



LUMSDEN, IN THE QU'APPELLE



RURAL MUNICIPALITY OF
LUMSDEN
NO. 189

Rural Municipality of Lumsden No.189 & Town of Lumsden

Meeting Minutes

Joint Administration Committee October 18, 2018 - 7:00 pm

Call To Order

The members of the Joint Administration Committee met in the Council Chambers of the Lumsden Municipal Office, on Thursday, October 18, 2018 at 7:00 p.m. with Chairperson Wes Holobetz presiding.

Present:

Chairperson: Wes Holobetz

Reeve: Kent Farago

Mayor: Bryan Matheson

Town Councillor: Byron Tumbach (via phone)

RM Councillor: Jeremy Andrew

Chief Administrative Officer: Monica Merkosky

Absent:

RM Councillor: Charlene Richmond

Approval of Agenda

Moved by: Reeve Farago

Seconded by: Councillor, Town of Lumsden Tumbach

"That we approve the agenda as presented."

CARRIED

Employee Committee Reports

K. Strong - Maternity Leave Request

Moved by: Councillor, Division 1 Andrew

Seconded by: Mayor, Town of Lumsden Matheson

"That we recommend each Council grant a two week maternity leave allowance to Krystal Strong, as per Section 5.23 of the Human Resources Policy Manual, at her regular rate of pay as requested; and, that we recommend the cost be split equally between the two municipalities."

CARRIED

Administration Report

2018 Staffing Proposal

Moved by: Councillor, Division 1 Andrew

Seconded by: Mayor, Town of Lumsden Matheson

"That we recommend each Council agree to the reorganization of the Office Services Clerk's Pay Structure by separating one, all-encompassing, pay grid into three (3) categories (Reception, Communications, Accounting) as attached to and forming part of these minutes effective November 1, 2018."

CARRIED

Kelly Clay - Temporary Accounting Clerk

Moved by: Councillor, Town of Lumsden Tumbach

Seconded by: Councillor, Division 1 Andrew

"That we recommend each Council agree to temporarily move Kelly Clay from Office Services Clerk (Reception) to the same Step level on the Accounting Clerk wage grid during the maternity leave of Krystal Strong, Assistant Administrator."

CARRIED

[Handwritten signatures]

Chris Lamontagne - Acting Assistant Administrator

Moved by: Councillor, Division 1 Andrew

Seconded by: Mayor, Town of Lumsden Matheson

"That we recommend each Council agree to temporarily move Chris Lamontagne from Office Services Clerk (Accounting) - Step 8 to Acting Assistant Administrator at a wage of \$30.00 per hour during the maternity leave of Krystal Strong, Assistant Administrator."

CARRIED

New Business

Community Planner Position Job Title

Moved by: Councillor, Town of Lumsden Tumbach

Seconded by: Mayor, Town of Lumsden Matheson

"That we recommend each Council agree to Luke Grazier's request to change his job title from Community Planner to Director of Planning and Development."

CARRIED

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

Closed Session - Employee Matters

Moved by: Mayor, Town of Lumsden Matheson

Seconded by: Councillor, Division 1 Andrew

"That we agree to move into closed session at 7:53 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, Division 1 Andrew

"That we agree to rise from the closed session and return to the open meeting at 7:59 pm."

CARRIED

Joint Admin Meeting - Wednesday, December 5, 2018 @ 7:00 pm

Moved by: Reeve Farago

Seconded by: Mayor, Town of Lumsden Matheson

"That we agree the Joint Administration Committee will meet on Wednesday, December 5, 2018 at 7:00 pm."

CARRIED

Monica Merkosky, CAO - Probationary Period

Moved by: Reeve Farago

Seconded by: Mayor, Town of Lumsden Matheson

"That we recommend each Council acknowledge the successful completion of the one (1) year probationary period for Monica Merkosky, CAO and move her to Permanent, Full-time Employee."

CARRIED

Adjournment

Moved by: Councillor, Division 1 Andrew

"That we adjourn the meeting at 8:06 pm."

CARRIED



Chairperson



Chief Administrative Officer