



## Rural Municipality of Prince Albert

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

### Meeting Minutes

December 12, 2024 - Regular Meeting of Council - 09:00 AM

Tyrel Tait, 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  
Teresa Hanson, Director of Planning and Development

Absent: Karri Willick, Assistant Chief Administrative Officer

1. **Call to Order**

Reeve Tyrel Tait called the meeting to order at 9:15 am.

Resolution No:  
510/2024

2. **Agenda**

**Moved By:** Robin Fremont

THAT the agenda be approved as amended:  
Addition: 9.8 Prince Albert Rural Water Utility Corporate Bylaw  
Addition: 17.4 Resolution 394/2024 Amendment  
Deletion: 17.2 Subdivision NW-23-45-28-W2

Carried Unanimously

3. **Conflict of Interest**

Resolution No:  
511/2024

4. **Minutes**

**Moved By:** Richard Wilson

THAT the Regular Meeting Minutes of November 14th, 2024, be approved as presented.

Carried Unanimously

5. **Business Arising from Minutes**

Resolution No:  
512/2024

6. **In Camera Session**

**Moved By:** Mike Grassick

THAT the meeting proceed in camera at 9:21 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

THAT Council returns to the regular scheduled agenda at 10:15 am.

**Resolution No:**  
513/2024

**7. Financial Statement**

**Moved By:** Mike Grassick

THAT the November Financial Statement be accepted as presented.

Carried Unanimously

**8. Accounts Payable**

**Resolution No:**  
514/2024

**8.1 List of Accounts for Approval**

**Moved By:** Donovan Brule

THAT the Accounts 15078 to 15166 in the amount of \$163,090.84, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

**Resolution No:**  
515/2024

**8.2 MEPP Electronic Transfer**

**Moved By:** Tyler Hazelwood

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of November in the amount of \$18,478.42 be approved for payment.

Carried Unanimously

**Resolution No:**  
516/2024

**8.3 Payroll Direct Deposit**

**Moved By:** Robin Fremont

THAT the Payroll Direct Deposit in the amount of \$69,150.19 which is made up of November's Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

**9. New Business**

**Resolution No:**  
517/2024

**9.1 Municipal Revenue Sharing**

**Moved By:** Richard Wilson

THAT Council of the RM of Prince Albert No. 461 confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2023 Audited Financial Statements to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct;
- All members of Council have filed and annually update their Public Disclosure Statements, as required.

THAT we understand if any of these requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and THAT we authorize the Chief Administrative Officer to sign the Declaration of Eligibility and submit to the Ministry of Government Relations.

Carried Unanimously

**Resolution No:**  
518/2024

**9.2 Tax Cancellation**

**Moved By:** Richard Wilson

THAT Council agrees to cancel the municipal portion of residential improvement taxes of \$1482.40 on Roll #2008, as a 293 exemption should be applied.

Defeated

**Resolution No:**  
519/2024

**9.3 Tax Overpayment**

**Moved By:** Tyrel Tait

THAT Council agrees to reimburse D & G Gondek for tax overpayment in the amount of \$2,003.18.

Carried Unanimously

**Resolution No:**  
520/2024

**9.4 Recess**

THAT we recess at 10:55 am.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 11:08 am.

**Resolution No:**  
521/2024

**9.5 APAS 2025 Membership**

**Moved By:** Donovan Brule

THAT Council agrees to pay the 2025 APAS Membership Fee in the amount of \$13,895.34.

Carried Unanimously

**Resolution No:**  
522/2024

**9.6 Tax Enforcement - Title**

**Moved By:** Tyler Hazelwood

THAT TAXervice, on behalf of the Rural Municipality of Prince Albert No. 461, be authorized to proceed under the Tax Enforcement Act to acquire title for the following described land:

RL 11-45-27-2 EXT 113, 149978356

RL 11-45-27-2 EXT 72, 149978367

Carried Unanimously

**Resolution No:**  
523/2024

**9.7 Roadside Management Application**

**Moved By:** Robin Fremont

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for "Samson Road", on the North and South side of the Ministry's right of way.

Carried Unanimously

**Resolution No:**  
524/2024

**9.8 PARWU - Corporate Bylaw**

**Moved By:** Robin Fremont

THAT Bylaw No. 27 of 2024, being a Corporate Bylaw for the Prince Albert Rural Water Utility, be given first reading.

Carried Unanimously

**Resolution No:**  
525/2024

**9.8.1 Second Reading**

**Moved By:** Tyler Hazelwood

THAT Bylaw No. 27 of 2024, being a Corporate Bylaw for the Prince Albert Rural Water Utility, be given second reading.

Carried Unanimously

**Resolution No:**  
526/2024

**9.8.2 Third Reading**

**Moved By:** Mike Grassick

THAT Bylaw No. 27 of 2024, being a Corporate Bylaw for the Prince Albert Rural Water Utility, be given three readings at this meeting.

Carried Unanimously

**Resolution No:**  
527/2024

**9.8.3 Third Reading & Adoption**

**Moved By:** Richard Wilson

THAT Bylaw No. 27 of 2024, being a Corporate Bylaw for the Prince Albert Rural Water Utility, be read a third time and adopted.

Carried Unanimously

**Resolution No:**  
528/2024

**10. Auditor**

**Moved By:** Tyler Hazelwood

THAT Council agrees to appoint MNP as the RM Auditors for 2025.

Carried Unanimously

**Resolution No:**  
529/2024

**11. 2025 Council Remuneration**

**Moved By:** Mike Grassick

THAT the rates for Indemnity and Supervision for the 2025 calendar year are as follows:

Retainer for all Council Members - \$400.00

Indemnity and Supervision (including special meetings) - \$250.00/day or \$30.00/hour; any meeting 4 hours and over shall be considered one day.

Reeve Supervision - \$400.00/day, maximum of 24 days annually; in the absence of the Reeve, the Deputy Reeve, or Council Designate Supervision to be \$400.00/day.

Mileage – \$0.75/km.

Communication Allowance (cellular, phone, fax) - \$50.00/month may be claimed.

Meal Allowance – actual costs, receipt must be submitted. The RM of Prince Albert will not reimburse for the purchase of spirit beverages.

Members at Large appointed to committees on behalf of the RM of Prince Albert receive remuneration as follows - \$30.00/hour indemnity and \$0.75/km mileage (if not paid by committee appointed to by Council).

Carried Unanimously

**Resolution No:**  
530/2024

**12. Correspondence**

**Moved By:** Donovan Brule

THAT the following correspondence, be received, and filed.

Carried Unanimously

**Resolution No:**  
531/2024

**13. Recess for Lunch**

**Moved By:** Donovan Brule

THAT we recess for lunch at 12:07 pm.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 1:02 pm.

#### **14. Planning Officer Report**

**Resolution No:**  
532/2024

##### **14.1 Western Municipal Consulting - Development Appeals Board Appointment**

**Moved By:** Mike Grassick

THAT pursuant to Subsection 214(1) of The Planning and Development Act, 2007, the RM OF PRINCE ALBERT NO. 461 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 Unanimously

**Resolution No:**  
533/2024

##### **14.2 Western Municipal Consulting - Development Appeals Secretary Appointment**

**Moved By:** Richard Wilson

THAT pursuant to Subsection 216(3)(a) of The Planning and Development Act, 2007, 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, 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 Unanimously

**Resolution No:**  
534/2024

##### **14.3 Resolution 394/2024 Amendment**

**Moved By:** Guy St. Hilaire

THAT Council consents to the closing and selling of the Municipal Roads as highlighted in the attached map within the boundaries of Muskoday First Nation.

Carried Unanimously

Councillor Fremont abstained from vote

**Resolution No:**  
535/2024

##### **14.4 TSS Grant**

**Moved By:** Richard Wilson

THAT Council agrees to partner with the Rural Municipality of Buckland in the submission of a grant application to the Target Sector Support (TSS) Initiative, to update the LiDAR imaging for both RMs.

Carried Unanimously

**Resolution No:**  
536/2024

**15. Bryan Thoms - Sloping ROW**

**Moved By:** Robin Fremont

THAT Council agrees to enter into an agreement with Bryan Thoms for the purpose of sloping and filling low areas along Phelps Drive, providing a safe 3-1 slope and 4-1 slope.

Carried Unanimously

**Resolution No:**  
537/2024

**16. Temporarily Road Closure**

**Moved By:** Robin Fremont

THAT Council Agrees to temporarily close the road located at TWP 480 & RR 2265-2270, requested by Carlton Trail Railway due to an unsafe rail crossing.

Carried Unanimously

**Resolution No:**  
538/2024

**17. Recess**

**Moved By:** Donovan Brule

THAT we recess at 2:58 pm.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 3:11 pm.

**Resolution No:**  
539/2024

**18. In Camera**

**Moved By:** Richard Wilson

THAT the meeting proceed in camera at 3:12 pm, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

THAT Council returns to the regular scheduled agenda at 4:03 pm.  
Rochelle Neff, CAO, DJ Harris, Director of Public Works and Teresa Hanson, Director of Planning and Development left Council Chambers at 3:12 pm, returned at 4:04 pm.

**Resolution No:**  
540/2024

**19. 2025 Wage Negotiations**

**Moved By:** Tyrel Tait

THAT Council agrees to set the 2025 Salaries as follows:

- Administrative Assistants to become salaried at \$55,500.00/year.
- Outside Public Works Employees receive a \$1.00 increase.
- Salaried Employees receive a 1% increase.
- Trainer to become salaried at \$80,000.00/year.

Carried Unanimously

**Resolution No:**  
541/2024

**20. Council Indemnity**

**Moved By:** Mike Grassick

THAT the Payroll Direct Deposit in the amount of \$10,426.83, which is made up of December's Council Indemnity be approved for payment.

Carried Unanimously

**Resolution No:**  
542/2024

**21. Adjournment**

**Moved By:** Donovan Brule

THAT it being 4:23 pm, we now adjourn.

Carried Unanimously

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**Tyrel Tait, Reeve**

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**Rochelle Neff, Chief Administrative Officer**