



Rural Municipality of Prince Albert Meeting Minutes

October 12, 2023 - Regular Meeting of Council - 09:00 AM

Present: 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
DJ. Harris, Director of Public Works

Absent: Karri Willick, Assistant Chief Administrative Officer
Teresa Hanson, Director of Planning and Development

1. Call to Order

Reeve Eric Schmalz called the meeting to order at 9:08 am

Resolution No:
344/2023

2. Agenda

Moved By: Richard Wilson

That the agenda be approved as present:

Carried

3. Minutes

Resolution No:
345/2023

3.1 September 11, 2023 - Regular Meeting of Council

Moved By: Tyler Hazelwood

That the regular meeting minutes of September 11th, 2023, be approved as presented.

Carried

Resolution No:
346/2023

3.2 September 18, 2023 - Special Meeting of Council

Moved By: Mike Grassick

That the special meeting minutes of September 18th, 2023, be approved as presented.

Carried

Resolution No:
347/2023

4. Financial Statement

Moved By: Richard Wilson

That the September Financial Statement be accepted as presented.

Carried

5. Accounts Payable

Resolution No:
348/2023

5.1 List of Accounts for Approval

Moved By: Tyler Hazelwood

That the Accounts 14121 to 14189 in the amount of \$246,199.51, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried

Resolution No:
349/2023

5.2 Payroll Direct Deposit

Moved By: Mike Grassick

That the Payroll Direct Deposit in the amount of \$81,438.37 which is made up of September's Office and Public Works Net Payroll, be approved for payment.

Carried

Resolution No: 5.3 **MEPP Electronic Transfer**
350/2023

Moved By: Eric Schmalz

That the Electronic Transfer to Municipal Employee Pension Plan for the month of September in the amount of \$22,014.96, be approved for payment.

Carried

Resolution No: 6. **In Camera Session**
351/2023

Moved By: Tyler Hazelwood

That the meeting proceed in camera at 9:22 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters

Carried

Resolution No: 6.1 **Out of Camera**
352/2023

Moved By: Donovan Brule

That Council returns to the regular scheduled agenda at 10:02 am

Carried

7. **Delegation**

Audrey Vorobyev entered Council Chambers at 10:03 am Audrey Vorobyev left Council Chambers at 10:18 am

Resolution No: 8. **Recess**
353/2023

Moved By: Donovan Brule

That we recess at 10:18 am.

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

Carried

9. **New Business**

Resolution No: 9.1 **SARM Midterm**
354/2023

Moved By: Guy St. Hilaire

That Council authorizes Rochelle Neff, Karri Willick, Teresa Hanson, D.J. Harris, Eric Schmalz, Guy St. Hilaire, Richard Wilson, and Robin Fremont to attend the 2023 SARM Midterm to take place November 7th to 9th, in Regina. Out of pocket expenses to be paid by the Municipality.

Appointed Voting delegates are:

- 1) Richard Wilson
- 2) Robin Fremont

Carried

Resolution No: 9.2 **Regular Meeting of Council - November**
355/2023

Moved By: Guy St. Hilaire

That Council agrees to move the November's Regular Meeting of Council to November 15th, 2023.

Carried

Resolution No: 9.3 **Operating Revolving Line of Credit**
356/2023

Moved By: Mike Grassick

That Council agrees to renew the Operating Revolving Line of Credit with the Conexus Credit Union in the amount of \$750,000.00, with the Current Prime Rate of 7.2%.

Carried

Resolution No: 9.4 **Brandt Operator Evaluation**
357/2023

Moved By: Tyler Hazelwood

That Council agrees to the quote provided by Brandt for \$3000.00, plus applicable taxes (\$350.00 for each addition operator) to enroll seven Public Works Operators into a two-day evaluation.

Carried

Resolution No: 9.5 **Lindsay Road Cemetery**
358/2023

Moved By: Donovan Brule

That Council agrees to provide directional signage for Lindsay Road Cemetery, to be located on Tower Road and Lindsay Road.

Carried

Resolution No: 9.6 **New Accounts Payable**
359/2023

Moved By: Robin Fremont

That Council agrees to purchase the new Accounts Payable software from Munisoft in the amount of \$2,200.00, as the previous version will no longer be available for updates as of Jan. 1st, 2024.

Carried

Resolution No: 9.7 **Tax Cancellation**
360/2023

Moved By: Tyler Hazelwood

That Council agrees to the SAMA recommendation to change the Assessment and Tax Adjustment to Tax Roll #2837.

Carried

Resolution No: 9.8 **Pre-Authorization Tax Overpayment**
361/2023

Moved By: Eric Schmalz

That Council agrees to reimburse S. Johnstone, Roll No. 2766, in the amount of \$200.00 due to a pre-authorization submitted, after the sale of the property to new owners.

Carried

Resolution No: 9.9 **Staff Christmas Party**
362/2023

Moved By: Richard Wilson

That Council agrees to host a Staff Christmas Party, to take place on December 2nd, 2023, at Plaza 88, in Prince Albert.

Carried

Resolution No: 10. **Tax Enforcement**
363/2023

Moved By: Robin Fremont

THAT Council accept the list of lands in arrears as presented, and to exclude from the list of lands, properties on which the amount of taxes in arrears does not exceed one half of the immediately preceding year's tax levy.

THAT TAXervice be authorized to handle the Tax Enforcement proceedings on behalf of the municipality.

THAT TAXervice arrange for the list of lands in arrears to be published in the Prince Albert Daily Herald.

Carried

Resolution No: 10.1 **Tax Enforcement Proceedings**
364/2023

Moved By: Donovan Brule

That Council agrees to authorize TaXervice under s22(1) of *The Tax Enforcement Act* to commence tax enforcement proceedings with service of six month notice for the following roll numbers:

2792 000
0047 000
2378 000
1791 000
2348 000
2350 000

Carried

Resolution No: 11. **Administrative Authorizations**
365/2023

Moved By: Mike Grassick

That Council wishes to clarify that the RM has authorized the following individuals to have signing authority over the financial and banking affairs of the RM of Prince Albert, to the exclusion and removal of all others. The authorized individuals are; Rochelle Neff, Karrilynn Willick, Eric Schmalz, Richard Wilson and Tyler Hazelwood.

Carried

Resolution No:
366/2023

12. Donation

Moved By: Eric Schmalz

That Council agrees to a \$500.00 Remembrance Day Donation to the Prince Albert Royal Canadian Legion and that a wreath be purchased and laid at the Remembrance Day Ceremony.

Carried

Resolution No:
367/2023

13. Policy 3.35

Moved By: Mike Grassick

That Council agrees and enacts No. P – 03.35 Travel, Meal and Expenses Reimbursement Policy.

Carried

14. Planning Officer Report

Resolution No:
368/2023

14.1 Development Appeals - Board Appointment

Moved By: Richard Wilson

That the RM fo Prince Albert No. 461 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Development Appeals Board: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Barry Clark, Dave Gurnsey, Murray Dean, Pam Malach, Stew Demmans, and Stu Hayward, Donna-Rae Zadvorny and Kevin Kleckner. 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

Resolution No:
369/2023

14.2 Development Appeals Board - Secretary

Moved By: Guy St. Hilaire

That the RM of Prince Albert No. 461 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

Carried

Resolution No:
370/2023

14.3 RM 461 Property Landscaping

Moved By: Mike Grassick

That council hereby extends the landscaping requirement of Zoning Bylaw 3 of 2010 Section 4.17.1.1.d to the end of construction season 2024 for the RM of Prince Albert No. 461 Municipal Centre.

Carried

Resolution No:
371/2023

14.4 Building Official

Moved By: Tyler Hazelwood

That, under the authority of Section 5 of The Construction Codes Act, the Council of the RM of Prince Albert No. 461 terminates the services of BuildTECH Consulting & Inspections Inc immediatly as the Building Officials of the Municipality.

Carried

Resolution No:
372/2023

14.5 Building Official - Municode Building Official Proposal

Moved By: Eric Schmalz

That, under the authority of Section 5 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 Jordan Hoffart of MuniCode Services Ltd. to be the Building Officials of the Municipality.

Carried

Resolution No: 14.6 **Subdivision - SW27-48-25-W2**
373/2023

Moved By: Tyler Hazelwood

That the application by Wes and Errin Thompson to subdivide a 5.11 ha parcel off SW27-48-25-W2M, be approved pursuant to Section 4.4.1 of the Prince Albert Planning District Official Community Plan 2018 and Section 6.2 of the RM of Prince Albert Zoning Bylaw, subject to the Municipal Reserve requirement being addressed.

Carried

Resolution No: 14.7 **Subdivision - LSD 1 SE36-47-26-W2**
374/2023

Moved By: Guy St. Hilaire

That the application by Robert and Shirley Peters to subdivide a 6.06 ha parcel off LSD 1-36-47-26-2 Ext 55, be approved pursuant to Section 4.4.1 of the Prince Albert Planning District Official Community Plan 2018 and Section 6.2 of the RM of Prince Albert Zoning Bylaw, subject to the Municipal Reserve requirement being addressed.

Carried

Resolution No: 15. **Correspondence**
375/2023

Moved By: Donovan Brule

That the following correspondence, be received, and filed.

Carried

Resolution No: 15.1 **RM No. 158 SARM Resolution**
376/2023

Moved By: Eric Schmalz

That Council agrees to send a Letter of Support to RM No.158 regarding their SARM Resolutions.

Carried

Resolution No: 16. **Lunch Recess**
377/2023

Moved By: Donovan Brule

That we recess for lunch at 11:55 am.

Called back to order at 1:01 pm

Carried

Resolution No: 17. **Council Indemnity**
378/2023

Moved By: Robin Fremont

That the Payroll Direct Deposit in the amount of \$6,361.50, which is made up of September's Council Indemnity be approved for payment.

Carried

18. Reports

Resolution No: 18.1 **CAO Report**
379/2023

Moved By: Tyler Hazelwood

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

Carried

Resolution No: 18.2 **Director of Public Works Report**
380/2023

Moved By: Mike Grassick

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

Carried

Resolution No: 18.2.1 **Regulate Speed -Phelps Drive**
381/2023

Moved By: Richard Wilson

That Council agrees to set a 60 KM speed limit on the North and South end of Phelps Drive.

Carried

Resolution No: 382/2023 **18.2.2 Regulate Speed - Elevator Road**

Moved By: Eric Schmalz

That Council agrees to set a 60 KM speed limit on the East and West end of Elevator Road.

Carried

Resolution No: 383/2023 **18.2.3 In Camera Session**

Moved By: Tyler Hazelwood

That the meeting proceed in camera at 2:54 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters

Carried

Resolution No: 384/2023 **18.2.3.1 Out of Camera**

Moved By: Donovan Brule

That Council returns to the regular scheduled agenda at 3:16 pm

Carried

Resolution No: 385/2023 **18.3 Council Reports**

Moved By: Eric Schmalz

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

Carried

Resolution No: 386/2023 **18.3.1 Road Naming**

Moved By: Tyler Hazelwood

That Council agrees to the following road name changes:

RR 2243, Twp 474 to Twp 483 as Given Road and
RR 2242, Twp 480 to Twp 491 as Byrne Road.

Carried

Resolution No: 387/2023 **19. Adjournment**

Moved By: Donovan Brule

That it being 3:49 pm, we now adjourn.

Carried

Eric Schmalz, Reeve

Rochelle Neff, Chief Administrative Officer