



Rural Municipality of Lumsden No.189 and Town of Lumsden

Meeting Minutes

Joint Administration Committee Meeting November 6, 2024 - 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 6, 2024 at 6:32 pm.

Present:

Chairperson: RM Councillor Glenda Schlosser

Reeve: Kent Farago (arrived at 6:35 pm)

Mayor: Bryan Matheson

RM Councillor: Cody Garbutt

Town Councillors: Jenelle Brennan (via Zoom), Verne Barber

Chief Administrative Officer: Monica M. Merkosky

Absent:

None

Approval of Agenda

Moved by: Councillor - Town of Lumsden Barber

Seconded by: Mayor - Town of Lumsden Matheson

"That we approve the agenda as presented."

CARRIED

Declaration of Conflict of Interest

There were no Declarations of Conflict of Interest.

Adoption of Minutes

Reeve Farago arrived at 6:35 pm.

August 21, 2024 - Joint Administration Committee Minutes

Moved by: Councillor Division No. 3 Garbutt

Seconded by: Councillor - Town of Lumsden Brennan

"That the minutes of the August 21, 2024, Joint Administration Committee Meeting be approved, as circulated."

CARRIED

October 2, 2024 - Lumsden & District Emergency Measures Organization

Moved by: Councillor - Town of Lumsden Barber

Seconded by: Councillor Division No. 3 Garbutt

"That the minutes of the October 2, 2024 - Lumsden & District Emergency Measures Organization Meeting be approved, as circulated."

CARRIED

New Business

Lumsden & District Fire Department - 5-Year Capital Plan

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Reeve Farago

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

CARRIED

Declaration of Conflict of Interest

Reeve Kent Farago declared a conflict of interest with respect to agenda item 7.5, being a quote to purchase components to support the municipal office's IT equipment, as his employer, Schneider Electric, is mentioned in the supporting documents.

Municipal Office - Capital Purchase - UPS and Switch

Moved by: Councillor Division No. 3 Garbutt

Seconded by: Mayor - Town of Lumsden Matheson

"That the Joint Administration Committee recommend to our respective Councils, to purchase a replacement backup power supply unit (UPS) for the office server, as well as an 8-port switch at a cost of \$6,596.85 plus taxes, to be shared equally by both municipalities."

CARRIED

Conflict - Returned to Chambers

At the conclusion of discussion and voting on the matter, Reeve Farago returned to the council chambers at 7:04 pm.

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

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That we move into Closed Session at 7:07 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 the Chief Administrative Officer included in the session."

CARRIED

Rise from Closed Session

At 7:40 pm, the Committee left the Closed Session and returned to the open meeting.

Cell Phone Allowance

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Reeve Farago

"That the Joint Administration Committee recommend to our respective Councils, to provide the Assistant Chief Administrative Officer with a \$55 monthly personal cell phone allowance effective November 1, 2024."

CARRIED

2025 Joint Administration - Cost of Living Adjustment

Moved by: Councillor Division No. 3 Garbutt

Seconded by: Mayor - Town of Lumsden Matheson

"That the Joint Administration Committee recommend to our respective Councils, an increase to the 2024 salary grids of 1.375% as it relates to the 2025 salary/wages for staff who fall under the Joint Administration umbrella."

CARRIED

2025 Joint Administration - Step Adjustments

Moved by: Councillor - Town of Lumsden Barber

Seconded by: Councillor Division No. 3 Garbutt

"That the Joint Administration Committee recommend to our respective Councils, approval of the following employee steps for 2025:

Sarah Kowalchuk (Reception)	Step 10	Effective December 22, 2024
Crystal Lovelace (Accounting 1)	Step 5	Effective August 31, 2025
Kristy Kurtz (Accounting 2)	Step 4	Effective March 16, 2025
Denine Neufeld (Accounts Receivable)	Step 10	Effective November 23, 2025."

CARRIED

Modify Municipal Office Hours

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Brennan

"That the Joint Administration Committee recommend to our respective Councils, to permit the modification of the municipal office hours by closing to the public each day from 8:00 am - 9:00 am to provide staff with uninterrupted time to commit to projects that require a quiet environment; further, this modification is on a trial basis with the Chief Administrative Officer to report back to the Committee in 3-6 months."

CARRIED



Adjournment

Moved by: Reeve Farago

Seconded by: Mayor - Town of Lumsden Matheson

"That we adjourn the meeting at 7:41 pm."

CARRIED



Chairperson



Chief Administrative Officer

