

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
JANUARY 12, 2016

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, January 12, 2016 at 6:30p.m. with Deputy Mayor Rhonda Phillips presiding.

Present: Deputy Mayor: Rhonda Phillips
 Mayor: Bryan Matheson (via electronic video)
 Councillors: Trevor Grohs, Jane Cogger, Reggie Newkirk
 Chief Administrative Officer: Darcie Cooper
 Financial Officer: Sheena Carrick
 Public Works Foreman: Jeff Carey (left at 6:56pm)
 Assistant Administrator: Krystal Strong

Absent: Councillor: Wes Holobetz, Randy Bogdan

Mayor Bryan Matheson attended the meeting via electronic means.

UTILITIES/PUBLIC WORKS REPORT:

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

Saskatchewan Public Works Association - Conference & Trade Show:

01-16 Grohs/Cogger: "That we authorize two Public Works Department staff members to attend the Saskatchewan Public Works Association (SPWA) convention in Regina February 23-25, 2016 with expenses to be reimbursed by the municipality." **CARRIED**

Saskatchewan Environment Industries and Managers Association (SEIMA) Workshop:

02-16 Grohs/Newkirk: "That we authorize Public Works Foreman, Jeff Carey, to attend the Landfill Workshop presented by SEIMA held in Regina on January 26, 2016, with expenses to be reimbursed by the municipality." **CARRIED**

Purchase of Barricades for James Street South:

03-16 Newkirk/Grohs: "That we authorize Public Works Foreman, Jeff Carey, to purchase barricades for resident safety and to aid in the protection of private property at the bottom of the James Street South hill." **CARRIED**

04-16 Newkirk/Matheson: "That the Utilities & Public Works report be accepted as presented." **CARRIED**

FINANCIAL REPORTS:

Establish and Transfer to Screw gate Decommissioning Reserve:

05-16 Newkirk/Grohs: "That we authorize administration to establish a reserve for the permanent decommissioning of screw gate Inlet Structure 1A2, located behind the public works shop, and;
 That we authorize administration to transfer the 2015 budgeted unspent funds in the amount of \$50,000 to the reserve for the future project." **CARRIED**

Transfer to Recycle Reserve:

06-16 Cogger/Grohs: "That we authorize administration to transfer the 2015 budgeted unspent funds in the amount of \$28,812.30 to the Recycle Reserve to go towards the recycle relocation project to be completed in 2016." **CARRIED**

Transfer from Cemetery Reserve:

07-16 Cogger/Newkirk: "That we authorize administration to transfer \$2,031.15 from the Cemetery Reserve to cover the costs of materials and labour for cemetery improvements performed in the 2014 and 2015 year." **CARRIED**

Transfer to Infrastructure Reserve:

08-16 Newkirk/Grohs: "That we authorize administration to transfer \$550.00 to the Infrastructure Reserve reflecting the overweight permit fees collected in the 2014 year." **CARRIED**

Bank Reconciliation & Monthly Financial Statement:

09-16 Cogger/Grohs: "That we accept the Bank Reconciliation and Monthly Financial Statement for the period ending November 30, 2015, as presented by Finance Officer, Sheena Carrick." **CARRIED**

MINUTES:

- 10-16 Newkirk/Matheson: "That the minutes of the December 8, 2015 regular meeting be approved, as circulated." **CARRIED**

COMMITTEE REPORTS:

Councillor, Jane Cogger reported on the Group I Committee meeting she attended on December 17, 2015.

Minutes:

- 11-16 Newkirk/Matheson: "That the minutes of the December 17, 2015 Group I Committee meeting be approved, as circulated." **CARRIED**

2016 RiverPark Campground and Notary Public Fees:

- 12-16 Cogger/Newkirk: "That we agree with the recommendation by the Group 1 Committee and accept the following rate increases for the RiverPark Campground sites for the 2016 year:

- Non-electrical - \$32.00/night - Discount rate if paid by Cash \$30.00/night (*increase of \$10.00*)
- Non-electrical - \$160.00/week - Discount rate if paid by Cash \$150.00/week (*increase of \$50.00*)
- Non-electrical - \$525.00/month - Discount rate if paid by Cash \$500.00/month (*increase of \$100.00*)
- Serviced - \$37.00/night - Discount rate if paid by Cash \$35.00/night (*increase of \$5.00*)
- Serviced - \$210.00/week - Discount rate if paid by Cash \$200.00/week (*increase of \$50.00*)
- Serviced - \$625.00/month - Discount rate if paid by Cash \$600.00/month (*increase of \$100.00*);

and

That we agree to increase the Notary Public Fee from \$20.00 to \$25.00 for the notarization of documents that aren't municipally related, municipal documents will continue to be provided at no cost." **CARRIED**

CORRESPONDENCE:

- 13-16 Cogger/Newkirk: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. Claims Pro – Insurance Liability Claim for Water Damage – 230 Ross Street - Schnell
- B. SUMA – 2016 AGM Agenda, 14/15 Audited Financials, Policy Resolutions, Bylaw Amendments
- C. Lumsden & District Heritage Home Regular Meeting Minutes – November 23, 2015
- D. Sask Justice – Fine Disbursement Report
- E. Reid – Ltr re: Complaint regarding train cars sitting in town
- F. WCB – 2016 Premium Rate Notice & Certificate of Achievement
- G. Armstrong – Ltr re: complaint – lack of sanding pre-planning for James Street S & no corrective mitigating action
- H. Sask Housing Authority – 2014 Settlement Housing Share
- I. SAMA – 2015 Primary Audit Report
- J. TransCanada – Ltr re: Thank you for Support
- K. SUMA – 2016 Benefit Premium Rates
- L. Water Security Agency – 2015/16 Compliance Reports
- M. Min of Parks, Culture & Sport – Municipal Cultural Planning Workshop – Saskatoon – February 18, 2016
- N. South Central Transportation Planning Committee – 2016 Membership Request
- O. Miscellaneous Publications." **CARRIED**

ACCOUNTS TO BE APPROVED:

- 14-16 Phillips/Holobetz: "That the list of accounts attached hereto and forming a part of these minutes and totalling \$269,727.12 is hereby approved for payment by the Mayor and the Chief Administrative Officer." **CARRIED**

COMMITTEE REPORT:

Deputy Mayor, Rhonda Phillips, provided a verbal report on the Qu'Appelle Valley Nordic Club's Grand Opening ceremonies she attended on January 9, 2016.

STAFF REPORTS:**Administrative Report:**

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

Council Procedural Bylaw:

Chief Administrative Officer, Darcie Cooper provided a written report on required changes to the Council Procedural Bylaw, pursuant to Section 81.1 of Bill 186, *The Municipal Conflict Amendment Act*.

- 15-16 Newkirk/Cogger: "That the administrative report be accepted as presented." **CARRIED**

NEW BUSINESS:**SUMA Convention – Voting Delegate:**

- 16-16 Grohs/Cogger: "That we appoint Councillor Reggie Newkirk to be the voting delegate at the SUMA Convention January 31st to February 3, 2015 in Regina." **CARRIED**

2016 Council Remuneration & Travel Allowance:

- 17-16 Grohs/Newkirk: "That we agree to increase the remuneration rate by 2.5%, as per the employee salary grid increase rounded to the nearest dollar, for Mayor and Councillors for the 2016 year at the following rates:

| | |
|--------------------------|--|
| Council Indemnity | Councillors - \$150.00 per meeting; Mayor - \$215.00 per meeting |
| Indemnity | Shall include all council meetings and duly called and documented committee meetings; |
| Per Diem | Councillors - \$150.00 per day while attending to Town business; Mayor - \$215.00 per day while attending to Town business; \$30.00 per hour for informal meetings of a short duration where the member represents the Town or attends to Town business; and |

That all Council members, 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**Chief Administrative Officer - 2016 Salary:**

- 18-16 Newkirk/Matheson: "That we acknowledge the following salary for the Chief Administrative Officer for the 2016 year, reflecting no step increase over the 2015 year:
- | | | | |
|---------------|-----|------------------------|----------------|
| Darcie Cooper | CAO | Step 5 (\$95,019/yr.)" | CARRIED |
|---------------|-----|------------------------|----------------|

Saskatchewan Seniors Mechanism – Age Friendly Communities Workshop:

- 19-16 Cogger/Matheson: "That we authorize Councillor Reggie Newkirk to attend the Saskatchewan Seniors Mechanism Age Friendly Workshop in Strasbourg on January 18, 2016, with expenses to be reimbursed by the municipality." **CARRIED**

Urban Municipal Administrations Association (UMAAS) - Membership Fees:

- 20-16 Matheson/Cogger: "That we approve the payment of 2016 regular membership fees to the Urban Municipal Administrators Association of Saskatchewan for Chief Administrative Officer, Darcie Cooper; and
That we approve the payment of 2016 associate membership fees to the Urban Municipal Administrators' Association of Saskatchewan for Assistant Administrator, Krystal Strong." **CARRIED**

Saskatchewan Water Action Network (SWAN) - Project Kickoff & Networking Event:

- 21-16 Newkirk/Cogger: "That we authorize Councillor Rhonda Phillips to attend the Saskatchewan Water Action Network's Project Kick off & Networking Event in Saskatoon on February 10th, with expenses to be reimbursed by the municipality." **CARRIED**

Regina Humane Society – Impoundment Services:

- 22-16 Cogger/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 2016 year." **CARRIED**

Saskatchewan Urban Municipalities Association (SUMA) - Membership Fees:

- 23-16 Newkirk/Cogger: "That we approve the payment of 2016 membership fees in the amount of \$2,708.22 to the Saskatchewan Urban Municipalities Association." **CARRIED**

Federation of Canadian Municipalities - Membership Fees:

- 24-16 Cogger/Grohs: "That we approve the payment of 2016 membership fees in the amount of \$372.42 plus GST to the Federation of Canadian Municipalities." **CARRIED**

M-11

Dev. App. #2015-017 – Lot Consolidation – Kissel – Lots 2,3, Block 10, Plan 86R54116:

25-16 Grohs/Newkirk: “That we are in favour of the lot consolidation application submitted by Kissel Cabbage Corp. to consolidate Lots 2 & 3, Block 10, Plan 86R54116 (215 River Street) for the purpose of accommodating an addition to the existing building.”

CARRIED**Dev. App. #2016-01 – Rezoning & Lot Consolidation – Wyatt – Lots 22,23,24&25, Block 6, Plan 86R54116:**

25-16 Grohs/Newkirk: “That we are in favour of the lot consolidation request submitted by Cameron Wyatt to consolidate lots 22, 23, 24 and 25, Block 6, Plan 86R54116 (130 River Street) for the purpose of constructing a new building; and
That we agree to commence zoning bylaw amendment proceedings to accommodate the development application submitted for development of the lots and request a planning fee deposit of \$1,000.00 from the applicant to cover expenses such as, planning review and public notice advertisement.”

CARRIED**Bylaw No. 01-2016 – Council Procedural Bylaw – 1st Reading:**

26-16 Grohs/Cogger: “That Bylaw No. 01-2016, being the Council Procedural Bylaw, be read a first time.”

CARRIED**Bylaw No. 01-2016 – Council Procedural Bylaw – 2nd Reading:**

27-16 Newkirk/Grohs: “That Bylaw No. 01-2016, being the Council Procedural Bylaw, be read a second time.”

CARRIED**Bylaw No. 01-2016 – Council Procedural Bylaw – Three Readings:**

28-16 Matheson/Newkirk: “That Bylaw No. 01-2016, being the Council Procedural Bylaw, be given three readings at this meeting.”


CARRIED UNANIMOUSLY**Bylaw No. 01-2016 – Council Procedural Bylaw – Adoption:**

29-16 Cogger/Matheson: “That Bylaw No. 01-2016, being the Council Procedural Bylaw, be adopted, signed and sealed.”

CARRIED**Adjournment:**

30-16 Grohs/Cogger: “That we adjourn the meeting at 10:01 p.m.”

CARRIED


Mayor


Chief Administrative Officer