMA Regional Meeting (Oct 2/17, Grenfell)**

**Dunnigan/Pierce**

**199-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow send Mayor Bob Goodward and CAO Lisa Pierce to the SUMA District meeting in Grenfell, October 2, 2017.

**Carried**

- c) **Managing Recreation Workshop (Sept 22/17, Kenosee Lake)**

**Mercer/Nordin**

**200-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approve CAO to attend the Managing Recreation Workshop put on by the Southeast Connection in Kenosee Lake September 22, 2017.

**Carried**

- d) **CAO Fall Training**

**Dunnigan/Mercer**

**201-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves the CAO to enroll in professional development training for the fall semester at either the University of Regina or University of Alberta, dependent on program availability and delivery, working toward an advanced degree in local authority administration.

**Carried**

- e) **Candea Subdivision** – TABLED – Joint Development Board unable to gather a quorum until after harvest. Town has no issues except for request to allow for liquid waste removal and disposal at Town lagoon. As the lagoon is already approaching capacity, fees must go up and be allocated to the sewer capital reserve, and outside users encouraged to find alternative options; such as septic field spreading during permitted month.

- f) **Fees for Liquid Waste Removal; Moose Creek, Candea**

**Nordin/Dunnigan**

**202-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow increase the cost of liquid waste disposal to \$32/m<sup>3</sup> and that all proceeds be allocated to the sewer capital reserve until at least such a time as the lagoon capacity increases.

**Carried**

- g) **CDO Contract Renewal**

**Dunnigan/Mercer**

**203-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow renews the annual contract with Tami Scott for Community Development Services for the period of September 1, 2017 through August 31, 2018 with a 2% increase, and that the Town fund two-thirds of the contract while the RM of Enniskillen #3 funds one-third.

**Carried**

- h) **Snow Dump area** – Will need an agreement with property owner if the town intends on using the empty lot on Marion and Main for surplus snow clearing. It has also been brought up that residents with adjacent properties

should not be clearing their excess snow onto neighboring properties, both private and public. Administration directed to research a bylaw that may be applicable and relatively easy to enforce.

## 7. Financial

### a) Audit Findings

Dunnigan/Mercer

204-17

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts, and commits to rectifying, the 2016 audit findings.

**Carried**

### b) Bank Reconciliation and Investments

Pierce/Lamontagne

205-17

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts the July 2017 bank reconciliation and statement of reserves.

**Carried**

### c) P/T Financial Officer Request

Dunnigan/Mercer

206-17

**BE IT RESOLVED THAT** the Council of the Town of Oxbow permits the CAO to hire a casual financial officer at a rate of approximately \$1400/month for a period of no longer than six months.

**Carried**

## 8. Accounts – July 2017

Dunnigan/Shier

207-17

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves payment of the following:

Cheques 18570 – 18613 in the amount of	\$111,797.32
Online payments in the amount of	\$ 41,791.27
TOTAL	\$153,588.59

## 9. Reports

### a) Council Reports

#### General Government

- United Paving has not come to repair the school parking lot or Tupper Road; have been unable to reach them directly. CAO will continue trying to contact them and will follow up with Kevin Traves of Bullee Engineering to assist.
- Kevin Traves has indicated that he intends to come and talk with staff and residents regarding the Fraser sewer systems and properly preparing for winter. Administration is attempting to firm up a date.

#### Protection

- Fire Department Minutes – reviewed
- The “Workman Dam” appears to be in need of repair and could become an issue for the primary water sources for the Town. Unsure of who maintains, may be a PFRA dam; administration will follow up.

#### Health and Economic Development

- CDO Report July/August 2017 – reviewed (attached)
- Oxbow Airport Authority Inaugural meeting minutes – reviewed
- Demo Project Quotation – Defer to Hall Committee for recommendation
- Engineering Proposal – Defer to Hall Committee for recommendation
- Cemetery Signing Authority – Remove Councillor Dunnigan and add Councillor Nordin
- Cemetery Plot locating needs to be undertaken in a different manner; the committee is working on a large-scale map and plot information for the public.
- Concerns were expressed about the time of year that Dutch elm trees can be cut. The regulations state that removal of infected trees may be undertaken anytime, as the bans pertain to the shearing or pruning the trees, and not removal. Proper disposal must be undertaken, which require that all cut or chipped elm trees must be burnt within 14 days in an approved waste disposal site; in the case of Oxbow, the landfill burn pit.
- Development and building permits must be obtained before undertaking any work; administration will

discuss with commissionaires about warnings/stop work orders, with the aim to educate the public about the necessity of permits and possible outcomes/consequences of failure to obtain the proper paperwork.

#### **Transportation**

- Public Works – Water line breaks are above average for this time of year; preparations for the fall/winter are now being undertaken.
- Policy on new connections – A policy regarding new tie-ins to the water and sewer needs to be developed and enforced. Municipal staff must be onsite and works done by Town approved contractors.

#### **Sanitation**

- SWWA Convention (Nov 1-3/17, Saskatoon)

#### **Pierce/Dunnigan**

#### **208-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves one public works employee to attend the SWWA Convention in Saskatoon November 1-3, 2017, with expenses to be covered by the Town.

**Carried**

- WTP July reports – Reviewed and signed
- D. Carson – Contract for Services

#### **Lamontagne/Shier**

#### **209-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves the entering into of a contract with David Carson to work at the water treatment plant every fourth weekend in rotation with other public works staff, or as can be mutually agreed upon amongst the operators and administrator to take into account holidays and/or any other issues arising, at an hourly rate of compensation equal to the amount he was making prior to his retirement.

**Carried**

Lagoon – Assessment of the requirements to bring the lagoon to capacity and prepare for future growth has been sent to Samson Engineering Inc for review and to look into more innovative solutions that would allow the Town of Oxbow to access grant funding. Expect follow up mid-month on whether they would like an invitation to provide a proposal.

#### **Recreation**

The pool board has approximately \$750,000 raised for the construction of the pool. They are approaching time to obtain a loan and will reach out to the RM of Enniskillen for underwriting.

A planning meeting for all sub-committees of the Recreation Board is being held on September 10, 2017. Opportunities to increase bandwidth and communications are arising. Administration/CDO will review for funding sources and initiatives.

#### **b) Administration**

- Fee Schedule bylaw needs review and updating prior to September 30, 2017 water billing.

#### **Lamontagne/Shier**

#### **210-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accept department reports as presented.

**Carried**

### **10. Adjourn**

#### **Dunnigan**

#### **211-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby adjourn; 10:40 PM.

**Carried**

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Mayor

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Chief Administrative Officer