

TOWN OF LUMSDEN/ R.M. OF LUMSDEN No. 189
MINUTES OF THE FEBRUARY 25TH, 2013
JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the River Park Centre in Lumsden Office, on the evening of Tuesday, February 25, 2013 at 7:00 p.m. with Chairman Jim Hipkin presiding.

Present: Reeve: Jim Hipkin
 Mayor: Bryan Matheson
 Town Councillors: Jane Cogger, Rhonda Phillips
 RM Councillors: Kent Farago (Left at 8:33pm)
 Chief Administrative Officer: Darcie Cooper

Absent: RM Councillor: Tom Harrison

Minutes:

Matheson/Phillips: "That we approve the minutes of the December 18th, 2012 Joint Administration Committee meeting, as circulated." **CARRIED**

Delegation:

7:00 p.m. Fire Chief Jeff Carey appeared before the committee to discuss the Lumsden & District Volunteer Fire Department's capital budget for 2013. He informed the committee that the Fire Department now have media accounts on facebook and twitter.

7:10 p.m. Keith Schneider and Ron Hilton, with Advoco Consulting Ltd. appeared before the committee to present their preliminary findings and conclusions report respecting the external review of the Joint Administration office. They discussed the options presented with the committee.

Joint Fire Budget:

Matheson/Phillips: "That we recommend approval by each council of the following capital budget items for the Lumsden & District Volunteer Fire Department:

- Traffic Safety Vests - \$3,000.00 (financed by revenue from the Firefighters appreciation night)
- Forcible Entry Simulator - \$6,000.00 (financed – donations)
- Training Building Completion - \$10,000.00 – (financed - donation from Enbridge)."

CARRIED

Office Services Clerk Position:

Matheson/Farago: "That we authorize the Chief Administrative Officer, Darcie Cooper to advertise, interview and hire for an Office Services Clerk position as soon as possible; and
 That we acknowledge this employee will be in place prior to the retirement of Office Services Clerk, Brenda Boos currently scheduled for May 2013." **CARRIED**

Advoco Consulting Ltd. – Financial Officer Position:

Cogger/Phillips: "That we agree with option one presented by Advoco Consulting and authorize them to develop a proposal, to present to both councils, based on the creation of a new position of Financial Officer responsible for financial administration for both municipalities." **CARRIED**

Advoco Consulting Ltd. – Powers & Duties - Joint Admin. Committee:

Matheson/Phillips: "That we request Advoco Consulting Ltd. to review the powers and duties of the Joint Administration Committee and prepare some recommendations to present to each council on changes required to allow the Joint Administration Committee to deal with employee related issues." **CARRIED**

Joint Council Meeting Date:


Phillips/Cogger: "That we agree to set Tuesday, March 19, 2013 at 7:00 p.m. in Council Chambers as the date, time and place for a meeting of both the Town and R.M. Councils to review the presentation of Advoco Consulting and Jim


JRH

Adjournment:

Matheson/Phillips: “That this meeting be adjourned at 8:50 p.m.”.

CARRIED


Chairman


Chief Administrative Officer