

**TOWN OF LUMSDEN**  
**MINUTES OF THE REGULAR MEETING HELD ON**  
**NOVEMBER 23<sup>rd</sup>, 2010**

The Lumsden Town Council convened their regular meeting in the Council Chambers of the Town Office, on the evening of Tuesday, November 23<sup>rd</sup>, 2010 at 6:30 p.m. with Mayor Bryan Matheson presiding.

<b>Present:</b> Mayor:	Bryan Matheson
Councillor:	Sid Sikorski, Al Sulma, Jayne Leibel, Rhonda Phillips, Doug Mader
Administrator:	Wayne Zerff
Asst. Administrator:	Darcie Cooper
Public Works Foreman:	Jeff Carey (6:30 p.m. – 6:42 p.m.)
<b>Absent:</b> Councillor:	Dan Kirby

**Minutes:**

477-10 Sikorski/Sulma: “That the minutes of the November 9<sup>th</sup> regular meeting be approved as circulated.” **CARRIED**

**Minutes:**

478-10 Phillips/Mader: “That the minutes of the November 3<sup>rd</sup> Hildebrandt/Simcoe Negotiating Committee meeting be approved as circulated.” **CARRIED**

**Minutes:**

479-10 Leibel/Sikorski: “That the notes of the November 2<sup>nd</sup> Group I Committee meeting be accepted as circulated.” **CARRIED**

**Minutes:**

480-10 Leibel/Sikorski: “That the minutes of the November 12<sup>th</sup> Waste Water Treatment Committee meeting be approved as circulated.” **CARRIED**

**Minutes:**

481-10 Sulma/Sikorski: “That the minutes of the November 16<sup>th</sup> Joint Administration Committee meeting be approved as circulated.” **CARRIED**

**Correspondence:**

482-10 Sulma/Sikorski: “That the following correspondence and reports have been reviewed and the Administrator is authorized to file the same accordingly:

- A. Duane McKay, Fire Commissioner – Ltr re: Portable Radio Systems
- B. Gillian Bruce – Ltr re: Scavenging at the Landfill
- C. Sask Justice – Disbursement Report
- D. Grants Admin., Gov. Of Can. – Ltr re: Non-Compliance of Federal Gas Tax Program
- E. Shepherd of the Valley Church – Thank you card
- F. Sask Environment – Ltr re: Lumsden’s Sewage Works
- G. SAMA – Ltr re: 2010 Assessment Return
- H. Lisa Quartel – Email re: Data Logger Installation Update
- I. RM of Lumsden 189 – Ltr re: Weed Management Strategy Area
- J. Chris Exner – Letter of Acceptance
- K. Sask Environment-Permit to Operate Waste Disposal Ground
- L. Miscellaneous Publications.” **CARRIED**

**General Account - Payment Vouchers:**

483-10 Sulma/Leibel: “That the general accounts listed below and totaling \$25,160.42 have been checked and approved for payment by the respective committees.” **CARRIED**

**Bank Reconciliation:**

484-10 Sikorski/Mader: “That the bank reconciliations be accepted as presented by the Administrator, for the period ending October 31<sup>st</sup>, as submitted.” **CARRIED**

**Committee Reports:**

Councillor Mader provided a verbal report on the Group I committee meeting he attended.  
Councillor Phillips provided a verbal report on the Group II committee meeting she attended.

Mayor Matheson provided a verbal report on the Joint Administration Committee meeting he attended.

- 485-10 Sulma/Sikorski: "That the reports from each committee be accepted as presented".  
**CARRIED**

**Administrator's Report:**

Administrator, Wayne Zerff provided a verbal report on various administrative issues.

- 486-10 Leibel/Sulma: "That the report provided by the Administrator be accepted as presented."  
**CARRIED**

**Public Works Report:**

Public Works Foreman, Jeff Carey provided a verbal report on various public works issues.

- 487-10 Sulma/Leibel: "That the report provided by Jeff Carey be accepted as presented."  
**CARRIED**

**NEW BUSINESS:**

**Hildebrandt/Simcoe Arbitrator Appointment Recommendation:**

- 488-10 Sulma/Leibel: "That we agree with the recommendation of the negotiating committee to select an arbitrator for the Hildebrandt/Simcoe Servicing Agreement in the event the Judge orders arbitration."  
**CARRIED**

**Design for Wastewater Treatment Plant:**

- 489-10 Phillips/Sulma: "That we agree with the recommendation of the Wastewater Treatment committee and hire Associated Engineering to do the Preliminary Design for the Wastewater Treatment Plant with a value engineering type component to be included."  
**CARRIED**

**Recess Meeting:**

- 490-10 Sulma/Sikorski: "That we recess the regular meeting at 7:25 p.m. for the purpose of the public hearing for the proposed text amendments to the zoning bylaw, being bylaw 2010-13."  
**CARRIED**

**Reconvene Meeting:**

- 491-10 Phillips/Mader: "That we reconvene the regular meeting at 7:50 p.m."  
**CARRIED**

**Weed Management Area - Support:**

- 492-10 Phillips/Leibel: "That we authorize the contribution in the amount of \$4,000.00 to the R.M. of Lumsden No. 189 for the purpose of Weed Management Strategy efforts to GPS affected areas within the Weed Management Strategy area."  
**CARRIED**

**Community Coordinator Acceptance:**

- 493-10 Mader/Leibel: "That we acknowledge Chris Exner's acceptance of the full time Community Coordinator position commencing January 1<sup>st</sup>, 2011 with the following understanding:
- Salary will be Step 5 of the new Community Coordinator's Salary grid of \$45,000 per year
  - Current monthly travel allowance of \$115.00/month will not be applicable as of January 1<sup>st</sup>, 2011; instead mileage incurred due to attending to municipal business will be reimbursed at a per kilometre rate, currently set at \$.44/km, and may be amended from time to time by resolution of council."
- CARRIED**

**Landfill Security Concern:**

- 494-10 Phillips/Sikorski: "That we authorize the Bylaw Enforcement, Krystal Brewer to take a letter to Anita Bergman indicating councils concerns with scavenging that is occurring at the Landfill and provide her with the bylaw information pertaining to scavenging."  
**CARRIED**

**Review Landfill Scavenging Policy:**

- 495-10 Phillips/Leibel: "That we review the landfill scavenging policy at the next meeting."  
**CARRIED**

**Salary Grid Increase:**

- 496-10 Sikorski/Leibel: "That we agree with the recommendation from the Joint Administration Committee and approve a 2.5% increase to the 2011 Salary Grids 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%

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:**

497-10 Sikorski/Phillips: "That we agree with the recommendation from the Joint Administration Committee and in consideration of the Joint Administration employee performance evaluations completed by the Administrator, we 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 Brewer	Office Services Clerk	Step 8	(\$14.38/hr)
Wayne Zerff	Administrator	Step 17	(\$92,800/yr)." <b>CARRIED</b>

**Office Services Clerk Position:**

498-10 Sulma/Sikorski: "That we agree with the recommendation from the Joint Administration committee and 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:**

499-10 Sikorski/Leibel: "That we agree with the recommendation from the Joint Administration Committee and 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*
- *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**

**Administration Technical Support:**

500-10 Sikorski/Sulma: "That we agree with the recommendation from the Joint Administration committee and approve 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:**

501-10 Sikorski/Phillips: "That we agree with the recommendation from the Joint Administration committee and 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**

**Net Book Purchases:**

502-10 Leibel/Sulma: "That we authorize Administrator, Wayne Zerff to purchase net books for council and required staff members for the purpose of having paperless meetings and organizing municipal business data for council."

**CARRIED**

**SUMA Annual Convention:**

503-10 Sikorski/Sulma: "That we authorize the Administrator, Assistant Administrator and all interested Council Members to attend the SUMA Annual Convention, January 30<sup>th</sup> to February 2, 2011 in Saskatoon with expenses to be reimbursed as per resolution #21-08; and

That we authorize the required registration fees to be paid on behalf of the individuals interested in attending this convention; and

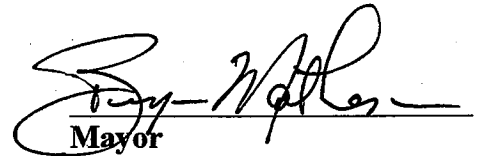
That we appoint Mayor Bryan Matheson and Councillor Rhonda Phillips to be voting delegates with Councillor Dan Kirby as an alternate delegate." **CARRIED**

**SUMA Urban Highways Connector Program Meeting:**

504-10 Phillips/Sikorski: "That we authorize Mayor Bryan Matheson to attend the SUMA Urban Highways Connector Program Meeting on December 10<sup>th</sup> in Regina with expense to be reimbursed as per resolution #21-08." **CARRIED**

**Adjournment:**

505-10 Sulma/Sikorski: "That we adjourn this meeting at 10:16 p.m." **CARRIED**

  
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Mayor

  
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Administrator