



Town of Lumsden
Meeting Minutes
Regular Council Meeting December 14, 2021 - 6:30 PM

Call to Order

The Lumsden Town Council convened their Regular Meeting in Council Chambers and via Zoom, on Tuesday, December 14, 2021 at 6:32 p.m., with Mayor Bryan Matheson presiding.

Present:

In Person:

Mayor: Bryan Matheson

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

Chief Administrative Officer: Monica M. Merkosky

Via Zoom:

Assistant Administrator: Jacqueline Chouinard (Left at 9:37 p.m.)

Director of Finance: Ryan Haresign (Left at 7:01 p.m.)

Director of Planning and Development: Aimee Bryck (Left at 7:05 p.m.)

Public Works Superintendent: Jeff Carey (Left at 6:38 p.m.)

Absent:None

Resolution No.
2021-458

Approval of Agenda

Moved by: Councillor Rawlings

Seconded by: Councillor Longmoore

"That we adopt the agenda as presented."

CARRIED

Declaration of Conflict of Interest

Councillor Phillips declared a conflict of interest with respect to New Business - Utility Notice Billing System Inquiry.

Resolution No.
2021-459

Public Works Reports

Moved by: Councillor Barber

Seconded by: Councillor Tumbach

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

CARRIED

Public Works Superintendent Jeff Carey left at 6:38 p.m. for the remainder of the meeting.

Financial Reports

Resolution No.
2021-460

November 30, 2021 - Bank Reconciliation

Moved by: Councillor Longmoore

Seconded by: Councillor Brennan

"That we accept the Bank Reconciliation for the period ending November 30, 2021, as presented."

CARRIED

Resolution No.
2021-461

November 30, 2021 - Financial Report

Moved by: Councillor Tumbach

Seconded by: Councillor Phillips

"That we accept the Financial Statement for the period ending November 30, 2021, as presented."

CARRIED

Account for Approval

Resolution No.
2021-462

List of Accounts - December 14, 2021

Moved by: Councillor Phillips

Seconded by: Councillor Barber

"That the list of accounts attached hereto as Schedule "A" is approved for payment."

CARRIED

Director of Finance Ryan Haresign left at 7:01 p.m. for the remainder of the meeting.

Planning and Development Applications and Reports

Resolution No.
2021-463

2021 Development Statistics Review

Moved by: Councillor Brennan

Seconded by: Councillor Longmoore

"That the Director of Planning and Development's report be accepted as presented."

CARRIED

Director of Planning and Development Aimee Bryck left the meeting at 7:05 p.m. for the remainder of the meeting.

Adoption of Minutes

Resolution No.
2021-464

November 23, 2021 - Regular Council Meeting

Moved by: Councillor Rawlings

Seconded by: Councillor Longmoore

"That the minutes of the November 23, 2021 - Regular Council Meeting be approved, as circulated."

CARRIED

Resolution No.
2021-465

November 30, 2021 - Wastewater Treatment Committee Meeting

Moved by: Councillor Phillips

Seconded by: Councillor Barber

"That the minutes of the November 30, 2021 - Wastewater Treatment Committee Meeting be approved, as circulated."

CARRIED

Resolution No.
2021-466

November 30, 2021 - Employee Committee Meeting

Moved by: Councillor Tumbach

Seconded by: Councillor Rawlings

"That the minutes of the November 30, 2021 - Employee Committee Meeting be approved, as circulated."

CARRIED

Resolution No.
2021-467

December 7, 2021 - Group II Committee Meeting

Moved by: Councillor Barber

Seconded by: Councillor Brennan

"That the minutes of the December 7, 2021 - Group II Committee Meeting be approved, as circulated."

CARRIED

Resolution No.
2021-468

December 9, 2021 - Group I Committee Meeting

Moved by: Councillor Rawlings

Seconded by: Councillor Brennan

"That the minutes of the December 9, 2021 - Group I Committee Meeting be approved, as circulated."

CARRIED

Committee Reports

Resolution No.
2021-469

Occupational Health Committee - November 15, 2021

Moved by: Councillor Rawlings

Seconded by: Councillor Longmoore

"That the Occupational Health Committee report be accepted as presented."

CARRIED

Resolution No.
2021-470

Wastewater Treatment Committee Meeting - November 30, 2021

Moved by: Councillor Phillips

Seconded by: Councillor Barber

"That the Wastewater Treatment Committee report be accepted as presented."

CARRIED



- Resolution No.** 2021-471 **Wastewater Treatment Plant Solids (Sludge/Cake) Disposal**
Moved by: Councillor Phillips
Seconded by: Councillor Barber
- "That we agree with the Wastewater Treatment Committee to make arrangements with GFL to dispose of wastewater treatment plant solids (sludge dried to 'cake') at their Moose Jaw facility for the next 6 months and then evaluate."
CARRIED
- Resolution No.** 2021-472 **Solar Systems - Capital Statement**
Moved by: Councillor Phillips
Seconded by: Councillor Brennan
- "That we agree with the Wastewater Treatment Committee to fund the outstanding 2021 Solar Project capital expenditure balance, being \$25,787.81, from the unspent 2021 electrical budget at the Wastewater Treatment Plant."
CARRIED
- Resolution No.** 2021-473 **Level 2 Water & Wastewater Operator Request**
Moved by: Councillor Barber
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Employee Committee to promote Travis Cameron to Level 2, Year 4 Water & Wastewater Operator (currently Level 1, Year 4) recognizing that, rather than Travis proceeding through the traditional education route to achieve his Level 2 certification, he is enrolled in Sask Polytech's Water and Wastewater Technician Certificate Program ('skipping' Level 2 and ultimately resulting in Level 3 certification); and further that this promotion become effective January 1, 2022."
CARRIED
- Resolution No.** 2021-474 **Employee Committee Meeting - November 30, 2021**
Moved by: Councillor Barber
Seconded by: Councillor Phillips
- "That the Employee Committee report be accepted as presented."
CARRIED
- Resolution No.** 2021-475 **Wastewater Treatment Plant Lead - New Position**
Moved by: Councillor Phillips
Seconded by: Councillor Longmoore
- "That, as a result of the Class 3 Wastewater Treatment Plant's commissioning and in recognition of increased responsibility, we agree with the recommendation of the Employee Committee in the creation of a new position titled "Wastewater Treatment Plant Lead" with the following 2022 salary grid:
Year 1 \$62,892
Year 2 \$66,351
Year 3 \$70,000
Year 4 \$73,850
Year 5 \$77,912
and further, that we offer this position to Tylor Wood, as a promotion from his current Water & Wastewater Operator position and that the starting salary be offered at the Year 4 rate effective January 1, 2022."
CARRIED
- Resolution No.** 2021-476 **2022 Public Works and Utility Department Salary Grids**
Moved by: Councillor Barber
Seconded by: Councillor Rawlings
- "That we agree with the recommendation of the Employee Committee to approve a 3.50% increase to salary grids for Public Works and Utilities staff, effective January 1, 2022 as per Schedule "B"."
CARRIED
- Resolution No.** 2021-477 **Salary Grid - Annual Step Changes**
Moved by: Councillor Tumbach
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Employee Committee to approve the following employee salary level elevations for the year 2022:

Gerry Beaurivage	Utilities Manager	Step 5 (eff Apr 17, 2022)
Kelly Strickland	Equipment Operator 2	Step 5 (eff Jan 23, 2022)
Jake Robertson	Equipment Operator 1 (S)	Step 4 (eff Jan 1, 2022)
Travis Cameron	W/WW Operator Level 2	Step 5 (eff Aug 21, 2022)
Scott Ashurst	W/WW Operator Level 1	Step 4 (eff Jan 1, 2022)
Josh Buhay	W/WW Operator Level 1	Step 4 (eff Jun 26, 2022)
Tylor Wood	WWTP Lead Level 3	Step 4 (eff Jan 1, 2022)."

CARRIED



- Resolution No.** 2021-478 **2022 Community Coordinator Salary Grid**
Moved by: Councillor Rawlings
Seconded by: Councillor Tumbach
- "That we agree with the recommendation of the Employee Committee to approve a 3.50% increase to the salary grid for the Community Coordinator, effective January 1, 2022 as per Schedule "C"." **CARRIED**
- Resolution No.** 2021-479 **2022 Swim Instructor Wage Grid**
Moved by: Councillor Brennan
Seconded by: Councillor Phillips
- "That we agree with the recommendation of the Employee Committee to adopt the Swim Instructor Wage Grid as per Schedule "D"." **CARRIED**
- Resolution No.** 2021-480 **Closed Session**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
- "That we move into Closed Session at 7:43 p.m. for the purpose of discussing employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act* (LAFOIP S. 16(1)(b)), with staff to be excluded from the session." **CARRIED**
- At 8:03 p.m., Council left the Closed Session and returned to the open meeting.**
- Resolution No.** 2021-481 **Banked Time in Lieu**
Moved by: Councillor Barber
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Employee Committee to pay out, in 2021, all but 70 hours of the CAO's banked meeting hours and further, that these 70 remaining hours be paid out in January, 2022." **CARRIED**
- Group II Committee Meeting - December 7, 2021**
Moved by: Councillor Barber
Seconded by: Councillor Longmoore
- "That the Group II Committee meeting report be accepted as presented." **CARRIED**
- Resolution No.** 2021-482 **Diabetes Canada Request**
Moved by: Councillor Phillips
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Group II Committee that Administration determine a suitable location for an additional Diabetes Canada Drop Box." **CARRIED**
- Resolution No.** 2021-483 **Canning Road - Solar Street Lights**
Moved by: Councillor Barber
Seconded by: Councillor Brennan
- "That we agree with the recommendation of the Group II Committee that \$20,000 budgeted in 2021 for solar streetlights on Canning Road be moved into reserve for a 2022 expenditure as the streetlights are backordered." **CARRIED**
- Group I Committee Meeting - December 9, 2021**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
- "That the Group I Committee meeting report be accepted as presented." **CARRIED**
- Resolution No.** 2021-484 **Outdoor Swimming Pool Survey**
Moved by: Councillor Tumbach
Seconded by: Councillor Rawlings
- "That we agree with the recommendation of the Group I Committee that:
- a Swimming Pool Research Committee, including members from the general public, be established to assemble data related to capital costs and operating costs that can be expected if the Town proceeds to add a swimming pool to the community's amenities;
- Council may provide funding to the Committee to aid in gathering this data; and
- Group I will establish Terms of Reference to guide the new committee." **CARRIED**

Resolution No.
2021-485

2021 Audit - Planning and Engagement Letters

Moved by: Councillor Tumbach
Seconded by: Councillor Brennan

"That we agree with the recommendation of the Group I Committee that we acknowledge and sign the Audit Planning and Engagement Letters as prepared by Dudley & Company, for 2021 audit services."
CARRIED

Resolution No.
2021-486

Communications

Moved by: Councillor Longmoore
Seconded by: Councillor Tumbach

"That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:
a. Lumsden and District Heritage Home - Annual Report - Financial Statement 2020 and 2021
b. Lumsden and District Heritage Home - Meeting October 25, 2021 and December Newsletter
c. Southeast Regional Library - October 30, 2021 - The Trustee Telegraph
d. Sask Housing Corp - Lumsden Housing Authority Nomination - Cameron
e. Letter to Minister of Highways - Letter from the Mayor."
CARRIED

Reports of Administration

Resolution No.
2021-487

Council Update

Moved by: Councillor Tumbach
Seconded by: Councillor Longmoore

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

Appointments

Resolution No.
2021-488

2022 Appointments

Moved by: Councillor Tumbach
Seconded by: Councillor Brennan

"That the list of appointments attached as Schedule "E" is hereby approved and takes effect January 1, 2022."
CARRIED

New Business

Resolution No.
2021-489

Federation of Canadian Municipalities - 2022 Membership Fee

Moved by: Councillor Phillips
Seconded by: Councillor Longmoore

"That we renew the 2022-2023 membership with the Federation of Canadian Municipalities (FCM) in the amount of \$611.39 including the voluntary contribution toward the Outstanding Advocacy Fund."
CARRIED

Resolution No.
2021-490

Saskatchewan Waste Reduction Council - Membership 2022

Moved by: Councillor Tumbach
Seconded by: Councillor Barber

"That we renew our membership with the Saskatchewan Waste Reduction Council for 2022 in the amount of \$200.00."
CARRIED

Bylaws

Resolution No.
2021-491

Bylaw No. 2021-09 - Traffic Bylaw - Second Reading

Moved by: Councillor Brennan
Seconded by: Councillor Rawlings

"That Bylaw No. 2021-09, being the Traffic Bylaw, be read a second time."
CARRIED

Resolution No.
2021-492

Bylaw No. 2021-09 - Traffic Bylaw - Third Reading

Moved by: Councillor Longmoore
Seconded by: Councillor Tumbach

"That Bylaw No. 2021-09, being the Traffic Bylaw, be read a third time, adopted, signed, and sealed."
CARRIED



Continued New Business

Conflict Declared

Councillor Phillips declared a conflict of interest with respect to the Utility Notice Billing System Inquiry. Councillor Phillips abstained from discussion and voting on the matter and left the meeting at 9:30 p.m.

Resolution No.
2021-493

Utility Notice Billing System Inquiry

Moved by: Councillor Tumbach

Seconded by: Councillor Barber

"That we deny the request from a resident, with regard to utility account 14400, to waive 2021 utility interest charges that accrued due to non-payment of his account, resulting from his not receiving utility bills that were sent via email, and that Administration take measures to inform utility customers to monitor their email quarterly, for receipt of their invoices."
CARRIED

Conflict - Return to Meeting

At the conclusion of voting on the matter, Councillor Phillips returned to the meeting at 9:37 p.m.

Assistant Administrator Jacqueline Chouinard left at 9:37 p.m. for the remainder of the meeting.

Resolution No.
2021-494

Closed Session

Moved by: Councillor Rawlings

Seconded by: Councillor Tumbach

"That we move into Closed Session at 9:37 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

At 9:54 p.m., Council left the Closed Session and returned to the open meeting.

Resolution No.
2021-495

Stantec - Professional Services Agreement - Change Order #07

Moved by: Councillor Rawlings

Seconded by: Councillor Barber

"That we inform Stantec Consulting Ltd. that the Town of Lumsden does not agree to Change Order #07."
CARRIED

Resolution No.
2021-496

Adjournment

Moved by: Councillor Longmoore

"That we adjourn the meeting at 9:55 p.m."
CARRIED



Mayor



Chief Administrative Officer