

**TOWN OF OXBOW
REGULAR MEETING OF COUNCIL
February 12, 2018**

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

Regrets: Councillors R. Lamontagne and C. Mercer

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

1. Agenda

Pierce/Nordin

032-18

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

Carried

2. Minutes

Dunnigan/Pierce

033-18

BE IT RESOLVED THAT the Council of the Town of Oxbow adopt the January 26, 2018 regular meeting minutes as circulated.

Carried

3. Correspondence

a) Oxbow Airport Authority – Signage

Dunnigan/Pierce

034-18

BE IT RESOLVED THAT the Council of the Town of Oxbow purchase and place one 'Low Flying Aircraft' sign at Range Road 2020 as federally legislated under CARS 305.

Carried

b) Proposal from Tradewinds for land purchase

Pierce/Dunnigan

035-18

WHEREAS Tradewinds Marketing has submitted a proposal offering various options to purchase certain lands; and

WHEREAS the proposal further urges the Town of Oxbow to purchase and pursue development on said lands; and

WHEREAS the Town of Oxbow is limited in capacity for growth until the wastewater infrastructure can be increased sufficiently; now

BE IT RESOLVED THAT the Council of the Town of Oxbow acknowledges the proposal from Tradewinds Marketing and does agree that developing the lands would be beneficial to the Town of Oxbow but is not able to take on the role of owner/primary developer at this time; and

BE IT FURTHER RESOLVED THAT the Town is open to considering incentives and/or rezoning for any viable proposal on a case by case basis.

Carried

c) Oxbow Arts and Cultural Committee – Jamboree 2018

Dunnigan/Nordin

036-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby grants to the Oxbow Arts & Culture Committee the use of Bow Valley Community Entertainment Area to host the 2018 Bow Valley Jamboree on July 28, 2018.

Carried

d) SAMA – Annual meeting notice and details; Reviewed.

4. Delegations – NIL

5. Bylaws/Policy/Agreements

a) Approve Tax Arrears Payment Agreement – CAO presented a draft agreement for entering into a structured

payment plan to recover tax arrears that agrees to stop tax enforcement proceedings until the account becomes current. Liens will remain in place until cleared. Conversely, default will result in an application to hasten proceedings and utilize the powers under Section 321 of the *Municipalities Act* and Section 19 of the *Tax Enforcement Act* that allow for seizure and sale of personal property, redirecting of income or proceeds to the municipality, and use of any other enabling legislative measure to clear the account.

Pierce/Nordin

037-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby approves the tax arrears payment plan agreement as presented.

Carried

6. Old Business – NIL

7. New Business

- a) Appoint Building Inspectors – Council requested more information on the legislated requirements for urban municipalities when new residential development is proposed; TABLED
- b) Copier Quote – The current multi-user printer/copier/scanner in the office is nearly 6 years old and is requiring more frequent maintenance which inhibits in office productivity. CAO requested and received a quote from Success Office Systems for a new multi-function machine with both lease and purchase options as well as the service contract rates. Rates for colour copying were .07 cents each, reduced from the .14 cents of the current contract; Black and white rates were reduced from .018 cents each to .010. Savings on the service contract allow for a lease payment without significantly increasing costs and leased equipment does not require amortization.

Dunnigan/Nordin

038-18

BE IT RESOLVED THAT the Council of the Town of Oxbow approves the quote to lease a Canon 3525i II multi-function machine for a period of 36 months with quarterly payments of \$549 plus taxes with the service contract to be paid monthly based on volume.

Carried

8. Financial - NIL

- a) January 2018 Detailed Financial Statement

Dunnigan/Nordin

039-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the January 2018 Statement of Financial Activities.

Carried

- b) Balance Sheet as at January 31, 2018

Pierce/Dunnigan

040-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the Balance Sheet as at January 31, 2018.

Carried

- c) December 31, 2017 Bank Reconciliation

Nordin/Dunnigan

041-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the December 31, 2017 final bank reconciliation.

Carried

9. Accounts

Nordin/Dunnigan

042-18

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

Chqs 18932-18962	\$120,878.67
Online pmts	<u>\$22,127.54</u>
TOTAL (for period Jan 20 – Feb 9, 2018)	<u>\$143,006.21</u>

Carried

10. Reports

a) Council Reports

General Government

- Mayor Goodward and Councillor Dunnigan attended SUMA convention; Reported on: Upcoming cannabis legislation, still unclear; New liability rules regarding liquor consumption in municipal buildings; Presentation by Doug Griffiths "13 Ways to Kill Your Community" was given high praise for its relevance today and Councillors requested that the Town purchase his book; other issues highlighted were Truth and Reconciliation and PST revenue sharing.

Protection

- Oxbow Enniskillen Fire Board minutes; Reviewed
- Discussion regarding the SUMA motion to levy a one-time per capita amount of .50 cents to support the Critical Incident Stress Management (CISM) program and why it was defeated at convention; Motion was defeated because it named firefighters only as recipients/keepers of the levy and CISM supports all protective services personnel in the province.
- D. Pierce indicated that upcoming training for firefighters may be beneficial to the municipal EMO strategies/plans.
- Incident command training is now available in a self-driven workbook with exam submission required before March 22, 2018

Health and Economic Development

- Development Permit Applications
 1. 2018-002 – Installation of support structure for solar panels; DO to approve with conditions
 2. 2018-003 – Garage construction; incomplete; DO to request further information
- CDO January report; Reviewed
- WTP report January 2018; Reviewed
- Recent WTP issues report; Electronics, one head loss meter, and communications with the water tower failed over the holidays requiring the water distribution system to be operated manually; Electronics replaced with upgraded components, head loss meter replaced, communications restored. Failure of the new boilers at the water tower also caused the level indicator float to freeze which caused overflowing and loss of water; Boilers repaired, no reason could be determined as the codes had cleared before they could be taken; Requested quote to install an alarm to prevent future occurrences.
- Summary of all locks under Public Works purview; Reviewed
- 2017 summary of water/sewer activities; Reviewed

Recreation

- Recreation Board minutes; Reviewed
- Bow Valley Park – 2018 operations planning; Reviewed

Transportation

Sanitation

b) Administration

- Set date to meet with two applicants short-listed for the Foreman position available

Dunnigan/Pierce

043-18

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

Carried

10. Adjourn

Dunnigan

044-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby adjourn; 8:35 PM.

Carried

Mayor

Chief Administrative Officer