

RURAL MUNICIPALITY  
OF  
BRITANNIA No. 502

MINUTES OF THE REGULAR MEETING HELD  
November 23, 2022

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., November 23, 2022, with Deputy Reeve Ed Noble presiding.

**Present:** Reeve: John Light (*via Zoom*)  
Councillors: Jim Collins  
Wilf Jurke  
Elaine Newman  
Ed Noble (*acting as Deputy Reeve*)  
Cory McCall  
H. John Wack

CAO: Bryson Leganchuk  
EA: Liz Bailey

**Absent:**

563/22 **Appointment of Deputy Reeve as Chairperson of Meeting**  
MCCALL: That, whereas Reeve John Light is attending remotely and may be unable to perform his duties in full as chair of this meeting, council appoint Deputy Reeve Ed Noble as chairperson of the November 23, 2022 regular meeting of council.

CARRIED

564/22 **Accept Oaths of Office**  
COLLINS: That council acknowledge and accept the Oaths of Office for the following:

- Division 2 Councillor Wilfred Jurke
- Division 4 Councillor Elaine Newman
- Division 6 Councillor H. John Wack

CARRIED

565/22 **Agenda Approved**  
COLLINS: That the agenda for November 23, 2022 be approved with the addition of: 6. d. Amundrud Road Plowing (div 4)

CARRIED

*Conflicts of Interest Declared: 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 Interest Declared: 9. c. Councillor Noble*

1. a.  
566/22

**November 8, 2022, Regular Council Meeting Minutes**

JURKE: That council approve the revised November 8, 2022 regular council meeting minutes.

CARRIED

*Development Services Officer Catherine Saretzky joined the meeting at 9:06 a.m.*

2. a.  
567/22

**Plan Review and Building Inspector Proposal**

JURKE: That council instruct administration to issue a request for proposal for Plan Review and Building Inspection Services beginning December 1, 2022, with a closing date of January 6, 2023 at 12:00 p.m.

CARRIED

2. d.  
568/22

**October 16 – November 15, 2022 DSO Report**

WACK: That council acknowledge the Development Services Officer Report for the October 16 – November 15, 2022 reporting period.

CARRIED

*Development Services Officer Catherine Saretzky left the meeting at 9:32 a.m.*

5. b.  
569/22

**Britannia Fire Chief Credit Card**

JURKE: That council acknowledge the R.M. of Britannia credit card with a limit of \$5,000 issued to Britannia Fire Chief John Bexson and approves the continued use of the card, subject to HR-024 RM Credit Card Use Policy.

CARRIED

8. a.  
570/22

**2023 Custom Work Rate Sheet**

NEWMAN: That council approve the 2023 Custom Work Rate sheet, which has been revised to include costs for fencing installation and removal.

CARRIED

3. a.  
571/22

**Open Public Hearing for Bylaw 16-2022**

JURKE: That council recess the regular council meeting at 9:59 a.m. to open the Public Hearings to review Bylaw 16-2022 and Bylaw 17-2022.

CARRIED

*Development Services Officer Catherine Saretzky and member of the public Glen Forty joined the public hearing at 10:00 a.m.*

*Member of the public Glen Forty left the public hearing at 10:15 a.m.*

572/22

**Close Public Hearing for Bylaw 16-2022**

COLLINS: That council close the public hearing for bylaw 16-2022 at 10:15 a.m.

CARRIED

3. b.  
573/22

**Open Public Hearing for Bylaw 17-2022**

MCCALL: That council open the public hearing to review Bylaw 17-2022 at 10:15 a.m.

CARRIED

574/22

**Close Public Hearing for Bylaw 17-2022**

COLLINS: That council close the Public Hearing for Bylaw 17-2022 at 10:17 a.m. and return to the regular meeting.

CARRIED

4. a.  
575/22

**Bylaw 16-2022 Second Reading**

WACK: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 16-2022 being a bylaw to amend Bylaw 17-2014 known as the Lloydminster Planning Commission District Official Community Plan, a second time.

CARRIED

576/22

**Bylaw 16-2022 Third Reading**

JURKE: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 16-2022 being a bylaw to amend Bylaw 17-2014, known as the Lloydminster Planning Commission District Official Community Plan, a third and final time.

CARRIED

4. b.  
577/22

**Bylaw 17-2022 Second Reading**

COLLINS: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 17-2022 being a bylaw to amend Bylaw 18-2014, known as the Lloydminster Planning Commission District Zoning Bylaw, a second time.

CARRIED

578/22

**Bylaw 17-2022 Third Reading**

NEWMAN: That the council of Rural Municipality of Britannia No. 502 read Bylaw 17-2022 being a bylaw to amend Bylaw 18-2014, known as the Lloydminster Planning Commission District Zoning Bylaw, a third and final time.

CARRIED

*Development Services Officer Catherine Saretzky left the meeting at 10:19 a.m.*

4. c.  
579/22

**Bylaw 24-2022 First Reading**

COLLINS: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 24-2022, a bylaw to fix the rates to be charged for water use and sewer service, a first time.

CARRIED

*Delegation – Britannia Fire Chief John Bexson and Deputy Chief Aaron Buckingham joined the meeting at 10:37 a.m.*

*Councillor McCall left the meeting at 10:38 a.m. and returned at 10:39 a.m.*

*Councillor Newman left the meeting at 10:53 a.m. and returned at 10:57 a.m.*

*Delegation – Britannia Fire Chief John Bexson and Deputy Chief Aaron Buckingham left the meeting at 11:10 a.m.*

580/22

**Britannia Volunteer Fire Department Level of Service Declaration**

WACK: That the council of the Rural Municipality of Britannia No. 502 support the Britannia Volunteer Fire Department in their declaration to provide an Offensive Service Level, as per the May 2022 Saskatchewan Public Safety Agency Fire Service Minimum Standards Guide. Further, that council instruct the Reeve, Deputy Reeve, or CAO to sign the Declaration of Offensive Service Level with the Fire Chief.

CARRIED

*Council took a break from 11:27 a.m. to 11:35 a.m.*



*Delegation – Daron Priest joined the meeting at 11:36 a.m. and left the meeting at 12:10 p.m.*

5. a.  
581/22

**Accounts for Approval**

MCCALL: 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 Chief Administrative Officer:

- General Cheques #31737 - 31744, Electronic Funds Transfer #5608 - 5636, Online Payments #2720 - 2740 all totaling \$96,990.94.

CARRIED

*Council took a break for lunch from 12:11 p.m. to 12:39 p.m.*

*Operations Manager Michael Glavin joined the meeting at 12:39 p.m.*

6. b.  
582/22

**Operations Manager Report**

JURKE: That council acknowledge and accept the Operations Manager Report for November 2022 as information.

CARRIED

6. c.  
583/22

**Waste Transfer Station Holiday Hours**

NEWMAN: That council approve the following changes to the Waste Transfer Station hours of operation:

- Saturday December 24, 2022 - Closed
- Saturday December 31, 2022 - Closed

CARRIED

*Operations Manager Michael Glavin left at 1:29 p.m.*

8. e.  
584/22

**City of Lloydminster Water Testing Follow-Up**

MCCALL: That council acknowledge the November 2, 2022 letter received from the City of Lloydminster City Manager addressing the March 11, 2022 LPDC motion made regarding the City's commitment to conduct water testing at Lake N.

CARRIED

9. a.  
585/22

**Returning Officer's Statement of Results**

COLLINS: That council acknowledge and accept as information the following statement of results, as presented by the Returning Officer:

- Wilfred Jurke, nominated for the office of Councillor for Division 2, is the incumbent of Division 2 and takes office by acclamation.
- Elaine Newman, nominated for the office of Councillor for Division 4, is the incumbent of Division 4 and takes office by acclamation.
- H. John Wack, nominated for the office of Councillor for Division 6 and takes the office by acclamation.

CARRIED

*Reeve John Light left the meeting at 1:43 p.m. and returned at 1:44 p.m.*

9. b.  
586/22

**October CAO Report**

JURKE: That council accept the October 2022 CAO Report as submitted.

CARRIED

*Deputy Reeve Noble left at 1:50 pm as per conflict of interest declaration for item 9.c.*

*Reeve John Light assumed the role of meeting chairperson.*

9. c.  
587/22

**Financial Services Tender**

NEWMAN: That council accept the Financial Services Tender received from Synergy Credit Union to provide financial services for three years to the Rural Municipality of Britannia and instruct the Deputy Reeve and CAO to sign the account documents.

CARRIED

*Councillor Collins left the meeting at 2:01 p.m. and returned at 2:03 p.m.*

*Deputy Reeve Noble returned at 2:02 p.m. and resumed the role of meeting chairperson.*

9. d.  
588/22

**Budget Discussions**

WACK: That council instruct administration to separate the equipment fuel costs from equipment repair and maintenance costs in the 2023 budget and financial statements.

CARRIED

9. e.  
589/22

**Correspondence**

WACK: That council accept as information the follow list of correspondence:

- Notice from SARM Re: 2022 OH&S Snow Removal exemption
- Notice from Saskatchewan Association of Watersheds Re: Nitrogen Management Workshops

CARRIED

9.f.  
590/22

**Architectural and Structural Engineering Design Quote for New Shop/Office Interior Renovation**

JURKE: That council acknowledge and accept sole source quote "CREN2022-1031" received for architectural and structural engineering design services for the new shop/office interior renovations received from Universal Consulting Group Ltd and further, instruct the Deputy Reeve and CAO to sign and seal any agreement required to proceed with the services.

CARRIED

*Council took a break from 2:47 p.m. to 2:49 p.m.*

10.a.  
591/22

**Closed Session - Labour Matter**

JURKE: That council move into a closed session at 2:50 p.m. to discuss a labour matter, as per section 23 of LAFOIPP – Labour Matter.

592/22

**Re-Open Regular Session**

JURKE: That council rise out of the closed session to resume the regular council meeting at 2:59 p.m.

CARRIED

593/22

**Economic Increases and Wage Scales**

JURKE: That, as per HR-007 Pay and Benefits Policy and the October 21, 2022 SARM recommendation, council approve an economic increase of 6.8% to all salary grids excluding the Chief Administrative Officer effective January 1, 2023.


CARRIED

594/22

**Adjournment**

MCCALL: That council adjourn the meeting, the time being 3:05 p.m.

*CARRIED*

  
\_\_\_\_\_  
Deputy Reeve

  
\_\_\_\_\_  
Chief Administrative Officer



**RM of Britannia  
List of Accounts**  
Batch: 2022-00090 to 2022-00090

Bank Code - AP - AP GENERAL

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
31737	2022-11-23	Certified Laboratories	815397	2 x Premalube cases	988.00	988.00
31738	2022-11-23	Dionco Sales & Service Ltd.	23564	Winter Carbide 4 Foot	6,621.15	6,621.15
31739	2022-11-23	Gary Blythe Vacuum Services	18424	Pumping Holding Tanks	562.00	562.00
31740	2022-11-23	JAGUAR MEDIA INC	MS22-58213	2022-2023 Annual Subscription	315.00	315.00
31741	2022-11-23	SMS Equipment Inc	PSI/71283094	Unit 13 - Hydraulic Hose	103.74	103.74
31742	2022-11-23	Loraas Environmental Wilton	0000510221	October 2022 Landfill Fees	1,993.11	1,993.11
31743	2022-11-23	Cenovus Energy Inc.	Nov 16 2022	2022 Assessment Appeal Refund	50.00	50.00
31744	2022-11-23	Y Coulee Land & Cattle Co. Ltd.	Nov 16 2022	Lease on NW 09-53-25 Store Grav	7,500.00	7,500.00
					Total Computer Cheque:	18,133.00

**EFT**

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
5608	2022-11-23	Bob's Backhoe Service	19347	Guest Control Fire	761.25	761.25
5609	2022-11-23	Clifton Engineering Group Inc.	312282	GWM - Project Management	393.75	393.75
5610	2022-11-23	Lloydminster & District Co-op	819218	BFD - 218.66L Fuel	359.26	
			821986	BFD - 84.01L Fuel	117.50	
			823374	BFD - 104.03L Fuel	140.35	
			820615	BFD - 120.01L Fuel	170.44	787.55
5611	2022-11-23	Culligan Lloydminster	20666TL	#8000980 - Shop Water	31.89	31.89
5612	2022-11-23	Dale Crush	Oct 31 2022	Oct 2022 - Council Committ	383.73	
			Nov 8 2022	Nov 2022 - Council Committ	146.20	
			NOV 2022	Nov 2022 - Council Indemnity	622.80	1,152.73
5613	2022-11-23	Daymein Olynyk	Nov 7 2022	Toner for BFD Printer	62.95	62.95
5614	2022-11-23	First Truck Centre	R004055312:01	Unit 26 - Heater Repair	441.46	
			R004055361:01	Unit 90 - Transmission Repair	1,192.89	1,634.35
5615	2022-11-23	Fort Garry Industries Ltd.	F9736245	Unit 85 - Wiring Harness	471.56	471.56
5616	2022-11-23	GFI Systems Inc.	200076	GPS Lease Fees - October	854.70	854.70
5617	2022-11-23	GFL Enviromental Inc.	Y30000007493	Oct 2022 Recycling	185.42	185.42
5618	2022-11-23	Jay's Transportation Group Ltd				

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Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
5619	2022-11-23	Kings Energy Group	S22561685	Shop - Finning Freight	60.49	60.49
			578692	Fuel Charges	222.97	
			579283	Fuel Charges	379.38	602.35
5620	2022-11-23	Lash Enterprises	689343	Unit 90 - Hydraulic Hoses	475.97	475.97
5621	2022-11-23	Mun. Employees Pension Plan	File #251076	Oct 23 - Nov 5 Remittance	12,389.80	12,389.80
5622	2022-11-23	Meridian Surveys Ltd.	L23212	#199 - Surveying NW 09-53-25 W3	1,050.00	
			L23127	#115 - Rd Survey N 7-51-26 & N 1	10,734.99	11,784.99
5623	2022-11-23	Meridian Source	10070	OCP Joint Notice Nov 3	643.13	
			10071	Zoning Bylaw Notice Oct 27	643.13	
			10135	OCP Joint Notice Nov 10	643.13	
			10136	Zoning Bylaw Notice Nov 10	643.13	2,572.52
5624	2022-11-23	Midway Distributors Ltd.	000-650439	Shop - Bulbs & Black Ties	83.50	
			000-650780	Shop - Fuel Nozzle & Straight Swiv	1,159.75	
			000-651628	Shop - Fuel Nozzle Replacement	84.98	1,328.23
5625	2022-11-23	MuniSoft	2022/23-03105	40 x Hamlet Colour Maps	326.74	326.74
5626	2022-11-23	Novlan Bros. Sales	520469	Unit 73 - Jet Kit & Tube Outlet	286.92	286.92
5627	2022-11-23	NSC Minerals Ltd.	SXP295772	42.05 MT - Road Salt	6,592.66	6,592.66
5628	2022-11-23	Pitney Works	Nov 13, 2022	Account 6100-9080-0009-9762	540.00	540.00
5629	2022-11-23	Princess Auto	1895757	Shop - Plugs & Extension Impact	298.97	298.97
5630	2022-11-23	Redhead Equipment Ltd.	P22336	Unit 29 - Gas Strut Rear Control Lc	127.66	127.66
5631	2022-11-23	RM of Wilton No. 472	2022-00366	Legacy - Mutual Aid	6,175.00	6,175.00
5632	2022-11-23	Sask. Assoc. of Rural Municipal.	SARM811817	Unit 102 - 4 Drive Tires	3,808.30	3,808.30
5633	2022-11-23	Saskatchewan Health Authority	1162587	Water Test - GS Second Cell	231.00	231.00
5634	2022-11-23	Stuart Wright Ltd	6201602	Shop - Camlock Fittings	53.68	53.68
5635	2022-11-23	Triland Welding & Machine Ltd.	9467	Unit 42 - Repairs Clyinder Post Poi	292.29	292.29
5636	2022-11-23	Wells Fargo Equipment Fin Co	5022622001	Account 90136936802	578.03	578.03
				Total EFT:		54,861.75

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2720	2022-11-16	City Of Lloydminster				



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**OTHER**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
		Oct 31, 2022	Water Bill - Office October	48.34	48.34
2721	2022-11-16	Collabria Mastercard			
		Nov 11 2022 BL	Nov 11 2022 BLeganchuk	671.90	671.90
2722	2022-11-16	Collabria Mastercard			
		Nov 11 2022 DO	Nov 11 Mastercard DOlynk	168.85	168.85
2723	2022-11-16	Collabria Mastercard			
		Nov 11 2022 LB	Nov 11 Mastercard LBailey	270.50	270.50
2724	2022-11-16	Receiver General			
		05Nov2022	Oct 23 - Nov 5 Payroll Remit	19,421.19	19,421.19
2725	2022-11-16	SaskEnergy			
		Oct 31 2022 NEW	Oct '22 New Shop	91.96	91.96
2726	2022-11-16	SaskPower			
		3570-0043-3975	October 2022 BFD	128.17	128.17
2727	2022-11-16	SaskPower			
		3933-0026-3395	October 2022 New Shop	206.76	206.76
2728	2022-11-16	SaskPower			
		3834-0033-9705	Jul - Oct '22 4 Mile Well	236.63	236.63
2729	2022-11-16	SaskTel			
		Nov 7 2022 IBC	Oct '22 IBC Phone	420.73	420.73
2730	2022-11-16	SaskEnergy			
		Nov 14 2022 LS	Oct-Nov '22 - Lift Station	44.56	44.56
2731	2022-11-16	SaskEnergy			
		Nov 14 2022 WTP	Oct-Nov '22 - G'street WTP	47.04	47.04
2732	2022-11-16	SaskEnergy			
		Nov 14 2022 SHP	Oct-Nov '22 - RM Shop	135.06	135.06
2733	2022-11-16	ATCO Energy			
		Nov10 2022	Oct 2022 RM Office	260.67	260.67
2734	2022-11-16	SaskPower			
		1854-0073-2931	Oct-Nov 22 Rink Lights	31.80	31.80
2735	2022-11-16	SaskPower			
		2448-0066-3951	Oct-Nov 22 H'mond St Light	107.80	107.80
2736	2022-11-16	SaskPower			
		2448-0066-3956	Oct-Nov 22 H'mond Shed	769.25	769.25
2737	2022-11-16	SaskPower			
		2448-0066-3959	Oct-Nov 22 G'st St Light	225.75	225.75
2738	2022-11-16	SaskPower			
		2349-0067-0059	Oct-Nov 22 G'st Lift Statio	63.09	63.09
2739	2022-11-16	SaskPower			
		2349-0067-0062	Oct-Nov 22 G'street Well	258.17	258.17
2740	2022-11-16	SaskPower			
		2349-0067-0069	Oct-Nov 22 H'mond Tank Load	387.97	387.97
			Total Other:		23,996.19
			Total AP:		96,990.94



Date Printed  
2022-11-24 8:42 AM

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DO



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Reeve



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Administrator