

Town of St. Brieux
Meeting Minutes
November 4, 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 4:00pm.

2. CONFLICT OF INTEREST DECLARATIONS

There are NO Conflict of Interest Declarations.

3. AGENDA

Resolution No: 2025-0692

Moved By: Max Mueller

THAT Council approves the agenda as presented.

Carried

4. MINUTES

Resolution No: 2025-0693

Moved By: Dan Clifford

THAT the minutes of the Regular Meeting of Council held on October 14, 2025 and the Special Meeting of Council held on October 24, 2025 be approved as presented.

Carried

5. DELEGATIONS

6. APPROVAL OF FINANCIAL REPORTS

6.1 List of Accounts Payable for Approval

Resolution No: 2025-0694

Moved By: Justin Assie

October 1 - 31, 2025 - Payments

THAT Council approves the list of payments totalling \$368,794.50 for approval, that are attached to and forming a part of these minutes, for the following:

Cheque #17626 to #17656 - totaling \$305,685.78

Mastercard #2025-026 to #2025-027 - totaling \$2,885.50

Payment Vouchers #2025-0270 to #2025-0299 - totaling \$60,223.22

Carried

6.2 Bank Reconciliation Statement - Main

Resolution No: 2025-0695

Moved By: Gerry Miller

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

Carried

6.3 Statement of Financial Activities

Resolution No: 2025-0696

Moved By: Max Mueller

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

Carried

6.4 Bank Reconciliation Statement - Fire Department Main

Resolution No: 2025-0697

Moved By: Dan Clifford

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

Tabled

7. REPORTS

Resolution No: 2025-0698

Moved By: Dan Clifford

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

Carried

7.1 Administrator

7.2 Public Works Department

7.3 Policy to Adopt

Resolution No: 2025-0699

Moved By: Justin Assie

THAT Council adopts the following policies:

- 1.
- 2.

Tabled

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

Resolution No: 2025-0700

Moved By: Dan Clifford

THAT Council acknowledges the Lagoon Update as presented.

Carried

9.1.1 PROGRESS PAYMENT #6 - MOTION NEEDED

Resolution No: 2025-0701

Moved By: Dan Clifford

THAT Council authorizes the Acting Administrator to pay PROGRESS PAYMENT CERTIFICATE NO. 6 as presented by Pinter and Associates Ltd.

Carried

9.1.2 CHANGE ORDER #7 / SUBTRACTIONS - MOTION NEEDED

Resolution No: 2025-0702

Moved By: Max Mueller

THAT Council accepts Change Order #7 as presented by Pinter and Associates Ltd. This CHANGE ORDER involves additional Refunds from Original Pricing.

Carried

9.1.3 CHANGE ORDER #8

Resolution No: 2025-0703

Moved By: Gerry Miller

THAT Council accepts Change Order #8 as presented by Pinter and Associates Ltd. This CHANGE ORDER involves NEW FLOOR DRAINAGE / DESIGN.

Carried

9.2 Hytek / Herauf

Resolution No: 2025-0704

Moved By: Justin Assie

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

Carried

9.3 FPA Committee / RM Meeting Follow Up - October 27th 2025

Resolution No: 2025-0705

Moved By: Dan Clifford

THAT Council appoints the following council members to represent the Town of St. Brieux in the joint FPA committee (with RM of Lake Lenore).

Gerry Miller
Tammy Leray

Carried

9.4 HR Committee - Daniel Clifford Request

Resolution No: 2025-0706

Moved By: Tammy Leray

THAT Council adopts the following policy as presented:

Tabled

9.5 Lagoon Committee - Expectations / Obligations

9.6 Barbier Approach - completed October 16th 2025

9.7 101 1st Avenue South - Tender Document

Resolution No: 2025-0707

Moved By: Gerry Miller

THAT Council authorizes the Acting Administrator to publicize the following tender:

101 1st Avenue South

Carried

10. NEW BUSINESS

10.1 Commissionaires Bylaw Update

Resolution No: 2025-0708

Moved By: Tammy Leray

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

Carried

10.2 Winter Safety - Justin Assie Request

10.3 Request - Joseph Bourgault

10.4 Donation - Bar Counter at Community Hall

10.5 Tax Abatement / Adjustment List - Section 293 Exemption only in RM

Resolution No: 2025-0709

Moved By: Gerry Miller

THAT Council agrees to provide ABATEMENTS to the following properties:

Tabled

11. CORRESPONDENCE

Resolution No: 2025-0710

Moved By: Max Mueller

THAT Council acknowledges the Correspondence as presented.

Carried

11.1 2nd AVENUE SEWER REPAIR - MOTION NEEDED

Resolution No: 2025-0711

Moved By: Dan Clifford

THAT Council authorizes the payment of \$8,925.00 to Quibell's Custom Excavating for the sewer repair on 2nd Avenue North.

Carried

11.2 Remembrance Day - Legion Donation

Resolution No: 2025-0712

Moved By: Max Mueller

THAT Council approves a donation in the amount of \$55 to the Melfort Legion for a Remembrance Day Wreath.

Carried

11.3 LAGOON - Winter Pump

Resolution No: 2025-0713

Moved By: Dan Clifford

THAT Council authorizes the Acting Administrator and Town Foreman to source and purchase a **used** 4" Trash Pump for Lagoon Management through the winter season.

Carried

12. IN-CAMERA

Resolution No: 2025-0714

Moved By: Tammy Leray

THAT Council suspends it's Regular Meeting at 8:17PM to enter into an In-Camera session to discuss Legal matters.

Carried

13. OUT OF CAMERA

Resolution No: 2025-0715

Moved By: Tammy Leray

THAT Council closes it's In-Camera session at 8:26PM and resumes its Regular Meeting.

Carried

14. BYLAWS

15. ADJOURNMENT

Resolution No: 2025-0716

Moved By: Tammy Leray

THAT this meeting be adjourned at 8:26PM.

Carried