

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

**Joint Administration Committee Meeting - October 29, 2025 - 8:00 AM**

### **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 Wednesday, October 29, 2025 at 8:01 am.

### **Present:**

Chairperson: Town Councillor Ryan Schindelka

Reeve: Cody Garbutt

Mayor: Verne Barber

RM Councillors: Trent Catley, Glenda Schlosser

Town Councillor: Adam Tropin (attended via Zoom)

Chief Administrative Officer: Monica Merkosky

Assistant Chief Administrative Officer: Krystal Strong (attended from 8:01 am to 9:02 am)

### **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:** Mayor, Town of Lumsden Barber

**Seconded by:** Reeve Garbutt

"That we agree to add the following item to the agenda under the Closed Session for Employee-Related Matters:

12.6 - Office Services Clerk - Extended Leave of Absence."

**CARRIED**

### **Approval of Agenda**

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

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

"That we approve the agenda as amended."

**CARRIED**

### **Declaration of Conflict of Interest**

There were no Declarations of Conflict of Interest.

### **Library / Legion Building - 2026 Budget**

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

**Seconded by:** Reeve Garbutt

"That the Joint Administration Committee recommend to our respective councils, the approval of the 2026 Library/Legion building budget."

**CARRIED**

### **Municipal Office - 2026 Capital Purchases**

**Moved by:** Councillor, Division No. 5 Catley

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

"That the Joint Administration Committee recommend to our respective councils, the approval the Municipal Office 2026 Capital Purchase Schedule."

**CARRIED**

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### **Adoption of Minutes**

#### **August 19, 2025 - Joint Administration Committee Meeting**

**Moved by:** Reeve Garbutt

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

"That the minutes of the August 19, 2025, Joint Administration Committee Meeting be approved, as circulated."

**CARRIED**

#### **September 3, 2025 - Occupational Health Committee Meeting**

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

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

"That the minutes of the September 3, 2025, Occupational Health Committee Meeting be approved, as circulated."

**CARRIED**

#### **October 15, 2025 - EMO Control Group Meeting**

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

**Seconded by:** Councillor, Division No. 5 Catley

"That the minutes of the Emergency Management Organization (EMO) Control Group Meeting be approved, as circulated."

**CARRIED**

#### **October 21, 2025 - Occupational Health Committee Special Meeting**

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

**Seconded by:** Reeve Garbutt

"That the minutes of the October 21, 2025, Occupational Health Committee Special Meeting be approved, as circulated."

**CARRIED**

### **Closed Session**

**Moved by:** Councillor, Division No. 5 Catley

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

"That we move into Closed Session at 8:34 am 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 9:01 am, the Committee left the Closed Session and returned to the open meeting.

**Assistant Chief Administrative Officer, Krystal Strong left for the remainder of the meeting at 9:02 am.**

### **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 9:02 am 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 10:06 am, the Committee left the Closed Session and returned to the open meeting.

### **CAO Evaluation**

**Moved by:** Councillor, Division No. 5 Catley

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

"That the Joint Administration Committee recommend to our respective councils that the Chief Administrative Officer's evaluation be completed bi-annually, commencing in February 2026."

**CARRIED**

### **2026 Joint Administration - Cost of Living Adjustment**

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

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

"That the Joint Administration Committee recommend to our respective Councils, an increase to the 2025 salary grids of 2.7% as it relates to the 2026 salary/wages for staff who fall under the Joint Administration umbrella."

**CARRIED**

*[Handwritten signature]*

**2026 Joint Administration - Steps Adjustments**

**Moved by:** Reeve Garbutt

**Seconded by:** Councillor, Division No. 5 Catley

"That the Joint Administration Committee recommend to our respective Councils, approval of the following employee steps for 2026:

Crystal Lovelace (Accounting 1)	Step 6	Effective August 30, 2026	
Kristy Kurtz (Accounting 2)	Step 5	Effective March 15, 2026	
Denine Neufeld (Accounts Receivable)	Step 11	Effective November 22, 2026."	<b>CARRIED</b>

**Human Resource Policy Amendments - Meal Allowances and Accommodations**

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

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

"That the Joint Administration Committee recommend the RM of Lumsden approve the following amendments to the Town's Human Resource Policy as follows:

- Meal allowances (excluding alcoholic beverages) for Council and Staff:  
Breakfast \$25      Lunch \$30      Supper \$40 (receipts are required)
- Hotel / lodging for Council and Staff (receipts are required for commercial lodging):

If staying in a private home, a stipend of \$50 per night will be paid. *The intention of the stipend is to thank your host, for example, by paying for supper. In this case, the meal allowance would not be paid.*"

**CARRIED**

**Human Resource Policy Amendments - Paid Rest Periods**

**Moved by:** Reeve Garbutt

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

"That the Joint Administration Committee recommend that the Town of Lumsden's Human Resource Policy, Section 18.1, be amended to clarify that Office Personnel and Office Management are given 2 - 20-minute daily rest periods, to be taken mid-morning and mid-afternoon."

**CARRIED**

**Office Service Clerk - Extended Leave of Absence**

**Moved by:** Councillor, Division No. 5 Catley

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

"That we table the Office Services Clerk extended leave of absence discussion until the November 18, 2025, Joint Administration Committee meeting."

**CARRIED**

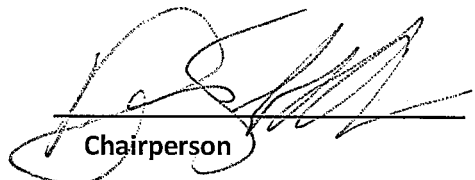
**Adjournment**

**Moved by:** Reeve Garbutt

**Seconded by:** Councillor, Division No. 5 Catley

"That we adjourn the meeting at 10:10 am."

**CARRIED**

  
Chairperson

  
Chief Administrative Officer