

TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189
MINUTES OF NOVEMBER 1ST, 2011
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 1, 2011 at 7:10 p.m. with Chairman Jim Hipkin presiding.

Present: Reeve: Jim Hipkin
 RM Councillor: Tom Harrison, Kent Farago
 Mayor: Bryan Matheson
 Town Councillor: Rhonda Phillips
 Administrator: Darcie Cooper

Absent: Town Councillor: Dan Kirby

Administrator's Report:

Administrator Darcie Cooper provided a verbal report on the Chief Administrative Officer position applications. 9 Applications were received, 4 of which have their Local Government Administration Certificates and Urban and/or Rural Certificates.

Darcie also reviewed the information regarding the Joint Administration Salary review for the Committee.

Chief Administrative Officer – Candidates:

Matheson/Harrison: "That we agree to interview the top 4 candidates for the Chief Administrative Officer's position as recommended by, Administrator Darcie Cooper."

CARRIED

Chief Administrative Officer - Interviews:

Matheson/Harrison: "That we authorize Mayor, Bryan Matheson Reeve, Jim Hipkin and Administrator Darcie Cooper to conduct the interviews with the candidates for the Chief Administrative Officer position; and
 That the Committee agree upon the interview questions to be asked of the Candidates via email, prior to the interviews."

CARRIED

In Camera Session:

Matheson/Harrison: "That we agree to go in-camera at 7:45 p.m.."

CARRIED

Reconvene Meeting:

Farago/Phillips: "That we agree to reconvene the meeting at 11:00 p.m.."

CARRIED

Office Services Clerk – Salary Grid Recommendations:

Matheson/Harrison: "That we recommend each council accept the following Salary Grid recommendations for the Office Services Clerk position:

- Municipal Experience be amended to reflect 1 year experience equals 1 point to a maximum of 10 points
- Hourly starting wage for 0-3 points be increased from \$12.72 to \$15.50
- Increase for the next 3 steps (Steps 2-4) be at 3.5% for each step
- Increase for the next 3 steps (Steps 5-7) be at 2.5% for each step
- Increase for the next 4 steps (Steps 8-11) be at 1.5% for each step; and

That this Salary Grid recommendation reflects 2011 salaries and would not include any Salary Grid increases that would apply for 2012; and
 That the information used for review purposes were the Joint Administration Salary Grid of the RM of McKillop and the Town of Strasbourg, as well as the City of Regina, Administrative Staff Union Salaries for the 2011 year."

CARRIED

Assistant Administrator – Salary Grid Recommendations:

Phillips/Matheson: "That we recommend each council accept the following Salary Grid change recommendations for the Assistant Administrator position:

- Annual starting wage for 0-3 points (Step 1) remain unchanged at \$36,293
- Increase for the next steps be at 4.0 % for each step; and

That this Salary Grid recommendation reflects 2011 salaries and would not include any Salary Grid increases that would apply for 2012; and
 That the information used for review purposes were the Joint Administration Salary Grid of the RM of McKillop and the Town of Strasbourg and the suggested Salary Grid for the Rural Municipal Administrators Assoc. of SK. for the 2011 year."

CARRIED

JRH

Chief Administrative Officer – Salary Grid Recommendations:

Phillips/Farago: “That we recommend each council accept the following Salary Grid change recommendations for the Chief Administrative Officer position:

- Annual starting wage for 0-3 points (Step 1) and 4 points (Step 2) be removed from the Salary Grid as the Committee felt that the minimum qualifications for the position should be 5 points
- Annual starting wage for 5 points (Step 3) be reduced from \$70,585 to \$70,000
- Increase for the next steps be at 4.0 % for each step; and

That this Salary Grid recommendation reflects 2011 salaries and would not include any Salary Grid increases that would apply for 2012; and

That the information used for review purposes was the Urban Municipal Administrators suggested salary grid for the 2011 year and the Joint Administration Salary Grid of the RM of McKillop and the Town of Strasbourg.”

CARRIED


Next Meeting:

The next Joint Administration Committee meeting for Tuesday, November 29th at 7:00 p.m.

Adjournment:

Farago/Harrison: “That we adjourn this meeting at 11:20 p.m.”

CARRIED


Chairman


Administrator