

**MINUTES**  
**TOWN OF MOSSBANK**  
**REGULAR COUNCIL MEETING**  
**7:00 p.m. Monday, April 15, 2019**

*Minutes of the Town of Mossbank Regular Council Meeting held in the Council Chambers of the Municipal Office located at 311 Main Street, Mossbank, Saskatchewan on Monday, April 15, 2019 at 7:00 p.m.*

*Mayor Gregg Nagel, Councillor Jeremy Costley, Councillor Dave Gibson, Councillor Kristi Green, Councillor Aubrey Tollefson, Councillor Brett Tollefson and CAO Chris Costley were in attendance at the call to order.*

*Mayor Nagel called the meeting to order at 7:02 p.m.*

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**COUNCILLOR JOLLY RESIGNATION**

90/19 Councillor Green moved to accept the resignation of Councillor Mike Jolly, effective April 1, 2019.

CARRIED

**BY-ELECTION DATE**

91/19 Councillor B. Tollefson moved to schedule a by-election for September 25, 2019 for the vacant councillor seat.

CARRIED

**ADOPTION OF THE AGENDA**

92/19 Councillor A. Tollefson moved to adopt the agenda as presented.

CARRIED

**ADOPTION OF MINUTES**

93/19 Councillor A. Tollefson moved that the minutes of the regular meeting of Council held on Monday, March 11, 2019 be adopted.

CARRIED

**CORRESPONDENCE**

94/19 Councillor Gibson moved that the correspondence presented be filed.

CARRIED

**WATER SAMPLES AND REPORT**

95/19 Councillor B. Tollefson moved to accept the chlorine & turbidity report and the bacteriological water samples for March of 2019 as presented.

CARRIED

**FINANCIAL REPORTS**

96/19 Councillor Gibson moved that the financial reports for March of 2019 (bank reconciliation, financial summary and staff salary report) be accepted as presented.

CARRIED

**LIST OF ACCOUNTS FOR APPROVAL**

97/19 Councillor Green moved that the List of Accounts for Approval for March of 2019 be approved and that these be attached to and form part of the minutes.

CARRIED

**BYLAW NO. 03/19 – ANIMAL CONTROL BYLAW**

98/19 Councillor Gibson moved that Bylaw No. 03/19, known as the Animal Control Bylaw, receive first reading.

CARRIED

99/19 Councillor Green moved that Bylaw No. 03/19, known as the Animal Control Bylaw, receive second reading.

CARRIED

100/19 Councillor J. Costley moved that Bylaw No. 03/19, known as the Animal Control Bylaw, receive three readings at this meeting.

CARRIED

101/19 Councillor B. Tollefson moved that Bylaw No. 03/19, known as the Animal Control Bylaw, receive third reading and be adopted.

CARRIED

**BYLAW NO. 04/19 – MILL RATE BYLAW**

102/19 Councillor A. Tollefson moved that Bylaw No. 04/19, known as the Mill Rate Bylaw, receive first reading.

CARRIED

103/19 Councillor Gibson moved that Bylaw No. 04/19, known as the Mill Rate Bylaw, receive second reading.

CARRIED

104/19 Councillor Green moved that Bylaw No. 04/19, known as the Mill Rate Bylaw, receive three readings at this meeting.

CARRIED

105/19 Councillor J. Costley moved that Bylaw No. 04/19, known as the Mill Rate Bylaw, receive third reading and be adopted.

CARRIED

**BYLAW NO. 05/19 – BASE TAX BYLAW**

106/19 Councillor B. Tollefson moved that Bylaw No. 05/19, known as the Base Tax Bylaw, receive first reading.

CARRIED

107/19 Councillor A. Tollefson moved that Bylaw No. 05/19, known as the Base Tax Bylaw, receive second reading.

CARRIED

108/19 Councillor Gibson moved that Bylaw No. 05/19, known as the Base Tax Bylaw, receive three readings at this meeting.

CARRIED

109/19 Councillor Green moved that Bylaw No. 05/19, known as the Base Tax Bylaw, receive third reading and be adopted.

CARRIED

**BYLAW NO. 06/19 – ZONING BYLAW**

110/19 Councillor A. Tollefson moved that Bylaw No. 06/19, known as the Zoning Bylaw, receive first reading.

CARRIED

**MAIN STREET STONE WALL REPAIR**

111/19 Councillor Green moved that administration attempt to find volunteers for the repair of the stone wall on Main Street at the front of Lot 6 Block 10 Plan AR4690 and report back to Council.

CARRIED

**PUMPHOUSE WINDOWS & DOOR QUOTES**

112/19 Councillor A. Tollefson moved to accept the proposal submitted by Corey Singbeil for the replacement of four (4) windows and one (1) door at the water treatment plant at a cost of \$4,681.78 plus tax.

CARRIED

**LEGION HALL PATIO DOOR QUOTES**

113/19 Councillor A. Tollefson moved to table discussion regarding the proposals submitted for the installation of a patio door at 501 T C Douglas Street E (Legion Hall) until the regular meeting of Council to be held in July.

CARRIED

**SHOP OFFICE FLOOR & CEILING TILE QUOTES**

114/19 Councillor Green moved to accept the proposal submitted by Jack Edinborough for the replacement of the shop office floor (512 Main Street) at a cost of \$2,150.00 plus tax.

CARRIED

115/19 Councillor Green moved to table discussion regarding the replacement of the ceiling tiles in the shop office (512 Main Street) until the regular meeting of Council to be held in September.

CARRIED

**OFFICE LAPTOP**

116/19 Councillor Green moved to approve the purchase of the following:

- Dell Latitude 5590 laptop at a cost of \$1,149 plus tax;
- Munisoft setup on said laptop at a cost of \$149 plus tax; and
- Two (2) monitors, one (1) dual monitor stand, and cords as required at a cost not exceeding \$500 plus tax; and
- Microsoft Office Home at a cost of \$109 plus tax annually (6 licences).

CARRIED

**SCRAPS CORRESPONDENCE**

117/19 Councillor Gibson moved to table discussion regarding the SCRAPS cat program indefinitely.

CARRIED

**EMPLOYEE POLICY AMENDMENT**

118/19 Councillor A. Tollefson moved that administration prepare an updated Town of Mossbank Employee Policies incorporating the following:

- Exam and related travel time shall be considered work hours for employees, excluding lifeguards, enrolled in courses required as part of their certification or otherwise approved by Council for claim as work hours;
- Mileage and meals related to said courses may be reimbursed in accordance with policy at the discretion of the CAO;
- Instruction, assignments, and studying occurring outside of regular work hours shall not qualify as work hours; and
- Instruction, assignments, and studying are not permitted during regular work hours except for courses wherein the exam is on the same day or wherein Council has otherwise approved the work hours claim in advance, in which cases these shall be considered work hours.

CARRIED

**TEMPORARY LEAVE REQUEST**

119/19 Councillor A. Tollefson moved to grant an unpaid leave of absence to CAO Chris Costley for the purposes of parental leave from December 13, 2019 to March 13, 2020.

CARRIED

**WORKSHOP REQUEST – C FORTIN**

120/19 Councillor B. Tollefson moved to approve the attendance of Christa Fortin at the Swift Current RMAA “Back to Basics” workshop on April 25, 2019 at a cost of \$80 plus mileage and meals at approved rates.

CARRIED

**SEDA CONFERENCE**

121/19 Councillor A. Tollefson moved to include in the 2020 preliminary budget the registration, accommodations, meals, and mileage cost for Christa Fortin to attend either the UMAAS, SPRA, or SEDA Convention in 2020.

CARRIED

**RINK ROOF REPAIRS**

122/19 Councillor Green moved to accept the proposal submitted by Southland Roofing Inc. for the repair of the Mossbank Centennial Arena roof at a budget price of \$18,200 plus tax.

CARRIED

**COMMUNITY HALL BREAKER PANEL**

123/19 Councillor B. Tollefson moved to approve the quote submitted by Bill Countryman (March 25, 2019 - #217690) for electrical work including the replacement of the main electrical panel at the Mossbank Community Hall at a cost of \$1,400 plus tax.

CARRIED

**HALL RV SITES**

124/19 Councillor B. Tollefson moved to approve the installation of six (6) 30 amp plugs by Bill Countryman (April 12, 2019 - #217692) at the Mossbank Community Hall, as presented, for use as overflow RV camping sites (only to be used in the event that all regular sites are booked or otherwise as approved by Council) and other general purposes of the Town of Mossbank at a cost of \$1,329.10 plus tax.

CARRIED

**TRAILER PARKING – JULY 5 WEEKEND**

125/19 Councillor B. Tollefson moved that maintenance staff maintain a mowed area south of Jack Bath Field to accommodate overflow camping for the season; and further, to set camping fees for overflow sites at \$15 per night.

CARRIED

**OWLF – AXE THROWING DEPOSIT**

126/19 Councillor Gibson moved to approve payment, in the form of a post-dated cheque (dated July 20, 2019), to Trademark Construction Inc. (on account of Lumberjax Axe Throwing) at a cost of \$925 plus GST for services to be performed at the Old Wives Lake Festival.

CARRIED

**BASKETBALL NET SYSTEM FOR SWIMMING POOL**

127/19 Councillor Green moved to approve the purchase of a Swim N’ Dunk Commercial RockSolid Basketball Game from Paradise Pools (Regina) Ltd. at a cost of \$1,995.94 plus tax.

CARRIED

**CURLING CLUB AGREEMENT RENEWAL**

128/19 Councillor A. Tollefson moved to authorize Mayor Gregg Nagel and CAO Chris Costley to sign the lease agreement with the Mossbank Curling Club on behalf of the Town of Mossbank, as presented, for the lease of the curling rink from 2020 to 2024.

CARRIED

**APPROVAL TO REBUILD CURLING CLUB DOORS**

129/19 Councillor J. Costley moved to authorize the Mossbank Curling Club to rebuild or replace the exterior doors of the curling rink at their own discretion.

CARRIED

**GYM – LIMITED TIME FAMILY PROMOTION**

130/19 Councillor A. Tollefson moved that, until the end of November 30, 2019, all Mossbank Health & Fitness Centre members after the second in a household will receive their membership at no charge.

CARRIED

**MOSSBANK SUMMER CAMP**

131/19 Councillor A. Tollefson moved to approve the hosting of “Mossbank Summer Camp” from July 22 to 26, 2019, pending further details to be presented by administration.

CARRIED

**LIFEGUARDS 2019**

132/19 Councillor Gibson moved to approve the hiring of the following staff at the rates and for the positions specified:

- Matthew Tamlin – Head Lifeguard - \$17.81/hour
- Megan Kleckner – Senior Lifeguard - \$16.76/hour
- Aaron Tamlin – Senior Lifeguard - \$16.76/hour
- Lorenne Rutko – Junior Lifeguard - \$13.61/hour
- Tia Miller – Junior Lifeguard - \$13.61/hour
- Neal Peters – Casual Lifeguard - \$12.57/hour

CARRIED

**BATTING CAGE IN RINK**

133/19 Councillor B. Tollefson moved to approve the use of the Mossbank Centennial Arena by Mossbank Minor Ball for activities, as needed and at no charge, including an indoor batting cage on the following conditions:

- It is completely enclosed on all sides; and
- Mossbank Minor Ball will remove all items in advance of the wedding scheduled for May 25, 2019.

CARRIED

**C FORTIN WAGE ADJUSTMENT**

134/19 Councillor A. Tollefson moved to increase Christa Fortin’s wage rate to \$20.50 per hour effective May 1, 2019 in recognition of her completion of the LGA program.

CARRIED

**TOURISM MJ GUIDE**

135/19 Councillor A. Tollefson moved to approve the placement of an advertisement in the 2019 Tourism Moose Jaw Guide at a cost of \$675 plus tax (less \$250 to be reimbursed by the Mossbank & District Museum).

CARRIED

**RV PARK BOOKING POLICY**

136/19 Councillor Green moved to adopt the following policy for the Mossbank RV Park, effective immediately:

- Full payment shall be required to hold sites for any group booking (two or more sites); and
- Cancellations less than two weeks in advance will not be refunded.

CARRIED

**LOT CONSOLIDATION – LOTS 19-20 BLOCK 5 PLAN AG895**

137/19 Councillor B. Tollefson moved to approve the legal consolidation of Lots 19-20 Block 5 Plan AG895.

CARRIED

**UTILITY BILL FOR 704 MAIN STREET**

138/19 Councillor Gibson moved to cancel the utility bill for 704 Main Street retroactive to January 1, 2019 and until such time as the water service line is back in service.

CARRIED

**K PEPPER – TENDER FOR SALE**

139/19 Councillor Green moved to post a call for tenders for the sale of 109 3<sup>rd</sup> Avenue E (Lot 23 Block 4 Plan AG895) with a closing date of April 18, 2019 at 5 p.m.

CARRIED

**MMSW UPDATED SERVICE AGREEMENT**

140/19 Councillor Gibson moved to authorize CAO Chris Costley to sign the service agreement with Multi-Material Stewardship Western on behalf of the Town of Mossbank, retroactive to January 1, 2019.

CARRIED

**ASSINIBOIA TIRE CLEAN-UP**

141/19 Councillor J. Costley moved to table discussion regarding the letter from Shercom Industries Inc. indefinitely.

CARRIED

**UNITED CHURCH CLOSURE**

142/19 Councillor J. Costley moved to authorize CAO Chris Costley to continue discussions with the trustees of the Mossbank United Church regarding the potential transfer of the property to the town.

CARRIED

**ADJOURNMENT**

143/19 Councillor B. Tollefson moved to adjourn the meeting at 9:44 p.m.

CARRIED

**NEXT COUNCIL MEETING – MAY 13, 2019**

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*Gregg Nagel, Mayor*

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Chris Costley, CAO