



**Council Meeting Minutes**  
**September 10, 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 September 10, 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**

2025-330  
Councillor Normandeau  
Councillor Sarrasin  
BE IT RESOLVED THAT the agenda for the September 10, 2025, regular meeting be adopted as circulated.  
**CARRIED**

**ADOPTION OF MINUTES**

2025-331  
Councillor Eros  
Councillor Ingles  
BE IT RESOLVED THAT the August 27, 2025, regular meeting minutes be adopted as circulated.  
**CARRIED**

## **FINANCE**

### **Cheque Listing**

2025-332

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT the following cheques numbered #20250273 – #20250282 and EFT's numbered #202500827- # 202500870 (inclusive) in the amount of \$222,508.29 be approved for payment.

**CARRIED**

### **Financial Statements**

2025-333

Councillor Stolwyk

Councillor Normandeau

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

**CARRIED**

### **Amendment to Financial Approvals Process**

2025-334

Councillor Ingles

Councillor Eros

WHEREAS the current financial approvals process requires the Reeve to sign each individual person's payroll sheet and accounts payable EFT (Electronic Funds Transfer), and;

WHEREAS all payables, including payroll and accounts payable, are approved by Council through resolution, and;

WHEREAS the municipal auditor has advised that individual signatures are not necessary provided that proper Council approval is obtained and documented;

BE IT RESOLVED THAT the requirement for the Reeve to sign each individual person's payroll sheet and accounts payable EFT be discontinued, and that approval by Council resolution shall be deemed sufficient for the authorization of such payables with the sole exception of the CAO's payroll, which must be signed off by the Reeve or Deputy Reeve:

BE IT FURTHER RESOLVED THAT appropriate internal controls and documentation practices continue to be maintained by Administration to ensure accuracy, accountability, and audit compliance including:

1. Each document is reviewed and signed by the CAO as well as the respective department Manager where applicable.
2. All payroll remuneration conforms to:
  - The Employee Handbook and Code of Conduct Policy;
  - The Policy #01 - Fire
  - The Indemnity By-law
3. All remuneration and payments conform to the amounts outlined in the Annual Financial Plan and be in accordance with the Municipal Procurement Policy and Spending Authority Policy.

**CARRIED**

### **Annual Auditor Appointment - 2025 Audit**

2025-335

Councillor Eros

Councillor Waczko

WHEREAS Section 184(1) of *The Municipal Act* requires Council to appoint an auditor by August 31st of each year;

AND WHEREAS Council's Resolution #2019-517 appointed Exchange Group as the Municipal Auditor from 2020 to 2025 inclusively;

BE IT RESOLVED that Council confirm that Exchange Group be appointed to audit the 2025 Financial Statements for the RM of Ste. Anne;

BE IT RESOLVED that Administration be authorized to submit a Request for Proposals to appoint a municipal auditor for a five-year term, to complete the audit of the 2026-2030 fiscal years inclusively.

**CARRIED**

## **MUNICIPAL DELEGATE REPORTS**

ERMC Meeting - August 27th, 2025 - Reeve Richard Pelletier

ERMC Meeting with Minister Asagwara - September 4, 2025 - Reeve Richard Pelletier

**UNFINISHED BUSINESS** – None.

**NOTICE OF MOTION / PETITIONS** – None.

## **COMMITTEE MINUTES AND MATTERS**

### **Local Urban District of Richer Committee Meeting - September 3, 2025**

2025-336

Councillor Eros

Councillor Stolwyk

BE IT RESOLVED THAT the September 3, 2025, LUD of Richer Committee meeting minutes be received as presented.

**CARRIED**

**DELEGATION(S)** – None.

### **HEARINGS - 10:00 am**

Tabled until the scheduled Hearing time.

## **DEPARTMENT MANAGER REPORTS**

### **CAO Report**

Received as information.

**BY-LAWS** – None.

## **NEW BUSINESS**

### **Strategic Planning - CDEM Draft Proposal**

2025-337

Councillor Ingles

Councillor Normandeau

BE IT RESOLVED THAT Council authorize Strategic Planning to be conducted under the guidance of the CDEM, with a focus on economic development in the RM of Ste. Anne.

**CARRIED**

### **MB GRO Program**

Administration to proceed with making GRO Program funding applications as directed.

### **Board of Revision - November 12, 2025**

2025-338

Councillor Eros

Councillor Ingles

BE IT RESOLVED THAT the 2026 Board of Revision be scheduled on November 12, 2025, at 11:00 am in the Municipal Council Chambers;

BE IT FURTHER RESOLVED THAT this Board of Revision also review applications to appeal supplemental taxes made in accordance with Section 328 of the Municipal Act;

BE IT FURTHER RESOLVED THAT Council be appointed as the Board with the Reeve or Deputy Reeve to serve as the presiding officer and the CAO as the Recording Secretary for the Board of Revision.

**CARRIED**

**Additional Funding for Road 42N Resurfacing Project**

2025-339

Councillor Sarrasin

Councillor Stolwyk

WHEREAS the Rural Municipality (RM) of Ste. Anne has budgeted \$25,000 for the resurfacing of Road 42N, as part of a joint project with the RM of Hanover;

AND WHEREAS the RM of Hanover has requested that the RM of Ste. Anne contribute an additional \$15,000 in order to extend the scope of the project and complete a greater portion of the roadway;

THEREFORE BE IT RESOLVED THAT Council approve an additional allocation of \$15,000 towards the Road 42N resurfacing project, bringing the RM of Ste. Anne's total contribution to \$40,000;

FURTHER BE IT RESOLVED THAT the total amount of \$40,000 be funded from the Canada Community Building Fund Reserve.

**CARRIED**

**Emterra - Extension Agreement**

2025-340

Councillor Sarrasin

Councillor Normandeau

WHEREAS Council has passed a resolution to extend the contract with Emterra Environmental;

BE IT RESOLVED THAT the Reeve and Chief Administrative Officer (CAO) be authorized to sign the agreement with Emterra Environmental, providing for a one-year extension of the existing contract, effective from August 1, 2025, to July 31, 2026.

**CARRIED**

**Stuartburn Prescribed Burn Association - Presentation Invitation**

Received as information.

**Manova Egg Farm Open House Invitation**

Received as information.

**Richer Community Club - Title and Caveat**

Received as information.

**PLANNING & DEVELOPMENT**

**Development Plan Amendment - Open House**

2025-341

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT Council authorize the Development Plan Review Open House to be held on October 14, 2025, at the Richer Young at Heart Club, with all associated costs to be paid.

**CARRIED**

**RM of Hanover - Conditional Use PLCU25047 - Expansion of Existing Livestock Operation**

Received as information.

**RM of Hanover - BY-LAW #2590-25 - Rezoning**

Received as information.

**RM of La Broquerie - Conditional Use DCU 01-25 - Expansion of Existing Livestock**

Received as information.

**RM of Reynolds - Zoning By-Law 04-2025**

Received as information.

**CONSENT AGENDA**

2025-342

Councillor Normandeau

Councillor Eros

BE IT RESOLVED THAT the consent agenda consisting of the following 8 items be adopted as circulated:

AMM - Various Correspondence

FCM - Various Correspondence

Accueil Kateri Centre Minutes

Auditor General Report

D. Guetre - Emails & Documents

Various News Articles

STARS - 10-year Funding Agreement with Manitoba Government

MB News Bulletin - New Rent Guidelines

**CARRIED**

At 9:50 am, Council recessed for 10 minutes.

**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 September 10, 2025, Council Meeting Agenda.

**Variation Order #12-25 - Front yard setback - Falcon 6 Farms c/o Daniel Unrau**

2025-343

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Variation Order #12-25 to vary the following setback requirement:

a) Minimum site width from 1000 feet to 598 feet

b) Minimum front yard setback from 125 feet to 50 feet for farm outbuilding.

at 30049 PR 210; SW 30-8-6E, in an area zoned Agriculture at 10:00 am.

**CARRIED**

At 10:01 am, Development Officer Hadiseh Bajelan joined the meeting.

The applicant, Daniel Unrau, made a presentation in favour of the proposal.

Comments from Ste. Anne Fire Chief Robert Saindon were received with no objection to the proposal, provided that good access is maintained for fire department vehicles.

The municipal Operations Manager, Kevin Medeiros, noted no concerns with the proposal.

No presentations from members of the public were received.

**OUT OF HEARING - VO #12-25 - Front yard setback - Falcon 6 Farms c/o Daniel Unrau**

2025-344

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED THAT the Hearing for Variation Order #12-25 be closed and that this meeting reconvene into regular session at 10:02 am.

**CARRIED**

**Variation Order #13-25 - Subdivision #4175-25-9061 - Site Width Requirement - Tschritter**  
2025-345

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Variation Order #13-25 to Minimum site width requirement from 200 feet to 78 feet for the proposed lot 3 as a condition of Subdivision #4175-25-9061 at 43141 Road 44N; SE 17-8-8E in an area zoned Residential Urban Area, at 10:02 am.

**CARRIED**

The applicant, Daniel Tshritter, was not in attendance.

The LUD of Richer Committee submitted their Resolution #LUD-2025-76 recommending approval.

No presentations from members of the public were received.

**OUT OF HEARING - VO #13-25 - SD #4175-25-9061 - Site Width Requirement - Tschritter**  
2025-346

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT the Hearing for Variation Order #13-25 be closed and that this meeting reconvene into regular session at 10:03 am.

**CARRIED**

**Conditional Use #12-25 - Secondary Suite (detached) - Anita Minich**

2025-347

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use #12-25 to allow for a previously used Mobile Home to be used as a Detached Secondary Suite at 46079 Rd 40E, SW 26-8-7E in an area zoned Agriculture Mixed-Used, at 10:04 am.

**CARRIED**

The applicant, Anita Minich, was available on the phone to respond to questions regarding the proposal.

The municipal Operation Manager, Kevin Medeiros, provided comments and noted no concerns with the proposal.

An email from Dayna and Chris Biggs was received.

No other members of the public made presentations regarding the proposal.

**OUT OF HEARING - CU #12-25 - Secondary Suite (detached) - Anita Minich**

2025-348

Councillor Ingles

Councillor Eros

BE IT RESOLVED THAT the Hearing for Conditional Use #12-25 be closed and that this meeting reconvene into regular session at 10:13 am.

**CARRIED**

**Hearing Decision - VO #12-25 - Front yard setback - Falcon 6 Farms c/o Daniel Unrau**

2025-349

Councillor Normandeau

Councillor Sarrasin

WHEREAS a Public Hearing was held for Variation Order #12-25 to vary the following setback requirement:

- a) Minimum site width from 1000 feet to 598 feet
- b) Minimum front yard setback from 125 feet to 50 feet for farm outbuilding

at 30049 PR 210; SW 30-8-6E, in an area zoned Agriculture

BE IT RESOLVED that Variation Order #12-25 be conditionally approved with following conditions:

1. The applicant is responsible for obtaining any required municipal, provincial, and federal approvals or permits, including approvals from Manitoba Transportation and Infrastructure (MTI).
2. The driveway to the outbuilding must be designed and maintained to ensure accessibility for emergency services.

**CARRIED**

**Hearing Decision - VO #13-25 - SD #4175-25-9061 - Site Width Requirement - Tschritter**

2025-350

Councillor Stolwyk

Councillor Sarrasin

WHEREAS a Public Hearing was held on September 10, 2025, for Variation Order #13-25 proposing to vary the following bulk requirement as a condition of Subdivision File #4175-25-9061:

- Proposed Lot 3: To reduce the minimum site width requirement from 200 feet to 78 feet at 43141 Road 44N, SE 17-8-8E, in an area zoned Residential Urban Area within the LUD of Richer;

AND WHEREAS the LUD of Richer Committee recommended approval of Variation Order #13-25 under Resolution #LUD-2025-76;

BE IT RESOLVED THAT Variation Order #13-25 be approved as presented.

**CARRIED**

**Hearing Decision - CU #12-25 - Secondary Suite (detached) - Anita Minich**

2025-351

Councillor Ingles

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use #12-25 to allow for a previously used Mobile Home to be used as a Detached Secondary Suite at 46079 Rd 40E, SW 26-8-7E in an area zoned Agriculture Mixed-Used;

BE IT RESOLVED THAT Council approves Conditional Use Order #12-25, under the following conditions:

1. The applicant is responsible for applying for and securing hydro service connection approval.
2. The applicant is responsible for obtaining any required approvals or permissions from federal, provincial, and municipal authorities.
3. The applicant is responsible for ensuring the secondary suite is situated and designed with a driveway that allows reasonable access for emergency vehicles and services.

**CARRIED**

At 10:16 am, Development Officer Hadiseh Bajelan left the meeting.

**IN CAMERA**

2025-352

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 Legal Matters and Matters in Preliminary Stages of discussion under Section 152(3) of *The Municipal Act*.

**CARRIED**

**OUT OF CAMERA**

2025-353

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT this meeting reconvene into regular session at 11:37 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**

2025-354

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT this regular meeting be adjourned at 11:37 am.

**CARRIED**

**NEXT MEETING(s)**

Regular Evening Meeting

Regular Day Meeting

September 24, 2025 @ 6:00 pm

October 8, 2025 @ 9:00 am

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Richard Pelletier  
Reeve

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Shelley Jensen, CMMA  
Chief Administrative Officer