

TOWN OF LUMSDEN/R.M. OF LUMSDEN NO. 189
MINUTES OF THE JOINT COUNCIL MEETING HELD ON
MARCH 19th, 2013

The Councils of the Town of Lumsden and R.M. of Lumsden No. 189 held a Joint Council meeting in the River Park Centre in Lumsden, on the evening of Tuesday, March 19th, 2013 at 7:04 p.m. with Chairman Reeve Jim Hipkin presiding.

Present:	Reeve:	Jim Hipkin
	RM Councillors:	Jim Atcheson, Al Szeles, Kent Farago, Dale Srochenski
	Mayor:	Bryan Matheson
	Town Councillors:	Trevor Grohs, Rhonda Phillips Randy Bogdan, Reggie Newkirk
	Chief Administrative Officer:	Darcie Cooper
Absent:	RM Councillors:	Ian White, Tom Harrison
	Town Councillors:	Wes Holobetz, Jane Cogger

DELEGATION:

7:04 pm Jim Walters, with Crosby Hanna appeared before both Councils to discuss Joint/Regional planning options, municipal reserve, off-site servicing agreement fees and development levies.

8:43pm Keith Schneider and Ron Hilton with Advoco Consulting appeared before both councils to present their summary and recommendations of the organizational review of the Joint Administration office. They also presented a report and their recommendations of the powers and duties of the Joint Administration Committee.

MINUTES:

Matheson/Phillips: "That the minutes of the February 25, 2013 Joint Administration committee meeting be approved as circulated." **CARRIED**

Financial Officer Position:

Matheson/Farago: "That we agree with the recommendation of Advoco consulting and the Joint Administration Committee to create a new Joint Administration position of Financial Officer with a salary range from \$50,000 – \$75,000; and That we authorize the Advoco Consulting to prepare the advertisement and job description for the position as well as authorize the advertising for the position." **CARRIED**

Chief Administrative Officer – Permanent Appointment:

Matheson/Farago: "That we appoint Darcie Cooper as the permanent Chief Administrative Officer for both municipalities." **CARRIED**

Joint Administration Committee – Powers and Duties:

Farago/Newkirk: "That we authorize the Chief Administrative Officer to prepare amendments to the Human Resources Policy Manuals for both municipalities as well as the bylaw amendment for the Joint Administration agreement to reflect the recommendations presented by Advoco Consulting for the powers and duties of the Joint Administration Committee." **CARRIED**

Advoco Consulting Services – Agreement Revisions:

Farago/Grohs: "That we authorize Advoco Consulting to work with the Chief Administrative Officer to prepare the bylaw and agreement amendments to reflect Advoco Consulting's recommendations for the powers and duties of the Joint Administration Committee." **CARRIED**

Jim Hipkin left the meeting at 9:20 p.m. and turned the Chair over to Mayor Bryan Matheson

STAFF REPORTS:

Chief Administrative Officer provided a verbal report on the proposed Joint Administration capital budget for the 2013 year, proposed office hours schedule and part time employment for Brenda Boos after her scheduled retirement.

JRH

Joint Administration 2013 Capital Budget:

Phillips/Szeles: "That we approve the following Joint Administration Capital budget items for the 2013 year

- \$1,250 Office Computer Upgrades
- \$1,750 Office Server Upgrades
- \$5,000 Municipal Office Renovation; and

That the above costs reflect the cost for each municipality."

CARRIED

Office Hours:

Phillips/Acheson: "That we agree to change the municipal office hours that are open to the public to 9:00 a.m. – 5:00 p.m. (closed during the lunch hour) all year round; and That from May to September we provide the Joint administration staff the option of continuing to work from 8:00 a.m. to 5:00 p.m. (an hour off for lunch) with that additional hour worked to be taken as an earned day off every two weeks to allow for one hour of uninterrupted productivity."

CARRIED

Part Time work – Brenda Boos:

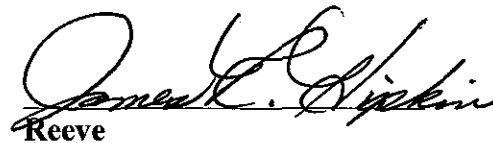
Newkirk/Grohs: "That we agree with the recommendation of the Chief Administrative Officer and approve the part time employment of Brenda Boos, after her scheduled retirement on May 31st, 2013 on the basis of 2 days per week for the remainder of the 2013 year, to assist with training and workload."

CARRIED

Adjournment:

Farago: "That we adjourn this meeting at 9:45 p.m."

CARRIED


Reeve


Chief Administrative Officer