



COTTONWOOD
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LUMSDEN, IN THE Q/APPELLE



RURAL MUNICIPALITY OF
LUMSDEN
NO. 189

Town of Lumsden & Rural Municipality of Lumsden No.189

Meeting Minutes

Joint Administration Committee - December 5, 2018 – 7:00 PM

Call To Order

The members of the Joint Administration Committee met in Council Chambers in the Town of Lumsden, on Wednesday, December 5, 2018 at 7:05 pm.

Present:

Chairperson: Wes Holobetz, Town of Lumsden

Reeve: Kent Farago

Mayor: Bryan Matheson

Town Councillor: Byron Tumbach

RM Councillors: Jeremy Andrew, Cody Garbutt

Chief Administrative Officer: Monica Merkosky

Approval of Agenda

Moved by: Reeve Farago

Seconded by: Councillor Tumbach

"That we approve the agenda as presented."

CARRIED

Joint Administration & Fire Department Budgets

Joint Fire Budget & 5 Year Capital Plan

Moved by: Mayor Matheson

Seconded by: Councillor Andrew

"That we recommend each Council approve the Joint Fire Department 2019 budget and 5-year capital plan (excluding Transfers to Reserves) as follows:

Description	2019	2020	2021	2022	2023
Hi-Vol Hose 2000'			\$26,000		
Bunker Gear, 3 sets	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Replace Water Rescue Suits					\$9,000
Thermal Imaging Camera				\$15,000	
2.5" Hose, 800'	\$6,700				
Spare SCBA Cylinders	\$5,000	\$5,000			
Municipalities Share (each)	\$10,350	\$7,000	\$17,500	\$12,000	\$9,000

."CARRIED

Joint Fire Long-Term Capital Plan

Moved by: Reeve Farago

Seconded by: Councillor Tumbach

"That we recommend each Council approve the Joint Fire Department Long-Term Capital Plan, as follows:

Description	2024	2026	2036	2046
Fire Truck		\$424,000	\$449,440	\$476,410
Fire Hall Expansion	\$250,000			
Each Municipalities Share	\$125,000	\$212,000	\$224,720	\$238,203

."CARRIED

W. H. Holobetz

Joint Office 5-Year Capital Budget

Moved by: Reeve Farago

Seconded by: Mayor Matheson

"That we recommend each Council approve the Joint Office 5-Year Capital Plan, with quotes to follow for the Office Improvement Projects." **CARRIED**

Proposed Library Maintenance

Moved by: Mayor Matheson

Seconded by: Councillor Garbutt

"That we agree to table the proposed library maintenance items until the next meeting." **CARRIED**

Financial Reports

Annual Review of Grants Provided

Moved by: Mayor Matheson

Seconded by: Councillor Andrew

"That we recommend each Council continue with the existing grant agreements related to Joint Administration, Joint Fire Department, Landfill, Recycling and Recreation." **CARRIED**

Adoption of Minutes

October 18, 2018 - Joint Administration Committee Minutes

Moved by: Mayor Matheson

Seconded by: Councillor Andrew

"That the minutes of the October 18, 2018 Joint Administration Committee meeting be approved, as circulated." **CARRIED**

Reports of Administration

Proposed 2019 JADM Salary Grid Increase

Moved by: Councillor Andrew

Seconded by: Mayor Matheson

"That we recommend each Council approve an increase to the 2018 salary grid of 2.5% as it relates to the 2019 salary/wages for staff who fall under the Joint Administration umbrella." **CARRIED**

Salary Grid Increases - Remove SK Labour Force Employment Rate

Moved by: Councillor Andrew

Seconded by: Mayor Matheson

"That we recommend that the Saskatchewan Labour Force Employment Rate be removed from future consideration when determining cost of living adjustments applied to salary grids." **CARRIED**

Closed Session - Employee-Related Matters

Moved by: Reeve Farago

Seconded by: Mayor Matheson

"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 staff to be excluded from the session." **CARRIED**

Rise from Closed Session

Moved by: Councillor Garbutt

Seconded by: Councillor Andrew

"That we agree to rise from the closed session and return to the open meeting at 8:39 pm." **CARRIED**

2019 JADM Salary Step Recommendations

Moved by: Councillor Andrew

Seconded by: Councillor Holobetz

"That we recommend each Council approve the following Joint Administration employee 2019 salary steps:
Marla Lillejord Office Services Clerk Step 10 to Step 11 Effective May 1, 2019
Chris Lamontagne Office Services Clerk Step 9 to Step 10 Effective October 1, 2019
Greg Brkich Finance Officer Step 11 (maximum) No Change
Luke Grazier Dir. Plan. & Dev. Step 6 to Step 7 Effective August 1, 2019
Krystal Strong Assistant Administrator Remains at Step 27 (UMAAS Grid)
Deidre MacInnes Office Services Clerk Step 3 (Temporary Position) No Change
Kelly Clay Office Services Clerk Step 6 to Step 7 Effective January 1, 2019
Alyssa Lawford Office Services Clerk Step 6 to Step 7 Effective February 1, 2019."

CARRIED

2019 CAO Salary Step Recommendation

Moved by: Mayor Matheson

Seconded by: Councillor Andrew

"That we recommend each Council approve that the Chief Administrative Officer remain at Step 9, \$109,596/year (which includes a 2.5% increase effective January 1, 2019)."

CARRIED

Joint Administration Salary Grid Change - Population Points

Moved by: Mayor Matheson

Seconded by: Councillor Andrew

"That we recommend each Council approve changing the points allocated in salary grids with relation to municipal population, as follows:

Combined Population	Points
0 - 2,999	0
3,000 - 4,999	1
5,000 or greater	2


."CARRIED

Adjournment

Moved by: Reeve Farago

"That we adjourn the meeting at 8:55 pm."

CARRIED



Chairperson



Chief Administrative Officer

