

TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189
MINUTES OF SEPTEMBER 20th, 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, September 20, 2011 at 7:10 p.m. with Chairman Jim Hipkin presiding.

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| Present: | Reeve: | Jim Hipkin |
| | RM Councillors: | Dale Srochenski |
| | Mayor: | Bryan Matheson |
| | Town Councillors: | Sid Sikorski, Dan Kirby |
| | Administrator: | Darcie Cooper |
| Absent: | RM Councillor: | Tom Harrison |

Administrator's Report:

Administrator Darcie Cooper provided a written report regarding Joint Administration staffing and a verbal report on the following:

- Donated staffing hours during the EMO Flood Events in the Spring in the amount of 129 hours for the 24 hour phone line service
- Occupational Health and Safety report, conversion of the small washroom in the office to a janitor's room and the safekeeping of the RM pest control products
- Gary Howland won 2011 Sask Parks and Recreation Award of Merit for his dedication and work on the Trans Canada Trail. Committee indicated that an advertisement should be put in the Waterfront Press after the October 21st award, congratulating him on his achievement
- Discussed the employees request for Vision Care benefits. Due to the expense of the SUMA premium for this benefit, the committee discussed just paying the employees directly for the claim benefit amount that they would receive under the for the SUMA vision plan as opposed to paying SUMA the premium for the benefit. Administrator to bring back cost analysis and taxable benefit information to the next meeting for the committee's consideration
- Update on the Administration Wage review, information is starting to be gathered and will have a report for the October Meeting for the committee's consideration.

Kirby/Srochenski: "That we accept the Administrator's written and verbal report as presented."

CARRIED

Discussion Items:

The Committee discussed the following items:

- Deer Valley's petition to become an Organized Hamlet and the Deer Valley Home Owner's plan to establish a Public Utility
- Future Office space needs and the possibility of moving the Library to another location
- Town future growth areas identified at their planning review meeting
- Schandre Estates Phase III proposal – road access through to the RM
- Bylaw Enforcement, needs and purposes

Joint Administration Staffing Recommendation:

Kirby/Sikorski: "That, based on the recommendation from Administrator, Darcie Cooper we recommend each council accept the following staffing plan:

- Hire an Experienced Administrator, special consideration given to applicants with Joint Administration experience, with a one year probation in accordance with the Human Resources Policy Manual,
- Darcie Cooper to revert to Assistant Administrator once an experienced Administrator is hired
- Krystal Brewer to remain as Assistant Administrator, in addition to Darcie Cooper; and

That we accept that this recommendation is given due to a combination of the lack of time for training, staffing inexperience and the extensive workload."

CARRIED

JRH DC

Administrator Advertisement:

Sikorski/Srochenski: "That we recommend each council agree to advertise for an experienced Administrator in the following locations:

- Saskatchewan Urban Municipalities Association
- Saskatchewan Association of Rural Municipalities Association
- Urban Municipal Administrator's Association
- Rural Municipal Administrator's Association
- Association of Manitoba Municipalities
- Alberta Association of Municipal Districts and Counties
- Alberta Urban Municipalities Association; and

That we agree to have an application deadline of October 31st, interviews to be held by the Joint Administration Committee sometime in November and an anticipated start date of January 1, 2012."

CARRIED

Vision Care Benefits:

Sikorski/Kirby: "That we agree to consider adding Vision Care coverage to the Employee benefits plan, through the SUMA benefit package during the 2012 budgeting process."

LOST

Amend Bylaw 5-2003 - Shared Use of Lumsden Recycling Facilities:

Matheson/Srochenski: "That we recommend each council adopt a bylaw to amend Bylaw No. 5-2003, being a bylaw to provide for entering into an agreement respecting the shared use of the Lumsden Recycling Facilities to amend the Annual Grant formula as follows:

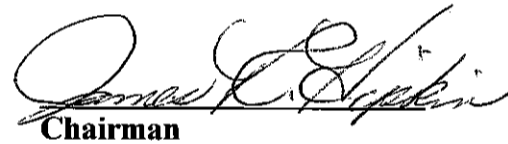
66% of the RM Population (according to the latest census) x \$8.00; and
That this amendment reflects an increase from \$4.00 to \$8.00."

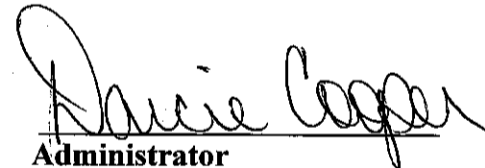
CARRIED

Adjournment:

Kirby/Sikorski: "That we adjourn this meeting at 8:56 p.m."

CARRIED


Chairman


Administrator