

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).

*Handwritten signature in blue ink.*

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

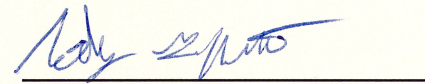
**Seconded by:** Town of Lumsden - Councillor Longmoore

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

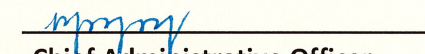
**Adjournment**

**Moved by:** Reeve Farago

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



Chairperson



Chief Administrative Officer