



**Council Meeting Minutes**  
**October 23, 2024 - 06:00 PM**

Regular Meeting of Council held in the Council Chambers of the Rural Municipality of Ste. Anne at 395 Traverse Road in Ste. Anne, on October 23, 2024.

**CALL TO ORDER 6:00 PM**

Reeve Richard Pelletier called the meeting to order at 6:00 pm 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, Mike McLennan  
Legislative Officer, Nadine Vielfaure

**ADOPTION OF AGENDA**

2024-458  
Councillor Normandeau  
Councillor Waczko  
BE IT RESOLVED THAT the agenda for the October 23, 2024, regular meeting be adopted as circulated.  
**CARRIED**

**ADOPTION OF MINUTES**

2024-459  
Councillor Waczko  
Councillor Sarrasin  
BE IT RESOLVED THAT the October 9, 2024, regular meeting minutes be adopted as circulated.  
**CARRIED**

## **FINANCE**

### **Cheque Listing**

2024-460

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT the following cheques numbered #20241191 – #20241206 and EFT's # 20240103 - #20240148 (inclusive) in the amount of \$133,226.89 be approved for payment.

**CARRIED**

### **Fall Supplemental Taxes**

2024-461

Councillor Sarrasin

Councillor Eros

WHEREAS Section 326 of *The Municipal Act* provides for the correction of municipal tax rolls and for the imposition of supplementary taxes on properties where the assessment has changed;

AND WHEREAS Manitoba Assessment Services has provided Administration with a list of properties which require adjustments, either by addition or reduction to existing properties;  
BE IT RESOLVED THAT Council authorize Administration to prepare the necessary adjustments and supplementary tax notices as provided by Manitoba Assessment Services dated September 12, 2024, for the 2023/24 assessment years for a total amount of roughly \$54,310.39 with possible adjustments.

**CARRIED**

## **MUNICIPAL DELEGATE REPORTS**

Disaster Management Conference - October 16-18, 2024

AMBM-CDEM Meeting with Federal Ministers - October 18, 2024

**UNFINISHED BUSINESS – None.**

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

**COMMITTEE MINUTES AND MATTERS – None.**

**DEPARTMENT MANAGER REPORTS – None.**

**BY-LAWS – None.**

## **NEW BUSINESS**

**Province of Manitoba - Bulletin #2024-21 & 2024-22**

Received as information.

**Hanover Council Meet and Mingle Event**

Received as information.

**Diabetes Canada - Request to Locate Donation Bins in the RM**

2024-462

Councillor Sarrasin

Councillor Stolwyk

WHEREAS the RM of Ste. Anne was approached to locate Diabetes Canada Donation Bins in our area;

AND WHEREAS up to 4 possible sites have been identified for these donations bins;

AND WHEREAS Diabetes Canada has provided proof of liability insurance for their donation bins;

BE IT RESOLVED THAT Council authorize administration to coordinate the placement of Diabetes Canada Donation Bins on RM property.

**CARRIED**

**Manitoba Assessment Report**

Received as information.

**Hanover Protective Services Agreement - 2025-2027 - Draft**

2024-463

Councillor Normandeau

Councillor Stolwyk

BE IT RESOLVED THAT Council authorize the Reeve and CAO to ratify the 2025-2027 Intermunicipal Protective Services Agreement with the RM of Hanover, as presented.

**CARRIED**

**AMM Convention - Meetings with Ministers**

Administration to request meetings as follows:

- Minister responsible for Crown Lands to discuss acquisition of La Coulee lands, and the development of active living pathways.
- Minister responsible for daycares to discuss support for early childhood education.
- Minister of Justice regarding restitution for victims of crime and restitution.

**Geographic Information System (GIS) - Quotes**

2024-464

Councillor Eros

Councillor Waczko

WHEREAS Council agreed during budget deliberations in principle to securing a Geographic Information System (GIS) mapping software that will assist the Public Works and the Planning teams, as well as increase public communication, among many other benefits;

AND WHEREAS two quotes were obtained for the provision, establishment, and support of GIS mapping software;

BE IT RESOLVED THAT Council approve the quote provided by Synchena Consulting Inc. for approximately \$13,516 (plus taxes) for the first year costs and ongoing base costs of approximately \$7,100 (plus taxes) to be budgeted in future years.

**CARRIED**

**MPI Speed Sign Program - Sign Location**

Council prioritized target locations for sign placement.

**HEARINGS - 6:30 pm**

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 October 23, 2024, Council Meeting Agenda.

**Conditional Use #20-24 - Detached Secondary Suite - Rhonda Penner**

2024-465

Councillor Sarrasin

Councillor Waczko

BE IT RESOLVED THAT Council recess this regular meeting to go into public hearing for Conditional Use #20-24 to allow for a Detached Secondary Suite at 38085 Road 36E, NW 18-7-7E, in an area zoned Agriculture, at 6:31 pm.

**CARRIED**

The applicant, Rhonda Penner, was not in attendance.

No presentations from members of the public were received.

**OUT OF HEARING - CU #20-24 - Detached Secondary Suite - Rhonda Penner**

2024-466

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Conditional Use #20-24 be closed and that this meeting reconvene into regular session at 6:34 pm.

**CARRIED**

**Conditional Use #21-24 & Variation Order #19-24 - Shipping Container - Linda Buss**

2024-467

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council recess this regular meeting to go into public hearing for Conditional Use #21-24 to move a Shipping Container on site and Variation Order #19-24 to vary the following minimum setback requirements for the Rail Car Storage:

- a) East side setback requirement from 25 feet to 10 feet for a rail car storage container; and
- b) Rear yard setback requirement from 25 feet to 12 feet;

at 38077 Dawson Road, River Lot 74-AN-3626 in an area zoned Rural Residential, at 6:35 pm.

**CARRIED**

The applicant, Linda Buss, was not in attendance.

No presentations from members of the public were received.

**OUT OF HEARING - CU #21-24 & VO #19-24 - Shipping Container - Linda Buss**

2024-468

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT the Hearing for Conditional Use #21-24 and Variation Order #19-24 be closed and that this meeting reconvene into regular session at 6:36 pm.

**CARRIED**

**Hearing Decision - CU #20-24 - Detached Secondary Suite - Rhonda Penner**

2024-469

Councillor Normandeau

Councillor Stolwyk

WHEREAS a Public Hearing was held for Conditional Use #20-24 to allow for a Detached Secondary Suite at 38085 Road 36E, NW 18-7-7E, in an area zoned Agriculture;

BE IT RESOLVED that Conditional Use Order #20-24 be conditionally approved subject to the following:

- a) The Developer is responsible for meeting all federal and provincial regulatory requirements, including those for water and wastewater servicing;
- b) The Developer must finalize building permit #111-24 and take all necessary steps to ensure it meets the satisfaction of the Designated Officer.

**CARRIED**

**Hearing Decision - CU #21-24 & VO #19-24 - Shipping Container - Linda Buss**

2024-470

Councillor Sarrasin

Councillor Eros

WHEREAS a Public Hearing was held for Conditional Use #21-24 to move a Shipping Container on site and Variation Order #19-24 to vary the following minimum setback requirements for the Rail Car Storage Container:

- a) East side setback requirement from 25 feet to 10 feet for the rail car storage container;
- b) Rear yard setback requirement from 25 feet to 12 feet for the rail car storage container;

at 38077 Dawson Road, River Lot 74-AN-3626, in an area zoned Rural Residential,

BE IT RESOLVED that Conditional Use Order #21-24 and Variation Order #19-24 be conditionally approved subject to the following:

- a) The shipping container shall only be used for the storage of any approved/permitted uses onsite; any other use may require appropriate permissions.

**CARRIED**

**NEW BUSINESS (Continued)**

**Geologist Investigation Quotes - Deer Lane**

2024-471

Councillor Sarrasin

Councillor Eros

WHEREAS in order to be able to develop municipally owned lands at NW 21-7-8E a geologist report identifying the presence and volume of aggregate material was requested by the Manitoba Mines and Minerals Branch;

BE IT RESOLVED THAT Council accepts the quotation as submitted from Gravel Pitz Consulting, for \$8,200.00 (plus taxes) as presented, and authorizes all works to be completed and costs to be paid as per quotation.

**CARRIED**

**Waste Reduction and Recycling Support Program - Confirmation of Jan-June 2024 rebate**

Received as information.

**Town of Ste. Anne - Annexation Open House**

2024-472

Councillor Eros

Councillor Sarrasin

BE IT RESOLVED THAT all available council members be authorized to attend the Town of Ste. Anne Annexation Open House on November 4, 2024, at the Town Office, with all associated costs to be paid.

**CARRIED**

**PLANNING & DEVELOPMENT**

**Subdivision #4175-24-8994 - Franz Hoepfner Wiens Law Office**

2024-473

Councillor Sarrasin

Councillor Stolwyk

WHEREAS Council has reviewed the Subdivision File #4175-24-8994 Report to Council proposing to Subdivide a 0.05-acre lot from the title CT# 3272895/1 for utility service provision and consolidate the residual of CT #3272895/1 with CT #2577683/1, resulting in the creation of no new titles on River Lot 74, in an area zoned Rural Residential;

BE IT RESOLVED THAT Subdivision File #4175-24-8994 be approved on the following conditions (please note that the order of these conditions does **not** imply the order of their required completion):

1. The property owner shall enter into a development agreement with the Municipality addressing, but not limited to, the following items:
  - The proposed Lot 1 shall restrict permitted land uses to public utilities;
  - New permanent structures on both proposed Lots 1 and 2 shall only be built on lands at least 1.5 meters (5 feet) above the ordinary high-water level and set back a minimum of 30.5 meters (100 feet) from the present high-water level;
  - Riparian protection measures, including the preservation of existing tree and vegetation cover;
2. That the applicant provide an electronic copy and hard copy of the Plan of Subdivision/Survey for the proposed lot 1 and proposed lot 2, indicating the area of each lot in acres, prepared by a Manitoba Land Surveyor;
3. That the applicant provide an electronic copy and hard copy of Building Location Certificate for the proposed lot 2, prepared by a Manitoba Land Surveyor;
4. That the applicant provide a map indicating the ordinary high-water level for the planned area (both Lots 1 & 2), prepared by a Manitoba Land Surveyor;
5. That a shared driveway agreement shall be registered on both titles;

6. That the applicant obtain any necessary variations and pay the associated variation order fees;
7. That any non-conforming uses or buildings be brought into compliance with municipal Zoning By-law requirements to the satisfaction of the Designated Officer;
8. That the subdivision administrative fee of \$150 be required in accordance with By-Law 21-2023;
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**

**Development Agreement - Conditional Use #06-24 - Short Term Rental - Lisa Spring**

2024-474

Councillor Eros

Councillor Waczko

WHEREAS Conditional Use Order #06-24 to allow for the existing short-term rental at 37079 Road 37N, SW 08-07-07E, was approved on May 22, 2024, by Resolution #2024-222, subject to conditions, including the entering into a development agreement;

AND WHEREAS the draft development agreement has been prepared by Administration, reviewed and signed by the Developer, and subsequently reviewed by Council;

BE IT RESOLVED THAT the development agreement be approved as presented; and

BE IT FURTHER RESOLVED THAT the Reeve and Chief Administrative Officer be authorized to execute the agreement.

**CARRIED**

**CONSENT AGENDA**

2024-475

Councillor Normandeau

Councillor Waczko

BE IT RESOLVED THAT the consent agenda consisting of the following 14 items be adopted as circulated:

AMM - Various Correspondence

FCM - Various Correspondence

Province of Manitoba - News Releases

Steinbach Online Article- Manitoba Legislative Honours

MB Association of Watersheds

Richer Community and Recreation Clubs - Minutes

Accueil Kateri Centre Inc. - Meeting Minutes

Seine Rat Roseau Watershed District Minutes

Hudson Bay Route Association

Southeast Cancer Support Services

Statistics Canada

National Defense - Remembrance Day

Southern Health - Santé Sud

Centra Gas Manitoba Inc. - 2025 General Rate Application to PUB to increase 4.5%

**CARRIED**

**Southern Health - Santé Sud**

2024-476

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED THAT the Reeve, or alternatively the Deputy Reeve, be authorized to attend the virtual Southern Health-Sante Sud Annual Public Meeting on November 6, 2024, with all associated costs to be paid.

**CARRIED**

**IN CAMERA**

2024-477

Councillor Sarrasin

Councillor Normandeau

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 6:52 pm, to discuss Personnel Matters, 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**

2024-478

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT this meeting reconvene into regular session at 7:09 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**

**DELEGATION(S)**

At 7:15 pm, Dan Guetre, President of the Richer Community Club, along with Louise and Eugene Sabot of the Richer Rodeo Committee and the Richer Recreation Committee respectively, attended the meeting to request ongoing long-term commitment for financial support from Council on behalf of the three organizations operating out of the Dawson Trail Park in Richer.

**IN CAMERA**

2024-479

Councillor Normandeau

Councillor Sarrasin

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 8:00 pm, to discuss Matters in Preliminary Stages under Section 152(3) of *The Municipal Act*.

**CARRIED**

**OUT OF CAMERA**

2024-480

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT Council reconvene into regular session at 8:12 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**

2024-481

Councillor Normandeau

Councillor Eros

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

- Table of Contents addition
- Addition of new Article 1 - Accessibility Statement and subsequent renumbering or further articles
- Section 2.1 - removal or requirement of Vulnerable persons check on Criminal Record Check
- Section 4 - Adjustment order of clauses for clarity
- Section 4.2 - Update to Public works averaging agreement
- Section 4.7 - Sections A and B updated for clarity
- Section 4.8 - Added to formalize maximum bank time accruals
- Section 4.10 - Updated to add clarity on paid time off usage
- Section 5.1 - Updated for Clarity
- Section 5.3 - Removed - conflicts with section 5.1

- Section 6.3 - Statement added about vacation accrual while on unpaid leaves
- Section 7.2 - Updated for Clarity
- Section 7.3 - Details added for clarity
- Section 7.4 - Updated sick leave policy to better align with provincial standards
- Section 7.5 - Updated to provide CAO discretion
- Section 9.3 - Updated for clarity
- Section 12.1 - Updated for clarity
- Article 14 - Clauses updated to reflect authorities given in Policy #20-Admin - Municipal Spending Authority
- Section 15.3 - Updated to grant authority to CAO
- Section 17.5 - Updated to grant authority to CAO
- Section 19.3 - Updated to include clause pertaining to overage charges on Municipal devices
- Section 22.5 - Added to include reference to Policy #22-Admin - Social Media Policy
- Further minor adjustments throughout to correct typos, make gender neutral and formatting.
- Inclusion of the following policies to be included in the manual
  - Policy 04-Admin - Use of Municipal Property
  - Policy 05-Admin - Eligibility for Elections
  - Policy 07-Admin - Promotional Items
  - Policy 09- Admin - Long-term Service Recognition
  - Policy 10-Admin - Dress Code
  - Policy 22-Admin - Social Media Policy
  - Accessibility Policy 001 - Accessible Customer Service and Employment Standards
  - Accessibility Policy 002 - Accessible Employment Standards Policy
  - Accessibility Policy 003 - Individualized Accommodation Plans

BE IT FURTHER RESOLVED THAT the following policies are updated to reflect changes in the Employee Handbook, Benefits, and Code of Conduct:

- Abuse and Molestation Policy - Updated to remove requirement for Vulnerable Persons check
- Policy #4-Admin - Use of Municipal property - clause added to include reimbursement for overage charges as a result of personal use.

**CARRIED**

#### **Foreign Worker Recruitment Program**

2024-482

Councillor Sarrasin

Councillor Stolwyk

BE IT RESOLVED THAT Administration be authorized to register the RM of Ste. Anne with Manitoba Labour Standards for the recruitment of foreign workers.

**CARRIED**

#### **Land Purchase Agreement**

2024-483

Councillor Eros

Councillor Normandeau

WHEREAS an economic development opportunity has presented itself in the La Coulee area;  
AND WHEREAS an agreement was reached with a landowner;

BE IT RESOLVED THAT Council authorize the Reeve and CAO to enter an offer to purchase as presented In Camera.

**CARRIED**

**Land Acquisition**

2024-484

Councillor Eros

Councillor Stolwyk

WHEREAS an economic development opportunity has presented itself in the Richer area;

BE IT RESOLVED THAT the CAO be authorized to enter into negotiations as discussed in Camera based on the landowners' submission.

**ADJOURNMENT**

2024-485

Councillor Waczko

Councillor Stolwyk

BE IT RESOLVED THAT this regular meeting be adjourned at 8:15 pm.

**CARRIED**

**NEXT MEETING(s)**

Regular Day Meeting

Regular Evening Meeting

November 13, 2024 @ 9:00 am

November 27, 2024 @ 6:00 pm



Richard Pelletier  
Reeve



Mike McLennan  
Chief Administrative Officer

