

TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189
MINUTES OF MAY 9TH, 2016
JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in Riverpark Centre in the Town of Lumsden, on the evening of Monday, May 9th, 2016 at 7:37 p.m.

Present:

Mayor:	Bryan Matheson
Town Councillor:	Randy Bogdan
Reeve:	Jim Hipkin
RM Councillor:	Kent Farago
RM Councillor and Trans Canada Trail Rep:	Cody Jordison (left at 8:14 p.m.)
Chief Administrative Officer:	Darcie Cooper

Absent:

Chairperson:	Wes Holobetz
RM Councillor:	Dale Srochenski

Chairperson Appointment:

Hipkin/Farago: "That, in the absence of Chairperson, Wes Holobetz, we appoint Mayor Bryan Matheson as Chairperson for this meeting." **CARRIED**

Agenda Approval:

Hipkin/Bogdan: "That we adopt the Agenda as presented." **CARRIED**

Minutes:

Hipkin/Farago: "That the minutes of the February 18, 2016 Joint Administration Committee meeting be approved as circulated." **CARRIED**

Delegation:

Chris Exner, Community Coordinator for the Town of Lumsden, appeared before the Committee to discuss the Trans Canada Trail through the Town and the RM and to provide the Committee with some background of the Trail, the volunteers that are involved in the trail and the involvement of both municipalities in the continued operation and success of the Trail.

Memorandum of Understanding – Trans Canada Trail:

Hipkin/Farago: "That we recommend both councils agree to enter into the Memorandum of Understanding regarding the Trans Canada Trail as prepared by the CAO and the Community Coordinator." **CARRIED**

Cody Jordison left the meeting at 8:13 p.m.

Chris Exner left the meeting at 8:14 p.m.

Chief Administrative Officer, Darcie Cooper discussed the proposal for purchase of All-Net Pro Meeting Software for paperless meetings and meeting management support for the office staff as well as Council.

All-Net Pro Meeting Software Purchase:

Farago/Bogdan: "That we recommend each council agree to purchase the All-Net Pro meeting software for the purpose of streamlining paperless meetings for council as well as assist the office staff with meeting management and task/project tracking; and
That if both municipalities purchase the software at the same time, each municipality realizes a discount of \$2,000.00, which represents the initial setup fee and training, as offered by All-Net (two municipalities under one administration); and
That the cost for the software is \$3,995.00/year for each municipality which includes the setup and training." **CARRIED**

CAO, Darcie Cooper also provided an update on the Town's recycle relocation project and the status of the Building Canada Fund grant application for the Wastewater Treatment Facility.

Discussion:

The following items were discussed by the Committee:

- Reeve Hipkin commended staff for their work on the budgets over the past few years and is pleased with the financial position that the RM is in.

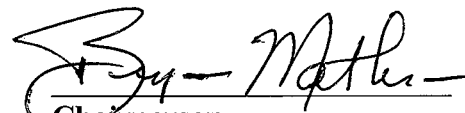
- Will likely need to look at the hiring of a Planner in the next couple of years, particularly when the Town's Wastewater is addressed and development opportunities open up.
- Discussed making plans to move the library to accommodate office growth and the need to plan for that in the future, consider a multiuse facility where the dew drop in is.
- Discussed organizing a training session after the election for both returning and new council members and inviting other municipalities to participate. Committee members discussed perhaps having George Cuff to do the training.

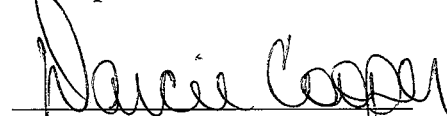
Training – Elected Officials:

Farago/Hipkin: "That we recommend both councils consider holding a training/orientation session after the election in October for elected officials both returning and newly elected and invite other municipalities to participate." **CARRIED**

Adjournment:

Farago/Hipkin: "That this meeting be adjourned at 8:52 p.m." **CARRIED**


Chairperson


Chief Administrative Officer