

**RURAL MUNICIPALITY
OF
BRITANNIA No. 502**

**MINUTES OF THE REGULAR MEETING HELD
June 28, 2023**

The Britannia Municipal Council convened their regular meeting in the council chambers of the Rural Municipality of Britannia office located at 4824 – 47th Street, Lloydminster, SK commencing at 8:53 a.m., June 28, 2023, with Reeve John Light presiding.

Present:	Reeve:	John Light
	Councillors:	Jim Collins Wilf Jurke Elaine Newman Ed Noble H. John Wack
	CAO:	Bryson Leganchuk
	EA:	Liz Bailey
Absent:	Councillor:	Cory McCall

324 /23

Agenda Approved

COLLINS: That council approve the agenda for the June 28, 2023 regular meeting of council with the addition of: 9. I. Tenders for Old Buildings (Div. 2), 7. e. Division 4 Road Conditions, 7. f. Division 6 Road Conditions (Div. 6).

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: Div 6 Councillor H. John Wack for item 7. f.

1. a.

325 /23

June 14, 2023 Regular Council Meeting Minutes

NOBLE: That council approve the June 14, 2023 regular council meeting minutes as presented.

CARRIED

Development Services Officer Catherine Saretzky joined the meeting at 9:05 a.m.

Ben Clipperton and Yvonne Prusak of Northbound Planning joined the meeting at 9:05 a.m.

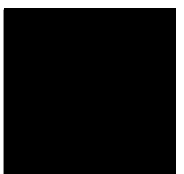
2. c.

326 /23

Appoint Northbound Planning as Development Services Officer

JURKE: That council appoint Northbound Planning as Development Services Officer for the Rural Municipality of Britannia No. 502.

CARRIED



2. d.
327/23

Appoint Northbound Planning to LPDC

NOBLE: That the Rural Municipality of Britannia No. 502 appoint the following to the Lloydminster Planning District Commission as administrative representatives:

- 1. Northbound Planning, DSO
- 2. Bryson Leganchuk, CAO
- 3. Liz Bailey, Executive Assistant (Alternate)
- 4. Catherine Saretzky, DSO (Alternate)

CARRIED

Development Services Officer Catherine Saretzky left the meeting at 9:35 a.m.

Ben Clipperton and Yvonne Prusak of Northbound Planning left the meeting at 9:35 a.m.

3. b.
328/23

Financial Report for May 2023

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

CARRIED

4. a.
329/23

Close Meeting for Public Hearing

COLLINS: That council close the regular council meeting to open the Public Hearing for Bylaw 06-2023, the time being 10:00 a.m.

CARRIED

330/23

Close Public Hearing and Reopen Regular Meeting

JURKE: That council close the public hearing and reconvene the regular meeting, the time being 10:10 a.m.

CARRIED

Development Services Officer Catherine Saretzky joined the meeting at 10:10 a.m.

Ben Clipperton and Yvonne Prusak of Northbound Planning joined the meeting at 10:10 a.m.

Councillor Noble stepped out of the meeting at 10:10 a.m. and returned at 10:12 a.m.

5. a.
331/23

Bylaw 06-2023, an Amendment to the Zoning Bylaw – Second Reading

WACK: That the council of the Rural Municipality of Britannia No. 502 read bylaw 06-2023, a bylaw that amends Bylaw 24-2021 the Zoning Bylaw, a second time.

CARRIED

332/23

Bylaw 06-2023, an Amendment to the Zoning Bylaw – Third Reading

NOBLE: That the council of the Rural Municipality of Britannia No. 502 read bylaw 06-2023, a bylaw that amends Bylaw 24-2021 the Zoning Bylaw, a third time.

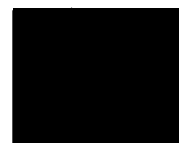
CARRIED

5. b.
333/23

Bylaw 07-2023 Manufactured Dwelling Inspection Bylaw – Second Reading

JURKE: That the council of the Rural Municipality of Britannia No. 502 read bylaw 07-2023, the Manufactured Dwelling Inspection Bylaw, a second time.

CARRIED



- 334/23 **Bylaw 07-2023 Manufactured Dwelling Inspection Bylaw – Third Reading**
COLLINS: That council of the Rural Municipality of Britannia No. 502 read bylaw 07-2023, the Manufactured Dwelling Inspection Bylaw, a third time.

CARRIED

Development Services Officer Catherine Saretzky left the meeting at 10:15 a.m.

Ben Clipperton and Yvonne Prusak of Northbound Planning left the meeting at 10:15 a.m.

Operations Manager Michael Glavin joined the meeting at 10:16 a.m.

7. b.
335/23 **Operations Manager’s Monthly Report for May 2023**
WACK: That council acknowledge the Operations Manager’s Report for May 2023 as presented and accept it as information.

CARRIED

7. c.
336/23 **Surplus Items for Sale**
NOBLE: That council approve the list of surplus items to be disposed of as presented and instructs administration to advertise the items available for sale by tender.

CARRIED

7. d.
337/23 **Bottle Fill Station Report**
NOBLE: That council instruct administration to request public feedback on the following questions;
- Question #1: Are you interested in the municipality providing a pay-for-use reverse-osmosis water jug filling station, where water is available for a fee payable by credit or debit card; and
 - Question #2: If you are interested in the municipality providing a water jug filling station as described in question #1, should it be located in Hillmond or Greenstreet?
- Further, that a poll be offered on website, advertised on Facebook, the RM website, and in the newsletter issued with the tax notice.

CARRIED

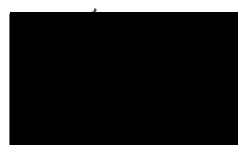
Operations Manager Michael Glavin left the meeting at 11:18 a.m.

3. a.
338 /23 **Accounts for Approval**
JURKE: 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 #32029 - 32037, Electronic Funds Transfer #6016 - 6039, Online Payments #2990 - 3009 all totaling \$247,451.79.

CARRIED

3. c.
339/23 **List of Lands in Arrears**
JURKE: That council acknowledge the “List of Lands in Arrears” presented to the head of council in accordance with Section 3 of the Tax Enforcement Act. Further, that council instruct administration to post this listing in the newspaper as per section 4 (1) of the Tax Enforcement Act.

CARRIED



340/23 **June 2023 Payroll to Council for Acknowledgement**
WACK: That council acknowledge the June 2023 Payroll as per Bylaw 23-2021.
CARRIED

8.b.
341/23 **Rescind Motion 70/17 Council Clothing Allowance**
JURKE: That council rescind motion 70/17 Council Clothing Allowance.
CARRIED

342/23 **Policy GG-004 Council Remuneration and Benefits – Amendments**
WACK: That council acknowledge the following amendments made to Policy GG-004 Council Remuneration and Benefits:
1. General formatting, grammar, and punctuation.
2. Inclusion of the following statement regarding “PPE for Council Members”:
“A safety vest and hard hat shall be provided by the municipality to council members at no cost and a council member may be reimbursed for one pair of safety boots at the beginning of their first term.”
Further, that council approve amended Policy GG-004 and that it become effective June 29, 2023.
CARRIED

8. c.
343/23 **Policy HR-027 Job Protected Leave**
WACK: That council approve Policy HR-027 Job Protected Leave as presented and that it become effective immediately. Further, that council acknowledge that the basis for this policy is Saskatchewan Employment Act Subdivisions 10 and 11.
CARRIED

8. d.
344/23 **Policy HR-007 Pay and Benefits Amendments**
NOBLE: That council acknowledge the following amendments made to Policy HR-007 Pay and Benefit:
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.
Further, that council approve amended Policy HR-007 Pay and Benefits and that it become effective immediately.
CARRIED

Council broke for lunch at 11:43 a.m. and returned at 12:23 p.m.

9. a.
345/23 **Liquor Permit – NW-31-51-27-W3**
WACK: That council approve the issuance of a liquor license to Brynn Jeannette for an event to be held at Parcel C NW-31-51-27-W3 on August 12, 2023 from 3:00 p.m. to 11:59 p.m. and August 13, 2023 from 12:00 a.m. to 3:00 a.m.
CARRIED

346/23 **Special Event Permit – NW-31-51-27-W3**
WACK: That council approve the special event permit application in accordance with Bylaw 09/19 for the wedding at Parcel C NW-31-51-27-W3 on August 12, 2023 from 3:00 p.m. to 11:59 p.m. and August 13, 2023 from 12:00 a.m. to 3:00 a.m.

CARRIED



9. b.
347/23 **Regional Emergency Management Collective**
JURKE: That council instruct the CAO to indicate that the Rural Municipality of Britannia No. 502 is interested in entering into a Regional Emergency Management Collective agreement with the City of Lloydminster at a cost of \$3,300 annually.
CARRIED
9. c.
348/23 **Northwest Mutual Aid Agreement**
NOBLE: That council instruct the Reeve and CAO to sign the revised Northwest Mutual Aid Agreement, as presented.
CARRIED
9. d.
349/23 **North Central Transportation Planning Committee**
NEWMAN: That council instruct the CAO withdraw and void cheque 32034 for membership to the North Central Transportation Planning Committee, as council is not interested in joining the organization at this time.
CARRIED
9. e.
350/23 **Economic Cooperation Agreement**
NEWMAN: Whereas council has reviewed the economic partnership agreements between the City of Portage La Prairie and the Rural Municipality of Portage La Prairie; and
Whereas council believes it would be beneficial to explore a similar agreement with the City of Lloydminster;
Be it resolved that council instruct the CAO to pursue development of an economic cooperation agreement for taxation and utility sharing between the Rural Municipality of Britannia No. 502 and the City of Lloydminster.
CARRIED
9. f.
351/23 **Minister Cockrill Response**
WACK: That council acknowledge the response from Highways and Infrastructure Minister Cockrill in regards to the Highway 17 north site visit request.
CARRIED
9. h.
352/23 **ICIP Lagoon Grant Extension**
JURKE: That council instruct the Reeve and CAO to sign Amendment No. 3 to the ultimate recipient agreement for Project No. 20200047, the Greenstreet Lagoon Expansion. This amendment extends the completion date from March 31, 2024 to March 31, 2025.
CARRIED
9. i.
353/23 **Water and Sewer Charges – No Meter**
NOBLE: Whereas, the Rural Municipality of Britannia No. 502 had been unsuccessful in installing a water meter at the residence located at Lot 9 Blk 1 Plan AO2857 until recently; and
Whereas, the owner at the residence located on Lot 9 Blk 1 Plan AO2857 was invoiced a flat rate charge water and sewer services for not having a water meter installed, from January 1, 2023 to May 31, 2023;
Be it resolved that the Rural Municipality of Britannia No. 502 council authorize the reduction of the utility billing to \$71.03 (Actual Reading) x 5 (five) Months (January to May) = \$355.15.
CARRIED

9. j.
354/23

Contract Signing for New Office Renovation

WACK: That council instruct the Reeve and CAO to sign the Stipulated Price Contract for the General Contractor for the Rural Municipality of Britannia No. 502 Office Renovation Project No. CREN2023-1031 with Craftex Builders Ltd. for the Demolition, Installation of a Vertical Platform Lift, Structural Framing, New Washroom, Staff Room, and Council Chambers, as well as all new Interior Finishes and Millwork. Electrical and Mechanical work will also be included.

CARRIED

9. k.
355/23

RIRG Grant Funding

NEWMAN: That council instruct the Reeve and CAO to sign the Rural Integrated Roads for Growth Capital Funding Agreement for the Britannia Road Seal Coat located thru 5-51-25-W3, E 7, 18, 19-51-26-W3 with the Saskatchewan Association of Rural Municipalities.

CARRIED

9. l.
356/23

Instructions for Selling Buildings to be Moved

NOBLE: That council offer the following buildings located on NE 23-50-28W3M Blk/Par A-Plan 71B06425 Ext. 28 up for progressive bid, with minimum sales for each prices as noted:

- Building "A", \$500.00
- Building "B", \$100.00
- Building "C", \$10.00
- Building "D", \$1000.00

Further, that the bids shall be received and sales shall be determined by the municipal auditors on July 19, 2023.

CARRIED

10.
357/23

Correspondence

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

1. June 20, 2023 SARM Weekly Policy Bulletin

CARRIED

358/23

Adjournment

JURKE: That the meeting be adjourned, the time being 1:25 p.m.

CARRIED



 Reeve


 Chief Administrative Officer



RM of Britannia
List of Accounts for Approval
Batch: 2023-00052 to 2023-00052

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
32029	2023-06-28	Britannia United Services	2022-G8	2022 RM Grant Payout	1,628.03	1,628.03
32030	2023-06-28	Dave Wallace	BFD - SPSA Shaw	SPSA - Relief - Shaw Fire	2,936.96	2,936.96
32031	2023-06-28	Jessica Arnold	June 19 2023	Payment for Property (Vehcile) Da	420.00	420.00
32032	2023-06-28	John Deere Financial	O14265	Unit 63 - Hose/Tooth Wing Hydrau	539.20	
			O14441	Unit 63 - Hydraluc Hose	79.24	
			O14442	Unit 99 - Oil Filter	167.37	785.81
32033	2023-06-28	Kilted Customs	KCS-23001618	Unit 86 - Detailing Vehicle (Mice)	441.00	441.00
32034	2023-06-28	North Central Transportation	March 1 2023	Membership Fee Apr '23 - Mar '24	600.00	600.00
32035	2023-06-28	Northwest Municipalities Assoc	2023-015	2023 Membership Fee	200.00	200.00
32036	2023-06-28	Trudy Nolin-Zoerb	June 16 2023	June 8 EMO Meeting	101.58	101.58
32037	2023-06-28	Tingley's Harvest Center	P01085	Unit 23 - Park Break Sensor	11.33	
			P01084	Unit 23 - Seat Sensor Switch	151.94	
			P01108	Unit 23 - Wheels for Front Deck	81.17	244.44
				Total Computer Cheque:		7,357.82

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
6016	2023-06-28	5 Star Services & Products Inc	151985RP	BFD - Shoes Size 13 Credit	-7.89	
			153595RP	BFD - Shipping Cost for Order	29.40	21.51
6017	2023-06-28	ASL Paving Ltd.	32301-31605	#204 - 231.28TE-12.5mm S1 w/An	33,725.43	
			32301-31606	#204 - 190.95TE - 12.5mm S1 w/A	27,844.48	61,569.91
6018	2023-06-28	Aultman Construction Ltd.	6913	Shop - Repair & Install Curb Stop^	1,098.07	
			6935	Arena - Replace Curb Stop	2,748.36	3,846.43
6019	2023-06-28	Brandt Tractor Ltd.	4293662	Unit 103 - Air Filters	1,784.92	1,784.92
6020	2023-06-28	Brown's Industrial Sales	P07292	Unit 3 - Oil Filters	461.73	461.73
6021	2023-06-28	Culligan Lloydminster	42387TM	3407219 - RM Office Water	17.50	17.50
6022	2023-06-28	Ed Noble	June 20 2023	May - June 2023 Council Commi	893.73	893.73
6023	2023-06-28	John Wack	June 8, 2023	May Council Committee	293.38	293.38
6024	2023-06-28	Jay's Transportation Group Ltd				



RM of Britannia
List of Accounts for Approval
Batch: 2023-00052 to 2023-00052

EFT

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
		R30811096	Unit 101 - Finning Freight	349.67	
		S23793114	Unit 83 - Finning Freight	42.44	392.11
6025	2023-06-28	Kings Energy Group			
		591258	Fuel Charges	401.24	
		8041130	Fuel Charges	17,867.41	
		804269	Fuel Charges	4,279.81	22,548.46
6026	2023-06-28	Lash Enterprises			
		696978	BFD - T1 - Cam Lock Fitting	137.20	
		697460	Unit 93 - Hyrdraulic Hose	331.00	
		697505	Unit 65 - Hydraulic Hose/Fittings	124.95	593.15
6027	2023-06-28	McFadyen Construction			
		2479	New Shop - Pumped Floor Drains	882.45	882.45
6028	2023-06-28	Mun. Employees Pension Plan			
		File #301392	June 4 - June 17 Remittance	12,939.82	12,939.82
6029	2023-06-28	Meridian Source			
		12559	Bylaw 06-2023 - June 15/23	338.63	338.63
6030	2023-06-28	Midway Distributors Ltd.			
		191-016862	Unit 86 - Battery	237.29	
		191-018627	Unit 85 - Transmission Filter Kit	199.59	
		191-019601	Shop - Tape/Battery/Socket/Deep	165.52	
		191-019602	Unit 73 - Heater Blower	136.37	738.77
6031	2023-06-28	NextGen Automation			
		503674	Ricoh /MP C5503 - Con #4228-01	1,477.23	1,477.23
6032	2023-06-28	Oakley Mechanical Ltd.			
		31034	Unit 92 - SK Safety	819.00	819.00
6033	2023-06-28	Penpaltv.ca			
		11515	New Shop - Set up Surveillance Sy	174.56	
		11516	Onsite Service Hillmond Shop	304.50	479.06
6034	2023-06-28	Purolator Inc			
		453627553	#205 - West-Can Seal Coating	34.42	34.42
6035	2023-06-28	Rosenau Transport Ltd.			
		501455869	Crackseal Freight	1,398.25	1,398.25
6036	2023-06-28	Sask. Assoc. of Rural Municipal.			
		SARM814662	Unit 85 - Wheel Alignment for Safe	166.28	166.28
6037	2023-06-28	Saskatchewan Health Authority			
		2187345	Water Test - NE 05-52-26 DL	29.00	
		2187346	Water Test - NE 05-52-26 RL	29.00	
		2187347	Water Test - NW 32-51-26 TM	29.00	
		2187349	Water Test - SW 05-52-26 GM	29.00	
		2187356	Water Test - NW 32-51-26 SM	29.00	
		3436277	Water Test - Hillmond School	23.00	
		3436322	Water Test - 32 Scenic Drive	23.00	191.00
6038	2023-06-28	Storm Applied Technologies			
		INV-00379	Offsite Backup - 2023	732.60	732.60
6039	2023-06-28	Triod Supply Ltd.			
		000-149875	Purchase of 15ft Rhino Mower	43,290.00	
		000-149913	Rhino Mower Blade	5,989.46	
		000-149914	Rhino Mower - Wing Pan/Adapter	1,481.96	
		000-149916	Purchase of New Rhino Mower	43,290.00	94,051.42
			Total EFT:		206,671.76



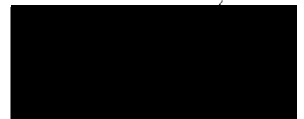
RM of Britannia
List of Accounts for Approval
Batch: 2023-00052 to 2023-00052

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
2990	2023-06-20	Receiver General for Canada June 19 2023	GST Remittance - May 2023	2,866.12	2,866.12
2991	2023-06-21	Collabria Mastercard June 15 2023 JB	June 15 Mastercard JBexson	33.00	33.00
2992	2023-06-21	Collabria Mastercard June 15 2023 BL	June 15 Mastercard BLeganchuk	87.92	87.92
2993	2023-06-21	Collabria Mastercard June 15 2023 MG	June 15 Mastercard MGlavin	400.93	400.93
2994	2023-06-21	Collabria Mastercard June 15 2023 DO	June 15 Mastercard DOlynyk	1,208.36	1,208.36
2995	2023-06-21	Collabria Mastercard June 15 2023 MK	June 15 Mastercard MKyle	868.98	868.98
2996	2023-06-21	ATCO Energy June 12 2023	May '23 RM Office	348.52	348.52
2997	2023-06-21	SaskEnergy June 13 2023 LS	May '23 - June '23 - Lift Station	44.64	44.64
2998	2023-06-21	SaskEnergy June 13 2023 WT	May '23 - June '23 - G'street WTP	95.85	95.85
2999	2023-06-21	SaskEnergy June 13 2023 SH	May '23 - June '23 - RM Shop	67.04	67.04
3000	2023-06-21	SaskPower 2151-0072-9186	May '23 - June '23 Rink Lights	32.60	32.60
3001	2023-06-21	SaskPower 2580-0068-1052	May '23 - June '23 H'mond St Light	110.56	110.56
3002	2023-06-21	SaskPower 2580-0068-1057	May '23 - June '23 H'mond Shed	548.11	548.11
3003	2023-06-21	SaskPower 2580-0068-1060	May '23 - June '23 G'st St Light	231.53	231.53
3004	2023-06-21	SaskPower 2019-0075-4125	May '23 - June '23 G'street Well	232.55	232.55
3005	2023-06-21	SaskPower 2019-0075-4131	May '23 - June '23 H'mond Tank Lc	106.15	106.15
3006	2023-06-21	SaskPower 2349-0070-5657	May '23 - June '23 N'bend Well	61.59	61.59
3007	2023-06-21	SaskTel June 7 2023 IBC	May '23 IBC Phone	421.88	421.88
3008	2023-06-21	SaskTel June 16 2023 Of	May '23 - June '23 Office Phone	291.22	291.22
3009	2023-06-21	Receiver General 17June2023	June 4 - June 17 Payroll Remit	25,364.66	25,364.66
				Total Other:	<u>33,422.21</u>

Total AP: 247,451.79

Certified correct this 28th of June 2023
DO



RM of Britannia
List of Accounts for Approval
Batch: 2023-00052 to 2023-00052

Date Printed
2023-06-28 4:30 PM

Reeve



Administrator

