



THE TOWN OF
L U M S D E N

**Regular Council Meeting Minutes
March 28, 2017**

Call To Order

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office on the evening of Tuesday, March 28th, 2017 at 6:30 p.m., with Mayor Bryan Matheson presiding.

Present:

Mayor: Bryan Matheson
Councillors: Verne Barber, Dave Cameron, Jane Cogger, Rhonda Phillips, Byron Tumbach

Chief Administrative

Officer: Darcie Cooper
Assistant Administrator: Krystal Strong
Utilities Foreman: Dave Cherney (Left at 6:45 pm)

Absent:

Councillor: Wes Holobetz

Additions to Agenda

Resolution No. 2017-126 **Authorize to Proceed with WTP Media Filter Inspection**
Moved by: Councillor Tumbach
Seconded by: Councillor Cogger
"That we agree to add the following item to the agenda under the Public Works Report:
- Authorization to proceed with Water Treatment Plant Media Filter Inspection." **CARRIED**

Resolution No. 2017-127 **Approval of Agenda**
Moved by: Councillor Cameron
Seconded by: Councillor Barber
"That we approve the agenda as amended." **CARRIED**

Reports of the Public Works Department

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

Resolution No. 2017-128 **Water Treatment Plant Media Filter Inspection**
Moved by: Councillor Phillips
Seconded by: Councillor Barber
"That we authorize the Utilities Foreman to hire AWI (Anthratch Western Inc.) to proceed with an underdrain system inspection of the Water Treatment Plant Media Filter No.1, at an estimated cost of \$11,425.00 plus taxes." **CARRIED**

Resolution No. 2017-129 **Approval of Public Works Report**
Moved by: Councillor Cogger
Seconded by: Councillor Cameron
"That the Utilities amp; Public Works report be accepted as presented." **CARRIED**

Reports of the Finance Officer

Finance Officer, Sheena Carrick provided a written report regarding municipal tax discounts offered to encourage prompt payment of taxes vs. imposing a municipal tax penalty for prompt payment of taxes.

Adoption of Minutes

Resolution No. 2017-130 **Regular Meeting Minutes - March 14, 2017**
Moved by: Councillor Cogger
Seconded by: Councillor Phillips
"That the minutes of the March 14th, 2017 regular meeting be adopted, as circulated." **CARRIED**

Reports of Committees

Wastewater Treatment Committee Meeting - March 21, 2017 - Councillor Phillips

Councillor Phillips provided a verbal report on the Wastewater Treatment Committee meeting she attended with Stantec on March 21, 2017.

Resolution No. 2017-131 Consultation regarding the Wastewater Treatment Project
Moved by: Councillor Phillips
Seconded by: Councillor Tumbach
"That we authorize the prepared communication letter and background report regarding the Wastewater Treatment Plant project to be sent to communities and First Nations along the Qu'Appelle River from Lumsden to Fort Qu'Appelle to notify them of the project and obtain any comments they may have."
CARRIED

Resolution No. 2017-132 Wastewater Project Communication Approval with Downstream Communities
Moved by: Councillor Cogger
Seconded by: Councillor Cameron
"That we authorize the Wastewater Committee Chair Councillor Phillips and Mayor Matheson to travel to and attend meetings where requested by communities and/or First Nations with respect to the Wastewater Treatment Project, with time and expenses to be reimbursed in accordance with resolution No. 485-2016."
CARRIED

Resolution No. 2017-133 Communications
Moved by: Councillor Cameron
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) RM of Lumsden - Ltr. re: Lumsden Joint Venture Library Facility Board Appointment
b) Min of Gov Relations - Gas Tax Fund - Payment of Federal Gas Tax Funds - 2016-17 Installment
2
c) Southeast Regional Library - Ltr re: budget impact
d) Miscellaneous."
CARRIED

Resolution No. 2017-134 RCMP Consultative Meeting - March 29, 2017
Moved by: Councillor Phillips
Seconded by: Councillor Cogger
"That we authorize Mayor Bryan Matheson to attend the RCMP planning meeting on March 29, 2017 in Lumsden."
CARRIED

Reports of Administration

Councillor Jane Cogger declared a conflict of interest with respect to a payment to her daughter, Jenal Wingfield. Councillor Cogger abstained from discussion and voting on the matter and left the council chambers at 7:44 pm.

Resolution No. 2017-135 List of Accounts
"That the list of accounts attached hereto and forming a part of these minutes and totalling \$52,828.78, is hereby approved for payment by the Mayor and the Chief Administrative Officer."
CARRIED

At the conclusion of voting on the matter, Councillor Cogger returned to council chambers at 7:45 pm.

Resolution No. 2017-136 Tax Enforcement and Tax Arrears Payment Plan Policy
Moved by: Councillor Barber
Seconded by: Councillor Phillips
"That we approve the Tax Enforcement and Tax Arrears payment plan policy, attached hereto and forming a part of these minutes."
CARRIED

Mayor and Councillor Forum

Resolution No. 2017-137 Lumsden Angels - Provincial Basketball Championship Recognition
Moved by: Councillor Barber
Seconded by: Councillor Phillips
"That we authorize administration to send a letter on our behalf to the Lumsden Angels Senior Girls Basketball Team, congratulating them on their success in the Provincial Basketball Championships at Hoopla held in Regina on March 23 - 25, 2017."
CARRIED



Unfinished Business

Resolution No. **Nugent Heritage Property Lease**
2017-138 **Moved by:** Councillor Phillips
 Seconded by: Councillor Barber
 "That, due to the costs to remediate the property for public use, we discontinue actions regarding the lease of the Nugent Heritage property legally described as Parcel F Plan P1101920160 at this time, as we have other projects that require funding and take priority."
 CARRIED

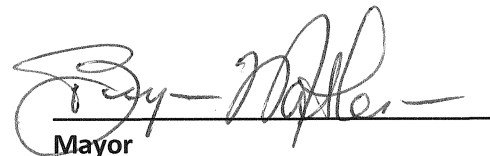
New Business

Resolution No. **Schedule Special Meeting - 2017 Budget**
2017-139 **Moved by:** Councillor Phillips
 Seconded by: Councillor Cameron
 "That we agree to set the date, time and place for a special council meeting for the 2017 budget meeting Wednesday, April 5, 2017 at 7:00 pm in the Municipal Office."
 CARRIED

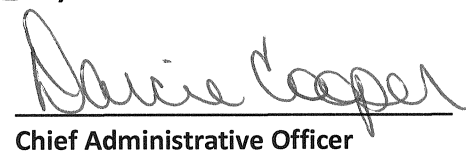
Resolution No. **Recycle Contribution Acknowledgement Plaque - Gord Bonokoski**
2017-140 **Moved by:** Councillor Cogger
 Seconded by: Councillor Phillips
 "That we agree to purchase a plaque approximately 10"x12" in size, at an approximate cost of \$500.00, to acknowledge the contributions made by Gordon Bonokoski to the recycling program in Lumsden and;
 That we agree to locate the plaque outside the entrance door to the new recycle building."
 CARRIED

Resolution No. **Amend Res.485-2016 - Deputy Mayor Remuneration**
2017-141 **Moved by:** Councillor Tumbach
 Seconded by: Councillor Phillips
 "That we amend Resolution #485-2016 for clarification purposes and add the words "The Deputy Mayor shall receive the Mayor remuneration meeting rate if acting for the Mayor, if the Mayor is unable to perform the duties of his or her office for any reasons, such as absences or attending meetings via electronic means and unable to chair meeting" before the words 'Mayor Cell Phone Allowance'."
 CARRIED

Resolution No. **Adjournment**
2017-142 **Moved by:** Councillor Barber
 Seconded by: Councillor Cameron
 "That we adjourn the meeting at 9:14 pm."
 CARRIED



Mayor



Chief Administrative Officer

Tax Enforcement Policy and Tax Arrears Payment Plan Policy

Tax Arrears Enforcement Policy:

The Council for the Town of Lumsden establishes a tax arrears policy for forwarding files to a tax collection agency, for the collection of tax arrears in accordance with the following:

- Once property taxes are in arrears for two or more years the property owner will be notified by letter to pay the arrears in full or set up a payment plan with the municipality that would pay off the arrears within 3 years. The property owner is given 30 days from the receipt of the letter to make payment or payment arrangements;
- Should the property owner fail to pay the arrears in full or set up the required payment plan within the 30 day time period, administration will forward the outstanding files to the tax collection agency, for their review;
- The tax agency may provide the municipality with the required bylaw(s) for the collection of the tax arrears, should the agency accept the file(s).

If the tax agency declines collection on any files, the municipality will proceed with acquisition of title as provided for in the Tax Enforcement Act.

Tax Arrears Payment Plan Policy:

The Council for the Town of Lumsden establishes a tax arrears payment plan policy for ratepayers in tax arrears, to establish a consistent tax arrears payment policy, as follows:

- That a payment in the amount of 25% of the arrears are to be paid the day the payment plan is agreed upon;
- The payments be of consistent timing, being weekly/bi-weekly/monthly/quarterly, etc.;
- That the total amount of the arrears, in addition to estimated future tax levies, be paid off within a 3 year period
- If the payment plan is not adhered to as agreed upon, the municipality reserves the right to cancel the payment plan and will forward the file to the tax collection agency in accordance with the tax arrears enforcement policy.

The above payment plan provision can be waived if the ratepayer provides post-dated cheques or electronic banking information for automatic withdrawal, with the first payment being received on the date of the payment arrangement. The payment arrangement would see the arrears paid off over a 12 month period or Council may authorize a future payment to be made within a 12 month period that would see the arrears be paid in full.

Adopted by Council March 28, 2017

