



The Town of Lumsden and Rural Municipality of Lumsden No.189
Meeting Minutes
Joint Administration Committee Meeting November 1, 2023 - 6:30 PM

Call to Order

The Joint Administration Committee of the Rural Municipality of Lumsden No. 189 and Town of Lumsden convened their regular meeting in Council Chambers and via electronic means (Zoom) on Wednesday, November 1, 2023 at 6:33 pm.

Present:

Chairperson and Mayor: Bryan Matheson
Reeve: Kent Farago
RM Councillors: Cody Garbutt (via Zoom), Glenda Schlosser
Town Councillors: Jenelle Brennan, Verne Barber
Chief Administrative Officer: Monica M. Merkosky

"We would like to begin by acknowledging that we are on the traditional lands, referred to as Treaty 4 territory, and that the Town of Lumsden is located on Treaty 4 territory, the original lands of the Cree, Ojibwe, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis Nation."

Approval of Agenda

Moved by: Councillor Division No. 2 Schlosser
Seconded by: Councillor - Town of Lumsden Brennan

"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, 2023 - Joint Administration Committee Meeting Minutes

Moved by: Councillor - Town of Lumsden Brennan
Seconded by: Councillor - Town of Lumsden Barber

"That the minutes of the August 23, 2023 - Joint Administration Committee Meeting be approved, as circulated."

CARRIED

New Business

Fire Department - 5-Year Capital Plan

Moved by: Reeve Farago
Seconded by: Councillor Division No. 3 Garbutt

"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

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

Moved by: Councillor Division No. 2 Schlosser
Seconded by: Councillor - Town of Lumsden Brennan

"That we move into Closed Session at 7:05 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

Rise from Closed Session

At 7:46 pm, Council left the Closed Session and returned to the open meeting.

Human Resource Policy - Sick Leave Amendment

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Brennan

"That the Joint Administration Committee recommend to their respective Councils, approval of an amendment to the Joint Administration Human Resource Policy by adding the following sentence to the 'Medical Certificate of Sick Leave' clause: *The Chief Administrative Officer has the authority to waive the medical certificate requirement in extenuating circumstances.*" **CARRIED**

2024 Joint Administration - Cost of Living Adjustment

Moved by: Councillor Division No. 2 Schlosser

Seconded by: Councillor - Town of Lumsden Barber

"That the Joint Administration Committee recommend to their respective Councils, an increase to the 2023 salary grids of 3.375% as it relates to the 2024 salary/wages for staff who fall under the Joint Administration umbrella." **CARRIED**

2024 Joint Administration - Salary/Wage Steps

Moved by: Councillor Division No. 3 Garbutt

Seconded by: Councillor - Town of Lumsden Brennan

"That the Joint Administration Committee recommend to their respective Councils, approval of the following employee steps for 2024:

Crystal Lovelace (Accounting 1) Step 4 Effective September 1, 2024

Kristy Kurtz (Accounting 1) Step 5 Effective January 7, 2024

Kristy Kurtz (Accounting 2) Step 3 Effective March 17, 2024." **CARRIED**

Lumsden Municipal Office Staffing Proposal

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That the Joint Administration Committee recommend to their respective Councils, approval of a joint administration staff restructuring that will create an Office Services Clerk - Accounts Receivable position and eliminate an Assistant Administrator Level I position." **CARRIED**

Assistant Administrator

Moved by: Reeve Farago

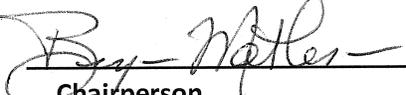
Seconded by: Councillor - Town of Lumsden Brennan

"That the Joint Administration Committee recommend to their respective Councils, approval of a position title change from 'Assistant Administrator' to 'Assistant Chief Administrative Officer'." **CARRIED**

Adjournment

Moved by: Reeve Farago

"That we adjourn the meeting at 7:51 pm." **CARRIED**



Chairperson



Chief Administrative Officer