

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
JANUARY 14th, 2014

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, January 14, 2014 at 6:30 p.m. with Deputy Mayor Rhonda Phillips presiding.

Present: Deputy Mayor: Rhonda Phillips
 Mayor: Bryan Matheson (Via 'Conference Call')
 Councillors: Randy Bogdan, Reggie Newkirk, Jane Cogger
 Chief Administrative Officer: Darcie Cooper
 Assistant Administrator: Krystal Strong
 Financial Officer: Sheena Carrick (Left at 9:00pm)
 Utilities Foreman: Dave Cherney (Left at 6:45pm)

Electronic Attendance:

Absent: Councillor: Wes Holobetz

PUBLIC WORKS & UTILITIES REPORT:

Utilities Foreman, Dave Cherney provided a verbal report on various public works and utilities matters, as well as a written report for the Annual Notice to Consumers for drinking water quality and compliance.

1-14 Grohs/Cogger: "That the reports provided by Dave Cherney, be accepted as presented."
CARRIED

MINUTES:

2-14 Grohs/ Newkirk: "That the minutes of the December 10, 2013 regular meeting be approved, as circulated."
CARRIED

COMMITTEE MINUTES & REPORTS:

Councillor, Trevor Grohs provided a verbal report on the Group II Committee Meeting he attended on December 5, 2013.

Minutes:

3-14 Grohs/Bogdan: "That minutes of the December 5, 2013 Group II Committee meeting be approved, as circulated."
CARRIED

Councillor Jane Cogger provided a verbal report on the Group I Committee meeting she attended on December 19, 2013.

Minutes:

4-14 Cogger/Newkirk: "That the minutes of the December 19, 2013 Group I Committee meeting be approved, as circulated."
CARRIED

Councillor Reggie Newkirk provided a verbal report on the Employee Committee meeting he attended on December 18, 2013.

Minutes:

5-14 Newkirk/Grohs: "That the minutes of the December 18, 2013 Employee Committee meeting be approved, as circulated."
CARRIED

CORRESPONDENCE:

6-14 Bogdan/Newkirk: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. SUMA Annual Convention – 2014 AGM Agenda, Bylaw Review, Resolutions
- B. Development Appeals Board – Notice of Appeal R.M. of Lumsden – NE ¼ 32-19-21-W2 (Parcel C Plan101443823)
- C. SK Municipal Board – Email - Notice of Hearing – Baiton – February 20, 2014
- D. McGill - Thank you Card for Donation in the memory of Bill McGill
- E. SWCB – 2014 ratings and Certificate of Achievement
- F. SK Justice – Fine Disbursement Report
- G. Diamond Municipal Solutions – 10 Year Recognition Plaque
- H. Lumsden & District Heritage Home – Board Meeting Minutes – November 25, 2013
- I. Gov of SK – Premier's Service Club Award Information
- J. CPWA – Annual Conference & Tradeshow – February 25 – 27, 2014
- K. Conexus Insurance – 2014 Commercial Insurance Policy

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- L. Fawn Ridge Estates – Statement of Claim
- M. South Central Transportation Planning Committee – 2014 Membership Fees
- N. SK Assoc of Fire Chiefs – 2014 Membership Application
- O. Miscellaneous Publications.”

CARRIED

GENERAL ACCOUNT – PAYMENT VOUCHERS:

7-14 Grohs/Cogger: “That the general accounts listed below and totaling \$264,715.59, 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.

8-14 Grohs/Newkirk: "That the Chief Administrative Officer's report be accepted as presented." **CARRIED**

OLD BUSINESS:

Rezoning Proceedings – Haryett – Parcel B, Plan No. 101443294:

9-14 Newkirk/Matheson: "That we agree to commence zoning amendment procedures to rezone land legally described as NW ¼ 28-19-21-W2, Part of Parcel B, Plan No. 101443294 from FD – Future Development District to R1 – Residential District to accommodate the subdivision of 1 new residential lot, upon the submission of a \$2,500.00 planning fee deposit from the applicant; and That we agree to set Tuesday, March 11th, 2014 at 7:30 p.m. in the Council Chambers located in the Lumsden Library, 20 Third Avenue as the date, time and place of the required public hearing." **CARRIED**

NEW BUSINESS:

Screw Gate Repairs – Top Shot Concrete Inc:

10-14 Newkirk/Grohs: "That we authorize Top Shot Concrete Inc. to perform repairs on the 7th avenue screw gate at a total cost of approximately \$40,000.00 based on the 50% cost share arrangement with the Water Security Agency." **CARRIED**

Main Line Looping - Price Quotes:

11-14 Grohs/Bogdan: "That we authorize the Utilities Foreman to obtain price quotes for the engineering work to loop the main lines on the north side of the Qu'Appelle river and run a second line under the river to improve the service to residences on the North side of the river, as well as to facilitate connection for the proposed development known as Grand Valley Developments on land legally described as NE 31-19-21-W2 as proposed by owners Boutros Skaf and Marcelin Perras." **CARRIED**

Public Works Salary Grid and Water and Wastewater Level Recommendations:

12-14 Cogger/Grohs: "That we agree with the recommendation of the Employee Committee and approve the attached salary grid for the Public Works Employees reducing the



number of steps from 11 to 5, removing the educational and skills and competencies component, making step increments relate only to years of experience at a ratio of 1:1; and

That we agree to split the Water and Wastewater Operator position into two levels; and
That we approve a change to Section 2.3 of the Human Resource Policy Manual pertaining to incremental steps of the Public Works Salary Grid to reflect the change from years' experience over educational, skills and competencies; and

That we approve the following 2014 employee salary levels based on the new salary grid effective January 1, 2014:

Jeff Carey	Public Works Foreman	Step 5	(\$63,629 to \$69,175)
Dave Cherney	Utilities Foreman	Step 5	(\$65,061 to \$69,175)
Cory Danyliw	Equipment Operator 2	Step 5	(\$34,713 to \$39,664)
Barry McGill	Equipment Operator 2	Step 5	(\$34,713 to \$39,664)
Lance Whitteron	Equipment Operator 3	Step 5	(\$43,209 to \$48,402)
Chris Brewer	Water Wastewater Op Level 2	Step 3	(\$43,209 to \$44,674)
Brock Eadie	Water Wastewater Op Level 1	Step 3	(\$40,322 to \$41,895)"

CARRIED

Vacation Allotment – Long Term Employees:

13-14 Newkirk/Cogger: "That we agree to amend the Human Resources Policy Manual and provide one (1) additional week of vacation to employees with 20 years or more of service to the Town of Lumsden."

CARRIED

Premier's Service Club Award Nomination:

14-14 Newkirk/Bogdan: "That we agree to nominate the Lumsden Lions Club for the newly established Saskatchewan Premier's Service Club Award to recognize their commitment and activities of service for the community."

CARRIED

Hildebrandt/Simcoe Servicing Agreement–Phase 2 Subdivision:

15-14 Newkirk/Bogdan: "That we recommend approval of Stage 1, Phase 2 of the Hildebrandt/Simcoe proposed subdivision legally described as NW 28-19-21-W2 Ext. 4 being Lots 2 and 3, subject to the following;

- Signing of a servicing agreement with the municipality
- Installation of low flow toilets/water fixtures to offset the volume loading of the new lots as required by the Water Security Agency and in accordance with the engineers recommendations."

CARRIED

2014 Council Remuneration:

16-14 Grohs/Bogdan: "That we agree to increase the remuneration rate by 3.9%, as per the employee salary grid increase, for Mayor and Councillors for the 2014 year at the following rates:

Council Indemnity Councillors - \$140.00 per meeting;
Mayor - \$203.00 per meeting

Indemnity shall include all council meetings and duly called and documented committee meetings;

Per Diem Councillors - \$140.00 per day while attending to Town business;

Mayor - \$203.00 per day while attending to Town business;

\$27.00 per hour for informal meetings of a short duration where the member represents the Town or attends to Town business."

CARRIED

Travel Allowance for Authorized Town Business:

17-14 Cogger/Newkirk: "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

Development Appeals Board Remuneration:

18-14 Cogger/Bogdan: "That we agree to set the remuneration for members of the Development Appeals Board at a rate of \$75.00 for sitting as a board for three hours or

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less and \$125.00 per diem for sitting longer than three hours in any one day; and That these rates shall also apply for board members attending training sessions. Travel for board members while on board business shall be reimbursed as per the travel allowance for authorized Town business.”

CARRIED

Regina Humane Society – Impoundment Services:

19-14 Bogdan/Grohs: “That we authorize the Mayor and the Chief Administrative Officer to enter into the agreement with the Regina Humane Society for impoundment services for the 2014 year.”

CARRIED

SUMA- 2014 Volunteer Fire Fighter & First Responders Insurance Renewal:

20-14 Grohs/Newkirk: “That we agree to renew Option B of the Volunteer Fire Fighter & First Responders Insurance and the Volunteer Fire Fighter 24 Hour (Off Duty) Coverage provided by the Saskatchewan Urban Municipalities Association and pay the premium in the amount of \$1,895.08.”

CARRIED

Saskatchewan Trails Association - Membership:

21-14 Grohs/Newkirk: “That we agree to renew the Saskatchewan Trails Association membership at a cost of \$100.00 for the 2014 year.”

CARRIED

Watts – Reimburse NSF Fee:

22-14 Grohs/Matheson: “That we agree to reimburse the NSF fee charged to Graham and Julie Watts in the amount of \$45.00 as a result of a clerical error and a pre-authorized tax payment being withdrawn from an incorrect account; and That we agree to cancel the penalties incurred due to this error as follows:

Municipal: \$14.99 School: \$10.31 Total: \$25.30.”

CARRIED

Resolution Regarding Banking - Authorization Alternate Signing Authority - Carrick:

23-14 Newkirk/Bogdan: “That we approve Financial Officer Sheena Carrick as an alternate signing authority.”

CARRIED

RBC Signing Authority:

23-14 Newkirk/Bogdan: “Be it resolved that:

1. That ROYAL BANK OF CANADA ("Royal Bank") is appointed banker for the Town of Lumsden.
2. That Chief Administrative Officer or Financial Officer together with the Mayor or Deputy Mayor are authorized on behalf of the Customer from time to time:
 - (a) to withdraw or order transfers of funds from the Municipality's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
 - (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Municipality; and
 - (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Municipality held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) To deposit with or negotiate or transfer to Royal Bank, for the credit of the Municipality, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Municipality, or any other name under which the Municipality carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Municipality;
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Municipality's accounts with or any service of Royal Bank, and to settle and certify the Municipality's accounts with Royal Bank.
3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the

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Municipality, and Royal Bank is hereby authorized to act on them and give effect to them.

4. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Municipality, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons; each certified by the Mayor and Chief Administrative Officer of the Municipality; and
 - (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Municipality until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Municipality has its account."

CARRIED

Bylaw No. 1-2014 – A Bylaw to Amend Bylaw 03-1995, the Building Bylaw – 1st Reading:

24-14 Newkirk/Bogdan: "That Bylaw No. 1-2014, being a bylaw to amend bylaw 03-1995, known as the Building Bylaw, be read a first time."

CARRIED

Bylaw No. 1-2014 – A Bylaw to Amend Bylaw 03-1995, the Building Bylaw – 2nd Reading:

25-14 Cogger/Grohs: "That Bylaw No. 1-2014, being a bylaw to amend bylaw 03-1995, known as the Building Bylaw, be read a second time."

CARRIED

Bylaw No. 1-2014 – A Bylaw to Amend Bylaw 03-1995, the Building Bylaw – Given Three Readings:

26-14 Grohs/Matheson: "That Bylaw No. 1-2014, being a bylaw to amend bylaw 03-1995, known as the Building Bylaw, be given three readings at this meeting."

CARRIED UNANIMOUSLY

Bylaw No. 1-2014 – A Bylaw to Amend Bylaw 03-1995, the Building Bylaw – Adoption:

27-14 Bogdan/Cogger: "That Bylaw No. 1-2014, being a bylaw to amend bylaw 03-1995, known as the Building Bylaw, be adopted, signed and sealed."

CARRIED

Bylaw No. 2-2014 – A Bylaw to Amend Bylaw 15-2002, the Zoning Bylaw-Harvett – 1st Reading:

28-14 Newkirk/Bogdan: "That Bylaw No. 2-2014, being a bylaw to amend bylaw 15-2002, known as the Zoning Bylaw, be read a first time."

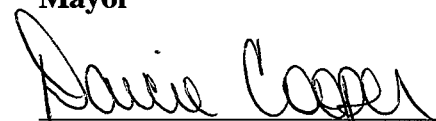
CARRIED

Adjournment:

29-14 Newkirk/Matheson: "That we adjourn this meeting at 9:17 p.m."

CARRIED


 Mayor


 Chief Administrative Officer

2014 GRID - 3.9% Salary Grid Increase incorporated
SALARY GRID - PUBLIC WORKS DEPARTMENT - STEP CHANGE - 5 STEP ON YEARS EXPERIENCE ONLY

Experience Component	
Years Experience	
1	1
2	2
3	3
4	4
5	5

- Grid Chg % 2009 3.00%
- Grid Chg % 2010 3.30%
- Grid Chg % 2011 2.50%
- Grid Chg % 2012 2.90% Salary Grid Revised by Wage Review Committee for 2012 yr - Grid % Change only applies to PW & Utilities Foreman
- Grid Chg % 2013 2.50%
- Grid Chg % 2014 3.90% Salary Grid revised by Employee Committee reducing No. of Steps from 11 to 5 and removing Educational/skills and competencies components

PUBLIC WORKS SALARY SCHEDULE

Year	Start Points	End Points	Public Works & Utilities Foreman	Water & Wastewater Operator Level2	Step Change	Water & Wastewater Operator Level 1	Step Change	Equipment Operator 3	Step Change	Equipment Operator 2	Step Change	Equipment Operator 1	Step Change
1			54,793	39,357		38,339		38,339		31,417		26,104	
2			58,080	41,927	6.55%	40,064	4.50%	40,639	6.00%	33,302	6.00%	27,670	6.00%
3			61,365	44,497	6.55%	41,967	4.50%	43,078	6.00%	35,300	6.00%	29,330	6.00%
4			65,259	47,600	6.55%	43,751	4.50%	45,662	6.00%	37,418	6.00%	31,090	6.00%
5			69,153	50,781	6.55%	45,420	4.50%	48,402	6.00%	39,664	6.00%	32,955	6.00%