

**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF BROADVIEW HELD WEDNESDAY THE 20<sup>th</sup> DAY OF NOVEMBER 2019 IN THE MUNICIPAL ADMINISTRATION OFFICE AT 524 MAIN STREET IN BROADVIEW, SASKATCHEWAN.**

**Present:**

Mayor: Carol Mills  
Councillors: Andrea Johnson, Lori Stephan, Terry FitzGerald, Darren Ottenbreit and Beverley Galbraith  
Administrator: Mervin J. Schmidt.  
Absent: Councillor Wesley Bangsund.

**Call to Order:**

A quorum being present Mayor Mills called the meeting to order at 7:04 a.m..

**Agenda:**

2019191 A. Johnson: THAT the Meeting Agenda be adopted as circulated. CARRIED.

**Conflict of Interest in Matters on Agenda:**

No member of Council indicated that they felt that they would be or could be perceived to be in a Conflict of Interest or expressed that they felt that any other member of Council may be or could be perceived to be in a Conflict of Interest in dealing with any item on the adopted agenda.

**Minutes:**

2019192 L. Stephan: THAT the Minutes of the Regular Meeting of the Council of the Town of Broadview held Wednesday the 16<sup>th</sup> day of October 2019 be approved as circulated. CARRIED.

**Statement of Financial Activities:**

2019193 T. FitzGerald: THAT the Statement of Financial Activities for the period ending October 31, 2019 be accepted as circulated. CARRIED.

**Clifton Engineering Group Inc.s Assessment of the Town of Broadview's Drainage Channels:**

2019194 L. Stephan: THAT based on Clifton Engineering Group Inc's November 04, 2019 draft report on the Town of Broadview's Drainage Channel Performance and Upgrades and subsequent site visit by Steve Gardner also with Clifton Engineering Group Inc. that the Town of Broadview proceed to remove the three existing culvert in the East Channel that run through the golf course and the existing culvert that runs diagonal across the intersection of Grid 605 with Rideau Street and replace these existing culverts by installing new 1400mm culverts and to also remove the existing culvert in the approach to Block A, Plan 74R0798 and replace the existing culvert by installing two new 900mm culverts. CARRIED.

**Engaging Services of Clifton Engineering Group Inc. to Provide Engineering Services to Install New Culverts:**

2019195 T. FitzGerald: THAT the Town of Broadview engage the services of Clifton Engineering Group Inc's to provide the necessary engineering services for the installation of corrugated steel pipes in the Town of Broadview East drainage channel, to include preparing and providing a tender package for an invitational bid, reviewing tenders and awarding the tenders up to a maximum amount of \$120,000 otherwise making a recommendation on how to proceed on tenders over \$120,000, providing construction services and project management services to ensure all the culverts are properly installed to technical specifications. CARRIED.

**Clifton Engineering Group Inc. to Invite Tenders to Install New Culverts in East Drainage Channel:**

2019196 A. Johnson: THAT the Town of Broadview authorize and direct Steve Gardner with Clifton Engineering Group Inc. to offer tender packages to Gee Bee Construction, Deboys Equipment Ltd., C. Duncan Construction and Quibell Ventures inviting them to provide a tender on the tender package to install the culverts in the East drainage ditch. CARRIED.

**Purchasing Culverts to be Installed in East Drainage Channel:**

2019197 B. Galbraith: THAT authorization be given to purchase the culverts to be installed in the Town of Broadview's East drainage channel per Clifton Engineering Group Inc.'s Assessment Report from Prairie Steel Culverts at their quoted price. CARRIED.

**Appointees to Saskatchewan Health Region's Community Engagement Group:**

2019198 B. Galbraith: THAT Carol Mills, Lori Stephan and Darren Ottenbreit be appointed to be the Town of Broadview's representatives to participate in the Saskatchewan Health Region's Community Engagement Group. CARRIED.

**Harassment Prevention Policy:**

2019199 D. Ottenbreit: THAT the Town of Broadview's Harassment Prevention Policy as circulated and revised by approved and be adopted, with a copy of this policy to be attached hereto and forming a part of these Minutes. CARRIED.

**Approval to Purchase Rubberized Flooring from Costco to be Installed in Lobby of Skating Rink:**

2019200 A. Johnson: THAT based on the sample of rubberized flooring presented to Town Council that approval be given to purchase this rubberized flooring from Costco for the total lobby area, lobby bathrooms, both interior landings and the kitchen of the skating rink at an estimated cost of \$8,500-\$9,000 and that authorization also be given to hire a contractor to install this rubberized flooring in these same areas of the Broadview Skating Rink at an estimated cost of \$2,500-\$3,000. CARRIED.

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**SUMA's 2020 Annual Convention:**

2019201 A. Johnson: THAT Mayor Carol Mills, Councillors Terry FitzGerald, Lori Stephan and Beverley Galbraith and Administrator Mervin Schmidt be authorized to attend SUMA's 2020 Annual Convention, being held in Regina, Saskatchewan from February 2<sup>nd</sup> to February 5<sup>th</sup>, 2020, with Mayor Carol Mills and Councillor Beverley Galbraith to be the voting delegates. CARRIED.

**Voting Delegate to SUMAssure Subscribers Annual General Meeting:**

2019202 B. Galbraith: THAT Lori Stephan be appointed as the Town of Broadview's Voting Delegate to SUMAssure's Subscribers Annual General Meeting in Regina, Saskatchewan on February 2<sup>nd</sup>, 2020. CARRIED.

**Appointment of Auditor to Audit the 2019 Financial Statement of the Town:**

2019203 L. Stephan: THAT in accordance with section 188(1) of *The Municipalities Act* that Dudley & Company LLP Chartered Professional Accountants be appointed as the Auditor for the Town of Broadview to undertake an audit of the 2019 financial statement and affairs of the Town of Broadview in accordance with Canadian auditing standards. CARRIED.

**Dudley & Company's Engagement Letter and Audit Planning Letter for the Town's 2019 Audit:**

2019204 T. FitzGerald: THAT both the Engagement Letter and the Audit Planning Letter as provided by Dudley & Company LLP Chartered Professional Accountants being the Town of Broadview's Auditors for the audit of the Financial Statements of the Town of Broadview for the year ending December 31, 2019 be approved as circulated and that these letters be signed by the Town of Broadview and returned to Dudley and Company LLP. CARRIED.

**Municipal Gas Tax Fund Agreement Administrative Agreement for Federal Gas Tax Fund:**

2019205 D. Ottenbreit: THAT the Town of Broadview be in agreement with the terms and conditions contained in the Amending Agreement No.1 to Municipal Gas Tax Fund Agreement and that the Mayor and Administrator be authorized and directed to sign and return this Amending Agreement No.1 to Municipal Gas Tax Fund Agreement between HER MAJESTY THE QUEEN IN RIGHT OF SASKATCHEWAN, as represented by the Minister of Government Relations ("Saskatchewan") and the Town of Broadview in the Province of Saskatchewan ("Municipality") that sets the amendments to the original Municipal Gas Tax Agreement signed between these same two parties in 2014. CARRIED.

**Development and Building Permit Application:**

2019206 L. Stephan: THAT it be acknowledge that a Development Permit was issued to Timothy Flaman to construct a 14' x 26' attached carport to the existing improvement on Lots 26, 27, 28 & 29, Block 56, Plan OLD41 in the Low Density Residential District (R1) District. CARRIED.

**Correspondence:**

**Authorization to Attend Saskatchewan Public Works Association 2020 Annual Conference:**

2019207 B. Galbraith: THAT the Public Works Foreman or his designate be authorized to attend the Saskatchewan Public Works Association's 2020 Annual Conference being held in Regina, Saskatchewan from February 25<sup>th</sup> to February 27, 2020. CARRIED.

2019208 L. Stephan: THAT the list of correspondence as presented and dealt with be filed and that this list be annexed hereto and form a part of these minutes. CARRIED.

**Accounts:**

2019209 A. Johnson: THAT the list of accounts as presented to Council, being cheques No.18161 to No.18221 and EFTs No.12 to 14, totalling \$75,891.45, be approved for payment with a list of these accounts to be attached hereto and forming a part of these Minutes. CARRIED.

**Tenders for Sale of Tax Title Property:**

2019210 B. Galbraith: THAT it be acknowledged that there were no tenders received for Lot B, Block 47, Plan 78R17608 - 247 Sixth Avenue that the Town of Broadview had advertised for sale by tender. CARRIED.

**Councillors' Reports:**

**Property Owner to be Reminded of Zoning Bylaw Height Restriction for Fences in R1 District:**

2019211 L. Stephan: THAT the property owner of Lots 02 & 03, Block 76, Plan OLD41 be informed of the provisions of the Town of Broadview's Zoning Bylaw that provides for a height limitation on fences erected in the rear yard of a property to 2.0 metres (6.57 feet) above grade leve. CARRIED.

*Councillor Lori Stephan excused herself from the meeting at this time. (9:30 a.m.)*

2019212 A. Johnson: THAT the verbal reports provided by each member of Council on the matters they dealt with since the last meeting of Council be accepted as presented. CARRIED.

**Adjourn:**

2019213 B. Galbraith: THAT this meeting adjourn. (9:45 a.m.) CARRIED.

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CHAIRPERSON

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A DMINISTRATOR - Mervin Schmidt