



Council Meeting Minutes
August 13, 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 August 13, 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	via phone	
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

ADOPTION OF AGENDA

2025-283
Councillor Sarrasin
Councillor Waczko
BE IT RESOLVED THAT the agenda for the August 13, 2025, regular meeting be adopted as circulated and amended.
CARRIED

ADOPTION OF MINUTES

2025-284
Councillor Normandeau
Councillor Waczko
BE IT RESOLVED THAT the July 23, 2025, regular meeting minutes be adopted as circulated.
CARRIED

FINANCE

Cheque Listing

2025-285

Councillor Eros

Councillor Normandeau

BE IT RESOLVED THAT the following cheques numbered #20250227 – #20250251 and EFT's numbered #202500680 - #202500765 (inclusive) in the amount of \$515,704.84 be approved for payment.

CARRIED

Financial Statements

2025-286

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT the Financial Statement for the period ending July 31, 2025 be approved and adopted as presented.

CARRIED

2024 Surplus Allocation

2025-287

Councillor Normandeau

Councillor Eros

WHEREAS after receiving the draft financial audit and prior to making the necessary adjusting entries, the total 2024 projected surplus is \$745,872.28, recommended to be split as follows:

- Waste Management - \$25,000.00
- PW Equipment - \$150,000
- Fire Protection Services - \$315,000.00
- Recreation & Culture - \$30,000.00
- Economic Development - \$20,000.00
- Green Initiative - \$5,000.00
- Disaster Mitigation - \$5,000.00

AND WHEREAS Council previously authorized the total 2024 LUD of Richer year-end surplus to be transferred to the LUD of Richer Reserve Fund, as recommended by that Committee, in the amount of \$98,676.97;

BE IT RESOLVED THAT the above amounts be transferred to those respective reserve funds with the remaining balance of the projected 2024 year-end surplus be transferred into the General Reserve Fund, pending Council's approval of the final audited 2024 Financial Statements, with Administration authorized to make minor adjustments to these allocations.

CARRIED

At 9:06 am, Finance Officer Tiana Bohemier left the meeting.

MUNICIPAL DELEGATE REPORTS

Richer Rodeo and Parade – August 8, 9, & 10, 2025

UNFINISHED BUSINESS – None.

NOTICE OF MOTION / PETITIONS – None.

COMMITTEE MINUTES AND MATTERS

Local Urban District of Richer Committee Meeting - August 6, 2025

2025-288

Councillor Stolwyk

Councillor Waczko

BE IT RESOLVED THAT the August 6, 2025, LUD of Richer Committee meeting minutes be received as presented.

CARRIED

LUD of Richer Area Wastewater Management Reserve Fund - Clarification

2025-289

Councillor Normandeau

Councillor Stolwyk

WHEREAS LUD of Richer Committee Resolution #LUD-2025-60 recommended Council dedicate reserve funds towards future wastewater management endeavors in the Richer area in order to better positioned when the time comes to proceed with a wastewater management system in Richer, with less financial burden through direct taxation or borrowing.

AND WHEREAS LUD Resolution #LUD-2025-68 clarified their recommendation as follows:

- The LUD recommends Council start saving for a future LUD area wastewater management facility,
- That these amounts be tracked separately from the reserve funds for the existing municipal lagoon through the creation of an 'Richer-Area Wastewater Management Reserve Fund, or a sub-account within the existing reserve fund.
- That the LUD of Richer is prepared to contribute to an LUD-specific fund (or sub-account) for expenses associated with a possible future sewer system, such as infrastructure installation within LUD boundaries, or subsidies for LUD property hook-up costs for example.
- That the allocation into these reserve funds be determined annually at budget time.

BE IT RESOLVED THAT Council direct administration to create internal sub-accounts within our Wastewater Management Reserve Fund to track savings for future wastewater management projects for the Richer area, with the ability to track funds allocated from the At Large tax base, separately from funds raised from the LUD taxpayers for this purpose.

BE IT FURTHER RESOLVED THAT Council direct Administration to include a discussion on allocation to this sub-reserve account during preliminary 2026 Budget deliberations, and annually thereafter.

CARRIED

Heartfelt Lunches Committee Meeting - August 5, 2025

Received as information.

DELEGATION(S)

Subdivision #4175-21-8423 - Delegation 9:15 to 9:30 - Sheldon Proulx - POSTPONED

Postponed to the Committee of the Whole meeting scheduled for August 19, 2025, at 9:15 a.m.

HEARINGS – None.

DEPARTMENT MANAGER REPORTS

Notice of Noise Permit Issued

Council was informed that a Noise permit was issued for the Tall Grass Road area on August 23, 2025.

BY-LAWS

By-law #2025-06 - Council Indemnity By-law - 2nd Reading

2025-290

Councillor Eros

Councillor Waczko

BE IT RESOLVED THAT By-Law #2025-06, being the Council Indemnity By-law, be given second reading.

CARRIED

By-law #2025-06 - Council Indemnity By-law - 3rd Reading

2025-291

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT By-Law #2025-06, being the Council Indemnity By-law, be given third and final reading.

COUNCIL MEMBER	IN FAVOUR	OPPOSED	ABSTAIN	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			

CARRIED

By-law #2025-07 - Kropp Road Opening By-law - 2nd Reading

2025-292

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT By-Law #2025-07, being a by-law to create a new Government Road Allowance named Kropp Road, be given second reading.

CARRIED

By-law #2025-07 - Kropp Road Opening By-law - 3rd Reading

2025-293

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT By-Law #2025-07, being a by-law to create a new Government Road Allowance named Kropp Road, be given third and final reading.

COUNCIL MEMBER	IN FAVOUR	OPPOSED	ABSTAIN	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			

CARRIED

By-law #2025-08 - Wastewater Management Reserve Fund - 1st Reading

2025-294

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT By-Law #2025-08, being a by-law to renew the existing Wastewater Management Reserve Fund, be given first reading.

CARRIED

NEW BUSINESS

Policy #07-ADMIN - Promotional Items Policy

2025-295

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council adopt the revisions to the Promotional Items Policy #07-ADMIN, broadening the scope of eligible items available under the policy, and clarifying the provision of promotional items for summer students.

CARRIED

Red River Basin Commission - 43rd Annual Summit Conference

2025-296

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT all Council members be authorized to attend the 43rd Annual Red River Basin Land & Water International Summit Conference from January 13-15, 2026, in Winnipeg, MB, with all associated costs to be paid.

CARRIED

PLANNING & DEVELOPMENT

At 9:40 am, Development Officer Hadiseh Bajelan joined the meeting.

Subdivision #4175-25-9082 - Levin Neumann

2025-297

Councillor Stolwyk

Councillor Waczko

WHEREAS Council has reviewed the Subdivision File #4175-25-9082, which proposes to subdivide one 5-acre lot and one 10-acre lot from an existing ±80.03-acre parcel (CT #3070993/1, Roll No. 83050) located in SW 22-7-8E, zoned "NA" Rural Natural Area;

THEREFORE BE IT RESOLVED THAT Subdivision File #4175-25-9082 be approved, subject to the following conditions (the order of conditions does not imply the order in which they must be completed):

1. That the property owner enter into a Development Agreement with the Municipality addressing the requirement for a geotechnical report for building any type of dwelling unit, with or without a basement, the preparation and construction of a drainage plan if required by the Municipality, and any other conditions deemed necessary;
2. That the applicant provide both an electronic and a hard copy of the Plan of Subdivision/Survey for the proposed Lots 1 and 2, as well as the residual lot, indicating the area of each lot in acres, prepared by a Manitoba Land Surveyor.
3. That the applicant provide a Building Location Certificate for the residual lot, prepared by a Manitoba Land Surveyor.
4. That the applicant obtain any necessary variations and pay the associated variation order fees;
5. That any non-conforming uses or buildings be brought into compliance with municipal Zoning By-law requirements to the satisfaction of the Designated Officer.
6. That the subdivision administrative fee of \$375 be required in accordance with By-Law 21-2023;
7. That \$1,883.66 dedication fee be paid to the Municipality in lieu of public reserve or school lands, in accordance with Section 136(1) of The Planning Act and Policy #03-ADMIN. Should design plans change, the allocation between cash and lands may be revised, provided that the 10% allocation for public reserve purposes is met under this Policy.
8. That a lot levy of \$2,000.00 per parcel created be paid, totaling \$4,000.00
9. That any engineered and/or legal document pertaining to this subdivision may be reviewed by the municipal engineer and/or lawyer; and
10. That all costs, including any legal and engineering costs incurred by the Municipality due to this subdivision, are to be borne by the applicant.

CARRIED

Subdivision #4175-21-8543 - Bench Lemind Properties Ltd.

2025-298

Councillor Eros

Councillor Sarrasin

WHEREAS Council approved a subdivision and Development Agreement for Kingsdale Place under File No. SD#4175-21-8543, including a condition requiring the installation of a security fence adjacent to the existing gun range on Lots 8 and 9;

AND WHEREAS the Developer has requested that the fencing requirement be reconsidered, citing that the gun range has reportedly not operated since Fall 2024 and that the property is currently listed for sale;

AND WHEREAS under *The Planning Act*, the legal non-conforming status of the gun range may lapse only after the use has been discontinued for 12 consecutive months, and the current Rural Residential (RR) zoning does not permit a gun range as a permitted use;

THEREFORE BE IT RESOLVED THAT

1. Council reaffirms the requirement that the full security fence and accompanying safety signage must be constructed prior to the issuance of any building occupancy certificates for any structures within the planned area;
2. Council requires that a separate letter of credit be provided by the Developer, covering the full value of the fence and associated signage, including all materials, installation, and applicable costs.

CARRIED

Subdivision #4175-21-8423 - Sheldon Proulx

Tabled to the Committee of the Whole meeting following the corresponding Delegation.

Subdivision #4175-24-8977 – Schinkel Properties - Fill Material on Lot 1

2025-299

Councillor Eros

Councillor Sarrasin

WHEREAS subdivision application #4175-24-8977 was approved by Council on August 26, 2024, through Resolution #2024-370;

AND WHEREAS condition #10 of that resolution requires the developer to clean the site to the satisfaction of the Designated Officer;

AND WHEREAS during an onsite meeting held on July 23, 2025, it was observed that excess fill material has been stockpiled on Lot 1 (a lot owned by the RM), as documented in the KGS Group Observation Report dated July 29, 2025;

AND WHEREAS the developer has submitted a written request for a 12-month extension to allow residents within the development to utilize the fill material for their own grading and landscaping, proposing that any remaining material be removed and the site restored at the end of the extension period;

THEREFORE BE IT RESOLVED THAT Council approves a 6-month extension from the date of this resolution to allow the fill material to remain on Lot 1, subject to the following conditions:

1. The Letter of Credit in the amount of \$37,300 shall remain in full force and effect;
2. No Final Construction Certificate shall be issued until all subdivision conditions have been fully satisfied to the satisfaction of the Municipality's Designated Officer;
3. The Developer shall remove all remaining fill material upon receiving two (2) months' written notice from the Municipality;
4. Lot 1 shall be restored to the satisfaction of the Designated Officer at the end of the 12-month period from the original date of stockpiling, unless Council grants a further written extension.

CARRIED

Development Agreement - Conditional Use #05-25 - Home-Based Industry for the retail sale of RVs - Nikkel

2025-300

Councillor Sarrasin

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use #05-25 to allow a Home-Based Industry for the retail sale and repair of used Recreational Vehicles (RVs) at 37113 Road 38E, NW 9-7-7E, in an area zoned Rural Residential 5;

AND WHEREAS Council conditionally approved Conditional Use #05-25 on June 11, 2025, under Resolution #2025-230, subject to the applicant and property owner entering into a Development Agreement with the Rural Municipality of Ste. Anne to address various operational conditions and requirements;

AND WHEREAS the draft Development Agreement has been prepared by Administration and signed by the Developer;

BE IT RESOLVED that the Development Agreement for Conditional Use #05-25 be approved as presented;

AND BE IT FURTHER RESOLVED that Council authorize the Reeve and Chief Administrative Officer to sign the Development Agreement on behalf of the Rural Municipality of Ste. Anne.

CARRIED

RM of Reynolds - By-Law #05- 2025 - Zoning By Law Amendment

Received as information.

RM of Taché - By-law #10-2025 - Development Plan

Received as information.

RM of Hanover - By-law #2587-25 - Rezoning

Received as information.

At 10:49 am, Development Officer Hadiseh Bajelan left the meeting.

CONSENT AGENDA

2025-301

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT the consent agenda consisting of the following 16 items be adopted as circulated:

AMM - Various Correspondence

FCM - Various Correspondence

Canadian Wildlife Service

Climate West

Various Articles

Village Ste. Pierre Jolys

Dawson Trail Trek

Province of Manitoba

Earth Day Canada

Eastman Tourism

Manitoba Association of Senior Communities

CDEM & Eco-West

City of Steinbach

STARS

Brandon Neighbourhood Renewal Corporation

Premier Kinew - Response to Councillor Waczko on Healthcare in Ste. Anne

CARRIED

IN CAMERA

2025-302

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 10:52 AM to discuss Personnel Matters, Matters of Security, By-law Enforcement Matters, Legal Matters, and Matters in Preliminary Stages of discussion under Section 152(3) of *The Municipal Act*.

CARRIED

OUT OF CAMERA

2025-303

Councillor Normandeau

Councillor Stolwyk

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

Personnel Matter - Employee Handbook Policy

2025-304

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT Council approve the Employee Handbook and Code of Conduct Policy as presented and amended, to revise Article 6 pertaining to Vacation leave effective January 1, 2026.

CARRIED

ADJOURNMENT

2025-305

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT this regular meeting be adjourned at 11:52 am.

CARRIED

NEXT MEETING(s)

Regular Evening Meeting

Regular Day Meeting

August 27, 2025 @ 6:00 pm

September 10, 2025 @ 9:00 am

Original Signed By:

Richard Pelletier

Reeve

Original Signed By:

Shelley Jensen, CMMA

Chief Administrative Officer