

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
SEPTEMBER 27th, 2011

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, September 27th, 2011 at 6:30 p.m. with Mayor Bryan Matheson presiding.

Present: Mayor: Bryan Matheson
 Councillors: Sid Sikorski, Al Sulma, Doug Mader
 Dan Kirby, Jayne Leibel, Rhonda Phillips

Administrator: Darcie Cooper
 Asst. Administrator: Krystal Brewer

Minutes:

403-11 Sikorski/Kirby: "That the minutes of the August 16th Deer Valley Water Utility Committee meeting be approved as circulated." **CARRIED**

Minutes:

404-11 Phillips/Mader: "That the minutes of the September 13th Regular Council meeting be approved as circulated." **CARRIED**

Minutes:

405-11 Kirby/Sikorski: "That the minutes of the September 20th Joint Administration Committee Meeting be approved as circulated." **CARRIED**

Delegations:

406-11 Sulma/Sikorski: "That we accept Steve Croft to the meeting."

CARRIED

7:00 pm Steve Croft, of Canyon Creek Estates, appeared before council to discuss his request to have an Equestrian Centre located within Town on the recently annexed land, known as the old Wong Farm property legally described as Ptn. NW 29-19-21-W2.

407-11 Sulma/Sikorski: "That we accept Jack Mitchell to the meeting."

CARRIED

8:00 pm Jack Mitchell appeared before council to present a petition regarding restricting traffic on the James Street South road to "residential traffic only", as the newly constructed road South of Lumsden can be used for construction traffic. Dust and safety remain concerns of James Street South Residents.

Correspondence:

408-11 Sulma/Kirby: "That the following correspondence and reports have been reviewed and the Administrator is authorized to file the same accordingly:

- A. Sask. Parks & Rec. Association – 2011 Annual General Meeting
- B. Sask. Trails Association – Trans Canada Trail Summit – Dec 6, 2011
- C. Pat McDonald, MacLean Keith – Ltr to kmp Law re: Hildebrandt/Simcoe Development
- D. Assoc. Engineering – Wastewater Treatment Facility Invoice
- E. Miscellaneous Publications."

CARRIED

General Account - Payment Vouchers:

409-11 Kirby/Sulma: "That the general accounts listed below and totaling \$242,646.27 have been checked and approved for payment by the respective committees."

Bank Reconciliation:

410-11 Sulma/Sikorski: "That the bank reconciliation be accepted as circulated, for the period ending August 31st, 2011"
CARRIED

Financial Statement:

411-11 Sikorski/Kirby: "That the financial statement be accepted as circulated, for the period ending August 31st, 2011."
CARRIED

Committee Report:

Councillor Jayne Leibel provided a verbal report on the Oxbow Committee Meeting she attended on September 23rd, 2011 and discussed a pumping plan for the future.

Councillor Rhonda Phillips provided a verbal report on the upcoming Wastewater Treatment Facility Committee's open house scheduled for October 27th, 2011.

Councillor Doug Mader provided a verbal report on various Group I Committee items.

Mayor Bryan Matheson provided a verbal report on the Saskatchewan Waste Reduction Council's Fall Forum he attended on September 15th & 16th, 2011.

Councillor Dan Kirby provided a verbal report on the Joint Administration Committee Meeting he attended on September 20th, 2011.

STAFF REPORTS:

Administrator's Report:

Administrator, Darcie Cooper, provided a verbal report on various administrative matters.

412-11 Kirby/Sulma: "That the verbal report provided by the Administrator be accepted as presented."
CARRIED

Public Works Report:

Public Works Foreman, Jeff Carey, submitted a written report on various public works items.

413-11 Sulma/Sikorski: "That the written report submitted by the Public Works Foreman be accepted as presented."
CARRIED

Bylaw Enforcement Report:

Bylaw Enforcement Officer, Krystal Brewer, provided a written report on bylaw

enforcement.

- 414-11 Phillips/Leibel: "That the written report submitted by the Bylaw Enforcement Officer be accepted as presented". **CARRIED**

Community Coordinator Report:

Community Coordinator, Chris Exner provided a written report regarding various Parks and Recreation matters.

APPOINTMENTS:

Joint Administration Committee – Appointment:

- 415-11 Leibel/Mader: "That we appoint Councillor Rhonda Phillips to the Joint Administration Committee, to replace Councillor Sid Sikorski."

CARRIED

Deer Valley Public Utilities Committee – Appointment:

- 416-11 Kirby/Phillips: "That we appoint Councillor Al Sulma to the Deer Valley Water Utility Committee, to replace Councillor Sid Sikorski." **CARRIED**

NEW BUSINESS:

Amend Bylaw #11-2010 Traffic Bylaw-Additional Handicap Parking:

- 417-11 Phillips/Mader: "That we authorize the Administrator to prepare an amendment to the Traffic Bylaw No. 11-2010, Appendix 15, to add one designated handicap parking space on the north side of Third Avenue in front of the Centennial Hall, legally described as Lots 7 & 8, Block 4, Plan 8561, to the west of the wheelchair ramp, and That we agree to designate and erect a handicap parking space on the east side of Centennial Hall, within the parking lot, nearest to the basement doors, on land legally described at Lots 7 & 8, Block 4, Plan 8561, and That we authorize the Public Works Foreman to purchase and install the appropriate signage."

CARRIED

Vision Care Benefits:

- 418-11 Kirby/Phillips: "That we agree to consider vision care benefits for the employees offered through the Saskatchewan Urban Municipalities Association, or equivalent, during the 2012 budgeting process."

CARRIED

Joint Administration Staffing Recommendation:

- 419-11 Kirby/Leibel: "That, we agree with the recommendation of the Joint Administration Committee and accept the following staffing plan as recommended by Administrator, Darcie Cooper:

- Hire an Experienced Administrator, special consideration given to applicants with Joint Administration experience, with a one year probation in accordance with the Human Resources Policy Manual,
- Darcie Cooper to revert to Assistant Administrator once an experienced Administrator is hired
- Krystal Brewer to remain as Assistant Administrator, in addition to Darcie Cooper; and

That we accept that this recommendation is given due to a combination of the lack of time for training, staffing inexperience and the extensive workload."

CARRIED

Administrator Advertisement:

- 420-11 Kirby/Phillips: "That we agree with the recommendation of the Joint Administration Committee and advertise for an experienced Administrator in the following locations:

- Saskatchewan Urban Municipalities Association
- Saskatchewan Association of Rural Municipalities Association
- Urban Municipal Administrator's Association
- Rural Municipal Administrator's Association
- Association of Manitoba Municipalities
- Alberta Association of Municipal Districts and Counties
- Alberta Urban Municipalities Association; and

That we agree to have an application deadline of October 31st, interviews to be held by the Joint Administration Committee sometime in November and an anticipated start date of January 1, 2012."

CARRIED

Amend Bylaw 5-2003 - Shared Use of Lumsden Recycling Facilities:

421-11 Kirby/Sikorski: "That we authorize the Administrator to prepare a bylaw amendment to Bylaw No. 5-2003, being a bylaw to provide for entering into an agreement respecting the shared use of the Lumsden Recycling Facilities to amend the Annual Grant formula as follows:

66% of the RM Population (according to the latest census) x \$8.00; and
That this amendment reflects an increase from \$4.00 to \$8.00."

CARRIED**Sask Parks & Rec Assoc. – Conference & Annual General Meeting:**

422-11 Phillips/Leibel: "That we authorize Community Coordinator, Chris Exner and Mayor Bryan Matheson to attend the Saskatchewan Parks and Recreation Association's Conference and Annual General Meeting held on October 20th to 22nd, 2011 in Saskatoon, SK, with expenses to be reimbursed as per resolution 21-08."

CARRIED**Pumpkin & Scarecrow Festival - Event Support:**

423-11 Mader/Leibel: "That we approve the following regarding the Great Pumpkin & Scarecrow Festival:

- access to washroom facilities at Lions Park
- access to electrical outlets
- use of picnic tables from RiverPark
- use of Centennial Hall for the farmers market, in the case of inclement weather
- provision of a Dino Bouncer; and

That we agree to donate the use of the Lion's Park for the use of the Great Pumpkin & Scarecrow Festival catapult event, subject to the proper liability insurance in place; and
That we agree to include the event under the municipality's liability insurance."

CARRIED**RiverPark Playground Equipment Allocation:**

424-11 Mader/Kirby: "That we authorize the Community Coordinator, Chris Exner to order approximately \$20,000 worth of playground equipment for the River Park Campground, with installation of the equipment to take place in 2012; and

That we agree to fund the purchase of the equipment as follows:

- \$10,000.00 from the revenue that was in excess of the budget, collected through the River Park Campground fees in 2011
- \$10,000 to be funded by a donation made from the Lumsden Lions' club playground project commitment."

CARRIED**Centennial Hall Usage – Before & After School Program:**

425-11 Mader/Leibel: "That we agree with the recommendation of Community Coordinator, Chris Exner and authorize the use of the Centennial Hall basement for a Before and Afterschool Program, facilitated by Scott Kistner, and charge the regular rental rate for the Centennial Hall basement; and

That the group can utilize the grant funding the municipality receives through Sask Lotteries for recreational expenses to subsidize their facility rental costs."

CARRIED**UMAAS - Bylaw Prep. , Enforcement & Policy Manual Workshop:**

426-11 Sikorski/Phillips: "That we authorize Administrator Darcie Cooper and Assistant Administrator Krystal Brewer to attend the Urban Municipal Administrators Association/Rural Municipal Administrator Association of Saskatchewan's Bylaw Preparation, Enforcement and Policy Manual Workshop held on November 14th, 2011 in Swift Current, SK, or November 17th at Yorkton, SK. with expenses to be reimbursed as per resolution 21-08."

CARRIED**Councillor Sid Sikorski – Resignation:**

427-11 Mader/Phillips: "That we acknowledge the resignation of Councillor Sid Sikorski due to a change in residence; and

That we acknowledge the resignation is effective October 1st, 2011."

CARRIED**2011 Municipal By-Election – Councillor:**

428-11 Sikorski/Kirby: "That due to Councillor Sikorski's resignation, we agree to call a municipal by-election to fill the vacancy, designating the following nomination and election dates:

- Wednesday, November 9, 2011 is Nomination Day
- Saturday, December 10, 2011 is the Advance Poll

- Wednesday, December 14, 2011 is Election Day.”

CARRIED**Development Application #2011-21 – Kerbrat:**

429-11 Kirby/Leibel: “That we agree to defer Development Application #2011-21 submitted by Terri Kerbrat, to rezone land legally described as Lot 5, Block M, Plan AT39 to accommodate the construction of a multi-use dwelling at 555 James street north, until the Official Community Plan and Zoning Bylaw review is completed.”

CARRIED**Notary Public Service Fee:**

430-11 Kirby/Sulma: “That we agree to charge a fee of \$20.00 for the services of the Notary Public to notarize documents, and
That all municipally related documents requiring notarization be done free of charge.”

CARRIED**James Street South – Weight Restrictions & Alternate Route:**

431-11 Phillips/Sikorski: “That we authorize the administrator to distribute letters to all known construction companies operating within the Town of Lumsden, informing them of the weight restrictions on James Street as per the Traffic Bylaw #11-2010, and encourage them to use the alternate route South of Lumsden to access Schandre Estates and Fawn Ridge Estates.”

CARRIED**Bylaw No. 03-2011 – Amend Joint Use Waste Disposal Site – 1st Reading:**

432-11 Kirby/Sulma: “That Bylaw #2011-03, being a bylaw to amend the Joint Use Waste Disposal Site Bylaw #2003-04, be read a first time.”

CARRIED**Bylaw No. 03-2011 – Amend Joint Use Waste Disposal Site – 2nd Reading:**

433-11 Sikorski/Leibel: “That Bylaw #2011-03, being a bylaw to amend the Joint Use Waste Disposal Site Bylaw #2003-04, be read a second time.”

CARRIED**Bylaw No. 03-2011 – Amend Joint Use Waste Disposal Site – Given 3 Readings:**

434-11 Phillips/Mader: “That Bylaw #2011-03, being a bylaw to amend the Joint Use Waste Disposal Site Bylaw #2003-04, be given 3 readings at this meeting.”

CARRIED UNANIMOUSLY**Bylaw No. 03-2011 – Amend Joint Use Waste Disposal Site – Adoption:**

435-11 Kirby/Sulma: “That Bylaw #2011-03, being a bylaw to amend the Joint Use Waste Disposal Site Bylaw #2003-04, be adopted, signed and sealed.”

CARRIED**Bylaw No. 06-2011 – Water & Sewer Rates – 1st Reading:**

436-11 Sulma/Phillips: “That Bylaw #2011-06, being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be read a first time.”

CARRIED**Bylaw No. 06-2011 – Water & Sewer Rates – 2nd Reading:**

437-11 Sulma/Phillips: “That Bylaw #2011-06, being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be read a second time.”

CARRIED**Bylaw No. 06-2011 – Water & Sewer Rates – Given 3 Readings:**

438-11 Mader/Phillips: “That Bylaw #2011-06, being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be given 3 readings at this meeting.”

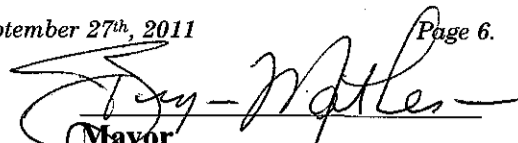
CARRIED UNANIMOUSLY**Bylaw No. 06-2011 – Water & Sewer Rates – Adoption:**

439-11 Sikorski/Phillips: “That Bylaw #2011-06, being a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of service charge for the use of sewer, be adopted, signed and sealed.”

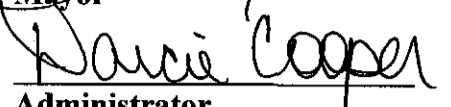
CARRIED**Adjournment:**

440-11 Sikorski/Kirby: “That we adjourn this meeting at 10:58 p.m.”

CARRIED



Mayor



Administrator