

**Rural Municipality of Lumsden No.189 and Town of Lumsden
Meeting Minutes**

Joint Administration Committee August 19, 2025 - 6:30 PM

Call to Order

The Joint Administration Committee of the Rural Municipality of Lumsden No. 189 and Town of Lumsden convened their meeting in the Lumsden Municipal Office and via electronic means (Zoom) on Tuesday, August 19, 2025 at 6:30 pm.

Present:

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

"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."

Approval of Agenda

Moved by: Councillor, Town of Lumsden Tropin
Seconded by: Councillor, Division No. 5 Catley

"That we approve the agenda as presented."

CARRIED

Declaration of Conflict of Interest

There were no Declarations of Conflict of Interest.

Adoption of Minutes

May 7, 2025 - Joint Administration Committee Meeting

Moved by: Reeve Garbutt
Seconded by: Mayor, Town of Lumsden Barber

"That the minutes of the May 7, 2025 - Joint Administration Committee Meeting be approved, as circulated."

CARRIED

June 4, 2025 - Occupational Health Committee Meeting

Moved by: Councillor, Division No. 5 Catley
Seconded by: Councillor, Town of Lumsden Tropin

"That the minutes of the June 4, 2025 - Occupational Health Committee Meeting be approved, as circulated."

CARRIED

Unfinished Business

Modified Municipal Office Hours

Moved by: Councillor, Division No. 5 Catley
Seconded by: Councillor, Town of Lumsden Tropin

"That further to the Joint Administration Committee's November 6, 2024 recommendation to its respective Councils, to permit, on a trial basis, the modification of the municipal office hours by closing to the public each day from 8:00 am - 9:00 am, to provide staff with uninterrupted time to

commit to projects that require a quiet environment, that we further recommend that these modified office hours be made permanent as per administration's request."

CARRIED

Fire Hall Expansion

The Joint Administration Committee discussed the fire hall expansion project and various methodologies to advance the project more quickly.

Fire Truck Replacement

The Joint Administration Committee was informed that an RFP for the new fire truck will be available at the end of August, 2025. It will be circulated to the Committee members at that time. The Committee discussed that they may need to meet more frequently than the scheduled quarterly meetings in order to keep advancing two capital projects/purchases.

New Business

Temperature Control - Municipal Office Lower Level

Moved by: Reeve Garbutt

Seconded by: Mayor, Town of Lumsden Barber

"That we recommend to our respective Councils to amend their 2025 budgets to include an office heating/cooling upgrade, to provide temperature control on the west side of the Municipal Office, for an approximate cost of \$5,850 to be shared equally."

CARRIED

Closed Session

Moved by: Reeve Garbutt

Seconded by: Councillor, Division No. 5 Catley

"That we move into Closed Session at 7:50 pm for the purpose of discussing strategic planning as allowed pursuant to Section 120 of *The Municipalities Act*, with the Chief Administrative Officer to be included in the session."

CARRIED

Rise from Closed Session

At 8:09 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: Councillor, Division No. 2 Schlosser

Seconded by: Mayor, Town of Lumsden Barber

"That we move into Closed Session at 8:10 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 to be included in the session."

Rise from Closed Session

At 8:41 pm, the Committee left the Closed Session and returned to the open meeting.

Part-Time Office Services Clerk

Moved by: Councillor, Town of Lumsden Schindelka

Seconded by: Councillor, Division No. 5 Catley

"That we recommend to our respective Council's to seek a Part-time Office Services Clerk to work approximately 546 hours per year to provide administrative support, primarily during employee absences."

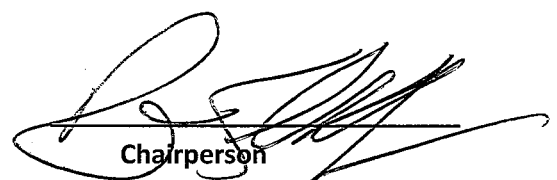
CARRIED

Adjournment

Moved by: Councillor, Division No. 5 Catley

"That we adjourn the meeting at 8:42 pm."

CARRIED



Chairperson



Chief Administrative Officer