



**Rural Municipality of Lumsden No.189 and Town of Lumsden  
Meeting Minutes  
Joint Administration Committee Meeting - February 2, 2026 - 5:30 PM**

**Call to Order**

The Joint Administration Committee of the Rural Municipality of Lumsden No. 189 and Town of Lumsden convened their meeting via electronic means (Zoom) on Monday, February 2, 2026 at 5:33 pm.

**Present:**

Out-Going Chairperson: Town Councillor Ryan Schindelka  
Reeve: Cody Garbutt  
Mayor: Verne Barber  
RM Councillors: Trent Catley, Glenda Schlosser  
Town Councillor: Adam Tropin  
Chief Administrative Officer: Monica Merkosky

**Absent:**

None

**Invited Guests:**

Lumsden and District Fire Department Representatives

*"We are honoured to acknowledge that we are gathered today on Treaty 4 territory, the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and on the homeland of the Métis. The Town of Lumsden and the R.M. of Lumsden No. 189 recognize the harms of the past and are committed to working together in the spirit of cooperation and reconciliation."*

**Appoint a Chairperson**

**Moved by:** Reeve Garbutt

**Seconded by:** Mayor, Town of Lumsden Barber

"That we appoint RM of Lumsden Councillor Catley as Chairperson of the Joint Administration Committee until further notice."

**CARRIED**

**Approval of Agenda**

**Moved by:** Councillor, Town of Lumsden Schindelka

**Seconded by:** Councillor, Town of Lumsden Tropin

"That we approve the agenda as presented."

**CARRIED**

**Declaration of Conflict of Interest**

There were no Declarations of Conflict of Interest.

**Adoption of Minutes**

**November 18, 2025 - Joint Administration Committee Meeting**

**Moved by:** Mayor, Town of Lumsden Barber

**Seconded by:** Councillor, Town of Lumsden Schindelka

"That the minutes of the November 18, 2025, Joint Administration Committee Meeting be approved, as circulated."

**CARRIED**

**December 9, 2025 - Occupational Health Committee Meeting**

**Moved by:** Councillor, Town of Lumsden Schindelka

**Seconded by:** Councillor, Division No. 2 Schlosser

"That the minutes of the December 9, 2025, Occupational Health Committee Meeting be approved, as circulated."

**CARRIED**

**Delegation - 5:55 pm - Lumsden and District Fire Department**

**2025 Annual Report - Lumsden and District Fire Department**

Fire Chief Jeff Carey, Deputy Chief Luke Sitter and Deputy Chief Terrance Renkas appeared before the Committee to present the 2025 Annual Report as well as to discuss the Fire Hall Expansion Project and the purchase of a new Fire Truck.

**Unfinished Business**

**Fire Truck Replacement**

Representatives from Seahawk are visiting Lumsden on Tuesday, February 3, 2026, to meet with the Fire Department to finalize details in order to assist with the preparation of the spec sheet for the tender. The Department is also hoping to send the Rapid Response Truck to tender soon.

**Fire Hall Expansion**

**Moved by:** Councillor, Town of Lumsden Schindelka

**Seconded by:** Reeve Garbutt

"That we recommend to our respective Councils to contract Associated Environmental to provide initial concept design and code analysis for a 50' x 60' stand alone building to be used for storage of fire fighting equipment."

**CARRIED**

**New Business**

**Mutual Aid - Responding Rates**

Bylaw 2022-07 will be presented for repeal/replace at the next Committee meeting in order to amend response rates set out in Schedule "B" of Bylaw 2022-07.

**Bulk Water Outlet**

The RM of Lumsden shared a concern from one of its ratepayers regarding the wet ground surface surrounding the bulk water outlet. The Town informed that users frequently overflow their tanks.

**Voyent Alert!**

The RM of Lumsden informed that they signed a one-year contract to use VoyentAlert!. The Town subscribed to the platform in 2023 as another method of communicating important messages to the public.

**Seismic Operations**

Both municipalities shared that they have been approached by Buffalo Potash for permission to conduct seismic testing.

**Committee Members' Forum**

The Mayor shared that the United Church may be diversifying activities in their building.

Councillor Catley reported that he provided Livestock Technical Rescue training to the Lumsden and District Fire Department.

**Closed Session**

**Moved by:** Reeve Garbutt

**Seconded by:** Councillor, Town of Lumsden Schindelka

"That we move into Closed Session at 7:28 pm for the purpose of discussing strategic planning as allowed pursuant to Section 120 of *The Municipalities Act*, with the Chief Administrative Officer included in the session."

**CARRIED**

**Rise from Closed Session**

At 7:35 pm the Committee left the Closed Session and returned to the open meeting.



**Closed Session - LAFOIP S. 16(1)(b) Employee-Related Matters**

**Moved by:** Reeve Garbutt

**Seconded by:** Councillor, Town of Lumsden Schindelka

"That we move into Closed Session at 7:35 pm for the purpose of discussing employee-related matters as allowed pursuant to Section 120 of *The Municipalities Act* (LAFOIP S. 6(1)(b)), with the Chief Administrative Officer included in the session."

**CARRIED**

**Rise from Closed Session**

At 8:24 pm, the Committee left the Closed Session and returned to the open meeting.

**Director of Planning and Development**

**Moved by:** Councillor, Town of Lumsden Schindelka

**Seconded by:** Councillor, Town of Lumsden Tropin

"That we recommend to our respective Councils that, while we seek to attract a Director of Planning and Development, we advertise for a Planner to be hired for a one-year term, with the possibility of the employment period being extended."

**CARRIED**

**HR Policy Amendment - Exit Interviews**

**Moved by:** Councillor, Division No. 2 Schlosser

**Seconded by:** Mayor, Town of Lumsden Barber

"That we recommend to our respective Councils that the section 16.1 of the Town of Lumsden's Human Resource Policy be amended by adding the following paragraph:

*"In the case of a Department Manager, the Mayor (and the Reeve, in the case of a Joint Administration Manager) shall perform the exit interview."*

**CARRIED**

**HR Policy Amendment - Medical Certificates**

**Moved by:** Councillor, Town of Lumsden Schindelka

**Seconded by:** Councillor, Town of Lumsden Tropin

"That we recommend to our respective Councils that section 22.5 of the Town of Lumsden's Human Resource Policy be amended by removing and replacing the first sentence with:

*" Any employee who reports in sick for more than five (5) consecutive working days or has been absent twice for two or more days in the preceding 12 months must obtain a certificate from a physician, to provide proof of illness and inform the employer when it will be possible for the employee to return to work."*

**CARRIED**

**Succession and Workforce Planning**

**Moved by:** Reeve Garbutt

**Seconded by:** Mayor, Town of Lumsden Barber

"That we recommend to our respective Councils to obtain a quote from a human resource consultant to complete a workload and organizational capacity assessment specific to the Joint Administration department."

**CARRIED**

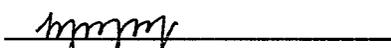
**Adjournment**

**Moved by:** Councillor, Division No. 2 Schlosser

"That we adjourn the meeting at 8:26 pm."

**CARRIED**

  
Chairperson

  
Chief Administrative Officer

