

**TOWN OF LUMSDEN**  
**MINUTES OF THE REGULAR MEETING HELD ON**  
**NOVEMBER 26<sup>th</sup>, 2013**

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, November 26, 2013 at 6:30 p.m. with Mayor Bryan Matheson presiding.

<b>Present:</b>	Mayor:	Bryan Matheson
	Councillors:	Rhonda Phillips, Randy Bogdan, Reggie Newkirk, Wes Holobetz, Trevor Grohs
	Chief Administrative Officer:	Darcie Cooper
	Assistant Administrator:	Krystal Strong
	Public Works Foreman:	Jeff Carey (Left at 6:49pm)
	Financial Officer:	Sheena Carrick (Left at 8:55pm)
<b>Absent:</b>	Councillor:	Jane Cogger

**STAFF REPORTS:**

**Public Works & Utilities report:**

Public Works Foreman, Jeff Carey provided a written report regarding servicing the proposed annexation area and a verbal report on various public works and utilities matters.

449-13 Newkirk/Bogdan: "That the report provided by Jeff Carey, be accepted as presented."  
**CARRIED**

**Bank Reconciliation & Financial Statement:**

450-13 Phillips/Holobetz: "That we accept the Bank Reconciliation and Financial Statement for the period ending October 31<sup>st</sup>, 2013, as presented by Financial Officer, Sheena Carrick."  
**CARRIED**

**Population & Available Water Consumption Report:**

Financial Officer, Sheena Carrick presented a Population & Available Water Consumption Report including projections on population growth, current water consumption, allocation and the water treatment plant's servicing capacity.

**James Street South / 5<sup>th</sup> Avenue Capital Cost Update:**

Chief Administrative Officer, Darcie Cooper presented a report regarding capital cost updates for the James Street South Paving Project and the 5<sup>th</sup> Avenue Extension project.

**DELEGATION**

451-13 Holobetz/Bogdan: "That we accept Ken Turnbull and Bill Delainey, with Associated Engineering, to the meeting."  
**CARRIED**

Ken Turnbull and Bill Delainey with Associated Engineering appeared before council to discuss services they can provide in establishing fees respecting development levies, water and sewer connection fees for future development as well as servicing capacity for Lumsden and areas outside of Town.

**MINUTES:**

452-13 Newkirk/Phillips: "That the minutes of the November 12, 2013 regular meeting be approved, as circulated."  
**CARRIED**

453-13 Phillips/Newkirk: "That the minutes of the November 12, 2013 MacDougall Rezoning public hearing be approved, as circulated."  
**CARRIED**

454-13 Bogdan/Newkirk: "That the minutes of the November 12, 2013 Official Community Plan amendment public hearing be approved, as circulated."  
**CARRIED**

**COMMITTEE MINUTES & REPORTS:**

Mayor, Bryan Matheson provided a verbal report on the Joint Administration Committee Meeting he attended on November 19, 2013.

**Minutes:**

455-13 Grohs/Phillips: "That minutes of the November 19, 2013 Joint Administration Committee meeting be approved, as circulated."  
**CARRIED**

Councillor Rhonda Phillips provided a verbal report on the Waste Water Treatment Committee meeting she attended on November 22, 2013.

**Minutes:**

456-13 Grohs/Phillips: "That the minutes of the November 22, 2013 Wastewater Treatment Committee meeting be approved, as circulated." **CARRIED**

Councillor Randy Bogdan provided a verbal report on the Chamber of Commerce meeting he attended and their decision to dissolve the association.

**CORRESPONDENCE:**

457-13 Grohs/Holobetz: "That the following correspondence and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:

- A. Colhoun – Email re: Request to include Parcel C, Plan 101443823 in planned annexation
- B. SUMA – Email re: follow up to February 2013 SUMA resolution #4. Remove SMB approval for utility rate changes
- C. SaskPower – Municipal Seasonal Lighting Program 2014
- D. Sask Justice – Fine Disbursement Report
- E. Enviroway – Enviro H2O Seminar – Feb 12, 2014, Saskatoon
- F. Ken Goldie – Email re: Retirement from Local Development Appeals Board
- G. RM of Lumsden No 189 – Lt re: Future land use planning
- H. Miscellaneous Publications." **CARRIED**

**GENERAL ACCOUNT – PAYMENT VOUCHERS:**

458-13 Holobetz/Newkirk: "That the general accounts listed below and totaling **\$96,590.35**, have been checked and approved for payment by the respective committees."

**CARRIED**

**Staff Reports:**

**Administration Report:**

Chief Administrative Officer, Darcie Cooper provided a verbal report on various administrative matters and a written memo regarding Schandre Estates Phase III Development.

459-13 Newkirk/Holobetz: "That the Chief Administrative Officer's report be accepted as presented."  
**CARRIED**

**NEW BUSINESS:**

**Development Levy Study – Associated Engineering:**

460-13 Newkirk/Holobetz: "That we authorize the Chief Administrative Officer to request a proposal from Associated Engineering Ltd. for a development levy study."  
**CARRIED**

**Lenovo IdeaPad Tablets – Purchase Price:**

461-13 Bogdan/Newkirk: "That we establish a purchase price of \$75.00 each for the sale of the seven used Lenovo IdeaPad S10-3t Tablets."  
**CARRIED**

**OCP Amendment - Future Land Use Map:**

462-13 Newkirk/Holobetz: "That, we acknowledge the R.M. of Lumsden No. 189's request to remove the commercial future land use area identified in the NW 32-19-21-W2; and That we agree to consider removal of that area when the next Official Community Plan amendment is considered by the municipality."  
**CARRIED**

**McGill – Accrued Vacation Pay Payout:**

463-13 Grohs/Newkirk: "That, due to the accumulation of vacation pay and the inability to take the accumulated time, we agree to pay Barry McGill for 20 days of accumulated vacation pay as requested."  
**CARRIED**

**RiverPark Concession Tender Award - McCusker:**

464-13 Grohs/Bogdan: "That we accept the tender submitted by Mary McCusker and award her the RiverPark Concession Contract, from May 2014 to September 2014, at the rate of 15% commission on sales."  
**CARRIED**

**Audit Planning and Engagement Letters:**

465-13 Holobetz/Newkirk: "That we acknowledge and agree to sign the Audit Planning and Engagement Letters as prepared by Dudley & Company, for the 2013 audit services."

**CARRIED****Development Application 2013-038 – Johnson – Lot 5 Block E Plan #62R41053:**

466-13 Grohs/Bogdan: "That we recommend approval to the Director of Community Planning Branch of the Ministry of Government Relations for the boundary alteration subdivision submitted by Michael Johnson for the boundary alteration of Lot 5, Block E, Plan 62R41053."

**CARRIED****Employee Salary Steps:**

467-13 Phillips/Grohs: "That in consideration of the employee performance evaluations completed by the Chief Administrative Officer and as recommended by the Joint Administration Committee, we approve the following employee 2014 salary steps:

*(Salary and Wage amounts below reflect the 2013 rates of the Salary grids)*

Krystal Strong	Asst. Administrator	Step 4 to Step 5	(\$43,058 to \$44,781) eff. Jan.1/14
		Step 5 to Step 6	(\$44,781 to 46,572) eff. Jul 1/14(AnnDate)
Joan Agopsowicz	Office Services Clerk	Step 11	(\$20.72/hr)
Marla Lillejord	Office Services Clerk	Step 4 to Step 5	(\$18.13/hr to \$18.58/hr) eff. Jan.1/14
		Step 5 to Step 6	(18.58/hr to 19.04/hr) eff. May.13/14(Anniv Date)
Jill Scriven	Office Services Clerk	Step 5 to Step 6	(\$18.58/hr to 19.04/hr) eff. Jan.1/14
		Step 6 to Step 7	(\$19.04/hr to \$19.52) eff. Apr.15/14(Anniv Date)

Sheena Carrick Finance Officer \$70,000/year – Anniv. date June 24/14; and

That we approve the following step increase for the Chief Administrative Officer for the 2014 year as recommended by the Joint Administration Committee, as follows:

Darcie Cooper CAO Step 3 to Step 5 (\$79,855 to \$86,372); and

That this two-step increase is approved with consideration given to the Joint Office Salary guideline proposed by the Urban Municipal Administrators Association with endorsement by SUMA, recognition for her additional year experience and the additional work load she carried during the 2013 year while short staffed."

**CARRIED****Part Time Office Services Clerk:**

468-13 Holobetz/Newkirk: "That we agree with the recommendation of the Joint Administration Committee and keep Brenda Boos on as Part time office services clerk, due to the increasing workload of the staff and the assistance she can provide in archiving records, filing and support to other staff members while on holidays, days off and in the areas of building permits and accounts payable; and That her employment be based on 2 days per week at an estimated cost of \$16,500/year to be shared by the RM and Town in accordance with the Joint Administration Agreement."

**CARRIED****Salary Grid Increase:**

469-13 Bogdan/Grohs: "That we agree with the recommendation of the Joint Administration Committee and approve a 3.9% increase to the 2013 Salary Grids for the 2014 year for Joint Administration staff due to the following background information:

- Consumer Price Index for Regina is 1.8%
- Urban Municipal Administrator's Association's recommendation 3.4%
- Rural Municipal Administrator's Association's recommendation 6.5% (flat rate increase of \$3,000 per certificate averages about 6.5%); and

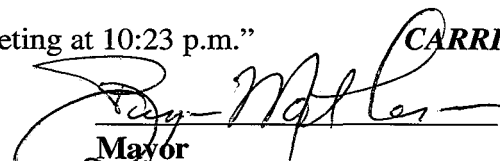
That the averages of the above rates were used in determining the 3.9% Salary Grid increase; and

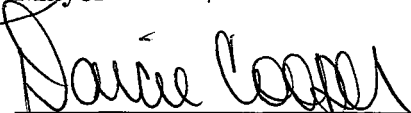
That the 2013 Public Works Salary grid be increased by 3.9% for the 2014 year."

**CARRIED****Adjournment:**

470-13 Bogdan/Newkirk: "That we adjourn this meeting at 10:23 p.m."

**CARRIED**

  
Mayor

  
Chief Administrative Officer