

Minutes of the Third Regular Meeting of the Council of the Village of Loreburn.

Held on Wednesday, March 14, 2018 at the Village Office, Loreburn, Saskatchewan

Present: Mayor Steve South  
Councillor Randy Urlacher  
Councillor Victor Dutkiewicz  
Councillor Grant Abbott  
Councillor Lawrence Casey  
Administrator Brandy Losie

Absent: none

**Call to Order:**

A quorum being present, Mayor South called the meeting to order at 7:12 pm.

**Oath of Office:**

Councillor Lawrence Casey took the oath of office as administered by Administrator Losie and signed the Public Disclosure Statement.

**Annual Disclosure Statements:**

That all Councillors renewed their Public Disclosure Statements.

**Declaration of Conflict of Interest:**

Councillor Urlacher has declared a conflict with the paying of invoices, namely paying him for water supervision for the month of March 2018.

Councillor Dutkiewicz has declared a conflict with the paying of invoices, namely paying him for supplies for the Town & Country Centre.

Mayor South has declared a conflict with the paying of invoices, namely paying wages for Brandy Losie.

**Minutes:**

55/18 Dutkiewicz: That the minutes of the regular meeting of Council held on February 7, 2018 be approved . Carried

56/18 Abbott: That the minutes of the special meeting of Council held on March 5, 2018 be approved. Carried

**Correspondence:**

57/18 Urlacher: That the following correspondence, having been read, be filed:

- Crime Stoppers
- Canada Service Corps
- Urban Update: March 12, February 26 & 12
- Klock Holdings re: dredging lagoon
- 13 Ways Community Assessment
- SUMAdvantage: Purolator
- Think Big
- Infrastructure
- Flaman
- Turf & Rec
- Agriview
- Supply Post

Carried

**Financial Reports:**

58/18 Casey: That the statement of financial activities for the period ending February 28, 2018 be accepted as presented.

Carried

**Reports**

**RCMP**

Discussed the meeting of the RCMP in Elbow on March 12.

**Municipal Utilities**

59/18 Abbott: That we obtain a quote for a ladder from Municipal Utilities as per their lift station assessment.

Carried

**Old Business:**

**Stools**

60/18 Abbott: That 4 stools from the store be sold to Val Hagen for \$100.00.

Carried

**Town & Country Name Contest**

61/18 Urlacher: That we obtain a quote for a new sign for the Loreburn Town & Country Center – 4 x 8 ‘.

Carried

**House Teardown Status**

62/18 Dutkiewicz: That we obtain quotes for the digging up of the basement located at Lots 12/13 Block 1.

Carried

**Village Shop Quotes**

63/18 Abbott: That we obtain a new quote from Tugaske Co-op.

Carried

Mayor South left the meeting at 7:50 pm.

**Line 19 Water Operator Agreement**

64/18 Abbott: That we sign the Line 19 Water Operator Agreement.

Carried

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Mayor South returned to the meeting at 7:55 pm.

**New Business:**

Resignation of RV Park Cleaner

65/18 Abbott: That we accept the resignation of Delores Rioch from cleaning the Loreburn RV Campground effective May 15, 2018. Carried

66/18 Abbott: That we advertise that we are accepting tenders for the Loreburn RV Campground cleaning position – tenders close April 11, 2018. Carried

Water Meter Reader

67/18 Urlacher: That we advertise for a water meter reader no later than the end of June 2018. Carried

WHMIS Training

68/18 Dutkiewicz: That Craig Brown take the WHMIS training that is being held at the Loreburn Town & Country Center on May 23, 2018 at a cost of \$30 plus lunch. Carried

WaterWolf Members Meeting

69/18 Abbott: That Grant, Steven and Brandy will attend the WaterWolf member's meeting on Thursday, April 5<sup>th</sup> at 6:30 pm. Carried

South Saskatchewan River Watershed Stewards Membership

70/18 Urlacher: That we purchase a membership for \$250 in the SSRWS for 2018. Carried

Ratepayers Meeting

71/18 Casey: That the ratepayers meeting be set for Monday, April 16, 2018 at 7 pm at the Loreburn Town & Country Center. Carried

Budget Meeting

72/18 Urlacher: That the budget meeting be set for Wednesday, April 18, 2018 at 6 pm In Council Chambers. Carried

Administrator Losie and Mayor South left the meeting at 8:43 pm.

South Deck Permit

73/18 Abbott: That the deck development permit submitted by Steve South be Approved. Carried

Administrator Losie and Mayor South returned to the meeting at 8:48 pm.

SAMA Administrator Training

74/18 Dutkiewicz: That Administrator Losie attend the SAMA Admin. Training on Tuesday, April 10<sup>th</sup> in Saskatoon at 1 pm. Carried

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Asset Management Workshop

75/18 Casey: That Administrator Losie attend Asset Management Saskatchewan's Asset Management Workshop in Moose Jaw on Thursday, April 12<sup>th</sup> at a cost of \$30. Carried

FCC Agrispirit Fund

76/18 Casey: That we apply for the FCC Agrispirit Fund for \$25,000 towards an upgraded Fire Truck. Carried

SUMA Property Protection Grant

77/18 Abbott: That Councillors Abbott & Casey look into security cameras for the Loreburn Rink. Carried

Councillor Urlacher left the meeting at 9:22 pm.

Invoice for Payment – Water Supervision – March 2018 – R Urlacher

78/18 Abbott: That the invoice for water supervision for March 2018 for R Urlacher be accepted for payment. Carried

Councillor Urlacher returned to the meeting at 9:24 pm.

Mayor South left the meeting at 9:25 pm.

Invoice for Payment – Wages – March 2018– B Losie

79/18 Abbott: That the invoice for wages for March 2018 for B. Losie be accepted for payment. Carried

Mayor South returned to the meeting at 9:26 pm.

Councillor Dutkiewicz left the meeting at 9:27 pm.

Invoice for Payment – Supplies for Town & Country – V Dutkiewicz

80/18 Abbott: That the invoice for supplies for Town & Country for V. Dutkiewicz be Accepted for payment. Carried

Councillor Dutkiewicz returned to the meeting at 9:29 pm.

**Invoices:**

81/18 Abbott: That the following list of accounts be approved for payment: Carried

Village of Loreburn  
Payment Register  
As of 3/14/2018

Report Date  
3/14/2018 10:01 AM

Bank Code: GEN - General Bank

Payment #	Vendor	Date	Amount
Computer Cheques			
4183	Delores Rioch	2/07/2018	286.00
4184	Mooseworld Inc.	2/07/2018	105.00
4185	Brown, Craig	2/12/2018	335.45
4186	Moore, Elma	2/14/2018	250.00
4187	Brown, Craig	3/07/2018	444.56
4188	Brianna Jess	3/09/2018	75.00
4189	Loraas Disposal	3/09/2018	6,439.00
4190	Loreburn Rec. Board	3/09/2018	675.00
4191	Losie, Brandy	3/09/2018	1,492.58
4192	Ministry of Finance	3/09/2018	54.66
4193	Ouellette, Viviane	3/09/2018	126.00
4194	Prairie Centre Credit Union	3/09/2018	926.36
4195	Saskatchewan Research Council	3/09/2018	218.93
4196	The Davidson Leader	3/09/2018	246.23
4197	Urlacher, Randy	3/09/2018	250.00
4198	Victor Dutkiewicz	3/09/2018	32.44
4199	Whole Wheat Web Design	3/09/2018	77.70
4200	Craik Hardware	3/14/2018	371.27
4201	Moore, Elma	3/14/2018	750.00
4202	Urlacher, Verna	3/14/2018	155.13
		Total:	13,311.31
		Total for GEN:	13,311.31

Payments Printed: 20



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**Bylaws:**

**Water & Sewer Management Bylaw #2-2018**

- 82/18 Urlacher: That Bylaw #2-2018 known as the Water & Sewer Management Bylaw be read a first time. Carried
- 83/18 Casey: That Bylaw #2-2018 be read a second time. Carried
- 84/18 Dutkiewicz: That Bylaw #2-2018 be read a third time at this meeting. Carried Unanimously
- 85/18 Abbott: That Bylaw #2-2018 having been read a third time, is accepted. Carried

**Announcements:**


April Regular Meeting

- 86/18 Urlacher: That the next regular meeting of council will be held on Wednesday, April 11, 2018 at 7:00 pm in the Village of Loreburn Council Chambers. Carried

**Adjournment:**

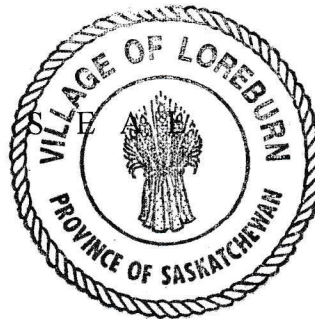
- 87/18 Urlacher: That this meeting adjourn. (9:36 pm) Carried

Certified true and correct this 11th day of April, 2018.

  
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Brandy Losie – Administrator

Submitted to Council for approval this 11th day of April, 2018.

  
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Steve South – Mayor





## BYLAW NO. 2-2018

### A BYLAW OF THE VILLAGE OF LOREBURN TO PROVIDE, REGULATE AND MANAGE THE WATER AND SEWER SERVICES

COUNCIL of The Village of Loreburn, in the Province of Saskatchewan, enacts as follows:

#### Part One – Introduction

##### Title

1. This bylaw shall be cited as “The Water and Sewer Management Bylaw”.

##### Purpose

2. The purpose of this bylaw is to provide for and manage the water and sanitary services for residential, commercial, industrial and institutional users.

##### Scope

3. This bylaw shall apply within the corporate limits of the Village of Loreburn.

#### Part Two – Definitions

1. Administrator – the Administrator of the Village of Loreburn
2. Council – the Council of the Village of Loreburn
3. Owner – the Owner of any land or building to which water and sewer services are supplied
4. User – the Owner of land or building who makes applications for water and sewer services to any premises situated on their land
  - a. Any other person who is not an owner of the land or building who makes application for water and sewer services to any premises situated on the property

#### Part Three – General Regulations

1. Every owner or user who wishes to obtain water and sewer services to any premises shall make application to the Village of Loreburn and pay all necessary fees and charges levied for the installation of service lines, meters and any other thing deemed necessary for the provision of water and sewer service.
2. The Village of Loreburn will place upon the premises of the consumer the necessary meter and reader pad, but they shall remain at all times the property of the Village of Loreburn. The subscriber is expected to exercise reasonable care for the protection of the meters and all other property of the Village of Loreburn on the premises, and must pay for all damage occasioned to such property by reason of his/her neglect.

#### Part Four – Water Supply Regulations

1. The Village of Loreburn may at all reasonable times by its authorized agent have free access to the premises in which any meter is used for the purpose of reading same or to determine if it is being used in a proper manner and in accordance with these rules and regulations and the Village of Loreburn reserves the right to shut off the supply of water for any of the following reasons:
  - a. Repairs;
  - b. For want of supply;
  - c. For non-payment of bills when due;
  - d. Assignment or insolvency of the subscriber; or
  - e. For any contravention of this bylaw.

2. All water meters shall be sealed at the time of installation and it shall be an offense for any person to break the seal and tamper with the meter in any way. Where evidence of tampering of the seal or meter is found, the person who applied for the service shall be deemed responsible and is liable to the penalty prescribed in this bylaw.
3. It shall be an offence for any person not authorized by Council, to open, close or tamper with any curb stop, fire hydrant or valve connected to the Village Water System.
4. It shall be an offence for any person to interfere, obstruct or abuse any Village employee engaged in maintenance, inspection or repair of a curb stop, fire hydrant or valve connected to the Village Water System.
5. The cost of the installation of water lines from the water main to the property line shall be the responsibility of the Village of Loreburn. The cost of the installation of water lines from the property line to the building shall be the responsibility of the property owner.
6. In case the supply of water should fail, whether from natural causes or accident in any way, the Village of Loreburn shall not be liable for damage by reason of such failure nor shall it be liable in any event for damage to person or property accruing or resulting from the use of water.
7. The Village of Loreburn shall have the right to limit the amount of water furnished to any customer, should circumstances warrant such action.
8. Every owner or user of premises connected to the Village Water System, shall give reasonable notice to the Administrator of his/her intended or actual vacating of the premises.
9. Every user of water services shall be billed every 3 months and shall render payment of that bill within 30 days.
10. Calculations of water usage shall be based on actual meter readings done every 3 months and an estimate of 3000 gallons for 3 months will be used where no meter can be installed.
11. Estimate amounts may be increased at council's discretion in the event they feel the estimated amount is insufficient.

#### Part Five – Sewer Service Regulations

1. The Village of Loreburn is responsible for maintenance of sewer mains and manholes which are located in maintained roads. Property owners are responsible for maintenance of sewer lateral lines.

Definitions: **Sewer Lateral:** A sewer lateral is the pipeline located between the Village Main and the building. The sewer lateral is owned and maintained by the property owner, including any part that may extend into the street or public right of way.

2. The Village, through a maintenance program, shall keep the sewer system in a good state of repair.
3. By authority given through the Municipalities Act, the Village is not liable in an action based on nuisance, or on any other tort that does not require a finding of intention or negligence for any loss or damage arising, directly or indirectly, from any public works, including streets, or from the operation or non-operation of a public utility; therefore will not assume any liability for any sewer backup damage, loss or cleanup resulting from the failure of the sewer infrastructure regardless of cause unless negligence on the part of the Village can be determined.
4. Clean Out Procedure:
  - a. Contact the Village Office to report any and all sewer blockages.
  - b. The Village will check to make sure the blockage is not in the sewer main.
  - c. The owner must have a qualified plumber or sewer service maintenance company unplug the sewer line. The property owner will be responsible for paying for this original sewer clean out.



d. The Village of Loreburn must then be notified by the plumber or maintenance company of their findings. The Village will maintain records of sewer backups, location, date and findings. The sewer line must be video-camera'd for proof of the problem occurring.

- a. If a backup occurs in the 12 months immediately following a cleanout that was done on Village Property (at a previously reported location as above), the Village of Loreburn will unplug the service and camera the lateral.
- i) Responsibility for payment of this sewer clean out will be as follows:
  - ii) If the cause of the backup is determined through the use of the camera to be a problem that was created by the property owner, the cost of the clean out will be charged to the property owner.
  - iii) If the cause of the backup is determined through the use of a camera or a qualified technician to be tree root intrusion the following will apply:
    - 1. In the case where Village owned trees & Resident owned trees are present in the area of the service lateral, the Village and the Resident will share the cost of the sewer clean out;
    - 2. In the case where there are no Village owned trees in the area of the service lateral, the property owner will bear the cost of the sewer clean out.

#### 5. Repair Procedure:

- a. Three or more sewer backups in a 12 month period, or proof of root intrusion by Village trees, shifted lines or related problems, through the use of a camera or technician will cause the Village to take appropriate actions to repair the problem through the use of pipe relining, chemical foaming or replacement of the Village of Loreburn's portion of the service connection at the Village's expense and any repairs or replacement on the Property Owner's lateral line is the cost of the Property Owner. If replacement or relining occurs, no future blockages of the service will be attended to by the Village of Loreburn or its agent, nor will any request for reimbursement for costs to clean the sewer service be entertained.
- b. Records of service clean outs and any camera work will be maintained by the Village of Loreburn and those records will determine the twelve month time frame for the basis of this policy.

#### 6. Hints:

- a. Do not flush anything down any drain that may clog the drain.
- b. Do not dispose of oil or grease in any drain.
- c. Do not plant trees near the sewer lateral.
- d. Do not connect sump pumps into the sewer line.
- e. Install a backwater prevention device.
- f. Owners should be aware that many insurance policies exclude damage from sewer backups. Check with your insurance provider to add this coverage.
- g. The Village will not pay for private plumbers work unless the Village directs that a plumber be contacted to solve the problem.

7. The Village shall have the right to shut off water service to any user for non-payment of the charges levied for unplugging a sewer line or making repair to a sewer line.
8. If the user of sewer service fails to pay amounts charged, the Village may discontinue the provision of water and sewer service upon giving notice of its intent to do so. The Village shall not be liable for any damages resulting from the discontinuance of water supply.
9. Arrears of water and sewer service and penalties may be added to the taxes of that property and subject to the provisions of the Tax Enforcement Act.

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10. If any rate or charge owed by the owner is in arrears after the owner has vacated, the charges may be added to and form part of the taxes on the land.
11. Every user of sewer service shall be billed on a quarterly basis.
12. Accounts in arrears shall be subject to a written warning. Amounts which remain in arrears will be subject to termination of service. When service is terminated, it will not be reconnected until such time as the account is paid in full. A re-connection fee of \$100 will be added and must be paid before service is re-connected.
13. Any person who contravenes any provision of this bylaw for which no other penalty is provided shall be guilty of an offence and liable upon summary conviction to penalties provided under the General Penalty Bylaw of the Village of Loreburn.

Part Six - Repeal

Bylaw 6-2017 is hereby repealed.

Part Seven – Coming in to Force

Bylaw 2-2018 shall come into force and take effect upon its final passing.

  
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Steven South – Mayor

  
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Brandy Losie – Administrator

