



**Rural Municipality of Lumsden No.189
Town of Lumsden**

Meeting Minutes

JADM Committee Meeting (in person) March 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 on Wednesday, March 2, 2022, at 6:30 p.m. commencing with a fire hall tour and continuing after in the Lumsden Municipal Office.

Present:

Chairperson: Cody Garbutt
Reeve: Kent Farago
Mayor: Bryan Matheson
RM Councillor: Glenda Schlosser
Town Councillors: Ashlee Longmoore, Verne Barber
Chief Administrative Officer: Monica M. Merkosky
Fire Chief: Jeff Carey (6:30 p.m. - 7:20 p.m.)

Fire Hall Tour with Fire Chief Jeff Carey from 6:30 p.m. - 7:20 p.m.

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 - None

Adoption of Minutes

November 2, 2021 - Joint Administration Committee Minutes

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That the minutes of the November 2, 2021 - Joint Administration Committee be approved, as circulated."

CARRIED

New Business

Fire Department - 5 Year Capital Plan and Long Range Forecasting

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Councillor Schlosser

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

CARRIED

Fire Call Out Fee Schedules

Moved by: Town of Lumsden - Councillor Longmoore

Seconded by: Reeve Farago

"That the Joint Administration Committee recommend to their respective Councils that a Bylaw amendment be prepared to add a charge for the fire department responding to false alarms in the Town of Lumsden and to update fire call out fees for both the Town of Lumsden and the R.M. of Lumsden No. 189 as follows:

	Base Rate	Plus	Current Hourly Rate	Proposed Hourly Rate
<u>Equipment Rates</u>				
Emergency Response Vehicle	\$750.00	+	\$150.00 /hr.	\$300
Fire Apparatus		+	\$250.00 /hr.	\$300
Support Vehicle		+	\$100.00 /hr.	\$200

Firefighter Rates

Fire Chief		+	\$35.00 /hr.	\$45
Deputy Fire Chief		+	\$30.00 /hr.	\$40
Captain		+	\$25.00 /hr.	\$35
Firefighters		+	\$20.00 /hr.	\$30

Minimum Call out is One Hour."

CARRIED

Lumsden & District Fire Department - Bylaw

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That the Joint Administration Committee recommend to their respective Councils that the Bylaw establishing the District Fire Department be repealed and that the replacement Bylaw reflect that the Joint Administration Committee will be responsible for oversight of the District Fire Department."

CARRIED

Joint Administration - IT Budget

Moved by: Councillor Schlosser

Seconded by: Mayor - Town of Lumsden Matheson

"That the Joint Administration Committee recommend to their respective Councils the approval of the 2022 IT Budget in the amount of \$4,500 for each municipality as follows:

\$4,500 - new desktops (3)

\$3,500 - server upgrade

\$1,000 - network storage upgrade."

CARRIED

HR Policy Amendment - Bereavement Leave

Moved by: Reeve Farago

Seconded by: Councillor - Town of Lumsden Barber

"That the Joint Administration Committee recommend to their respective Councils to amend the Human Resource Policy by adding the following relatives in the definition of 'Immediate Family' as it relates to Bereavement Leave:

step-father, step-mother, great grandfather, great grandmother."

CARRIED

HR Policy Amendment - Service Awards

Moved by: Mayor - Town of Lumsden Matheson

Seconded by: Reeve Farago

"That the Joint Administration Committee recommend to their respective Councils to amend the Human Resource Policy by setting the value of Long-Term Service Awards as follows:

Employee Awards:

5 Years – Certificate of Recognition and \$ 50 Gift Certificate

10 Years - Certificate of Recognition and \$100 Gift Certificate

15 Years - Certificate of Recognition and \$150 Gift Certificate

20 Years - Certificate of Recognition and \$200 Gift Certificate

25 Years - Certificate of Recognition and \$250 Gift Certificate

30 Years - Certificate of Recognition and \$300 Gift Certificate

Certificates will be purchased from a local business of the employee's choosing. In the case of gifts for Joint Administration staff, the cost of the gift certificate will be shared 50/50 with the RM of Lumsden No. 189 (not 'matched' by the RM of Lumsden No. 189)."

CARRIED

HR Policy Amendment - Maternity / Parental Leave - Compensation

Moved by: Councillor Schlosser

Seconded by: Town of Lumsden - Councillor Longmoore

"That the Joint Administration Committee recommend to their respective Councils to amend the Maternity / Parental Leave section of the Human Resource Policy by replacing 'shall be paid an additional allowance to cover the 2 week waiting period' with 'shall be paid an additional allowance to cover the EI waiting period to a maximum of 2 weeks'."

CARRIED

Closed Session - Employee-Related Matters

Moved by: Reeve Farago

Seconded by: Town of Lumsden - Councillor Longmoore

"That we move into Closed Session at 9:09 p.m. for the purpose of discussing employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act* (LAFOIP S. 16(1)(b)), with the Chief Administrative Officer to be included in the session." **CARRIED**

The Chief Administrative Officer left the meeting from 9:34 p.m. - 9:52 p.m.

Committee left the Closed Session at 9:54 p.m. and reconvened the regular meeting.

Next Meeting

Moved by: Reeve Farago

Seconded by: Town of Lumsden - Councillor Longmoore

"That the Joint Administration Committee meet next on Tuesday, May 31, 2022 at 6:30 p.m."

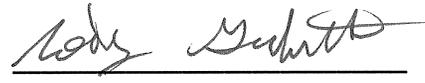
CARRIED

Adjournment

Moved by: Councillor Schlosser

"That we adjourn the meeting at 10:02 p.m."

CARRIED



Chairperson



Chief Administrative Officer