



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 Minutes
July 25, 2017**

Call to Order

The Joint Administration Committee convened their committee meeting in the Council Chambers of the Lumsden Municipal Office, on Tuesday, July 25, 2017 at 7:10 p.m. with Chairperson, Councillor Wes Holobetz presiding.

Present:

Chairperson: Wes Holobetz
Mayor: Bryan Matheson
Town Councillor: Byron Tumbach
Reeve: Kent Farago
RM Councillors: Charlene Richmond, Ian White
Chief Administrative Officer: Darcie Cooper

Additions to Agenda

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we agree to add the following items to the agenda, under the heading "Reports of Administration":

- Community Planner Draft Job Description
- Community Planner Proposed Salary Grid."

CARRIED

Approval of Agenda

Moved by: Councillor Tumbach

Seconded by: Reeve Farago

"That we approve the agenda as amended."

CARRIED

Declaration of Conflict of Interest

Councillor Charlene Richmond indicated that she may have a conflict of interest with respect to the design submission agenda item regarding Kreate Architecture and Design Ltd who is a client of hers at Richmond Nychuk Barristers and Solicitors.

Adoption of Minutes

Moved by: Councillor White

Seconded by: Mayor Matheson

"That the minutes of the June 20, 2017 Joint Administration/Fire Committee meeting be approved, as circulated."

CARRIED

Reports of Administration

Community Planner - Job Description

Moved by: Reeve Farago

Seconded by: Councillor Tumbach

"That we accept the job description for the Community Planner, as recommended by the Chief Administrative Officer and recommend approval of the job description to both councils."**CARRIED**

New Business

Kreate - Design Proposal Administration Office Re-Design

Moved by: Councillor Tumbach

Seconded by: Reeve Farago

"That we acknowledge receipt of the proposal from Kreate Architecture and Design Ltd., being the only proposal received for the extensive design renovation of the Municipal Office and Library space; and

That we recommend both councils proceed with getting a design and office furnishing quote from office supply stores for a short term solution to make the front office more functional and add office space in the Library area."

CARRIED

W.A.

Lamontagne - Request support to take the Local Government Authority Course

Moved by: Councillor Tumbach

"That we recommend compensating Office Services Clerk, Chris Lamontagne for the tuition fees for the Local Government Authority Certificate Course based on successful completion of the course."

Matheson/Farago:

That we amend the motion by striking the words "based on successful completion of the course" and inserting the words "in the amount of \$790.00 for the first Course module".

DEFEATED

Tumbach/Richmond:

That we amend the motion by striking the words "based on successful completion of the course" and inserting the words "upon successful completion of each module and that if she resigns within 12 months of completion of the module, she will reimburse the municipalities the tuition fees."

DEFEATED

Original Motion is LOST with no seconder.

Lamontagne - Request support to take the Local Government Authority Course

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we recommend supporting Chris Lamontagne's request to take the Local Government Authority (LGA) course through the University of Regina and reimburse her \$790.00 for the tuition fee for the first course; and

That if she leaves our employ within 12 months she will reimburse the municipalities for the tuition fee."

CARRIED

Employee Training Policy

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we authorize Councillors Byron Tumbach, Charlene Richmond and Ian White to draft a policy for employees attending courses and training, including terms of reimbursement if they were to leave the employ of the municipality; and

That, the draft policy be brought back to the committee for their consideration within the next few months."

CARRIED

Closed Session

Closed Session - LAFOIP S. 16(1)(b) Employee Related Matters

Moved by: Reeve Farago

Seconded by: Councillor White

"That we agree to move into closed session at 8:20 pm for the purpose of discussing employee related matters as allowed pursuant to Section 120 of The Municipalities Act (LAFOIP S. 16(1)(b)), with the CAO to be included in the session."

CARRIED

Rise from Closed Session

Moved by: Councillor White

Seconded by: Mayor Matheson

"That we agree to rise from the closed session and return to the open meeting at 8:59 pm"

CARRIED

CAO Position

Resignation of the Chief Administrative Officer

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we accept the resignation of Darcie Cooper, from her position as the Chief Administrative Officer, effective September 1, 2017, with regret."

CARRIED

Recommendation - Appoint Acting Chief Administrative Officer

Moved by: Councillor Richmond

Seconded by: Reeve Farago

"That we agree with the recommendation of the Chief Administrative Officer and recommend each council appoint Assistant Administrator, Krystal Strong, as the Acting Chief Administrative Officer commencing September 1, 2017, until such time as a new Chief Administrative Officer commences employment; and

That Acting CAO Krystal Strong be compensated at Step 3 of the CAO Salary grid in the amount of \$82,846/year (\$6,903.83/month) during her tenure as Acting CAO; and



That we recommend Krystal Strong be reimbursed the cost of her monthly cellular phone expense during her tenure as Acting CAO." **CARRIED**

Planner & CAO Hiring Committee

Moved by: Councillor White

Seconded by: Councillor Tumbach

"That we agree to appoint Reeve, Kent Farago, Mayor, Bryan Matheson, and Chief Administrative Officer, Darcie Cooper as the hiring committee for the Community Planner and Chief Administrative Officer positions." **CARRIED**

Authorize Hiring of a Community Planner

Moved by: Councillor White

Seconded by: Councillor Tumbach

"That we authorize the hiring committee to hire a Community Planner within the budgeted salary estimated at \$72,000/annum." **CARRIED**

Chief Administrative Officer (CAO) Position - Advertisement

Moved by: Councillor Richmond

Seconded by: Councillor White

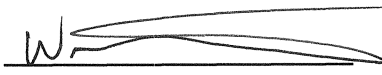
"That we authorize administration to advertise for the Chief Administrative Officer position." **CARRIED**

Adjournment

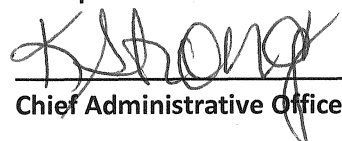
Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we adjourn the meeting at 9:11 pm." **CARRIED**



Chairperson



Chief Administrative Officer