



Rural Municipality of Prince Albert

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

Meeting Minutes

January 16, 2025 - 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
Karri Willick, Assistant Chief Administrative Officer
DJ. Harris, Director of Public Works

Absent: Teresa Hanson, Director of Planning and Development

Delegation: 10:00 am - Peter Ksnyiuk, Pest Control Officer

Resolution No:
1/2025

1. Agenda

Moved By: Donovan Brule

THAT the agenda be approved as amended.

Additions:

9.4 - Provincial School Tax

18 - Fleet Management - 5 Year Capital Plan

Carried Unanimously

2. Call to Order

Reeve Tyrel Tait called the meeting to order at 9:06 am.

Carried Unanimously

3. Conflict of Interest

Resolution No:
2/2025

4. Minutes

Moved By: Donovan Brule

THAT the Regular Meeting Minutes of December 12th, 2024, be approved as amended.

AND THAT Council agrees to amend Res. #540/2024 to read that the CAO shall be given a salary of \$111,072.00 for 2025.

Carried Unanimously

Resolution No:
3/2025

5. In Camera Session

Moved By: Tyler Hazelwood

THAT the meeting proceed in camera at 9:16 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 9:55 am. Karri Willick, Assistant CAO and DJ Harris, Director of Public Works left Council Chamber at 9:16 am and returned at 9:55 am.

Resolution No:
4/2025

6. Financial Statement

Moved By: Richard Wilson

THAT the December Financial Statement be accepted as presented.

Carried Unanimously

7. Delegation

Peter Ksyniuk entered Council Chambers at 10:04 am and left at 10:33 am.

8. Accounts Payable

Resolution No:
5/2025

8.1 List of Accounts for Approval

Moved By: Donovan Brule

THAT the Accounts 15167 to 15222 in the amount of \$1,067,820.16, a list of which is attached and forms a part of these minutes, be approved for payment.

Carried Unanimously

Resolution No:
6/2025

8.2 MEPP Electronic Transfer

Moved By: Mike Grassick

THAT the Electronic Transfer to Municipal Employee Pension Plan for the month of December in the amount of \$13,322.10 be approved for payment.

Carried Unanimously

Resolution No:
7/2025

8.3 Payroll Direct Deposit

Moved By: Tyler Hazelwood

THAT the Payroll Direct Deposit in the amount of \$53,395.72 which is made up of December's Office and Public Works Net Payroll, be approved for payment.

Carried Unanimously

Resolution No:
8/2025

8.4 Provincial School Tax

Moved By: Donovan Brule

THAT Council agrees to allow administration to pay the monthly provincial school tax by electronic payment.

Carried Unanimously

Resolution No:
9/2025

9. Recess

Moved By: Donovan Brule

THAT we recess at 10:52 am.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 11:10 am.

Resolution No:
10/2025

10. ESF Cancellation

Moved By: Richard Wilson

THAT Council agrees to the cancellation of duplicate ES Fees on Roll #1436 and Roll #2790.

Carried Unanimously

Resolution No:
11/2025

11. 2024 Transfer of ES Fees

Moved By: Guy St. Hilaire

THAT Council agrees to the internal transfer of the 2024 ESF from the Operating Account to the Essential Service Fee Account in the amount of \$236,737.91.

Carried Unanimously

Resolution No:
12/2025

12. Future Gravel Crush - Internal Transfer

Moved By: Mike Grassick

THAT Council agrees to the internal transfer of \$50,000.00 from Operating Account to the Future Gravel Crush Account for 2024.

Carried Unanimously

Resolution No:
13/2025

13. GIL Cancellation

Moved By: Tyrel Tait

THAT Council agrees to cancel the 2024 Grant in Lieu of taxes for:

Saskatchewan Penitentiary: Roll# 2294 - \$21,067.54
Roll# 2295 - \$ 39.07
Roll# 2299 - \$ 59.13
Roll# 2300 - \$ 2,258.34
Roll# 3058 - \$ 241.40
Roll# 3059 - \$ 3,982.47
Roll# 3060 - \$ 1,199.11

Total - \$28,847.06

Carried Unanimously

Resolution No:
14/2025

14. 2024 Outstanding Accounts Receivable Transfer to the Tax Roll

Moved By: Donovan Brule

THAT Council agrees to transfer the following outstanding accounts receivable to the

tax roll:

Roll #2123 - \$55.80
Roll #2199 - \$162.44
Roll # 699 - \$6,950.57
Roll #1683 - \$557.30
Roll # 600 - \$231.22

Carried Unanimously

Resolution No: 15. **Transfer Custom Work to Equipment Replacement Fund**
15/2025

Moved By: Richard Wilson

THAT Council agrees to the internal transfer of the 2024 Custom Work from the Operating Account to the Equipment Replacement Fund Account in the amount of \$36,110.00.

Carried Unanimously

16. New Business

Resolution No: 16.1 **Municipal Office/Shop Closures**
16/2025

Moved By: Mike Grassick

Family Day - Monday, February 17th
Good Friday - Friday, April 18th
Victoria Day - Monday, May 19th
Canada Day - Monday, June 30th to Tuesday, July 1st
Saskatchewan Day - Monday, August 4th
Labor Day - Monday, September 1st
Thanksgiving Day - Monday, October 13th
Remembrance Day - Tuesday, November 11th
Christmas - Monday, December 22nd to Friday, December 26th
New Year's - Wednesday, December 31st, 2025 at 12:00 PM to Friday, January 2nd, 2026

Carried Unanimously

Resolution No: 16.2 **2025 FCM Membership**
17/2025

Moved By: Guy St. Hilaire

THAT Council agrees to the FCM 2025 Membership fees in the amount of \$1,047.92.

Carried Unanimously

Resolution No: 16.3 **2025 STARS Donation**
18/2025

Moved By: Donovan Brule

THAT Council agrees to donate \$10,000.00, on behalf of the RM of Prince Albert No. 461 residents and ratepayers, to the STARS Foundation for 2025.

Carried Unanimously

Resolution No: 16.4 **Agriculture in the Classroom**
19/2025

Moved By: Tyrel Tait

THAT Council agrees to donate \$500.00 to Agriculture in the Classroom Saskatchewan in their efforts to build a resilient agriculture future.

Carried Unanimously

Resolution No: 20/2025
16.5 2025 SARM Membership Fees

Moved By: Tyler Hazelwood

THAT Council agrees to pay the respective 2025 SARM Membership fees.

- Basic fee for all municipalities of \$1,650.00, and
- An assessment base fee calculation using a mill rate of 0.008249 and a 2023 assessment of 371,051,850, totalling to the amount of \$4,946.39.

Carried Unanimously

Resolution No: 21/2025
16.6 2025 RMAA Membership

Moved By: Guy St. Hilaire

THAT Council agrees to pay the respective 2025 RMAA Membership Fees for Rochelle Neff and Karri Willick, in the amount of \$600.00.

Carried Unanimously

Resolution No: 22/2025
16.7 Recess for Lunch

Moved By: Donovan Brule

THAT we recess for lunch at 12:05 pm.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 1:16 pm.

Resolution No: 23/2025
16.8 Carlton Trail 2025 HEO Agreement

Moved By: Richard Wilson

THAT Council agrees to the 2025 Agreement with Carlton Trail College for the Heavy Equipment Operator Program.

June 18th - July 11th, 2025
September 3rd - 26th, 2025

Carried Unanimously

Reeve Tait declared a conflict of interest and abstained from the vote. Councillor Fremont entered council chambers at 1:20 pm.

Resolution No: 24/2025
16.9 Mayor's State of The City Address

Moved By: Tyrel Tait

THAT Council agrees to purchase a table to attend the 2025 State of the City Address in Prince Albert on February 4, 2025.

Carried Unanimously

Resolution No: 25/2025
16.10 Council WCB Coverage

Moved By: Mike Grassick

THAT the WCB coverage for Elected Officials be set at \$42,235.00 for the 2025 year.

Carried Unanimously

Resolution No: 16.11 2025 Custom Work Rates
26/2025

Moved By: Donovan Brule

THAT the 2025 Custom Work Rates remain the same as defined in Bylaw No. 23 of 2024 - Fees Bylaw.

Carried Unanimously

17. Appointments

Resolution No: 17.1 RM Solicitor
27/2025

Moved By: Robin Fremont

THAT Council agrees to appoint MLT Aikins as the municipal solicitors for 2025.

Carried Unanimously

Resolution No: 17.2 Committee Appointments
28/2025

Moved By: Tyler Hazelwood

THAT Council agrees to the 2025 Committee Appointment list, a list that is attached and forms part of the minutes.

Carried Unanimously

Resolution No: 17.3 Weed Inspector
29/2025

Moved By: Tyler Hazelwood

THAT Council agrees to appoint Marcel Baynton as the RM Weed Inspector for 2025.

Carried Unanimously

Resolution No: 17.3.1 Weed Management Plan
30/2025

Moved By: Guy St. Hilaire

THAT Council approves the 2025 Weed Management Plan.

Carried Unanimously

Resolution No: 17.3.2 Pest Control Officer
31/2025

Moved By: Tyrel Tait

THAT Council agrees to appoint Peter Ksygniuk as the RM's 2025 Pest Control Officer, with wages and mileage set by the ADD Board.

Carried Unanimously

18. Roads and Streets

Resolution No: 18.1 Halcro Lane
32/2025

Moved By: Robin Fremont

THAT Council agrees to name the road located at the section between Range Road 2260 and Range Road 2255 Halcro Lane.

Carried Unanimously

Resolution No: 33/2025 **18.2 Municipal Road Sign Request**

Moved By: Robin Fremont

THAT Council agrees to install a Stop sign at the intersection of Phelps Drive and Elevator Road.

Carried Unanimously

Resolution No: 34/2025 **18.3 Unnamed Road - Div. 4**

Moved By: Richard Wilson

THAT Council agrees to name the road located at the section between RR 2271 and RR 2265 as "Turkey Trail" for the purpose of civic addressing.

Carried Unanimously

Resolution No: 35/2025 **18.4 Unnamed Road 2 - Div. 4**

Moved By: Tyrel Tait

THAT Council agrees to name the road located at the section between TWP 455 and TWP 461 along Highway 2 as "Bird Lane" for the purpose of civic addressing.

Carried Unanimously

19. Bylaws & Policies

Resolution No: 36/2025 **19.1 Policy 05.01 Approaches within the RM**

Moved By: Tyler Hazelwood

THAT Council approve the changes made to Policy 05.01 - Approaches Within the Municipality.

Carried Unanimously

Resolution No: 37/2025 **20. Correspondence**

Moved By: Donovan Brule

THAT the following correspondence, be received, and filed.

Carried Unanimously

Resolution No: 38/2025 **21. Recess**

Moved By: Donovan Brule

THAT we recess at 3:09 pm.

Carried Unanimously

Reeve Tyrel Tait called the meeting back to order at 3:16 pm.

22. Planning Officer Report

Resolution No: 22.1 SW 29-47-26-W2 - Blk/Par E-Plan 102215001 Ext 0
39/2025

Moved By: Donovan Brule

THAT Council approves the sign application for the installation of a New Holland Agriculture and a Bourgault signs submitted by Redhead Equipment, located at SW 29-47-26-W2, Block/Parcel E-Plan 102215001 Ext 0, will be installed 100 feet apart, as approved by the Ministry of Highways as per section 3.4.3 of the RM of Prince Albert's Zoning Bylaw 3 of 2010.

Carried

Resolution No: 22.2 Subdivision - SW 16-49-23-W2
40/2025

Moved By: Mike Grassick

THAT the application by Andrea Marks, authorized representative of Joyce Trach, to subdivide a 4.047-hectare parcel from SW 16-49-23-W2 be approved in accordance with Section 6.2 of the RM of Prince Albert Zoning Bylaw and Section 4.4.1 of the Prince Albert Planning District Official Community Plan, with the following conditions:
- A Road Development Agreement must be executed, which will address the RM road upgrade as outlined in Section 4.2.10 of the Prince Albert Planning District Community Plan and RM of Prince Albert Policy 6.02. The applicant will be responsible for covering the associated costs.

Carried Unanimously

Resolution No: 22.3 Subdivision - NW 23-45-28-W2
41/2025

Moved By: Richard Wilson

THAT the application by Louis Breton, to subdivide a 4.04-hectare parcel from NW 23-45-28-W2 be approved in accordance with Section 6.2 of the RM of Prince Albert Zoning Bylaw and Section 4.4.1 of the Prince Albert Planning District Official Community Plan, with the following conditions:
- A Road Development Agreement must be executed, which will address the RM road development as outlined in Section 4.2.10 of the Prince Albert Planning District Community Plan and RM of Prince Albert Policy 6.02. The applicant will be responsible for covering the associated costs.
- That the approach be approved by the RM Director of Public Works, built to RM requirements with the cost paid by the applicant.

Carried Unanimously

Resolution No: 23. 2025 Gravel Contract Extension
42/2025

Moved By: Mike Grassick

THAT Council agrees to extend the Gravel Contract for 25,000 cubic yards for 2025, as per the 2024 agreement, with Ruskowski Enterprise.

Carried Unanimously

Resolution No: 24. Amendment to Res. #375/2024 - Gravel Retriever
43/2025

THAT Council agrees to amend Resolution 375/2024 to state:

To purchase a Kubota PH3301 Power Harrow from Glenmor in the quoted amount of \$31,857.00

Carried

Councillor Brule declared a conflict of interest and abstained from the vote.

Councillor Brule left Council Chamber at 3:59 pm.

Resolution No:
44/2025

25. Sponsorship Request

Moved By: Tyler Hazelwood

THAT Council agrees to support the snowmobile race to take place on February 22nd, 2025 by providing a grader for the purpose of pushing snow, any costs for wages will be paid by the snowmobile club.

Carried

Councillor St. Hilaire declared conflict of interest and abstained from the vote.

Resolution No:
45/2025

26. Council Indemnity

Moved By: Robin Fremont

THAT the Payroll Direct Deposit in the amount of \$8,291.25, which is made up of January's Council Indemnity be approved for payment.

Carried Unanimously

Resolution No:
46/2025

27. Adjournment

Moved By: Mike Grassick

THAT it being 4:37 pm, we now adjourn.

Carried Unanimously

Tyrel Tait, Reeve

Rochelle Neff, Chief Administrative Officer