

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

APRIL 21, 2011 – 1:00 pm

1. PRESENT

Cliff Terry, Glen Clements, Bert Sebastian, Ross Wilson

2. AGENDA

Motion-Clements/Sebastian To approve the Agenda as circulated.

3. PAST MINUTES

Motion-Sebastian/Clements To adopt the Minutes of September 17, 2010 as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- a. Entry Road Renovations – C. Terry updated on discussions with the RM of Lumsden. No final plan in place at this time. C. Terry to continue negotiations with the intent of working towards upgrades (rebuilding and increased gravel) sometime in 2011. A grant has been received to work with the RM of Lumsden to complete this work.
- b. Jeff Bell Cottage Construction – Updates were provided on the work done by the new contractor in late fall of 2010 after the Council letter was submitted to J. Bell. No work has continued this spring. R. Wilson to inform J. Bell of the need for a 2011 permit to continue completion of the work and the need for an additional permit if work on the septic tank and cistern is to go ahead.
- c. Shoreline Transfers – R. Wilson updated how 2010 Shoreline Fees were moved to the Shoreline Account, but no transfer of fees from Shoreline Account to operating took place to cover the expense of new sand put on the beach.

5. CORRESPONDENCE DECISIONS

Council was in agreement with decisions and actions taken since the last Council Meeting including; administrative changes to the type of Chequing account and Term Deposits, the decision to activate the pay phone from May 20 to September 20 – 4 months @ \$75/month, and to approve the G. Clements building permit for the addition of a portable garage.

6. NEW BUSINESS

- a. Motion-Sebastian/Clements To receive the 2009 and 2010 audited statements as handed out
- b. Motion-Clements/Sebastian To re-appoint Glen Graham Dean as the Lumsden Beach auditors for 2011.
- c. Motion-Sebastian/Clements To receive the financial statement for the period January 1, 2011 to April 18, 2011 as handed out.
- d. 2011 Insurance – Council agreed to renew the general insurance (building, contents, vehicles and recreation equipment) with Dusyk and Barlow as per the invoice and insurance package received.
- e. Summer Staff – C. Terry reported on likely staff members for 2011. Their names and hourly rate of pay are: Mickey Eberts (\$14), Fred Buchanan (\$11) and Dustin Garvin (\$10.50).

- f. Calendar of Events – Council, due to conflicts with Rider games and potential loss of attendance and revenue, decided to move Sports Day to the third Saturday of July and Beef on a Bun to Friday night, July 29. These changes from normal dates are for 2011 and will be reviewed after the fact.
- g. Administrator Costs – R. Wilson submitted recommendations regarding administrative office and personnel costs including; postage/supplies, telephone/internet use and administrator payments including expenses such as a printer, scanner and gas mileage. Council approved the recommendations and included them in the 2011 budget.
- h. Correspondence
 - i. Contact With properties of Concern – R. Wilson reported on letters sent to three properties (Lytle, Hudy, A. Garvin). None of the properties have responded. Council agreed to wait to see if there is any corrective action taken this spring/summer.
 - ii. Brian Johnson Email re Roads – C. Terry reported that he intends to extend the culvert where run off enters Temple Park to alleviate the erosion occurring under the roadway at that point. C. Terry will have a look at the intersection referred to in the correspondence to determine if any maintenance can occur.
 - iii. Judy Buchanan Track Fee – Council agreed to refund the 2010 track fee charged in error and will take the \$25 from the Shoreline Account.
 - iv. 2011 Census – R. Wilson reported on the Federal Census about to occur in May 2011. R. Wilson will work with the census taker to ensure all full time residents are contacted. There will be a drop in total number of residents, which will affect future grant submissions.
 - v. 2011 Provincial Election – Brian Johnson has agreed to work with the provincial enumerator to ensure all residents are enumerated and provided the opportunity to vote in the November 2011 provincial election.
- i. Budget Preparation/Mill Rate – Council laid out it's five year Capital Works plan and then prepared a balanced budget for 2011 with a Property Mill Rate of 13.14. The Provincial Government has set the Education Mill Rate at 9.51. R. Wilson is to send the 2011 Tax Notices and to follow up with Tax Receipts upon receipt of payment.
Motion-Sebastian/Clements To approve the 2011 Budget as circulated by R. Wilson.
- j. Street Signage – B. Sebastian is to prepare a plan including costs for the potential installment of street signs and cottage/house numbering.
- k. Sherwood Co-op Rebate – R. Wilson to investigate whether a rebate was due for purchases made in 2010.

7. ADJOURN (3:15 pm)

COUNCIL MEETING BACKGROUNDER

1. Jeff Bell Cottage

At Council's direction, a letter was sent to Jeff Bell expressing concerns with the quality of construction based on written input from Des Silver. Since that time a new contractor was hired, internal construction changes made, the facility was closed in, some back filling took place around the base, and electrical and water hook ups initiated. No work has taken place since last December.

2. Shoreline Transfers

Boat House, Tracks and Lift fees collected along with 2010 taxes have been transferred from the Chequing Account to the Shoreline Savings Account. No transfer of funds from the Shoreline Account to the Chequing Account for the 2010 purchase of sand for the beach has taken place as interest was earned over the winter.

3. SaskTel Pay Phone

The pay phone is to be connected May 20 to September 20 – 4 months @\$75/month = \$300

4. Properties of Concern

At the direction of Council, letters were sent to three Lumsden Beach cottage owners (S. Lytle, C. Hudy, A. Garvin) expressing concerns with the condition of their building and/or property. The letters asked that the owners contact the administrator to confirm receipt of the letter and also laid out a May 9, 2011 deadline for repairs/upgrades to take place. None of the three owners has made contact and I don't believe any work has been done.

5. Census

In 2001 the official Census population of Lumsden Beach was zero. In 2006 it rose to 40. Attempts to find out how that number was determined have come up empty. The next federal census occurs in May 2011. The number is significant to Lumsden Beach as it is used as the multiplier in determining the annual provincial operating grant as well as grants such as the Federal Gas Tax grant. The census package is supposed to be delivered to every residence in Canada. The occupants of the residence are to fill out the Census based on their primary residence and to include all who live at that residence. Council needs to maximize the numbers who claim Lumsden Beach as their primary residence.

6. Provincial Election

Brian Johnson has agreed to be the local contact to meet with the provincial enumerator in determining primary residences with eligible voters in preparation for the November election.

7. Revenue Possibilities

The following are things to possibly consider in terms of generating revenues beside basic property taxes:

- Grants – To apply for anything that we are eligible for, but many are tied to major construction/development and require local dollar input.
- Building Permits – The rate has been \$25/permit for at least 7 years. Could be increased.
- Recreation/Social Fees – To date the philosophy has been to run summer events at a break even or slight profit. Could consider charging to turn a profit.
- Water Fees – The rate was \$70/cottage in 2007 & 2008 and then \$90/cottage in 2009 & 2010.
- Boathouse Fees – The rate has been \$50/boathouse for at least 7 years. This could be increased for each of 28 boathouses to \$75 or \$100/boat house. There are three boathouses of double size with two sets of tracks and housing two boats. To date they have been charged as one boathouse. Using 2010 Mill Rates as an example and actually taxing the boathouses. Here are the minimum and maximum amounts that owners would be charged:
Lowest - \$1000 value – Taxes = \$16.26 / Highest - \$16,000 value – Taxes = \$260.07
- Track/Lift Fees – The rate has been \$25 each for at least 7 years. This could be increased if boathouses are increased. The number of these has been between 5 and 10/year. There has been no charge for row boats, paddle boats, canoes, kayaks and sail boards.

8. Administrator Expenses

In 2010 the administrative position was paid a salary of \$3500 as well as \$600 towards phone/internet (\$50/month x 12). Postage and Supplies came in at \$335. Lumsden Beach also has an agreement with CanWan, in exchange for their tower beside the pump house, to provide one internet service free. Wendy did not want this service at the lake so Glen and Ross each installed CanWan internet service and split the cost of the additional service.

Having now managed the administrator position for the past 8 months, I have come to the conclusion that we are not paying enough, as there is a lot of work involved. Most of it is paperwork, but very time consuming. My cell phone (I have no land line at the cottage nor in Saskatoon) costs me ~\$80/month and my internet service costs \$35/month in Saskatoon and another \$35/month for 5 months at Lumsden Beach. While running the store and going through all the historical files at the store, I would like to purchase a low end scanner to scan papers and reduce the amount of storage. I would like to purchase a printer for use at the beach as I do not have one there. It would be good to have internet service at the store so that I can conduct beach business in down times. I will have to incur travel costs to go to Lumsden to deposit tax money as it comes in over the summer months and to Regina for beach business. Postage and other supplies should be paid for as per receipts.

I suggest the following for the 2011 budget:

Postage/Supplies	\$350
Phone/Internet (\$60/month)	\$720
Salary	\$5000

* salary to cover the cost of purchasing a printer, scanner, store internet and gas mileage.

RESORT VILLAGE OF LUMSDEN BEACH

ANNUAL MEETING MINUTES

JULY 2, 2011 – 10:00 am

1. PRESENT

Mayor Cliff Terry, Councilor Bert Sebastian, Administrator Ross Wilson and ~ 35 cottages representatives.

2. C. Terry brought greetings on behalf of Council and provided a verbal update on the following:
 - The high lake water levels.
 - Roadwork done to date and still to be completed including the main entrance road and the road above Temple Park.
 - Staff employees for 2011 including Mickey Eberts, Fred Buchanan and Dustin Garvin.
 - The operation of the store in a significant year to determine the future of the store.
 - The financial statements comparing past years (2008-2010) to the 2011 budget. The Municipal Mill rate remained the same as 2010 while the Education Mill Rate declined. Reference was made to contingency funds being put away for future major purchases, i.e. a tractor and/or truck.
3. The future condition of the beach is unsure at this time. The receding of the water will take considerable time. A planned volunteer clean up of the beach shoreline will occur in the near future.
4. C. Terry reported on the results of the well water testing. A Provincial report was made available indicating all is well.
5. B. Sebastian brought a reminder of the need for building permits if construction is going to change the shoeprint of an existing building or if new construction over 100 sq. ft is planned or if a septic tank is being installed. Permits can be obtained from Councilor Clements.
6. B. Sebastian reviewed the recreation/social events planned for 2011. Due to the high water levels the lake swim is cancelled at this time. Sports Day will take place on the golf course and Beef on a Bun will occur on a Friday night rather than a Saturday.
7. R. Wilson provided an update on the new auditor, a computerized accounting program and the reorganization of the Conexus bank accounts. Reference was made to Tax Notices and the fact that 85 of 88 cottages are now on the Lumsden Beach email system.
8. The floor was open for questions/comments with responses provided by Council when possible:
 - Individual boathouse owners will need to contact Sask Power on their own when they are ready to be reconnected.
 - Ownership of the beach may be a non-issue with the high water mark coming within 50' of the center of the old railway line. The Federal Government owns the lake water and land beneath the lake. The former CPR right of way has been turned over to the municipality as Public Reserve.
 - The agreement with the owner of the CanWan tower near the pump house is to provide two free Internet connections to Lumsden Beach.
 - With the lack of a beach it was encouraged to have the Hall open more for activities. The possibility of having a screen donated and installed was discussed.

- Discussion took place re the height of tree growth on municipal owned land and the potential to block cottage views of the lake.
- Positive comments were heard about holding the annual fireworks display on the golf course rather than the beach.
- Requests were made to maintain the old CPR rail bed for walkers, joggers and bicyclists in both directions and to see what could be done for washed out areas where culverts used to exist.
- All dog owners were asked to be responsible and clean up after their dogs especially on roads and walkways.

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

JULY 30, 2011 – 1:00 pm

1. PRESENT

Cliff Terry, Glen Clements, Bert Sebastian, Ross Wilson – Guest – Darryl Zummack

2. AGENDA

Motion - Sebastian/Clements/ To approve the Agenda as circulated.

3. PAST MINUTES

Motion - Sebastian/Clements To adopt the Minutes of April 21, 2011 as circulated and receive the July 2, 2011 Minutes of the Annual Ratepayers Meeting.

4. BUSINESS ARISING FROM THE MINUTES

- a. Entry Road Renovations – C. Terry updated on discussions with the RM of Lumsden. The plan now is to add more gravel in the fall and continue to grade to achieve a crown down the middle.
- b. Shoreline Expense Transfer – Funds spent in 2010 adding sand to the beach are to come from annual operations. It was agreed to transfer funds from the Shoreline Account to operating funds to pay for the sand bags and sand purchased to mitigate the 2011 flooding around boathouses.
- c. Correspondence with Hudy, Lytle and A. Garvin – R. Wilson updated on email response and initial work conducted by Hudy and on telephone conversations with A. Garvin getting a price to have the stairs and deck repaired. There has been no response from Lytle. It was agreed that R. Wilson would make further contact with S. Lytle.
- d. Street Signs (Sebastian) – Tabled
- e. Sherwood Co-op Rebate – R. Wilson reported that the accounting department indicated there was no rebate for Lumsden Beach. R. Wilson is to inquire further as to why not.

5. NEW BUSINESS

- a. 2011 Finances To Date – R. Wilson circulated a financial statement as of July 30, 2011 and reviewed any numbers with significant variance to the 2011 Budget. R. Wilson is to review the CPP and EI staff payments to ensure they are correct.
- b. Outstanding Taxes – R. Wilson reported that five 2011 property taxes remain unpaid (Bell, Olyniuk, P. Wake, M. Garvin, A. Garvin). All have confirmed receipt of the 2011 Tax Notice. Penalties for late payment will be sent out beginning at the end of August.
- c. Zummack Correspondence – Council discussed options regarding the request of D. Zummack to either purchase a portion of Block 5/Lot 4 where the road runs or to close the road so he could develop it. D. Zummack joined the meeting providing explanation. Council offered to purchase the road portion of the lot for \$4000 plus handle all costs of working with Land Titles to make the change of ownership official. D. Zummack indicated he would consider the offer.

NOTE: D. Zummack later that day accepted the offer.

- d. Beach Repair and Maintenance - Council discussed the possibility of adding sand to the shoreline as a temporary solution to the flooding, but decided against doing so. The staff will continue to work on maintaining the beach for limited use.
- e. CPR Rail Bed Maintenance – Council discussed the possibility of working on the trail South of Lumsden Beach, but no decision was taken.

- f. Church Camp Correspondence – R. Wilson made reference to the past email response that he sent to the Church camp and then made Council aware of a letter received that morning from the Church Camp lawyer. Council discussed the issue. C. Terry is to get information from the Dusyk and Barlow, the Lumsden Beach insurer, whether the liability portions of the insurance coverage include the swimming area and also to receive a quote to change the liability insurance from \$1 million to \$2 million. R. Wilson is to circulate to Council DFO's description of the boundaries between shorelines and waterways.

7. ADJOURN (11:00 am)

RESORT VILLAGE OF LUMSDEN BEACH

COUNCIL MEETING MINUTES

SEPTEMBER 17, 2011 – 9:00 Am

1. PRESENT

Cliff Terry, Glen Clements, Bert Sebastian, Ross Wilson

2. AGENDA

Motion - Sebastian/Clements/ To approve the Agenda as circulated.

3. PAST MINUTES

Motion – Clements/Sebastian To adopt the Minutes of July 30, 2011 as circulated.

4. BUSINESS ARISING FROM THE MINUTES

- a. Entry Road Renovations – C. Terry reported that the main road would be having work done in the next couple of weeks. The gravel is to be removed, add 3-4” of base material to regain a crown, packing and then replacement of the gravel.
- b. Property Repairs – The A. Garvin property has been repaired as requested. The C. Hudy property has had some work done and more is to be completed this fall. No work has taken place at S. Lytle’s property. R. Wilson is to contact S. Lytle.
- c. Street Signs – Tabled
- d. Sherwood Co-op Rebate – R. Wilson reported that there is no rebate program for businesses or municipalities, only for individuals. There is a discount program with fuel. Currently there is no discount for hardware purchases just a credit limit.
- e. Zummack Property – R. Wilson reported on the process of sub-dividing an existing lot. Quotes obtained from Survey Companies ranged from \$2700 to \$5000, but not sure that the quotes cover the same items. The process must go through Community Planning, which will take 6 – 8 months after the survey work is completed. R. Wilson is to firm up the quotes and proceed with getting the survey work done. D. Zummack is aware that the process will take some time and his payment will be made when the paperwork process is complete.
- F. Church Camp Correspondence – R. Wilson updated that there had been no written response to the letter sent by Council to the Church Camp lawyer. C. Terry reported that a Church Camp representative had come to his cottage and that after much discussion it was agreed to hold a joint meeting of Council and the Church Camp in April or May of 2012.

5. NEW BUSINESS

- a. 2011 Finances To Date – R. Wilson circulated a financial statement as of September 16, 2011. Actuals compared to Budget were reviewed with all in order. Any decisions to transfer funds re the Shoreline Account and/or the planned contingency will take place near year-end based on the cash flow situation at that time.
- b. Outstanding Taxes – R. Wilson reported that three 2011 taxes have not been paid (J. Bell, T. Garvin, B. Olyniuk). A second notice including penalties was sent on September 1, 2011. Council asked R. Wilson to determine if there is a lean on the J. Bell property.
- c. Recreation Finances – R. Wilson circulated a financial statement summarizing the revenues and expenses associated with the operation of the recreational/social events during 2011. A modest profit existed.

- d. Boathouse Future – Council discussed the future possibilities re boathouses and the affect of the 2011 flooding. Some boathouses are completely destroyed, some partially and some had little damage. The following was agreed to:
- * The land where the boathouses are built is not owned by the individual boathouse owners or by the municipality.
 - * All boathouse sites would continue to be taxed \$50 in 2012 whether there is a boat house there or not.
 - * In order to rebuild a boathouse a building permit would be required and construction must meet Canadian Building Standards.
 - * If there is no intent to rebuild on a site within an acceptable time frame then the municipality will determine what happens with that site with seniority being a major consideration.
 - * Current site owners may sell their site, but the buyer must be an existing Lumsden Beach ratepayer who owns an existing cottage/home.
- e. Lumsden Beach Store – Council discussed the future operation of the Store. It was agreed that the first step is to determine if there is interest by anyone to operate the Store. R. Wilson is to send an email indicating that a new operator is being sought and that there is no rent or utility expenses. Interested individuals can contact R. Wilson for detailed information re suppliers, volume of sales, etc. learned from the 2011 operation of the Store.

7. ADJOURN (10:30 am)