



Rural Municipality of Prince Albert

Meeting Minutes

December 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
Karri Willick, Assistant Chief Administrative Officer
DJ. Harris, Director of Public Works
Teresa Hanson, Director of Planning and Development

Delegations: Peter Ksygniuk, Pest Control Officer - 10:50 am
Ken Isbister -11:15 am

1. Call to Order

Reeve Eric Schmalz called the meeting to order at 9:10 am

Resolution No:
456/2023

2. Agenda

Moved By: Mike Grassick

That the agenda be approved as amended.

Additions:

Accounts Payable
7.1.1 - CCBF Gas Tax Cheque, WSP
7.4 - CCBF Gas Tax Internal Transfers

New Business
11.9 - 2024 Fidelity Bond Self-Insurance Program

Carried Unanimously

3. Conflict of Interest

Rochelle Neff
New Business: 11.6 - Sask Lotteries

Guy St. Hilaire
Council Report - PA Trail Riders

Richard Wilson
Planning and Development:19.9 - Subdivision request

Resolution No:
457/2023

4. Minutes

Moved By: Robin Fremont

THAT Council approve the Minutes as presented for:

Regular Meeting Minutes - November 15, 2023,
Special Meeting Minutes - November 23, 2023, and
Special Meeting Minutes - November 30, 2023.

Carried Unanimously

5. Business Arising from Minutes

Resolution No:
458/2023

5.1 Resolution Correction 223/2023

Moved By: Guy St. Hilaire

THAT Council agrees to amend Resolution 223/2023 to read

That Council agrees to purchase a 2023 Ford F-350 XL Chassis Cab from Lakeland Ford in the amount of \$95,340.64, including extended warranty, to be paid from the Essential Service Fees Account, for the purpose of emergency services.

AND THAT Resolution 267/2023 is hereby recinded.

Carried Unanimously

Resolution No: 5.2 **Resolution Correction 288/2023**
459/2023

Moved By: Tyler Hazelwood

THAT Council agrees to amend Resolution 288/2023 to read:

GST from New Building, from \$176,941.94 to \$164,067.68.

Carried Unanimously

Resolution No: 5.3 **Resolution Correction 319/2023**
460/2023

Moved By: Mike Grassick

THAT Council agrees to amend Resolution 319/2023 to read:

That Council agrees to the internal transfer of \$131,755.30 from the Shop Account to the Operating Account, made up of \$91,527.30 for the final Progress Payment #20 paid to RNF Ventures and \$40,228.00 paid to Robb Kullman Engineering LLP.

Carried Unanimously

Resolution No: 5.4 **Resolution Correction 499/2023**
461/2023

Moved By: Richard Wilson

THAT Council agrees to amend Resolution 499/2023 to read:

THAT Council agrees to the internal bank transfer in the amount of \$95,340.64 from the Essential Service Fee Account to the Operating Account for the purchase of the emergency services vehicle.

Carried Unanimously

Resolution No: 5.5 **Resolution Correction 545/2023**
462/2023

Moved By: Donovan Brule

THAT Council agrees to amend Resolution 545/2023 to read:

THAT the Payroll Direct Deposit in the amount of \$11,934.00, which is made up of November's Council Indemnity be approved for payment.

AND THAT Resolution 545/2023 is hereby recinded.

Carried Unanimously

Resolution No: 6. **Financial Statement**
463/2023

Moved By: Robin Fremont

THAT the November Financial Statement be accepted as presented.

Carried Unanimously

Resolution No: 6.1 **October Financial Statement**
464/2023

Moved By: Tyler Hazelwood

THAT the October Financial Statement be approved as presented.

Carried Unanimously

7. Accounts Payable

Resolution No: 7.1 **List of Accounts for Approval**
465/2023

Moved By: Donovan Brule

THAT the Accounts 14260 to 14345 in the amount of \$249,264.90, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

Resolution No: 7.1.1 **CCBF - Gas Tax**
466/2023

Moved By: Richard Wilson

THAT Council approve the final payment to WSP for Engineering completed on Red Deer Road and Russtan Road tendered CCBF (formally Gas Tax) 2022/2023 projects.

Gas Tax Account - Cheque No. 509 - \$41,245.57

Carried Unanimously

Resolution No:
467/2023

7.2 Payroll Direct Deposit

Moved By: Mike Grassick

THAT the Payroll Direct Deposit in the amount of \$68,573.17 which is made up of November's Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

Resolution No:
468/2023

7.3 MEPP Electronic Transfer

Moved By: Donovan Brule

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of November in the amount of \$17,849.48, be approved for payment.

Carried Unanimously

Resolution No:
469/2023

7.4 Internal Transfer - Gas Tax

Moved By: Richard Wilson

THAT Council agrees to the internal transfer of CCBF (formally Gas Tax) from the Operating Account to the Gas Tax Account, and that the Gas Tax Account be renamed to the CCBF Account.

230131-001 - \$110,065.80
230147-001 - \$15,672.80
101000461-0004 - \$114,340.20

Carried Unanimously

Resolution No:
470/2023

8. In Camera Session

Moved By: Mike Grassick

THAT the meeting proceed in camera at 9:31 am, 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:
471/2023

8.1 Out of Camera

Moved By: Donovan Brule

THAT Council returns to the regular scheduled agenda at 10:00 am.

Carried Unanimously

9. Delegation and Public Hearings

Resolution No:
472/2023

9.1 10:30 AM - Public Hearing - Bylaw 11 of 2023 - Zoning Bylaw - Open

Moved By: Eric Schmalz

THAT Council agrees to open the Public Hearing for the Zoning Bylaw Amendment 11 of 2023 at 10:30 am

Carried Unanimously

Resolution No:
473/2023

9.2 Public Hearing - Bylaw 11 of 2023 - Zoning Bylaw - Close

Moved By: Richard Wilson

THAT Council agrees to close the Public Hearing for the Zoning Bylaw Amendment 11 of 2023 at 10:40 am

Carried Unanimously

Resolution No:
474/2023

9.3 10:40 AM - Public Hearing - Bylaw 12 of 2023 - Zoning Bylaw - Open

Moved By: Guy St. Hilaire

THAT Council agrees to open the Public Hearing for the Zoning Bylaw Amendment 12 of 2023 at 10:40 am

Carried Unanimously

Resolution No:
475/2023

9.4 Public Hearing - Bylaw 12 of 2023 - Zoning Bylaw - Close

Moved By: Tyler Hazelwood

THAT Council agrees to close the Public Hearing for the Zoning Bylaw Amendment 12 of 2023 at 10:50 am

Carried Unanimously

Peter Ksnyiuk entered Council Chambers at 10:44 am - Left at 12:05 pm Nigel Maxwell entered Council Chamber at 11:18 am - Left at 11:42 am Ken Isbister entered Council Chamber at 11:18 am - Left at 11:42 am Teresa Hanson, Director of Planning and Development Left Council Chambers at 11:00 am

10. Planning Officer Report

Resolution No:
476/2023

10.1 Development Appeals Board 2024 Appointment

Moved By: Richard Wilson

THAT 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, 2024, through to December 31, 2024; 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, Murray Dean, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, Stu Hayward, Pam Malach, Barry Clark, Corey Zaharuk, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, 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:
477/2023

10.2 Development Appeals Board Secretary 2024 Appointment

Moved By: Tyler Hazelwood

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, 2024, through to December 31, 2024; 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 Unanimously

Resolution No:
478/2023

10.3 Bylaw 11 of 2023 Zoning Amendment - Second Reading

Moved By: Mike Grassick

THAT Bylaw No. 11 of 2023, being a Zoning Bylaw, be given Second Reading.

Carried Unanimously

Resolution No:
479/2023

10.4 Bylaw 11 of 2023 Zoning Amendment - Third Reading and Adopted

Moved By: Guy St. Hilaire

THAT Bylaw No. 11 of 2023, being a Zoning Bylaw, be read a Third time and adopted

Carried Unanimously

Resolution No:
480/2023

10.5 Bylaw 12 of 2023 Zoning Amendment - Second Reading

Moved By: Donovan Brule

THAT Bylaw No. 12 of 2023, being a Zoning Bylaw, be given Second Reading.

Carried Unanimously

Resolution No:
481/2023

10.6 Bylaw 12 of 2023 Zoning Amendment - Third Reading and Adopted

Moved By: Richard Wilson

THAT Bylaw No. 12 of 2023, being a Zoning Bylaw, be read a Third time and adopted

Carried Unanimously

10.7 Bylaw 18 of 2023 Zoning Amendment - First Reading

THAT Bylaw No. 18 of 2023, being a Zoning Bylaw, be given First Reading.

Tabled

Resolution No:
482/2023

10.8 Subdivision - SW06-46-27-W2

Moved By: Eric Schmalz

THAT the application by Richard Wilson to subdivide a 4.05 ha parcel off SW06-46-27-W2M, be approved pursuant to Section 4.4.6 of the Prince Albert Planning District Official Community Plan 2018 and Section 6.2 of the RM of Prince Albert Zoning Bylaw.

Carried

Councillor Wilson abstained from the vote

Resolution No: 10.9 **Municipal Centre Landscaping**
483/2023

Moved By: Tyler Hazelwood

THAT Council agrees to submit a RFQ for the Landscaping for the Municipal Centre.

Carried Unanimously

Resolution No: 10.10 **Subdivision - NW03-48-26-W2 Parcel A**
484/2023

Moved By: Eric Schmalz

THAT the application by Bill's Electric City Ltd to subdivide Parcel A of NW03-48-26-W2M into 3 parcels consisting of 2 parcels sized at 0.48 ha, and one parcel size of .97ha, be approved pursuant to Section 14.2 of the RM of Prince Albert Zoning Bylaw.

Carried

Resolution No: 11. **Recess**
485/2023

THAT we recess at 10:18 am.

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

Carried Unanimously

12. New Business

Resolution No: 12.1 **Municipal Revenue Sharing**
486/2023

Moved By: Tyler Hazelwood

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 2022 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: 12.2 **Holiday Office/Shop Closure**
487/2023

Moved By: Tyler Hazelwood

THAT Council agrees and approves the Municipal Office and Public Works Department (weather permitting) to close for the following 2023 Holiday Hours as presented:

December 25th, 2023 – January 1st, 2024

Carried Unanimously

Resolution No: 12.3 **2024 Board of Revisions**
488/2023

Moved By: Mike Grassick

THAT Council agrees to appoint NorSask Board Services and Panel Members Timothy Furlong, Glen Neuert, Kirby Fesser, Sabrina Saccucci and Secretary Michael Ligtermoet as the Municipal Board of Revisions for 2024.

Carried Unanimously

Resolution No: 12.4 **Chamber of Commerce 2024 Membership**
489/2023

Moved By: Donovan Brule

THAT Council agrees to renew the Prince Albert Chamber of Commerce Membership in the amount of \$330.00 for 2024.

Carried Unanimously

Resolution No:
490/2023

12.5 Sask Lotteries

Moved By: Donovan Brule

THAT the 2023/2024 Saskatchewan Lotteries Funds be dispersed as follows:

- 4H Club \$ 3,779.75
- Vintage Power \$ 3,250.00
- East Central School Recreation Board \$ 3,494.62
- Osbourne School Recreation Board \$ 3,494.63
- West Central School Recreation Board \$ 2,850.00
- PA Trail Riders \$ 5,750.00

Carried

Rochelle Neff, CAO declared pecuniary interest - Left Council Chambers at 12:23 pm
Rochelle Neff, CAO - Returned to Council Chambers at 12:42 pm

Resolution No:
491/2023

12.6 Lunch Recess

Moved By: Donovan Brule

THAT we recess for lunch at 12:43 pm.

Called back to order at 1:10 pm

Carried Unanimously

Resolution No:
492/2023

12.7 In Camera Session

Moved By: Mike Grassick

THAT the meeting proceed in camera at 9:31 am, 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:
493/2023

12.7.1 Out of Camera

Moved By: Donovan Brule

That Council returns to the regular scheduled agenda at 10:00 am.

Carried Unanimously

Resolution No:
494/2023

12.8 2024 Wages

Moved By: Tyler Hazelwood

THAT Council agrees to a 4% salary increase for those staff that are paid an annual salary,

AND THAT all hourly public works staff receive a \$2.00/hr increase

AND THAT Office Staff that are paid hourly receive \$1.00/hr increase for 2024.

Carried

Resolution No:
495/2023

12.9 Account Receivable Write Off

Moved By: Eric Schmalz

THAT Council agrees to write off the following Account Receivable Accounts:

Customer Numbers:
2230 - \$4.08
1803 - \$0.51
924 - \$0.01
589 - \$0.82

Carried Unanimously

Resolution No:
496/2023

12.10 2024 Fidelity Bond Self-Insurance Program

Moved By: Robin Fremont

THAT Council agrees to renew the RM's FBSIP coverage for 2024, applying new limits as follows:

Fidelity Bond Self-Insurance at a coverage rate of \$200,000.00
Money & Securities at a coverage rate of 25,000.00

Carried Unanimously

13. Fire

Resolution No:
497/2023

13.1 Fire Notice

Moved By: Mike Grassick

THAT Council agrees that a mailout to be sent to every ratepayer/resident regarding the changes to the City of Prince Albert Fire Agreement.

Carried Unanimously

Resolution No:
498/2023

13.2 Fire Calls

Moved By: Tyler Hazelwood

THAT Council agrees to pay the invoice to the City of Prince Albert for additional fire costs in the amount of \$877.50.

Carried Unanimously

Resolution No:
499/2023

13.3 St. Louis Fire Contract

Moved By: Richard Wilson

THAT Council approves the 2024 St. Louis Fire Services Agreement.

Carried Unanimously

14. Appointments

Resolution No:
500/2023

14.1 2024 Weed Inspector

Moved By: Mike Grassick

THAT Council agrees to appoint Marcel Baynton as the RM Weed Inspector for 2024.

Carried Unanimously

Resolution No:
501/2023

14.1.1 Weed Management Plan

Moved By: Richard Wilson

THAT Council approves the 2024 Weed Management Plan for the RM, as presented.

Carried Unanimously

Resolution No:
502/2023

14.2 2024 Pest Control Officer

Moved By: Tyler Hazelwood

THAT Council agrees to appoint Peter Ksnyiuk as the RM 2024 Pest Control Officer, wages and milage set by the ADD Board.

Carried Unanimously

Resolution No:
503/2023

14.3 2024 Committee Appointments

Moved By: Robin Fremont

THAT Council agrees to the 2024 Committee Appointment list, a list that is attached and forms part of the minutes.

Carried Unanimously

15. 2024 Council Indemnity

THAT the rates for Indemnity and Supervision for the 2024 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) - \$35.00/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).

Tabled

Resolution No:
504/2023

16. 2024 Haul Rates

Moved By: Donovan Brule

THAT Council agrees to follow guidelines and rates set out by the Ministry of Highways.

Carried Unanimously

Resolution No:
505/2023

17. Regular Meetings of Council

Moved By: Eric Schmalz

THAT in 2024, the Regular Meeting of Council be held on the second Thursday of each month beginning at 9:00 am.

Carried Unanimously

Resolution No:
506/2023

18. 2024 Custom Work Rates

Moved By: Guy St. Hilaire

THAT Council agrees to the following 2024 Custom Work Rates, which are subject to an annual review as per Policy No.9-06:

- TS 14 (Buggy/Scraper) ...\$300.00/hr
- CAT D6H (Bulldozer) ...\$250.00/hr (plus a \$100.00 surcharge - two day per client maximum)
- Graders.....\$160.00/hr
- Mowers.....\$110.00/hr
- Rubber Tire Hoe.....\$125.00/hr
- Excavator.....\$235.00/hr (\$300.00 with mulcher)
- Mulcher.....\$ 65.00/hr
- Komatsu Rock Truck.....\$220.00/hr
- Belly Dump.....\$125.00/hr
- Tandem.....\$90.00/hr
- Snow Removal.....\$ 75.00 (minimum charge per occurrence)
- Service Truck.....\$75.00/day

** CAT D6H (Bulldozer) rate of \$254.00/hr chargeable. In the event of an emergency, a flat rate of \$640 chargeable for Mutual Aide as per MCMAA.

Carried Unanimously

Resolution No:
507/2023

19. 2024 RFQ'S

Moved By: Robin Fremont

THAT Council agrees to issue Requests for Quotes for the 2024 calendar year supply of:

- Gasoline
- Oil
- Diesel
- Blade
- Culverts

Carried Unanimously

20. Bylaws

Resolution No:
508/2023

20.1 Bylaw No. 17 of 2023 - Second Reading

Moved By: Richard Wilson

THAT Bylaw No.17 of 2023, being a Bylaw to Incur Debt, be given second reading.

Defeated

Resolution No:
509/2023

21. Correspondence

Moved By: Donovan Brule

THAT the following correspondence, be received, and filed.

Carried Unanimously

22. Reports

Resolution No:
510/2023

22.1 CAO Report

Moved By: Guy St. Hilaire

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

Carried Unanimously

Resolution No:
511/2023

22.2 Assistant CAO Report

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

Carried Unanimously

Resolution No:
512/2023

22.3 Gas Tax - CCBF

THAT Council agree that the 2024 CCBF Project be 48th Street, and that an application be made to Canada Community Building Fund.

Carried Unanimously

Resolution No:
513/2023

22.4 Director of Public Works Report

Moved By: Mike Grassick

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

Carried Unanimously

Councillor Brule left Council Chamber at 3:45 pm

Resolution No:
514/2023

23. Council Indemnity

Moved By: Guy St. Hilaire

THAT the Payroll Direct Deposit in the amount of \$9,390.75, which is made up of December's Council Indemnity be approved for payment.

Carried

Resolution No:
515/2023

24. Council Reports

Moved By: Mike Grassick

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

Resolution No:
516/2023

25. Adjournment

Moved By: Mike Grassick

That it being 4:32 pm, we now adjourn.

Eric Schmalz, Reeve

Rochelle Neff, Chief Administrative Officer