



THE TOWN OF
L U M S D E N

Town of Lumsden
Meeting Minutes
Employee Committee Meeting March 25, 2021 - 4:00 PM

Call to Order

The Employee Committee convened their meeting via electronic means (Zoom) on Thursday, March 25, 2021 at 4:21 pm, (late due to technical difficulties) with Councillor Verne Barber presiding.

Present:

Chairperson: Verne Barber

Mayor: Bryan Matheson

Councillors: Jim Rawlings, Byron Tumbach

Non-Committee Member: Councillor Rhonda Phillips

Chief Administrative Officer: Monica M. Merkosky

Utilities Lead: Gerry Beaurivage (left at 4:39pm)

Approval of Agenda

Moved by: Mayor Matheson

Seconded by: Councillor Tumbach

"That we approve the agenda as presented."

CARRIED

Adoption of Minutes

December 14, 2020 - Employee Committee Meeting

Moved by: Councillor Rawlings

Seconded by: Mayor Matheson

"That the minutes of the December 14, 2020 - Employee Committee Meeting be approved, as circulated."

CARRIED

Reports of Administration

Utilities Lead - Proposed Job Description Amendments

Moved by: Councillor Rawlings

Seconded by: Councillor Tumbach

"That we recommend Council to convert the title of 'Utilities Lead' to 'Utilities Manager', and that they approve the amended job description, attached as Schedule 'A'."

CARRIED

Staffing at Wastewater Treatment Plant

Moved by: Mayor Matheson

Seconded by: Councillor Rawlings

"That we recommend Council seek a full-time, permanent employee in the Utilities Department."

CARRIED

Utilities Manager - Salary Grid

Moved by: Councillor Tumbach

Seconded by: Councillor Rawlings

"That we recommend Council accept the salary grid for the newly-created position of 'Utilities Manager', attached as Schedule 'B'."

CARRIED

Temporary Receptionist

Moved by: Councillor Rawlings

Seconded by: Councillor Tumbach

"That we recommend Council advertise for a full-time, temporary (approximately 15 months), Office Services Clerk - Reception."

CARRIED

Swim Instructor - Salary Grid

Moved by: Councillor Tumbach

Seconded by: Councillor Rawlings

"That we recommend Council accept the Swim Instructor salary wage grid, attached as Schedule 'C'." **CARRIED**

Temporary Assistant Administrator

Moved by: Councillor Rawlings

Seconded by: Mayor Matheson

"That we recommend Council advertise for a full-time, temporary, Assistant Administrator." **CARRIED**


Adjournment

Moved by: Councillor Rawlings

"That we adjourn at 5:43pm." **CARRIED**



Chairperson



Chief Administrative Officer