



THE TOWN OF  
L U M S D E N

**Regular Council Meeting Minutes  
January 10, 2017**

**Call To Order - Deputy Mayor Barber**

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office on the evening of Tuesday, January 10, 2017 at 6:30 p.m., with Deputy Mayor Verne Barber presiding.

**Present:**

Deputy Mayor: Verne Barber  
Mayor: Bryan Matheson (via electronic video)  
Councillors: Dave Cameron, Jane Cogger, Wes Holobetz (Arrived 7:12pm),  
Rhonda Phillips, Byron Tumbach  
Chief Administrative  
Officer: Darcie Cooper  
Assistant Administrator: Krystal Strong  
Finance Officer: Sheena Carrick

*Mayor Matheson attended the meeting via electronic means*

**Resolution No. Approval of Agenda**

2017-001 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That we approve the agenda as presented."

**CARRIED**

**Public Works Report**

Chief Administrative Officer, Darcie Cooper, provided a verbal report on various Public Works and Utilities matters.

**Financial Reports**

Finance Officer, Sheena Carrick provided a written report regarding the 2017 preliminary revaluation assessment and provincial percentages of value impact.

**Resolution No. Approve Financial Reports**

2017-002 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That Finance Officer, Sheena Carrick's report be accepted as presented."

**CARRIED**

**Minutes**

**Resolution No. Regular Meeting Minutes - December 13, 2016**

2017-003 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Tumbach

"That the minutes of the December 13, 2016 regular meeting be approved, as circulated."

**CARRIED**

**Resolution No. Employee Committee Meeting Minutes - December 22, 2016**

2017-004 **Moved by:** Councillor Cogger  
**Seconded by:** Councillor Cameron

"That the minutes of the December 22, 2016 Employee Committee meeting be approved, as circulated."

**CARRIED**

**Resolution No. SUMA – 2017 Membership**

2017-005 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cameron

"That we agree to renew our membership with the Saskatchewan Urban Municipalities Association for the 2017 year at a cost of \$2,199.35 incl. GST." **CARRIED**

**Resolution No. Communications**

2017-006 **Moved by:** Mayor Matheson  
**Seconded by:** Councillor Tumbach

"That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- a) Hudson Bay Route Association – Ltr. Re 2017 Membership
  - b) Saskatchewan Assessment Management Agency – Certificate of Confirmation 2016 Assessment Roll
  - c) Saskatchewan Assessment Management Agency – 2017 Revaluation Information Sheets
  - d) SUMA – 2017 Membership Information
  - e) Workers Compensation Board – 2nd Installment 2016 surplus distribution
  - f) Workers Compensation Board – 2017 Premium Rate Notice
  - g) Note of Thanks for retirement gift from Brenda Boos
  - h) Miscellaneous."
- CARRIED**

**Employee Committee Meeting Report**

Chairperson Councillor Cogger and CAO Darcie Cooper provided a verbal report on the Employee Committee meeting they attended on December 22, 2016.

**Resolution No. Salary Grid Increase - Water and Wastewater Treatment Operator Position**

2017-007 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cameron

That we agree with the recommendation of the Employee Committee and increase the Water and Wastewater Operator Salary grids by \$2.00/hour (\$4,160/year) at the Step 1 and Step 5 levels of the salary grids, with incremental increases for Steps 2-4 accordingly for the 2017 year; and That this increase applies to both Level 1 and Level 2 Water and Wastewater Operator position."

**CARRIED**

**Resolution No. Salary Grid Increase - Equipment Operators**

2017-008 **Moved by:** Councillor Phillips  
**Seconded by:** Mayor Matheson

"That we agree with the recommendation of the Employee Committee and increase the Equipment Operator Salary grids by \$2.00/hour (\$4,160/year) at the Step 1 and Step 5 of the salary grids, with incremental increases for Steps 2-4 accordingly, for the 2017 year; and That this increase applies to Equipment Operator Levels 1, 2 and 3; and That we agree to the same increase adjustment, as stated above, for the 2018 year."

**CARRIED**

**Resolution No. Clothing/Boot Allowance**

2017-009 **Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Phillips

"That we agree with the recommendation of the Employee Committee and establish a combined boot and clothing allowance for the public works employees in the amount of \$800.00 per year."

**CARRIED**

**Resolution No. Committee Report Approved**

2017-010 **Moved by:** Councillor Cogger  
**Seconded by:** Councillor Phillips

"That Chairperson Councillor Cogger and CAO Darcie Cooper's report be accepted as presented."

**CARRIED**

**Reports of Administration**

CAO Darcie Cooper provided a written and verbal report on various administrative matters.

*Mayor Matheson declared a financial interest and left his chair at 7:10pm.*

**Resolution No. Accounts to be approved**

2017-011 **Moved by:** Councillor Cogger  
**Seconded by:** Councillor Phillips

"That the list of accounts attached hereto and forming a part of these minutes and totalling

\$246,411.75 is hereby approved for payment by the Deputy Mayor and the Chief Administrative Officer." **CARRIED**

*Mayor Matheson resumed his seat at 7:13pm.*

**Resolution No. Human Resource Amendment - CAO Performance Evaluation Completion date**  
 2017-012 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Tumbach

"That we authorize administration to amend the Human Resource Policy Manual to change the timing for the annual completion of the Chief Administrative Officer to October 15th of each year to ensure the evaluation is completed prior to general municipal elections." **CARRIED**

**Resolution No. Administration Report**  
 2017-013 **Moved by:** Councillor Cogger  
**Seconded by:** Councillor Holobetz

"That the report of the Chief Administrative Officer be accepted as presented." **CARRIED**

**Unfinished Business**

**Resolution No. Riemer Conservation Easement Agreement**  
 2017-014 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That we authorize the Deputy Mayor and Chief Administrative Officer to sign the Conservation Easement Agreement with Anne and Greg Riemer for conservation areas located on land legally described as Block A Plan 75R43504 in the NW 1/4 28-19-21-W2M as presented." **CARRIED**

**New Business**

*Councillor Tumbach requested a recorded vote.*

**Resolution No. Hosting Longboard Competition Event - SlugJam**  
 2017-015 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Phillips

"That we agree, in principle, to support the longboarding competition event hosted by SlugJam to take place on May 20, 2017 and utilizing James Street South for the competition, subject to an agreement being negotiated by Community Coordinator Chris Exner with final approval by council; and  
 That we agree to send letters to residents along James Street South, notifying them of the event and requesting their feedback for consideration when developing the event agreement."

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstained</b>	<b>Absent</b>
Bryan Matheson	✓			
Byron Tumbach		✓		
Dave Cameron	✓			
Jane Cogger	✓			
Rhonda Phillips	✓			
Verne Barber	✓			
Wes Holobetz	✓			

**CARRIED**

**WUQWATR Public Meeting Report**

Councillor Phillips reported on the Wascana and Upper Qu'Appelle Watersheds Association Taking Responsibility (WUQWATR) meeting she attended on December 14, 2016 in Pense, SK.

**Resolution No. Basic Emergency Management Course - Southey**  
 2017-016 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Cameron

"That we authorize Councillor Phillips and Councillor Jane Cogger (EMO Coordinators) to attend the complimentary Basic Emergency Management course hosted by the Emergency Management and Fire Safety Branch of the Ministry of Government Relations on March 31st and April 1st in Southey, with travel expenses to be reimbursed by the municipality." **CARRIED**

**Resolution No. Municipal Management Essentials Training Course**

2017-017 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Tumbach

"That we authorize CAO Darcie Cooper to attend the Municipal Management Essentials Training Course offered by Southeast College in coordination with SARM and SUMA for the Basic Business Law Course on February 27 and 28, 2017 in Swift Current, at a tuition cost of \$425.00, with travel expenses to be reimbursed by the municipality and cost shared 50/50 with the R.M. of Lumsden No. 189."

**CARRIED**

**Resolution No. Urban Municipal Administrators Association - 2017 Membership**

2017-018 **Moved by:** Councillor Cogger  
**Seconded by:** Councillor Phillips

"That we agree to renew the memberships for CAO Darcie Cooper and Assistant Administrator Krystal Strong for the Urban Municipal Administrators Association for the 2017 year at a cost of \$185.00 for each membership."

**CARRIED**

**Resolution No. Sask Public Works Conference - Feb. 28-Mar. 2, 2017 Saskatoon**

2017-019 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That we authorize Public Works Foreman, Jeff Carey and one other public works employee to attend the Sask Public Works Association annual conference to be held in Saskatoon on February 28 - March 2, 2017, with expenses to be reimbursed by the municipality."

**CARRIED**

**Resolution No. Federation of Canadian Municipalities - Canada 150 Community Leader Nomination**

2017-020 **Moved by:** Councillor Cameron  
**Seconded by:** Councillor Cogger

"That we agree with Deputy Mayor Barber's nomination of Mayor Bryan Matheson for the Federation of Canadian Municipalities (FCM) Canada 150 Community Leader; and That we authorize administration to complete the nomination form on our behalf and submit it to the FCM."

**CARRIED**

**Resolution No. Federation of Canadian Municipalities 2017-2018 Membership**

2017-021 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That we agree to renew the 2017-2018 membership with the Federation of Canadian Municipalities in the amount of \$486.89 including GST and optional contribution towards the FCM Board of Directors travel fund."

**CARRIED**

**Resolution No. Bylaw 01-2017 Council Code of Ethics Bylaw - First Reading**

2017-022 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Tumbach

"That Bylaw No. 01-2017, being a bylaw to establish a code of ethics for council, be read a first time."

**CARRIED**

**Resolution No. Bylaw No. 02-2017 - Tax Certificate Fee Bylaw - First Reading**

2017-023 **Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Phillips

"That Bylaw No. 02-2017, being a bylaw to establish fees for Tax Certificates and other assessment or taxation information, be read a first time."

**CARRIED**

**Resolution No. Bylaw No. 02-2017 - Tax Certificate Fee Bylaw - Second Reading**

2017-024 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Cogger

"That Bylaw No. 02-2017, being a bylaw to establish fees for the provision of tax certificates and other assessment or taxation information, be read a second time."

**CARRIED**

**Resolution No. Bylaw No. 02-2017 - Tax Certificate Fee Bylaw - Three Readings**

2017-025 **Moved by:** Councillor Cameron  
**Seconded by:** Mayor Matheson

"That Bylaw No. 02-2017, being a bylaw to establish fees for Tax Certificates and other assessment or taxation information, be given three readings at this meeting." **CARRIED UNANIMOUSLY**

**Resolution No. Bylaw No. 02-2017 - Tax Certificate Fee Bylaw - Adoption**  
2017-026 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Tumbach

"That Bylaw No. 02-2017, being a bylaw to establish fees for Tax Certificates and other assessment or taxation information, be read a third time, adopted, signed, and sealed." **CARRIED**

**Resolution No. Closed Session**  
2017-027 **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Holobetz

"That we agree to move into closed session at 9:02pm for the purpose of discussing an employee matter as allowed pursuant to Section 120 of The Municipalities Act, with staff to be included in the session." **CARRIED**

**Resolution No. Rise from Closed Session**  
2017-028 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Cogger

"That we agree to rise from the closed session and return to the open meeting at 9:18pm." **CARRIED**

**Resolution No. Adjournment**  
2017-029 **Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Cogger

"That we adjourn the meeting at 9:20pm." **CARRIED**

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**Mayor**

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**Chief Administrative Officer**