

**Town of St. Brieux**  
**Meeting Minutes**  
**December 9, 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**

WITH a quorum being present, Mayor Tammy Leray called the meeting to order at 4:02pm.

**2. CONFLICT OF INTEREST DECLARATIONS**

There are Conflict of Interest Declarations.

Tammy Leray at 10.18

Justin Assie at 9.5

**3. AGENDA**

**Resolution No:** 2025-0721

**Moved By:** Gerry Miller

THAT Council approves the agenda as presented.

Carried

**4. MINUTES**

**Resolution No:** 2025-0722

**Moved By:** Max Mueller

THAT the minutes of the Regular Meeting of Council held on November 04, 2025 and the Special Meeting of Council held on November 12, 2025 be approved as presented.

Carried

**5. DELEGATIONS**

**5.1 4:15PM || Riley Herauf - Modular Town Office Building**

**5.2 4:30PM || Myles Quaroni - Property on Barbier Drive**

**6. APPROVAL OF FINANCIAL REPORTS**

**6.1 List of Accounts Payable for Approval**

**Resolution No:** 2025-0723

**Moved By:** Dan Clifford

November 1 - 30, 2025 - Payments

THAT Council approves the list of payments totalling \$499,532.56 for approval, that are attached to and

forming a part of these minutes, for the following:

Cheque #17657 to #17684 - totaling \$468,545.34

Mastercard #2025-028 to #2025-031 - totaling \$9,303.62

Payment Vouchers #2025-0300 to #2025-0323 - totaling \$21,683.60

Carried

## **6.2 Bank Reconciliation Statement - Main**

**Resolution No:** 2025-0724

**Moved By:** Justin Assie

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

Carried

## **6.3 Statement of Financial Activities**

**Resolution No:** 2025-0725

**Moved By:** Max Mueller

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

Carried

## **6.4 Bank Reconciliation Statement - Fire Department Main**

**Resolution No:** 2025-0726

**Moved By:** Gerry Miller

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

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

Carried

## **7. REPORTS**

**Resolution No:** 2025-0727

**Moved By:** Max Mueller

THAT Council accepts the November / December 2025 Acting Administrator and Town Foreman reports as presented.

Carried

### **7.1 Administrator**

### **7.2 Public Works Department**

### **7.3 Policy to Adopt**

THAT Council adopts the following policies:

- 1.
- 2.

#### **7.3.1 Office Assistant to Assistant Administrator Progression Policy**

**Resolution No:** 2025-0728

**Moved By:** Dan Clifford

THAT Council adopts the "OFFICE ASSISTANT TO ASSISTANT ADMINISTRATOR PROGRESSION POLICY" as presented.

Carried

### **7.3.2 Public Works Department Outerwear Allowance Policy**

**Resolution No:** 2025-0729

**Moved By:** Justin Assie

THAT Council adopts the "PUBLIC WORKS DEPARTMENT OUTERWEAR ALLOWANCE POLICY" as presented.

Carried

## **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**

THAT Council acknowledges the Lagoon Update as presented.

#### **9.1.1 Pinter - Progress Payment #7 (Contech)**

**Resolution No:** 2025-0730

**Moved By:** Gerry Miller

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 7 (Contech) as presented by Pinter and Associates Ltd.

This payment includes SAGR system components and will be issued to Contech.

Carried

#### **9.1.2 Pinter - Progress Payment #8 (Contech)**

**Resolution No:** 2025-0731

**Moved By:** Dan Clifford

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 8 (Contech) as presented by Pinter and Associates Ltd.

This payment includes SAGR system components as well as SITE WORK and will be issued to Contech.

Carried

#### **9.1.3 Pinter - Progress Payment #1 (Evans Electric)**

**Resolution No:** 2025-0732

**Moved By:** Justin Assie

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 1 (Evan's Electric) as presented and amended by Pinter and Associates Ltd.

This payment includes ELECTRICAL and will be issued to Evans Electric.

Pinter and Associates Ltd. provided Evan's Electric incorrect information for the original bid and therefore the previous bid shall be considered null and void.

Carried

#### **9.1.4 Pinter - Progress Payment #1 (BRS2)**

**Resolution No:** 2025-0733

**Moved By:** Max Mueller

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 1 (BRS2 Construction Inc.) as presented by Pinter and Associates Ltd.

This payment includes GRAVEL DELIVERY and will be issued to BRS2 Construction Inc.

Carried

#### **9.1.5 Pinter - Progress Payment #1 (Quaroni)**

**Resolution No:** 2025-0734

**Moved By:** Gerry Miller

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 1 (Quaroni Contracting) as presented by Pinter and Associates Ltd.

This payment includes CRUSHED ROCK and will be issued to Quaroni Contracting.

Carried

#### **9.1.6 Pinter - Layfield Liner Warranty**

**Resolution No:** 2025-0735

**Moved By:** Dan Clifford

THAT Council authorizes the Acting Administrator to sign the LAYFIELD ENVIROLINER WARRANTY.

Carried

#### **9.2 SMB - Municipal Debenture Application**

#### **9.3 Hytek / Herauf**

**Resolution No:** 2025-0736

**Moved By:** Justin Assie

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

Carried

#### **9.4 RMLL Follow Up**

**Resolution No:** 2025-0737

**Moved By:** Tammy Leray

THAT Council requests the Acting Administrator to schedule a meeting with the RM of Lake Lenore on December 15th at 3:30pm to discuss the following issues:

Fire Department Agreement  
2003 Agreement

Carried

### **9.5 Kin Club - Sport Court Location Approval**

**Resolution No:** 2025-0738

**Moved By:** Dan Clifford

THAT Council authorizes the Acting Administrator to write a letter of support to the St. Brieux Kin Club. The Town of St. Brieux is in support of their upcoming Sports Court Project and will provide land within the Town of St. Brieux for the Project. At this time, the exact location is not determined.

*Justin Assie left the Council Chambers @ 6:54PM  
Justin Assie returned to the Council Chambers @ 7:03PM*

Carried

### **9.6 HR Committee - Daniel Clifford Request**

**Resolution No:** 2025-0739

**Moved By:** Justin Assie

THAT Council adopts the "TOWN OF ST. BRIEUX HUMAN RESOURCE COMMITTEE POLICY" as presented.

Committee Members shall be assigned at the January 13, 2026 Regular Meeting of Council.

Carried

### **9.7 Request - Joseph Bourgault**

**Resolution No:** 2025-0740

**Moved By:** Gerry Miller

Tabled

### **9.8 2025 Tax Abatement / Adjustment List**

**Resolution No:** 2025-0741

**Moved By:** Max Mueller

THAT Council agrees to provide ABATEMENTS to the following properties:

- 400 Highway 368
- 211 Barbier Drive
- 112 Barbier Drive
- 111 Barbier Drive
- Parcel AA & AB on Barbier Drive
- Parcel F on Barbier Drive
- 106 1st Avenue North

These properties are being abated due to the double classification clause under section 6 of Bylaw 2025-01.

- 101 1st Avenue South

This property is being abated due to the return of the property through the Tax Enforcement Act.

Carried

## **10. NEW BUSINESS**

### **10.1 Year End Invoices**

**Resolution No:** 2025-0742

**Moved By:** Dan Clifford

THAT the Mayor and the Acting Administrator be authorized to pay all year end invoices prior to December 31, 2025 and that a list will be presented at the next Council Meeting for Approval on January 13, 2026.

Carried

### **10.2 Staff Christmas Gift 2025**

**Resolution No:** 2025-0743

**Moved By:** Dan Clifford

THAT Council authorizes the Acting Administrator to purchase \$100 GIFT CARDS for each of the following employees as a Christmas Appreciation Gift.

E. Schreiner  
A. Strangway  
J. Leray  
J. Dressler  
S. Wiskot

Carried

### **10.3 Staff & Council Christmas Supper 2025**

**Resolution No:** 2025-0744

**Moved By:** Gerry Miller

THAT Council forgoes a Staff & Council Christmas Party for the year of 2025.

Carried

### **10.4 Holiday Office Hours**

**Resolution No:** 2025-0745

**Moved By:** Max Mueller

THAT Council approves the following change to OFFICE HOURS:

**Closed at Noon on December 24, 2025**  
**Closed December 25, 26 of 2025**  
**Closed January 1, 2 of 2026.**

**Closed January 5, 6 of 2026 to PROCESS YEAR END WORK.**

Carried

### **10.5 Office Move Closure**

**Resolution No:** 2025-0746

**Moved By:** Dan Clifford

THAT Council approves an TOWN OFFICE CLOSURE for the TOWN OFFICE MOVE.

Date: TBD (tentatively January 2026)

Carried

#### **10.6 MRS 2025 Declaration**

**Resolution No:** 2025-0747

**Moved By:** Justin Assie

THAT the Council of the Town of St. Brieux confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing grant may be withheld until all requirements are met; and

That we authorize the CAO to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

#### **10.7 2026 Public Disclosure Statements**

**Resolution No:** 2025-0748

**Moved By:** Max Mueller

THAT all Members of Council have returned their 2026 Public Disclosure Statements to the Acting Administrator by November 30, 2025.

Carried

#### **10.8 2026 Council Meeting Schedule**

**Resolution No:** 2025-0749

**Moved By:** Max Mueller

THAT Council approves the "2026 Council Meeting Schedule" as presented.

Carried

#### **10.9 2026 Council Remuneration Rates**

**Resolution No:** 2025-0750

**Moved By:** Dan Clifford

THAT Council forgoes any changes to the current "2025 Remuneration Schedule" as presented.

Carried

#### **10.10 2026 Strategic Planning Meeting**

**Resolution No:** 2025-0751

**Moved By:** Tammy Leray

THAT Council sets forth a STRATEGIC PLANNING MEETING to be held on January 27th, 2026 @ 3:30PM.

Carried

#### **10.11 2026 Signing Authority**

**Resolution No:** 2025-0752

**Moved By:** Max Mueller

THAT Council approves the following people to have signing authority for the Town of St. Brieux:

Tammy Leray - Mayor  
Dan Clifford - Deputy Mayor  
Gerry Miller - Councillor  
Erinn Schreiner - CAO  
Alanna Strangway - Acting Administrator CAO

FURTHERMORE, Council requests that Affinity Credit Union remove any other persons that are not listed above.

Carried

#### **10.12 2026 SUMA Conference Attendance**

**Resolution No:** 2025-0753

**Moved By:** Dan Clifford

THAT Council instructs the Acting Administrator to book hotel rooms for the following Council Members and Administrative Staff in preparation for the 2026 SUMA Conference which is set to be held in Regina, Saskatchewan from April 12-15 2026.

A. Strangway  
T. Leray  
M. Mueller  
G. Miller  
J. Assie

Carried

#### **10.13 2026 Community Hall Agreement - Updated Rates**

**Resolution No:** 2025-0754

**Moved By:** Justin Assie

THAT Council amends the current rates and adopts the "2026 COMMUNITY HALL AGREEMENT" as presented.

Carried

#### **10.14 2026 Water/Wastewater Facility Operation Agreement**

**Resolution No:** 2025-0755

**Moved By:** Gerry Miller

THAT Council adopts the "2026 WATER/WASTEWATER FACILITY OPERATION AGREEMENT" as presented.

Carried

#### **10.15 2026 Janitorial Agreement**

**Resolution No:** 2025-0756

**Moved By:** Dan Clifford

THAT Council authorizes the Acting Administrator to TENDER the "2026 JANITORIAL AGREEMENT" as presented.

Carried

**10.16 2026 SUMAssure Insurance**

**Resolution No:** 2025-0757

**Moved By:** Max Mueller

THAT Council accepts the 2026 SUMAssure rates as presented.

Carried

**10.17 2026 SUMA Benefit Rates**

**Resolution No:** 2025-0758

**Moved By:** Dan Clifford

THAT Council accepts the 2026 SUMA Group Benefit Rates as presented.

Carried

**10.18 2026 Wages (DISCUSSION IN CAMERA)**

**Resolution No:** 2025-0759

**Moved By:** Dan Clifford

THAT Council agrees to the 2026 wages as listed below:

- J. Dressler - from \$33.12 to \$34.11
- S. Wiskot - from \$30.00 to \$30.90
- J. Leray - from \$23.00 to \$23.00
- A. Strangway - from \$38.00 to \$39.14

DISCUSSION HELD IN CAMERA

*Tammy Leray left the Council Chambers @ 8:25PM  
Tammy Leray returned to the Council Chambers @ 8:38PM*

Carried

**10.19 Commissioner of Oaths**

**Resolution No:** 2025-0760

**Moved By:** Justin Assie

THAT Council allow Acting Administrator Alanna Strangway to become a Commissioner of Oaths. The cost is approximately \$100.00.

Carried

**10.20 St. Brieux Manor - Request for Signage**

**Resolution No:** 2025-0761

**Moved By:** Gerry Miller

THAT Council requests MORE INFORMATION, including a sketch / drawing.

Carried

**11. CORRESPONDENCE**

**Resolution No:** 2025-0762

**Moved By:** Dan Clifford

THAT Council acknowledges the Correspondence as presented.

Carried

**12. IN-CAMERA**

**Resolution No:** 2025-0763

**Moved By:** Tammy Leray

THAT Council suspends it's Regular Meeting at 8:15PM to enter into an In-Camera session to discuss HR matters.

*Tammy Leray left the Council Chambers @ 8:25PM*

*Tammy Leray returned to the Council Chambers @ 8:38PM*

Carried

**13. OUT OF CAMERA**

**Resolution No:** 2025-0764

**Moved By:** Tammy Leray

THAT Council closes it's In-Camera session at 8:38PM and resumes its Regular Meeting.

Carried

**14. BYLAWS**

**15. ADJOURNMENT**

**Resolution No:** 2025-0765

**Moved By:** Tammy Leray

THAT this meeting be adjourned at 8:40PM.

Carried