

TOWN OF OXBOW
REGULAR MEETING OF COUNCIL
December 11, 2017

In attendance: Mayor R. Goodward; Councillors D. Pierce, C. Mercer, R. Lamontagne, D. Dunnigan, and CAO L. Pierce

Absent with notice: Councillor W. Nordin

Call to Order: A quorum being present, the Mayor called the meeting to order; 7:16 PM.

1. Agenda

Lamontagne/Dunnigan

301-17

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

Carried

2. Minutes

Pierce/Mercer

302-17

BE IT RESOLVED THAT the Council of the Town of Oxbow adopt the November 27, 2017 regular meeting minutes as circulated.

Carried

3. Correspondence

- a) 223 Main Street: Owner found water in basement after turning it off in summer, curb stop broke in April and access was arranged early November to see if it broke in the on or off position. Staff investigated, found it to be in the on position, so shut off the building water valve, removed meter and verified that no water was able to pass. Owner advised power would be off for the winter and staff recommended insulating exposed piping to water heater to avoid freezing. It did freeze, and owner is requesting reparations. Staff indicates that a small amount of water was present in a different area of the basement in November. Administration has directed that the curb stop be replaced and has requested that access to the building be obtained so staff can verify claim. Owner is very rarely present. This issue is TABLED until access is granted.
- b) 223 Main Street: Owner is unhappy with the 2017 reassessment and the resulting taxes levied. The deadline to appeal the 2017 assessment was June 8, 2017; SAMA will adjust the assessment for the 2018 year as it is no longer habitable. Owner request for partial relief on taxes is TABLED.
- c) Western Recreation: Swimming Pool Assessment Notes; Reviewed
- d) RM of Enniskillen: Resolutions to appoint Fire Board members and Fire Chief; Town appointments will be made in January of 2018.

4. Delegations – NIL

5. Bylaws/Policy/Agreements

- a) An EMO Bylaw was passed May 9, 2016 but emergency plans and table-top exercises have not been updated/ completed. This is a priority for 2018.
- b) A draft Bylaw to update the Oxbow-Enniskillen Fire Department structure and to set rates, the appeals and enforcement procedures as well as to reflect the 2015 Fire Safety Act and OH&S Regulations will be presented in January 2018 for consideration.
- c) A Bylaw for the Management and Control of Water and Sewer Utilities is also in development; Discussion was held regarding procedures, controls, fiscal policies, and expanding the scope of service agreements.

d) Town Policies

Lamontagne/Mercer

303-17

BE IT RESOLVED THAT the Council of the Town of Oxbow repeals the following policies, effective immediately:

Disposal of Town Property: Covered in new Tendering and Procurement policy;

Mona, Joyce, Spruce Tax Incentives: expired;

Commercial Tax Incentives: Redundant;
Lagoon Dumping; Redundant.

Carried

6. Old Business

- a) SaskPower quote to install a light in the alley behind municipal office was the same as the Pocket Park. Both quotes have been approved. Work is expected to commence in 4-6 weeks.
- b) Review of contracts is ongoing.
- c) Grant for stage at Bow Valley Campground was extended once more; still looking for clarification on whether engineered plans and/or PBI involvement is necessary.

7. New Business

- a) Outstanding accounts

Dunnigan/Mercer

304-17

BE IT RESOLVED THAT the Council of the Town of Oxbow directs administration to disburse with and/or begin collection procedures for outstanding accounts receivable as follows:

INV 2015-00122: Transfer to taxes (185 000);
INV 2017-00041: Transfer to taxes (676 000);
INV 2014-00142: Uncollectable, write-off;
INV 2015-00043; Error, write-off;
INV 2017-00057; Transfer to taxes (672 000);
INV 2016-00040; Transfer to taxes (429 000);
INV 2017-00040; Legal pending;
INV 2017-0060; Transfer to taxes (273 000);
INV 2015-00098, 2015-00152, 2016-00030; Transfer to taxes (597 000);
INV 2013-00029; Uncollectable, write-off;
INV 2015-00061, 2014-00057, and prior (2013); Currently with legal counsel.

Carried

- b) Extended Health Benefits

Pierce/Dunnigan

305-17

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby authorizes administration to change the Extended Health Benefits plan currently offered to the Town of Oxbow personnel from Plan "A" to Plan "B", to be effective January 1, 2018.

Carried

- c) Services to tender – Hydrovac and equipment (operated), freight, aggregate supply and transport, waste disposal at transfer station and public buildings.
- d) Oxbow Airport Authority – Request for reimbursement of hangar lease fees since 2012 to help with financing the additional electrical costs. RM declined to contribute. Town Council feels that the initial land purchase and subsequent authority to utilize without charge or levy, as well as the 2017 contribution toward the purchase the lighting, have adequately provided for the Airport Authority.
- e) Request for pot-bellied to be in Town – Denied, as per bylaw 1109, Schedule "D".

8. Financial

- a) November 2017 Detailed Financial Statement

Mercer/Pierce

306-17

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the November 2017 Statement of Financial Activities.

Carried

- b) Balance Sheet as at November 30, 2017

Dunnigan/Lamontagne

307-17

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the Balance Sheet as at November 30, 2017.

Carried

c) November 2017 Bank Reconciliation

Pierce/Dunnigan

308-17

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the November 2017 Bank Reconciliation.

Carried

d) Reviewed year-end estimates for both the General Operating Fund and the Water and Sewer Fund.

9. Accounts

Dunnigan/Pierce

309-17

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

Chqs 18766-18813 \$140,572.91

Online pmts \$ 21,181.99

TOTAL (for period Nov 25 – Dec 11, 2017) \$161,754.90

Carried

****Councillor Mercer abstained from the vote citing a Conflict of Interest****

10. Reports

General Government

a) A year-end review of facility operating expenditures revealed an irregularity; Administrator will forward to the appropriate Board Chair.

Protection

Health and Economic Development

a) Development Permits December 2017:

- C. Mercer; Demolition, Approved, Completed (17-001)

- Axiom Lift (A. Gay); fence in C2 zone, Approved (17-003)

- Axiom Lift (A. Gay); fence in C2 zone, Rejected (17-002); return to applicant for revision.

b) WTP November report; Reviewed.

c) The well lines have not been “pigged” for at least 5 years; Gather information on launch and catch mechanisms to ensure they are in operation. Bring forward suppliers and costs for 2018 budget.

d) Airport Authority minutes; Reviewed.

Recreation

a) Community Development Report, November 2017; Reviewed

Transportation

Sanitation

a) Landfill operator has been placed on short-term disability. Current casual employee is covering for the winter. Assess interest in remaining year-round.

Administration

a) The current weekend rotation schedule for WTP/on-call coverage is not working optimally; will reduce it to one weekend every three weeks instead of four until staffing levels and responsibilities are better determined.

Mercer/Lamontagne

310-17

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

Carried

Additional Item (agreed to by all members present): Swimming Pool Funding

Lamontagne/Pierce

311-17

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby authorizes administration to move forward with drafting a bylaw to issue a debenture and/or undertake a borrowing, in accordance with any conditions that may be required in order to obtain approval from the Saskatchewan Municipal Board, Local Government Committee, in the approximate amount of \$1,007,000.00, the final amount of which is to be determined upon completion of the

project, for the purposes of constructing a new community swimming pool; and

BE IT FURTHER RESOLVED THAT the Council of the Town of Oxbow is hereby committed to assisting the Oxbow Enniskillen Recreation Board/Swimming Pool Committee obtain the funding to move forward with construction in 2018. **Carried**

**10. Adjourn
Dunnigan
312-17**

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby adjourn; 10:03 PM. **Carried**

Mayor

Chief Administrative Officer