

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF DECEMBER 6<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 Tuesday, December 6<sup>th</sup>, 2016 at 7:04 p.m. with Mayor Bryan Matheson presiding.

**Present:** Mayor: Bryan Matheson  
Town Councillor: Byron Tumbach  
Reeve: Kent Farago  
RM Councillors: Cody Jordison, Ian White  
Chief Administrative Officer: Darcie Cooper  
Finance Officer: Sheena Carrick

**Absent:** Town Councillor: Wes Holobetz

Chief Administrative Officer, Darcie Cooper, called the meeting to order at 7:04p.m.

**2017 Chairperson Appointment:**

Matheson/Farago: "That we appoint Town Councillor, Wes Holobetz as the Chairperson for the Joint Administration Committee for the 2017 year." **CARRIED**

Farago/Jordison: "That, in the absence of Councillor Holobetz, we appoint Mayor Matheson as the Chairperson for this meeting." **CARRIED**

**Agenda:**

Farago/White: "That we approve the agenda as presented." **CARRIED**

**Minutes:**

White/Tumbach: "That the minutes of the May 9, 2016 Joint Administration Committee meeting be approved as circulated." **CARRIED**

Councillor Jordison discussed upcoming conflict of interest with respect to salaries.

**Chief Administrative Officer's Report:**

CAO, Darcie Cooper provided a written report on various Joint administration matters, including staff performance reviews, salary grid information and staff overtime summary.

*Councillor Cody Jordison declared a financial interest and left the meeting at 7:23p.m.*

**2016 Joint Administration Overtime Payout:**

Farago/Tumbach: "That, if a resolution is required under the Human Resource Policy Manual, we recommend the pay out of overtime hours earned for Assistant Administrator Krystal Strong and Office Services Clerk Chris Lamontagne as requested." **CARRIED**

*Councillor Jordison resumed his seat at 7:29p.m.*

**Hours of Work – Office Staff:**

White/Jordison: "That we recommend each council agree to authorize the Office Services Clerks and the Assistant Administrator the opportunity to work additional hours to address their workload, at their discretion, provided they don't exceed 8 hours/day or 40 hours/week, unless they have authorization from the CAO for overtime, recognizing that they will be compensated 1hour for 1 hour for the additional hour/day worked, on an interim trial basis with a review at June 30, 2017; and

That the overall additional budget for wages and benefits will be approximately \$4,500.00, as Brenda Boos is not wishing to renew her contract." **CARRIED**

**Office Services Clerk Brenda Boos – Retirement Recognition:**

Tumbach/White: "That, due to Brenda Boos not renewing her contract with the municipalities, we recommend each council approve providing Brenda Boos with a gift certificate, from a local store or artist, in the amount of \$100 in recognition of her retirement to be cost shared 50/50 between the Town and the R.M." **CARRIED**

**Lumsden Library Relocation:**

Jordison/Farago: "That we recommend each council authorize administration to obtain cost estimates for renovations to the upstairs and downstairs of the Legion Hall for relocating the library; and

That, as a plan B, we recommend each council agree to proceed with a Request for Proposal for the design and construction of a new building to be built on Town owned property along James St. North, beside the Dew Drop In, to house the senior centre and the relocation of the library."

**CARRIED**

**DELEGATION:**

**Kevin Swansburg – Special Constable – Community Safety Officer:**

8:00p.m. Sheriff Kevin Swansburg addressed the committee through conference call to discuss the expenses and revenues associated with the hiring of a Special Constable, indicating that some municipalities can break even with fine revenue. Each municipality can also direct the special constable as to focussed enforcement, such as overweight vehicles, speeding, set quotas, etc.

CAO Darcie Cooper will try to get a more certain estimate for expenses and committee members will discuss with their respective councils to see if there's an interest in pursuing the program and obtaining more definitive costs.

**Joint Administration Capital Budget:**

Farago/Tumbach: "That we recommend each council include the following 5 year capital plan for the Joint Administration into the proposed 2017 budget:

Description	2017	2018	2019	2020	2021	
Computer Replacement	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	
Server Upgrades (including software)	\$3,600				\$3,600	
Postage Machine	\$6,000					
Library Relocation/ Office Renovation	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
<b>Municipalities Share (each)</b>	<b>\$15,300</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>CARRIED</b>

*12,300*

Administration will bring back the proposed Joint Fire Capital Budget, with the inclusion of financing the expenditures, for both municipalities.

**Joint Council Supper Meeting:**

White/Jordison: "That we agree to set our next meeting as a Joint Council Supper Meeting on Thursday, January 19, 2017, with the R.M. to host the supper meeting at the RiverPark Centre; and That we extend the invitation to the Minister of Government Relations, MLA's and our MP."

**CARRIED**

**Grant Amounts – Landfill and Recycle:**

Farago/Tumbach: "That we recommend the RM Council provide the annual Landfill grant to the Town of Lumsden in the amount of \$11,000.00, reflecting the same rate as last year; and That we recommend the RM Council provide the annual Recycle grant to the Town of Lumsden in the amount of 10,000.00, reflecting the same rate as last year."

**CARRIED**

The Committee reviewed the Townfolio proposal, which provides community profile information through a variety of data sources. CAO Darcie Cooper to clarify whether the cost indicated in the proposal would be a shared expense between the municipalities or if each municipality would have to pay those costs, and bring that information back to the next meeting.

*Councillor Cody Jordison declared a financial conflict of interest and left the meeting at 9:18 p.m.*

**Joint Administration Staff – Salary Grid Increase:**

White/Tumbach: "That, in an effort to not have our salary grids fall behind the labour market, we recommend each council approve a 2.0% increase to the 2016 Salary Grids for the 2017 year, for the Joint Administration staff."

**CARRIED**

**Joint Administration Staff 2017 Steps:**

Tumbach/Farago: "That we agree with the recommendation by the Chief Administrative Officer and recommend each Council approve the following Joint Administration employee 2017 salary steps:

*(Salary and Wage amounts below reflect the 2016 rates of the Salary grids)*

Krystal Strong	Asst. Administrator	Step 10 to Step 11	(\$59,937 to 62,335) eff. Jul 1/17
Marla Lillejord	Office Services Clerk	Step 8 to Step 9	(21.80/hr to 22.13/hr) eff. May.1/17
Jill Scriven	Office Services Clerk	Step 9 to Step 10	(\$22.13/hr to \$22.46) eff. Apr. 1/17
Sheena Carrick	Finance Officer	Step 11	(\$80,203/yr)

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Darcie Cooper CAO Step 7 (\$95,018/yr); and  
That Chris Lamontagne be increased from Step 6 (\$20.95/hr) to Step 7 (\$21.48/hr) retroactive to October 1,  
2016 in consideration of her one year anniversary date; and  
That Chris Lamontagne be increased from Step 7 (\$21.48/hr) to Step 8 (21.80/hr) effective Oct. 1/2017.”

**CARRIED**

**Next Meeting:**


The next regular Joint Administration Committee meeting will be February 21<sup>st</sup>, 2017 at 7:00p.m.

**Adjournment:**

Farago/Tumbach: “That this meeting be adjourned at 9:31p.m.”

**CARRIED**

  
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**Chairperson**

  
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**Chief Administrative Officer**