

RURAL MUNICIPALITY
OF
BRITANNIA No. 502

MINUTES OF THE REGULAR MEETING HELD
January 25, 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., January 25, 2023, with Reeve John Light presiding.

Present: Reeve: John Light (*via Zoom*)
Councillors: Jim Collins
Wilf Jurke
Elaine Newman
Ed Noble (*via Zoom audio*)
Cory McCall
H. John Wack

CAO: Bryson Leganchuk
EA: Liz Bailey

Absent:

024/23

Agenda Approved

WACK: That council approve the agenda for January 25, 2023 with the addition of 6. f. Ministry of Environment Grants (Div. 2), 9. I. Hillmond Arena – Phone Booster (Div 5), and 9.m. Highway 17 Bridge by Sandy Beach – Safety Concern (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: Councillor Ed Noble declared a conflict of interest with item 2. a.

1. a.
025/23

January 11, 2022, Regular Council Meeting Minutes

NOBLE: That council approve the January 11, 2023 regular council meeting minutes as amended.

CARRIED

Development Services Officer Catherine Saretzky joined the meeting at 9:09 a.m.

Councillor Noble declared a conflict of interest with item 2. a. and left the meeting via Zoom at 9:09 a.m.

2. a.
026/23

Subdivision SD01-2022

JURKE: That council acknowledge the subdivision application known as Community Planning File SUBD-00772-2022 (SD001-2022) for proposed Parcel D located on the SW 24-51-25W3M and proposed Parcel E located on NW 24-51-25W3M. Further, that council recommends the approval of proposed Parcel D and E with the following conditions:

1. That the intent of proposed Parcel D is to facilitate the resolution of the water well encroachment on the southern boundary of proposed

Parcel D. Furthermore, proposed Parcel D complies with Section 3.6.2.3 Policy (e) of Bylaw 16-2021, Official Community Plan.

2. Under clause 183(d) of the Planning and Development Act, this proposed subdivision is exempt from providing municipal reserve land as that land to be re-subdivided for the purpose of correcting or rearranging boundaries.
3. That the application as reviewed is compliant with Bylaw 16-2021, Rural Municipality of Britannia No. 502 Official Community Plan, Section 3.6 - Residential Land Use and Development.
4. That the application as reviewed is compliant with Bylaw 24-2021, Rural Municipality of Britannia No. 502 Zoning Bylaw, section 7-1, Agricultural Resource District, and Section 8 - Required Separation Distance Between Uses.
5. That any future development on proposed Parcel D and proposed Parcel E comply with the development standards registered on title by Community Planning; interest register number 120678611.
6. That the applicant obtain the necessary approvals and comply with the requirements and recommendations of all government ministries and agencies.

CARRIED

Councillor Noble returned to the meeting via Zoom at 9:19 a.m.

2. b.
027/23

Rescind Motion 008/23

JURKE: That council rescind motion 008/23.

CARRIED

028/23

Plan Review and Building Inspection Proposal

JURKE: That council accept the Plan Review and Building Inspections Services Proposal received from JWS Services Inspections Ltd. to provide plan review and building inspection services to the R.M of Britannia No. 502. Further, that council instruct the Reeve and CAO to sign and seal an agreement with JWS Services Inspections Ltd. for the Plan Review and Building Inspection Services, to be effective for three years from the date of signing.

CARRIED

029/23

RM Appointed Building Official

COLLINS: That council appoint Jeff Sydoruk of JWS Inspection Service, Building Official License No. 0366, as the Building Inspector for the Rural Municipality of Britannia No. 502.

CARRIED

2. c.
030/23

TSS Grant Approval

WACK: That council acknowledge the Targeted Sector Support Initiative: Cost Shared Grant Funding Agreement for the Lloydminster Planning District Commission, Official Community Plan bylaw review. Further, that council instruct the Reeve to sign and seal the agreement.

CARRIED

5. a.
031/23

Bylaw 20-2022 Second Reading

COLLINS: That the council of the Rural Municipality of Britannia No. 502 read Bylaw 20-2022, a bylaw respecting buildings, a second time.

CARRIED

Development Services Officer Catherine Saretzky left the meeting at 9:38 a.m.



6. b.
032/23

January 2023 Payroll

NOBLE: That council acknowledge the January 2023 Payroll as per Bylaw 23-2021.

CARRIED

033/23

Application for Extension of Adoption of New Tax Ratio

NOBLE: That council instruct administration to compile info for submission to the province to request an extension for adoption of the new effective tax ratio and bring report back to council for review prior to submission.

CARRIED

6. a.
034/23

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 #31837 - 31852, Electronic Funds Transfer #5722 - 5752, Online Payments #2798 - 2811 all totaling \$435,844.71.

CARRIED

6. c.
035/23

December 2022 Financial Report

NEWMAN: That council acknowledge the December 2022 Financial Report as presented.

CARRIED

3.

Delegation Sgt. Jolyne Harrison of the Maidstone RCMP detachment joined the meeting at 10:08 a.m. to present the detachment quarterly report.

Delegation Sgt. Jolyne Harrison of the Maidstone RCMP detachment left the meeting at 10:41 a.m.

Council took a break from 10:41 a.m. to 10:51 a.m.

Operations Manager Michael Glavin joined the meeting at 10:52 a.m.

7. b.
036/23

Operations Manager Report for Year End December 31, 2022

JURKE: That council acknowledge and accept the Operation Manager's report for December 2022 as information.

CARRIED

EA Liz Bailey left at 11:22 a.m. and returned at 11:25 a.m.

7. c.
037/23

Micro Surfacing Request for Proposal

NEWMAN: That council instruct administration to draft a Request for Proposal package for the micro surfacing of Grid 684 – from Township Road 514A north for 5.5 km to be presented to council for review at the February 8, 2023 council meeting.

CARRIED

7. d.

038/23

Unit 59 – 2013 Mack Truck and Unit 69 – 2012 Peterbuilt Dyno Diagnostic

WACK: That council instruct administration to schedule dyno diagnostics for Unit 59 and Unit 69 and bring the results back to a future council meeting as information to consider for asset management purposes.

CARRIED

Operations Manager Michael Glavin left the meeting at 12:00 p.m.

Council broke for lunch at 12:00 p.m. and returned at 12:30 p.m.

6. e.
039/23

Reserve Transfer

NOBLE: That council instruct administration to make the following entries to and from reserve accounts at December 31, 2022:

- \$11,142.00 to 310-100-300 – Reserve – Public Reserve Dedicated Lands
- \$234,807.04 to 310-100-500 – Reserve – Emergent Road Repair/Reconstruct
- \$10,812.00 to 310-100-570 – Reserve – Greenstreet W/S Infrastructure
- \$2,620.00 to 310-100-580 – Reserve – Hillmond – W/S Infrastructure
- \$6,899.04 from 310-100-600 – Reserve – Fire Department
- \$3,000,000.00 to 310-100-690 – Reserve – Tax Stabilization

CARRIED

8. a.
040/23

SARM Convention Resolution

WACK: That the Rural Municipality of Britannia No. 502 council instruct administration to submit the following resolution to SARM for the 2023 Annual Convention:

Provincial Highway Right-of-Ways and Noxious Weeds

WHEREAS noxious weeds are a significant problem in many rural municipalities in this province; and

WHEREAS noxious weeds in provincial highway right-of-ways are a significant problem in many rural municipalities in this province, preventing land owners and occupants adjacent to these right-of-ways from fulfilling their general duties under Part III Section 15 of the Weed Control Act, 2010; and

WHEREAS municipalities do not have authority under the Weed Control Act, 2010 to take action to destroy noxious weeds in provincial highway right-of-ways or to serve orders for provincial highway land;

Be it resolved that SARM lobby the Provincial Government to compel the Ministry of Highways, through legislation or by order, to destroy the noxious weeds in provincial highway right-of-ways, in due season and in a diligent manner, to prevent their spread to other land, thereby supporting rural land owner and occupant efforts to satisfy their duty to do the same.

CARRIED

Councillor Newman left the meeting at 1:29 p.m. and returned at 1:32 p.m.

8. d.
041/23

Appointment of WMC Board of Revision Members

MCCALL: That the Rural Municipality of Britannia No. 502 appoint Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision:

Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean, and Stew Demmans.

Further, that the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

CARRIED



- 042/23 **Appointment of WMC Board of Revision Secretary**
NOBLE: That the Rural Municipality of Britannia No. 502 appoint Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.
CARRIED
9. a.
043/23 **Reschedule March 22, 2023 Council Meeting**
JURKE: That, as per section 6.4 of the Procedure Bylaw 21-2020, council approve rescheduling the March 22, 2023 council meeting to March 29, 2023. Further, as per subsection 122(3) of the Municipalities Act, 2005, notice of this change in date shall be given to the public at least 24 hours before the meeting.
CARRIED
9. b.
044/23 **Pest Control Officer**
JURKE: That council instruct administration to actively recruit a licensed pest control officer to carry out duties for the municipality as specified in the Pest Control Act, 1987.
CARRIED
- Councillor McCall left the meeting at 1:55 p.m. and returned at 1:57 p.m.*
- CAO Bryson Leganchuk and EA Liz Bailey left the meeting at 2:00 p.m. and returned at 2:10 p.m.*
- Councillor Wack left the meeting at 2:12 p.m. and returned at 2:13 p.m.*
9. e.
045/23 **Letter to MLA Colleen Young**
WACK: That council instruct administration send a letter to MLA Colleen Young as follow up to the MLA's delegation at the January 11, 2023 council meeting, to be signed by Deputy Reeve Jurke. Further, that the letter is to be carbon copied to MLA Ryan Domotor, Minister McMorris, Minister Cockrill, and Minister Reiter.
CARRIED
9. f.
046/23 **Letter to Ministry of Justice**
NEWMAN: That council instruct administration to draft a letter with Sgt. Harrison to be sent to Minister of Justice.
CARRIED
9. h.
047/23 **Concentrated Haul Rates for 2023**
NEWMAN: That council set the concentrated haul rate at \$0.12 per tonne per kilometre for the period of April 1, 2023 to March 31, 2024.
CARRIED



9. i.
048/23

GPS Purchase for Asset Management

WACK: That the Rural Municipality of Britannia No. 502 council approve Invoice #68P-9207 in the amount of \$28,352.80 for a ConX Wireless GPS system that provides information on municipal assets, such as location, operation, and analytics.

CARRIED

9. k.
049/23

HR-026 Employee Code of Conduct

MCCALL: That council approve Policy HR-026 Employee Code of Conduct and that it become effective immediately.

CARRIED

Councillor Newman left the meeting at 3:26 p.m. and did not return.

10.
050/23

Correspondence

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

1. January 9, 2023 Update - Clubroot Distribution Map from SARM Div 6 PHO Colleen Fennig;
2. January 16, 2023 SARM media release regarding support for The Saskatchewan Firearms Act; and
3. 2023 Saskatchewan Pest Control Association Seminar information and registration.


CARRIED

051/23

Adjournment

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

CARRIED



Deputy Reeve



Chief Administrative Officer



RM of Britannia
List of Accounts for Approval
Batch: 2023-00004 to 2023-00004

Bank Code - AP - AP GENERAL

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
31837	2023-01-25	1st Choice Auto Detailing Ltd.				
			2923	Unit 75 - Replace Windshield	330.75	330.75
31838	2023-01-25	Astec Safety Inc.				
			81742	Shop - H2S Monitor Calibration/Fir	85.58	85.58
31839	2023-01-25	Brian Nasby				
			Jan 19/23	Refund on 3m Culvert	349.65	349.65
31840	2023-01-25	Border Paws Animal Shelter				
			INV-1634	Accrual Nov 2021 - 3 dogs, 1 cat	1,000.00	
			INV-1658	2023 Poundkeeper Agreement	1,500.00	2,500.00
31841	2023-01-25	Edge HR Solutions Ltd.				
			2023--01	HR Consulting - Employee Issue	196.88	196.88
31842	2023-01-25	John Wack				
			Dec 31 2022	December Council Committee	62.19	62.19
31843	2023-01-25	Mega-Tech				
			22-5701	Accrual C1 - Sound Off Interceptor/Surface	524.93	
			22-6163	Accrual C1 - Install Lights & Radio Cell Boc	14,409.12	14,934.05
31844	2023-01-25	Nigel Stapleton Clay Shoot				
			Jan 13, 2023	2022 RM Event Grant Payout	700.00	700.00
31845	2023-01-25	Prairie Steel Products				
			IN-157543	Accrual Culverts & Couplers 500mm	23,504.22	23,504.22
31846	2023-01-25	Rural Municipal Admin.Assoc.				
			Jan 19 2023	RMAA Members Fees 2023 Brysoi	425.00	425.00
31847	2023-01-25	R.M.A.A Workshop Fund				
			Jan 19 2023	RMAA Workshop Fee	200.00	200.00
31848	2023-01-25	S.C.A.T.				
			4904	Mouse Control at NE 23-50-28 W3	210.00	210.00
31849	2023-01-25	Minister of Finance				
			FD2023076	Fire Dispatch Serivces 2023	3,787.09	
			INV2016522233	Accrual BFD - Portable & Mobile Fees	1,698.30	5,485.39
31850	2023-01-25	Saskatchewan Volunteer Fire Fighters				
			Jan 19, 2023	2023 SVFFA Membership	300.00	300.00
31851	2023-01-25	Transform Crane & Equipment				
			25582	Accrual Unit 66 - Repair PTO	2,802.94	2,802.94
31852	2023-01-25	Western Municipal Consulting				
			WMC23001	2023 Subscription Fee Board of R	262.50	262.50
				Total Computer Cheque:		52,349.15

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
5722	2023-01-25	Brandt Tractor Ltd.				
			4283520	Unit 9 - Seal Kit	465.43	465.43
5723	2023-01-25	Brown's Industrial Sales				
			P06717	Unit 3 - Mirror	75.26	75.26
5724	2023-01-25	Cinco Developments Ltd.				
			7297	Accrual #199 - Rented Rock Truck/Gen Se	19,119.75	
			7298	Accrual #199 - Haul Trackhoe to Y Coulee	610.50	19,730.25
5725	2023-01-25	Clifton Engineering Group Inc.				

RM of Britannia
List of Accounts for Approval
Batch: 2023-00004 to 2023-00004

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			313185	Accrual GWM - Project Management	756.00	
			313236	Accrual #174 - Oswell Pit Reclamation Des	239.82	995.82
5726	2023-01-25	Culligan Lloydminster	26044TM	#8000980 - Shop Water	68.25	68.25
5727	2023-01-25	City Of Lloydminster	INV0040874	Accrual 2022 Stormwater Utility Charges	589.92	589.92
5728	2023-01-25	Diamond International Trucks	109149M	Shop - Spare Lights	264.88	264.88
5729	2023-01-25	First Truck Centre	R004055781:01	Unit 24 - Replace RX Module	721.24	721.24
5730	2023-01-25	Fort Garry Industries Ltd.	F9832999	Unit 85 - Hydraulic Fluid	119.60	
			F9836080	Shop - Supplies	260.98	380.58
5731	2023-01-25	GFI Systems Inc.	200377	Accrual GPS Lease Fees - December	854.70	854.70
5732	2023-01-25	Hillmond Central Sport Society	Jan 13, 2023	2022 Grant Payout Power Skate	1,000.00	1,000.00
5733	2023-01-25	Kings Energy Group	801821	Fuel Charges	48,600.01	48,600.01
5734	2023-01-25	Mun. Employees Pension Plan	File #265208	Jan 1 - Jan 14 Remittance	12,883.10	12,883.10
5735	2023-01-25	Meridian Source	10938	SK Lott Grant Funding	168.00	168.00
5736	2023-01-25	Midway Distributors Ltd.	000-660137	C1 - Rear Floor Mats	160.60	
			000-661929	Unit 75 - Ball Joints/Tie Rods	801.64	
			000-662101	Unit 75 - Tie Rods/Ball Joints	205.29	
			000-662359	C1 - Rear Floor Mats Return	-160.60	1,006.93
5737	2023-01-25	Motion Industries (Canada) Inc	AB83-00893891	BFD - Monitors	1,089.78	1,089.78
5738	2023-01-25	MuniSoft	2022/23-03344	2023 Equipment Maintenance	1,495.17	
			2022/23-03907	Software Maintenance 2023	8,087.64	
			2022/23-05098	Counter Receipt (Green)	171.16	9,753.97
5739	2023-01-25	NextGen Automation	465102	Accrual Contract #LV102487041-01	819.32	819.32
5740	2023-01-25	Northwind Radio Ltd.	235995	Shop - Fusion 4 Signal Booster	629.99	629.99
5741	2023-01-25	Novlan Bros. Sales	521209	Accrual Unit 66 - Park Brake Cable	138.46	
			521239	Accrual Unit 75 - E-Brake Cable	110.78	
			521642	Unit 75 - Tie Rod End	156.75	405.99
5742	2023-01-25	Oakley Mechanical Ltd.	30711	Unit 69 - Hoist Repair/PTO Repair	849.03	
			30712	Unit 69 - Hydraulic Dump Pump Re	2,623.47	
			30713	Unit 27 - SK Safety	714.00	4,186.50
5743	2023-01-25	Pitney Works	Jan 13, 2023	December Late Fees/Finance Cha	11.50	11.50
5744	2023-01-25	Princess Auto				

RM of Britannia
List of Accounts for Approval
Batch: 2023-00004 to 2023-00004

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			1948312	Shop - Hltch Pins/Drawbar/Litre M	577.40	
			1952141	Shop - Nipple/Red, Black Wire	92.34	
			1954187	Shop - Hitch Receiver/Tie Cables	102.33	772.07
5745	2023-01-25	Purolator Inc				
			452418515	Finning Freight	92.17	92.17
5746	2023-01-25	Quik Pick Waste Disposal				
			QP 0000487490	Office Collection - January	103.36	103.36
5747	2023-01-25	Sharon Crush				
			Jan 2023 EMO	Jan 2023 EMO Meetings	188.45	188.45
5748	2023-01-25	Sask. Assoc. of Rural Municipal.				
			BEN123997	Annual 2023 Benefits	152,335.18	
			BEN124358	Accrual H. John Wack Benefits	372.23	
			BON23502R	Fidelity Bond Renewal 2023	567.10	
			EXC230502	Excess Liability Renewal 2023	4,346.00	
			LIA23502	LSIP Renewal 2023	5,296.53	
			MEM2023502	Basic Membership Fee 2023	5,605.43	
			PSIP23502-0	PSIP 2023 Renewal	64,510.58	
			SARM812656	Unit 27 - 8 Drive Tires	7,647.66	240,680.71
5749	2023-01-25	Saskatchewan Health Authority				
			3425499	Water Test - 32 Scenic Drive	23.00	
			3425502	Water Test - Hillmond School	23.00	46.00
5750	2023-01-25	SRD Investments Ltd.				
			48895	Unit 90 - Truck Wash	72.87	72.87
5751	2023-01-25	Stuart Wright Ltd				
			6206424	Shop - Garbage Cans	122.07	
			6206460	Shop - Water-Block Fuel Filter	144.98	267.05
5752	2023-01-25	Triland Welding & Machine Ltd.				
			9631	Unit 9 - Rebuild Cylinder	1,003.02	1,003.02
				Total EFT:		347,927.12

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2798	2023-01-20	Collabria Mastercard				
			Dec 31 2022 BL	Dec 31 2022 BLeganchuk	3,514.27	3,514.27
2799	2023-01-20	Collabria Mastercard				
			Jan 13 2023 MG	Jan 13 Mastercard MGlavin	694.81	694.81
2800	2023-01-20	Collabria Mastercard				
			Jan 13 2023 DO	Jan 13 Mastercard DOlynyk	396.88	396.88
2801	2023-01-20	Collabria Mastercard				
			Jan 13 2023 MK	Jan 13 Mastercard MKyle	319.82	319.82
2802	2023-01-20	ATCO Energy				
			Jan 12 2023	Accrual Dec 2022 RM Office	318.46	318.46
2803	2023-01-20	Receiver General				
			14Jan2023	Jan 1 - Jan 14 Payroll Remit	25,497.36	25,497.36
2804	2023-01-20	SaskEnergy				
			Jan 13 2023 LS	Dec '22 - Jan '23 - Lift Station	44.56	44.56
2805	2023-01-20	SaskEnergy				
			Jan 13 2023 WTP	Dec '22 - Jan '23 - G'street WTP	176.72	176.72
2806	2023-01-20	SaskEnergy				

RM of Britannia
List of Accounts for Approval
Batch: 2023-00004 to 2023-00004

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			Jan 13 2023 SHO	Dec '22 - Jan '23 - RM Shop	1,782.31	1,782.31
2807	2023-01-20	SaskPower	2448-0067-3888	Dec '22 - Jan '23 Rink Lights	31.80	31.80
2808	2023-01-20	SaskPower	2877-0062-4040	Dec '22 - Jan '23 H'mond St Light	107.80	107.80
2809	2023-01-20	SaskPower	2877-0062-4045	Dec '22 - Jan '23 H'mond Shed	753.30	753.30
2810	2023-01-20	SaskPower	2877-0062-4048	Dec '22 - Jan '23 G'st St Light	225.75	225.75
2811	2023-01-20	SaskPower	2877-0062-4051	Dec '22 - Jan '23 G'st Lift Statio	62.56	62.56
2812	2023-01-20	SaskPower	2976-0060-2845	Dec '22 - Jan '23 G'street Well	253.58	253.58
2813	2023-01-20	SaskPower	2976-0060-2851	Dec '22 - Jan '23 H'mond Tank Loc	380.42	380.42
2814	2023-01-20	SaskPower	1755-0076-1049	Dec '22 - Jan '23 N'bend Well	55.06	55.06
2815	2023-01-20	SaskTel	Jan 16 2023 OFF	Dec '22 - Jan '23 Office Phone	291.05	291.05
2816	2023-01-20	SaskTel	Jan 7 2022 IBC	Accrual Dec '22 IBC Phone	420.73	420.73
2817	2023-01-20	SaskTel	Jan 16 2023 BFD	Dec '22 - Jan '23 BFD Phone	191.72	191.72
2818	2023-01-20	City Of Lloydminster	Dec 31, 2022	Accrual Water Bill - Office	49.48	49.48
					Total Other:	35,568.44
					Total AP:	435,844.71

Certified correct this 25th of January 2023
DO

Reeve

Administrator