

Town of St. Brieux
Meeting Minutes
January 14, 2025 - Regular Meeting of Council - 4:00 PM

In Attendance: Mayor Tammy Leray, Deputy Mayor Dan Clifford, Councillors Gerry Miller and Max Mueller
Late: Councillor Justin Assie joined at 6:51pm
Staff in Attendance: CAO Erinn Schreiner and Assistant CAO Alanna Strangway

1. CALL TO ORDER

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

2. CONFLICT OF INTEREST DECLARATIONS

No conflict of interest declarations were made at this meeting.

3. AGENDA

Resolution No: 2025-0383

Moved By: Dan Clifford

THAT Council approves the agenda as presented.

Carried

4. MINUTES

Resolution No: 2025-0384

Moved By: Max Mueller

THAT the minutes of the Regular Meeting of Council held on December 10, 2024 be approved as presented.

Carried

5. DELEGATIONS - PINTER AND ASSOCIATES

Resolution No: 2025-0385

Moved By: Dan Clifford

THAT Council wishes to propose a three way cost split of the CONTECH change order for \$41,075.00 as presented by Pinter on January 14, 2025.

Three Way Cost Split as follows:

Town of St. Brieux = \$13,691.67
Pinter = \$13,691.67
Contech = \$13,691.67

Carried

6. APPROVAL OF FINANCIAL REPORTS

6.1 List of Accounts Payable for Approval

Resolution No: 2025-0386

Moved By: Gerry Miller

December 1-31, 2024 - Payments

THAT Council approves the list of payments totalling \$156,232.21 for approval, that are attached to and forming a part of these minutes, for the following:

Cheque #17327 - 17347 totalling \$80,500.41

Mastercard #2024 - 027 to #2024 - 029 totalling \$7953.96

Payment Vouchers #2024-0264 to #2025-0003 totalling \$67,777.84

Carried

6.2 Bank Reconciliation Statement - Main

Resolution No: 2025-0387

Moved By: Dan Clifford

THAT Council approves the December 2024 bank reconciliation report as presented.

Carried

6.3 Statement of Financial Activities

Resolution No: 2025-0388

Moved By: Dan Clifford

THAT Council approves the December 2024 Statement of Financial Activities as presented.

Carried

6.4 Bank Reconciliation Statement - Fire Department Main

Resolution No: 2025-0389

Moved By: Max Mueller

THAT Council accepts the December 2024 bank reconciliation statement for the Fire Department Main and Savings accounts as presented.

Carried

7. REPORTS

Resolution No: 2025-0390

Moved By: Gerry Miller

THAT Council accepts the December CAO and Town Foreman reports 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 Herauf Enterprises - Foundation Change for Office

Resolution No: 2025-0391

Moved By: Max Mueller

THAT Council acknowledges the foundation change made by Herauf Enterprises for the new town office.

Carried

9.2 Stage Curtains - Donation of Old Curtains

Resolution No: 2025-0392

Moved By: Dan Clifford

THAT Council accepts the request from the Drama Club to donate the old curtains to their group to be used for stage props.

Carried

9.3 Council's Role in Employment Decisions Policy

Resolution No: 2025-0393

Moved By: Gerry Miller

THAT Council accepts the Council's Role in Employment Decisions Policy as presented.

Tabled

9.3.1 St. Brieux Manor - Tax Abatement Request

Resolution No: 2025-0394

Moved By: Gerry Miller

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

Tabled

9.4 Fire Department

Resolution No: 2025-0395

Moved By: Gerry Miller

THAT Council appoints three members to attend future Fire Department Meetings.

Dan Clifford

Max Mueller

Tammy Leray

Carried

9.5 Northeast Housing Co-operative - Meeting Request

Resolution No: 2025-0396

Moved By: Max Mueller

THAT Council agrees to meet with the Northeast Housing Co-operative as a delegation on February 11, 2025 at 3:00PM.

Carried

9.6 St. Brieux Realty - Lots for Sale

Resolution No: 2025-0397

Moved By: Dan Clifford

THAT Council agrees to purchase lots 15, 16, 17, 18 and 19 from St. Brieux Realty at a cost of \$270,000.

Defeated

9.7 Tax Incentive Policy 2023

Resolution No: 2025-0398

Moved By: Max Mueller

THAT Council approves the 2023 Tax Incentive Policy as presented.

Tabled

9.8 St. Brieux Manor - Garbage and Recycle Carts

Resolution No: 2025-0399

Moved By: Justin Assie

THAT Council agrees to allow St. Brieux Manor to have 2 garbage cans and 2 recycling carts for 1 year.

Carried

10. NEW BUSINESS

10.1 Council Remuneration

Resolution No: 2025-0400

Moved By: Tammy Leray

THAT Council sets the 2025 Council Remuneration as follows:

Mayor

Regular/Special \$300.00

Committee \$60.00

Workshops/Training \$250.00

Council Member

Regular/Special \$250.00

Committee \$60.00

Workshops/Training \$250.00

Carried

10.2 2025 Water/Wastewater Facility Operation Agreement

Resolution No: 2025-0401

Moved By: Dan Clifford

THAT Council accepts the 2025 Water/Wastewater Facility Operation Agreement as presented.

Carried

10.3 Appointment of Board of Revision

Resolution No: 2025-0402

Moved By: Max Mueller

That pursuant to Subsection 220(1) of The Municipalities Act, the TOWN OF ST. BRIEUX appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee

schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

Carried

10.3.1 Appointment of Board of Revision Secretary

Resolution No: 2025-0403

Moved By: Gerry Miller

That pursuant to Subsection 221(1) of The Municipalities Act, the TOWN OF ST. BRIEUX appoints Kara Lindal with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried

10.4 Appointment of Development Appeals Board

Resolution No: 2025-0404

Moved By: Justin Assie

That pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the TOWN OF ST. BRIEUX

appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of

January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee

schedule, with the following to serve as Members of the Development Appeals Board: Dave Gurnsey, Dave

Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans,

Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu

Hayward, Pam Malach, Barry Clark, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin,

Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and

Rick Leigh

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where

the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine

the chair of that hearing from among their numbers.

Carried

10.4.1 Appointment of Development Appeals Board Secretary

Resolution No: 2025-0405

Moved By: Dan Clifford

That pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, the TOWN OF ST. BRIEUX appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the

Development Appeals Board for the term of January 1, 2025, through to December 31, 2025, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried

10.4.2 Western Municipal Consulting - 2025 Rates

Resolution No: 2025-0406

Moved By: Gerry Miller

THAT Council accepts the 2025 Rates for Western Municipal Consulting, as presented.

Carried

10.5 Appointment of Auditor

Resolution No: 2025-0407

Moved By: Max Mueller

THAT Council appoints Ingram & Yeadon as the Town of St. Brieux's auditors for 2025.

Carried

10.6 CAO - Proof of Bond

Resolution No: 2025-0408

Moved By: Dan Clifford

THAT Council accepts CAO Erinn Schreiner's 2025 proof of bond as presented.

Carried

10.7 Appointment of Building Inspector

Resolution No: 2025-0409

Moved By: Dan Clifford

THAT Council appoints Municode as the Town of St. Brieux's building inspector for 2025.

Carried

10.8 2025 Wages

Resolution No: 2025-0410

Moved By: Justin Assie

THAT Council agrees to the 2025 wages as listed below:

- E. Schreiner - from \$90,600 to \$94,244 per annum
- J. Dressler - from \$27.69/hr to \$33.12/hr
- A. Strangway - Stays at \$29.00 until completion of probationary period
- D. Mager - from \$32.00/hr to \$33.12/hr
- A. Pomedli - from \$26.50/hr to \$28.00/hr

Carried

10.8.1 Provincial Mediation Board - Request for Title

Resolution No: 2025-0411

Moved By: Gerry Miller

THAT Council agrees to the Provincial Mediation Boards consent for the Town of St. Brieux to acquire the title to Lots 8&9, Block 2, Plan S3786, due to lack of payment of property taxes.

Carried

10.9 Museum Aquisition

Resolution No: 2025-0412

Moved By: Max Mueller

THAT Council agrees to acquire the St. Brieux and District Museum with a building value of \$137,200.00 to be added to the Town of St. Brieux's 2024 Asset Register.

Carried

10.10 CIF Grant - Summer Program Grant

Resolution No: 2025-0413

Moved By: Justin Assie

THAT Council approves for Administration to apply to the CIF Grant.

Carried

10.11 St. Brieux School - Donation Request

Resolution No: 2025-0414

Moved By: Dan Clifford

THAT Council agrees to donate \$200.00 as well as a St. Brieux bunny hug.

Carried

10.12 Voyent Mass Alert Notification - Quote

Resolution No: 2025-0415

Moved By: Dan Clifford

THAT Council agrees to subscribing to the Voyent Alert Program in order to provide mass notifications to our residents at a cost of \$2700.00 plus applicable taxes per year for a trial period of 2 years.

Carried

10.13 St. Brieux and District Rec Centre Board - Insurance

Resolution No: 2025-0416

Moved By: Max Mueller

THAT Council proposes that a Lease Agreement be drawn up and signed for the use of the land by the St. Brieux and District Rec Centre Board.

Carried

10.14 RM of Lake Lenore #399 - Lakeview/Lakeside Maintenance Invoice

Resolution No: 2025-0417

Moved By: Gerry Miller

THAT Council agrees to pay Invoice #2024-12-001 from the RM of Lake Lenore #399 for the 2nd half of 2024 Maintenance of Lakeside and Lakeview developments.

Carried

11. CORRESPONDENCE

Resolution No: 2025-0418

Moved By: Dan Clifford

THAT Council approves the Correspondence as presented.

Carried

12. BYLAWS

12.1 Council Procedures Bylaw

Resolution No: 2025-0419

Moved By: Max Mueller

THAT Council accepts the Council Procedures Bylaw as presented.

Tabled

13. IN-CAMERA - LEGAL

Resolution No: 2025-0420

Moved By: Tammy Leray

THAT Council suspends it's Regular Meeting at 8:32pm to enter into an In-Camera session to discuss legal matters.

Carried

14. OUT OF CAMERA

Resolution No: 2025-0421

Moved By: Tammy Leray

THAT Council closes it's In-Camera session at 9:03pm and resumes its regular meeting.

Carried

14.1 St. Brieux Realty - 2003 Agreement

Resolution No: 2025-0422

Moved By: Tammy Leray

THAT Council would like to continue to follow legal advice.

Carried

15. ADJOURNMENT

Resolution No: 2025-0423

Moved By: Max Mueller

THAT this meeting be adjourned at 9:03pm.

Carried

Approved this 11th day of February, 2025.

Mayor

CAO