

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF NOVEMBER 19<sup>th</sup>, 2013**  
**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 19, 2013 at 7:03 p.m. with Chairperson, Jim Hipkin presiding.

**Present:** Reeve: Jim Hipkin  
 RM Councillor: Tom Harrison  
 Mayor: Bryan Matheson  
 Town Councillors: Jane Cogger, Rhonda Phillips (arrived at 8:25 p.m.)  
 Chief Administrative Officer: Darcie Cooper

**Absent:** RM Councillor: Kent Farago

**Minutes:**

Matheson/Harrison: "That the minutes of the October 29, 2013 Joint Administration Committee meeting be approved as circulated." **CARRIED**

**Chief Administrative Officer's Report:**

CAO, Darcie Cooper provided a written report on various Joint Administration matters, including staff performance reviews and the Joint Office Salary Guideline for Administrators.

Cogger/Harrison: "That we accept the CAO's report as presented." **CARRIED**

**NEW BUSINESS:**

**Part Time Office Services Clerk:**

Matheson/Harrison: "That we recommend that each council agree to keep Brenda Boos on as Part time office services clerk, due to the increasing workload of the staff and the assistance she can provide in archiving records, filing and support to other staff members while on holidays, days off and in the areas of building permits and accounts payable; and That the employment be based on 2 days per week at an estimated cost of \$16,500/year to be shared by the RM and Town." **CARRIED**

**In Camera:**

Harrison/Cogger: "That we agree to go in camera, excluding staff, at 7:33 p.m." **CARRIED**

**Reconvene:**

Cogger/Matheson: "That we agree to reconvene the meeting at 8:06 p.m." **CARRIED**

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

Matheson/Harrison: "That we recommend each council approve a 3.9% increase to the 2013 Salary Grids for the 2014 year for the Joint Administration staff due to the following background information considered by the committee:

- Consumer Price Index for Regina is 1.8%
- Urban Municipal Administrator's Association's recommendation 3.4%
- Rural Municipal Administrator's Association's recommendation 6.5% (flat rate increase of \$3,000 per certificate averages about 6.5%); and

That the averages of the above rates were used in determining the 3.9% Salary Grid increase." **CARRIED**

**Joint Administration Staff 2014 Steps:**

Cogger/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 2014 salary steps:

*(Salary and Wage amounts below reflect the 2013 rates of the Salary grids)*

Krystal Strong	Asst. Administrator	Step 4 to Step 5 (\$43,058 to \$44,781) eff. Jan.1/14
		Step 5 to Step 6(\$44,781 to 46,572) eff. Jul 1/14(AnnDate)
Joan Agopsowicz	Office Services Clerk	Step 11 (\$20.72/hr)
Marla Lillejord	Office Services Clerk	Step 4 to Step 5 (\$18.13/hr to\$18.58/hr) eff.Jan.1/14

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		Step 5 to Step 6	(18.58/hr to 19.04/hr) eff. May. 13/14 (Anniv Date)
Jill Scriven	Office Services Clerk	Step 5 to Step 6	(\$18.58/hr to 19.04/hr) eff. Jan. 1/14
		Step 6 to Step 7	(\$19.04/hr to \$19.52) eff. Apr. 15/14 (Anniv Date)
Sheena Carrick	Finance Officer		\$70,000/year - Anniv. date June 24/14."

**CARRIED**

**Chief Administrative Officer – 2014 Salary Step:**

Harrison/Matheson: "That we recommend each council approve the following step increase for the Chief Administrative Officer for the 2014 year, as follows:

Darcie Cooper      CAO                      Step 3 to Step 5 (\$79,855 to \$86,372); and

That this two-step increase is recommended with consideration given to the Joint Office Salary guideline proposed by the Urban Municipal Administrators Association with endorsement by SUMA, recognition for her additional year experience and the additional work load she carried during the 2013 year while short staffed."

**CARRIED**

**RFP – Joint Growth Strategy & Rural Urban Fringe Development District:**

Phillips/Matheson: "That we authorize the CAO to send out the request for proposals (RFP) for planning/engineering services to develop a Joint growth planning strategy and Rural Urban Fringe Development District; and

That we advertise the RFP on the Sask Tenders website and send it out to various planning/engineering firms."

**CARRIED**

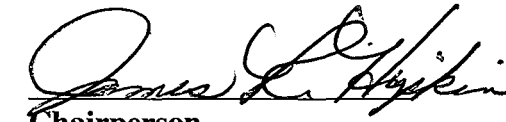
**Next Meeting:**

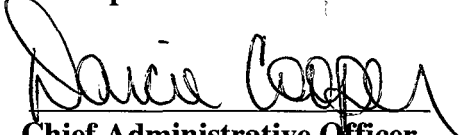
The next meeting will be the Joint Council supper meeting on Tuesday, January 21<sup>st</sup> at 6:00p.m. at the Lumsden Hotel, with the Town to host.

**Adjournment:**

Cogger/Phillips: "That this meeting be adjourned at 9:36 p.m."

**CARRIED**

  
Chairperson

  
Chief Administrative Officer