



Rural Municipality of Prince Albert

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

Meeting Minutes

May 9, 2024 - Regular Meeting of Council - 09:00 AM

Eric Schmalz, Reeve

Michael Grassick, Division #1 Councillor
Tyler Hazelwood, Division #2 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
DJ. Harris, Director of Public Works
Teresa Hanson, Director of Planning and Development

Absent: Guy St. Hilaire, Division #3 Councillor

Delegation:
10:00 AM - Ross Cargan

Public Hearings:
1:00 PM - Bylaw No. 7 of 2024, Zoning Bylaw
1:10 PM - Tremblay, Garden Suite
1:15 PM - Riverview Mechanical, Discretionary Use

1. Call to order

Reeve Eric Schmalz called the meeting to order at 9:05 am.

Resolution No:
198/2024

2. Agenda

Moved By: Donovan Brule

THAT the agenda be approved as amended to include:

New Business:
Addition

12.6 - Office Closure
12.7 - River Road Speed Zone

Deletion:
6.1 - Out of Camera

Carried Unanimously

3. Conflict of Interest

Resolution No:
199/2024

4. Minutes:

Moved By: Robin Fremont

THAT the Regular Meeting Minutes of April 11th, 2024 and the Special Meeting Minutes of April 30th, 2024, be approved as presented.

Carried Unanimously

Resolution No:
200/2024

5. In Camera Session

Moved By: Richard Wilson

THAT the meeting proceed in camera at 9:10 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Reeve, Eric Schmalz called the meeting back to order at 9:27 am.

Carried Unanimously

D.J. Harris, Director of Public Works left Council Chambers at 9:10 am. Returned at 9:27 am

Resolution No:
201/2024

6. In Camera Session

Moved By: Donovan Brule

THAT the meeting proceed in camera at 9:27 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Reeve, Eric Schmalz called the meeting back to order at 9:41 am.

Carried Unanimously

Resolution No:
202/2024

7. Financials

Moved By: Richard Wilson

THAT the April Financial Statement and Bank Reconciliation be accepted as presented.

Carried Unanimously

8. Accounts Payable

Resolution No:
203/2024

8.1 List of Accounts for Approval

Moved By: Robin Fremont

THAT the Accounts 14641 to 14687 in the amount of \$199,536.38, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

Resolution No:
204/2024

8.2 Payroll Direct Deposit

Moved By: Mike Grassick

THAT the Payroll Direct Deposit in the amount of \$72,802.58 which is made up of April's Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

Resolution No:
205/2024

8.3 MEPP Electronic Transfer

Moved By: Donovan Brule

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of April in the amount of \$20,023.20 be approved for payment.

Carried Unanimously

Resolution No:
206/2024

9. Rescind Resolution

Moved By: Tyler Hazelwood

THAT Council agrees to rescind resolution No. 150/2023, fuel tank purchase.

Carried Unanimously

10. Policies

Resolution No:
207/2024

10.1 Work Order Process

Moved By: Richard Wilson

THAT Council agrees to amend the Work Order Process Policy, as presented.

Carried Unanimously

Resolution No:
208/2024

10.2 Duties of The Director of Public Works

Moved By: Tyler Hazelwood

THAT Council agrees to enact the Duties of the Director of Public Works Policy, as presented.

Carried Unanimously

Resolution No:
209/2024

10.3 Duties of Foreman

Moved By: Mike Grassick

THAT Council agrees to amend the Duties of the Foreman Policy, as presented.

Carried Unanimously

11. New Business

Resolution No:
210/2024

11.1 Signing Applications

Moved By: Donovan Brule

THAT Council agrees to submit the following applications to the Sask. Ministry of Highways to approve the installation of signage for:

"RR2231", on the left and right side of the Ministry's right of way.

"Ruszkowski Road", on the right (south) side of the Ministry's right of way.

"Meridian Road", on the left and right side of the Ministry's right of way.

"Dairy Road", on the left and right side of the Ministry's right of way on HWY 2.

"Dairy Road", on the left and right side of the Ministry's right of way, on HWY 11.

"RR2273", on the south side of the Ministry's right of way.

"RR2274", on the left and right side of the Ministry's right of way.

"RR2270", on the left and right side of the Ministry's right of way, on HWY 302 West.

"RR2270", on the left and right side of the Ministry's right of way, on HWY 11.

"TWP 462", on the West side of the Ministry's right of way.

"Lindsay Road", on East side of the Ministry's right of way.

"TWP 475", on the East side of the Ministry's right of way.

"TWP 474", on the right side of the Ministry's right of way.

"Davis Road", on the left and right side of the Ministry's right of way.

"Silverlake Road", on the left and right side of the Ministry's right of way.

Carried Unanimously

Resolution No:
211/2024

11.2 Rural Municipal Administrators' Association of Saskatchewan

Moved By: Robin Fremont

THAT Council authorizes the following to attend the Rural Municipal Administrators' Association of Saskatchewan, Conference to be held in Regina, May 13, 2024 to May 16, 2024. Out of pocket expenses to be paid by the Municipality.

Rochelle Neff, CAO and Karri Willick ACAO.

Carried Unanimously

Ross Cargan entered Council Chambers at 9:50 am.

Resolution No:
212/2024

11.3 Agriculture Diversification and Development, District 32 (ADD) Board - Interim Payment

Moved By: Mike Grassick

THAT Council agrees to the interim payment of \$9,000 to the Agriculture Diversification and Development, District 32 (ADD) Board for the purpose of the RM's Pest Control Officer Services.

Carried Unanimously

Ross Cargan left Council Chambers at 10:06 am.

Resolution No:
213/2024

11.4 Letters of Concern

Moved By: Robin Fremont

THAT Council receives the letters of concern and has placed them under review for consideration.

Carried Unanimously

Resolution No:
214/2024

11.5 Office Closure

Moved By: Donovan Brule

THAT Council agrees to close the Municipal Office and Shop Monday, May 20th, 2024, in recognition of Victoria Day.

Carried Unanimously

Resolution No:
215/2024

11.6 River Road Speed Zone

Moved By: Tyler Hazelwood

THAT Council agrees to amend Resolution No. 401/2023 to remove the school bus signage.

AND THAT Bylaw 4 of 2024 - A Bylaw to Regulate Speed - River Road is hereby be rescinded.

Carried Unanimously

Resolution No:
216/20247

12. Recess

Moved By: Donovan Brule

THAT we recess at 10:29 am.

Reeve Eric Schmalz called the meeting back to order at 10:50 am.

Carried Unanimously

Resolution No:
217/2024

13. Correspondence

Moved By: Mike Grassick

THAT the following correspondence, be received, and form part of these minutes.

Carried Unanimously

14. Planning Officer Report

Resolution No:
218/2024

14.1 Building Official Appointment

Moved By: Donovan Brule

That, under the authority of Section 16 of The Construction Codes Act, the Council of the RM of Prince Albert No. 461 appoints Clayton Meier, Ryan Thiessen, Travis Elkin, Shehah Cartier, Clint Vargo, and Kelsey Rebryna of MuniCode Services Ltd. to be the Building Officials of the Municipality.

Carried Unanimously

Resolution No:
219/2024

14.2 Parcel Tie Request - Gaudet

Moved By: Donovan Brule

THAT the request from Roland and Jean Gaudet to parcel tie the parcels below be approved as follows:

- Blk/Par C-Plan 101574064 Ext 34, Surface Parcel Number 146851656 be tied to Blk/Par A-Plan 101574075 Ext 54, Surface Parcel 146851421, that is already tied to parcels 146851386, 146851397, 146851409, and 146851410.

The owners are aware that a Certificate of Approval from the Community Planning is required to remove the parcel ties in the future.

Carried Unanimously

Resolution No:
220/2024

14.3 Garden Suite - Sewage Disposal

Moved By: Eric Schmalz

THAT Council agrees to amend the agreement with Chris and Helaina Bates to include the installation and removal of a septic tank for the Garden Suite located at LSD-08-01-49-24-W2M Ext 4

Carried Unanimously

Resolution No:
221/2024

14.4 Bylaw 10 of 2024 - Zoning Amendment - First Reading

Moved By: Mike Grassick

THAT Bylaw No. 10 of 2024, being a Zoning Bylaw, be given first reading

Carried Unanimously

Resolution No:
222/2024

14.5 Zoning Bylaw

THAT Council agrees to enter into an agreement with Associated Engineering to update the Zoning Bylaw.

Carried Unanimously

15. Reports

Resolution No:
223/2024

15.1 CAO Report

Moved By: Richard Wilson

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

Carried Unanimously

Resolution No:
224/2024

15.1.1 Tender Bid - Tax Title Property - PT SW 20-47-27 W2

Moved By: Eric Schmalz

THAT Council accepts the bid of \$1800.00 from ML & B McDougall for the purchase of 0.7 acres on Parcl A in LSD 4, PT SW 20-47-27 W2, A 101783189.

Carried Unanimously

Resolution No:
225/2024

15.2 Assistant CAO Report

Moved By: Tyler Hazelwood

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

Carried Unanimously

Resolution No:
226/2024

15.3 Director of Public Works Report

Moved By: Donovan Brule

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

Carried Unanimously

Resolution No:
227/2024

15.3.1 Soil Stabilization

Moved By: Robin Fremont

THAT Council agrees that the RM provide soil stablization for Lincoln Park Road.

Carried

Resolution No:
228/2024

16. 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 1:00 pm.

Carried Unanimously

17. Public Hearings

Resolution No:
229/2024

17.1 Public Hearing - Bylaw 7 of 2024 - Zoning Bylaw - Open

Moved By: Tyler Hazelwood

THAT Council agrees to open the Public Hearing for Bylaw 7 of 2024 being a Zoning Bylaw at 1:00 PM.

Carried Unanimously

Resolution No:
230/2024

17.2 Public Hearing - Bylaw 7 of 2024 - Zoning Bylaw - Close

Moved By: Mike Grassick

THAT Council agrees to close the Public Hearing for Bylaw 7 of 2024 being a Zoning Bylaw at 1:09 PM

Carried Unanimously

Resolution No:
231/2024

17.3 Bylaw 7 of 2024 - Zoning Amendment - Second Reading

Moved By: Robin Fremont

THAT Bylaw No. 7 of 2024, being a Zoning Bylaw, be given second reading

Carried Unanimously

Resolution No:
232/2024

17.4 Bylaw 7 of 2024 - Zoning Amendment - Third Reading and Adopted

Moved By: Donovan Brule

THAT Bylaw No. 7 of 2024, being a Zoning Bylaw, be read a third time and adopted

Carried Unanimously

Resolution No:
233/2024

17.5 Public Hearing - Tremblay Garden Suite, Discretionary Use - Open

Moved By: Richard Wilson

THAT Council agrees to open the Public Hearing for the Tremblay Garden Suite being a Discretionary Use application at 1:10 PM.

Carried Unanimously

Resolution No:
234/2024

17.6 Public Hearing - Tremblay Garden Suite, Discretionary Use - Close

Moved By: Donovan Brule

THAT Council agrees to close the Public Hearing for the Tremblay Garen Suite being a Discretionary Use application at 1:14 PM

Carried Unanimously

Resolution No:
235/2024

17.7 Discretionary Use Application - Tremblay, Garden Suite

Moved By: Richard Wilson

THAT the discretionary use application by Jason and Kalli Tremblay for a garden suite on Blk/Par A- Plan 101809638 Ext 70, source quarter SW-35-45-27-W2, be approved per Section 6.2 of the RM of Prince Albert Zoning Bylaw, subject to the provisions of Section 4.14.10(7), and the applicants entering into a Development Agreement with the RM concerning the Garden Suite.

Carried Unanimously

Resolution No:
236/2024

17.8 Public Hearing - Riverview Mechanical Ltd, Construction Trade Establishment, Discretionary Use - Open

Moved By: Robin Fremont

THAT Council agrees to open the Public Hearing for the Riverview Mechanical Ltd, Construction Trade Establishment, being a Discretionary Use application at 1:15 PM.

Carried Unanimously

Shawn Miller entered Council Chambers at 1:15 pm.

Resolution No:
237/2024

17.9 Public Hearing - River View Mechanical Ltd, Construction Trade Establishment, Discretionary Use - Close

Moved By: Mike Grassick

THAT Council agrees to close the Public Hearing for the Riverview Mechanical Construction Trade Establishment being a Discretionary Use application at 1:19 PM.

Carried Unanimously

Resolution No:
238/2024

17.10 Discretionary Use Application - Riverview Mechanical Ltd

THAT the discretionary use application by Riverview Mechanical Ltd to develop a construction trade establishment on Proposed Parcel N; Source Quarter NW 03-48-26-W2M, be approved pursuant to Sections 14.2 of the RM of Prince Albert Zoning Bylaw 3 of 2010.

Carried Unanimously

Shawn Miller left Council Chambers at 1:17 pm.

Resolution No:
239/2024

18. List of Accounts for Approval

Moved By: Mike Grassick

THAT the Accounts 14688 to 14701 in the amount of \$50,612.14, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

Resolution No:
240/2024

19. Council Indemnity

Moved By: Robin Fremont

THAT the Payroll Direct Deposit in the amount of \$6,580.75, which is made up of May's Council Indemnity be approved for payment.

Carried Unanimously

Resolution No:
241/2024

20. Council Reports

Moved By: Donovan Brule

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

Resolution No:
242/2024

21. Adjournment

Moved By: Donovan Brule

THAT it being 2:40 pm, we now adjourn.

Carried Unanimously

Eric Schmalz, Reeve

Rochelle Neff, Chief Administrative Officer