

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF NOVEMBER 17<sup>TH</sup>, 2015**  
**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, November 17<sup>th</sup>, 2015 at 7:06 p.m. with Chairperson, Jim Hipkin presiding.

**Present:** Chairperson, Reeve: Jim Hipkin  
 Mayor: Bryan Matheson  
 Town Councillors: Randy Bogdan, Wes Holobetz  
 RM Councillor: Dale Srochenski (arrived at 8:25 p.m.)  
 Chief Administrative Officer: Darcie Cooper  
 Financial Officer: Sheena Carrick

**Absent:** RM Councillor: Kent Farago

**Minutes:**

Matheson/Bogdan: "That the minutes of the June 16, 2015 Joint Administration Committee meeting be approved as circulated." **CARRIED**

Chief Administrative Officer, Darcie Cooper provided a verbal report on the June 16<sup>th</sup> Joint Administration Committee meeting.

**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.

**Lumsden & District Fire Department – 2015 Report:**

7:30 p.m. Fire Chief, Jeff Carey provided a report on the activity of the Lumsden and District Fire Department for the 2015 year and the 5 year Capital Plan for the fire department.

There have been 55 Fire calls to date for 2015 which consist of: 23 Motor Vehicle Accidents; 5 Grass fires; 7 vehicle fires; 3 structure fires; 4 alarm call outs; 13 other.

The department currently has 21 members: 15 active members; 1 on leave for firefighter school; 2 members have moved onto career departments but still assist with our training and practices; 3 members considered inactive.

Jeff provided an update on the Fire truck purchase for 2016 that has been approved by both Councils. The department has come up with a list of requirements for the truck and have asked a couple of manufacturers to create a truck and give an estimate based on our requirements. They are planning to tender mid-December and award the tender in the beginning of January 2016.

For the 2016 year, training will be the primary focus and they are looking at improving the relationship with surrounding departments through joint training and looking at automatic dispatch for certain calls to improve response needs.

The five year capital plan for the fire department is as follows:

**Fire Department capital Plan 2016-2020**

Description	2016	2017	2018	2019	2020
3 Hand held radios					
Rescue Saw					
Bunker Gear		\$3,500	\$3,500	\$3,500	\$3,500
New Fire Truck	\$400,000				
SCBA 5 units		\$35,000	\$35,000		
Spare SCBA Cylinders				\$10,000	\$5,000
Municipalities Share each	\$200,000	\$18,750	\$18,750	\$6,750	\$4,250

*JRH/DC*

Matheson/Holobetz: "That we accept Fire Chief, Jeff Carey's report as presented."

**CARRIED**

**SAMEO Report – K. Strong:**

CAO Darcie Cooper, presented the written report submitted by Assistant Administrator, Krystal Strong regarding the Saskatchewan Association of Municipal Enforcement Officers (SAMEO). Krystal provided a background on initiatives accomplished to date and requested continued support in her involvement with the Association, specifically the Standards and Training Committee of which Krystal is Chair.

**In-Camera Session:**

Matheson/Holobetz: "That we agree to go in camera at 8:00 p.m."

**CARRIED**

**Reconvene:**

Bogdan/Matheson: "That we agree to reconvene the meeting at 8:23 p.m."

**CARRIED**

*RM Councillor Dale Srochenski arrived at 8:25 p.m.*

**SAMEO Standards and Training Committee – SUMA/SARM Resolution Recommendations:**

Holobetz/Bogdan: "WHEREAS that the Saskatchewan Association of Municipal Enforcement Officers (SAMEO) Standards and Training Committee was formed in 2012 to address a number of emerging personnel and municipal needs and is made up of volunteers from other municipalities and associations including; SARM, SUMA, City of Regina, RM and Town of Lumsden, RM of St. Andrews and Town of Kyle; RM's of Grant & Aberdeen & Town of Vonda; RM of Moose Range; and WHEREAS we understand that the respective councils/associations support their members in attendance of the meetings during respective municipal/association work hours and reimburse for travel expenses; and WHEREAS we understand the Committee's goals and objectives include in a broad sense: standardization of Bylaw Enforcement in Saskatchewan; educate the Province, Municipalities and potential officers on the standards established; increase Bylaw Enforcement Officer's safety and quality; better the work environment for Bylaw Enforcement Officers; ensure Bylaw Enforcement Officers have the authority to meet the needs of municipalities; and THEREFORE BE IT RESOLVED we recommend each council request that SARM and SUMA take over this program as it benefits all municipalities but are being financially supported through provision of staff and travel expenses, by only a few municipalities."

**CARRIED**

**K. Strong – Sk Assoc. of Municipal Enforcement Officers (SAMEO) Standards & Training Committee Participation:**

Matheson/Holobetz: "That we recommend each council authorize Krystal Strong to continue with her participation in the SAMEO (formerly known as SALIBO, *Saskatchewan Association of License Inspectors and Bylaw Officials*) Standards and Training Committee using municipal time to attend meetings of the special committee, with mileage to be reimbursed by the municipalities, until October 31, 2017."

**CARRIED**

Holobetz/Srochenski: "That we accept the Chief Administrative Officer's report as presented."

**CARRIED**

**Joint Administration Staff 2016 Steps:**

Matheson/Holobetz: "That we agree with the recommendation by the Chief Administrative Officer and recommend each Council approve the following Joint Administration employee 2016 salary steps:

*(Salary and Wage amounts below reflect the 2015 rates of the Salary grids)*

Krystal Strong	Asst. Administrator	Step 9 to Step 10	(\$56,227 to 58,476) eff. Jul 1/16
Joan Agopsowicz	Office Services Clerk	Step 11	(\$22.24/hr)
Brenda Boos	Office Services Clerk	Step 11	(\$22.24/hr)
Marla Lillejord	Office Services Clerk	Step 7 to Step 8	(20.95/hr to 21.27/hr) eff. May. 1/16
Jill Scriven	Office Services Clerk	Step 8 to Step 9	(\$21.27/hr to \$21.59) eff. Apr. 1/16
Sheena Carrick	Finance Officer	Step 11	(\$80,203)."

**CARRIED**

**Joint Council Supper Meeting:**

Srochenski/Matheson: "That we agree to set our next meeting as a Joint Council Supper Meeting on Tuesday, January 19, 2016, with the Town to host the supper meeting."

**CARRIED**



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

Matheson/Holobetz: “That, in an effort to not have our salary grids fall behind the labour market, we recommend each council approve a 2.5% increase to the 2015 Salary Grids for the 2016 year for the Joint Administration staff.” **CARRIED**

**Grant Amounts – Landfill and Recycle:**

Holobetz/Srochenski: “That we recommend the RM Council increase the annual Landfill grant to the Town of Lumsden from \$10,000.00 to \$11,000.00 for the 2016 year; and That we recommend the RM Council increase the annual Recycle grant to the Town of Lumsden from \$9,360.00 to 10,000.00 for the 2016 year; and That we agree to review the grant amounts on an annual basis.”

**CARRIED**

Chairperson, Reeve Hipkin expressed his desire to see the Chairperson for this Committee rotated between a representative of the Town and RM on an annual basis.

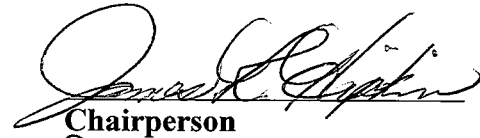
**2016 Chairperson Appointment:**

Matheson/Bogdan: “That we appoint Town Councillor, Wes Holobetz as the Chairperson for the Joint Administration Committee for the 2016 year.” **CARRIED**

**Adjournment:**

Bogdan/Matheson: “That this meeting be adjourned at 10:15 p.m.”

**CARRIED**



**Chairperson**



**Chief Administrative Officer**