

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
JUNE 9, 2015

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, June 9, 2015 at 6:30p.m. with Mayor Bryan Matheson presiding.

Present:	Mayor:	Bryan Matheson
	Councillors:	Jane Cogger, Reggie Newkirk, Rhonda Phillips, Randy Bogdan, Wes Holobetz, Trevor Grohs(arrived at 7:07pm)
	Chief Administrative Officer:	Darcie Cooper
	Asst. Administrator:	Krystal Strong
	Financial Officer:	Sheena Carrick

COMMITTEE REPORTS & MINUTES:

Report:

Mayor Bryan Matheson provided a verbal report on the Group II Committee meeting he attended on June 9, 2015.

Deer Valley Utility – Utility Billing Arrears:

176-15 Phillips/Newkirk: “That we agree with the recommendation of the Group II Committee and authorize administration to send a letter to Deer Valley Utility demanding payment in full of their utility account within 30 days with a copy of the letter to the R.M. of Lumsden No. 189; and
 That if payment in full is not received by the deadline we agree to send a second letter to Deer Valley Utility with a copy to all residents of Deer Valley and the Council of the R.M. of Lumsden that the water will be shut off if full payment is not received within 2 weeks from the date of that letter; and
 That we authorize the Utilities Foreman to discontinue water service to Deer Valley if this payment schedule is not met, until their utility account is paid in full and the reconnection fee is paid in accordance with the Water and Sewer Rates Bylaw.” **CARRIED**

Drainage Plan Mapping:

177-15 Phillips/Bogdan: “That we agree with the recommendation of the Group II Committee and authorize Administration to inform Associated Engineering to include a layer of the Town’s drainage system into the mapping project.” **CARRIED**

Ministry of Highways & Infrastructure - Parking on Hwy #20:

178-15 Phillips/Bogdan: “That we agree with the recommendation of the Group II Committee and authorize administration to write a letter to the Ministry of Highways and infrastructure expressing safety concerns raised regarding the ongoing parking on the shoulder of Highway #20, across from the Lumsden Esso and request their assistance in addressing the concerns.” **CARRIED**

Parking on Hwy #20 – Communication to Motorists:

179-15 Phillips/Holobetz: “That we agree with the recommendation of the Group II Committee and authorize administration to create flyers to be distributed to motorists who park on the shoulder of Highway #20 across from the Lumsden Esso, inviting them to use the RiverPark East parking lot from 6am-6pm as opposed to the shoulder of the highway.” **CARRIED**

Snow Removal Policy:

180-15 Cogger/Holobetz: “That we agree with the recommendation of the Group II Committee and adopt the Snow Removal Policy attached hereto and forming a part of these minutes.” **CARRIED**

181-15 Bogdan/Newkirk: “That the verbal report provided by Mayor Matheson be approved as presented.” **CARRIED**

FINANCIAL REPORTS:

Bank Reconciliation:

182-15 Holobetz/Newkirk: “That the Bank Reconciliation for the period ending May 31, 2015 be accepted as presented by Financial Officer, Sheena Carrick.” **CARRIED**

Financial Statement:

183-15 Bogdan/Holobetz: “That the Financial Statement for the period ending May 31, 2015 be accepted as presented by Financial Officer, Sheena Carrick.” **CARRIED**

Finance Officer, Sheena Carrick, provided a written report on tax cancellations for recently purchased Town Lots.

M-11

Tax Cancellations:

184-15 Grohs/Cogger: "That we agree to cancel a portion of the 2015 taxes for the lands legally described below for the portion of the year that was under municipality ownership:

Lot 14, Block EE, Plan 101991348 (240 Fifth Avenue) until April 13, 2015 as follows:
Municipal: \$122.64 **School:** \$76.16 **Total:** \$198.80

Lot 11, Block EE, Plan 101991348 (10 Balfour Bay) until February 10, 2015 as follows:
Municipal: \$48.79 **School:** \$30.30 **Total:** \$79.08

Lot 15, Block EE, Plan 101991348 (250 Fifth Avenue) until May 29, 2015 as follows:
Municipal: \$179.79 **School:** \$111.64 **Total:** \$291.43."

CARRIED

Finance Officer, Sheena Carrick provided a written report on the Potash Asset Fund Policy. Council agreed to have this item brought back to the September meeting. Sheena also provided a written report on Connect Energy.

MINUTES:

185-15 Newkirk/Holobetz: "That the minutes of the May 12, 2015 regular meeting be approved, as circulated."
CARRIED

CORRESPONDENCE:

186-15 Phillips/Cogger: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. Earth Day Canada – Nomination Request for 2015 Hometown Hero Awards
- B. Canadian Tree Service – Dutch Elm Disease Information and Service Information
- C. Trans Canada Trail – Thank you for support and Introduction to Partners in Art
- D. Trans Canada Trail – Highlights & Progress – Past 6 months
- E. Lumsden & District Heritage Home – Regular Meeting Minutes – April 27, 2015
- F. Sask Justice – Fine Disbursement Report
- G. Sask Seniors Mechanism – Celebrating Seniors Provincial Volunteer Awards – Nomination Request
- H. Sask Hockey Hall of Fame – Request to purchase Founders Wall of Fame Brick
- I. Sask in Motion – "Active Saskatchewan" organization created to provide governance, strategic direction & leadership
- J. Miscellaneous Publications."

CARRIED

ACCOUNTS TO BE APPROVED:

187-15 Cogger/Holobetz: "That the list of accounts attached hereto and forming a part of these minutes and totalling **\$149,062.06**, plus council expenses for Bryan Matheson in the amount of \$840.80, is hereby approved for payment by the Mayor and the Chief Administrative Officer."
CARRIED

STAFF REPORTS:

Administrative Report:

Chief Administrative Officer, Darcie Cooper, provided a written report on various administrative matters.

188-15 Newkirk/Grohs: "That the administrative report be accepted as presented."
CARRIED

OLD BUSINESS:

Fawn Ridge Crescent Tender:

189-15 Phillips/Grohs: "That we agree to award the overlay portion of the Fawn Ridge Tender to Pasqua Paving at an estimated construction cost of \$111,100 plus applicable taxes and required testing; and

That we request comments from the Public Works Foreman regarding the need for a gravel shoulder for parking on the south side of the crescent and drainage for the new subdivision."
CARRIED

Connect Energy – Natural Gas Services:

190-15 Grohs/Cogger: "That we amend Resolution #148-15 by removing the words "one year contract" and replacing them with "five year contract"."
CARRIED

Petty Cash:

191-15 Newkirk/Cogger: "That we authorize administration to increase the petty cash from \$300.00 to \$500.00."
CARRIED

Imperial Oil Site – James Street North and Second Avenue:

192-15 Newkirk/Grohs: "That we authorize the Mayor to write a letter to Imperial Oil Limited regarding council's disappointment with their lack of cooperation with the Town

pertaining to the municipality's attempt to lease the contaminated site to construct a park in order to beautify the site located in the downtown core of our community at the corner of James Street North and Second Avenue and lack of communication regarding the erection of the fence that has recently been installed on the property." **CARRIED**

Wastewater Pipeline – Epcor/City of Regina:

193-15 Holobetz/Grohs: "That we authorize administration to provide Epcor with the Wastewater Treatment Facility preliminary design report completed by Stantec, with the exception of particulars on the proposed design, to aid in their efforts of reviewing available wastewater information for the Town of Lumsden so they can establish options for a possible wastewater pipeline to the City of Regina." **CARRIED**

Canada 150 Community Infrastructure Program Grant Application Submission:

194-15 Phillips/Bogdan: "That we authorize administration to submit an application under the Canada 150 Community Infrastructure Program for various upgrades to the Centennial Hall." **CARRIED**

Adjournment:

195-15 Newkirk/Cogger: "That we adjourn this meeting at 9:17 p.m." **CARRIED**



Mayor



Chief Administrative Officer

TOWN OF LUMSDEN
Snow Removal Policy

The Town of Lumsden snow removal plan will consist of five areas and three phases:

Area 1: South of Qu'Appelle Drive

Area 2: From Qu'Appelle Drive north to the river, with the exception of James Street from Second Avenue to Sixth Avenue, Third Avenue from James Street to Colbourne Street, and Second Avenue from River Street to Colbourne Street

Area 3: North of the Qu'Appelle River

Area 4: James Street North from Second Avenue to Sixth Avenue, Second Avenue from Colbourne Street to River Street and Third Avenue from Colbourne Street to James Street North

Area 5: Back lanes and sidewalks

Snow removal will be done after the town has received 10cm or more of snow and it is no longer snowing. In the event of a heavy snow fall, clearing of streets will be during the storm to keep roads passable. The Public Works Department may also decide to remove snow in the event of a series of small snow falls, and areas that become drifted in.

SNOW REMOVAL

PHASE 1

Snow removal will begin in Area 1, then move to Area 2, and then Area 3.

PHASE 2

Snow removal in Area 4 will be done between the hours of 9:00 p.m. and 8:00 a.m., because of the traffic volume in this area. In the event of a heavy snow fall, snow will be windrowed to the center of the street to keep traffic moving during business hours. Snow in phase two is completely removed from the street by loading and hauling.

PHASE 3

Area 5 snow removal will be completed when equipment becomes available.

EQUIPMENT & PROCEDURE:

The majority of snow covered roads will be cleared using a truck mounted plow followed by a grader.

The Town will not remove snow in front of any private residences for the purpose of on-street parking.

If snow is piled onto sidewalks during the snow removal process on municipal roads, the municipality will return and clear the sidewalk.

A handwritten signature, possibly 'M. M.', is written in black ink. Below it, the initials 'PC' are written in a similar style.

RESPONSIBILITIES OF PROPERTY OWNERS:

Windrows left through driveway approaches during the snow removal process are the homeowner's responsibility to remove. The clearing of municipal roads in a timely manner is a priority of the Public Works Department. The clearing of driveway approaches by the grader may only be done as time permits.

Property owners are expected to remove snow from any adjacent sidewalks within 24 hours.

SANDING STREETS

Sanding of hills and intersection will be done after:

- Freezing rain
- Light snow if streets become slippery
- Streets become polished

Sanding will be done after snow removal has been completed in areas of town. The sanding of sidewalks will be done as necessary.

LOADING/HAULING SNOW

Snow will be hauled when necessary to keep piles at a manageable height or completely removed.

Piles of snow are loaded and hauled from:

1. back of curling rink
2. back of hockey rink
3. parking lot of the hockey rink
4. school bus parking lot
5. grader windrows left on 5th Ave, 2nd Ave, and James St from Qu'Appelle Dr to Peter Ave
6. any snow to reduce the amount of run off from with in the town



Updated June 2015