

# TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189

## MINUTES OF THE NOVEMBER 21<sup>ST</sup>, 2006 JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the Council Chambers of the Municipal Office, on Tuesday, November 21<sup>st</sup>, 2006 at 7:33 p.m. with Councillor Gerry Tomkins presiding.

**Present:** Chairman: Gerry Tomkins  
Mayor: Verne Barber  
Councillor: Ron Hart  
Reeve: Jim Hipkin  
Councillor: Tracy Preete  
  
Administrator: Wayne Zerff  
  
**Absent:** Councillor: Mike Brodziak

### Minutes:

Hipkin/Barber: "That we approve the minutes of the June 20<sup>th</sup>, 2006 meeting of the Joint Administration Committee, as circulated." **CARRIED**

### General Discussions:

- The committee discussed cycling use on the north old #11 highway on the R.M. side, the complaint received by the RM Council over the dirt pile and whether this in fact restricts use for individual cycling or cycling events. All agreed the dirt pile is the best solution at the current time.
- The committee reviewed existing Joint agreements and agreed that no further changes or modifications were required and the Joint operations were currently satisfactory.
- The Administrator indicated that staff had completed the review of the Employee Policy Manual and that the document would be submitted to each Council's December meeting for further review and comment or approval.

### Staff Reports:

Administrator Wayne Zerff provided the committee with a verbal report on various administrative issues.

Hart/Preete: "That we accept the Administrator's verbal report as presented."

**CARRIED**

### Public Works / Joint Administration – Salary Grid Increase:

Barber/Preete: "That we recommend each Council approve a 2.5% increase to the Joint Administration and Public Works Salary Grids, to reflect a cost of living increase for 2007 to keep the grid current of industry pay levels." **CARRIED**

### Banking Solutions– Moneris Point of Sale:

Preete/Hart: "That we recommend each Council approve the rental of the Moneris HiSpeed 6200 POS terminals for each municipality at a lower monthly cost with improved operation for staff and customers." **CARRIED**

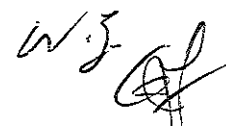
### Automatic Doors - Municipal Office:

Hart/Hipkin: "That we recommend each Council approve the inclusion of the automatic doors (2) for the front entrance as well as repair of the west Municipal Office steps as part of their 2007 Capital Budgets; and  
That we obtain an updated quote for the next meeting." **CARRIED**

### Joint Administration Staff – 2006 Performance Evaluations:

Barber/Hipkin: "That in consideration of the Joint Administration employee performance evaluations completed by the Administrator we recommend each Council approve the following Joint Administration employee salary steps for the 2007 year:

Darcie Cooper	Asst. Administrator	Step 7 (4 to 7 points)	(\$34,602/yr)
Joan Agopsowicz	Office Services Clerk	Step 9 (8 to 9 points)	(\$12.87/hr)
Brenda Boos	Office Services Clerk (PT)	Step 8 (7 to 8 points)	(\$12.52 /hr)



Lorrie Farago	Office Services Clerk (PT)	Step 7 (6 to 7 points)	(\$12.13 /hr)
Wayne Zerff	Administrator	Step 14 (14 to 15 points)	(\$72,512yr) No change".

**CARRIED**

**Joint Administration Staff – Population Steps:**

Barber/Hipkin: "That we recommend each Council approve the following point increase for Joint Administration Staff to reflect the population factor put in place in 1997 as part of the Joint Admin Salary Grid which comes into play when the combined population of the municipalities meets or exceeds 3,400; and; and That the increase will take effect when the 2006 census results are released in March 2007 and that the following increases be retroactive to January 1, 2007:

Darcie Cooper	Asst. Administrator	Step 8 (7 to 8 points)	(\$35,677/yr)
Joan Agopsowicz	Office Services Clerk	Step 10 (9 to 10 points)	(\$13.18/hr)
Brenda Boos	Office Services Clerk (PT)	Step 9 (8 to 9 points)	(\$12.87 /hr)
Lorrie Farago	Office Services Clerk (PT)	Step 8 (7 to 8 points)	(\$12.52 /hr)
Wayne Zerff	Administrator	Step 15 (15 to 16 points)	(\$75,820yr)".

**CARRIED**

**2007 Capital Budget:**

Preete/Barber: "That we accept the revised 2007 Joint Administration Capital budget as presented and attached hereto."

**CARRIED**

**2006 Employee Christmas Bonus:**

Hipkin/Preete: "That we recommend each Council approve an increase to the 2006 Christmas Bonus for the Public Works staff from \$40.00 to \$50.00 and from \$20.00 to \$25.00 for the Joint Administration Staff as this cost is shared with the R.M. of Lumsden No. 189."

**CARRIED**

**Next Joint Administration Meeting:**

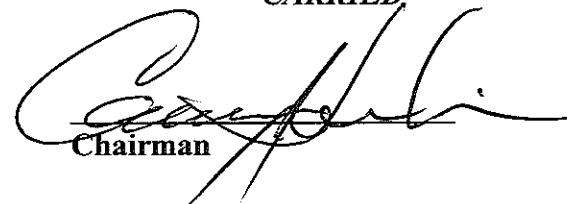
Barber/Hipkin: "The next meeting of the Joint Administration Committee is scheduled for Monday, January 15<sup>th</sup>, 2007 at 8:00 p.m. in the Council Chambers."

**CARRIED**

**Adjournment:**

Hipkin/Preete: "That we adjourn this meeting at 9:20 p.m."

**CARRIED**

  
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 Chairman

  
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 Administrator