



THE TOWN OF  
L U M S D E N



RURAL MUNICIPALITY OF  
L U M S D E N  
NO. 189

**Joint Administration Committee Meeting  
August 29, 2017**

**Call to Order**

The Joint Administration Committee convened their meeting in the Council Chambers of the Lumsden Municipal Office, on Tuesday, August 29, 2017 and CAO Darcie Cooper called the meeting to order at 7:02 p.m..

**Present:**

Reeve: Kent Farago  
Mayor: Bryan Matheson  
RM Councillor: Ian White  
Town Councillor: Byron Tumbach  
Chief Administrative Officer: Darcie Cooper

**Absent:**

Chair & Town Councillor: Wes Holobetz  
RM Councillor: Charlene Richmond

**Appoint Chair**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Tumbach

"That, in the absence of Chairperson Wes Holobetz, we appoint Reeve, Kent Farago, as chair for this meeting."

**CARRIED**

**Approval of Agenda**

**Moved by:** Councillor Tumbach

**Seconded by:** Councillor White

"That we approve the agenda as presented."

**CARRIED**

**CAO Hiring Committee Report**

Mayor Bryan Matheson and Reeve Kent Farago provided a report on the candidate interviews for the CAO position and Mayor Matheson provided a report on the reference checks for the selected candidate Monica Merkosky.

**Administration Report**

Chief Administrative Officer, Darcie Cooper provided the Committee with information on the duties of council regarding appointment of the Chief Administrative officer. Darcie also reviewed the Draft Employment Agreement with the Committee. The Committee requested the following changes be made:

- Section 16 revise first paragraph to read "The CAO shall conduct themselves in a professional manner at all times.
- Add a clause for moving expenses to be reimbursed up to \$10,000 with the submission of receipts, with the understanding that if she were to leave our employ within the first year, she would reimburse the municipalities costs on a pro-rated basis per month.
- Section 13, remove 2nd paragraph.

**CAO Employment Agreement**

**Moved by:** Councillor Tumbach

**Seconded by:** Councillor White

"That we accept and recommend approval to each council the Employment Agreement with Monica Merkosky for the Chief Administrative Officer position, as amended by the Committee."

**CARRIED**

**Unfinished Business**

**Employment Offer - Chief Administrative Officer - Merkosky**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor White

"That we agree to make the employment offer for the position of Chief Administrative Officer to Monica Merkosky at salary step 9 of the CAO salary grid (\$104,827/yr) and the following terms:

- 3 weeks vacation;
- Reimbursement of monthly cell phone bill;
- Earn time in lieu (hour for hour) for meeting attendance or where attendance is required by the employer, in accordance with the Human Resource (HR) policy manual;
- Banked time in lieu in excess of 70 hours are paid out December 31st, in accordance with the HR policy manual;
- Councils pay for RMAA and UMAAS memberships and convention attendance for both conventions as well as SARM and SUMA conventions;
- Employment commencement date of October 1, 2017."

**CARRIED**

**Adjournment**

**Moved by:** Councillor Tumbach

**Seconded by:** Mayor Matheson

"That we adjourn the meeting at 8:07 pm."

**CARRIED**

  
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**Chairperson**

  
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**Chief Administrative Officer**