

RURAL MUNICIPALITY
OF
BRITANNIA No. 502

MINUTES OF THE REGULAR MEETING HELD
April 26, 2023

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 26, 2023, with Reeve John Light presiding.

Present: Reeve: John Light
Councillors: Jim Collins
Wilf Jurke
Cory McCall
Elaine Newman
Ed Noble
H. John Wack

CAO: Bryson Leganchuk
EA: Liz Bailey

Absent: none

205/23

Agenda Approved

COLLINS: That council approve the agenda for April 26, 2023 regular meeting of council with the addition of: 8. f. Sale of Gravel to Ratepayers (Div. 5); 8. g. Rex Sand Pit (Div. 1); 8. h. Maurer Pit Rip Rap Price (Admin.), 10. l. Policy Change – Hearing Protection, 10. m. Tendering Results for Micro Sealing (Admin.), and 8. n. RCMP – Per Capita Change (Admin.).

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: None

1. a.
206/23

April 12, 2023 Regular Council Meeting Minutes

NOBLE: That council approve the April 12, 2023 regular council meeting minutes as amended.

CARRIED

Development Services Officer Catherine Saretzky joined the meeting at 9:12 a.m.

2. a.
207/23

DEV002-2023 Flood Hazard Assessment

NEWMAN: That council accept the Flood Hazard Assessment completed by DVZ Geotechnics Inc. dated April 10, 2023 in regards to development application DEV002-2023 located on NW 09-53-25W3M. Furthermore, that the recommendations made within the Flood Hazard Assessment report and memo document be included as conditions of approval to the Development Permit for DEV002-2023.

CARRIED



208 /23

Rescind Motion 143/23

NOBLE: Whereas, council passed motion 143/23 to amend the Y Coulee Gravel Lease Agreement to accommodate DEV002-2023; and Whereas, the proposed building location for DEV002-2023 has changed in response to the Flood Hazard Assessment Report for the proposed development and is now compliant with Bylaw 24-2023, Table 8-1.

Therefore be it resolved that council rescind motion 143/23, as the reduction to the gravel lease storage area is no longer required to accommodate the proposed residential development.

CARRIED

2. d.

209 /23

Policy TS-008 Undeveloped and Substandard Road Policy

NOBLE: That council accept amended TS-008 Undeveloped and Substandard Road Allowance Construction Policy as presented and that it become effective immediately.

CARRIED

2.a.

210 /23

Proposed Upgrade of Township Road 532

MCCALL: Whereas, proposed DEV002-2023 currently has bylaw-compliant frontage to Township Road 532; and

Whereas, the applicant of DEV002-2023 has proposed an alternate access to NW 09-53-25W3M by using Range Road 3254 south of Township Road 532 for approximately 360 metres; and

Whereas, Range Road 3254 south of Township Road 532 is considered a substandard road allowance as per Policy TS008 and is not considered a graded all-weather road, as per Zoning Bylaw 24-2021; and

Whereas, the proposed development of Range Road 3254 south of Township Road 532 is not in the municipal capital budget plan and the costs associated with any development of this road for access to DEV002-2023 are not the responsibility of the RM as per Policy TS-008;

Therefore, be it resolved that council instruct administration to draft an MOU for the proposed improvement of RR 3254 south of Township Road 532 for approximately 360 metres, to the standard of an Acreage Access Road as per policy TS-008.

Be it further resolved that administration bring back construction and cost options for further consideration by council.

CARRIED

Development Services Officer Catherine left the meeting at 10:03 a.m.

Emergency Services Officer Jack Lee and Assistant EMO Coordinator Melissa Winter joined the meeting at 10:04 a.m.

Council took a recess from the meeting at 10:05 a.m. to attend ICS I-402: Incident Command System for Executives Presented by Emergency Services Officer Jack Lee of the Saskatchewan Public Safety Agency.

Emergency Services Officer Jack Lee and Assistant EMO Coordinator Melissa Winter left the meeting at 11:35 a.m.

Council reconvened the regular meeting at 11:35 a.m.

7. a.

211 /23

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 CAO:



- General Cheques #31940 - 31949, Electronic Funds Transfer #5898 - 5918, Online Payments #2913 – 2931, all totaling \$89,699.31.

CARRIED

7. b.
212 /23

March Finance Report

NOBLE: That council accept the March Financial Report as submitted.

CARRIED

Council took a lunch break from 11:55 a.m. to 12:25 p.m.

Operations Manager Michael Glavin joined the meeting at 12:25 p.m.

213 /23

Contact School Division Re: Bus Routes

WACK: That council instruct administration to contact the Northwest School Division Transportation Director to discuss school busses being driven on roads that are not on the route maps provided by the school division and bus drivers submitting snow clearing requests for roads that are not on the route maps provided by the school divisions.

CARRIED

8. b.
214 /23

Operations Manager Report March 2023

MCCALL: That council acknowledge and accept the Operation Manager's report for March 2023 as information.

CARRIED

8. d.
215 /23

Tendering Greenstreet Lagoon Expansion

JURKE: That council acknowledge that the Greenstreet Lagoon Expansion tender has been published on SaskTender, with a closing date of May 24, 2023.

CARRIED

216 /23

Engineering for Greenstreet Lagoon Expansion Construction

NOBLE: That council approve the engineering price quote of \$60,591.00 plus applicable taxes, received from Clifton Engineering Group Ltd. for the Greenstreet Lagoon construction supervision portion of the Greenstreet Lagoon Project.

CARRIED

10. m.
217 /23

Award Micro Sealing Tender

NEWMAN: That council award the tender for Project 204 – Micro Surfacing Grid Road 684 from Twp 514A to Twp 522 to West-Can Seal Coating Inc. for a price of \$662,880.00 before taxes.

CARRIED

Operation Manager Michael Glavin left the meeting at 1:45 p.m. and did not return.

Development Services Officer Catherine Saretzky joined the meeting at 1:45 p.m.



2. d.
218/23 **Discussion Re: Zoning Bylaw Amendment – Mobile Homes**
WACK: That council instruct administration to proceed with drafting an amendment to Zoning Bylaw 24-2021 for the inclusion of manufactured dwellings and mobile homes as a permitted or discretionary residential use in certain zoning districts. Further, that council instruct administration to draft a Manufactured Dwelling/ Mobile Home Inspection Bylaw to be used with the proposed amendment to the Zoning Bylaw.
CARRIED
4. a.
219/23 **Bylaw 02-2023 Road Approach - Second Reading**
WACK: That the council of the Rural Municipality of Britannia No. 502 read amended Bylaw 02-2023, the Approach Policy Bylaw, a second time.
CARRIED
- 220/23 **Bylaw 02-2023 Road Approach - Third Reading**
NOBLE: That the council of the Rural Municipality of Britannia No. 502 read amended Bylaw 02-2023, the Approach Policy Bylaw, a third and final time.
CARRIED
4. b.
221/23 **Bylaw 03-2023 Planning Fees - Second Reading**
JURKE: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 03-2023, the Planning and Development Fee Bylaw, a second time.
CARRIED
- 222/23 **Bylaw 03-2023 Planning Fees - Third Reading**
COLLINS: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 03-2023, the Planning and Development Fee Bylaw a third and final time.
CARRIED
4. c.
223/23 **Bylaw 05-2023 Utility Crossing - Second Reading**
NEWMAN: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 05-2023, the Utility and Pipeline Crossing Policy Bylaw, a second time.
CARRIED
- 224/23 **Bylaw 05-2023 Utility Crossing - Third Reading**
MCCALL: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 05-2023, the Utility and Pipeline Crossing Policy Bylaw, a third and final time.
CARRIED
- Development Services Officer Catherine Saretzky left the meeting at 2:20 p.m. and did not return.*
9. a.
225/23 **Proceed with Building Advertisement**
NOBLE: That council instruct administration to proceed with the advertisement of the buildings for sale and to be moved from the NE-24-50-28W3, as presented.
CARRIED



9. b.
226/23

Tender Documents for New Office Renovation

JURKE: That council instruct administration to tender the office renovation at the NE-24-50-28W3 as presented, with a tender closing date of May 23, 2023.

CARRIED

Councillor McCall left the meeting at 2:34 p.m. and returned at 2:37 p.m.

CAO Bryson Leganchuk left the meeting at 2:37 p.m.

9. c.
227/23

CAO Evaluation Resolution

JURKE: Whereas, Bryson Leganchuk began employment in the Chief Administrative Officer position on September 17, 2022; and Whereas, as per the CAO Employment Contract, the probation period for Bryson Leganchuk is six months, and, that the six month period expired March 17, 2023; and

Whereas, council has evaluated Bryson Leganchuk in the role of CAO and has determined that he has passed the contractual probationary period;

Be it resolved that council approve an increase of 6% to Bryson Leganchuk's base salary within the CAO Employment Contract, effective March 17, 2023.

CARRIED

CAO Bryson Leganchuk returned to the meeting at 2:41 p.m.

10. a.
228/23

Borderlands EMO MOU

NOBLE: That council instruct the Reeve and CAO to sign and the Borderlands Emergency Management Mutual Aid Agreement.

CARRIED

10. b.
229/23

Reschedule May 24, 2023 Regular Council Meeting

JURKE: Whereas, Section 6.4 of the Procedure Bylaw 21-2020 states that council may, by resolution, dispense with or alter the time of a regular meeting of council;

Be it resolved that council reschedule the May 24, 2023 Regular Meeting of Council to May 31, 2023 at 9:00 a.m.

CARRIED

10. c.
230/23

Deputy Reeve May and June 2023

WACK: That council appoint Division 4 Councillor Elaine Newman as Deputy Reeve for May and June 2023, as per section 34 of the Council Procedure Bylaw 21-2020.

CARRIED

10. d.
231/23

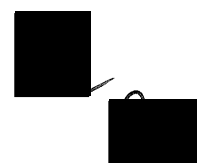
Sale of Bales at New Shop

JURKE: That council instruct the CAO to put the 13 round bales located at the Rural Municipality of Britannia No. 502's new shop located on the NE-24-50-28W3 out for public bid, with a closing date of May 5, 2023 at 4:00 p.m.

CARRIED



10. f.
232/23 **Beaver Control Appointments**
JURKE: That council appoints Mr. Aaron Crush, Mr. Gary Hewitt, and Mr. Don Hewitt as holders of current fur licenses to undertake beaver control measures under Rural Municipality of Britannia No. 502 Beaver Control Policy TS-009 for 2023/24.
CARRIED
10. g.
233/23 **Hail Insurance Withdrawal**
NOBLE: That council approve the List of Applications for Withdrawal of Land to be Considered by the Council of the Municipality dated March 31, 2023, received from Saskatchewan Municipal Hail Insurance in accordance with section 20 (1) of the Municipal Hail Insurance Act.
CARRIED
10. h.
234/23 **Dog Control Report**
WACK: That council accept the Dog Control Report provided by the CAO as information and place a copy on file.
CARRIED
10. i.
235/23 **Nuisance Property – Compliance Deadline Extension**
COLLINS: Whereas, the property owner for Parcel A, Plan # 101687924, Ext 15 on the NW-28-50-27-W3 was issued an Order Pursuant to Subsection 242 (4) of the Planning and Development Act, 2007 with a due date of May 1, 2023; and
Whereas, the property owner is making an effort to correct the issue that is in contravention of section 4.10 of Bylaw 24-2021;
Be it resolved that the RM of Britannia No. 502 council extends the due date for compliance to September 1, 2023.
CARRIED
- Councillor McCall left at 3:20 p.m. and did not return.*
- Councillor Noble left the meeting at 3:22 p.m. and returned at 3:25 pm*
10. k.
236/23 **Ditch Clean-Up for Compensation**
WACK: That council instruct administration to develop a grant program for non-profit community organizations within the Rural Municipality of Britannia No. 502 to clean up ditches within the municipality and present the proposed grant program to council at a future meeting.
CARRIED
10. l.
237/23 **Policy Change – Hearing Protection**
NEWMAN: That council instruct administration to amend Policy No: HR-016 Boot and Clothing Allowance Policy to include the following:
That any employee or volunteer who has received a hearing test through the Rural Municipality of Britannia No. 502 be provided with a one-time reimbursement of up to \$150.00, for the purchase of custom personal hearing protection.
CARRIED
- 238/23 **SARM Resolution – Hearing Protection**
JURKE: That council instruct administration to draft a motion for the 2023 SARM Midterm Convention, requesting SARM increase the hearing-aid benefit from \$2,000 (or \$1,000 per ear) every five (5) years to \$8,000 (or \$4,000 per ear) every five (5) years.
CARRIED



10. n.
239/23

RCMP – Per Capita Change

NOBLE: That council acknowledge the per capita change for RCMP services from \$55.05 per capita in 2022 to \$58.31 per capita in 2023. This is an increase from \$113,458.05 in 2022 to \$120,176.91 in 2023.

CARRIED

Councillor Collins left the meeting at 3:45 p.m. and returned at 3:46 p.m.

11.
240/23

Correspondence

JURKE: That council accept as information the following list of correspondence:

1. April 11, 2023 Ag in the Classroom Funding Request.
2. April 13, 2023 Lloyd Ex Parade Invitation.
3. April 18, 2023 SARM Weekly Policy Bulletin.
4. April 18, 2023 Letter from Minister McMorris Re: Unpaid Oil & Gas Municipal Taxes.


CARRIED

241/23

Adjournment

COLLINS: That the meeting be adjourned, the time being 3:53 p.m.

CARRIED


Reeve


Chief Administrative Officer



RM of Britannia
List of Accounts for Approval
Batch: 2023-00033 to 2023-00033

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
31940	2023-04-26	Don Hewitt				
		Apr 5 2023		Beaver Tails 20 @ \$30/Tail	600.00	
		Apr 8 2023		Beaver Tails 12 @ \$30/Tail	360.00	960.00
31941	2023-04-26	Gary Hewitt				
		Apr 8 2023		Beaver Tails 10 @ \$30/Tail	300.00	300.00
31942	2023-04-26	Gary Blythe Vacuum Services				
		18907		Pumping Holding Tanks	620.00	620.00
31943	2023-04-26	Jim Collins				
		Apr 12 2023		Mar 7 - Apr 11 - Council Commite	913.30	913.30
31944	2023-04-26	John Deere Financial				
		O07638		Unit 30 - Filters	632.27	632.27
31945	2023-04-26	Loraas Environmental Wilton				
		7517-0000000012		Feb-Mar 2023 Landfill Fees	2,067.74	2,067.74
31946	2023-04-26	R&D Plumbing & Heating Ltd.				
		101094		Shop - Special Order Pump	3,829.50	3,829.50
31947	2023-04-26	Minister of Finance				
		INV2016522234		BFD - Portable & Mobile Fees	1,332.00	1,332.00
31948	2023-04-26	Sask.Workers Comp.Board				
		Apr 15 2023		SASK WCB Firm#1401718	24,889.73	24,889.73
31949	2023-04-26	Triple S Industries Ltd.				
		5468		Unit 106 - Hydraulic Filter	133.64	
		5477		Unit 106 - Replace Drums	4,622.32	4,755.96
				Total Computer Cheque:		40,300.50

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
5898	2023-04-26	Brandt Tractor Ltd.				
		4289672		Unit 9 - Filters	239.50	239.50
5899	2023-04-26	Clifton Engineering Group Inc.				
		314066		#170 - Lagoon Project Mgmt/Tend	1,812.48	1,812.48
5900	2023-04-26	Lloydminster & District Co-op				
		744155		Propane for Flyash Shed	1,289.56	
		850021		BFD - 36.01L Fuel	44.59	
		851082		BFD - 28.01L Fuel	36.19	
		852404		BFD - 53.99L Fuel	71.45	
		853741		BFD - 79.01L Fuel	100.17	
		855057		BFD - 195.02L Fuel	256.49	
		949465		Propane for Flyash Shed	1,421.73	3,220.18
5901	2023-04-26	Culligan Lloydminster				
		34958TM		#8000980 - Shop Water	32.00	32.00
5902	2023-04-26	Enviroway Detergent Man. Inc.				
		IN067746		1 x Free Chlorine Rgt 10ml	604.40	604.40
5903	2023-04-26	First Truck Centre				
		X004461824:01		Unit 32 - Tire Rod Repair	507.23	
		X004461902:01		Unit 32 - Bushing for Front Spring	156.15	663.38
5904	2023-04-26	Fort Garry Industries Ltd.				

RM of Britannia
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EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			F1026926	Unit 105 - LED Light Bar	347.76	
			F1035318	Unit 105 - Spring Relay/LED Light	198.20	
			F1035471	Shop - Break Clean/Ties/Clamps	159.02	704.98
5905	2023-04-26	GFL Enviromental Inc.	Y30000011541	Mar 2023 Recycling	312.98	312.98
5906	2023-04-26	Hillmond Central Sport Society	Apr 12, 2023	2022 Grant Payout Hockey Equiprn	600.00	600.00
5907	2023-04-26	Mun. Employees Pension Plan	File #284100	Mar 26 - Apr 8 Remittance	9,120.08	9,120.08
5908	2023-04-26	Meridian Source	11772	Ratepayer Meeting Ad	15.75	
			11798	Temp DSO Position Ad	317.63	
			11808	Seasonal Job Ad	370.13	
			11841	Ratepayer Meeting Ad	15.75	
			11858	Temp DSO Position Ad	317.63	
			11864	Seasonal Job Ad	370.13	1,407.02
5909	2023-04-26	Midway Distributors Ltd.	191-009029	Shop - Halogen Headlights/Bulbs	227.68	
			191-009047	Shop - Vacuum Hose	38.84	266.52
5910	2023-04-26	Novlan Bros. Sales	112744	Unit 73 - Check Engine Light Repa	3,608.67	3,608.67
5911	2023-04-26	Lloydminster Nut & Bolt	3875373	Unit 106 - Bolts/Nuts/Locks	26.83	26.83
5912	2023-04-26	Penpaltv.ca	11498	Live Monitoring Hillmond Shop	315.00	315.00
5913	2023-04-26	Premier Auto Electric Ltd.	108698	Unit 10 - Starter Repair	80.85	80.85
5914	2023-04-26	Princess Auto	2023518	Unit 105 - Switches	33.66	33.66
5915	2023-04-26	Sask. Assoc. of Rural Municipal.	21593	Legal Service - CRiviere	256.41	
			BEN125420	March 2023 Benefits	-3,629.61	
			PSIP23502-3	PSIP March 2023	-1,697.77	
			SARM813751	Unit 47 - Tire Repair/Replace	1,115.77	
			SARM813805	Unit 32 - 4 x Drive Tires	3,603.11	
			SARM813836	Unit 91 - 2 x Tires	605.74	253.65
5916	2023-04-26	SRD Investments Ltd.	50095	Unit 24 - Truck Wash	88.66	88.66
5917	2023-04-26	Stuart Wright Ltd	6213528	Unit 106 - 10ft 1/2" Chain	126.71	126.71
5918	2023-04-26	WeldPro Limited Lloydminster	70704	Acetylene, c2 & oxygen lease	330.75	
			70715	Acetylene & oxygen lease	220.50	551.25
				Total EFT:		24,068.80

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2913	2023-04-20	Collabria Mastercard	Apr 15 2023 BL	Apr 15 Mastercard BLeganchuk	1,378.68	1,378.68



RM of Britannia
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Batch: 2023-00033 to 2023-00033

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
2914	2023-04-20	Collabria Mastercard Apr 15 2023 MG	Apr 15 Mastercard MGlavin	1,048.97	1,048.97
2915	2023-04-20	Collabria Mastercard Apr 15 2023 DO	Apr 15 Mastercard DOlynyk	84.08	84.08
2916	2023-04-20	Collabria Mastercard Apr 15 2023 MK	Apr 15 Mastercard MKyle	756.04	756.04
2917	2023-04-20	Receiver General 08Apr2023	Mar 26 - Apr 8 Payroll Remit	16,534.10	16,534.10
2918	2023-04-20	SaskEnergy Apr 14 2023 SHP	Mar '23 - Apr '23 - RM Shop	1,071.00	1,071.00
2919	2023-04-20	SaskEnergy Apr 14 2023 WTP	Mar '23 - Apr '23 - G'street WTP	192.09	192.09
2920	2023-04-20	SaskEnergy Apr 14 2023 LS	Mar '23 - Apr '23 - Lift Station	47.65	47.65
2921	2023-04-20	SaskPower 2019-0074-3949	Mar '23 - Apr '23 Rink Lights	32.15	32.15
2922	2023-04-20	SaskPower 2580-0067-1025	Mar '23 - Apr '23 H'mond St Light	109.03	109.03
2923	2023-04-20	SaskPower 2580-0067-1030	Mar '23 - Apr '23 H'mond Shed	1,933.48	1,933.48
2924	2023-04-20	SaskPower 2580-0067-1033	Mar '23 - Apr '23 G'st St Light	228.27	228.27
2925	2023-04-20	SaskPower 2283-0069-0429	Mar '23 - Apr '23 G'street Well	432.37	432.37
2926	2023-04-20	SaskPower 2283-0069-0435	Mar '23 - Apr '23 H'mond Tank Loc	210.82	210.82
2927	2023-04-20	SaskTel Apr 7 2023 IBC	Mar '23 IBC Phone	420.91	420.91
2928	2023-04-20	SaskTel Apr 16 2023 BFD	Mar '23 - Apr '23 BFD Phone	191.93	191.93
2929	2023-04-20	SaskTel Apr 16 2023 OFF	Mar '23 - Apr '23 Office Phone	291.13	291.13
2930	2023-04-20	ATCO Energy Apr 14 2023	Mar '23 RM Office	308.20	308.20
2931	2023-04-20	SaskPower 2712-0066-1028	Mar '23 - Apr '23 N'bend Well	59.11	59.11
				Total Other:	<u>25,330.01</u>

Certified correct this 26th of April 2023
DO

Reeve

Administrator

Total AP: 89,699.31