

Town of St. Brieux
Meeting Minutes
April 7, 2025 - Regular Meeting of Council - 4:00 PM

In Attendance: Mayor Tammy Leray, Deputy Mayor Dan Clifford, Councillors Gerry Miller, Justin Assie and Max Mueller.

Regrets: Administrator Erinn Schreiner

Staff in Attendance: Acting Administrator Alanna Strangway.

Justin Assie removed himself from the Regular Meeting at 6:37pm and did not return.

1. CALL TO ORDER

WITH a quorum being present, Mayor Tammy Leray called the meeting to order at 4:00pm.

2. CONFLICT OF INTEREST DECLARATIONS

There are no Conflict of Interest Declarations.

3. AGENDA

Resolution No: 2025-0481

Moved By: Justin Assie

THAT Council approves the agenda as presented.

Carried

4. MINUTES

Resolution No: 2025-0482

Moved By: Dan Clifford

THAT the minutes of the Regular Meeting of Council held on March 11, 2025 and the minutes of the Special Meeting of Council held on March 13, 2025 be approved as presented.

Carried

5. DELEGATIONS

5.1 Lee Brockman

Lee Brockman has resigned from the position of Fire Chief effective July 1, 2025.

6. APPROVAL OF FINANCIAL REPORTS

6.1 List of Accounts Payable for Approval

Resolution No: 2025-0483

Moved By: Gerry Miller

March 1-31, 2025 - Payments

THAT Council approves the list of payments totalling \$438,099.66 for approval, that are attached to and forming a part of these minutes, for the following:

Cheque #17411 to #17441 - totaling \$390,565.82

Mastercard #2025-005 to #2025-005 - totaling \$4,147.51

Payment Vouchers #2025-0064 to #2025-0096 - totaling \$43,386.33

Carried

6.2 Bank Reconciliation Statement - Main

Resolution No: 2025-0484

Moved By: Max Mueller

THAT Council approves the March 2025 bank reconciliation report as presented.

Carried

6.3 Statement of Financial Activities

Resolution No: 2025-0485

Moved By: Max Mueller

THAT Council approves the March 2025 Statement of Financial Activities as presented.

Carried

6.4 Bank Reconciliation Statement - Fire Department Main

Resolution No: 2025-0486

Moved By: Justin Assie

THAT Council accepts the March 2025 bank reconciliation statement for the Fire Department Main and Savings accounts as presented.

Carried

7. REPORTS

Resolution No: 2025-0487

Moved By: Justin Assie

THAT Council accepts the March 2025 Acting Administrator and Town Foreman reports as presented.

Carried

7.1 Administrator

Resolution No: 2025-0488

Moved By: Dan Clifford

THAT Council authorizes the Acting Administrator to take OVER TIME as opposed to BANKED TIME for amounts exceeding 40 hours per week while in the Acting capacity.

Carried

7.2 Public Works Department

8. MAYOR AND COUNCILLOR'S FORUM

Statements shall include the sharing of the following information:

- a) Events, activities or community functions attended; and
- b) General work of members on behalf of council colleagues, constituents and the municipality.

All comments will be verbal only and shall not be recorded in the minutes of the meeting.

9. UNFINISHED BUSINESS

9.1 Council's Role in Employment Decisions - Policy

Resolution No: 2025-0489

Moved By: Dan Clifford

THAT Council advises Acting Administrator Alanna Strangway to seek legal advice from Brownlee LLP on the proposed HR Council Committee Policy as presented.

Carried

9.2 Compliance Well #4

Resolution No: 2025-0490

Moved By: Gerry Miller

THAT Council authorizes the Acting Administrator Alanna Strangway to request and issue payment for the completion of the compliance report from Beckie Hydrogeologists in order to obtain an operating permit for Well #4.

Carried

9.3 Pinter - Lagoon Updates

Resolution No: 2025-0491

THAT Council acknowledges the Lagoon Update as presented.

Carried

9.4 MPE - Proposal for Engineering Services

Resolution No: 2025-0492

Moved By: Dan Clifford

THAT Council acknowledges the MPE Update as presented.

Carried

9.5 Hytek - Office Update

Resolution No: 2025-0493

Moved By: Dan Clifford

THAT Council acknowledges the New Office Building Update as presented.

Carried

9.6 Fire Department

Resolution No: 2025-0494

Moved By: Dan Clifford

THAT Council authorizes the Acting Administrator Alanna Strangway to reach out to Carson Law as well as the Town of Outlook and the RM of Bayne regarding Fire Protection Servicing Agreements between Town's and RM's.

Tabled

9.7 Community Hall Window Covering Quote

Resolution No: 2025-0495

Moved By: Max Mueller

THAT Council accepts the Quote as presented.

Tabled

9.8 Video Surveillance

Resolution No: 2025-0496

Moved By: Max Mueller

THAT Council approves the purchase and use of VIDEO SURVEILLANCE at the Town Office and at the Water Treatment Plant.

Tabled

9.9 Timeclock for ALL employees

Resolution No: 2025-0497

Moved By: Max Mueller

THAT Council approves the purchase and use of a TIMECLOCK for ALL employees.

Tabled

9.9.1 St. Brieux Manor - Tax Abatement Request

Resolution No: 2025-0498

Moved By: Tammy Leray

THAT Council accepts the request from the St. Brieux Manor Board for the 2025 100% tax abatement.

Tabled

10. NEW BUSINESS

10.1 Museum Restoration Work

Resolution No: 2025-0499

Moved By: Dan Clifford

THAT Council acknowledges the Museum Restoration Work Update as presented.

Carried

10.2 Prize Donation for Library - Annual Spring Raffle

Resolution No: 2025-0500

Moved By: Tammy Leray

THAT Council authorizes a donation of 1 Logo Marked Town of St. Brieux TSHIRT for the Library's Annual Spring Raffle.

Carried

10.3 Education Property Tax Mill Rates for 2025

Resolution No: 2025-0501

Moved By: Dan Clifford

THAT Council acknowledges the EPT Mill Rates for 2025.

Carried

10.4 IT Support for Town of St. Brieux

Resolution No: 2025-0502

Moved By: Max Mueller

THAT Council authorizes the Acting Administrator Alanna Strangway to hire Dzinehaus Computers for IT Services for the Town of St. Brieux on an as needed basis starting at the end of May 2025.

Dzinehaus Computers rate is \$100/hr

Carried

10.5 Permission for Regular Meeting Date Change

Resolution No: 2025-0503

Moved By: Gerry Miller

THAT Council authorizes the Acting Administrator to CHANGE the Regular Meeting of Council on April 8 2025 at 4:00pm to April 7 2025 at 4:00pm to allow for the Acting Administrator to attend SAMA Administrator Training.

Carried

10.6 Permission to Attend Training - Acting Administrator

Resolution No: 2025-0504

Moved By: Max Mueller

THAT Council grants Acting Administrator Alanna Strangway permission to attend:

SAMA Administrator Training and AGM on April 8 - 9, 2025
MLDP (Human Resources Workshop) on April 12, 2025
SUMA Convention on April 13 - 16, 2025
SEDA (Community Builders Workshop) on May 7, 2025
UMAAS Convention on June 3 - 6, 2025

AND thus allow the Town Office to be closed on the abovementioned dates.

Carried

11. CORRESPONDENCE

Resolution No: 2025-0505

Moved By: Dan Clifford

THAT Council acknowledges the Correspondence as presented.

Carried

12. BYLAWS

12.1 Council Procedures Bylaw

13. IN CAMERA

Resolution No: 2025-0506

Moved By: Tammy Leray

THAT Council suspends it's Regular Meeting at 7:10pm to enter into an In-Camera session to discuss HR matters.

Carried

14. OUT OF CAMERA

Resolution No: 2025-0507

Moved By: Tammy Leray

THAT Council closes it's In-Camera session at 7:58pm and resumes its Regular Meeting.

Carried

14.1 Signing Authority

Resolution No: 2025-0508

Moved By: Dan Clifford

THAT Council authorizes that Erinn Schreiner be removed from signing authority while she has stepped away from her position in the office.

Carried

15. ADJOURNMENT

Resolution No: 2025-0509

Moved By: Max Mueller

THAT this meeting be adjourned at 7:58pm.

Carried