

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
NOVEMBER 24, 2015

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, November 24, 2015 at 6:30p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Randy Bogdan, Jane Cogger, Wes Holobetz, Trevor Grohs
 Reggie Newkirk (Arrived @ 6:49pm),
 Rhonda Phillips (Arrived @ 7:50pm)

Chief Administrative Officer: Darcie Cooper
 Utilities Foreman: Dave Cherney (Left 6:45pm)
 Office Services Clerk: Jill Scriven

UTILITIES/PUBLIC WORKS REPORT:

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

334-15 Bogdan/Holobetz: "That the Utilities & Public Works report be accepted as presented."
CARRIED

MINUTES:

335-15 Cogger/Grohs: "That the minutes of the November 10, 2015 regular meeting be approved, as circulated."
CARRIED

FINANCIAL REPORTS:

Financial Statement and Bank Reconciliation:

336-15 Bogdan/Holobetz: "That the Financial Statement and the Bank Reconciliation for the period ending October 31, 2015 as presented by Chief Administrative Officer, Darcie Cooper, be approved as presented."
CARRIED

COMMITTEE REPORTS:

Councillor, Reggie Newkirk provided a verbal report on the Cemetery Committee meeting he attended on November 23, 2015.

DELEGATION:

Steve Kuntz & Cheryl Archibald appeared before council to provide their concerns with the dirt removal/relocation activity that is ongoing on land legally described as Ptn. SE 29-19-21-W2 and owned by Schandre Estates Inc.

CORRESPONDENCE:

337-15 Grohs/Cogger: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. Min of Gov Relations – Bylaw 9-2015 Approval
- B. Min of Gov Relations – Municipal Boundary Alterations Process – Guidelines & Principles
- C. Sask Justice – Fine Disbursement Report
- D. Borda – Email re: Canada / UK Twinning Request with Lumsden, Aberdeenshire, Scotland
- E. Min of Gov Relations – Bill 186 – Conflict of Interest Rules – Action Items for Municipalities
- F. WUQWATR – Prov. Drainage Water Management Conference – Dec 7, 2015 – Earl Grey
- G. Miscellaneous."

CARRIED

WUQWATR – Provincial Drainage Water Management Conference:

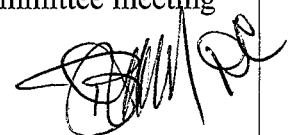
338-15 Newkirk/Holobetz: "That we authorize 2 council members and 1 staff member to attend the Provincial Drainage – Water Management Conference hosted by the Wascana Upper Qu'Appelle Watersheds Taking Responsibility (WUQWATR) on December 7, 2015 in Earl Grey, with expenses to be reimbursed by the municipality in accordance with resolution 17-14."
CARRIED

ACCOUNTS TO BE APPROVED:

339-15 Cogger/Grohs: "That the list of accounts attached hereto and forming a part of these minutes and totalling **\$107,468.24**, is hereby approved for payment by the Mayor and the Chief Administrative Officer."
CARRIED

COMMITTEE REPORTS:

Councillor Wes Holobetz provided a verbal report on the Joint Administrative Committee meeting he attended on November 17, 2015.



SAMEO Standards and Training Committee – SUMA/SARM Resolution Recommendations:

340-15 Bogdan/Holobetz: "WHEREAS that the Saskatchewan Association of Municipal Enforcement Officers (SAMEO) Standards and Training Committee was formed in 2012 to address a number of emerging personnel and municipal needs and is made up of volunteers from other municipalities and associations including; SARM, SUMA, City of Regina, RM and Town of Lumsden, RM of St. Andrews and Town of Kyle; RM's of Grant & Aberdeen & Town of Vonda; RM of Moose Range; and WHEREAS we understand that the respective councils/associations support their members in attendance of the meetings during respective municipal/association work hours and reimburse for travel expenses; and WHEREAS we understand the Committee's goals and objectives include in a broad sense: standardization of Bylaw Enforcement in Saskatchewan; educate the Province, Municipalities and potential officers on the standards established; increase Bylaw Enforcement Officer's safety and quality; better the work environment for Bylaw Enforcement Officers; ensure Bylaw Enforcement Officers have the authority to meet the needs of municipalities; and THEREFORE BE IT RESOLVED we agree to request that SARM and SUMA take over this program as it benefits all municipalities but are being financially supported through provision of staff and travel expenses, by only a few municipalities." **CARRIED**

K. Strong – Sk Assoc. of Municipal Enforcement Officers (SAMEO) Standards & Training Committee Participation:

341-15 Holobetz/Grohs: "That we agree with the recommendation of the Joint Administration Committee and authorize Krystal Strong to continue with her participation in the SAMEO (formerly known as SALIBO, *Saskatchewan Association of License Inspectors and Bylaw Officials*) Standards and Training Committee using municipal time to attend meetings of the special committee, with mileage to be reimbursed by the municipalities, until October 31, 2017." **CARRIED**

Joint Administration Staff 2016 Steps:

342-15 Holobetz/Phillips: "That we agree with the recommendation of the Joint Administration Committee and approve the following Joint Administration employee 2016 salary steps:

(Salary and Wage amounts below reflect the 2015 rates of the Salary grids)

Krystal Strong	Asst. Administrator	Step 9 to Step 10	(\$56,227 to 58,476) eff. Jul 1/16	
Joan Agopsowicz	Office Services Clerk	Step 11	(\$22.24/hr)	
Brenda Boos	Office Services Clerk	Step 11	(\$22.24/hr)	
Marla Lillejord	Office Services Clerk	Step 7 to Step 8	(20.95/hr to 21.27/hr) eff. May.1/16	
Jill Scriven	Office Services Clerk	Step 8 to Step 9	(\$21.27/hr to \$21.59) eff. Apr. 1/16	
Sheena Carrick	Finance Officer	Step 11	(\$80,203)." CARRIED	

Joint Administration Staff – Salary Grid Increase:

343-15 Holobetz/Newkirk: "That we agree with the recommendation of the Joint Administration Committee and approve a 2.5% increase to the 2015 Salary Grids for the 2016 year for the Joint Administration staff, in an effort to not have our salary grids fall behind the labour market." **CARRIED**

Minutes - Joint Administration Committee Meeting:

344-15 Newkirk/Bogdan: "That the minutes of the November 17, 2015 Joint Administration Committee meeting be approved, as circulated." **CARRIED**

COMMITTEE REPORTS:

Councillor Rhonda Phillips provided a verbal report on the Qu'Appelle Valley Nordic Ski Club meeting she attended on November 23, 2015.

Snow Removal - Qu'Appelle Valley Nordic Centre & RiverPark Parking Lots:

345-15 Phillips/Cogger: "That we authorize Public Works staff to conduct snow removal activities in the parking lot at the Qu'Appelle Valley Nordic Centre and the RiverPark Campground parking lot on either a weekly basis or as needed." **CARRIED**

Qu'Appelle Valley Nordic Centre - Recycling and Garbage:

346-15 Phillips/Newkirk: "That we authorize Public Works to install a garbage bin and a recycle bin in the parking lot at the Qu'Appelle Valley Nordic Centre, with garbage pick to be done by Public Works in conjunction with garbage pick-up days on the South side of Town." **CARRIED**

Qu'Appelle Valley Nordic Centre – Toilet Facility:

347-15 Phillips/Holobetz: "That we authorize administration to investigate costs and options for providing toilet facilities at the Qu'Appelle Valley Nordic Centre, with particular attention to a composting toilet, for presentation at the next meeting." **CARRIED**

348-15 Bogdan/Holobetz: "That Councillor Phillips' report be approved, as presented."

CARRIED

STAFF REPORTS:

Administrative Report:

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

R.M. of Lumsden No. 189 – Use of Town Facilities for Municipal Business:

349-15 Newkirk/Cogger: "That we agree with the request from the Council of the RM of Lumsden No. 189 to utilize the Town Facilities for municipal business purposes, at no cost to the R.M. of Lumsden No. 189 depending on facility availability, in consideration of the Recreation Grant that the R.M. will provide the Town commencing in 2016; and That, if there are any additional cleaning charges incurred due to the R.M.'s usage of the facility, the R.M. would be expected to pay for cleaning charges incurred." **CARRIED**

Letter to RM of Lumsden No 189–Proposed Amendment to Official Community Plan:

350-15 Holobetz/Phillips: "That we authorize Mayor, Bryan Matheson to sign the letter as prepared with amendments incorporated, and forward to the Council of the RM of Lumsden No. 189 as our submission to the public hearing being held on November 26, 2015 respecting the proposed Official Community Plan Amendment Bylaw No. 17-2015 for adoption of a Concept Plan, separation distances and aggregate resource extraction, expressing our concerns with the proposed amendment." **CARRIED**

351-15 Cogger/Newkirk: "That the administrative report be accepted as presented." **CARRIED**

OLD BUSINESS:

Staff Christmas Party – Location Change:

352-15 Newkirk/Grohs: "That, due to not enough tickets being sold for the Medieval Feast and the event being cancelled, we agree to hold the joint staff and council Christmas Party on December 5th, 2015 at the Lumsden Curling Club with dinner to be catered and beverages to be provided." **CARRIED**

NEW BUSINESS:

2015 Employee Christmas Bonus:

353-15 Grohs/Holobetz: "That we approve a Christmas Bonus, in the form of a gift certificate for a business located in the Town of Lumsden, for the Public Works staff of \$100.00 and \$50.00 for the Joint Administrative staff as this cost is shared with the R.M. of Lumsden No. 189." **CARRIED**

2016 Salary Grid Increase:

354-15 Bogdan/Grohs: "That, we approve a 2.5% increase to the 2015 Salary Grids for the 2016 year for the Public Works staff and Community Coordinator." **CARRIED**

RM of Lumsden No 189 –Proposed Subdivision SE 21-19-21-W2:

355-15 Newkirk/Grohs: "That we recommend refusal to the Director of the Community Planning Branch of the Ministry of Government Relations for the subdivision application submitted by Norm & Laura Colhoun to subdivide a 2nd parcel out of land legally described as SE 21-19-21-W2, as it is located in the long term Urban growth area and would contravene the municipality's Official Community Plan, particularly Section 8.4 of the Joint Growth Strategy." **CARRIED**

ANGDAR Holdings Inc. - Zoning Amendment Request:

356-15 Holobetz/Grohs: "That we agree to commence the zoning amendment process 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**

Canyon Creek Estates – Phase I Letter of Final Completion:

357-15 Bogdan/Newkirk: "That we agree to issue a letter of final completion for all services within the subdivision, which marks the commencement of the one year maintenance period commence November 24th, 2015 in which the developer is responsible for any failures and/or damages that may occur as a result of services installed under the Servicing Agreement (Section 1.1 (b)); and That Administration will record the following deficiencies to be addressed during Phase II construction on the letter of final completion:

- Lift Station area still needs to be elevated so that staff can easily reach the electrical panel

M-11

- Seal electrical at the top of lift pump
- Paving overtop of existing asphalt and curb replacement at the low spot on Palomino Drive. Specifically raising the south half of the low spot from the crown of the road to the curb, only at the localized low spot. A curb cut will be installed on the north portion of the localized low spot to all flow to reach the ditch.
- Installation of the curb that was cut in front of the hydrant on Palomino Drive
- Asphalt patching above the reinstalled pipe that was flattened.
- The culvert underneath the subdivision entrance at Qu'Appelle Drive and Appaloosa Drive was installed 0.250 meters lower than the design elevation. The ditch running West to East along Qu'Appelle Drive will need to be regraded to convey flow from the culvert to the receiving existing culvert (located approximately 200 meters East of the subdivision).
- Cap missing from a fire hydrant.”

CARRIED

Schandre Estates – Dirt Moving/Removal Development – SE Ptn 29-19-21-W2:

358-15 Phillips/Newkirk: “That we authorize administration to invite Paul Andre of Schandre Estates to the next meeting to discuss the complaint received regarding the dirt moving/removal development taking place on his property legally located at SE Ptn 29-19-21-W2, along with his intentions for the area; and That we require all work to cease until such time as Mr. Andre is able to meet with Council to discuss the matter.”

CARRIED

In Camera Session:

359-15 Phillips/Holobetz: “That we agree to go in-camera excluding staff at 9:50 p.m.”

CARRIED

Reconvene:

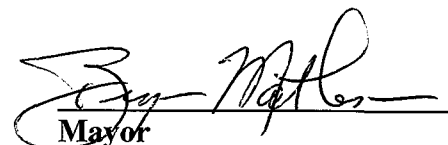
360-15 Cogger/Grohs: “That we agree to reconvene the meeting at 10:35 p.m.”

CARRIED

Adjournment:

361-15 Newkirk/Grohs: “That we adjourn this meeting at 10:35 p.m.”

CARRIED


Mayor


Chief Administrative Officer