



**Committee of the Whole Meeting Minutes
November 18, 2025 - 09:00 AM**

Meeting of the Committee of the Whole of the RM of Ste. Anne held at the Municipal Council Chambers in the Rural Municipality of Ste. Anne at 395 Traverse Road on November 18, 2025.

CALL TO ORDER

Reeve Richard Pelletier called the meeting to order at 9:03 am.

ATTENDANCE

COUNCIL MEMBER	IN ATTENDANCE	ABSENT
RICHARD PELLETIER, REEVE	X	
SARAH NORMANDEAU, WARD 1	joined at 9:13 am	
KYLE WACZKO, WARD 2	virtually	
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
Finance Officer, Tiana Bohemier

AGENDA

CotW-2025-45

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED THAT the agenda for the November 18, 2025, Committee of the Whole meeting be adopted as circulated.

CARRIED

EXECUTIVE MATTERS

At 9:13 am, Councillor Sarah Normandeau joined the meeting.

Municipal Naming Policy - DRAFT

CotW-2025-46

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT Council be recommended to approve the Municipal Naming Policy as presented.

CARRIED

Learn-to-Swim Rebate Policy - DRAFT

CotW-2025-47

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT Council be recommended to approve the Learn-to-Swim Registration Fee Rebate Policy as presented and amended.

CARRIED

Bursary Policy

CotW-2025-48

Councillor Stolwyk

Councillor Normandeau

BE IT RESOLVED THAT Council be recommended to approve the Municipal Bursary Policy as presented and amended

CARRIED

Organizational By-law #2023-08

The Committee concluded that the Organizational By-law #2023-08 is to remain unchanged.

Procedures By-law #2023-19

The Committee concluded that the Procedures By-law #2023-19 is to remain unchanged.

Code of Conduct By-law #2020-13

CotW-2025-49

Councillor Ingles

Councillor Normandeau

WHEREAS Section 12 of the Council Code of Conduct By-law #13-2020 states that this by-law must be reviewed annually, having been last confirmed by Resolution #2024-495;

BE IT RESOLVED THAT Council be recommended to confirm By-law #13-2020 as originally enacted.

CARRIED

Indemnities By-law #2025-06

Administration is directed to amend Indemnities By-law #2025-06 as follows:

- provide an Annual Cost of Living increase for the monthly indemnity paid to each Council member, in keeping with the percentage awarded to staff by policy.
- Committee meetings will be automatically remunerated.
- Section 5 be simplified to reflect that any time commitment exceeding 4 hours will receive the \$200 indemnity.

Administration is to consult with the LUD Committee regarding an increase to their indemnities.

Event Attendance Remuneration Policy #06-Admin

Administration is directed to amend Event Attendance Remuneration Policy #06-Admin:

- to align with the changes to the Indemnity By-law proposed during this meeting.
- to change the Section 4 regarding travel and lodging arrangements to increase flexibility and allow either the elected official or staff to make the reservations as discussed.

At 10:40 am, Operations Manager Kevin Medeiros joined the meeting.

Use of Municipal Resources in Elections By-law #02-2022

Administration is directed to amend Use of Municipal Resources in Elections By-law #02-2022 to include provisions and limitations for advertisements in road allowances in proximity to municipal properties.

Election Campaign Expense By-law #2018-03

Administration is directed to amend Election Campaign Expense By-law #2018-03 as follows:

- Increase the spending limit to \$4,000 for Reeve and \$3,000 for Councillors.

Ward Boundary By-law #2018-01

The Committee concluded that the Ward Boundary By-law #2018-01 is to remain unchanged.

ENVIRONMENT MATTERS

Commercial Garbage Policy

Received as information.

TRANSPORTATION MATTERS – None.

LAND USE PLANNING AND DEVELOPMENT MATTERS

Geotechnical Report Requirements – Recommendations for Council Direction

Administration is directed to prepare a draft policy or guideline on Geotechnical Report requirements.

Adoption of Car Wash Development Policy

CotW-2025-50

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED that Council be recommended to adopt the Car Wash Development Policy as presented, to guide the review and regulation of current and future car wash developments within the RM of Ste. Anne.

CARRIED

ECONOMIC DEVELOPMENT MATTERS – None.

RECREATION MATTERS

Unofficial Library Survey - Results

Administration directed to add a motion to the next Council Meeting to appoint Councillor Waczko to represent the RM for all Library related meetings.

PROTECTION MATTERS – None.

PERSONNEL MATTERS – None.

NEW AND OTHER BUSINESS

AMM Meeting with RCMP Tuesday November 25th, 8:30am - Meeting Room 6

A discussion was had on the priority topics for discussion during this meeting.

Invitation - Seine River School Division - Public Budget Information Session

Received as information.

Councillor Request to Discuss LUD Garbage Contract

Administration to carry on with contract negotiations and public communication as discussed.

Councillor Request - STARS contribution discussion

Received as information.

At 11:37 am, Councillor Sarah Normandeau, Finance Officer Tiana Bohemier and Operations Manager Kevin Medeiros left the meeting.

IN CAMERA

CotW-2025-51

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 11:37 am, to discuss Legal Matters under Section 152(3) of *The Municipal Act*.

CARRIED

OUT OF CAMERA

CotW-2025-52

Councillor Ingles

Councillor Sarrasin

BE IT RESOLVED THAT this meeting reconvene into regular session at 11:51 am, 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

ADJOURNMENT

CotW-2025-53

Councillor Stolwyk

Councillor Ingles

BE IT RESOLVED THAT this Committee of the Whole meeting be adjourned at 11:52 am.

CARRIED

NEXT MEETING(s)

Committee of the Whole Meeting

December 16, 2025 @ 9:00 am

Original signed by:

Richard Pelletier
Reeve

Original signed by:

Shelley Jensen, CMMA
Chief Administrative Officer