

**R.M. OF LUMSDEN NO. 189  
MINUTES OF THE REGULAR MEETING  
HELD ON AUGUST 15<sup>th</sup>, 2013**

The Lumsden Rural Municipal Council convened their meeting in the Council Chambers of the R.M. Office, on Thursday, August 15<sup>th</sup>, 2013 at 1:21 p.m. with Reeve, Jim Hipkin presiding.

**Present:** Reeve: Jim Hipkin  
Councillors: Jim Atcheson, Ian White (Arrived at 2:11pm),  
Al Szeles (left at 6:00 p.m.), Tom Harrison  
Chief Administrative Officer: Darcie Cooper  
Asst. Administrator: Krystal Strong  
PW Lead Hand: Brian Cooper (left at 2:55pm)  
Financial Officer: Sheena Carrick (Arrived at 2:50pm, left at 3:05pm)

**Absent:** Councillor: Dale Srochenski, Kent Farago

**MINUTES:**

279-13 Atcheson: "That the minutes of the regular meeting held on July 18, 2013, be approved as circulated." **CARRIED**

**MINUTES:**

280-13 Atcheson: "That the minutes of the Public Works Committee meeting held on July 22, 2013, be approved as circulated." **CARRIED**

**MINUTES:**

281-13 Atcheson: "That the minutes of the Employee Committee meeting held on July 22, 2013, be approved as circulated." **CARRIED**

**COMMITTEE REPORT:**

Councillor Tom Harrison provided a verbal report on the Town of Lumsden's Wastewater Treatment Committee meeting he attended on August 14, 2013.

282-13 White: "That we approve Councillor Harrison's report as presented." **CARRIED**

**DELEGATION:**

2:30pm Wayne Wirtz appeared before council to discuss a subdivision regulation exemption regarding the cul-de-sac for his proposed subdivision on land legally described as SE Ptn. 33-19-21-W2.

3:00pm Damon Giesbrecht appeared before council to discuss his home occupation application on land legally described as Lot 13, Block 01, Plan 102007190 in SW 29-19-21-W2.

**CORRESPONDENCE:**

283-13 Harrison: "That the attached list of correspondence and reports has been reviewed and the Chief Administrative Officer is authorized to file the same accordingly.

- A. Meeting Notes with Craven Country Jamboree – June 27, 2013
- B. Kramer Ltd. – Thank you for purchase
- C. Water Security Agency – Aquatic Habitat Protection Permit
- D. Water Security Agency – Funding Allocation under the Channel Clearing Program
- E. Min of Government Relations – Approval for Municipal Annexation with the Resort Village of Sunset Cove
- F. Laura Cobb – Thank you Cobb re: Recipient of Scholarship Award
- G. SouthShore 1<sup>st</sup> Responders – Ltr re: Joint meetings and practice scenarios
- H. Sask. Municipal Hail Insurance Assoc. – Claims Received Report
- I. 1995-2013 Tax Levy Summary Report
- J. Miscellaneous Publications." **CARRIED**

**ACCOUNTS TO BE APPROVED:**

284-13 Szeles: "That the list of accounts attached hereto and forming a part of these minutes and totalling **\$319,780.72** is hereby approved for payment by the Reeve and the Chief Administrative Officer." **CARRIED**

**BANK RECONCILIATION:**

285-13 White: "That the Bank Reconciliation for the period ending July 31, 2013 be accepted as presented by the Financial Officer, Sheena Carrick." **CARRIED**

*JRH*  
*QC*

**FINANCIAL STATEMENT:**

286-13 White: "That the Financial Statement for the period ending July 310, 2013 be accepted as presented by the Financial Officer, Sheena Carrick." **CARRIED**

**STAFF REPORT:****Public Works Report:**

Public Works Lead Hand, Brian Cooper, provided a verbal report on various public works matters.

287-13 Szeles: "That the Public Works report be accepted as presented." **CARRIED**

**Administrative Report:**

Chief Administrative Officer, Darcie Cooper, provided a written report on various administrative matters and reviewed the format for the Combined Assessment and Tax Notice.

288-13 Harrison: "That the CAO's report be accepted as presented." **CARRIED**

**OLD BUSINESS:****Rental Suite Zoning Amendment Request - Lang:**

289-13 Szeles: "That we agree to commence zoning amendment proceedings to accommodate the request by Jason Lang to have a rental suite that is not contained in the single family dwelling; and

That we also authorize the planner, Jim Walters to recommend amendments for council's consideration to accommodate guest houses as well as temporary lodgings during the construction period of a principle building, as discretionary uses in agricultural and residential zones, subject to specification that once any of the above are not utilized for their intended use they will be removed or converted to an alternative use." **CARRIED**

**Development Application #2013-032 – SE Ptn 04-20-21-W2 – Curtis – Division #6:**

290-13 Farago: "That we agree to commence zoning amendment procedures to rezone land legally described as Parcel A, Plan 65R38096 located in the Ptn. SE 04-19-21-W2 from CR1 – Low Density Country Residential to CR2 – Medium Density Country Residential to accommodate the subdivision of an additional residential parcel submitted by Dale Curtis, upon the submission of a \$1,500.00 planning fee deposit from the applicant; and

That we notify and invite comments from the Council of the Town of Lumsden for the proposed subdivision as the property is located within the "Rural – Urban Fringe" area." **CARRIED**

**Dev. App. #2013-037 – Subdivision – Wirtz - SE Ptn. 33-19-20-W2:**

291-13 Acheson: "That we agree to commence rezoning procedures for land legally described as LSD 2 located in the SE 33-19-20-W2 from A – Agriculture to CR2 – Medium Density Country Residential District to accommodate a 7 parcel residential subdivision submitted by Wayne & Brenda Wirtz upon the submission of a \$2,500.00 planning fee deposit." **CARRIED**

**PDAP Designation Request – Deer Valley:**

292-13 Acheson: "That we agree to request re-consideration of the recent decision of the Ministry of Government Relations, Provincial Disaster Assistance Program regarding the municipality's request to become an eligible assistance area as a result of substantial damages caused by landslide movement that was experienced in August 2010 on the following grounds:

- The magnitude of the landslide in 2010 has only recently been discovered and has been progressive over the years
- There are contributing factors and reasonable grounds for late submission of the request due to the recent receipt of engineering reports and structural engineers report, progressive extent of damage from heavy rains over the years and the on-going litigation." **CARRIED**

**NEW BUSINESS:****Manager of Public Works - Job Description:**

293-13 Harrison: "That we agree to adopt the Manager of Public Works job description as attached hereto and forming a part of theses minutes." **CARRIED**

PC  
JRH

**Webfam Developments – NE 18-19-20-W2 – Waterline Crossing:**

- 294-13 Szeles: "That we agree to support Dave Weber in his application to the Ministry of Highways & Infrastructure for the crossing of No. 11 highway with the waterline to service Webfam Developments Industrial subdivision on land located in the NE 18-19-20-W2."  
**CARRIED**

**Dev. App. #2013-048 – Subdivision – Moltz – SE 30-19-22-W2 :**

- 295-13 White: "That we agree to forward development application #2013-048, submitted by Richard Moltz, for a subdivision on land legally described as SE 30-19-22-W2, to the municipal planner, Jim Walters, for his comments and recommendations."  
**CARRIED**

**Manager of Public Works Applications:**

- 296-13 Harrison: "That we authorize the Employee Committee to review the applications and hold interviews for the Manager of Public Works position; and  
That we authorize the Employee Committee to make an employment offer if a successful candidate is chosen by the Committee."  
**CARRIED**

**Road Construction – Division 6:**

- 297-13 Harrison: "That we agree with the recommendation from Mike Cummins with Cummins & Son Excavating Ltd to construct the East-West road allowance along S18-20-21-W2 as opposed to the North-South road allowance E7-20-21-W2 as budgeted."  
**CARRIED**

**STARS Air Ambulance Contribution:**

- 298-13 Atcheson: "That we agree to contribute \$2.00 per capita for the 2013 year, to the STARS Helicopter Air Ambulance program to aid in life-saving transport and support to critically ill and injured patients."  
**CARRIED**

**Tax Abatements:**

- 299-13 Szeles: "That we agree to abate the 2013 taxes as detailed below in consideration of an exemption under Clause 293(2)(e) of *The Municipalities Act*:
- Occupant Rena Stadnyk on land legally described as SW Ptn 04-20-22-W2, Alt. No. 000804400-010 and owned by Murray & Audrey Seidler  
Municipal **\$1,315.79** School **\$565.20** Total **\$1,880.99**
  - Murray & Audrey Seidler on land legally described as SW Ptn 04-20-22-W2 Alt. No. 000804400-020  
Municipal **\$3,015.68** School **\$1,295.38** Total **\$4,311.06."**
  - Blanche & Ed Cooper on land legally described as NW 15-20-20-W2  
Municipal **\$74.94** School **\$32.19** Total **\$107.13."**
  - Trevor Thiessen on land legally described as SW 24-19-21-W2  
Municipal **\$2,884.06** School **\$1,238.84** Total **\$4,122.90**
  - Will Ritter on land legally described as Parcel A, Plan 101959555 located in the NW Ptn 25-19-20-W2  
Municipal **\$918.42** School **\$394.50** Total **\$1,312.92."**  
**CARRIED**

**Webfam Developments – Casing of Waterline:**

- 300-13 Szeles: "That we require WebFam Developments to case the waterline to be bored under Grid 734 to service the Industrial subdivision for Webfam Developments on land legally described as NE 18-19-20-W2 to ensure the waterline and the road surface isn't compromised in the future."  
**CARRIED**

**Dev. App. # 2013-041 – Boundary Alt. Subdivision – Colhoun – NW 01-20-21-W2:**

- 301-13 Szeles: "That we recommend approval of the subdivision application submitted by Norm & Laura Colhoun to the Director of the Community Planning Branch of the Ministry of Government Relations for a boundary alteration subdivision to reduce the parcel size of land legally described as LSD13 NW ¼ 1-20-21-W2 Ext. 6 from 21.94 acres to 5.00 acres."  
**CARRIED**

**Dev. App. # 2013-042 – Subdivision – Geiger – SE & NE 05-20-21-W2:**

- 302-13 Atcheson: "That we recommend approval of the subdivision application submitted by Mark Geiger to subdivide one residential parcel from land legally described as SE & NE 5-20-21-W2 to the Director of the Community Planning Branch of the Ministry of Government Relations, subject to the following:
- The boundaries of the parcel comply with all setbacks in the Agriculture Zone for development within the proposed parcel
  - A servicing agreement be signed with the municipality, including the requirement to pay the off-site servicing fee, currently established at \$10,000.00

JRH

- Cash in lieu of Municipal Reserve land dedication be accepted, if required by the Community planning branch of the Ministry of Municipal Affairs; and That we notify and invite comments from the Council of the Town of Lumsden for the proposed subdivision as the property is located within the "Rural – Urban Fringe" area."

**CARRIED****Dev. App. #2013-045 – Home Based Business - Giesbrecht – Lot 13 Block 01 Plan****#102007190:**

- 303-13 White: "That we approve the home based business application as submitted by Damon Giesbrecht on land legally described as Lot 13, Block 1, Plan No. 102007190, subject to compliance with all rules and regulations outlined by Health Canada associated with the application."

**CARRIED****Bylaw Amendments – Public Hearing:**

- 304-13 Harrison: "That we agree to set Thursday, September 12<sup>th</sup> at 3:00 p.m. in the Council Chambers of the Lumsden Municipal Office as the date, time and place of the required public hearings for the following bylaw amendments:

- Bylaw No. 9-2013 – A Bylaw to amend Bylaw No. 7-2012, the Zoning Bylaw to change the zoning from M1 Industrial District (by contract) to M Industrial District for land legally described as NE ¼ 18-19-20-W2M
- Bylaw No. 11-2013 – A Bylaw to amend Bylaw No. 7-2012, the Zoning Bylaw to rezone land legally described as SE ¼ 21-19-21-W2 from A "Agricultural" to CR2 "Medium Density Country Residential"
- Bylaw No. 12-2013 – A Bylaw to amend Bylaw No. 6-2012, the Official Community Plan to replace the Future Land Use Map 7 and remove M1 – Industrial District
- Bylaw No. 13-2013 – A Bylaw to amend Bylaw No. 7-2012, the Zoning Bylaw to accommodate local food uses in the A Agriculture District, CR1 Low Density Country Residential District, R1 Low Density Valley Residential District and to change the Keeping of Livestock sections in the Residential zoning districts."

**CARRIED****BYLAWS:****Bylaw No. 10-2013 – A Bylaw to Regulate Speed on Grid 734 - 1<sup>st</sup> Reading:**

- 305-13 Acheson: "That Bylaw No. 10-2013, being a bylaw to regulate speed on Grid 734 (Old No. 11 highway), be read a first time."

**CARRIED****Bylaw No. 11-2013 – A Bylaw to Amend Bylaw No. 07-2012 – Colhoun Rezoning- 1<sup>st</sup> Reading:**

- 306-13 White: "That Bylaw No. 11-2013, being a bylaw to amend Bylaw No. 07-2012, the Zoning Bylaw, be read a first time."

**CARRIED****Bylaw No. 12-2013 – A Bylaw to Amend Bylaw No. 06-2012 - 1<sup>st</sup> Reading:**

- 307-13 White: "That Bylaw No. 12-2013, being a bylaw to amend Bylaw No. 06-2012, the Official Community Plan, be read a first time."

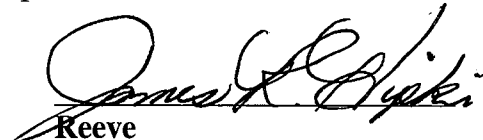
**CARRIED****Bylaw No. 13-2013 – A Bylaw to Amend Bylaw No. 07-2012 - 1<sup>st</sup> Reading:**

- 308-13 White: "That Bylaw No. 13-2013, being a bylaw to amend Bylaw No. 07-2012, the Zoning Bylaw, be read a first time."

**CARRIED****Adjournment:**

- 309-13 Harrison: "That we adjourn this meeting at 6:25 p.m."

**CARRIED**

  
Reeve

  
Chief Administrative Officer

**R.M. OF LUMSDEN No. 189**  
**MANAGER OF PUBLIC WORKS JOB DESCRIPTION**

**GENERAL**

The Manager of Public Works is directly responsible to RM Council, and works in close collaboration with the Public Works Committee of Council and the RM's Chief Administrative Officer. The Manager of Public Works primary role involves the planning and implementation of activities pertaining to the construction, repair and maintenance of the RM's road network. In this regard, the Manager of Public Works leads and manages a team of outside workers ranging from grader operators to casual laborers. This is a year round, full time, "out of scope" position.

**QUALIFICATIONS**

- A strong working knowledge of heavy equipment operation and maintenance.
- A strong working knowledge of dirt, gravel and paved road construction and maintenance.
- A strong working knowledge of grading techniques.
- Good written and verbal communication skills.
- Strong interpersonal skills, particularly as they relate to managing outside staff and dealing with contractors and the public.
- Good organizational and record keeping skills.
- Must possess a valid Class 3A driver's license.
- A working knowledge of computers.
- A willingness to undertake training as directed by Council.

**DUTIES AND RESPONSIBILITIES**

**Road Construction and Maintenance**

- Ensures that roads are graded on a priority basis as required by road conditions or as directed by Council.
- Inspects RM transportation infrastructure on a regular basis to identify construction, repair and maintenance needs.
- Arranges for and supervises contract work.
- Assists Council in establishing annual gravelling plan and implements same. This involves securing necessary supplies and contracting with suppliers and haulers.
- Manages annual ditch mowing and snow removal programs.
- Participates in road maintenance activities as allowed by the Collective Agreement.
- Oversees other road related activities (eg., dust control) as directed by Council.

### **Equipment Maintenance, Repair and Replacement**

- Ensures scheduled maintenance of all RM equipment to warranty standards and documents same.
- Ensures that all equipment is in safe operating condition.
- Supervises in-house repairs and arranges for major repairs after conferring with the Public Works Committee.
- Assists Council in identifying equipment needs and oversees approved purchases.

### **Personnel Administration**

- Supervises the daily activities of all outside workers in accordance with the Collective Agreement and in line with the RM's Human Resource Policy. This includes the right to grant leave, discipline, suspend, and lay off outside staff.
- Collects and maintains a daily log of activities from all outside employees.
- In collaboration with the Employee Committee, participates in the hiring of outside workers including conducting job interviews and doing reference checks.
- Provides Council with annual written performance reviews of each outside employee.
- Identifies and arranges for training needs to ensure that all outside workers are properly trained for the duties they perform.

### **General Administration**

- Provides a monthly report on RM infrastructure issues to Council.
- Provides a yearly gravel and road report to Council.
- In collaboration with the Chief Administrative Officer and Financial Officer, assists the Budget Committee and Council in preparing the annual capital budget for the RM.

### **Other**

- Serves as EMO Coordinator for the RM.
- Maintains an inventory of shop supplies and purchases new supplies as necessary.
- Receives inquiries on road issues from the public and acts on them in a timely manner.
- Manages all other outside activities as directed by Council.