

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
DECEMBER 10th, 2013

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, December 10, 2013 at 6:33 p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Rhonda Phillips, Randy Bogdan, Reggie Newkirk,
 Wes Holobetz, Trevor Grohs, Jane Cogger
 Chief Administrative Officer: Darcie Cooper
 Assistant Administrator: Krystal Strong
 Financial Officer: Sheena Carrick (Left at 6:46pm)

FINANCIAL REPORTS:

Bank Reconciliation & Financial Statement:

471-13 Phillips/Bogdan: "That we accept the Bank Reconciliation and Financial Statement for the period ending November 30th, 2013, as presented by Financial Officer, Sheena Carrick." **CARRIED**

MINUTES:

472-13 Newkirk/Grohs: "That the minutes of the November 26, 2013 regular meeting be approved, as circulated." **CARRIED**

COMMITTEE MINUTES & REPORTS:

Mayor, Bryan Matheson provided a verbal report on the Schandre Estates Development Committee Meeting he attended on November 22, 2013.

Minutes:

473-13 Phillips/Cogger: "That minutes of the November 22, 2013 Schandre Estates Development Committee meeting be approved, as circulated." **CARRIED**

Councillor Rhonda Phillips provided a verbal report on the Wastewater Treatment Committee meeting she attended on December 4, 2013.

Minutes:

474-13 Holobetz/Grohs: "That the minutes of the December 4, 2013 Wastewater Treatment Committee meeting be approved, as circulated." **CARRIED**

Mayor Matheson provided a verbal report regarding the Municipal Capacity Development Program Inter-municipal cooperation conference he attended in Regina on December 2nd and 3rd.

DELEGATION:

475-13 Newkirk/Holobetz: "That we accept Norm Colhoun to the meeting." **CARRIED**

Norm Colhoun appeared before council to discuss his proposal regarding his annexation request of his property, legally described as Parcel C, Plan 101443823 from the R.M. of Lumsden No. 189 into the Town of Lumsden, for the purpose of a high density residential subdivision.

CORRESPONDENCE:

476-13 Grohs/Holobetz: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. SUMA – Insurance Update
- B. SE Regional Library – Highlights
- C. SE Regional Library – 2014 Branch Weekly open hours
- D. Lumsden & District Heritage Home – Regular Meeting Minutes Oct 28, 2013
- E. Heritage Saskatchewan – Membership Application
- F. Sask Justice – Fine Disbursement Report
- G. Miscellaneous Publications."

CARRIED

GENERAL ACCOUNT – PAYMENT VOUCHERS:

477-13 Cogger/Bogdan: "That the general accounts listed below and totaling \$149,815.48, have been checked and approved for payment by the respective committees."

DC
CP

CARRIED

Staff Reports:

Administration Report:

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

478-13 Grohs/Bogdan: "That the Chief Administrative Officer's report be accepted as presented."
CARRIED

SALIBO & Annual Bylaw Reports:

Bylaw Enforcement Officer, Krystal Strong provided written reports on the Saskatchewan Association of License Inspectors and Bylaw Officials (SALIBO), Standards & Training Committee that she is a member of and the 2013 Annual Bylaw Enforcement report for the Town of Lumsden.

Handwritten initials: "K" and "RS" or "KS".

479-13 Grohs/Bogdan: "That the Bylaw Enforcement Officer's reports be accepted as presented." **CARRIED**

APPOINTMENTS:

Joint Administration/Fire Committee:

480-13 Holobetz/Bogdan: "That we appoint Councillor Phillips, Councillor Cogger and Mayor Matheson to the Joint Administration/Fire Committee, for the 2014 year."

CARRIED

Deputy Mayor Appointment – 2014:

481-13 Cogger/Newkirk: "That we appoint the following Councillor to the position of Deputy Mayor for the 2014 year as per the following schedule:

January/February	Councillor Phillips
March/April	Councillor Grohs
May/June	Councillor Holobetz
July/August	Councillor Newkirk
September/October	Councillor Bogdan
November/December	Councillor Cogger."

CARRIED

2014 Council Committee Appointments:

482-13 Newkirk/Phillips: "That the following members will serve on the Standing Committees of council for the 2014 year:

GROUP I

General Government:	Chair - Jane Cogger Members – Reggie Newkirk, Wes Holobetz
Recreation & Culture:	Chair - Wes Holobetz Members – Reggie Newkirk, Jane Cogger
Protective Services: (Police, Bylaw Enforcement, Fire, EMO, Animal Control)	Chair - Reggie Newkirk Members – Jane Cogger, Wes Holobetz

GROUP II

Transportation:	Chair - Randy Bogdan Members – Trevor Grohs, Rhonda Phillips
Environmental Health & Welfare:	Chair - Trevor Grohs Members – Rhonda Phillips, Randy Bogdan
Water & Sewer Utility:	Chair –Rhonda Phillips Members – Randy Bogdan, Trevor Grohs

Mayor Bryan Matheson is ex-officio member of each Committee.

OTHER

Employee: (Required under Human Resource Policy Manual)	Chair - Mayor Matheson Members – Reggie Newkirk, Trevor Grohs
Planning & Economic Development:	Chair - Mayor Matheson Members– Wes Holobetz, Rhonda Phillips."

CARRIED

2014 Ad Hoc Committee Appointment – Wastewater Treatment Committee:

483-13 Bogdan/Cogger: "That we appoint Councillor Phillips (Chair), Councillors Holobetz and Grohs to the ad-hoc Committee known as the "Wastewater Treatment Committee" for the 2014 year

Mayor Bryan Matheson is ex-officio member of the Committee."

CARRIED

Wastewater Treatment Committee – Advisory Member:

484-13 Grohs/Holobetz: "That we agree to appoint Doug Mader to the Wastewater Treatment Committee as advisory members without voting privileges, subject to his acceptance."

CARRIED

Representative Appointments:

485-13 Cogger/Grohs: "That we appoint the following individuals to represent the Town of Lumsden for the 2014 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>

RP
RC

Licence Inspector	Brock Eadie	
Asst. Licence Inspectors	Krystal Strong	
Regional Library Board Representative	Dave Cherney, Jeff Carey	
Lumsden Sports Assoc. Representative	Reggie Newkirk	
Lumsden & District Heritage Home	Wes Holobetz	
Occupational Health & Safety Rep.	Bryan Matheson	
Weed Inspector	Rhonda Phillips	
Weed Management Strategy Area	Tom Harrison	
WUQWATR (Wascana Upper Qu'Appelle	Rhonda Phillips	
Watersheds Association Taking Responsibility)	Rhonda Phillips	
Lumsden & District Arts Council	Reggie Newkirk	
Emergency Mutual Aid Area Emergency		
Control Committee	Bryan Matheson, Jane Cogger	
Lumsden Splash Park Committee	Wes Holobetz	
Assessor	Darcie Cooper	
District Board of Revision	Louise Holloway	
District Board of Revision (member at large)	Bob Johnson	
District Board of Revision – Secretary	Diane Romph	
Local Development Appeals Board Secretary	Krystal Strong.”	CARRIED

Development Appeals Board Appointment:

486-13 Holobetz/Bogdan: “That we agree to re-appoint the following member to the Development Appeals Board for a three year term, subject to her acceptance:
Louise Holloway Expiry date December 31, 2016.” **CARRIED**

NEW BUSINESS:**2014 Dates for Regular Meetings of Council:**

487-13 Newkirk/Bogdan: “That regular Council meetings be held 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, August, October, November and December when the date of the meetings will be as follows:

July 8 th , 2014	August 12 th , 2014	October 7 th & 21 st , 2014
November 4 th and 25 th , 2014	December 9 th , 2014.”	CARRIED

Group Committee Meeting Dates:

488-13 Grohs/Holobetz: “That we agree to set the following dates, times and locations for the respective Group Committee meetings:

Group 1

Thursday March 27 th	4:00 p.m.	Council Chambers
Thursday June 26 th	4:00 p.m.	Council Chambers
Thursday, September 25 th	4:00 p.m.	Council Chambers
Thursday, December 18 th	4:00 p.m.	Council Chambers

Group II Committee

Thursday March 6 th	3:45 p.m.	Council Chambers
Thursday, June 5 th	3:45 p.m.	Council Chambers
Thursday, September 4 th	3:45 p.m.	Council Chambers
Thursday, December 4 th	3:45 p.m.	Council Chambers.”

CARRIED

Preliminary Design Services Award – Wastewater Treatment Facility:

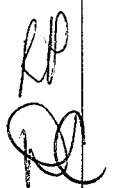
489-13 Phillips/Grohs: “That we agree to contract Stantec Engineering Consulting Ltd. to complete a preliminary design for the Wastewater treatment facility project at an estimated cost of \$115,000.” **CARRIED**

Special Constable Application:

490-13 Holobetz/Newkirk: “That we authorize administration to review the application process for a Special Constable appointment; and
That if there is no fee associated with the application, we authorize administration to submit an application for the appointment to the Ministry of Justice.” **CARRIED**

SUMA Annual Convention:

491-13 Bogdan/Cogger: “That we authorize Councillor’s Newkirk and Phillips, CAO Darcie Cooper and Asst. Administrator Krystal Strong to attend the SUMA Annual Convention, February 2-5, 2014 in Regina, with expenses to be reimbursed as per

RP


resolution #21-08; and

That we authorize the required registration fees to be paid on behalf of the individuals interested in attending this convention; and

That we appoint Councillor Reggie Newkirk and Councillor Rhonda Phillips to be voting delegates at the convention." **CARRIED**

Development Levy Study:

492-13 Newkirk/Cogger: "That we authorize Associated Engineering Ltd. to proceed with the Development Levy Charge Study for the municipality, removing components that pertain to the R.M. of Lumsden No. 189 and any work that would overlap the Joint Growth Strategy initiative of the R.M. of Lumsden No. 189 and the Town of Lumsden." **CARRIED**

SUMA Resolution – Parking Fines:

493-13 Newkirk/Holobetz: "That we authorize Bylaw Enforcement Officer, Krystal Strong, to prepare a draft resolution for council's consideration for submission to the SUMA Annual Convention, requesting that SUMA work with SGI to develop a program for registering parking fines against vehicle owner's licenses." **CARRIED**

Recycle Services request for proposals:

494-13 Cogger/Bogdan: "That, due to the upcoming expiration of the current recycling contract, we authorize the advertisement of the request for proposals for curbside recycling services with a submission deadline of January 28, 2014." **CARRIED**

Saskatchewan Waste Reduction Council - Membership:

495-13 Newkirk/Phillips: "That we agree to renew the Saskatchewan Waste Reduction Council membership at a cost of \$150.00 for the 2014 year." **CARRIED**

Carey – Accrued Vacation Pay Payout:

496-13 Phillips/Grohs: "That, due to the accumulation of vacation pay and the inability to take the accumulated time, we agree to pay Jeff Carey for 125 hours of accumulated vacation pay as requested." **CARRIED**

Utility Arrears & Custom Work Fees – Amounts Added to Taxes:

497-13 Cogger/Newkirk: "That we authorize the Chief Administrative Officer to add the following utility arrears and outstanding custom work fees to property taxes, if left unpaid at December 31, 2013:

Alternate #	Utility Account #	Legal Description	Amount
404100700-010	910.004	Lot 15 Block 06 Plan 62R43061	\$27.50
404300200-010	1330.002	Lot 07 Block 05 Plan 101221771	\$48.49
404014650-010	3200.004	Lot 07 Block Y Plan 81R38468	\$172.49
404010350-010	3500.001	Lots 01, 03 Plan B3947	\$418.21
404022800-010	3700.006	Lot 03 Block P Plan 62R42293	\$75.02
404012500-010	4860.004	Lot 02 Block 02 Plan 86R00428	\$578.94
Total			\$1,320.65

Alternate #	Invoice #	Legal Description	Amount
413906400-010	1862	Lot 13 Block 03 Plan 102051740	\$3,000.00
394000250-010	2141	Lot 04 Block 01 Plan 102087211	\$4,000.00
Total			\$7,000.00."

CARRIED

Colhoun – Request to Annex Land into Town:

498-13 Newkirk/Grohs: "That we authorize Administration to send a letter to Norm Colhoun indicating that we are not interested in annexing his land legally described as Parcel C Plan 101443823 from the R.M. of Lumsden No. 189 into the Town of Lumsden, at this time." **CARRIED**

Bylaw No. 15-2013 – A Bylaw to Amend Bylaw 14-2002, the Official Community Plan – 2nd

Reading:

499-13 Newkirk/Bogdan: "That Bylaw No. 15-2013, being a bylaw to amend bylaw 14-2002, known as the Official Community Plan, be read a second time." **CARRIED**

RP
RC

Bylaw No. 15-2013 – A Bylaw to Amend Bylaw 14-2002, the Official Community Plan –

Adoption:

500-13 Cogger/Phillips: “That Bylaw No. 15-2013, being a bylaw to amend bylaw 14-2002, known as the Official Community Plan, be adopted, signed and sealed.” **CARRIED**

Adjournment:

501-13 Newkirk/Cogger: “That we adjourn this meeting at 10:20 p.m.” **CARRIED**


Mayor


Chief Administrative Officer