

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

April 25, 2017 12:30pm

Meeting held at Mayor Wilson Guest Cottage

1. Present

Mayor Wilson, Councillor Sebastian, Councillor Phillips, Administrator Judy Young

2. Agenda

Motion: Sebastian/Phillips to accept the presented agenda. CARRIED

3. Minutes of Sept 6, 2016 meeting

Motion: Phillips/Sebastian To adopt the minutes of Oct 11 /16 meeting. Carried

4. Business Arising from Minutes

a) OCP update: Minor wording changes are required to the OCP. It is not necessary to hold public hearings nor advertise for these changes.

Motion: Phillips/Sebastian That the 2nd and 3rd readings of Bylaw 2016/19 and 2016/12 approved June 29, 2016 be rescinded. CARRIED.

Motion: Sebastian/Phillips That the following amendments be inserted into the OCP Bylaw. CARRIED.

1. Section 3.5 Biophysical Consideration and Hazards is amended by deleting the fifth bullet point in subsection 3.5.1 – Background and replacing it with the following new bullet points:

- As the Resort Village of Lumsden Beach is located on the bank of Last Mountain Lake, certain areas within the resort village may be prone to flooding. The National Topographic System, intended for general purposes, indicates that existing lakefront lots are generally located above an elevation of 500 metres above sea level.

- The existing 1:500 year flood elevation has been established as 493.5 metres above sea level by the Saskatchewan Water Security Agency.

2. Subsection 3.5.2.2 Flooding is amended by adding the following new subsection:

- "Policy (i) In so far as practical, lands below an elevation of 500 metres above sea level shall be zoned for parks and recreation and restricted development in the Zoning Bylaw. The 1:500 year flood elevation is generally illustrated on Map 1 – Future Land Use Concept.

Motion: Phillips/Sebastian That second reading of Bylaw 2017/19 to establish an Official Community Plan for the Resort Village of Lumsden Beach be approved.
Carried

Motion: Sebastian/Phillips That third reading of Bylaw 2017/19 to establish an Official Community Plan for the Resort Village of Lumsden Beach be approved.
Carried

Motion: Sebastian/Phillips That second reading of Bylaw 2017/12 to adopt a new Zoning Bylaw for the Resort Village of Lumsden Beach replacing current Zoning Bylaw 2013/12 be approved. Carried

Motion: Phillips/Sebastian That third reading of Bylaw 2017/12 to adopt a new Zoning Bylaw for the Resort Village of Lumsden Beach replacing current Zoning Bylaw 2013/12 be approved. Carried

- b) Lagoon Update: Associated Engineering has been asked to provide an update of the concept study on cost estimate and future capacity in light of the fact that the Saskatchewan Water Agency will now allow a less expensive facultative style lagoon. AE will seek firm direction from SWA on this lagoon style and provide a final report by fall so the project can go to tender. The land for the lagoon has been purchased.
 - c) Fire Extinguishers. The powder in fire extinguishers needs to be replaced every five years (2018 for RVLB) and pressure tested every 10 years (to be done in 2023)
 - d) Tree Planting. Eight trees have been planted on the beach. Trees in Temple Park have not yet been planted.
 - e) New Signage. Beach No Parking signs and Yield sign for Waite corner have been purchased.
 - f) Loraas will provide a recycling bin for the beach. Costs are \$75 for initial delivery of the bin, \$20/month for the season and \$60/dump. Ross has prepared a notice for residents about what is and is not allowed in the bin, with emphasis on the need to flatten cardboard boxes.
 - g) Next meeting, to be held in the Hall, Ross will provide council with a tour of the filing system.
5. Email votes
- a. **Motion:** Sebastian/Phillips That Judy Young be appointed Administrator of Resort Village of Lumsden Beach. CARRIED
 - b. **Motion:** Sebastian/Phillips To approve the appointment of Cogent Chartered Professional Accountants as the Resort Village of Lumsden Beach auditors for 2016 and 2017. CARRIED

- c. **Motion:** Wilson/Phillips That the Dec 31/16 year-end audit as presented by RVLB approved auditor, Cogent CPA, be accepted and approved. CARRIED
 - d. **Motion:** Wilson/Phillips That the first reading of Bylaw 2016-20 to establish a Code of ethics for Resort Village of Lumsden Beach Council members be passed. CARRIED
 - e. **Motion:** Phillips/Sebastian That the second reading of Bylaw 2016-20 to establish a Code of Ethics for Resort Village of Lumsden Beach council members be passed. CARRIED
 - f. **Motion:** Sebastian/Phillips That the third and final reading of Bylaw 2016-20 to establish a Code of Ethics for Resort village of Lumsden Beach council members be passed. CARRIED
 - g. **Motion:** Wilson/Sebastian That the Resort Village of Lumsden Beach agree with and sign, along with Regina Beach, Buena Vista, Kinookimaw and the RM of Lumsden, the Memorandum of Understanding, as circulated by Regina Beach, for the new Regina Beach Sewage Lagoon. CARRIED
 - h. **Motion:** Philips/Sebastian That the 2017 Schedule of Events be accepted. CARRIED
6. New Business
- a. Method of payment for Administrator. The auditor recommends a change in the way the administrator bills RVLB for service. The present Honorarium system requires the recipient to declare the payment, subjecting it to income tax. Various other ways to bill for service, in order to avoid an income declaration, were discussed.
ACTION: Mayor Wilson will develop some alternate billing methods to consider for next meeting.
 - b. Ross presented the RVLB current financial statement, using the new format.
Motion: Sebastian/Phillips That the April 25/17 financial statement be approved. CARRIED
 - c. Possible Capital Projects. From the list presented, the water treatment facility pump replacement is underway, the ditch improvement will continue as the rock has already been purchased and a new welcome sign for the entry to the beach will be purchased. Regarding the frog pond crossing, it was agreed that Ross will get some quotes for materials, then will speak with the RM and Buena Vista to develop a plan for improvement. This will likely involve contouring the land to create more gentle slopes down to lake level and adding fill and culverts to prevent future erosion. The other priority item of note was a survey to establish Block Corner Pins. This is important for future buyers to qualify for a mortgage. All other items were not considered a priority at present.

- d. Lagoon Financing Plan tabled to next meeting.
 - e. Budget 2017. Council reviewed the budget as presented and made several adjustments. The Mill Rate was set at 1.71.
Motion: Phillips/Sebastian That the 2017 RVLB budget be approved. CARRIED
 - f. Oath of office forms have been signed and sealed.
 - g. Variance requests tabled to next meeting.
 - h. Emergency Measures Plan tabled to next meeting
 - i. Repeal of Bylaws tabled to next meeting
 - j. Street lights. Aaron Barlow has tabled his visual audit of the streetlights for Council's reference. Mayor Wilson proposes that if the lights were turned off for the non-resident season, a little money will be saved and energy conserved. This will be raised at the July 1st ratepayers meeting to see what is the will of the cottagers.
 - k. Canada 150 project. The History committee is hard at work sorting through decades worth of material.
 - l. Lumsden Beach Cookbook. Administrator Young tabled a business plan for this project. Shaylee Booty and other volunteers will elicit recipes from residents during May, with a plan to have material camera ready and printed during June, ready for sales, initially via the Lumsden Beach store, on the July 1st weekend. Upfront printing costs have been budgeted for, to be covered by RVLB. Expected revenue from the project is \$1500 with an estimated \$860 profit. Council agreed that RVLB will match profit realized, with funds earmarked for beach play equipment.
 - m. New Map. Mayor Ross shared a revised map that reflects changes to property ownership, water lines, valves and drains, location of streetlights, etc. Council is asked to have a look and see if there is anything to add or change.
7. Next Meeting Date to be decided
8. Adjournment

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

May 26, 2017, 2 pm at the Community Hall

Present – Mayor Wilson, Councillor Sebastian, Councillor Phillips, Administrator Young

1. Agenda

Motion: Phillips/Sebastian to Accept the Agenda. Carried

2. Minutes of April 25, 2017 meeting

Motion: Sebastian/Phillips to adopt the minutes of the April 25, 2017 meeting

3. Business Arising from Minutes

a) OCP - Ross and Judy have completed the signing and notarizing of the final document and it has been resubmitted for (hopefully) the final time.

b) Administrator Payment system – tabled

c) Variance requests

Motion: Phillips/Sebastian to approve the variance request for the new deck at the Wilson cottage. Carried

Motion: Sebastian/Phillips to approve the Don Reeves variance application to install a larger holding tank requiring a portion of the tank to be located on the road allowance and some additional excavation work. Carried.

d) Repeal of bylaws. Tabled

4. New Business

a) Finances – Statement updated and reviewed at this meeting. Taxes revenue will hopefully cover the 1st Education Tax payment due June 10. If needed Mayor Wilson will use the \$10,000 term deposit to cover. Zane Fuessel has been hired to work 1 day/week.

b) Lagoon Financing Plan – Discussion was held re: fairness options for charging ratepayers. Ross will circulate to council a draft proposal which will then be sent to ratepayers for their input at the July 1 ratepayers meeting.

c) Emergency Measures Plan – Ross tabled a draft plan for council’s perusal and a draft bylaw (#21-2017). Council will give feedback on any wording/editing needed to the Plan. Wording in the bylaw to change from the term “Management” to “Measures” in points 1, 5 and 6.

Motion: Sebastian/Phillips to Approve 1st reading of Bylaw #21-2017 establishing an Emergency Measures Plan. Carried.

- d) History Project Update – The committee is preparing a display for the hall for the July 1st weekend, to be set up also for the August long weekend. Peter Phillips has volunteered to update the LB blue book.
- e) A written road maintenance agreement with the RM of Lumsden is in the works, including grading frequency.
- f) Frog Pond Crossing. Some initial pricing of materials has been undertaken. Next, Ross to contact Lumsden RM and Buena Vista.
- g) Construction without permits. At present no permit required for small construction, therefore communication with council should be required for new structures under 100 square feet. Discussion was held re: problems that can arise in these situations e.g. property line or water line conflicts.
It was agreed that residents should be required to check with Council for all planned construction to prevent issues from arising. Need to revise the Zoning Bylaw.
- h) Landslide Update – The burned buildings have been cleaned up. Engineers will be coming to consult re possibility of re-opening the old trail.
- i) Bylaw Commissionaires. This group offers a fee for the service of assisting municipalities/villages to draft and amend and enforce bylaws. It is not expected that RVLB would use this service, but it is available to us.
- j) Road dust control. Mayor Wilson continues to communicate with the providers to secure an agreement for our village at a reasonable cost.
- k) A Rock. Sebastian informed council that a large rock off the shore has caused propeller damage to boats in the past. We should try to locate it again and mark it with a buoy so boaters can avoid it.
- l) Mayor Wilson provided council members with orientation to the files and other materials housed at the store.

5. Next Meeting – Friday June 30, 2 PM in the Hall.

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

June 30, 2017, 2 pm at the Community Hall

Present: Mayor Wilson, Councillors Sebastian and Phillips, Administrator Young

1. Agenda: Motion Phillips/Sebastian to adopt the agenda as presented. Carried
2. Adoption of Minutes of May 26, 2017. Motion Sebastian/Phillips. Carried
3. Business Arising
 - a) Email vote - Motion Phillips/Sebastian - That RV of Lumsden Beach sign and submit the Chown Street Road Agreement with the RM of Lumsden. – Carried
 - b) Administrator Pay - A draft policy was submitted for Council's review and tabled until the next meeting
 - c) Repeal of Bylaws:
 1. Motion Wilson / Sebastian That Bylaw 2013/12 - Zoning and Bylaw 2016/19 – Official Community Plan be repealed. Carried
 2. Motion Wilson / Phillips That due to previous approval processes dealing with the creation of an Official Community Plan and associated Zoning regulations, Council hereby waives the need for time delays between 1st, 2nd and 3rd reading of the recently approved by provincial government, Bylaws dealing with the Official Community Plan and Zoning. Carried
 3. Motion Sebastian / Phillips That Bylaw 2017/12 – Zoning be approved. Carried
 4. Motion Phillips / Wilson That Bylaw 2017/19 – the Official Community Plan of the Resort Village of Lumsden Beach be approved. Carried
 - d) Lagoon Financing Plan – Council reviewed and approved the proposal to be put before cottage owners at the Annual Ratepayers Meeting July 1st.
 - e) Emergency Measures Plan - Motion Wilson/Phillips That bylaw 2017/21 – A Bylaw to Establish an Emergency Measures Organization having received 2nd and 3rd reading be approved. Carried
 - f) Frog Pond Beaver Dam crossing - Buena Vista and the RM of Lumsden have developed a plan to construct a metal bridge, costing \$15 - \$16,000. To date, \$11,500 has been raised. The town of Regina Beach is being approached to make a contribution.
 - g) Development Permit Requirement - Council discussed the value of requiring a permit for ALL construction, no matter how small, to ensure that the placement of buildings, sheds etc does not encroach on water or other property lines or cause a conflict with neighbours. No final decision made.

h) Landslide/shoreline Update – Allan Kelly, geotech of Clifton and Associates assessed the shoreline and believes the bottom 2/3 of the slide has stabilized enough that a path across can be re-established. No dirt will be removed or added, just a smoothing out, following the natural contour of the land. The plan is to go ahead with this in 2017.

4. New Business

- a) Financial Statement - Mayor Wilson Reviewed the June 30th financial statement with Council. All is in order.
- b) Taxation Update - All special levy payments except one, have been received.
- c) Letter from Grigg/Mitchell requesting that 2017 service fee be waived – Council decided against waiving the fee. The Administrator will send a response letter.
- d) Annual Ratepayers Meeting Preparation – Mayor Wilson reviewed the agenda items ~~with us~~ and related discussion took place.
- e) Cookbook. A message was received that the cookbooks will hopefully be ready by the July 8th weekend.

5. Next Regular Meeting – to be held in late July

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

July 27, 2017, 7 pm at the Community Hall

Present: Mayor Wilson, Councillors Sebastian and Phillips, Administrator Young

1. Agenda: Motion Phillips/Sebastian to adopt the agenda including the verbal additions. Carried
2. Adoption of Minutes of June 30, 2017. Motion Sebastian/Phillips. Carried
3. Business Arising
 - a) Expense Reimbursement Policy – Motion Sebastian/Phillips that the policy as previously circulated be adopted. Carried
 - b) Frog Pond Crossing bridge - Fundraising goal for this project has now been reached. Work to be done by Buena Vista and RM of Lumsden staff, likely in September. Motion Sebastian/Phillips that the Resort Village of Lumsden Beach contribute \$1500 to the Frog Pond Bridge Project. Carried
 - c) Development Permits - It was agreed that Councillor Sebastian will present to Council a rewrite the Official Community Plan Development section to include a requirement that any resident undertaking any building or excavation work on their property must seek approval for the work from Council.
 - d) Grigg/Mitchell Correspondence - There has been no reply to the letter sent requiring that the 2017 service fee be paid.
 - e) Cookbook – If the cookbook cannot be available for a sales table at the upcoming Pork on a Bun event, Administrator Young is to request that publication be deferred to 2018, when there is a better likelihood that sales revenue will offset costs within the same fiscal year.
4. New Business
 - a) Financial Statement – This was reviewed and all is in order. To avoid late payment penalty, Mayor Wilson sought and received council approval to forward Education Tax of ~~\$2,382~~ owed by the property that is in receivership and which RVLB will not receive until December.
 - b) Taxation Update - All residents have now paid their taxes (excepting the property in receivership)
 - c) Annual Ratepayers Meeting Follow-up - Discussion held re: audience comments. No follow up required.
 - d) Beach Parking – Hot weather has led to a surplus of vehicles in the parking area and problem parking as a result. We are experiencing an increase by non-residents. It was concluded that there is not much that can be done except to remind residents that an able-bodied driver could drop off passengers, then return their vehicle to their cottage.
 - e) Road signage – A new sign for the top of the hill could possibly include a message about “beach for use by residents only”. Mayor Wilson will explore what other beaches do in this regard. The new sign could include a message about the 2018 100th anniversary of the Incorporation of Lumsden Beach.

- f) Fire Ban – It was agreed that due to extremely dry conditions, a fire ban will be instituted until further notice.
 - g) Lagoon – Motion Sebastian/Phillips that RVLB forward our \$9000 plus interest share now toward the land purchase to avoid additional interest charges.
 - h) Landslide Path – Two days of work have taken place with several culverts installed. Tree/bush clearing beyond the slide has begun. Final grading will continue shortly.
 - i) Summer staff – One summer student off work with an injury. There is less work for staff due to dry conditions eliminating the need to mow and trim.
5. Next Meeting – To be decided, later in August.

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

August 31, 2017, 7 pm at the Community Hall

Present: Mayor Wilson, Councillors Sebastian and Phillips, Administrator Young

1. Agenda: Motion Phillips/Sebastian to adopt the agenda including the verbal additions. Carried
2. Adoption of Minutes of July 27, 2017. Motion Sebastian/Phillips. Carried
3. Business Arising
 - a) Development Permits – Councillor Sebastian presented the following Motions (circulated after the meeting) to amend the Bylaws pertaining to development permits.

For First Reading by council at the next meeting:

Motion Sebastian/Phillips: That the Resort Village of Lumsden Beach amend Zoning Bylaw 2017-12 clause 3.2.2 by deleting causes 3.2.2.4, 3.2.2.5 and 3.2.2.6 thereby requiring a Development Permit to be issued for all large or small changes in order for Council to be aware of all development activities within the village.

Motion Sebastian/Phillips: That the Resort Village of Lumsden Beach waive the fee for any and all Development Permits and that the fee for a Building Permit be increased from \$70.00 to \$100.00.

- b) Cookbook Update – 57 of 60 cookbooks have now been sold for a profit of over \$600.
 - c) Signage for beach parking and entry to village – tabled to next meeting
4. New Business
 - a) Financial Statement and Projected Actuals to Year End – council reviewed the statements of Village finances presented by Mayor Wilson. All is in order.
 - b) Ditches, Culverts and Roadwork. Mayor Wilson reviewed the work that will be undertaken this fall, in particular the steep section of Martin Avenue.
 - c) Future storage – A 10X16 storage shed has been donated to RVLB and will be placed beside the garage. Mayor Wilson proposed adding a lean-to to the Hall to store the games tables that have been donated. No decision reached.
 - d) Safe Deposit Box contents have been viewed; discussion of whether to keep the SDB or not will follow once Mayor Wilson has gone through the items more thoroughly.
 - e) Koester Road Agreement – The 25 year legal agreement between the Koester family and the Resort Village of Lumsden Beach that acknowledges the road running across the Koester lot has expired. Charlie Koester is of the view that no new legal agreement is necessary. These

minutes acknowledge that the Koester double lot is bisected by Hindson Street and that the size and direction of Hindson Street will remain as is.

- f) AED – Further discussion took place about purchasing this machine. Questions were discussed: where it should be placed (general consensus was by the hall/store), whether it should be in a locked container (no, as access to the key would be problematic given that the device is for use in an emergency) and training for use (yes, good idea to offer a workshop for any interested residents). Budget for 2018 will include this item.
- g) Insurance questions – Mayor Wilson received answers to some questions about insurance coverage: 1) AED device – if it is vandalized or stolen while in an unlocked box, it WOULD be insured.
2) Injury on public trails, walkways and stairs could lead to liability only if it was shown that the property owner or the municipality were negligent with the care and maintenance of such areas.
- h) History Committee Recommendations – The viewing of material over two long weekends was very well received. The committee is preparing recommendations for what to do with the material. Brian Johnson has volunteered to scan/digitize some documents.
- i) One-hundred-year anniversary of Village Incorporation 2018 - Discussion took place about what, if any celebration might be planned (e.g. a reunion weekend). Any special event would require volunteer help so it was decided that an email to Residents asking for volunteers would be sent to see if there is interest. Peter Phillips has received good initial input from folks regarding the Lumsden Beach History Book, 2nd edition.
- j) Quill Lakes area water diversion. Questions raised about new Government proposals to divert water into Last Mountain Lake. Councillor Phillips will inquire with the Government of Sask about their intentions and share concerns raised in the Last Mountain Lake Stewardship Group's recent email of August 25, 2017.
- k) Fire ban to be re-instituted.
- l) Beach parking. Discussion about possible issuing of parking tickets. Overall plans re parking, signage, tickets, controls, etc. to be continued discussion.
- m) Marvin Boat House – Council turned down a request from Neil Marvin to erect a storage shed on his boat house platform and place a boat lift in front. Councillor Phillips will follow up with Neil to let him know that he can be given a designated spot at Parcel B where he can place a lift and shed OR he can rebuild his boathouse.

5. Next Meeting to be held early October.

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

October 5, 2017 2 pm at the Wilson Guest Cottage

Present: Mayor Wilson, Councillors Sebastian and Phillips, Administrator Young

1. Agenda: Motion Phillips/Sebastian to adopt the agenda with the addition of road grading (5i). Carried
2. Adoption of Minutes of August 31, 2017. Motion Sebastian/Phillips. Carried
3. Business Arising
 - a) Quill Lakes follow-up. Councillor Phillips reported that he has not received a response from government to his inquiries as to their position regarding the latest study on options for dealing with high water levels.
 - b) First and second reading of the following Motion occurred through unanimous email vote September 2, 2017.

Third Reading: MOTION: Sebastian/Phillips - That the Resort Village of Lumsden Beach amend Zoning Bylaw clause 3.2.2 by deleting causes 3.2.2.4, 3.2.2.5 and 3.2.2.6 thereby requiring a Development Permit to be issued for all development large or small for the village to be aware of all development activities within the municipality. Carried.
 - c) Village Signage. Tabled until next meeting
 - d) Safe Deposit Box Contents. Mayor Wilson sorted the contents into 3 categories: documents to be kept, documents that are not needed but have historic interest and documents that are obsolete. Questions raised about whether the box is still needed and if so to move it to Conexus Lumsden Branch. No decision reached.
 - e) Marvin Boat House. Councillor Phillips has not yet spoken to Neil Marvin. Item tabled to next meeting.
 - f) Councillor Sebastian briefed council on the latest news re: Associated Engineering's design options for the new lagoon.
 - g) 2018 Centennial Projects. Due to lack of volunteer response, no special activities are planned. Mayor Wilson noted that 2014 was the last year for LB shirts so that we might consider issuing something again, golf shirts being an option rather than t-shirts.

4. Email Decision re: Lagoon Land Purchase Agreement
MOTION: Wilson/Sebastian – That the Resort Village of Lumsden Beach pay the Town of Regina Beach \$9,280.72 for the Lumsden Beach share of the purchase of land for the new lagoon having received written confirmation that the funds would be returned if for any reason the project does not take place. Carried.
5. New Business
 - a) Financial Update. Mayor Wilson reviewed the state of Lumsden Beach finances. All is in order.
 - b) The Recreation finances statement was reviewed showing net revenue in 2017 of \$1,438 with \$710 being profit from the sale of the Cookbook.
 - c) Staff Payment report. Preliminary discussion took place regarding pay for beach staff for next year.
 - d) Waste management Report. Cost for recycling through Loraas has been offset by the reduced volume of garbage.
 - e) Projected Year End Finances. As predicted, the balance sheet will show a small deficit due to our first payment for the lagoon.
 - f) MOTION: Sebastian/Philips - That the Resort Village of Lumsden Beach wave the fee for all Development Permits such that the fee schedule is revised to a zero fee and that the fees for a Building Permit be increased from \$70.00 to \$75.00 per permit. Carried.
 - g) Block/Lot surveys. Having Block Pins established would be very helpful and necessary for a cottage owner to then get an individual survey, should they desire or need one. This will be considered as a possible budget item for next year.
 - h) Regina Beach Fire Dep't. There are 14 volunteers, a number who are new. Several paid a visit to the beach and drove the roads, seeking information about the location of large propane tanks, water sources and keys for gates as well as contact phone numbers.
 - i) Road grading. Councillor Sebastian raised this issue. Advice was to phone the RM directly with concerns.
- 6) Next Meeting (Budget) – To be held late April 2018