

**VILLAGE OF BRIERCREST**  
**Box 25, Briercrest, SK S0H 0K0**

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**Minutes of Regular Council Meeting December 08, 2022**

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Minutes of the Regular Meeting of the Council of the Village of Briercrest, held on Thursday December 08, 2022 in the Village office at Briercrest Saskatchewan.

**Present:**

Mayor:	Ray Briggs
Councilor:	Dale Whitfield
Councilor:	Larry Paysen
Administrator:	Linda Senchuk
Guest:	Russ Adams
Guest:	Lacey Acramel

**Call to Order**

Mayor Ray Briggs called the meeting to order at 7:00 p.m.

**Agenda**

**227-22WHITFIELD:** that the agenda be accepted with the corrections and left open.  
Carried Unanimously.

**November 10, 2022 Regular Council Meeting Minutes**

**228-22BRIGGS:** that the minutes of the November 10, 2022 regular meeting of council are approved as presented.  
Carried Unanimously.

**Financial Reports**

**229-22WHITFIELD:** that the Income Statement and the Balance sheet as of November 30, 2022 be accepted as presented.  
Carried Unanimously.

**Bank Reconciliations**

**230-22PAYSEN:** that the Bank Reconciliations for November, 2022 be accepted as presented by the administrator.  
Carried Unanimously.

**Accounts for Payment**

**231-22WHITFIELD:** that the list of accounts totaling \$20,934.24 attached hereto as Appendix "A" and forming part of these minutes be approved for payment.  
Carried Unanimously

**Water Report and Maintenance Reports**

**232-22PAYSEN:** that we acknowledge and approve of the water report given by the Administrator on water usage and maintenance for November 2022 and the maintenance report as given by Russ Adams on the transportation and maintenance department for November 2022.  
Carried Unanimously.

**Old Business:**

**Curb Stop Repairs**

**233-22BRIGGS:** that we table discussion on the curb stop repairs until spring of 2023.  
Carried Unanimously.

**New Business:**

**ATRN Payment**

**234-22BRIGGS:** that we observe and approve of the payment of \$1,880.03 from the Alternate Truck Route Network Committee.  
Carried Unanimously.

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**Declaration of Eligibility**

**235-22WHITFIELD:** The Council of the Village of Briercrest confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2021 Audited Annual Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In good standing with respect to the reporting and remittance of Education Property Taxes for 2022;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filled their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried Unanimously.

**Proposed Subdivision**

**236-22BRIGGS:** That we acknowledge and approve of the proposed subdivision SE18-14-24-W2M and that a servicing agreement is not needed.

Carried Unanimously.

**Outstanding 2022 Utilities & Taxes**

**237-22PAYSEN:** that we observe the outstanding Utility accounts totaling \$1,509.86 and outstanding 2021 Tax arrears totaling \$0.00 which is hereby attached as "Schedule B" and forming part of these minutes.

Carried Unanimously.

**Outstanding Notice Fee**

**238-22WHITFIELD:** that we approve of increasing the administration fee from ten dollar (\$10.00) to forty (\$40.00) administration fee per month to the Utility user/property owner Utility account for sending out "Arrears Notices" to that Utility account.

Carried Unanimously.

**2022 Audit Engagement/Responsibilities Letters**

**239-22BRIGGS:** that we authorize all council members, after reviewing the documents, to sign the audit engagement letter and the auditor/council responsibilities letter as prepared and submitted by Dudley and Company, for the 2022 audit.

Carried Unanimously.

**Blanket Special Occasion Permit**

**240-22WHITFIELD:** that we approve of the issuance of a Special Occasion Event Liquor Permit to all applicants/community groups that wish to run bar to take place at the following locations:

Briercrest Community Centre/Hall at 205 Main St, Briercrest, SK

Briercrest Community Rink at 320 Oriole Ave, Briercrest, SK

Briercrest & District Museum Grounds at 400 Main St., Briercrest, SK

Briercrest Regional Library at 205 Main St, Briercrest, SK

And this letter shall expire January 31, 2024 and will be reviewed at the December 14, 2023 regular meeting of council.

Carried Unanimously.

**2023 Council Remuneration**

**241-22PAYSEN:** 2023 Council Indemnity schedule shall remain at the current rates as set as follows:

- Regular council meeting remains at - \$75.00 per meeting
- Special meeting/Budget Meeting remains at - \$70.00 per meeting
- In attendance at a committee meeting remains at – out of town, mileage at \$0.45
- In attendance at a convention remains at – Hotel and mileage or fuel

And that these remunerations be retro-active January 01, 2023.

Carried Unanimously.

**2023 Wage Reviews**

**242-22BRIGGS:** that the village employees' wages for the 2023 year, be increased three percent (3%) with the effective date as of January 01, 2023.  
Carried Unanimously.

**2023 Representative Appointments**

**243-22WHITFIELD:** that the 2023 year Committee Council Village of Briercrest Representatives remain the same as follows:

- Briercrest Recreation Board – Sharon Duncan
- ATRN Committee – Dale Whitfield & Larry Paysen
- BPD Director – Ray Briggs, Larry Paysen & Linda Senchuk
- Water & Sewer supervisor – Larry Paysen
- Palliser Regional Library – Eileen Jeffery
- Briercrest Library Board – Helen Whitfield
- Coteau Range Manor – Sherry Duncan
- Dunnet Regional Park – Karen Gross
- Briercrest & District Fire Board – Dale Whitfield
- Briercrest Rink – Dale Whitfield
- Briercrest & District Museum – Larry Paysen & Ray Briggs

Carried Unanimously.

**Bylaw No. 4-2022 -- First Reading**

**244-22BRIGGS:** that Bylaw No. 4-2022, being a bylaw for, Respecting Buildings, be read the first time.  
Carried Unanimously.

**Bylaw No 4-2022 -- Second Reading**

**245-22WHITFIELD:** that bylaw No. 4-2022 be read the second time.  
Carried Unanimously.

**Bylaw No. 4-2022 -- Three Readings**

**246-22PAYSEN:** that bylaw No. 4-2022 be given three readings at this meeting.  
Carried Unanimously.

**Bylaw No. 4-2022 -- Third Reading**

**247-22BRIGGS:** that Bylaw No. 4-2022 being a bylaw for, Respecting Buildings, which is hereby attached as Schedule "C" and forming part of these minutes, be read the third time and adopted.  
Carried Unanimously.

**2023 Library Extra Open Hours**

**248-22WHITFIELD:** that we observe and approve of the \$1,701.00 increase for an additional 1.5 hours per week of open hours for the Briercrest Library for the year 2023, a letter of conformation will be sent to the Regional Library, and that the total levy for 2023 for Palliser Regional Library is \$3,441.00.  
Carried Unanimously.

**Aquifer Credit Application**

**249-22PAYSEN:** that we observe and approve of the administrator submitting a credit application for Aquifer Distribution in Regina, Saskatchewan.  
Carried Unanimously.

**PBI Inspection Fees**

**250-22BRIGGS:** that we observe and approve of the PBI inspection fees rate increase for the 2023-2024 years.  
Carried Unanimously.

**Office Holiday Office Closure**

**251-22WHITFIELD:** that we approve the following office Closure for the Holiday Season and for the administrator's holidays in February 2023.  
December 27<sup>th</sup> Closed  
February 21<sup>st</sup> Closed  
February 23<sup>rd</sup> Closed

Carried Unanimously.

**January 12, 2023 Meeting of Council**

The January 12, 2023 council meeting will be held at the Village office and by virtual meeting, a notice will be put up.

**1999 Generac PTO Driven Generator Tender**

**252-22PAYSEN:** that we put the 1999 Generac PTO driven generator on tenders, lowest and no tender not necessarily accepted closing date is March 01, 2023; post on the website and facebook.

Carried Unanimously.

**Snow Removal**

**253-22WHITFIELD:** That we instruct the administrator to send a letter out with the Utility billing to inform residents to remove vehicles off the street to make room for snow removal, as the contractor has right of refusal to plow street if the vehicles are in the way and contractor cannot remove snow safely.

Carried Unanimously.

**Ice on Sidewalk**

**254-22BRIGGS:** that we instruct the administrator to send a letter to 270 Main Street about the concern with the eavestrough water running onto the sidewalk.

Carried Unanimously.

**Correspondence**

**255-22WHITFIELD:** that the following correspondence be accepted as presented:

- Canada Post – new business solutions
- Government of Sask – board of revision

Carried Unanimously.

**Adjourn**

**256-22PAYSEN:** that this meeting be adjourned. (Time at 10:09 pm).

Carried Unanimously.

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Presiding Officer

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Administrator

  

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