



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

Rural Municipality of Lumsden No.189
Meeting Minutes
JADM Committee Meeting December 9, 2020 - 07:00 PM

Call to Order

The Joint Administration Committee of the Rural Municipality of Lumsden No. 189 and Town of Lumsden convened their meeting via electronic means on Wednesday, December 9, 2020 at 7:02 p.m.

Present:

Reeve: Kent Farago
Mayor: Bryan Matheson
RM Councillors: Cody Garbutt, Glenda Schlosser
Town Councillors: Ashlee Longmoore, Verne Barber
Chief Administrative Officer: Monica M. Merkosky
Assistant Administrator: Krystal Strong

Appoint Chairperson

Moved by: Reeve Farago
Seconded by: Mayor - Town of Lumsden Matheson

"That we appoint Cody Garbutt as Chairperson of the Joint Administration Committee."

CARRIED

Approval of Agenda

Moved by: Councillor - Town of Lumsden Barber
Seconded by: Reeve Farago

"That we approve the agenda as presented."

CARRIED

Adoption of Minutes

December 9, 2019 - Joint Administration Committee

Moved by: Reeve Farago
Seconded by: Mayor - Town of Lumsden Matheson

"That the minutes of the December 9, 2019 - Joint Administration Committee be approved, as circulated."

CARRIED

New Business

Review Inter-Municipal Grants

Moved by: Reeve Farago
Seconded by: Councillor - Town of Lumsden Barber

"That we recommend each Council agree to have administration review the Inter-Municipal Grants and report back to the Joint Administration Committee during the 2021 year."

CARRIED

Fire Department - 5-Year Capital Plan

Moved by: Mayor - Town of Lumsden Matheson
Seconded by: Town of Lumsden - Councillor Longmoore

"That we recommend each Council adopt the Lumsden & District Fire Department's 5-year Capital Plan attached as Schedule "A"."

CARRIED

Municipal Office - 2021 IT Report/Budget

Moved by: Reeve Farago
Seconded by: Councillor Schlosser

"That we recommend each Council approve the 2021 IT purchases as follows:

1. \$1,300.00 -1 new desktop Intel-7 10th generation processor with 16GB RAM & SSD and 3 year on-site warranty (Replace Luke's Destop).

2. \$1,750.00 – 1 new 17" laptop, Intel-7 10th generation processor with 16GB RAM & 512 SSD & 1TB HDD, NVIDIA® GeForce® GTX 1660 Ti 6GB, 720p HD Camera, 5-year on-site warranty. (Replace – Monica's Laptop)
3. \$2,000.00 - Server Upgrade
4. \$950.00 – Network Attached Storage Upgrade **CARRIED**

Municipal Office - Phone System Replacement

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That we recommend each Council budget for the replacement of the current municipal office phone system in 2021." **CARRIED**

Municipal Building Upgrades

Moved by: Councillor Schlosser

Seconded by: Reeve Farago

"That we recommend each Council budget for the municipal office renovations as follows:
 - replacement of 11 window blinds (\$1,166 each municipality)
 - replacement of the carpet on the upper level of the municipal office (\$1,500 each municipality)." **CARRIED**

Future Municipal Building

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That we recommend each Council budget \$100,000 as a reserve to purchase land for a future municipal building." **CARRIED**

2020 Salary Grid - Junior Planner

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That we recommend each Council adopt the 2020 Salary Grid for the new Junior Planner position, effective May 4, 2020 as per Schedule "B"." **CARRIED**

Chief Administrative Officer - Contract

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Councillor Schlosser

"That we recommend the Town of Lumsden have their legal counsel review the draft employment contract for Monica Merkosky (with the RM of Lumsden to reimburse 50% of the expense), and;
 That upon completion of a satisfactory review, the contract will be presented to each municipal Council for approval." **CARRIED**

Joint Administration Salary Grids - Cost of Living Determination

Moved by: Councillor Schlosser

Seconded by: Town of Lumsden - Councillor Longmoore

"That we recommend each Council approve the exclusion of the Urban and Rural Administrators' Associations annual salary grid percentage increases when determining the annual 'cost of living' increase for staff who fall under the Joint Administration umbrella." **CARRIED**

2021 Joint Administration Salary/Wage - Cost of Living Adjustment

Moved by: Reeve Farago

Seconded by: Councillor Schlosser

"That we recommend each Council approve an increase to the 2020 salary grids of 0.73% as it relates to the 2021 salary/wages for staff who fall under the Joint Administration umbrella." **CARRIED**

2021 Joint Administration - Salary Steps

Moved by: Councillor - Town of Lumsden Barber

Seconded by: Town of Lumsden - Councillor Longmoore

"That we recommend each Council approve the following Joint Administration employee 2021 salary/wage steps:

- Krystal Strong Assistant Administrator Step 11 (maximum)
- Ryan Haresign Director of Finance Step 11 (maximum)
- Kaylee Grainger Office Services Clerk (Recp) Step 5 to Step 6 Effective Feb 1, 2021
- Melissa Lenuik Office Services Clerk (Acct) Step 3 to Step 4 Effective Jun 1, 2021
- Alyssa Riemer Office Services Clerk (Comm) Step 8 to Step 9 Effective Feb 1, 2021
- Jessica Russell Junior Planner Step 2 to Step 3 Effective May 1, 2021
- Marla Lillejord Office Services Clerk (Acct) Step 11 (maximum)."

CARRIED

Organizational Chart Amendment

Moved by: Councillor Schlosser

Seconded by: Councillor - Town of Lumsden Barber

"That we recommend each Council adopt the updated organizational chart as per Schedule "C"." **CARRIED**

Closed Session - Employee-Related Matters

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That we agree to move into Closed Session at 8:49 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."

Monica Merkosky and Krystal Strong left the meeting, at the Committee's request from 8:55 pm until 9:05 pm. **CARRIED**

Rise from Closed Session

Moved by: Reeve Farago

Seconded by: Town of Lumsden - Councillor Longmoore

"That we rise from the Closed Session and return to the open meeting at 9:05 pm." **CARRIED**

Adjournment

Moved by: Reeve Farago

"That we adjourn the meeting at 9:05 pm." **CARRIED**

Chairperson

Chief Administrative Officer