

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
DECEMBER 8, 2015

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, December 8, 2015 at 6:30p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Randy Bogdan, Jane Cogger, Wes Holobetz,
 Reggie Newkirk, Rhonda Phillips
 Chief Administrative Officer: Darcie Cooper
 Financial Officer: Sheena Carrick
 Public Works Foreman: Jeff Carey (left at 6:47pm)
 Assistant Administrator: Krystal Strong

Absent: Councillor: Trevor Grohs

UTILITIES/PUBLIC WORKS REPORT:

Public Works Foreman, Jeff Carey provided a verbal report on various utilities and public works matters.

362-15 Bogdan/Holobetz: "That the Utilities & Public Works report be accepted as presented."

CARRIED

MINUTES:

363-15 Newkirk/Bogdan: "That the minutes of the November 24, 2015 regular meeting be approved, as circulated."

CARRIED

COMMITTEE REPORTS:

Mayor, Bryan Matheson provided a verbal report on the Drainage Water Management Conference presented by the Saskatchewan Association of Watersheds (SAW) and the Wascana Upper Qu'Appelle Watersheds Association Taking Responsibility (WUQWATR) that he attended on December 7, 2015 in Earl Grey, SK.

Councillor, Reggie Newkirk provided a written report two workshops presented by the Ministry of Parks, Culture and Sport he attended on November 25 & 26, 2015 in Regina pertaining to Community Heritage Inventories and Statements of Significance and Standards and Guidelines and Neighbourhood Design Guidelines respectively.

Councillor, Randy Bogdan provided a verbal report on the Group II Committee meeting he attended on December 3, 2015.

Minutes:

364-15 Bogdan/Phillips: "That the minutes of the December 3, 2015 Group II Committee meeting be approved, as circulated."

CARRIED

FINANCIAL REPORTS:

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

365-15 Phillips/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, 2015:

Alternate #	Utility Account #	Legal Description	Amount
404100700-010	00910.007	Lot 15 Block 6 Plan 62R43061	\$474.43
404022350-010	03561.009	Lot 14 Block A Plan 102173194	\$7.69
Total			\$482.12

Alternate #	Invoice #	Legal Description	Amount
413901100-010	2899	Lot 15 Block 1 Plan 101917638	\$442.50
Total			\$442.50."

CARRIED

Abate 2014 Tax Enforcement Advertising Levy & Penalties:

366-15 Cogger/Holobetz: "That, due to an administration error in not registering a tax lien pursuant to Section 10 of the Tax Enforcement Act (The Act), we agree to cancel the

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following tax enforcement levy for the advertising cost and subsequent penalty for the 2014 advertising done pursuant to Section 4 of The Act:

Alt # 404014400-010	Lot 1 Block Y Plan 75R12775	\$99.00	9.90 (penalty)
Alt # 404303000-010	Lot 10 Block 2 Plan C2386	\$99.00	9.90 (penalty)."

CARRIED**CORRESPONDENCE:**

367-15 Bogdan/Holobetz: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. SE Regional Library – Semi-Annual Trustees' Meeting Highlights
- B. SUMA – Membership Benefits Statement
- C. Lumsden & District Heritage Home – Regular Meeting Minutes – October 26, 2015
- D. Sask Justice – Fine Disbursement Report
- E. Sask In Motion – Ltr re: 2016 Go Out & Play Challenge."

CARRIED

Mayor Bryan Matheson declared a financial interest and left the council chambers at 7:25pm. Deputy Mayor Jane Cogger presided.

ACCOUNTS TO BE APPROVED:

368-15 Phillips/Holobetz: "That the list of accounts attached hereto and forming a part of these minutes and totalling \$149,640.14 is hereby approved for payment by the Mayor and the Chief Administrative Officer."

CARRIED

Mayor Bryan Matheson resumed his council chair at 7:26pm.

DELEGATION:

7:30pm Ron Hildebrandt and Mary-Jane Simcoe appeared before council and presented a written submission with regards to an ongoing complaint of noise disturbances as a result of the removal of dirt stockpiles south of the Schandre Estates subdivision.

STAFF REPORTS:**Administrative Report:**

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

Skaf/Perras - Grand Valley Developments – Water and Sewer Connection Fee:

369-15 Cogger/Newkirk: "That we agree to establish the following utility connection fees for Grand Valley Developments for their concept development proposal for land described as the E ½ 31-19-21-W2 and owned by Boutros Skaf and Marcelin Perras, to aid in their feasibility study for development of their property:

- Water System Connection Fee of \$9,900.00 per hectare;
- Wastewater System Connection Fee of \$10,600.00 per hectare; and

That the above fees will be in effect until December 31, 2017, at which time they will be reviewed for accuracy of future capital costs for related infrastructure; and

That we reiterate to the developer that they would be responsible for all costs relating to the installation of infrastructure required to service their property which will be formalized through a Service Supply agreement with the municipality once the development is determined."

CARRIED**RM of Lumsden No. 189 – Development of Urban/Rural Joint Planning Area – Development Charge:**

370-15 Holobetz/Newkirk: "That we authorize administration to send a letter to the RM of Lumsden No. 189 indicating our concern about the impact on Town infrastructure that will result from allowing high density development, such as that proposed in the recent Concept Plan submitted by Dowalo Holdings Ltd., Norm and Laura Colhoun and Grand Valley Developments for the NW 32-19-21-W2, Parcel C, Plan 101443823 in the NE ¼ 32-19-21-W2 and the E ½ 31-19-21-W2; and

That we would like the ability to comment on a development charge for the Town that may be collected by the RM from the developer through a servicing agreement and/or tax revenue sharing model to address the impact this development would have on infrastructure of the Town of Lumsden."

CARRIED**Joint Concept Plan Awareness – Development South of Lumsden:**

371-15 Phillips/Holobetz: "That we authorize administration to send a letter to Roy Borgmann, Schandre Estates Inc. and Guy Johns of Fawn Ridge Estates regarding council's intention to require the submission of a Joint Concept Plan for the area that they have expressed intentions to develop, namely SE ¼ 29-19-21-W2 and the S ½ 28-19-21-W2, once the municipality's Wastewater situation is addressed; and

That we also notify them that we would require the drainage of further development South of Lumsden be addressed without directing it down the valley; and

That we offer the services of the municipality's planner Jim Walters with Crosby Hanna,

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to assist them with the development of a concept plan with the expenses to be cost shared between the developers.”

CARRIED

*Amd
Res. # 425-2016*

Public Works - Salary Steps:

372-15 Cogger/Phillips: "That we approve the following 2016 employee salary levels based on the 2016 salary grid effective January 1, 2016, unless otherwise specified:

Jeff Carey	Public Works Foreman	Step 5	(\$71,458 to \$73,244)
Dave Cherney	Utilities Foreman	Step 5	(\$71,458 to \$73,244)
Cory Danyliw	Equipment Operator 2	Step 5	(\$40,972 to \$41,997)
Barry McGill	Equipment Operator 2	Step 5	(\$40,972 to \$41,997)
Lance Whitteron	Equipment Operator 3	Step 5	(\$49,999 to \$51,249)
Brock Eadie	Water Wastewater Op Level 2	Step 4	(\$46,148 to \$50,400)
Gerry Beurivage	Water Wastewater Op Level 1	Step 2 to Step 3	(\$41,386 to \$47,302)Effective Sep 1/16."

CARRIED

Payment of Council Remuneration:

373-15 Cogger/Bogdan: "That we authorize payment of the final quarter of council per diems at the conclusion of the Council/Committee meetings for the year, on December 21, 2015."

CARRIED

Council Member Public Disclosure Statement:

374-15 Newkirk/Holobetz: "That we accept the Council Member Public Disclosure Statement as provided by the Ministry of Government Relations and as required by the Municipal Conflict of Interest Amendment Act as attached hereto and forming a part of these minutes."

CARRIED

Human Resources Policy Manual - Amendments:

375-15 Newkirk/Holobetz: "That we authorize administration to make the required changes to the Employee Code of Conduct within the Human Resources Policy Manual as per the requirements of The Municipal Conflict of Interest Amendment Act."

CARRIED

Recreation & Community Coordinators – Salary Grid:

376-15 Cogger/Newkirk: "That we agree to amend Resolution #354-15 by removing the words 'and community coordinator'; and

That we authorize administration to create a salary grid for a Recreation Coordinator with a Step 1 to Step 5 salary range of \$42,000 to \$52,000, in the event the municipality considers this position in the future; and

That we amend the Community Coordinator salary grid range to \$45,000 for Step 1 up to \$62,000 to Step 5, effective January 1, 2016; and

That we approve the following salary level for Community Coordinator, Chris Exner to be Step 5 of the new salary grid (\$52,215 - \$62,000) effective Jan. 1, 2016."

CARRIED

377-15 Newkirk/Bogdan: "That the administrative report be accepted as presented."

CARRIED

APPOINTMENTS:

Joint Administration/Fire Committee:

378-15 Newkirk/Phillips: "That we appoint Councillor Holobetz, Councillor Bogdan and Mayor Matheson to the Joint Administration/Fire Committee, for the 2016 year up to the general election in October."

CARRIED

Deputy Mayor Appointment – 2016:

379-15 Bogdan/Phillips: "That we appoint the following Councillor to the position of Deputy Mayor for the 2016 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."

CARRIED

2016 Council Committee Appointments:

380-15 Phillips/Holobetz: "That the following members will serve on the Standing Committees of council for the 2016 year, up to the general election in October:

GROUP I

General Government: Chair – Reggie Newkirk
Members – Jane Cogger, Wes Holobetz

Recreation & Culture: Chair – Jane Cogger
Members – Reggie Newkirk, Wes Holobetz

Protective Services: Chair – Wes Holobetz
Members – Jane Cogger, Reggie Newkirk

(Police, Bylaw Enforcement, Fire, EMO, Animal control)

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GROUP II

Public Works: Chair – Trevor Grohs
 Members – Randy Bogdan, Rhonda Phillips

Environmental/Public Health: Chair – Randy Bogdan
 Members – Rhonda Phillips, Trevor Grohs

Water & Sewer Utility: Chair –Rhonda Phillips
 Members – Randy Bogdan, Trevor Grohs

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

OTHER

Employee: Chair - Mayor Matheson
 (Required under Human Resource Policy Manual) Members – Reggie Newkirk, Trevor Grohs

Planning & Economic Development: Chair - Mayor Matheson
 Members– Wes Holobetz, Rhonda Phillips.”

CARRIED

2016 Ad Hoc Committee Appointment – Wastewater Treatment Committee:

381-15 Newkirk/Bogdan: “That we appoint Councillor Phillips (Chair), Councillors Holobetz and Grohs to the ad-hoc Committee known as the “Wastewater Treatment Committee” for the 2016 year up to the general election in October;
 Mayor Bryan Matheson is ex-officio member of the Committee.”

CARRIED

Representative Appointments:

382-15 Bogdan/Holobetz: “That we appoint the following individuals to represent the Town of Lumsden for the 2016 year:

<i>Solicitor</i>	<i>Patrick McDonald – MacLean Keith</i>
<i>Auditor</i>	<i>Dudley & Company</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, Brock Eadie, Gerry Beaurivage</i>
<i>Licence Inspector</i>	<i>Krystal Strong</i>
<i>Asst. Licence Inspectors</i>	<i>Dave Cherney, Jeff Carey</i>
<i>Regional Library Board Representative</i>	<i>Reggie Newkirk</i>
<i>Lumsden Sports Assoc. Representative</i>	<i>Jane Cogger</i>
<i>Lumsden & District Heritage Home</i>	<i>Bryan Matheson</i>
<i>Occupational Health & Safety Rep.</i>	<i>Rhonda Phillips</i>
<i>Weed Management Strategy Area</i>	<i>Rhonda Phillips</i>
<i>WUQWATR (Wascana Upper Qu'Appelle Watersheds Association Taking Responsibility)</i>	<i>Rhonda Phillips</i>
<i>Lumsden & District Arts Council</i>	<i>Reggie Newkirk</i>
<i>Emergency Mutual Aid Area Emergency Control Committee</i>	<i>Bryan Matheson, Jane Cogger</i>
<i>Assessor</i>	<i>Sheena Carrick</i>
<i>District Board of Revision</i>	<i>Louise Holloway</i>
<i>District Board of Revision (member at large)</i>	<i>Bob Johnson</i>
<i>District Board of Revision – Secretary</i>	<i>Dianne Romphf</i>
<i>Local Development Appeals Board Secretary</i>	<i>Krystal Strong</i>
<i>Lumsden Skateboard Park Committee</i>	<i>Wes Holobetz.”</i>

CARRIED

2016 Building Official Appointment:

383-15 Holobetz/Phillips: “That, in accordance with the service agreement with Professional Building Inspections, Inc. the Town of Lumsden hereby resolves that the Town issue or confirm Certificates of Appointment for the following Licensed Building Officials, all residents of the Province of Saskatchewan: Norman Kindred, Douglas Mulhall, William Hudema, David Kashmere, Walter Schroeder, David Kindred, and Grant Paulson.”

CARRIED

Development Appeals Board Appointment:

384-15 Newkirk/Phillips: “That we agree to re-appoint the following members to the Development Appeals Board for a three year term, subject to their acceptance:

Roy Borgmann Expiry date December 31, 2018
 Gerry Tomkins Expiry date December 31, 2018.”

CARRIED

Council Procedure Bylaw – Revise Committees:

385-15 Phillips/Cogger: “That we authorize administration to revise the standing committees and descriptions that are outlined in the Council Procedure Bylaw No. 11-2005 when the new

bylaw is prepared implementing changes required as a result of the Municipal Conflict of Interest Amendment Act.”

CARRIED

OLD BUSINESS:

Qu'Appelle Valley Nordic Centre – Porta Potty:

386-15 Cogger/Newkirk: “That we agree to a 50/50 cost share for the rental and operation of a porta potty for the Qu'Appelle Valley Nordic Area for the 2015-2016 winter season on the condition that it remain open at all times.”

CARRIED

NEW BUSINESS:

2016 Dates for Regular Meetings of Council:

387-15 Newkirk/Cogger: “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 and August when the dates of the meetings will be as follows:

July 19th, 2016 August 16th, 2016.”

CARRIED

2016 Dates for Group I and Group II Committee Meetings:

388-15 Bogdan/Newkirk: “That we agree to set the following dates, times and locations for the respective Group Committee meetings for the 2016 year:

Group 1

Thursday, March 17 th	4:00 p.m.	Council Chambers
Thursday, June 16 th	4:00 p.m.	Council Chambers
Thursday, September 15 th	4:00 p.m.	Council Chambers

Group II Committee

Thursday, March 3 rd	3:45 p.m.	Council Chambers
Thursday, June 2 nd	3:45 p.m.	Council Chambers
Thursday, September 1 st	3:45 p.m.	Council Chambers; and

That we agree to set further meeting dates if and/or when they may be required to deal with specific issues.”

CARRIED

Hall Concession Request – Lumsden Monarchs:

389-15 Newkirk/Holobetz: “That we agree to a rental concession for the Centennial Hall, to the Lumsden Monarchs, at a rate of \$120 (\$500 value) to cover the caretaker expenses, for the Monarchs Boxing Day Cabaret Fundraiser to be held on December 26, 2015, and That we require a damage deposit of \$500.00, to be refunded in part or in whole, based upon the requirements of the Renters Agreement being met; and That if there are any additional cleaning charges incurred the Lumsden Monarchs will be responsible for payment of those charges.”

CARRIED

Removal of Dirt - Schandre Estates:

390-15 Cogger/Phillips: “That we authorize administration to write letters to Ron Hildebrandt, Cheryl Archibald & Steve Kunz, with a copy to Paul Andre regarding the dirt removal/relocation on land legally described as Ptn. SE 29-19-21-W2 and owned by Schandre Estates Inc. indicating the following:

- Having heard from both parties and acknowledgment of the fact that the dirt has to be removed because it is a consequence of an approved residential development, we propose the following solution in an effort to address concerns raised by both parties;
 - The contractor removing the dirt berm located behind the properties along Rosewood Drive access the berm on the South side of the berm, further to the West (approximately mid- way down the berm) so that most of the travel is located on the RM side of the property behind the bushes and berm
 - We acknowledge that the Contractor will have to remove some bushes in order to access the berm from this location
 - The contractor remove the south side of the berm first so that the front of the berm will act as a sort of a noise barrier
 - The contractor to remain diligent in ensuring his equipment is not left running unattended
 - The contractor remain cognizant of the fact that there is to be no material hauled in to the site
 - We acknowledge the fact that the Contractor has a need to sort some of the existing material, removing the vegetation so that useable product can be delivered to the user, however these vegetation piles must be dealt with in a timely manner.”

CARRIED

Bylaw No. 12-2015 – A Bylaw to amend the Zoning Bylaw – 1st Reading:

391-15 Holobetz/Bogdan: “That Bylaw No. 12-2015, being a bylaw to amend the Zoning Bylaw No. 15-2002, be read a first time.”

CARRIED

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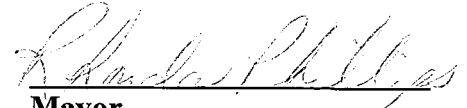
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ANGDAR Holdings Inc. - Zoning Amendment Public Hearing:

392-15 Cogger/Newkirk: "That we agree to set a public hearing date of February 9, 2016 at 7:30 p.m. for the zoning bylaw amendment to change the zoning of land legally described as Lots 1, 2, 3, 17 & 20 Block 5 Plan 01221816, civic address 35 & 55 Third Avenue, from C2 – General Commercial District to C1 – Town Centre Commercial." **CARRIED**

Adjournment:

393-15 Holobetz/Cogger: "That we adjourn this meeting at 10:46 p.m." **CARRIED**


Mayor


Chief Administrative Officer