



# STE. ANNE MUNICIPALITY

## Council Meeting Minutes May 22, 2024 - 06:00 PM

Regular Meeting of Council held in the Council Chambers of the Rural Municipality of Ste. Anne at 395 Traverse Road on May 22, 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	via phone	
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

2024-202

Councillor Eros

Councillor Waczko

BE IT RESOLVED THAT the agenda for the May 22, 2024, regular meeting be adopted as circulated.

**CARRIED**

### ADOPTION OF MINUTES

2024-203

Councillor Stolwyk

Councillor Ingles

BE IT RESOLVED THAT the May 8, 2024, regular meeting minutes be adopted as circulated.

**CARRIED**

**FINANCE**

**Cheque Listing 20240600-20240672**

2024-204

Councillor Waczko

Councillor Eros

BE IT RESOLVED THAT the following cheques & EFT Payments numbered #20240600 - #20240672 (inclusive) in the amount of \$197,290.32, be approved for payment.

**CARRIED**

**Annual Auditor Appointment**

2024-205

Councillor Eros

Councillor Sarrasin

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 2024 Financial Statements for the RM of Ste. Anne.

**CARRIED**

**Appeal - Tax penalties - Roll #48620.000**

2024-206

Councillor Stolwyk

Councillor Eros

WHEREAS Roll #48620.000 made their online tax payment for 2023 on October 12th, 2023, to the wrong municipal jurisdiction in error;

AND WHEREAS the owner was alerted to the error after receiving correspondence from RM administration about outstanding taxes;

AND WHEREAS the owner has paid the principal amount, and is requesting to have penalty fees waived;

BE IT RESOLVED THAT Council authorize 100% of the total \$106.80 penalties on Roll #48620.000 to be waived.

**CARRIED**

**Appeal - Tax penalties - Roll #61418.000**

2024-207

Councillor Eros

Councillor Stolwyk

WHEREAS the owners of Roll #61418.000 changed their mailing address with the Municipality,

AND WHEREAS the Municipality did not update this information on the Manitoba Municipalities Online database in error, resulting in the tax bill being printed with, and mailed to, the wrong address;

AND WHEREAS the owner was alerted to the error after receiving correspondence from RM administration about outstanding taxes and is requesting penalties imposed be waived;

BE IT RESOLVED THAT Council authorize 100% of the total \$327.09 in penalties on Roll #61418.000 to be waived.

**CARRIED**

**Western Financial Meeting - Annual Review Meeting compensation**

2024-208

Councillor Stolwyk

Councillor Ingles

WHEREAS the Association of Manitoba Municipalities and Western Financial Group (AMM-WFG) hold an annual meeting for CAOs and Reeves/Mayors to review the health of the plan and changes to the upcoming years premiums and policy changes.

AND WHEREAS Reeve Pelletier attended this virtual meeting on March 1, 2024.

BE IT RESOLVED THAT Reeve Pelletier's attendance to the AMM-WFG 2024 information session be authorized by Council, with all related expenses be paid.

BE IT FURTHER RESOLVED THAT Administration be instructed to amend Policy #06-Admin, being the Municipal Event Attendance Policy, to include authorization for the Reeve to be authorized to attend all future AMM-WFG Annual Insurance Review meetings, with all related expenses to be paid.

**CARRIED**

**Climate Disaster Workshop - Expenses**

2024-209

Councillor Sarrasin

Councillor Ingles

WHEREAS The Government of Manitoba, in conjunction with HTFC Planning & Design and Manitoba Climate Resilience Training hosted a Planning for Climate Change information session in Beausejour on March 20, 2024.

AND WHEREAS Councilor Eros had expressed interest in attending should Administration be unable to fill both spots available the Municipality of Ste. Anne.

AND WHEREAS Councillor Eros did attend this event with the Development Officer on March 20th, 2024.

BE IT RESOLVED THAT Council authorize Councillor Randy Eros' attendance at the Planning for Climate Change information session held on March 20th, 2024, in Beausejour, MB, along with any associated costs incurred.

**CARRIED**

**MUNICIPAL DELEGATE REPORTS – None.**

**UNFINISHED BUSINESS – None.**

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

**COMMITTEE MINUTES AND MATTERS – None.**

**DELEGATION**

Tabled until the scheduled Delegation time.

**HEARINGS**

Tabled until the scheduled Hearing time.

**DEPARTMENT MANAGER REPORTS**

**Richer Fire Department Reports**

Received as information.

**BY-LAWS – None.**

**NEW BUSINESS**

**Province of Manitoba - Bulletin #2024-14 to 16**

Received as information.

**MB News Release - From the Ground Up Program (former Building Sustainable Communities)**

Received as information.

**AMM Eastern District Meeting - June 18, 2024**

Received as information.

**Manitoba Municipal Administrators - Competency Framework Webinar**

Received as information.

**Manitoba Municipal Administrators - Upcoming Webinars**

Received as information.

**Council Appointments to Outside Committees**

2024-210

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT Council confirm the appointment of elected officials to outside committees as outlined on the attached Schedule "A" as presented.

BE IT FURTHER RESOLVED THAT Councillor Randy Eros be compensated for attending a MB-MN Transmission Line CDI Working Group meeting held on April 3, 2024, in La Broquerie.

**CARRIED**

**Accueil Kateri Centre Inc. - Invitation to AGM**

2024-211

Councillor Ingles

Councillor Eros

BE IT RESOLVED THAT Reeve Richard Pelletier be authorized to attend the Accueil Kateri Centre Inc. Ste-Anne Food Bank Annual General Meeting on May 30, 2024, in Ste. Anne, with all associated costs to be paid.

**CARRIED**

**Transfer of Subdivision Fees to Reserve Funds**

2024-212

Councillor Eros

Councillor Sarrasin

WHEREAS Council enacted the Capital Lot Levy By-law #2024-06 on March 27, 2024 by Resolution #2024-116, prescribing that a certain sum of money be collected from each subdivision for each newly created lot, funds which are to be transferred into various municipal reserve funds in accordance with the directives included in this by-law for future capital purchases/developments required as a result of ongoing growth and development in the Municipality;

AND WHEREAS Council Resolution #2024-117 amended the municipal Fees & Charges By-law #2023-21 to delete the previous subdivision per-lot administration fees, in light of the new Capital Lot Levy requirements imposed on new subdivisions;

AND WHEREAS it is Council's intent that any fees/levies collected on a per-lot basis for subdivision be transferred to reserves in the same manner as prescribed in the Capital Lot Levy By-law;

BE IT RESOLVED THAT all per-lot fees collected by the Municipality on or after January 1, 2024, whether collected as a conditional of subdivision approval under the authority of the Fees & Charges By-law or the Capital Lot Levy By-law, be transferred to municipal reserves in the same manner as Capital Lot Levies.

**CARRIED**

**AMM Advocacy Request - Animal Care Act to Address Animal Abandonment**

2024-213

Councillor Ingles

Councillor Stolwyk

WHEREAS chronic animal abandonment incidents are prevalent in rural communities;

AND WHEREAS the Animal Care Act defines "abandoned animals", addresses taking them into custody, caring for them, and disposing of the abandoned animals;

AND WHEREAS the Animal Care Act outlines the responsibilities of those having ownership, possession or control over animals, but does not include clear provisions prohibiting the abandonment of animals;

AND WHEREAS Municipalities are having to adopt Animal Control By-laws with provisions to address this gap in provincial laws, and use the scant resources available to pursue enforcement of abandonment incidents, being an unsustainable approach to mitigating this issue given limited municipal budgets;

BE IT RESOLVED THAT the AMM be requested to lobby the Government of Manitoba to effect legislative changes to address this missing prohibition on abandoning animals within the Animal Care Act, including mitigation measures sufficient to act as deterrents for this behaviour;

BE IT FURTHER RESOLVED THAT the AMM be requested to lobby the Government of Manitoba to provide resources towards addressing the abandonment of animals occurring in rural communities all over Manitoba, leading to animal rescue and shelter operations being consistently overwhelmed with found animals.

**CARRIED**

**Eco-West - Virtual Round Table**

2024-214

Councillor Eros

Councillor Ingles

WHEREAS Eco-West Canada, in cooperation with the Association of Manitoba Bilingual Municipalities (AMBM) and the Economic Development Council for Manitoba Bilingual Municipalities (CDEM), has commissioned a feasibility study for the development of innovative community efficiency financing mechanisms for residential energy retrofits in AMBM member municipalities, and is hosting a virtual round table discussion on this topic for those interested.

BE IT RESOLVED THAT the Reeve and CAO be authorized to attend this virtual session on May 23, 2024, from 10 am to 12 pm, with all expenses to be paid.

**CARRIED**

**M. Richards and Associates - Proposal for Economic Development Consultant**

2024-215

Councillor Sarrasin

Councillor Stolwyk

WHEREAS through past strategic planning and financial plan preparations, Council has identified the need to take action, encourage, and facilitate economic development in the Municipality; AND WHEREAS Council has decided to engage a consultant to assist with economic development within the Municipality, including as it pertains to strategic planning, land suitability and needs assessments, and investment attraction;

BE IT RESOLVED THAT Council approve the Economic Development Retainer Services Proposal as submitted by M. Richards and Associates Ltd. and presented, with a monthly fee of no more than \$6,600.00 (not including GST);

BE IT FURTHER RESOLVED THAT, to allow for the commencement of services without further delay, Council authorize the Reeve and CAO to sign any required agreement, as long as there is no change to the terms or conditions.

**CARRIED**

**PLANNING & DEVELOPMENT**

**Subdivision #4175-23-8896 - Zarichney**

2024-216

Councillor Ingles

Councillor Stolwyk

WHEREAS Council has reviewed the Subdivision File #4175-23-8896 report proposing the subdivision of two approximately 10-acre residential hobby farm lots from an 80-acre property under CT #3255520/1 on SW 01-08-07E, in an area zoned Rural Natural Area;

BE IT RESOLVED THAT Subdivision File #4175-23-8896 be approved on the following conditions (please note that the order of these conditions does not imply the order of their required completion):

1. That the applicant provide a geotechnical report for proposed lots 1 and 2 prepared by a geotechnical engineer including information on the soil stratigraphy, groundwater elevation, maximum recommended depth of excavation, soil strength, and recommendations on foundation design requirements and recommended construction methodology, for all newly created building lots, with test holes to be located where a future home can be generally expected to be placed;
2. The applicant is required to provide a Technical Drainage Plan for proposed lots 1 and 2, in accordance with Municipal and Provincial Standards, including that any required easements be provided to the Municipality in form of: A Drainage Easement Agreement, and A Surveyed Plan of Easement for Drainage.

3. That any required easements be provided to the Municipality in form of Easement Agreements;
4. That the property owner enter into a development agreement with the Municipality, to be registered on title, addressing the required geotechnical report requirements as well as the construction of any municipal services, among others;
5. That the applicant provide an electronic copy and hard copy of the Plan of Subdivision/Survey for the proposed lots and residual lot, indicating the area of each lot in acres, as well as a Building Location Certificate for the residual lot, prepared by a Manitoba Land Surveyor.
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 \$375 be required in accordance with By-Law 21-2023;
9. That a Capital lot levy of \$2,000.00 per parcel created be required, totaling \$4,000.00;
10. That any engineered and/or legal document pertaining to this subdivision may be reviewed by the municipal engineer and/or lawyer; and
11. 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 #4175-24-8958 - Brule**

Tabled.

**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 May 22, 2024, Council Meeting Agenda.

**Variation Order #05-24 - Subdivision #4175-23-8894 - Christianson TDS**

2024-217

Councillor Ingles

Councillor Sarrasin

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Variation Order #05-24 to vary the following bulk requirement as a condition of Subdivision File #4175-23-8894, approving Resolution #2024-124,

Proposed Lot 1:

- minimum south yard setback requirement for 4 accessory buildings from 25 feet to 4 feet;

Proposed Lot 2:

- minimum site width requirement from 1000 feet to 899.94 feet.

at 38011 - 38025 ROAD 37E, SW 17-07-07E in an area zoned Agriculture, at 6:34 pm.

**CARRIED**

The applicant, Gilbert Rempel on behalf of Christianson TDS, was not in attendance.

No presentations from members of the public were received.

**OUT OF HEARING - VO #05-24 - SD #4175-23-8894 - Christianson TDS**

2024-218

Councillor Sarrasin

Councillor Eros

BE IT RESOLVED THAT the Hearing for Variation Order #05-24 be closed and that this meeting reconvene into regular session at 6:36 pm.

**CARRIED**

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

2024-219

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED THAT Council recess this regular meeting and go into public hearing for Conditional Use #06-24 to allow for an existing short-term rental at 37079 Road 37N; SW 08-07-07E in an area zoned Agriculture Mixed-Use, at 6:37pm.

**CARRIED**

The applicant, Lisa Spring, was unable to attend due to unforeseen circumstances.

Kevin Medeiros, Operations Manager of RM of St. Anne, has provided feedback indicating no concerns.

Chris Wilkins, Richer Fire Chief, has provided feedback indicating that no fire inspection or annual inspection will be needed. Only a final inspection by building inspector is required to ensure safety requirements are met.

Shirley Hiebert made a written presentation expressing no objections.

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

**OUT OF HEARING - CU #06-24 - Short Term Rental - Lisa Spring**

2024-220

Councillor Ingles

Councillor Stolwyk

BE IT RESOLVED THAT the Hearing for Conditional Use #06-24 be closed and that this meeting reconvene into regular session at 6:38 pm.

**CARRIED**

**HEARING DECISIONS**

**VO #05-24 - SD #4175-23-8894 - Christianson TDS**

2024-221

Councillor Ingles

Councillor Eros

WHEREAS a Public Hearing was held for Variation Order #05-24 to vary the following bulk requirement as a condition of Subdivision File #4175-23-8894, approving Resolution #2024-124,:

Proposed Lot 1:

- minimum south yard setback requirement for 4 accessory buildings from 25 feet to 4 feet;

Proposed Lot 2:

- minimum site width requirement from 1000 feet to 899.94 feet.

at 38011 - 38025 ROAD 37E, SW 17-07-07E in an area zoned Agriculture.

BE IT RESOLVED THAT Variation Order #05-24 be conditionally approved with the following condition:

1. The owner of Proposed Lot 1 (Roll #31610.000) must position all structures mentioned in the Building Location Certificate at least 4 feet away from the south property line and provide proof to the Development Officer for approval.

**CARRIED**

**CU #06-24 - Short Term Rental - Lisa Spring**

2024-222

Councillor Eros

Councillor Waczko

WHEREAS a Public Hearing was held for Conditional Use Order #06-24 to allow for the existing short-term rental at 37079 Road 37N, SW 08-07-07E, in an area zoned Agriculture Mixed-Use;

BE IT RESOLVED THAT Conditional Use Order #06-24 be conditionally approved by following

conditions:

A development agreement should be registered on title, including but not limited to the following conditions:

1. The maximum number of overnight adult guests permitted in a short-term rental shall be two per legal bedroom as per the Canadian National Occupancy Standard.
2. A short-term rental must provide at least one parking space for each short-term rental bedroom, entirely within the parcel on which it is located. No on-street parking of travel trailers or motor homes will be permitted.
3. The applicant should successfully pass the final inspection by the jurisdiction with authority and pay any associated fees based on RM of Ste. Anne Fees and Charges By-law #2023-21.
4. The applicant should retain the current letter of intent that has been submitted. Any changes of use or modifications require new permission.
5. The applicant shall provide proof of adequate damage and liability insurance coverage to the Development Officer upon request.
6. The applicant shall continue to maintain the short-term rental unit in a clean and sanitary condition and operate it in accordance with all current municipal by-laws.
7. The applicant shall demonstrate a commitment to full compliance with all relevant federal, provincial, and municipal regulations, including but not limited to the RM of Ste. Anne Noise By-law and Animal Control By-law.

**CARRIED**

**PLANNING & DEVELOPMENT (Continued)**

**Request for Use of Well on Government Road Allowance - Andreas Klassen**

2024-223

Councillor Eros

Councillor Stolwyk

WHEREAS Road 41N (from PR 302 to Rd 45E) is currently an undeveloped Government Road Allowance, and the current owner of Roll #14100.000, NE 28-07-08, has an existing agreement allowing the use of that Government Road Allowance as a private driveway, with the responsibility for driveway cleaning and maintenance among others outlined in Resolution #2022-549, issued on November 30, 2022.

AND WHEREAS the applicant has notified Council of the presence of a well within the Government Road Allowance, permitted for use as part of the private driveway under the road allowance agreement, and expressed willingness to utilize this well for personal residential purposes.

AND WHEREAS it is deemed necessary to establish a development agreement for the private use of the well within the Government Road Allowance, subject to the following conditions but not limited to:

1. The applicant shall bear all legal costs associated with the drafting and execution of the development agreement.
2. The applicant is responsible for ensuring the well provides healthy water suitable for consumption and usage on the property.
3. In the event of any future development in the area, the applicant shall be responsible for removing access to the well to prevent interference with future developments.
4. Any other conditions deemed necessary by the RM for the proper use and maintenance of the well and surrounding area.

THEREFORE, BE IT RESOLVED THAT the applicant is granted permission to use the well located within the Government Road Allowance for private purposes, subject to the execution of a development agreement with the RM, including the aforementioned conditions.

**CARRIED**

**CONSENT AGENDA**

2024-224

Councillor Stolwyk

Councillor Sarrasin

BE IT RESOLVED THAT the consent agenda consisting of the following 10 items be adopted as circulated:



AMM - Various Correspondence  
 FCM - Various Correspondence  
 Province of Manitoba - News Release - Workforce Training Federal Funding Cuts  
 Manitoba Good Roads Association - 2024 Contest  
 Steinbach and Area Animal Rescue  
 Stats Canada - Data Lens - May 2024 Update  
 Immigration Refugees and Citizenship Canada / Immigration Réfugiés et Citoyenneté  
 Canada  
 Steinbach Online - Various articles affecting the RM of Ste. Anne  
 Red River Basin Commission - Spring/Summer Newsletter  
 Agape House - Women in Provencher Committee - Bursary Opportunity

**CARRIED**

**IN CAMERA**

2024-225

Councillor Sarrasin

Councillor Ingles

BE IT RESOLVED THAT Council recess in order to meet as a Committee of the Whole, In Camera, at 6:50 pm, to discuss Personnel Matters, and By-law Enforcement Matters under Section 152(3) of *The Municipal Act*.

**CARRIED**

**OUT OF CAMERA**

2024-226

Councillor Waczko

Councillor Ingles

BE IT RESOLVED THAT this meeting reconvene into regular session at 6:57 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**

Council recessed from 6:58 pm to 7:10 pm.

**DELEGATION(S)**

**Conseil de développement économique des municipalités bilingues du Manitoba (CDEM)**

At 7:10 pm, Marie-Cécile Alvarez, Community Economic Manager with the Manitoba Bilingual Municipalities Economic Development Council (CDEM), made a presentation regarding an economic development funding program and project targeting francophone and francophile employability and immigration, and the associated contribution agreement with Council. Councillor Sarah Normandeau left the meeting at 7:17 pm.

**ADJOURNMENT**

2024-227

Councillor Ingles

Councillor Waczko

BE IT RESOLVED THAT this regular meeting be adjourned at 7:34 pm.

**CARRIED**

**NEXT MEETING(S)**

Regular Day Meeting

Regular Evening Meeting

June 12, 2024 @ 9:00 am

June 26, 2024 @ 6:00 pm

Richard Pelletier  
Reeve



Mike McLennan  
Chief Administrative Officer

