

**R.M. of Shellbrook No. 493**  
**Meeting Minutes**  
**Regular Meeting October 8, 2025 - 08:30 AM**

**MINUTES** of a REGULAR meeting of Council of the Rural Municipality of Shellbrook No. 493 held on Wednesday, October 8, 2025 in the Municipal Office Council Chambers at 71 Main Street Shellbrook, Saskatchewan.

**PRESENT:**

Reeve	- Christine Strube
Division 1 Councillor	- Tasha Cyr
Division 3 Councillor	- Kevin Bruce
Division 4 Councillor	- Jay Ferster
Division 6 Councillor	- Ivan tenBos
Administrator	- Duane Storey
Administrative Assistant	- Alicia tenBos

**ABSENT:**

Division 5 Councillor	- Kris Moe
Division 2 Councillor	- Levi Moore

***Call to Order***

Reeve Strube called the meeting to order at 8:30 a.m.

***Delegations***

9:30 a.m. Lake Country Coop Delegation

***Declaration of Conflict of Interest***

Division 3 Councillor Ferster declared a conflict of interest in regards to the Eagle Ridge Subdivision discussions.

***Additions to Agenda***

**Resolution No:** 237.10.25

**Moved By:** Div 1 Councillor Cyr

That, the following item be added to the Agenda:

- Human Resource Policies
- 2020 Mack Anthem

**CARRIED**

***Adoption of Agenda***

**Resolution No:** 238.10.25

**Moved By:** Div 1 Councillor Tasha Cyr

That, the Agenda be adopted as amended.

**CARRIED**

***Approval of Minutes for the Regular Meeting of Council September 3rd, 2025 as presented.***

**Resolution No:** 239.10.25

**Moved By:** Div 1 Councillor Cyr

That, the minutes of the Regular Meeting of Council held on September 3rd, 2025 be approved as presented.

**CARRIED**

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**Approval of the Statement of Financial Activities for the month of September 2025 as presented**

**Resolution No:** 240.10.25

**Moved By:** Div 1 Councillor Cyr

That, the Statement of Financial Activities for the month of September 2025 be accepted as presented.

**CARRIED**

**Bank Reconciliation for the month of August 2025.**

**Resolution No:** 241.10.25

**Moved By:** Div 3 Councillor Kevin Bruce

That, the Bank Reconciliation for the month of August 2025 be accepted as presented.

**CARRIED**

**Payment of Accounts**

**Resolution No:** 242.10.25

**Moved By:** Div 3 Councillor Bruce

That, the List of Accounts for Approval dated October 1, 2025, as attached hereto and forming part of these Minutes, being regular cheque numbers 15067 -15115 in the amount of \$146,599.41. and electronic fund transfers in the amount of \$ 88,969.60 and payroll cheque numbers 15182 -15195 and cheques 1 - 15 in the amount of \$59,198.28 be approved.

**CARRIED**

Division 3 Councillor Ferster declared a conflict of interest and left the council chambers at 9:10a.m

***Old Business***

**Eagle Ridge Subdivision**

**Resolution No:** 243.10.25

**Moved By:** Div 1 Councillor Cyr

That, in regards to the Eagle Ridge Subdivision the municipality agrees to pay 33% of the total charge of proposed subdivision and zoning amendments.

**CARRIED**

Division 3 Councillor Ferster returned to council chambers at 9:13a.m.

Foreman Todd Lande entered the Council Chambers at 9:34a.m. to discuss municipal issues.

Dave Kapacila and Kory Kuntz with Lake Country Coop entered the Council Chambers at 9:35 a.m. to update Council on developments at the Highway 3-55 C-Store.

Dave Kapacila and Kory Kuntz left the meeting at 9:54 a.m.

**In Camera**

**Resolution No:** 244.10.25

**Moved By:** Div 4 Councillor Ferster

That, the time being 10:40a.m., Council close a portion of this meeting to the public to go in camera under the authority of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, for strategic planning, the public gallery be vacated and those present for this closed session be Reeve Strube, Councillor Cyr, Councillor Bruce, Councillor Ferster, Councillor tenBos Administrator Storey, Administrative Assistant tenBos and Foreman Lande.

**CARRIED**

**Reconvene**

**Resolution No:** 245.10.25

**Moved By:** Div 3 Councillor tenBos

That, the regular council meeting reconvenes at 11:04 a.m. with all members of Council and Administration present.

**CARRIED**

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Foreman Todd Lande left the Council Chambers at 11:15a.m.

**Fire Bylaw 2025-07**

**Resolution No:** 246.10.25

**Moved By:** Div 4 Councillor Ferster

That, Bylaw No. 2025-07, being a Bylaw to Provide for Fire Prevention, Management and Control., be given first reading.

**CARRIED**

**Fire Bylaw 2025-07**

**Resolution No:** 247.10.25

**Moved By:** Div 3 Councillor Bruce

That, Bylaw No. 2025-07, being a Bylaw to Provide for Fire Prevention, Management and Control., be given second reading.

**CARRIED**

**Hamlet Chickens**

**Resolution No:** 248.10.25

**Moved By:** Div 1 Councillor Cyr

That, for now the chickens on NW 14 AV.541 Holbein be allowed, and that further discussions be held in regards to plan consolidation in the Organized Hamlet of Holbein.

**CARRIED**

**Tax Title Property**

**Resolution No:** 249.10.25

**Moved By:** Div 6 Councillor tenBos

That, administration proceed with acquiring tax title on Surface Parcel #150195584.

**CARRIED**

**New Business**

**Rezone request**

**Resolution No:** 250.10.25

**Moved By:** Div 4 Councillor Ferster

That, discussions in regards to rezoning be postponed for administration to acquire more information.

**CARRIED**

**2025 SARM Midterm Convention**

**Resolution No:** 251.10.25

**Moved By:** Div 3 Councillor Bruce

That, the following delegates be approved to attend 2025 SARM Midterm Convention November 5-6th in Regina:

Reeve - Christine Strube

Admin Assistant - Alicia tenBos

**CARRIED**

**Bylaw 2025-08 Shipping Containers**

**Resolution No:** 252.10.25

**Moved By:** Div 4 Councillor Ferster

That Bylaw No. 2025-08, being a bylaw to Regulate the use of Shipping Containers in Organized Hamlets and Lakeshore Development in the Rural Municipality of Shellbrook No. 493, be given first reading.

**CARRIED**

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**Bylaw 2025-08 Shipping Containers**

**Resolution No:** 253.10.25

**Moved By:** Div 6 Councillor tenBos

That Bylaw No. 2025-08, being a bylaw to Regulate the use of Shipping Containers in Organized Hamlets and Lakeshore Development in the Rural Municipality of Shellbrook No. 493, be given second reading.

**CARRIED**

**Bylaw 2025-08 Shipping Containers**

**Resolution No:** 254.10.25

**Moved By:** Div 3 Councillor Bruce

That, Bylaw 2025-08, be given third reading at this meeting

**CARRIED UNANIMOUSLY**

**Bylaw 2025-08 Shipping Containers**

**Resolution No:** 255.10.25

**Moved By:** Div 6 Councillor tenBos

That Bylaw 2025-08 being a bylaw to Regulate the use of Shipping Containers in Organized Hamlets and Lakeshore Development in the Rural Municipality of Shellbrook No. 493, as annexed hereto and forming a part of these minutes be read a third time. Further this Bylaw be now adopted, sealed and signed by Reeve and Administrator.

**CARRIED**

**Fire Department MOU**

**Resolution No:** 256.10.25

**Moved By:** Div 4 Councillor Ferster

That, the Joint Fire Department Memorandum of Understanding presented by the Town of Shellbrook be accepted amended.

**CARRIED**

**Town and RM Recreation MOU**

**Resolution No:** 257.10.25

**Moved By:** Div 1 Councillor Cyr

That, the information provided by The Town of Shellbrook in regard's to Town and RM Recreation Memorandum of Understanding be postponed to the November 2025 Regular Meeting of Council.

**CARRIED**

**Holbein Lagoon Grant**

**Resolution No:** 258.10.25

**Moved By:** Div 1 Councillor Cyr

WHEREAS the Rural Municipality of Shellbrook No. 493 recognizes the need for infrastructure improvements to the wastewater lagoon serving the Hamlet of Holbein;

AND WHEREAS the Canada Housing Infrastructure Fund – Saskatchewan Stream provides funding support for eligible municipal infrastructure projects;

AND WHEREAS the RM of Shellbrook No. 493 intends to submit an application under the CHIF program for the Holbein Lagoon Upgrade project;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the RM of Shellbrook No. 493 supports the submission of a funding application to the Canada Housing Infrastructure Fund – Saskatchewan Stream for the Holbein Lagoon Upgrade project.

**CARRIED**

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**NW-31-50-02-3 Exemption**

**Resolution No:** 259.10.25

**Moved By:** Div 4 Councillor Ferster

That, the abatement for NW-31-50-02-W3 be approved as follows:

• 100 - Municipal	\$5191.82
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**CARRIED**

**Derelict Buildings Pilot Program**

**Resolution No:** 260.10.25

**Moved By:** Div 6 Councillor tenBos

That, the information provided in regards to the Derelict Building Pilot Project be received and filed:

**CARRIED**

**SW-13-52-03-W3**

**Resolution No:** 261.10.25

**Moved By:** Div 1 Councillor Cyr

That, as per the recommendation of the gravel committee that a maximum bid of \$250,000.00 be approved with McDougall Auctions for the purchase of ISC Parcel 203798661.

**CARRIED**

**Administrators Report**

**Resolution No:** 262.10.25

**Moved By:** Div 6 Councillor tenBos

That, the Administrators Report for the month October 2025 be accepted as presented.

**CARRIED**

**Swain Order**

**Resolution No:** 263.10.25

**Moved By:** Div 6 Councillor tenBos

That, in accordance to Bylaw 16-2019 known as The General Penalty Bylaw a fine of \$300 be levied and a \$20 per day fine commencing on October 16, 2025 on Lots 01-04 Blk 06 C.R.491 Crutwell until the Order to Remedy dated October 17, 2024 be complied with.

**CARRIED**

**Council Oral Reports**

***Tasha Cyr***

- A resident inquired about mowing around Round Lake. RM mowing was recently completed—can we confirm whether this area was missed?
- Garbage has been dumped on an RM road near the highway. This may require cleanup.
- Recreation Committee update: Town - The golf course contract is up for renewal. New policies are being introduced, including a zero-tolerance policy and a staff policy.

***Jay Ferster***

- We have sourced a replacement semi-truck for the one that was written off as a result of an accident.

***Kevin Bruce***

- Received a thank-you from Lloyd O. regarding the dust control applied to their road. It has helped address safety concerns.
- Two curve signs near the S-curve are positioned directly across from each other, making it difficult for large equipment to maneuver. The signs are being knocked down, should be staggered, and spaced further apart.
- A resident requested 10 yards of gravel. The deadline has passed—can we still accommodate this request?

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- Field wash settling in ditches east of Wildrose is affecting road stability over ~400 meters. A ratepayer has requested ditch reshaping.

**Ivan ten Bos**

- Fish Lake signs are missing at the Sugarhill Road intersection and need replacement.
- A ratepayer requested "Children at Play" signs for their road. Advised to place the signs on their own property.

**Christine Strube**

- Attended a Town of Shellbrook Community Planning meeting that highlighted important considerations.
- Participated in Emergency Measures Organization (EMO) training in Big River addressed municipal preparedness and response capabilities.

**Council Oral Reports.**

**Resolution No:** 264.10.25.

**Moved By:** Div 1 Councillor Cyr

That, the Council Oral Reports for the month October 2025 be accepted as presented.

**CARRIED**

**Human Resource Policies**

**Resolution No:** 265.10.25

**Moved By:** Div 1 Councillor Cyr

That, as per the recommendation of the HR Committee that the Human Resource Policies be adopted as presented.

**CARRIED**

**2020 Mack Anthem**

**Resolution No:** 266.10.25

**Moved By:** Div 4 Councillor Ferster

That, a 2020 Mack 64T Day Cab be purchased from Kowal Equipment Ltd. Crossfield, Alberta at a cost of \$123,000.00 plus applicable taxes as per recommendation of the Equipment Committee.

**CARRIED**

Division 1 Councillor Cyr left the council chambers at 1:10 p.m.

**Correspondence**

**Resolution No:** 267.10.25

**Moved By:** Div 1 Councillor Cyr

That, the following correspondence be received and filed:

- Canada Post CUPW Resolution - *dated Sept 24, 2025*
- Equipment Operator Evaluator - *dated Sept 20, 2025*

**CARRIED**

**In Camera**

**Resolution No:** 268.10.25

**Moved By:** Div 4 Councillor Ferster

That, the time being 1:27p.m., Council close a portion of this meeting to the public to go in camera under the authority of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, for strategic planning, the public gallery be vacated and those present for this closed session be Reeve Strube, Councillor Cyr, Councillor Bruce, Councillor Ferster and Councillor tenBos.

**CARRIED**

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Administrator Storey and Administrative Assistant tenBos were excused from the meeting at 1:22p.m.  
Administrator Storey returned to the meeting at 1:33p.m

**Reconvene**

**Resolution No:** 269.10.25

**Moved By:** Div 3 Councillor Bruce

That, the regular council meeting reconvenes at 1:33 p.m. with all members of Council and Administration present.

**CARRIED**

**Adjournment**

**Resolution No:** 270.10.25

**Moved By:** Div 4 Councillor Ferster

That, the meeting be adjourned at 1:34 p.m.

**CARRIED**

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**REEVE CHRISTINE STRUBE**

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**ADMINISTRATOR DUANE STOREY**