

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF THE NOVEMBER 16<sup>TH</sup>, 2010**  
**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 16, 2010 at 7:17 p.m. with Chairman Jim Hipkin presiding.

**Present:** Reeve: Jim Hipkin  
 RM Councillor: Bill Marquardt  
 Mayor: Bryan Matheson  
 Town Councillors: Sid Sikorski, Dan Kirby

Administrator: Wayne Zerff

**Absent:** RM Councillor: Tom Harrison

**Minutes:**

Matheson/Sikorski: "That we approve the minutes of the October 19<sup>th</sup>, 2010 meeting of the Joint Administration Committee, as circulated." **CARRIED**

**Administrator's Report:**

Administrator, Wayne Zerff provided a verbal and written report pertaining to the Joint Administration succession planning.

Matheson/Sikorski: "That we accept the Administrator's written and verbal report as presented." **CARRIED**

**New Business:**

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

Kirby/Sikorski: "That we recommend each council approve a 2.5% increase to the 2010 Salary Grids for the 2011 year for Joint Administration, Public Works and Recreation due to the following background information considered by the committee:

- Consumer Price Index for Regina is 1.4%
- 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 2.5% Salary Grid increase." **CARRIED**

**Joint Administration Staff 2011 Steps:**

Matheson/Sikorski: "That in consideration of the Joint Administration employee performance evaluations completed by the Administrator, we recommend each Council approve the following Joint Administration employee 2011 salary steps:

*(Salary and Wage amounts below reflect 2010 rates)*

Darcie Cooper	Asst. Administrator	Step 10	(\$42,546/yr)
Joan Agopsowicz	Office Services Clerk	Step 11	(\$15.15/hr)
Brenda Boos	Office Services Clerk	Step 10	(\$14.93/hr)
Lorrie Farago	Office Services Clerk (PT)	Step 10	(\$14.93 /hr)
Krystal Strong	Office Services Clerk (PT)	Step 8	(\$14.38/hr)
Wayne Zerff	Administrator	Step 17	(\$92,800/yr)."

**CARRIED**

**Office Services Clerk Position:**

Matheson/Sikorski: "That we recommend each council approve the advertisement and search for a qualified candidate to fill the Office Services Clerk position, with a part time 3 month training position commencing April 1<sup>st</sup> and full time employment to commence July 1<sup>st</sup>, 2011." **CARRIED**

**Joint Succession Compensation:**

Matheson/Sikorski: "That we recommend each council approve the following joint succession compensation for the period of January to June, 2011, as the committee visions this as a development opportunity that involves extra workload, but not full responsibility or accountability;

- Darcie Cooper - \$375 per month in addition to Assistant Administrator Step salary recommendation, as well as time and half for overtime when applicable; and

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- *Krystal Brewer - \$175 per month in addition to Office Services Clerk Step hourly pay, as well as time and half for overtime when applicable.* **CARRIED**

**Technical Support:**

Kirby/Marquardt: "That we recommend to each council that Wayne Zerff be contracted on an hourly basis, subject to the Status Quo Options in the Joint Administration Succession Plan report, to maintain, update and monitor municipal computer equipment within the municipality and provide technical assistance upon request, at a rate of \$50.00 per hour, effective July 1<sup>st</sup>, 2011."

**CARRIED****July 1<sup>st</sup> Salary Steps - New Administrator & Assistant Administrator:**

Kirby/Sikorski: "That we recommend each council approve the following Salary Grid Steps, commencing July 1<sup>st</sup> for the individuals that commence their new positions full time under the Succession Plan

*(Salary and Wage amounts below reflect 2010 rates):*

- Darcie Cooper, Step 5 of the Administrator Salary Grid (\$68,863)
- Krystal Brewer, Step 1 of the Assistant Administrator Salary Grid (\$35,408)."

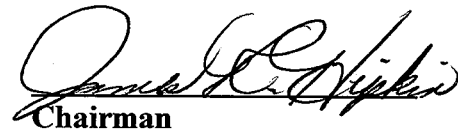
**CARRIED****Next Meeting:**

The next Joint Administration committee meeting is January 18, 2011, with the R.M. of Lumsden No. 189 hosting a full supper meeting for both councils and invited guests.

**Adjournment:**

Marquardt/Kirby: "That we adjourn this meeting at 9:29 p.m."

**CARRIED**

  
Chairman

  
Administrator