



Rural Municipality of Lumsden No.189 and Town of Lumsden

Meeting Minutes

Joint Administration Committee Meeting November 18, 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 Council Chambers of the Municipal Office and via electronic means (Zoom) on Tuesday, November 18, 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

Assistant Chief Administrative Officer: Krystal Strong (attended via Zoom from 6:30 pm to 8:39 pm)

Lumsden & District Fire Chief: Jeff Carey (attended from 6:30 pm to 7:52 pm)

Absent:

None

"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."

Additions to Agenda

Moved by: Councillor, Division No. 5 Catley

Seconded by: Councillor, Town of Lumsden Tropin

"That we agree to add the following item to the agenda:

11.3 - Jury Duty - HR Policy Amendment"

CARRIED

Approval of Agenda

Moved by: Mayor, Town of Lumsden Barber

Seconded by: Reeve Garbutt

"That we approve the agenda as amended."

CARRIED

Declaration of Conflict of Interest

There were no Declarations of Conflict of Interest.

Financial

Municipal Office - 2026 IT Requirements

Moved by: Councillor, Division No. 2 Schlosser

Seconded by: Councillor, Town of Lumsden Tropin

"That we recommend to our respective Councils, the approval of the 2026 Municipal Office IT replacement schedule, in the amount of \$7,100 to be shared equally by each municipality."

CARRIED

Lumsden & District Fire Department - 5-Year Capital Plan

Moved by: Councillor, Division No. 5 Catley

Seconded by: Councillor, Town of Lumsden Tropin

RS
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"That we recommend to our respective Councils, approval of the Lumsden & District Fire Department's 5-Year Capital Plan as per Schedule "A"."

CARRIED

Adoption of Minutes

October 29, 2025 - Joint Administration Committee Meeting

Moved by: Reeve Garbutt

Seconded by: Councillor, Division No. 2 Schlosser

"That the minutes of the October 29, 2025, Joint Administration Committee Meeting be approved, as circulated."

CARRIED

Unfinished Business

Fire Hall Expansion

Administration will seek a price from a qualified person to prepare a code analysis, preliminary design and tender document for a 40' x 60' stand-alone fire hall with three bays. Administration will review the sufficiency of land available west of the Town Shop. The Joint Administration Committee will review this information at their January 20, 2026, meeting.

Fire Truck Replacement

The Fire Chief updated the Committee on the status of the tender for the new Pumper Truck as well as the Rapid Response Truck. The tenders will be ready to post soon and will close by the end of January 2026. The delivery period is expected to be 26 months for each unit.

Committee Members' Forum

Fire Chief Jeff Carey left for the remainder of the meeting at 7:52 pm.

Closed Session

Moved by: Mayor, Town of Lumsden Barber

Seconded by: Councillor, Division No. 5 Catley

"That we move into Closed Session at 7:59 pm for the purpose of discussing strategic planning as allowed pursuant to Section 120 of *The Municipalities Act*, with staff to be included in the session."

CARRIED

Rise from Closed Session

At 8:20 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, Division No. 2 Schlosser

"That we move into Closed Session at 8:21 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 staff to be included in the session."

CARRIED

Assistant Chief Administrative Officer Krystal Strong left for the remainder of the meeting at 8:39 pm.

Rise from Closed Session

At 9:04 pm, the Committee left the Closed Session and returned to the open meeting.

Acting Pay for Temporary Assignments

Moved by: Councillor, Division No. 5 Catley

Seconded by: Councillor, Town of Lumsden Tropin

"That we recommend to our respective Councils, an amendment to the Town of Lumsden Human Resource Policy to include "Acting Pay" for situations where Joint Administration Office Services Clerk staff assume additional responsibilities normally assigned to a higher-level Office Services Clerk's position, as per Schedule "B"."

CARRIED

Assistant Chief Administrative Officer - Level 2 Salary Grid

Moved by: Councillor, Division No. 2 Schlosser

Seconded by: Mayor, Town of Lumsden Barber

RS
mmp

"That we recommend to our respective Councils, the adoption of a revised salary schedule for the Assistant Chief Administrative Officer Level 2 position as per Schedule "C" to come into effect December 21, 2025."

CARRIED

Jury Duty Amendment

Moved by: Reeve Garbutt

Seconded by: Councillor, Town of Lumsden Tropin

"That we recommend to our respective Councils, an amendment to the Town of Lumsden Human Resource Policy, Section 25.1 Jury Duty General Provisions, by adding 'as well as during the jury selection process' to the end of the first sentence."

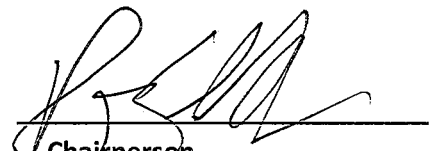
CARRIED

Adjournment

Moved by: Councillor, Division No. 5 Catley

"That we adjourn the meeting at 9:05 pm."

CARRIED


Chairperson


Chief Administrative Officer