



THE TOWN OF
L U M S D E N

Regular Council Meeting Minutes

September 12, 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, September 12th, 2017 at 6:30 p.m., with Mayor Bryan Matheson presiding.

Present:

Mayor: Bryan Matheson
Councillors: Verne Barber, Dave Cameron, Jane Cogger, Wes Holobetz, Rhonda Phillips, Byron Tumbach
Acting Chief Administrative Officer: Krystal Strong
Office Services Clerk: Jill Scriven
Finance Officer: Sheena Carrick

Resolution No. 2017-344 Approval of Agenda
Moved by: Councillor Holobetz
Seconded by: Councillor Phillips

"That we adopt the agenda as presented." **CARRIED**

Declaration of Conflict of Interest

Mayor Matheson declared a conflict of interest regarding approval of the list of accounts.

Adoption of Minutes

Resolution No. 2017-345 Regular Meeting Minutes - August 15, 2017
Moved by: Councillor Phillips
Seconded by: Councillor Barber

"That the minutes of the August 15th, 2017 regular meeting be approved, as circulated." **CARRIED**

Resolution No. 2017-346 Joint Administration Committee Meeting Minutes - August 29, 2017
Moved by: Councillor Tumbach
Seconded by: Councillor Holobetz

"That the minutes of the August 29, 2017 Joint Administration Committee meeting be approved, as circulated." **CARRIED**

Reports of Committees

Joint Administration Committee Meeting - August 29, 2017

Mayor Matheson provided a verbal report on the Joint Administration Committee meeting he attended on August 29, 2017.

Resolution No. 2017-347 Chief Administrative Officer Position - Appointment
Moved by: Councillor Cogger
Seconded by: Councillor Cameron

"That we appoint Monica Merkosky as Chief Administrative Officer for the Town of Lumsden effective October 1st, 2017; and

That we agree to the employment agreement terms approved by the Joint Administration Committee including the following:

Effective start date will be October 1, 2017;

Salary as the Chief Administrative Officer will be starting at \$104,827/annum, which is Step 9 on the 11 Step Salary Grid;

Reimbursement of monthly cellular bill to compensate for the use of personal cell phone for municipal business;

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This is a management position and as such there will be necessary overtime from time to time, that would be included in the salary, to complete duties and tasks in a timely manner or to meet deadlines;

There will be a one-year Probationary period in accordance with the Human Resource (HR) Policy;

Time in lieu is earned for the meetings attended and time spent, where required by the employer, outside of regular office hours, in accordance with the HR Policy;

Regular office hours are 9 a.m. 12 p.m. and 1 p.m. to 5 p.m. with an hour unpaid lunch break;

Annual vacation leave of 3 weeks;

Health, Dental and Vision Benefits under the SUMA Group Benefits Program;

Municipal Employees Pension Plan Benefits. The employee's contribution rate is currently at 8.15% and is matched by the municipality;

The Councils pay for RMAA and UMAAS memberships and convention attendance for both conventions as well as SARM and SUMA conventions;

Moving expenses to be reimbursed up to a maximum of \$10,000 to be paid upon presentation of receipts subject to those expenses being reimbursed to the Town and RM on a prorated basis should the CAO decide to leave their employ during the probation year, on an equal share per month over the period of 12 months." **CARRIED**

Resolution No. CAO Employment Agreement - Acceptance

2017-348 **Moved by:** Councillor Tumbach

Seconded by: Councillor Holobetz

"That we agree with the recommendation of the Joint Administration Committee and accept the employment agreement with Monica Merkosky for the Chief Administrative Officer position and authorize the Mayor to sign the agreement." **CARRIED**

Group I Committee Meeting - September 7, 2017

Councillor Cameron provided a verbal report on the Group I Committee meeting he attended on September 7, 2017.

Resolution No. Lumsden Library Committee

2017-349 **Moved by:** Councillor Holobetz

Seconded by: Councillor Tumbach

"That we agree to appoint Councillor Dave Cameron, Councillor Verne Barber and Mayor Bryan Matheson to the Lumsden Library Committee to assist the Community Coordinator in communicating progress of the library relocation to council." **CARRIED**

Group II Committee Meeting - September 7, 2017

Councillor Barber provided a verbal report on the Group II Committee meeting he attended on September 7, 2017.

Resolution No. Schandre Estates Development Deficiencies

2017-350 **Moved by:** Councillor Barber

Seconded by: Councillor Phillips

"That we agree with the recommendation of our solicitor and authorize administration to send a letter to Schandre Estates Inc. regarding the existing deficiencies in the development, including the pavement on Rosewood Drive, the temporary lift station and the road to Qu'Appelle Drive West." **CARRIED**

Resolution No. Accept Committee Reports

2017-351 **Moved by:** Councillor Phillips

Seconded by: Councillor Cameron

"That the Committee reports be accepted as presented." **CARRIED**

Resolution No. Communications

2017-352 **Moved by:** Councillor Tumbach

Seconded by: Councillor Cogger

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

- a) RM of Lumsden - Ltr re: Development Application Approval - Wastewater Treatment Facility
- b) Village of Buena Vista - District Board of Revision Appointment - Worman
- c) Gov of Sask. - Gas Tax Fund - 2017-18 Installment 1 and Legacy Funding
- d) Pillar Systems - FCM Municipal Asset Management Program

- e) Trans Canada Trail - 2016-17 Annual Report
- f) Claimspro - Property Damage Claim Decision - Wolf
- g) Miscellaneous."

CARRIED

Reports of Administration

Acting Chief Administrative Officer Krystal Strong provided a written report on various administrative matters.

Mayor Bryan Matheson declared a conflict of interest with respect to approval of the list of accounts. Mayor Matheson abstained from discussion and voting on the matter and left the council chambers at 7:13 pm.

Resolution No. List of Accounts

2017-353 **Moved by:** Councillor Cogger
Seconded by: Councillor Barber

"That the list of accounts attached hereto and forming a part of these minutes and totalling \$354,909.65 is hereby approved for payment by the Mayor and the Acting Chief Administrative Officer."
CARRIED

At the conclusion of voting on the matter, Mayor Bryan Matheson returned to the council chambers at 7:14 pm

Resolution No. Donate Computer to Lumsden Museum

2017-354 **Moved by:** Councillor Holobetz
Seconded by: Councillor Tumbach

"That we agree to donate one of the older model unused office computers currently on the disposal list, to the Lumsden Historical Society."
CARRIED

Resolution No. Accept Administration Report

2017-355 **Moved by:** Councillor Barber
Seconded by: Councillor Cogger

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

Resolution No. Fireworks at Scarecrow Festival

2017-356 **Moved by:** Councillor Phillips
Seconded by: Councillor Cameron

"That, due to the fire hazard risk as a result of the lack of rain in the recent past or predicted in the near future, we agree to cancel the fireworks scheduled for September 23, 2017 in conjunction with the Lumsden Scarecrow Festival."
CARRIED

Public Hearings

Resolution No. Recess Meeting for Public Hearing

2017-357 **Moved by:** Councillor Tumbach
Seconded by: Councillor Holobetz

"That we agree to recess the meeting at 8:00 p.m. for the purpose of holding a public hearing for the Town of Lumsden Boundary Alteration (annexation)."
CARRIED

Resolution No. Reconvene Meeting

2017-358 **Moved by:** Councillor Cameron
Seconded by: Councillor Cogger

"That we agree to reconvene the meeting at 8:05 p.m."
CARRIED

Unfinished Business

Resolution No. Bylaw No.10-2017 - Board & Committee Bylaw - 2nd Reading

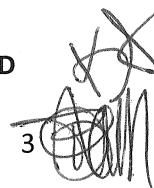
2017-359 **Moved by:** Councillor Barber
Seconded by: Councillor Cameron

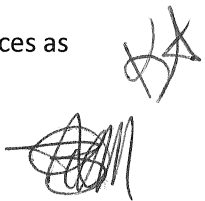
"That Bylaw No. 10-2017, being a bylaw to establish council committees, be read a second time."
CARRIED

Resolution No. Bylaw No. 10-2017 - Board & Committee Bylaw - 3rd Reading

2017-360 **Moved by:** Councillor Holobetz
Seconded by: Councillor Cogger

"That Bylaw No. 10-2017, being a bylaw to establish council committees, be read a third time, adopted, signed, and sealed."
CARRIED

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- Resolution No. 2017-361** **Bylaw No. 11-2017 - To Amend Bylaw No. 01-2016 Council Procedure Bylaw - 2nd Reading**
Moved by: Councillor Phillips
Seconded by: Councillor Tumbach
- "That Bylaw No. 11-2017, being a bylaw to amend the Council Procedure Bylaw No. 01-2016, be read a second time." **CARRIED**
- Resolution No. 2017-362** **Bylaw No. 11-2017 - To Amend Bylaw No. 01-2016, Council Procedure Bylaw - 3rd reading**
Moved by: Councillor Holobetz
Seconded by: Councillor Cogger
- "That Bylaw No. 11-2017 being a bylaw to amend the Council Procedure Bylaw No. 01-2016, be read a third time, adopted, signed, and sealed." **CARRIED**
- Resolution No. 2017-363** **Financial Reserve Policies**
Moved by: Councillor Cogger
Seconded by: Councillor Cameron
- "That we agree to adopt the Financial Reserve Policies, as attached to and forming a part of these minutes." **CARRIED**
- Resolution No. 2017-364** **Min of Highways & Infrastructure - Illegal Sign Corridor**
Moved by: Councillor Holobetz
Seconded by: Councillor Cogger
- "That we agree to amend the agreement with the Ministry of Highways & Infrastructure to extend our sign corridor to the east, incorporating the existing signs and to extend the corridor to the west; and
That administration will bring back the draft agreement for our review." **CARRIED**
- New Business**
- Resolution No. 2017-365** **Attendance Authorization - L. Grazier - Sk Professional Planners Institute Convention Sept. 18&19**
Moved by: Councillor Barber
Seconded by: Councillor Holobetz
- "That we authorize Community Planner, Luke Grazier, to attend the Professional Planners Institute Convention on September 18 & 19, 2017 in Regina, at a registration cost of \$365.00 to be cost share with the RM." **CARRIED**
- Resolution No. 2017-366** **Visa Authorization - CAO**
Moved by: Councillor Tumbach
Seconded by: Councillor Phillips
- "That we authorize the issuance of a Royal Bank Visa to CAO Monica Merkosky, with a credit limit of \$5,000.00." **CARRIED**
- Resolution No. 2017-367** **SUMA - Central Regional Meeting - Davidson - October 4, 2017**
Moved by: Councillor Holobetz
Seconded by: Councillor Cameron
- "That we authorize Mayor Bryan Matheson and three councillors to attend the SUMA Central Regional Meeting October 4, 2017 in Davidson, with expenses to be reimbursed by the municipality." **CARRIED**
- Resolution No. 2017-368** **Train Incident Preparedness Workshop - Balgonie - September 27, 2017**
Moved by: Councillor Phillips
Seconded by: Councillor Barber
- "That we authorize one member of the Lumsden & District Volunteer Fire Department to attend the Train Incident Preparedness Workshop in Balgonie on September 27, 2017 with expenses to be shared with the RM." **CARRIED**
- Resolution No. 2017-369** **Sask Waste Reduction Council - 2017 Waste Reduction Week Proclamation**
Moved by: Councillor Phillips
Seconded by: Councillor Cogger
- WHEREAS, as a municipality, we are committed to reducing our waste, conserving resources and educating our community about sustainable living; and
WHEREAS, we recognize the generation of solid waste and the needless waste of resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability;
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THEREFORE, we declare October 16 - 22, 2017 as Waste Reduction Week in Lumsden."

CARRIED

Resolution No. Adjournment

2017-370 **Moved by:** Councillor Cogger

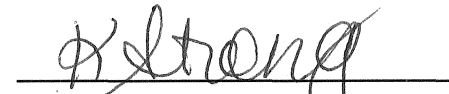
Seconded by: Councillor Phillips

"That we adjourn the meeting at 8:34 p.m."

CARRIED



Mayor



Chief Administrative Officer