

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
AUGUST 12, 2014

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, August 12, 2014 at 6:30 p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Jane Cogger, Trevor Grohs, Reggie Newkirk, Randy Bogdan, Wes Holobetz, Rhonda Phillips
 Chief Administrative Officer: Darcie Cooper
 Assistant Administrator: Krystal Strong
 Financial Officer: Sheena Carrick
 Utilities Foreman: Dave Cherney (Left at 9:16pm)

FINANCIAL REPORTS:

Bank Reconciliation & Financial Statement:

Financial Officer, Sheena Carrick, provided the Bank Reconciliation and Financial Statement for the period ending July 31, 2014. Sheena also provided a verbal report on the New Deal Gas Tax funding agreement with the Province and an overview of some of the changes over the last agreement.

256-14 Newkirk/Bogdan: "That the Bank Reconciliation and Financial Statement for the period ending July 31, 2014 be accepted as presented." **CARRIED**

PUBLIC WORKS & UTILITIES REPORT:

Utilities Foreman Dave Cherney provided a verbal report on various public works and utilities matters.

257-14 Holobetz/Newkirk: "That the report provided by the Utilities Foreman, be accepted as presented." **CARRIED**

MINUTES:

258-14 Cogger/Bogdan: "That the minutes of the July 8, 2014 regular meeting be approved, as circulated." **CARRIED**

COMMITTEE REPORTS:

Councillor Rhonda Phillips provided an update on the Green Municipal Fund Application for the Wastewater Treatment Facility as well as an update on discussions with provincial dignitaries.

259-14 Grohs/Cogger: "That Councillor Phillips' report be approved, as presented." **CARRIED**

Mayor Bryan Matheson reported on the Saskatchewan Municipal Board Hearing that he attended regarding the gravel operation taking place on the NE 32-19-21-W2 in the R.M. of Lumsden No. 189 that borders the Town of Lumsden.

259-14 Holobetz/Bogdan: "That Mayor Matheson's report be approved, as presented." **CARRIED**

DELEGATION:

260-14 Newkirk/Bogdan: "That we welcome Greg Riemer to the meeting." **CARRIED**

Greg Riemer appeared before council to discuss concerns over council's requirement for a new Servicing Agreement for the development of Phase 2 for G.A. Riemer Developments.

261-14 Bogdan/Newkirk: "That we welcome Tom Williams and Ryan Van Dick to the meeting." **CARRIED**

Tom Williams with Walker Projects and Ryan Van Dick with Living Sky Solutions appeared before council to discuss a new wastewater treatment option for the municipality.

CORRESPONDENCE:

262-14 Holobetz/Cogger: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. Sask Municipal Board – Appeal PAC 2014-0006 Decision – Vass
- B. MEPP – Employee Bulletin
- C. SaskPower – Fridge/Freezer Recycle Program
- D. WSA – Wastewater Works Compliance Inspection

M-11

- E. WSA - Waterworks Compliance Inspection – Human Consumption Use
- F. WSA – Waterworks System Assessment Round 3
- G. Smith – Ltr re: Bylaw Officer – Qualifications
- H. MacLean Keith – Collection Action A & A Demolition – Comments
- I. Sask Justice – Fine Disbursement Report
- J. Associated Engineering – Joint Growth Strategy Progress Report
- K. WUQWATR – Draft Invasive Weed Species Article
- L. Lynn - Ltr re: Donation of Christine Lynn artwork
- M. Min of Gov Relations – 2015-16 Revenue Sharing Grant estimate
- N. Min of Gov Relations – PDAP Designation Approval – Heavy Rain June 28 & 29, 2014
- O. SUMA – Email re: Consultation on Pest Control Products Regulations, 1995 revisions
- P. Miscellaneous Publications.”

CARRIED

GENERAL ACCOUNT – PAYMENT VOUCHERS:

263-14 Cogger/Bogdan: “That the general accounts listed below and totaling \$1,333,336.95, have been checked and approved for payment by the respective committees.”

CARRIED

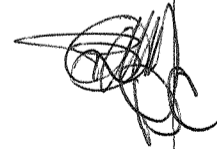
Staff Reports:

Administration Report:

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

264-14 Holobetz/Phillips: "That the Chief Administrative Officer's report be accepted as presented."

CARRIED

A handwritten signature or set of initials, possibly 'DC', written in black ink. The signature is somewhat scribbled and overlaps the right edge of the page.

NEW BUSINESS:**New Deal Federal Gas Tax Funding:**

265-14 Holobetz/Grohs: "That we authorize the Mayor and Chief Administrative Officer to sign the renewed New Deal Federal Gas Tax Funding Agreement for the period of 5 years from 2014-2015 to 2018-2019." **CARRIED**

Employee Salary Steps:

266-14 Phillips/Grohs: "That, in consideration of the additional responsibilities assumed with the resignation of Chris Brewer, we agree to move Brock Eadie to Water/Wastewater Operator Level 2 at Step 3 of the Salary Grid \$44,674/year (*increase from \$41,867/year*), effective June 1, 2014." **CARRIED**

Canyon Creek Estates – Public Works Concerns:

267-14 Phillips/Holobetz: "That we authorize the CAO to send a letter to Roy Hutchinson with 268 Seabright Holdings Ltd. regarding Canyon Creek Estates, expressing our concern on the following items:

- the delay in paving the subdivision as it is causing drainage problems as well as pavement failures on Qu'Appelle Drive West
 - Lift Station and sewer main infiltration and alarm system problems
 - Re-paving on Qu'Appelle Drive West where the main service connections were done."
- CARRIED**

Recess Meeting for Public Hearing:

268-14 Newkirk/Grohs: "That we agree to recess the regular meeting at 7:58 p.m. for the purpose of holding the public hearing for the proposed Zoning Bylaw Amendment, Bylaw No. 07-2014." **CARRIED**

Reconvene:

269-14 Cogger/Holobetz: "That we agree to reconvene the meeting at 8:15 p.m." **CARRIED**

Kent Lynn – Art Work Donation:

270-14 Phillips/Trevor: "That we authorize administration to send a letter of thanks to Kent Lynn for the generous donation of 35 numbered and signed copies of the art work called 'Remembering Lumsden' by Christine Lynn for the purpose of municipal gift giving." **CARRIED**

Community Policing Report:

271-14 Cogger/Bogdan: "That we acknowledge the Community Policing Report from the RCMP Lumsden Detachment for the period of April 1, 2014 to June 30, 2014 and authorize the Mayor and Chief Administrative Officer to sign the report." **CARRIED**

Temporary Road Closure – Block Party:

272-14 Phillips/Holobetz: "That we agree to temporarily close the 500 block of Broad Street on Saturday, August 16th, 2014 for the purpose of a block party as requested by Cherie Kowalyshyn, subject to the consent of a majority of affected landowners; and That the approval is on the condition that the municipality assumes no liability or responsibility for the event." **CARRIED**

Development Application #2014-020 – Last Mountain Distillery:

273-14 Grohs/Newkirk: "That we approve Development Application #2014-020 for the placement of a shipping container on land legally described as Parcel C Plan 101446758, as submitted by Last Mountain Distillery, subject to:

- Compliance with the Saskatchewan Ministry of Highways & Infrastructure minimum setbacks
 - Compliance with requirements as set out in section 4.32 of the municipality's Zoning Bylaw No. 15/2002, which includes but is not limited to, painting and screening by shrubs or fencing."
- CARRIED**

Finance Officer – Job Description:

274-14 Newkirk/Holobetz: "That we adopt the job description for the position of Finance Officer, as attached hereto and forming a part of these minutes." **CARRIED**

James Street South – Street Lighting:

275-14 Holobetz/Phillips: "That we authorize the removal of the proposed light at the most southerly location along James St. S. indicated on the Sask Power street lighting plan for the proposed subdivision submitted by Queen City Sewer Service Ltd. for Phase 2 subdivision along James St. South as there is a street light on the corner of James Bay and James St. S.; and

That we authorize administration to inquire with Sask Power as to what lighting options are available with respect to Dark Sky Compliant and energy efficient lighting.”

CARRIED

5th Avenue Extension – Lighting Reimbursement:

276-14 Cogger/Phillips: “That we agree to amend resolution #337-13 by removing the words “\$30.00” and replace with “\$50.00”.”

CARRIED

Water/Wastewater Operator – Gordon Durbin:

277-14 Holobetz/Phillips: “That we agree to hire Gordon Durbin for the position of Level 1 Water/Wastewater Operator effective September 2nd, 2014, with a probationary period of (6) six months and salary step 1 (\$38,339/year) of the 2014 Public Works salary grid.”

CARRIED

Servicing Agreement – Queen City Sewer Service:

278-14 Newkirk/Holobetz: “That we approve the draft Servicing Agreement as presented by the Chief Administrative Officer for Phase 2 of the Queen City Sewer Service subdivision for land legally described as Block J, Plan 62R12592, Parcel P Plan No. 63R29923, Parcel A Plan No. 101443339 and Ptn. NW ¼ 28-19-21-W2, and That we authorize the Mayor and Chief administrative Officer to sign the agreement.”

CARRIED

Conservation Easement Alteration – Lot 8, Block 1, Plan 102119396:

279-14 Holobetz/Grohs: “That we authorize the alteration of the boundary of the conservation easement for land legally described as Lot 8, Block 1, Plan 102119396 of the Riemer subdivision to accommodate an attached garage subject to the following:

- All expenses relating to the alteration will be at the property owner’s expense
- Double the amount of land for the easement that is required for the building of the attached garage be dedicated as conservation easement in the Southeast corner of the lot where it would be the best ecological benefit.”

CARRIED

In Camera Session:

280-14 Phillips/Newkirk: “That we agree to go in-camera at 10:13 p.m.”

CARRIED

Reconvene:

281-14 Newkirk/Bogdan: “That we agree to reconvene the meeting at 10:23 p.m.”

CARRIED

OLD BUSINESS:

Municipal Reserve Requirement & Road Repairs - Fawn Ridge Estates Subdivision:

282-14 Holobetz/Phillips: “That we agree to support an amended subdivision proposal removing the municipal reserve land dedication from Phase 3 of the development to increase lot development potential and accepting cash in lieu of land dedication for the development known as Fawn Ridge Estates; and

That we require the deep repair work to be done immediately on the roadway as recommended by Associated Engineering, to be completed no later than September 30, 2014; and

That we agree that the 50mm overlay as recommended by Associated Engineering in consultation with Ground Engineering, take place in 2015 for the entire roadway known as Fawn Ridge crescent.”

CARRIED

Bylaw No. 07-2014 – A Bylaw to Amend Bylaw 15-2002, the Zoning Bylaw – 2nd Reading:

283-14 Holobetz/Grohs: “That Bylaw No. 07-2014, being a bylaw to amend Bylaw 15-2002, the zoning bylaw, be read a second time.”

CARRIED

Bylaw No. 07-2014 – A Bylaw to Amend Bylaw 15-2002, the Zoning Bylaw – Adoption:

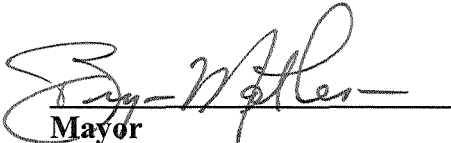
284-14 Holobetz/Grohs: “That Bylaw No. 07-2014, being a Bylaw to amend bylaw 15-2002, the zoning bylaw, be adopted, signed and sealed.”

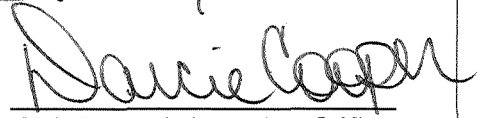
CARRIED

Adjournment:

285-14 Newkirk/Cogger: “That we adjourn this meeting at 10:57 p.m.”

CARRIED


Mayor


Chief Administrative Officer

Job Description – Finance Officer

Function

This is a full-time management administrative position reporting to the Chief Administrative Officer (CAO). The position is a member of the management team which guides and directs municipal operations. The Finance Officer is expected to provide timely and accurate financial information in order to assist the CAO and department heads, and Councils of the Town of Lumsden and the Rural Municipality of Lumsden #189 to make effective program and policy decisions. For administrative purposes, the position is an employee of the Town but responsible for providing financial services to both the Town and RM.

Primary Responsibilities

- All activities and services associated with accounting, budgeting, auditing, general ledger, GST reporting and development and application of internal controls
- Work with departments heads, prepare annual operating and capital budgets for presentation to both Councils and act as a source of financial information throughout the year
- Prepare five year capital plans; develop and maintain Asset Management plans for Town and RM
- Prepare a variety of financial reports including monthly financial statements, year-end statements, periodic variance analysis and long range financial planning
- Act as a primary liaison with external auditors and prepare all worksheets required for the annual audit
- Prepare annual tax and assessment rolls, assessment maintenance list, assessment and tax notices, abatements and cancellations
- Maintain local improvement register, debenture register, annual school liability statement and annual assessment return
- Activities associated with the application of the Tax Enforcement Act and other legal remedies to recover outstanding taxes; ensure maintenance of Tax title property registry
- Research and prepare grant applications for funding capital projects
- Oversee and coordinate Office Service Clerks performing routine financial activities and provide training where required
- Deal effectively with the general public and handle customer concerns by ensuring appropriate action is taken
- Deal effectively with council and other staff members relating to financial inquiries

Education and Qualifications

- A professional accounting designation (CA, CMA, CGA) or in the process of attaining a designation with an accounting organization as a registered student member in good standing.
- Post-secondary education, with a preference to a business degree (bachelor or applied).
- Knowledge of accounting applications, Generally Accepted Accounting Principles and public sector accounting standards.
- Familiarity with Microsoft Dynamics GP/Diamond software or a proven aptitude toward working with IT software systems.
- Ability to prepare and compile financial statements and reports with a high degree of quality and accuracy.
- Several years of progressive experience in financial administration, preferably in the public sector.
- Ability to effectively work with management and support staff and elected officials.
- Ability to communicate effectively orally and in writing.