

TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189
MINUTES OF NOVEMBER 29th 2011
JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the Council Chambers of the Municipal Office, on the evening of Tuesday, November 29, 2011 at 7:04 p.m. with Chairman Jim Hipkin presiding.

Present: Reeve: Jim Hipkin
 RM Councillors: Tom Harrison
 Mayor: Bryan Matheson
 Town Councillors: Rhonda Phillips, Dan Kirby

Chief Administrative Officer: Darcie Cooper

Absent: RM Councillor: Kent Farago

Minutes:

Phillips/Harrison: "That the minutes of the October 18, 2011 Joint Administration Committee meeting be approved as circulated". **CARRIED**

Matheson/Phillips: "That the minutes of the November 1, 2011 Joint Administration Committee meeting be approved as circulated". **CARRIED**

Kirby/Harrison: "That the minutes of the November 21, 2011 Joint Administration Committee meeting be approved as circulated". **CARRIED**

Chief Administrative Officer's Report:

Chief Administrative Officer, Darcie Cooper provided a written report on various Joint Administration matters.

Matheson/Kirby: "That we accept the Chief Administrative Officer's report as presented." **CARRIED**

Lumsden & District Fire Department Report:

Deputy Fire Chief, Dan Kirby provided a verbal report on the Lumsden & District Fire Department for the 2011 year and projected training, capital and operational purchases for the 2012 year.

Harrison/Matheson: "That we accept Deputy Fire Chief, Dan Kirby's report as presented". **CARRIED**

NEW BUSINESS

Chief Administrative Officer – Professional Dues:

Matheson/Harrison: "That we recommend each council approve the inclusion of the payment of professional dues, including the annual CMA membership, in the employment offer to Byron Tumbach, for the Chief Administrative Officer position." **CARRIED**

Moving Expenses – Byron Tumbach:

Kirby/Harrison: "That we recommend each council approve the inclusion of a moving expense allowance, up to a maximum of \$1,500.00, in the employment offer to Byron Tumbach, for the Chief Administrative Officer position, in the event that he is unable to find suitable housing to purchase by the anticipated start date and end in a rental situation; subject to the following:

- Payment would be upon submission of invoices
- Invoices would need to be submitted prior to January 1, 2013".

CARRIED

Joint Administration Staff 2012 Steps:

Kirby/Harrison: "That in consideration of the Joint Administration employee performance evaluations completed by the Chief Administrative Officer, we recommend each Council approve the following Joint Administration employee 2012 salary steps:

(Salary and Wage amounts below reflect 2011 rates of the newly adopted grids)

Krystal Brewer	Asst. Administrator	Step 1 to Step 3 (\$36,293 to \$39,255)
Joan Agopsowicz	Office Services Clerk	Step 9 to Step 11 (\$15.53/hr to \$19.64/hr)

JRH

Brenda Boos Office Services Clerk
Marla Lillejord Office Services Clerk

Step 8 to Step 11 (\$15.30/hr to \$19.64/hr)
Step 2 to Step 3 (\$13.04 /hr to 16.60)".

CARRIED

Joint Administration Staff – Salary Grid Increase:

Phillips/Harrison: "That we recommend each council approve a 2.9% increase to the 2011 Salary Grids for the 2012 year for Joint Administration, Public Works and Recreation due to the following background information considered by the committee:

- Consumer Price Index for Regina is 3.0%
- Urban Municipal Association's recommendation 3.0%
- Rural Municipal Association's recommendation 2.8%; and

That the averages of the above rates and recommendations were used in determining the 2.9% Salary Grid increase." **CARRIED**

Experience Credit & Salary Step – Darcie Cooper:

Harrison/Phillips: "That, in consideration of the additional duties as Administrator during the 2011 year, we agree to credit Darcie Cooper for 2 years of experience in relation to the Salary Grid, for the 2011 year; and
That we approve the following salary step for the 2012 year (*Salary amount reflects 2011 rate of the newly adopted salary grid*)

- Darcie Cooper, Asst. Administrator Step 8 (\$47,759)."

CARRIED

2012 Joint Fire Capital & Operating Budget:

Kirby/Phillips: "That we recommend each council approve the following expenditures totaling \$14,525.00 to fund the 2012 proposed capital and operating budget for the Lumsden Fire District:

- \$5,400 for the Capital purchase of 4 sets of Turn out Gear,
- \$9,125 for the Operating budget to be split between training, small tools and equipment and materials and supplies."

CARRIED

2012 Joint Administration Capital Budget:

Kirby/Phillips: "That we recommend each council approve the capital expenditures totaling \$2,000.00 to fund computer and software upgrades in 2012."

CARRIED

Next Meeting – Joint Council Supper Meeting:


Kirby/Matheson: "That we agree that the date for the next Joint Administration Committee meeting on Tuesday, January 17th, 2012 at 6:00 p.m. with the Town of Lumsden hosting a full supper meeting for both Councils, Chief Administrative Officer, Assistants, Department Heads and MLA dignitaries, with a location to be determined."


CARRIED

Adjournment:

Kirby/Harrison: "That we adjourn this meeting at 8:26 p.m."

CARRIED


Chairman


Chief Administrative Officer