



Town of Lumsden

Meeting Minutes

Regular Council Meeting - via Zoom March 15, 2022 - 6:30 PM

Call to Order

The Lumsden Town Council convened their Regular Meeting via electronic means (Zoom) on Tuesday, March 15, 2022 at 6:30 p.m.

Present:

Mayor: Bryan Matheson

Councillors: Verne Barber, Jenelle Brennan, Ashlee Longmoore, Rhonda Phillips, Jim Rawlings (Arrived at 6:31 p.m.), Byron Tumbach

Chief Administrative Officer: Monica M. Merkosky

Assistant Administrator: Jacqueline Chouinard (Left at 8:57 p.m.)

Director of Finance: Ryan Haresign (Left at 8:20 p.m.)

Director of Planning and Development: Aimee Bryck (Left at 8:20 p.m.)

Public Works Superintendent: Jeff Carey (Left at 6:40 p.m.)

Absent:

None

Resolution No.
2022-086

Approval of Agenda

Moved by: Councillor Brennan

Seconded by: Councillor Longmoore

"That we adopt the agenda as presented."

CARRIED

Delegations

6:30 p.m. - RCMP - Sgt. Dean Gherasim

Sgt. Gherasim met with council to introduce himself and discuss policing in the Town of Lumsden.

Councillor Rawlings arrived to the meeting at 6:31 p.m.

Declaration of Conflict of Interest

There were no declarations of conflict of interest.

Resolution No.
2022-087

Public Works Reports

Moved by: Councillor Barber

Seconded by: Councillor Tumbach

"That the Utilities and Public Works Report be accepted as presented verbally by the Superintendent."

CARRIED

Public Works Superintendent Jeff Carey left at 6:40 p.m. for the remainder of the meeting.

Account for Approval

Resolution No. **List of Accounts - March 15, 2022**
2022-088 **Moved by:** Councillor Rawlings
 Seconded by: Councillor Phillips
"That the list of accounts payable attached as Schedule "A" is approved for payment."
CARRIED

Planning and Development Applications and Reports

Resolution No. **Council Update**
2022-089 **Moved by:** Councillor Rawlings
 Seconded by: Councillor Longmoore
"That the Director of Planning and Development's Report be accepted as presented."
CARRIED

Adoption of Minutes

Resolution No. **February 22, 2022 - Regular Council Meeting**
2022-090 **Moved by:** Councillor Brennan
 Seconded by: Councillor Barber
"That the minutes of the February 22, 2022 - Regular Council Meeting be approved, as
circulated."
CARRIED

Resolution No. **March 2, 2022 - Joint Administration Committee Meeting**
2022-091 **Moved by:** Councillor Longmoore
 Seconded by: Councillor Barber
"That the minutes of the March 2, 2022 Joint Administration Committee Meeting be
approved, as circulated."
CARRIED

Resolution No. **March 3, 2022 - Group I Committee Meeting**
2022-092 **Moved by:** Councillor Tumbach
 Seconded by: Councillor Brennan
"That the minutes of the March 3, 2022 - Group I Committee Meeting be approved, as
circulated."
CARRIED

Resolution No. **March 7, 2022 - Planning and Economic Development Meeting**
2022-093 **Moved by:** Councillor Brennan
 Seconded by: Councillor Rawlings
"That the minutes of the March 7, 2022 Planning and Economic Development Committee
Meeting be approved, as circulated."
CARRIED

Resolution No. **March 8, 2022 - Group II Committee Meeting**
2022-094 **Moved by:** Councillor Longmoore
 Seconded by: Councillor Phillips
"That the minutes of the March 8, 2022 Group II Committee Meeting be approved, as
circulated."
CARRIED

Committee Reports

Resolution No. **March 2, 2022 - Joint Administration Committee Meeting**
2022-095 **Moved by:** Councillor Barber
 Seconded by: Councillor Longmoore
"That the Joint Administration Committee Meeting Report be accepted as presented
verbally by Councillor Barber."
CARRIED

Resolution No. **Fire Department - 5 Year Capital Plan and Long Range Forecasting**
2022-096 **Moved by:** Councillor Rawlings
 Seconded by: Councillor Brennan
"That we agree with the recommendation of the Joint Administration Committee to
approve the Fire Department's 5-Year Capital Plan as per Schedule "B"."
CARRIED

Resolution No.
2022-097

Fire Call Out Fee Schedule

Moved by: Councillor Barber
Seconded by: Councillor Tumbach

"That we agree with the recommendation of the Joint Administration Committee that a Bylaw amendment be prepared to add a charge for the fire department responding to false alarms in the Town of Lumsden and to update fire call out fees for both the Town of Lumsden and the R.M. of Lumsden No. 189 as follows:

	<u>Base</u> <u>Rate</u>	<u>Plus</u>	<u>Current</u> <u>Hourly</u> <u>Rate</u>	<u>Proposed</u> <u>Hourly</u> <u>Rate</u>
<u>Equipment Rates</u>				
Emergency Response Vehicle	\$750.00	+	\$150.00 /hr.	\$300
Fire Apparatus		+	\$250.00 /hr.	\$300
Support Vehicle		+	\$100.00 /hr.	\$200

Firefighter Rates

Fire Chief		+	\$35.00 /hr.	\$45
Deputy Fire Chief		+	\$30.00 /hr.	\$40
Captain		+	\$25.00 /hr.	\$35
Firefighters		+	\$20.00 /hr.	\$30

Minimum Call out is One Hour

Town of Lumsden Only:

Response to False Alarms: 1st Response - No Charge
2nd and Subsequent Response - \$250."

CARRIED

Resolution No.
2022-098

Lumsden & District Fire Department - Bylaw

Moved by: Councillor Longmoore
Seconded by: Councillor Phillips

"That we agree with the recommendation of the Joint Administration Committee that the Bylaw establishing the District Fire Department be repealed and that the replacement Bylaw reflect that the Joint Administration Committee will be responsible for oversight of the District Fire Department."

CARRIED

Resolution No.
2022-099

Joint Administration - IT Budget

Moved by: Councillor Tumbach
Seconded by: Councillor Phillips

"That we agree with the recommendation of the Joint Administration Committee to approve the 2022 IT Budget in the amount of \$4,500 for each municipality as follows:
\$4,500 - new computer stations (3)
\$3,500 - server upgrade
\$1,000 - network storage upgrade."

CARRIED

Resolution No.
2022-100

HR Policy Amendment - Bereavement Leave

Moved by: Councillor Phillips
Seconded by: Councillor Rawlings

"That we agree with the recommendation of the Joint Administration Committee to amend the Human Resource Policy by adding the following relatives in the definition of 'Immediate Family' as it relates to Bereavement Leave:
step-father, step-mother, great grandfather, great grandmother."

CARRIED

Resolution No.
2022-101

HR Policy Amendment - Service Awards

Moved by: Councillor Barber
Seconded by: Councillor Longmoore

"That we agree with the recommendation of the Joint Administration Committee to amend the Human Resource Policy by setting the value of Long-Term Service Awards as follows:

Employee Awards:

- 5 Years – Certificate of Recognition and \$ 50 Gift Certificate
- 10 Years - Certificate of Recognition and \$100 Gift Certificate
- 15 Years - Certificate of Recognition and \$150 Gift Certificate
- 20 Years - Certificate of Recognition and \$200 Gift Certificate
- 25 Years - Certificate of Recognition and \$250 Gift Certificate
- 30 Years - Certificate of Recognition and \$300 Gift Certificate

Certificates will be purchased from a local business of the employee's choosing. In the case of gifts for Joint Administration staff, the cost of the gift certificate will be shared 50/50 with the RM of Lumsden No. 189 (not 'matched' by the RM of Lumsden No. 189)."

CARRIED

- Resolution No.** 2022-102 **HR Policy Amendment - Maternity / Parental Leave - Compensation**
Moved by: Councillor Brennan
Seconded by: Councillor Longmoore
- "That we agree with the recommendation of the Joint Administration Committee to amend the Maternity / Parental Leave section of the Human Resource Policy by replacing 'shall be paid an additional allowance to cover the 2 week waiting period' with 'shall be paid an additional allowance to cover the EI waiting period to a maximum of 2 weeks'."
CARRIED
- Resolution No.** 2022-103 **March 3, 2022 - Group I Committee Meeting**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
- "That the Group I Committee Meeting Report be accepted as presented verbally by Councillor Tumbach."
CARRIED
- Resolution No.** 2022-104 **RiverPark Campground Host**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
- "That we agree with the recommendation of the Group I Committee that the Campground Host's contract be increased from \$2,036 to \$2,400 for four months of the 2022 season due to market conditions."
CARRIED
- Resolution No.** 2022-105 **Centennial Hall Roof Replacement**
Moved by: Councillor Rawlings
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Group I Committee that an RFP be issued for replacement of the Centennial Hall Roof; and that the period to bid, be open for 45 days."
CARRIED
- Resolution No.** 2022-106 **South Park Playground**
Moved by: Councillor Tumbach
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Group I Committee that we contract a playground rendering for the green space proposed in the area south of Canning Road, currently being annexed into the Town of Lumsden; suggested rendering will aid in the pursuit of corporate sponsorship of the green space."
CARRIED
- Resolution No.** 2022-107 **RiverPark - 2022 Budget**
Moved by: Councillor Tumbach
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Group I Committee to approve the RiverPark 2022 Budget as per Schedule "C"."
CARRIED
- Resolution No.** 2022-108 **Centennial Hall - 2022 Budget**
Moved by: Councillor Brennan
Seconded by: Councillor Tumbach
- "That we agree with the recommendation of the Group I Committee to approve the Centennial Hall 2022 Budget as per Schedule "D"."
CARRIED
- Resolution No.** 2022-109 **Scarecrow Festival - 2022 Budget**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
- "That we table the Scarecrow Festival 2022 Budget."
CARRIED
- Resolution No.** 2022-110 **Swimming Lessons - 2022 Budget**
Moved by: Councillor Brennan
Seconded by: Councillor Longmoore
- "That we agree with the recommendation of the Group I Committee to approve the Swimming Lesson Program 2022 Budget as per Schedule "E"."
CARRIED
- Resolution No.** 2022-111 **Emergency Measures Organization**
Moved by: Councillor Tumbach
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Group I Committee that Gerry Kerr be appointed as the Town of Lumsden's Emergency Measures Coordinator and that Administration be tasked to recommend remuneration for this position."
CARRIED



- Resolution No.** 2022-112 **Policy Amendment - Overdue Utility Accounts**
Moved by: Councillor Barber
Seconded by: Councillor Longmoore
- "That we agree with the recommendation of the Group I Committee that the Policy "Disconnection of Water Service & Adding Arrears to Tax Roll" be amended as per Schedule "F"."
- CARRIED**
- Resolution No.** 2022-113 **Asset Management - 2021**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
- "That we agree with the recommendation of the Group I Committee that unspent 2021 Asset Management funding in the amount of \$7,846.31 be transferred into Reserve for use in 2022."
- CARRIED**
- Resolution No.** 2022-114 **March 7, 2022 - Planning and Economic Development Committee Meeting**
Moved by: Councillor Brennan
Seconded by: Councillor Tumbach
- "That the Planning and Economic Development Committee Report be accepted as presented verbally by Councillor Phillips."
- CARRIED**
- Resolution No.** 2022-115 **Municipal Design Standards - Road Widths**
Moved by: Councillor Phillips
Seconded by: Councillor Barber
- "That we agree with the recommendation of the Planning and Economic Development Committee that the following development standards be adopted for new subdivisions:
Local Roads:
18M Right of Way with 10M Driving Surface (includes 2M walkway on one side)
16M Right of Way with 10M Driving Surface (no walkway on either side)."
- CARRIED**
- Resolution No.** 2022-116 **Development Levy Fees**
Moved by: Councillor Phillips
Seconded by: Councillor Rawlings
- "That we agree with the recommendation of the Planning and Economic Development Committee that we contract Associated Engineering to update the Town of Lumsden's development levy fees."
- CARRIED**
- Resolution No.** 2022-117 **March 8, 2022 - Group II Committee Meeting**
Moved by: Councillor Barber
Seconded by: Councillor Phillips
- "That the Group II Committee Meeting Report be accepted as presented verbally by Councillor Barber."
- CARRIED**
- Resolution No.** 2022-118 **10-Year Capital Plan - Transportation and Environmental Equipment**
Moved by: Councillor Longmoore
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Group II Committee to approve the 10-Year Capital Plan for Transportation and Environmental Equipment as per Schedule "G"."
- CARRIED**
- Resolution No.** 2022-119 **James Street South - Sidewalk Extension - Conceptual Design**
Moved by: Councillor Phillips
Seconded by: Councillor Longmoore
- "That we agree with the recommendation of the Group II Committee that we submit an application under the Active Transportation Grant Program to extend James Street South sidewalk with an asphalt walkway, including an armoured drainage swale; and further, that we contract Associated Engineering to provide support, at a cost of \$2,500 for the grant application submittal ."
- CARRIED**
- Resolution No.** 2022-120 **Water Treatment Plant Expansion - Grant Funding**
Moved by: Councillor Rawlings
Seconded by: Councillor Barber
- "That we agree with the recommendation of the Group II Committee that we request Associated Engineering monitor for grant opportunities relevant to our Water Treatment Plant Expansion Project."
- CARRIED**



- Resolution No.**
2022-121
- Stantec - Professional Services Agreement - Change Order - \$415,000**
Moved by: Councillor Longmoore
Seconded by: Councillor Barber
- "That we agree with the recommendation of the Group II Committee that Administration enter into negotiations with Stantec to address Stantec's Change Order #07 associated with the Wastewater Treatment Plant Professional Services Agreement." **CARRIED**
- Director of Finance Ryan Haresign and Director of Planning and Development Aimee Bryck left at 8:20 p.m. for the remainder of the meeting.**
- Resolution No.**
2022-122
- Communications**
Moved by: Councillor Tumbach
Seconded by: Councillor Longmoore
- "That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:
- a. RCMP - Community Policing Report - Call Summaries
 - b. FourFront Environmental Consulting (FFEC)
 - c. Lumsden and District Heritage Home - March 2022 Spotlight
 - d. Lumsden and District Heritage Home - Meeting Minutes January 24, 2022
 - e. SAMA AGM - April 21, 2022
 - f. A1 Versa Industrial Services
 - g. SEDA - Leadership Training
 - h. Lumsden Arts Council - Meeting Minutes February 7, 2022
 - i. Wood River Iron Works - Sale
 - j. Bridge and an Overpass Hwy #11 - Southbound over Qu'Appelle River."
- CARRIED**
- Reports of Administration**
- Resolution No.**
2022-123
- Council Update**
Moved by: Councillor Brennan
Seconded by: Councillor Longmoore
- "That the report of the Chief Administrative Officer be accepted as presented." **CARRIED**
- Appointments**
- Resolution No.**
2022-124
- Secretary to District Board of Revision and Development Appeals Board**
Moved by: Councillor Barber
Seconded by: Councillor Longmoore
- "That we appoint Ferne Senft as the Secretary to the District Board of Revision and to the Development Appeals Board, until further notice." **CARRIED**
- New Business**
- Resolution No.**
2022-125
- SUMA Convention - April 3-6, 2022**
Moved by: Councillor Longmoore
Seconded by: Councillor Rawlings
- "That we authorize any interested Council members and Department managers to attend the SUMA Convention from April 3 to 6, 2022 in Regina; and, that we appoint Mayor Matheson and Councillor Brennan as voting delegates." **CARRIED**
- Resolution No.**
2022-126
- Potash Tax Sharing Administrative Board - 2021 Audited Statements**
Moved by: Councillor Tumbach
Seconded by: Councillor Phillips
- "That we accept the Potash Tax Sharing Administrative Board - 2021 Audited Statements." **CARRIED**
- Resolution No.**
2022-127
- Lumsden Landfill Hours**
Moved by: Councillor Phillips
Seconded by: Councillor Rawlings
- "That we modify the Lumsden Landfill Hours of Operation on Thursdays to: 4:00 p.m. to 7:00 p.m. (April 1st to November 1st only)." **CARRIED**



- Resolution No.** 2022-128 **SUMA - Municipal Economic Development Fundamentals Course**
Moved by: Councillor Longmoore
Seconded by: Councillor Rawlings
- "That we authorize Councillor Brennan to participate in the SUMA - Municipal Economic Development Fundamentals Course on April 2, 2022." **CARRIED**
- Bylaws**
- Resolution No.** 2022-129 **Bylaw 2022-02 - Sewer Use Bylaw - 2nd Reading**
Moved by: Councillor Phillips
Seconded by: Councillor Brennan
- "That Bylaw No. 2022-02, being a bylaw to regulate the use of the municipality's sanitary sewer, be read a second time." **CARRIED**
- Resolution No.** 2022-130 **Bylaw 2022-02 - Sewer Use Bylaw - 3rd Reading**
Moved by: Councillor Barber
Seconded by: Councillor Tumbach
- "That Bylaw No. 2022-02, being a bylaw to regulate the use of the municipality's sanitary sewer, be read a third time, adopted, signed, and sealed." **CARRIED**
- Resolution No.** 2022-131 **Bylaw 2022-05 - Debenture Bylaw - 1st Reading**
Moved by: Councillor Brennan
Seconded by: Councillor Rawlings
- "That Bylaw No. 2022-05, being a bylaw to provide for borrowing by way of debenture, be read a first time." **CARRIED**
- Resolution No.** 2022-132 **Bylaw 2022-05 - Debenture Bylaw - 2nd Reading**
Moved by: Councillor Longmoore
Seconded by: Councillor Phillips
- "That Bylaw No. 2022-05, being a bylaw to provide for borrowing by way of debenture, be read a second time." **CARRIED**
- Resolution No.** 2022-133 **Bylaw 2022-05 - Debenture Bylaw - Give 3rd Reading**
Moved by: Councillor Barber
Seconded by: Councillor Phillips
- "That Bylaw No. 2022-05, being a bylaw to provide for borrowing by way of debenture, be given 3 readings at this meeting, due to time sensitivity." **CARRIED**
- Resolution No.** 2022-134 **Bylaw 2022-05 - Debenture Bylaw - 3rd Reading**
Moved by: Councillor Phillips
Seconded by: Councillor Longmoore
- "That Bylaw No. 2022-05, being a bylaw to provide for borrowing by way of debenture, be read a third time, adopted, signed, and sealed." **CARRIED**
- Resolution No.** 2022-135 **Bylaw 2022-06 - Establish Recreation Fees - 1st Reading**
Moved by: Councillor Brennan
Seconded by: Councillor Tumbach
- "That Bylaw No. 2022-06, being a bylaw to establish various fees related to recreation facilities and programs, be read a first time." **CARRIED**
- Resolution No.** 2022-136 **Closed Session**
Moved by: Councillor Longmoore
Seconded by: Councillor Brennan
- "That we move into Closed Session at 8:57 p.m. for the purpose of discussing strategic planning as allowed pursuant to Section 120 of *The Municipalities Act*, with the Chief Administrative Officer to be included in the session." **CARRIED**
- Assistant Administrator Jacqueline Chouinard left at 8:57 p.m. for the remainder of the meeting.**
- Rise from Closed Session**
- At 9:14 p.m., Council left the Closed Session and returned to the open meeting.

Resolution No.
2022-137

Adjournment

Moved by: Councillor Barber

"That we adjourn the meeting at 9:15 p.m."

CARRIED



Mayor



Chief Administrative Officer