



**Town of Lumsden**  
**Meeting Minutes**  
**Regular Council Meeting September 26, 2023 - 6:30 PM**

**Call to Order**

The Lumsden Town Council convened their Regular Meeting in the Council Chambers of the Municipal Office and via Zoom on Tuesday, September 26, 2023 at 6:30 pm.

**Present:**

Mayor: Bryan Matheson

Councillors: Verne Barber, Jenelle Brennan, Ashlee Longmoore (via Zoom), Rhonda Phillips, Jim Rawlings, Byron Tumbach

Chief Administrative Officer: Monica M. Merkosky

Assistant Administrator: Krystal Strong (Left at 8:41 pm)

**Absent:**

Director of Finance: Ryan Haresign

Public Works Superintendent: Jeff Carey

*"We would like to begin by acknowledging that we are on the traditional lands, referred to as Treaty 4 territory, and that the Town of Lumsden is located on Treaty 4 territory, the original lands of the Cree, Ojibwe, Saukteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis Nation."*

**Resolution No.     Additions to Agenda (subject to majority vote of council)**

2023-414     **Moved by:** Councillor Phillips

**Seconded by:** Councillor Rawlings

"That we agree to add the following item to the agenda under New Business:  
-18.7 - Bi-Weekly Residential Garbage Collection."

**CARRIED**

**Resolution No.     Approval of Agenda**

2023-415     **Moved by:** Councillor Longmoore

**Seconded by:** Councillor Barber

"That we approve the agenda as amended."

**CARRIED**

**Declaration of Conflict of Interest**

There were no Declarations of Conflict of Interest.

**Financial Reports**

**Resolution No.     Bank Reconciliation - August 31, 2023**

2023-416     **Moved by:** Councillor Brennan

**Seconded by:** Councillor Tumbach

"That we accept the Bank Reconciliation for the period ending August 31, 2023, as presented."

**CARRIED**

**Resolution No.**     **Financial Statement - August 31, 2023**  
2023-417     **Moved by:** Councillor Rawlings  
   **Seconded by:** Councillor Barber

"That we accept the Financial Statement for the period ending August 31, 2023, as presented."  
**CARRIED**

**Resolution No.**     **2024 Southeast Regional Library**  
2023-418     **Moved by:** Councillor Brennan  
   **Seconded by:** Councillor Tumbach

"That we agree with administration's recommendation to continue funding the Southeast Regional Library Lumsden Branch at 35 hours per week (\$38,786 per year) and ask the RM of Lumsden No. 189 to continue their 50% contribution toward the extra 10 hours per week at a cost to them of \$3,509."  
**CARRIED**

**Account for Approval**

**Resolution No.**     **List of Accounts**  
2023-419     **Moved by:** Councillor Barber  
   **Seconded by:** Councillor Phillips

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

**Adoption of Minutes**

**Resolution No.**     **September 5, 2023 - Planning and Economic Development**  
2023-420     **Moved by:** Councillor Phillips  
   **Seconded by:** Councillor Rawlings

"That the minutes of the September 5, 2023 - Planning and Economic Development Committee Meeting be approved, as circulated."  
**CARRIED**

**Resolution No.**     **September 12, 2023 - Regular Council Meeting**  
2023-421     **Moved by:** Councillor Tumbach  
   **Seconded by:** Councillor Brennan

"That the minutes of the September 12, 2023 - Regular Council Meeting be approved, as circulated."  
**CARRIED**

**Resolution No.**     **September 19, 2023 - Group II Committee Meeting**  
2023-422     **Moved by:** Councillor Brennan  
   **Seconded by:** Councillor Phillips

"That the minutes of the September 19, 2023 - Group II Committee Meeting be approved, as circulated."  
**CARRIED**

**Committee Reports**

**Resolution No.**     **Group II Committee Report - Councillor Brennan**  
2023-423     **Moved by:** Councillor Tumbach  
   **Seconded by:** Councillor Brennan

"That the Group II Committee Report be accepted as presented verbally by Councillor Brennan."  
**CARRIED**

**Resolution No.**     **Sewer Blockage Rebate Policy**  
2023-424     **Moved by:** Councillor Brennan  
   **Seconded by:** Councillor Longmoore

"That we accept the recommendation of the Group II Committee and adopt the amended Sewer Blockage Rebate Policy, attached to these minutes as Schedule "B". "  
**CARRIED**

**Resolution No.      Communications**

2023-425      **Moved by:** Councillor Brennan  
**Seconded by:** Councillor Rawlings

"That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:  
a. Lumsden & District Heritage Home - Special Meeting, Looking Forward Initiative  
b. Proclamation - "Wrongful Conviction Day"  
c. Lees - Scholarship Recognition  
d. PVSD - Call for Nominations - October 11, 2023  
e. Targeted Sector Support Cost-Shared Grant Program  
f. Gov. of SK Ministry of Parks, Culture & Sport - Designation of Municipal Heritage Property."  
**CARRIED**

**Reports of Administration**

**Resolution No.      Council Update**

2023-426      **Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Rawlings

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

**New Business**

**Resolution No.      Regular Council Meeting Dates - 2024**

2023-427      **Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Brennan

"That we set the 2024 Regular Council Meeting dates as per Schedule "C"."  
**CARRIED**

**Resolution No.      Hill - Sewer Rebate, 120 Kelly Ave**

2023-428      **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Barber

"That we agree with the recommendation of Public Works and Administration and reimburse the owner of 120 Kelly Avenue, in the amount of \$1,850.00 plus applicable taxes, representing 50% of the costs incurred to repair an offset in the clay sewer tile, as the problem area is very close to the property line."  
**CARRIED**

**Resolution No.      Honorary Service Award**

2023-429      **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Brennan

"That we agree to nominate Verne Barber for the SUMA Honorary Service Award."  
**CARRIED**

**Resolution No.      Meritorious Service Award**

2023-430      **Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Rawlings

"That we agree to nominate all municipal employees who qualify for the SUMA Meritorious Service Award."  
**CARRIED**

**Resolution No.      Bi-Weekly Garbage Collection**

2023-431      **Moved by:** Councillor Brennan  
**Seconded by:** Councillor Phillips

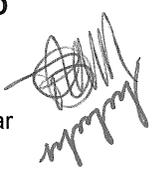
"That we approve of Bi-Weekly Residential Garbage Collection, from November 7, 2023 through March 28, 2024."  
**CARRIED**

**Bylaws**

**Resolution No.      Bylaw 2023-16 Establish District Emergency Management Organization - 2nd Reading**

2023-432      **Moved by:** Councillor Phillips  
**Seconded by:** Councillor Brennan

"That Bylaw No. 2023-16, being a bylaw to establish a District Emergency Management Organization be read a second time."  
**CARRIED**



**Resolution No.**     **Bylaw 2023-16 Establish District Emergency Management Organization - 3rd**  
2023-433             **Reading**  
**Moved by:** Councillor Tumbach  
**Seconded by:** Councillor Rawlings

"That Bylaw No. 2023-16, being a bylaw to establish a District Emergency Management Organization be read a third time, adopted, signed, and sealed."

**CARRIED**

**Resolution No.**     **Closed Session**  
2023-434             **Moved by:** Councillor Brennan  
**Seconded by:** Councillor Rawlings

"That we move into Closed Session at 8:10 pm for the purpose of discussing strategic planning as allowed pursuant to Section 120 of *The Municipalities Act*, and for the purpose of discussing employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act* (LAFOIP S. 6(1)(b)), with staff to be included in the session."

**CARRIED**

**The Chief Administrative Officer and Assistant Administrator left the meeting from 8:13 pm - 8:25 pm.**

**Rise from Closed Session**

Council left the Closed Session and returned to the open meeting at 8:41 pm.

**Assistant Administrator Krystal Strong left for the remainder of the meeting at 8:41 pm.**

**Resolution No.**     **Employee Dismissal - Atkings**  
2023-435             **Moved by:** Councillor Rawlings  
**Seconded by:** Councillor Tumbach

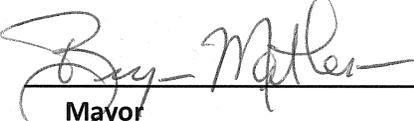
"That we support the Chief Administrative Officer's dismissal of Assistant Administrator, Katherine Atkings, effective September 14, 2023."

**CARRIED**

**Resolution No.**     **Adjournment**  
2023-436             **Moved by:** Councillor Barber

"That we adjourn the meeting at 8:42 pm."

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**TOWN OF LUMSDEN  
BYLAW No. 2023-16**

**A BYLAW TO PROVIDE FOR ENTERING INTO AN AGREEMENT WITH  
THE RURAL MUNICIPALITY OF LUMSDEN No. 189  
TO ESTABLISH A DISTRICT EMERGENCY MANAGEMENT ORGANIZATION**

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**WHEREAS** it is deemed desirable by the Council of the Town of Lumsden to enter into an agreement with the Rural Municipality of Lumsden No 189 to establish a District Emergency Management Organization to provide collaborative and coordinated services to all residents within its boundaries;

**NOW, THEREFORE,** the Council of the Town of Lumsden in the Province of Saskatchewan enacts as follows:

1. The Mayor and Administrator are hereby authorized to execute under the seal of the Town of Lumsden, an agreement in writing between the Town of Lumsden and Rural Municipality of Lumsden No. 189 for the purpose of establishing the Lumsden & District Emergency Management Organization.
2. The Memorandum of Agreement made between the Town of Lumsden and Rural Municipality of Lumsden No 189, attached as Exhibit "A" to this bylaw, the terms of which agreement are hereby incorporated herein, adopted, ratified and confirmed.
3. This Bylaw becomes effective upon Exhibit "A" being signed by all parties.
4. Bylaw 3/69 is hereby repealed upon the effective date of this bylaw.

*Read a first time this 12<sup>th</sup> day of September, 2023.*

*Read a second time this 26<sup>th</sup> day of September, 2023.*

*Read a third time this 26<sup>th</sup> day of September, 2023.*



Mayor

Chief Administrative Officer

Exhibit "A" to Bylaw No. 2023-16

Memorandum of Agreement made this 5<sup>th</sup> day of October, 2023

**Between:**

The " **Town of Lumsden**"

a municipal corporation of and in the Province of Saskatchewan,  
Hereinafter referred to as "The Town"

-and-

The " **Rural Municipality of Lumsden No. 189**"

a municipal corporation of and in the Province of Saskatchewan,  
Hereinafter referred to as "The RM"

**WHEREAS** the parties hereto are desirous of the following:

- (a) To establish a District Emergency Management Organization in order to:
- Enhance public safety programs in the municipalities;
  - share costs associated with the planning required to be adequately prepared for emergencies; and
  - create an entity that will liaise with the personnel mentioned in section (b).
- The District Emergency Management Organization will be referred to as "**Lumsden & District EMO**",
- (b) To utilize the services of the following personnel to act on behalf of both parties:
- District Emergency Coordinator;
  - Deputy District Emergency Coordinator and
  - Emergency Operations Centre,
- (c) To establish how the parties will oversee the Lumsden & District EMO,
- (d) To determine the financial contribution of each party as to the operating expenses incurred in providing training exercises, travel, meeting expenses, office equipment, etc. associated with the planning required to maintain an active and engaged District Emergency Management Organization,
- (e) To determine the financial obligations of each party as to the expenses incurred in an emergency event.

**NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The Lumsden & District EMO shall be comprised of the same elected officials as sit on the Joint Administration Committee. *The Joint Administration Committee is intentionally structured to represent both municipalities.*
2. The Chief Administrative Officer has discretion to invite the following representatives to attend Joint Administration Committee meetings:
  - local RCMP;
  - staff representatives from each municipalities' Public Works departments; and/or
  - the District Emergency Coordinator and the Deputy District Emergency Coordinator.
3. The Lumsden & District EMO shall meet, at minimum, annually with the District Emergency Coordinator and the Deputy District Emergency Coordinator.
4. The Lumsden & District EMO does not have the power to declare an emergency; that responsibility lies with each Council.
5. The Lumsden & District EMO shall make recommendations to their respective Councils for consideration.
6. The Lumsden & District EMO shall maintain 'job descriptions' to illustrate responsibilities



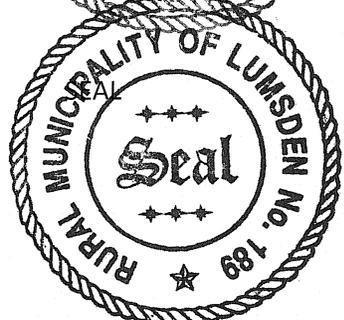
7. for these positions:
  - District Emergency Coordinator; and
  - Deputy District Emergency Coordinator.
  
8. The Lumsden & District EMO shall recommend remuneration schedules for these positions:
  - District Emergency Coordinator; and
  - Deputy District Emergency Coordinator.
  
9. Expenses for the following shall be shared 50/50 by the parties, unless specifically pertinent to only one of the parties to this Agreement:
  - All training including desktop exercises and mock events;
  - All training that the Coordinator and Deputy Coordinator participate in such as workshops, conferences, etc.;
  - All meetings that the Coordinator and Deputy Coordinator are required to attend; and
  - Supplies that the Coordinator and Deputy Coordinator may require including stationery, laptops, etc.
  
10. Expenses incurred by either party, as a result of an emergency within that party's jurisdiction will:
  - In the event of an incident requiring response from the Lumsden & District Fire Department, be invoiced as per the Bylaw that established same; and
  - In the event of an incident requiring other services, be invoiced in the spirit of the Mutual Aid Agreement.
  
11. The Town shall be designated for administration of financial matters related to revenues and expenditures. The Chief Administrative Officer shall provide an annual financial report to each Council, and financial or other reports as requested by the Lumsden & District EMO.

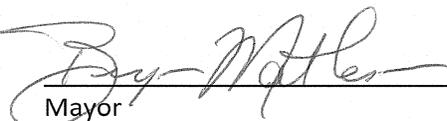
**GENERAL**

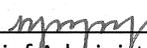
12. The parties agree to perform and do all acts necessary in order to ratify and confirm this Agreement. In particular, each of the parties agrees to pass a bylaw ratifying the execution of this Agreement.
  
13. The parties agree to make payment of their share of the operating expenses of the Committee by levying an assessment on the population of their respective municipality in an amount sufficient to cover their share of the said costs.
  
14. In the event for any reason, it may become necessary to cancel this Agreement, the assets that are available for distribution after paying all liabilities, shall be paid to the respective municipalities in proportion to the sums paid in respect to their capital investment.

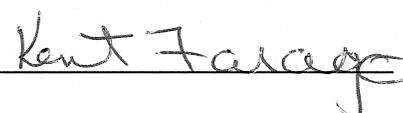
Any party to the Agreement giving 90 day's notice in writing may terminate the Agreement. Any termination of this agreement shall not nullify any prior commitments passed by resolution and ratified by both Councils.

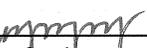
**IN WITNESS WHEREOF** the parties hereto have affixed their respective corporate seals attested to by the hands of their proper signing officers.



  
 \_\_\_\_\_  
 Mayor

  
 \_\_\_\_\_  
 Chief Administrative Officer

  
 \_\_\_\_\_  
 Reeve

  
 \_\_\_\_\_  
 Chief Administrative Officer

**JOB TITLE** District Emergency Coordinator  
**REPORTS TO** Chief Administrative Officer, Councils (during declared emergencies),  
Lumsden & District EMO Committee (upon request)  
**CREATED** August, 2023

**JOB SUMMARY**

- Stimulate and coordinate the development and maintenance of an emergency plan for the community in co-operation with the departments and agencies of the municipalities;
- Ensure the municipalities' EMO Plans are current and reviewed annually;
- Correlate all activities of those persons and/or organizations involved within the Municipality and designated as the Emergency Management Organization;
- Ensure that a continuous program of training for those named in the local EMO Plan is carried out, by local training classes (once annually) or attendance at training schools;
- Cooperate with Mutual Aid Areas and Saskatchewan Public Safety Agency on all matters pertaining to planning and operations;
- Liaise with local industries, businesses and organizations regarding their emergency management plans and preparedness;
- Provide a strategy and means for public education of emergency preparedness;
- Submit a projected budget to cover costs of emergency management operations within the municipalities;
- Act as advisor to the Municipalities during emergencies, events or disasters;
- Work with the Emergency Operations Centre (EOC) Team and Local Authority when an emergency has been declared and the EOC has been activated. More specifically, these duties would include, but not be limited to:
  - (1) Activate call out of the EOC team members;
  - (2) Assist with the set-up of EOC location;
  - (3) Provide technical assistance about the Emergency Plan, its procedures and resources;
  - (4) Coordinate post-emergency debriefings and preparation of reports;
  - (5) Ensure amendments to the emergency plan are made;
  - (6) Retain documentation of actions and decisions.

**REMUNERATION**

Per Diem: \$250 (for meetings/training exceeding 3 hours)  
\$125 (for meetings/training of 3 hours or less)

Per Hour: \$ 45 (declared emergencies, meeting/training preparation, etc.)

Travel: Provincial travel rate of the day (currently \$0.5482 per km)  
Meals and accommodation reimbursed upon submission of receipts

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**JOB TITLE** Deputy District Emergency Coordinator  
**REPORTS TO** District Emergency Coordinator  
**CREATED** August, 2023

**JOB SUMMARY**

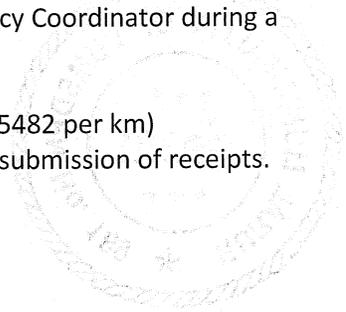
- To provide support to the District Emergency Coordinator as requested by the District Emergency Coordinator
- To assume the role of the District Emergency Coordinator during a declared emergency, if the District Emergency Coordinator is unable to perform his/her role.

**REMUNERATION**

Per Diem: \$250 (for meetings/training exceeding 3 hours)  
\$125 (for meetings/training of 3 hours or less)

Per Hour: \$ 30 (declared emergencies, meeting/training preparation, etc.)  
\$ 45 (if assuming the role of District Emergency Coordinator during a declared emergency)

Travel: Provincial travel rate of the day (currently \$0.5482 per km)  
Meals and accommodation reimbursed upon submission of receipts.



**Town of Lumsden  
Payment Register**

Report Date  
2023-09-27 3:32 PM

Batch: 2023-00158 to 2023-00162

Bank Code: **ConexusGen - Conexus - General Town Account**

Payment #	Vendor	Date	Amount
<b>Computer Cheque</b>			
79	AccessSMT	2023-09-27	95.09
80	Chandler, Mark a/o Bev	2023-09-27	333.00
81	EMSCO Equipment Maintenance & S	2023-09-27	1,038.78
82	Hydro X Services Inc.	2023-09-27	834.64
83	Last Mountain Concrete Product	2023-09-27	2,234.51
84	Lumsden Duck Derby	2023-09-27	2,000.00
85	Lumsden Supermarket	2023-09-27	174.25
86	Maverick Furs & Leather Tannery (20	2023-09-27	7,300.00
87	Mckinnon's Plumbing & Heating	2023-09-27	309.14
88	NAYAX Canada Inc	2023-09-27	20.90
89	Pacific Flow Control Ltd.	2023-09-27	25,601.81
90	Paradise Fireworks	2023-09-27	5,250.00
91	RC Strategies Inc.	2023-09-27	2,000.78
92	Knight Archer Insurance	2023-09-27	1,550.94
93	Steadman, Andy	2023-09-27	3,604.00
94	Thor Mechanical	2023-09-27	704.85
95	Tonka Hydrovac	2023-09-27	2,497.50
96	U.M.A.A.S.	2023-09-27	210.00
97	Lumsden Duck Derby	2023-09-27	1,585.52
Total for Computer Cheque:			57,345.71
<b>EFT</b>			
320	Ashurst, Scott	2023-09-29	30.00
321	Buhay, Joshua	2023-09-29	30.00
322	Danyliw, Cory	2023-09-29	30.00
323	Matheson, Bryan	2023-09-29	165.00
324	Phillips, Rhonda	2023-09-29	165.00
325	Robertson, Jake	2023-09-29	30.00
326	Strickland, Kelly	2023-09-29	30.00
327	Whitteron, Lance	2023-09-29	30.00
328	Big Rock Trucking Ltd.	2023-09-27	1,825.14
329	Canoe	2023-09-27	1,839.96
330	Capital Ford Lincoln Inc.	2023-09-27	359.04
331	Crown Shred & Recycling	2023-09-27	10,838.78
332	Graham's Tire Service Ltd.	2023-09-27	304.92
333	Hach Sales & Service Canada Lt	2023-09-27	3,681.87
334	ICESoft Technologies Holdings Ltd.	2023-09-27	2,220.00
335	Klempp Plumbing And Heating	2023-09-27	252.22
336	Loraas Disposal South Ltd.	2023-09-27	3,866.61
337	McElroy, Gina	2023-09-27	603.99
338	Merkosky, Monica	2023-09-27	9.44
339	Riemer, Alyssa	2023-09-27	14.42
340	Royal Canadian Legion	2023-09-27	55.00
341	Saskatchewan Health Authority	2023-09-27	46.00
342	Swish-Kemsol	2023-09-27	678.99
343	Toshiba Tec Canada Business Sol. In	2023-09-27	362.42
344	Traffic Logix Corporation	2023-09-27	525.00
345	Weed Man	2023-09-27	64.25
346	Westside Refrigeration Inc	2023-09-27	555.00
347	Whitteron, Lance	2023-09-27	271.02

**Town of Lumsden  
Payment Register**

Report Date  
2023-09-27 3:32 PM

Batch: 2023-00158 to 2023-00162

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Payment #	Vendor	Date	Amount
348	Wolseley Mechanical Group	2023-09-27	4,366.97
349	Wood, Tylor	2023-09-27	316.34
		Total for EFT:	<u>33,567.38</u>

Online Banking

--0043	Minister of Finance -Education	2023-09-08	28,264.85
--0044	MEPP	2023-09-15	10,363.08
--0045	SaskEnergy	2023-09-15	1,453.24
--0046	SaskPower Consol.	2023-09-15	12,346.79
--0047	Home Depot, The	2023-09-22	222.36
--0048	SUMA - Group Ins Premiums	2023-09-22	10,806.25
--0049	SaskTel Mobility Cellular	2023-09-22	570.84
--0050	Receiver General (Acct #1)	2023-09-25	18,726.75
--0051	Receiver General (Acct #2)	2023-09-25	1,174.32

Total for Online Banking: 83,928.48

Total for ConexusGen: 174,841.57

Payments Printed: 58





## TOWN OF LUMSDEN

Title: **Sewer Blockage Rebate Policy**

Effective: Resolution 189-01 (*rescinded February 12, 2013*)  
Resolution 75-13 dated February 12, 2013 (*rescinded August 10, 2021*)  
Resolution 2021-293 dated August 10, 2021 (*rescinded September 26, 2023*)  
Resolution 2023-424 dated September 26, 2023

**Policy Statement:**

This policy is intended to guide the application and execution of reimbursement of charges, or a portion of said charges, to clear sewer blockages in sewer service lines in the Town of Lumsden.

**Policy:**

That we hereby agree to adopt the following provisions as it relates to clearing sewer blockages in sewer service lines:

- 1) The Owner/Operator of a business or residence is required to supply video of the problem line after the blockage has been cleared (preferably prior to clearing the blockage, but often this is not possible if the line is filled with water). This video shall be supplied for all blockages where an owner is requesting monetary assistance from the municipality.
- 2) Only tree root problems and structural problems (such as a pipe collapse) are causes for reimbursement. Small sags in the pipeline are not deemed to be cause for blockages and are not eligible for a claim.
- 3) Public Works Staff shall inspect the video, determine the cause of the blockage, and provide a recommendation to Council in accordance with this policy.
- 4) Structural problems within the pipe, on Town Property, are cause for 100 percent rebate of the video invoice up to a maximum of \$250.00 plus applicable taxes.
- 5) The Town will assume responsibility for the cost to repair structural problems from the property line to the sewer main. If the owner chooses to replace service line on their property, that cost will be the responsibility of the owner.
- 6) As tree roots are usually on both sides of the property line, a maximum of 50 percent rebate of the video and clearing invoice will be eligible for reimbursement.
- 7) If the line is blocked with an object that originated from the business or residence, the Town will not be responsible for any of the cost to investigate or repair.
- 8) If no cause is determined by Public Works Staff, Council shall use its discretion, but may refuse any request for full or partial reimbursement.