

**REGULAR MEETING OF DALMENY TOWN COUNCIL
MONDAY, MARCH 11, 2024, 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. February 26, 2024 Regular Council Meeting

BUSINESS ARISING FROM THE MINUTES:

- a. Discretionary Use Application – Daycare Centre as a Home-Based Business – 316 Victor Place – Mailing of March 6, 2024

ACCOUNTS FOR APPROVAL

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

FINANCIALS

- a. Tax Comparisons for the Month of February

PUBLIC MEETING

- a.

CORRESPONDENCE

- a. Saskatchewan Assessment Management Agency (SAMA) Annual Conference
- b. Saskatchewan Notice Nature Program 2024
- c. Town of Dalmeny – Public Notice

REPORTS

- a. Chief Administrative Officer's Report

NEW BUSINESS

- a. Prairie Rivers Reconciliation Circle Annual Education Gathering – April 11, 2024
- b. Town of Dalmeny Occupational Health Committee Minutes of January 17, 2024

BYLAWS

- a.

ROUND TABLE DISCUSSION/IN CAMERA

ADJOURN

Next Regular Meeting: March 25, 2024

2024 Regular Council Meetings: January 15,29; February 12,26; March 11,25; April 8,22;
May 13,27; June 10,24; July 15,29; August 26;
September 9,23; October 7,21; November 4;

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: March 18, 2024 commencing at 5:00 p.m.

2024 Dalmeny Police Service Meeting Schedule: April 15; May 13; June 17; September 16;
October 21, November 18; and December 16

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 26, 2024
DALMENY TOWN OFFICE

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

ABSENT: Councillor 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

60/24 – Zoller/Bueckert – That the agenda for the Regular meeting of Council of the Town of Dalmeny for February 26, 2024 be adopted as presented.

Carried.

MINUTES

61/24 – Bueckert/Slack – That the Minutes of the February 12, 2024 Regular Council meeting be approved as circulated.

Carried.

Christopher Kotchar and Alyssa Connell-Kotchar arrived at the meeting at 7:08 p.m.

CANADA'S GREEN AND INCLUSIVE COMMUNITY BUILDINGS PROGRAM

62/24 – Slack/Bueckert – That the letter from Industry Canada regarding the Town's application to the Government of Canada's Green and Inclusive Community Buildings (GICB) Program be acknowledged by Council.

Carried.

SUMA- WELL-BEING BUDGET

63/24 – Zoller/Slack – That the Initial Draft of the Well-Being Budget completed by Advocacy and Legal Services Advisor Mason Stott of SUMA be acknowledged by Council.

Carried.

ACCOUNTS PAYABLE

64/24 – Bradley/Slack – That the accounts as detailed on the attached cheque listing and amounting to \$119,987.13 for the period ending February 22, 2024 and representing cheque numbers 19097 to 19123 be approved by Council.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 26, 2024
DALMENY TOWN OFFICE

PAYROLL

65/24 – Bueckert/Zoller – That the payroll listing in the amount of \$28,092.72 for the pay period ending February 16, 2024 be approved by Council.

Carried.

CAO REPORT

66/24 – Boisvert/Bueckert – That the Chief Administrative Officer’s Report as presented by the Chief Administrative Officer Jim Weninger for February 26, 2024 be accepted by Council.

Carried.

Councillor Matt Bradley left the meeting at 7:19 p.m.

Councillor Matt Bradley arrived back to the meeting at 7:20 p.m.

PUBLIC MEETING

A Public Meeting was held at 7:20 p.m. pertaining to the Discretionary Use Notice for a proposed Residential Care Home – Type II that was mailed on February 1, 2024 to all residents within a 75-metre radius of Lots 3 and 8, Block 10, Plan G740 and known civically as 513 Wakefield Avenue. The property is presently owned by Adriana and Adrian Krebsz.

There was one (1) oral representation and no written representations regarding this Bylaw.

There were two (2) members of the public that attended the meeting to speak to the Bylaw.

Christopher Kotchar and Alyssa Connell-Kotchar were concerned in regard to the number of residents, excluding staff, that would be present at any one time, as the definition just mentions more than four (4).

The Public Meeting ended at 7:38 p.m.

Christopher Kotchar and Alyssa Connell-Kotchar left the meeting at 7:38 p.m. and did not return.

DISCRETIONARY USE APPLICATION APPROVAL

67/24 – Zoller/Slack – That

Whereas:

1. Council has received an application by Adriana Krebsz, seeking approval of a development permit for Lots 3 & 8, Block 10, Plan G740 (the “Discretionary Use Application”), having a civic address of 513 Wakefield Avenue (the “Property”);

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 26, 2024
DALMENY TOWN OFFICE

2. The proposed use of the property set forth in the Discretionary Use Application is: Residential Care Home – Type II, as a principal use;
3. The proposed use is a discretionary use within the zone in which the Property is located;
4. Council has reviewed the application and the submissions made respecting approval;
5. Council has determined that the application is consistent with the provisions of Bylaw No. 3/09, as amended, being the Official Community Plan;
6. Pursuant to the provisions of, in relevant part, Section 4.12.5 of Bylaw 2-2016, as amended, (the “Zoning Bylaw”), Council has:
 - a. Reviewed the requirements of Section 3.9.1 of the Zoning Bylaw and has determined that the Discretionary Use Application complies with the requirements of that section;
 - b. Reviewed the criteria set out in Section 3.9.3 of the Zoning Bylaw, and has determined that the proposed development (use) is consistent with those criteria; and
 - c. As required by Section 3.9.1(1)(i), reviewed the development standards referenced in Section 3.9.2 of the Zoning Bylaw and has determined that no development standards need to be imposed with respect to the proposed development (use).

Now therefore be it resolved:

That the Discretionary Use Application be approved to a maximum of five (5) residents, excluding staff, subject to all requirements of the Zoning Bylaw, such requirements to include, but not be limited to the Special Regulations and Standards set out in Section 4.12.2 of the Zoning Bylaw.

Carried.

CORRESPONDENCE

68/24 – Bradley/Bueckert – That the following correspondence be filed:

- A. Assessment Notice – The Saskatchewan Gazette and the Clark’s Crossing Gazette
- B. “Practice with a Pro” – NHL Legend Jarome Iginla – Dr. Oetker’s Giuseppe Pizzeria
- C. Prairie View Elementary School – Happy Valentine’s Day

Carried.

TOWN OF DALMENY
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MONDAY, FEBRUARY 26, 2024
DALMENY TOWN OFFICE

HOME-BASED BUSINESS DISCRETIONARY USE APPLICATION

69/24 – Boisvert/Bradley – That the Town advise all property owners within a 75m radius of 316 Victor Place of a Discretionary Use application for a proposed "DayCare Centre" as a Home-Based Business in an R1 - Low Density Residential District pursuant to the Town of Dalmeny Zoning Bylaw.

Carried.

IN-CAMERA

70/24 – Zoller/Bueckert – That Council move into the Committee of the Whole and that the session be "in camera" at 7:57 p.m.

Carried.

RECONVENE

71/24 – Slack/Bradley - That Council reconvene and report at 8:39 p.m.

Carried.

VICTOR TERRACE TENDER AWARD

72/24 – Boisvert/Zoller – That the Town award the Victor Terrace Water Main Replacement and Road Reconstruction Tender to ASL Paving Ltd. in the amount of \$825,494.51, plus applicable taxes and that Project Manager Chad Carruthers of Catterall & Wright be advised of the same.

Carried.

VICTOR TERRACE CUL-DE-SAC OVERLAY TENDER AWARD

73/24 – Bueckert/Boisvert – That Council award the Victor Terrace Cul-de-Sac (Bulb) Tender to ASL Paving Ltd. at a cost of \$23,600.00, plus applicable taxes for the Asphalt Milling and Overlay Project and that Project Manager Chad Carruthers of Catterall & Wright be advised of the same. The alternate price for a Super Ultra Thin Overlay (SUTO) for this area is \$33,400.00, plus applicable taxes.

Carried.

BALL DIAMOND NO. 3 AWARD

74/24 – Slack/Bradley – That the Town award the Ball Diamond No. 3 Upgrade to Wilco Contractors Southwest Inc. in the amount of \$12,000.00, plus applicable taxes and that Manager Lawrence Mahon of Wilco Contractors Southwest Inc. be advised of the same.

Carried.

TOWN OF DALMENY
REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 26, 2024
DALMENY TOWN OFFICE

ADJOURN

75/24 – Bueckert/Boisvert – That the meeting be adjourned. Time 8:44 p.m.

Carried.

(seal)

Mayor

Chief Administrative Officer

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
19097	2/26/2024	Air Unlimited Inc. 146347	LAGOON-INSTALL BLOWER	2,874.50	2,874.50
19098	2/26/2024	Bonnie Furi 9	CHRISTMAS FOOD VOUCHER	100.00	100.00
19099	2/26/2024	Catterall & Wright 24-036	VICTOR TERR LOCAL IMPROVEMENT	28,195.20	28,195.20
19100	2/26/2024	Clark's Supply & Service IN437595	ARENA-LIFT RENTAL	336.33	336.33
19101	2/26/2024	Fast Cat Service Inc. 6070	POLICE-SNOW REMOVAL	346.50	346.50
19102	2/26/2024	Heidelberg Materials Canada 6891379	PW -SALTED SAND	673.92	673.92
19103	2/26/2024	Jenson Publishing 3000072080	ASSESSMENT ROLL AD	176.38	176.38
19104	2/26/2024	LaRoche-McDonald Agencies 1311/1312	FIRE-ON/OFF DUTY COVERAGE	3,533.80	3,533.80
19105	2/26/2024	Legend Dairy Ltd. 1	ICE RENTAL REFUND	1,500.00	1,500.00
19106	2/26/2024	Loblaws Inc. 271/245/979/...	ARENA BOOTH SUPPLIES	2,928.09	2,928.09
19107	2/26/2024	Luckett Wenman & Assoc 11828/11830	GST/PST AUDIT 33%	4,118.16	4,118.16
19108	2/26/2024	Mike Ligtermoet 5	2024 BOARD OF REVISION	250.00	250.00
19109	2/26/2024	Pacific Fresh Fish 685825/650/414	ARENA BOOTH SUPPLIES	819.95	819.95
19110	2/26/2024	Pepsi Bottling Group (Canada) 58132916	ARENA BOOTH SUPPLIES	703.95	703.95
19111	2/26/2024	Prairie Mobile Communications FASASIN27433	FIRE-RADIOS	66.60	66.60
19112	2/26/2024	Princess Auto 5160143	PW-SHOP SUPPLIES	84.67	84.67
19113	2/26/2024	Regent Signs 31211/30601/73	TOWN SIGN/BOARD SIGN	1,046.73	1,046.73
19114	2/26/2024	Rocky Mountain Equipment P10842	FIRE-HALL 2 SQUEEGE'S	73.30	73.30
19115	2/26/2024	Sask Research Council 1252377/1252072	WATER LAB TESTING	67.72	67.72
19116	2/26/2024	Sask Water SW085208	BULK WATER	44,448.19	44,448.19

Report Date
2/22/2024 2:38 PM

Dalmeny
Accounts for Approval
As of 2/22/2024
Batch: 2024-00010

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
19117	2/26/2024	SaskEnergy Corp. FEB 2024	FEB SASKPOWER/ENERGY PMT	24,987.33	24,987.33
19118	2/26/2024	SaskTel CMR 457	SASKTEL PMT	1,323.42	1,323.42
19119	2/26/2024	Surge Ahead Electrical 721	ARENA LIGHT REPLACE	166.50	166.50
19120	2/26/2024	Swish-Kemsol 39260/39342/CR	ARENA JANITORIAL	405.94	405.94
19121	2/26/2024	Trans-Care Rescue 2138	FIRE-CHROME CAP WITH CHAIN	188.50	188.50
19122	2/26/2024	Victory Safety and Training 18351	FIRE-WILDERNESS FIRST AID	477.30	477.30
19123	2/26/2024	Zak's Home Hardware 36517/36338	CURLING RINK/RED BARN/REC	94.15	94.15
				Total for AP:	119,987.13

Certified Correct This February 22, 2024

Mayor

Administrator

Payor/Payee's List Ready for Manual Release

[Back to Manual Release](#)

Payor/Payee Name	Type	Amount
Berrecloth, Colleen	D	511.79
Berrecloth, Donald	D	406.80
Bold, Tai	D	1077.47
Bonin, Ed	D	1618.47
Brabant, Addison	D	87.08
Braun, Mattaya	D	71.94
Clare, Mackenzie	D	1418.39
Dorner, Tyler	D	1627.58
Dovell, Beverley	D	372.71
Dyck, Bradley	D	1787.34
Furi, Bonnie	D	336.23
Halcro, Mathew	D	1553.92
Hollingshead, Jayson	D	1796.95
Hollingshead, Evian	D	68.15
Honeker, Sheila	D	300.13
Janzen, Kelly	D	1453.76
Janzen, Ayden	D	374.82
Janzen, Jaryn	D	317.74
Johnson, Jeffrey	D	1807.52
Keet, Cindy	D	735.59
Meyers, Morgan	D	318.03
Perkins, Oliver	D	252.44
Rowe, Scott	D	2057.35
Ruedger, Olivia	D	60.58
Splawinski, Scott	D	1702.10
Trayhome, Laurelea	D	1157.53
Van Meter, Christine	D	1668.79
Van-Vuuren, Micaella	D	49.22
Weninger, Jim	D	2727.47
Wiebe, Morgan	D	295.32
Wiebe, Brooklyn	D	79.51

28,092.72



Business Meeting 'A'

*Ready for
Council
March 8/24*

Box 400, Dalmeny, Saskatchewan S0K 1E0, 301 Railway Avenue
P: 306-254-2133 F: 306-254-2142 W: dalmeny.ca E: dalmenytownoffice@sasktel.net

File: P84S01145B32L13

March 6, 2024

Dear Property Owner

DISCRETIONARY NOTICE – Lot 13, Block 32, Plan 84S01145

Notice is hereby given, pursuant to Section 55 of *The Planning and Development Act, 2007* that the Town of Dalmeny has received an application to develop a Daycare Centre as a Home-Based Business on Lot 13, Block 32, Plan 84S01145 and known civically as 316 Victor Place. Receipt of this notice means that you are an assessed owner of property within 75 metres of the boundary of the proposed site.

Rebecca and Tanner Rutz wish to development this property for a Daycare Centre as a Home-Based Business in an R1-Low Density Residential District at this location. Also attached is the Discretionary Use Application, an aerial picture of the property, a topographical sketch, Special Regulations and Standards of the Zoning Bylaw, section 4.12.4 entitled “Day Care Centres and Pre-Schools, along with the 75 metre boundary of assessed owners.

The definition of a Daycare Centre is as follows:

“A facility for the non-parental care of over four (4) preschool age children on a daily basis, including after school programs, and licensed under *The Child Care Act* or *Education Act*.”

Council will hold a public hearing on March 25, 2024 at 8:00 p.m. at the Dalmeny Town Office, 301 Railway Avenue to hear any person or group that wants to comment on the proposed discretionary use application. Council will also consider written comments received at the hearing, or delivered to the undersigned at the Town Office before the hearing.

Yours truly,

Jim Weninger
Chief Administrative Officer

Town of Dalmeny
Box 400
Dalmeny, Sk.
S0K 1E0

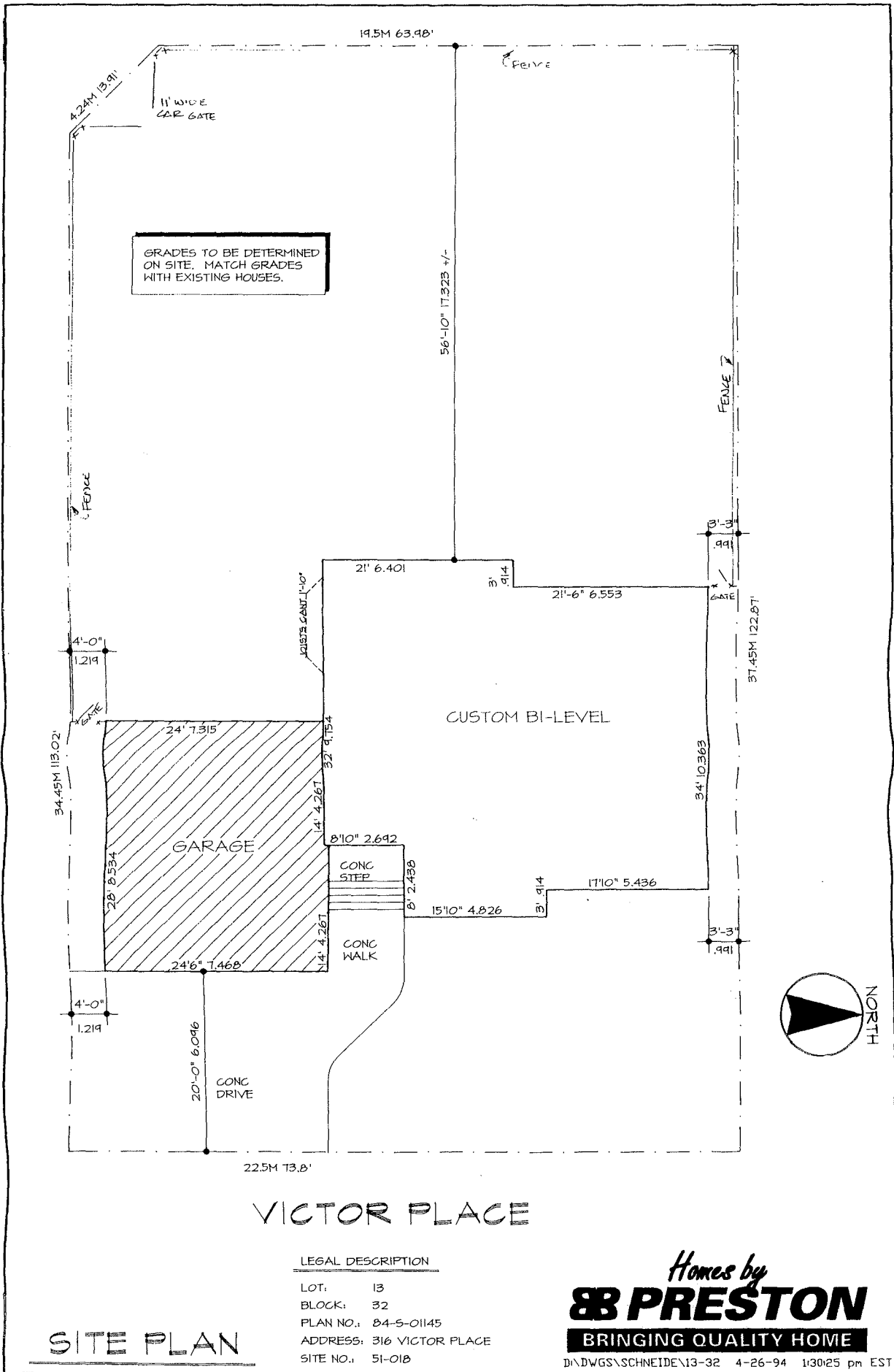


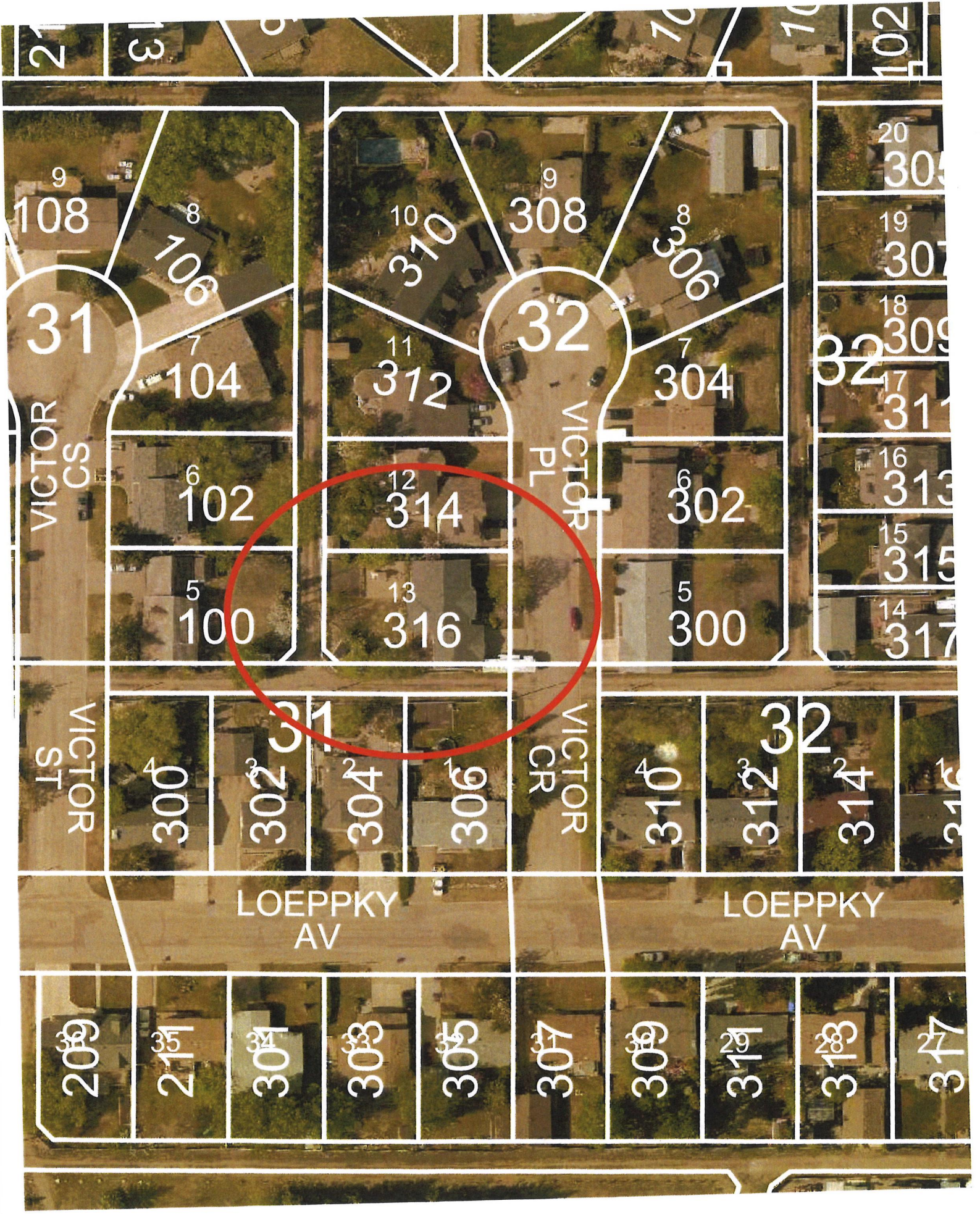
**TOWN OF DALMENY
DISCRETIONARY USE APPLICATION**
This is NOT an approval

Applicant Name Rebecca Turner Futz		Company Name (if applicable)		
Mailing Address Box 1039		City Dalmeny	Province SK	Postal Code S0K 1E0
Phone Number (306) 621-9911		Fax	Email Address rebecca.futz@gmail.com	
Main	Other			
Legal Description	Lot: 13 Block: 32	Plan: 84-S-01145		
Civic Address: 316 Victor Place				
Zoning District: R1- Low Density Residential				
Existing Use: Single Detached Dwellings				
Discretionary Use Requested: Daycare Centre				
Reasons to support the Discretionary Use Application: (use additional pages if necessary) I will be opening a home based day care which will have up to six children (including my own two). The hours of operation will be from 7:00 am - 5:00 pm. We will be spending some of our days in the backyard for outdoor play and learning, so there will be some additional outside noise between the hours of 9:30 am - 5:00 pm.				
Applications must include the following to be processed:				
1) A Site Plan - A legible site plan drawn to scale and must contain the following: The location and dimensions of all structures, setbacks and property lines. All parking spaces and loading areas, landscaping plans, and driveways.				() Yes
2) Architectural plans - For new buildings or additions, show building elevations				() Yes
3) A non-refundable application fee of \$100.00				() Yes

I hereby agree to comply with the Building & Zoning Bylaw of the Town of Dalmeny and acknowledge that it is my responsibility to ensure compliance with these and any other applicable bylaws, provincial acts & regulations regardless of any plan review or inspections that may or may not be carried out by the Town of Dalmeny or its authorized representatives. I agree to do all construction work solely in accordance & compliance with the information & plans provided by me in this application, & will obtain all other work permits required in conjunction with my development. I hereby declare that the above information is true and correct.

Applicant Signature: Rebecca Futz Date: Mar 6/2024





31

32

VICTOR CS

VICTOR PL

VICTOR ST

VICTOR CR

LOEPPKY AV

LOEPPKY AV

108

106

370

308

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305

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4.12.2 Adult Day Care Facilities – Type I & Type II, Residential Care Homes – Type I & Type II and Custodial Care Facilities

- (1) Adult day care facilities, residential care homes, and custodial care facilities may be approved as an ancillary use or as a principal use.
- (2) In any Residential district, no exterior alterations shall be undertaken to a dwelling or former dwelling which would be inconsistent with the residential character of the building, property, or streetscape.
- (3) Required parking spaces shall not be located in a required front yard.
- (4) No building or structure used for the purpose of a custodial care facility or a residential care home shall also be used for the purpose of keeping boarders or lodgers.
- (5) Section 3.9 of this Bylaw shall apply to the review and approval of adult day care facilities, residential care homes, or custodial care homes that are listed as discretionary uses.

4.12.3 Bed and Breakfast Homes

- (1) A bed and breakfast home may be located in a detached one unit dwelling or in a two-unit dwelling. No exterior alterations shall be undertaken which would be inconsistent with the residential character of the building, property, or streetscape.
- (2) Where otherwise permitted, required parking spaces may be located in a front yard and shall comply with the requirements contained in Section 4.2.
- (3) Section 3.9 of this Bylaw shall apply to the review and approval of bed and breakfast homes that are listed as discretionary uses.
- (4) The operator of the bed and breakfast lodging may advertise with a small, static sign subject to Section 4.11.

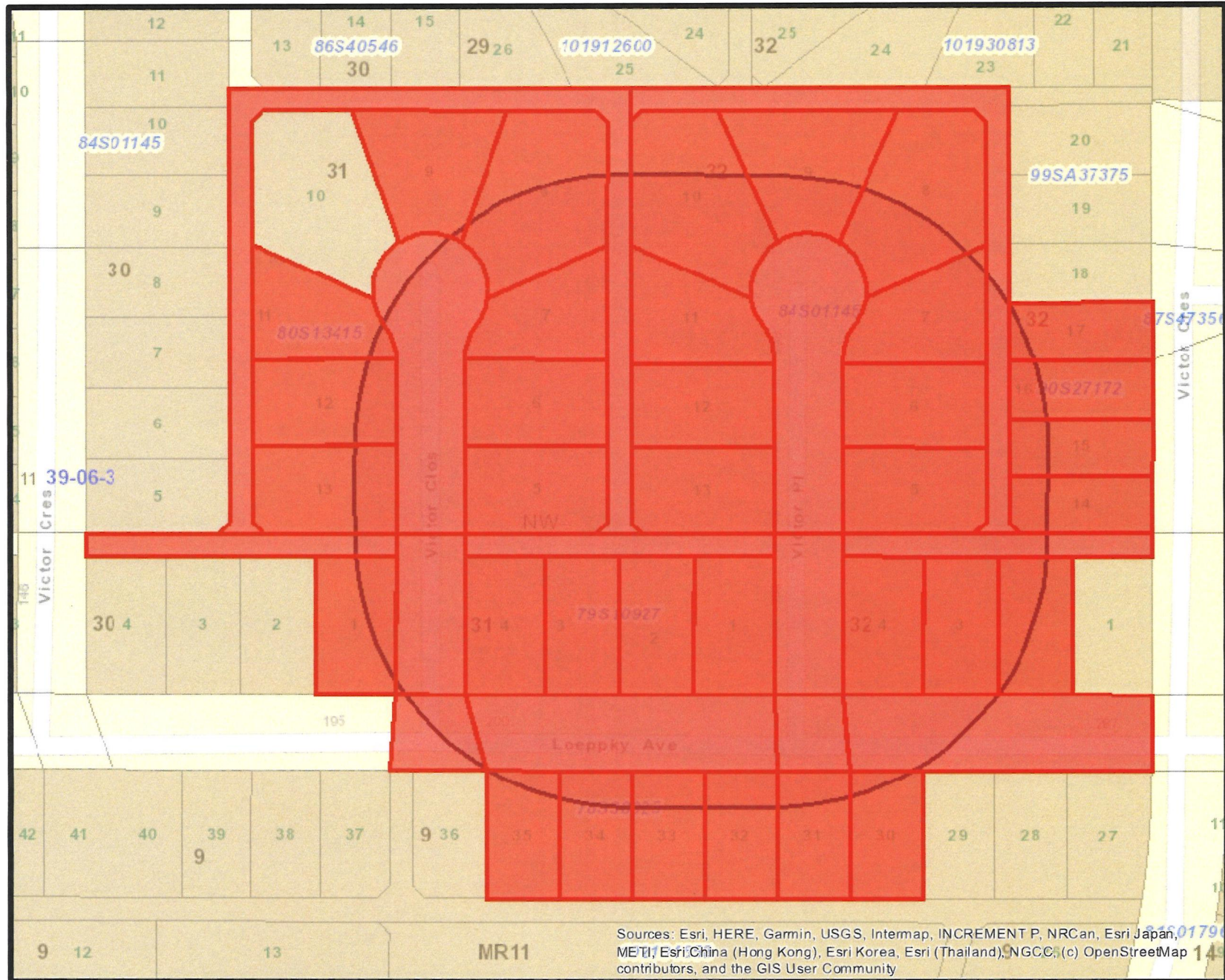
4.12.4 Day Care Centres and Pre-Schools

- (1) Day care centres and pre-schools may be approved as an ancillary use or as a principal use. In any Residential district, no exterior alterations shall be undertaken to a dwelling or former dwelling which would be inconsistent with the residential character of the building, property, or streetscape.
- (2) Required parking spaces shall not be located in a front yard and shall comply with the requirements contained in Section 4.2.
- (3) In addition to the development standards contained within the zoning district, Section 3.9 of this Bylaw shall apply to the review and approval of day care centres and pre-schools that are listed as discretionary uses.

4.12.5 Dwelling Groups

- (1) The minimum side yard shall be measured from the closest main wall of the principal building closest to the side site line.





Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Report Date
3/07/2024 11:31 AM

Dalmeny
Proposed Accounts for Approval
As of 3/07/2024
Batch: 2024-00012 to 2024-00014

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
19124	2/29/2024	AMSC Insurance Services Ltd MARCH 2024	MARCH GROUP INSURANCE	11,834.72	11,834.72
19125	2/29/2024	M.E.P.P. FEB 2024	FEB MEPP PAYMENT	13,755.15	13,755.15
19126	2/29/2024	Minister of Finance FEB 2024	FEB SCHOOL TAXES COLLECTED	32,011.64	32,011.64
19127	3/11/2024	Accu-Sharp Tooling LTD 5553	ARENA-ZAMBONI ICE KNIFE	86.58	86.58
19128	3/11/2024	Bell Mobility Inc. MARCH 2024	AERATION BUILDING AUTODIALER	75.13	75.13
19129	3/11/2024	Catterall & Wright 24-042	DALMENY COMPILED PLAN	4,531.28	4,531.28
19130	3/11/2024	Clark's Supply & Service IN437215/437202	PW-HOTSY SUPPLY	20.36	20.36
19131	3/11/2024	Construction Fasteners & Tools 409067	PW-TOOLS	208.67	208.67
19132	3/11/2024	Courtesy Plumbing and Heating 41379/41468	TOWN BUILDING FURNACE ANNUAL	1,468.53	1,468.53
19133	3/11/2024	Dalmeny Sabres Senior Hockey 7	23/24 COMMUNITY GRANT	1,500.00	1,500.00
19134	3/11/2024	Dalmeny Skating Club 24	23/24 COMMUNITY GRANT	3,250.00	3,250.00
19135	3/11/2024	Greenline Hose & Fittings S7310419/457	BOBCAT HYDRAULIC HOSE SUPPLY	95.95	95.95
19136	3/11/2024	Greg Bueckert 10	CHRISTMAS FOOD VOUCHER	50.00	50.00
19137	3/11/2024	Homewood Health Inc. H666955	FIRE-ASSISTANCE SERVICES	945.00	945.00
19138	3/11/2024	Loblaws Inc. 713141134	ARENA BOOTH SUPPLIES	772.07	772.07
19139	3/11/2024	Loraas Disposal Services FEB 2024	FEB GARBAGE PICKUP	16,377.04	16,377.04
19140	3/11/2024	MuniCode Services Ltd. 58234	BUILDING INSPECTIONS	232.97	232.97
19141	3/11/2024	Northern Glass & Mirror Ltd 37481/DAL RINK	ARENA GLASS/GLASS REPAIR	376.29	376.29
19142	3/11/2024	Pacific Fresh Fish 686532	ARENA BOOTH SUPPLY	239.50	239.50
19143	3/11/2024	Pitney Works 144	OFFICE POSTAGE	630.00	630.00

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
19144	3/11/2024	Rampart SQ-27686	POLICE FIREARM SUPPLY	603.52	603.52
19145	3/11/2024	Receiver General For Canada 20240015219/974	FIRE/POLICE RADIO RENEWAL	1,020.63	1,020.63
19146	3/11/2024	Reed Security 1661397	SECURITY CAMERAS	550.64	550.64
19147	3/11/2024	Ricoh Canada Inc. 85920/6287/6196	OFFICE/FIRE/VEEAM SUPPORT	1,212.69	1,212.69
19148	3/11/2024	S.U.M.A. 22898720	2024 SUMA CONVENTION	3,202.50	3,202.50
19149	3/11/2024	Sask Research Council 1252939/1252577	WATER LAB TESTING	67.72	67.72
19150	3/11/2024	Saskatoon CO-OP 596	PW/POLICE/REC/HANDI FUEL	3,583.04	3,583.04
19151	3/11/2024	SaskTel CMR 458	SASKTEL PMT	1,175.69	1,175.69
19152	3/11/2024	STAT Emergency Medical Supply 5735	FIRE-MEDICAL SUPPLIES	125.50	125.50
19153	3/11/2024	Success Office Systems INV409871	OFFICE-COPIER USEAGE	274.68	274.68
19154	3/11/2024	SVP Envoyer paiement a 6920680	3 WATER METERS	1,248.75	1,248.75
19155	3/11/2024	Valon Technologies Inc 3611	FIREHALL.NET SUBSCRIPTION	630.00	630.00
19156	3/11/2024	Zak's Home Hardware 36755/1	REC-BLOWER FUEL	44.39	44.39
				Total for AP:	102,200.63

Payor/Payee's List Ready for Manual Release

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Payor/Payee Name A	type	Amount
<u>Berrecloth, Donald</u>		664.96
<u>Bolld, Tai</u>		1159.90
<u>Bonin, Ed</u>		1618.47
<u>Brabant, Addison</u>		193.85
<u>Braun, Mattaya</u>		232.65
<u>Ciare, Mackenzie</u>		1362.04
<u>Dorner, Tyler</u>		1893.99
<u>Dyck, Bradley</u>		1653.60
<u>Furi, Bonnie</u>		269.92
<u>Halcro, Mathew</u>		1550.77
<u>Hollingshead, Jayson</u>		1793.57
<u>Hollingshead, Evian</u>		63.42
<u>Honeker, Sheila</u>		440.50
<u>Janzen, Kelly</u>		1450.57
<u>Janzen, Ayden</u>		344.72
<u>Johnson, Jeffrey</u>		1805.29
<u>Keet, Cindy</u>		1060.90
<u>Klein, Marlys</u>		927.22
<u>Meyers, Morgan</u>		339.23
<u>Perkins, Oliver</u>		337.86
<u>Roberts, Karen</u>		469.65
<u>Rowe, Scott</u>		2057.31
<u>Ruedger, Olivia</u>		75.53
<u>Splawinski, Scott</u>		1702.05
<u>Trayhorne, Laurelea</u>		1152.27
<u>Van Meter, Christine</u>		1668.79
<u>Van-Vuuren, Micaella</u>		209.75
<u>Weninger, Jim</u>		2726.56
<u>Wiebe, Morgan</u>		335.07
<u>Wiebe, Brooklyn</u>		213.15

29,773.56

Payor/Payee's List Ready for Manual Release

Page 1 of 1

[Back to Manual Release](#)

Payor/Payee Name	Amount
<u>Baxter, Thomas</u>	281.82
<u>Bell, Alicia</u>	281.82
<u>Boisvert, Lacy</u>	334.01
<u>Bradley, Matt</u>	344.01
<u>Bueckert, Greg</u>	344.01
<u>Desnoyers, Eric</u>	344.01
<u>Klassen, Wade</u>	108.16
<u>Kroeker, Jonathan</u>	756.36
<u>Slack, Edward</u>	344.01
<u>Zoller, Anna-Marie</u>	344.01

3,482.22

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

2024 TIPPS \$83,027.01/month
 2023 TIPPS \$78,089.05/month
 2022 TIPPS \$71,331.87/month
 2021 TIPPS \$66,213.27/month
 2020 TIPPS \$60,825.46/month
 2019 TIPPS \$54,529.98/month
 2018 TIPPS \$49,612.37/month

2024	Current	Arrears	Total
Municipal	\$ (138,063.61)	\$ 472,651.34	\$ 334,587.73
School	\$ (53,117.09)	\$ 20,540.36	\$ (32,576.73)
Frontage			\$ -
Totals	\$ (191,180.70)	\$ 493,191.70	\$ 302,011.00

2023	Current	Arrears	Total
Municipal	\$ 219,766.13	\$ 151,548.03	\$ 371,314.16
School	\$ (49,380.37)	\$ 38,510.50	\$ (10,869.87)
Frontage	\$ (185.98)	\$ 853.35	\$ 667.37
Totals	\$ 170,199.78	\$ 190,911.88	\$ 361,111.66

2022	Current	Arrears	Total
Municipal	\$ (128,299.94)	\$ 170,401.40	\$ 42,101.46
School	\$ (46,174.93)	\$ 44,301.07	\$ (1,873.86)
Frontage	\$ (280.10)	\$ 498.33	\$ 218.23
Totals	\$ (174,754.97)	\$ 215,200.80	\$ 40,445.83

2021	Current	Arrears	Total
Municipal	\$ (121,902.15)	\$ 244,718.11	\$ 122,815.96
School	\$ (43,607.86)	\$ 53,275.11	\$ 9,667.25
Frontage	\$ (134.29)		\$ (134.29)
Totals	\$ (165,644.30)	\$ 297,993.22	\$ 132,348.92

2020	Current	Arrears	Total
Municipal	\$ (109,941.68)	\$ 291,734.74	\$ 181,793.06
School	\$ (39,968.00)	\$ 64,211.32	\$ 24,243.32
Frontage	\$ (70.96)		\$ (70.96)
Totals	\$ (149,980.64)	\$ 355,946.06	\$ 205,965.42

2019	Current	Arrears	Total
Municipal	\$ (91,355.47)	\$ 232,326.66	\$ 140,971.19
School	\$ (33,354.02)	\$ 58,367.73	\$ 25,013.71
Frontage	\$ (163.08)		\$ (163.08)
Totals	\$ (124,872.57)	\$ 290,694.39	\$ 165,821.82

2018	Current	Arrears	Total
Municipal	\$ (82,170.35)	\$ 209,827.14	\$ 127,656.79
School	\$ (30,655.09)	\$ 52,338.97	\$ 21,683.88
Frontage			\$ -
Totals	\$ (112,825.44)	\$ 262,166.11	\$ 149,340.67

2017	Current	Arrears	Total
Municipal	\$ (70,930.50)	\$ 228,684.46	\$ 157,753.96
School	\$ (28,498.49)	\$ 66,289.90	\$ 37,791.41
Frontage			\$ -
Totals	\$ (99,428.99)	\$ 294,974.36	\$ 195,545.37

2016	Current	Arrears	Total
Municipal	\$ (63,012.97)	\$ 205,718.62	\$ 142,705.65
School	\$ (24,702.71)	\$ 59,652.51	\$ 34,949.80
Frontage			\$ -
Totals	\$ (87,715.68)	\$ 265,371.13	\$ 177,655.45

INFORMATION SESSIONS IN DETAIL

Important information in your 2025 Preliminary Values Package

Starting in May 2024, SAMA will be providing 2025 Revaluation preliminary value packages to our client municipalities. The preliminary values package will begin with an executive summary highlighting the important changes for your municipality and will be supported with an overall shift report by class, a taxable shift report by class, an individual property shift report as well as a GIS shift map showing shifts in their community with an invitation to attend a Council meeting to discuss.

In this workshop session we'll review the preliminary value packages, explore how to read and understand the reports, and highlight the importance of reviewing them prior to the implementation of the 2025 Revaluation if there is anything SAMA needs to review.

Life of an Appraiser

While many of our clients are aware of the work SAMA does in your municipalities, the Agency has several different departments and functions that all work together to provide the services and support needed for the provincial assessment system to function.

This presentation will showcase what an appraiser's journey at SAMA might look like, as they are hired, begin working in municipalities and interact with all the various divisions of the Agency.

2025 Revaluation - Preliminary Value Trends

SAMA is committed to providing information to the public well in advance of the 2025 Revaluation, allowing municipalities and government time to anticipate and plan for any changes to assessed values. This session will detail the preliminary value trend information regarding the upcoming revaluation and outline the expected changes to assessed values in 2025.

Q&A Session

This Q&A session will provide delegates with a venue to ask questions and make comments to the SAMA Board on any assessment related matter that they would like to bring forward for the Board's consideration and response. The Board is interested in hearing your views about any topics related to the assessment system in Saskatchewan, which could include the upcoming 2025 Revaluation, SAMA's 2022-2025 strategic directions or the future of assessment in the province. SAMA will be utilizing Slido technology, which will allow delegates to submit questions for the Board from their smart phones during the annual meeting, as well as being able to ask questions directly from the floor.

Correspondence "A"

Ready for Learning

VOTING REGULATIONS

Upon payment of any fee required, each municipal council may register two (2) voting delegates to attend the annual meeting. There is no requirement that the voting representative(s) from a municipality needs to be an elected representative. Municipalities are welcome to appoint an elected or non-elected person from their jurisdiction as their voting representative(s).

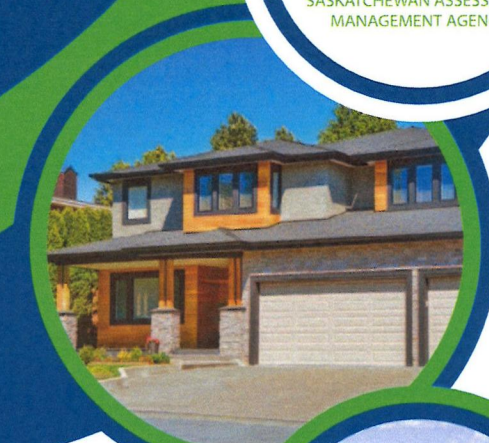
A voting delegate must be named in advance of the meeting as a designated voting delegate. A voting delegate must submit to SAMA a written declaration signed by a mayor, reeve, clerk or administrator of a municipality confirming that they have been appointed by that municipal council to attend the SAMA Annual Meeting as a voting delegate.

Other local government officials and non-elected representatives may be appointed by the council as non-voting participants. They may participate in discussions, but do not have voting privileges.

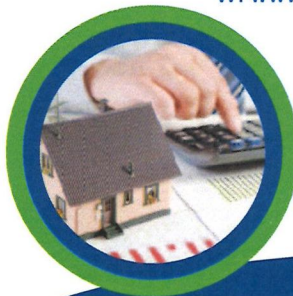
There is no proxy voting.

Virtual attendees to the Annual Meeting are not allowed to vote.

2024 ANNUAL MEETING



200 - 2201 11th Ave
Regina SK S4P 0J8
T: 306.924.8000 • TF: 800.667.7262 • F: 306.924.8070
W: www.sama.sk.ca



10 APRIL

 prairieland

**FOCUS ON THE FUTURE:
SAMA AND THE 2025 REVALUATION**

CHAIR'S MESSAGE

The Saskatchewan Assessment Management Agency (SAMA) would like to invite you to our 2024 Annual Meeting, taking place on Wednesday, April 10, 2024 in the Terrace, World Trade Center Saskatoon at Prairieland.



The theme of SAMA's 2024 Annual Meeting will be "Focus on the Future: SAMA and the 2025 Revaluation," and we'll be looking at the Agency's preparations for the upcoming 2025 Revaluation, while we continually look for ways to provide quality service to our clients.

The 2024 SAMA Annual Meeting will also provide a forum for delegates to discuss SAMA's 2022-2025 Strategic Directions and an opportunity to debate submitted resolutions and consider strategies for the future. As Chair, I will provide the annual report from the Board of Directors.

The 2024 Annual Meeting will offer four additional information sessions:

1. Workshop - Important information in your 2025 Preliminary Values Package
2. Life of an Appraiser
3. 2025 Revaluation – Preliminary Value Trends
4. Q&A Session with the SAMA Board of Directors

For more information on these sessions, please see the "Information Sessions in Detail" page in this brochure.

For 2024, SAMA is offering a half day training session specifically geared to administrators. The 2024 session will provide training on the forthcoming upgrades to MySAMA, which will now allow municipalities to submit assessment returns electronically to SAMA. There will also be a session on making the best use of the preliminary value packages that will be sent out for the upcoming 2025 Revaluation. The session will run the afternoon of April 9, 2024, from 1:30 – 4:30, and will be held in the Terrace, World Trade Center Saskatoon at Prairieland, the same room as the Annual Meeting. There is no cost for the training session, however, delegates are asked to pre-register for the session.

We look forward to the participation of all municipalities and local government organizations at the April 10th Annual Meeting. Our partnerships with our clients and stakeholders are vital to our shared success, as SAMA continues to innovate and enhance assessment policies and practices and improve the services we provide.



Myron Knafelc - Chair, Board of Directors

SAMA 2023 ANNUAL MEETING ASSESSMENT MATTERS

- 8:15 a.m.** Registration
- 9:30 a.m.** **Opening and Welcome**
Annual Meeting Chair, John Wagner
Minister of Government Relations, Don McMorris
Saskatoon Mayor, Charlie Clark
SAMA Chair, Myron Knafelc
- 9:45 a.m.** SAMA Chair
Annual Report from the Board of Directors
- 10:00 a.m.** Betty Rogers, SAMA Chief Executive Officer
Progress Report
Todd Treslan,
Managing Director, Assessment Services
Assessment Services Update
Shaun Cooney,
Chief Assessment Governance Officer
Assessment Governance/Policy Update
Mathew Ratch, Managing Director, Finance
Review of SAMA's 2023 Audited Financial Statements & Financial Update
- 11:00 a.m.** Coffee Break
- 11:15 a.m.** **Plenary Information Workshop Session**
"Important information in your 2025 Preliminary Values Package"
- 12:00 p.m.** Lunch
- 1:00 p.m.** **Life of an Appraiser**
- 1:30 p.m.** **Assessment Jurisdiction Updates**
SAMA, City of Prince Albert, City of Regina
City of Saskatoon, City of Swift Current
- 2:00 p.m.** **Plenary Information Session**
"2025 Revaluation – Preliminary Value Trends"
- 2:30 p.m.** **Plenary Information Session**
Q&A Session with the
SAMA Board of Directors
- 2:45 p.m.** **Resolutions**
- 3:00 p.m.** Adjournment

ADMINISTRATOR TRAINING SESSION

For 2024, SAMA is offering a half day training session specifically geared to administrators.

The session will run from 1:30 pm to 4:30 pm on April 9, 2024, the day before SAMA's Annual Meeting, and will be held in the Terrace, World Trade Center Saskatoon at Prairieland, the same room as the Annual Meeting.

The 2024 session will provide training on the forthcoming upgrades to MySAMA, which will now allow municipalities to submit assessment returns electronically to SAMA. There will also be a session on making the best use of the preliminary value packages that will be sent out for the upcoming 2025 Revaluation.

There is no cost to attend the training session either in person or virtually. For those not able to attend the Annual Meeting, and wish to only attend the administrator training session, it is still free of charge, but SAMA asks that you still register for the training session.

Elected officials are welcome to attend the training session, but the content will be geared more towards administrators.

For more information on the MySAMA portal, please see the MySAMA section on SAMA's website (www.sama.sk.ca).



Correspondence B

*Ready for review
March 8/24*

Jim Weninger

From: Town Office
Sent: February 27, 2024 11:39 AM
To: Jim Weninger
Subject: FW: Saskatchewan Notice Nature Program 2024 - Needs trading Pins

From: Notice Nature <noticenaturesk@gmail.com>
Sent: Tuesday, February 27, 2024 11:25 AM
Subject: Saskatchewan Notice Nature Program 2024 - Needs trading Pins

Hi,

We are reaching out to communities, industry, and organizations in Saskatchewan to see if you have any amount of trading pins or other swag items to be distributed through the 200 Saskatchewan communities participating in the Notice Nature program. Last year, thanks to the generosity of many MP, MPP, and MLA offices across Canada, and local industry and municipalities in Saskatchewan, participants of the Notice Nature program were able to collect pins from across Canada and Saskatchewan. This year we are hoping to again have a wide selection of pins for participants to collect.

This program engages over 350 Public, Catholic, and First Nations schools and over 200 Saskatchewan library branches. Each of the 200 library branches are provided with a supply of prizes to distribute for participation. Notice Nature begins at the end of May, 2024.

There is a Notice Nature passport book of over 300 nature-loving activities. Each time participants complete any 12 activities, they take their passport to their local participating library (over 200 library branches participate) and receive a small recognition (ie. pin, ribbon, sticker).

All Notice Nature programming is free, open to everyone, and offered at accessible locations.

Notice Nature is an entry level program. The goals of the program are to engage participants to simply Notice Nature. Planting the seeds of connection with one's natural environment may not deliver us immediately measurable results, but as first steps of noticing nature develop into a connection with nature and then a commitment to nature, our efforts to support these relationships will pay dividends as we watch our future generation lead the change we need to continue to have communities where all life has access to a safe and healthy environment.

If your office/organization has any pins or small program aligning swag as prize items for The Notice Nature program this year, we would be happy to distribute it to participating Saskatchewan residents to collect. Here's a link to the webpage to learn more: www.noticenature.ca

Resource Links:

- [2023 reporting document](#)
- [Notice Nature slide deck](#)

Mailing address:

North Saskatchewan River Basin Council
Box 458, Hafford SK,
S0J 1A0

Below is additional information on the program. Please feel free to share this email with any organization you think may have a box of pins or other swag looking for new homes.

Thanks so much for your consideration. This programs success is thanks to its many partners and sponsors.



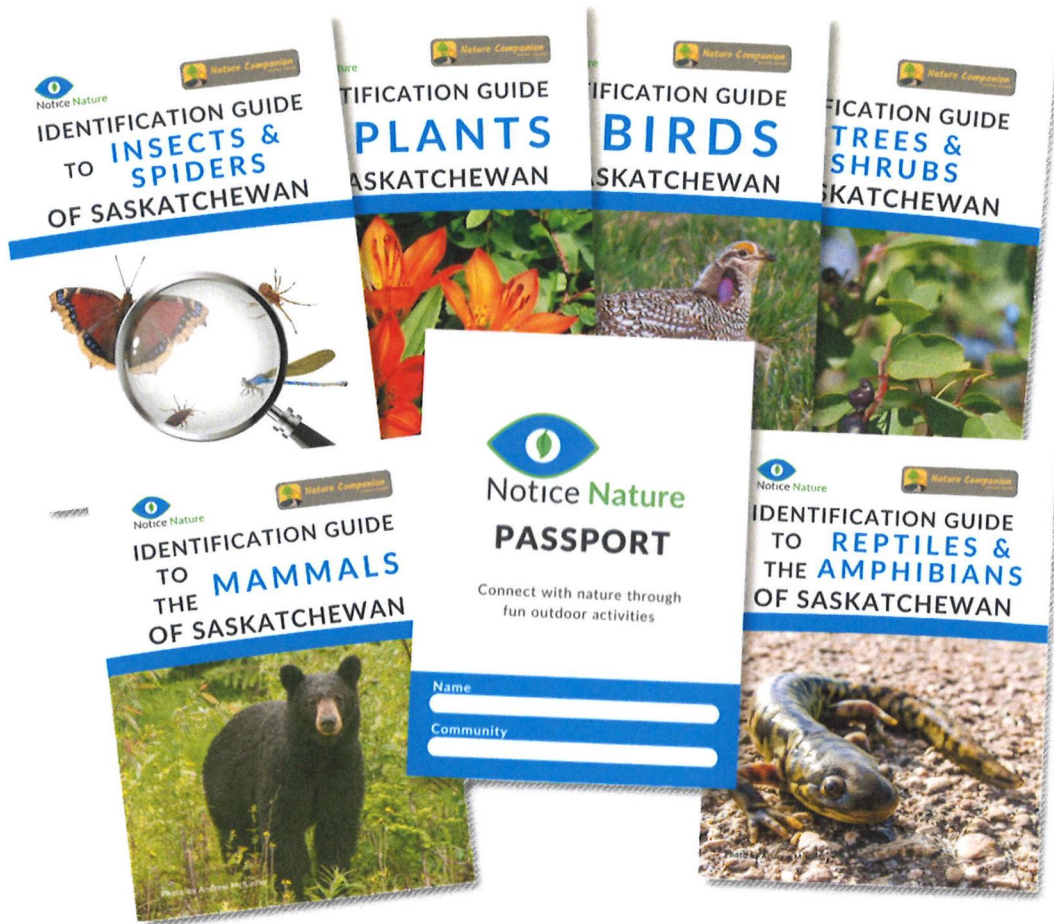
Notice Nature

What is Notice Nature?

Notice Nature is a collaboration of partners and sponsors designed to encourage outdoor engagement through fun, nature-loving learning activities. Everyone of all ages is welcome to participate through the Notice Nature Passport book includes over 300 nature-loving activities and observations. Each time participants complete any 12 activities, they take their Notice Nature Passport to their local participating library and receive a prize.

The program is open each year throughout the summer until the end of October.





Questions?

Please email noticenaturesk@gmail.com or call (306-292-8987)

Thank you,

Alana Gunsch
North Saskatchewan River Basin Council
(306) 292-8987

Facebook NSRBC | Instagram northsaskbasin | Twitter @NorthSaskBasin
www.nsrbc.ca

The Notice Nature Team



www.noticenature.ca

Correspondence "C"

*Ready for Council
March 8/24*

Dalmeny
FEEL THE WARMTH



PUBLIC NOTICE

Due to increases from SaskWater, Loraas Disposal North Ltd. and the Town of Dalmeny you will see an increase in your Utility Invoice by approximately \$5.00 per month.

If you are having problems receiving the digital Utility Invoice, please check your "Junk" email. The Town has discussed this matter with our IT Support Team and we have exhausted all of the options on our end.

We apologize for any inconvenience this may cause. If you have any questions, please contact the Town Office at (306) 254-2133

Jim Weninger
Chief Administrative Officer

Date: March 5, 2024

CAO REPORT

March 11, 2024

1. SAMA Annual Conference:

I would appreciate attending the SAMA Annual Conference on Wednesday, April 10, 2024 at the Prairieland Park in Saskatoon, SK. Expenses to be paid in accordance with Town of Dalmeny Policies and Procedures.

2. Utility Invoice Billing for December 2023:

The Utility Billing for the period January 1, 2024 to February 29, 2024 has been prepared and mailed/mailed. The total amount for the Utility Billing was \$237,261.08, as follows:

• Water Services	\$112,295.52
• Sanitary Sewer Services	\$ 91,081.06
• Waste Collection Fees	\$ 33,884.50

The Regional Water Service also achieved revenue of \$6,653.99 for the first two months of 2024.

3. Police Commission Training:

As the Secretary to the Dalmeny Board of Police Commissioners, Police Chief Scott Rowe is recommending that I attend the Police Commission Training on Tuesday, March 19, 2024. Expenses to be paid in accordance with Town of Dalmeny Policies and Procedures.

4. 2024 Operating and Capital Budget Meeting:

A Town of Dalmeny Budget meeting will be held on Monday, April 1, 2024 commencing at 6:00 p.m. The Provincial Budget will be presented on March 20, 2024 and the Federal Budget will be presented on April 16, 2024.

5. Auditing Changes for 2023:

Communications were sent out during the summer from the Ministry of Government Relations as there is a new accounting standard that will be applicable to the Town's 2023 audit (PSAS 3280 – Asset Retirement Obligations). Complying with this standard and obtaining the necessary information may likely be difficult and time intensive. This is a one-time task, as once the Town has received the necessary information, it will carry forward to all future years, assuming no changes to the Town's operations occur.

In summary, what this new accounting standard requires is for a liability to be recorded at present, for future expenses that will be incurred related to legal obligations to retire/decommission tangible capital assets. This is mainly going to affect landfills and buildings that contain asbestos.

The Town does not own a landfill and the buildings that contain asbestos have been communicated to the Auditor. The criteria for the buildings containing asbestos were, as follows:

- List of all buildings containing asbestos, and an explanation of how this listing was compiled and what was done to ensure that it is accurate.
- Any future plans for significant renovations of any of these buildings, or for proper removal of the asbestos; if any.
- Information of anticipated cost to remove asbestos, and how this anticipated cost was determined.

CAO REPORT
March 11, 2024

6. Discretionary Use Notice – Daycare Centre as a Home-Based Business – 316 Victor Place:

The Discretionary Use Notice and related correspondence was mailed to all property owners within a 75 metres radius of 316 Victor Place on March 6, 2024.

7. Town of Dalmeny Website and Website App:

After some time, the Town of Dalmeny Website has been updated, along with the Website App. The Website App is still being upgraded.

8. Fire Shutter at Fire Storage Area:

Following the repair work on the sewer trap of the mop sink at the Public Works Shop/Fire Storage Area, a Fire Shutter has been installed, in place of the drywall.

Jim Weninger, Chief Administrative Officer

New Business A's

Ready for
Council
March 8/24



Prairie Rivers Reconciliation Circle
Annual Educational Gathering
April 11, 2024

Request for Sponsorship of PRRC Annual Conference

The Prairie Rivers Reconciliation Circle (PRRC) invites you to support our reconciliation education efforts in Saskatchewan's Twin Rivers region.

This year is our 6th annual event called Rural Reconciliation: An Educational Gathering. Our theme is Navigating the Journey Together and will be held at Heritage Common in Hepburn, SK.

Each year, the goal of the conference is to bring neighbors, municipalities and the organizations in our communities together to learn about and discuss reconciliation topics. Community building and youth engagement remain at the heart of our conference.

Throughout the year, the PRRC works to create inclusive communities through education and relationship building. We are one of 10 reconciliation committees in Saskatchewan. Communities represented among our membership include Aberdeen, Duck Lake, Hepburn, Martensville, Mistawasis Nêhiyawak, One Arrow First Nation, Osler, Rosthern and Warman. Organizations represented among our membership include Affinity Credit Union, Carlton Trail College, Dakota Dunes CDC, Federated Co-op, Great Plains College, MCC Sask., Prairie Spirit School Division, Sask. Parks and Recreation and Wheatland Regional Library.

Our conference attendance grows every year and has exceeded our expectations. This year, we anticipate 200 people attending and are exploring options for online streaming.

The reality is that we require sponsorships to make these conferences possible. Sponsorship allows our partners to demonstrate their commitment to reconciliation in a tangible way. Each year, as a symbol of reciprocity, our sponsors are highly visible at the conference and are recognized verbally and visually in multiple ways. Sponsorship opportunities and benefits are enclosed. We hope you will consider contributing to this important event!

Thank you for your consideration. To commit to sponsorship, or to be in touch with any questions about sponsorship, please email us at prrc.conference@gmail.com.

Yours truly,

Erica Baerwald, Jamie Yuzicappi, Dani-Anne Lefevre, Benny Nwagwu, Kim Hebig, Michele Cameron

PRRC Conference Planning Committee

Sponsorship Opportunities

The Prairie Rivers Reconciliation Circle is pleased to present these sponsorship opportunities and benefits for your consideration. Sponsorship contributions help support offerings and honorariums for speakers and presenters, including Elders, Knowledge Keepers, Survivors. They help us to create in person experiences and fulfill our marketing and technological requirements as well as support nutrition breaks and lunch for all guests.

Title Sponsor – Federated Co-operatives Limited

- Ensure visibility and show your reconciliation commitment.
- Receive verbal and visual recognition as Title Sponsor.
- Exclusive Naming and Presenting Rights upon discussion.
- Logo displayed prominently in all conference marketing material, pre and post event communications.
- Showcase a 2-5 minute video-recorded message from your organization in the introduction
- Featured ad on/slide on Sponsor PowerPoint displayed throughout the day at break and mealtimes.
- Full day registration with reserve seating (up to 6 attendees)

Main Sponsor - \$1,000 - \$7,500

- Ensure visibility and show your reconciliation commitment.
- Logo included in all conference marketing material, pre and post event emails.
- Receive verbal and visual recognition as main sponsor.
- Featured ad on/slide on Sponsor PowerPoint displayed throughout the day at break and mealtimes.
- Full day registration with reserve seating (up to 4 attendees)

Breakout Session or Community Sponsor – up to \$1000

- Sponsor one of our breakout sessions and get verbal and visual recognition as the session sponsor.
- Choose one of two session sponsor perks -
 - Featured ad on/slide on Sponsor PowerPoint displayed throughout the day at break and mealtimes.
 - Be the one to introduce the session and speaker(s).
- Recognition of your organization's logo and name in the online agenda. Inclusion of your logo, name, or web link in any session-related marketing. Short summary about your org in the session description.
- Requests for specific sessions will be accepted on a first-come, first-serve basis.


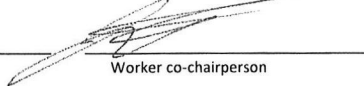
Break or Swag Sponsor – up to \$500

- Sponsor a break and receive recognition of your organization logo and name throughout the break.
- Sponsor a gift in kind swag donation and receive recognition of your organization logo and name.

The PRRC would appreciate sponsorship agreements to be confirmed by **March 8th, 2024**. If you have any questions, or if you would like to discuss additional or specialty opportunities to collaborate or contribute to this year's conference, please contact prrc.conference@gmail.com or erica.baerwald@hepburn.ca

New Business B

*Pen by for Council
March 8/24*

Occupational Health Committee Minutes		Per section 4-5 of <i>The Occupational Health and Safety Regulations, 2020</i>					
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				Total number of workers in the workplace			
Address Box 400, Dalmeny SK				70			
Postal code S0K1E0		Phone 306-254-2133					
Worksite address (if different than above) 301 Railway Ave				Meeting date January 17, 2024 1:30 p.m.			
Postal code		Phone		Date of next meeting April 17, 2024 1:30 p.m.			
Email				Date of last meeting October 18, 2023 1:30 p.m.			
Employer co-chairperson Rick ELDER				Worker co-chairperson Jayson HOLLINGSHEAD			
Management members	Occupation	Present	Absent	Worker members	Occupation	Present	Absent
Ed SLACK	Councilor		x	Kelly JANZEN	Office	x	
Rick ELDER	Fire Chief		x	Dean VODDEN	Firefighter		x
Mat HALCRO	Rec Manager	x		Jayson HOLLINGSHEAD	Rec/PW	x	
				Tyler Dornier	PW	x	
				Scott Splawinski	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	Job specific training requirements for PW	ACTION: Aerial Lift for Public Works. ACTION: Fall Protection – Recreation. ACTION: Investigate other training opportunities. Will look on worksitesafety.ca for online programs that are available. ACTION: JANZEN to talk to JOHNSON about job specific training for new PW Staff				April 2024	
2	OHS - Management Training	ACTION: HALCRO will send information to Managers regarding online course.				April 2024	
3	Town Office/New Town Shop – Emergency Plan	ACTION: HOLLINGSHEAD– To speak with Vodden and Baxter about having an officer in the fire department to complete these.				April 2024	
4	WHMIS- Information Sheet	ACTION: HOLLINGSHEAD will investigate WHIMS list for the arena.				April 2024	
5	OHS Policy	ACTION: - JANZEN will investigate OHS Policies that other communities may be using.				April 2024	
6	Police- RMS System	ACTION: SPLAWINSKI to look into the Police RMS System for "work alone". Continue to investigate joining with Corman Parks Police.				April 2024	
7	JJ Parking Lot	ACTION: HALCRO to investigate blocking off the southeast corner parking by the triangle in the parking lot as when a vehicle is parked there it creates blind spots.				April 2024	
8	Smoke Detector/Carbon Monoxide	ACTION: Check to see if there are sufficient Fire Alarm and Carbon Monoxide detectors in both the Arena and Town Office.				April 2023	
9	Town Shop Inspection	Town Shop inspection to be held on March 5, 2024.				March 2024	
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  Employer co-chairperson  Worker co-chairperson Page ___ of ___			