

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
DECEMBER 13th, 2011

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, December 13th, 2011 at 6:32 p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
Councillors: Doug Mader
Dan Kirby, Rhonda Phillips
Jayne Leibel

Chief Administrative
Officer: Darcie Cooper
Asst. Administrator: Krystal Brewer
Public Works Foreman: Jeff Carey(Left at 6:39pm)

Absent: Councillor: Al Sulma

Minutes:

534-11 Mader/Phillips: "That the minutes of the November 22nd Regular Meeting be approved as circulated." **CARRIED**

Minutes:

535-11 Phillips/Kirby: "That the minutes of the November 29th Joint Administration Committee meeting be approved as circulated." **CARRIED**

Minutes:

536-11 Mader/Leibel: "That the minutes of the December 8th Group I Committee meeting be approved as circulated." **CARRIED**

Minutes:

537-11 Phillips/Leibel: "That the minutes of the December 8th Group II Committee meeting be approved as circulated." **CARRIED**

Delegations:

538-11 Mader/Leibel: "That we accept Sean Probe, Chantel Matic and Ward MacDougall to the meeting." **CARRIED**

7:30 pm Sean Probe, Chantel Matic and Ward MacDougall, appeared before council to discuss a proposed fourplex development to be located at 179 Second Avenue.

539-11 Phillips/Kirby: "That we accept Steve Croft to the meeting". **CARRIED**

8:00 pm Steve Croft, of Canyon Creek Estates, appeared before council to discuss his request to have an Equestrian Centre located within Town on the recently annexed land, known as the old Wong Farm property legally described as Ptn. NW 29-19-21-W2.

Correspondence:

540-11 Leibel/Mader: "That the following correspondence and reports have been reviewed and the Administrator is authorized to file the same accordingly:

- A. Saskatchewan Environment – upgraded sewage treatment plant
- B. Devon Estates Ltd.- Email re: Esso park comments
- C. Saskatchewan Housing Corporation – Town's 5% is \$ 2076.33
- D. Government of Saskatchewan - Federal Transfer of Gas Tax Funding
- E. SAMA – New Website & Response to Resolution Passed at SAMA's 2011 Annual Meeting
- F. Saskatchewan Justice – Disbursement Report
- G. SUMA - Insurance Update
- H. MEPP - Employer Bulletin
- I. Heritage Saskatchewan – Membership & Annual General Meeting 2012
- J. James Street South Citizens' Group – Ltr re: follow-up on request for traffic signs
- K. RCMP – Ltr re: Community Consultative Group
- L. Crown Shred & Recycling – October Purchase Order
- M. Workers Compensation Board – Cert. of Achievement & 2012 Premium Rate Notice
- N. Citizenship & Immigration Canada – Ltr re: Paul Yuzyk Award for Multiculturalism
- O. Miscellaneous Publications." **CARRIED**

General Account - Payment Vouchers:

541-11 Leibel/Phillips: “That the general accounts listed below and totaling \$166,333.66, plus Council Remunerations have been checked and approved for payment by the respective committees.”

Committee Reports:

Councillor Dan Kirby provided a verbal report on the Joint Administration Committee Meeting that he attended on November 29, 2011.

Councillor Doug Mader provided a verbal report on the Group I Committee meeting he attended.

Councillor Rhonda Phillips provided a verbal report on the Group II Committee meeting she attended.

Councillor Dan Kirby provided a written and verbal report on the Public Works Wage review committee meeting he attended.

Mayor Bryan Matheson provided a verbal report on the James Street South Local Improvement Project Open House he attended.

542-11 Mader/Leibel: "That the committee reports be accepted as presented."
CARRIED

STAFF REPORTS:

Chief Administrative Officer's Report:

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

543-11 Leibel/Kirby: "That the verbal report provided by the Chief Administrative Officer be accepted as presented."
CARRIED

Public Works & Utilities Report:

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

544-11 Mader/Leibel: "That the verbal report provided by the Public Works Foreman be accepted as presented."
CARRIED

Bylaw Enforcement Officer's Report:

Bylaw Enforcement Officer, Krystal Brewer, provided a written report on various bylaw enforcement matters.

545-11 Mader/Leibel: "That the written report provided by the Bylaw Enforcement Officer be accepted as presented."
CARRIED

APPOINTMENTS:

Joint Administration/Fire Committee:

546-11 Leibel/Mader: "That we appoint Councillors Dan Kirby, Rhonda Phillips and Mayor Bryan Matheson to the Joint Administration/Fire Committee."
CARRIED

Deputy Mayor Appointment – 2012:

547-11 Mader/Leibel: "That we appoint the following Councillor to the position of Deputy Mayor for the 2012 year as per the following schedule:

January/February	Councillor Mader	
March/April	Councillor Phillips	
May/June	Councillor Sulma	
July/August	Councillor Leibel	
September/October	Councillor Kirby."	CARRIED

2012 Representative Appointments:

548-11 Mader/Phillips: "That we appoint the following individuals to represent the Town of Lumsden for the 2012 year:

<i>Solicitor</i>	<i>Patrick McDonald – MacLean Keith</i>
<i>Auditor</i>	<i>Dudley & Company Chartered Accountants</i>
<i>Fire Chief</i>	<i>Jeff Carey</i>
<i>Deputy Fire Chief</i>	<i>Dan Kirby, Dan Carey</i>
<i>Dog Catchers</i>	<i>Dave Cherney, Cory Danyliw, Jeff Carey, Lance Whitteron, Barry McGill, Chris Brewer</i>
<i>Licence Inspector</i>	<i>Krystal Brewer</i>
<i>Asst. Licence Inspectors</i>	<i>Dave Cherney, Jeff Carey</i>
<i>Mutual Aid Area Representative</i>	<i>Dan Kirby</i>
<i>Lumsden Chamber of Commerce Liaison</i>	<i>Jayne Leibel</i>
<i>Regional Library Board Representative</i>	<i>Doug Mader</i>
<i>Lumsden Sports Assoc. Representative</i>	<i>Jayne Leibel</i>
<i>Lumsden & District Heritage Home</i>	<i>Al Sulma</i>
<i>Regina Regional Opportunities Commission</i>	<i>Bryan Matheson</i>
<i>Occupational Health & Safety Rep.</i>	<i>Rhonda Phillips</i>
<i>Weed Inspector</i>	<i>Tom Harrison</i>
<i>District Board of Revision</i>	<i>Gordon Bonokoski Chair, Karen Goldie, Rep</i>
<i>Wascana & Upper Qu'Appelle Watersheds</i>	
<i>Taking Responsibility (WUQWATR)</i>	<i>Rhonda Phillips."</i>

CARRIED

Development Appeals Board Appointment:

549-11 Kirby/Phillips: "That we agree to re-appoint the following members to the Development Appeals Board for a three year term:

Robert Hill Expiry date December 31, 2014
 Jack Kinnear Expiry date December 31, 2014."

CARRIED**NEW BUSINESS:****2012 Joint Fire Capital & Operating Budget:**

550-11 Kirby/Phillips: "That we agree with the recommendation of the Joint Administration/Fire Committee and approve the following expenditures totaling \$14,525.00 to fund the 2012 proposed capital and operating budget for the Lumsden & District Fire Department:

- \$5,400 for the Capital purchase of 4 sets of Turn out Gear,
- \$9,125 for the Operating budget to be split between training, small tools and equipment and materials and supplies."

CARRIED**Joint Administration Staff 2012 Steps & Salary Grid Increase:**

551-11 Kirby/Mader: "That in consideration of the Joint Administration employee performance evaluations completed by the Chief Administrative Officer, we agree with the recommendation of the Joint Administration Committee and approve the following Joint Administration employee 2012 salary steps:

(Salary and Wage amounts below reflect 2011 rates of the newly adopted grids)

Krystal Brewer	Asst. Administrator	Step 1 to Step 3	(\$36,293 to \$39,255)
Joan Agopsowicz	Office Services Clerk	Step 9 to Step 11	(\$15.53/hr to \$19.64/hr)
Brenda Boos	Office Services Clerk	Step 8 to Step 11	(\$15.30/hr to \$19.64/hr)
Marla Lillejord	Office Services Clerk	Step 2 to Step 3	(\$13.04 /hr to 16.60)

That we agree with the recommendation of the Joint Administration Committee and approve a 2.9% increase to the 2011 Salary Grids for the 2012 year for Joint Administration and Recreation due to the following background information considered by the Joint Administration Committee:

- Consumer Price Index for Regina is 3.0%
- Urban Municipal Association's recommendation 3.0%
- Rural Municipal Association's recommendation 2.8%; and

That the averages of the above rates and recommendations were used in determining the 2.9% Salary Grid increase."

CARRIED**Moving Expenses – Byron Tumbach:**

552-11 Kirby/Leibel: "That we agree with the recommendation of the Joint Administration Committee and approve the inclusion of a moving expense allowance, up to a maximum of \$1,500.00, in the employment offer to Byron Tumbach, for the Chief Administrative Officer position, in the event that he is unable to find suitable housing to purchase by the anticipated start date and end in a rental situation, subject to the following:

- Payment would be upon submission of invoices
- Invoices would need to be submitted prior to January 1, 2013".

CARRIED**Chief Administrative Officer – Professional Dues:**

553-11 Kirby/Phillips: "That we agree with the recommendation by the Joint Administration Committee and approve the inclusion of the payment of professional dues, including the annual CMA (Chartered Management Accountant) membership, in the employment offer to Byron Tumbach, for the Chief Administrative Officer position."

CARRIED**Experience Credit & Salary Step – Darcie Cooper:**

554-11 Phillips/Mader: "That we agree with the recommendation of the Joint Administration Committee and agree to credit Darcie Cooper for 2 years of experience in relation to the Salary Grid, for the 2011 year, in consideration of the additional duties as Administrator during the 2011 year; and

That we approve the following salary step for the 2012 year *(Salary amount reflects 2011 rate of the newly adopted salary grid)*

- Darcie Cooper, Asst. Administrator Step 8 (\$47,759)."

CARRIED

2012 Joint Administration Capital Budget:

555-11 Kirby/Leibel: "That we agree with the recommendation of the Joint Administration Committee and approve the capital expenditures totaling \$2,000.00 to fund computer and software upgrades in 2012." **CARRIED**

Next Meeting – Joint Council Supper Meeting:

556-11 Mader/Phillips: "That we agree to set the date for the next Joint Administration Committee meeting on Tuesday, January 17th, 2012 at 6:00 p.m. at the River Park Centre with the Town of Lumsden hosting a catered supper meeting for both Councils, Chief Administrative Officer, Assistant Administrators, Department Heads and MLA dignitaries." **CARRIED**

Alternate Administration Signing Authority:

557-11 Leibel/Phillips: "That we authorize payment approval and signing authority on behalf of the Administration, be given too Assistant Administrator, Darcie Cooper in the event that Chief Administrative Officer, Byron Tumbach is unavailable." **CARRIED**

Credit Card Authorization:

558-11 Mader/Phillips: "That we authorize Assistant Administrator, Darcie Cooper to retain the Company Visa Credit Card that has already been issued to her; and That we authorize issuance of an additional Visa Credit Card to Chief Administrative Officer, Byron Tumbach, with a credit limit of \$5,000.00." **CARRIED**

Laptop Purchase – Byron Tumbach:

559-11 Phillips/Leibel: "That we authorize the purchase of a laptop and accessories for Chief Administrative Officer Byron Tumbach at an estimated cost of \$1,566.00, including 2 monitors, 9 cell battery and docking station, with costs to be shared with the RM of Lumsden No. 189." **CARRIED**

Special Meeting – Draft OCP and Zoning Bylaw:

560-11 Mader/Kirby: "That we agree to hold a special meeting on January 11th at 6:00 p.m. in the River Park Centre for the purpose of reviewing the draft Official Community Plan with municipal planner Jim Walters with Crosby, Hanna & Associates." **CARRIED**

Rescind Resolutions #486-11 & 487-11:

561-11 Phillips/Mader: "That we rescind resolutions #486-11 and #487-11 pertaining to the adoption of the Water and Sewer Rates Bylaw." **CARRIED**

Amend Zoning Bylaw – Equestrian Centre:

562-11 Kirby/Phillips: "That we authorize municipal planner, Jim Walters of Crosby Hanna & Associates, to prepare an amendment to the municipality's Zoning Bylaw No. 15-2002 that would provide for an Equestrian Centre under the Discretionary Use section of the Future Development District." **CARRIED**

Municipal Leadership Development Program – Winter 2012 Modules:

563-11 Leibel/Kirby: "That we authorize any interested Councillors or employees to attend the Municipal Leadership Development Program's Winter 2012 Modules at a cost of \$125.00 plus GST per module, held on January 28th, February 14th and March 12th, 2012 in Regina, SK, with expenses to be reimbursed as per resolution 21-08." **CARRIED**

Travel Allowance for Authorized Town Business:

564-11 Phillips/Leibel: "That all Council members, official employees and appointees of the Town of Lumsden who are required to travel to attend to Town business shall be reimbursed for expenses incurred as follows:

1) *Authorized travel required to perform or attend to Town business shall be reimbursed at a rate of .44 cents per kilometre (no increase since 2008) travelled when using a personal/private vehicle.*

2) *Receipts of expenses incurred for meals, parking and accommodations while attending to authorized Town business shall be submitted to Council for reimbursement consideration."* **CARRIED**

2012 Council Remuneration:

565-11 Leibel/Phillips: "That we agree to set the remuneration for Mayor and Councillors for the 2012 year at the following rates:

Council Indemnity

Councillors - \$130.00 per meeting;

Mayor - \$190.00 per meeting

Indemnity

shall include all council meetings and duly called and documented committee meetings (minutes taken by the CAO);

Per Diem**Councillors - \$130.00 per day** while attending to Town business;**Mayor - \$190.00 per day** while attending to Town business;**\$25.00 per hour** for informal meetings of a short duration where the member represents the Town or attends to Town business and a written report is provided to Council on the matters discussed or attended to.”**CARRIED****2012 Dates for Regular Meetings of Council:**

566-11 Mader/Leibel: “That, for the 2012 year we agree to hold regular Council meetings in the Council Chambers of the municipal office at 6:30 p.m. on the 2nd and 4th Tuesday of each month with the exception of July and August when the date of the meeting will be as follows:

July 17thAugust 14th.”**CARRIED****Committee Meeting Schedule:**

567-11 Phillips/Kirby: “That we agree to set the monthly committee meetings as follows:

- Group I will meet the 1st Thursday of every month at 5:15 pm in the Council Chambers
- Group II will meet the 1st Thursday of every month at 3:45 pm in the Town Shop.”

CARRIED**Public Works - Salary Grid Recommendation:**

568-11 Kirby/Mader: “That we agree with the recommendation of the Employee Wage Review Committee and accept the attached Public Works Salary Grid for the 2012 year; and That we acknowledge the information used for the salary grid review was the Union agreement for the City of Regina and salaries for the Town of Watrous, Pilot Butte and Indian Head.”

CARRIED**Public Works & Utility Foreman’s – 2012 Salary Steps:**

569-11 Phillips/Mader “That, in consideration of the employee performance evaluations completed by the Group II Committee, we approve the following employee 2012 salary steps (Salaries indicated reflect the new 2012 Salary Grid):

Jeff Carey	Public Works Foreman	From Step 6 to Step 9	(\$56,558/yr to \$62,077/yr)
Dave Cherney	Utilities Foreman	From Step 8 to Step 10	(\$59,017/yr to 63,474/yr).”

CARRIED**Hall Concession Request – Scouts Canada-Lumsden Branch:**

570-11 Mader/Phillips: “That we agree to a rental concession for the Centennial Hall, to the Lumsden branch of Scouts Canada, at a rate of \$100 (\$700 value) to cover the caretaker expenses, for the purpose of a leadership training course to be held on January 20-22, 2012.”

CARRIED**Hall Concession Request – Shepherd of the Valley Lutheran Church:**

571-11 Phillips/Leibel: “That we agree to a rental concession for the Centennial Hall, to the Shepherd of the Valley Lutheran Church, at a rate of \$100 (\$350 value) to cover the caretaker expenses, for a “Beat the Winter Blues Jazz Night” fundraiser to be held on February 11, 2012, with proceeds going to the Lumsden & District Heritage Home.”

CARRIED**Queen City Sewer Development – Letter of Final Completion:**

572-11 Kirby/Phillips: “That we agree to return the letter of credit in the amount of \$25,000.00 to Ron Hildebrandt and Mary Jane Simcoe with Queen City Sewer Service, due to the completion of the one year maintenance period for the underground services with no apparent issues and the record “as built” drawings have been received for the construction of the water and sewer services..”

CARRIED**Dev. App. #2011-026 – Kuntz Commercial Subdivision:**

573-11 Mader/Leibel: “That we agree to refer Development Application #2011-026 submitted by KD & RG Kuntz for a 5 lot commercial subdivision, to our municipal planner; Jim Walters of Crosby Hanna & Associates, for his review and recommendations.”

CARRIED

Bylaw No. 13-2011 – A Bylaw to Amend Bylaw 2011-06 – 1st Reading:

574-11 Kirby/Leibel: “That Bylaw #2011 -13, being a bylaw to amend Bylaw 2011-06 to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be read a first time.”

CARRIED

Bylaw No. 13-2011 – A Bylaw to Amend Bylaw 2011-06 – 2nd Reading:

575-11 Phillips/Mader: “That Bylaw #2011 -13, being a bylaw to amend Bylaw 2011-06 to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be read a second time.”

CARRIED

Bylaw No. 12 -2011 – A Bylaw to Amend Bylaw 2010-11 – 1st Reading:

576-11 Phillips/Mader: “That Bylaw No. 12-2011, being a bylaw to amend Bylaw 2010-11, a bylaw respecting traffic, be read a first time.”

CARRIED

Bylaw No. 12 -2011 – A Bylaw to Amend Bylaw 2010-11 – 2nd Reading:

577-11 Leibel/Kirby: “That Bylaw No. 12-2011, being a bylaw to amend Bylaw 2010-11, a bylaw respecting traffic, be read a second time.”

CARRIED

Adjournment:

578-11 Kirby/Leibel: “That we adjourn this meeting at 10:59 p.m.”

CARRIED

Mayor

Chief Administrative Officer