

Town of St. Brieux
Meeting Minutes
August 13, 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.

1. CALL TO ORDER

Moved By: Tammy Leray

WITH a quorum being present, Mayor Tammy Leray called the meeting to order at 4:04pm.

2. CONFLICT OF INTEREST DECLARATIONS

There are two Conflict of Interest Declarations.

Justin Assie with Agenda item 10.1 and 10.2

Dan Clifford with Agenda item 5.2

3. AGENDA

Resolution No: 2025-0613

Moved By: Dan Clifford

THAT Council approves the agenda as presented.

Carried

4. MINUTES

Resolution No: 2025-0614

Moved By: Max Mueller

THAT the minutes of the Regular Meeting of Council held on July 08, 2025 and the minutes of the Special Meeting of Council held on July 18, 2025 be approved as presented.

Carried

5. DELEGATIONS

5.1 Curtis Degooijer - 4:15pm to 4:30pm

Resolution No: 2025-0615

Moved By: Tammy Leray

THAT Council requests more information from Curtis Degooijer in regards to future development at 213 Barbier Drive East. This information must include a site plan with pictures. Council also requests that the Acting Administrator share the "Criteria for Discretionary Use" in regards to R2 from the Zoning Bylaw with Curtis Degooijer.

Carried

5.2 Pauline and Jackie from the Manor - 4:30pm to 4:45pm

5.2.1 St. Brieux Manor Tax Abatement

Resolution No: 2025-0616

Moved By: Gerry Miller

THAT Council accepts the request from the St. Brieux Manor Board for the 2025 100% tax abatement. Furthermore, this means that Council authorizes for modification to be made to resolution 2024-0093 and 2024-0222. The alteration is as follows:

2024 will now be 2025 - 100% abatement on Municipal and Education Tax
2025 will now be 2026 - 50% abatement on Municipal and Education Tax
2026 will now be 2027 - 25% abatement on Municipal and Education Tax
2027 will now be 2028 - 25% abatement on Municipal and Education Tax
2028 will now be 2029 - 25% abatement on Municipal and Education Tax

Dan Clifford left the chambers at 4:40pm

Dan Clifford returned to the chambers at 4:50pm

Carried

6. APPROVAL OF FINANCIAL REPORTS

6.1 List of Accounts Payable for Approval

Resolution No: 2025-0617

Moved By: Justin Assie

July 1 - 31, 2025 - Payments

THAT Council approves the list of payments totalling \$816,736.18 for approval, that are attached to and forming a part of these minutes, for the following:

Cheque #17533 to #17566 - totaling \$772,077.04

Mastercard #2025-011 to #2025-017 - totaling \$3368.45

Payment Vouchers #2025-0182 to #2025-0215 - totaling \$41,290.69

Carried

6.2 Bank Reconciliation Statement - Main

Resolution No: 2025-0618

Moved By: Max Mueller

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

Carried

6.3 Statement of Financial Activities

Resolution No: 2025-0619

Moved By: Dan Clifford

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

Carried

6.4 Bank Reconciliation Statement - Fire Department Main

Resolution No: 2025-0620

Moved By: Gerry Miller

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

Carried

7. REPORTS

Resolution No: 2025-0621

Moved By: Justin Assie

THAT Council accepts the July / August 2025 Acting Administrator and Town Foreman reports as presented.

Carried

7.1 Administrator

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 Pinter / Contech - Lagoon Update

Resolution No: 2025-0622

Moved By: Dan Clifford

THAT Council acknowledges the Lagoon Update as presented.

Carried

9.2 Hytek - Office Update

Resolution No: 2025-0623

Moved By: Justin Assie

THAT Council acknowledges the Hytek / Herauf Office Building Update as presented.

Carried

9.3 Lot 8 & 9 / Block 2 / Plan S3786

Resolution No: 2025-0624

Moved By: Max Mueller

THAT Council authorizes the Acting Administrator to sign and send the presented Titles Affidavit of Value for Lot 8 & 9 / Block 2 / Plan S3786.

Carried

9.4 Commissionaires Bylaw Update

Resolution No: 2025-0625

Moved By: Dan Clifford

THAT Council approves the Commissionaires Bylaw Report as presented for the month of July 2025.

Carried

9.4.1 Lot A / Plan 101580870

9.4.1.1 Lot B / Plan 101581062

9.5 RM of Lake Lenore Meeting

Resolution No: 2025-0626

Moved By: Gerry Miller

THAT Council authorizes the Acting Administrator to request a meeting with the RM of Lake Lenore to discuss the following issues:

Fire Department Bylaw and Agreement
Road Service Agreement
Utility Service Agreement

Carried

9.5.1 Fire Department

10. NEW BUSINESS

10.1 KIN CLUB DONATION REQUEST

Resolution No: 2025-0627

Moved By: Max Mueller

THAT Council donates the use of chairs and tables from the Community Hall to the KIN CLUB for the last day of school event on June 26, 2025.

*Justin Assie left the chambers at 7:30pm
Justin Assie returned to the chambers at 7:40pm*

Carried

10.2 Letter of Support - KIN CLUB SPORTS COURT PROJECT

Resolution No: 2025-0628

Moved By: Dan Clifford

THAT Council authorizes the Acting Administrator to provide a letter of support to the KIN CLUB for their upcoming MULTI-USE COURT Community Fundraising Project. The Town agrees to provide land for the project and FURTHERMORE agrees to take over ownership, insurance and maintenance once the MULTI-USE COURT is complete and operational.

*Justin Assie left the chambers at 7:30pm
Justin Assie returned to the chambers at 7:40pm*

Carried

10.3 Strategic Planning

Resolution No: 2025-0629

Moved By: Tammy Leray

THAT Council authorizes the Acting Administrator to update the Town of St. Brieux STRATEGIC PLAN as follows:

Tabled

10.3.1 Vision / Image for Town of St. Brieux

Theme for Municipal Property
Signage (Regional Park / Transfer Station / Etc.)
Sidewalks - Specifically Business' on Main Street

10.3.2 New Office Building

10.3.3 Museum

Resolution No: 2025-0630

Moved By: Justin Assie

THAT Council approves the Eavestroughing Quote from OK Eavestroughing and that Council authorizes the Acting Administrator to move forward with completion of the Eavestroughing at the St. Brieux and District Museum.

The Eavestroughing Quote total is \$5286.40.

Carried

10.3.4 Community Hall

Resolution No: 2025-0631

Moved By: Dan Clifford

THAT Council approves the Lighting Quote from Ten-O-One Electric and that Council authorizes the Acting Administrator to move forward with completion of the upgraded Lighting at the St. Brieux Community Hall.

The Lighting Quote total is \$7530.80.

FURTHERMORE THAT Council approves the Window Covering Quote from Fouillards and that Council authorizes the Acting Administrator to move forward with completion of the upgraded Window Covering at the St. Brieux Community Hall.

Council only wishes to complete the 4 WEST FACING windows at this time.

The Window Covering Quote total is \$3169.60.

FURTHERMORE THAT Council authorizes the Acting Administrator to arrange for Whitecap AC and Refrigeration to service the AC Unit in the St. Brieux Community Hall.

Carried

10.4 Pat Yeager - 2024 Abatement Request

Resolution No: 2025-0632

Moved By: Dan Clifford

THAT Council approves the request to ADJUST 2024 Tax Levy for Lot 01 Block 01 Plan CH4230.

Adjustment Amount: \$753.54

Carried

11. CORRESPONDENCE

Resolution No: 2025-0633

Moved By: Justin Assie

THAT Council acknowledges the Correspondence as presented.

Carried

12. IN-CAMERA

Resolution No: 2025-0634

Moved By: Tammy Leray

THAT Council suspends it's Regular Meeting at 8:16PM to enter into an In-Camera session to discuss HR matters.

Carried

13. OUT OF CAMERA

Resolution No: 2025-0635

Moved By: Tammy Leray

THAT Council closes it's In-Camera session at 8:27pm and resumes its Regular Meeting.

Carried

14. BYLAWS

14.1 Council Procedures Bylaw

14.2 Council Code of Ethics Bylaw

15. ADJOURNMENT

Resolution No: 2025-0636

Moved By: Tammy Leray

THAT this meeting be adjourned at 8:27PM.

Carried