

RURAL MUNICIPALITY OF PRINCE ALBERT NO. 461

Minutes of the regular meeting of the Council of the Rural Municipality of Prince Albert No. 461 held in the Joint Council Chambers of the Municipal Centennial Building, Prince Albert, SK, on Thursday, January 12, 2017.

Present: Paul Rybka, Reeve

Barton Franc, Division #3 Councillor
Richard Wilson, Division #4 Councillor
Wayne Acorn, Division #5 Councillor
Mike Ethier, Division #6 Councillor

Roxanne Roy, Acting Administrator
Fran Lucyshyn, Foreman

Reeve Paul Rybka called the meeting to order at 9:15 am

AGENDA

#001/2017 ETHIER That the agenda be approved as amended:

Correspondence

- Gas Tax Fund – Infrastructure Investment Plan
- Hudson Bay Route Association – Membership
- SaskTel response letter

New Business

- Time Punch Clocks
- Time-In, Time-Out Weight Scales

CARRIED

IN-CAMERA

#002/2017 ACORN That the meeting proceed in camera at 9:24am, as per Section 16(1) of *The Local Authority Freedom of Information And Protection of Privacy Act* to discuss procedural matters.

CARRIED

Roxanne Roy, Acting Administrator left council chambers at 9:24 am

#003/2017 FRANC That Council returns to the regular scheduled agenda at 9:55 am.

CARRIED

Roxanne Roy, Acting Administrator entered council chambers at 9:55 am.

#004/2017 ACORN That we recess at 9:56 am

CARRIED

Reeve Paul Rybka called the meeting back to order at 10:02 am.

Cst. Jennie Beaudoin entered council chambers at 10:03 am

Cst. Beaudoin did a presentation in regards to the rural crime that has been an ongoing issue for most of Saskatchewan. A new program called Agriwatch, a new/updated version of community watch program was discussed.

Cst. Jennie Beaudoin left council chambers at 10:28 am

MINUTES

#005/2017 WILSON That the regular meeting minutes of December 8, 2016 be approved as amended; and the special meeting minutes of December 13, 2016 be approved as presented.

CARRIED

BUSINESS ARISING

APPOINTMENT OF ADMINISTRATOR

#006/2017 ETHIER That as of January 12, 2017, Roxanne Roy be appointed as the Rural Municipality of Prince Albert No. 461 Administrator and that effective November 25, 2016, Roxanne Roy be designated as a signing authority for municipal documents as per section 115 of *The Municipalities Act*. These documents to include:

- Minutes
- Bylaws
- Agreements
- Cheques and other negotiable instruments

It is further agreed that the Municipality pay for her annual R.M.A.A. Membership.

CARRIED

#007/2017 ACORN That the Resolution #360/2016 be amended to read as follows:

That Reeve Rybka and Deputy Reeve Wilson be designated as a signing authority for municipal documents as per Section 115 of *The Municipalities Act*. These documents to include:

- Minutes
- Bylaws
- Agreements
- Cheques and other negotiable instruments

CARRIED

SARM RESOLUTION

#008/2017 **ETHIER** That a revised resolution be submitted to the SARM 2017 Convention regarding an allowance for RM's to have a voice in the assessment appeal process, to voice concerns about the significant affects the current appeal process can have on RM finances and RM's ability to deliver services that are mandated by the province, or otherwise, and to request change to the current process to allow RM's to prepare for such impacts.

CARRIED

#009/2017 **WILSON** That Council gives the direction to staff not to maintain the undeveloped road allowance in ORA 122-48-25-W2 Ext 0; SW 20-48-25-W2, until instructed otherwise.

CARRIED

BI-ELECTION REMUNERATION

#010/2017 **FRANC** That for the 2017 Municipal Bi-Election to be held on February 22, 2017:

- Roxanne Roy be appointed as Returning Officer;
- The Advance Poll will be held on Saturday February 11, 2017 from 10:00 am to 3:00 pm at the Council Chambers of the Municipal Centennial Building on 99 River Street East; and
- Remuneration for Election Officials including Deputy Returning Officers and Poll Clerks be set at \$200.00 per day and \$0.50/km for travel expenses.

CARRIED

BYLAW

#011/2017 **ETHIER** That the Code of Ethics for Member of Council, Bylaw No. 15 of 2016, be given First Reading.

CARRIED

#012/2017 **FRANC** That the Code of Ethics for Member of Council, Bylaw No. 15 of 2016, be given a Second Reading.

CARRIED

#013/2017 **ACORN** That the Code of Ethics for Member of Council, Bylaw No. 15 of 2016, be given three readings at this meeting.

CARRIED UNANIMOUSLY

#014/2017 **WILSON** That the Code of Ethics for Member of Council, Bylaw No. 15 of 2016, be read a third time and adopted.

CARRIED

RETAINER AGREEMENT

#015/2017 **ACORN** That the Reeve and Administrator be authorized to sign the retainer agreement with Zatlyn Law Office.

CARRIED

FIDELITY BOND

#016/2017 **ETHIER** That the Bond and Insurance be accepted as presented. The Bond Fee for 2017 is \$330.00 and included coverage as follows:

- Fidelity Bond, Coverage of \$25,000.00
- Registered Mail, Coverage of \$50,000.00
- Money and Securities, Coverage of \$20,000.00

CARRIED

SARM MEMBERSHIP

#017/2017 **FRANC** That the 2017 Membership Fees for SARM of \$4,070.77 be remitted to SARM.

CARRIED

LONG TERM DISABILITY INSURANCE

#018/2017 **ACORN** That the eligible employees be covered under the 2017 SARM Long-Term Disability Plan; the Municipality will submit the premium to SARM and collect the individual premiums from each employee through monthly deductions as the Long-Term Disability plan is an employee pay all plan.

CARRIED

CONEXUS CREDIT UNION

#019/2017 **ETHIER** That the Reeve and Administrator be authorized to sign the 2017 borrowing resolution documents and any other operating documents required from Conexus Credit Union.

CARRIED

COUNCIL MEETINGS

#020/2017 **FRANC** That in 2017, the regular council meetings be held on the second Thursday of each month beginning at 9:00 am.

CARRIED

SHOP MANDATE POLICY

#021/2017 **WILSON** That the Shop & Equipment Committee Mandate Policy be adopted as amended.

CARRIED

DISCOUNT/TAXES

#022/2017 **WILSON** That as per policy and being that the payments was not received in our office by the end of day, July 31st, Council will not honor the July discount rate for December paid taxes.

CARRIED

TAX CANCELLATION

#023/2017 **FRANC** That the tax cancellation a follows be approved:

Roll No. 2286	\$ 7.35	(Sask. Penitentiary GIL Correction)
Roll No. 2287	\$ 11.82	(Sask. Penitentiary GIL Correction)
Roll No. 2288	\$ 67.15	(Sask. Penitentiary GIL Correction)
Roll No. 2289	\$ 83.95	(Sask. Penitentiary GIL Correction)
Roll No. 2290	\$ 516.25	(Sask. Penitentiary GIL Correction)
Roll No. 2291	\$ 5,481.06	(Sask. Penitentiary GIL Correction)
Roll No. 2292	\$ 3,256.94	(Sask. Penitentiary GIL Correction)
Roll No. 2293	\$ 54.75	(Sask. Penitentiary GIL Correction)
Roll No. 2294	\$24,148.67	(Sask. Penitentiary GIL Correction)
Roll No. 2295	\$ 74.38	(Sask. Penitentiary GIL Correction)
Roll No. 2296	\$ 4,338.63	(Sask. Penitentiary GIL Correction)
Roll No. 2297	\$ 2,858.99	(Sask. Penitentiary GIL Correction)
Roll No. 2299	\$ 1,302.76	(Sask. Penitentiary GIL Correction)
Roll No. 2299	\$ 3,525.13	(Sask. Penitentiary GIL Correction)
Roll No. 2300	\$14,718.81	(Sask. Penitentiary GIL Correction)
Roll No. 2620	\$ 343.30	(Sask. Penitentiary GIL Correction)
Roll No. 2621	\$ 9,044.63	(Sask. Penitentiary GIL Correction)
Roll No. 2961	\$ 1,348.94	(Sask. Penitentiary GIL Correction)

CARRIED

UTILITY ARREARS

#024/2017 **ETHIER** That we agree to post the Utility Arrears of Francois Blais in the amount of \$7,346.00 to the Municipal Tax Roll, Roll #2805 200, PT SE 15-48-24-W2.

CARRIED

#025/2017 **FRANC** That we agree to post the Utility Arrears of William Dewhurst in the amount of \$2,751.00 to the Municipal Tax Roll, Roll #1970 000, RL 14-47-27-W2.

CARRIED

#026/2017 **ACORN** That we agree to post the Utility Arrears of Darrell McLennan in the amount of \$119.48 to the Municipal Tax Roll, Roll #2697 000, PT SE 19-47-26-W2.

CARRIED

EPS REPORT

#027/2017 WILSON That the December 2016 EPS Management Services Report be accepted as presented.

CARRIED

Fran Lucyshyn, Foreman entered council chambers at 11:32 am

RM SHOP

#028/2017 ACORN That Administration researches the purchase of a time punch clock for the RM Shop.

CARRIED

#029/2017 WILSON That the RM Truck Drivers scale in and scale out and keep tickets on every load of gravel from the Dewhurst Gravel Pit.

CARRIED

#030/2017 ETHIER That is being 12:08 pm, we recess for lunch.

CARRIED

Reeve Paul Rybka called the meeting back to order at 12:59 pm

#031/2017 ACORN That Council authorizes management to advertise the RM's two mowers for sale, with offers to be accepted until February 3, 2017. Highest or any offer not necessarily accepted.

CARRIED

#032/2017 FRANC That Council agrees to pay the following crop damage of:

- SE 36-47-25-W2 - \$1,925.00
- Spencer Grid (PDAP Project) - \$491.40
- SE 21-48-24-W2 - \$491.25
- SW 26-48-25-W2 – 1,560.00
- SW 01-48-25-W2; SE 01-48-25-W2; Se 01-48-25-W2 - \$525.00
- NW 13-47-26-W2 – 162.50
- SW 22-48-24-W2 – 256.25

CARRIED

#033/2017 ETHIER That with the recommendation of the Shop Committee, we agree to proceed on tendering a Request for Proposal (RFP) for a New Grader in January of 2017.

CARRIED

#034/2017 FRANC That is being 2:00 pm, Council recess for a public hearing for a discretionary use on Parcel K, Plan 80PA03625, SW 11-48-26-W2 for a Dry Goods Storage Yard.

CARRIED

Jason Kaptein, Director of Planning and Development & Bill Powalinski, CEO with Community Service Center and Pine Industries Marketing (Sarcan) entered the chambers at 2:03 pm.

DISCRETIONARY USE PUBLIC HEARING

Discussion

Sarcan Express Depot is purchasing the property to relocate their current recycling depot on 5th Avenue East, to this property. They intend to renovate the existing building to suite their operations.

Sarcan recycles beverage containers, used electronics, paints and glass, etc. They receive approximately 150-200 customers per day, and ship out roughly three semi loads weekly. Hours of operation are 8-4, Tuesday – Sunday.

Access to the property is off an existing approach on 6th Avenue East. They are in discussions with the City regarding a second approach, and possibly sewer hookup.

Notice was sent to nearby owners. Concerns were raised from one neighbour regarding traffic, access, onstreet parking, pedestrians and bike traffic, and conflict with heavy industrial traffic in the area.

Per the RM Zoning Bylaw, parking requirements are based on building square footage. For an industrial uses, this amounts to 7 parking spots. But as Sarcan is expecting 150 to 200 customers per day, which is more consistent with traffic generated by a Commercial/Retail operation, recommend using the retail parking requirement of 25 parking spaces. Additionally, some landscaping would help deter onstreet parking.

#35/2017 **ETHIER** That the Public Hearing be closed at 2:19 pm.

CARRIED

Jason Kaptein & Bill Powalinski left council chambers at 2:19 pm

Reeve Paul Rybka called the meeting back to order at 2:20 pm

REPORTS

#36/2017 **FRANC** That the Foreman's report be accepted as presented.

CARRIED

#37/2017 **WILSON** That the Administrator's report be accepted as presented.

CARRIED

#038/2017 **ACORN** That the Councillor's reports be accepted as presented.
CARRIED

Fran Lucyshyn left council chambers at 3:08 pm

#039/2017 **FRANC** That it being 3:08 pm, we recess.
CARRIED

Reeve Paul Rybka called the meeting back to order at 3:17 pm

CORRESPONDENCE

#040/2017 **ACORN** That the following correspondence be received and filed:

- SARM – Ray Orb - Thoughts and Prayers for Boyd Anderson
 - 2017 SARM Fees – Legal Fees & Community Planning Fees
 - Crime Reduction Committee Consultations
 - Election for President
 - Election for Vice-President
- City of Prince Albert – Inter municipal business license agreement
- City Of Prince Albert – 2017 Mayor's State of the City Address
- Disaster Forum 2017 – Working together to build capacity workshop
- Premier of Saskatchewan, Brad Wall – Congratulations letter
- FCM Membership 2017-2018
- FCM – Shaping Canada
- Wapiti Regional Library - 2016 Semi-Annual Meeting Report
- PREP - 2017 PCO Winter Workshop
- Saskatchewan Public Works Association – SPWA 2017 Annual Conference & PWville
- Caucus Committee on Crime Reduction
- NCTPC Workshop
- Conservation Learning Centre Data Report
- SAMA – 2017 Municipal Invoice Estimate
- SAMA – Resolutions passed at the 2016 SAMA annual meeting
- Gas Tax Fund – Infrastructure Investment Plan
- Hudson Bay Route Association – Membership
- SaskTel response letter

CARRIED

Jason Kaptein, Director of Planning and Development entered council chambers at 3:50 pm

PLANNING

#041/2017 **ETHIER** That the application by the Sask. Conservation Learning Center, for a 6.06 ha (15 acres) subdivision off NW 20-46-26-W2M, be approved pursuant to Section 3.6.3(8)(a)(i) of the Prince Albert Planning District Official Community Plan and Section 6.2 of the RM of Prince Albert Zoning Bylaw, with:

- 1) the location of the new residential approach being approved by the RM Foreman and Division Councillor, and constructed to the RM standards;

- 2) Approval from Ministry of Highways for ROW dedication for Highway #2 widening;
- 3) Permanent access to the balance of the quarter being approved and constructed, if necessary;
- 4) A report be prepared by a qualified individual establishing the High Water Level and Safe Building Elevation;
- 5) A ground water report be prepared by a qualified individual; and

CARRIED

#042/2017 **FRANC** That the discretionary use application by Craig and Caylee Guidinger for a garden suite on Parcel A, Plan 102081956 on the NW 13-48-25-W2M, be advertised per section 3.7.1(5)(a) of the RM of Prince Albert Zoning Bylaw.

CARRIED

#043/2017 **ACORN** That the application by Community Service Center, and Pine Industries Marketing (Sarcen) for a Dry Goods Storage Yard (Sarcen Express Depot) on Parcel K, Plan 80PA03625, SW 11-48-26, be approved pursuant to section 15.2 of the RM of Prince Albert Zoning Bylaw.

CARRIED

#044/2017 **FRANC** That Council authorizes the Reeve to write a letter of support to the RM of Buckland's option to purchase land from the Provincial Government.

CARRIED

Jason Kaptein left council chambers at 4:10 pm

FINANCIAL STATEMENT

#045/2017 **WILSON** That the December 2016 Financial Statement be accepted as presented.

CARRIED

ACCOUNTS

#046/2017 **FRANC** That the Accounts 8941 to 8997, 8999 to 9018, in the amount of \$443,632.00 a list of which is attached and forms a part of these minutes, be approved for payment.

CARRIED

#047/2017 **ACORN** That Council authorizes the Reeve to write a letter to the Minister of Agriculture on poor public relations pertaining to livestock predation through Crop Insurance.

CARRIED

ADJOURNMENT

#048/2017 **ETHIER** That is being 4:49 pm, we now adjourn.

CARRIED

Reeve Paul Rybka

Roseanne (Roxanne) Roy, Administrator