



THE TOWN OF
L U M S D E N

Town of Lumsden
Meeting Minutes
Group I Committee Meeting September 5, 2019 - 04:00 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, September 5, 2019 at 4:01 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
Acting Assistant Administrator: Chris Lamontagne

Absent:

Community Coordinator: Chris Exner

Additions to Agenda

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we agree to add the following items to the agenda under Reports of Administration:
- Request for RiverPark Rate."

CARRIED

Approval of Agenda

Moved by: Councillor Cogger

Seconded by: Councillor Cameron

"That we adopt the agenda as amended."

CARRIED

Financial Reports

Swim Lesson Financial Statement

Review of swimming lesson revenue, instructor wages and pool costs. Swimming Program is subsidized by grants.

Previous Meeting Minutes for Review

Moved by: Councillor Cameron

Seconded by: Councillor Cogger

"That the minutes of the June 6, 2019 Group I Committee meeting be approved."

CARRIED

Report of Community Coordinator

Report of Community Coordinator September 2019

The Community Coordinator provided a written report on the following:

Campground

- Provided an update on the rental activity of the campground during the past several months. Campground should be open into October.
- Reported on several trees causing damage to camping units and extra time spent on cleanup of downed trees and branches by Public Works staff and contracted clean-up
- Committee discussed moving the Campground to be managed by the Public Works Department.

RiverPark Centre

- Reported on the rental activity of the facility (meeting room and canteen).
- Committee discussed installing a white board in the meeting room.

Centennial Hall

*BMT
mmp*

- Reported on facility usage over the summer; fall programs beginning; fall and winter maintenance required.
- Doors have been ordered; installation projected for late September.

Library

- Reported on library activity attendance; additional hours have been well utilized; basement utility room repairs will be completed in the next few weeks; and, new signage installed.

Special Events

- Reported on Indigenous People's Day, Canada Day, Duck Derby and upcoming Scarecrow Festival, Community Christmas and Medieval Feast.
- Committee would like a breakdown of grants received and cost of events.

Ball Diamonds

- Reported on repairs and upgrades at the ball diamonds.
- Trenching in of irrigation to begin this fall. Project to be completed in Spring 2020.

Trails

- Received \$3,000 grant for spring cleanup.
- Reported on fall projects and trail preparation for Nordic skiing this winter.

Parks

- Reported on summer maintenance of Town parks.
- Committee discussed the weeds on the hill at the Broad Street park; Lion's donations and where the funds have been utilized.
- Committee discussed possibilities of future parks in the community; expansion of parks will be added to the capital plan.

Summer Swim Program

- Reported on the number of participants, pools used and instructors.

Benches and Picnic Tables

- Reported on the two benches installed at the Dew Drop In, one to be installed at Broad Street Park and one at Qu'Appelle Valley Nordic.

Reports of Administration

Reserve Policy - Meeting to Review and Amend

Administration will update the Reserve Policy with changes and bring back to the Group I Committee for further recommendations at the December meeting.

Banked Time

Committee members and CAO, Monica Merkosky, reviewed accrued employee 'time in lieu' and 'earned day off' hours.

Security System

Moved by: Mayor Matheson

Seconded by: Councillor Cogger

"That we recommend Council to direct Administration to provide quotes regarding security system installations at Centennial Hall and RiverPark Centre."

CARRIED

Surveillance Cameras

Moved by: Mayor Matheson

Seconded by: Councillor Cogger

"That we recommend Council to direct Administration to prepare a detailed budget submission to install and operate Surveillance Cameras at 4 vehicular ingress/egress locations for consideration during 2020 budget discussions."

CARRIED

Software Conversion

Committee members discussed the costs of purchasing MuniSoft, costs of the conversion and potential sources of funding the software.

Software Conversion Funding

Moved by: Mayor Matheson

Seconded by: Councillor Cameron

*SMT
myy*

"That we recommend Council amend the 2019 Budget and use a portion of the General Governmental Reserve to cover the cost of converting our municipal software to MuniSoft (\$32,538) and payroll system to Clarity Payroll (\$8,933)."

CARRIED

Capital Purchase Schedule

Committee members reviewed the expenditures on the Capital Purchase Schedule.

Administration Report

Moved by: Councillor Cogger

Seconded by: Mayor Matheson

"That the report of the Chief Administrative Officer be accepted as presented."

CARRIED

Unfinished Business

Recreation Fees - Bylaw No. 14-2019

Moved by: Mayor Matheson

Seconded by: Councillor Cameron

"That we recommend Council to approve Bylaw No. 14-2019 being a Bylaw to establish recreation fees for the following years: 2020, 2021 and 2022."

CARRIED

Cemetery Fees

Committee members briefly discussed implementation of perpetual care fees.

Sign Corridor Extension


Committee members discussed the sign corridor expansion along Highway 11 and information received from the Ministry of Highways regarding the proposed letter to sign owners in the expansion area.

Adjournment

Moved by: Mayor Matheson

"That we adjourn the meeting at 5:53 pm."

CARRIED



Chairperson *Byron*



Chief Administrative Officer

