

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
NOVEMBER 22nd, 2011

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, November 22nd, 2011 at 6:30 p.m. with Mayor Bryan Matheson presiding.

Present:	Mayor:	Bryan Matheson
	Councillors:	Al Sulma, Doug Mader Dan Kirby, Rhonda Phillips Jayne Leibel
	Administrator:	Darcie Cooper
	Asst. Administrator:	Krystal Brewer
	Utilities Foreman:	Dave Cherney(Left at 8:20pm)

Minutes:

505-11 Phillips/Mader: "That the minutes of the November 1st Joint Administration Committee Meeting be approved as circulated." **CARRIED**

Minutes:

506-11 Sulma/Mader: "That the minutes of the November 8th Regular Council meeting be approved as circulated." **CARRIED**

Minutes:

507-11 Kirby/Phillips: "That the notes of the November 15th Emergency Measures Organization Meeting be approved as circulated." **CARRIED**

Minutes:

508-11 Phillips/Leibel: "That the minutes of the November 21th Joint Administration Committee Meeting be approved as circulated." **CARRIED**

Delegations:

509-11 Sulma/Leibel: "That we accept Tom Williams and Ken Turnbull to the meeting." **CARRIED**

7:00 pm Tom Williams and Ken Turnbull, with Associated Engineering (Sask) Ltd., appeared before council to discuss the James Street South Local Improvement Project and revised cost estimates based on the revisions council made at the last meeting.

Correspondence:

510-11 Phillips/Sulma: "That the following correspondence and reports have been reviewed and the Administrator is authorized to file the same accordingly:

- A. Crown Shred & Recycle – Recycle Material – Sept.11
- B. Associated Engineering – Preliminary Cost estimates for James St. S Local Imp. Project
- C. Professional Building Inspections, Inc. – Rate Increase
- D. EcoLibra Systems – Wastewater recovery & treatment solutions
- E. Community Planning – Cert. of Approval, Wagner/Holobetz Residential Subdivision
- F. Sask. Watershed Authority – Lumsden Dykes and Channel Inspection 2011
- G. Lumsden & District Heritage Home – Minutes of September 27, 2011 Meeting
- H. Sask. Justice – Disbursement Reports
- I. Municipal Leadership Development Program – Winter Modules
- J. Miscellaneous Publications." **CARRIED**

General Account - Payment Vouchers:

511-11 Leibel/Mader: "That the general accounts listed below and totaling \$87,400.00 have been checked and approved for payment by the respective committees."

Committee Reports:

Mayor Bryan Matheson provided a verbal report on the Joint Administration Committee Meeting that he attended on November 21, 2011.

Councillor Rhonda Phillips provided a verbal report on the Wastewater Treatment Facility preparations.

512-11 Mader/Kirby: "That the committee reports be accepted as presented."

CARRIED

STAFF REPORTS:

Chief Administrative Officer's Report:

Chief Administrative Officer, Darcie Cooper, provided a written report on various administrative matters.

513-11 Kirby/Sulma: "That the written report provided by the Chief Administrative Officer be accepted as presented."

CARRIED

Public Works & Utilities Report:

Utilities Foreman, Dave Cherney, provided a verbal report on various public works and utility items.

514-11 Sulma/Leibel: "That the reports by the Utilities Foreman be accepted as presented."

CARRIED

NEW BUSINESS:

Chief Administrative Officer Position:

515-11 Phillips/Kirby: "That we agree to hire Byron Tumbach as the Chief Administrative Officer, effective January 1, 2012 based on the following employment conditions:

- Annual starting wage at Step 9 \$88,572 of the newly revised Salary Grid, representing 11 points on the salary grid
- One year probationary period, as per the Human Resource Policy Manual
- Time in Lieu policy, as per the Human Resource Policy Manual
- 3 weeks annual vacation
- Pension and SUMA Benefits."

CARRIED

James Street South Local Improvement Project – Open House:

516-11 Kirby/Phillips: "That we agree to hold an open house on Monday, December 12th, 2011 from 7-9 p.m. in the Lumsden Centennial Hall to provide information to the public on the Local Improvement Project for paving, curb and gutter, storm sewer and sidewalks planned for James Street South."

CARRIED

Office Services Clerk - Salary Grid Recommendation:

517-11 Phillips/Leibel: "That we agree with the recommendation of the Joint Administration Committee and accept the following Salary Grid recommendations for the Office Services Clerk position:

- Municipal Experience be amended to reflect 1 year experience equals 1 point to a maximum of 10 points
- Hourly starting wage for 0-3 points be increased from \$12.72 to \$15.50
- Increase for the next 3 steps (Steps 2-4) be at 3.5% for each step
- Increase for the next 3 steps (Steps 5-7) be at 2.5% for each step
- Increase for the next 4 steps (Steps 8-11) be at 1.5% for each step; and

That this Salary Grid recommendation reflects 2011 salaries and would not include any Salary Grid increases that may apply for 2012; and

That we recognize the information used for review purposes were the Joint Administration Salary Grid of the RM of McKillop and the Town of Strasbourg, as well as the City of Regina, Administrative Staff Union Salaries for the 2011 year."

CARRIED

Assistant Administrator - Salary Grid Recommendation:

518-11 Phillips/Leibel: "That we agree with the recommendation of the Joint Administration Committee and accept the following Salary Grid change recommendations for the Assistant Administrator position:

- Annual starting wage for 0-3 points (Step 1) remain unchanged at \$36,293

- Increase for the next steps be at 4.0 % for each step; and
That this Salary Grid recommendation reflects 2011 salaries and would not include any Salary Grid increases that may apply for 2012; and
That we recognize the information used for review purposes were the Joint Administration Salary Grid of the RM of McKillop and the Town of Strasbourg and the suggested Salary Grid for the Rural Municipal Administrators Assoc. of SK. for the 2011 year.”

CARRIED**SUMA Annual Convention – Emergent Resolution:**

- 519-11 Kirby/Sulma: “That, as we have just learned about the lack of qualified Level 3 Wastewater Operators in the province by going through the Conceptual Study and Preliminary Design for the Wastewater Treatment Facility, we agree to prepare an emergent resolution for consideration by the Saskatchewan Urban Municipality Association board of directors for the 2012 Annual Convention regarding the need to lobby the Provincial Government to encourage training and re-evaluate qualification criteria for water and wastewater treatment operators in Saskatchewan.”

CARRIED**Amend Traffic Bylaw – James Street South Weight Restriction:**

- 520-11 Phillips/Sulma: “That we agree to amend section (k)(1) regarding Weight Restrictions – Truck Routes, of Traffic Bylaw No. 2010-11 specifying that James Street North allows travel of a maximum 5 axle vehicle combination and gross weight of 34,500 kgs, as opposed to James Street.”

CARRIED**2011 Employee Christmas Bonus:**

- 521-11 Mader/Leibel: “That we approve a Christmas Bonus, in the form of a gift certificate for a business located in the Town of Lumsden, for the Public Works staff of \$75.00 and \$37.50 for the Joint Administrative staff as this cost is shared with the R.M. of Lumsden No. 189.”

CARRIED**Schandre Estates Phase II – Substantial Completion:**

- 522-11 Sulma/Leibel: “That we agree to issue Schandre Estates Inc. a Certificate of Substantial completion for the service installation of Street Pavement and Curb for Phase II of the subdivision, as requested by Epec Consulting (Sask) Ltd. and recommended by Public Works Foreman, Jeff Carey; and
That October 19, 2011 serves as the 1st day of the one year maintenance period, in accordance with Section 2.6 of the servicing agreement.”

CARRIED**Annette Baragar – Fireworks Request:**

- 523-11 Kirby/Mader: “That we deny the request by Annette Baragar to set off fireworks from the parking lot of the Lumsden Sports Centre on New Years Eve, due to the close proximity to houses; and
That we agree to allow Annette Baragar, with Rock of the Valley Church to have a fireworks display, in conjunction with their Community event they host on December 31st, 2011 by Annette Baragar subject to the following:
- Fireworks may be displayed in either Lions Park, River Park or the 7th Ave Park, as long as setbacks and requirements recommended by the Office of the Fire Commissioner are met
 - The group purchase third party liability insurance under the Town’s insurance policy, at a cost of fifty dollars to provide \$1 Million liability insurance for the Town of Lumsden.”

CARRIED**Village of Craven – Landfill Use:**

- 524-11 Phillips/Sulma: “That we agree to charge the Village of Craven an annual fee, using the same rate calculation as is charged to the R.M. of Lumsden No. 189, calculated as \$9.31 per capita for a total of \$2,551.00 per year to allow Craven residents access to the Town of Lumsden landfill; and
That the users of the landfill will be charged the regular tipping fee rate for the landfill.”

CARRIED**SUMA Annual Convention:**

- 525-11 Mader/Phillips: “That we authorize the Chief Administrative Officer, Assistant Administrator and all interested Council Members to attend the SUMA Annual Convention, January 29th to February 1st, 2012 in Regina, with expenses to be

reimbursed as per resolution #21-08; and
That we authorize the required registration fees to be paid on behalf of the individuals interested in attending this convention.”

CARRIED

Saskatchewan Urban Municipality Association –Voting Delegates:

526-11 Kirby/Leibel: “That we appoint Mayor Bryan Matheson and Councillor Al Sulma to be the voting delegates at the Saskatchewan Urban Municipality Association convention from January 29th, 2012 to February 1st, 2012.”

CARRIED

Rescind Resolutions #438-11 & 439-11:

527-11 Sulma/Leibel: “That we rescind resolutions \$438-11 and #439-11 pertaining to the adoption of the Water and Sewer Rates Bylaw.”

CARRIED

Bylaw No. 06-2011 – Water & Sewer Rates - Adopted:

528-11 Kirby/Mader: “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

Bylaw No. 11 -2011 – A Bylaw to Amend Bylaw 3-95 – 1st Reading:

529-11 Phillips/Leibel: “That Bylaw No. 11-2011, being a bylaw to amend Bylaw #1995-03, a bylaw respecting buildings, be read a first time.”

CARRIED

Bylaw No. 11 -2011 – A Bylaw to Amend Bylaw 3-95 – 2nd Reading:

530-11 Sulma/Mader: “That Bylaw No. 11-2011, a bylaw to amend Bylaw #1995-03, a bylaw respecting buildings, be read a second time.”

CARRIED

Bylaw No. 11 -2011 – A Bylaw to Amend Bylaw 3-95 – Given 3rd Reading:

531-11 Kirby/Leibel: “That Bylaw No. 11-2011, a bylaw to amend Bylaw #1995-03, a bylaw respecting buildings, be given 3 readings at this meeting.”

CARRIED UNANIMOUSLY

Bylaw No. 11 -2011 – A Bylaw to Amend Bylaw 3-95 – Adopted:

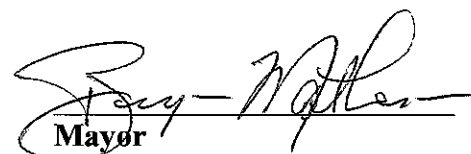
532-11 Phillips/Mader: “That Bylaw #2011 -11, a bylaw to amend Bylaw #1995-03, a bylaw respecting buildings, be adopted, signed and sealed.”

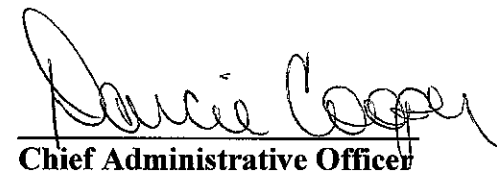
CARRIED

Adjournment:

533-11 Kirby/Sulma: “That we adjourn this meeting at 10:04 p.m.”

CARRIED


Mayor


Chief Administrative Officer