

Rural Municipality of Lumsden No.189

Meeting Minutes

Joint Administration Committee Meeting in Council Chambers and via Zoom November 2, 2022 - 6:30 PM

Call to Order

The Joint Administration Committee of the Rural Municipality of Lumsden No. 189 and Town of Lumsden convened their meeting in Council Chambers and via electronic means (Zoom) on Wednesday, November 2, 2022 at 6:35 pm.

Present:

Chairperson: RM Councillor Cody Garbutt

Reeve: Kent Farago

Mayor: Bryan Matheson

RM Councillor: Glenda Schlosser (via Zoom)

Town Councillors: Ashlee Longmoore (via Zoom), Verne Barber

Chief Administrative Officer: Monica M. Merkosky

Fire Chief: Jeff Carey (via Zoom, 6:58 pm - 7:13 pm)

Invited Guest:

Lumsden First Responders Representative Stacey McPeek (6:35 pm - 6:56 pm)

Approval of Agenda

Moved by: Councillor - Town of Lumsden Barber

Seconded by: Reeve Farago

"That we approve the agenda as presented."

CARRIED

Declaration of Conflict of Interest

There were no Declarations of Conflict of Interest.

Adoption of Minutes

August 23, 2022 Minutes

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That the minutes of the August 23, 2022 Joint Administration Committee meeting be approved, as circulated."

CARRIED

Delegations

Lumsden First Responders

Stacey McPeek provided the Committee with year-to-date call statistics. They average 155-160 calls per year. They have 7 active members, 1 on leave and 4 pending approval from EMS. They are currently in a healthy financial state. In the future, they will be looking at additional training where they may need financial support from the Town of Lumsden and the R.M. of Lumsden No. 189. The Lumsden Lions are very supportive.

Unfinished Business

Fire Department - 5-Year Capital Plan

Moved by: Reeve Farago

Seconded by: Councillor Schlosser

"That the Joint Administration Committee recommend to their respective Councils, approval of the Fire Department's 5-Year Capital Plan as per Schedule "A"."

CARRIED

New Business

Joint Administration Agreement - Review

The Committee reviewed the Joint Administration Agreement Bylaw, no changes were required.

Review Inter-Municipal Grants

The Committee reviewed the grants and allocation of costs between the two municipalities. It was noted that due to the most recent census data, the allocation of employment-related costs for staff under the Joint Administration umbrella, has been adjusted.

Closed Session

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That we move into Closed Session at 7:31 pm for the purpose of discussing employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act* (LAFOIP S. 6(1)(b)), with staff to be included in the session." **CARRIED**

Council left the Closed Session and returned to the open meeting at 9:15 pm.

Flexible Work Location Arrangement / Modified Work Hours Policy - Drug & Alcohol Policy

Moved by: Town of Lumsden - Councillor Longmoore

Seconded by: Reeve Farago

"That the Joint Administration Committee recommend to their respective Councils, the contracting of a Human Resource Consultant to draft the following policies:

- flexible work location arrangements
- modified work hours; and
- drug/alcohol use."

CARRIED

Assistant Administrator - Level 2

Moved by: Town of Lumsden - Councillor Longmoore

Seconded by: Councillor Schlosser

"That the Joint Administration Committee recommend to their respective Councils, that the Assistant Administrator Level 2 Salary Grid (under development since August, 2022), be amended so that the grid, for the year 2022, reaches a maximum of \$74,580 (+4%)."

CARRIED

2023 Joint Administration Salary/Wage - Cost of Living Adjustment

Moved by: Councillor Schlosser

Seconded by: Councillor - Town of Lumsden Barber

"That the Joint Administration Committee recommend to their respective Councils, an increase to the 2022 salary grids of 5.0% as it relates to the 2023 salary/wages for staff who fall under the Joint Administration umbrella."

CARRIED

2022 Joint Administration - Salary/Wage Steps

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Councillor Schlosser

"That the Joint Administration Committee recommend to their respective Councils, the following employee steps for 2023:

Alyssa Riemer	Step 11	Effective Jan 22, 2023
Jessica Russell	Step 5	Effective Apr 30, 2023
Melissa Lenuik	Step 4	Effective May 28, 2023
Aimee Bryck	Step 11	Effective Jan 22, 2023
Katherine Atkings	Step 9	Effective Oct 1, 2023."

CARRIED

Joint Administration Employees

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Reeve Farago

"That the Joint Administration Committee recommend to their respective Councils, to consider an amendment to their Council Procedures Bylaw, to extend additional responsibilities to the Joint Administration Committee to 'make decisions' rather than 'provide recommendations' on administration employee matters including performance evaluations and employee concerns'."

CARRIED

Next Meeting

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That we meet next on Wednesday, February 15, 2023 at 6:30 pm."

CARRIED

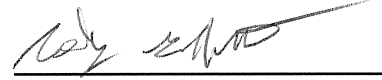
Adjournment

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That we adjourn the meeting at 9:50 pm."

CARRIED



Chairperson



Chief Administrative Officer