

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF FEBRUARY 18<sup>TH</sup>, 2016**  
**JOINT ADMINISTRATION COMMITTEE MEETING**

The members of the Joint Administration Committee met in the Council Chambers in the Town of Lumsden, on the evening of Thursday, February 18<sup>th</sup>, 2016 at 7:00 p.m. with Chairperson, Wes Holobetz presiding.

|                 |                               |                 |
|-----------------|-------------------------------|-----------------|
| <b>Present:</b> | Chairperson:                  | Wes Holobetz    |
|                 | Mayor:                        | Bryan Matheson  |
|                 | Reeve:                        | Jim Hipkin      |
|                 | RM Councillor:                | Dale Srochenski |
|                 | Chief Administrative Officer: | Darcie Cooper   |
|                 | Finance Officer:              | Sheena Carrick  |
| <br>            |                               |                 |
| <b>Absent:</b>  | RM Councillor:                | Kent Farago     |
|                 | Town Councillor:              | Randy Bogdan    |

**Minutes:**

Matheson/Hipkin: "That the minutes of the November 17, 2015 Joint Administration Committee meeting be approved as circulated." **CARRIED**

Chief Administrative Officer, Darcie Cooper provided a written report regarding a staffing proposal for the Committee's consideration.

**Office Services Clerk – Staffing Recommendations:**

Srochenski/Matheson: "That we agree with the recommendations provided by CAO, Darcie Cooper and recommend both Councils approve the following:

- Increase Chris Lamontagne from part time to full time hours effective March 1<sup>st</sup> at an approximate cost increase of \$18,575; and
- Enter into an independent contractor agreement with Brenda Boos for the purpose of filling in for administration employees on vacation and working on special projects as determined by the CAO, at a rate of \$22.80/hour to a maximum number of hours of 616 hours, effective April 1<sup>st</sup>, 2016 and expiring December 31, 2016 with the option to extend upon mutual agreement; and
- Enter into an independent contractor agreement with Joan Agopsowicz for the purpose of training Office Services Clerk, Chris Lamontagne and working on special projects as determined by the CAO, at a rate of \$22.80/hour to a maximum number of hours of 616 hours, effective April 1<sup>st</sup>, 2016 and expiring December 31, 2016 with the option to extend upon mutual agreement." **CARRIED**

**Adjournment:**

Hipkin/Matheson: "That this meeting be adjourned at 7:18 p.m." **CARRIED**

  
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**Chairperson**

  
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**Chief Administrative Officer**