

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
APRIL 12, 2016

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, April 12, 2016 at 6:38p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Trevor Grohs, Reggie Newkirk,
 Rhonda Phillips (Arrived 7:57pm), Randy Bogdan
 Chief Administrative Officer: Darcie Cooper
 Assistant Administrator: Krystal Strong
 Public Works Foreman: Jeff Carey (Left at 6:56pm)
 Finance Officer: Sheena Carrick

Absent: Councillor: Jane Cogger, Wes Holobetz

ADDITIONAL AGENDA ITEMS:

127-16 Grohs/Newkirk: "That we agree to adopt the agenda as presented." **CARRIED**

UTILITIES/PUBLIC WORKS REPORT:

Public Works Foreman, Jeff Carey provided a verbal report on various utilities and public works matters.

Part-time Employment – Papin Mukendi-Luboya:

128-16 Bogdan/Newkirk: "That, in consideration of a positive review and assessment by the job coach provided by Community Living and Jeff Carey, the Public Works Foreman on suitability for continued employment of Papin Mukendi-Luboya, we agree to continue the employment of Papin Mukendi-Luboya on a part-time basis, without the assistance of a job coach, for two ½ days of employment per week, with the standard probationary period of 6 month in accordance with the Human Resource Policy." **CARRIED**

129-16 Grohs/Bogdan: "That the Utilities & Public Works report be accepted as presented." **CARRIED**

Public Works Foreman, Jeff Carey, left the meeting at 6:56pm.

FINANCIAL REPORTS:

Financial Officer, Sheena Carrick provided council with a written report on the 2015 year-end Financial Statement and a financial report regarding the Lumsden Cemetery.

Transfer to Cemetery Reserve:

130-16 Bogdan/Newkirk: "That we authorize administration to transfer operating/capital surpluses for the Cemetery operations, at the end of each year, into the Cemetery Reserve up to a maximum reserve balance of \$30,000; and
 That we agree that any operating deficits shall be funded through this reserve." **CARRIED**

131-16 Grohs/Newkirk: "That we accept the Financial Statement for the period ending December 31, 2015, as presented by Finance Officer, Sheena Carrick." **CARRIED**

MINUTES:

132-16 Newkirk/Bogdan: "That the minutes of the March 3, 2016 Group II Committee meeting be approved, as circulated." **CARRIED**

Minutes:

133-16 Grohs/Bogdan: "That the minutes of the March 22, 2016 regular meeting be approved, as circulated." **CARRIED**

COMMUNICATIONS:

134-16 Newkirk/Grohs: "That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:
 A. Lumsden & District Heritage Home – Regular Meeting Minutes February 22, 2016
 B. Sask Justice – Fine Disbursement Report
 C. Sask Worker's Compensation Board – Annual General Meeting – May 4, 2016 – Regina

- D. Municipal Potash Tax Sharing Admin Board – 2016 Payment Estimates
- E. Sask Crime Stoppers – Request for Voluntary Sponsorship - \$200
- F. Miscellaneous Publications.”

CARRIED**REPORTS OF ADMINISTRATION:****List of Accounts to be Approved:**

- 135-16 Bogdan/Grohs: “That the list of accounts attached hereto and forming a part of these minutes and totalling \$205,998.65 is hereby approved for payment by the Mayor and the Chief Administrative Officer.”

CARRIED**Administrative Report:**

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

Development Levy Bylaw:

- 136-16 Newkirk/Bogdan: “That we authorize administration to bring back the proposed Development Levy Bylaw for to the next regular meeting scheduled for April 26, 2016, for council’s consideration.”

CARRIED**Hall Concession Request – Lumsden Elementary School:**

- 137-16 Grohs/Newkirk: “That we agree to a rental concession for the Centennial Hall, to the Lumsden Elementary School, at a rate of \$120 (\$500 value) to cover the caretaker expenses, for the Ladies Night Fundraiser held on April 9, 2016.”

CARRIED**Official Community Plan Amendment – Public Hearing Date – Amend Resolution 99-16:**

- 138-16 Newkirk/Grohs: “That we amend Resolution #99-16 by removing the words ‘Tuesday, April 26, 2016 at 7:30pm’ and replacing them with ‘Tuesday, May 24, 2016 at 7:30pm’.”

CARRIED**Office Services Clerk:**

- 139-16 Grohs/Bogdan: “That, based on the probationary evaluation completed by Chief Administrative Officer, Darcie Cooper, we agree to change Chris Lamontagne, Office Services Clerk, from probationary status to permanent status effective immediately, in accordance with the Human Resource Policy Manual.”

CARRIED

- 140-16 Newkirk/Bogdan: “That the administrative report be accepted as presented.”

CARRIED**APPOINTMENTS:****Development Appeals Board Secretary Appointment:**

- 141-16 Grohs/Newkirk: “That, in consideration of the resignation submitted by Judith Elashuk, we agree to appoint Krystal Strong as the Development Appeals Board Secretary, until we are able to find someone else to fill the position; and
That we authorize administration to advertise internally to see if interest in the position can be found.”

CARRIED**UNFINISHED BUSINESS:****Bylaw No. 05-2016 – Cemetery Bylaw – 2nd Reading:**

- 142-16 Newkirk/Bogdan: “That Bylaw No. 05-2016, the Cemetery Bylaw, be read a second time.”

CARRIED**Bylaw No. 05-2016 – Cemetery Bylaw – Adoption:**

- 143-16 Phillips/Grohs: “That Bylaw No. 05-2016, the Cemetery Bylaw, be adopted, signed and sealed.”

CARRIED**NEW BUSINESS:****Portable Power Meter:**

- 144-16 Grohs/Bogdan: “That we authorize Utilities Foreman, Dave Cherney to purchase a portable power meter to measure power usage at various locations, at an estimated cost of \$500.00.”

CARRIED**South East Regional Library Annual Meeting:**

- 145-16 Phillips/Bogdan: “That we authorize Councillor Reggie Newkirk to attend the South East Regional Library Annual meeting to be held in Weyburn, SK April 16, 2016, with expenses to be reimbursed by the municipality.”

CARRIED**U.M.A.A.S Convention:**

- 146-16 Newkirk/Phillips: “That we authorize the CAO to attend the 2016 Urban Municipal

Administrators Association Convention on June 7 - 10, 2016 in Saskatoon, with expenses to be reimbursed by the municipality." **CARRIED**

U.M.A.A.S Local Government Election Workshop:

147-16 Newkirk/Bogdan: "That we authorize Chief Administrative Officer Darcie Cooper and Office Services Clerk Joan Agopsowicz to attend the Local Government Election workshop, presented by the Urban Municipal Administrators Association on June 2, 2016 in Regina, with expenses to be reimbursed by the municipality." **CARRIED**

Associated Engineering – Lumsden Landfill Environmental Assessment Study:

148-16 Grohs/Phillips: "That we authorize administration to sign a service agreement with Associated Engineering to conduct an Environmental Assessment Study at the Lumsden Landfill at an estimated total cost of \$28,500.00 plus tax." **CARRIED**

SUMA Creating and Enforcing Effective Bylaws Workshop:

149-16 Newkirk/Phillips: "That we authorize the Chief Administrative Officer Darcie Cooper and Assistant Administrative Krystal Strong to attend the Saskatchewan Urban Municipalities Association Creating and Enforcing Effective Bylaws workshop on May 10, 2016 in Regina, with expenses to be reimbursed by the municipality." **CARRIED**

Saskatchewan Polytechnic – Basic Investigation Training:

150-16 Newkirk/Grohs: "That we authorize Assistant Administrator/Bylaw Enforcement Officer Krystal Strong to attend the Saskatchewan Polytechnic Basic Investigator Training on May 30 – June 3, 2016 in Prince Albert, with travel expenses to be cost shared with the R.M. of Lumsden No. 189 and reimbursed by the municipalities; and That we acknowledge that the registration of \$900.00 has been waved due to her involvement with the Saskatchewan Association of Municipal Enforcement Officers (SAMEO)." **CARRIED**

Land Lease Agreement – Lumsden Drugs Inc. – Parking Lot:

151-16 Newkirk/Grohs: "That we authorize the Mayor and CAO to sign the lease agreement presented by the CAO, between the municipality and Lumsden Drugs Inc. for the purpose of the town utilizing the property legally described as Lot 14 and 15, Block 04, Plan 8561, civic address 350 James Street North, as a parking lot to provide additional parking space for the downtown area." **CARRIED**

Bylaw No. 06-2016 – Assessment Roll Extension Bylaw – 1st Reading:

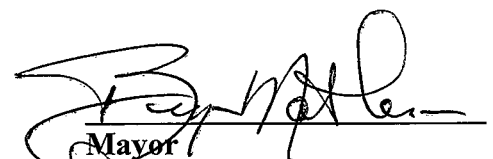
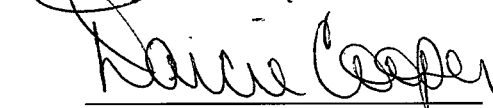
152-16 Bogdan/Newkirk: "That Bylaw No. 06-2016, being a bylaw to extend the time required for the completion of the assessment roll, be read a first time." **CARRIED**

Bylaw No. 07-2016 – Financial Statement Completion Extension Bylaw – 1st Reading:

153-16 Grohs/Phillips: "That Bylaw No. 07-2016, being a bylaw to extend the time required for the completion of the Financial Statement, be read a first time." **CARRIED**

Adjournment:

154-16 Newkirk/Bogdan: "That we adjourn the meeting at 8:55 p.m." **CARRIED**


Mayor

Chief Administrative Officer

Amended
Res #
222-16