

# TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189

## MINUTES OF THE NOVEMBER 19<sup>TH</sup>, 2007 JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the Council Chambers of the Municipal Office, on Monday, November 19<sup>th</sup>, 2007 at 8:11 p.m. with Chairman Gerry Tomkins presiding.

**Present:** Mayor: Verne Barber  
Councillor: Gerry Tomkins, Ron Hart  
Reeve: Jim Hipkin  
Councillor: Bill Marquardt, Tom Harrison  
  
Administrator: Wayne Zerff

### Minutes:

Barber/Hipkin: "That we approve the minutes of the October 15<sup>th</sup>, 2007 meeting of the Joint Administration Committee, as circulated." **CARRIED**

### Committee Reports:

Mayor Verne Barber looked for feedback from the R.M. on the Louis Riel Railway Group proposal presented to each council at the last meeting.

### Staff Reports:

Administrator Wayne Zerff provided the committee with a verbal report on the various administrative issues itemized on the agenda.

Hipkin/Marquardt: "That we accept the Administrator's verbal report as presented." **CARRIED**

### Joint Administration Staff – 2007 Performance Evaluations:

Marquardt/Hart: "That in consideration of the Joint Administration employee performance evaluations completed by the Administrator, we recommend each Council approve the following Joint Administration employee 2008 salary step changes:

|                 |                            |                           |                    |
|-----------------|----------------------------|---------------------------|--------------------|
| Darcie Cooper   | Asst. Administrator        | Step 9 (7 to 9 points)    | (\$37,655/yr)      |
| Joan Agopsowicz | Office Services Clerk      | Step 10 (9 to 10 points)  | (\$13.51/hr)       |
| Brenda Boos     | Office Services Clerk (PT) | Step 9 (8 to 9 points)    | (\$13.19 /hr)      |
| Lorrie Farago   | Office Services Clerk (PT) | Step 9 (7 to 9 points)    | (\$13.19 /hr)      |
| Wayne Zerff     | Administrator              | Step 16 (15 to 16 points) | (Council review)". |

**CARRIED**

### Joint Administration Staff – 2008 Staffing Levels:

Barber/Hipkin: "That we recommend each Council approve the 2008 staffing levels as proposed by the Administrator to include the following:

- New hire - Part-time office services clerk with computer/accounting experience
- Part-time employee Lorrie Farago – possible change to school hours."

**CARRIED**

### Joint Administration Staff – Salary Grid Increase:

Barber/Hipkin: "That we recommend each Council follow the SARM recommendation of a flat dollar increase across the board for the 2008 salary grid."

**CARRIED**

### Joint Administration – Cost Share Formula:

Hart/Marquardt: "That in consideration of the Bylaws establishing the Joint Administration between the municipalities and the results of the 2006 Canada Census, we recommend the rate of 51.4% (Town) and 48.6% (R..M.) be set as the Joint Administration Cost Share Formula for salaries and benefits, with the proposed rate to be effective January 1<sup>st</sup>, 2008." **CARRIED**

### 2008 Capital Budget:

Barber/Hipkin: "That we accept the 2008 Joint Administration Capital budget as follows:

- \$2,000 per Council for computer upgrades,
- \$3,500 per Council for automatic doors (carry over from 2007),
- \$2,700 per Council for Fixed Assets software and training."

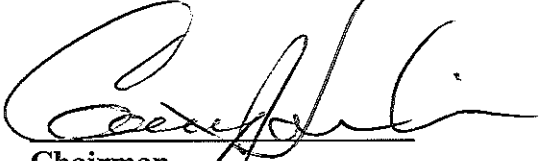
**CARRIED**

The next Joint Administration Committee meeting will be held on January 21, 2008 at the Lumsden Hotel & Steakpit, with the Town hosting, and entire Councils and Assistant Administrator and public works foreman invited for sharing discussions and 2008 planning.

**Adjournment:**

Hart/Marquardt: "That we adjourn this meeting at 9:33 p.m."

**CARRIED**



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**Chairman**



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**Administrator**