

RURAL MUNICIPALITY
OF
BRITANNIA No. 502

MINUTES OF THE REGULAR MEETING HELD
February 14, 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., February 14, 2024, 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

076 /24 **Agenda Approved**

NOBLE: That council approve the agenda for the February 14, 2024 regular meeting of council with the following additions: 2. b. RCMP Reports for Ratepayers (Div. 2), 4. e. Oversize Acreage (Div. 2), and 6.f. Big Gully Park Land (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.

077 /24 **January 24, 2024 Regular Council Meeting Minutes**

JURKE: That council approve the January 24, 2024 regular council meeting minutes as presented.

CARRIED

2. a.

Delegation – RCMP Sgt. Jolyne Harrison joined the meeting at 9:15 a.m. to present the quarterly stats.

Delegation – RCMP Sgt. Jolyne Harrison left the meeting at 9:49 a.m. and did not return.

078 /24

Letter of Support for Maidstone Detachment from Oil Companies

COLLINS: That a letter be drafted and sent to oil companies requesting support for lobbying the provincial government for a larger police force based at the Maidstone detachment.

CARRIED

079 /24

Maidstone RCMP Detachment - 2023 Third Quarter Report

NOBLE: That council acknowledge the RCMP 3rd Quarter Update 2023 report as presented and accept it as information.

CARRIED



080/24 **Request Quarterly RCMP Data for Distribution to Public**
 JURKE: That council instruct the CAO to request a quarterly public report from the RCMP that can be shared with ratepayers by the municipality.
 CARRIED

081/24 **Meeting with Ministry of Corrections, Policing and Public Safety at SARM Convention**
 NOBLE: That council instruct the CAO set up a meeting with the Ministry of Corrections, Policing and Public Safety at the 2024 SARM Convention.
 CARRIED

3. a.
 082/24 **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 #32368 - 32396, Electronic Funds Transfer #6485 - 6531, Online Payments #3265 - 3287 all totaling \$336,427.69.

CARRIED

3. b.
 083/24 **January 2024 Payroll to Council**
 JURKE: That council acknowledge 2024 Pay Period 1 & 2 Payroll, for the period of December 17, 2023 – January 13, 2024, as per Bylaw 23-2021.
 CARRIED

3. c.
 084/24 **2023 Yearend Reserves Transfer**
 MCCALL: That council instruct administration to make the following entries to and from reserve accounts at December 31, 2023.

Description	2023-01-01 Balance	Transfer Amount	%	2023-12-31 Balance
Gravel Pit Reclamation	\$213,933.77	\$0.00	0.00	\$213,933.77
Public Reserve Lands	\$88,709.11	\$0.00	0.00	\$88,709.11
Emergent Equip. Needs	\$800,000.00	\$2,050,000.00	44.04	2,850,000.00
Emergent Road Repair	\$1,624,383.13	\$2,515,523.68	54.04	4,139,906.81
Water/ Sewer	\$648,491.13	\$0.00	0.00	\$648,491.13
Greenstreet W/S Infrastructure	\$52,472.67	\$17,450.00	0.37	\$69,922.67
Hillmond W/S Infrastructure	\$12,737.25	\$4,265.00	0.09	\$17,002.25
Fire Department	\$247,934.42	\$67,908.32	1.46	\$315,842.74
Land Purchases	\$421,814.00	\$0.00	0.00	\$421,814.00
Tax Stabilization	\$3,000,000.00	\$0.00	0.00	\$3,000,000.00
Totals		\$4,655,147.00	100.00	\$11,765,622.48

CARRIED

085/24 **Recess Meeting**
 JURKE: That council take a brief recess from the meeting, the time being 10:23 a.m.
 CARRIED

086/24 **Reconvene Meeting**
 JURKE: That council reconvene the meeting, the time being 10:30 a.m.
 CARRIED

DSO Yvonne Prusak of Northbound Planning joined the meeting at 10:30 a.m. via Zoom.

DSO Ben Clipperton of Northbound Planning joined the meeting at 10:30 a.m.



4. a.
087/24 **January 2024 DSO and Enforcement Report**
WACK: That council acknowledge the January 2024 DSO and Enforcement Report as presented and accept it as information.
CARRIED

DSO Yvonne Prusak of Northbound Planning left the meeting at 12:06 p.m. and did not return.

DSO Ben Clipperton of Northbound Planning left the meeting at 12:06 p.m. and did not return.

088/24 **Recess Meeting for Lunch**
COLLINS: That council take recess from the meeting for lunch, the time being 12:07 p.m.
CARRIED

089/24 **Reconvene Meeting**
MCCALL: That council reconvene the meeting, the time being 12:38 p.m.
CARRIED

6. b.
090/24 **City of Lloydminster Correspondence**
WACK: That council acknowledge the January 25, 2024 email response from the RM of Britannia CAO to the Lloydminster City Manager Dion Pollard in regards to the following items:
1. the Neale Edmunds Complex; and
2. the request for a \$1,500,000.00 donation towards the new Cenovus Energy Hub.
CARRIED

091/24 **2024 and 2025 Donations to the Lloydminster Health Foundation**
MCCALL: That the RM of Britannia No. 502 make the following donations to the Lloydminster Region Health Foundation:
• \$50,000.00 in 2024
• \$50,000.00 in 2025
CARRIED

Operations Manager Michael Glavin joined the meeting at 12:42 p.m.

5.b.
092/24 **2019 CAT 160M3 Grader Warranty**
NOBLE: That council instruct the CAO to purchase an additional 2 years/ 2,000 hours warranty for the 2019 CAT 160M3 Motor grader for \$31,353.00, covering the powertrain, hydraulics, and travel for the mechanic.
CARRIED

5. c.
093/24 **Project 238 Road Construction Review – South of 28-51-25W3M & East of SE 28-51-25W3M**
NEWMAN: That council acknowledge the construction report presented by Operations Manager Michael Glavin regarding the merge lane construction south of SE 28-51-25W3M and the pavement preparation south of 28-51-25W3M and east of SE 28-51-25W3M.
CARRIED

Operations Manager Michael Glavin left the meeting at 1:36 pm and did not return.



- 094/24 **In-Camera Discussion as per Part III of LAFOIP – (16) Advice from Officials**
NOBLE: That council leave the regular meeting and go in-camera at 1:37 p.m. to discuss a matter as per Part III of LAFOIP – (16) Advice from Officials.
CARRIED
- Present: Reeve Light, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor Newman, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.
- 095/24 **Resume Regular Meeting**
MCCALL: That council resume the regular council meeting, the time being 1:43 p.m.
CARRIED
- Present: Reeve Light, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor Newman, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.
6. a.
096/24 **Salary Schedule Review**
JURKE: That the council approve the amendment to Policy HR-007 Pay and Benefits as “Schedule A – 2024 Britannia Employee Wage Schedule” and further, that the revised policy be attached to these minutes.
CARRIED
6. d.
097/24 **2024 Strategic Plan – Full Document**
NOBLE: That council approve the 2024 RM of Britannia No. 502 Strategic Plan as presented and instruct administration to utilize this document for the overall direction of the Municipality for 2024. Further, that this document be attached to these minutes.
CARRIED
6. e.
098/24 **Update on SARM 2023 Midterm Resolution**
WACK: That council acknowledge the response received from the Ministry of Energy and Resource to resolution 23-23M Testing Water Wells in Proximity to Oil and Gas Well Drilling.
CARRIED
6. f.
099/24 **Big Gully Park Land Purchase**
NEWMAN: That the RM of Britannia offer a purchase price of \$250,000.00 for the two parcels of interest adjacent to Big Gully Park.
DEFEATED
- 100/24 **Big Gully Park Land Purchase**
MCCALL: That RM of Britannia offer a purchase price of \$225,000.00 for the two parcels of interest adjacent to Big Gully Park.
CARRIED
8. a.
101/24 **Bylaw 02-2024 Regional Emergency Management Collective Agreement - First Reading**
WACK: That the council of the RM of Britannia read Bylaw 02-2024, the Regional Emergency Collective Agreement Bylaw, a first time.
CARRIED
- 102/24 **Bylaw 02-2024 Regional Emergency Management Collective Agreement - Second Reading**
NOBLE: That the council of the RM of Britannia read Bylaw 02-2024, the Regional Emergency Collective Agreement Bylaw, a second time.
CARRIED



103/24 **Bylaw 02-2024 Regional Emergency Management Collective Agreement - Authorize Third Reading**

JURKE: That the council of the RM of Britannia authorize the third reading of Bylaw 02-2024, the Regional Emergency Collective Agreement Bylaw, at this meeting of council.

CARRIED UNANIMOUSLY

104/24 **Bylaw 02-2024 Regional Emergency Management Collective Agreement - Third Reading**

COLLINS: That the council of the RM of Britannia read Bylaw 02-2024, the Regional Emergency Collective Agreement Bylaw, a third time and final time.

CARRIED

8. b.

105/24 **Bylaw 03-2024 Amendment to the Road Committee Bylaw - First Reading**

NOBLE: That the council of the RM of Britannia read Bylaw 03-2024, the Amendment to the Road Committee Bylaw, a first time.

CARRIED

106/24 **Bylaw 03-2024 Amendment to the Road Committee Bylaw - Second Reading**

JURKE: That the council of the RM of Britannia read Bylaw 03-2024, the Amendment to the Road Committee Bylaw, a second time.

CARRIED

107/24 **Bylaw 03-2024 Amendment to the Road Committee Bylaw - Authorize Third Reading**

COLLINS: That the council of the RM of Britannia authorize the third reading of Bylaw 03-2024, the Amendment to the Road Committee Bylaw at this meeting of council.

CARRIED UNANIMOUSLY

108/24 **Bylaw 03-2024 Amendment to Road Committee Bylaw - Third Reading**

NEWMAN: That the council of the RM of Britannia read Bylaw 03-2024, the Amendment to the Road Committee Bylaw, a third and final time.

CARRIED

9.a.

109/24 **SARM 2024 Annual Convention Voting Delegates**

COLLINS: That council appoint Councillor Wack and Councillor Noble as voting delegates at the SARM 2024 Annual Convention.

CARRIED

110/24 **Hail Delegates**

WACK: That the council of the Rural Municipality of Britannia No. 502, appoint Reeve John Light as delegate, in accordance with Section 3 of the Municipal Hail Insurance Act, to attend the Annual Meeting of Saskatchewan Municipal Hail Insurance Association on, Wednesday March 13, 2024.

CARRIED

9. b.

111/24 **NW 01-53-27W3M Snow Plow Flag Exemption – Revision to Policy No. TS-012**

WACK: That council amends Policy No. TS-012 Snow Cleaning on Private Property by adding Schedule "E" – Snow Plow Flag Exempt Properties, with the first property added to the schedule being NW 01-53-27W3M, as municipal equipment requires access to this property to safely plow the road allowance the west of the property.

A recorded vote was requested.

For: Jurke, Collins, Newman, McCall, Wack, Light

Against: Noble

CARRIED



Councillor Noble stepped out at 2:53 p.m. and returned at 2:58 p.m.

9. e.

112/24

Gravel Tender – Supply Finished Project

MCCALL: That council instruct the CAO to tender for 30,000 cubic yards of crushed road gravel to be supplied to the RM of Britannia by a contractor.

CARRIED

Gravel Tender – Place Finished Project

WACK: That council instruct the CAO to tender for 8,000 cubic yards of RM owned crushed road gravel to be placed on RM infrastructure by a contractor in 2024.

CARRIED

9. f.

113/24

Determining Value of Tax Title Property to be Sold

JURKE: That council instruct the CAO to have BIK/Par A Plan No 101851848 Ext 0, being a tax title property, appraised by a licenced appraiser, to determine its value. Further, that the cost of removing any structures from the property in order to make is salable be deducted from the appraised value when determining the sale price.

CARRIED

9. g.

114/24

In-Camera Discussion as per Part III of LAFOIP – (16) Advice from Officials

MCCALL: That council leave the regular meeting and go in-camera at 3:17 p.m. to discuss a matter as per Part III of LAFOIP – (16) Advice from Officials.

CARRIED

Present: Reeve Light, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor Newman, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.

115/24

Resume Regular Meeting

WACK: That council resume the regular council meeting, the time being 3:22 p.m.

CARRIED

Present: Reeve Light, Councillor Noble, Councillor Jurke, Councillor Collins, Councillor Newman, Councillor McCall, Councillor Wack, CAO Leganchuk, and EA Bailey.

10.

116/24

Correspondence

MCALL: That council acknowledge the following list of correspondence:

1. 2024-01-24 SARM Rural Dart
2. 2024-01-25 APAS Update
3. 2024-01-27 RCMP Crime Watch Notice
4. 2024-01-30 SARM
5. 2024-01-31 SARM Convention Hospitality Suite Invitation
6. 2024-01-31 SARM Convention Resolution from Emerald Hill (Breach of Bylaws)
7. 2024-02-01 APAS Update
8. 2024-02-01 Hudson Bay Route Association
9. 2024-02-06 SARM Rural Dart
10. 2024-02-07 SARM News Release
11. 2024-02-08 APAS Update

CARRIED

Councillor Noble stepped out of the meeting at 3:25 p.m. and returned at 3:31 p.m.



117/24 **Adjournment**

MCCALL: That the meeting be adjourned, the time being 3:31 p.m.

CARRIED



Reeve



Chief Administrative Officer

RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
32366	2024-02-02	VOID - Payroll Cheque Printing				
32367	2024-02-02	Payroll Printing - Marla Kyle Severance Cheque				
32368	2024-02-14	1st Choice Auto Detailing Ltd.	00312	Unit 66 - Windsheid Replace/Wipe	372.75	372.75 ✓
32369	2024-02-14	A-Plus Machining & Welding	CN006918	BFD - T1 - Credit Valve/Gasket	-288.84	
			IN142952	BFD - T1 - Camlocks	264.54	
			IN146006	Unit 47 - Metal for Hopper	356.84	332.54 ✓
32370	2024-02-14	Astec Safety Inc.	98108	Traffic Vests	43.79	43.79 ✓
32371	2024-02-14	Cory McCall	JAN 2024	January 2024 - Council Indemnity	688.59	688.59 ✓
32372	2024-02-14	Craftex Builders	24-011	#214 - New Shop Reno - Progress	91,540.03	91,540.03 ✓
32373	2024-02-14	Doreen Pritchett	2023 Rebate	2023 Weed Control Rebate	470.00	470.00 ✓
32374	2024-02-14	Delco Automation Inc.	M39374	Vitec Pail 3000	1,543.50	1,543.50 ✓
32375	2024-02-14	Edge HR Solutions Ltd.	2024-02	HR Consulting - Employee Termina	328.13	328.13 ✓
32376	2024-02-14	EECOL Electric Corp.	LM 0636114	Unit 112 - Junction Boxes/Cord En	154.11	154.11 ✓
32377	2024-02-14	Exhaust Masters Lloydminster	97806	Unit 66 - Repair Exhaust	364.88	364.88 ✓
32378	2024-02-14	Information Services Corp.	Jan 31, 2024	Replenish Acct	15.00	15.00 ✓
32379	2024-02-14	Jim Collins	JAN 2024	January 2024 - Council Indemnity	948.17	
			Jan 31, 2024	January 2024 - Council Commite	631.56	1,579.73 ✓
32380	2024-02-14	John Deere Financial	O31057	Unit 99 - Hydraulic Line/Draw Pins	32.53	32.53 ✓
32381	2024-02-14	Kelan Whitrow	Jan 2024	January 2024 Officer Wages	136.20	136.20 ✓
32382	2024-02-14	Loraas Environmental Wilton	7517-0000000082	January 2024 Landfill Fees	1,582.16	1,582.16 ✓
32383	2024-02-14	Lloyd Plumbing & Heating Ltd.	SW1096014	Shop - Repair Shop Heater	1,042.22	1,042.22 ✓
32384	2024-02-14	Michael Niesen	1-2024	January 2024 - Animal Control	289.00	289.00 ✓
32385	2024-02-14	Messer Canada Inc	2107212025	Accrual Shop - Lens for Welding Helmet	643.07	
			2107212026	Accrual Shop - Bottle Hard Surface Gas	334.08	
			2107245869	Accrual Unit 47 - Grinding Wheels	77.43	1,054.58 ✓
32386	2024-02-14	Pitney Bowes Leasing	3202320741	Postage Meter Lease - Jan '24	138.66	138.66 ✓
32387	2024-02-14	Receiver General				



RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			2023-12-31 Coun	2023 T4 Amount Owing - Council	2,458.34	
			2023-12-31 BFD	2023 T4 - Amount Owing - BFD	5,917.84	8,376.18 ✓
32388	2024-02-14	R.M.A.A Workshop Fund				
			2024 Elections	2024 Elections Workshop	200.00	200.00 ✓
32389	2024-02-14	Sabre Communications Inc.				
			SABR1IN62273	Phone/Accessories Mechanic/Fore	179.91	179.91 ✓
32390	2024-02-14	Sandy Beach Regional Park Auth				
			Jan 2024	January 2024 Sandy Beach Taxes	891.15	891.15 ✓
32391	2024-02-14	Sore Oilfield Service				
			4891	Accrual #208 - Road Oiling	646.80	646.80 ✓
32392	2024-02-14	Tangleflags Community Club				
			Jan 31 2024	January 2024 Donations	140.00	140.00 ✓
32393	2024-02-14	Wilfred Jurke				
			JAN 2024	January 2024 - Council Indemnity	949.26	
			Jan 31, 2024	January 2024 - Council Committee	688.60	1,637.86 ✓
32394	2024-02-14	Western Financial Group				
			3154626	Renewed Comm Auto Policy 2024	27,547.28	27,547.28 ✓
32395	2024-02-14	Western Litho Printers				
			0000179447	2024 Yearly Decals - Roadata	97.16	
			0000179446	2024 Yearly Decals - Roadata	113.55	210.71 ✓
32396	2024-02-14	Warehouse Services Inc.				
			531560/2	Dewalt Bench Grinder	259.93	
			533278/2	Unit 66 - Steering Damper	90.66	
			534899/2	Relays/Fuse Holders	174.01	
			535176/2	Unit 66 - Defrost Door Activator	25.45	
			536838/2	Unit 114 - Micro Fuse	27.76	
			537146/2	Shop - Micro Fuse	90.51	668.32 ✓
				Total Computer Cheque:		142,206.61

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
3265	2024-02-07	City Of Lloydminster				
			Jan 31, 2024	Water Bill - Office	57.19	57.19 ✓
3266	2024-02-07	Collabria Mastercard				
			Jan 31 2024 JB	Jan 31 Mastercard JBexson	381.75	381.75 ✓
3267	2024-02-07	Collabria Mastercard				
			Feb 1 2024 BL	Feb 1 Mastercard BLeganchuk	1,249.49	1,249.49 ✓
3268	2024-02-07	Collabria Mastercard				
			Jan 31 2024 MG	Jan 31 Mastercard MGlavin	1,153.37	1,153.37 ✓
3269	2024-02-07	Collabria Mastercard				
			Feb 1 2024 DO	Feb 1 Mastercard DOlynyk	3,861.83	3,861.83 ✓
3270	2024-02-07	Collabria Mastercard				
			Jan 31 2024 LB	Jan 31 Mastercard LBailey	24.09	24.09 ✓
3271	2024-02-07	Receiver General				
			14Jan2024	Jan 14 - Jan 27 Payroll Remit	32,625.71	32,625.71 ✓
3272	2024-02-07	SaskEnergy				
			Jan 31 2024 BFD	Dec '23 - Jan '24 BFD	1,533.91	1,533.91 ✓
3273	2024-02-07	SaskEnergy				
			Jan 22 2024 Off	Dec '23 - Jan '24 RM Office	253.40	253.40 ✓



RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount	
3274	2024-02-07	SaskEnergy Jan 31 2024 NS	Dec '23 - Jan '24 New Shop	2,347.53	2,347.53	✓
3275	2024-02-07	SaskPower 0897-0086-1385	Dec '23 - Jan '24 G'st Lift Statio	800.86	800.86	✓
3276	2024-02-07	SaskPower 0897-0086-1386	Dec '23 - Jan '24 G'street Well	1,385.75	1,385.75	✓
3277	2024-02-07	SaskPower 2382-0073-8958	Dec '23 - Jan '23 N'bend Well	59.76	59.76	✓
3278	2024-02-07	SaskPower 0699-0088-7259	Oct '23 - Jan '24 Eldon Well	153.80	153.80	✓
3279	2024-02-07	SaskPower 0699-0088-7260	Oct '23 - Jan '24 Rex Well	159.31	159.31	✓
3280	2024-02-07	SaskPower 3339-0055-3401	Oct '23 - Jan '24 Lindsay Well	582.15	582.15	✓
3281	2024-02-07	SaskPower 3867-0038-2538	Oct '23 - Jan '24 WTS Shed	793.60	793.60	✓
3282	2024-02-07	SaskPower 1689-0082-6248	Oct '23 - Jan '24 4 Mile Well	280.67	280.67	✓
3283	2024-02-07	SaskPower 2382-0074-1870	January 2024 BFD	580.08	580.08	✓
3284	2024-02-07	SaskPower 3669-0046-3755	January 2024 New Shop	543.89	543.89	✓
3285	2024-02-07	SaskTel Jan 28 2024 Sho	Dec '23 - Jan '24 Shop Phone	164.40	164.40	✓
3286	2024-02-07	SaskTel Mobility Jan 28 2024 Int	Internet Charges	166.45	166.45	✓
3287	2024-02-07	SaskTel Mobility Jan 28 2024 Cel	Cell Phone Charges	878.41	878.41	✓
				Total Other:	50,037.40	

PROPOSED PAYMENTS

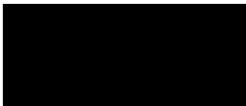
Payment #	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount	
6485	2247173 Alberta Ltd 100	January 2024 - Services	8,757.00	8,757.00	✓
6486	2567658 Alberta Limited 65047TN	#8000980 - Shop Water	27.00	27.00	✓
6487	Alexis Heck ICS-300	ICS-300 Course Jan 29-31/24	1,187.04	1,187.04	✓
6488	Aultman Construction Ltd. 7102	Rex Well - Water Leak	722.61	722.61	✓
6489	Blair Collins Jan 2024	January 2024 - Officer Wages	136.20	136.20	✓
6490	Border Paws Animal Shelter INV-2091 CN-2132	2 Cats - Over Contract 2 x Cat Credit error in billing	500.00 -200.00	300.00	✓
6491	Border Steel 0000144203 0000144269	Unit 110 - Flat Bar for Skids Flat Bar - V Plow	94.50 218.86	313.36	✓
6492	Brandt Tractor Ltd.				



RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

PROPOSED PAYMENTS

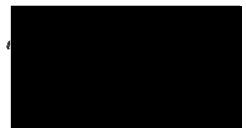
Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount	
		LDP839348	Unit 69 - Washer Tank Pump	21.45	21.45	✓
6493		4208899	Unit 103 - Hydraulic Hose	259.37	259.37	✓
6494	Ed Noble					
		JAN 2024	January 2024 - Council Indemnity	1,094.15		
		Jan 31 2024	Jan 2024 Council Committee	645.55	1,739.70	✓
6495	Elaine Newman					
		JAN 2024	January 2024 - Council Indemnity	407.96		
		Jan 31 2024	Jan 2024 - Council Committ	303.30	711.26	✓
6496	Environmental 360 Solutions					
		QP 0000542008	Office Collection - February	124.06	124.06	✓
6497	Enviroway Detergent Man. Inc.					
		IN073419	12 x Sodium Hypochlorite	628.95	628.95	✓
6498	Fiona McRae					
		JAN 2024	January 2024 Admin Hours	341.64	341.64	✓
6499	First Truck Centre					
		X004482258:01	Unit 32 - Door Stopper Slide	33.34	33.34	✓
6500	Fort Garry Industries Ltd.					
		F1577418	BFD - P2 - Fittings/Valves	49.77		
		F1599963	Unit 112 - Interior Lighting	178.50		
		F1604263	Lights/Junction Box/Wire	630.00		
		F1604864	Unit 85 - Plugs	24.78		
		F1612862	Sander Box Vib	1,408.05		
		F1618689	Unit 114&115 - Breakers	71.51		
		F1625340	Unit 114 - Beacon Light	361.15		
		F1627637	Shop - Back-up Alarm	139.13		
		F1633699	Unit 26 - Switches	65.10	2,927.99	✓
6502	GFI Systems Inc.					
		220910	GPS Lease Equipment	1,498.50		
		221052	GPS Lease Fees - November	854.70		
		221053	GPS Lease Fees - December	854.70		
		221054	GPS Lease Fees - Early Term/Hrd	2,486.40		
		221055	GPS Lease Fees	854.70	6,549.00	✓
6503	GFL Enviromental Inc.					
		Y30000021928	January 2024 Recycling	192.77	192.77	✓
6501	Gerry Yaremy					
		Jan 2024	January 2024 Officer Wages	136.20		
		Jan 31 2024	January 2024 Admin Wages	341.64	477.84	✓
6504	Jay's Transportation Group Ltd					
		S24696195	Unit 111 - Finning Freight	378.88	378.88	✓
6505	John Light					
		JAN 2024	January 2024 - Council Indemnity	496.72	496.72	✓
6506	John Wack					
		JAN 2024	January 2024 Council Indemnity	657.42		
		Jan 31 2024	January 2024 Council Committee	324.89	982.31	✓
6507	K & L Electric Inc.					
		2039	Office - Reconnect Lights in Office	115.50	115.50	✓
6508	Lakeland Library Region					
		2673	2024 Levy Payment #1	13,540.77	13,540.77	✓
6509	Lloydminster Nut & Bolt					



RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		3964525	Shop - Wiring Ends	283.66	
		3965267	Shop - Drill Bits	332.08	
		3965272	Shop - Capscrews	417.92	
		3965277	Shop - Wiring Ends	375.18	
		4068704	Shop - Credit Wiring Ends	-137.22	1,271.62 ✓
6510	McAllister Drilling Inc.				
		17477	Repair Rex Water Well	164.41	164.41 ✓
6511	Midway Distributors Ltd.				
		191-046706	Unit 75 - Rear Shocks	165.42	165.42 ✓
6512	Mun. Employees Pension Plan				
		File #353492	Jan 14 - Jan 27 Remittance	9,441.00	9,441.00 ✓
6513	MuniSoft				
		2023/24-05455	Counter Receipt Paper	228.54	
		2023/24-05504	Replaced Computer	1,848.73	
		2023/24-05557	Remove Workstation from EMA	-99.90	1,977.37 ✓
6514	NextGen Automation				
		550642	Contract #C102487041-01	915.68	915.68 ✓
6515	NorthBound Planning Ltd.				
		IN230344	June 2023 DSO Services	4,148.82	
		IN230537	Oct 2023 DSO Services	8,104.17	
		IN240029	Jan 16 - Jan 31, 2024 DSO Service	8,938.29	
		IN240030	Strategic Plan	708.75	21,900.03 ✓
6516	Northwind Radio Ltd.				
		239847	Shop - Antennas/Mounts	686.58	686.58 ✓
6517	Oakley Mechanical Ltd.				
		31474	Unit 90 - Replace Dry Dryer/Hoses	728.83	
		31479	Unit 24 - SK Safety/Repairs	2,482.49	
		31480	Unit 69 - Clutch Repair	6,009.23	
		31513	Unit 75 - SK Safety	477.75	
		31514	Unit 66 - SK Safety	477.75	
		31523	Unit 79 - SK Safety	409.50	10,585.55 ✓
6518	Penpaltv.ca				
		11606	WTS - Camera Install	5,960.85	
		11608	Live Monitoring	1,039.50	7,000.35 ✓
6519	Princess Auto				
		2257486	Heaters & Ext Cords	504.92	
		2263042	Heater/Pressure Switch/Heat Lamp	104.94	
		2263657	Shop - Wiring Supplies	150.02	
		2271007	Hooks/Tie Downs/Camera/Shovel	561.53	1,321.41 ✓
6520	Relay Distributing				
		457109	Shop - Sugar Cubes	40.20	
		457612	Unit 111 - Hatch for Chimney	342.77	
		457820	Unit 112 - Chimney for Steamer	92.89	475.86 ✓
6521	Rona Inc.				
		620-22876751	Unit 112 - Paint/Sealer	756.72	756.72 ✓
6522	Ryan LeBlanc				
		Jan 2024	January 2024 - Bylaw Officer Serv	208.00	208.00 ✓
6529	SRD Investments Ltd.				



RM of Britannia
List of Accounts for Approval
Batch: 2024-00008 to 2024-00008

PROPOSED PAYMENTS

Payment #	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		53749	Unit 27&47 - Truck/Trailer Wash	164.67	
		53828	Unit 80 - Truck Wash	38.45	
		53830	Unit 10 - Steamer Wash	47.91	
		54067	Unit 73 - Truck Wash	66.15	317.18 ✓
6530	SRS Property Mgmt Corporation				
		3168	January 2024 Office Cleaning	635.46	635.46 ✓
6523	Sask Assessment Manage. Agency				
		2024755	2024 Municipal Invoice	42,361.00	42,361.00 ✓
6524	Sask. Assoc. of Rural Municipal.				
		SARM817938	Unit 111 - Rocker Switch/Beacon F	110.81	110.81 ✓
6525	Saskatchewan Health Authority				
		1181080	Water Test - Hillmond School	185.00	
		1181081	Water Test - Greenstreet	185.00	
		3452827	Water Test - Hillmond School	23.00	
		3452919	Water Test - 32 Scenic Drive	23.00	416.00 ✓
6526	Saskatchewan Research Council				
		1251695	Greenstreet THM & HAA	525.00	525.00 ✓
6527	Shane Fritsch				
		Jan 2024	January 2024 Officer Wages	136.20	136.20 ✓
6528	SolidEarth Geotechnical Inc.				
		23-2041	#192 - Road Core Testing	1,669.50	1,669.50 ✓
6531	Stuart Wright Ltd				
		6237681	Shop - Ear Plugs/Lens Wipes/Glov	177.77	177.77 ✓
				Total Proposed Payments:	144,183.68

Total AP: 336,427.69

Certified correct this 14th of February 2024
DO



Reeve



Administrator

ROAD INFRASTRUCTURE MANAGEMENT BYLAW

RURAL MUNICIPALITY OF BRITANNIA NO. 502

BYLAW NO. 03-2024

A BYLAW TO MANAGE ROAD INFRASTRUCTURE

Pursuant to Sections 8, 18, and 21 of the *The Municipalities Act*, the council of the Rural Municipality of Britannia No. 502, in the Province of Saskatchewan, enacts as follows:

PART 1 – PURPOSE AND DEFINITIONS

Purpose

1. The purposes of this bylaw are:
 - (1) to strategically manage the road network in the Rural Municipality of Britannia No. 502 in a safe functional manner, to maximize road carrying capacity in terms of weights, traffic volume, and cost of operations;
 - (2) to establish or adopt a vehicle weight management system to regulate the weight of vehicles, or vehicles with their loads, using municipal roadways or any particular municipal roadways in the municipality; and
 - (3) c) to limit weights on certain roads during periods of road vulnerability such as spring thaw and conditions of excessive moisture.

Definitions

2. Definitions for this bylaw are as follows:
 - (1) Except as hereinafter provided, words used in this bylaw shall have the meanings ascribed to them in *The Vehicle Weight and Dimension Regulations, 2010*.
 - (2) In this bylaw:
 - (a) "Administrator" means the administrator or CAO of the municipality;
 - (b) "Council" shall mean the council of the municipality;
 - (c) "Minister" means the member of the Executive Council to whom for the time being the administration of *The Highways and Transportation Act, 1997*, is assigned;
 - (d) "Municipality" means the Rural Municipality of Britannia No. 502;
 - (e) "Order" means an order issued by the road committee; and
 - (f) "Committee" means a road management committee established in accordance with section 81 of *The Municipalities Act* for the purpose of issuing orders.

PART 2 – VEHICLE WEIGHTS

Weight Limits on Certain Roads

3. No person shall, without a permit issued pursuant to section 6 of this bylaw or by the Minister pursuant to section 36 of *The Highways and Transportation Act, 1997*, operate or move or cause to be operated or moved on or over a municipal roadway a vehicle, where the gross vehicle weight exceeds the limits shown as Secondary and Municipal Highways in the *Vehicle Weight and Dimension Regulations, 2010* (Saskatchewan).
4. Notwithstanding subsection 3 of this bylaw, no person shall operate or move or cause to be operated or moved on or over the portion Township Road 500 west of the rail crossing and south of SW 06-50-27W3M as indicated by weight restriction signs, a vehicle where the gross weight of the vehicle exceeds the posted limit, which is 24,000 kg.



Exemptions

5. The restrictions set out in sections 3 and 4 of this bylaw shall not apply to those vehicles described in section 3 of *The Vehicle Weight and Dimension Regulations, 2010*.

Permits

6. Notwithstanding sections 3, 4, and 5 of this bylaw, the Administrator or Roaddata Transportation Services may, if satisfied that the vehicle or combination of vehicles can be operated or moved upon a municipal roadway without damage to the roadway or other property, issue a permit to the registered owner of the vehicle or combination of vehicles to exceed the maximum gross vehicle weights fixed by this bylaw.
 - (1) In order to obtain a permit under this section the registered owner must provide to the Administrator:
 - (a) proof satisfactory to the Administrator that the vehicle and its load will not exceed the registered gross weight specified in the certificate of registration of the vehicle issued pursuant to *The Traffic Safety Act*; and
 - (b) proof of financial responsibility as provided for and in conformity with the requirements of *The Traffic Safety Act*.
7. The Administrator shall, in the permit, designate the municipal roadways that may be used and the vehicle shall then be operated on only such municipal roadways as are designated.
8. For a single trip permit, the permit number must be provided upon request by a peace officer or the Administrator or their designate.
9. For a multi-trip permit, the permit shall be carried in the vehicle and be produced upon request by a peace officer or the Administrator or their designate, at the time of inspection.

PART 3 – PROVISIONS

Road Management Committee

10. Council may by resolution establish a road management committee for the purpose of issuing orders in accordance with *The Municipalities Regulations Part III*.
 - (1) The Road Management Committee shall consist of the Administrator or designate, and a minimum of any one member of council as appointed by council. The committee shall be set by council annually and may be amended as required by resolution.
 - (2) If, in the opinion of the Road Management Committee not restricting the use of a road may reasonably be expected to result in damage to the road or a high risk of property damage, or personal injury to the public, the Committee may issue an Order restricting the use of the road, or roads. The restriction in the Order may:
 - (a) Prohibit the operation of certain vehicles on specified roads and bridges;
 - (b) Restrict the gross weight of vehicles on specified roads and bridges; or
 - (c) Restrict the weight of vehicles to a percentage of axle group weight on GVW on specified roads and bridges (posted percentage based on Primary Weight); or
 - (d) Restrict or permit gross weight of vehicles on all roads and bridges.
 - (3) An Order issued under the provisions of this Bylaw must use the prescribed form to identify and authorize restrictions per a percentage based upon Primary Weight in *The Vehicle Weight and Dimension Regulations, 2010* (Saskatchewan).
 - (4) An Order issued under the provisions of this bylaw renders any Order issued previously, null and void.
 - (5) An Order issued under the provisions of this bylaw renders an annual, or a single or multi-trip permit null and void until such time as the Order has been removed.

- (6) An Order issued under this bylaw must:
 - (a) be signed by the members of the Road Management Committee;
 - (b) state the date on which it is signed and the date on which it takes effect; and
 - (c) be filed with the Administrator or designate.
- (7) Upon receipt of the Order, the Administrator or designate shall:
 - (a) promptly notify the permit office of the Ministry of Highways and Transportation of the issuance or cancellation of any Order;
 - (b) promptly notify all members of the council of the municipality by the most expedient means, beginning with the member responsible for the division in which the Order has been issued;
 - (c) promptly notify the motoring public and permit holders by posting notice on the municipal website, and any other means that in the Administration's opinion is required for adequate notification;
 - (d) promptly notify Roadata Service Ltd. by emailing a copy of the notice to permits@roadata.com and
 - (e) present a copy of the Order at the next meeting of council and record so in the minutes.
- (8) Signs shall be posted conspicuously at each end of any applicable road and at any junction or intersection the Road Management Committee considers advisable.
- (9) An Order issued pursuant to this bylaw shall remain in effect until cancellation of the Order by the Road Management Committee and all notices posted in accordance with this bylaw have been removed.

PART 4 – ENFORCEMENT

Penalty

- 11. A person who contravenes any provision of this bylaw is guilty of an offence.
 - (1) No person shall exceed the maximum weight specified in a permit.
 - (2) No person shall fail to comply with the terms or conditions specified in a permit.
 - (3) No person shall violate an order issued by the Rural Municipality Road Management Committee.
 - (4) No person shall exceed the "posted percentage" of Saskatchewan Primary Weights either by GVW or axle group weight.
 - (5) No person shall exceed the posted weight restriction on any road or bridge.
 - (6) Any person guilty of an infraction to any of the provisions of this bylaw shall be liable to the penalties described in Schedule A attached to *The Highways and Transportation Act, 1997* for the Province of Saskatchewan.

PART 5 – REPEAL

12. Bylaw 20-2020 is hereby repealed.

 [Redacted Signature]

Reeve

 [Redacted Signature]

Administrator



Read a first time this 14th day of February 2024.
 Read a second time this 14th day of February 2024..
 Read a third time and adopted this 14th day of February 2024.



Policy Title: Pay and Benefits

<p>Policy Area: Human Resources</p>	<p>Effective Date: June 28, 2023</p>
<p>Policy Section: Employee Pay and Benefits</p>	<p>Updated: June 28, 2023</p> <ol style="list-style-type: none"> 1. General formatting, grammar, and punctuation. 2. Policy to be reviewed and updated annually to reflect any changes to listed programs and legislation. 3. Removed Bereavement Leave from Policy and added it to Policy HR-027 Job-Protected Leave. 4. Added additional definitions to ensure clarity and transparency in policy statements. 5. Provided reference links to source sites for benefit information. <p>February 14, 2024 – Added Schedule “A” – 2024 Britannia Employee Wage Schedule</p>
<p>Supersedes Policy: 344/23, 538/22, 411/22, 176/22, 599/21, 327/21, 100-12; 100-13; 100-14</p>	<p>Approved on: June 9, 2021</p> <p>Resolution: 096/24</p> <p>Next Review Date: Annually in December or when updated rates and information become available.</p>

Policy Statement: Council will endeavor to stay competitive with other similar organizations within the region in regards to employee pay and benefits.

Purpose: To establish a fair and equitable process for keeping salary and benefits up to date and to ensure Saskatchewan Employment Standards are communicated, applied, and understood by all municipal employees and members of council. The policy is meant to compliment prevailing legislation and regulations, however, should there be any conflict between this policy and the corresponding legislation or regulations, the corresponding provincial or federal legislation or regulation shall take primacy.

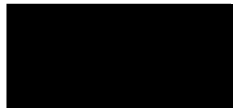
Definitions:

CAO: means the Chief Administrative Officer of the Rural Municipality of Britannia No. 502, as defined in section 110 of The Municipalities Act, SS 2005, c M-36.1.

Council: means the elected officials for the Rural Municipality of Britannia No. 502.

CRA: means the Canada Revenue Agency

Employee: means a person employed by the Rural Municipality of Britannia No. 502, including in the





Policy Title: Pay and Benefits

CAO, managers, the Fire Chief, and the Deputy Fire Chief.

Employment Standards: means information on employment standards and workplace rights and responsibilities for Saskatchewan employers and employees. Information on Saskatchewan legislative acts and regulations pertaining to employment and labour.

MEPP: means the Municipal Employees Pension Plan. All R.M. employees are eligible to participate in MEPP. Enrollment in MEPP is mandatory for all employees designated as permanent (including full-time employees who have successfully completed their probation period, seasonal employees whose employment is expected to continue from year to year, casual employees whose employment is continual, or employees who work more than 700 hours in each of two consecutive years). Non-permanent employees must be informed of the option to join MEPP and it is the employee's choice whether or not to join MEPP. Non-permanent employees are employed on a term or temporary basis with a definite end date (including employees who are full-time students, full or part-time employees hired for a specific term with a definite end date, seasonal employees who are not expected to be hired again the next season, and employees who work less than 700 hours per year)

Municipality: means the Rural Municipality of Britannia No. 502 (the R.M.), including the Fire Department.

RMAA: means the Rural Municipal Administrators Association.

SARM: means the Saskatchewan Association of Rural Municipalities.

Policy:

1) Pay

- (1) The Chief Administrative Officer shall each year at the first council meeting in December, provide information from SARM and the RMAA in regards to cost-of-living increases for the next year, for council's consideration.
- (2) Based on the recommendations from SARM and the RMAA, council shall determine any cost-of-living increase for the upcoming year and shall instruct the CAO to advise all staff of any such increase in January of each year.
- (3) The CAO shall comply with the Staff Performance Evaluation Policy HR-003, in particular the "Annual Grid Move" section to ensure that salary ranges (pay) are in line with the municipal market.
- (4) "Schedule A" – **2024 Britannia Employee Wage Schedule** is attached to this policy and will be utilized for "Annual Grid Move" and employee placement.



Policy Title: Pay and Benefits

2) Benefits

(1) The municipality shares in the provision of employee benefits as follows:

(a) Required by legislation:

(i)	Canada Pension Plan (CPP)	RM contributes an amount equal to the CPP contributions deducted from employees' remuneration, between the basic exemption amount and the year's maximum pensionable earnings.
(ii)	Employment Insurance	RM contributions based on the following: For employees with Short Term Disability, the contribution rate for the RM is adjusted annually by the CRA. In 2023, this rate is 1.163 times the amount deducted from employees' insurable earnings. For all other employees, the RM's contribution rate is 1.4 times the amount deducted from employees' insurable earnings.
(iii)	Municipal Employees' Pension Plan	RM pays matching contributions for employees registered in the Plan, at the following rates: For General Members, 9% of the employee's regular wage-rate earnings up to the CRA's maximum pensionable salary amount; and For Designated Members, 12.5% of the employee's regular wage-rate earnings up to the CRA's maximum pensionable salary amount.
(iv)	Workers Compensation	RM pays full premium as determined annually by the Saskatchewan Workers' Compensation Board.



Policy Title: Pay and Benefits

(i) Required - other

(A)	SARM Short Term Disability	RM pays full premium
(B)	SARM Long Term Disability	Employee pays full premium
(C)	SARM Life Insurance for RMAA members	RM pays full premium
(D)	RMAA Membership	RM pays full premium
(E)	Notary Public /Commissioner for Oaths	RM pays full license fee
(F)	Hail Insurance License/Bond	Employee pays full fee and bonding insurance

(ii) Optional

(A)	SARM Health Insurance	RM pays full level 5 premium
(B)	SARM Dental Insurance	RM pays full level 5 premium
(C)	SARM Life Insurance	Employee pays premium

(iii) RMAA Member Second Option

(A)	SARM Health Insurance	RM pays full level 2 premium
(B)	SARM Dental Insurance	RM pays full level 2 premium

3) Seasonal Employee Benefits

- (1) New seasonal employees will have SARM benefits after successfully completing their three (3) months' probation period.
 - (a) SARM benefits will continue during their employment period only.

- (2) Full benefits shall be continued throughout the off-season (November to April) for seasonal employees who have returned each season for at least three (3) consecutive seasons.
 - (a) If a seasonal employee who is receiving continued SARM benefits is not hired back by May, their benefits shall be discontinued.

4) Vacation Time

- (1) Employees are eligible for the following amount of annual vacation time unless otherwise negotiated at the time they are hired:



Policy Title: Pay and Benefits

- (a) 3 weeks, after completing 1 year of work with the municipality.
 - (b) 4 weeks, after completing 10 years of work with the municipality.
 - (c) 5 weeks, after completing 15 years of work with the municipality.
 - (d) 6 weeks, after completing 20 years of work with the municipality.
 - (2) Vacation pay for full-time permanent staff will be accrued at the rate applicable for their years of service or the terms of their employment, as outlined above.
 - (3) Staff will be required to take their vacation each year.
 - (a) Vacation pay will not be “paid out” in lump-sums in place of taking vacation time off after January 1, 2023 as per Council motion 411/22.
 - (b) Should employees not make a request for vacation time off, time will be assigned to them by the chief administrative officer or the operations manager.
 - (c) Vacation time accrual balances can be carried over from year to year.
 - (4) Vacation pay for temporary, seasonal, or casual staff will be paid each pay period at the rate applicable for their years of service as outlined above.
 - (a) Staff in these categories may request vacation time off, however they will not receive vacation pay if granted their request.
 - (5) All permanent full-time employees who were employed prior to January 1, 2015, and who were receiving vacation pay on each cheque prior to that time, will be allowed the option to continue with this method of receipt.
 - (a) If the employee leaves their position with the municipality and returns at a later date as a new, permanent, full-time employee, they will be required to accrue vacation pay.
- 5) Sick Leave**
- (1) Sick leave pay is accumulated at the rate of 3/52 of gross salary.
 - (a) Sick pay may be accumulated by any employee to a maximum value equal to the employees regular pay for 15-eight hour days.
 - (2) When claiming accumulated sick leave pay:
 - (a) The employee will be paid out at their regular hourly pay rate to make up only the balance of their regularly scheduled hours for the day on which it is being claimed.
 - (i) For the purposes of this policy, no employee shall be scheduled for more than eight hours in any one work day.



Policy Title: Pay and Benefits

- (3) In the case of sick leave:
 - (a) It is the employee's responsibility to notify their immediate supervisor if they will not be attending work due to illness or a medical appointment.
 - (b) The CAO or Operations Manager may request a doctor's note from an employee after three consecutive days of sick leave.
 - (c) Council may request a doctor's note from the CAO after three consecutive days of sick leave.

- (4) Sick leave may be used for:
 - (a) Personal illness not covered by Workers' Compensation Board;
 - (b) Medical appointments;
 - (c) Sickness or medical appointments for an immediate family member;
 - (d) Up to five (5) days of sick leave within two months (before or after) birth or adoption where the employee's partner is pregnant/ has given birth or if the employee is adopting.

- (5) Sick leave will not be granted during any unpaid leave of absence. In the case of resignation, dismissal or layoff, sick leave will not be paid out in cash or time off.

6) Using Vacation as Sick Leave

- (1) As per Saskatchewan Employment Standards, vacation pay may be used when an employee is away due to illness only by mutual agreement between the employer and employee.
 - (a) The payment should be identified as vacation pay on the statement of earnings.
 - (b) An employee's vacation leave entitlement (hours) is not reduced if vacation pay is paid out while they are away due to illness or injury. However, the amount of vacation pay will be reduced by the amount paid to cover the time away from work due to illness.

7) Jury Duty

- (1) Employees summoned to jury duty shall be paid their regular pay and hours up to a maximum of forty hours per week.

8) References:

Canada Pension Plan: <https://www.canada.ca/en/revenue-agency/news/2023/05/the-canada-pension-plan-enhancement--businesses-individuals-and-self-employed-what-it-means-for-you.html>



Policy Title: Pay and Benefits

Employment Insurance: <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-employers.html>

Employment Standards: <https://www.saskatchewan.ca/business/employment-standards>

Employment Standards – Annual Vacation Pay: <https://www.saskatchewan.ca/business/employment-standards/vacations-and-vacation-pay/annual-vacation-and-vacation-pay#:~:text=Employees%20receive%20a%20minimum%20of,of%20four%20weeks%20of%20vacation.>

Municipal Employees Pension Plan: https://mepp.peba.ca/sites/mepp/files/2022-02/MEPP%20_employer_guide.pdf

APPROVED



Policy Title: Snow Clearing on Private Property

Policy Area: Transportation	Effective Date: September 28, 2022
Policy Section: Winter Maintenance	Updated: February 14, 2024
Supersedes Policy: 480/22	Approved on: September 28, 2022 Resolution: 111/24 Next Review Date: This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer.

PURPOSE

The purpose of this policy shall be to establish a quality standard for snow clearing on private property by the Municipality, in the Rural Municipality of Britannia.

POLICY STATEMENT

While it is the land occupant’s responsibility to clear snow from their private property, including driveways, they have the option to purchase snowplow flags from the Rural Municipality of Britannia No. 502. The Municipality, within the resources allocated by RM Council, will clear snow on private driveways where the land occupant has signed a Liability Waiver and Indemnity Agreement, purchased a snowplow flag, placed the flag at the end of their driveway, notified the Municipality in the prescribed manner, and where work does not exceed one half hour.

The rate for the snowplow flag shall be determined by council on an annual basis. For the purposes of this policy, the current rate is \$50 per snowplow flag, as per motion 401/22 (Schedule “A”).

Where work exceed one half hour in time, use of a snowplow flag is not applicable and land occupant shall obtain a Custom Work Quote from the Operation’s Manager or their designate. Charges shall be as per the custom work rates for actual time to clear the snow, as per motion 401/22 (Schedule “A” and Schedule “B”)

Snow clearing operations as specified in Snow Removal Policy TS-011 shall take precedence over snow clearing on private property in all cases.



DEFINITIONS

Council	Shall mean the duly elected Council of the Rural Municipality of Britannia No. 502
CAO	Shall mean the Chief Administrative Officer, appointed by Council to oversee the administration of the RM of Britannia No. 502
Custom Work	Work carried out by the Municipality for a land occupant, within a predetermined scope and at the cost of the private land occupant as per the Municipality's Custom Work Rate Schedule. Custom work is subject to section 405 of the Municipalities Act, 2005 M-36-1.
Custom Work Rate Schedule	A schedule of services and their corresponding prices, as determined by council on an annual basis, that may be offered to residents of the Municipality, by the Municipality, where scheduling and resources permit.
Designate	Shall mean an individual appointed by the Operations Manager, or CAO to oversee various functions within the operations department.
Land Occupant	Includes owner, purchaser, lessee, or occupant of residential property in the Municipality
Municipality	Shall mean the Rural Municipality of Britannia No. 502.
Municipal Office	The Municipal Office located at 4824-47 Street, Lloydminster, SK
Operations Manager	Shall mean an individual appointed to oversee all functions within the Operations Department.
Snow Clearing	Snow clearing is the job of clearing snow from streets, roads, and Municipal owned properties after a snow event to make travel easier and safer. For the purposes of this policy, snow clearing also includes the job of clearing snow from private property in the Municipality when certain conditions have been satisfied.
Snowplow Flag	A flag issued by the Municipality for the prescribed fee, used to indicate a location where snow clearing on private property has been requested.



Responsibilities: The CAO shall be responsible for this policy.

Policy:

1. General

- (1) Notwithstanding any options presented in this policy, snow clearing, snow removal, and all work specified in Snow Removal Policy TS-011 shall take precedence at all times.

2. Request Procedure

- (1) Where a land occupant requests that the Municipality clear snow from their private driveway, the following procedure applies:
 - (1) The land occupant must complete and sign a new Snow Plow Liability Waiver and Indemnity Agreement or have a valid Snow Plow Liability Waiver and Indemnity Agreement on file at the Municipal Office (Schedule "C").
 - (2) The land occupant must purchase a snowplow flag (or multiple flags) from the Municipal Office for the prescribed price.
 - (i) Once a snowplow flag is purchased, it may be used in any year in which a policy for snow clearing on private property is in force.
 - (ii) Snowplow flags purchased in any year are subject to the policy in force at the time of use/ placement.
 - (iii) At the time of snowplow flag purchase, the land occupant shall be provided with a printed copy of the procedures specified in section 2.1.3 in this policy (Schedule D).
 - (3) When a land occupant requests to have their private driveway cleared by the Municipality, they must do the following:
 - (i) Place the purchased snowplow flag at the end of their driveway.
 - (ii) Do one of the following:
 - (A) Call 306-825-ROAD (306-825-7623) and leave a message including name, phone number, and the legal land description of where the snowplow flag has been placed. Messages received on the 306-825-ROAD phone line will be forwarded by municipal administrative staff to the Operations Manager or designate for further action; or
 - (B) Email roads.rm502@sasktel.net and provide their name, phone number, and the legal land description of where the snowplow flag has been placed. Emails received at roads.rm502@sasktel.net will be forwarded by municipal administrative staff to the Operations Manager or designate for further action.
 - (iii) Where the land occupant does not follow any part or all parts of this procedure, snow clearing under this policy will not take place on their property.

3. Snowplow Flags and Custom Work

- (1) Each snowplow flag purchased represents up to 30 minutes of snow plowing on private property.
- (2) Each snowplow flag purchased shall be placed one time and will be collected by the municipal operator assigned to clear the driveway.
- (3) Where it has been determined by the Operations Manager or their designate that a snow clearing job where a flag has been placed or requested for purchase will take more than one



- half hour or requires additional equipment beyond what is reasonably expected for clearing a private driveway to a residence, a Custom Work Quote shall be required.
- (4) Where a land occupant requests snow clearing on a Municipal Right of Way that is not maintained in the winter as per Policy TS-011, a Custom Work Quote is required.
 - (5) Where a Custom Work Quote is required, Custom Work Rates shall apply.
 - (i) Custom Work Rates shall be as per the current approved Custom Work Rates Schedule, which may be amended by council from time to time.
 - (ii) Custom Work Quotes for snow clearing fees are payable prior to work taking place.
 - (iii) Additional time required to complete the actual work shall be invoiced to the land occupant. Payment for the work is due upon receipt of the invoice.
 - (iv) All custom work is subject to section 405(3) the Municipalities Act, which states that within 12 months after work or services performed by a municipality by agreement, the municipality may:
 - (a) Add to any arrears of taxes on land owned by a person in the municipality any amount with respect to such work or services performed for that person that remains unpaid at the end of those 12 months; or
 - (b) Provide that the amount mentioned in clause (a) is to be added to, and thereby form part of, the taxes owed on the land.
 - (6) Schedule "E" indicates all the properties that are exempt from the purchase of a snowplow flag because R.M. of Britannia No. 502 is required to access this property to properly maintain the developed government road allowance.

4. List of Schedules:

- A - Motion 401/22
- B – Custom Work Schedule
- C – Liability Waiver
- D - Instructions for Snowplow Flag placement
- E – Snowplow Flag Exempt Properties



Policy Title: Snow Clearing on Private Property

Schedule "A"

401/22 Snow Removal on Private Property - Driveways

NEWMAN: That council approve a rate of \$50 per snowplow flag for snow removal on private driveways where work does not exceed one half hour. Further, where work exceeds one half hour in time, charges shall be as per custom work rates for actual time to clear snow.

CARRIED





Policy Title: Snow Clearing on Private Property

Schedule "B"

Custom Work Quote 2022 (Motion 169/22 - April 27/2022)

Applicant: _____

Land Location: _____

Work Description: _____

Equipment/Work		Rate	Units Charged
Caterpillar Dozer	Residents and Ratepayers	\$250.00/HR	
Motor Graders	Residents and Ratepayers	\$200.00/HR	
Caterpillar 627G/627F	Residents and Ratepayers	\$390.00/HR	
Backhoe or Loader	Residents and Ratepayers	\$175.00/HR	
Trackhoe	Residents and Ratepayers	\$175.00/HR	
Track Skid Steer/Mulcher	Residents and Ratepayers	\$225.00/HR	
Tractor and Mower	Residents and Ratepayers	\$165.00/HR	
Tandem Gravel Truck	Residents and Ratepayers	\$140.00/HR	

Culvert Type	Unit Price Per Meter	Meter(s) of Culvert Needed
400mm	\$ 65.00/m	
500mm	\$ 75.00/m	
600mm	\$105.00/m	
800mm	\$160.00/m	
Coupler Type	Unit Price	Amount Needed
400mm Bolted Couplers	\$ 42.00/each	
500mm Bolted Couplers	\$ 49.00/each	
600mm Bolted Couplers	\$ 56.00/each	

Reject Sand may be sold at \$9/yard plus load/delivery.(168/22)Amount: \$

GST/PST: \$

TOTAL INVOICE: \$

I hereby agree to the above custom work quote.

Dated ____ day of _____, 20____.

Landowner/ Applicant

Municipal Official





Policy Title: Snow Clearing on Private Property

Schedule “D”

Instructions for Snowplow Flag Placement

1. When a land occupant would like to have their private driveway cleared by the Municipality, they must do the following:
 - (1) Place the purchased snowplow flag at the end of their driveway.
 - (1) Do one of the following:
 - (i) Call 306-825-ROAD (306-825-7623) and leave a message including name, phone number, and the legal land description of where the snowplow flag has been placed. Messages received on the 306-825-ROAD phone line will be forwarded by municipal administrative staff to the Operations Manager or designate for further action; or
 - (ii) Email roads.rm502@sasktel.net and provide their name, phone number, and the legal land description of where the snowplow flag has been placed. Emails received at roads.rm502@sasktel.net will be forwarded by municipal administrative staff to the Operations Manager or designate for further action.



Schedule "E"

Snowplow Flag Exempt Properties

- 1) **NW-01-53-27-W3 – Access to residence**
 - RM grader is required to access this property to properly plow the road allowance within NE-02-53-27-W3.

APPROVED



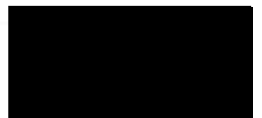


STRATEGIC PLAN

RM OF BRITANNIA NO. 502

2024

097/24



Document Control	Strategic Plan
------------------	----------------

Document ID :

Rev No	Date	Revision Details	Author	Reviewer	Approver
V1.0	JANUARY 2024	Draft	Andrea Carroll (NBP)	YP	YP
	FEBRUARY 2024	Final	Andrea Carroll		

ABSTRACT

This Strategic Plan is a document that identifies the RM’s goals, objectives, and priorities for the future, and the timelines and strategies to achieve such. Through the program, planning will provide some direction to the RM of Britannia on how to achieve their goals for 2024. Supplementary plans and recommendations have also been included where it has been identified that gaps exist.

© 2024, RM OF BRITANNIA NO. 502 All Rights Reserved.

This report was prepared by Northbound Planning Ltd. for the RM of Britannia No. 502. The material in it reflects Northbound Planning Ltd.’s best judgement, in the light of the information available to it, at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Northbound Planning Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.



Contents

Contents	2
1. Executive Summary	3
1.1 Vision, Mission, and Values	3
1.2 Goals	4
2. Situational Analysis	4
2.1 Corporate Plan 2021	4
2.2 SWOT Analysis	3
3. Goals and Strategies	6
3.1 2024 Goals	6
3.2 Priorities	7
3.3 Strategic Plan 2024	7
4. Implementation	13
4.1 Key Performance Measurement Tools	13
4.2 Communication and Marketing Tools	13
4.3 Monitoring and Improvement	14
5. Conclusion	14
APPENDIX A: Strategic Planning Session 2024 – RM of Britannia	15



1. Executive Summary

The Rural Municipality (RM) of Britannia (from here on referred to as ‘the RM’) has embarked on Strategic Planning for 2024. The discussions and the Plan itself are for a one-year time frame (2024).

1.1 Vision, Mission, and Values

The first step in strategic planning is to determine (or review) the municipality’s Strategy Pyramid. The Strategy Pyramid, as shown in *Figure 1*, guides a municipality’s decision-making process by determining their Vision, Mission, Values, Goals, Strategies, and Performance Measures.

The RM has an existing vision statement, mission statement, and values. These statements describe the RM’s reason for existing and provide background on what the RM aims to accomplish as an organization.

The RM’s Vision Statement is:

To be a thriving, sustainable Rural Municipality in which all our actions are governed by our fundamental values of honesty and integrity, respect, accountability, transparency, and open-mindedness.

The RM’s Mission Statement is:

Mission Statement (Corporate Plan 2021): To provide an effective, efficient, and fiscally responsible level of core municipal services while enhancing the quality of life for present and future generations.

The RM’s Core Values are:

Honesty and Integrity. We act with honesty and integrity, not compromising the truth.

Respect. We will have mutual respect and fair understanding of the wants, needs and expectations of our fellow Council members, staff, residents, and practice open, honest and sincere dialogue.

Accountability. We will take responsibility for our actions, regardless of the outcome, in order to honor obligations and expectations set by residents, peers and ourselves.

Transparency. We will conduct business with our residents and staff embodying honest and open communications and being upfront and visible about the actions we take while ensuring those actions are consistent with our values.

Open Mindedness. We will be receptive to new ideas and embrace differing opinions leading to better decision making.

Building off the statements above, the purpose of the Strategic Plan is to determine the Goals, Strategies, and Performance Measures for 2024.



1.2 Goals

During the Strategic Planning Exercise, the following goals were identified:

1. Water and Sewer Servicing for Both Hamlets
2. Advocating for Britannia
3. Completion of Gully Lake Park
4. Comprehensive Development Review / Plan / Study for Hamlets
5. Fiscal Responsibility
6. Increase Public Engagement
7. Transportation Safety and Improved Infrastructure
8. Land Investment
9. Investigate RMs Ability for Continued Enforcement
10. Employee Retention and Recruitment



Figure 1: Strategic Planning Hierarchy

2. Situational Analysis

As part of the Strategic Planning process, the RM completed a Situational Analysis to help determine their strategic position. Situational Analysis' typically includes:

- **A Stakeholder Analysis** (Out of Scope for this Strategic Plan)
- **Previous Strategic Plan Review** (RM of Britannia Corporate Plan, 2021)
- **A Strength, Weakness Opportunity, and Threat (SWOT) Analysis** under political, economic, social, technological, legal, and environmental (PESTLE) lenses

This section of the report will outline the findings from the Situational Analysis.

2.1 Corporate Plan 2021

As previously mentioned, as part of the Strategic Planning process and identifying the RM's current strategic position, the RM reviewed its previous corporate goals (as listed in the 2021 Corporate Plan). Those goals included the nine goals:

- Fiscal Responsibility
- Increase Efforts to Engage the Public
- Get Through The Pandemic – Keep Residents Updated
- Transportation Safety / Intersection Improvements
- Greenstreet Water Treatment Plant Upgrade
- Greenstreet Lagoon Upgrade



- Hillmond Wastewater Upgrades
- Land Investment
- Water Supply

Table 2.1 (below) outlines the previous goals and their statuses.

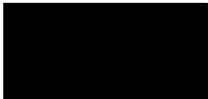


Table 2.1 – Corporate Plan 2021 Goal Statuses

Goal	Task	Status
Fiscal Responsibility	<ul style="list-style-type: none"> Determine areas for efficiency/improvement Determine areas for increased revenue 	<p>ON-GOING</p> <ul style="list-style-type: none"> Generate revenue through grants Potential to use Asset Management Planning for efficiency
Increase Efforts to Engage the Public	<p>Key areas to consider for increasing efforts to engage the public:</p> <ul style="list-style-type: none"> Increase community input into the operations of the municipality Increased awareness by community of activities being undertaken by the municipality 	<p>ON-GOING</p> <ul style="list-style-type: none"> Potential to increase outreach via: <ul style="list-style-type: none"> Online Door-hangers Text updates Potential to have a policy that outlines the criticality of message correlated with outreach method.
Get Through The Pandemic – Keep Residents Updated	<p>Key areas to consider for getting through the pandemic</p> <ul style="list-style-type: none"> Through website Social media Bulletin boards Keep informed as a Council 	<p>COMPLETED</p>
Transportation Safety / Intersection Improvements	<p>Key areas to consider for transportation safety</p> <ul style="list-style-type: none"> Make intersection sightline improvements through brush clearing Improve intersections through geometrical design when necessary 	<p>ON-GOING</p>
Greenstreet Water Treatment Plant Upgrade	<p>Key area to consider for the Greenstreet water treatment plan upgrade</p> <ul style="list-style-type: none"> Upgrade water treatment with most modern operational systems Upgrade system for increased capacity Upgrade system for redundancy for increased safety and reliability 	<p>COMPLETED</p>

	<ul style="list-style-type: none"> • Ensure water quality is maintained at a high level • Review and implement operations that will improve efficiencies • Utilization of grant funding obtained for this project 	
<p>Greenstreet Lagoon Upgrade</p>	<p>Key area to consider for Greenstreet wastewater lagoon upgrade</p> <ul style="list-style-type: none"> • Utilize available grant funding once awarded and the agreement signed • Upgrade the lagoon system to ensure the long-term viability of treatment • Increase capacity for future growth of the community • Increase operational efficiencies where possible as part of the design 	<p>ON-GOING</p> <ul style="list-style-type: none"> • Projected Construction Start Date: May 2024.
<p>Hillmond Wastewater Upgrades</p>	<p>Key areas to consider for Hillmond wastewater system upgrades</p> <ul style="list-style-type: none"> • Review and replace existing wastewater system for longevity, reliability, function and efficiency 	<p>ON-GOING</p> <ul style="list-style-type: none"> • Meetings with engineers required to move the project forward.
<p>Land Investment</p>	<p>Key area to consider for land investment</p> <ul style="list-style-type: none"> • Review land inventory and assess the marketability of land • Prepare land considered saleable for sale • Market land to generate revenue and grow the local community 	<p>ON-GOING</p> <ul style="list-style-type: none"> • Potential to incentivize development • Potential to market lands currently owned by the RM • Potential for economic development.
<p>Water Supply</p>	<p>Key areas to consider for water supply</p> <ul style="list-style-type: none"> • Review the current water supply • Determine potential future water needs • Prepare for future water supply needs 	<p>ON-GOING</p> <ul style="list-style-type: none"> • Infrastructure Report is in progress

2.2 SWOT Analysis

A SWOT Analysis is an assessment tool used in the strategic planning process. The main purpose of a SWOT Analysis is to assess and review the internal strengths and weaknesses of the municipality, and the opportunities (external factors that may be used for the benefit of the municipality) and threats (external challenges and risks) faced by the municipality.

The RM completed the SWOT Analysis using a PESTLE (Political, Economic, Social, Technological, Legal, and Environmental) lens.

The results of this exercise are shown in **Table 2.2**

Table 2.2 – SWOT & PESTLE ANALYSIS

	STRENGTH	WEAKNESS	OPPORTUNITY	THREATS
POLITICAL	Watching the roads		Knowledge transfer between Council members	Large Council turnover
	Good working relationship between Council and ratepayers		Council education for new Councillors	City of Lloydminster expanding (potential loss of land and ratepayers)
ECONOMICAL	Lloydminster - locational advantage, job opportunities		Development (economic, etc.)	City sewage effluent in RM; City landfill setbacks
	Vibrant oil community	Employee attraction; Shortage of Staff; Struggle to find new/qualified employees	Job and housing availability for the incoming population	Current and potential employees would likely need to travel for work
	Knowledgeable Staff	Increase infrastructure capacity for hamlets	Additional incentives to employees that live in RM? (gas, housing, carpool etc.)	Current and potential residents would likely need to travel for work
	Stable / Increasing Population		Employee Attraction: Educational opportunities for new employees;	Lack of overtime for current employees;

	Resort Community in RM (Sandy Beach) array of amenities			Employee attraction & retention: Educational opportunities for new employees
	Employee Retention including a good employee benefits program			Hourly wages increase? To stay competitive
	Good hours for employees (especially compared to oil field)			Maintaining infrastructure through enforcement of weights, speeds, etc.
	Maintaining Infrastructure, such as roads			Develop more lots in the Hamlets
SOCIAL	Younger population including younger families	The younger population is working during the day and has less time to volunteer / potentially spend in the RM		Younger population for Council with new ideas
	Crime rate decreased			Opportunities for kids, staff, etc.
	K-12 School in Hillmond (high-performing school)			
TECHNOLOGICAL	A wide array of technology used by the RM	Not using current technology to full potential		Explore using GPS more
	Council accommodating to tech. needs in operations (drone, GPS for equipment, etc.)	High workloads lead to fewer learning opportunities		Staff and Council knowledge transfer
	The equipment is in good repair			
LEGAL				Government legislation for employees

ENVIRONMENTAL				Changing of gov. policies and legislations
				Turnover of governments
	Locational advantage with lakes	Improve drainage in Greenstreet	Climate change (especially to farmers)	
	Recreation Opportunities (Big Gully Park)	Development of parks and greenspaces	Climate Change with increased intense weather systems (or lack of).	
	Recreation Opportunities (with rink)			Staffing concerning climate change

3. Goals and Strategies

After completing the situational analysis (including a SWOT Analysis, PESTLE Analysis, and reviewing the goals from the previous Plan), Council and Administration discussed and decided on goals and priorities for 2024 and broke them down into strategic steps.

3.1 2024 Goals

1. **Water and Sewer Servicing for Both Hamlets**

- a. Greenstreet Lagoon
- b. Hillmond Wastewater Upgrades
 - i. Increase capacity for future subdivisions

2. **Advocating for Britannia**

- a. With special priority to the Ministry of Highways
- b. Other government agencies as required

3. **Completion of Gully Lake Park**

- a. Gazebo
- b. Grant
- c. Create a plan to tender out – the gazebo and firepit; conditional if Council purchases land for access

4. **Comprehensive Development Review / Plan / Study for Hamlets**

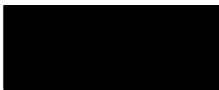
- a. Drainage
- b. Larger lot sizes
- c. Dilapidated buildings
- d. Increase Hamlets' size
- e. Land investment
- f. Water and sewer servicing for both Hamlets
- g. Housing Needs Assessment (potential)
- h. Geotechnical
- i. New commercial opportunities for Hillmond, Greenstreet, and Sandy Beach; and the zoning changes/implications that may be required.
- j. Investigate having similar zoning between lakeshore and Hamlets
 - i. Investigate allowing more commercial uses/variety of land uses

5. **Fiscal Responsibility**

- a. Good governance
- b. Council education

6. **Increase Public Engagement**

- a. Including increasing the use of technology such as:
 - i. QR Codes
 - ii. Text alert system
 - iii. Facebook (social media)



- b. Creating a policy to determine what method of communication is used based on information importance hierarchy.
- c. Door hangers/knockers

7. Transportation Safety and Improved Infrastructure

- a. Dust control
- b. High: Servicing 687-774
- c. Highway 17 upgrades – For safer access to the RM
- d. Resurfacing of Highways
- e. Maintain brush clearing

8. Land Investment

- a. Increasing Hamlets' size
- b. Lakes, and outside the City
- c. Industrial
- d. Administration to increase investigation efforts for land investment.
- e. NE 7 -40-25 by Big Gully Park – floodplain

9. Investigate RM's Ability for Continued Enforcement

The goal of continued enforcement is correlated to the goal of continuing the trend of a decreased crime rate, as well as population attraction.

- a. Utilize enforcement officer
- b. Bylaw enforcement
- c. Weights on roads
- d. Speeds on roads
- e. Cost recovery in enforcement
- f. RM's ability for enforcement
- g. Dilapidated and unsightly properties.

10. Employee Retention and Recruitment

- a. Increase Wage Scale
- b. Advertise Benefits
- c. Educational Opportunities

3.2 Priorities

Due to the 1 – year period of this Strategic Plan, all items are considered equal priority.

3.3 Strategic Plan 2024

Administration and Council met with Northbound Planning to complete Strategic Planning exercises on December 6, 2024. At this meeting, an introduction to strategic planning was discussed, a situational analysis was completed, as was a SWOT analysis, a discussion surrounding goals, and a strategic planning exercise. A copy of the Agenda from this meeting is attached to **Appendix A** of this document.

The Strategic Plan is included in **Table 3.3**, below.



Table 3.3 – Strategic Plan 2024

Goal	Strategies	Desired Result	Measure	Completion Goal	Dept / Lead
Water and Sewer Servicing for Both Hamlets					
	Lagoon discharge for Greenstreet	Complete Project	Project Completed	2024 Q2	Operations
	Greenstreet Lagoon - Existing Liners	No leaks	Project Completed	2024 Q2	Operations
	Hillmond Wastewater Upgrades	Designed	Project Designed	2024 Q2	Operations / Admin
	Greenstreet Lagoon Project	Starting Project	Getting the project substantially completed before the grant deadline (2025)	2024 Q1-Q4	Operations
Advocating for Britannia					
	Advocating with Ministry of Highways (MHI) - Special Project Highway 3	Resurfacing of 8 miles; Deer Creek Bridge widening/upgrades / investigate MHI's plan	Admin will book a meeting with MHI	2024 Q1	Admin
	Advocating with MHI - Highway 17	Highway Safety; Turning lanes; Passing Lanes	Commitment from MHI that the project will be completed (in the investigation stage); Admin will book a meeting	2024 - Q1	Admin
	Discussions with government representatives regarding grants (and not removing them)	Discussions	Admin and Council will advocate	2024 Q1-ongoing	Admin and Council
	Discuss with the Ministry of Government Relations (GR) regarding taxation	Discussions	Admin will book a meeting with GR	2024 Q1	Admin
	Advocate crossings with CN - access to RM land (SE -1-50-28)	Crossing Designed;	Successful Partnership	2024 Q3 (completion of partnership)	Admin



Marketing for population and economic growth	Engage consultants to promote Britannia;	Successful advertising campaign	2024 Q4 - ongoing	Admin and Consultants
Marketing for population and economic growth	Advertising Lots	Successful advertising campaign	2025 Q4 - ongoing	Admin
City water and sewer distribution with the City of Lloydminster	Partnership / Agreement	Agreement and Discussions	2024 Q4	Admin
Completion of Gully Lake Park				
Investigate access options	Access Granted	Access Agreement	2024 Q1	Admin
Start construction of gazebo and facilities	Put out tender and start construction	Complete Construction	2024 Q4	Admin
Comprehensive Development Review / Plan / Study for Hamlets				
Investigate possibilities through the Housing Needs Assessment	Grant funding for Housing Needs	Start Conversations	2024 Q1 - ongoing	Admin
Land Investment - RM lands for sale	Approach landowners regarding the purchase of lands adjacent to hamlets	Start Conversations	2024 Q2 - Ongoing	Admin
Drainage Plan for Greenstreet	Plan with approval from WSA	Plan approval and completion	2024 Q2	Operations /Consultant
Subdivision Plans and Geotechnical Review (hamlets and surrounding land)	Purchase Land	Start discussions with the landowner	2024 Q2	Admin / Council
Subdivision Plans and Geotechnical Review (hamlets and surrounding land)	Geotechnical	Geotechnical Review completed	2024 Q3	Consultant

Subdivision Plans and Geotechnical Review (hamlets and surrounding land)	Investigate zoning and lot sizes	Report from Consultant	2024 Q2	Consultant / Admin
Subdivision Plans and Geotechnical Review (hamlets and surrounding land)	Work with SLS and Consultant	Subdivision Application Approval	2024 Q4	Admin / Consultant / CPB
Fiscal Responsibility				
Better tracking of expenses and costs through GPS on equipment	reduction of costs; reduction of duplication of expenses; operations efficiency	reduce gravel usage; reduce fuel costs; tracking budgets	2024 - Q4 - ongoing	Admin / Operations
Better tracking of expenses and costs through GPS on equipment	Better utilize equipment	reduce equipment costs; track budgets	2024 - Q4 - ongoing	Admin / Operations
Grants	Get grants for available projects	Grant tracking; Grants awarded	2024 - Q4 - ongoing	Admin
Grants	Summer Student Grants	Grant tracking; Grants awarded	Ongoing	Admin
Increase Public Engagement				
Provide signage for new road projects; Magnetic Signs; Roadside Portable	Increased public awareness/notification	No injuries/accidents; reduced complaints	2024 - Q1 - Ongoing	Operations
Council attends more public functions	Attend market at seniors' complex; Greenstreet Meeting; Increase Public Events; Remembrance Day Ceremony; Receive schedule of events from community-funded organizations;	Make it known that Council is willing to attend events and is open to invitations;	2024- Q1 - Ongoing	Council
Investigate QR Codes	Increase followers and sign-ups	Noticeable increase in followers	2024 Q2	Admin

Transportation Safety and Improved Infrastructure				
Maintain Brush Clearing	Ongoing Brush Clearing	Reduction in mulching requests; decrease in maintenance list	2024 - Q1 - Ongoing	Operations
Complete 2024 Road Projects in Capital Plan	Projects Completed	Projects completed successfully	2024 - Q4	Operations / Admin
Land Investment				
Hillmond Lot - Discussions	Clean up lots; determine future use	House moved; lot cleared; and plan moving forward	2024 - Q1 - ongoing	Admin
Attract investments SE-1 and NE-1-50-28	Land purchases/agreements; industrial development; Already listed	Agreements and developments	2024 - Q1 - ongoing	Admin
Attract investments SE-1 and NE-1-50-28	Well / water feasibility	Securing water source	2024 - Q1 / Q2	Admin
Investigate RM's Ability for Continued Enforcement				
Discuss options with legal counsel	Enforcement of bylaws and policies	Noticeable change in compliance;	2024 Q1 - ongoing	Admin
Employee Retention and Recruitment				
Education Opportunities for Operations Staff;	Recruitment of Operations Staff;	Look into an apprenticeship program	2024 - Q1	Admin / Operations
Advertising Jobs + Job Benefits Package	Recruitment of Staff	Increase applications	2024 - Q1 - Ongoing	Admin
Investigate revision of the pay scale	Potential increase in the pay scale	Obtain information and comparable for pay scale	2024 Q1	Admin / Council

Formal training for staff	Succession Planning	Increase in training opportunities	2024 - Q2	Admin / Operations
Knowledge retention/transfer for new Councillors	Binder of information for new Councillors	Binder completed with relevant information	2024 - Q3	Admin / Council

4. Implementation

4.1 Key Performance Measurement Tools

Key Performance Measurement Tools are tools which the RM can use during the implementation phase to track the performance of the goals listed in this Strategic Plan. Such tools use measurable metrics and may include:

- a. Economic Growth
 - Employee Attraction
 - Employee Retention (reduction in turnover rate)
 - Increase in population for Greenstreet and Hillmond
- b. Financial Stability
 - Budget Tracking (Ensure that budgets are adhered to)
 - Cost Efficiencies (for example, has the completion of goals led to systems/procedures running more efficiently).
 - Resource Allocation (are the appropriate resources being used for the completion of the goal?)
 - All the above Financial Responsibility tools may be incorporated into an Asset Management Program.
- c. Infrastructure Development
 - Water and Sewer Servicing for Both Hamlets
 - Project Timeline Tracking
 - Track impact on Economic Growth (a).
- d. Public Safety
 - Monitor crime rates (a steady decrease may equate to a successful program).
- e. Advocacy
 - Meeting Notes (to track meetings with government agencies (such as MHI, granting agencies, etc.).
- f. Public Consultation
 - Gather the public perception of the project
 - Public satisfaction with municipal services.

4.2 Communication and Marketing Tools

The RM listed, “Increase Public Engagement” as a goal carried forward from the 2021 Corporate Plan. In continuing with this goal, should the RM wish to engage the public on matters regarding this Plan, the following tools could be used:

- a. Stakeholder Engagement / Public Open House

The goal of the Stakeholder Engagement / Public Open House tool is to facilitate conversations with the community and business stakeholders to obtain their input, questions, and goals for the municipality. To properly use this tool

the RM would have to identify stakeholders, prepare public notice documentation and invite stakeholders, and host a public meeting / open house accessible in different forms (virtual, in-person, etc.)

b. Communication Plan / Policy

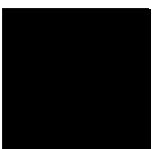
In conversations surrounding the “Increase Public Engagement” goal, the RM discussed creating a plan/policy regarding what type of communication to use for each different message type. For consistency, it is recommended that the RM put this information into a formal plan or policy. Such a plan/policy can also be used to communicate the goals and priorities of this plan.

4.3 Monitoring and Improvement

Change is constant in municipal government and therefore it should be acknowledged that the circumstances surrounding this Strategic Plan may also change. Therefore, it is important to monitor and review the Strategic Plan quarterly, making adjustments where necessary.

5. Conclusion

The Strategic Planning process provided a Situational Analysis and subsequent Strategic Plan for 2024. The exercises in the planning process were designed to ensure the RM works as a cohesive unit towards their goals for the year.





APPENDIX A: Strategic Planning Session 2024 – RM of Britannia

Introduction:

Outline:

1. Brief Strategic Plan Refresher
 - a. Review Mission, Vision, Values
2. Discuss Strengths, Weaknesses, Opportunities, Threats
 - a. SWOT Analysis Exercise
 - b. Common SWOT Themes / Trends
3. Goals
 - a. Last Year's Goals (carry forward?)
 - b. Goals to address SWOT issues/trends/themes
 - c. Others:
 - i. Governance
 - ii. Economic Development
 - Infrastructure
 - Transportation
 - Planning
 - iii. Environment
 - iv. Social and Cultural
4. Strategic Planning Exercise
 - Goals
 - Priorities
 - Strategies
 - Desired Result
 - Performance Measures
 - Timelines
 - Leads

