Rural Municipality of Lumsden No.189 and Town of Lumsden
Meeting Minutes
Joint Administration Committee October 28, 2026 - 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 Council Chambers as well as via electronic means (Zoom) on Wednesday, October 28, 2026 at 6:30 pm.

Present:
Chairperson: RM Councillor Trent Catley
Reeve: Cody Garbutt
Mayor: Verne Barber
Town Councillors: Ryan Schindelka, Adam Tropin
Chief Administrative Officer: Monica Merkosky
Assistant Chief Administrative Officer: Krystal Strong (attended via Zoom)

Invited Guests:
Fire Chief: Jeff Carey (attended from 6:30 - 6:55 pm)
Deputy Chief: Luke Sitter (attended via Zoom)

Absent:
RM Councillor: Glenda Schlosser

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

July 21, 2026 - Joint Administration Committee Meeting
Moved by: Councillor, Town of Lumsden Schindelka
Seconded by: Mayor, Town of Lumsden Barber

"That the minutes of the July 21, 2026 - Joint Administration Committee Meeting be approved, as circulated." **CARRIED**

October 20, 2026 - Occupational Health Committee Meeting
Moved by: Reeve Garbutt
Seconded by: Councillor, Town of Lumsden Tropin

"That the minutes of the October 20, 2026 - Occupational Health Committee Meeting be approved, as circulated." **CARRIED**

Fire Department

Lumsden & District Fire Department - 5-Year Capital Plan and Long-Range Planning
Moved by: Reeve Garbutt
Seconded by: Councillor, Town of Lumsden Tropin

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

Fire Department Reports
Moved by: Mayor, Town of Lumsden Barber
Seconded by: Councillor, Town of Lumsden Schindelka

"That the Reports of the Lumsden & District Fire Department be accepted as presented by Fire Chief Jeff Carey." **CARRIED**

Lumsden & District Fire Chief, Jeff Carey left for the remainder of the meeting at 6:55 pm.

Library / Legion Building

2027 Budget
Moved by: Councillor, Town of Lumsden Schindelka
Seconded by: Councillor, Town of Lumsden Tropin

"That the Joint Administration Committee recommend to our respective councils, the approval of the 2027 Library/Legion Building budget as per Schedule "B" noting there are no capital purchases or projects planned in 2027." **CARRIED**

Municipal Office - 2027 Capital Purchases

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

"That the Joint Administration Committee recommend to our respective councils, the approval the Municipal Office 2027 Capital Purchases as per Schedule "C"." **CARRIED**

Lumsden & District Emergency Management Organization Bylaws
Moved by: Reeve Garbutt
Seconded by: Councillor, Town of Lumsden Tropin

"That the Joint Administration Committee recommend to our respective councils, amendments to the bylaws establishing the Lumsden & District Emergency Management Organization Bylaws known to Bylaw 2023-16 (Town) and Bylaw 2023-14 (RM)." **CARRIED**

Closed Session
Moved by: Reeve Garbutt
Seconded by: Councillor, Town of Lumsden Tropin

"That we move into Closed Session at 7:49 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 8:15 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, Town of Lumsden Schindelka
Seconded by: Councillor, Town of Lumsden Tropin

"That we move into Closed Session at 8:15 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 and Assistant Chief Administrative Officer included in the session." **CARRIED**

Rise from Closed Session

At 8:46 pm, the Committee left the Closed Session and returned to the open meeting.

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

"That the Joint Administration Committee recommend to our respective Councils to amend the Chief Administrative Officer's bi-annual evaluation document by consolidating it into a more condensed document." **CARRIED**

2027 Joint Administration - Cost of Living Adjustment
Moved by: Councillor, Town of Lumsden Schindelka
Seconded by: Councillor, Town of Lumsden Tropin

"That the Joint Administration Committee recommend to our respective Councils, an increase to the 2026 salary grids of 3.175% as it relates to the 2027 salary/wages for staff who fall under the Joint Administration umbrella." **CARRIED**

2027 Joint Administration - Step Adjustments
Moved by: Reeve Garbutt
Seconded by: Mayor, Town of Lumsden Barber

"That the Joint Administration Committee recommend to our respective Councils, approval of the following employee steps for 2027:

Morgan Darbellay (Communications)	Step 9	Effective August 15, 2027
Marlise Nordstrom (Reception)	Step 9	Effective November 7, 2027
Crystal Lovelace (Accounting 1)	Step 7	Effective August 29, 2027
Kristy Kurtz (Accounting 2)	Step 6	Effective March 14, 2027
Lesia Matheson (Planning)	Step 3	Effective March 28, 2027." **CARRIED**

Adjournment
Moved by: Councillor, Town of Lumsden Tropin

"That we adjourn the meeting at 8:47 pm." **CARRIED**

Reeve

Mayor

Chief Administrative Officer

Lumsden & District Fire Department

Capital Plan 2027 - 2031

Description	2026	2027	2028	2029	2030	2031
Hi-Vol.Hose 2000'						
PPE - 3 or 4 Sets Annually	$14,586	$15,316	$16,082	$16,886	$17,731	$18,618
Fire Hall (stand alone 60 x 50 = 3,000 F2)	$45,343	$350,671				
Air Compressor and Fill Station (trade $ n/i yet)		$29,925				
Battery Operated Cutter, Spreader, Ram	$54,377					
Highway Strut Kit			$13,096			
Super Vac PPV			$9,284			
Replace Fire Truck (1994 Engine No.2)	$179,029	$153,351	$562,767			
Portable (Handheld) Radios x 16						
Gear Extractor				$8,500		
Hose Drying Rack				$4,000		
~ 10 yo - 3,000 gallon tanker truck w/bladder					$255,256	
Training Ground Improvements						$40,000
Municipality's Share (50% each)	$146,668	$274,631	$300,615	$14,693	$136,494	$29,309

Oct 22, 2026

Library / Legion Financial Statement & 2027 Budget

Financial Statement

2026-01-01 to 2026-09-30

	2026 Budget	2026 YTD	2027 Budget	
Revenue				
Rentals - Library (JADM)	650.00	487.50	650.00	
Transfer from Reserves - Parks, QVN, Leg	5,056.00	2,405.91	0.00	
Revenue Totals	**5,706.00**	**2,893.41**	**650.00**	
Expenditures				
Insurance Utilities Maintenance				
Insurance - Buildings (Library JADM)	1,583.62	1,568.99	1,647.44	
Heat (Library JADM)	900.00	425.37	900.00	
Power (Library JADM)	1,150.00	731.24	1,194.85	
Telephone (Library JADM)	400.00	259.52	400.00	
Water & Sewer (Library JADM)	676.26	335.54	710.00	
Maint. - Buildings (Library JADM)	2,200.00	1,478.13	2,200.00	
Janitorial Contract (Library JADM)	4,024.08	3,001.95	4,125.00	
Janitorial Supplies (Library JADM)	400.00	581.35	400.00	
Total Insurance Utilities Maintenance:	**11,333.96**	**8,382.09**	**11,577.29**	
Capital				
Capital - Library/Legion - Ongoing (50%)	5,056.00	2,405.92	0.00	
Total Capital Library:	**5,056.00**	**2,405.92**	**0.00**	
Expense Totals	**16,389.96**	**10,788.01**	**11,577.29**	
Net Surplus (Deficit)	**1,343.04**	**-7,894.60**	**-10,927.29**	**each municipality**

TOWN OF LUMSDEN **R.M. OF LUMSDEN**

LUMSDEN

R.M. OF LUMSDEN NO. 189 INCORPORATED 1912

DATE: October 23, 2026

TO: Joint Administration Committee

FROM: Monica Merkosky, CAO and Krystal Strong, ACAO and Crystal Lovelace

SUBJECT: Proposed 2027 Office Capital Expenditures

Description	2022	2023	2024	2025	2026	2027
Roof Repair (West Side Perimeter)	$28,789					
Finance Desk Modified to Create New Space		$13,341				
Server Replaced			$36,816			
IT - External Battery Pak				$ 6,824		
HVAC Upgrade (West Side)				$ 5,850		
Generator				$21,643		
Convert to LED Strip Lighting (West Side)					$3,074	
IT – Backup, Server Warranty, PC, Laptop						$17,223
Postage Machine						$ 3,685
Folding / Stuffing Machine						$14,950
Each Municipality's Share (50%)	$14,395	$6,671	$18,408	$17,159	$1,537	$17,929