

**RURAL MUNICIPALITY
OF
BRITANNIA No. 502**

MINUTES OF THE REGULAR MEETING HELD

April 28, 2021

The Britannia Municipal Council convened their Regular Meeting in the Council Chambers of the Rural Municipality of Britannia Office located at 4824 – 47th Street, Lloydminster, SK commencing at 9:00 a.m., April 28, 2021, with Reeve John Light presiding.

Present: Reeve: John Light

Councillors: Ed Noble
Wilfred Jurke
Jim Collins
Elaine Newman
Cory McCall
Dale Crush

CAO: Alan Parkin

Absent: None

Conflicts of Interest Reported:

Members were asked to declare if they had any conflicts of interest relating to agenda items for the meeting, and if so, that they should declare them in accordance with Sections 144 and 144.1 of The Municipalities Act.

Conflict of interests were declared.

- CLR Noble to agenda item 4.d. and 4. e.

Development Services Officer, Liz Bailey, joined the meeting at 9:04 a.m.

Agenda Approved

208/21 NOBLE: That the agenda be approved with the addition of operational items 7. f. road South of Pet Pad; 7. g. RR3274 oil repairs; 7. h. Harbin Road grading; 7. i. RR3254A road repairs; 7. j. Snake Trail corner; 7. k. Sandy Beach Park cold mix. Land matter under section 17(1) of LAFOIPP.
CARRIED

Approve the April 14, 2021 Regular Council Meeting Minutes

209/21 MCCALL: That Council approve the April 14, 2021 Regular Council Meeting Minutes as presented.
CARRIED

Approve the Public Hearing Minutes – Bylaw 03-2021 Close and Lease of Certain Roads

210/21 NEWMAN: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 03-2021 Close and Leasing of Certain Roads as presented.
CARRIED

J.C. 

Approve the Public Hearing Minutes – Bylaw 04-2021 Close and Lease of Certain Roads

211/21 MCCALL: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 04-2021 Close and Leasing of Certain Roads as presented.

CARRIED

Approve the Public Hearing Minutes – Bylaw 05-2021 Close and Lease of Certain Roads

212/21 CRUSH: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 05-2021 Close and Leasing of Certain Roads as presented.

CARRIED

Approve the Public Hearing Minutes – Bylaw 06-2021 Close and Lease of Certain Roads

213/21 NOBLE: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 06-2021 Close and Leasing of Certain Roads as presented.

CARRIED

Approve the Public Hearing Minutes – Bylaw 07-2021 Close and Lease of Certain Roads

214/21 JURKE: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 07-2021 Close and Leasing of Certain Roads as presented.

CARRIED

Approve the Public Hearing Minutes – Bylaw 08-2021 Close and Lease of Certain Roads

215/21 COLLINS: That Council approve the Public Hearing Minutes of April 14, 2021 regarding Bylaw No. 08-2021 Close and Leasing of Certain Roads as presented.

CARRIED

Approve the Public Hearing Minutes – DEV006-2021

216/21 NEWMAN: That Council approve the Public Hearing Minutes of April 14, 2021 regarding DEV006-2021 as presented.

CARRIED

CLR Noble left the meeting at 9:49 a.m. and returned at 9:50 a.m.

CLR Collins left the meeting at 10:05 a.m. and returned at 10:06 a.m.

CLR Noble left the meeting at 10:08 a.m. and returned at 10:09 a.m.

CLR Jurke left the meeting at 10:21 a.m.

Revised Plan of Subdivision SD002-2021 SE 02-50-27 W3M

217/21 MCCALL: That Council acknowledges the revised Plan of Proposed Subdivision for the subdivision application known as Community Planning File R0086-21S (SD002-2021) for Proposed Parcel A and Proposed Service Road on SE 02-50-27 W3M, received on April 13, 2021. Further, that the revised Plan of Proposed Subdivision does not change the recommendations provided in Motions **097/ 21** and **176/21** and no additional recommendations will be made at this time.

CARRIED

J.C. P

CLR Jurke rejoined the meeting at 10:25 a.m.

CLR Noble left the meeting at 10:25 a.m.

Discretionary Use Permit DEV006-2021 for a U-Pick/Market Garden at NW 24-51-25 W3M

218/21

JURKE: That Council approve the Discretionary Use Permit Application, known as file DEV006-2021 for a U-Pick/ Market Garden, located on NW 24-51-25W3M Parcel 203152913 Plan 102013906 Ext 1 with the following conditions/ development standards:

1. That the proposed development be authorized to operate 24 hours a day, 7 days a week, seasonally, from May 1 to October 31, on an annual basis;
 2. That the main operating hours for the Market Garden will be Sunday to Saturday from 9:00 a.m. to 8:00 p.m. and shall employ up to two people;
 3. That the following activities will be made available to the public through advanced bookings only;
 - Access to a garden area and u-pick garden area, a picnic area, an outdoor market area, photography area, and a parking area for a minimum of 20 vehicles.
 4. That the office trailer and storage container be permitted at their proposed locations, as per the April 19, 2021 site plan, as long as they do not conform to the current RM criteria for "Permanent Structures", as per the RM of Britannia Amended Zoning Bylaw 09-1989 and are approved for their intended use by the RM of Britannia building inspector;
 5. That access to the proposed development be limited to the South access approach and the internal access road linking the two approaches, not be utilized by public vehicles, in order to comply the Community Planning Development Standards Interest 176316778 on Title 148561050;
 6. That only one sign for the U-Pick/ Market be permitted, subject to the applicable regulations and definitions of the RM of Britannia Amended Zoning Bylaw 09-1989;
 7. That the applicant ensure continued compliance with the Community Planning Development Standards Interest 176316778 on Title 148561050.
 8. That the applicant obtain the necessary approvals and comply with the requirements and recommendations of all government ministries and agencies;
 9. That all buildings and structures shall be set back at least 45 metres (150 feet) from the centerline of the municipal road allowance as per the RM of Britannia Amended Zoning Bylaw 09-1989;
 10. That any change in use or intensity to the proposed development will require submission of a development permit, as per the RM of Britannia Amended Zoning Bylaw 09-1989;
 11. That no parking for the U-Pick/ Market Garden shall be permitted in the public Right of Way or on Secondary Highway 684/ RR 3251;
 12. That a development permit application and a building permit application be submitted at the applicants cost for the temporary office trailer on an annual basis to ensure ongoing compliance with the conditions of this permit and any additional conditions as specified by the RM of Britannia building inspector, as per the RM of Britannia Amended Zoning Bylaw 09-1989 Schedule A Section B.3.;
- Council further instructs the DSO to advise the applicant of their decision in writing, with the effective date of the decision and information on their right to appeal.

CARRIED

Residential Approach Application APR001-2021 NW 13-51-25 W3M

219/21

COLLINS: That Council approves the proposed approach from NW 13-51-25 W3M Parcel B to access to Secondary Highway 684/ RR 3251, as reviewed by the Chief Administrative Officer, with the following

J.C. d

conditions:

1. That the applicant is required to build the approach to current RM of Britannia standards, as per Schedule "C" of Bylaw No. 30-2017;
2. That the applicant shall supply and install a 500 mm culvert through the approach;
3. Any approach approval is deemed to be a temporary approval, as over time and usage, the circumstances surrounding the approval of the approach may change. Council may require upgrades to the approach corresponding with greater use or they may require the approach to be removed due to alternate access or because the approach is no longer required; and
4. All costs to build, maintain, and utilize the approach are to be borne by the proponent, as well as the costs to provide gravel crushed to a size no larger than 1.5 inches;
5. Approach shall be constructed within 6 months of the date of approval;
6. That the applicant shall be responsible for determining property lines and ensure that construction of the approach shall not encroach on the 8m easement located on NW 13-51-25W3M Parcel C.

CARRIED

CLR Noble rejoined the meeting at 10:47 a.m

Development Services Officer, Liz Bailey, left the meeting at 10:47 a.m.

Council took a break from 10:48 a.m. to 11:00 a.m.

Director of Finance, Bryson Leganchuk, joined the meeting at 11:00 a.m.

Approval of Accounts

220/21

CRUSH: That the following accounts requiring Council approval, a list of which is attached hereto and forms a part of these minutes, be approved for payment and signed by the Reeve and Administrator:

- General Cheques #30913 - 30928, Electronic Funds Transfer #4300 - 4324, Online Payments #2123 - 2139, all totalling \$478,965.80.

CARRIED

March 2021 Cash Flow Statement

221/21

NOBLE: That Council accepts the March 2021 Cash Flow Statement as information.

CARRIED

March 2021 Financial Statements

222/21

JURKE: That Council accepts the March 2021 Financial Statement as information.

CARRIED

2021 Capital and Operating Budget

223/21

NOBLE: That Council approves the 2021 Capital and Operating Budget as presented.

CARRIED

CLR Jurke left the meeting at 12:18 p.m. and returned at 12:21 p.m.

CLR Collins left the meeting at 12:24 p.m. and returned at 12:25 p.m.

2021 Municipal Tax Levy

224/21

JURKE: That Council approves option C for the 2021 municipal tax levy and instructs administration to draft the bylaws and resolutions required to implement the option for the May 12, 2021 Council Meeting.

CARRIED

Director of Finance, Bryson Leganchuk, left the meeting at 12:27 p.m.

Council took a break from 12:28 p.m. to 12:51 p.m.

JL

- UNIT 14 CAT 627G Rebuild Invoice**
225/21 CRUSH: That Council approves the revision to the 2021 Budget for Unit 14, CAT 627G Scraper rebuild for a total amount of \$193,268.23 including PST, to Korpan Tractor of Saskatoon.
CARRIED
- Policy TS-003 Spraying to Prevent Regrowth**
226/21 NOBLE: That Council approves Policy TS-003 Spraying to Prevent Regrowth, being a policy that outlines the purpose, responsibility and direction in regards to the use of chemical spray within the municipality, to prevent tree regrowth, with the addition of public notification.
CARRIED
- Policy TS-004 Mulching Road Allowances**
227/21 CRUSH: That Council approves Policy TS-004 Mulching Road Allowances, being a policy that outlines the purpose, responsibility and direction in regards to mulching municipal road allowances.
CARRIED
- Road Oiling Range Road 3274 from Twp Road 504 north for 1.6 km**
228/21 COLLINS: That Council approves road oiling of range road 3274 from township road 504 for 1.6 km North.
CARRIED
- Drainage of the SE 03-50-27 W3M**
229/21 NOBLE: That Council supports the drainage of the SE 03-50-27 W3M, with no cost to be borne by the Rural Municipality of Britannia No. 502.
CARRIED
- Greenstreet Water Treatment System Upgrades – Budget**
230/21 CRUSH: That Council budgets \$550,000 for the Greenstreet Water Treatment System Upgrades, with \$235,366 funded from the New Building Canada – Small Communities Fund grant, and \$314,634 from the Water/Waste Water reserve GL 310-100-560.
CARRIED
- Greenstreet Water Treatment System Upgrades – Award**
231/21 NOBLE: That Council awards the Greenstreet Water Treatment System Upgrades to Integra Engineering Ltd. (Option 1) of Lloydminster for the total amount of \$487,907 plus applicable taxes.
Recinded by motion 280/21 on May 12, 2021
CARRIED
- Greenstreet Water Treatment System Upgrades – Supervision**
232/21 MCCALL: That Council award 2247173 Alberta Ltd. o/a Aquamen Ltd. from Lloydminster, Alberta, a contract to supervise the Greenstreet Water Treatment System Upgrades on behalf of the RM of Britannia, for an amount not to exceed \$15,000.
CARRIED
- Emergency Information Plan**
233/21 MCCALL: That Council approves the Emergency Information Plan as presented.
CARRIED
- Community Emergency Plan**
234/21 NOBLE: That Council approves the Community Emergency Plan as presented.
CARRIED

- 235/21 **EOC Emergency Response Plan**
COLLINS: That Council approves the EOC Emergency Response Plan as presented.
CARRIED
- 236/21 **Synergy Shares Grant – West Bay Estates Community Billboard**
CRUSH: That Council directs administration to make an application for funding through the Synergy Shares Program for a Community Bulletin Board at West Bay Estates.
CARRIED
- 237/21 **2021 Corporate Plan**
NOBLE: That Council approves the 2021 Corporate Plan as presented and instructs the Chief Administrative Officer to post on the municipalities website for public information.
CARRIED
- 238/21 **2022 to 2026 Budget**
MCCALL: That Council directs the Chief Administrative Officer to bring the 2022 to 2026 draft budget to the September 8th Regular Council meeting for discussions to determine future years budgets.
CARRIED
- 239/21 **Special Event Request NE 9-52-27 W3M June 19, 2021**
JURKE: That Council approve the special event request from 1:30 p.m. to 2:00 a.m. June 20, 2021 located at the NE 9-52-27 W3M for a family wedding event, complying with all local, provincial, and federal requirements.
CARRIED
- 240/21 **Staff Performance Evaluation Policy HR-003**
CRUSH: That Council approves the Staff Performance Evaluation Policy HR-003 as presented.
CARRIED
- 241/21 **Correspondence**
NEWMAN: That Council accepts the correspondence as presented.
CARRIED
- 242/21 **Closed Session**
NOBLE: That Council move into closed session at 2:22 p.m. as per Section 16(1)(d) of LAFOIPP Act to discuss Salary Grids, Organizational Chart, and two Land Matters under Section 17(1) of LAFOIPP.
CARRIED
- CLR McCall left the meeting at 2:52 p.m. and returned at 2:56 p.m.*
- 243/21 **Re-open to Regular Session**
CRUSH: That Council rise out of the closed session to resume the Regular Council Meeting at 3:17 p.m.
CARRIED
- CLR Newman left the meeting at 3:17 p.m.*
- 244/21 **Organizational Chart**
CRUSH: That Council approves the Organizational Chart as presented.
CARRIED

JL d

Salary Grids

245/21

NOBLE: That Council approves the Salary Grids as presented.

CARRIED

Banked Time

246/21

JURKE: That Council approves a revision to policy, that any new salaried staff will not receive banked time for extra hours worked, commencing today.


CARRIED

Adjournment

247/21

NOBLE: That Council adjourn the meeting, the time being 3:19 p.m.

CARRIED



Reeve



Chief Administrative Officer