

REGULAR MEETING OF DALMENY TOWN COUNCIL
MONDAY, JUNE 13, 2022, 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. May 30, 2022 Regular Council Meeting

BUSINESS ARISING FROM THE MINUTES:

- a.

ACCOUNTS FOR APPROVAL

- a. Approval of Current Accounts
- b. Approval of Payroll
- c. Council Per Diems

PUBLIC MEETING

- a.

FINANCIALS

- a. Tax Comparisons for the Month of May

CORRESPONDENCE

- a. Smoke and Carbon Monoxide Alarm Requirements

REPORTS

- a. Chief Administrative Officer's Report

NEW BUSINESS

- a. June is Recreation & Parks Month 2022 – Proclamation and Connection Grant
- b. Minutes of the March 16, 2022 Occupational Health Committee Minutes

BYLAWS

- a. Draft Building Bylaw (For Review – No Readings)

QUESTIONS FROM THE PUBLIC

ROUND TABLE DISCUSSION/IN CAMERA

ADJOURN

Next Regular Meeting: June 27, 2022

2022 Regular Council Meetings: June 13,27; July 18; August 8,29; September 12,26;
October 17; November 7,21; December 5,19

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: June 20, 2022 commencing at 5:00 p.m.

2022 Dalmeny Police Service Meeting Schedule: June 20; September 19; October 17; November 21;
December 19

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, MAY 30, 2022
DALMENY TOWN OFFICE

PRESENT: Mayor Jon Kroeker, Councillors Anna-Marie Zoller, Matt Bradley, and Greg Bueckert. Also present was CAO Jim Weninger. Councillor Lacy Boisvert was present via video conferencing.

ABSENT: Councillors Ed Slack and Eric Desnoyers.

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

194/22 – Bueckert/Zoller – That the agenda for the Regular meeting of Council of the Town of Dalmeny for May 30, 2022 be adopted as presented.

Carried.

MINUTES

195/22 – Bradley/Boisvert – That the minutes of the May 9, 2022 Regular Meeting be approved as circulated.

Carried.

STATUS OF RESERVES AND SURPLUS- 2021

196/22 – Bradley/Bueckert – That the Report to Town Council entitled “Status of Reserves and Surplus Accounts at December 31, 2021” be accepted by Council.

Carried.

ACCOUNTS PAYABLE

197/22 – Zoller/Bueckert – That the accounts as detailed on the attached cheque listing and amounting to \$501,437.11 for the period ending May 26, 2022 and representing cheque numbers 17416 to 17466 be approved by Council.

Carried.

PAYROLL

198/22 – Bradley/Boisvert – That the payroll listing in the amount of \$24,091.28 for the pay period ending May 16, 2022 be approved by Council.

Carried.

TOWN OF DALMENY
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CORRESPONDENCE

199/22 – Bueckert/Boisvert – That the following correspondence be filed:

- A. GFL Environmental – Town of Dalmeny HHW Event – Collection Summary
- B. Saskatchewan Economic Development Alliance – Provincial Summit: Growing Communities One Idea at a Time
- C. Saskatchewan Legislative Assembly – Bill 86 Outdoor Public Places
- D. Saskatchewan Public Safety Agency – Provincial Fire Service Minimum Standards Guide

Carried.

CAO REPORT

200/22 – Zoller/Bradley – That the Chief Administrative Officer's Report as presented by the Chief Administrative Officer Jim Weninger for May 30, 2022 be accepted by Council.

Carried.

PUBLIC MEETING

A Public Meeting was held at 7:23 p.m. pertaining to Bylaw 8A-2022. This Zoning Bylaw amendment would amend Bylaw No. 2-2016 to regulate the development of Transloading Facilities.

There were two written representations regarding this Bylaw. There were no members of the public that attended the meeting to speak to the Bylaw. The Public Meeting concluded at 7:25 p.m.

SPECIAL OCCASION PERMIT- DALMENY DAYS

201/22 – Bradley/Bueckert – That the Special Occasion Permit through the Saskatchewan Liquor and Gaming Authority for the Dalmeny Days Beer Garden be approved as follows:

Name of Organization:	Town of Dalmeny
Type of Function:	Slow Pitch Tournament – Indoor/Outdoor Liquor Service
Location:	Centennial Park – Town of Dalmeny
Dates of Liquor Service:	June 3, 2022 – 12:00 p.m. to 2:00 a.m. June 4, 2022 – 12:00 p.m. to 2:00 a.m. June 5, 2022 – 12:00 p.m. to 2:00 a.m.
Applicant's Name:	Mat Halcro, Dalmeny Recreation Board, Town of Dalmeny
Date of Application:	May 19, 2022

Carried.

TOWN OF DALMENY
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BYLAW 8A-2022

202/22 – Bueckert/Bradley – That Bylaw 8A-2022 be read a second time.

Carried.

The CAO read Bylaw 8A-2022 a second time.

203/22 – Boisvert/Bueckert – That Bylaw 8A-2022 be given third reading at this meeting.

Carried Unanimously.

204/22 – Bradley/Zoller – That Bylaw 8A-2022 be read a third time and adopted.

Carried.

The CAO read Bylaw 8A-2022 a third time, and the Mayor and CAO signed and sealed the bylaw.

BYLAW 11-2022- TRAFFIC BYLAW AMENDMENT

205/22 – Bueckert/Boisvert – That Bylaw 11-2022, a Bylaw to Amend Traffic Bylaw 2018, known as Bylaw 1-2018 be introduced and read a first time.

Carried.

The CAO read Bylaw 11-2022 for the first time.

206/22 – Zoller/Bradley – That Bylaw 11-2022 be read a second time.

Carried.

The CAO read Bylaw 11-2022 a second time.

207/22 – Bradley/Zoller – That Bylaw 11-2022 be given third reading at this meeting.

Carried Unanimously.

208/22 – Bueckert/Boisvert – That Bylaw 11-2022 be read a third time and adopted.

Carried.

The CAO read Bylaw 11-2022 a third time, and the Mayor and CAO signed and sealed the bylaw.

TOWN OF DALMENY
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IN-CAMERA

209/22 – Bradley/Bueckert – That Council move into the Committee of the Whole and that the session be “in camera” at 7:34 p.m.

Carried.

RECONVENE

210/22 – Bueckert/Zoller - That Council reconvene and report at 8:20 p.m.

Carried.

BYLAW 10-2022- BASE TAX

211/22 – Bueckert/Zoller – That Bylaw 10-2022, a Bylaw to Provide for a Base Tax be introduced and read a first time.

Carried.

The CAO read Bylaw 10-2022 for the first time.

212/22 – Zoller/Boisvert – That Bylaw 10-2022 be read a second time.

Carried.

The CAO read Bylaw 10-2022 a second time.

213/22 – Bueckert/Bradley – That Bylaw 10-2022 be given third reading at this meeting.

Carried Unanimously.

214/22 – Zoller/Bradley – That Bylaw10-2022 be read a third time and adopted.

Carried.

The CAO read Bylaw 10-2022 a third time, and the Mayor and CAO signed and sealed the bylaw.

CUSTOM WORK AND OFFICE SERVICES POLICY 1-2022

215/22 – Bueckert/Bradley – That the Town of Dalmeny Council Policy 1-2022 entitled “Custom Work and Office Services” be approved by Council.

Carried.

TOWN OF DALMENY
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JJ LOEWEN COMMUNITY CENTRE RATE INCREASE

216/22 – Bradley/Boisvert – That the JJ Loewen Community Centre Rate Increases for 2022 and the Arena Rate Increases for 2022/2023 as recommended by Recreation Manager Mat Halcro be approved by Council.

Carried.

2022 OPERATING AND CAPITAL BUDGET

217/22 – Bueckert/Zoller – That the 2022 Operating and Capital Budget be adopted by Council as attached.

Carried.

CHANGE ORDER PUBLIC WORK SHOP

218/22 – Bradley/Zoller – That the Contemplated Change Notice/Change Order for the Public Works Shop/Fire Storage Area checker plate over the closed portion of the interceptor pits (sump), due to its nonslip design in the amount of \$1,551.33, plus applicable taxes be accepted by Council and that Project Manager Stefan Baillargeon of Quorex Construction Services Ltd. be advised of the same.

Carried.

CHANGE PROPOSAL REQUEST- WATER PUMPHOUSE

219/22 – Bradley/Bueckert – That the Change Proposal Request (CPR) from Erickson Contracting & Management Ltd. to complete the installation of rigid insulation on the west side of Reservoir No. 2 at a cost of \$1,788.24, plus applicable taxes be accepted by Council and that Project Engineer Kyle McInnis be advised of the same.

Carried.

CHANGE PROPOSAL REQUEST- WATER PUMPHOUSE

220/22 – Zoller/Bradley – That the Change Proposal Request (CPR) from Erickson Contracting & Management Ltd. to complete the repairs to the ceiling of Reservoir No. 1 by grouting concrete cracks and related damages and to remove damaged concrete to a minimum 25mm depth and patch with NSF 61 approved Xypex at a cost of \$3,795.00, plus applicable taxes be accepted by Council and that Project Engineer Kyle McInnis be advised of the same.

Carried.

CHANGE PROPOSAL REQUEST- WATER PUMPHOUSE

221/22 – Bradley/Boisvert – That the Change Proposal Request (CPR) from Erickson Contracting & Management Ltd. to Demolish the existing Pumphouse & Wet Well, as follows at a cost of \$91,984.75, plus applicable taxes be accepted by Council and that Project Engineer Kyle McInnis be advised of the same.

- Perform work shown on Drawing No. 071-058-PC-D
- Work generally includes replacement of a section of the existing water main, demolition of the existing pumphouse building, relocation of the existing generator building, and additional landscaping at the north end of the lot.

Carried.

TOWN OF DALMENY
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INVITATIONAL TENDER- SPRAY PARK TOP SOIL

222/22 – Zoller/Bradley – That the Delivery of Topsoil to Site – Invitational Tender for 410 cubic meters (536 cubic yards) pertaining to the Spray & Play Intergenerational Park for the Spray Park Development be awarded to KH Developments Ltd. at a cost of \$9,831.80, plus applicable taxes be accepted by Council and that Keith Heinrichs be advised of the same.

Carried.

DALMENY POLICE COMMISSIONERS BOARD RESIGNATION

223/22 – Zoller/Bradley – That the resignation of Member-at-Large Scott Burant from the Dalmeny Board of Police Commissioners be accepted effective June 19, 2022, with regret.

Carried.

DALMENY POLICE COMMISSIONERS BOARD APPOINTMENT

224/22 – Boisvert/Bueckert – That Adraine Mierau be appointed as the Member-at-Large for the Dalmeny Board of Police Commissioners effective June 20, 2022.

Carried.

OLD TOWN SHOP LEASE

225/22 – Bueckert/Bradley – That the Town of Dalmeny lease from Her Majesty the Queen Block 22, Plan 65S05894 in the NW ¼ Section 10, Township 39, Range 6 W3M, known locally as the Old Town Shop for an extended period from June 1, 2022 to September 30, 2022 for \$100.00 per month, plus GST.

Carried.

FIRE HALL MOLD AND ASBESTOS REMEDIATION WORK

226/22 – Bueckert/Bradley – That JDM Construction Corp be awarded the Mold and Asbestos Remediation work at the Fire Hall for the amount of \$13,886.20, plus applicable taxes as per Estimate #EST22157 and that Jason McDonald be advised of the same.

Carried.

FIRE HALL GENERATOR BUILDING CONCRETE PAD

227/22 – Bradley/Boisvert – That the concrete pad for the Fire Hall Generator Building be awarded to Gerald Krause in the amount of \$1,000.00, plus applicable taxes and that Gerald Krause be advised of the same.

Carried.

TOWN OF DALMENY
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ADJOURN

228/22 – Bradley/Zoller – That the meeting be adjourned. Time 8:56 p.m.

Carried.

Mayor

(seal)

Chief Administrative Officer

Report Date
05/26/2022 3:47 PM

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
17416	05/30/2022	96 Highlander Pipes & Drums 317	DALMENY DAYS PARADE	472.50	472.50
17417	05/30/2022	Airmaster Sales Ltd. INV58526	PEDESTRIAN CROSSING SIGNS	14,491.83	14,491.83
17418	05/30/2022	Candace Sonmor 1	RED BARN REFUND	105.00	105.00
17419	05/30/2022	Catterall & Wright 22-115	PUMPHOUSE ENGINEERING	8,712.45	8,712.45
17420	05/30/2022	City of Saskatoon-Rev Branch 10501800000736	POST BLAST COURSE-RICK	420.00	420.00
17421	05/30/2022	Clark's Supply & Service INV401213	PARKS-PULL BEHIND AERATOR	85.47	85.47
17422	05/30/2022	Dr Van Houligan 3	DALMENY DAYS CIRCUS SHOW	3,727.50	3,727.50
17423	05/30/2022	Earthworks Equipment Corp li8672	102" TRACTOR BUCKET	1,833.82	1,833.82
17424	05/30/2022	Eecol Electric Corp. S 0799351	OUTSIDE LIGHT AT JJ	266.20	266.20
17425	05/30/2022	Emco Waterworks 6492230000635	LAGOON SUPPLIES	40.88	40.88
17426	05/30/2022	Erickson Contracting 071-058-P11	WATERPUMPHOUSE PROGRESS 11	43,442.87	43,442.87
17427	05/30/2022	hbi office plus SO67771	OFFICE/REC/POLICE/PW OFFICE	649.00	649.00
17428	05/30/2022	Janzen Steel Buildings Ltd. 2979	PW-GRAVEL	3,074.59	3,074.59
17429	05/30/2022	JDM Construction Corp 22-0986	SPRAY/PLAY- BUILDING PAINT/REP	832.50	832.50
17430	05/30/2022	Jenson Publishing 436/078/354/215	DAL DAYS/VISTORS/BYLAW 2-2016	1,175.88	1,175.88
17431	05/30/2022	JET Renos 2022017	SUPPLY/INSTALL FIRE BOXES/TV	1,298.70	1,298.70
17432	05/30/2022	Jon Kroeker 17	SUMA PER DIEM/CHRISTMAS FOOD	850.00	850.00
17433	05/30/2022	Laird Manufacturing Corp 24464	HUSTLER 104/72 BLADE BOLTS	165.06	165.06
17434	05/30/2022	Linde Canada Inc. 10350659	PW-SHOP SUPPLIES	148.20	148.20
17435	05/30/2022	Loraas Disposal Services APRIL 2022	APRIL COMPOST/GARBAGE PICKUP	16,491.05	16,491.05

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17436	05/30/2022	Ministry of Highways 1	TOWN SHOP LEASE AGREEMENT	1,050.00	1,050.00
17437	05/30/2022	MuniCode Services Ltd. 91/90/15/28/46.	BUILDING INSPECTIONS	1,063.39	1,063.39
17438	05/30/2022	Nor-Tec Linen Services RI-890896	ARENA/OFFICE/LIBRARY/POLICE MA	131.17	131.17
17439	05/30/2022	Petty Cash 206	PETTY CASH REPLENISH	452.96	452.96
17440	05/30/2022	Pinnacle Dist. S338132	ARENA -FLOOR COATING	141.47	141.47
17441	05/30/2022	Pitney Works 110	OFFICE POSTAGE	1,050.00	1,050.00
17442	05/30/2022	Princess Auto 3954240	PW-SHOP SUPPLIES	31.06	31.06
17443	05/30/2022	Purolator Courier 450469428	SHIP HARDDRIVE TO MUNISOFT	154.89	154.89
17444	05/30/2022	Quorex Construction 22-203- prog 4	TOWN SHOP CONSTRUCTION	308,898.57	308,898.57
17445	05/30/2022	R.M. of Corman Park 31875	LAGOON/TOWN PEST CONTROL	1,138.60	1,138.60
17446	05/30/2022	Ricoh Canada Inc. MSI999058875	VEEAM BACKUP OFFICE	22.20	22.20
17447	05/30/2022	Sask Water SW076767	BULK WATER	38,892.89	38,892.89
17448	05/30/2022	Saskatoon CO-OP 733	PW/POLICE/FIRE FUEL	4,858.12	4,858.12
17449	05/30/2022	Saskatoon Varsteel 10827629	CHEVY TRUCK SUPPLY/SMALL TOOL	3,097.93	3,097.93
17450	05/30/2022	Saskatoon Wholesale Tire 614455	T25 TIRE REPAIR	622.71	622.71
17451	05/30/2022	SaskEnergy Corp. MAY 2022	SASKPOWER/ENERGY PMT	12,566.89	12,566.89
17452	05/30/2022	SaskPower 90238564	WATERPUMPHOUSE POWER PREP	712.80	712.80
17453	05/30/2022	SaskTel CMR 404	SASKTEL PMT	4,057.08	4,057.08
17454	05/30/2022	Sea Hawk Specialized 5230	FIRE-FOAM CONCENTRATE	1,082.25	1,082.25
17455	05/30/2022	SPI Health and Safety Inc. 11375504-00	PW-SHOP SUPPLIES/SCBA FLOW TE	1,667.57	1,667.57
17456	05/30/2022	Success Office Systems 346335/346796	OFFICE-COPIER USEAGE	363.21	363.21
17457	05/30/2022	Superior Infrastructure Restor			

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		10311	SEWER LINE REPAIR	4,218.00	4,218.00
17458	05/30/2022	SVP Envoyer paiement a 889/618/731/587	25 WATER METERS/SUPPLIES	12,427.36	12,427.36
17459	05/30/2022	Swish-Kemsol J032854	JJ JANITORIAL SUPPLIES	2,132.90	2,132.90
17460	05/30/2022	The Adventure Wranglers 312	DALMENY DAYS REPTILE EXHIBIT	1,200.00	1,200.00
17461	05/30/2022	The Bolt Supply House Ltd. 7743499-00	PW-SHOP SUPPLIES	107.81	107.81
17462	05/30/2022	The Technical Safety Authority BR146149	ARENA ANNUAL LICENSE	65.00	65.00
17463	05/30/2022	Trans-Care Rescue 22824	FIRE-UNIFORMS	337.86	337.86
17464	05/30/2022	WarAnn Enterprises Ltd 2301	DALMENY DAYS- BALLOON	252.00	252.00
17465	05/30/2022	Warman Kids Sport 2	DALMENY -GARAGE SALES	140.00	140.00
17466	05/30/2022	Zak's Home Hardware 21197/1	PW-SHOP SUPPLIES	216.92	216.92
				Total for AP:	501,437.11

Certified Correct This May 26, 2022

Mayor

Administrator

Payor/Payee's List Ready for Manual Release

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Payor/Payee Name Ac		Manual Release
		pe Amount
<u>Anderson, Scott</u>		1478.29
<u>Domer, Tyler</u>		1408.91
<u>Dyck, Bradley</u>		1509.34
<u>Elder, Rick</u>		1041.02
<u>Furi, Bonnie</u>		326.50
<u>Halcro, Mathew</u>		1402.57
<u>Hollingshead, Jayson</u>		1733.66
<u>Honeker, Sheila</u>		276.62
<u>Janzen, Kelly</u>		1324.35
<u>Janzen, Jaryn</u>		248.71
<u>Johnson, Jeffrey</u>		1708.03
<u>Johnson, Marina</u>		174.54
<u>Klein, Marlys</u>		844.20
<u>Revet, Adam</u>		1121.69
<u>Rowe, Scott</u>		2027.47
<u>Sansom, Madison</u>		928.81
<u>Splawinski, Scott</u>		1550.74
<u>Trayhorne, Laurelea</u>		767.57
<u>Van Meter, Christine</u>		1696.13
<u>Weninger, Jim</u>		2522.13

24,091.28

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Proposed - Dalmeny
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Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
17467-Man	05/31/2022	Petty Cash 207	DALMENY DAY-SLO PITCH \$	2,600.00	2,600.00
17468	05/31/2022	AMSC Insurance Services Ltd JUNE 2022	GROUP INSURANCE- JUNE	8,177.71	8,177.71
17469	05/31/2022	M.E.P.P. MAY 2022	MAY MEPP PAYMENT	12,683.06	12,683.06
17470	05/31/2022	Minister of Finance MAY 2022	MAY SCHOOL TAXES	22,705.52	22,705.52
17471	06/13/2022	Alberta Fire Chiefs Assoc. IN22-361	RAPID INTERVENTION TEAMS	239.08	239.08
17472	06/13/2022	ASL Paving Ltd. 12202-12691	PW-COLD MIX	1,243.67	1,243.67
17473	06/13/2022	Bell Mobility Inc. JUNE 2022	AERATION BUILDING AUTODIALER	74.23	74.23
17474	06/13/2022	Blaine Habersstock 1	RED BARN REFUND	105.00	105.00
17475	06/13/2022	Brandt Tractor Ltd. 4267307	FIRE-OPERATOR TRAINING	189.00	189.00
17476	06/13/2022	Canadian National Railways 91633545	SIGNAL MAINTENANCE	296.50	296.50
17477	06/13/2022	Con-Tech General Contractors 22334	SPRAY AND PLAY PROGRESS 5	40,879.81	40,879.81
17478	06/13/2022	Erickson Contracting NO-071-058-P12	WATER PUMPHOUSE- PROG 12	94,054.77	94,054.77
17479	06/13/2022	Fer-Marc Equipment Limited 101821	ZAMBONI REPAIR PARTS	1,663.92	1,663.92
17480	06/13/2022	Homewood Health Inc. H486656-IN	FIRE-ASSISTANCE SERVICES	630.00	630.00
17481	06/13/2022	J R Simpson 1	DALMENY DAYS SLOPITCH UMP	830.00	830.00
17482	06/13/2022	Jeff Johnson 8	CHRISTMAS VOUCHER	50.00	50.00
17483	06/13/2022	Jenson Publishing 300065517	DALMENY DAYS AD	185.85	185.85
17484	06/13/2022	Lambert Distributing 01-039392	HUSTLER 72 BLADES	96.51	96.51
17485	06/13/2022	Linde Canada Inc. 10418520	PW-SHOP SUPPLIES	292.42	292.42
17486	06/13/2022	Loraas Disposal Services MAY 2022	COMPOST/GARBAGE PICKUP	16,889.38	16,889.38

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17487	06/13/2022	Martensville Bldg.&Home Supply 953055/953401	JJ LIGHT POST REPAIR	127.57	127.57
17488	06/13/2022	Ministry of Highways 2	TOWN SHOP LEASE AGREEMENT	420.00	420.00
17489	06/13/2022	MuniCode Services Ltd. 54205/54207/264	BUILDING INSPECTIONS	315.00	315.00
17490	06/13/2022	Nor-Tec Linen Services RI-891267	ARENA/POLICE/OFFICE MATS	131.17	131.17
17491	06/13/2022	Northern Factory Workwear 243557	PW-TYLER WORKBOOTS	259.73	259.73
17492	06/13/2022	Pitney Bowes Global Credit Ser 3201998902	OFFICE POSTAGE LEASE	258.44	258.44
17493	06/13/2022	Princess Auto 439909/439910	PW-SHOP SUPPLIES	62.08	62.08
17494	06/13/2022	Reed Security 1576972	SECURITY CAMERAS	529.47	529.47
17495	06/13/2022	Regent Signs 16391	SIGNS- SIGN CORRIDOR	4,995.00	4,995.00
17496	06/13/2022	Rempel Engineering 19564	TOWN SHOP ENGINEERING	378.00	378.00
17497	06/13/2022	Ricoh Canada Inc. 9059180/9059057	OFFICE/POLICE -365 ANNUAL/SUPP	2,319.46	2,319.46
17498	06/13/2022	SARM PRINT-6052	BANK DEPOSIT BOOKS	101.97	101.97
17499	06/13/2022	Saskatoon CO-OP 807	POLICE/FIRE/REC/PW FUEL	4,369.71	4,369.71
17500	06/13/2022	Saskatoon Cylinder Exchange 9818	BOBCAT REPAIR	614.67	614.67
17501	06/13/2022	SaskTel CMR 405	SASKTEL PAYMENT	2,106.41	2,106.41
17502	06/13/2022	Sea Hawk Specialized 5253	FIRE-UNIFORMS/E23/E21 REPAIR	3,294.19	3,294.19
17503	06/13/2022	Shred-It/ Stericycle ULC 8100146629	OFFICE/POLICE SHREDDING	649.36	649.36
17504	06/13/2022	Swish-Kemsol J033107/J033106	ARENA/FIRE JANITORIAL	434.70	434.70
17505	06/13/2022	The Adventure Wranglers 312/2	DALMENY DAYS-EXTRA 2 HOURS	300.00	300.00
17506	06/13/2022	The Wireless Age 469704/468554	FIRE/POLICE RADIO SUPPLIES	490.62	490.62
17507	06/13/2022	Trans-Care Rescue 22880	FIRE-SUPPLIES	211.46	211.46
17508	06/13/2022	Trevor Porteous			

Report Date
06/10/2022 3:41 PM

Proposed - Dalmeny
Accounts for Approval
As of 06/10/2022
Batch: 2022-00030 to 2022-00032

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		1	UTILITY REFUND	134.00	134.00
17509	06/13/2022	Valon Technologies Inc 3547	FIRE-SOFTWARE ANNUAL	630.00	630.00
17510	06/13/2022	Virtue Construction Ltd 12-2723	CONTRACTED STREET SWEEPING	8,325.00	8,325.00
17511	06/13/2022	Warman Home Centre 3.85	SPRINKLER REPAIR PART	3.85	3.85
17512	06/13/2022	Zak's Home Hardware 317/684/649/45/	SIGNS/SHOP/PARKS/TRIMMER	645.59	645.59
				Total for AP:	235,993.88

Payor/Payee's List Ready for Manual Release

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Payor/Payee Name	ec Type	Amount
Anderson, Scott	C	1478.29
Berrecloth, Colleen	C	471.78
Derksen, Crystal	C	268.29
Dorner, Tyler	C	1576.47
Dyck, Bradley	C	1509.34
Elder, Rick	C	1230.39
Furi, Bonnie	C	362.93
Halcro, Mathew	C	1402.57
Hollingshead, Jayson	C	1618.36
Honeker, Sheila	C	309.72
Janzen, Kelly	C	1324.35
Johnson, Jeffrey	C	1843.63
Klein, Marlys	C	844.20
Revet, Adam	C	1122.60
Rowe, Scott	C	2027.47
Sansom, Madison	C	1112.96
Splawinski, Scott	C	1550.74
Trayhorne, Laurelea	C	852.95
Van Meter, Christine	C	1696.13
Weninger, Jim	C	2522.13

Page [1]

25,125.30

Payor/Payee's List Ready for Manual Release

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Payor/Payee Name	c Type	Amount
<u>Baxter, Thomas</u>	C	260.56
<u>Bell, Alicia</u>	C	260.56
<u>Boisvert, Lacy</u>	C	311.30
<u>Bradley, Matt</u>	C	321.30
<u>Bueckert, Greg</u>	C	321.30
<u>Desnoyers, Eric</u>	C	321.30
<u>Klassen, Wade</u>	C	500.00
<u>Kroeker, Jonathan</u>	C	701.28
<u>Slack, Edward</u>	C	321.30
<u>Zoller, Anna-Marie</u>	C	321.30

3640.20

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

2022 TIPPS \$71,639.46/month - 227 Properties
 2021 TIPPS \$67,424.62/month - 223 Properties
 2020 TIPPS \$60,523.30/month - 202 Properties
 2019 TIPPS \$55,085.09/month - 185 Properties
 2018 TIPPS \$49,612.37/month - 173 Properties

2022	Current	Arrears	Total
Municipal	\$ (273,688.69)	\$ 137,809.72	\$ (135,878.97)
School	\$ (108,987.36)	\$ 34,160.33	\$ (74,827.03)
Frontage	\$ (559.54)		\$ (559.54)
Totals	\$ (383,235.59)	\$ 171,970.05	\$ (211,265.54)

2021	Current	Arrears	Total
Municipal	\$ (252,459.08)	\$ 172,252.33	\$ (80,206.75)
School	\$ (99,059.04)	\$ 29,654.64	\$ (69,404.40)
Frontage	\$ (219.50)		\$ (219.50)
Totals	\$ (351,737.62)	\$ 201,906.97	\$ (149,830.65)

2020	Current	Arrears	Total
Municipal	\$ (233,681.82)	\$ 259,161.67	\$ 25,479.85
School	\$ (91,990.99)	\$ 55,050.64	\$ (36,940.35)
Frontage	\$ (177.40)		\$ (177.40)
Totals	\$ (325,850.21)	\$ 314,212.31	\$ (11,637.90)

2019	Current	Arrears	Total
Municipal	\$ (198,439.54)	\$ 172,154.98	\$ (26,284.56)
School	\$ (81,093.58)	\$ 38,511.28	\$ (42,582.30)
Frontage	\$ (284.06)		
Totals	\$ (279,817.18)	\$ 210,666.26	\$ (69,150.92)

2018	Current	Arrears	Total
Municipal	\$ (211,172.05)	\$ 160,410.41	\$ (50,761.64)
School	\$ (76,781.31)	\$ 37,890.99	\$ (38,890.32)
Frontage			
Totals	\$ (287,953.36)	\$ 198,301.40	\$ (89,651.96)

2017	Current	Arrears	Total
Municipal	(179,584.26)	186,709.18	7,124.92
School	(69,425.25)	52,298.61	(17,126.64)
Frontage			
Totals	(249,009.51)	239,007.79	(10,001.72)

2016	Current	Arrears	Total
Municipal	(163,095.54)	155,607.40	(7,488.14)
School	(62,525.45)	44,525.26	(18,000.19)
Frontage			
Totals	(225,620.99)	200,132.66	(25,488.33)

Correspondence "A"

Ready for Council
June 10/22

Jim Weninger

From: Leanne Stianson <LStianson@municode.ca>
Sent: June 10, 2022 3:13 PM
To: Jim Weninger
Subject: *NEW* Smoke and Carbon Monoxide Alarm Requirements

Hi Jim,

It was great speaking with you last week! This is the email we said we would send out. I am working on my distribution list to send to all of our Municipalities but wanted to send this to you sooner as talked about it.

As I'm sure you are aware, on January 1, 2022, the Construction Codes Act and Building Code Regulations came into effect in Saskatchewan replacing the Uniform Building and Accessibility Standards Act and Regulations (UBAS Act and Regs), respectively. The Building Code Regulations has the following requirements that will come into force on **July 1, 2022**:

Every building that contains a residential occupancy is required to have smoke alarms installed inside **each bedroom**, in the **bedroom corridor**, and **each storey without a bedroom**. These smoke alarms are permitted to be battery operated. **If** the building was constructed before June 6, 1988, then the batteries used for the smoke alarms must be 10-year batteries (see photo attached for example of 10-year battery alarm).



Every building that contains a residential occupancy is required to have a carbon monoxide alarm installed inside **each bedroom OR** within 5 m (16') of **each bedroom door**. These carbon monoxide alarms are permitted to be battery operated. **If** the building was constructed before October 1, 2009, then the batteries used for the carbon monoxide alarms must be 10-year batteries (see photo attached for example of 10-year battery alarm).



What does this mean for owners?

If your house/condo/duplex/etc. is missing smoke and/or carbon monoxide alarms in the locations listed above, then as the owner it is your responsibility to install the missing alarms.

What does this mean for the municipality?

It is strongly recommended that the municipality provide education to their rate payers of these changes.

In speaking with Building Standards, the municipality and building officials are not required to enter every property to ensure that these alarms are installed. However, when a building official does enter the building for other reasons (building permit related), then we do have to provide due diligence by verifying the installation.

If you have any questions, please call or email me.

Have a great evening!

Leanne Stianson
Office Manager
MuniCode Services Ltd.
306-955-6355



All email documents/correspondence need be sent to service@municode.ca for processing. If these are sent to any other email address they may not be reviewed. This message and any attached files may contain information that is confidential and/or subject of legal privilege intended only for use by the intended recipient. If you are not the intended recipient or the person responsible for delivering the message to the intended recipient, be advised that you have received this message in error and that any dissemination, copying or use of this message or attachment is strictly forbidden, as is the disclosure of the information therein. If you have received this message in error please notify the sender immediately and delete the message.

CAO REPORT

June 13, 2022

1. Water Pumphouse & Reservoir Upgrade:

According to Project Engineer Kyle McInnis of Catterall & Wright, Erickson Contracting & Management Ltd. are progressing well. The existing (old) Water Pumphouse and Reservoir will hopefully be demolished in the coming weeks.

Both SaskPower and SaskEnergy have been advised to remove their services from the existing (old) Water Pumphouse and Reservoir.

The remedial work on Reservoir No. 1 and Reservoir No. 2 continues and should be completed by Friday, June 17, 2022.

Globe Excavating (2008) will also be completing their portion of the road reconstruction and Regional Water Fill Station Area.

Valley Trenching was to start on the 300mm water main on Monday, May 30, 2022, however due to concerns beyond their control, they will be starting on Monday, June 13, 2022.

2. Public Works Shop/Fire Storage Area:

Quorex Construction Services Ltd., along with their subtrades continue to work on the Public Works Shop/Fire Storage Area.

Quorex Construction Services Ltd. plan to pour the concrete floor in the coming weeks.

3. Spray & Play Intergenerational Park:

A portion of the concrete bench area and decorative boarder has been completed at the Spray Park by the General Contractor Con-Tech. The mechanical equipment necessary to operate the water features has been completed and the electrical should be finished in the coming days. If everything falls into place, the Spray Park should open prior to June 30, 2022.

4. Town Signing Corridor:

Four signs have been placed in the Signing Corridor.

5. The Building Bylaw - DRAFT:

Chief Administrative Officer Jim Weninger received a Draft Building Bylaw from MuniCode Services Ltd. This Bylaw will replace the Town's existing Building Bylaw, along with *The Uniform Building and Accessibility Standards Act*. Also, see information regarding the new Smoke and Carbon Monoxide Alarm requirements.

6. Urban Municipal Administrators' Convention:

Thank you for allowing Office Manager Kelly Janzen and Chief Administrative Officer Jim Weninger to attend the Urban Municipal Administrators' Convention at the Travelodge in Saskatoon, SK from June 7 to June 10, 2022.

7. Warranty Periods for Capital Works:

Following is a list of the projects where the warranty will expire in 2022:

- Prairie Street & Ross (Part 2) – July 13 – KH has reached out to Lafarge to correct the deficiencies we discovered last fall in Part 1.
- Public Works Shop/Fire Storage Area – July 28
- Railway Avenue Surface Treatment (SUTO) – August 13

Jim Weninger, Chief Administrative Officer



Saskatchewan
Parks and Recreation
Association

New Business As

Ready for
Council
June 10, 2022

May 20, 2022

His Worship Jon Kroeker
Town of Dalmeny
Box 400
Dalmeny, Saskatchewan
S0K 1E0

Dear Mayor Kroeker:

Re: June is Recreation & Parks Month 2022

The importance of safe and welcoming outdoor parks and recreation opportunities continues to grow, both in our province and all across Canada. Being able to go to the park, stroll on a trail or simply enjoy the great outdoors are recognized benefits and contributor to the wellbeing of individuals and communities. Thank you for believing in these benefits, so that your residents continue to have access to these assets every day!

Each year, *June is Recreation & Parks Month* (JRPm) is celebrated across Canada. The month draws attention to the importance of parks and recreation services through leaders and champions like you and your Council. We, at the Saskatchewan Parks and Recreation Association (SPRA) invite you to join us in this celebration and formally recognize the importance of local community park spaces, and recreation opportunities and their contribution to the quality of life in your community.

Your support for JRPm in 2022 can be shown in many ways including:

1. Reply to the enclosed "Invitation to Celebrate" in order to show your support for *June is Recreation & Parks Month* – copies can be sent to jrpm@spra.sk.ca. This Invitation replaces the previous practice of a Proclamation in an effort to be inclusive of all people and Nations in Saskatchewan, affirming SPRA's commitment to improving settler and Indigenous relations as we walk our own pathway toward truth and reconciliation.
2. Access the JRPm Connection Grant Application – see this application package enclosed.
3. Encourage a community initiative that engages your residents in nature, parks and recreation pursuits.

For additional information please contact Andrew Exelby, Consultant – Parks and Open Spaces, at aexelby@spra.sk.ca or toll free at 1-800-563-2555.

Sincerely,

Todd Shafer,
Chief Executive Officer
cc: Andrew Exelby, SPRA Consultant – Parks and Open Spaces
Encl. (2)

Invitation to Celebrate

June is Recreation & Parks Month

The Saskatchewan Parks and Recreation Association (SPRA) invites all Saskatchewan communities, First Nations and individuals to celebrate *June is Recreation & Parks Month* (JRPM). Recognition of June as *Recreation & Parks Month* acknowledges the benefits derived year-round from quality public and private recreation and parks resources at individual, local, regional and provincial levels.

- In Saskatchewan, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents; and
- Recreation enhances the quality of life, active living and lifelong learning, helps people live happier and longer, develops skills and positive self-image in children and youth, develops creativity and builds healthy bodies and positive lifestyles; and
- Recreation participation builds family unity and social capital, strengthens volunteer and community development, creates community pride and vitality and promotes sensitivity and understanding to cultural diversity; and
- Recreation, therapeutic recreation and leisure education are essential to enhancing the quality of life of individuals who experience living with a disability, or have become ill, or are disadvantaged; and
- The benefits provided by recreation and parks programs and services reduce healthcare and social service costs, serve to boost the economy, economic renewal and sustainability, enhance property values, attract new business, and increase tourism; and
- Our parks, open space and trails ensure ecological sustainability, provide space(s) to enjoy nature, help maintain clean air and water and preserve plant and animal wildlife; and
- In Saskatchewan, we value and benefit from ancestral and contemporary Treaty relationships that allow us to enjoy recreational pursuits on the lands we share, which are deeply rooted in traditional and cultural significance; and
- All levels of government, the non-profit and voluntary sectors, and private enterprise throughout the province participate in the planning, development and operation of recreation and parks programs, services and facilities.

Therefore, _____ (name of municipality/First Nation/organization), in recognition of the benefits and values that recreation, parks and leisure services provide, designate the month of June as *June is Recreation & Parks Month*.

Signed this _____ day of _____ 2022 by:

_____ (print name and title)

_____ (signature)



Saskatchewan
Parks and Recreation
Association



Funded by





June is Recreation & Parks Month Connection Grant



1. Introduction

The Saskatchewan Parks and Recreation Association (SPRA) the *June is Recreation & Parks Month (JRPM) Connection Grant* is supported by the Recreation Section of Sask Lotteries and is managed and administered by SPRA.

The amount of funding available for the JRPM Connection Grant, like all other SPRA Grants in any given year, depends upon the availability of Lottery Funds in the Recreation Section for that specific year.

2. Purpose

SPRA is excited to support members with the JRPM Connection Grant. This Grant aims to support initiatives that draw attention and create a connection to parks and recreation in the month of June. This Grant will support SPRA members to promote participation in recreational activities and encourage awareness and a better understanding of the benefits recreation and parks provide.

SPRA would like to acknowledge the continued impact that the *JRPM Connection Grant* has on the recreation and parks services in Saskatchewan. Through this funding program, we are able to:

- Support localized promotion of the sector's benefits.
- Ensure that June will be recognized as "*Recreation & Parks Month*".
- Support small planned programs, initiatives and community events involving Parks and Recreation.

3. Eligibility

The *JRPM Connection Grant* is available to eligible Active members of SPRA. Eligible **Active members** include Cities, Towns, Villages, Rural Municipalities, First Nation Communities, Provincial Recreation Associations, Sport, Culture and Recreation Districts, Tribal Councils, Métis Regions and Regional/Urban Park Authorities. SPRA membership must be current prior to approval of a submitted application.

- Initiatives must be held between June 1 to June 30, 2022 in order to be eligible to apply.
- Communities that have not fulfilled the requirements of SPRA Member's Initiative Grants from the previous three years are not eligible to receive funding for this Grant. Further information on the status of previous grants can be gained by contacting SPRA at 1-800-563-2555.
- Grant payments will not be made if an applicant has any outstanding Grant Follow-up Reports with the Sask Lotteries Community Grant Program, SPRA or the Sask Lotteries Trust Fund.

Available Assistance

SPRA Active members that plan to deliver an initiative in support of JRPM during June can apply for up to a maximum of \$500. Only one Grant application per Active member will be processed. Funding for retroactive expenses will not be approved. Community events will not be supported.

Examples of Eligible Expenses

The following are examples of eligible expenses, including, but not limited to, materials or other supplies:

- Purchase of materials for programming that encourages engagement with nature and recreation (i.e., Nature Education Kits for lending, Birdwatching Kits, Activity Kits - sidewalk chalk, skipping ropes, etc. - to be lent).



June is Recreation & Parks Month Connection Grant



- Funding for small in-person programming initiatives (supplies or instructors) focussed on family-based programming, small group programming (i.e. Learn about Nature programming to be booked, Yoga in the Park, etc.).
- Materials for self-directed programming (i.e. Grow a Sunflower competitions, community scavenger hunts, etc.).
- Support of virtual or small in-person community presentations (i.e. Gardening in your Backyard with _____).
- Support/materials for virtual campaigns that promote parks and recreation/a connection with nature.
- Promotional materials such as advertising, posters, pins and JRPM Promotional Items.
- Outdoor event expenses such as sound equipment rental, entertainment costs, tent rental.

4. Ineligible Expenditures

The following areas are not eligible:

- Capital expenditures, assistance for the construction, renovation or repair of capital facility projects such as arenas, pools, parks, athletic fields, trails, buildings, grounds, etc.
- There will be no duplication of funding for opportunities currently funded through the Sask Lotteries Trust Fund.
- Food related expenditures – food expenses for banquets, dinners, fundraising and celebrations.
- Subsidization of wages for employees.
- Property taxes, insurance.
- Alcoholic beverages.
- Cash prizes (including gift cards).
- Uniforms, or other personal items.

5. Application Process

Applications will be accepted from May 18, 2022 to June 24, 2022.

Applications that meet eligibility criteria will be adjudicated based on a first come, first served basis. The *JRPM Connection Grant* funding is capped and once the funds are allocated, the Grant will be considered closed. This may occur before the **June 24, 2022** deadline. Applications may be submitted by email or fax.

Applicants will be notified if their application has been approved. Funding decisions are final and will not be revisited, or be subject to appeal.

Programs will not be funded retroactively. Any project beginning prior to the application deadline will not be considered.

100% of the total amount granted to a project will be sent to the organization upon receipt and acceptance of the completed Follow-up Report, with copies of the expense receipts.



June is Recreation & Parks Month Connection Grant



6. Funding Obligations

All funds must be used by the end of June 30, 2022. Follow-up materials must be submitted by August 19, 2022.

Where possible, groups receiving the Grant must publicly acknowledge Sask Lotteries and SPRA. Logos for each organization will be made available to the successful applicants upon request.

Funds granted through the *JRPM Connection Grant* may only be used for the purpose stated in the application. Funds are non-transferable. SPRA must approve, in writing, any significant change in the use of funds. **Funds used for ineligible expenses will not be reimbursed by SPRA.**

Failure to meet the funding obligations to the satisfaction of SPRA will be grounds to withhold payment and restrict access to future funding.

7. Follow-up Requirements

Successful applicants will be required to submit a Follow-up Report before August 19, 2022. Follow-up Reports will be forwarded to the successful applicants. Applicants that do not complete this Follow-up Report will not be reimbursed for their initiative.

In addition to the completed Follow-up Report, SPRA requires the following financial accountability for the complete Grant amount: photocopies of actual receipts, cancelled cheques or a schedule from the audited financial statement of the organization that verifies project expenditures.

SPRA would like to showcase the impact that this funding has had in your community. To demonstrate how your community has benefited from this funding, please send us pictures, videos and written testimonials. We will only use your photos and/or videos if a release form has been signed by the participants or their legal representative. If the community does not have an established release form, SPRA's Release Form can be used and the completed forms can be submitted with your Follow-up Report.

SPRA's Photo Release Form can be accessed at: <http://spra.blob.core.windows.net/docs/SPRA-Photo-Video-Release-2021.pdf>

8. Privacy

SPRA is committed to protecting the privacy of our members, volunteers, partners and employees. Our commitment is to maintain the confidentiality of your information, and to preserve your right to privacy.

SPRA collects, uses and discloses funding information in order to adjudicate this Grant. We reserve the right to promote and advertise Grant recipients and their initiatives.

9. Contact Information

If you have questions about the *JRPM Connection Grant*, please contact:

Andrew Exelby, Consultant – Parks and Open Spaces at: 306-780-9262 or by email at: aexelby@spra.sk.ca.



June is Recreation & Parks Month Connection Grant



10. Prior to Submitting your Grant Application

Review the following checklist to ensure that all required information has been included in your *JRPM Connection Grant* application.

- ✓ Your SPRA membership is Active*
- ✓ **All** of your expenditures are eligible
- ✓ Completion of a budget
- ✓ Completion of **all** sections of the application
- ✓ All required documents have been filed in order to close past grants

*If you are interested in applying but do not represent a SPRA Active member, please contact us to find out who the Active member is in your community. SPRA Grants may only be applied for by Active members of SPRA. To find out more about SPRA and becoming an Active member, please contact us at 1-800-563-2555.



June is Recreation & Parks Month Connection Grant Application



Grant Application

Applications must be completed and signed. Funding will be allocated from May 18 to June 24, 2022.

SPRA Active Member Name: _____

Contact: _____ Position: _____

Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

Name of Initiative: _____

Brief Description of the Initiative: *Briefly outline the initiative, and describe how it will support June is Recreation & Parks Month within the community.*

Budget: *Indicate how the funding will be spent (this does not need to include the entire initiative's budget - only the budget for the funding that is being provided by the Grant).*

Revenue	Expenses
JRPM Connection Grant -	
Total Revenue	Total Expenses

Grant Declaration and Deliverables:

I _____ (contact name), as a representative of the SPRA Active member, will be responsible to ensure that the Grant deliverables are met. If the deliverables are not met, I will be responsible for informing SPRA and understand the granted funds will not be sent.

- ☐ By checking this declaration box, I agree that all information in this application is correct and true.
- ☐ By checking this declaration box, I recognize that if my initiative is funded through the SPRA, it must adhere to all Government of Saskatchewan Public Health and Safety orders. All organizations receiving funding through SPRA are expected to provide a safe environment for those involved.

Signature: _____ Date: _____

Grant applications can be submitted by email to jrpm@spra.sk.ca or fax to (306) 780-9257 **only!** Email is recommended, to expedite the application. Send applications to the attention of Andrew Exelby, Consultant – Parks and Open Spaces.



**June is Recreation & Parks Month
Connection Grant
Follow-up Report**



Follow-up Report

Each applicant will be asked to sign this Declaration of Program Completion. In addition to this completed Report, SPRA requires photocopies of actual receipts or cancelled cheques that verify expenditures.

The following documentation must be completed, signed and submitted to SPRA before August 19, 2022. Applicants that do not complete this Follow-up Report will not be reimbursed for their initiative.

SPRA Active Member Name: _____

Email: _____

I declare that the *June is Recreation & Parks Month* initiative, _____
_____ has been completed.

Please tell us what impact the funded initiative has had on your community (testimonials, impact statements, quotes from participants, etc. are also welcome).

We encourage you to share your photos with us, or tag us on social media. For SPRA to use your photo in promotional materials, the participants need to sign a Release Form. Download the SPRA Photo Release Form at: <http://spra.blob.core.windows.net/docs/SPRA-Photo-Video-Release-2021.pdf>

The Grant amount was spent in the following way:

Expense (Item)	Amount Spent
Total Expenditures	

Signature: _____ Print Name: _____ Date: _____

Follow-up information can be submitted by mail, sent to jrpm@spra.sk.ca or faxed to (306) 780-9257.



Saskatchewan Parks and Recreation Association
Attn: Andrew Exelby, Consultant – Parks and Open Spaces
#100 - 1445 Park Street
Regina, Saskatchewan S4N 4C5

New Business "B"

Ready for
Council
June 10, 2022

Occupational Health Committee Minutes		Per section 4-5 of The Occupational Health and Safety Regulations, 2020					
For Saskatchewan workplaces		A committee shall: a) record minutes of each meeting in a format provided by the ministry and keep the minutes on file with the committee; b) post a copy of the minutes at a location that is readily accessible to workers at the place of employment until all concerns in the minutes are resolved. The employer shall maintain a copy of the minutes and have them readily available for inspection by a committee member or an occupational health officer.					
Complete all information. Add additional rows and pages as required.							
Name of employer Town of Dalmeny							
Address Box 400, Dalmeny SK						Total number of workers in the workplace	
Postal code S0K1E0		Phone 306-254-2133				70	
Worksite address (if different than above) 301 Railway Ave						Meeting date March 16, 2022	
Postal code		Phone				Date of next meeting June 8, 2022	
Email						Date of last meeting December 8, 2021	
Employer co-chairperson Rick ELDER				Worker co-chairperson Jayson HOLLINGSHEAD			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Ed SLACK	Councillor		X	Kelly JANZEN	Office	X	
Rick ELDER	Fire Chief	X		Dean VODDEN	Firefighter		X
Matt HALCRO	Rec Manager	X		Jayson HOLLINGSHEAD	Rec/PW	X	
				Scott ANDERSON	PW	X	
				Christine VAN METER	DPPS	X	

Item date/ number	Problem or concern Give full explanation and details Divide old/new concerns	Action taken or proposed Name of person responsible	Target date
1	Narcan - officer safety DPS	NARCAN pending- Update: ANDERSON/HOLLINGSHEAD will write a letter to Council in support.	March 2022
2	Checklist/inspection form for PW equipment	ANDERSON/HOLLINGSHEAD to talk to PW Foreman Jeff Johnson about creating an email account where PW Staff can send him concerns and maintenance updates on equipment. ANDERSON/HOLLINGSHEAD to talk with PW Foreman Jeff Johnson regarding scheduling an hour staff meeting once a week after lunch to discuss deficiencies and maintenance updates on equipment- "Preventable Maintenance Hour"	June 2022 June 2022
3	Firehall potential presence of mold	Item satisfied. Taken off the table	
4	GHS/WHMIS compliance training	WENINGER required all TOD staff for free online training. ACTION: determine level of completion – few remaining staff to complete	June 2022
5	Job specific training requirements for PW	ACTION: Staff to discuss with PW Foreman JOHNSON. <u>Confined space</u> : HOLLINGSHEAD will satisfy at the end of April. <u>Fall protection</u> : All Public Work Employees and HALCRO still require. <u>Lock-out/tag out</u> : On going, will need to discuss what is needed in the new Town Shop.	June 2022
6	Handgun unloading station	HOLLINGSHEAD to write a letter to Council in support of the purchase.	March 2022
7	Arena roof snow/ice buildup, fall hazard to entrance	HALCRO to write a letter to Council for Council to address. <u>Temporary Action</u> : See if scaffolding could be placed at the players entrance to shelter the snow hazard.	March 2022
8	Traffic Safety	Warning lights required on the Hustler 72. HALCRO to install amber beacon light on Recreation Truck. ACTION: JANZEN Purchase amber beacon lights for the International and Mack Trucks.	April 2021
9	OHC Site/workplace inspections	Next OHC inspection Lift Station 2 – March 23, 2022	March 2022
10	Combustible storage	ACTION: JANZEN to speak to WENINGER about propane cage outside new Town Shop.	April 2022
11	PW requires hi viz winter parkas	Item satisfied. Taken off the table.	
12	Speed sign Railway Ave East. Eastbound	HOLLINGSHEAD to write a letter to Council regarding reducing the speed before and in front the Arena.	March 2022
13	Ice thickness checks – retention ponds	HALCRO to put up "Stay Off Ice" signs. Ice is not longer safe to walk on.	March 2022

14	Seatbelt use	Item satisfied. Taken off the table.	
15	Traffic Warning devices and Clothing	Equipment should be better equipped with hi viz warning lights. Employees should be required to wear hi viz Clothing. ELDER, JOHNSON, HALCO	June 2022
16	OHS - Management Training	ACTION: VAN METER- To look into an OHS Management Course.	April 2022
17	Town Office/New Town Shop – Emergency Plan	ACTION: ELDER – To create an Emergency Action Plan for both the Town Office and the new Town Shop/Fire Storage Building.	June 2022
18	WHMIS- Information Sheet	WHMIS requirements state that Chemicals need to be labeled. As well as a Master List of Chemical Safety requirements for the chemicals in the building. ACTION: When moving over to the new Town Shop, take an inventory of chemicals going into the building, and throw out those without labels.	Oct 2022
Other business (Including requests to the Occupational Health and Safety Division of the Ministry of Labour Relations and Workplace Safety)			
Distribute copies as follows: Copy 1 – Permanent committee files Copy 2 – Employer copy Copy 3 – Post on committee board for workers information		To the best of my knowledge the above is an accurate record of this meeting. <div style="display: flex; justify-content: space-between;"> <div>  _____ employer representative </div> <div>  _____ worker representative </div> </div> <div style="text-align: right;">Page ____ of ____</div>	

LOCAL AUTHORITY

(Name and ID Number)

BYLAW NO. _____

A BYLAW RESPECTING BUILDINGS

The Council of the _____ of _____
in the Province of Saskatchewan enacts as follows:

SHORT TITLE

- 1 This bylaw may be cited as the Building Bylaw.

PURPOSE OF THE BUILDING BYLAW

- 2 The purpose of this bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

INTERPRETATION/LEGISLATION

- 3 Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this building bylaw.

"Act" means The Construction Codes Act.

"building official" means a person who holds a building official licence.

"competent person" means a person who is recognized by the local authority as having:

- (a) a degree, certificate or professional designation; or
- (b) the knowledge, experience and training necessary to design or review the design of a building.

"local authority" means the municipality to which this Building Bylaw applies.

"NBC" means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"NECB" means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"occupancy certificate" means a certificate issued with respect to the approved use or occupancy of a building.

"owner" means:

- (a) any person who has any right, title, estate or interest in land, improvements or premises other than

that of a mere occupant, tenant or mortgagee;

- (b) any person, firm or corporation that controls the property under consideration; or
- (c) if the building is owned separately from the land on which the building is located, the owner of the building.

"owner's representative" means any person, company, employee or contractor who has authority to act on behalf of an owner.

"permit" means written authorization issued by the local authority or its building official in the form of a building permit.

"plan review" means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the regulations.

"regulations" means *The Building Code Regulations* and *The Energy Code Regulations*.

"SAMA fee" means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.

"value of construction" means the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors.

"work" means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

SCOPE OF THE BYLAW

- 4** This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

GENERAL

- 5(1)** It is the duty of every owner or the owner's representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the regulations, any associated codes, interpretations and orders and any bylaws adopted by the local authority with which the building is associated.
- (2) It shall be the responsibility of the owner or the owner's representative to arrange for all permits, inspections and certificates required by any other applicable bylaws, Acts and regulations.
- (3) A building or part of a building for which a permit has been granted shall not be occupied before the issuance of an occupancy certificate by the local authority or the building official pursuant to clause 16(11)(h) of the Act.
- (4) The provisions of this building bylaw apply to buildings greater than 10m² (107.6 ft²) in building area except as otherwise exempted by the Act or the regulations.

PERMIT - ISSUANCE

- 6(1)** Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by a minimum of two sets of plans and specifications of the proposed building and work.
- (2) Every permit application shall be reviewed and approved by the building official including plan review and approval.
- (3) If the work described in an application for a permit, to the best of the knowledge of the local authority or the

building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.

- (4) A permit issued pursuant to this building bylaw must include:
 - (a) the name of the person, or company to whom the permit is issued;
 - (b) the period for which the permit is valid;
 - (c) a statement of all fees, deposits or bonds charged for the permit;
 - (d) the scope of work authorized by the permit;
 - (e) the municipal address or legal description of the property on which the work described in the permit is located;
 - (f) the buildings or portion of buildings to which the permit applies;
 - (g) the date of completion of the stages of construction for which a permit holder must inform the local authority;
 - (h) any conditions that the permit holder is required to comply with; and
 - (i) any information required by this building bylaw.
- (5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- (6) Work must not commence before a permit is issued.
- (7) The permit fee shall be calculated according to the sum of the following:
 - (a) a permit administration fee listed in a fee bylaw for the processing, handling and issuance of a permit;
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee bylaw or the agreement between the provider of building official services and the local authority;
 - (c) the fees charged by the Saskatchewan Assessment Management Agency; and
 - (d) a deposit, if required, in an amount determined by the local authority.
- (8) If a deposit is collected it shall, on request by the owner or owner's representative, be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
- (9) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.
- (10) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.
- (11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by section 7 of the Act and this building bylaw are given to the local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow up inspections.
- (12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees

and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.

- (13) The local authority may, at its discretion, rebate a portion of a permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

PERMITS - REFUSAL TO ISSUE

7(1) The local authority may refuse to issue a permit if:

- (a) the proposed work described on the permit application would contravene:
 - (i) the Act;
 - (ii) the regulations;
 - (iii) an order of the appeal board;
 - (iv) a written interpretation of the minister pursuant to section 8 of the Act; or
 - (v) the local authority's building bylaw;
- (b) the person who designed or reviewed the design of a proposed building that is within the scope of Part 9 of the NBC is not a competent person;
- (c) the person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
- (d) the application for a permit is incomplete;
- (e) any fees, deposits or bonds required pursuant to the local authority's building bylaw for the issuance of a permit have not been paid; or
- (f) the proposed work described on the permit application would contravene any other Act, regulations or bylaw that applies to the proposed work.

(2) Where the local authority refuses to issue a permit pursuant to subsection (1), the local authority shall:

- (a) provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and
- (b) refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fees paid for:
 - (i) plan review; and
 - (ii) permit application or administration.

PERMITS - REVOCATION

8(1) The local authority may revoke a permit issued pursuant to the Act:

- (a) if the holder of the permit requests in writing that it be revoked;
- (b) if the permit was issued on mistaken, false or incorrect information;
- (c) if the permit was issued in error;
- (d) subject to subsection (2), if, after 6 months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's building official, been seriously commenced

and no written agreement for the delay has been given by the local authority; or

- (e) subject to subsection (2), if the work for which the permit was issued is, in the opinion of the local authority's building official, substantially suspended or discontinued for a period of more than 6 months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- (2) If the local authority revokes a permit pursuant to subsection (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

PERMITS - EXPIRY

- 9(1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.
- (2) All permits issued pursuant to this building bylaw shall expire on the date stated in the permit, or if no date is stated:
- (a) twenty-four months from date of issue;
 - (b) six months from date of issue if work is not commenced within that period;
 - (c) on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six months; or
 - (d) on the date specified by the local authority if work has been suspended with written permission by the local authority or building official and the agreed upon period has been exceeded.
- (3) An owner or the owner's representative that does not complete all the work listed on a permit before the permit expires shall apply to the local authority that issued the permit do one of the following:
- (a) revoke the permit;
 - (b) extend the term of the permit;
 - (c) vary the condition of the permit.
- (4) The local authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the bylaw.

ENFORCEMENT

- 10 The local authority or the building official may take any measures as permitted by section 24, 25 or 26 of the Act and sections 13 and 14 of *The Building Code Regulations* for the purpose of ensuring compliance with this building bylaw.

NOTIFICATION

- 11(1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
- (a) when excavation is to be commenced;
 - (b) when the foundation is to be placed;
 - (c) when a superstructure is to be placed on the foundation;
 - (d) any other event at the time required by the permit under which work has been undertaken; and
 - (e) any other specified event at the specified time.

- (2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:
- (a) the date on which the owner or the owner's representative intends to commence the work; and
 - (b) subject to subsection (8), the name, address and telephone number of:
 - (i) the constructor or other person in charge of the work;
 - (ii) the designer of the work;
 - (iii) the person or firm that is to review the work to determine whether or not the construction conforms to the design; and
 - (iv) any inspection or testing agency that is engaged to monitor the work.
- (3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
- (a) subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in clause (2)(b);
 - (b) the owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - (c) the owner's or owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
 - (d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
 - (e) subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - (f) the completion of work.
- (4) Subject to subsection (8), the owner or the owner's representative of a building under construction shall give notice to the local authority of:
- (a) any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs; and
 - (b) the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.
- (5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:
- (a) structural failure of the building or part of the building;
 - (b) failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- (6) A report submitted pursuant to subsection (5) must:
- (a) contain:
 - (i) the name and address of the owner;
 - (ii) the address or location of the building involved in the failure;

- (iii) the name and address of the constructor of the building; and
 - (iv) the nature of the failure; and
 - (b) be submitted to the local authority within 15 days after the occurrence of the failure mentioned in clause (5)(a) or (b).
- (7) On receipt of the report pursuant to subsection (5), the local authority may require an owner to do the following:
- (a) provide any other information that the building official or local authority may consider necessary;
 - (b) complete any additional work that is necessary to ensure compliance.
- (8) Notice given pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

- 12(1)** An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
- (a) the building; and
 - (b) all building systems.
- (2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) an inspection of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NBC.
- (3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) the inspection of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NECB.
- (4) In addition to the requirements of subsection (1), (2) or (3), the local authority or building official shall require that an engineer or architect provide:
- (a) a Commitment for Field Review letter as part of the permit application for work; and
 - (b) an Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- (5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- (6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- (7) No owner of a building or an owner's representative shall cause or allow the ground elevations of a building

to be changed so as to place in contravention of the NBC:

- (a) the building or part of the building; or
- (b) an adjacent building.

(8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or the owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.

PENALTY

13(1) Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.

(2) Conviction of a person or corporation for breach of any provision of this building bylaw shall not relieve the person or corporation from compliance with the Act and regulations.

REPEAL OF BYLAW(S)

14 On enactment of this building bylaw, all previous building bylaws, including building bylaw amendments, are repealed.

Enactment pursuant to Section 17 of the Construction Codes Act.

Certified as a true copy of bylaw number _____
adopted by resolution on the _____ day of _____, 20____

X _____
(MAYOR/REEVE/PARK AUTHORITY CHAIR)

Affix certification seal below:

X _____
(ADMINISTRATOR/CLERK/SECRETARY-TREASURER)