

MINUTES OF THE REGULAR MEETING FOR THE COUNCIL OF
THE TOWN OF FRANCIS

On December 10th, 2025, at 7:00 pm @ Town office

COUNCIL PRESENT: *Mayor:* Cliff Knoll
 Councillors: Kim Connery, Sharlene Fitzgerald-Johnson,
 Brooklynn Hayward, Ron Roteliuk, Michelle
 Klein, Ron Wiggins
 Administrator: Melody Dixon-Lye

CALL TO ORDER			A quorum being present, the Mayor called the meeting to order at 7:00 pm
AGENDA	2025-193		That the November 2025 agenda be approved. CARRIED
Swearing In			New Mayor and Councillors are sworn in CARRIED
MINUTES	2025-194	Fitzgerald-Johnson Connery	That the minutes of the regular meeting held November 12, 2025 were approved. CARRIED
Financials	2025-195	Roteliuk Connery	That the Town approve the Financial Statements and Bank Rec. for November 2025 as presented. CARRIED
Correspondence	2025-196	Knoll Klein	That the Town approve the Correspondence as per below and file: Help International – Trees Zone 4 Fire letter CPKC Railway non-disclosure statement CARRIED
BUSINESS	2025-197	Roteliuk Klein	That the Village assign the signing authorities for the Town to be the Administrator Melody Dixon-Lye, the Mayor Cliff Knoll and Deputy Mayor Kim Connery. CARRIED
	2025-198	Roteliuk Connery	That the Town sign the Auditor Engagement letter from Dudley & Co. to complete the 2025 Audit. CARRIED
	2025-199	Connery	The Council of the Town of Francis confirms the

	Klein	municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant : • -2024 Audited Financial Statement to the Ministry of Government Relations; • -Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations. • -In Good Standing with respect to the reporting and remittance of Education Property Taxes; • -Adoption of a Council Procedures Bylaw; • -Adoption of an Employee Code of Conduct; and • -All members of council have filed and annually updated their Public Disclosure Statements, as required; • and That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.	CARRIED
2025-200	Connery Fitzgerald- Johnson	That the Town discontinue its contract with MPE in regards to the Waterline to Town project.	CARRIED
2025-201	Knoll Hayward	That the Town send back the Invoices to the RM of Francis for fires attended after our contract was expired. Bill the Insurance rate of \$1107.67 and for two truck if both trucks were used.	CARRIED
2025-202	Roteliuk Wiggins	That the Town bill the RM of Wellington for the Tyvan Fire including the mutual aid invoice from the RM of Fillmore. Pay the RM of Fillmore Invoice.	CARRIED
2025-203	Roteliuk Fitzgerald- Johnson	That the Town amend resolution #2025-33 to indicate \$225 rather than \$200.	CARRIED
2025-204	Wiggins Klein	That the Town purchase a new battery for the floor scrubber at an estimated cost of \$113.	CARRIED
2025-205	Roteliuk Wiggins	That the Administrator and Mayor Cliff Knoll interview townman applicants and Council approves the hiring of a Townman by the Mayor &	

Administrator.

CARRIED

PAYABLES

2025-206

Sharlene-
Johnson
Connery

That the Village approve the Payables for
November as presented and being \$36,304.55.

CARRIED

Next Meeting

January 14, 2026 @ 7:00 pm

Adjournment

That the meeting be adjourned at 10:00 pm