



THE TOWN OF
L U M S D E N

Town of Lumsden

Meeting Minutes

Group I Committee Meeting March 5, 2020 - 01:00 PM

Call to Order

The Group I Committee of the Lumsden Town Council convened their meeting in the Council Chambers of the Town Office on Thursday, March 5, 2020 at 1:00 p.m., with Chairperson Byron Tumbach presiding.

Present:

Chairperson: Councillor Byron Tumbach
Mayor: Bryan Matheson
Councillors: Dave Cameron, Jane Cogger
Chief Administrative Officer: Monica M. Merkosky
Director of Finance: Ryan Haresign
Community Coordinator: Chris Exner
Superintendent: Jeff Carey

Absent: None

Additions to Agenda

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we add the following item to the agenda under New Business:
Fee Structure - Utility."

CARRIED

Approval of Agenda

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we approve the agenda as amended."

CARRIED

Community Coordinator Report

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we accept the Community Coordinator's report as presented."

CARRIED

Community Coordinator's Report – March 5/2020

● **Campground**

- Currently closed – used for nordic skiing in the winter
- Receiving some requests for 2020 camping
- Depending on the weather, should be able to get sites open in mid to late April
- Campground host is returning for the 2020 season, will renew contract

● **RiverPark Centre**

- Current rates for the facility; \$75/half day fee for birthdays/anniversaries etc.. \$150 fee for full day conferences.
- Facility will receive weekly cleaning. Washrooms will get steam cleaned and all the shower curtains will be cleaned and/or replaced.
- The RiverPark Centre and the overflow camping area have been booked for a week in June 2020 for a National Marathon Canoeing event. Races will be on the river, from Lumsden to Craven. Could be as many as 100 teams.
- Requested quotes for eavestroughs on the building, expecting installation in late March

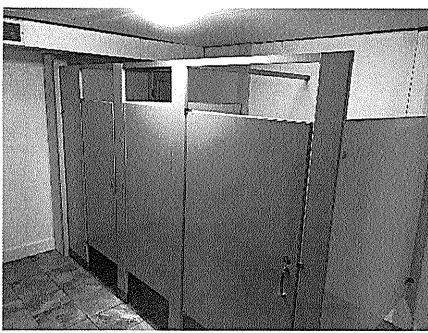
● **Centennial Hall**

- Hall continues to be busy place every day of the week, hall bookings 2 years in advance.
- Doors have been replaced: Main Entry, Basement Entry, Main Fire Exit and Basement Fire Exit. Threshold on the main door still needs upgrading. Main Floor fire exit trim interior/exterior will be completed in March.
- Annual inventory is complete. Some items were ordered; round tables, rectangular tables, cutlery etc..
- Basement men's washroom/water closet upgrade is completed. Currently completing the floor repair in the women's washroom. Painting of both washrooms to be completed in March. We will install water meter spring 2020.

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- Will be removing the old lights from the basement and moving the lights from the office as replacements. Office will get new 4 ft LED strip lighting.
 - Receiving quotes for replacement of the Hall roof (removing existing shakes and installing insulation and metal
 - Applying for funding for the roof project
- **Library**
 - Library is a hub of activity, all programs well attended. Library recently hosted a John Nugent art show.
 - Will complete the furnace room floor repair in the March/April
- **Special Events**
 - 2020 Medieval Feast May 2, partners include the Lumsden Monarchs, Library and Lions.
 - Received funding for the upcoming Indigenous People's Day in June and Canada Day July 1.
 - September 19 ScareCrow Festival
 - Rec'd grant from Sask Arts Brd for Mural Project
- **Ball Diamonds**
 - Five ball diamonds are in good shape looking ahead to the 2020 season.
 - Upgrades will be needed on the cubs diamond in the future, back stop will need replacing. Looking for a grant.
 - A few parts yet to arrive for the RiverPark irrigation project, plan is still to have operational in spring 2020.
- **Trails**
 - Ski trails were groomed 3 times so far this winter, conditions have been great in the west oxbow and campground area.
 - Trail from Lumsden to Deer Valley in good winter condition. One short section that is a private/lease agreement, currently in negotiation because of new owners, hoping to have new agreements finalized by spring 2020. We will have to reroute that section if we don't work something out.
 - Plan to extend some of the aggregate trails in Lumsden; campground loop, Dyke to QVN and West Dyke to Qu'Appelle Drive West.
- **Trees**
 - Expecting another year of extensive tree trimming
 - Will get core sampling done on several suspect trees
 - Weather permitting we will do some spring and fall planting
- **Parks**
 - Lion's Park; parking bollards to be added to the west side pedestrian approach and to the east side parking lot area.
 - There is enough interest to put in two dog parks. Two locations that will require minimal work except for fencing include: 7th Ave municipal reserve by Vet Clinic and the public reserve area behind the Heritage Home by the old tree nursery.
 - Landing tiles at Lion's park, several need replacing and some need reinstallation
 - Several landing areas at parks will get additional pea rock, some areas have settled
 - Applied for Summer Student Grant, public works and parks workers
- **Summer Swim Program 2020**
 - Dates for 2 summer sessions: (Session 1 July 6 to 17) and (Session 2 August 17 to 28), depended upon availability of pool and swim instructors. Fortunate to have several young local instructors with last year's program. Two of our senior instructors will not be returning.
 - Expecting 250+ participants, would like to have 3 pools in each session.
- **Social Media**
 - Lots of activity on the FB pages. A recent post had more than 5000 visits and 200 likes/comments in a 24 hr period
 - Will use this media to promote the campground for 2020 and reduce print media
 - Currently promoting spring registrations and local team playoff dates
- **Benches and Picnic Tables**
 - Sponsored benches and picnics tables in Lion's Park are available. \$1000 for a bench or a picnic table. Both products have solid metal frames with cedar planking. A bronze plaque is attached to acknowledge the sponsorship.
 - 2020 benches will be installed at Lion's Park and Broad Street Park
 - Anyone interested in sponsoring a bench or table can contact the office and talk to the Community Coordinator. Bench or table placement can be requested, location discussed and finalized after meeting on-site and "locates" are completed.
- **Future Capital Projects**
 - Centennial Hall Basement washrooms, basement lighting, exterior wall upgrades, main floor lighting, replace roof.
 - RiverPark Watermain
 - Cubs ball diamond fencing
 - RiverPark LED light standards
 - James Street seasonal lights and street lights
 - Dog park fencing

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Financial Reports

Reserve Policy

5 Year Capital Schedule

Discussion:

- Should the Joint Administration Committee begin talks about reserving money for a new administration building?

Recreation Facility (Parks) Reserve

Moved by: Councillor Cameron

Seconded by: Councillor Cogger

"That we recommend to Council that when the 'sign corridor loan' is repaid to the Recreation Facility Reserve in 2020; future annual sign corridor lease payments should be placed in a reserve for future corridor expansion."

CARRIED

Previous Meeting Minutes for Review

December 5, 2019 - Group I Committee Meeting

Moved by: Mayor Matheson

Seconded by: Councillor Cameron

"That the minutes of the December 5, 2019 - Group I Committee Meeting be approved, as circulated."

CARRIED

New Business

Proposed Changes to Schedule A of Bylaw No. 14-2019

Moved by: Councillor Cogger

Seconded by: Mayor Matheson

"That we authorize administration to prepare an amendment to Bylaw 2019-14, a Bylaw to Establish Recreation Fees, with the following changes/additions, for Council to consider at their next regular meeting:

Centennial Hall	2020 Fee/Rate	2021 Fee/Rate	2022 Fee/Rate
Hourly Rate (up to 4 hours)	37	38	39
Daily Rate (more than 4 hours)	600	625	650
RiverPark Centre	2020 Fee/Rate	2021 Fee/Rate	2022 Fee/Rate
Deposit (to reserve a date, non-refundable)	50	50	50
Damage Deposit	120	120	120."

CARRIED

Property Tax Discount and Penalty for Discussion

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we recommend Council authorize Administration to prepare a report to present alternatives to the current property tax discount and penalty rates."

CARRIED

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2019 - Incomplete Spending - Transfer to Reserves

Discussion:

- Administration is recommending the following two transfers be made to Reserves as of Dec. 31, 2019 so that they are funded for 2020:
 1. Street Banners/Seasonal Lights (Snow Flakes) - \$4,446.00
 2. Update Tourist Attraction Sign - \$7,000

Proposed Communication to Remind Owners of Outstanding Taxes

Moved by: Mayor Matheson

Seconded by: Councillor Cogger

"That we recommend that Council approve the "Courtesy Communication - Outstanding Property Taxes" Policy as per Schedule "A"."

CARRIED

Policy - General Accounts Receivable - Overdue Interest

Moved by: Councillor Cameron

Seconded by: Mayor Matheson

"That we recommend that Council approve the "General Accounts Receivable - Overdue Interest" Policy as per Schedule "B"."

CARRIED

Fee Schedule - Utility

Discussion:

- Garbage collection fees are being charged through property taxation and therefore the fee for service is directly related to property assessment, varying from home to home. The Group discussed the pros and cons of charging for garbage service on utility bills rather than on property taxes.

Adjournment

Moved by: Councillor Cogger

"That we adjourn at 3:13 pm."

CARRIED

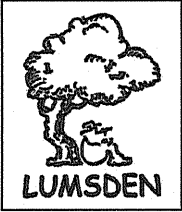


Chairperson



Chief Administrative Officer

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Policy # _____

TOWN OF LUMSDEN

POLICY

Title: **Courtesy Communication – Outstanding Property Taxes**

Effective: March 17, 2020

Policy Statement:

The Town of Lumsden will annually communicate with rate payers who have outstanding property taxes. A courtesy 'reminder' letter will be sent each October.

Purpose:

To assist property owners in keeping their accounts current.

Definitions:

Communicate: regular mail, email, etc.

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[Signature]*



Policy # _____

TOWN OF LUMSDEN
POLICY

Title: **General Accounts Receivable – Overdue Interest**

Effective: March 17, 2020

Policy Statement:

The Town of Lumsden will charge 2% on overdue general accounts receivable as follows:

- A statement indicating the outstanding amount will be issued in the month following the date of the invoice;
- If the balance is not paid by the 1st day of the month following the issuance of the statement, a 2% compounding interest charge will be added monthly.

Example:

Invoice dated January 15 is outstanding on February 1.

A statement is processed on February 1.

On March 1, the invoice is not paid.

On March 1, and each month following, 2% interest is charged on the account and a statement is issued.

Purpose:

To reclaim the costs associated with collecting aging accounts.

Definitions:

General Accounts Receivable: Including, but not limited to:
Sign corridor leases
Development and building permits

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