

TOWN OF OXBOW
REGULAR MEETING OF COUNCIL
January 22, 2018

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

Call to Order: A quorum being present, the Mayor called the meeting to order; 6:58 PM.

1. Agenda

Pierce/Dunnigan

020-18

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

Carried

2. Minutes

Mercer/Lamontagne

021-18

BE IT RESOLVED THAT the Council of the Town of Oxbow adopt the January 8, 2018 regular meeting minutes with amendments as follows: Councillor Nordin is appointed Chair of the Fire Board and Councillor Shier is appointed as member; Councillor Mercer will assume the role of liaison with the Library Board.

Carried

3. Correspondence

- a) B/C Hodgson re: subdivision servicing agreement: Reviewed submitted timeline and discussed varied interpretations. Administrator to prepare timeline based on the Town's available documentation and affirm that the subdivision will not be approved without a qualified, Saskatchewan licensed, engineer's stamp on works already undertaken and any remedies necessary.
- b) SE Transportation Planning Committee Membership; Reviewed
- c) SK Occupational Health and Safety Inspection and Report; see Policy
- d) Housing Authority Update and Call for Board Nominations; Reviewed
- e) RCMP Carnduff – Community Consultative Meeting Invite; CAO to send regrets.

4. Delegations – NIL

5. Bylaws/Policy/Agreements

- a) Harassment Policy; Received a shop inspection from Saskatchewan Occupational Health & Safety (OHS) Officer that noted 4 contraventions; no shield on hand grinder, strike plate more than 3 mm from grinding wheel on stationary grinder, overhead light less than 1.2 m over work area with missing cover, and no Harassment Policy in place or posted. Compliance required by February 9, 2018. Administrator directed remedies for shop and prepared Harassment Policy.

Pierce/Nordin

022-18

BE IT RESOLVED THAT the Council of the Town of Oxbow remedy all contraventions found in the inspection by SK OHS and does hereby adopt the Harassment Policy as prepared.

Carried

6. Old Business

- a) Hudson Bay Route Association follow up

Mercer/Dunnigan

023-18

BE IT RESOLVED THAT the Council of the Town of Oxbow purchase a one-year \$100 membership to the Hudson Bay Route Association.

Carried

7. New Business

- a) Appoint Fire Chief and Firefighters; Councillor Pierce abstained from the discussion and vote

Dunnigan/Lamontagne

024-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby appoints the following members to the Oxbow-Enniskillen Fire Department for 2018:

Chief: Doug Pierce

Deputy Chiefs: Brad Friesen, Robert Carpendale

Assistant Chiefs: Don Pierce, Kevin Frith

Firefighters: Kris Boyes, Greg Brock, Meghan Brock, Courtney Creusot, Terry Dalziel, Cory Kitz, Cam McNab, Jolene Millions, Armand Raiwet, and Derek Sibley. **Carried**

b) Appoint Deputy Mayor(s)

Pierce/Nordin

025-18

BE IT RESOLVED THAT the Council of the Town of Oxbow appoints the duties and responsibilities of Deputy Mayor for 2018 in the following order:

January and February: Darrell Dunnigan

March and April: Richard Lamontagne

May and June: Cory Mercer

July and August: Wendel Nordin

September and October: Doug Pierce

November and December: Nick Shier **Carried**

c) Acceptance and approval of employee bonds

Nordin/Lamontagne

026-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby acknowledges the Municipal Employee Fidelity Bond contained within the general municipal insurance policy provided by SGI and further acknowledges that all persons, excluding Mayor and Councillors, acting on behalf of the Town of Oxbow in any capacity approved by Council or Council Committee is covered provided that the Municipal Codes of Conduct, summarized and presented as applicable, are read, understood, and signed by said persons. **Carried**

d) Appoint CAO and Designated Officer C. Hook

Lamontagne/Dunnigan

027-18

BE IT RESOLVED THAT the Council of the Town of Oxbow appoints Lisa Pierce as Chief Administrative Officer, Treasurer, Assessor, and Development Officer and approves the CAO's appointment of Christy Hook as her Chief Designated Officer. **Carried**

e) Airport Authority Minutes and Lease Agreement

Dunnigan/Pierce

028-18

BE IT RESOLVED THAT the Council of the Town of Oxbow approves the proposed Airport Authority Lease Agreement with the condition that the terms be limited to a period of no longer than five years that may be renewed automatically if so desired. **Carried**

f) Landfill abuse and damage; it was noted by public works staff that the fence surrounding the transfer station has been knocked down and driven over though an inspection concluded that it did not appear that any banned or excessive materials had been placed. Staff will raise the fence and evaluate what repairs are required.

g) Budget and Capital Needs; Preliminary discussion on 2018 capital priorities.

h) Development Permit 2018-001 – Renovations at Lot 3 Block C Plan D4118; CAO approved with the conditions that **a) Waste materials must not be placed in the provided residential bins and must be sorted to exclude any banned materials prior to taking acceptable items to the Oxbow Transfer Station. Options for disposing of banned materials will be provided; and **b)** A building permit is required as the garage involves construction in order to finish and close it. Discussion regarding the difference between development vs. building permits and what the level of involvement is required from the Town, which is mainly zoning and servicing the property. It was agreed that any development requiring new services will be handled by way of service agreements.**

8. Financial - NIL

9. Accounts

**Lamontagne/Mercer
029-18**

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

Chqs 18911-18931	\$126,865.01	
Online pmts	<u>\$2,274.54</u>	
TOTAL (for period Dec 12/17 – Jan 19, 2018)	<u>\$129,139.55</u>	Carried

10. Reports

a) Council Reports

General Government

- Councillor Nordin is unable to attend the SUMA convention
- Councillor Lamontagne will be away for the February 12, 2018 regular meeting

Protection

Health and Economic Development

Recreation

- Councillor Lamontagne summarized the Recreation Board 2018 plans:
 - “Chase the Ace” tentatively planned for the fall
 - Proposal summary for a full-time year-round Recreation Facilities Manager; this will be presented at the joint board meeting set for February 15, 2018 at 7:00 pm.
 - An overall health and environmental assessment is being undertaken at the Memorial Hall

Transportation

Sanitation

b) Administration

- Discussed progress in recruiting a Foreman; CAO will do preliminary interviews and bring candidate(s) forward for formal interview(s) until the position is awarded.
- Discussion on ways to achieve better transparency and accountability and how to best get information to the general public, as well as address ratepayer concerns and misinformation.

Lamontagne/Pierce

030-18

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

10. Adjourn

Dunnigan

031-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby adjourn; 9:11 PM. **Carried**

Mayor

Chief Administrative Officer