

**TOWN OF OXBOW**  
**REGULAR MEETING OF COUNCIL**  
**February 26, 2018**

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

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

**1. Agenda**

**Mercer/Lamontagne**  
**045-18**

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

**Carried**

**2. Minutes**

**Dunnigan/Pierce**  
**046-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the February 12, 2018 regular meeting minutes as circulated.

**Carried**

**3. Correspondence**

- a) Approval to burn clean wood at landfill was received. The Fire Department will oversee the process, tentatively planned for second week of March 2018.
- b) CP Rail – Notice of upcoming docu-series on Discovery Channel “Rocky Mountain Railroad”; Reviewed
- c) Incident Command Training workbook and exam available, exams due by March 22, 2018; Reviewed
- d) Lots 6-12 Block 4 Plan 10755 & Lots 6-10 Block 18 Plan 60755 tax arrears recovery. All the requirements under Section 321 of the *Municipalities Act* and Section 19 of the *Tax Enforcement Act* to recover arrears by way of diverting rents and monetary concessions in exchange for the use of the property have been satisfied. A letter to the current tenant instructing to forward all payments to the Town of Oxbow needs to be sent.

**Mercer/Lamontagne**  
**049-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow send notice to the current tenant of Lots 6-12 Block 4 Plan 10755 & Lots 6-10 Block 18 Plan 60755 that all amounts payable to the owner of the property in exchange for the use of the buildings and land be made out to and forwarded to the Town of Oxbow until such a time as the outstanding amounts are paid.

**Carried**

- e) Councillor 2017 T4s were distributed.
- f) Delegation with Commissionaires to review 2018/19 tasks and priorities is scheduled for the March 26, 2018 regular meeting.
- g) Rural Municipality of Browning No. 34 letter to the City of Estevan supporting the decommissioning of the Estevan Civic Auditorium, reminding them of the support provided by surrounding communities to construct Affinity Place, and encouraging the use of surrounding community recreational facilities; Reviewed and referred to the Recreation Board, as they will know better whether our facilities are full or looking to attract additional users.

**4. Delegations**

**\*\*Councillor Lamontagne removed himself from Council to assume his role as President of the Recreation Board\*\***

**\*\*Councillor Nordin arrived at the meeting at 7:15 pm\*\***

- a) **7:00 PM** – CDO Tami Scott, and President of the Recreation Board, Richard Lamontagne provided Council with the financial information and operating costs for each entity in 2017 and went through the proposed budget for 2018 which includes amounts for a full-time, dedicated facility manager. The proposal outlines a variety of administrative and physical work which would see the same person as the Bow Valley Park Manager, ice maintenance lead, and maintenance at the Memorial Hall, Swimming Pool, Museum, Rink, and Library. The budget also includes an allowance for a part-time helper at the rink, cleaning, and personnel for the curling ice installation and maintenance. The Recreation Board has requested a \$90,000 grant from the Town of Oxbow and a \$40,000 contribution from the RM of Enniskillen instead of past year standard contributions of \$25,000

each. The additional monies requested from the Town Oxbow reflect the assumption of utility accounts and payments by the individual entities and the decrease of demand on public works employees to perform maintenance on these facilities.

**Mercer/Pierce**

**047-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow provide for a grant of \$90,000 to be paid to and dispersed by the Oxbow/Enniskillen Joint Recreation Board in the 2018 fiscal year.

**Carried**

**Dunnigan/Nordin**

**048-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves the hiring of a full-time, permanent Facility Manager.

**Carried**

**\*\*Councillor Lamontagne returned to his Council role\*\***

## **5. Bylaws/Policy/Agreements – NIL**

## **6. Old Business**

- a) Councillor Shier Leave of Absence; As Councillor Shier is still unsure of his circumstances, a 3-month extension is warranted.

**Mercer/Dunnigan**

**050-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow grants Councillor Shier an additional leave of absence from February 13, 2018 through May 12, 2018, to be reviewed at the May 22, 2018 regular meeting of Council, where a final determination will be made.

**Carried**

- b) Discovery Learning September 30, 2017 disputed water billing; A review of the consumption records for the past 5 years reveals several billings that were showing an artificially low consumption due to incorrectly reading and recording the meter. Council feels that the higher September consumption and resultant charges are fair and that the actual amount owing if the errors are corrected exceeds the charges and instructed that a recovery billing be calculated and forwarded for payment if the current billing remains unpaid.

**Pierce/Dunnigan**

**051-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow instructs administration to prepare a recovery billing for the prior 3 years and forward to Discovery Learning for payment.

**Carried**

- c) Memorial Hall environmental analysis results; unavailable at time of meeting. TABLED
- d) Ratepayer complaints re: a town employee with items that restrict the view of traffic; As all people should be treated the same, regardless of their affiliation/relationship with the municipality, Council instructs that the Commissionaires be told to make a determination.

## **7. New Business**

- a) Sask Health Authority/Galloway Health Centre; water rates for the high consumption required by the facility are too high when compared to other facilities with similar consumption. Amounts have been fully paid and kept current to date, and there is no request for a refund or discount. As the Galloway Health Centre is a vital, non-profit, and publicly funded facility that cannot recover costs, the upcoming rate study needs to reflect a differential rate or cap on dollars charged.

## **8. Financial**

- a) January 31, 2018 Bank Reconciliation

**Nordin/Lamontagne**

**052-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts the January 31, 2018 bank reconciliation.

**Carried**

- b) Collected but unremitted school taxes; during the audit, it was discovered that there were school taxes that had been collected but unremitted due to an error in the Munisoft TX module posting. The total will be paid to the

Province along with the February 2018 remittance.

**9. Accounts**

**Dunnigan/Mercer**

**053-18**

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

Chqs 18963 - 18974	\$13,792.27	
Online pmnts	<u>\$19,116.55</u>	
TOTAL (for period Feb 10 – Feb 22, 2018)	<u>\$32,908.82</u>	<b>Carried</b>

**10. Reports**

**a) Council Reports**

**General Government**

- Councillor Dunnigan reported that the Joint Office Board would be meeting February 15, 2018 at 7:00 pm.
- Mayor Goodward reported that he would be unable to attend the March 26, 2018 meeting; Current Deputy Mayor Richard Lamontagne will chair the meeting, though advised that he is returning that day by air from a trip and will be in attendance provided that there are no travel delays.

**Protection**

- Councillor Dunnigan reported that Incident command training is being undertaken through the EMO Committee.

**Health and Economic Development**

- Received notice of Eldon Thompson's resignation from the Oxbow Housing Authority, effective March 1, 2018.

**Recreation**

- Councillor Lamontagne reported that there is a Recreation Board meeting scheduled for February 13, 2018.

**Transportation**

**Sanitation**

**b) Administration**

- CAO presented Council with annual employee reviews and wage recommendations.

**Mercer/Lamontagne**

**054-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts the wage recommendations presented by the Chief Administrative Officer and that new rates be retroactive to January 1, 2018. **Carried**

- Councillor Dunnigan reported on the foreman candidate interviews with input from Councillors Mercer and Lamontagne and the CAO and recommendations from each were presented.

**Pierce/Mercer**

**055-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby instructs the Chief Administrative Officer to extend an offer of employment to Dustin Davidson under the negotiated terms and to prepare and execute a contract upon acceptance of said offer. **Carried**

- CAO salary review; CAO provided Council with the completed UMAAS 2018 Salary Schedule and left Council chambers, returning following Council discussion.

**Dunnigan/Pierce**

**056-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow set remuneration of the Chief Administrative Officer as per the salary range and level indicated on the 2018 UMAAS Salary Schedule. **Carried**

**Mercer/Nordin**

**057-18**

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

**10. Adjourn**

**Pierce**

**058-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby adjourn; 9:35 PM.

**Carried**

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Mayor

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Chief Administrative Officer