



Our Prairie Heritage

AGENDA March 11, 2026

CALL TO ORDER

- a) Land Acknowledgement
- b) Declaration of Conflicts of Interest
- c) Adoption of Agenda

DELEGATIONS

MINUTES

- a) Approval of the Minutes of the Regular Council Meeting held on February 11, 2026

FINANCIALS

- a) Approval of the Financial Statements for the month ending February 28, 2026

MONTHLY ACCOUNTS PAYABLE

- a) Approval of Accounts Payable for the month ending February 28, 2026

REPORTS FROM COUNCIL/STAFF

- a) Staff Report – attached appendix A
- b) Mayor Report
- c) Council Reports
- d) Administrative Report – attached appendix B

PAST DUE UTILITY ACCOUNTS

Purpose:

To review the current status of past due utility accounts.

OLD BUSINESS

BOULEVARD MAINTENANCE & ALTERATION BYLAW

Purpose:

To give first reading to the proposed Boulevard Maintenance & Alteration Bylaw, establishing regulations and a permitting process for work conducted on municipal boulevards.

MUNICIPAL INSURANCE PROVIDER

Purpose:

To discuss municipal insurance coverage needed and obtain Council approval to share relevant information with an insurance broker for review.



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NEW BUSINESS

RECORDED VOTES

Purpose:

To consider a request that all Council votes be formally recorded in the meeting minutes.

AUDIO RECORDING OF MINUTES POLICY

Purpose:

To review and approve the Audio Recording of Minutes Policy.

COUNCIL MEETING STRUCTURE

Purpose:

To review and establish a consistent structure for Council meetings.

GOVERNANCE CONTROLS – FUNDRAISING AND MUNICIPAL-PURPOSE FUNDS

Purpose:

To review governance controls related to fundraising and municipal-purpose funds identified during the audit process.

IN-CAMERA – GOVERNANCE MATTER

Purpose:

To discuss matters relating to individual/s conduct. This matter may be considered in-camera pursuant to Section 120(2) of *The Municipalities Act*, as it involves information concerning identifiable individuals.

MUNICIPAL VOLUNTEER & MAINTENANCE SAFETY POLICY

Purpose:

To review and consider adoption of the Municipal Volunteer & Maintenance Safety Policy. To protect the Municipality from liability and insurance exposure and clarify what work may be completed by volunteers versus licensed professionals

LIBRARY INTERNET AND PHONE SERVICES

Purpose:

To clarify responsibility for internet and phone services at the Torquay Library and address concerns raised by the Library Board.



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INFRASTRUCTURE FEE – PROPOSED AMENDMENT

Purpose:

To consider changing the current Water Infrastructure Fee to a General Infrastructure Fee.

SURVEY RESULTS

Purpose:

To review the results and comments received from the community survey regarding the Fire Department and municipal infrastructure priorities.

FIRE HYDRANTS BYLAW

Purpose:

To give first reading to the proposed Fire Hydrants Bylaw, establishing regulations related to the installation, maintenance, protection, and use of municipal fire hydrants.

CORRESPONDANCE

- Letter from RCMP
- TCC Minutes
- Family Violence Initiative Fund
- OMRP Constitution

NEXT MEETING DATE April 8, 2026 @ 6:30pm

ADJOURNMENT



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Appendix A

Maintenance Report

Prepared by: Brad Jackson

East Well

- ground fault error at the VFD turned out to be a seized motor inside the well
- motor and pump were pulled and motor replaced. System tested successfully same day
- next day the system would not build pressure. After days of diagnosis it turns out we have a pipe break approximately 300 meters from the well towards town.
- Small Iron will be here after the 16th to repair. Sooner if they can

Distribution Pump at Plant

- would not start again. Motor was pulled and taken into GMR in Estevan
- Anti direction device made from ball bearings has rusted up to the point of failure.
- stainless components will be installed by GMR
- This will be a regular maintenance item moving forward with regular cleaning as needed

School and Rink

- Asbestos flooring in new gym needs to be sealed before covering -Electrical needs to be inspected by a licensed electrician to ensure safety
- Mold in the room needs to be mitigated before painting
- door on furnace room needs to be installed and insured is up to code. Not something the town can do as we don't have the proper tools.
- Plumbing needs to be co funded to an accessible cabinet of some sort to ensure safety
- Roof leak to be inspected to insure it has been repaired correctly

Recommendations have been made regarding the use of properly licensed trades to complete certain maintenance work; however, these recommendations have not always been followed. Direction from Council would be appreciated regarding Foreman's role in school and rink maintenance and whether Council would prefer the Foreman to remain involved in identifying concerns and providing recommendations, or to limit involvement in those areas. These comments are being recorded in the report to provide transparency and ensure Council is aware of the operational concerns raised.



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Appendix B - Administrator's Office Report

MuniSoft System

- An additional MuniSoft user license for TCC would cost \$360 annually if accessed from the same computer via VPN using a separate desktop profile. One limitation is that both users cannot be logged in simultaneously.

Council Email Accounts

- The cost for five additional email accounts for Council through MuniSoft is \$325 annually, with a \$525 setup fee. Administration is exploring more cost-effective options for Council email accounts.

GST Filing

- GST returns for July – December have been filed.

Water & Wastewater Certification

- Brad Jackson's Water and Wastewater Certification has been successfully renewed.

WCB Reporting

- WCB reporting for 2025 has been submitted.
- Roy's information is still required to complete the file.
- Administration reminds Council Representatives that when the Torquay Community Club (TCC) hires a company, a WCB clearance letter must be obtained prior to work commencing.

Tax Enforcement

- The final documentation required to register the transfer of title under tax enforcement for Lots 26–28, Plan 2 has been signed. The transfer will now proceed through the Land Titles registration process.
- Applications to the Provincial Mediation Board requesting authority to take title have been submitted for the following properties:
 - Lot 1, Block 3
 - Lot 27, Block 10
 - Lot 12, Block 15
- A payment plan has been arranged for Lots 3 & 35, Block 10, with \$600 monthly payments to bring the account up to date. Administration has contacted Taxervice to confirm that the tax enforcement process can be temporarily delayed while payments are being made, and that proceedings can resume from the current stage should the payment arrangement default.