



Council Meeting Minutes
May 14, 2025 - 09:00 AM

Regular Meeting of Council held in the Council Chambers of the Rural Municipality of Ste. Anne at 395 Traverse Road in Ste. Anne, on May 14, 2025.

CALL TO ORDER 9:00 AM

Reeve Richard Pelletier called the meeting to order at 9:00 am by acknowledging that we are located on Treaty 1 Lands, the traditional lands of the Anishinaabe, Cree, Oji-Cree, Dakota, Dene, and the birthplace of the Métis Nation.

ATTENDANCE

| COUNCIL MEMBER | IN ATTENDANCE | ABSENT |
|--------------------------|---------------|--------|
| RICHARD PELLETIER, REEVE | X | |
| SARAH NORMANDEAU, WARD 1 | X | |
| KYLE WACZKO, WARD 2 | X | |
| PATRICK STOLWYK, WARD 3 | X | |
| BRAD INGLES, WARD 4 | X | |
| ROBERT SARRASIN, WARD 5 | X | |
| RANDY EROS, WARD 6 | X | |

Also in attendance were:
Chief Administrative Officer, Shelley Jensen
Legislative Officer, Nadine Vielfaure

ADOPTION OF AGENDA

2025-157
Councillor Normandeau
Councillor Sarrasin
BE IT RESOLVED THAT the agenda for the May 14, 2025, regular meeting be adopted as circulated and amended to include an In Camera addition, and a discussion on Regional Libraries under Municipal Delegate Reports.
CARRIED

ADOPTION OF MINUTES

2025-158
Councillor Normandeau
Councillor Waczko
BE IT RESOLVED THAT the April 23, 2025, regular meeting minutes be adopted as circulated.
CARRIED

FINANCE

Cheque Listing

2025-159

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED THAT the following cheques numbered #20250146 - #20250159 and EFT's numbered #202500395 - #202500452 (inclusive) in the amount of \$330,024.23 be approved for payment.

CARRIED

Financial Statements

2025-160

Councillor Normandeau

Councillor Ingles

BE IT RESOLVED THAT the Financial Statements for the period ending December 31, 2024, (unaudited) and April 30, 2025, be approved and adopted as presented.

CARRIED

MUNICIPAL DELEGATE REPORTS

Community Clean-up & BBQ - May 3-4, 2025

Regional Library - Councillor Kyle Waczko

UNFINISHED BUSINESS – None.

NOTICE OF MOTION / PETITIONS – None.

COMMITTEE MINUTES AND MATTERS

Local Urban District of Richer Committee Meeting - May 7, 2025 Minutes

2025-161

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT the May 7, 2025, LUD of Richer Committee meeting minutes be received as presented.

CARRIED

At 9:20 am, Councillor Kyle Waczko declared an interest and recused himself from the meeting for the duration of the discussion and voting on Resolution #2025-162.

At 9:21, Councillor Patrick Stolwyk declared an interest and recused himself for the duration of the discussion and voting on Resolution #2025-162.

LUD-Based Grant Applications - 2025 Spring Intake

2025-162

Councillor Ingles

Councillor Sarrasin

WHEREAS Council of the RM of Ste. Anne entrusted the LUD of Richer Committee to allocate \$70,000 to organizations serving the LUD area in 2025;

AND WHEREAS, after giving careful consideration to the multiple applications received, the LUD of Richer Committee have made their recommendation to Council through their Resolution #LUD-2025-41;

BE IT RESOLVED THAT the Council approve the LUD-based grant allocations as recommended by the LUD of Richer Committee and as outlined below:

- Dawson Trail Museum - \$5,000 for Operating Expenses
- Dawson Trail Trek c/o Dawson Trail Museum - \$1,000 Sponsorship

- Richer Community Club - \$2,000 for Operating Expenses (as per Res #LUD-2021-07)
- Richer Community Club - \$3,000 for Events (as per Res #LUD-2021-07)
- Richer Community Club - \$7,000 for Electrical & Security Upgrades
- Richer Community Club - \$26,000 for Operating Expenses
- Richer Daycare - \$ 3,000 for Operating Expenses
- Richer Recreation Committee - \$9,500 for Programming
- Richer Roughstock Rodeo Committee - High School Rodeo - \$2,000 for a Platinum Sponsorship
- Richer School - \$1,100 for the Breakfast Program (50% to be paid in Spring/Fall as per Res #LUD-2020-33)
- Richer Young at Hearts Club - \$10,000 for new chairs

BE IT FURTHER RESOLVED THAT these grants be disbursed in November 2025 once all policy requirements have been satisfied, with the exception of the Spring Richer School Breakfast grant which is to be release immediately;

CARRIED

At 9:22 am, Councillors Waczko and Stolwyk rejoined the meeting.

LUD Sidewalk Construction Projects - 2025

2025-163

Councillor Sarrasin

Councillor Stolwyk

WHEREAS the LUD of Richer Financial and Service Plans provide funding to complete 3 sidewalk constructions projects, being the crosswalk, a buckle repair, and re-construction along the east side of PR 302 north of Dawson Road;

AND WHEREAS quotations have been received from 7 contractors for these 3 projects.

BE IT RESOLVED THAT Council approve the quotation dated March 25, 2025, from PPM Developments Inc. in the amount of \$77.75/linear foot, plus GST, to complete the above referenced projects;

BE IT FURTHER RESOLVED THAT Council authorize \$20,000 from the LUD Reserve fund, originally slated for pathway development, to be used to increase the scope of work to a total of \$70,000, bringing the PR 302N sidewalk reconstruction project to a maximum of 900 linear feet, or from Dawson Road to roughly #55 PR 302N.

CARRIED

HEARINGS - 10:00 am

Tabled until the scheduled Hearing time.

DELEGATION(S)

Tabled until the scheduled Delegation time.

DEPARTMENT MANAGER REPORTS

CAO Report

Received as information.

BY-LAWS

By-law #2025-03 - To Close the Bi-Pole Reserve Fund

2025-164

Councillor Eros

Councillor Stolwyk

BE IT RESOLVED THAT By-Law #2025-03, being a by-law to close the municipal Manitoba Hydro Bipole III Community Development Initiative Reserve Fund, be given first reading.

CARRIED

By-law #2025-04 - To Close the MPP Reserve Fund

2025-165

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT By-Law #2025-04, being a by-law to close the Province of Manitoba Mitigation and Preparedness Program Reserve Fund, be given first reading.

CARRIED

NEW BUSINESS

AMM Eastern District Meeting - June 10, 2025 - Beauséjour

Received as information.

Province of Manitoba - Noxious Weed Agreement 2025

2025-166

Councillor Waczko

Councillor Ingles

WHEREAS the RM of Ste. Anne is prepared to assume responsibility for performing Noxious Weed Control Services along Provincial Roadways, through a 3rd party contractor, with costs to be reimbursed by the Province in accordance with our mutual Agreement;

BE IT RESOLVED THAT Council authorize the Reeve and CAO to execute the Master Services Agreement for Noxious Weed Control in 2025 between the Government of Manitoba as represented by the Minister of Infrastructure and the RM of Ste. Anne, as presented.

CARRIED

Giroux Asphalt Project - Quotes

2025-167

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT Council accepts the quotation as submitted from Maple Leaf Construction, dated April 1, 2025, in the amount of \$189,400, plus GST, for the asphaltting of 1st Avenue, 2nd Street, and Road 39E in Giroux, as well as milling the Giroux Park & Fire Hall Parking Lot, as presented, and authorizes all works to be completed and costs to be paid as per the quotation.

CARRIED

Frost Boil Asphalt Repair- Dawson @ Road 41E

2025-168

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council accepts the quotation as submitted from MapleLeaf Construction by email on May 7, 2025, to repair a frost boil located at the intersection of Dawson Rd at Road 41E, in the amount of \$18,440, plus GST, and authorizes all works to be completed and costs to be paid as per quotation from the municipal operating budget.

CARRIED

Lilac Lane Asphalt Repair Patch

2025-169

Councillor Eros

Councillor Normandeau

BE IT RESOLVED THAT Council accepts the quotation as submitted from Maple Leaf Construction Ltd. by email on May 8, 2025, to repair the asphalt on a portion of Lilac Lane, in the amount of \$14,400, plus GST, and authorizes all works to be completed and costs to be paid as per quotation from the municipal operating budget.

CARRIED

Office Landscaping Quotes

2025-170

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT Council accepts Estimate #1008 as submitted from Paradise Landscape and Design Inc, for landscaping works at the municipal office, including pruning, planting, removal vegetation, maintaining the rock beds and edging, repairs to the sprinkler system, among others, in the amount of \$7,700 plus GST, as presented and authorizes all works to be completed and costs to be paid as per quotation.

CARRIED

Grants Policy - Revisions

2025-171

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT the Municipal Grants Policy #08-ADMIN be approved as revised and presented.

BE IT FURTHER RESOLVED THAT administration be directed to take appropriate steps to inform the public and relevant organizations of the revisions made to the grant application policy and invite submissions for the Fall 2025 Intake period.

CARRIED

Road Stabilization - Quote requested at AMM

Received as information.

At 9:40 am, Councillor Kyle Waczko left the meeting.

Invitation - ACR MB Horse Royal Canadian Cadet Corps.

Received as information.

Community Futures Triple R - Economic Development Training

Received as information.

At 9:45 am, Councillor Kyle Waczko rejoined the meeting.

Economic Development/CDC

Administration to investigate.

2025 Convocation Attendance - Bursary presentation

Council confirmed the following:

- College Lorette Collegiate – June 26th at 1:30 PM Transcona Country Club - Councillor Randy Eros.
- Ste. Anne Collegiate – June 26th at 9:30 AM Transcona Country Club - Councillor Robert Sarrasin.
- Ecole Pointe-des-Chenes – June 20th at 10:00 am Ste. Anne Parish - Reeve Richard Pelletier.

Backhoe Loader Quotes

2025-172

Councillor Ingles

Councillor Eros

BE IT RESOLVED THAT Council accepts the quotation as submitted from Centerline, dated May 7, 2025, for a 2018 CAT 420F2 Backhoe in the amount of \$100,000, including PST, as presented and authorizes all associated costs to be paid to bring this piece of equipment into service.

CARRIED

Road Sander Quotes

2025-173

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT Council accepts the quotation as submitted from Fort Garry Industries, for a Road Sander Unit with total costs to bring the asset into service not to exceed the budgeted amount of \$15,000.

CARRIED

May 20, 2025 Committee of the Whole Meeting - Update

Received as information.

Municipal Community Garage Sale

Administration instructed to proceed as presented.

Resident Request for Service

2025-174

Councillor Ingles

Councillor Eros

WHEREAS a request for service was made to Council concerning the sidewalk crossing the driveway at 49 Dawson Road W, being that the municipal sidewalk is at a higher elevation than the lot grade or driveway surface causing issues for vehicles and maintenance of this property; AND WHEREAS Administration is recommending municipal resources not be used to address the issue at this location, in part due to the sidewalk in question having been constructed in 2015; BE IT RESOLVED THAT Council deny the request for service as the issue is due to low lot grading and maintenance rather than a systemic or negligent sidewalk construction from 2015.

CARRIED

HEARINGS - 10:00 am

The CAO reviewed the procedures for Public Hearings and confirmed that the notification requirements of the Planning Act have been met for all Hearings on the May 14, 2025, Council Meeting Agenda.

Variation Order #05-25 - Site Area - Kevin Wood

2025-175

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Variation Order #05-25 to vary the minimum site area from 2 acres to 0.64 acres for the purpose of constructing an accessory use (shop) at 64 Dawson Road East; NW 16-8-8E, in an area zoned Residential Urban, at 10:04 am.

CARRIED

The applicant, Kevin Wood, was not in attendance.

The LUD of Richer Committee expressed their support for the proposal.

No presentations from members of the public were received.

OUT OF HEARING - VO #05-25 - Site Area - Kevin Wood

2025-176

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Variation Order #05-25 be closed and that this meeting reconvene into regular session at 10:50 am.

CARRIED

Conditional Use #06-25 & Variation Order #04-25 - Secondary Suite (detached) - Lafreniere

2025-177

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use #06-25 to allow for a Detached Secondary Suite & Variation Order #04-25 to vary the North side setback from 25 feet to 18 feet for the existing mobile home at 36075 PR 210, SE 2-7-7E, in an area zoned Agriculture, at 10:05 am.

CARRIED

The applicant, Eric Lafreniere, was not in attendance.

No presentations from members of the public were received.

OUT OF HEARING - CU #06-25 & VO #04-25 - Secondary Suite (detached) - Lafreniere

2025-178

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Conditional Use #06-25 & Variation Order #04-25 be closed and that this meeting reconvene into regular session at 10:06 am.

CARRIED

Conditional Use #07-25 & Variation Order #06-25 - Secondary Suite (attached) - Marv Bergen

2025-179

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use Order #07-25 to allow for an Attached Secondary Suite & Variation Order #06-25 to vary the maximum permitted floor area of an attached secondary suite from 374 sq ft. (40% of the principal floor area) to 867 sq ft. at 38039 Road 38N, SE 15-8-8E, in an area zoned Rural Residential 5, at 10:06 am.

CARRIED

The applicant, Marv Bergen, was in attendance to answer any questions or speak to the proposal if required.

No presentations from members of the public were received.

OUT OF HEARING - CU #07-25 & VO #06-25 - Secondary Suite (attached) - Marv Bergen

2025-180

Councillor Eros

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Conditional Use Order #07-25 & Variation Order #06-25 be closed and that this meeting reconvene into regular session at 10:07 am.

CARRIED

VO#05-25 - Site Area - Kevin Wood

2025-181

Councillor Sarrasin

Councillor Ingles

WHEREAS a Public Hearing was held for Variation Order #05-2025 to vary the minimum site area from 2 acres to 0.64 acres in order to bring the property into compliance with current Zoning By-law requirements;

BE IT RESOLVED THAT Council approve Variation Order #05-2025 for any existing or future permitted uses under Zoning By-law #2023-13, on Lot 2 Plan 30957, being 64 Dawson Road E.

CARRIED

CU#06-25 & VO#04-25 - Secondary Suite (detached) Lafreniere

2025-182

Councillor Stolwyk

Councillor Ingles

WHEREAS a Public Hearing was held for Conditional Use #06-25 to allow for a Detached Secondary Suite and Variation Order #04-25 to vary the North side setback from 25 feet to 18 feet for the existing mobile home at 36075 PR 210, SE 2-7-7E, in an area zoned Agriculture;

BE IT RESOLVED that Conditional Use Order #06-25 and Variation Order #04-25 be conditionally approved subject to the following:

1. The Developer is responsible for meeting all federal and provincial regulatory requirements, including those for water and wastewater servicing;
2. The Developer must obtain building permit.

CARRIED

CU#07-25 & VO#06-25 - Secondary Suite (attached) - Marv Bergen

2025-183

Councillor Normandeau

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use Order #07-25 to allow for an Attached Secondary Suite & Variation Order #06-25 to vary the maximum permitted floor area of an attached secondary suite from 374 sq ft. (40% of the principal floor area) to 867 sq ft. at 38039 Road 38N, SE 15-8-8E, in an area zoned Rural Residential 5;

BE IT RESOLVED that Conditional Use Order #07-25 and Variation Order #06-25 be conditionally approved subject to the following:

1. The Developer is responsible for meeting all federal and provincial regulatory requirements, including those for water and wastewater servicing;
2. The Developer must obtain building permit.

CARRIED

PLANNING & DEVELOPMENT

Appointment of Municipal Engineering Support Services Provider – 2025–2028

2025-184

Councillor Eros

Councillor Stolwyk

WHEREAS the Municipality periodically seeks proposals for professional services, such as Engineering Services;

AND WHEREAS 8 proposals for Municipal Engineering Support Services were received following a call for proposals upon the expiration of the current contract's term;

BE IT RESOLVED that Council accepts the proposal submitted by WSP Canada for Municipal Engineering Services.

BE IT FURTHER RESOLVED THAT Administration be authorized to enter into a service agreement with WSP Canada if/as required, provided it adheres to the scope outlined in the Proposal.

BE IT FURTHER RESOLVED THAT, should additional engineering fees be incurred due to the change in municipal engineering firm for the review of active subdivision files, that the Municipality be responsible for those transitional fees where appropriate, at the discretion of the Development Officer and CAO.

CARRIED

Appointment of Planning Consultant – Development Plan Review and Update

2025-185

Councillor Eros

Councillor Ingles

WHEREAS Council passed Resolution #2025-110 authorizing a call for proposals from consulting firms to assist with the Development Plan amendment specifically to conduct research and analysis and effect desired mapping changes;

BE IT RESOLVED that Council appoints Landmark Planning & Design Inc. as the consulting firm to support the Development Plan Amendment project, and authorizes administration to negotiate and proceed with the finalization of the agreement at a cost of \$17,880 plus applicable taxes and disbursements.

BE IT RESOLVED THAT Administration be authorized to enter into a service agreement with Landmark Planning & Design if/as required, provided it adheres to the scope outlined in the Proposal.

CARRIED

CONSENT AGENDA

2025-186

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT the consent agenda consisting of the following 27 items be adopted as circulated:

- AMM - Various Correspondence
- FCM - Various Correspondence
- Northeast Red Watershed District
- Various Articles
- Manitoba Government
- Manitoba Municipal Administrators
- Age-Friendly Manitoba
- Eastman Tourism
- Letter to Minister - Re: PTH 302 at Hwy No. 1 - Safety Study
- Multi-Material Stewardship Manitoba
- Climate West
- Public Utilities Board
- Manitoba Association of Watersheds
- Manitoba Association of Senior Communities
- Southeast Cancer Support Services
- Burns Maendel Consulting Engineers LTD
- Manitoba Emergency Management Organization
- Swift Underground
- Office of the Fire Commissioner - Bulletin 2025-003 - Burn Ban
- Manitoba Accessibility Office
- Marie-Rose Markmann Delegation - Additional Correspondence
- Book Launch - Matthew Tétreault
- CN Correspondence
- Community Futures Triple R
- Eastern District Golf Tournament
- Municipal and Northern Relations
- Association of Manitoba Bilingual Municipalities

CARRIED

IN CAMERA

2025-187

Councillor Normandeau

Councillor Ingles

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 10:17 am, to discuss Personnel Matters, By-law Enforcement Matters, and Matters in Preliminary Stages of discussion under Section 152(3) of *The Municipal Act*.

CARRIED

At 10:28 am, Councillor Sarah Normandeau left the meeting.

At 11:00 am, Jennifer Hanson with TDS Law was invited to join Council In Camera to discuss matters in preliminary stages of discussions.

At 12:07 pm, Councillor Randy Eros left the meeting.

OUT OF CAMERA

2025-188

Councillor Ingles

Councillor Sarrasin

BE IT RESOLVED THAT Council reconvene into regular session at 12:13 pm, and that all information discussed In Camera be kept in confidence until the matter is discussed at a public meeting of Council or Committee.

CARRIED

Employee Handbook Updates

2025-189

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT Council update and amend the Employee Handbook, Benefits, and Code of Conduct manual as follows:

- Section 2.2: include reference to Municipal Abuse & Molestation Policy
- Section 4.6: amended to refer to the CAO's Employment Agreement for overtime administration.
- Section 4.7: amended to elaborate on the original wording in order to clarify the administration of staff overtime entitlements.
- Section 12.1: amended to clarify the mandatory participation in the Municipal Employee Benefits Program (MEBP).
- Section 13.1: amended to reflect meal allowances as reimbursed as per Council's policy without proof of purchase being required.
- Section 15.3: amended to remove the one year waiting period between successful completion of a relevant education program and an associated wage increase.
- Section 17.1: amended to remove the ability of the direct supervisor to consult with the employee's peers when conducting a performance evaluation.
- Section 17.5: amended to clarify the annual cost of living increase is determined based on the previous 12-month span.
- Section 18.2: to amend the reporting requirements when an employee's driver's license is suspended or cancelled to now be addressed to their direct supervisor rather than the CAO.
- Section 22.3: reworded to clarify that vacation leave may be requested for an employee choosing to participate in political activities.
- Schedule B: Organizational Chart updated to reflect the creation of the PW/Recreation Administrative Assistant position.
- Policy #07-Admin: Promotional Items Policy: was updated to reflect the version approved by Council Resolution #2025-46.
- Further minor adjustments throughout to correct typos, renumber articles as required, update index page, and general formatting.

CARRIED

ADJOURNMENT

2025-190

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT this regular meeting be adjourned at 12:14 pm.

CARRIED

NEXT MEETING(s)

Regular Evening Meeting

Regular Day Meeting

May 28, 2025 @ 6:00 pm

June 11, 2025 @ 9:00 am

Original signed by:

Richard Pelletier

Reeve

Original signed by:

Shelley Jensen, CMMA

Chief Administrative Officer