

RURAL MUNICIPALITY
OF
BRITANNIA No. 502

MINUTES OF THE REGULAR MEETING HELD
October 11, 2023

The Britannia Municipal Council convened their regular meeting in the council chambers of the Rural Municipality of Britannia office located at 4824 – 47th Street, Lloydminster, SK commencing at 9:00 a.m., October 11, 2023, with Reeve John Light presiding.

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

CAO: Bryson Leganchuk
EA: Liz Bailey

Absent:

541/23

Agenda Approved

MCCALL: That council approve the agenda for the October 11, 2023 regular meeting of council with the addition of: 9. j. Rental of Mower (Division 2 Councillor) and 5. d. Mowing (Division 6 Councillor).

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.
542/23

September 27, 2023 Regular Council Meeting Minutes

NEWMAN: That council approve the September 27, 2023 regular council meeting minutes as amended.

CARRIED

1. b.
543/23

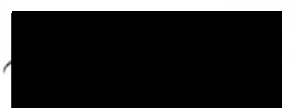
October 2, 2023 Special Council Meeting Minutes

NOBLE: That council approve the October 2, 2023 special council meeting minutes as presented.

CARRIED

DSO Yvonne Prusak of Northbound Planning joined the meeting via Zoom at 9:06 a.m.

DSO Ben of Northbound Planning joined the meeting at 9:06 a.m.



2. a.
544/23

September Development Report

JURKE: That council acknowledge and accept the Development Report for September 2023 as information.

CARRIED

Councillor Collins joined the meeting at 9:15 a.m.

2. b.
545/23

Subdivision Application SDA-1996-2023

JURKE: That council acknowledges the following:

1. That the site size of Proposed Parcel A is larger than the maximum site size for a non-farm residential subdivision in the Zoning Bylaw.
2. That the land being subdivided is an existing, developed farm yard site.
3. That Council may allow a larger size than that specified in the Zoning Bylaw the under section 3.6.2.3(d)(ii) of the Official Community Plan to accommodate existing, developed farm yard sites;

Further, as council is willing to permit the larger size under section 3.6.2.3(d)(ii) of the Official Community Plan, that council recommends approval of this subdivision application.

CARRIED

Councillor Noble stepped out of the meeting at 9:34 a.m. and returned at 9:38 a.m.

DSO Yvonne Prusak of Northbound Planning left the meeting at 9:52 a.m. and did not return

DSO Ben Clipperton of Northbound Planning left the meeting at 9:52 a.m. and did not return

2. e.
546/23

Custom Work Approval – Approach Application AP008-2023

NOBLE: That council approve the May 9, 2023 Custom Work Quote in the amount of \$13,986.00, plus applicable taxes, for the purpose of R.M. forces constructing an approach for application file AP008-2023. Further, that the applicant shall be responsible for paying the quote in full prior to the work commencing.

CARRIED

Councillor Collins stepped out of the meeting at 9:53 a.m.

3. *Delegation Chief Norm Namur and Deputy Chief Ryan LeBlanc of Lloydminster Rescue Squad joined the meeting at 9:54 a.m.*

Councillor Collins returned to the meeting at 9:55 a.m.

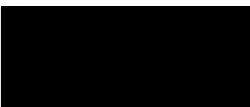
Councillor Noble stepped out at 10:16 a.m. and returned at 10:18 a.m.

Delegation Chief Norm Namur and Deputy Chief Ryan LeBlanc of Lloydminster Rescue Squad left the meeting at 10:27 a.m. and did not return.

4. a.
547/23

Accounts for Approval

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



- General Cheques #32173 - 32195, Electronic Funds Transfer #6243 - 6283, Online Payments #3121 - 3136 all totaling \$1,026,345.21.

CARRIED

4. b.
548/23

Tax Abatement – Roll 734 100

NEWMAN: Whereas, in accordance with Policy GG-006 – Tax Abatement Policy – Council will review tax abatement requests for the current year in the following circumstances:

3. Administration made an error in the calculation of the 293-exemption amount applied to the ratepayer’s residence. The information must have been available on the R.M.’s tax program or provided by the ratepayer to Administration prior to Assessment Notices being mailed; and

Whereas, the 293-Exemption was not applied to the residential improvement for Roll 734 100 NE 33-51-25 W3 Parcel A, Plan 101991393 Ext. 0;

Be it resolved that council abate the following taxes:

- Municipal Taxes: \$ 493.98
- School Taxes: \$ 502.39
- Total Abatement: \$ 996.37

CARRIED

4. c.
549/23

September 2023 Payroll to Council for Acknowledgement

JURKE: That council acknowledge the September 2023 Payroll as per Bylaw 23-2021.

CARRIED

All of council took a break from the meeting at 11:03 a.m.

All of council, with the exception of Councillor Collins, returned to the meeting at 11:11 a.m.

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

Councillor Collins returned to the meeting at 11:14 a.m.

4. d.
550/23

Updated 2024 Budget

NOBLE: That council add the following item to the interim 2024 operating budget:

1. 684 Curve Chipsealing over existing road structure, totaling four miles at the following location: Primary Grid Road 684 from Range Road 3252 east for approximately two miles and then continuing south approximately two miles to Township Road 512.

Further that \$900,000 be budgeted for this item and that the Road Oiling Budget be reduced by \$140,000, resulting in a net increase of \$760,000 to the interim 2024 budget.

CARRIED

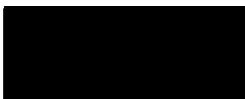
551/23

Approval of Interim 2024 Budget

WACK: That council approve the 2024 Interim Operating Budget as presented and instruct the CAO to proceed with the budgeted purchases for 2024. Further, that the CAO bring further discussion to council to determine the final operating budget for 2024 at future council meetings.

CARRIED

Council took a lunch break from 11:57 a.m. to 12:27 p.m.



6. a.
552/23 **Updated Dust Abatement Policy TS-007**
NOBLE: That council approve the changes to Dust Abatement Policy TS-007 as presented and further that these changes take effect immediately.

CARRIED

Operations Manager Michael Glavin left the meeting at 12:53 p.m. and did not return.

- 6.b.
553/23 **Map of Oil Well Locations**
MCCALL: That council acknowledge the New Oil Well Location Map and instructs the CAO to place a copy on file.

CARRIED

9. a.
554/23 **Update from October 5, 2023 Fire Board Meeting**
NOBLE: That council acknowledge the October 5, 2023 Fire Board Meeting update as presented and instruct the CAO to request more information regarding the cost of replacing or rebuilding the pump and the engine on Unit P3 (1998 pumper truck) and present this information with the two quotes for the proposed new pumper truck at a future meeting of council.

CARRIED

Councillor Collins left the meeting at 1:25 p.m. and returned to the meeting at 1:33 p.m.

Councillor Noble left the meeting at 1:37 p.m. and returned at 1:41 p.m.

9. b.
555/23 **CAO Report September 2023**
WACK: That council accept the CAO report for September 2023 as information.

CARRIED

9. c.
556/23 **New Approach on SE 07-51-25W3M**
NOBLE: That council instruct the CAO to advise the owner of SE 07-51-25W3M that an approach application must be submitted to the R.M. if a new approach or improvement of an existing approach is desired at this location, as per Approach Policy TS-013.

CARRIED

9. d.
557/23 **Upcoming Office and Operations Closures - November 2023**
JURKE: That the Rural Municipality of Britannia No. 502 close the administrative office and public works operations on Friday November 10, 2023 in observance of Remembrance Day. Further, that the Waste Transfer Site shall remain open as scheduled on November 10, 2023 and close on November 11, 2023.

CARRIED

- 558/23 **Upcoming Office Closures – December 2023**
WACK: That the Rural Municipality of Britannia No. 502 close the administrative office to the public December 27, 2023 to December 29, 2023 inclusive, and further, that the final day for 2023 property taxes to be paid penalty free be moved from December 31, 2023 to end of business day Thursday January 4, 2024.

CARRIED



9. e.
559/23

Canoe Procurement Program

WACK: That council instructs the CAO to publish a notice on SaskTenders indicating that the Rural Municipality of Britannia No. 502 intends to participate in one or more procurements offered through the Saskatchewan Association of Rural Municipalities.

CARRIED

9. f.
560/23

Intent for Seismic Operations

NOBLE: That council acknowledge the Notice of Intent for Seismic Operations received from the Ministry of Energy and Resources regarding Canadian Natural Resources Ltd. Tangleflags Township 52, Range 25 seismic operations program known as 23P046.

CARRIED

9. g.
561/23

Lease Agreement – Konica Minolta MFP – R.M. Office & R.M. Shop (Hillmond)

MCCALL: That council instruct the Reeve and CAO to sign the lease agreement for the new Multi-Function Printers (MFP) at the R.M. Office and the R.M. Shop (Hillmond) for a 48 month term with \$1,038 quarterly payments due.

CARRIED

9. i.
562/23

Change Order for Additional Office and Storage Space

NOBLE: That council instructs the CAO to request a change order quote for the development of Room 112 into a file storage (vault) location with the second floor above to be developed as an open space for future expansion and that Room 113 be constructed to the required standards for an employee's office.

CARRIED

10.
563/23

Correspondence

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

- 1. September 28, 2023 APAS Update;
- 2. September 29, 2023 Sask Ag Now Newsletter;
- 3. October 5, 2023 APAS Update; and
- 4. Heritage Conservation Branch 125 for 125 Initiative (with additional information compiled by R.M. admin staff for council's information).

CARRIED

564/23

Adjournment

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

CARRIED

[Redacted Signature]

Reeve

[Redacted Signature]

Chief Administrative Officer



RM of Britannia
List of Accounts for Approval
Batch: 2023-00083 to 2023-00083

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

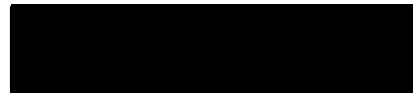
Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
32173	2023-10-11	1st Choice Auto Detailing Ltd.				
			3615	Unit 24 - Drivers Side Windshield	85.05	
			3619	Unit 24 - RH Windshield	85.05	170.10
32174	2023-10-11	Arnold & Wylie Leeson				
			Sept 30/23	'23 Annual Gravel Pad Lease SE 2	1,300.00	1,300.00
32175	2023-10-11	Bi-Systems Electric & Controls				
			95593	BFD - 28 x Aluminum Name Tags	169.05	169.05
32176	2023-10-11	Bioclean Inc.				
			6207	Disposal of Rotten Meat Lot 17 Hil	2,220.00	2,220.00
32177	2023-10-11	Cory McCall				
			SEP 2023	September 2023 - Council Indemn	713.36	713.36
32178	2023-10-11	Craftex Builders				
			23-105	#214 - New Shop Reno - Progress	99,986.22	99,986.22
32179	2023-10-11	Ironjet Exteriors				
			54	EMO Poster Lamination	787.50	787.50
32180	2023-10-11	Information Services Corp.				
			Sep 30, 2023	Replenish Acct	57.00	57.00
32181	2023-10-11	Jim Collins				
			SEP 2023	September 2023 - Council Indemn	974.34	974.34
32182	2023-10-11	Murray Anderson				
			Sep 25/23	Rebate for Gopher Poison Purcha	76.00	76.00
32183	2023-10-11	Neil Cook				
			Sep 25/23	Rebate for Gopher Poison Purcha	76.00	76.00
32184	2023-10-11	Prairie Plate				
			17962	Staff BBQ Salads	750.00	750.00
32185	2023-10-11	RM of Frenchman Butte No.501				
			2023-00264	Health Holding Levy	3,125.00	3,125.00
32186	2023-10-11	Sandy Beach Regional Park Auth				
			Sep 2023	September 2023 Sandy Beach Ta	2,581.46	2,581.46
32187	2023-10-11	1654000 Alberta Ltd. O/A Sign Advant				
			7215	Road Signs for Construction Proje	1,228.50	1,228.50
32188	2023-10-11	Trudy Nolin-Zoerb				
			100	Sep 21 EMO Meeting	81.26	81.26
32189	2023-10-11	Timothy Priest				
			Sep 25/23	Rebate for Gopher Poison Purcha	76.00	76.00
32190	2023-10-11	Tenco Inc.				
			8715308	Unit 90 - Spring Side Wing	190.23	190.23
32191	2023-10-11	Valor Energy Ltd.				
			9312023	Road Oiling	183,921.02	183,921.02
32192	2023-10-11	Wilfred Jurke				
			SEP 2023	September 2023 - Council Indemn	965.09	
			Sep 30, 2023	September 2023 - Council Commit	218.11	1,183.20
32193	2023-10-11	WebsitesCA Inc.				
			0052649	Domain Name Management May-	32.13	32.13
32194	2023-10-11	West-Can Seal Coating Inc.				
			2860	#204 - Micro-Surfacing Grid 684	548,757.99	548,757.99
32195	2023-10-11	Y Coulee Land & Cattle Co. Ltd.				
			Sep 30 2023	'23 Lease NW 09-53-25 Store Gra	7,500.00	7,500.00
					Total Computer Cheque:	855,956.36



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COMPUTER CHEQUE

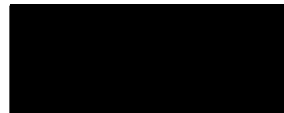
Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
Invoice #					
EFT					
Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
Invoice #					
6243	2023-10-11	101069873 Sask Ltd.			
		20031	#208 - Haul Gravel to RR 3280	6,237.00	
		20028	#193 - Haul Clay to RR 3271	1,701.00	7,938.00
6244	2023-10-11	2247173 Alberta Ltd			
		86	September 2023 - Services	8,127.00	8,127.00
6245	2023-10-11	ASL Paving Ltd.			
		32301-31677	60.25TE Cold Mix	7,993.88	7,993.88
6246	2023-10-11	Aultman Construction Ltd.			
		7017	Hydrovac Cap Sewer Lines/Pump	2,845.35	2,845.35
6247	2023-10-11	Blair Collins			
		Sep 2023	September 2023 - Officer Wages	136.24	136.24
6248	2023-10-11	City Of Lloydminster			
		INV0044591	Landfill Fees	2,666.58	2,666.58
6249	2023-10-11	Crystal Glass			
		2523171745	Unit 101 - Door Glass	662.54	662.54
6250	2023-10-11	Ed Noble			
		Sep 25/23	Rebate for Gopher Poison Purcha:	76.00	
		SEP 2023	September 2023 - Council Indemn	1,104.91	
		Sep 30 2023	Aug - Sep 2023 Council Committe	891.99	2,072.90
6251	2023-10-11	Elaine Newman			
		SEP 2023	September 2023 - Council Indemn	721.39	
		Sep 30 2023	Sep 2023 - Council Commit	731.64	1,453.03
6252	2023-10-11	Finning International Inc.			
		962450917	Unit 84 - Investigate Unit Fire	1,058.40	
		962453174	Unit 101 - 2000 HR Service	8,216.59	9,274.99
6253	2023-10-11	First Truck Centre			
		X004474800:01	Unit 26 - Shock Absorber	329.31	329.31
6254	2023-10-11	Fort Garry Industries Ltd.			
		F1367969	Shop - Nitrile Gloves	92.82	
		F1369268	Unit 27 - Mirror with Lights	94.40	
		F1393626	Sealed Beam/Glass Kleen/Brake C	270.96	
		F1399985	ISO Male Trailer Plug	119.70	577.88
6255	2023-10-11	Gerry Yaremy			
		Sep 2023	September 2023 Officer Wages	136.24	136.24
6256	2023-10-11	GFI Systems Inc.			
		220599	GPS Lease Fees - Sept	854.70	854.70
6257	2023-10-11	Jay's Transportation Group Ltd			
		S24455060	Unit 84 - Finning Freight	249.61	
		S24456224	Unit 14 - Finning Freight	369.81	619.42
6258	2023-10-11	John Light			
		SEP 2023	September 2023 - Council Indemn	608.41	
		Sep 30 2023	September 2023 - Council Commit	486.59	1,095.00
6259	2023-10-11	John Wack			
		SEP 2023	September 2023 Council Indemnit	695.64	
		Sep 30 2023	September Council Committee	531.08	1,226.72
6260	2023-10-11	JWS Inspection Services			



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EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			107723	BLD009-2023 Columbus Club Acc	646.77	646.77
6261	2023-10-11	Kings Energy Group	597230	Fuel Charges	268.23	
			597827	Fuel Charges	369.69	
			806587	Fuel Charges - Sept 27/23	27,196.98	27,834.90
6262	2023-10-11	Lash Enterprises	701336	Stugg Ends/Wing Coupler	67.68	
			701334	Unit 32 - Chelsea Indicator	27.23	94.91
6263	2023-10-11	Lloydminster & District Co-op	882192	BFD - 53.02L Fuel	73.88	
			884861	BFD - 37.25L Fuel	51.60	
			886246	BFD - 206.28L Fuel	295.96	
			887655	BFD - 83.96L Fuel	115.34	
			889064	BFD - 106.19L Fuel	144.41	681.19
6264	2023-10-11	Lloydminster Nut & Bolt	3931446	Unit 3 - Dome Head Scraper Blade	69.03	69.03
6265	2023-10-11	Mun. Employees Pension Plan	File #323815	Sep 10 - Sep 23 Remittance	13,543.44	13,543.44
6266	2023-10-11	NextGen Automation	524697	Ricoh /MP C5503 - Con #4228-01	1,042.26	
			526461	Contract #LEASE-C9118-01	630.53	
			527423	Contract #C102487041-01	740.50	2,413.29
6267	2023-10-11	NorthBound Planning Ltd.	IN230507	Sep 16 - Sep 30 2023 DSO Servic	5,133.77	5,133.77
6268	2023-10-11	Northwind Radio Ltd.	238388	Short/Long Antenna	293.96	293.96
6269	2023-10-11	Oakley Mechanical Ltd.	31255	Unit 90 - Safety/Oil Leak on Trans	972.20	
			31261	Unit 96 - SK Safety	1,498.42	
			31262	Unit 69 - Brake & Clutch Adjustme	1,420.82	3,891.44
6270	2023-10-11	Penpaltv.ca	11555	Shop - Repair Camera Bridge	1,619.94	
			11556	Shop - Repair Camera Bridge	610.73	2,230.67
6271	2023-10-11	Redhead Equipment Ltd.	P38950	Unit 93 - Link/Bushings	215.80	
			P38951	Unit 93 - Stud/Nut/Rim	275.86	491.66
6272	2023-10-11	Ryan LeBlanc	Sep 2023	September 2023 - Bylaw Officer S	208.00	208.00
6273	2023-10-11	Sask. Assoc. of Rural Municipal.	PF-5017-46710	CAT Deo 103373 15W40	4,244.37	
			PSIP23502-9	PSIP September 2023	-33.73	
			SARM816111	Unit 84 - Fender Assembly	1,335.85	
			SARM816126	Unit 84 - Fender	242.88	
			SARM816164	Unit 83 - Reading/Strip Wear	1,367.90	
			SARM816247	Unit 93 - Valve Stem	39.52	
			SARM816248	Unit 88 - Tire Repair	204.93	
			SARM816267	Unit 66 - New Rear Tire	2,423.36	
			SARM816310	Unit 14 - Valve Relay	296.84	
			SARM816371	Unit 85 - Tire Repair	51.05	
			SARM816370	Unit 24 - Repair Tire	59.59	10,232.56
6274	2023-10-11	Sask. Municipal Hail Assoc.				



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EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			Sep 2023	SMHI September	14,714.28	14,714.28
6275	2023-10-11	Saskatchewan Health Authority				
			2190964	Water Test - NW 32-51-26 SM	29.00	
			3444243	Water Test - 32 Scenic Drive	23.00	
			3444247	Water Test - Hillmond School	23.00	75.00
6276	2023-10-11	Saskatchewan Research Council				
			1246956	Greenstreet THM & HAA	455.70	455.70
6277	2023-10-11	Shane Fritsch				
			Sep 2023	September 2023 Officer Wages	136.24	136.24
6278	2023-10-11	Sharon Crush				
			Sep 21 2023	Sep 2023 EMO Committee Meetin	159.33	159.33
6279	2023-10-11	SRD Investments Ltd.				
			52268	Unit 105 - Truck Wash	39.22	39.22
6280	2023-10-11	SRS Property Mgmt Corporation				
			2938	September 2023 Office Cleaning	635.46	635.46
6281	2023-10-11	Stuart Wright Ltd				
			6226305	Shop - Drum Super Wipes	233.87	
			6228318	Chain/Couplers/Plugs/Pin/Hooks	244.91	478.78
6282	2023-10-11	Triod Supply Ltd.				
			000-152146	Shop - Skid Shoes for Mowers	1,712.65	
			000-152147	Mower Blades/Bolt Kits	3,384.68	5,097.33
6283	2023-10-11	WeldPro Limited Lloydminster				
			72884	Shop - Rental Charges	110.25	110.25
				Total EFT:		137,676.96

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
3121	2023-10-05	Receiver General				
			23Sep2023	Sep 10 - Sep 23 Payroll Remit	23,129.57	23,129.57
3122	2023-10-05	Collabria Mastercard				
			Oct 1 2023 JB	Oct 1 Mastercard JBexson	392.36	
			Oct 1 2023 JB1	Oct 1 Mastercard JBexson	973.32	1,365.68
3123	2023-10-05	Collabria Mastercard				
			Oct 1 2023 BL	Oct 1 Mastercard BLeganchuk	1,343.57	1,343.57
3124	2023-10-05	Collabria Mastercard				
			Oct 1 2023 MG	Oct 1 Mastercard MGlavin	4,308.38	
			Oct 1 2023 MG1	Oct 1 Mastercard MGlavin	77.91	4,386.29
3125	2023-10-05	Collabria Mastercard				
			Oct 1 2023 DO	Oct 1 Mastercard DOlynyk	185.30	185.30
3126	2023-10-05	Collabria Mastercard				
			Oct 1 2023 MK	Oct 1 Mastercard MKyle	285.64	285.64
3127	2023-10-05	City Of Lloydminster				
			Sep 30, 2023	Water Bill - Office	54.39	54.39
3128	2023-10-05	SaskEnergy				
			Sep 22 2023 17H	Sep '23 - Lot 17 Hillmond Property	93.12	93.12
3129	2023-10-05	SaskEnergy				
			Sep 28 2023 BF	Aug - Sep '23 BFD	118.25	118.25
3130	2023-10-05	SaskEnergy				
			Sep 20 2023 OFF	Aug '23 -Sep '23 RM Office	34.55	34.55



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Batch: 2023-00083 to 2023-00083

OTHER

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
3131	2023-10-05	SaskEnergy Sep 28 2023 NS	Aug '23 - Sep '23 New Shop	43.58	43.58
3132	2023-10-05	SaskPower 1953-0078-3194	September 2023 New Shop	222.98	222.98
3133	2023-10-05	SaskPower 1326-0080-8195	September 2023 BFD	413.93	413.93
3134	2023-10-05	SaskTel Sep 28 2023 SHO	Aug - Sep '23 Shop Phone	164.12	164.12
3135	2023-10-05	SaskTel Mobility Sep 28 2023 CEL	Cell Phone Charges	704.47	704.47
3136	2023-10-05	SaskTel Mobility Sep 28 2023 INT	Internet Charges	166.45	166.45
				Total Other:	<u>32,711.89</u>
				Total AP:	<u>1,026,345.21</u>

Certified correct this 11th of October 2023
DO

[Redacted Signature]

Reev

[Redacted Signature]

Administrator