



## Rural Municipality of Prince Albert

R.R. #2, Site 4, Comp 112, Prince Albert, Saskatchewan

### Meeting Minutes

April 11, 2024 - Regular Meeting of Council - 09:00 AM

Eric Schmalz, Reeve

Michael Grassick, Division #1 Councillor  
Tyler Hazelwood, Division #2 Councillor  
Guy St. Hilaire, Division #3 Councillor  
Richard Wilson, Division #4 Councillor  
Robin Fremont, Division #5 Councillor  
Donovan Brule, Division #6 Councillor

Rochelle Neff, Chief Administrative Officer  
Karri Willick, Assistant Chief Administrative Officer  
D.J. Harris, Director of Public Works  
Teresa Hanson, Director of Planning and Development

#### Delegations:

11:15 AM - Rachael Groat and/or Zoe Galbraith, Conservation Learning Center  
11:30 AM - Chelsea Neuberger, Plant Health Technical Advisor, SARM Division 5

#### 1. Call to order

Reeve Eric Schmalz called the meeting to order at 9:02 am.

Resolution No:  
151/2024

#### 2. Agenda

Moved By: Richard Wilson

THAT the agenda be approved as amended to include:

#### New Business:

11.8.2 - Work Truck  
11.8.3 - Rural Water Utility

#### CAO Report

17.1.1 - Policy Manual

#### Assistant CAO Report

17.2.3 - Emergency Services Vehicle

#### Director of Public Works Report

17.3.3 - Beaver Control  
17.3.4 - Gravel Trucking Invoice  
17.3.5 - ConX GPS Systems

Carried Unanimously

#### 3. Conflict of Interest

Resolution No:  
152/2024

#### 4. Minutes:

Moved By: Donovan Brule

THAT the regular meeting minutes of March 7th, 2024 be approved as amended.

Resolution No. 108/2024

THAT Council agrees to contract Quest Fabrications (Pro-Tec) to design and build an Fire Service Vehicle in the quoted amount of \$136,760.96, plus any alteration/modifications expenses, approved by the Council/Fire Committee.

AND THAT this expense be paid from the Essential Service Account.

**TO READ** THAT Council agrees to contract Quest Fabrications (Pro-Tec) to design and build an Emergency Services Vehicle body in the quoted amount of \$136,348.53, plus any alteration/modifications expenses, approved by the Council/Fire Committee.

AND THAT this expense be paid from the Essential Service Account.

Carried Unanimously

**5. Business Arising from Minutes:**

**Resolution No:**  
153/2024

**5.1 Minute Book Numbering Correction**

**Moved By:** Mike Grassick

THAT Council agrees to the numbering corrections of the 2023 Minute Book - July to December #246-620 to #241-516, due to a clerical error when transitioning to All-Net Meetings.

AND THAT the resolution corrections made in the December 2023 meeting reflect the corrected resolution numbers.

Carried Unanimously

**Resolution No:**  
154/2024

**6. Financial Statement**

**Moved By:** Robin Fremont

THAT the March Financial Statement be accepted as presented.

Carried Unanimously

**7. Accounts Payable**

**Resolution No:**  
155/2024

**7.1 List of Accounts for Approval**

**Moved By:** Guy St. Hilaire

THAT the Accounts 14569 to 14626 in the amount of \$264,511.56, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

**Resolution No:**  
156/2024

**7.2 Payroll Direct Deposit**

**Moved By:** Donovan Brule

THAT the Payroll Direct Deposit in the amount of \$57,197.08, which is made up of March Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

**Resolution No:**  
157/2024

**7.3 MEPP Electronic Transfer**

**Moved By:** Tyler Hazelwood

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of March in the amount of \$15,633.64, be approved for payment.

Carried

**8. Resolution Corrections**

**Resolution No:**  
158/2024

**8.1 Resolution No. 071/2023**

**Moved By:** Donovan Brule

THAT Council agrees to amend the following resolution:

**BRULE** That the Accounts 13663 to 13698, in the amount of \$107,344.16, a list of which is attached and forms a part of these minutes, be approved for payment.

To read: **BRULE** That the Accounts 13663 to 13698, in the amount of \$110,209.96, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

**9. New Business**

**Resolution No:**  
159/2024

**9.1 SEDA Conference**

**Moved By:** Eric Schmalz

THAT Council authorizes the following to attend the Saskatchewan Economic Development Association, Annual Summit to be held in Saskatoon, June 12, 2024 to June 13, 2024.

Teresa Hanson Director of Planning and Development, and Cheyenne De Oliveira Administrative Assistant

Out of pocket expenses to be paid by the Municipality.

Carried Unanimously

**9.2 Delegations and Public Hearings**

Rachael Groat and Zoe Galbraith, Conservation Learning Center entered Council Chamber at 9:05 am. Rachael Groat and Zoe Galbraith left Council Chamber at 9:45 am.

**Resolution No:**  
160/2024

**9.3 Multicultural Canada Day 2024**

**Moved By:** Eric Schmalz

THAT Council agrees to Sponsor PAMC's community Multicultural Canada Day 2024 in the sponsorship amount of \$1000.00.

Carried Unanimously

**Resolution No:**  
161/2024

**9.4 Gravel - Dewhurst**

**Moved By:** Robin Fremont

THAT Council agrees to purchase 5000 yards of gravel from RJ Dewhurst Enterprise in the amount of \$15/yd., totalling \$75,000.00.

Carried Unanimously

**Resolution No:**  
162/2024

**9.5 Tax Enforcement - Land Sale**

**Moved By:** Donovan Brule

THAT as per Section 31 of The Tax Enforcement Act, Council agrees to offer for sale PT SW 20-47-27 W2, 0.7 Acre Pcl A in LS - A 101783189. Administration shall advertise for sale in one local newspaper and on SaskTenders. Request for proposal's to close on May 8th, 2024 at 4:00 pm. Council reserves the right to reject any bid.

Carried Unanimously

**Resolution No:**  
163/2024

**9.6 Work Truck**

**Moved By:** Donovan Brule

THAT Council agrees to pay the respective quote in the amount of \$2,635.13 for the purpose of outfitting the Municipal Shop work truck.

Carried Unanimously

**Resolution No:**  
164/2024

**9.7 Rural Water Utility**

**Moved By:** Robin Fremont

THAT Council agrees to pay for the honorariums and mileage for RM of Prince Albert representatives to attend Prince Albert Rural Water Utility meetings, at the rate prescribed by the water utility's indemnity schedule.

Carried Unanimously

**Resolution No:**  
165/2024

**10. Recess**

**Moved By:** Donovan Brule

THAT we recess at 11:10 am.

Reeve Eric Schmalz called the meeting back to order at 11:34 am.

Carried Unanimously

**11. Delegation - Chelsea Neubeger - SARM**

Chelsea Neubeger entered Council Chamber at 11:34 am. Left Council Chamber at 11:42 am.

**Resolution No:**  
166/2024

**12. 2024 Municipal Election**

**Moved By:** Guy St. Hilaire

THAT the 2024 Municipal Elections for Reeve, Divisions 1, 3, and 5 be held on November 13th, 2024.

AND THAT Rochelle Neff be appointed as Returning Officer.

- The Advance Poll will be held on Saturday, November 9, 2024, from 10:00 am to 3:00 pm at the Municipal Centre located at the Junction of Highway 2 and 11;
- Remuneration for Election Officials including Deputy Returning Officers and Poll Clerks be set at \$350.00 per day for Advanced Poll and \$350.00 for Election Day, and \$0.75/km for travel expenses
- Mail in Ballots will be available seven (7) days after nominations are closed and must be requested fourteen (14) days prior to election day. Completed ballots must be delivered before the close of polls on election day.

Carried Unanimously

**Resolution No:**  
167/2024

**13. Correspondence**

**Moved By:** Donovan Brule

THAT the following correspondence, be received, and filed.

Carried Unanimously

**Resolution No:**  
168/2024

**14. Recess for Lunch**

**Moved By:** Donovan Brule

THAT we recess for lunch at 12:06 pm.

Reeve Eric Schmalz called the meeting back to order at 1:03 pm.

Carried Unanimously

Allan Sabuda entered Council Chamber at 1:00 pm. Duane Braaten entered Council Chamber at 1:04 pm. Duane Braaten left Council Chamber at 1:28 pm. Allan Subuda left Council Chamber at 2:37 pm.

**15. Planning Officer Report**

**Resolution No:**  
169/2024

**15.1 Braaten Abattoir**

**Moved By:** Tyler Hazelwood

THAT the discretionary use application by Duane and Leanne Braaten to operate an Abattoir as an agriculturally related commercial business located at SE-05-48-25-W2, be approved as per Section 6.2 of the RM of Prince Albert Zoning Bylaw 3 of 2010 and Section 3.4 in the Prince Albert and District Official Community Plan Bylaw 11 of 2017 with the conditions that:

- The offal from the facility shall be disposed of in a burial pit that is 8-10' deep and is covered immediately with soil on the quarter section.
- Burial pits for offal may be used while there is no frost in the ground, during winter season the offal shall be disposed off-site at an approved facility.
- The burial pit and abattoir shall be designed and meet all regulatory requirements including but not limited to Canadian Food Inspections Agency, Public Health, and Ministry of Environment.

Carried

**Resolution No:**  
170/2024

**15.2 GIS - Proposal**

**Moved By:** Tyler Hazelwood

THAT the Council agrees to invest in the GIS Project with Associated Engineering in the amount of \$5,000.00 for initial set up and \$1,040.00 plus taxes for the annual subscription. To be paid from CCBF (formally Gas Tax) Asset Management funding.

Carried Unanimously

**Resolution No:**  
171/2024

**15.3 Conservation Learning Centre**

**Moved By:** Robin Fremont

THAT Council agrees to grant an Ag Exemption to the Conservation Learning Centre for the proposed shop and office building on SW 20-46-26-2 Ext 124.

Carried Unanimously

**Resolution No:**  
172/2024

**15.4 Landscaping**

**Moved By:** Mike Grassick

THAT Council award the RM Municipal Centre Landscaping to Prairie Oasis Landscaping totaling \$49,973.31, including the extended plant warranty for an additional \$5,705.40.

Carried

**Resolution No:**  
173/2024

**15.5 Bylaw 7 of 2024 - Zoning Amendment - First Reading**

**Moved By:** Robin Fremont

THAT Bylaw No. 7 of 2024, being a Zoning Bylaw, be given First Reading.

Carried Unanimously

**Resolution No:**  
174/2024

**15.6 Bylaw 8 of 2024 - DOCP Zoning Amendment - First Reading**

**Moved By:** Eric Schmalz

THAT the Prince Albert Planning District Official Community Plan (DOCP) Zoning Amendment, Bylaw 8 of 2024, be given First Reading.

Carried Unanimously

**Resolution No:** 175/2024  
**16. List of Accounts for Approval**

**Moved By:** Guy St. Hilaire

THAT the Accounts 14627 to 14640 in the amount of \$67,844.92, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

**Resolution No:** 176/2024  
**17. Recess**

**Moved By:** Donovan Brule

THAT we recess at 2:39 pm.

Reeve Eric Schmalz called the meeting back to order at 2:50 pm.

Carried Unanimously

**Resolution No:** 177/2024  
**18. Municipal Hail - Withdrawal List**

**Moved By:** Tyler Hazelwood

THAT the following withdrawal list from Saskatchewan Municipal Hail Insurance, which is attached and forms part of these minutes, be approved.

Carried Unanimously

**19. Reports**

**Resolution No:** 178/2024  
**19.1 Revised Policy Manual**

**Moved By:** Eric Schmalz

THAT Council agrees to enact the the Safety Policy.

Carried Unanimously

**Resolution No:** 179/2024  
**19.2 CAO Report**

**Moved By:** Donovan Brule

THAT the Chief Administrative Officer's verbal report be approved as presented.

Carried Unanimously

**Resolution No:** 180/2024  
**19.3 In Camera Session**

**Moved By:** Guy St. Hilaire

THAT the meeting proceed in camera at 2:58 pm, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

Karri Willick, Teresa Hanson and DJ Harris left Council Chamber at 2:58 pm.

**Resolution No:** 181/2024  
**19.3.1 Out of Camera**

**Moved By:** Mike Grassick

THAT Council returns to the regular scheduled agenda at 3:32 pm.

Carried Unanimously

Rochelle Neff, CAO left Council Chamber at 3:34 pm.

**Resolution No:**  
182/2024

**19.4 In Camera Session**

THAT the meeting proceed in camera at 3:34 pm, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

**Resolution No:**  
183/2024

**19.4.1 Out of Camera**

**Moved By:** Richard Wilson

THAT Council returns to the regular scheduled agenda at 4:06 pm.

Carried Unanimously

Rochelle Neff, Karri Willick, Teresa Hanson and DJ Harris and entered Council Chamber at 4:06 pm.

**Resolution No:**  
184/2024

**19.5 Assistant CAO Report**

**Moved By:** Donovan Brule

THAT the Assistant Chief Administrative Officer's verbal report be approved as presented.

Carried Unanimously

**Resolution No:**  
185/2024

**19.6 Resolution Correction 44/2024**

**Moved By:** Mike Grassick

THAT Council agrees to amend Resolution #44/2024 to reflect 2 years of crop damage in the amount of \$17,160.00.

Carried Unanimously

**Resolution No:**  
186/2024

**19.7 Director of Public Works Report**

**Moved By:** Robin Fremont

THAT the Director of Public Works verbal report be approved as presented.

Carried Unanimously

**Resolution No:**  
187/2024

**19.7.1 Beaver Control**

**Moved By:** Guy St. Hilaire

THAT Council agrees to pay the respective invoice in the amount of \$400.00 for the purpose of Beaver Control for 2023.

Carried Unanimously

**Resolution No:**  
188/2024

**19.7.2 ConX GPS Systems**

**Moved By:** Guy St. Hilaire

THAT Council agrees to pay the respective quote in the amount of 30,657.32 for the

purpose of GPS Installations out of the asset management, to be paid from the Asset Management CCBF (formally Gas Tax) Funding.

Carried Unanimously

**Resolution No:**  
189/2024

**20. Council Indemnity**

**Moved By:** Tyler Hazelwood

THAT the Payroll Direct Deposit in the amount of \$14,627.75, which is made up of April's Council Indemnity be approved for payment.

Carried Unanimously

**Resolution No:**  
190/2024

**21. Council Reports**

**Moved By:** Mike Grassick

THAT the Councillor's verbal report be approved as presented.

Carried Unanimously

**Resolution No:**  
191/2024

**22. Adjournment**

**Moved By:** Donovan Brule

THAT it being 5:46 pm, we now adjourn.

Carried Unanimously

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**Eric Schmalz, Reeve**

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**Rochelle Neff, Chief Administrative Officer**