

TOWN OF ROULEAU

Minutes of the Regular Meeting of Council

Date	December 8, 2025
Location	Rouleau Community Hall, 111 Main Street, Rouleau, SK
Time	7:00 PM
Attendees	Mayor: Aaron Brown Councillor: Michael Faris Councillor: Ashley Horan Councillor: Colin Jones Councillor: Linda Rumford Councillor: Mitch Singleton Councillor: Jeffrey Weafer (via Zoom) CAO: Candice Zinn
Regrets	

Call to Order

Mayor Brown called the meeting to order at 7:02 PM

Conflicts of Interest Declarations

None

- | | | | |
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| 176-2025 | Previous Minutes | Faris:
That the minutes from the Regular Meeting of Council held November 12, 2025 be accepted and approved as presented. | CARRIED |
| 177-2025 | Financial Report | Horan:
That the Statement of Financial Activities for the period ending November 30, 2025 and the November Bank Statement be accepted and approved. | CARRIED |
| 178-2025 | Accounts for Approval | Rumford:
That the List of Accounts for Approval, as attached hereto and forming part of these minutes from cheque #10826 to 10855 totalling \$35,345.00 and all EFT and direct deposit payments including payroll, Ceridian service fees and CRA remittances totalling \$65,622.63 be approved for payment. | CARRIED |
| 179-2025 | Environmental Services Analysis | Singleton:
That we acknowledge the Environmental Services Analysis Reports received for the months of October and November 2025 with no detectables reported. | CARRIED |
| PW Foreman Report | | -reported on equipment maintenance and daily tasks
-reported on seasonal decorations being installed
-discussed next level of training for Wastewater Treatment and Collection
-discussed necessary maintenance and updates needed at the lift station and presented a quote with an initial budget and timeline for the project
-discussed maintenance and repairs planned at the water tower for the week of December 8 | CARRIED |
| 180-2025 | PW Foreman Report | Singleton:
That the PW Foreman report be accepted as presented. | CARRIED |
| Council Reports | | | |
| | Councillor Singleton | -reported on the Rouleau School's successful volleyball season | |
| | Councillor Horan | -requested a review of Bylaw No 01-2023 A Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, specifically Section 29. 1 (f)
-requested that the meeting Agenda be posted in the exterior glass display case prior to meetings | |
| | Councillor Rumford | -discussed a rate payer concern regarding the Community Hall needing some repairs | |
| | Councillor Jones | -discussed the area surrounding the exterior Library book drop off needing some repairs | |
| | Councillor Faris | -discussed Rouleau Library Board's contents insurance | |
| | Councillor Weafer | -discussed a rate payers concern about Rouleau businesses not maintaining hours | |
| | Mayor Brown | -discussed the intention of holding Mayor's Office Hours in the near future as well as adding to his Mayor's Blog with a updated post
-opened a discussion regarding the website and the idea of Council Bios | |
| CAO Report | | -discussed Administration's upcoming calendar with Town of Rouleau, RM of Redburn and family commitments
-reported on additional hours worked
-reported on tentative website unveiling | |

-discussed 2026 Budget process and presented a 2025 Budget Control Worksheet for Council's review
 -discussed the postponing of the Interim Audit
 -discussed Council Indemnity
 -discussed the annual staff lunch

Water Treatment Plant Operator & Water Distribution and Waste Water Operator Report -reported on heater unit motor leaking oil and the repair
 -discussed the water testing coverage while he's on holidays
 -reported on the progression of the Town Foreman transitioning to a more hands on role with the daily tasks
 -reported on the conversation with WSA to inform them of the work to be completed at the water tower

- 181-2025** C.A.O. Report **Rumford:**
 That the C.A.O. Report, including the upcoming calendar, the reconciliation of holidays, time off and extra hours worked be accepted as presented. CARRIED
- 182-2025** Water Treatment Plant Operator, Water Distribution & Waste Water Operator Report **Jones:**
 That the Water Treatment Plant Operator and Water Distribution and Waste Water Operator reports be accepted as presented by the C.A.O. CARRIED
- 183-2025** Application for Tax Incentive **Weafer:**
 That the application for Policy No. 2025 – 1 Tax Incentive for New Construction of Single-Family Residential Buildings submitted November 25, 2025 by Roy and Lorrie Zinn be approved and that the commencement year for the tax incentive on the municipal portion of property taxes for the new residential building being built on lots 20 and 21, Block 19, Plan 102299801 be 2026 and that the Mayor sign the approval of the application in lieu of the C.A.O. CARRIED
- 184-2025** PBI Appointment **Jones:**
 That the Town of Rouleau appoint Nathan Brodner, a Class 1 Licensed Building Official, licensed in Saskatchewan (BOL880) and Chantel Terry, a Class 1 Licensed Building Official, licensed in Saskatchewan (BOL860), employed by PBI, as a Municipal Building Officials. CARRIED
- 185-2025** Meet in Camera **Rumford:**
 That the meeting move to in-camera at 9:48 PM PM to discuss HR matters. CARRIED
 10:20 PM CAO Zinn left the meeting.
 10:33 PM CAO Zinn returned to the meeting. CARRIED
- 186-2025** Reconvene Meeting **Singleton:**
 That the meeting reconvene at 10:33 PM. CARRIED
- 187-2025** Annual Employee Bonus **Horan:**
 That the current Town of Rouleau employees receive an annual bonus of gift cards valued at either \$75.00 or \$200.00 based on hours worked. CARRIED
- 188-2025** Meeting Adjourn **Jones:**
 That this meeting now be adjourned at 10:36 PM. CARRIED

Next Regular Meeting: Monday, January 12, 2026

 Aaron Brown, Mayor

 Candice Zinn, C.A.O.