

**REGULAR MEETING OF DALMENY TOWN COUNCIL
MONDAY, SEPTEMBER 9, 2019, 7:00 P.M.
DALMENY TOWN OFFICE – TOWN COUNCIL CHAMBERS**

AGENDA:

CALL TO ORDER – 7:00 p.m.

ADOPTION OF AGENDA – additions/deletions

MINUTES OF THE PREVIOUS MEETING

- a. August 12, 2019 Regular Council Meeting

BUSINESS ARISING FROM THE MINUTES:

- a. City of Saskatoon Council Policy – Trees on City Property
- b. Ministry of Government Relations – Community Planning Branch – Notice of Decision – Certificate of Approval – Marilyn McDonald
- c. Water Security Agency – Permit for Construction – Water Main Installation

ACCOUNTS FOR APPROVAL

- a. Approval of Current Accounts
- b. Approval of Payroll (2)
- c. Approval of Per Diems

FINANCIALS

- a. Tax Comparisons for the Month of August

CORRESPONDENCE

- a. Prairie Rivers Reconciliation Committee
- b. SGI – Changes in Regulations
- c. SUMAssure News – E-Theft and Other Fraud

REPORTS

- a. Chief Administrative Officer's Report

NEW BUSINESS

- a.

BYLAWS

- a. Bylaw 14-2019, A Bylaw to Provide for Incurring a Debt in the Sum of One Hundred and Eighty-Five Thousand (\$185,000.00) for the Purpose of Guaranteeing a Portion of a Loan in 2019 on Behalf of the Dalmeny Daycare Inc. (3rd Reading)
- b. Bylaw 15-2019, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Asphalt Pavement as a Local Improvement on Ross Court
- c. Bylaw 16-2019, A Bylaw to Authorize a Special Assessment with Respect to the Undertaking of Asphalt Pavement as a Local Improvement on Prairie Street
- d. Bylaw 17-2019, A Bylaw which Provides for the Municipality to Enter into a License for Access Agreement with Blaine and Jody Erickson

QUESTIONS FROM THE PUBLIC

ROUND TABLE DISCUSSION/IN CAMERA

ADJOURN

Next Regular Meeting: September 23, 2019

2019 Regular Council Meeting Schedule: January 14,28; February 11;25; March 11,25;
April 15,29; May 13,27; June 10,24; July 15; August 12;
September 9,23; October 7,21; November 4,18; December 2,16.

Committee of Whole Meetings: 6:30 p.m. prior to Regular Council Meetings; and
7:00 p.m. on alternate Mondays from council meetings, when required:

Next Dalmeny Police Commission Meeting: September 23, 2019 commencing at 5:00 p.m.

2019 Dalmeny Police Service Meeting Schedule: September 23, October 21, November 18, and
December 16.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, AUGUST 12, 2019
DALMENY TOWN OFFICE

PRESENT: Mayor Jon Kroeker, Councillors Jon Redekop, Anna-Marie Zoller, Greg Bueckert, Christa-Ann Willems, and Karly Russin. Also present was CAO Jim Weninger.

ABSENT: Councillor Ed Slack.

CALL TO ORDER

Mayor Jon Kroeker called the Regular Council Meeting to order at 7:00 p.m., a quorum being present.

ADOPTION OF AGENDA

319/19 – Zoller/Russin – That the agenda for the Regular meeting of Council of the Town of Dalmeny for August 12, 2019 be adopted as presented.

Carried.

MINUTES

320/19 – Zoller/Russin – That the Minutes of the July 15, 2019 Regular Council meeting be approved as circulated.

Carried.

ASSET MANAGEMENT PROGRAM

321/19 – Russin/Zoller – That Public Works Manager Jeff Johnson and Recreation Manager Mat Halcro be given permission to attend the Asset Management Program in Saskatoon on October 8 – 10, 2019. Cost of registration is \$499.00 per person. Expenses to be paid in accordance with Town of Dalmeny Policies and Procedures.

Carried.

DALMENY DAYCARE LOAN GUARANTEE

322/19 – Bueckert/Russin – That the letter of July 19, 2019 from Director Kris Pennete of the Saskatchewan Municipal Board Local Government Committee regarding their formal authorization to guarantee a portion of a loan on behalf of Dalmeny Daycare Inc. be accepted by Council.

Carried.

ACCOUNTS PAYABLE

323/19 – Redekop/Russin – That the accounts as detailed on the attached cheque listing and amounting to \$845,004.54 for the period ending August 9, 2019 and representing cheque numbers 14821 to 14895 be approved by Council.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, AUGUST 12, 2019
DALMENY TOWN OFFICE

PAYROLL

324/19 – Willems/Russin – That the payroll listings in the amounts of \$23,587.21 and \$21,839.94 for the period; ending July 15, 2019 and July 29, 2019 respectively be approved by Council.

Carried.

PER DIEMS

325/19 – Zoller/Bueckert – That the per diems in the amount of \$2,578.93 for the pay period ending August 31, 2019 be approved by Council.

Carried.

JULY TAX COMPARISONS

326/19 – Russin/Willems – That the listing of outstanding municipal and school property tax comparisons, along with frontage taxes for the month of July be accepted by Council.

Carried.

Recreation Manager Mat Halcro arrived at the meeting at 7:30 p.m.

CORRESPONDENCE

327/19 – Willems/Redekop – That the following correspondence be filed:

A. Public Notice – Town of Dalmeny

Carried.

CAO REPORT

328/19 – Redekop/Russin – That the Chief Administrative Officer's Report as presented by the Chief Administrative Officer Jim Weninger for August 12, 2019 be accepted by Council.

Carried.

CELEBRATING MUNICIPAL EXCELLENCE NOMINATION

329/19 – Bueckert/Redekop – That Council on behalf of the Town of Dalmeny submit a Nomination Form under the Saskatchewan Municipal Awards "Celebrating Municipal Excellence" for the South Industrial Park Project.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, AUGUST 12, 2019
DALMENY TOWN OFFICE

FLOOD DAMAGE REDUCTION PROGRAM

330/19 – Russin/Bueckert – That Council investigate the Flood Damage Reduction Program Application on behalf of the Town of Dalmeny and surrounding area, and that consideration be given to submitting an Application for Funding. All funding will be provided at fifty (50) percent.

Carried.

TARGETED SECTOR SUPPORT INITIATIVE

331/19 – Willems/Bueckert – That the Town determine if there are any Regional Projects that would qualify for the “Targeted Sector Support Initiative”, and if it’s determined there are, that the Town submit an Expression of Interest as per the email from Jenna Schroeder, Director, Regional Planning, Community Planning Branch.

Carried.

BYLAW 14-2019- INCURRING DEBT

332/19 – Bueckert/Russin – That Bylaw 14-2019, a Bylaw to Provide for Incurring a Debt in the Sum of One-Hundred Eighty-Five Thousand and 00/100 Dollars (\$185,000.00) for the Purpose of Guaranteeing a Portion of a Loan in 2019 on behalf of the Dalmeny Daycare Inc. be introduced and read a first time.

Carried.

The CAO read Bylaw 14-2019 for the first time.

333/19 – Willems/Bueckert – That Bylaw 14-2019 be read a second time.

Carried.

The CAO read Bylaw 14-2019 a second time.

334/19 – Russin/Bueckert – That Bylaw 14-2019 be given third reading at this meeting.

Carried, but not unanimously.

IN-CAMERA

335/19 – Russin/Redekop – That Council move into the Committee of the Whole and that the session be “in camera” at 7:50 p.m.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, AUGUST 12, 2019
DALMENY TOWN OFFICE

Recreation Manager Mat Halcro left the meeting at 8:43 p.m. and did not return.

RECONVENE

336/19 – Zoller/Bueckert - That Council reconvene and report at 8:48 p.m.

Carried.

CAO HOLIDAYS

337/19 – Redekop/Russin – That the Chief Administrative Officer Jim Weninger be given permission to take holidays from August 14, 2019 to August 20, 2019 inclusive.

Carried.

OUTDOOR RINK WARMING SHACK

338/19 – Bueckert/Russin – That the Town purchase a Warming Shack for the Outdoor Rink from Fisher Ag-Industrial at a cost of \$13,155.00, plus the cost of an insulated roll-up door and applicable taxes and that Andy Fisher be advised of the same. This building would consist of two spaces, one space for putting skates on (10' X12') and one area for storage (6' X 12').

Carried.

ARENA OPERATOR ASSISTANT'S

339/19 – Russin/Bueckert – That Duwayne Woodland, Carlos Villafuerte and Donald Berrecloth be hired as Arena Operator Assistant's for the 2019-2020 Arena Season, subject to the following terms and conditions:

- ◆ Completion of an Employment Agreement;
- ◆ Completion of Employment Guide;
- ◆ Bondable; and
- ◆ Acceptable Criminal Record Check

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, AUGUST 12, 2019
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WATER AND SEWER- FIRST STREET CROSSING

340/19 – Willems/Zoller – That further to Resolution #315/19, that as part of the tender for the Water and Sewer Component of the First Street CNR Crossing Project, that the following work also be included:

- ♦ First Street South and Centennial Avenue – Hydrant and Six (6) Inch Hydrant Valve

Carried.

ADJOURN

341/19 – Zoller/Bueckert – That the meeting be adjourned. Time 8:53 p.m.

Carried.

(seal)

Mayor

Chief Administrative Officer

Report Date
8/09/2019 11:58 AM

Dalmeny
Accounts for Approval
As of 8/09/2019
Batch: 2019-00040 to 2019-00042

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
14821-Man	7/25/2019	SaskEnergy Corp. 212	SASKPOWER/ENERGY PMT	9,329.98	9,329.98
14822	7/31/2019	Void during printing			
14823	7/31/2019	AMSC Insurance Services Ltd 57	AUGUST GROUP INSURANCE	6,361.61	6,361.61
14824	7/31/2019	M.E.P.P. 198	JULY MEPP PAYMENT	9,597.88	9,597.88
14825	7/31/2019	Minister of Finance 17	JULY TAXES COLLECTED	302,009.14	302,009.14
14826	7/31/2019	Prairie Rivers Reconciliation 1	CORPORATE SPONSORSHIP	1,000.00	1,000.00
14827	7/31/2019	Sask. Tel 337	SASKTEL PAYMENT	498.24	498.24
14828	8/12/2019	Advanced Pest Control 70797	ARENA ANT EXTERMINATION	97.65	97.65
14829	8/12/2019	AED Advantage 11484/11407	FIRE-AED'S AND SUPPLIES	7,611.84	7,611.84
14830	8/12/2019	Anderson Pump House Ltd IN452823	WATER PLANT-TOT CHLORINE	311.69	311.69
14831	8/12/2019	APEX Distribution Inc. 600-047-136/149	FIRE-BRUSH TRUCK PARTS	706.72	706.72
14832	8/12/2019	B&E ELECTRONICS LTD SAS713776/3899	BRUSH TRUCK PARTS/VEHICLE REP/	200.03	200.03
14833	8/12/2019	Bell Mobility Inc. 25	AERATION BUILDING AUTODIALER	67.99	67.99
14834	8/12/2019	Canadian National Railways 1	WATER/SEWER PIPELINE APP	1,233.75	1,233.75
14835	8/12/2019	Canadian National Railways 91472450	SIGNAL MAINTENANCE	248.00	248.00
14836	8/12/2019	Catterall & Wright 19-222 19-224 19-223 19-225 19-219	FIRST ST RAILWAY CROSSING INDUSTRIAL PARK ROADS EAST RETENTION POND 2 2019 WAKEFIELD RECONSTRUCTION DEV & SERVICING AGREEMENT	15,161.28 11,943.60 1,529.72 2,237.58 3,020.99	33,893.17
14837	8/12/2019	Cervus Equipment 815320/816799	JOHN DEERE MOWER PARTS	282.95	282.95
14838	8/12/2019	Clark's Supply & Service IN341338	AUGER FOR TREE PLANTING	146.52	146.52
14839	8/12/2019	Crosby Hanna & Assoc. #47(357-56)	DEVELOPMENT PERMITS	177.19	177.19

Report Date
8/09/2019 11:58 AM

Dalmeny
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14840	8/12/2019	Crystal Benoit 28	SUMMER NEWSLETTER	53.00	53.00
14841	8/12/2019	Dalmeny Asvery Mart 2445/2440	FIRE/OFFICE SUPPLIES	87.71	87.71
14842	8/12/2019	De Lage Landen Financial 7237640	OFFICE PHOTOCOPIER	919.08	919.08
14843	8/12/2019	Dieter Martin Greedhouse Ltd. 1970/1969/1944	TREE'S FOR PARKS	4,023.68	4,023.68
14844	8/12/2019	Eager Beaver Forest Products 6731	PRAIRIE PARK MULCH	946.33	946.33
14845	8/12/2019	Early's Farm and Garden Centre 513593/7686/590	PRAIRIE PARK SUPPLIES	1,085.99	1,085.99
14846	8/12/2019	Expert Locksmiths Ltd. SK190806	OFFICE-REPLACE DOOR HANDLE	559.44	559.44
14847	8/12/2019	Eyewitness Security Systems 2008	POLICE-CAMERA-INTERVIEW ROOM	1,307.57	1,307.57
14848	8/12/2019	First Filter Service 226824	HUSTLER OIL FILTERS	18.41	18.41
14849	8/12/2019	Frontline Outfitters 43205	POLICE-UNIFORMS	1,964.99	1,964.99
14850	8/12/2019	Husky Oil Marketing Company 3632429	PW-OIL FOR ROADS	555.00	555.00
14851	8/12/2019	Inland Heidelberg Cement Group 6269963	PW-GRAVEL	793.78	793.78
14852	8/12/2019	JDM Construction Corp 8292/8310/8309	MOW/NUISANCE CLEAN UP	6,912.53	6,912.53
14853	8/12/2019	Jim Weninger 56	RRSP CONTRIBUTIONS	5,192.88	5,192.88
14854	8/12/2019	Kelly Janzen 42	OFFICE SUPPLIES	55.85	55.85
14855	8/12/2019	Lacy Boisvert 21	SPRAY AND PLAY HOODIES	249.75	249.75
14856	8/12/2019	Loraas Disposal Services 116	JULY GARBAGE PICKUP	10,913.84	10,913.84
14857	8/12/2019	Martensville Plumbing/Heating 16046	ARENA URINAL REPAIR	136.52	136.52
14858	8/12/2019	Mathew Halcro 18	TRACTOR SEAT	100.00	100.00
14859	8/12/2019	Minister of Finance 1119201/7819201	FIRE/POLICE RADIO LICENSE	1,198.80	1,198.80
14860	8/12/2019	Moody's Equipment S52978/S54115	FIRE-BRUSH TRUCK/CONSUMABLES	324.36	324.36
14861	8/12/2019	Nor-Tec Linen Services			

Report Date
8/09/2019 11:58 AM

Dalmeny
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		177500/177694	OFFICE/POLICE MATS	114.34	114.34
14862	8/12/2019	Paige Spence 2	196 KM MILEAGE TO CITY	88.20	88.20
14863	8/12/2019	Pitney Bowes of Canada Ltd. 1013457228	OFFICE POSTAGE SUPPLIES	10.49	10.49
14864	8/12/2019	Prairie Mobile Communications 894956	FIRE-RADIOS	91.02	91.02
14865	8/12/2019	Prairie Paving (2006) Inc. NO.071-099-P1	5TH ST MICROSURFACING	50,138.82	50,138.82
14866	8/12/2019	Princess Auto 2023722	SHOP SUPPLIES	20.88	20.88
14867	8/12/2019	R.M. of Corman Park 14	2019 LAGOON TAXES	602.22	602.22
14868	8/12/2019	Reed Security 1447562	SECURITY CAMERAS	471.75	471.75
14869	8/12/2019	Regent Signs 137015	PARK SIGNS	9,901.20	9,901.20
14870	8/12/2019	Rick Sonmor 75	SGI MEDICAL	130.00	130.00
14871	8/12/2019	Robertson Stromberg 614539...	LEGAL-TAX/TRAFFIC/EFFLUENT	6,495.84	6,495.84
14872	8/12/2019	Rocky Mountain Phoenix IN0118340	FIRE-UNIFORMS	371.85	371.85
14873	8/12/2019	Ruszkowski Enterprises Ltd. NO.071-098-P2	WAKEFIELD CONSTRUCTION HB	21,976.70	21,976.70
14874	8/12/2019	Ruszkowski Enterprises Ltd. NO.071-089-P7	PROGRESS 7 ROAD CONSTRUCTION	160,842.61	160,842.61
14875	8/12/2019	S.U.M.A. 90116	STREET SIGNS	1,108.71	1,108.71
14876	8/12/2019	Sask Research Council 1185636/missed	WATER LAB TESTING	55.12	55.12
14877	8/12/2019	Sask Water SW063174	BULK WATER	58,016.46	58,016.46
14878	8/12/2019	Sask. Government Insurance 134	POLICE 2015 FORD TAURUS	2,394.70	2,394.70
14879	8/12/2019	Sask. Tel 338	SASKTEL PMTS	863.05	863.05
14880	8/12/2019	Saskatoon Fire Protection 68316	HANDIVAN EXTINGUISHER	11.55	11.55
14881	8/12/2019	SaskPower 90216860	INSTAL POWER- SOUTH INDUSTRIAL	99,505.39	99,505.39
14882	8/12/2019	Scott Rowe 47	POLICE-PUBLIC RELATIONS	148.94	148.94

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8/09/2019 11:58 AM

Dalmeny
Accounts for Approval
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14883	8/12/2019	Sea Hawk Specialized 3291	FIRE-FOAM REFILLS	1,055.95	1,055.95
14884	8/12/2019	Sigma Safety Corp 9619	POLICE VEHICLE PARTS	95.46	95.46
14885	8/12/2019	Success Office Systems INV252196	OFFICE-COPIER USEAGE	481.66	481.66
14886	8/12/2019	Surge Ahead Electrical 242	ARENA ELECTRICAL TROUBLESHOOT	83.25	83.25
14887	8/12/2019	SVP Envoyer paiement a 6339962	METERS PARTS	72.79	72.79
14888	8/12/2019	Ted Mossop 65	RRSP CONTRIBUTIONS JAN-JUNE	11,124.24	11,124.24
14889	8/12/2019	The Bolt Supply House Ltd. 6688151/6689400	SHOP SUPPLIES/HUSTLER PARTS	250.17	250.17
14890	8/12/2019	THE FIRM INC. JULY-12-19	FIRE- TURN OUT GEAR REPAIRS	960.62	960.62
14891	8/12/2019	The Rent-It-Store 155314	PW-SHOP SUPPLIES/GRASS TRIMMER	91.10	91.10
14892	8/12/2019	The Tractor Company 7146	PARKS-CULTIVATOR	2,386.50	2,386.50
14893	8/12/2019	The Wireless Age 237401-92	FIRE-RADIO REPAIRS	224.44	224.44
14894	8/12/2019	Trans-Care Rescue 966/314/231...	FIRE UNIFORM/BRUSH/OFFICE	3,200.66	3,200.66
14895	8/12/2019	Westcrest Embroidery Corp. 66846	POLICE CRESTS	444.00	444.00
				Total for AP:	845,004.54

Certified Correct This August 9, 2019

Mayor

Administrator



Customer Automated Funds Transfer

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SID:578316257 Current System Date: 2019-Jul-15 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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Anderson, Scott

Bates, Lyle

Cowley, Cody

Dyck, Bradley

Elder, Rick

Furi, Bonnie

Halcro, Mathew

Honeker, Sheila

Janzen, Kelly

Johnson, Jeffrey

Klein, Marlys

Mossop, Edward

Rowe, Scott

Sonmor, Rick

Spence, Paige

Trayhome, Laurelea

Van Meter, Christine

Weninger, Jim

C	1474.59
C	595.75
C	881.67
C	1411.29
C	753.35
C	483.83
C	1286.71
C	131.55
C	1318.61
C	1625.51
C	805.80
C	1876.51
C	4030.51
C	1388.67
C	986.64
C	518.81
C	1447.45
C	2569.96

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23,587.21



Customer Automated Funds Transfer

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SID:907964425 Current System Date: 2019-Jul-29 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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<u>Anderson, Scott</u>	C	1426.07
<u>Berreloth, Colleen</u>	C	442.94
<u>Cowley, Cody</u>	C	881.67
<u>Derksen, Crystal</u>	C	232.39
<u>Dyck, Bradley</u>	C	1411.29
<u>Elder, Rick</u>	C	939.03
<u>Furl, Bonnie</u>	C	336.61
<u>Halcro, Mathew</u>	C	1286.71
<u>Honeker, Sheila</u>	C	195.09
<u>Janzen, Kelly</u>	C	1318.61
<u>Johnson, Jeffrey</u>	C	1881.88
<u>Klein, Marlys</u>	C	805.80
<u>Mossop, Edward</u>	C	1876.51
<u>Rowe, Scott</u>	C	1904.79
<u>Sonmor, Rick</u>	C	1388.67
<u>Spence, Paige</u>	C	869.92
<u>Trayhorne, Laurelea</u>	C	518.81
<u>Van Meter, Christine</u>	C	1447.45
<u>Weninger, Jim</u>	C	2675.70

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21,839.94



Customer Automated Funds Transfer

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SID:365322870 Current System Date: 2019-Aug-01 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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<u>Anderson, Alicia</u>	C	170.69
<u>Bueckert, Greg</u>	C	301.94
<u>Hueser, Wilbur</u>	C	170.69
<u>Kroeker, Jonathan</u>	C	661.26
<u>Redekop, Jonathan</u>	C	301.94
<u>Russin, Karly</u>	C	301.94
<u>Slack, Edward</u>	C	301.94
<u>Willems, Christa-Ann</u>	C	66.59
<u>Zoller, Anna-Marie</u>	C	301.94

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2578.93

Business arising "A"

*Ready of
Council
Sept 8/19*

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-011

POLICY TITLE <i>Trees on City Property</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>April 10, 1989</i>
		UPDATED TO <i>December 20, 2010</i>
ORIGIN/AUTHORITY <i>Planning and Development Committee Reports 13-1989 and 44-1989; Planning and Operations Committee Report No. 8-2008; and Administrative Report No. 21-2010</i>	CITY FILE NO. <i>CK. 4139-4</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

To affirm that trees on City Property are “living” assets owned by the City of Saskatoon and maintained as a legacy for the citizens of the City of Saskatoon.

To protect, preserve and perpetuate the health, beauty and safety of the City of Saskatoon’s urban forest for the enjoyment of its citizens, past, present and future.

To ensure that all trees on City Property are adequately protected from unnecessary destruction, loss and damage.

To establish a protocol for responding to requests for tree maintenance or removal of trees that were not planted on City Property and whose main stem is less than 50% on City Property.

2. DEFINITIONS

2.1 City – means the City of Saskatoon.

2.2 City Property – means all land owned, controlled or maintained by the City including parks, boulevards, buffer strips, medians, streets, rights-of-way and natural stands.

2.3 Boulevard – means that portion of a right-of-way that extends from the edge of the street to the property line of the adjacent property, not including the sidewalk.

2.4 Buffer Strip – means City Property set aside for the purpose of providing an aesthetic barrier to act as a buffer between adjacent land uses and prevent through sites.

CITY OF SASKATOON

COUNCIL POLICY

NUMBER

C09-011

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>2 of 8</i>

- 2.5 Median – means that part of the roadway which divides the lanes of traffic moving in opposite directions, commonly called the centre boulevard, and includes traffic islands, lay-bys and traffic circles.
- 2.6 Natural Stand - means areas on City Property where trees are in their natural state, and includes riverbanks and bluffs.
- 2.7 Pruning – means the removal of specific branches for the purpose of preserving the health and appearance of a tree and for public safety.
- 2.8 Tree or tree – means both trees on City Property that have 50% or more of the main stem on a Boulevard, and includes all parts of the tree, including the roots.
- 2.9 International Society of Arboriculture – means the worldwide professional organization dedicated to fostering a greater awareness of trees and promoting research, technology, and the professional practice of arboriculture.
- 2.10 Agencies – means the Meewasin Valley Authority, and public and private utilities.
- 2.11 Compensation Formula – means the value to be utilized in establishing equitable compensation for damage and/or loss of Trees, and will be based on the current edition of the “*Guide for Establishing Values of Trees and other Plants*” as adopted by the International Society of Arboriculture.
- 2.12 Additional Costs – means all labour, vehicles, equipment, and materials of the City associated with the removal, relocation, pruning and other tree maintenance activities.
- 2.13 Deferred Tree Replacement Account – means an account established to hold funds collected as compensation for tree loss or damage and that will be utilized for the replacement and/or additional tree planting or maintenance in subsequent years.
- 2.14 dbh – means “Diameter at breast height”, the accepted arboriculture method of measuring the diameter of a tree.

CITY OF SASKATOON

COUNCIL POLICY

NUMBER

C09-011

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>3 of 8</i>

2.15 Straddling Tree – means a tree that is partly on City Property but whose main stem is more than 50% on private property. For the purposes of determining the property line, the City may rely on a surveyor or its own records. With respect to measuring a main stem, the measurement is to be taken at ground level, just above the trunk flare from the midpoint of the tree, perpendicular to the curb. For multi-stem trees, ownership is determined by where the majority of the stems lie, using the same technique. Burls or other growth and/or anomalies are not included in the measurement.

3. IMPLEMENTATION OF THE POLICY

POLICY STATEMENT

All trees situated on City Property will be protected under the provisions of this Policy.

The planting, care and maintenance of trees on City Property will be in accordance with the standards and practices established by the City.

In the case of Straddling Trees, upon receipt of a request for maintenance of a tree that is touching or straddling City Property, the owner will be advised that the tree is privately owned and that the City is prepared to maintain the tree in accordance with City standards and practices provided the owner consents, in writing, to such maintenance and agrees to be bound by the terms of this Policy.

IMPLEMENTATION PROCESS AND PROCEDURE

3.1 Planting - residents may, subject to City approval, plant trees on City Property.

3.2 Recognition of Donations - the City will not allow signage in recognition of the donor of trees planted on City Property except in the case of signage for veterans' memorials.

CITY OF SASKATOON

COUNCIL POLICY

NUMBER

C09-011

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>4 of 8</i>

3.3 Maintenance and Removal

The City will observe the following priorities when responding to requests from residents, contractors and agencies for the maintenance or removal of trees on City Property:

- Public hazard;
- Interference with overhead utility lines;
- Disease; and
- General tree care.

Trees on City Property may not be removed, pruned, or destroyed in any way, without explicit written consent from the City of Saskatoon, and subject to the following:

- a) Trees will not be pruned, trimmed or removed merely for the purpose of opening up views from private property.
- b) Except for traffic signs or signals or street signs, trees obstructing commercial signs, billboards, or other forms of advertising, will not be pruned, trimmed or removed merely for the purpose of making the commercial sign more visible to the public.
- c) Trees will not be removed for the purpose of relocating driveways or structures unless:
 - i) the tree can be successfully relocated; or
 - ii) the tree can be replaced by one of similar quality; and
 - iii) the replacement or removal costs will be paid by the owner making the request, and such costs will be based on the Compensation Formula and any Additional Costs.

CITY OF SASKATOON

COUNCIL POLICY

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
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- d) Requests to remove or replace trees for reasons other than those cited above will be dealt with on their own merit; however, in general:
 - i) trees that are healthy and sound, and over 15cm (6") dbh will not be removed;
 - ii) trees that are healthy and sound, and less than 15 cm (6") dbh can be relocated, subject to the Additional Costs; and
 - iii) trees that are not healthy and sound, may be pruned and monitored for health, or removed.

3.4 Protection

The City will expect residents, contractors, agencies and the City working near or carrying on any operation near a tree on City Property to take reasonable precautions to prevent damage to such trees.

- a) The City will seek to hold liable residents, contractors, Agencies and motor vehicle owners or drivers for any loss of or damage to tree(s) on City Property occurring as a consequence of work, operations, deliberate acts, motor vehicle accidents or negligence, and such loss claimed will be an amount based on the Compensation Formula and any Additional Costs.
- b) Residents, contractors and Agencies will be required to adhere to the City's Tree Protection Guidelines for Construction Sites, attached to this Policy as Schedule "C".
- c) In the case of an application for demolition, construction, development or building move with respect to property where there are or are likely to be trees on City Property impacted, the applicant will be required, as a condition of any such permit, to acknowledge in writing that the applicant agrees that the appropriate measure for damages to trees on City Property will be based on the Compensation Formula, and further will be obliged to deliver to the City a deposit equal to the total estimated value of the tree(s) on City Property on or near the site, based on the Compensation Formula, plus an amount equal to twenty percent (20%) of the same, and this deposit will be retained as a damage holdback by the Infrastructure Services Department. In the alternative to delivery of the deposit, the applicant may

CITY OF SASKATOON

COUNCIL POLICY

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
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provide evidence of insurance to the City naming the City as an additional insured on a comprehensive general liability insurance policy applicable to the work that is to be performed. In the event that trees on City Property are either damaged or destroyed as a result of the work performed, the City will either retain an amount of the deposit or make a claim under the insurance policy equal to the amount of the damages sustained based on the Compensation Formula.

3.5 Straddling Trees

- a) The City will follow the implementation process and procedure set out above, and treat such trees in the same manner as trees on City Property.
- b) In addition, in the case of Straddling Trees the following provisions will apply:
 - i) The owner requesting that the City prune or maintain a Straddling Tree will be advised in writing that the tree is privately owned and that the City is prepared to maintain the tree in accordance with the City's standards and practices provided the owner signs a consent to tree maintenance form, a copy of which is attached to this Policy as Schedule "A";
 - ii) Pruning or maintenance of a Straddling Tree will be scheduled at the City's convenience as part of routine activities in the subject area; and
 - iii) If the Straddling Tree is dead, hazardous or no longer viable to maintain, the City will undertake to remove the tree in accordance with its tree removal schedule for the area.
- c) The value of the tree will be calculated as per Section 4.1 of this policy.

CITY OF SASKATOON

COUNCIL POLICY

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>7 of 8</i>

3.6 Building Moves

All building moves will be required to follow the procedures as outlined in the “Building Move Information and Guidelines” contained in The Building Bylaw, Bylaw No. 7306.

- a) The building mover (contractor) is responsible for all damages to City trees, associated with the move, and all associated costs.
- b) Each applicant for a building move permit will be required to issue a deposit or bond for the total amount of the estimated tree's value plus twenty percent (20%) for damage holdback, issued to the Infrastructure Services Department.

4. EQUITABLE COMPENSATION FORMULA AND TREE VALUATION

- 4.1 The value to be used in establishing compensation for damage to or loss of a tree on City Property will be based on the then current “Guide for Establishing Values of Trees and Other Plants” adopted by the International Society of Arboriculture. In the case of damage that is repairable, the damage will be appraised and the reduced tree value and/or cost of the repair will be used to determine the Compensation Formula, a copy of which is attached to this Policy as Schedule “B”.
- 4.2
 - a) If an existing tree is 6” or less in diameter, the cost per tree to move it to an alternate location is approximately \$500, however, actual cost of labour, equipment and materials will be charged after completion of the work.
 - b) If a tree is larger than 6” in diameter and requires cutting down, the cost is approximately \$1,500 (including labour, equipment and materials), however, actual cost will be charged after completion of the work.
 - c) If the tree is replaced at the same or an alternate location, the cost of a new tree is \$310, plus labour, equipment and materials for staking, mulching and watering, ranging from approximately \$110 to \$200, depending on location and bid price, however, actual cost will be charged after completion of work.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-011

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>8 of 8</i>

5. DEFERRED TREE REPLACEMENT ACCOUNT

- 5.1 The City will establish a fund to retain any monies received for compensation with respect to trees on City Property and the fund will be utilized for the purposes of tree replacement or enhancement of the urban forest.

6. RESPONSIBILITIES

6.1 Infrastructure Services Department

- a) Establish technical standards and practices pertaining to the planting, care and maintenance of trees on City Property.
- b) Administer the provisions of this Policy.

6.2 City Council

- a) Consider and, where appropriate, approve amendments to this Policy.

6.3 The City of Saskatoon

- a) Consider and, where appropriate, reimburse all costs associated with the cutting down and/or replacement of each tree that is affected by all projects initiated by the City of Saskatoon, with all costs being charged to the appropriate Capital or Operating Budget.

SCHEDULE "A" TO POLICY C09-011



Urban Forestry

**CONSENT TO TREE MAINTENANCE FOR BOUNDARY LINE (STRADDLING)
STREET TREES**

I/We, _____ am/are the registered owner of
(please print name)

(please print address including postal code)

in the City of Saskatoon and, as such, I/we request the City of Saskatoon (the City) to provide maintenance of the tree(s) located on my property, on the border of the road allowance, as described below.

I/we agree that any maintenance service provided by the City shall be in accordance with the current policy and practice of the City.

I/we understand and agree that the City shall not be liable for any claims whatsoever in respect of the tree(s) and I/we hereby agree to save harmless and fully indemnify the city, its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the City arising out of the City's performance or non-performance of the tree maintenance services described below.

I/we agree that for a period of 3 years from the date of maintenance to neither prune, nor remove the tree(s) without prior written authorization from the City of Saskatoon, Urban Forestry. I/we understand that I/we will be responsible for paying the cost of the city work if the terms of this agreement are violated

Owners Signature

Owners Signature

Witness

Date: _____

For City Use Only

TREE ID	POS	SPECIES	DBH	OWN	MNT	Location Detail

SCHEDULE "B" TO POLICY C09-011

Trunk Formula Method Worksheet*

Case # _____ Property: _____ Date: _____

Appraiser(s): _____

Field Observations

1. Species: _____ Cell# _____
2. Condition: _____
3. Trunk Circumference: _____ in/cm Diameter: _____ in/cm
4. Location % = Site _____ Contribution _____ Placement _____ $\div 3 =$ _____

Regional Plant Appraisal Committee and/or Appraiser-Developed or - Modified Information

5. Species rating: _____
6. Replacement Tree Size (diameter) _____ in/cm
(Trunk Area) _____ $\text{in}^2/\text{cm}^2 \text{TA}_R$
7. Replacement Tree Cost _____
(see Regional Information to use Cost selected)
8. Installation Cost \$ -
9. Installed Tree Cost \$ -
10. Unit Tree Cost _____ per in^2/cm^2
(see Regional Information to use Cost selected)

Calculations by Appraiser using Field and Regional Information

11. Appraised Trunk Area:
(TA_A or ATA_A ; use Tables 4.4-4.7)
or c^2 (#3) _____ x 0.08 _____ in^2/cm^2
or d^2 (#3) _____ x 0.785 _____
12. Appraised Tree Trunk Increase (TA_{INCR})
(TA_{INCR}) = TA_A or ATA_A _____ in^2/cm^2 - TA_R _____ in^2/cm^2 = _____ in^2/cm^2
13. Basic Tree Cost =
 TA_{INCR} _____ in^2/cm^2 x Unit Tree Cost \$ - per in^2/cm^2 + Installed Tree Cost = \$ -
= \$ -
14. Appraised Value =
Basic Tree Cost \$ _____ x Species Rating 0% x Condition 0% x Location 0%
= \$ -

15. If the Appraised Value is \$5,000 or more, round it to the nearest \$100; if it is less, round to the nearest \$10

16. Appraised Value = \$ -

Items 5 through 10 are determined by the Regional Plant Appraisal Committee. The Wholesale Replacement Tree Cost, the Retail Replacement Tree Cost, or the Installed Tree Cost (#9) divided by the Replacement Tree Size (#6) can be used for the Unit Tree Cost (#10), or it can be set by the Regional Plant Appraisal Committee.

* Developed by The Council of Tree & Landscape Appraisers and Endorsed by the International Society of Arboriculture (ISA)

SCHEDULE C TO POLICY C09-011

Preventing tree damage in a construction zone

Equipment and vehicles can injure tree trunks, break branches, tear bark or damage roots. Construction damage may result in reducing the value of the tree or lead to the decline and death of a tree.

The purpose of these guidelines is to reduce the number of trees which are unnecessarily damaged or removed as a result of any construction activities.

Anyone failing to adhere to the tree protection policies and guidelines will be financially responsible for any resulting damage to trees. Restitution for damages to City trees will be assessed on the value of the plant material as well as the cost of any removal or repairs.

Any unauthorized excavations, removal, relocation, pruning, or damage in part or whole of existing trees adjacent to your work site is not allowed and may result in a fine or penalty that may be imposed under this policy.

1. Plan ahead

Prior to proceeding with any construction near City trees, a city arborist must be contacted.

2. Protective fencing and hoarding

A protective barrier or fencing will be required to keep vehicles and equipment away from trees.

For trees within 3-5 meters of construction, place a standard snow fence at the farthest possible distance from the tree(s).

For trees within 1-3 meters of construction, use 12.5 mm (1/2") thick plywood sheeting, 1220 mm (48") in height, enclosing tree(s) at the farthest possible distance from trees.

For trees within 1 meter of construction, use 39 X 89 X 2400 mm (2" X 4" by 8' long) boards secured vertically at 300 mm (12") intervals around the tree trunk with strapping or an equivalent method of securing the boards.

Tree Protection barriers are to be erected prior to the commencement of any construction or grading activities and are to remain in place throughout the entire duration of the project.

3. Protecting tree roots

Severing major tree roots impact both the health and stability of a tree. The critical root zone area is within the drip line of the tree.

SCHEDULE C TO POLICY C09-011

Preventing tree damage in a construction zone

4. Do not pile or leave fill near the tree trunk

Most roots are located in the upper 30 cm of the soil, piling soil over them or changing the grade near an established tree will reduce water infiltration and air exchange around the roots.

5. Digging around trees

Excavations within 3.0 meters of a tree:

You will only be permitted to excavate on one side of the tree.

All exposed roots must be pruned with a sharp pruning tool to provide a clean severance of the root.

Exposed roots must be protected from drying out during construction by placing a tarp over the excavation wall during construction.

Backfill around the roots as soon as possible.

Excavations beyond 3.0 meters of a City tree:

Excavations beyond 3.0 meters of a tree, roots are to be backfilled around the roots as soon as possible to prevent any exposed roots from drying out.

6. Prevent compaction under the drip line of a tree

No grade changes, storage of materials or equipment is permitted within the critical root zone area of a tree.

To prevent compaction of the root zone, a wood chip mulch 15 cm (6") in depth within the root zone of the tree and 10 cm (4") away from the trunk is required.

7. Water

Adequate water over the entire root zone is required during and after construction.

If the soil in the root zone has been compacted, aeration to improve conditions for oxygen supply and water uptake by the roots is required. Holes drilled throughout the root zone to a depth should be at least 30 cm deep.

8. Tree Removal and Relocation

Any requests for removal, cutting, pruning, or relocating a tree must be approved by the Parks Manager.



Government
of
Saskatchewan

Business Rising "B"

Community Planning

*Ready for
Council
Sept 6/19*

Ministry of Government Relations
Rm 978, 122-3rd Avenue North
Saskatoon, Canada S7K 2H6

Phone: (306) 933-7883
Fax: (306) 933-7720

Notice of Decision

CERTIFICATE OF APPROVAL

Under *The Planning and Development Act, 2007*

Our File: T0434-19S
Your File: 17-3191cd

August 23, 2019

Tom Webb, SLS
Webb Surveys
222 Jessop Avenue
SASKATOON SK S7N 1Y4

Dear Tom Webb:

**Re: Town of Dalmeny
SE ¼ Section 10-39-06-W3M
Proposed Parcel BA – Industrial**

Under subsection 128(4) and section 129 of *The Planning and Development Act, 2007* (PDA), the proposed subdivision described on the attached plan is hereby **APPROVED**.

Municipal Reserve

Section 181 of the PDA requires a landowner subdividing land to provide, without compensation, part of the land, or money in lieu of that part of the land, as municipal reserve for public use. Since neither dedicating such a parcel nor deferring the requirement is desirable, and since the applicant has paid an appropriate amount to the municipality's Dedicated Lands Account, I hereby waive the requirement for dedicating land under section 187 of the PDA.

Legal

To complete the registration of the proposal, you must submit this Certificate of Approval along with the documents required for registration to the Information Services Corporation. You can obtain further information about plan registration and title issuance at www.isc.ca.

This Certificate of Approval is subject to the following legal limitations and qualifications:

1. It does not establish the method of registration prescribed under *The Land Titles Act, 2000*.
2. It is valid for 24 months from the date of issue. If requested before the expiry date, it may be reissued for a fee of \$100.00. After the expiry date, such a request must be considered a new application subject to the full examination fees.
3. It does not eliminate the need to comply with the requirements of any other government department or authority, or with the municipality's building, zoning or other bylaws.

General Comments

If any digging or excavating is to be done **SaskTel**, **SaskPower**, and **SaskEnergy** must be contacted for a free cable, power, and pipeline location service. Please contact SASK 1st CALL at 1-866-828-4888 for line locates. If any construction plans conflict with these facilities, the owner will be required to contact the corporation to discuss details regarding the possibility of moving the facilities and related costs.


SaskPower may require the signing of an easement agreement related to this subdivision proposal. By signing the utility declaration form, as submitted with the application, the landowner has indicated to the Community Planning branch that they will agree to an easement when requested by the utility companies. While the form is signed to expedite the subdivision review process, it does not replace the signing of easements for existing facilities required by utility companies.

The **Water and Wastewater Division, Water Security Agency (WSA)** recommends a centralized water source to promote the protection of human health and safety. The developer intends to connect with the municipal water and sewer system. Permits to construct must be issued by the WSA prior to connection to the municipal water and sewer systems. No extension, alteration or connection to the municipal water or sewer system is to be undertaken before the issuance of applicable permits.

Fees

Thank you for payment covering our examination and approval fees.

Sincerely,

A handwritten signature in blue ink, appearing to be 'J. Guenther', written over the printed name.

John Guenther, MCIP, RPP, PhD
Director of Community Planning

Attachment

cc: SaskPower (Land Department)
SaskEnergy/TransGas (Land Department)
SaskTel (Land Department)
Town of Dalmeny (J. Weninger, Administrator)

T. R. Webb, May 1, 2019
Saskatchewan Land Surveyor

HWY #305 SEAL

Reg'd Plan E No CK 4191

Reg'd Plan 20 No 75531481

2nd AVENUE SOUTH

Reg'd Plan 20 No 64S05924

STREET FOURTH

Plan No AB 101849531

Reg'd Plan B 19 No 64S05924

Reg'd Plan No U2 80S28627

Plan No 10 80S28627

STREET THIRD

15.24

Reg'd Plan No 101957395

Utility 66S11925

Municipal 66S11925

Plan No MU2 102264825

Plan No B 102264825

1st AVENUE SOUTH

Plan No JJ 102012343

Reg'd Plan No 66S11925

186.59

54.86

54.86

186.63

LS 7

AA

THE SUBDIVISION SHOWN WITHIN THE BOLD DASHED LINE IS HEREBY APPROVED AS PER THE ATTACHED NOTICE OF DECISION 101849531

DIRECTOR OF COMMUNITY PLANNING

VALID FOR 24 MONTHS FROM: AUG 23 2019

Prepared by LS 2

Webb Surveys

17-3191cd CAS

LS 1

Sec 10-39-6-3



August 20, 2019

File: 21020-50/WW/Con/Mun/Dalmeny

Mayor and Council
Town of Dalmeny
301 Railway Avenue
DALMENY SK S0K 1E0

Dear Mayor and Council;

Re: Permit for Construction – Water Main Installation
Permit No. 00071053-00-00

Enclosed is a Permit for Construction of Waterworks or Sewage Works. The Engineering and Approvals Unit of the Water Security Agency issues this permit on behalf of the Minister under the authority of *The Environmental Management and Protection Act, 2010* (EMPA) to the Town of Dalmeny for construction of works located at ISC Parcel Number's 201251281 and 181445137. This permit allows for the installation of approximately 118 m of 200 mm diameter PVC water main on 1st Street, and approximately 28 m of 250 mm diameter PVC water main and 16 m of 150 mm diameter PVC watermain on Railway Avenue and 2nd Street, and all related appurtenances.

The construction of the approved works for the Town of Dalmeny is to be completed in accordance with information provided to the Water Security Agency on August 13, 2019, including:

- (a) "Application for Permit for Construction of Waterworks or Sewage Works" dated August 13, 2019;
- (b) The design brief titled "Town of Dalmeny – Water Main Improvements" prepared by Catterall & Wright;
- (c) Project drawings titled "First Street Railway Crossing Water & Sewer" prepared by Catterall & Wright;
- (d) Specifications titled "First Street Railway Crossing – Water & Sewer"; and,
- (e) Any other application correspondence or information relating to this project that was received by the Water Security Agency.

It is the responsibility of the Town of Dalmeny to follow the requirements set out in the attached permit and all referenced design standards and guideline documents. Failure to comply with any of the permit conditions may lead to the suspension or cancellation of this permit, or other appropriate enforcement action.

The following section provides additional details on portions of the attached permit, as well as other items relating to this project. Please note that all clauses listed in the Permit for Construction are of equal importance and must be adhered to regardless of whether they are discussed in this covering letter.

.../2

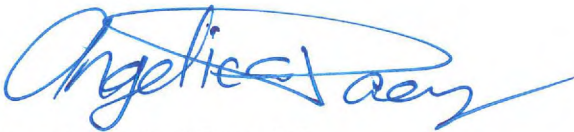
August 20, 2019

1. All substances, materials or compounds that may come in contact with water in the waterworks being treated to be potable and water that is potable shall conform to ANSI/NSF Standard 61 for health effects and the products shall be certified for potable use by an accredited agency, such as NSF, CSA, UL, etc.
2. This permit does not grant any permission to the Permittee or others to enter or build on land that is not owned or controlled by the Permittee. Please ensure that land access and control is acquired for both the construction and ongoing maintenance of the installed works.
3. Copies of our EPB documents can be found online at: www.saskh2o.ca/DWBinder.asp.
4. Please contact your Environmental Project Officer (EPO), Mr. Lee Reinhart, if you have any questions on disinfection or commissioning requirements. He may be contacted by phone at (306) 933-8367, or by email at Lee.Reinhart@wsask.ca.
5. **This project may require permits from other divisions of the Water Security Agency or from other agencies or regulators before construction may commence.** The issuance of a Permit for Construction indicates only that a project meets the construction requirements set out in *The Waterworks and Sewage Works Regulations*, and the applicable Water Security Agency construction guidelines (found at the link above). The project must meet the requirements set out in other relevant acts, regulations, and codes, such as The National Building Code of Canada, Canadian Electric Code, etc. Please note that our review is not a detailed engineering review of the application.
6. You must contact your EPO **prior** to commencing construction. Upon completion of construction, you must notify the EPO of completion, and submit “**as-constructed**” drawings. For new treatment works, operation and maintenance manuals must be submitted to the EPO as well.

To report an emergency or upset condition, please contact either your EPO or the 24-hour Upset Report Line at 1-844-536-9494.

If you have any questions about this permit, please feel free to call me at 306-787-9166, or email the Engineering and Approvals Unit at WSA.EngineeringandApprovals@wsask.ca.

Yours truly,



Angelica (Mica) Paez, B.E.
Approvals Engineer-in-Training
Engineering & Approvals
Environmental and Municipal Management Services Division
Water Security Agency

cc: Tanner Jackson, Catterall & Wright, Saskatoon
Senior Public Health Inspector, Saskatchewan Health Authority, Saskatoon Office
Lee Reinhart, Water Security Agency, Saskatoon

Enclosure

Permit for Construction of Waterworks or Sewage Works

Environmental and Municipal Management Services Division

Issued pursuant to Section 27 of
The Environmental Management and Protection Act, 2010

Permit No.
00071053-00-00

Page 1 of 3

File: 21020-50/WW/Con/Mun/Dalmeny

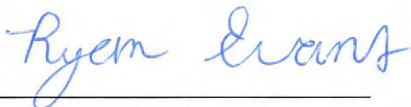
To: Town of Dalmeny (Permittee).

PURSUANT to section 27(2)(a) of *The Environmental Management and Protection Act, 2010*, a permit for construction of works located at ISC Parcel Number's 201251281 and 181445137 is issued in accordance with the attached Terms and Conditions. This permit allows for the installation of approximately 118 m of 200 mm diameter PVC water main on 1st Street, and approximately 28 m of 250 mm diameter PVC water main and 16 m of 150 mm diameter PVC watermain on Railway Avenue and 2nd Street, and all related appurtenances.

This Permit takes effect on the 20th day of August 2019.

This Permit expires on the 20th day of August 2022, unless cancelled or suspended before that date.

Issued for and on behalf of the Water Security Agency:



Ryan Evans, M. Sc., P. Eng.
Manager – Engineering & Approvals
Environmental and Municipal Management Services Division
Water Security Agency

Terms and Conditions

Section One: Definitions

- 1.1 All words and phrases have the same definitions as set out in *The Environmental Management and Protection Act, 2010*, and *The Waterworks and Sewage Works Regulations*, as the case may be.
- 1.2 In this Permit:
- (a) "Act" means *The Environmental Management and Protection Act, 2010*;
 - (b) "Regulations" means *The Waterworks and Sewage Works Regulations*;
 - (c) "Environmental and Municipal Management Services Division" means the Environmental and Municipal Management Services Division of the Water Security Agency;
 - (d) "Approvals Engineer" refers to the Approvals Engineer or Drinking Water Engineer of the Environmental and Municipal Management Services Division; and
 - (e) "Environmental Project Officer" refers to the Environmental Project Officer for the corresponding geographical administration area of the Environmental and Municipal Management Services Division.

Section Two: Construction

- 2.1 A copy of this cover letter and permit must be given to the person(s) supervising those performing the construction work, such as the contractor or employee.
- 2.2 Prior to commencing construction, the Permittee shall notify the Environmental Project Officer.
- 2.3 The construction of the approved works for the Town of Dalmeny is to be completed in accordance with information provided to the Water Security Agency on August 13, 2019, including:
- (a) "Application for Permit for Construction of Waterworks or Sewage Works" dated August 13, 2019;
 - (b) The design brief titled "Town of Dalmeny – Water Main Improvements";
 - (c) Project drawings titled "First Street Railway Crossing Water & Sewer" prepared by Catterall & Wright;
 - (d) Specifications titled "First Street Railway Crossing – Water & Sewer"; and
 - (e) Any other application correspondence or information relating to this project which were received by the Water Security Agency.
- 2.4 There shall be no changes to or deviations from the approved application materials without the prior written consent of the Water Security Agency. Any proposed change or deviation shall be submitted in writing to the Engineering and Approvals Section of the Water Security Agency for approval.
- 2.5 The Permittee shall ensure that all pipe, fittings and appurtenances shall conform to applicable standards or specifications issued by AWWA, CSA, CGSB or other acceptable references. Materials used for the construction, extension, or alteration of a water distribution works must comply with the latest versions of NSF/ANSI Standard 61 and NSF/ANSI 372.
- 2.6 The Permittee shall ensure that the new water system is pressure tested, disinfected following construction and proven bacteriologically safe prior to operation. Verification of bacteriological safety must conform to the latest edition of the "AWWA Standard for Disinfecting Water Mains C651" and "EPB 560A Waterworks Start-Up Protocol for Waterworks regulated by the Water Security Agency" EPB293 "Managing Wastes Generated by Water Treatment, Distribution, Maintenance" shall be followed.

- 2.7 Upon completion of construction, the Permittee shall:
- (a) notify the Environmental Project Officer; and
 - (b) submit "as-constructed" drawings to the Environmental Project Officer; and
 - (c) submit operation and maintenance manuals for new treatment works to the Environmental Project Officer.

Section Three: General

- 3.1 This Permit takes effect on the date shown on the Permit.
- 3.2 The Permittee shall complete construction of the works in accordance with the Permit by the date shown on the Permit.
- 3.3 If the Permittee is unable to complete the construction by the expiry date shown on the Permit, the Permittee shall advise the Approvals Engineer in writing, not less than thirty (30) days prior to the Permit expiry date, stating the reasons for non-completion and requesting an extension of the Permit.
- 3.4 This Permit is not an authorization or approval to operate the works without first obtaining a separate permit to do so in accordance with the Act and Regulations.
- 3.5 This Permit does not replace or supersede any approvals, licenses or authorizations that may be required from municipal, provincial or federal legislation. The Permittee will maintain in force all such approvals, licenses or authorizations that may be required.
- 3.6 This approval is subject to cancellation, alteration, or suspension as provided by the Act.
- 3.7 Where any notice or reporting is required to be given by the Permittee, it shall be provided to:
- (a) in the case of the Approvals Engineer:
Environmental and Municipal Management Services Division
Water Security Agency
Park Plaza
420 - 2365 Albert Street
REGINA SK S4P 4K1
Telephone: (306) 787-0726
Fax: (306) 787-0780
 - (b) in the case of the Environmental Project Officer:
Environmental and Municipal Management Services Division
Water Security Agency
101 - 108 Research Drive
SASKATOON SK S7N 3R3
Telephone: (306) 933-8367
Fax: (306) 933-6820

Report Date
9/06/2019 12:51 PM

Proposed

Dalmeny
Accounts for Approval
As of 9/06/2019
Batch: 2019-00044 to 2019-00046

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
14896-Man	8/13/2019	Webb Survey's 23488	ANNEXATION-2017	378.00	378.00
14897-Man	8/30/2019	SASK. WCB 2019-2/2	2019- 2/2 PAYMENT	9,962.64	9,962.64
14898-Man	8/30/2019	SaskEnergy Corp. 213	SASKPOWER/ENERGY PMT	8,740.37	8,740.37
14899	8/31/2019	Brandie Parker 1	JJ DAMAGE DEPOSIT RETURN	200.00	200.00
14900	8/31/2019	M.E.P.P. 199	AUGUST MEPP PAYMENT	9,636.18	9,636.18
14901	8/31/2019	Minister of Finance 18	AUGUST TAXES COLLECTED	42,666.69	42,666.69
14902	8/31/2019	Sask. Tel 339	SASKTEL PMT	1,872.19	1,872.19
14903	8/31/2019	SaskEnergy Corp. 214	STREETLIGHT POWER	1,604.65	1,604.65
14904	9/09/2019	101224767 Sask. Ltd. 18049	FIRE-UNIFORMS	2,184.48	2,184.48
14905	9/09/2019	Adventure Printing Ltd. 246	BANK DEPOSIT BOOKS	213.12	213.12
14906	9/09/2019	Asset Management Sask. Inc. 1014353329	ASSET MANAGEMENT JEFF/MAT	1,047.90	1,047.90
14907	9/09/2019	Bell Mobility Inc. 26	AERATION BUILDING AUTODIALER	67.65	67.65
14908	9/09/2019	Canadian National Railways 91478728	SIGNAL MAINTENANCE	248.00	248.00
14909	9/09/2019	Catterall & Wright 19-281	1ST ST CROSSING/LAGOON/OPS'S	1,863.23	1,863.23
14910	9/09/2019	Cervus Equipment 841812/842326	JOHN DEERE PARTS	193.37	193.37
14911	9/09/2019	Christa Willems 14	RECONCILIATION MEETING	115.30	115.30
14912	9/09/2019	Christine Van Meter 68	15 YEAR RECOGNITION	150.00	150.00
14913	9/09/2019	Drake PresSure Clean 17091401/082101	ARENA EXHAUST FAN-18/19	1,489.95	1,489.95
14914	9/09/2019	Early's Farm and Garden Centre 519947	WEED SPRARYING SUPPLIES	113.40	113.40
14915	9/09/2019	Frontline Outfitters 43814	POLICE-UNIFORMS	69.49	69.49

Report Date
9/06/2019 12:51 PM

proposed

Dalmeny
Accounts for Approval
As of 9/06/2019

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Batch: 2019-00044 to 2019-00046

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14916	9/09/2019	Gregg Distributors LP 858189/860621	BRUSH TRUCK/LAGOON SUPPLIES	118.01	118.01
14917	9/09/2019	hbi office plus F57938/F58379	OFFICE/POLICE/FIRE SUPPLIES	803.75	803.75
14918	9/09/2019	Husky Oil Marketing Company 7946/4003/89/05	PW-OIL FOR ROADS	1,997.50	1,997.50
14919	9/09/2019	Inland Heidelberg Cement Group 6284044	PW-GRAVEL	476.16	476.16
14920	9/09/2019	JDM Construction Corp 8400/8402/8401	OUTDOOR RINK/NUISANCE ORDERS	1,520.71	1,520.71
14921	9/09/2019	Jennifer Dunlop 2	REFUND UTILITY CREDIT	622.21	622.21
14922	9/09/2019	Jenson Publishing 52811/52884	LOCAL IMPROVEMENT ADS	827.42	827.42
14923	9/09/2019	Jim Weninger 57	TRAVEL/MEALS/EXPENSES	513.20	513.20
14924	9/09/2019	Loraas Disposal Services 117	COMPOST- JULY/MAY	7,641.53	7,641.53
14925	9/09/2019	Millsap Fuel Distributors Ltd. 527833-527945	PW-GAS/DIESEL	3,605.75	3,605.75
14926	9/09/2019	MuniCode Services Ltd. 49125/49175	BUILDING INSPECTIONS	290.76	290.76
14927	9/09/2019	Nor-Tec Linen Services 177906/178103	OFFICE/POLICE MATS	114.34	114.34
14928	9/09/2019	Pitney Works 84	OFFICE POSTAGE	1,260.00	1,260.00
14929	9/09/2019	Prairie Paving (2006) Inc. NO.071-099-P2	5TH ST MICROSURFACING FINAL	5,570.98	5,570.98
14930	9/09/2019	Praxair Distribution 91117020	PW-OXYGEN	102.96	102.96
14931	9/09/2019	Princess Auto 2087293	PW-SHOP SUPPLIES	85.42	85.42
14932	9/09/2019	Reed Security 1451225	SECURITY CAMERAS	471.75	471.75
14933	9/09/2019	Ricoh Canada Inc. 99032464/30905	OFFICE ROUTER/POLICE/FIRE	2,918.00	2,918.00
14934	9/09/2019	Robertson Stromberg 6	LAND PURCHASE-M MCDONALD	31,609.74	31,609.74
14935	9/09/2019	Robertson Stromberg 615517	REGISTRATION AGAINST TITLES	1,227.71	1,227.71
14936	9/09/2019	Roto Rooter F-10092/F-10086	SEWER LINE- 112 1ST/138 2ND	391.16	391.16
14937	9/09/2019	S.U.M.A.			

Report Date
9/06/2019 12:51 PM

Proposed Dalmeny
Accounts for Approval
As of 9/06/2019
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		90506	POSTAGE FOR METERS	342.91	342.91
14938	9/09/2019	Sask Research Council 10/11/793/22/52	WATER LAB TESTING	447.29	447.29
14939	9/09/2019	Sask Water SW063559	BULK WATER	41,624.47	41,624.47
14940	9/09/2019	Sask. Government Insurance 135	POLICE TAHOE/FIRE TRAILER PLAT	1,295.68	1,295.68
14941	9/09/2019	Sask. Parks & Rec. Assoc. 14	REC CONFERENCE- MAT	275.00	275.00
14942	9/09/2019	Saskatoon CO-OP 10127247	WEED SPRAY	347.96	347.96
14943	9/09/2019	Saskatoon CO-OP 1332	FIRE/POLICE/HANDIVAN FUEL	667.47	667.47
14944	9/09/2019	Sea Hawk Specialized 3338/19-1575/61	FIRE FOAM/TRUCK 21/23 INSPECT	2,762.13	2,762.13
14945	9/09/2019	Showtime Glass Inc. 20164	INSURANCE CLAIM FORD TRACTOR	1,460.09	1,460.09
14946	9/09/2019	South Side Auto & Fabrication 2039/1800/2059	STORAGE/BRUSH/POLICE OIL	739.28	739.28
14947	9/09/2019	STAT Emergency Medical Supply 2424	FIRE-MEDICAL SUPPLIES	332.48	332.48
14948	9/09/2019	Suncorp Valuations Ltd. IN50548	2019 PROPERTY APPRAISAL	2,915.18	2,915.18
14949	9/09/2019	Surge Ahead Electrical 219	COUNCIL CHAMBERS LIGHTS	195.36	195.36
14950	9/09/2019	Swish-Kemsol 262755/848103CR	JJ JANITORIAL	48.56	48.56
14951	9/09/2019	Ted Mossop 66	SPRAY/PLAY GOLF REFUND	250.00	250.00
14952	9/09/2019	The Bolt Supply House Ltd. 6714423-00	JJ LIGHT POST	66.75	66.75
14953	9/09/2019	Town of Langham LFD 19-069	MUTUAL AID-LOCAL FIRE	375.00	375.00
14954	9/09/2019	Trans-Care Rescue 18431	FIRE-SCBA REFILL	133.20	133.20
14955	9/09/2019	U.M.A.A.S. 41	ISC/LAFOIP WORKSHOP	315.00	315.00
14956	9/09/2019	University of Regina GR008826/8872	POLICE-SCOTT S TRAINING	6,434.22	6,434.22
14957	9/09/2019	Vic's Eavestroughing & Ext Ltd 29507	ARENA EAVESTROUGHING	850.26	850.26
				Total for AP:	206,863.96



Customer Automated Funds Transfer

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SID:164098132 Current System Date: 2019-Aug-12 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

Page 1 of 1

Anderson, Scott
Bates, Lyle
Cowley, Cody
Dyck, Bradley
Elder, Rick
Furi, Bonnie
Halcro, Mathew
Honeker, Sheila
Janzen, Kelly
Johnson, Jeffrey
Klein, Marlvs
Mossop, Edward
Rowe, Scott
Sonmor, Rick
Spence, Paige
Splawinski, Scott
Trayhorne, Laurelea
Van Meter, Christine
Weninger, Jim

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C	1426.07
C	868.29
C	980.89
C	1411.29
C	1069.72
C	46.27
C	1286.71
C	525.50
C	1318.61
C	1625.51
C	975.62
C	1905.10
C	1904.79
C	1388.67
C	840.37
C	1250.00
C	573.30
C	1447.45
C	2675.70

23,519.86



Customer Automated Funds Transfer

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SID:493933419 Current System Date: 2019-Aug-26 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

Page 1 of 1

Anderson, Scott
Berrecloth, Colleen
Cowley, Cody
Derkson, Crystal
Dyck, Bradley
Elder, Rick
Furi, Bonnie
Halcro, Mathew
Janzen, Kelly
Johnson, Jeffrey
Klein, Mariys
Mossop, Edward
Rowe, Scott
Sonmor, Rick
Spence, Paige
Splawinski, Scott
Trayhorne, Laurelea
Van Meter, Christine
Weninger, Jim

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C	1426.07
C	442.94
C	881.67
C	232.39
C	1705.53
C	1287.28
C	577.88
C	1286.71
C	1318.61
C	1625.51
C	805.80
C	2039.66
C	1939.31
C	1615.79
C	943.42
C	1250.00
C	518.81
C	1447.45
C	2675.70

24,020.53



Customer Automated Funds Transfer

[Main Menu](#)[Log off](#)[Help](#)

SID:835692889 Current System Date: 2019-Sep-03 UserID: CUPSSD3380

Payor/Payee's List Ready for Manual Release

Originator ID: 2288945575 Originator Name: Town of Dalmeny Currency: CAD

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<u>Anderson, Alicia</u>	C	170.69
<u>Bueckert, Greg</u>	C	301.94
<u>Hueser, Wilbur</u>	C	170.69
<u>Kroeker, Jonathan</u>	C	661.26
<u>Redekop, Jonathan</u>	C	301.94
<u>Russin, Karly</u>	C	301.94
<u>Slack, Edward</u>	C	301.94
<u>Willems, Christa-Ann</u>	C	66.59
<u>Zoller, Anna-Marie</u>	C	301.94

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2,578.93

August Outstanding Municipal and School Property Taxes, along with Frontage Taxes

2019	Current	Arrears	Total
Municipal	\$ 446,893.17	\$ 143,558.93	\$ 590,452.10
School	\$ 154,083.12	\$ 35,626.42	\$ 189,709.54
Frontage	\$ 161.70		
Totals	\$ 601,137.99	\$ 179,185.35	\$ 780,323.34

2018	Current	Arrears	Total
Municipal	355,415.43	114,915.78	470,331.21
School	136,618.26	32,435.93	169,054.19
Frontage	156.65		156.65
Totals	492,190.34	147,351.71	639,542.05

2017	Current	Arrears	Total
Municipal	333,834.82	121,496.17	455,330.99
School	126,542.43	34,017.47	160,559.90
Frontage			
Totals	460,377.25	155,513.64	615,890.89

2016	Current	Arrears	Total
Municipal	315,972.93	132,831.00	448,803.93
School	130,085.99	36,718.87	166,804.86
Frontage			
Totals	446,058.92	169,549.87	615,608.79

Correspondence A

*Ready for Council
Sept 6/19*

Prairie Rivers Reconciliation Committee



The peoples of **Prairie Rivers Reconciliation Committee** are committed to travelling together on a path of reconciliation. In the spirit of Truth and Reconciliation and Calls to Action we agree on the need to develop stronger relationships and trust among the people, organizations and communities making their home in the Treaty 6 territory and the homeland of the Métis.

VISION: Neighbouring peoples, organizations and communities working together in a good way to achieve reconciliation.

MISSION: PRRC is a partnership of diverse peoples, organizations and communities from different cultures committed to creating inclusivity by building strong relationships, through education and by relearning our shared historical truth.

To develop these relationships, we will prioritize two areas of work:

1. Education:
 - Learning and relearning our historical past.
 - Continuing to expand our circle to include others at different places on their journey towards understanding and reconciliation.
2. Building Relationships:
 - Creating an inclusive community through partnerships;
 - Restorative in nature to heal racial tensions.
 - A commitment for continued education for our committee members, organizations and communities.

Prairie Rivers Reconciliation members commit through their work to:

- Pray, listen, think openly and trust each other.
- Build spiritual and cultural understanding.
- Understand each other's history & culture respectfully through patience and dialogue.
- Be thoughtful in how our communities come to the table.
- Work together and move forward for the greater good.

The Working Principles for the Prairie Rivers Reconciliation are:

- A personal and organisational commitment of time and resources.
- Collective short/long-term goals and passion, action oriented.
- Diversity and inclusiveness: all voices are heard, strengths of individuals are leveraged.
- An established common language and safe spaces for discussion, and listening.
- Taking care of each other, personal relationships, and honesty.
- Patience with each other.
- Open mindedness with an awareness of our own biases.
- Understanding issues and celebrating successes.

Together, we want to...

- Focus on moving forward for the greater good.
- Continue meeting regularly as a means to achieve our goals.

Prairie Rivers Reconciliation Committee



- Continue expanding the circle to include other stakeholders.
- Continue joint planning for events.

Quotes and Words to inspire:

Senator Murray Sinclair

- *"Reconciliation at its heart is simple: I want to be your friend and want you to want to be my friend. And if we're true friends then we'll work it out. We want our children to live beside each other in a mutually respectful relationship."*
- *"Reconciliation not about recreating what was in the past or what was not in the past. It is about something new."*
- *"We need to create a country where both can co-exist, where our children are allowed to be true to their identity."*

Prairie Rivers Reconciliation Committee Terms of Reference

Committee membership:

- the committee is comprised of individuals, organizations and communities committed to learning about reconciliation and actively working towards reconciliation.
- there are no membership restrictions, and anyone can join this committee
- the committee will seek counsel from First Nations and Métis Elders

Elected positions:

The committee is supported by Chair(s), a treasurer and note takers

- members can put their name forward or be nominated
 - They must be a member of the committee for one(1) year, demonstrating active participation and regular attendance of meetings
- members can hold positions for consecutive terms
- voting will take place during January each year
- members can place one vote per person, per position
- voting will be done by secret ballot
- positions are held for a period of two(2) years

Member responsibilities:

Committee members commit to being a regular, active participant. Work is shared among committee members to ensure everyone has the opportunity to participate. Subcommittees are created as needed to support various committee initiatives. Members are tasked with the following responsibilities:

- undertake tasks or projects
- join and participate in subcommittees
- share information on Facebook
- promote the work of the committee and subcommittees
- apply for funding
- act as a role model and advocate for reconciliation
- plan and provide educational opportunities
 - work with other members in their home community to host one(1) new educational opportunity per year
- engage with neighbouring individuals, organizations and communities
- establish relationships between members and partners, engaging in reciprocal learning to understand each others history, culture and values

Meetings:

- the committee meets monthly, with the exception of either July or August
- meetings will be hosted by different member communities
 - The distance the committee is able to travel must be within reason
- the committee will invite an Elder to provide a blessing and feedback each meeting
- there will be one educational component at each meeting

Funding:

The committee does not have an annual budget and actively works to obtain funding for coordination, meetings, events and projects



Correspondence 'B'

Rec'd by for
Council
Sept 6/19

August 12, 2019

Town Of Dalmeny
PO BOX 400
DALMENY SK S0K 1E0

To Whom It May Concern,

We are writing to you today to let you know about some upcoming changes for your industry. As you may be aware, several changes have recently occurred in the passenger for hire industry. For instance, the Highway Traffic Board no longer regulates passenger for hire services and safety requirements through Operating Authority Certificates. This responsibility has been moved to SGI. Intercity bus service is now being offered by several smaller carriers, using smaller buses or vans. Rideshare companies now operate in Saskatchewan and new legislation to regulate and monitor rideshare companies has also been implemented through *The Vehicles for Hire Act and Regulations*.

This new legislation has introduced new provincial requirements for drivers and vehicles to ensure the safety of all passengers. Similar to Class PC, PS and PB, the regulations now require all taxi, limousine and rideshare vehicles to have annual vehicle safety inspections. The regulations also require annual criminal record checks for these passenger for hire drivers.

To ensure consistency and safety for all passenger for hire services, SGI will be introducing similar criminal record check requirements for all drivers operating vehicles in Class PS, PC and PB. Your company will be responsible for ensuring criminal record checks are completed for all of your drivers and maintained in your company's driver files. Criminal record checks can be completed by local law enforcement or an online criminal record check service if approved by SGI.

In addition, the safety performance of carriers in these classes that operate vehicles with 10 or less passengers will now be monitored through the National Safety Code. Currently, only vehicles with more than 10 passengers are monitored. SGI will be changing the regulations to monitor all carriers transporting passengers for hire regardless of the seating capacity of their vehicle.



SGI has consulted with several impacted stakeholder groups regarding these changes, including school boards and the Saskatchewan Motor Coach Association. SGI's priority is to ensure that all passengers on Saskatchewan roadways are being transported safely. Implementing the requirement for an annual criminal record check will help ensure that drivers operating these vehicles do not present a risk to the passengers they are transporting. In addition, monitoring these carriers through the National Safety Code will ensure that appropriate action is taken if safety is compromised.

At this time, SGI anticipates that these changes will come into effect in the Fall of 2019. The purpose of this letter is to simply inform you that these changes will be coming. We will be in touch with further information once a date is known.

Sincerely,

Carrier & Vehicle Safety Services
SGI Auto Fund

Correspondence C2

Ready for Council

Sept 6/19

Jim Weninger

From: DalmenyTownOffice <DalmenyTownOffice@sasktel.net>
Sent: August-26-19 1:53 PM
To: 'Jim Weninger'
Subject: FW: Protecting Your Municipality from E-Theft and Other Fraud

From: SUMAssure <inquiries@sumassure.ca>
Sent: Monday, August 26, 2019 11:38 AM
To: dalmenytownoffice@sasktel.net
Subject: Protecting Your Municipality from E-Theft and Other Fraud

Protect your municipality from cyber attacks.

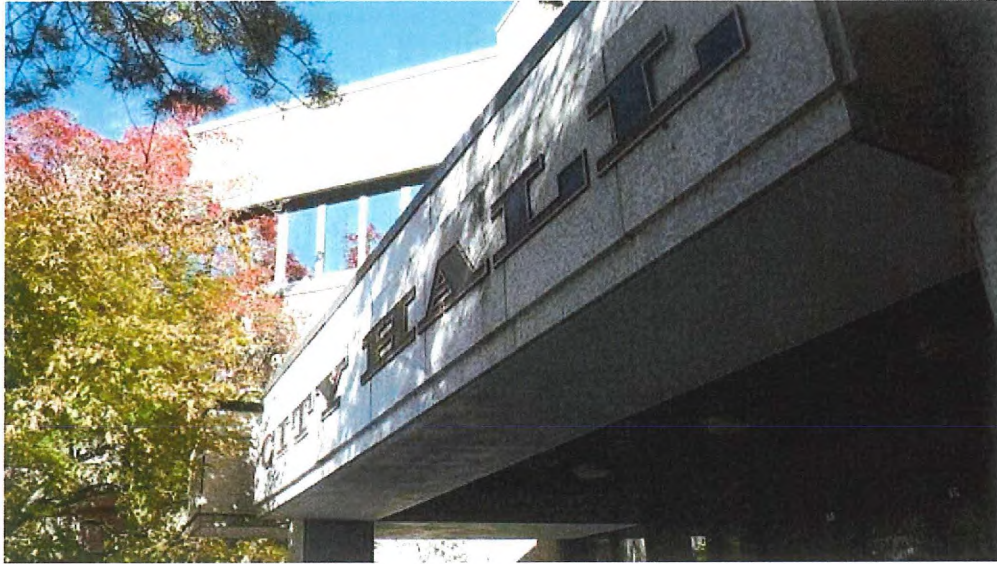
Email not displaying correctly?
[View it in your browser.](#)

RISK MANAGEMENT BULLETIN

AUGUST 2019 - BONUS

SUMAssureNews

**City of Saskatoon loses more than \$1 million in
"phishing" fraud scheme**



Even Saskatchewan's largest municipality can be vulnerable to the latest type of fraud, which involves tricking employees into bypassing security measures, allowing fraudsters to steal from the organization. Commonly referred to as social engineering fraud, it is also called “phishing,” “payment diversion fraud” or “e-theft.”

The scheme is simple but effective: The fraudsters communicate via email or phone with an employee of an organization, pretending to be a senior officer or executive, a vendor, or a client of the company, and induce the employee to voluntarily transfer funds or securities to them. Most often, these schemes will have the employee redirect electronic payments to a new account number.

Prevention

- **Make sure all employees are aware of this type of fraud**, especially staff in the finance department or departments that deal with vendors and other third parties. Remind employees that business-related information can be used to engineer this type of fraud, and to be careful what they share in public forums—including social media. Build in tests and simulations to ensure employees are following established

procedures and protocols, and help them recognize the signs of a fraudulent message.

- Verify the validity of an incoming email/phone call from a “senior officer” requesting an urgent wire transfer or other payment. Watch email addresses carefully; fraudulent emails often look very similar to legitimate email addresses, but will go to the fraudster instead of the senior officer. You can set up password procedures with vendors and staff to verify the authenticity of these types of requests.
- Only change wire transfer instructions from clients or vendors when requests are made on letterhead **and** you’ve verified the request through a phone call to the client or vendor. If an email requests changes to payment or wire transfer instructions, **call the contact using the information you have on file**, to ensure you’re not calling someone involved in the fraud scheme.
- Provide a list of pre-approved vendors to employees to help them verify any changes. Keep your list of approved vendors and their contact information updated so it’s easy to confirm account or payment method changes and avoid fraud.
- Even the most prepared can fall victim to these types of losses. SUMAssure offers Cyber Liability and Social Engineering Crime insurance policies to protect your municipality if the above measures fail.

For more information on social engineering or cyber attacks, and the best policy to protect your municipality, please contact your SUMAssure representative.

Saskatchewan South

[Susan Fedyck](#)



Phone: 306-569-6715

Saskatchewan North

[Kevin Madden](#)

Phone: 306-975-8860

QUESTIONS? Visit our website
sumassure.ca



[Forward to Friend](#)

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Phone: 866-450-2345 | Email: inquiries@sumassure.ca

Our mailing address is:

Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9

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This email was sent to dalmenytownoffice@sasktel.net

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

SUMAssure · Unit 305 - 4741 Parliament Avenue · Regina, SK S4W 0T9 · Canada

CAO REPORT

September 9, 2019

1. SunCorp Valuations:

Managing Director, Public Sector Valuation Group Chris Parr of SunCorp Valuations completed the 2019 appraisal by updating specified property of interest to the Town of Dalmeny on Tuesday, August 6, 2019. SunCorp Valuations will forward this appraisal report to SUMAssure who will use this information to update the Town's insurance coverage.

2. Para-Transit Bus:

The Para-Transit Bus Committee will be inspecting the new para-transit bus on Thursday, September 12, 2019. If everything meets with the Committee's approval, the para-transit bus will be delivered to the Town of Dalmeny on Friday, September 13, 2019 and put into service. The existing para-transit bus will be traded in at this time.

3. Great Plains College Heavy Equipment Operator Program:

Great Plains College (GPC) Heavy Equipment Operator (HEO) Program commenced in Dalmeny on Monday, August 26, 2019 and will be completed on Friday, September 20, 2019. To date GPC HEO Program has removed numerous loads of clay from the East Retention Pond. They also removed all of the trees on the Town's Wakefield Place property and have levelled the soil on the property. They are presently working at these two sites, along with working at the site of the ball diamond closest to Highway 305 South. It has been estimated that if the Town were to pay for the work completed at Wakefield Place it would have cost \$12,000.00. Five thousand for the removal of the trees and \$7,000.00 for the levelling of the soil. The ball diamond work has been estimated at \$5,000.00, which includes the removal and replacement of the soil. Once the ball diamond has been properly groomed, crusher dust will be applied the infield of this ball diamond.

4. Weeded Area:

To reduce the risk of fire in the weeded area south and east of the Arena, Great Plains College (GPC) Heavy Equipment Operator (HEO) Program will assist the Town with the south side of Wakefield Avenue from the east side of the evergreens to Lift Station #2. Public Works Manager Jeff Johnson has looked into renting a bush hog, which is an attachment for the Bobcat to complete the area south of the Arena. Failing that, we will ask for another quote on this work.

5. Hail Insurance Claim – July 2018:

Estimator/PM – Construction Kent Roberts of Lydale Construction (1983) Co. Ltd. advised the Town that all repairs totaling \$150,782.28 relating to the hail storm in July 2018 were completed. Estimator/PM – Construction Kent Roberts and Chief Administrative Officer Jim Weninger physically reviewed and took pictures of each site on Wednesday, August 29, 2019. Other than a few areas, everything seemed to meet with the Town's approval. Chief Administrative Officer Jim Weninger has also contacted Senior Adjuster/TEC Specialist Carey Knihniski of Claimspro to clarify why the shingles were not replaced on the Fire Hall and Red Barn, and why the X90 siding was not replaced on the Town Shop.

6. Prairie Regional Reconciliation Committee Agenda:

The next meeting of the Prairie Regional Reconciliation Committee will be held on Tuesday, September 10, 2019 in Dalmeny, SK.

7. Local Improvement Petitioning Period:

Effective 10:00 a.m. on Friday, September 6, 2019 the deadline for the petitioning period for the Ross Court local improvement and the Prairie Street local improvement ended. Bylaws will be presented at the September 9, 2019 Regular meeting to undertake this work in 2020.

CAO REPORT
September 9, 2019

8. Information Services Corporation (ISC) and *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP):

On October 15, 2019 the Urban Municipal Administrators' Association and the Rural Municipal Administrators' Association are hosting an ISC / LAFOIP workshop in North Battleford, SK. I would appreciate sending Administrative Assistant's Marlys Klein, Office Assistant Laurelea Trayhorne, along with Office Manager Kelly Janzen to this event. Cost of registration is \$105.00 per person. See attached information sheet. Chief Administrative Officer Jim Weninger will handle the office during this time.

Jim Weninger, Chief Administrative Officer

UMAAS /RMAA - ISC / LAFOIP Workshops

Training:

The Urban Municipal Administrators' Association (UMAAS) and Rural Municipal Administrators Association (RMAA) have jointly scheduled a series of workshops pertaining to regulations and practical administration practices relating to a municipal administrator's regular working routines involving Information Services Corporation (ISC) and The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP).

Presentation Outline:

These workshops will be conducted in two parts and are intended for both urban and rural CAO's, Administrators, and Municipal Staff. The morning sessions are directed towards municipal officials who are involved with the workings of ISC's online services including searches, parcel pictures, land transfers, registration and removal of various interests, including tax liens, easements and other municipal title interests. Afternoon sessions will feature an in-depth review of current LAFOIP regulations as they apply to municipal offices, prepared by the Office of the Information and Privacy Commissioner (OIPC). Time will be allocated for a question and answer session respecting the workshop topics at the conclusion of each presentation.

How to Register:

To register, please complete the attached registration form, indicating the location you will be attending. A registration fee of \$105.00 (\$100.00 plus GST of \$5.00 for a total of \$105.00 per participant) is required. Please include your cheque with your registration form payable to "UMAAS". To ensure a place in the workshop, we suggest you register early. **No refunds issued for cancellation after October 9, 2019.**

Workshop Dates and Locations:

Oct 15	North Battleford	Don Ross Centre (Room 107)	891 99 th St. N
Oct 16	Prince Albert	Plaza 88 Knight Hall Room	888 Central Ave.
Oct 17	Yorkton	Gallagher Centre	455 Broadway St. W.
Oct 22	Weyburn	Public Works Boardroom	55 – 16 th Street NE
Oct 23	Regina	Regina Travelodge	4177 Albert St
Oct 24	Swift Current	Eagles Club	1910 S. Service Road W.

AGENDA:

9:30 a.m. - 10:00 a. m	Coffee and Registration
10:00 a.m. – 12:00 p.m.	Information Services Corporation (ISC) presentation – Q&A session
12:00 p. m. – 1:00 p. m.	Lunch (lunch will be provided & included in registration fee)
1:00 p.m. - 3:00 p.m.	OIPC – LA FOIP Presentation – Q&A Session
3:00 p.m. - 3:30 p. m.	General Question & Answer Session & Wrap Up

BYLAW NO. 14-2019

A BYLAW OF THE TOWN OF DALMENY IN THE PROVINCE OF SASKATCHEWAN, TO PROVIDE FOR INCURRING A DEBT IN THE SUM OF ONE HUNDRED EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS (\$185,000.00) FOR THE PURPOSE OF GUARANTEEING A PORTION OF A LOAN IN 2019 ON BEHALF OF THE DALMENY DAYCARE INC.

WHEREAS the Council of the Town of Dalmeny deems it desirable and necessary to incur a debt as set out in Section 162 and 163 of *The Municipalities Act*, in the amount of ONE HUNDRED EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS (\$185,000.00), for the purpose of guaranteeing a portion of a loan in 2019 on behalf of the Dalmeny Daycare Inc to be used for the construction of a Daycare Facility; and

WHEREAS the taxable assessment as shown by the last revised assessment roll thereof, being that for the year 2018 is the sum of ONE HUNDRED FIFTY ONE MILLION SEVEN HUNDRED FIFTY THREE THOUSAND THIRTY DOLLARS (\$151,753,030.00);

WHEREAS the amount of the existing long term debt of the Town of Dalmeny is the sum of TWO MILLION ONE HUNDRED FIFTY TWO THOUSAND NINE HUNDRED TWENTY FIVE AND 97/100 DOLLARS (\$2,152,925.97);

WHEREAS the guaranteeing of this loan is pursuant to Sections 162 and 181 of *The Municipalities Act*;

NOW, THEREFORE, the Council of the Town of Dalmeny in the Province of Saskatchewan enacts as follows:

1. The amount of said debt shall be payable as follows:

The maximum amount of the guaranteed payment shall be payable in TEN (10) years in monthly instalments of TWO THOUSAND FIFTEEN AND 99/100 DOLLARS (\$2,015.99) in the years 2019 to 2028 inclusive, with interest at a rate of 5.59% per annum, payable at least annually.

2. The source or sources of money to be used to pay the principal and interest owing under this bylaw will be revenue derived from the annual tax levy.

In any event, any other available source of revenue may be used.

3. THIS bylaw shall come into force and take effect on the date of approval being issued by the Saskatchewan Municipal Board, Local Government Committee.

(S E A L)

Mayor

Chief Administrative Officer

BYLAW NO. 15-2019
OF THE TOWN OF DALMENY
IN THE PROVINCE OF SASKATCHEWAN

**A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE
UNDERTAKING OF ASPHALT PAVEMENT AS A LOCAL IMPROVEMENT**

The Council of the Town of Dalmeny, in the Province of Saskatchewan, enacts as follows:

1. The undertaking of asphalt pavement as a local improvement is hereby authorized on:

<u>Court</u>	<u>From</u>	<u>To</u>
Ross Court	Prairie Street	East End of Ross Court

2. The estimated cost of the undertaking is \$131,960.00; the estimated sum of \$62,961.17 is to be paid by the municipality and the estimated sum of \$68,998.83 is to be paid by benefiting landowners by way of special assessment.
3. The estimated special assessment rate on a prepaid basis will be payable in one lump sum consisting of the base amount of \$2,000.00, plus an amount determined by multiplying the assessed value of the individual homeowner's property by a factor dependent on the area of the property. If not prepaid, in seven equal annual instalments of principal, plus interest:
- a. In partial payment prior to December 31, 2020 with the balance to be prorated over the same 7 year period (2021 to 2027) with an interest rate of 5 percent.
- b. Full balance may be paid in January of each year during the 7 year period with the interest rate being prorated based on the time of payment.
4. The Mayor and the Chief Administrative Officer are authorized to raise by way of temporary loans or advances from any bank, credit union or person, the moneys necessary to meet the cost of the undertaking. Any such loans or advances shall be a first charge upon the proceeds of the sale of any debentures. The Mayor and the Chief Administrative Officer are authorized to sign and seal any promissory note, notes or renewals to effect such loans or advances and will ensure the temporary borrowing does not cause the municipality to exceed its debt limit. Additional appropriate public notice will be provided as per the Municipal Public Notice Bylaw.
5. The lifetime of the work described above, as estimated by the engineer, is 7 years.

(S E A L)

Mayor

Chief Administrative Officer

BYLAW NO. 16-2019
OF THE TOWN OF DALMENY
IN THE PROVINCE OF SASKATCHEWAN

**A BYLAW TO AUTHORIZE A SPECIAL ASSESSMENT WITH RESPECT TO THE
UNDERTAKING OF ASPHALT PAVEMENT AS A LOCAL IMPROVEMENT**

The Council of the Town of Dalmeny, in the Province of Saskatchewan, enacts as follows:

1. The undertaking of asphalt pavement as a local improvement is hereby authorized on:

Street	From	To
Prairie Street	Ross Avenue	Wakefield Avenue

2. The estimated cost of the undertaking is \$433,519.00; the estimated sum of \$299,281.33 is to be paid by the municipality and the estimated sum of \$134,237.67 is to be paid by benefiting landowners by way of special assessment.
3. The estimated special assessment rate on a prepaid basis will be payable in one lump sum consisting of the base amount of \$2,000.00, plus an amount determined by multiplying the assessed value of the individual homeowner's property by a factor dependent on the area of the property. If not prepaid, in seven equal annual instalments of principal, plus interest:
- a. In partial payment prior to December 31, 2020 with the balance to be prorated over the same 7 year period (2021 to 2027) with an interest rate of 5 percent.
- b. Full balance may be paid in January of each year during the 7 year period with the interest rate being prorated based on the time of payment.
4. The Mayor and the Chief Administrative Officer are authorized to raise by way of temporary loans or advances from any bank, credit union or person, the moneys necessary to meet the cost of the undertaking. Any such loans or advances shall be a first charge upon the proceeds of the sale of any debentures. The Mayor and the Chief Administrative Officer are authorized to sign and seal any promissory note, notes or renewals to effect such loans or advances and will ensure the temporary borrowing does not cause the municipality to exceed its debt limit. Additional appropriate public notice will be provided as per the Municipal Public Notice Bylaw.
5. The lifetime of the work described above, as estimated by the engineer, is 7 years.

(S E A L)

Mayor

Chief Administrative Officer

TOWN OF DALMENY

BYLAW NO. 17-2019

**A BYLAW WHICH PROVIDES FOR THE MUNICIPALITY TO ENTER INTO A
LICENSE FOR ACCESS AGREEMENT WITH BLAINE AND JODY ERICKSON**

The Council of the Town of Dalmeny in the Province of Saskatchewan enacts as follows:

1. The Town of Dalmeny is hereby authorized to enter into a license for access agreement with Blaine Erickson and Jody Erickson for the purposes of granting a license to use the Lands for access to the rear of the Licensee's property located directly north of the lands located at 221 Highway 305 West.
2. The license of assess agreement is attached hereto and forms a part of this bylaw, and is identified as "Exhibit A".
3. The Mayor and the Chief Administrative Officer are hereby authorized to sign and execute the agreement described as Exhibit "A".

Mayor

(S E A L)

Chief Administrative Officer

"Exhibit A"

LICENCE FOR ACCESS

THIS AGREEMENT made as of the 1st day of March, 2019.

BETWEEN:

THE TOWN OF DALMENY
(the "Town")

AND:

BLAINE ERICKSON AND JODY ERICKSON
(the "Licensee")

WHEREAS:

1. The Town is the owner of the land legally described as:

Blk/Par D Plan 102302176 Extension 0
(the "**Lands**")

2. The Town has agreed to grant the Licensee a licence to use the Lands for access to the rear of the Licensee's property located directly north of the lands located at 221 Highway 305 West, and legally described as:

Lot 21, Block 18, Plan 99SA09472
(the "**Licensee's Lands**")

In consideration of the promises and the obligations herein expressed and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the Town and Licensee hereby agree as follows:

1. License

- 1.1 The Town hereby grants to the Licensee a non-exclusive licence to use that portion of the Lands outlined in red on Schedule "A" for the purpose of access to the Licensee's Lands.

2. Term

- 2.1 This licence granted by this agreement shall be for a term commencing on the execution of this agreement and continuing until December 31, 2022. Thereafter, this agreement shall automatically renew on a year-to-year basis, provided that at any time following the first such renewal, the parties may terminate this licence by agreement.

3. Licence Fee

- 3.1 The Licensee covenants and agrees with the Town to pay a fee (the "Licence Fee") of \$1.00, which has been received by the Town.

4. Licensee's Covenants

- 4.1 The Licensee covenants and agrees with the Town as follows:

- (a) not to use the Lands for any purpose except as set out above and any ancillary use;
 - (b) to be solely responsible and answerable in damages for all acts or omissions due to or caused by the Licensee or its employees, volunteers, customers, guests, invitees and others for whom it is in law responsible at any time while the Licensee is in occupation of the Lands, and to indemnify the Town, its employees, agents and anyone for whom the Town is at law responsible, from any claims and losses arising from or in connection with such acts or omissions and to indemnify the Town from all claims, costs and liabilities arising from the granting of the licence herein; and
 - (c) not to undertake any work or alterations to the Lands.
- 4.2 In the event the Licensee shall breach the terms and conditions hereof, the Town may forthwith terminate this Agreement.

5. Town's Rights

- 5.1 Notwithstanding anything contained in this Agreement, the Lands shall be under the exclusive control and management of the Town. Without limitation, the Town shall have the right, at any time and from time to time:
- (a) to operate, manage and otherwise deal with the Lands as determined by the Town in its sole and absolute discretion;
 - (b) to make additions to, or subtractions from, the Lands, and to build thereon;
 - (c) to grant, modify or terminate easements and other arrangement pertaining to the use and maintenance of all or any part of the Lands; and
 - (d) to enter onto the Lands to undertake any work or alterations to the Lands provided that any such work does not materially interfere with the ability of the Licensee to carry on its business on the Lands.
- 5.2 The Town shall have the right to enter onto the Lands at any time.

6. Miscellaneous

- 6.1 This Agreement and any Schedules hereto contain the entire understanding between the parties relating to the subject matter hereof. No amendment to this Agreement shall be valid unless in writing and signed by each of the parties hereto.
- 6.2 The rights granted to the Licensee are granted of a personal nature only and may not be assigned by the Licensee. Notwithstanding the foregoing, the rights granted herein shall accrue to the survivor of the two persons identified as the Licensee.
- 6.3 Every provision of this Agreement is intended to be severable. If all or any part of any term or provision hereof is illegal, invalid or unenforceable for any reason, such illegality, invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement.
- 6.4 No omission or delay by either party in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of such right, power or privilege preclude any other or further exercise thereof or of any other right,

power or privilege. The rights and remedies herein provided are cumulative with and not exclusive of any rights or remedies provided by the law.

6.5 This Agreement shall be construed in accordance with and governed by the laws, and subject to the jurisdiction of the courts, of the province of Saskatchewan.

6.6 The Licensee agrees that it shall not register this Agreement or any notice or reference in respect of this Agreement against the title to the Lands.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

TOWN OF DALMENY

(c.s.)

Per: _____

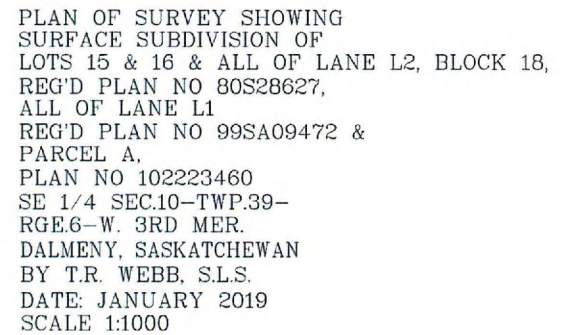
Per: _____

Witness

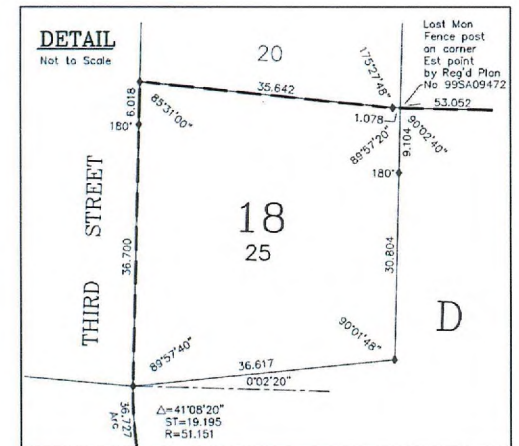
Blaine Erickson

Witness

Jodi Erickson



Measurements are in metres and decimals thereof.
Area to be approved is outlined with a heavy dashed line.
The Unique Identifier of 5020 for this survey firm has been stamped on all established station points.
Standard Iron posts found are shown thus unless otherwise indicated. ♦ ♦ ♦
Standard Iron posts planted are shown thus. ♦ ♦ ♦
Points within the line of approval have on Extension 0.
Datum used: NAD83 (CSRS)
Projection used: UTM Zone 13N Extended
Reference points are shown thus. RP1 ○ RP2 ○
Controlled points are marked with a cross (X) observations.
RP coordinates are current as of April 25, 2016.
Standard read allowances on this plan are 20.17 metres in width.



Prepared by

Webb Surveys
 18-3291cd CAS