

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

Held on Thursday, March 14, 2019 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 7:05 pm.

**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 2019.

Mayor South has declared a conflict with the paying of invoices, namely paying wages for Brandy Losie for March 2019 and for paying him for water parts mileage.

Councillor Dutkiewicz has declared a conflict with the paying of invoices, namely reimbursing him for fuel purchased for heater during water break.

**Minutes:**

59/19 Abbott: That the minutes of the regular meeting of Council held on February 13, 2019 be approved. Carried

**Correspondence:**

60/19 Casey: That the following correspondence, having been read, be filed:

- SUMAdvantage NEWS Feb 20, Mar 8
- Urban Update Feb 25, Mar 11
- Supply Post
- Turf & Rec
- Direction
- Infrastructure

Carried

**Financial Reports:**

61/19 Abbott: That the statement of financial activities for the period ending February 28, 2019 be accepted as presented.

Carried

Village of Loreburn  
Regular Meeting Minutes  
March 14, 2019

**New Business:**

RV Park Maintenance Ad  
62/19 Casey: That the Village advertise immediately for rv park maintenance. Carried

Military Service Recognition Donation  
63/19 Dutkiewicz: That we will not contribute to the recognition book this year. Carried

Crimestoppers Donation  
64/19 Dutkiewicz: That the Village donate \$200 to Crimestoppers. Carried

Loreburn/RV Promo Items  
65/19 Urlacher: That Brandy get a quote for Loreburn logo'd t-shirts and hoodies. Carried

66/19 Urlacher: That we get a quote for Fire Dept t-shirts. Carried

RM of Loreburn Development Notice  
67/19 Urlacher: That the Village has no objections to the proposed development. Carried

Canada Infrastructure Program  
68/19 Abbott: That the Village submit infrastructure projections for the next 5 years for funding consideration from the Investing in Canada Infrastructure Program. Carried

FCC AgriSpirit Grant  
69/19 Casey: That we apply for this grant on behalf of the Loreburn Rink towards the curling lobby wall repairs. Carried

WaterWorks Inspection  
70/19 South: That the Village reviewed the WaterWorks Inspection Report. Carried

Fire Hydrants  
71/19 South: That the Village discuss a fire hydrant testing and if necessary repair/replacement plan with Municipal Utilities. Carried

**Bylaws**

Bylaw #2-2019  
72/19 Casey: Bylaw #2-2019 being a Bylaw to Provide, Regulate and Manage the Water and Sewer Services was read a first time. Carried

73/19 Abbott: That Bylaw #2-2019 was read second time. Carried

74/19 Urlacher: That Bylaw #2-2019 be read a third time at this meeting. Carried Unanimously

75/19 Dutkiewicz: That Bylaw #2-2019 having been read a third time is adopted. Carried

**Invoices:**

Councillor Urlacher and Mayor South left the meeting at 8:20 pm.

Invoice for Payment – Water Supervision – March 2019 – R Urlacher

76/19 Casey: That the invoice for water supervision for March 2019 for R Urlacher  
be accepted for payment. Carried

Invoice for Payment – Wages – March 2019 - B Losie

77/19 Casey: That the invoice for wages for March 2019 for B. Losie be accepted  
for payment. Carried

Invoice for Payment – Mileage – Steve South

78/19 Casey: That the invoice for mileage for Steve South be accepted for payment.  
Carried

Councillor Urlacher & Mayor South returned to the meeting at 8:22 pm.

Councillor Dutkiewicz left the meeting at 8:24 pm.

Invoice for Payment – Fuel Purchase – Victor Dutkiewicz

79/19 Casey: That the invoice for fuel reimbursement for Victor Dutkiewicz be accepted  
for payment. Carried

That Councillor Dutkiewicz returned to the meeting at 8:26 pm.

80/19 Casey: That the following list of accounts be approved for payment: Carried



Bank Code: GEN - General Bank

Payment #	Vendor	Date	Amount
Computer Cheques			
4467	Armstead, Gord	2019-02-20	274.10
4468	Federation of Canadian Municip	2019-02-20	5.62
4469	Mooseworld Inc.	2019-02-20	105.00
4470	Ouellette, Viviane	2019-02-20	42.00
4471	Urban Systems Ltd.	2019-02-20	382.73
4472	Urlacher, Verna	2019-02-20	286.64
4473	WaterWolf Planning Inc.	2019-02-20	100.00
4474	ATAP Infrastructure Management	2019-02-22	1,197.00
4475	Armstead, Loree	2019-03-06	75.00
4476	Brown, Craig	2019-03-06	391.98
4477	CLG Displays	2019-03-06	172.05
4478	KTI Limited	2019-03-06	252.42
4479	Loraas Disposal	2019-03-06	2,710.46
4480	Losie, Brandy	2019-03-06	1,982.08
4481	Municipal Employee Pension Pla	2019-03-06	571.50
4482	Prairie Centre Credit Union	2019-03-06	1,114.83
4483	SK Volunteer Fire Fighter Asso	2019-03-06	310.00
4484	Urlacher, Randy	2019-03-06	250.00
4485	Village of Elbow	2019-03-06	50.00
4486	Village of Strongfield	2019-03-06	169.55
4487	Whole Wheat Web Design	2019-03-06	62.16
4488	LePage Contracting Ltd.	2019-03-13	207.90
4489	Saskatchewan Health Authority	2019-03-13	184.00
4490	South, Steven	2019-03-13	329.25
4491	Victor Dutkiewicz	2019-03-13	163.69
Total:			11,389.96
Total for GEN:			11,389.96

Payments Printed: 25

Village of Loreburn  
Regular Meeting Minutes  
March 14, 2019

**Announcements:**

April Regular Meeting

81/19 Abbott: That the next regular meeting of council will be held on  
Thursday, April 11, 2019 at 7 pm in the Village of Loreburn  
Council Chambers.

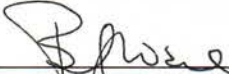
Carried

**Adjournment:**

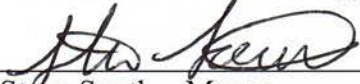
82/19 Urlacher: That this meeting adjourn. (8:40 pm)

Carried

Certified true and correct this 11th day of April, 2019.

  
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Brandy Logie – Administrator

Submitted to Council for approval this 11th day of April, 2019.

  
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Steve South – Mayor





BYLAW NO. 2-2019

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.
3. 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.
4. 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.
5. 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.



6. 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.
7. Every user of sewer service shall be billed on a quarterly basis.
8. 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.
9. 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 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 offence 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

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.

The Village, through a maintenance program, keeps the sewer system in a good state of repair. Occasionally conditions develop that may cause sewage to backup into a residence or business.

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.

The purpose of the Policy is to make clear the Owner's responsibilities concerning the sewer lines on their property and the steps the owner should take when a backup occurs or when repairs are required.

**PROPERTY OWNERS RESPONSIBILITIES**

A property owner is responsible for keeping the building sewer lines free from blockages between the structure and the sewer main.

The cause of backup in the lateral is often from items the line is not meant to handle.

**CLEAN OUT PROCEDURE**

1. The owner is required to contact the Village Office to report any and all sewer blockages.
2. The Village will check to make sure the blockage is not in the sewer main.
3. If there is no sign that the blockage is in the sewer main, the property owner will be instructed to contact a qualified contractor to investigate the problem. The property owner is responsible for the cost of the contractor.
4. A Village Councillor is to attend with the plumber whenever possible, to determine where the first blockage is and what the blockage is (there must also be camera footage as proof).
5. The Village will only reimburse the ratepayer for the sewer service line clean-out (as set out below) when it can be established that tree roots were the cause of the blockage, and that all other sewer service line blockages are the responsibility of the ratepayer.
  - a. If it is determined to be tree roots, the property owner is to submit the invoice from the plumber to the Village, that details what the blockage was, and the location of the blockage.
  - b. Reimbursements for sewer blockages for tree roots will only be paid once in every two (2) year period to a maximum of 50% of the sewer clean out invoice not including taxes.

**REPAIR PROCEDURE**

10. Three or more sewer backups in a 12 month period 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.



11. 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.

12. 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 you 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.

Part Six - Repeal

Bylaw 2-2018 is hereby repealed.

Part Seven – Coming in to Force

Bylaw 2-2019 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

SEAL

