

**TOWN OF OXBOW**  
**REGULAR MEETING OF COUNCIL**  
**May 14, 2018**

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

**Regrets:** Councillor C. Mercer

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

**1. Agenda**

**Lamontagne/Pierce**

**116-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the agenda with the addition of EMO Committee appointment due to lack of quorum.

**Carried**

**2. Minutes**

**Dunnigan/Nordin**

**117-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow adopt the April 23, 2018 regular meeting minutes as circulated.

**Carried**

**3. Delegations – NIL**

**4. Correspondence**

a) Moose Creek Regional Park minutes, December 12, 2017; Reviewed

b) Moose Creek Regional Park annual meeting minutes, April 18, 2017; Reviewed

c) Oxbow Community Childcare Centre, Request for donations; Not at this time

d) Oilwives Club of Oxbow, Request permission for use of Bow Valley Park June 2, 2018 and they require approval for beer garden permit.

**Lamontagne/Pierce**

**118-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby grants the necessary permission for the Oilwives Club of Oxbow to obtain a liquor license to operate a beer garden at Bow Valley Park on June 2, 2018 between the hours of 11:00 am – 8:00 pm for the purposes of a fundraising event, provided approval is also given by the Bow Valley Park Committee.

**Carried**

e) Southeast Regional Library AGM Notes, April 21, 2018; Reviewed

f) Garden Days June 16-24, Request for proclamation and gardening day in Oxbow

**Dunnigan/Nordin**

**119-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow hereby proclaims June 16 – 24, 2018 as Garden Days in Oxbow.

**Carried**

g) SK Ministry of Justice, Approval to acquire title #108009480

**Lamontagne/Pierce**

**120-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow directs administration to complete proceedings to acquire tax title to the following described property: Title #108009480 in accordance with the *Tax Enforcement Act* and the Conditional Order made by the Ministry of Justice.

**Carried**

h) SK Ministry of Gov't Relations, notice that SaskEnergy municipal surcharge payments are restored via Budget 2018.

i) SK Ministry of Gov't Relations, 2018 Confirmed EPT mill rates for school; Reviewed. No change from 2017

j) SUMA, Employee and Family Assistance Program expanded to include firefighters/first responders; Reviewed.

k) SK Housing Corporation, notice and location of annual report; Acknowledged

l) APWA – Request to proclaim Public Works Week – May 20-26, 2018

**Pierce/Nordin**

**121-18**

**WHEREAS** public works infrastructure, facilities and services are of vital importance to the health, safety and well-being of the people of this Nation; and

**WHEREAS** such facilities and services could not be provided without the dedicated efforts of public works professionals, employees, and administrators, representing Federal, provincial, territory, and local units of Government, who are responsible for and must design, build, operate, and maintain the transportation, water supply, wastewater systems, public buildings, and other structures and facilities essential to serve our citizens; and

**WHEREAS** it is in the public interest for the citizens and civic leaders of this country to gain knowledge of and to maintain a progressive interest in the public works needs and programs of their respective communities; now

**BE IT RESOLVED THAT** the Council of the Town of Oxbow does hereby designate the week, May 20 – 26, 2018, as National Public Works Week; and we urge all our people to join in activities and ceremonies designed to pay tribute to our public works engineers and administrators and to recognize the substantial contributions they have made to our national health and welfare. **Carried**

m) Beatification Committee – Request to water shrubs at pocket park during first 2 summers; Granted.

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

a) **Bylaw 1113** – Amended as per the Saskatchewan Municipal Board, Local Government Committee to adjust rate schedule to be no higher than bylaw 1111, which is repealed by bylaw 1113.

**Pierce/Nordin**

**122-18**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1113 “A Bylaw of The Town of Oxbow to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Service Charge for the Use of Sewer” be read a second time. **Carried**

**Dunnigan/Lamontagne**

**123-18**

**BE IT RESOLVED THAT** the Town of Oxbow Bylaw 1113 “A Bylaw of The Town of Oxbow to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Service Charge for the Use of Sewer” be read a third time, done and passed, upon approval from the Saskatchewan Municipal Board, Local Government Committee. **Carried**

#### **6. Old Business**

a) Hodgson Subdivision extended until June 15, 2018; Acknowledged

b) Resolution to retain SGI as insurance provider

**Lamontagne/Pierce**

**124-18**

**BE IT RESOLVED THAT** the Town of Oxbow engages SGI, via Oxbow Agencies Ltd., to provide municipal insurance for the 2018/19 term. **Carried**

#### **7. New Business**

a) Cemetery maintenance; The municipal office is receiving a large number of requests for grave maintenance. Councillor Nordin will follow up with committee.

**\*\*Councillor Lamontagne declared a Conflict of Interest and left Chambers\*\***

b) Loading dock and storage at Absolute; To alleviate the high costs of shipping chemicals for the water treatment plant due to the location, CAO approached Absolute Locating Ltd. about the possibility of utilizing a loading dock and chemically certified storage space. A market price of \$1/ft<sup>2</sup> was given and spatial needs are estimated at 700/ft<sup>2</sup> during peak seasons. Administration directed to continue to pursue a position on the Clear Tech route and final negotiations can be undertaken when a space is confirmed.

**\*\*Councillor Lamontagne returned to Chambers\*\***

- c) Top Shot Quote to restore 9 manholes  
**Dunnigan/Nordin**  
**125-18**  
**BE IT RESOLVED THAT** the Council of the Town of Oxbow approves the quote from Top Shot Concrete Systems received May 2, 2018 to restore 9 manholes with the terms that works are approved as listed. Any additional works identified during the course of the contract must be authorized prior to any undertaking. **Carried**
- d) Canada Summer Jobs Grant received for a high school student for a period of 8 weeks. Administration proposes that we hire a third summer student for the months of July and August with the primary mandate of maintaining flowers and attending to the general beautification efforts for the Town of Oxbow, freeing other personnel to attend to their assigned duties. Council accepts this proposal.  
**Lamontagne/Dunnigan**  
**126-18**  
**BE IT RESOLVED THAT** the Town of Oxbow hires a high school student that is eligible under the Canada Summer Jobs grant for the months of July and August 2018. **Carried**
- e) Councillor Nick Shier resignation  
**Lamontagne/Pierce**  
**127-18**  
**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts, with regret, the resignation of Councillor Nick Shier effective May 14, 2018; and  
**BE IT FURTHER RESOLVED THAT** arrangements to call a bi-election begin immediately. **Carried**

## 8. Financial

- a) April 2018 detailed financial activities  
**Nordin/Dunnigan**  
**128-18**  
**BE IT RESOLVED THAT** the Council of the Town of Oxbow accepts the April 2018 statement of financial activities as prepared. **Carried**
- b) Letter from Sensus auditor regarding the handling of Tangible Capital Assets (TCA) on established boards was received. As it was issued prematurely, a new letter of opinion will be issued based on complete information.  
 TABLED.
- c) CDO Budget proposal 2018; Reviewed, no issues

## 9. Accounts

**Nordin/Dunnigan**  
**129-18**

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

Chqs 19053 - 19072	\$58,207.38
Online pmts	<u>\$27,069.78</u>
TOTAL (for period Apr 21 – May 10, 2018)	<u>\$85,277.16</u>

**Carried**

## 10. Reports

### a) Council Reports

#### General Government

##### Protection

- The efforts of Med Lamontagne to undertake road grading while public works remains understaffed are appreciated and lauded by Council.
- There is a new potential firefighter; request that administration undertake the procedures to fully bring him aboard. Once completed, both Councils can appoint.

##### Health and Economic Development

- CDO Update – April 2018; Reviewed
- WTP March report; Reviewed and initialed

##### Recreation

- The first two weeks with the new Facilities Manager has been very productive and encouraging.

- Pool site construction is scheduled to begin July 15, 2018
- Given the dry weather and upcoming long weekend, it was suggested that as many people as possible monitor the areas where teenagers are prone to party in an effort to avoid a fire incident. All agreed and suggested that a seasonal camper be asked to keep an eye out.

**Transportation**

**Sanitation**

- Whitewear disposal into the cart is not easily done with a regular vehicle. The question arose about whether to install a ramp; the amount received is minimal enough that it can be done with the loader during the regular maintenance at the transfer station.

**b) Administration**

- Staffing; Both public works candidates have declined. CAO would like to advertise for both a Foreman and an Assistant Foreman in case the best potential candidate that does not have all the required skills of a foreman, but shows promise, can be properly onboarded to succeed into the position. There is only one full-time salaried position available.
- Staffing; CAO requested an additional part-time administrative clerk to assist while CAO manages public works, finance, policy and bylaw review and development.

**Nordin/Pierce**

**130-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow authorizes the CAO to hire Charneal Taylor 2 days per week for an initial term of six-months, to be reviewed again to determine the need if public works has a proper manager hired by then. **Carried**

- A new practicum student from Robertson College will begin in the administrative office for a period of 2-weeks commencing June 19, 2018. All required policies and liabilities have been observed.
- Raw water line that was exposed in 2017 has become exposed again. Council has determined it is necessary to extend the culverts approximately 40' to fully pass both the water line and the CNRL abandoned line before releasing. Requests for bids will be sent immediately, firstly to local contractors.
- SUMA webinar entitled Road to Renewal has been registered for CAO and Public Works personnel.
- Appoint members to EMO and Fire to fill the vacancies as a result of N. Shier's resignation.

**Dunnigan/Nordin**

**131-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow appoints Richard Lamontagne to the Fire Board and Cory Mercer to the EMO Committee. **Carried**

**Lamontagne/Nordin**

**132-18**

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

**10. Adjourn**

**Dunnigan**

**133-18**

**BE IT RESOLVED THAT** the Council of the Town of Oxbow does hereby adjourn; 9:30 PM. **Carried**

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Mayor

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Chief Administrative Officer