

**TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189**  
**MINUTES OF JUNE 21<sup>ST</sup>, 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, June 21, 2011 at 7:08 p.m. with Chairman Jim Hipkin presiding.

**Present:** Reeve: Jim Hipkin  
 RM Councillors: Tom Harrison  
 Mayor: Bryan Matheson  
 Town Councillors: Sid Sikorski, Dan Kirby

Administrator: Wayne Zerff  
 Office Services Clerk: Krystal Brewer

**Absent:** RM Councillor: Dale Srochenski

**Administrator's Report:**

Administrator Wayne Zerff provided a written report pertaining to the Joint Administration shared services.

Sikorski/Harrison: "That we accept the Administrator's written report as circulated."

**CARRIED**

**Committee Reports:**


Councillor Tom Harrison provided a report with regard to weed inspections within the Town and RM of Lumsden.

**Adjournment:**

Kirby/Matheson: "That we adjourn this meeting at 8:08 p.m."

**CARRIED**

  
 Chairman

  
 Administrator

### **Financial**

1. Both -2010 Year End Entries
2. Both -2010 Financial Statement
3. RM -2011 Budget
4. Both -TCA –Asset Nav –Work with AE to ensure entries are revised to be on a mile, with identifiable descriptions for asset and location.
5. Both -2010 TCA Entries
6. RM -2011 Tax Notice

### **Planning & Human Resource**

1. RM –OCP & Zoning Review Final review
2. RM –OCP Mapping
3. Town –OCP & Zoning Final Review
4. Town –OCP Mapping
5. HR Manual –Final Review and Publish copies and Employee Handbook
6. Town of Regina Beach –Road Maintenance and Capital Improvement Agreement

### **Technology**

1. Offsite Backup in the Community Hall
2. Setup new SBSERVER Server with larger storage SCSI drives
3. Setup new FILESERVER Server with larger storage SCSI drives
4. Setup new Symantec Backup Software on Server and Desktops
5. Setup Daily backup to offsite storage from Servers and Desktops
6. Town GP –Remove extra Invoices from Program
7. Both -Arcview Mapping and setup free access from portal
8. Revise Access Permits Software –easier layout and functionality
9. Revise Access Cemetery Software –easier layout and functionality

### **Training**

1. Crystal Reports
2. Asset Nav
3. MS Office modules
4. GP Data access, excel tables and pivot tables vs Crystal Reports
5. Remote Access
6. Krystal –Certification training

## **2011 JOINT ADMINISTRATION CHALLENGES GOING FORWARD**

- 1. Meetings** -Council , Joint Administration Committee and Public Hearings
- 2. Planning** -Town / RM Development, Subdivision and Building applications
- 3. Human Resources** -Department Managers, Employee training, Skill set development and job overlap
- 4. Technology** -Servers, Computers, Backups and technology advancements
- 5. Workload Flows and Additional Tasks** -Development impacts are greater in summer, meetings impact are from Jan – May and October – November, Additional tasks and responsibilities can affect workload flows (Deer Valley)