

**TOWN OF OXBOW  
MINUTES  
REGULAR MEETING OF COUNCIL MEMBERS  
JANUARY 11, 2016**

**1. Call to Order**

**2. Agenda**

001-16

Dunnigan/Barnes

Be it resolved by the Council of the Town of Oxbow that the agenda be accepted as presented and as added to.

Carried

**3. Minutes:**

002-16

Thompson/Ching

Be it resolved by the Council of the Town of Oxbow that the minutes of the Regular Meeting of Council, December 14, 2015 be approved.

Carried

**4. Correspondence**

**(Note: draft motions arising from correspondence are found under new business. The number of the draft motion, if applicable, is indicated with the item.)**

a) Fire Department Financial Statement for period ending Nov. 30, 2015. (filed)

**5. Delegations :**

a) Doug Pierce – ice rink on Mona Dr.

Doug Pierce and Bryce Merkley spoke to Council regarding the ice rink they had developed on the swale off Mona St. They asked council to endorse the work and to assist them in the future to maintain the rink and to develop the area into a recreational area for the west side of town.

The delegation left the meeting at 7:25pm

b) Ken Grist, Public Works

Ken reviewed the Public Works report with council members and answered questions.

Ken Grist left the meeting at 7:45pm.

**6. Old Business**

**7. Financial Statement and Accounts**

a) Payment of Accounts

003-16

Dunnigan/Ching

Be it resolved by the Council of the Town of Oxbow that Council approve the payment of accounts totaling \$83,789.20.

Carried

**8. New Business**

a) Procedure Bylaw

004-16

Dunnigan/Thompson

Be it resolved by the Council of the Town of Oxbow that Council give first reading to Bylaw 1074 “Procedure Bylaw”.

Carried

005-16

Barnes/Ching

Be it resolved by the Council of the Town of Oxbow that Council give second reading to Bylaw 1074 “Procedure Bylaw”.

Carried

006-16

Goodward/Ching

Be it resolved by the Council of the Town of Oxbow that Council agree to proceed to third reading of Bylaw 1074 “Procedure Bylaw” at this time.

Carried

007-16

Barnes/Dunnigan

Be it resolved by the Council of the Town of Oxbow that Bylaw 1074 “Procedure Bylaw” be read a third time.

Carried Unanimously

b) Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow”

008-16

Thompson/Goodward

Be it resolved by the Council of the Town of Oxbow that council rescind motion 295-15 dated December 14, 2015 to give first reading to Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow”.

Carried

009-16

Goodward/Thompson

Be it resolved by the Council of the Town of Oxbow that council provide first reading to Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow”.

Carried

010-16

Barnes/Dunnigan

Be it resolved by the Council of the Town of Oxbow that Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow” be read a second time.

Carried

011-16

Dunnigan/Barnes

Be it resolved by the Council of the Town of Oxbow that Council proceed to provide third reading to Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow” at this time.

Carried

012-16

Thompson/Goodward

Be it resolved by the Council of the Town of Oxbow that Bylaw 1076 “A Bylaw to Establish Fees, Penalties and Fines for the Town of Oxbow be read a third time.

Carried

c) Appointment of Chief Administrative Officer

013-16

Dunnigan/Barnes

Be it resolved that Dickson Bailey be appointed Town of Oxbow’s Chief Administrative Officer, Treasurer and Assessor for 2016.

Carried

d) Employee Bonds

014-16

Goodward/Dunnigan

Be it resolved by the Council of the Town of Oxbow that council acknowledge the Employee Dishonesty Fidelity Bond with the limit of liability of \$500,000. It is understood that this bond will be renewed with the renewal of the Town of Oxbow insurance policy on May 1, 2016.

Carried

e) Deputy Mayor 2016

015-16

Barnes/Thompson

Be it resolved by the Council of the Town of Oxbow that the 2016 Deputy Mayor

roster be as follows:

- January/February: Councilor Bob Goodward
  - March/April: Councilor Mark Barnes
  - May/June: Councilor Rosemary Ching
  - July/August: Councilor Eldon Thompson
  - September/October: Councilor Cam Rutledge
  - October/November: Councilor Darrell Dunnigan
- Carried

f) Appointments to Committees of Council and Joint Committees with the RM of Enniskillen No. 3 for 2016

Committees of Council

016-16

Goodward/Dunnigan

Be it resolved by the Council of the Town of Oxbow that the membership and duties of the Committees of Council be as follows:

**General Government** – Councilors Goodward (Chair), Dunnigan, Ching

- Ensure town bylaws are enforced
- Ensure town budget is prepared and adhered to
- Represent the town on the Joint Office Board
- Responsible for the maintenance of town owned buildings excluding the shop and water treatment plant
- Ensure that news releases are timely, accurate and reaching the public
- Oversee general policies relative to personnel and town staff
- Ensure that job evaluations on staff members are carried out on a regular basis

**Health and Economic Development**- Councilors Thompson (Chair), Ching, Dunnigan

- Responsible for the Galloway Health Centre – assuring health care needs
- Responsible for housing needs, especially senior housing needs
- Assure town beautification, cleanliness and designated town clean up days
- Determine needs of the business community
- Represent the town on the Oxbow Business Association
- Keep council informed of special events
- Represent the town on the cemetery board

**Utilities/Sanitation** – Councilors Rutledge (Chair), Barnes, Goodward

- Ensure adequate and safe water
- Responsible for the operation of the lagoon
- Responsible for all operations relative to waste disposal and recycling
- Responsible for the operations of water treatment plant, water tower and wells including required inspections, adherence to government regulations

- Responsible for all buildings and structures associated with the town water supply
- Responsible for the water sales coin meter
- Represent the town on all matters related to the Alameda Dam

**Recreation** – Councilors Barnes (Chair), Woodward, Thompson

- Responsible for the maintenance of library building and grounds
- Represent the town on the Recreation Board
- Represent the town on the Moose Creek Regional Park Board
- Ensure that playground equipment and grounds in the town are properly maintained
- Provide liaison with the rink board, swimming pool board and museum board
- Maintenance and expansion of Bow Valley Park including ball diamonds, stage and campgrounds
- Maintenance and upgrading of the town sign

**Transportation** – Councilors Ching (Chair), Thompson and Rutledge

- Ensure all streets are properly maintained including snow removal, street sweeping, sealing, paving, etc.
- Ensure sidewalks are properly maintained and safe
- Ensure grass on boulevards and empty lots are cut
- Ensure curbs and crosswalks are properly marked and maintained
- Responsible for airport
- Responsible for maintaining an inventory and proper maintenance of town equipment
- Responsible for maintaining an inventory and condition of shop equipment and small tools
- Responsible for storm sewers and drainage

**Protection** – Councilors Dunnigan (Chair), Rutledge, Barnes

- Provide liaison with RCMP
- Provide liaison with the Bylaw Enforcement Officer and the Canadian Corps of Commissionaires
- Represent the town on the Joint Fire Board with the RM of Enniskillen
- Responsible for the maintenance of the fire board agreement
- Responsible for the joint Emergency Measures Organization with the RM of Enniskillen and the Joint Emergency Preparedness Plan (JEPP)
- Responsible for animal control and licensing
- Responsible for pest control
- Responsible for street signs and traffic laws
- Responsible for overweight vehicles and abandoned vehicles
- Responsible for business licensing and transient traders

Carried

Joint Office Board

017-16

Thompson/Barnes

Be it resolved by the Council of the Town of Oxbow that the following members of Council be appointed to the Joint Office Board for the year 2016:

Mayor Dale Ching

Councilor Robert Goodward

Councilor Darrell Dunnigan

Councilor Rosemary Ching

Carried

Oxbow/Enniskillen Fire Board

018-16

Goodward/Barnes

Be it resolved by the Council of the Town of Oxbow that the following members of Council be appointed to the Joint Oxbow/Enniskillen Fire Board for the year 2016:

Councilor Darrell Dunnigan

Councilor Cameron Rutledge

Councilor Mark Barnes

Carried

**g) Appointment of Professional Bodies**

119-16

Dunnigan/Thompson

Be it resolved that the Council of the Town of Oxbow appoint the legal firm of James Trobert, Barristers and Solicitors, Estevan, Saskatchewan as legal representative for the Town of Oxbow for 2015.

Carried

020-16

Barnes/Dunnigan

Be it resolved that the Council of the Town of Oxbow appoint SENSUS Chartered Accountants with offices in Yorkton, Saskatchewan and Russell, Manitoba as financial auditors for the Town of Oxbow for 2015.

Carried

021-16

Dunnigan/Barnes

Be it resolved that the Council of the Town of Oxbow appoint Professional Building Inspections, Inc. of Emerald Park, Saskatchewan as commercial and residential building inspectors for the Town of Oxbow for 2015.

Carried

**h) Ada Staples Library Board**

022-16

Thompson/Dunnigan

Be it resolved by the Council of the Town of Oxbow that the Ada Stables Library Board membership be as follows: Shirley Twietmeyer (Chair), Barb Goodward (Treasurer), Janell Ranae Rempel (Secretary), Donna Merkley, donna Nyeste, Jean Reid, Marlene Thompson, Mary James, Mary McNab, Patty Avery, Mona Collins (representing the RM of Enniskillen No. 3) and Cam Rutledge (representing the council of the Town of Oxbow).

Carried

**i) Saskatchewan Public Works Association Conference**

023-16

Dunnigan/Thompson

Be it resolved by the Council of the Town of Oxbow that council approve the attendance of Tim Forsyth at the Annual Conference of the Saskatchewan Public Works Association, February 23-25, 2016 at the Delta Hotel in Regina.

Carried

**j) Employee Code of Conduct**

024-16

Barnes/Goodward

Be it resolved by the Council of the Town of Oxbow that the Employee Code of Conduct be adopted and circulated to all employees.

Carried

**k) Draft Bylaw 1078 “A Bylaw to Regulate Traffic”**

Council had a brief discussion regarding the location of stop signs.

**l) Public Disclosure Forms**

The public disclosure forms were reviewed, completed and provided to the CAO.

**m) Retirement Gift and Dinner – Dave Carson**

025-16

Ching/Goodward

Be it resolved by the Council of the Town of Oxbow that a retirement dinner for Dave Carson be held on Saturday, February 6 at the Legion Hall and the CAO is authorized to spend up to \$450.00 for a retirement gift.

Carried

**n) Ice Rink/Recreational area on Mona Dr.**

026-16

Ching/Barnes

Be it resolved by the Council of the Town of Oxbow that the CAO be directed to pay the additional insurance premium to include the ice rink off Mona Dr. in the town's

current policy.

Carried

027-16

Thompson/Barnes

Be it resolved by the Council of the Town of Oxbow that Council approve of the desire to establish a community association to provide a range of recreational and other programs for residents on the western side of the town; and, Council encourage the residents of this area to seek the assistance of the town Community Development Officer in creating the said association.

Carried

## **9. Reports**

- a) Council Reports
- b) Administration (attached)

028 -15

Thompson/Barnes

Be it resolved by the Council of the Town of Oxbow that all reports be accepted as presented.

Carried

## **10. Adjourn**

027-15

Dunnigan/Thompson

Be it resolved by the Council of the Town of Oxbow that this meeting now adjourn.

Carried

Meeting Adjourned at 8:45pm.

**MAYOR**

**CHIEF ADMINISTRATIVE OFFICER**