

**Town of Lumsden & Rural Municipality of Lumsden No.189**  
**Meeting Minutes**  
**Joint Administration Committee - December 5, 2018 – 7:00 PM**

**Call To Order**

The members of the Joint Administration Committee met in Council Chambers in the Town of Lumsden, on Wednesday, December 5, 2018 at 7:05 pm.

Present:

- Chairperson: Wes Holobetz, Town of Lumsden
- Reeve: Kent Farago
- Mayor: Bryan Matheson
- Town Councillor: Byron Tumbach
- RM Councillors: Jeremy Andrew, Cody Garbutt
- Chief Administrative Officer: Monica Merkosky

**Approval of Agenda**

**Moved by:** Reeve Farago  
**Seconded by:** Councillor Tumbach

"That we approve the agenda as presented."

**CARRIED**

**Joint Administration & Fire Department Budgets**

**Joint Fire Budget & 5 Year Capital Plan**

**Moved by:** Mayor Matheson  
**Seconded by:** Councillor Andrew

"That we recommend each Council approve the Joint Fire Department 2019 budget and 5-year capital plan (excluding Transfers to Reserves) as follows:

Description	2019	2020	2021	2022	2023
Hi-Vol Hose 2000'			\$26,000		
Bunker Gear, 3 sets	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
Replace Water Rescue Suits					\$9,000
Thermal Imaging Camera				\$15,000	
2.5" Hose, 800'	\$6,700				
Spare SCBA Cylinders	\$5,000	\$5,000			
Municipalities Share (each)	\$10,350	\$7,000	\$17,500	\$12,000	\$9,000

**."CARRIED**

**Joint Fire Long-Term Capital Plan**

**Moved by:** Reeve Farago  
**Seconded by:** Councillor Tumbach

"That we recommend each Council approve the Joint Fire Department Long-Term Capital Plan, as follows:

Description	2024	2026	2036	2046
Fire Truck		\$424,000	\$449,440	\$476,410
Fire Hall Expansion	\$250,000			,
Each Municipalities Share	\$125,000	\$212,000	\$224,720	\$238,203

**."CARRIED**

*W. H. Holobetz*

**Joint Office 5-Year Capital Budget**

**Moved by:** Reeve Farago

**Seconded by:** Mayor Matheson

"That we recommend each Council approve the Joint Office 5-Year Capital Plan, with quotes to follow for the Office Improvement Projects." **CARRIED**

**Proposed Library Maintenance**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Garbutt

"That we agree to table the proposed library maintenance items until the next meeting." **CARRIED**

**Financial Reports**

**Annual Review of Grants Provided**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Andrew

"That we recommend each Council continue with the existing grant agreements related to Joint Administration, Joint Fire Department, Landfill, Recycling and Recreation." **CARRIED**

**Adoption of Minutes**

**October 18, 2018 - Joint Administration Committee Minutes**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Andrew

"That the minutes of the October 18, 2018 Joint Administration Committee meeting be approved, as circulated." **CARRIED**

**Reports of Administration**

**Proposed 2019 JADM Salary Grid Increase**

**Moved by:** Councillor Andrew

**Seconded by:** Mayor Matheson

"That we recommend each Council approve an increase to the 2018 salary grid of 2.5% as it relates to the 2019 salary/wages for staff who fall under the Joint Administration umbrella." **CARRIED**

**Salary Grid Increases - Remove SK Labour Force Employment Rate**

**Moved by:** Councillor Andrew

**Seconded by:** Mayor Matheson

"That we recommend that the Saskatchewan Labour Force Employment Rate be removed from future consideration when determining cost of living adjustments applied to salary grids." **CARRIED**

**Closed Session - Employee-Related Matters**

**Moved by:** Reeve Farago

**Seconded by:** Mayor Matheson

"That we agree to move into closed session at 8:20 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:** Councillor Garbutt

**Seconded by:** Councillor Andrew

"That we agree to rise from the closed session and return to the open meeting at 8:39 pm." **CARRIED**

**2019 JADM Salary Step Recommendations**

**Moved by:** Councillor Andrew

**Seconded by:** Councillor Holobetz

"That we recommend each Council approve the following Joint Administration employee 2019 salary steps:

Marla Lillejord	Office Services Clerk	Step 10 to Step 11	Effective May 1, 2019
Chris Lamontagne	Office Services Clerk	Step 9 to Step 10	Effective October 1, 2019
Greg Brkich	Finance Officer	Step 11 (maximum)	No Change
Luke Grazier	Dir. Plan. & Dev.	Step 6 to Step 7	Effective August 1, 2019
Krystal Strong	Assistant Administrator	Remains at Step 27 (UMAAS Grid)	
Deidre MacInnes	Office Services Clerk	Step 3 (Temporary Position)	No Change
Kelly Clay	Office Services Clerk	Step 6 to Step 7	Effective January 1, 2019
Alyssa Lawford	Office Services Clerk	Step 6 to Step 7	Effective February 1, 2019."

**CARRIED**

**2019 CAO Salary Step Recommendation**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Andrew

"That we recommend each Council approve that the Chief Administrative Officer remain at Step 9, \$109,596/year (which includes a 2.5% increase effective January 1, 2019)."

**CARRIED**

**Joint Administration Salary Grid Change - Population Points**

**Moved by:** Mayor Matheson

**Seconded by:** Councillor Andrew

"That we recommend each Council approve changing the points allocated in salary grids with relation to municipal population, as follows:

Combined Population	Points
0 - 2,999	0
3,000 - 4,999	1
5,000 or greater	2


**."CARRIED**

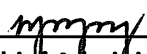
**Adjournment**

**Moved by:** Reeve Farago

"That we adjourn the meeting at 8:55 pm."

**CARRIED**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Chief Administrative Officer