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

Held on Wednesday, February 10, 2021 at the Loreburn Town & Country Centre, Loreburn, Saskatchewan

Present: Mayor Lawrence Casey
Councillor Victor Dutkiewicz
Councillor Grant Abbott
Councillor Randy Urlacher
Councillor Neil Ziegler
Administrator Brandy Losie

Call to Order:

A quorum being present, Mayor Casey called the meeting to order at 7:05 pm.

Declaration of Conflict of Interest:

Councillor Urlacher declared a conflict with the discussion about the former store.

Minutes:

25/2021 Abbott: That the minutes of the regular meeting of Council held on January 13, 2020 & Special Meeting on February 4th be approved.

Carried

Correspondence:

26/2021 Dutkiewicz: That the following correspondence, having been read, be filed:

- Municipal Update Jan 25
- Solarcor Energy
- MLDP Workshop
- WaterWolf Jan minutes/newsletter
- Johnson Shoyama Governance Program
- Supply Post
- Heritage Sask
- Infrastructure
- Water Canada
- Canadian Firefighter
- Turf & Rec
- Cdn Precast Concrete
- Water News
- ReNew

Carried

Financial Reports:

27/2021 Abbott: That the statement of financial activities for the period ending January 31, 2021 be accepted as presented.

Carried



Reports

Line 19 Water update presented by Councillor Abbott.

LAFOIP Webinars, MoS Convention, SEDA Fireside Chat presented by Administrator Losie.

Old Business:

ICIP

28/2021 Casey: That we acknowledge that our application for ICIP was denied. Carried

Sewer Cleanouts

29/2021 Urlacher: That the Village will not pay half of the taxes on a sewer cleanout that has been submitted by a resident as per the Sewer Policy. Carried

Sask Valley Water Agreement

30/2021 Urlacher: That we amend the agreement as per Mr. Sharma's request. Carried

Councillors Abbott & Dutkiewicz left the meeting at 8:06 pm.

Store Use

31/2021 Urlacher: That we deny the request by the Loreburn Library to move in to the former grocery store space as it had already been committed. Carried

Councillors Abbott & Dutkiewicz returned to the meeting at 8:15 pm.

Store Drawings

32/2021 Urlacher: That we authorize the payment of \$700 to have the store renovation drawings sealed by an engineer. Carried

Store Electrical

33/2021 Abbott: That we hire CG Electrical to remove all old electrical components from the former grocery store. Carried

Councillor Ziegler left the meeting at 8:33 pm

Store Quotes

34/2021 Abbott: That we accept the quote from RenPro Construction for the framing and ceiling drywall for the store. Carried

Councillor Ziegler returned to the meeting at 8:45 pm.

Store Plumbing

35/2021 Abbott: That we accept the quote from Reece Plumbing for the plumbing rough in's at the store. Carried



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Store Accessories
36/2021 Abbott:

That we purchase 5 code type locks for the doors at the store. Carried

Store Rental Rates

37/2021 Dutkiewicz: That the following rates be charged to renters in the former store building:
Front Retail - \$300
Small Office - \$100
Medium Offices x 2 - \$200 each
Butcher Space – as per previous agreement
Meeting Room - \$50 half day, \$100 full day
All prices are for 2021 only. Carried

Targeted Sector Support Grant

38/2021 Urlacher: That we are in favor of applying the Targeted Sector Support funding for the training portion of the EMO Plan cost. Carried

New Business:

Central Area Transportation Planning Committee

39/2021 Ziegler: That we pay the member fee to join the CATPC. Carried

Sask Parks & Rec Membership Renewal

40/2021 Urlacher: That we renew our annual membership with Sask Parks & Rec. Carried

Sask Lotteries Grant

41/2021 Abbott: That we apply for Sask Lotteries Community Grant funding. Carried

Fire Dept Supplies

41/2021 Dutkiewicz: That we purchase a new ladder and a propane torch for Loreburn Fire Department. Carried

Budget Meeting

43/2021 Casey: That we set the budget meeting for Thursday, March 25th, 2021 at the Loreburn Town & Country Centre at 6 pm. Carried

Ratepayers Meeting

44/2021 Casey: That we set the ratepayers meeting for Wednesday, April 7th, 2021 at the Loreburn Town & Country Centre at 7 pm. Carried

Store Ductwork

45/2021 Abbott: That we obtain a quote for the expansion of the furnace ductwork at the store. Carried

Special Meeting

46/2021 Casey: That a special meeting is called for February 25th at 7 pm at the Loreburn Town & Country Centre to address the borrowing bylaw for the store renovations. Carried

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Christmas Lights
47/2021 Casey:

That Brandy look into the cost of installing plugs on the street lights on Railway Avenue for more Christmas Lights. Carried

Bylaws

Bylaw #1-2021 Water/Sewer Management Bylaw

48/2021 Abbott: That Bylaw #1-2021 A Bylaw for Water/Sewer Management be read a first time. Carried

49/2021 Urlacher: That Bylaw #1-2021 was read a second time. Carried

50/2021 Dutkiewicz: That Bylaw #1-2021 be read a third time at this meeting. Carried Unanimously

51/2021 Dutkiewicz: That Bylaw #1-2021 having been read a third time, is adopted. Carried

Bylaw #2-2021 Borrowing Bylaw

52/2021 Ziegler: That Bylaw #2-2021 A Bylaw to Authorize the Village of Loreburn to Borrow \$11,052.50 from the Prairie Centre Credit Union to purchase a Mower. Carried

53/2021 Abbott: That Bylaw #2-2021 was read a second time. Carried

54/2021 Urlacher: That Bylaw #2-2021 be read a third time at this meeting. Carried Unanimously

55/2021 Dutkiewicz: That Bylaw #2-2021 having been read a third time, is adopted. Carried

Bylaw #3-2021 Amend Council Procedures Bylaw

56/2021 Urlacher: That Bylaw #3-2021 Amendment to the Council Procedures Bylaw to add a designate to call special meetings if administrator cannot was read a first time. Carried

57/2021 Dutkiewicz: That Bylaw #3-2021 was read a second time. Carried

58/2021 Abbott: That Bylaw #3-2021 be read a third time at this meeting. Carried Unanimously

59/2021 Ziegler: That Bylaw #3-2021 having been read a third time, is adopted. Carried

Invoices

60/2021 Ziegler: That the following list of accounts be approved for payment:



Report Date
2021-02-10 1:42 PM

Village of Loreburn
List of Accounts for Approval
As of 2021-02-10
Batch: 2021-00008 to 2021-00020

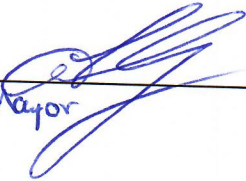
Payment #	Date	Vendor Name	Reference	Payment Amount	
Bank Code: GEN - General Bank					
Computer Cheques:					
5054	2021-01-22	Bowkoy, Ray & Carol	1/2 sewer cleanout	202.50	
5055	2021-01-22	Flocor Inc.	WTP water meter	764.31	
5056	2021-01-22	Forster, Chad	cooler removal cost	100.00	
5057	2021-01-22	Line 19 Water Utility	free chlorine tabs	72.00	
5058	2021-01-22	Loreburn Rec. Board	comm rink afford grant	2,500.00	
5059	2021-01-22	Losie, Brandy	coffee makers	295.00	
5060	2021-01-22	Sanden Trenching	tax on culvert install	981.00	
5061	2021-01-22	Saskatchewan Health Authority	water test	126.75	
5062	2021-01-22	Staples	folders,punch,shred bags	182.63	
5063	2021-01-29	Losie, Brandy	Gross Wages	414.85	
5064	2021-01-29	Provincial Mediation Board	application for title kop	20.00	
5065	2021-02-03	Prairie Centre Credit Union	jan employee deductions	1,281.37	
5066	2021-02-10	Craik Hardware	hall furnace	355.57	
5067	2021-02-10	Diefenbaker Building Supplies	bulb, screws, wood	55.10	
5068	2021-02-10	Loraas Disposal	jan waste recycle	2,671.19	
5069	2021-02-10	Loreburn Rec. Board	donations for rink	340.00	
5070	2021-02-10	Losie, Brandy	advance on feb wages	1,500.00	
5071	2021-02-10	Municipal Utilities	fire pump	17,965.85	
5072	2021-02-10	SAMA	2021 asses & main fees	3,237.00	
5073	2021-02-10	Saskatchewan Health Authority	water testing	23.00	
5074	2021-02-10	Saskatchewan Research Council	halo ascetic acid testing	234.68	
5075	2021-02-10	South, Steven	water supervision for feb	500.00	
5076	2021-02-10	SUMA	water testing pre postage	342.91	
5077	2021-02-10	Whole Wheat Web Design	website maintenance	115.44	
Other:					
1-Man	2021-02-03	SaskTel	rink phone	64.80	
1-Man	2021-01-29	SaskEnergy	rink energy	957.59	
2-Man	2021-01-29	SaskEnergy	hall energy	544.77	
2-Man	2021-02-03	Municipal Employee Pension Pla	jan mepp	667.12	
3-Man	2021-02-03	Ministry of Finance	jan sch taxes received	203.89	
Bank Code: MC - Mastercard				Total for GEN:	36,719.32
Other:					
1	2021-02-05	4imprint	thumb drives waterwolf	317.73	
1	2021-01-18	Canada Post	water test postage - xprs	24.22	
1	2021-01-26	Home Depot	primer & cement floor mix	79.94	
1	2021-01-04	Canada Post	water test postage	17.52	
2	2021-01-07	amazon.ca	laptop cord for brandy	33.73	
2	2021-01-18	Aquifer	chlorine pump tube x 2	118.11	
2	2021-01-26	Mini Tune	snowblower shoes/bolts	86.71	
3	2021-01-20	Hp Online Canada	magenta ink cartridge	295.25	
				Total for MC:	973.21

Report Date
2021-02-10 1:42 PM

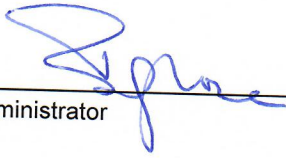
Village of Loreburn
List of Accounts for Approval
As of 2021-02-10
Batch: 2021-00008 to 2021-00020

Payment #	Date	Vendor Name	Reference	Payment Amount
				Grand Total: <u>37,692.53</u>

Certified Correct This February 10, 2021



Reeve Mayor



Administrator



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Announcements:

March Regular Meeting

61/2021 Abbott: That the next regular meeting of council will be held on
Wednesday, March 10, 2021 at 7:00 pm at the Loreburn Town &
Country Activity Centre.

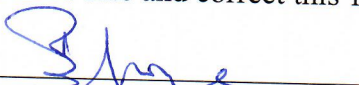
Carried

Adjournment:

62/2021 Dutkiewicz: That this meeting adjourn. (10:16 pm).

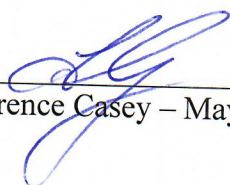
Carried

Certified true and correct this 10th day of March, 2021.

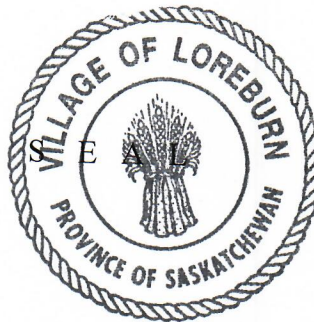


Brandy Losie – Administrator

Submitted to Council for approval this 10th day of March, 2021.



Lawrence Casey – Mayor





BYLAW NO. 1-2021

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 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

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 three (3) 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:

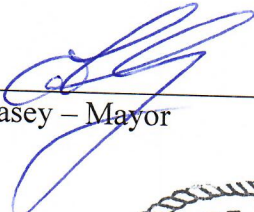
- a. Do not flush anything down any drain that may clog the drain
- b. Do not dispose of oil or grease in any drain
- c. Do not plant trees near the sewer lateral
- d. Do not connect sump pumps into the sewer line
- e. Install a backwater prevention device
- f. Owners should be aware that many insurance 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

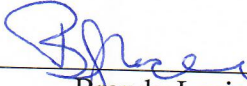
Bylaw 2-2019 is hereby repealed.

Part Seven – Coming in to Force

Bylaw 1-2021 shall come into force and take effect upon its final passing. (Feb 10 2021)

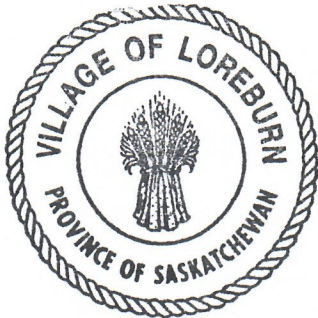


Lawrence Casey – Mayor



Brandy Losie – Administrator

SEAL





BYLAW NO. 2-2021

A BYLAW TO AUTHORIZE THE VILLAGE OF LOREBURN TO BORROW \$11,052.50 (ELEVEN THOUSAND FIFTY-TWO DOLLARS AND FIFTY CENTS) FROM PRAIRIE CENTRE CREDIT UNION REPAYABLE OVER THREE YEARS TO PURCHASE A MOWER.

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

1. The Village of Loreburn will take out a loan for \$11,052.50 (eleven thousand fifty-two dollars and fifty cents) from the Prairie Centre Credit Union.
2. This loan for \$11,052.50 (eleven thousand fifty-two dollars and fifty cents) is purchase a mower for the Village.
3. The Village of Loreburn will make monthly payments to Prairie Centre Credit Union for 3 years at a rate of 2.505%.

READ A FIRST TIME AND PASSED UNANIMOUSLY ON FEBRUARY 10, 2021.

READ A SECOND TIME AND PASSED UNANIMOUSLY ON FEBRUARY 10, 2021.

READ A THIRD TIME AND PASSED UNANIMOUSLY ON FEBRUARY 10, 2021.



MAYOR

ADMINISTRATOR

BYLAW #3/2021

AMENDMENT TO BYLAW #9/2014

COUNCIL PROCEDURES BYLAW

THE COUNCIL OF THE VILLAGE OF LOREBURN IN THE PROVINCE OF SASKATCHEWAN HEREBY ENACTS THE FOLLOWING AMENDMENT:

Part 1

6. **Special Meetings of Council**

- (a) *That in the event of temporary absence of the administrator or that the administrator is unable to act, the Village of Loreburn Council has designated the Administrator for the Rural Municipality of Loreburn to call a special meeting of council whenever requested by the Mayor or a majority of council by giving at least 24 hours notice to the members of council and the public stating the purpose of the meeting and the date, time and place the meeting is to be held.*

READ A FIRST TIME ON FEBRUARY 10, 2021

READ A SECOND TIME ON FEBRUARY 10, 2021

READ A THIRD TIME ON FEBRUARY 10, 2021 AND PASSED UNANIMOUSLY.


MAYOR


ADMINISTRATOR



