



## Rural Municipality of Prince Albert

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

### Meeting Minutes

**October 10, 2024 - Regular Meeting of Council - 09:00 AM (Regular Meeting)**

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  
DJ. Harris, Director of Public Works  
Teresa Hanson, Director of Planning and Development

Absent: Eric Schmalz, Reeve

Public Hearing:  
1:00 PM Bylaw 22 of 2024 DOCP Bylaw  
1:10 PM Discretionary Use - Garden Suite

**1. Call to Order**

**Deputy Reeve Richard Wilson called the meeting to order at 9:08 am.**

**Resolution No:**  
429/2024

**2. Agenda**

**Moved By:** Donovan Brule

THAT the agenda be approved as amended.

Additions:  
New Business  
10.14 - Emergency Services Vehicle

Deletions:  
12 - Bylaws

Carried Unanimously

**3. Conflict of Interest**

**Resolution No:**  
430/2024

**4. Minutes**

**Moved By:** Tyler Hazelwood

THAT the regular meeting minutes of September 12, 2024, be approved as presented.

Carried Unanimously

**Resolution No:**  
431/2024

**4.1 Special Meeting Minutes - September 20, 2024**

**Moved By:** Guy St. Hilaire

THAT the special meeting minutes of September 20, 2024, be approved as amended.

Name	Yes	No	Abstained	Absent
Donovan Brule	✓			
Robin Fremont	✓			
Mike Grassick	✓			
Tyler Hazelwood		✓		
Eric Schmalz				✓
Guy St. Hilaire	✓			
Richard Wilson	✓			

Carried

Councillor Hazelwood called for a recorded vote

**Resolution No:**  
432/2024

**4.2 Special Meeting Minutes - October 7, 2024**

**Moved By:** Robin Fremont

THAT the Special Meeting Minutes of October 7, 2024, be approved as presented.

Carried Unanimously

**5. Business Arising from Minutes**

**Resolution No:**  
433/2024

**5.1 Purchase of M7**

**Moved By:** Mike Grassick

THAT it is the recommendation of the Fleet Management and Operations Committee to enter into an agreement with GlenMor to purchase in 2025 a 2024 Kobota M7 – 154D-PS Delux Power Shift 148Hp Tractor. The RM will rent the equipment for the remainder of 2024, with the rental amount being included in the quoted amount of \$199,438.83.

Carried

Councillor Brule declared a conflict of interest

**Resolution No:**  
434/2024

**6. In Camera Session**

**Moved By:** Donovan Brule

THAT the meeting proceed in camera at 10:05 am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

Deputy Reeve Richard Wilson called the meeting back to order at 10:36 am.

**Resolution No:**  
435/2024

**7. Recess**

**Moved By:** Donovan Brule

THAT we recess at 10:36 am.

Carried Unanimously

Deputy Reeve Richard Wilson called the meeting back to order at 10:58 am.

**Resolution No:**  
436/2024

**8. Financial Statement**

**Moved By:** Robin Fremont

THAT the October Financial Statement be accepted as presented.

Carried Unanimously

**Resolution No:**  
437/2024

**9. Accounts Payable**

**9.1 List of Accounts for Approval**

**Moved By:** Donovan Brule

THAT the Accounts 14940 to 14988 in the amount of \$271,174.09, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

**Resolution No:**  
438/2024

**9.2 Payroll Direct Deposit**

**Moved By:** Robin Fremont

THAT the Payroll Direct Deposit in the amount of \$78,468.04 which is made up of September Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

**Resolution No:**  
439/2024

**9.3 MEPP Electronic Transfer**

**Moved By:** Donovan Brule

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of September in the amount of \$21,664.86 be approved for payment.

Carried Unanimously

**Resolution No:**  
440/2024

**10. Tax Enforcement**

**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.

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

Carried Unanimously

**Resolution No:**  
441/2024

**10.1 Arrears List - Advertising**

**Moved By:** Tyler Hazelwood

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

Carried Unanimously

**11. New Business**

**Resolution No:**  
442/2024

**11.1 SGI Settlement**

**Moved By:** Donovan Brule

THAT it is the recommendation of the Fleet Management Committee to accept the SGI settlement for the 2011 Ford F350 Super Duty in the amount of \$18,200, that was deemed a total loss from the incident on September 6th, 2024.

Carried Unanimously

**Resolution No:** 443/2024      **11.2 Remembrance Day Donation**

**Moved By:** Mike Grassick

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 Unanimously

**Resolution No:** 444/2024      **11.3 Tax Reimbursement**

**Moved By:** Robin Fremont

THAT Council agrees to remit the tax overpayment in the amount of \$91.79 for Roll # 2739.

Carried Unanimously

**Resolution No:** 445/2024      **11.4 Facility Emergency Response Plan**

**Moved By:** Robin Fremont

THAT Council agrees to adopt the RM of Prince Albert Municipal Centre's Facility Emergency Plan (FERP) as a living document that will be amended as necessary.

Carried Unanimously

**Resolution No:** 446/2024      **11.5 Sask. Lotteries - 2024/2025**

**Moved By:** Richard Wilson

THAT the 2024/2025 Saskatchewan Lotteries Funds be dispersed as follows:

- West PA 4-H Club \$3,990.29
- Vintage Power Machines \$5,165.28
- East Central Recreation \$3,390.28
- Osborne Recreation \$5,240.28
- West Central Community Club \$2,690.29
- PA Trail Riders \$3,315.29
- Osborne Public School \$3,540.29

AND THAT the balance of \$2,094.00 of unspent 2023/2024 funds be dispersed as follows:

- West PA 4-H Club \$412.00
- Vintage Power Machines \$725.00
- East Central Recreation \$200.00
- Osborne Recreation \$675.00
- West Central Community Club \$82.00

Carried Unanimously

**Resolution No:** 447/2024      **11.6 Incident Report - Invoice**

**Moved By:** Tyler Hazelwood

THAT Council agrees to pay \$2,051.20, to the RM of St. Louis, for fire services rendered on September 8th, 2024.

Carried Unanimously

**Resolution No:** 448/2024      **11.6.1 Multicultural Council of Saskatchewan - Proclamation Request**

**Moved By:** Tyler Hazelwood

THAT Council make the proclamation that Saskatchewan Multicultural Week is November 16-24, 2024 with this years theme being "Celebrate Community, Honour Diversity, Act for Equity".

Carried Unanimously

**Resolution No:**  
449/2024

**11.7 Roadside Management Application**

**Moved By:** Tyler Hazelwood

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13325 Highway 302, on the East side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13474 Highway 302, on the South side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13493 Highway 302, on the side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13538 Highway 302, on the South side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13617 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13618 Highway 302, on the South side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13621 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13739 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13777 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 13851 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 14110 Highway 302, on the South side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 14142 Highway 302, on the South side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for 14179 Highway 302, on the North side of the Ministry's right of way.

THAT Council agrees to submit an application to the Sask. Ministry of Highways to approve the installation of signage for Sunshine Road Highway 302, on the North and south side of the Ministry's right of way.

Carried Unanimously

**Resolution No:**  
450/2024

**11.8 CRC Reimbursement**

**Moved By:** Richard Wilson

THAT Council agrees to reimburse election nominees levies associated with obtaining a Criminal Record Check.

AND THAT a receipt must be supplied prior to reimbursement.

Carried

**Resolution No:**  
451/2024

**11.9 Municipal Office Closure**

**Moved By:** Donovan Brule

THAT Council agrees to close the Municipal Centre to the public on October 30th for in house training.

Carried Unanimously

**Resolution No:** 452/2024  
**11.10 Emergency Services Vehicle**

**Moved By:** Mike Grassick

THAT Council agrees to the quoted amount of \$997.03 for additional modifications required on the Emergency Services Vehicle.

Carried Unanimously

**Resolution No:** 453/2024  
**12. Correspondence**

**Moved By:** Richard Wilson

THAT the following correspondence, be received, and filed.

Carried Unanimously

**Resolution No:** 454/2024  
**13. Lunch Recess**

**Moved By:** Donovan Brule

THAT we recess for lunch at 12:16 pm.

Carried Unanimously

Deputy Reeve Richard Wilson called the meeting back to order at 1:00 pm.

**14. Delegations and Public Hearings**

Iris Kalinowski, Rebecca Miller, and Chris Miller entered Council Chambers at 1:00 pm.

**Resolution No:** 455/2024  
**14.1 Bylaw 22 of 2024 - District Official Community Plan Amendment - Public Hearing Open**

**Moved By:** Donovan Brule

THAT Council agrees to open the Public Hearing for Bylaw 22 of 2024 at 1:00 pm.

Carried Unanimously

**Resolution No:** 456/2024  
**14.2 Bylaw 22 of 2024 - District Official Community Plan Amendment - Public Hearing Close**

**Moved By:** Tyler Hazelwood

THAT Council agrees to close the Public Hearing for Bylaw 22 of 2024 at 1:05 pm.

Carried Unanimously

**Resolution No:** 457/2024  
**14.3 Discretionary Use Application - Garden Suite - Open**

**Moved By:** Donovan Brule

THAT Council agrees to open the Public Hearing for a Garden Suite Discretionary Use Application on quarter section SE15-48-25-W2 by Rebecca Miller for a Garden Suite at 1:10 pm.

Carried Unanimously

- Resolution No:** 458/2024      **14.4 Discretionary Use Application - Garden Suite - Close**
- Moved By:** Robin Fremont
- THAT Council agrees to close the Public Hearing for a Garden Suite Discretionary Use Application on quarter section SE15-48-25-W2 by Rebecca Miller for a Garden Suite at 1:22 pm.
- Carried Unanimously
- Resolution No:** 459/2024      **15. Planning Officer Report**
- 15.1 Bylaw 22 of 2024 - District Official Community Plan Amendment - Second Reading**
- Moved By:** Mike Grassick
- THAT Bylaw No. 22 of 2024, being a District Official Community Plan amendment, be given second reading.
- Carried Unanimously
- Resolution No:** 460/2024      **15.2 Bylaw 22 of 2024 - District Official Community Plan Amendment - Third Reading and Adopted**
- Moved By:** Guy St. Hilaire
- THAT Bylaw No. 22 of 2024, being a District Official Community Plan amendment, be read a third time and adopted.
- Carried Unanimously
- Resolution No:** 461/2024      **15.3 Bylaw 24 of 2024 - Building Bylaw Amendment - Second Reading**
- Moved By:** Mike Grassick
- THAT Bylaw No. 24 of 2024, being a Building Bylaw amendment, be given second reading.
- Carried Unanimously
- Resolution No:** 462/2024      **15.4 Bylaw 24 of 2024 - Building Bylaw Amendment -Third Reading and Adopted**
- Moved By:** Guy St. Hilaire
- THAT Bylaw No. 24 of 2024, being a Building Bylaw amendment, be read a third time and adopted.
- Carried Unanimously
- Resolution No:** 463/2024      **15.5 Discretionary Use Application - Garden Suite**
- Moved By:** Tyler Hazelwood
- THAT the Discretionary Use Application by Rebecca Miller for a garden suite on SE-15-48-25-W2M, 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:** 464/2024      **15.6 Blk/Par H - Plan 79PA23829 Ext 0 - Sign Request**
- Moved By:** Guy St. Hilaire
- THAT council approves a 4' high x 8' wide sign on the north fence, and an 8' high x 16' wide fascia sign on the east side of the building located at Blk/Par H - Plan 79PA23829 Ext 0.

Carried Unanimously

Iris Kalinowski left Council Chambers at 1:38 pm. Rebecca Miller and Chris Miller left Council Chambers at 1:42 pm.

**Resolution No:**  
465/2024

**16. Council Indemnity**

**Moved By:** Robin Fremont

THAT the Payroll Direct Deposit in the amount of \$6,203.75, which is made up of October's Council Indemnity be approved for payment.

Carried Unanimously

**Resolution No:**  
466/2024

**17. In Camera Session**

**Moved By:** Donovan Brule

THAT the meeting proceed in camera at 3:36 pm, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

Carried Unanimously

Deputy Reeve Richard Wilson called the meeting back to order at 4:17 pm.

**Resolution No:**  
467/2024

**18. Adjournment**

**Moved By:** Donovan Brule

THAT it being 4:18 pm, we now adjourn.

Carried Unanimously

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**Richard Wilson, Deputy Reeve**

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**Rochelle Neff, Chief Administrative Officer**