



THE TOWN OF
L U M S D E N

Town of Lumsden
Meeting Minutes
Regular Council Meeting December 15, 2020 - 6:30 PM

Call to Order

The Lumsden Town Council convened their Regular Meeting via electronic means (Zoom) on Tuesday, December 15, 2020 at 6:30 p.m., with Mayor Bryan Matheson presiding.

Present:

Mayor: Bryan Matheson

Councillors: Verne Barber, Jenelle Brennan, Ashlee Longmoore, Rhonda Phillips, Jim Rawlings, Byron Tumbach

Chief Administrative Officer: Monica M. Merkosky

Assistant Administrator: Krystal Strong (Left at 9:52 pm)

Director of Finance: Ryan Haresign (Left at 8:03 pm)

Public Works Superintendent: Jeff Carey (Left at 6:41 pm)

Resolution No. Approval of Agenda

2020-444

Moved by: Councillor Brennan

Seconded by: Councillor Tumbach

"That we adopt the agenda as presented."

CARRIED

Resolution No. Public Works Reports

2020-445

Moved by: Councillor Rawlings

Seconded by: Councillor Longmoore

"That the Utilities and Public Works report be accepted as presented."

CARRIED

Financial Reports

Resolution No. Annual Declaration - Municipal Revenue Sharing

2020-446

Moved by: Councillor Barber

Seconded by: Councillor Phillips

"That we submit the Municipal Revenue Sharing Grant Declaration of Eligibility for 2020-2021, as attached as Schedule "A" hereto and forming a part of these minutes."

CARRIED

Resolution No. Bank Reconciliation - October 2020

2020-447

Moved by: Councillor Tumbach

Seconded by: Councillor Phillips

"That we accept the Bank Reconciliation for the period ending October 31, 2020, as presented."

CARRIED

Resolution No. Financial Statement - October 2020

2020-448

Moved by: Councillor Barber

Seconded by: Councillor Rawlings

"That we accept the Financial Statement for the period ending October 31, 2020, as presented."

CARRIED

Resolution No. Dudley & Co. - Audit Engagement Letter

2020-449

Moved by: Councillor Tumbach

Seconded by: Councillor Brennan

"That we acknowledge and sign the Audit Planning and Engagement Letters as prepared by Dudley & Company, for 2020 audit services."

CARRIED

Account for Approval

Resolution No. 2020-450 **List of Accounts - December 15, 2020**
Moved by: Councillor Rawlings
Seconded by: Councillor Longmoore
"That the list of accounts attached as Schedule "B" hereto and forming a part of these minutes is hereby approved."
CARRIED

Adoption of Minutes

Resolution No. 2020-451 **November 24, 2020 - Regular Council Meeting**
Moved by: Councillor Phillips
Seconded by: Councillor Brennan
"That the minutes of the November 24, 2020 Regular Council Meeting be approved, as circulated."
CARRIED

Resolution No. 2020-452 **December 1, 2020 - Group II Committee Meeting**
Moved by: Councillor Barber
Seconded by: Councillor Phillips
"That the minutes of the December 1, 2020 Group II Committee Meeting be approved, as circulated."
CARRIED

Resolution No. 2020-453 **December 3, 2020 - Group I Committee Meeting**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
"That the minutes of the December 3, 2020 Group I Committee Meeting be approved, as circulated."
CARRIED

Resolution No. 2020-454 **December 9, 2020 - Joint Administration Committee Meeting**
Moved by: Councillor Longmoore
Seconded by: Councillor Rawlings
"That the minutes of the December 9, 2020 Joint Administration Committee Meeting be approved, as circulated."
CARRIED

Resolution No. 2020-455 **December 14, 2020 - Employee Committee Meeting**
Moved by: Councillor Barber
Seconded by: Councillor Tumbach
"That the minutes of the December 14, 2020 - Employee Committee Meeting be approved, as circulated."
CARRIED

Committee Reports

Group I Committee Meeting - December 3, 2020

Resolution No. 2020-456 **Safe Restart Funding**
Moved by: Councillor Rawlings
Seconded by: Councillor Barber
"That we agree to transfer \$81,474 of the Safe Restart Grant funding to a reserve until the full financial impact of COVID-19 can be determined."
CARRIED

Resolution No. 2020-457 **Education Property Taxes**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
"That we agree with the recommendation of the Group I Committee and pay to the province, all outstanding education property taxes as at December 31, 2020, and assume that liability on the municipal tax roll."
CARRIED

Resolution No. 2020-458 **Finance Committee - Name Change and Duties**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
"That we agree with the recommendation of the Group I Committee and change the name of the Finance Committee to the 'Finance and Audit Committee' and that the duties of the Committee will include an annual meeting with the municipal auditor."
CARRIED

- Resolution No. 2020-459** **Review of Inter-Municipal Grants**
Moved by: Councillor Longmoore
Seconded by: Councillor Barber
- "That we agree with the Joint Administration Committee and task Administration with reviewing the Inter-Municipal Grants with a report back to the Joint Administration Committee in 2021."
CARRIED
- Resolution No. 2020-460** **Fire Department - 5-Year Capital Plan**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
- "That we agree with the recommendation of the Joint Administration Committee and adopt the Lumsden & District Fire Department's 5-year Capital Plan, as attached to these minutes as Schedule 'C'.
CARRIED
- Resolution No. 2020-461** **Municipal Office - 2021 IT Report/Budget**
Moved by: Councillor Longmoore
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Joint Administration Committee and approve the 2021 IT purchases as follows:
1. \$1,300.00 -1 new desktop Intel-7 10th generation processor with 16GB RAM & SSD and 3 year on-site warranty (Replace Director of Planning and Development's Desktop).
 2. \$1,750.00 – 1 new 17" laptop, Intel-7 10th generation processor with 16GB RAM & 512 SSD & 1TB HDD, NVIDIA® GeForce® GTX 1660 Ti 6GB, 720p HD Camera, 5-year on-site warranty. (Replace – CAO's Laptop)
 3. \$2,000.00 - Server Upgrade
 4. \$950.00 – Network Attached Storage Upgrade
- CARRIED**
- Resolution No. 2020-462** **Municipal Office - Phone System Replacement**
Moved by: Councillor Tumbach
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Joint Administration Committee and budget for the replacement of the current municipal office phone system in 2021."
CARRIED
- Resolution No. 2020-463** **Municipal Building Upgrades**
Moved by: Councillor Tumbach
Seconded by: Councillor Barber
- "That we agree with the recommendation of the Joint Administration Committee and budget for the replacement of 11 window blinds (\$1,166 each municipality) and the replacement of the carpet on the upper level of the municipal office (\$1,500 each municipality)."
CARRIED
- Resolution No. 2020-464** **Future Municipal Building**
Moved by: Councillor Phillips
Seconded by: Councillor Rawlings
- "That we agree with the recommendation of the Joint Administration Committee and budget \$100,000 in 2021 as a reserve for a future municipal building, if the budget allows."
CARRIED
- Resolution No. 2020-465** **2020 Salary Grid - Junior Planner**
Moved by: Councillor Barber
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Joint Administration Committee and adopt the 2020 Salary Grid for the new Junior Planner position, effective May 4, 2020, as attached as Schedule 'D'.
CARRIED
- Resolution No. 2020-466** **2021 Joint Administration Salary/Wage - Cost of Living Adjustment**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
- "That we agree with the recommendation of the Joint Administration Committee and approve an increase to the 2020 salary grids of 0.73% as it relates to the 2021 salary/wages for staff who fall under the Joint Administration umbrella."
CARRIED



Resolution No. Joint Administration Salary Grids - Cost of Living Determination

2020-467
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings

"That we agree with the recommendation of the Joint Administration Committee to exclude the salary percentage increases of both the Urban and Rural Administrators' Associations when determining the annual 'cost of living' increase for staff who fall under the Joint Administration umbrella."
CARRIED

Resolution No. 2021 Joint Administration - Salary Steps

2020-468
Moved by: Councillor Brennan
Seconded by: Councillor Phillips

"That we recommend each Council approve the following Joint Administration employee 2021 salary/wage steps:

Krystal Strong	Assistant Administrator	Step 11 (maximum)	
Ryan Haresign	Director of Finance	Step 11 (maximum)	
Kaylee Grainger	Office Services Clerk (Recp)	Step 5 to Step 6	Effective Feb 1, 2021
Melissa Lenuik	Office Services Clerk (Acct)	Step 3 to Step 4	Effective Jun 1, 2021
Alyssa Riemer	Office Services Clerk (Comm)	Step 8 to Step 9	Effective Feb 1, 2021
Jessica Russell	Junior Planner	Step 2 to Step 3	Effective May 1, 2021
Marla Lillejord	Office Services Clerk (Acct)	Step 11 (maximum).	CARRIED

Resolution No. Organizational Chart Amendment

2020-469
Moved by: Councillor Longmoore
Seconded by: Councillor Tumbach

"That we agree with the recommendation of the Joint Administration Committee and adopt the updated organizational chart as attached as Schedule 'E'. "
CARRIED

Employee Committee Meeting - December 14, 2020

Resolution No. Salary Adjustments / Step Changes - Public Works, Utilities, Community Coordinator

2020-470
Moved by: Councillor Rawlings
Seconded by: Councillor Phillips

"That we agree with the Employee Committee and approve a 0.73% increase to the salary grids for Public Works and Utilities staff, as well as the Community Coordinator's, effective January 1, 2021, and;

That we recommend Council approve the following employee salary steps for the 2021 year:

Jeff Carey	Superintendent	Step 5 (max)
Gerry Beaurivage	Utilities Lead	Step 5 (max)
Lance Whitteron	Public Works Lead	Step 5 (max)
Cory Danyliw	Equipment Operator 2	Step 5 (max)
Kelly Strickland	Equipment Operator 2	Step 4 (eff Feb 1, 2021)
Jake Robertson	Equipment Operator 1 (S)	Step 3 (eff Apr 1, 2021)
Travis Cameron	W / WW Operator Level 1	Step 4 (eff Sep 1, 2021)
Scott Ashurst	W / WW Operator Level 1	Step 3 (eff Jan 1, 2021)
Tylor Wood	W / WW Operator Level 1	Step 4 (eff Oct 1, 2021)
Chris Exner	Community Coordinator	Step 5 (max)."

CARRIED

Resolution No. Communications

2020-471
Moved by: Councillor Phillips
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:

- Saskatchewan Public Safety Agency (SPSA) - Programs and Services
- SK in Motion - SK Blue Cross Go Out & Play Challenge
- SUMA/Municipalities of SK - Group Benefits Program
- SUMA/Municipalities of SK - 2021 Membership Renewal Update
- Miscellaneous."

CARRIED

Reports of Administration

Resolution No. Council Update

2020-472
Moved by: Councillor Rawlings
Seconded by: Councillor Longmoore

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

CARRIED



Appointments

Resolution No. **Municipal Wildlife Control Officer - Appointment**
2020-473 **Moved by:** Councillor Tumbach
Seconded by: Councillor Rawlings

"That we appoint Jeff Carey and Perry Reavley as the Municipal Wildlife Control Officers, pursuant to the Nuisance Wildlife Bylaw, for a term expiring December 31, 2021." **CARRIED**

Unfinished Business

Resolution No. **KGS - Scope Changes**
2020-474 **Moved by:** Councillor Phillips
Seconded by: Councillor Barber

"That we approve Scope Change number 3 & 4 for the Town of Lumsden's Water Distribution System Upgrade, as follows:

- *Scope Change No. 3:* Deeper crossing under the Qu'Appelle River, using a casing pipe, as per Water Security Agency's revised requirements
- *Scope Change No. 4:* KGS Group to provide the Town of Lumsden with high level estimates for a cased HDD crossing and 'strapping' the proposed pipe to the side of the James Street Bridge."

CARRIED

New Business

Resolution No. **2021 Council Remuneration**
2020-475 **Moved by:** Councillor Tumbach
Seconded by: Councillor Barber

"That we agree to increase the 2020 council remuneration by 0.73%, as per the employee salary grid increase, rounded to the nearest dollar. Remuneration rates for Mayor and Councillors for 2021 are:

Council Indemnity Councillors - \$186.00 per meeting;
 Mayor - \$269.00 per meeting

Indemnity shall include all council meetings and duly called and documented committee meetings;

Per Diem Councillors - \$186.00 per day while attending to Town business;
 Mayor - \$269.00 per day while attending to Town business;

The Deputy Mayor shall receive the Mayor remuneration meeting rate if acting for the Mayor, if the Mayor is unable to perform the duties of his or her office for any reasons, such as absences or attending meetings via electronic means and unable to chair the meeting;

Council members \$39.00/hour for informal meetings of a short duration where the member represents the Town or attends to Town business;

Mayor Cell Phone Allowance - \$53.00 per month; and

That all Council members, employees and appointees of the Town of Lumsden who are authorized to travel to attend to Town business shall be reimbursed for expenses in accordance with the Town of Lumsden Human Resource Policy." **CARRIED**

Resolution No. **Development Appeals Board Remuneration**
2020-476 **Moved by:** Councillor Brennan
Seconded by: Councillor Longmoore

"That we agree to set the remuneration for members of the Development Appeals Board at a rate of \$75.00 for sitting as a board for three hours or less and a per diem of \$125.00 for sitting longer than three hours in any one day; and

That these rates shall also apply for board members attending training sessions; and

That travel for board members while on board business shall be reimbursed in accordance with the Town of Lumsden Human Resource Policy." **CARRIED**

Resolution No. **SK Public Safety Agency - Fire Dispatch Contract and 2021 Invoice**
2020-477 **Moved by:** Councillor Longmoore
Seconded by: Councillor Tumbach

"That we agree to execute the agreement with Saskatchewan Public Safety Agency for Fire Dispatch services in the amount of \$2,394.00 including GST, for the 2021 year, attached to these minutes as Schedule "F"." **CARRIED**

Resolution No. **Closed Session**
2020-478 **Moved by:** Councillor Phillips
Seconded by: Councillor Barber



"That we agree to move into Closed Session at 9:21 pm for the purpose of discussing strategic planning and employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act*, with staff to be included in the session." **CARRIED**

CAO Monica Merkosky and Assistant Administrator Krystal Strong left the meeting at 9:52 pm.

CAO Monica Merkosky returned to the Meeting at 10:18 pm.

Resolution No. 2020-479 **Rise from Closed Session**
Moved by: Councillor Rawlings
Seconded by: Councillor Longmoore

"That we rise from the Closed Session and return to the open meeting at 10:18 pm." **CARRIED**

Resolution No. 2020-480 **Expression of Interest - 15 Second Avenue**
Moved by: Councillor Phillips
Seconded by: Councillor Brennan

"That we submit an Expression of Interest in the amount of \$121,000 pertaining to Block 2, Plan 95R54662." **CARRIED**

Resolution No. 2020-481 **Adjournment**
Moved by: Councillor Rawlings

"That we adjourn the meeting at 10:24 pm." **CARRIED**



Mayor



Chief Administrative Officer