

**TOWN OF OXBOW  
REGULAR MEETING OF COUNCIL  
November 27, 2017**

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

**Absent with notice:** Councillor C. Mercer

**Call to Order:** A quorum being present, the Mayor called the meeting to order; 7:02 PM.

**1. Agenda**

**Nordin/Dunnigan  
290-17**

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

**Carried**

**2. Minutes**

**Pierce/Lamontagne  
291-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the November 14, 2017 regular meeting minutes as circulated.

**Carried**

**3. Correspondence**

- a) SUMA re: Cannabis Legislation; Reviewed
- b) Saskatchewan Health Authority re: Transition to one health authority; Reviewed

**4. Delegations – NIL**

**5. Bylaws/Policy/Agreements**

**a) Tendering and Procurement Policy  
292-17**

**Dunnigan/Nordin**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the Tendering and Procurement Policy as prepared by administration.

**Carried**

**b) Municipal Employee Code of Conduct  
293-17**

**Nordin/Pierce**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the Municipal Employee Code of Conduct Policy as prepared by administration.

**Carried**

- c) Administration is currently reviewing all bylaws, policies, contracts and agreements and will bring forward any recommendations for repeal and/or amendment for discussion over the next few meetings.

**6. Old Business**

- a) Hodgson Subdivision; Report from Bullee Engineering received; Reviewed, but will wait for Hodgson's to review and contact the Town when ready to move forward with the recommendations and the finalization of the Servicing Agreement prepared and forwarded in October of 2016.
- b) Discussion held regarding proper management of the water and sewer utilities. Administration will prepare a draft bylaw in early 2018 that outlines both the municipal and homeowner/developer responsibilities and liabilities; including financial, as well as ensure that all users are treated in a consistent and equitable manner.

**7. New Business**

**a) SaskPower quote for light over Pocket Park  
Pierce/Lamontagne  
294-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts the quote of \$681.80, plus applicable taxes, from SaskPower Corp to install a light on the existing power pole located in the alley directly behind the Pocket Park; and

**BE IT FURTHER RESOLVED THAT** administration obtain a quote to install a light in the alley directly behind the municipal office and to authorize the expenditure if the costs are the same as at the Pocket Park. **Carried**

- b) Spearing Service – Liquid Waste Disposal; Received a request for pricing for disposal of approximately 3,000 gL of liquid waste per month at the Oxbow Lagoon. A follow up is necessary to clarify if this is for a property located in Oxbow or elsewhere. CAO will follow up and advise Council at the next meeting.
- c) Council mourns the passing of former Mayor Dale Ching and wishes to acknowledge his longstanding service to the community.

**Dunnigan/Lamontagne  
295-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow give a donation of \$500 to the Bow Valley Villa in memory of former Councillor and Mayor, Dale Ching, and also reserves the naming rights to a new facility or street to be named after him in acknowledgement to his many years of service to the community of Oxbow. **Carried**

**8. Financial - NIL**

**9. Accounts  
Nordin/Dunnigan  
296-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approve the following accounts for payment:

Chqs 18814-18833	\$88,789.32	
Online pmts	\$ <u>3,063.11</u>	
TOTAL (for period Nov 14 – Nov 24, 2017)	<u>\$91,852.43</u>	<b>Carried</b>

**\*\*Councillor Lamontagne abstained from the vote citing a Conflict of Interest\*\***

**10. Reports**

**a) Council Reports**

**General Government**

- Several issues and complaints have been raised regarding the practices and fees of Professional Building Inspections Inc (PBI). It is noted that they are currently reviewing and approving site development plans, which is something that needs to be brought back into the office so that Council has ability to apply local knowledge, preferences, and ensure that the development is in line with the Official Community Plan. More research and policy development needs to be done in this area and a comprehensive analysis of the benefits and drawbacks of utilizing the services of PBI in the future.

**Protection**

- Councillors would like a better understanding of what services, and to what extent, the Commissionaires are to provide in enforcing bylaws. Administration was directed to follow up and perhaps review all active bylaws with them to ensure they are aware of them and any changes that may have occurred.

**Health and Economic Development**

- Councillor Nordin reported that the Galloway Trust meeting was informative and that approximately \$30,000 was granted to do various projects that staff have requested. There is approximately \$100,000 remaining in the Trust.

**Recreation**

- Recreation Board Minutes, November 15, 2017; Reviewed
- Councillor Lamontagne reported that the various committees are working on completing their asset registers.
- The Rec Board is considering applying to run a 'Chase the Ace' fundraiser for 2018.
- The Arts and Culture Committee is considering a scaled down version of a stage for Bow Valley Park/Jamboree as the awarded \$25,000 grant will soon expire. There are questions as to what type of permits will be required and whether the revised structure plan will need to be stamped by an engineer. Administration to follow up.

**Transportation**

**Sanitation**

**b) Administration  
Dunnigan/Nordin  
297-17**

**BE IT RESOLVED THAT** the Town of Oxbow staff members be given a Christmas bonus of \$250 each. **Carried**

- Asset Management – Special Hire Request; The grant awarded by FCM for the development of an Asset Management Plan includes \$5,000 to help with the cost of employees dedicated to the development of the project.

**Lamontagne/Pierce  
298-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow authorize the hiring of staff dedicated to development of the Asset Management Plan, not to exceed \$5,000. **Carried**

- Bylaw 1110 “To amend Bylaw 1065 Schedule “A”” which fixes Water Consumption Rates was approved by the Saskatchewan Municipal Board, Local Government Committee on November 23, 2017. The rate schedule creates a new consumption level, 6001 -30000 gL, to more fairly distribute the costs for moderate users that exceed the minimum level. The new Schedule will be applied to the last quarterly billing of 2017.
- A discussion was held regarding staff and upcoming annual employee reviews.

**Pierce/Lamontagne  
299-17**

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

**10. Adjourn  
Dunnigan  
300-17**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby adjourn; 8:34 PM. **Carried**

---

Mayor

---

Chief Administrative Officer