

**TOWN OF OXBOW
REGULAR MEETING OF COUNCIL
August 27, 2018**

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

Regrets: Councillor C. Mercer

Call to Order: A quorum being present, the Deputy Mayor called the meeting to order; 7:00 PM.

1. Agenda

Lamontagne/Pierce

183-18

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

Carried

2. Minutes

Dunnigan/Nordin

184-18

BE IT RESOLVED THAT the Council of the Town of Oxbow adopt the July 9, 2018 regular meeting minutes as circulated.

Carried

3. Delegation

7:30 PM – Oxbow Tire; Representative Chad Clow – Discussion on the intent of the service contract with Tradewinds in reference to the period to apply the tax incentives for 920 Prospect Ave. The contract reads that abatements for the municipal portion of taxes is from the date of transfer of title. Mr. Clow represents that his understanding was that abatements would be on the property once developed and exempt under the Tradewinds clause. It was agreed that incentives would begin as of the date the service road was accepted by the town. Tax incentives will be applied as of November 1, 2014 and continue for 5 years. It was noted that school taxes are still due and payable.

Lamontagne/Nordin

185-18

BE IT RESOLVED THAT the Council of the Town of Oxbow agrees to apply tax incentives for 920 Prospect Ave as of November 1, 2014 through October 31, 2019.

Carried

4. Correspondence

- a) Moose Creek Regional Park minutes – May 8, 2018; Reviewed
- b) Brenda King re: Cenotaph/snow clearing; Acknowledged
- c) Sasktel re: discontinued support for phone system; Acknowledged
- d) Rockcrusher Concrete re: on-site reclamation services for asphalt/concrete; CAO is pursuing more information
- e) Brad Vanbeselaere re: drainage on Beryl 800 block; Storm sewers are clear, but it is the end of the line where the new system meets the old system. The problem arises from the placement and leveling to the catch basins. CAO is working with public works to determine the best and most cost-effective solution.
- f) Brent Scott re: pavement patching on Taylor Street; Councillor Pierce will speak with Mr. Scott directly
- g) Shelterbelt Tree Program; Referred to Recreation Facilities Manager
- h) Lower Souris Watershed Committee re: 2018 membership;

Dunnigan/Pierce

186-18

BE IT RESOLVED THAT the Council of the Town of Oxbow purchase a discounted 2018 membership to the Lower Souris Watershed Committee.

Carried

- i) Sensus CPA; audit findings report/engagement letter for 2018/acceptance letter of 2017

Dunnigan/Lamontagne

187-18

BE IT RESOLVED THAT the Council of the Town of Oxbow accepts the 2017 audit as prepared by Sensus

partnership of Chartered Accountant, acknowledges the audit findings report, and hereby appoints and engages Sensus CPA to conduct the 2018 audit.

Carried

- j) RM of Enniskillen would like to insulate, place concrete, and heat their current cold storage shop and requests permission to place one or two permanent Seacans in the yard for extra cold storage space.

Pierce/Dunnigan
188-18

BE IT RESOLVED THAT the Council of the Town of Oxbow approves of the renovations to the cold storage shop provided a building permit is obtained to observe the 2015 NBC regulations and further gives permission for up to two Seacans to be placed wholly within the RM yard with the conditions that they must be kept clean and out of sight.

Carried

- k) Bow Valley Villa – request for 2018 municipal tax abatement

Pierce/Nordin
189-18

BE IT RESOLVED THAT the Council of the Town of Oxbow recognizes senior services and accommodations are an essential provision of the community and hereby agrees to abate the 2018 municipal taxes for 319 Wylie Avenue, commonly known as the Bow Valley Villa.

Carried

- l) SUMA – Regional Meeting; Kipling, SK

Nordin/Lamontagne
190-18

BE IT RESOLVED THAT the CAO and the Mayor attend the SUMA Regional meeting in Kipling, SK on September 27, 2018 and that any expenses incurred will be covered by the municipality.

Carried

- m) SK Health Authority re: OH&S inspection of ambulance bay; non-compliant items are the responsibility of the tenants. Administrator will communicate this to the Health Authority.

- n) Estevan Humane Society; request for funding support; Reviewed

- o) Tara Markosky re: 2018 Terry Fox run request for permission

Dunnigan/Nordin
191-18

BE IT RESOLVED THAT the Council of the Town of Oxbow gives permission for a Terry Fox Run on September 16, 2018 and authorizes the use of temporary paint marking the route on the street

Carried

- p) Marj Nyeste – Notice of resignation from Housing Authority Board

- q) Dan Sifton – request to revert base tax amount to prior years amount as there are no services or amenities provided by the municipality and the lands are not subdivided or suitable for future residential development.

Dunnigan/Nordin
192-18

BE IT RESOLVED THAT the Council of the Town of Oxbow agrees to reduce the base tax on Agricultural Parcel B Plan 101395458 to the prior years' amount given that no services or amenities provided by the municipality and the lands are not subdivided or suitable for future residential development.

Carried

5. Bylaws/Policy/Agreements

- Social Media Policy and Asset Management Policy; TABLED

6. Old Business

- a) Elgin sweeper – Determining the value of the sweeper has not been undertaken as of yet. The sweeper is working and has been run by volunteers during the summer months. Council would like to see public works staff receive proper training to operate and maintain the sweeper going forward.
- b) Council has no dispute with the name Sunset Ridge Road for the Hodgson subdivision.
- c) Council requests that a listing of names to name new streets or facilities be produced and maintained by administration.

7. New Business

- a) 2018 Community Grant applications; Reviewed Summary and Proofs of Eligibility

Lamontagne/Nordin

193-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby awards grants in the amount of \$3,000 to each of the following community organizations: Friendship Club of Oxbow, Expressway Family Centre, Bow Valley Villa Corp, Oxbow Fitness Cooperative, and the Oxbow Community Childcare Centre Inc. **Carried**

- b) Speed limit on service road? 15-20 km/hr? Leave as is.
- c) Resolution to delegate authority for Tami Scott to sign grant applications on behalf of the Town

Lamontagne/Pierce

194-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby approves the designation of Tami Scott to sign grant applications on behalf of the Town. **Carried**

- d) Loraas and GFL bids for Transfer Station and Recreation Facilities contracts

Pierce/Dunnigan

195-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby awards waste removal services for the transfer station and recreational facilities to Loraas Disposal for a term of 36 months with the option to review after 12 months. **Carried**

- e) Neptune Technologies – Bid proposal

Dunnigan/Nordin

196-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby engages Neptune Technologies to supply, undertake, and manage the replacement/upgrade installation of approximately 625 water meters for the estimated price of \$317,057.75 with the recognition that the cost may vary given the unknown variables due to the difficulty of obtaining the accurate current data to fully budget for the project. **Carried**

- f) Water Meter Deposit Fund; The town currently holds a balance of \$30,768.74 in water meter deposits dating back to the 1980s. A public meeting will be held to repeal the bylaw so that the funds can be redirected to the water meter replacement project. A date will be set in the near future.

- g) Samson Engineering – Mechanical Wastewater Treatment System Study Proposal. The deadline to have a plan in place for increasing the lagoon capacity is in 2020. New technologies and legislation indicate that affluent wastewater systems are declining in popularity and it has been difficult to secure land. The town already has a study and proposal for an enlarged affluent system but deems it wise to have a study conducted on a mechanical option as well before establishing the direction to take.

Dunnigan/Pierce

197-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby engages Samson Engineering to undertake a study on the suitability and appropriateness of a mechanical wastewater treatment versus affluent. **Carried**

- h) Samson Developments Inc – Drainage Remediation Proposal

Pierce/Nordin

198-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby engages Samson Developments Inc. to proceed with the drainage channel repair of what is listed as Site 1 in order to protect the raw water line that has been exposed due to erosion at the quoted cost of \$116,000 plus applicable taxes. **Carried**

- i) Pavement on Tupper Street in front of the Oxbow Gospel Trust church. The pavement placed in 2014 has failed, in part due to the heavy traffic to and from the transfer station and a failure to place a heavy haul lift of asphalt instead of light traffic. It is too late in 2018 to have pavers return. The town will remove the failed areas and attempt to keep it smooth and dust free until a plan to remediate it can be implemented.

- j) Subdivision application, Parcel T NW 24-3-2 W2 – Forsyth/Widenmeyer

Lamontagne/Pierce

199-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby approves of the proposed subdivision of Parcel T NW 24-3-2 W2, in principle, until a public meeting can be held to address zoning. **Carried**

- k) Charlie Hamilton Industrial Park; Lots are to be sold at cost
- l) Community Handivan is broken down – A proposal to obtain a new Handivan will be brought to Council soon.

8. Financial

a) C/C Rutledge will be issued a cheque in the amount of \$921.66 for overpayment of 2018 taxes.

b) July 31, 2018 balance sheet

Nordin/Dunnigan

200-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby accepts the July 31, 2018 Balance Sheet as prepared. **Carried**

c) July 31, 2018 Statement of Financial Activities

Pierce/Lamontagne

201-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby accepts the July 31, 2018 Statement of Financial Activities as prepared. **Carried**

d) July 31, 2018 bank reconciliation

Dunnigan/Nordin

202-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby accepts the July 31, 2018 Bank Reconciliation as prepared. **Carried**

9. Accounts

Dunnigan/Pierce

203-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby approves the following account for payment:

Chqs 19161 - 19226	\$274,909.85
Online pmts	<u>\$457,297.96</u>
TOTAL (for period July 7 – August 24, 2018)	<u>\$732,207.81</u>

VOID CHEQUES:

- 19186 – wrong amount
- 19204 – wrong vendor
- 19205 – wrong amount
- 19209 – duplicate payment
- 19210 – printing error

Carried

10. Reports

a) Council Reports

General Government

- SUMA Membership cards were distributed
- Election: Advance poll September 6/18 from 9 am – 4 pm; Poll September 12/18 from 9 am - 8 pm

Pierce/Lamontagne

204-18

BE IT RESOLVED THAT the rate of pay set for the Returning Officer and Deputy Returning Officer/Poll Clerk be set at \$25.00 per hour for any hours worked outside of regular office hours. **Carried**

Protection

- RM of Enniskillen – 2018 audit acceptance – Fire Board
- RM of Enniskillen – Rejected recommendation to record fire board assets in just one place

Health and Economic Development

- CDO Contract Renewal
Dunnigan/Lamontagne
205-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby renews the Community Development Officer contract with Tami Scott with a 3% increase for a period of 1 year beginning September 1, 2018. **Carried**

Recreation

- Recreation Board minutes, August 22, 2018 (no July meeting)
- Pool construction costs sheets – amended
- Chase the Ace begins September 6, 2018, the Hall Committee will work the first event

Transportation

- Accurate handheld GPS for GIS of our facilities; Councillor Lamontagne will look into pricing for a GPS unit
- Increase max weight to 15,000 from 11,000; Traffic Bylaw will be amended to reflect the heavier weight and also some signage changes
- Paving and patching done in 2016 is failing in nearly every spot; administration to follow up on remediation

Sanitation

- July 2018 WTP report

b) Administration

- Public Works personnel – 2-month overview re: new employees
- Community Development Committee – Ratepayers are interested in forming a committee to follow through on the Official Community Plan
- Charneal Taylor has obtained full-time elsewhere and has resigned her part-time position
- We will be moving to RBC Express for all online transactions for security reasons
- The Asset Management Plan is due October 1, 2018 in order to obtain grant funding; nearly complete but needs more fine tuning

Nordin/Pierce

206-18

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

10. Adjourn

Dunnigan

207-18

BE IT RESOLVED THAT the Council of the Town of Oxbow hereby adjourn; 9:57 PM. **Carried**

Mayor

Chief Administrative Officer