



**Town of Lumsden**  
**Meeting Minutes**  
**Regular Council Meeting May 20, 2025 - 6:30 PM**

**Call to Order**

The Lumsden Town Council convened their Regular Meeting in the Council Chambers of the Municipal Office and via Zoom on Tuesday, May 20, 2025 at 6:31 pm.

**Present:**

Mayor: Verne Barber

Councillors: Anne Gibbons, Trevor Haubrich, Wes Holobetz, Lesia Matheson, Ryan Schindelka (via Zoom), Adam Tropin

Chief Administrative Officer: Monica M. Merkosky

Director of Planning and Development: Aimee Bryck (Attended via Zoom from 6:31 pm to 8:23 pm)

Public Works Superintendent: Jeff Carey (Attended from 6:31 pm - 6:44 pm)

**Absent:**

Assistant Chief Administrative Officer: Krystal Strong

Director of Finance: Ryan Haresign

Youth Member: Madison Armstrong

*"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 recognizes the harms of the past and is committed to working together in the spirit of cooperation and reconciliation."*

**Resolution No.      Additions to Agenda (subject to majority vote of council)**

2025-169      **Moved by:** Councillor Holobetz

**Seconded by:** Councillor Matheson

"That we agree to add the following item to the agenda under New Business:

18.3 - Tax Enforcement - Proceed to Acquire Title."

**CARRIED**

**Resolution No.      Approval of Agenda**

2025-170      **Moved by:** Councillor Gibbons

**Seconded by:** Councillor Tropin

"That we approve the agenda as amended."

**CARRIED**

**Declaration of Conflict of Interest**

There were no Declarations of Conflict of Interest.

### Public Works Reports

- Resolution No.**      **Proposal - Water Leak Detection**  
2025-171      **Moved by:** Councillor Holobetz  
                         **Seconded by:** Councillor Matheson
- "That we contract Watermark Solutions Ltd. to complete water leak detection services at a cost of \$6,400 plus taxes." **CARRIED**
- Resolution No.**      **Public Works Report**  
2025-172      **Moved by:** Councillor Matheson  
                         **Seconded by:** Councillor Haubrich
- "That we accept the Public Works Report as presented verbally by Superintendent Jeff Carey." **CARRIED**
- Superintendent Jeff Carey left for the remainder of the meeting at 6:44 pm**

### Financial Reports

- Resolution No.**      **Bank Reconciliations - April 30, 2025**  
2025-173      **Moved by:** Councillor Tropin  
                         **Seconded by:** Councillor Schindelka
- "That we accept the Bank Reconciliations for the period ending April 30, 2025, as presented." **CARRIED**

### Account for Approval

- Resolution No.**      **List of Accounts - May 20, 2025**  
2025-174      **Moved by:** Councillor Holobetz  
                         **Seconded by:** Councillor Schindelka
- "That the list of accounts payable attached as Schedule "A" is approved for payment." **CARRIED**

### Adoption of Minutes

- Resolution No.**      **May 6, 2025 - Regular Council Meeting**  
2025-175      **Moved by:** Councillor Matheson  
                         **Seconded by:** Councillor Gibbons
- "That the minutes of the May 6, 2025 - Regular Council Meeting be approved, as circulated." **CARRIED**
- Resolution No.**      **May 7, 2025 - Joint Administration Committee Meeting**  
2025-176      **Moved by:** Councillor Tropin  
                         **Seconded by:** Councillor Schindelka
- "That the minutes of the May 7, 2025 - Joint Administration Committee Meeting be approved, as circulated." **CARRIED**

### Committee Reports

- Resolution No.**      **Joint Administration Committee Meeting Report**  
2025-177      **Moved by:** Councillor Matheson  
                         **Seconded by:** Councillor Holobetz
- "That we adopt the May 7, 2025 Joint Administration Committee Meeting Report as presented verbally by Chairperson Ryan Schindelka." **CARRIED**
- Resolution No.**      **Scheduling Annual Joint Council Supper Meetings**  
2025-178      **Moved by:** Councillor Schindelka  
                         **Seconded by:** Councillor Matheson
- "That we agree with the recommendation of the Joint Administration Committee and hold Joint Council Supper Meetings on the first Wednesday in April each year." **CARRIED**

**Reports of Administration**

**Resolution No.**     **Council Update**  
2025-183     **Moved by:** Councillor Tropin  
                  **Seconded by:** Councillor Holobetz

"That the report of the Chief Administrative Officer be accepted as presented."  
**CARRIED**

**Unfinished Business**

**Resolution No.**     **Cemetery Improvements**  
2025-184     **Moved by:** Councillor Gibbons  
                  **Seconded by:** Councillor Matheson

"That we amend Resolution 2024-153 by replacing cemetery 'burial plot markers at an estimated cost of \$25 to \$35 each' with cemetery 'block signage at an estimated cost of \$803'."  
**CARRIED**

**New Business**

**Resolution No.**     **Appointment - Lumsden Library Board Members - 2025**  
2025-185     **Moved by:** Councillor Holobetz  
                  **Seconded by:** Councillor Haubrich

"That we appoint the following people to the Lumsden Library Board:  
Town of Lumsden Members:  
Anne Gibbons  
David Braun  
Kara Bernardin  
Amanda Popkin  
Piper Candace  
Jenelle Brennan  
Rosemary McCallum  
Tereza Geiger  
Marla Anderson  
Samantha Mckinnon  
Cutis Skolney  
Yolandi Burnett  
Michelle Duncan."  
**CARRIED**

**Resolution No.**     **McGeough - Community Communications**  
2025-186     **Moved by:** Councillor Haubrich  
                  **Seconded by:** Councillor Gibbons

"That we refer correspondence from Brittany McGeough regarding community communication suggestions, to the next Group I meeting."  
**CARRIED**

**Resolution No.**     **Tax Enforcement - Proceed to Acquire Title**  
2025-187     **Moved by:** Councillor Matheson  
                  **Seconded by:** Councillor Tropin

"That, further to Resolution 2023-467, and having received insufficient payments and communication from the property owners, we acknowledge that the Chief Administrative Officer will proceed under the *Tax Enforcement Act* to refer the following file to the Provincial Mediation Board:

Tax Roll No.	Legal Land Description	Title No.
465	Lot 31, Block B, Plan 34192, Ext 0	149439437

**CARRIED**

**Bylaws**

**Resolution No.**     **Bylaw 2025-03 - To Repeal Commercial Mill Rate Factor - 2nd Reading**  
2025-188     **Moved by:** Councillor Matheson  
                  **Seconded by:** Councillor Holobetz

"That Bylaw No. 2025-03, being a bylaw to repeal the Commercial Mill Rate Factor Bylaw be read a second time."  
**CARRIED**



**Resolution No.**      **Speed Limit Reduction / Dust Control - As Development Occurs in 'The Country'**  
2025-179      **Moved by:** Councillor Schindelka  
                         **Seconded by:** Councillor Gibbons

"That in response to a recommendation from the Joint Administration Committee, to apply a dust control product to one mile of Township Road 194 (south border of Section 28-19-21-W2) an one-quarter mile of Range Road 2214 (west border of Section 28-19-21-W2), we inform that at this time, we will monitor development in *The Country* and revisit the request for dust control at a later date as development intensifies."

**CARRIED**

**Delegation**

**7:00 pm - 7:18 pm - Urban Hen Pilot Program Update - Year 1**

Amy Sanderson and Pip Discombe, current members of the "Lumsden Urban Hen Committee", appeared before Council to discuss their experiences in the first year of keeping hens in Lumsden, as required by Council Resolution #2024-112. Both Amy and Pip are having positive experiences. The Town has not received any complaints. Two of the 6 available licenses have been issued.

**Resolution No.**      **Communications**  
2025-180      **Moved by:** Councillor Gibbons  
                         **Seconded by:** Councillor Schindelka

"That the following communications and reports have been reviewed and the Chief Administrative Officer is authorized to file the same accordingly:  
a. Professional Building Inspections Inc. (PBI) - May 2025 Newsletter  
b. SK Urban Municipalities Association (SUMA) - Golf Tournament July 11, 2025  
c. SaskPower - Wood Pole Inspections in 2025  
d. SK Assessment Management Agency (SAMA) - 2025 Primary Audit Report."

**CARRIED**

**Delegation**

**7:27 pm - 7:40 pm - Lumsden Valley Cats**

Keatyn Walker of Lumsden Valley Cats appeared before Council to introduce the organization to the new Council and to request a donation for support of their ongoing service. The organization has been operating for 2 years. The organization's main activities are: rescue, TNR and adoption.

**Planning and Development Applications and Reports**

**Resolution No.**      **Closed Session**  
2025-181      **Moved by:** Councillor Holobetz  
                         **Seconded by:** Councillor Matheson

"That we move into Closed Session at 7:44 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 8:21 pm, Council left the Closed Session and returned to the open meeting.

**Resolution No.**      **Tax Concession Request**  
2025-182      **Moved by:** Councillor Matheson  
                         **Seconded by:** Councillor Holobetz

"That we refer a request for a tax concession related to proposed development on Lots 14-15, Block 4, Plan 8561, to the Planning and Economic Development Committee."

**CARRIED**

**Aimee Bryck, Director of Planning and Development left for the remainder of the meeting @ 8:23 pm**

- Resolution No.  
2025-189

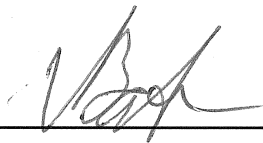
**Bylaw 2025-03 - To Repeal Commercial Mill Rate Factor - 3rd Reading**  
**Moved by:** Councillor Gibbons  
**Seconded by:** Councillor Tropin  
  
"That Bylaw No. 2025-03, being a bylaw to repeal the Commercial Mill Rate Factor Bylaw be read a third time, adopted, signed, and sealed."  
**CARRIED**
- Resolution No.  
2025-190

**Closed Session**  
**Moved by:** Councillor Holobetz  
**Seconded by:** Councillor Gibbons  
  
"That we move into Closed Session at 9:19 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."  
**CARRIED**  
  
**Rise from Closed Session**  
  
At 9:49 pm, Council left the Closed Session and returned to the open meeting.
- Resolution No.  
2025-191

**Municipal Office - Dress Code Policy**  
**Moved by:** Councillor Gibbons  
**Seconded by:** Councillor Holobetz  
  
"That we agree with the recommendation of the Joint Administration Committee and approve the Municipal Office - Dress Code Policy as per Schedule "B"."  
**CARRIED**
- Resolution No.  
2025-192

**Professional Development Agreement**  
**Moved by:** Councillor Schindelka  
**Seconded by:** Councillor Matheson  
  
"That we agree with the recommendation of the Joint Administration Committee and approve a Continuing Education Agreement with Amy Kozak pertaining to the Local Government Administration Course as per Schedule "C"."  
**CARRIED**
- Resolution No.  
2025-193

**Adjournment**  
**Moved by:** Councillor Holobetz  
  
"That we adjourn the meeting at 9:50 pm."  
**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Town of Lumsden  
Invoice Edit List - Condensed  
Batch # 2025-00124 - May 20, 2025 To Be Approved  
For the Period Ended 2025-05-31

Vendor #	Name	Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
BADDAY1	Badger Daylighting LP	8	2853109	2025-05-06	2025-05-21	230 Ross St-Hydrovac Service		2,761.17
		34	2855592	2025-05-09	2025-05-21	520 Lake St-Hydrovac Service		1,549.85
							Vendor Total:	4,311.02
BEAGER1	Beaurivage, Germain	32	Cloth-2025-01	2025-05-12	2025-05-21	Clothing Allowance		124.29
BOBREG1	Bobcat of Regina Ltd.	2	P97386	2025-05-07	2025-05-21	U045 - Oil Filter & Oil		273.54
BRYAIM1	Bryck, Aimee	24	2025 SBOA Conf	2025-05-14	2025-05-21	2025 Sask Building Official Ass		235.00
COLROC1	Coleman, Rocky	23	ParkingViolatio	2025-04-02	2025-05-21	Parking Inspection - School & James St N		125.93
CONFUR1	Continental Furniture	25	2181970	2025-03-25	2025-05-21	Library - Fridge, Freezer, Stoves x 2		3,745.41
		26	2188650	2025-05-08	2025-05-21	Return - 24" Mara Stoves x 2		-1,929.18
		27	2188660	2025-05-08	2025-05-21	Library - 2 x 30" White Amana Stoves		2,204.73
							Vendor Total:	4,020.96
CROELE1	Croft Electric Ltd	30	24843	2025-05-12	2025-05-21	Office - Supply & Install Generator		20,271.45
GFLGRE1	GFL Green For Life	7	SA0010525333	2025-04-30	2025-05-21	Oil & Container Pickup		68.61
GREDIS1	Gregg Distributors LP	31	063-197649	2025-05-12	2025-05-21	Shop-HI Viz Vestx3/WD40/Harnessx5		296.23
JRACON1	JRA Construction Services Ltd.	17	2708	2025-05-01	2025-05-21	230 Ross St-Excavate/Repair Copper Line		5,534.00
LMR1	Last Mountain Railway	5	1122	2025-05-08	2025-05-21	Track Maintenance - May		730.00
LOGSEC1	Logixx Security Inc	35	213590	2025-04-30	2025-05-21	Landfill Security - 78 Hrs - April		2,252.01
LORDIS1	Loraas Disposal South	9	0008180044	2025-04-30	2025-05-21	7th Ave Ball Diamond Porto Rental April		236.17
		18	0008180743	2025-04-30	2025-05-21	Comm Recy&Waste/701 Recy & 7 Com-Apr		8,785.79
							Vendor Total:	9,021.96
MUNSEW1	Municipal Sewer Maintenance Ltd.	36	2249	2025-05-07	2025-05-21	Sewer Mainline Cleaning		12,863.92
PENLEE1	Penner, Lee	22	AtlasRefund	2025-05-01	2025-05-21	Reimburse 110 Prospect Sewer Blockage		551.67

*[Handwritten Signature]*

Vendor #	Name					
Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
PROBUI1	Professional Building Inspecti					
6	25043031	2025-04-30	2025-05-21	Inspections x 8 - April		2,152.50
SASHEA1	Saskatchewan Health Authority c/o					
1	3503447	2025-05-08	2025-05-21	Museum - Testing		23.00
3	1199569	2025-04-24	2025-05-21	Entering River Testing Qu'Appelle Apr		253.00
4	1199570	2025-04-24	2025-05-21	Downstream Russel Hill Rd - Testing		333.75
12	3503565	2025-05-12	2025-05-21	350 Ross St - Testing		23.00
13	3503566	2025-05-12	2025-05-21	#15 River Park Campground Testing		23.00
14	3503567	2025-05-12	2025-05-21	#8 RiverPark Campground-Testing		23.00
15	3502957	2025-05-05	2025-05-21	300 James St N - Testing		23.00
20	3503308	2025-05-07	2025-05-21	Museum - Testing		23.00
28	3503824	2025-05-13	2025-05-21	#8 River Park Campground Testing		23.00
29	3503823	2025-05-13	2025-05-21	#15 River Park Campground Testing		23.00
37	3504001	2025-05-14	2025-05-21	245 Kelly Ave - Testing		23.00
38	3504000	2025-05-14	2025-05-21	175 Kelly Ave - Testing		23.00
				Vendor Total:		816.75
SEDA1	Saskatchewan Economic Dev. Allia					
10	4892	2025-04-22	2025-05-21	2025 Seda Membership		376.95
SSM1	SSM					
39	2025Conference	2025-05-15	2025-05-21	2025 Annual Conference - A. Gibbons		20.00
SUMA1	SUMA					
11	INV-000105909	2025-04-30	2025-05-21	2025 Conv Awards Program - Merkosky		55.50
SWIKEM1	Swish-Kemsol					
19	R028923	2025-05-08	2025-05-21	Office - Janitorial Supplies		195.80
33	R028939	2025-05-09	2025-05-21	Parks-P.Towels/T.P. Waste-Garbage Bags		868.80
				Vendor Total:		1,064.60
WYLCON1	WYL Construction					
21	1043	2025-05-08	2025-05-21	RVP - Replace Kitchen Tap		499.50
				Total for Batch:		65,666.39

*[Handwritten signature]*

Date Printed  
2025-05-16 2:57 PM

Town of Lumsden  
Invoice Edit List - Condensed  
Batch # 2025-00119 - May 20, 2025 Preauthorized  
For the Period Ended 2025-05-31

Vendor #	Name						
Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount	
MEPP	MEPP						
4	MEPP-2025-04-26	2025-04-26	2025-05-16	Pension Contribution Apr 26		11,432.22	
MINFINED	Minister of Finance -Education						
1	EPT 2025-04	2025-04-30	2025-05-16	Education Taxes Remittance A		12,545.11	
RECGEN1	Receiver General (Acct #1)						
2	RP1-2025-04-26	2025-04-26	2025-05-16	Income Tax/CPP/EI/CPP2 - Ap		22,985.14	
RECGEN2	Receiver General (Acct #2)						
3	RP2-2025-04-26	2025-04-26	2025-05-16	Income Tax/CPP/EI - Apr 26		548.61	
SASENG1	SaskEnergy						
5	SKENG-2025-04	2025-05-05	2025-05-16	Energy Billing April		4,030.12	
6	Generator-Energ	2025-05-05	2025-05-16	Office-Gas Meter BTU Increase		803.25	
Vendor Total:						4,833.37	
SASPOW1	SaskPower Consol.						
8	SkPower 2025-04	2025-05-09	2025-05-16	SK Power - Apr		11,354.62	
SECMON1	SecurTek Monitoring Services						
7	INV19178904	2025-05-03	2025-05-16	Office Alarm - May		55.45	
Total for Batch:						63,754.52	

Invoices Printed: 8

*[Handwritten signature]*



Vendor #	Name								
Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount			
COTALE1	Cottenie, Alex								
1	HallDepositRefu	2025-05-02	2025-05-09	Hall-Deposit Refund-May 2/25		450.00			
EDMMIC1	Edmonds, Micheal								
2	RVP Dep Refund	2025-05-04	2025-05-09	RVP-Deposit Refund-May 4/25		120.00			
Total for Batch:						570.00			

Invoices Printed: 2

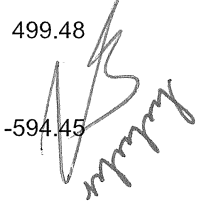
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Vendor #	Name						
Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount	
VISA-GB	Royal Bank Visa - Gerry						
1	Statement 25-04	2025-04-28	2025-05-09	Visa Statement April		182.94	
VISA-JC	Royal Bank Visa - Jeff						
2	Statement 25-04	2025-04-28	2025-05-09	Visa Statement April		7,977.23	
VISA-KS	Royal Bank VISA - Krystal						
4	Statement 25-04	2025-04-28	2025-05-09	Visa Statement April		1,529.21	
VISA-LW	Royal Bank VISA - Whitteron						
5	Statement 25-04	2025-04-28	2025-05-09	Visa Statement April		597.07	
VISA-MM	Royal Bank VISA - Merkosky						
3	Statement 25-04	2025-04-28	2025-05-09	Visa Statement April		1,242.64	
Total for Batch:						<u>11,529.09</u>	

Invoices Printed: 5



Vendor #	Name					
Tr #	Invoice #	Date	Due Date	Reference	PO #	Invoice Amount
ADOINC1	Adobe Inc					
25	Adobe 25-04	2025-04-18	2025-05-09	Comm Cord & Office Adobe Lic Apr18-May17		378.39
BADMET1	Badger Meter					
5	80190455	2025-03-28	2025-05-09	Water Meter Data Mar		566.42
BULCOM1	Bulyea Community Co-Operative A					
27	71180904	2025-03-27	2025-05-09	WWTP-18.9 Water for Testing x 6		35.94
CONBEE1	Congress Beer House					
23	SUMA CouncilSup	2025-04-13	2025-05-09	SUMA - Council Supper x 5		163.82
DELHOT1	Delta Hotels					
8	'25SUMA-Gibbons	2025-04-16	2025-05-09	SUMA Conv-Apr 13-15 Hotel-A		745.56
9	'25SUMA-Tropin	2025-04-16	2025-05-09	SUMA Conv-Apr 13-15 Hotel-A		682.56
10	'25SUMA-Mathesc	2025-04-16	2025-05-09	SUMA Conv-Apr 13-15 Hotel- L		745.56
11	'25SUMA-Merkosk	2025-04-16	2025-05-09	SUMA Conv-Apr 12-15-Hotel-M		1,078.08
30	'25SUMA-Barber	2025-04-16	2025-05-09	SUMA Conv-Apr 13-15 Hotel- \		745.56
Vendor Total:						3,997.32
FREBIR1	Free Bird Cafe					
16	073671/027734	2025-04-24	2025-05-09	Elign Park Outdoor Rink-B Auli		150.00
HOMDEP1	Home Depot, The					
1	72456063069	2025-04-02	2025-05-09	WTP-Shop Supplies		23.00
3	72456082978	2025-04-16	2025-05-09	WTP-Shop Supplies		27.05
15	061720/9600121	2025-04-02	2025-05-09	RVP/Library/Hall-Spray for Bug		102.04
Vendor Total:						152.09
JRWELD1	J.R.'s Welding Ltd					
13	65711	2025-04-21	2025-05-09	U050-Grader Repair-Wing & Repair Guard		1,665.00
LUMESS1	Lumsden Esso Service Ltd.					
2	0218067/090849	2025-04-03	2025-05-09	U017- Fuel 93.984 L		132.89
LUMHOT2	Lumsden Hotel & Steak Pit					
26	075782	2025-04-23	2025-05-09	Admin Professional Lunch		232.55
MICROS1	Microsoft Corporation					
21	Apr 25 Def&Bus	2025-04-02	2025-05-09	Microsoft Defender & Bus Basic-Apr		417.49
22	Apr 25 Inv	2025-04-03	2025-05-09	Microsoft Bus Standard April		339.66
Vendor Total:						757.15
PICSHO1	PickleBall Shop					
28	15828	2025-04-10	2025-05-09	PickleBall Equipment-Nets x2 & Balls		541.13
POUPES1	Poulins Pest Control					
6	055309	2025-04-07	2025-05-09	Pest Control - Gopher Poison		499.48
SOUCOU1	South Country Equipment Ltd					
12	817638-02-Refun	2025-04-16	2025-05-09	Credit-Invoice 817638-U100		-594.45





TOWN OF LUMSDEN

Title: **Dress Code Policy**

Effective: May 7, 2025 – Recommended for Approval by the Joint Administration Committee  
May 15, 2025 – Approved by the RM of Lumsden No. 189  
May 20, 2025 – Approved by the Town of Lumsden

Amended:

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**Purpose:**

The Town of Lumsden’s Dress Code Policy is designed to provide a consistently professional appearance to customers and colleagues. Employees’ appearances reflect on the municipality; therefore, the goal of the Dress Code Policy is:

- to maintain a positive appearance that is welcoming to both the public and colleagues;
- to eliminate complaints regarding improper attire; and
- to place employees in the proper mindset to carry out a professional workplace culture.

**Definitions:**

Business-Casual – Examples: polo shirt, button-down shirts and slacks  
blouse or sweater with a skirt or dress pants or coloured jeans  
loafers, flats, dress shoes or dress boots

Casual Friday – Examples: t-shirts, casual blouses, polo shirts, casual button-downs  
blue jeans, casual slacks, khakis, dresses or shorts  
clean sneakers, loafers, sandals or other casual footwear

**Policy:**

The Town of Lumsden Dress Code policy applies to administrative staff who work in the Lumsden Municipal Office, as follows:

- Employees are expected to dress in business-casual attire Monday through Thursday. All employees are expected to use good judgment when deciding whether their attire is appropriate.
- To promote a comfortable and relaxed environment at the end of each week, employees are welcome to participate in ‘Casual Fridays’. On these days employees may wear more casual attire while maintaining a professional and respectful appearance.
- Employees are expected to be well-groomed and wear clean clothing with minimal wrinkling.
- Clothing should maintain a professional standard of modesty.

The following articles of clothing are inappropriate at all times (this list is not exhaustive):

- exercise-wear - sweatpants - muscle tees - backless tops or dresses -overly-tight clothing
- sleepwear - slippers - tops or dresses with low necklines or sheer fabric
- tube tops - clothing with tears or holes, whether intentional or not
- clothing with offensive or inappropriate designs or text
- shorts, skirts or dresses with hemlines shorter than your own palm width, measured from the top of knee.

Managers or Supervisors are expected to inform employees when they are violating the Dress Code Policy. Employees in violation are immediately expected to correct the issue, which may include leaving work to change clothes. Employees will not be compensated for lost work time if they must return home to change.

Violation of the Dress Code Policy will be considered, under the Human Resource Policy, as a Group One Offence (minor) with the corresponding disciplinary action taken.

--- end ---

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to be written in cursive.