



LUMSDEN, IN THE QU'APPELLE



RURAL MUNICIPALITY OF
LUMSDEN
NO. 189

Rural Municipality of Lumsden No.189

Meeting Minutes

Joint Administration Committee Meeting December 9, 2019 - 07:00 PM

Call to Order

The Joint Administration Committee comprised of elected officials from the Rural Municipality of Lumsden No. 189 and the Town of Lumsden convened their meeting in the Council Chambers on Monday, December 9, 2019 at 7:02 p.m.

Present:

Reeve: Kent Farago
Mayor: Bryan Matheson
RM Councillors: Jeremy Andrew, Cody Garbutt
Town Councillor: Verne Barber
Chief Administrative Officer: Monica M. Merkosky

Absent:

Town Councillor: Wes Holobetz

Additions to Agenda

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we appoint RM Councillor Jeremy Andrew as Chairperson of this meeting, due to the absence of the Chairperson Wes Holobetz."

CARRIED

Approval of Agenda

Moved by: Mayor Matheson

Seconded by: Councillor Garbutt

"That we approve the agenda as presented."

CARRIED

Adoption of Minutes

August 26, 2019 - Joint Administration Committee Meeting

Moved by: Reeve Farago

Seconded by: Councillor Barber

"That the minutes of the August 26, 2019 Joint Administration Committee meeting be approved, as circulated."

CARRIED

Review Inter-Municipal Grants

Moved by: Reeve Farago

Seconded by: Mayor Matheson

"That we recommend no change to the existing grant agreements related to Joint Administration, Joint Fire Department, Landfill (RM pays Town \$11,000/year), Recycling (RM pays Town \$10,000/year) and Recreation (RM pays Town \$9,000/year)."

CARRIED

New Business

Fire Department - Five-Year Capital List

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we recommend each Council approve the Joint Fire Department Five-Year Capital Plan attached as "Schedule A"."

CARRIED

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Municipal Office and Library - Continued Upgrades (Wireless Mic System)

Moved by: Reeve Farago

Seconded by: Councillor Barber

"That we recommend each Council approve the purchase of a wireless microphone system based on Administration's selection from two quotes ranging from \$4,949 - \$7,629 with costs to be shared equally between the municipalities."

CARRIED

Municipal Office and Library - Continued Upgrades

Moved by: Reeve Farago

Seconded by: Councillor Barber

"That we recommend each Council approve an additional \$1,000 for replacement of Chambers cabinetry and approve the Municipal Office 2020 Improvements Budget for a total of \$16,700 (100%) and that the Legion improvements be approved in the amount of \$8,400 (100%)."

CARRIED

Director of Planning and Development - Cell Phone

Moved by: Reeve Farago

Seconded by: Mayor Matheson

"That we recommend each Council approve reimbursement of the monthly cell phone bill for the Director of Planning and Development, effective January 1, 2020."

CARRIED

Municipal Office - Security System

Moved by: Mayor Matheson

Seconded by: Councillor Garbutt

"That we recommend each Council approve the purchase of a Security System for the Municipal Office with an installation cost of \$1,046.48 (100%) plus \$51.89 per month for monitoring services."

CARRIED

2020 Salary/Wage Considerations - Joint Administration Staff

Moved by: Mayor Matheson

Seconded by: Councillor Garbutt

"That we recommend each Council approve that the CPI rates used in determining annual cost-of-living adjustments be changed from the period October-October to the period of September to September commencing in Fall 2020 for 2021 wage considerations."

CARRIED

2020 Salary/Wage Increase - Joint Administration Staff

Moved by: Councillor Barber

Seconded by: Reeve Farago

"That we recommend each Council approve an increase to the 2019 salary grids of 1.8% as it relates to the 2020 salary/wages for staff who fall under the Joint Administration umbrella; and, that we recommend each Council approve the following Joint Administration employee 2020 salary steps:

Krystal Strong	Assistant Administrator	Step 11 (maximum)	
Ryan Haresign	Director of Finance	Step 10 to Step 11 (maximum)	Effective Sep 1, 2020
Luke Grazier	Director of Planning and Development	Step 7 to Step 8	Effective Aug 1, 2020
Kaylee Grainger	Office Services Clerk (Recp)	Step 4 to Step 5	Effective Feb 1, 2020
Kelly Clay	Office Services Clerk (Recp)	Step 7 to Step 8	Effective Jan 1, 2020
Alyssa Lawford	Office Services Clerk (Comm)	Step 7 to Step 8	Effective Feb 1, 2020
Chris Lamontagne	Office Services Clerk (Acct)	Step 10 to Step 11 (maximum)	Effective Oct 1, 2020
Marla Lillejord	Office Services Clerk (Acct)	Step 11 (maximum)."	CARRIED

Closed Session - Employee-Related Matters

Moved by: Councillor Garbutt

Seconded by: Councillor Barber

"That we agree to move into Closed Session at 8:01 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: Mayor Matheson

Seconded by: Reeve Farago

"That we agree to rise from the Closed Session and return to the open meeting at 8:57 pm."

CARRIED

2020 CAO Salary Considerations

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we recommend each Council discuss amendments to the CAO salary grid at their next meetings."

CARRIED

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CAO Evaluation

Closed Session - Employee-Related Matters

Moved by: Reeve Farago

Seconded by: Mayor Matheson

"That we agree to move into Closed Session at 9:10 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: Reeve Farago

Seconded by: Councillor Garbutt

"That we agree to rise from the Closed Session and return to the open meeting at 9:41 pm."

CARRIED

Adjournment

Moved by: Mayor Matheson

Seconded by: Reeve Farago

"That we adjourn the meeting at 9:42 pm."

CARRIED



Chairperson



Chief Administrative Officer

Fire Department - Capital Plan 2020-2024

Description	2020	2021	2022	2023	2024
Hi- Vol. Hose 2000'		\$26,000			
Bunker Gear 3 sets	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Replace water rescue suits				\$9,000	
Thermal Imaging camera			\$15,000		
Fire Hall Expansion					\$250,000
Spare SCBA Cylinders	\$5,000				
Municipalities' Share (each)	\$8,500	\$19,000	\$13,500	\$10,500	\$131,000

Fire Department – Long Range Forecasting

Description	2026	2036	2046
Replace Fire Truck	\$618,202	\$830,812	\$1,116,542
Municipalities' Share (each)	\$309,101	\$415,406	\$558,271

Both the Town of Lumsden and the RM of Lumsden are currently funding their Fire Reserve in a manner that will ensure the purchase of the 2026 and 2036 replacement trucks is possible.

*Above estimates determined by adding 3% annually to the cost of the 2016 truck (\$460,000).
(US\$ Uncontrollable)*

Updated December 5, 2019

By: Fire Chief Jeff Carey

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