

**RURAL MUNICIPALITY  
OF  
BRITANNIA No. 502**

**MINUTES OF THE REGULAR MEETING HELD**

**August 12, 2020**

The Britannia Municipal Council convened their Regular Meeting in the Council Chambers of the Rural Municipality of Britannia Office located at 4824 – 47<sup>th</sup> Street, Lloydminster, SK commencing at 9:00 a.m., August 12, 2020 with Reeve John Light presiding.

**Present:** Reeve: John Light

Councillors:

Ed Noble  
Wilfred Jurke  
Jim Collins  
Cory McCall  
Dale Crush

CAO: Alan Parkin

**Absent:** Councillors: Division 4 – Vacant

**Agenda Approved as Presented**

376/20

McCall: That the agenda be approved with the following additions;

1. 16.12 – HWY 684
2. 16.13 – Expropriation
3. 16.14 – Baby's breath noxious weed concern

CARRIED

**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.*

*No conflict of interests were declared.*

**Approve Minutes of the July 22, 2020 Regular Meeting**

377/20

NOBLE: That Council approve the July 22, 2020 minutes as presented.

CARRIED

*Development Services Officer, Catherine Saretzky, joined the meeting at 9:15 a.m. and left at 9:19 a.m.*

*Infrastructure Administrator, Cindy Schreiber joined the meeting via speakerphone at 9:21 a.m.*

**Amend motion #314/20 & 363/20**

378/20

MCCALL: That Council amend motion #314/20 by deleting 115 tonnes and adding "210 tonnes", further that this motion extends to 363/20

CARRIED

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- 379/20 **Sign Agreement Contract No. 2020-01a**  
COLLINS: That council instructs the Reeve and Chief Administrative Officer to sign the Agreement  
Contract No. 2020-01a between the Rural Municipality of Britannia No. 502 and Kowal Construction Alta Ltd. to perform the following work:  
• Widen, place 200mm of base material and apply chip seal on Range Road 3273 from Highway #303 (Township Road 500) to Township Road 504 with upgrade and blending into intersections Range 3273 and Township Road 502, and Range Road 3723 and Township Road 504.  
Further, that the R.M. of Britannia No. 502 Council acknowledges the receipt of a 50% performance bond from Kowal Construction Alta Ltd.  
CARRIED
- 380/20 **Guest Controls Road Pre-Construction Meeting Minutes**  
COLLINS: That Council acknowledge the minutes submitted by Clifton Associates from the Guest Control Road Pre-Construction Meeting held on July 29, 2020 in the R.M. of Britannia No. 502 Council Chambers.  
CARRIED
- 381/20 **Clifton Boring report for RR 3273**  
COLLINS: That council acknowledges the report received from Clifton Engineering Group Inc. dated August 6, 2020 on the coring of the Guest Control Road (Range Road 3273 between Townships 500 & 504).  
Further, Council instructs the Operations Manager to work with the Engineer (Clifton) to ensure that the specific problem area at Station 4 + 150 and the other potential problem areas noted within the document, as well as any other areas discovered during construction, be dealt with accordingly, to ensure this road has a solid base prior to seal coat application.  
CARRIED
- 382/20 **RFQ 2020-01 Oil - Supply and Delivery of HF150S**  
COLLINS: That Council acknowledges the Request for Quote received from McAsphalt for the supply and delivery of 210 tonne of HF150S (High Float Sealing Grade Emulsified Asphalt) to be used to seal coat the Guest Control Road (Range Road 3273 between Township 500 & 504) in the amount of \$345.20 per tonne. Further, that the Chief Administrative Officer be authorized to sign the Quotation document provided from McAsphalt.  
CARRIED
- 383/20 **SaskPower Construction Drawings**  
MCCALL: That Council acknowledges and approves the construction drawings presented by SaskPower in regards to the Distribution Services agreement, Notification No. 302575408. SaskPower proposes to lower an existing line between the SW 05 & SE 06-51-26-W3 and they intend to stay within the existing 100 foot right of way. Lowering is required due to the RM's intention to reconstruct Greenstreet Road  
– namely Range Road 3265 between Townships 510 & 514. Further, Council instructs the Administrator to sign the Distribution Service Agreement and corresponding construction maps.  
CARRIED

*Infrastructure Administrator, Cindy Schreiber left the meeting at 10:24 a.m. and did not return.*

*Council broke for coffee from 10:24 a.m. to 10:34 a.m.*

52

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*Development Services Officer, Catherine Saretzky, rejoined the meeting at 10:34 a.m.*

384/20

**NW 31-51-26W3 Service Agreement - Britannia File: SD010-2019**

CRUSH: That council agrees to purchase 17ft from the west portion of NW 31-51-26W3M for the purpose of constructing Range Road 3270.

CARRIED

385/20

**Subdivision Application at NE 20-50-27W3**

COLLINS: That Council approves the subdivision application for the NW 21-50-27W3 Parcel A Plan 101687845, known as Community Planning File R478-20S to subdivide 4 residential parcels consisting of 4.82 acres (Parcel B),

3.93 acres (Parcel C), 3.93 acres (Parcel D) and 3.93 acres (Parcel E) with the following conditions:

- Site size is acceptable under Schedule A (B.) (1.) (b.) in the Zoning Bylaw and under Section 5.4.7 of the Basic Planning Statement;
- Applicant shall pay cash in lieu of municipal reserve in the amount of, \$18,260 (10% of the subdivided land x \$11,000/acre) prior to the subdivision being approved by Community Planning.
- Applicant shall provide a new Plan of Proposed Subdivision showing additional 17 feet of road widening along the NW 21-50-27W3M adjacent to Range Road 3274.
- The applicant enters into a service agreement with the municipality to upgrade Range Road 3274 as per the Undeveloped or sub-standard Road Allowance Construction Policy;
- The applicant shall pay Municipality a \$5000.00 deposit prior to the Municipality providing the engineered road profile.
- That an approach shall be approved prior to or at the time of that each parcel is ready for development.
- That the developer obtains the necessary approvals and comply with the requirements and recommendations of all government ministries and agencies
- That the developer is required to complete a Drainage plan

CARRIED

386/20

**Subdivision Right of Way at NW 21-50-27W3 Parcel A 101687845**

COLLINS: That council agrees to purchase an additional 17ft from the NE 20-50-27W3M for the purpose on upgrading Range Road 3274.

CARRIED

387/20

**Development permit - DEV010-2020 - LSD 09 NE-06-52-27 W3**

CRUSH: That Council approve the file of DEV010-2020 for a residence on LSD 09 NE 06-52-27 W3.

CARRIED

388/20

**Approach Application – APR005-2020 at NE 31-52-27 W3**

CRUSH: That Council acknowledged the approval for the approach located on the NE 31-52-27W3M {File APR005-2020} with the following conditions:

- The applicant is required to build the approach to our municipal standard (Schedule "C" to Bylaw No. 30-2017);
- 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

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- 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.
- Approach shall be constructed within 6 months of date of approval.

CARRIED

**ISC Letter – NE 20-50-26 W3**

389/20

JURKE: That Council approves the Reeve and CAO signing the Consent to Correction form provided by Information Services Corporation (ISC) to amend the certificate of Title 84B16306 on the NE 20-50-26 Parcel A Plan 101541754 by adding to the land description "Except: all portions covered by the waters of Lake No. 4" and to amend the 200% ownership issues under NE 20-50-26W3M.

CARRIED

*Development Services Officer, Catherine Saretzky, left the meeting at 11:25 a.m.*

**Move to Closed Session**

390/20

CRUSH: That Council move out of Regular Meeting and in to Closed Session as per section 16 (d) of LAFOIP for labor matters at 11:25 a.m.

CARRIED

**Rise from Closed Session**

391/20

CRUSH: That Council rise from the in-camera discussion at 12:02 p.m.

CARRIED

*Council broke for lunch at 12:02 p.m.  
Council resumed session at 1:22 p.m.*

*Director of Finance, Bryson Leganchuk joined the meeting at 1:22 p.m.*

**5 Year Business Plan**

392/20

Crush: That council directs administration to develop a 5 Year Business Plan, for presentation to council in January 2021.

CARRIED

**Accounts for Approval**

393/20

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

- General Cheques #30557 – 30594;
- Electronic Funds Transfer #3677 - 3719, and
- Online Payments 1837 – 1852

Totaling \$370,133.92

CARRIED

**July Payroll**

394/20

CRUSH: That Council approve the June Payroll in the amount of \$213,085.72

CARRIED

**Tax Abatement on Roll 346 000**

395/20

NOBLE: That Council approve abatement of the following taxes from Roll 346 000 because her parcel size changed on April 21, 2020 which changed the assessment of her parcel from 167,700 to 144,300:

Municipal Taxes 55.49  
School Taxes \$ 18.41  
Total Taxes Abated \$73.90

CARRIED

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**Parcel Consolidation Base Tax Abatements**

396/20

JURKE: That Council approve abatement of the \$300 base tax from the following properties because these parcels are at the final stages of having the parcels consolidated with their adjacent parcels:

Parcel 130581660 Lot 6 Block 2 Plan AO2857

Parcel 149543893 Lot 9 Block 2 Plan 101594842

Parcel 149543905 Lot 5 Block 2 plan AO2857

Parcel 130597487 Lot 17 Block 1 Plan AP2196 Ext 0

Parcel 130597476 Lot 18 Block 1 Plan AP2196 Ext 0

Parcel 130611338 Lot 10 Block 1 Plan AO2857 Ext 0

Parcel 130597667 Lot 4 Block 6 Plan 82B07728 Ext 0

Parcel 130596138 Lot 12 Block 5 Plan 81B07244 Ext 0

Parcel 130597847 Lot 2 Block 6 Plan 82B07728 Ext 0

Parcel 150043081 Lot 22 Block 2 Plan 101533373 Ext 4

CARRIED

*Director of Finance, Bryson Leganchuk left the meeting at 1:42 p.m.*

*Public Works Operations Manager, Dan Fedirko, joined the meeting via speakerphone at 1:43 p.m. until 2:02 p.m.*

*Infrastructure Administrator, Cindy Schrieber joined the meeting via speakerphone at 2:11 p.m. until 2:15 p.m.*

**Road Ban Removal**

397/20

CRUSH: That Council remove the following road ban implemented though resolution 207/20: Level 2, 75% Ban on RR 3273 Hwy #3 South to Twp Road 520 and Level 2, 75% Ban on Twp 522 RR 3273 East to RR 3264.

CARRIED

**Wack Insurance claim**

398/20

CRUSH: That Council acknowledge the Final Release provided by SARM insurance signed by John Wack in the amount of \$9,891.22 for the flooding damage to the water softener system and well pump house. Further, that we authorize the payment of \$1,000 for the insurance deductible.

CARRIED

**MEEP Grant Approval Letter**

399/20

NOBLE: That Council acknowledge the approval received from the Government of Saskatchewan to utilize the Municipal Economic Enhancement Program (MEEP) towards the Chip Seal and base work on 6.4 km of Range Road 3273 from Township Road 500 to Township Road 504.

CARRIED

*Councillor McCall left the Council Chambers at 2:25 p.m.*

*Councillor McCall returned to the Council Chambers at 2:30 p.m..*

*Director of Finance, Bryson Leganchuk joined the meeting at 2:26 p.m.*

*Director of Finance, Bryson Leganchuk left the meeting at 2:41 p.m.*

*Councillor Collins left the meeting at 2:36 p.m.*

*Councillor Collins rejoined the meeting at 2:38 p.m.*

**Advanced Poll**

- 400/20 JURKE: That Council schedule the Advance Poll for November 3, 2020 to be open from 9 am to 8 pm. The advance polling location will be at the municipal office located at 4824 - 47 Street, Lloydminster, SK, S9V 0Y7.  
CARRIED

**Election Officials Remuneration**

- 401/20 COLLINS: That Council establish the election official remuneration for office staff of the R.M. of Britannia No. 502 at their current rate of pay as an R.M. employee and any election official that is not an employee of the R.M. of Britannia No. 502 their remuneration be \$25.00/hour as a Polling Clerk and \$28.00/hour as a Deputy Returning Officer. Further, that any election official be paid mileage of \$0.59/kilometre for any use of their personal vehicle.  
CARRIED

**Returning Officer Appointment if the CAO is Unavailable**

- 402/20 MCCALL: That Council appoint Bryson Leganchuk, Director of Finance, as the Returning Officer if Alan Parkin, CAO is unavailable on Election Day.  
CARRIED

**Signing Authority for CAO**

- 403/20 NOBLE: That Council add Alan Parkin as a signing authority to the R.M. of Britannia No. 502 bank accounts located at the Synergy Credit Union. By adding Alan Parkin as a signing authority, the signing authority structure is as follows: Alan Parkin, CAO or Bryson Leganchuk, Director of Finance or Liz Bailey, Office Clerk and John Light, Reeve or Wilfred Jurke, Division 2 Councillor or Dale Crush, Division 6 Councillor.  
CARRIED

**Credit Card for CAO**

- 404/20 JURKE: That Council approve a R.M. of Britannia No. 502 Credit Card for Alan Parkin with a credit limit of \$5,000 to be utilized for business expenses.  
CARRIED

**Cindy Schrieber – Payout of Earned time off over 80 hours**

- 405/20 CRUSH: That Council approve the payout of Cindy Schrieber's earned time off of 23.25 hours at her regular rate of pay to lessen her earned time off bank to 80 hours.  
CARRIED

**Norbion Hall Mowing - Donation**

- 406/20 NOBLE: That Council approve public works to provide Norbion Hall with 3 hours of grass cutting as a donation to the 2020 grad ceremonies.  
CARRIED

**Adjournment**

- 407/20 JURKE: That Council adjourn the meeting of council, time being 3:32 p.m.  
CARRIED

  
Reeve  
Chief Administrative Officer