

R.M. of Shellbrook No. 493
Meeting Minutes
Special Meeting April 29, 2026 – 07:00 PM

MINUTES of a Special meeting of Council of the Rural Municipality of Shellbrook No. 493 held on Wednesday, April 29, 2026, in the Municipal Office Council Chambers at 71 Main Street Shellbrook, Saskatchewan.

PRESENT:

Reeve	- Christine Strube
Division 1 Councillor	- Tasha Cyr
Division 2 Councillor	- Levi Moore
Division 3 Councillor	- Kevin Bruce
Division 4 Councillor	- Jay Ferster
Division 6 Councillor	- Ivan tenBos
Administrative Assistant	- Alicia tenBos

ABSENT:

Administrator	- Duane Storey
Division 5 Councillor	- Kris Moe

Meeting Called to Order

Reeve Strube called the meeting to order at 6:55 p.m.

Adoption of Agenda

Resolution No: 108.4.26

Moved By: Div 1 Councillor Cyr

That, the Agenda be adopted as presented.

CARRIED

Declaration of Conflict of Interest

The following have declared a conflict of interest:

Councillor tenBos, regarding the Acting Administrator appointment process due to a conflict involving one of the candidates.

Administrator's Resignation: Presentation and Acceptance

Resolution No: 109.4.26

Moved By: Div 1 Councillor Cyr

That, Council accepts the written resignation of Duane Storey as Administrator, with the resignation effective at the end of day April 30, 2026.

CARRIED

In Camera

Resolution No: 110.4.26

Moved By: Div 1 Councillor Cyr

That, the time being 7:00 p.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 Moore, Councillor Bruce, Councillor Ferster.

CARRIED

Administrative Assistant tenBos and Councillor tenBos were excused from the meeting at 7:00 p.m.

Administrative Assistant tenBos and Councillor tenBos returned to the meeting at 7:28 p.m.

Reconvene

Resolution No: 111.4.26

Moved By: Div 4 Councillor Ferster

That, the special Council meeting reconvene at 7:28 p.m. with all members of Council and Administration present.

CARRIED

Appointment of Acting Administrator

Resolution No: 112.04.26

Moved By: Div 4 Councillor Ferster

That, Council appoints Alicia tenBos as Acting Administrator for the RM of Shellbrook No. 493, effective May 1, 2026, for a six (6) month term, with a performance review at three (3) months, mentorship as required, and completion of the Local Government Administration courses through the University of Regina.

CARRIED

Transfer of Municipal Records and Property

Resolution No: 113.04.26

Moved By: Div 1 Councillor Cyr

That, Council directs Duane Storey, outgoing Administrator to deliver all books, vouchers, papers, and moneys belonging to the municipality to Alicia tenBos upon the effective date of resignation to ensure continuity of the administrator's statutory duties under Section 111(b) of *The Municipalities Act*.

CARRIED

Begin Recruitment for Permanent Administrator

Resolution No: 114.04.26

Moved By: Div 1 Councillor Cyr

That, Council defer the recruitment of a permanent Administrator.

CARRIED

Update Signing Authorities

Resolution No: 115.04.26

Moved By: Div 2 Councillor Moore

That, effective April 30, 2026, at 4:00 p.m. the Signing Authority for the RM of Shellbrook No. 493 be amended to remove Administrator Duane Storey and add Acting Administrator Alicia tenBos, who is authorized to sign municipal documents, cheques, electronic payments, agreements on behalf of the Municipality.

CARRIED

Adjournment

Resolution No: 116.04.26

Moved By: Div 2 Councillor Moore

That, the meeting be adjourned at 7:31 p.m.

CARRIED

REEVE CHRISTINE STRUBE

ACTING ADMINISTRATOR ALICIA TENBOS