

TOWN OF LUMSDEN
MINUTES OF THE REGULAR MEETING HELD ON
DECEMBER 10th, 2007

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Monday, December 10th, 2007 at 8:00 p.m. with Mayor Verne Barber presiding.

Present: Mayor:	Verne Barber
Councillor:	Sid Sikorski, Ron Hart, Al Sulma Wayne MacKay, Gerry Tomkins, Dan Kirby
Administrator:	Wayne Zerff
Asst. Administrator:	Darcie Cooper
Public Works:	Dave Cherney

Minutes:

312-07 Hart/Sulma: “That the minutes of the November 26th regular meeting be approved as circulated.” **CARRIED**

Minutes:

313-07 Sikorski/Kirby: “That the minutes of the December 6th Group II committee meeting be approved as circulated.” **CARRIED**

Correspondence:

314-07 Sulma/Hart: “That the following correspondence and reports have been reviewed and the Administrator is authorized to file the same accordingly:

- A. Epec Consulting – Ltr. re: Johns Subdivision drainage
- B. Croft Electric – Christmas party invitation
- C. SK Justice – Fine Disbursements – June, Aug. & Nov/07
- D. Capital Region – Ltr. and Oct. 3/07 Mtg Minutes
- E. L. Holloway Ltr. re: Incorrect house numbering
- F. SK Youth Award
- G. Gov’t Relations – Ltr. re: Johns’ Proposed Subdivision – Lots 8-17, Block B
- H. Misc. Publications.” **CARRIED**

Bank Reconciliation:

315-07 Sulma/Tomkins: “That we accept the Bank Reconciliation as submitted for the period ending November 30th, 2007.” **CARRIED**

General Account - Payment Vouchers:

316-07 Sulma/Tomkins: “That the general accounts listed below and totaling \$99,860.90 have been checked and approved for payment by the respective committees.” **CARRIED**

Delegations

317-07 Hart/MacKay: “That we accept the representatives from Stone Custom Developments to the meeting.” **CARRIED**

Stone Custom Developments representatives appeared before council to discuss a possible development proposal for land legally described as Lot 1, Block Y, Plan 75R12775.

Administrator’s Report:

Administrator, Wayne Zerff provided a verbal report on Regional Water Operator Agreement with 607205 Sask. Ltd. (Dodd’s Subd.), a written report updating council on Group II Committee Public Works Structure review, employee wage options and revisions to the Human Resource Policy manual as recommended by the Group II Committee and various administrative issues.

318-07 Tomkins/Sikorski: “That the verbal and written report provided by the Administrator be accepted as presented.” **CARRIED**

Public Works Report:

Water & Wastewater Supervisor, Dave Cherney provided a verbal report on various public works issues.

319-07 Hart/Sulma: "That the verbal report provided by Dave be accepted as presented."

CARRIED

OLD BUSINESS:**Regional Water Operator Agreement – 607205 Sask. Ltd.:**

320-07 Sulma/MacKay: "That we authorize the Mayor and the Administrator to sign the Regional Water Operator Agreement with 607205 Saskatchewan Ltd. (Dodd's Water Users Association) as presented by the Administrator and attached hereto and forming a part of these minutes."

CARRIED

NEW BUSINESS:**Organization Structure – Group II Committee Recommendations:**

321-07 Kirby/Sikorski: "That we accept the Group II committee's recommendation, as outlined in the Administrator's written report, for the restructuring of the Public Works Department due to the resignation of Public Works Supervisor, Bob Schulz, as follows:

- Dave Cherney, Water and Wastewater Operator and Jeff Carey, Assistant Supervisor will share the duties of the Public Works Supervisor's position, both positions would be manager's in their respective areas and treated as working Foremen
- Engineering and Mapping will now be contracted out
- Hire a Water and Wastewater Operator to assist Dave Cherney, who would now considered Utilities Foreman
- Job Descriptions are created for a Public Works Foreman, Utilities Foreman and revised for the Water/Wastewater Operator, as attached hereto and forming apart of these minutes
- All public works employees should be working toward obtaining their Class 1 Water/Wastewater certificate and, wherever possible their Class 2 certificate
- Banked leave policy is revised to allow overtime for emergency call outs and a choice of being paid or banking the time, as attached hereto and forming a part of these minutes (time for meetings, etc will remain 1 hour for 1 hour)
- Employee retention has to be an important aspect of the Town's planning to keep a low level of employee turnover and retain a desired level of experience, knowledge and productivity within our employee base.
- Organization structure is accepted as attached hereto and forming a part of these minutes."

CARRIED

Water/Wastewater Operator Position:

322-07 Kirby/Sikorski: "That we agree to offer the position of Water/Wastewater Operator to Brian Schwindt from Ogema at Step 8 of the New Salary Scale (\$38,684/year) with 5 weeks holidays subject to the following employment conditions:

- He completes the SIAST Level 2 Water and Wastewater distribution course,
- 6 month probationary period as per the Human Resource Policy Manual."

CARRIED

Public Works Salary Schedule Change:

323-07 Kirby/Sulma: "That, in consideration of adjusting the Salary Scale to address the issues facing many employers, including shortage of experienced labour, competitive wage rates within the industry and employee pool, we agree to accept the proposed option #2 as presented by the Administrator, dropping the first two steps on each Salary Grid and increase each employee by two steps and set the 2008 wages for the Public Works staff at the following steps:

- Jeff Carey – Step 9 (Assistant Supervisor) to Step 1 Public Works Supervisor \$38,422/yr to \$46,219/yr
- Dave Cherney – Step 13 (Water/Wastewater Operator) to Step 4 (Public Works Supervisor) \$41,820 to 49,604/yr
- Cory Danyliw – Step 3(Old Scale) to Step 3 (New Scale Equipment Operator 1) \$22,475/yr to 23,207/yr
- Barry McGill – Step 5(Old Scale) to Step 5 (New Scale Equipment Operator 2) \$27,708 to 28,363/yr
- Lance Whitteron – Step 4(Old Scale) to Step 4 (New Scale Equipment Operator 3) \$31,823 to 32,651/yr.;

And that the above Salary Steps do not take into consideration the employee's performance evaluation, as they have not yet been completed." **CARRIED**

Joint Administration Salary Schedule Change:

324-07 Kirby/Sulma: "That, we rescind resolution 306-07, and agree that in consideration of adjusting the Salary Scale to adjust the starting wage to be in line with other positions on the job market, we agree to drop the first two steps on each Salary Grid and increase each employee by two steps as well as the Step change recommendations as a result of the employee evaluations and set the 2008 wages for the Joint Administration staff at the following steps:

- Darcie Cooper-Asst. Administrator from Step 7 (Old Scale) to Step 9 New Scale) \$35,467 to \$39,365/yr
- Joan Agopsowicz - Office Services Clerk from Step 9 (Old Scale) to Step 10 (New Scale) \$13.19/hr to \$14.03/hr
- Brenda Boos - Office Services Clerk (PT) from Step 8 (Old Scale) to Step 9 (New Scale) \$12.83 /hr to \$13.80/hr
- Lorrie Farago - Office Services Clerk (PT) from Step 7 (Old Scale) to Step 9 (New Scale) \$12.43 /hr to \$13.80/hr
- Wayne Zerff – Administrator would now be off the Salary Scale – Step 15 (Old Scale) New Scale only has 13 steps (Council review)."

CARRIED

Fire Works Authorization – Darren Topping:

325-07 Tomkins/Sulma: "That we authorize Darren Topping to set off a private fireworks display for his family on the green space located adjacent to his residence located at 245-Seventh Avenue on December 31st, 2007; and
That we recognize that Darren Topping is a Corporal in the Explosives Unit at RCMP "F" Division."

CARRIED

Regina Humane Society – Contract Renewal:

326-07 Tomkins/MacKay: "That we agree to renew contract with the Regina Humane Society as attached hereto and forming a part of these minutes." **CARRIED**

SUMA – Annual Convention:

327-07 Tomkins/Kirby: "That we authorize the Administrator, Assistant Administrator and all interested Council Members to attend the SUMA Annual Convention, February 3 - 6, 2007 in Regina with expenses to be reimbursed as per resolution #41-01; and
That we authorize the required registration fees to be paid on behalf of the individuals interested in attending this convention; and
That we appoint Mayor Verne Barber and Councillor Al Sulma to be voting delegates."

CARRIED

Saskatchewan Volunteer Fire Fighters Association – Insurance Renewal:

328-07 Tomkins/MacKay: "That we agree to pay \$508.76 to the Saskatchewan Urban Municipalities Association for the Volunteer Fire Fighter/First Responders Insurance Renewal for the 2008 year." **CARRIED**

Special Occasions Permit – Lumsden Curling Club:

329-07 Kirby/Sikorski: "That we authorize Sask Liquor and Gaming Authority to issue a Special Occasions permit to the Lumsden Curling Club for the 2008 SaskPower Southern Women's Curling Playdowns being held at the Lumsden Sports Centre and Curling Club located at 70 – 3rd Avenue in Lumsden, SK for the following dates and times:

<i>Wednesday, January 9</i>	<i>4:00 p.m. – 1:00 a.m.</i>
<i>Thursday, January 10</i>	<i>1:00 p.m. – 1:00 a.m.</i>
<i>Friday, January 11</i>	<i>1:00 p.m. – 1:00 a.m.</i>
<i>Saturday, January 12</i>	<i>1:00 p.m. – 1:00 a.m.."</i>

CARRIED

Adjournment:

330-07 Kirby/Tomkins: "That we adjourn this meeting at 10:19 p.m." **CARRIED**

Mayor

Administrator