

RURAL MUNICIPALITY
OF
BRITANNIA NO. 502

MINUTES OF THE REGULAR MEETING HELD
January 24, 2024

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., January 24, 2024, with Reeve John Light presiding.

Present: Reeve: John Light – attending via Zoom
Councillors: Wilf Jurke
Cory McCall
Elaine Newman
Ed Noble
H. John Wack

CAO: Bryson Leganchuk
EA: Liz Bailey

Absent: none

040/24 **Agenda Approved**

NOBLE: That council approve the agenda for the January 24, 2024 regular meeting of council with the following additions: 5. g. Grader Tracking (Div 1), 8. a. 01-2024 Lloydminster Firefighting and Rescue Mutual Aid MOU (admin), 9. h. New Employee Authorizations (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.

041/24 **January 10, 2024 Regular Council Meeting Minutes**

JURKE: That council approve the January 10, 2024 regular council meeting minutes as presented.

CARRIED

Councillor Collins joined the meeting at 9:10 a.m.

3. a.

042/24 **Accounts for Approval**

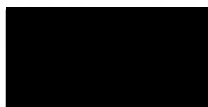
MCCALL: That the following accounts requiring council approval, a list of which is attached hereto and forms a part of these minutes, be approved for payment, and signed by the Reeve and CAO:

- General Cheques # 32354 - 32365, Electronic Funds Transfer # 6461 - 6484, Online Payments # 3249 - 3264 all totaling \$456,040.90.

CARRIED

DSO Yvonne Prusak of NorthBound Planning joined the meeting at 9:16 a.m. via Zoom.

DSO Ben Clipperton of NorthBound Planning joined the meeting at 9:16 a.m.



2. a.
043/24 **SUBD-002389-2023 – Stonebridge Subdivision Application**
COLLINS: That SUBD-002389-2023 – Stonebridge Subdivision Application be tabled until such time as the applicant supplies more information for review by the DSO and consideration by council at a later date.
CARRIED
- DSO Yvonne Prusak of NorthBound Planning left the meeting at 10:30 a.m. and did not return.*
- DSO Ben Clipperton of NorthBound Planning left the meeting at 10:30 a.m. and did not return.*
- 044/24 **Recess Meeting**
NOBLE: That council take a brief recess from the meeting, the time being 10:30 a.m.
CARRIED
- 045/24 **Reconvene the Meeting**
MCCALL: That council reconvene the meeting, the time being 10:37 a.m.
CARRIED
- Operations Manager Michael Glavin joined the meeting at 10:37 a.m.*
5. b.
046/24 **December 2023 Operations Report**
COLLINS: That council acknowledge the December 2023 Operations Report as presented and accept it as information.
CARRIED
5. d.
047/24 **2024 Order of Projects**
JURKE: That council acknowledge and approve the Capital Projects 2024 Construction Order Map as presented and further instruct administration to advertise this map to the public.
CARRIED
5. e.
048/24 **Scales for the Loaders**
NEWMAN: That council authorize the purchase of two Loadrite loader scales and printers from Loadrite Western Canada for \$17,474.50 each, plus taxes and service charges.
CARRIED
5. f.
049/24 **Drainage Project E5105275 V3 Update**
MCCALL: That council accepts the update from the CAO regarding the drainage project E5105275 V3, from SE-13-51-28-W3 to the outlet at SW-17-51-27-W3. Further, that council rescind motion 571/23 and instructs the CAO to advise the drainage applicant that the RM will have no further involvement in the project and that if the applicant wishes to proceed, that they do so at their own expense.
CARRIED
9. f.
050/24 **Follow up to Pipeline Crossing 4-8-52-25-W3 and 1-7-52-25-W3**
NEWMAN: That the RM of Britannia council instructs the CAO to present the Pipeline Crossing Agreement “Appendix A” to CNRL for the Pipeline Crossing between the following locations:
- SW-08-52-25-W3; and
 - SE-07-52-25-W3.
- Further, that council add the following to the “Appendix A” agreement as the RM of Britannia is upgrading this roadway crossing in 2024:
- 3.1 (b) Whereas a municipal road allowance is developed, the top of the pipeline or utility infrastructure shall not be less than 3.2 meters below the roadway surface or not less than 1.6 meter below the surface of the ditch

bottom, whichever depth is greater or as determined by the Operations Manager.

3.1 (c) The pipeline shall be installed at the depth described in clause 3.1 (b) for the total distance of 32 meters (16 meters east and 16 meters west of the centre of the roadway).

CARRIED

Operations Manager Michael Glavin left the meeting at 12:05 p.m. and did not return.

051/24 **Recess Meeting for Lunch**

WACK: That council take recess from the meeting for lunch, the time being 12:05 p.m.

CARRIED

052/24 **Reconvene Meeting**

MCCALL: That council reconvene the meeting, the time being 12:33 p.m.

CARRIED

Councillor Noble stepped out of the meeting at 12:33 p.m. and returned at 12:34 p.m.

3. b.

053/24 **December 2023 Finance Report**

MCCALL: That council accept the December 2023 Financial Report as submitted.

CARRIED

6. a.

054/24 **Deer Creek Recreation Site MOU**

NEWMAN: That council instruct the CAO to sign the Memorandum of Understanding with the Ministry of Parks, Culture and Sport for the maintenance and operation of the Deer Creek Recreation Site land and premises for the purpose of providing the opportunity of healthful enjoyment and social benefit of the site to the public at large, upon satisfactory review of the MOU by SARM legal counsel.

CARRIED

6. b.

055/24 **SARM Resolution Re: Lloydminster Health**

JURKE: That the following resolution be submitted to SARM for the 2024 Annual Convention:

Whereas there is a critical shortage of family physicians in the Northwest Region and other rural regions in Saskatchewan; and

Whereas the assignment of SIPPA physicians in return-of-service agreements or in post-graduate residencies could help alleviate this critical shortage of primary care health care workers in the Rural Saskatchewan Regions; and

Whereas the assignment of nurse practitioners to communities under served by family physicians could also help to alleviate this critical shortage of primary health care workers in all Rural Saskatchewan Regions;

Be it resolved that SARM lobby the provincial government, specifically the Ministry of Health, to expand the utilization of SIPPA trained physicians and nurse practitioners to serve a greater number of rural communities and regions facing critical shortages of family physicians.

Be it further resolved that SARM advocate for these services to be provided in a greater number of regional hospitals outside of major urban centres.

CARRIED



- 056/24 **In-Camera Discussion as per Part III of LAFOIP – (16) Advice from Officials**
WACK: That council go in-camera at 1:03 p.m. to discuss a matter as per Part III of LAFOIP – (16) Advice from Officials.
CARRIED
- Present: Reeve Light – Via ZOOM, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.
- 057/24 **Resume Regular Meeting**
NOBLE: That council resume the regular council meeting, the time being 1:36 p.m.
CARRIED
- Present: Reeve Light – Via ZOOM, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.
6. g.
058/24 **Approval of Employee Termination Agreement**
JURKE: That council approve the January 15, 2024 Termination Agreement between Rural Municipality of Britannia No. 502 and the Finance Clerk and further, instruct the CAO and Reeve to sign and file the agreement.
CARRIED
6. d.
059/24 **Comments from SARM Legal Counsel Re: Neale Edmunds Easements**
JURKE: That council instruct administration to request a draft Operations and Maintenance Agreement for the Neale Edmunds Complex from the City of Lloydminster and further, that an Operations and Maintenance Agreement be in place prior to the RM of Britannia providing consent for the discharge of treated effluent through the Neale Edmunds Complex, as advised by municipal legal counsel.
CARRIED
6. e.
060/24 **Letter Regarding Response to Homelessness**
COLLINS: That council instruct administration to send the letter regarding the local response to homelessness to the City of Lloydminster.
CARRIED
6. f.
061/24 **2024 Strategic Plan Adoption**
WACK: That council adopts the 2024 Strategic Plan information presented and instruct staff to work though council's direction for 2024.
CARRIED
8. a.
062/24 **Bylaw 01-2024 – First Reading**
NOBLE: That council read Bylaw 01-2024, the Lloydminster Firefighting and Rescue Mutual Aid MOU Bylaw, a first time.
CARRIED
- 063/24 **Bylaw 01-2024 – Second Reading**
JURKE: That council read Bylaw 01-2024, the Lloydminster Firefighting and Rescue Mutual Aid MOU Bylaw a second time.
CARRIED
- 064/24 **Bylaw 01-2024 – Authorize Third Reading**
COLLINS: That council authorize the third reading of Bylaw 01-2024, the Lloydminster Firefighting and Rescue Mutual Aid MOU Bylaw a third time, at this meeting of council.
CARRIED UNANIMOUSLY

065/24 Bylaw 01-2024 – Third and Final Reading

NEWMAN: That council read Bylaw 01-2024, the Lloydminster Firefighting and Rescue Mutual Aid MOU Bylaw a third and final time.

CARRIED

9. a.

066/24 Acknowledgement of SaskPower Easement on E-01-50-28-3

COLLINS: That council instructs the CAO and Reeve to sign the Consent and Agreement with Respect to Acquisition of and Compensation for Easement of Right-of-Way Urban Electrical Distribution for the following lands:

- All that portion of Parcel A, Plan 101746425, Ext. 40, in the Southeast Quarter of Section One (1), Township Fifty (50), Range Twenty-eight (28), West of the Third Meridian, Saskatchewan, (Surface Parcel 135821718), shown as an Easement Right-of-Way on attached Registered Plan 102376852 (Feature 100337598); and
- All that portion of Parcel B, Plan 101362306, Ext. 17, in the Northeast Quarter of Section One (1), Township Fifty (50), Range Twenty-eight (28), West of the Third Meridian, Saskatchewan, (Surface Parcel 203501450), shown as an Easement Right-of-Way on attached Registered Plan 102376852 (Feature 100337598).

CARRIED

9. b.

067 /24 Charge for Change Grant Funding

NOBLE: That council instruct administration to submit an application to the Charge for Change program for the installation of an electric vehicle (EV) charging station in the RM of Britannia.

DEFEATED

9. c.

068/24 Canada Feed Program – Map of Eligibility

WACK: That council instruct the CAO to advertise the “Provincial Only Funding” sub-program of the 2023 Canada-Saskatchewan Feed Program at offers up to \$60 per head of eligible livestock that were affected by the drought.

CARRIED

9. d.

069 /24 Summary of Northwest Municipalities Association Meeting - January 17, 2024

JURKE: That the RM of Britannia council accept the report from the CAO in regards to the January 17, 2024 Annual Northwest Municipalities Association Meeting.

CARRIED

Councillor Collins stepped out of the meeting at 2:15 p.m. and returned at 2:20 p.m.

9. e.

070/24 Summary of City of Lloydminster Regional EMO Meeting – January 15, 2024

WACK: That the RM of Britannia council approves the Regional Emergency Management Collective Agreement in principal and instruct the CAO to contact the City of Lloydminster Manager of Emergency Management requesting documents for signature and approval.

CARRIED

Councillor McCall stepped out at 2:27 p.m. and returned at 2:29 p.m.

9. g.

071/24 Generator Quotes – Emergency Management

MCCALL: That this item be tabled and brought back to a future council meeting with additional information.

CARRIED

Councillor Newman left the meeting at 2:35 p.m. and did not return.



9. h.

072/24 **Finance Clerk Deborah Setter CAFT Authorization**

MCCALL: That council approve CAFT access for RM of Britannia Finance Clerk Deborah Setter for the purpose of uploading Pre-Authorized Debit (PAD) files.

CARRIED

073/24 **Finance Clerk Deborah Setter Credit Card Authorization**

WACK: That council approve the provision of an RM of Britannia credit card with a limit of \$3,000.00 to Finance Clerk Deborah Setter.

CARRIED

10.

074/24 **Correspondence**

NOBLE: That council acknowledge the following list of correspondence:

1. 2024-01-09 SARM Rural Dart
2. 2024-01-11 APAS Update
3. 2024-01-11 SARM Annual Convention Notice
4. 2024-01-12 COL Notice of Hearing – Development Appeal
5. 2024-01-15 SAMA Notice of Annual Meeting
6. 2024-01-16 Municipalities Today
7. 2024-01-16 SARM Rural Dart
8. 2024-01-18 APAS Update
9. 2024-01-18 Ducks Unlimited Update

CARRIED

075/24 **Adjournment**

MCCALL: That the meeting be adjourned, the time being 2:50 p.m.

CARRIED



 Reeve



 Chief Administrative Officer



RM of Britannia
List of Accounts for Approval
Batch: 2024-00004 to 2024-00004

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
32354	2024-01-24	EECOL Electric Corp.				
		LM 0631296		Accrual Shop - Credit Single Remote	-40.30	
		LM 0634571		Shop - 1000QT3/240V/254mm Eye	113.80	
		LM 0634572		Shop - Cabtire Cable	499.30	572.80
32355	2024-01-24	Fed.of Canadian Municipalities				
		INV-38500-H3L9Q		Act#43013 - 2024 Member Fees	704.06	704.06
32356	2024-01-24	Gary Blythe Vacuum Services				
		19876		Accrual Pumping Holding Tanks	465.00	465.00
32357	2024-01-24	Harris Electric Co. Ltd.				
		37737		Accrual #214 - Q-HE0839 New Shop Elect	354.00	354.00
32358	2024-01-24	Lloyd. Chamber Of Commerce				
		139408		Lloyd Chamber Member 2024	489.51	489.51
32359	2024-01-24	Loraas Environmental Wilton				
		7517-0000000075		Accrual December 2023 Landfill Fees	588.00	588.00
32360	2024-01-24	Marla Kyle				
		Term. Agreement		Payment in Lieu Termination	8,097.21	8,097.21
32361	2024-01-24	Novlan Bros. Sales				
		F-150 2023 BLUE		Purchase of 2023 F-150 XLT Trucl	45,938.07	
		F-150 2023 SILV		Purchase 2023 F-150 XLT Silver	49,700.97	95,639.04
32362	2024-01-24	Rural Municipal Admin.Assoc.				
		Jan 31 2024		RMAA Membership Fees 2024 Bry	425.00	425.00
32363	2024-01-24	Minister of Finance				
		FD2024076		Fire Dispatch Serivces 2024	4,328.10	
		INV2016523243		Accrual BFD - Portable & Mobile Fees	2,120.10	6,448.20
32364	2024-01-24	Saskatchewan Volunteer Fire Fighters				
		Jan 16, 2024		2024 SVFFA Membership	300.00	300.00
32365	2024-01-24	Western Litho Printers				
		0000181184		2024 Yearly Decals - Roadata	254.88	254.88
				Total Computer Cheque:		114,337.70

EFT

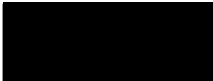
Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
6461	2024-01-24	2567658 Alberta Limited				
		63489TN		#8000980 - Shop Water	35.00	35.00
6462	2024-01-24	5 Star Services & Products Inc				
		158544RP		BFD - Credit for Hats	-220.50	
		158616S		BFD - Medal Mounts	708.75	488.25
6463	2024-01-24	Alexis Heck				
		Jan 11 2024		EMO Meeting Jan 11 2024	119.69	119.69
6464	2024-01-24	Cinco Developments Ltd.				
		7487		Accrual Haul Trackhoe/Mulcher to Locatior	1,526.25	
		7488		Accrual Rental of Trachoe & Mulcher	20,590.50	22,116.75
6465	2024-01-24	City Of Lloydminster				
		INV0045886		Accrual 2023 Stormwater Utility Charge	619.44	619.44
6466	2024-01-24	Environmental 360 Solutions				
		QP 0000539593		Accrual Office Collection - Shredding	89.68	
		QP 0000537478		Office Collection - January	124.06	213.74



RM of Britannia
List of Accounts for Approval
Batch: 2024-00004 to 2024-00004

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
6467	2024-01-24	Fort Garry Industries Ltd.				
		F1577191		Unit 85 - Snow Plow Lite Assembly	491.40	
		F1577289		Unit 111 - Heated Seat Cover	112.51	
		F1593726		Shop - Snow Plow Lights	491.40	1,095.31
6468	2024-01-24	Jay's Transportation Group Ltd				
		S24697606	Accrual	Unit 89 - Finning Freight	381.61	381.61
6469	2024-01-24	K & L Electric Inc.				
		1984	Accrual	WTS Light & Shop Light	1,754.93	1,754.93
6470	2024-01-24	Kings Energy Group				
		603692		BFD Fuel Charges	123.81	123.81
6471	2024-01-24	Lloyd Lock & Key				
		L77995		RM Office - Change locks	131.25	131.25
6472	2024-01-24	Lloydminster & District Co-op				
		914520	Accrual	BFD - 61L Fuel	65.28	
		913141	Accrual	BFD - 186.75L Fuel	219.37	
		915922	Accrual	BFD - 68L Fuel	73.41	
		917322	Accrual	BFD - 47.71L Fuel	51.30	
		244336	Accrual	Propane for Flyash Shed	1,581.03	1,990.39
6473	2024-01-24	Marsollier Petroleum Ltd.				
		420328		DEF 1040L & Deposit	1,105.21	
		420330		DEF Deposit Return	-262.50	842.71
6474	2024-01-24	Mun. Employees Pension Plan				
		File #351065		Dec 31 - Jan 13 Remittance	9,943.78	9,943.78
6475	2024-01-24	MuniSoft				
		2023/24-03643		Software Maintenance 2024	8,540.34	
		2023/24-04272		2024 Equipment Maintenance	1,968.03	10,508.37
6476	2024-01-24	NorthBound Planning Ltd.				
		IN240002		Jan1 - Jan 15, 2024 DSO Services	6,079.35	6,079.35
6477	2024-01-24	Pitney Works				
		Jan 14, 2024		Account 6100-9080-0009-9762	540.00	540.00
6478	2024-01-24	Premier Auto Electric Ltd.				
		110117	Accrual	Unit 14 - Starter Repair	254.10	254.10
6479	2024-01-24	Princess Auto				
		2256905		Switch Rockers/Welding Helmet/Je	547.83	547.83
6480	2024-01-24	Purolator Inc				
		455236698		Unit 101 - Finning Freight	48.31	48.31
6481	2024-01-24	Sask. Assoc. of Rural Municipal.				
		SARM817785	Accrual	Unit 83 - Hose	714.16	
		SARM817793	Accrual	Unit 83 - DPF Filter	9,517.90	
		SARM817800	Accrual	Head Lights	134.53	
		SARM817888	Accrual	Unit 89 - Bucket Plates	356.09	
		SARM816203	Accrual	Unit 101 - Glass Door/Hinge	2,031.45	
		SARM817878	Accrual	Unit 101 - Glass Door Credit	-1,780.05	
		BEN128739		Annual 2024 Benefits	153,931.90	
		BON24502		Fidelity Bond Renewal 2024	567.10	
		EXC240502		Excess Liability Renewal 2024	4,563.30	
		LIA24502		LSIP Renewal 2024	5,546.49	
		MEM2024502		Basic Membership Fee 2024	5,698.73	
		PSIP24502-0		PSIP 2024 Renewal	67,883.07	249,164.67
6482	2024-01-24	Sydia Bros. Ent. Ltd.				
		79653	Accrual	Unit 9 - Haul to Brandt Saskatoon	1,918.88	1,918.88



RM of Britannia
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EFT

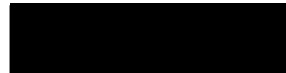
Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
6483	2024-01-24	Text2Car 68P-9776	GPS Annual Road Maintenance	6,460.20	6,460.20
6484	2024-01-24	Tri-Power Solutions Ltd. 71581 71582	Unit 111 - Caps for Trackhoe Shop - Solid State Solenoid	112.94 179.68	292.62
				Total EFT:	315,670.99

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
3249	2024-01-17	ATCO Energy Jan 12 2024	December '23 RM Office	256.91	256.91
3250	2024-01-17	Collabria Mastercard Jan 12 2024 JB	Jan 12 Mastercard JBexson	50.15	50.15
3251	2024-01-17	Collabria Mastercard Jan 12 2024 BL	Jan 12 Mastercard BLeganchuk	277.62	277.62
3252	2024-01-17	Collabria Mastercard Jan 12 2024 MG	Jan 12 Mastercard MGlavin	81.38	81.38
3253	2024-01-17	Collabria Mastercard Jan 12 2024 DO	Jan 12 Mastercard DOlynyk	342.91	342.91
3254	2024-01-17	Collabria Mastercard Jan 12 2024 LB	Jan 12 Mastercard LBailey	105.94	105.94
3255	2024-01-17	Collabria Mastercard Jan 12 2024 MK	Jan 12 Mastercard MKyle	83.81	83.81
3256	2024-01-17	Receiver General 13Jan2024	Dec 31 - Jan 13 Payroll Remit	23,294.56	23,294.56
3257	2024-01-17	SaskEnergy Jan 15 2024 WTP	Dec '23 - Jan '24 - G'street WTP	205.53	205.53
3258	2024-01-17	SaskEnergy Jan 15 2024 LS	Dec '23 - Jan '24 - Lift Station	50.84	50.84
3259	2024-01-17	SaskPower 2085-0077-7926	Dec '23 - Jan '24 Rink Lights	32.61	32.61
3260	2024-01-17	SaskPower 0996-0086-5541	Dec '23 - Jan '24 H'mond St Light	110.61	110.61
3261	2024-01-17	SaskPower 0996-0086-5549	Dec '23 - Jan '24 G'st St Light	231.63	231.63
3262	2024-01-17	SaskTel Jan 7 2024 IBC	December '23 IBC Phone	421.88	421.88
3263	2024-01-17	SaskTel Jan 16 2024 Off	Dec '23 - Jan '24 Office Phone	293.36	293.36
3264	2024-01-17	SaskTel Jan 16 2024 BFD	Dec '23 - Jan '24 BFD Phone	192.47	192.47
				Total Other:	26,032.21

Total AP: 456,040.90

Certified correct this 24th of January 2024



Date Printed
2024-01-25 9:16 AM

RM of Britannia
List of Accounts for Approval
Batch: 2024-00004 to 2024-00004

DO



Reeve



Administrator