

**R.M. OF LUMSDEN NO. 189  
MINUTES OF THE REGULAR MEETING  
HELD ON THURSDAY, DECEMBER 8<sup>th</sup>, 2011**

The Lumsden Rural Municipal Council convened their regular meeting in the Council Chambers of the R.M. Office, on Thursday, December 8, 2011 at 1:08 p.m. with Reeve Jim Hipkin residing.

**Present:** Reeve: Jim Hipkin  
Councillor: Jim Atcheson, Al Szeles, Dale Srochenski  
Bill Marquardt, Tom Harrison (left at 4:43pm)  
Kent Farago (arrived at 1:33pm)

Mgr. of Public Works: Don Barnett (left at 2:45pm)

Chief Administrative  
Officer: Darcie Cooper  
Asst. Administrator: Krystal Brewer

**Minutes:**

486-11 Marquardt: "That the minutes of the November 24<sup>th</sup>, 2011 regular meeting be approved as circulated." **CARRIED**

**Minutes:**

487-11 Harrison: "That the minutes of the November 29<sup>th</sup>, 2011 Joint Administration Committee Meeting be approved as circulated." **CARRIED**

**Delegations:**

3:30 pm Barry Mitschke, President of the Lumsden Valley Community Association appeared before council along with members of the Association, to discuss their written comments provided to council regarding the proposed Official Community Plan and Zoning Bylaw.

**Correspondence:**

488-11 Srochenski: "That the attached list of correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly;

- A. District Board of Revision – Decisions for 2011
- B. RM of Longlaketon No. 219 – Appt. Doug Slough to Lumsden & Area Weed Mgmt Area
- C. Lumsden Valley Community Association – Comments re: OCP and Zoning Bylaw Drafts
- D. Sask Assessment Management Agency – Ltr re: Redesigned Website Launch
- E. Prairie Valley School Division – Ltr re: Winter bus routes
- F. Community Planning – Ltr re: Spanier proposed Residential Subdivision – NW 12-20-2-W2
- G. Community Planning – Ltr re: Wolf proposed Residential Subdivision – NE 03-20-21-W2
- H. Community Planning – Refusal Ltr re: Colhoun proposed Res. Subdiv. – NE 1-20-21-W2
- I. Your link Inc. – Rural High Speed Internet Services
- J. RCMP Southey/Strasbourg Detachment – Ltr re: Issues affecting your community
- K. MEPP Employer Bulletin – November 2011
- L. Heritage Saskatchewan – Ltr re: Membership & AGM
- M. Miscellaneous Publications."

**CARRIED**

**Accounts to be Approved:**

489-11 Szeles: "That the list of accounts attached hereto and forming a part of these minutes totalling \$57,589.68 plus Council supervision expenses, is hereby approved for payment by the Reeve and Administration." **CARRIED**

**Chief Administrative Officer's Report:**

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

490-11 Szeles: "That the Chief Administrative Officer's report be accepted as presented." **CARRIED**

**Committee Report:**

Councillor Tom Harrison provided a verbal report on the Joint Administration Committee meeting he attended.

491-11 Szeles: "That Councillor Harrison's report be accepted as presented."

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**Manager of Public Works Report:**

Don Barnett, Manager of Public Works, provided a written report on various public works matters.

492-11 Srochenski: "That the Manager of Public Works written report be accepted as presented."  
**CARRIED**

**Bylaw Enforcement Officer's Report:**

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

493-11 Marquardt: "That the Bylaw Enforcement Officer's written report be accepted as presented."  
**CARRIED**

**APPOINTMENTS:**

**Pound Keeper Appointment:**

494-12 Szeles: "That we agree to appoint *Heartland Livestock* as pound keeper for all divisions, representing the municipality for the 2012 year, subject to their acceptance."  
**CARRIED**

**Other 2012 Appointments:**

495-11 Atcheson: "That the following individuals are appointed to represent the municipality as follows for the 2012 year:

<i>Fire Rangers</i>	<i>Entire Council</i>
<i>Weed Inspector</i>	<i>Councillor Tom Harrison</i>
<i>Deputy Weed Inspectors</i>	<i>Entire Council</i>
<i>Pest Control Officer</i>	<i>Jim King</i>
<i>Agricultural Councillor</i>	<i>Councillor Tom Harrison</i>
<i>Regina Regional Opportunities Commission</i>	<i>Councillor Tom Harrison</i>
<i>E.M.O. Co-ordinator</i>	<i>PW Manager Don Barnett</i>
<i>Building Inspector</i>	<i>Professional Building Inspections</i>
<i>Assessor</i>	<i>Byron Tumbach</i>
<i>Solicitor</i>	<i>Mike Morris (SARM)</i>
<i>Auditor</i>	<i>Dudley &amp; Company."</i>

**CARRIED**

**Development Appeals Board Appointment:**

496-11 Szeles: "That in accordance with the Planning & Development Act 2007 the following individuals are re-appointed to the local Development Appeals Board for the term as outlined, subject to their acceptance:

*Dave Rudolph*      *2 year term - expires Dec. 31, 2013."*

**CARRIED**

**2012 Agriculture Committee Appointment:**

497-11 Szeles: "That we agree to re-appoint the following representatives to the Agriculture Committee for the 2012 year, subject to their acceptance:

<i>Doug Leonard</i>	<i>Division 1</i>	<b>CARRIED</b>
<i>Bill Gilmour</i>	<i>Division 2</i>	
<i>Bruce Hipkin</i>	<i>Division 3</i>	
<i>Ed Pelzer</i>	<i>Division 4</i>	
<i>Mark Catley</i>	<i>Division 5</i>	
<i>Gordon Kistner</i>	<i>Division 6."</i>	

**NEW BUSINESS:**

**Chief Administrative Officer – Professional Dues:**

498-11 Atcheson: "That we agree with the recommendation of the Joint Administration Committee and approve the inclusion of the payment of professional dues, including the annual CMA membership, in the employment offer to Byron Tumbach, for the Chief Administrative Officer position."  
**CARRIED**

**Moving Expenses – Byron Tumbach:**

499-11 Srochenski: "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

*JRH*  
*BMT*

- Invoices would need to be submitted prior to January 1, 2013”.

**CARRIED**

**Joint Administration Staff 2012 Steps:**

500-11 Srochenski: “That we agree with the recommendations of the Joint Administration Committee and approve the following Joint Administration employee 2012 salary steps based on the employee performance evaluations completed by the Chief Administrative Officer:

*(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)”.

**CARRIED**

**Joint Administration Staff – Salary Grid Increase:**

501-11 Farago: “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 the Joint Administration and Public Works, based on the average of the following:

- Consumer Price Index for Regina is 3.0%
- Urban Municipal Association’s recommendation 3.0%
- Rural Municipal Association’s recommendation 2.8%.”

**CARRIED**

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

502-11 Marquardt: “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 performed 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 Fire Capital & Operating Budget:**

503-11 Atcheson: “That we agree with the recommendation of the Joint Administration 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**

**2012 Joint Administration Capital Budget:**

504-11 Srochenski: “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**

**Joint Council Supper Meeting:**

505-11 Szeles: “That the next Joint Administration Committee meeting is scheduled for Tuesday, January 17<sup>th</sup>, 2012 at 6:00 p.m. with the Town of Lumsden hosting a full supper meeting for both Councils, Chief Administrative Officer, Assistants, Department Heads and MLA dignitaries, with a location to be determined by the Town of Lumsden.”

**CARRIED**

**RDARM Annual Meeting:**

506-11 Marquardt: “That we authorize all interested representatives to attend the Regina District Associations of Rural Municipalities Annual Meeting on January 5 - 6, 2012 in Regina, with expenses to be reimbursed by the municipality.”

**CARRIED**

**RDARM Annual Membership:**

507-11 Szeles: “That we approve the payment of \$100.00 to the Regina District Association of Rural Municipalities for the 2012 membership, at a cost of \$100.00.”

**CARRIED**

**SARM Fidelity Bond Self-Insurance Plan:**

508-11 Srochenski: “That we agree to pay the minimum annual premium of \$50.00 to the SARM Fidelity Bond Self-Insurance Plan for the 2012 year, which provides \$10,000 protection to the municipality from financial losses due to dishonest or fraudulent acts by their employees.”

**CARRIED**

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**Zoning Bylaw Amendment – M1 Industrial Zone:**

509-11 Farago: "That we authorize the Chief Administrative Officer to prepare an amendment to the Industrial zone of the Zoning Bylaw #2000-02 to reflect development setbacks in the proposed Zoning Bylaw, to accommodate the request of Murray Froelich with Tri-Target solutions for an Industrial development on land legally described as SE 18-19-20-W2."

**CARRIED****2012 Council Indemnity:**

510-11 Marquardt: "That we agree the Council Indemnity rate of remuneration for 2012 be as follows, representing an increase, last increase was in 2009:

- \* \$150.00 per day for Councillors attending council meetings and public works supervision,
- \* \$180.00 per day for the Reeve attending council meetings, public works supervision and for office supervision as provided in Section 82 of The Municipalities Act,
- \* For all other meetings attended by the Reeve and Councillors on behalf of the municipality including "Special Ratepayer's Meetings" and other such meetings called by council from time to time and dealing with specific municipal programs the same rates shall apply; and
- \* That a rate of 47 cents per kilometre be designated for reimbursement of all travel necessary for attendance of the aforementioned meetings and supervision.
- \* That rooms be reimbursed only when meetings require an overnight stay
- \* That meals be reimbursed when attending municipal business and regular or special Council meetings when the meeting time exceeds 5 hours
- \* That the per day per diem be based on a meeting time period of exceeding 3 hours and meetings of 3 hours in length or less be considered a ½ day."

**CARRIED****2012 Custom Work Rates:**

511-11 Atcheson: "That we agree to set the 2012 custom work rates performed with municipal equipment at \$220.00 per hour, with work completed at the discretion of the Manager of Public Works, and RM work to take priority; and

That we provide a discount of 50% to ratepayers as detailed below, with these rates and discounts to be reviewed on an annual basis, which reflects no increase over 2011:

- \$110.00 minimum for the 1<sup>st</sup> hour and \$55.00 per each additional ½ hour,
- Contract Work is done at the discretion of the Manager of Public Works, R.M. work to take priority,
- A consent form is to be filled out relieving the Municipality from any liability that may be incurred,
- Work is to be completed in the course of normal grading activity,
- Contracted Work is only available from May – October – snow removal not available,
- Billing be recorded in a bill book and submitted to the office for invoicing,
- Any unpaid monies will be added to the ratepayer's taxes."

**CARRIED****2011 Employee Christmas Bonus – Payment Authorization:**

512-11 Marquardt: "That we authorize the Reeve and the Chief Administrative Officer to make payment of the Christmas Bonus' for the Public Works staff of \$75.00 and \$37.50 for the Joint Administrative staff as this cost is shared with the Town of Lumsden."

**CARRIED****Louise Malowany Offer to Purchase Top Soil – Deferred :**

513-11 Atcheson: "That we agree to defer the request by Louise Malowany to purchase the top soil from the undeveloped municipal road allowance legally located WSW 06-20-19-W2, until the municipality has received information regarding survey estimates."

**CARRIED****Deer Valley Services Invoice – W.I.T. Landscape & Supply:**

514-11 Srochenski: "That we authorize the Reeve and the Chief Administrative Officer to make payment to W.I.T Landscape & Supply, for the invoice submitted for the November road maintenance services in Deer Valley, in the amount of \$17,046.32."

**CARRIED****Short Term Borrowing – Hot Mix Overlay:**

515-11 Farago: "That we authorize the short term borrowing for the purpose of financing the 2011 Hot Mix Overlay project on Old No. 11 highway (Grid 734) in the amount of \$186,594.00, with payments of \$76,812.00 be made in 2012 and the balance of \$109,782.00 to be paid in 2013; and  
That the funding of this project is to be through municipal tax revenue."

**CARRIED**

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**Bylaw 13-2011 –Building Bylaw Amendment – 2<sup>nd</sup> Reading:**

516-11 Farago: "That Bylaw #13-2011, being a bylaw to amend the Building Bylaw# 02-1999, be read a second time." **CARRIED**

**Bylaw 13-2011 –Building Bylaw Amendment – Adoption:**

517-11 Szeles: "That Bylaw #13-2011, being a bylaw to amend the Building Bylaw# 02-1999, be adopted, signed and sealed." **CARRIED**

**Adjournment:**

518-11 Farago: "That we adjourn this meeting at 5:51pm."

**CARRIED**

  
Reeve

  
Chief Administrative Officer