

TOWN OF OXBOW
REGULAR MEETING OF COUNCIL
January 8, 2018

In attendance: Mayor R. Goodward; Councillors D. Pierce, C. Mercer, D. Dunnigan, and CAO L. Pierce. Councillor R. Lamontagne joined the meeting at 8:00 pm.

Call to Order: A quorum being present, the Mayor called the meeting to order; 7:07 PM.

1. Agenda

Dunnigan/Nordin

001-18

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

Carried

2. Minutes

Pierce/Dunnigan

002-18

BE IT RESOLVED THAT the Council of the Town of Oxbow adopt the December 11, 2017 regular meeting minutes as circulated.

Carried

3. Correspondence

a) SUMAdvantage – notice of requirement to publicly post intent to participate in a buying group, as per the CFTA.

Nordin/Mercer

003-18

BE IT RESOLVED THAT the Council of the Town of Oxbow instructs administration to post the following notice on the Sasktenders.ca website:

The Town of Oxbow intends to participate in one or more procurements conducted by the Saskatchewan Urban Municipalities Association (SUMA) between January 1, 2018 and December 31, 2018. For further information and access to SUMA request for proposal (RFP) notices, please review the Government of Saskatchewan website at www.sasktenders.ca.

Carried

b) PDAP regarding overland flood insurance and how it may affect eligibility for private citizens once it is more readily available and affordable; Reviewed.

c) SPWA Conference and Training – February 27 – March 1, 2018, Moose Jaw

Dunnigan/Nordin

004-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby authorizes Ken Grist to attend the SPWA Conference in Moose Jaw from February 27 through March 1, 2018 that all travel, lodging, and meals plus the registration fee be paid by the Town.

Carried

d) Alliance Pipelines – Emergency Response Training follow up; Reviewed

e) Moose Creek Regional Park October 17, 2017 minutes; Reviewed

f) Hudson Bay Route Association – Membership request; Council requested more information, TABLED

g) Employment Office Inc., Foreman Recruitment Proposal; Wait for two more weeks with current advertising and revisit if still unsuccessful.

h) SaskPower (verbal) – Stop Sign at Prospect extension coming from the east is obscured by the Industrial Park sign. The sign is the property of Tradewinds Marketing Inc. CAO will advise Tradewinds that it be moved onto their own property and must not inhibit the view of motorists in any way.

4. Delegations – NIL

5. Bylaws/Policy/Agreements

a) EMO Bylaw – Administration is working with RM administration to draft a new bylaw, rather than amending the prior one, that includes the proper appendices and detail to fully enable the Official Emergency Plan, which is in process as well.

- b) Fire Department and Utility Management Bylaws are still in process.
- c) Borrowing Bylaw for debenture – The Town was successful in application to issue a debenture for the purpose of constructing the new swimming pool. Bylaw will be presented once the need for funds presents.
- d) Development procedures and forms are now being rolled out slowly. Administration is working with the CDO to prepare a dedicated development and building section of the website complete with forms, definitions, and FAQs with the goal to eventually receive online submissions.
- e) Tenders have not been prepared yet.

6. Old Business

- a) Axiom Lift Development Permit 17-002; amended and resubmitted.

Pierce/Dunnigan

005-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby approves development permit application #17-002 to erect a fence for the purpose of storing and displaying rental equipment on Lots 6-10 Block 18 Plan 60755 with the following conditions:

- All Lines of sight for the safe and uninhibited flow of traffic must remain clear and unobstructed at all times.

Carried

- b) Authorization for the Recreation Board to enter into a contract with Western Recreation.

Dunnigan/Mercer

006-18

WHEREAS the Swimming Pool Committee has raised approximately \$800,000 for the construction of a new community swimming pool; and

WHEREAS the proposal submitted by Western Recreation & Development Inc. was chosen as the successful bidder; now

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby authorizes the Swimming Pool Committee, via the Oxbow Enniskillen Recreation Board, to enter into Contract OXSK0712 with Western Recreation & Development Inc. for the construction and design of a new community swimming pool to be constructed in 2018; and

BE IT FURTHER RESOLVED THAT the Town of Oxbow will provide for funds when required, but not yet raised, by way of debenture, which will become due from the Oxbow Enniskillen Recreation Board and Swimming Pool Committee annually on January 1st in the year immediately preceding completion of the project.

Carried

- c) Discussion took place regarding the status of the B/C Hodgson subdivision. Council would like a letter composed outlining outstanding issues that need to be rectified prior to further consideration. Administrator will work on this and gathering requested materials and bring to Council for approval and signatures.

7. New Business

- a) Hire K. East as permanent landfill employee.

Mercer/Pierce

007-18

BE IT RESOLVED THAT the Council of the Town of Oxbow authorizes the hiring of Kim East as the permanent landfill attendant at the applicable rate of remuneration effective immediately.

Carried

- b) Accept G. Rutledge resignation and authorize payout of time and accrued vacation

Dunnigan/Nordin

008-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the resignation of Greg Rutledge and retroactively authorizes the payout of the notice period and any accrued vacation earned.

Carried

- c) Annual Committee Appointments

Dunnigan/Nordin

009-18

BE IT RESOLVED THAT the Council of the Town of Oxbow appoints members of Council to the following Council

Committees, Joint Boards with the RM of Enniskillen #3, and other community organizations as follows:

General Government

Councillors D. Dunnigan (Chair), C. Mercer and R. Lamontagne

Health and Economic Development

Councillors W. Nordin (Chair), C. Mercer, R. Lamontagne

Utilities/Sanitation

Councillors C. Mercer (Chair), D. Pierce, R. Lamontagne

Recreation

Councillors R. Lamontagne, N. Shier, D. Pierce

Transportation

Councillors D. Pierce (Chair), W. Nordin, D. Dunnigan

Protection

Councillors W. Nordin (Chair), D. Dunnigan, N. Shier.

Joint Office Board

Mayor Bob Goodward, Councillors C. Mercer, d. Dunnigan, and N. Shier

Joint Fire Board

Councillors N. Shier (Chair-Deputy Chair is acting while Councillor Shier is on leave of absence), D. Dunnigan, W. Nordin

Emergency Measures Organization

Councillors N. Shier, D. Dunnigan, W. Nordin

Oxbow Enniskillen District Planning Commission

Mayor Goodward, Councillors D. Dunnigan and R. Lamontagne

Ada Staples Library Board

Councillors N. Shier and C. Mercer as alternate

Galloway Trust

Councillors W. Nordin and C. Mercer

Oxbow Business Association

Councillors W. Nordin and C. Mercer as alternate

Moose Creek Regional Park Board

Mayor Goodward and Councillor D. Pierce

Carried

- d) Annual Recreation Board sub-committee appointments

Dunnigan/Nordin

010-18

BE IT RESOLVED THAT the Council of the Town of Oxbow appoints the following as members of the Recreation Board and Sub-Committees as follows:

Recreation Board

Councillor R. Lamontagne (President)

Memorial Hall

Mayor Goodward, Councillor D. Dunnigan

Bow Valley Park

Councillor R. Lamontagne

Oxbow Airport Authority

Councillor D. Pierce

Carried

- e) Annual appointment of auditor, solicitor, and Board of Revision

Pierce/Dunnigan

011-18

BE IT RESOLVED THAT the Council of the Town of Oxbow appoints the following professional service providers:

Legal Counsel: James Trobert Law Firm

Auditor: Sensus Partnership of Chartered Accountants

Board of Revision/Development Appeals: Gord Krismer & Associates Ltd. – Clint Krismer (Chair), Gord Krismer (Vice-Chair), Jeff Hutton, Kirby Bodnard, Brenda Lauf, Dave Lang, Cam Duncan, and Aileen Swenson (Secretary).

Carried

f) Utility Accounts to add to taxes

Nordin/Lamontagne

012-18

BE IT RESOLVED THAT the Council of the Town of Oxbow directs administration to send registered letters to the following property owners to advise that water and sewer amounts remaining unpaid 30 days after notice is deemed to have been given will be transferred to the corresponding tax card:

<u>Acct #</u>	<u>Amount</u>
622	\$ 600.41
399	\$ 444.56
020	\$ 809.49
534	\$ 1026.50
623	\$ 4421.15
343	\$ 1078.86
506	\$ 1022.13
391	\$ 1200.05
320	\$ 1605.77
342	\$ 935.58
156	\$ 983.31

Carried

g) Accounts to transfer to taxes

Dunnigan/Nordin

013-18

BE IT RESOLVED THAT the Council of the Town of Oxbow directs administration to transfer INV #118 and INV #103 to their applicable tax rolls.

Carried

h) Properties to proceed to secure title (to Province)

Dunnigan/Pierce

014-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby authorizes the Chief Administrative Officer to commence proceeding to secure title in the name of the Town of Oxbow for the following properties:

Roll#

- 053
- 133
- 168
- 179
- 185
- 367
- 429
- 566
- 596
- 597
- 675

Carried

i) Reviewed locksmith quote to change locks and rekey using the Medeco Registry System so they may not be duplicated unless duly authorized. TABLED

8. Financial

a) December 2017 Detailed Financial Statement (preliminary)

Lamontagne/Mercer

015-18

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

Carried

b) Balance Sheet as at December 31, 2017 (preliminary)

Pierce/Dunnigan

016-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the preliminary Balance Sheet as at December 31, 2017. **Carried**

9. Accounts

**Dunnigan/Lamontagne
017-18**

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

Chqs 18882-18910	\$40,225.59 (18895, 18896 VOID printing error)
PR chqs 1790-1792 (GR payout, KG Dec O/T)	\$ 3,519.82 (1791 VOID printing error)
Online pmts	<u>\$16,195.66</u>
TOTAL (for period Dec 12 – Dec 31, 2017)	<u>\$59,941.07</u>

Carried

10. Reports

a) Council Reports

**General Government
Protection**

Health and Economic Development

- WTP December report; Reviewed
- Discussed Water Treatment Plant issues with tower communications, losing water, and electronics. Ken will attend a later meeting to discuss and provide a recap of 2017 activities.
- Discussed problems relating to cats roaming at large.
- Councillor Nordin is unable to attend the OBA meeting scheduled for noon on January 16, 2018. Requested an alternate attend on his behalf.

Recreation

- Community Development Report; Reviewed
- Discussion regarding the swimming pool and the future plans for the designated recreation area and where efficiencies can be utilized and properly planned for the future.

Transportation

Sanitation

b) Administration

Lamontagne/Mercer

018-18

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

10. Adjourn

Dunnigan

019-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby adjourn; 8:55 PM. **Carried**

Mayor

Chief Administrative Officer