

TOWN OF DALMENY  
REGULAR COUNCIL MEETING  
MONDAY, SEPTEMBER 11, 2023  
DALMENY TOWN OFFICE

**PRESENT:** Mayor Jon Kroeker, Councillors Ed Slack, Matt Bradley, Lacy Boisvert, Eric Desnoyers, and Greg Bueckert. Also present was CAO Jim Weninger.

**ABSENT:** Councillor Anna-Marie Zoller.

**CALL TO ORDER**

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

Delegate Mike Furi attended the Council meeting at 7:00 p.m.

**ADOPTION OF AGENDA**

**287/23 – Slack/Boisvert** – That the agenda for the Regular meeting of Council of the Town of Dalmeny for September 11, 2023 be adopted as presented.

Carried.

**MINUTES**

**288/23 – Bueckert/Desnoyers** – That the Minutes of the August 28, 2023 Regular Council meeting be approved as circulated.

Carried.

**ACCOUNTS PAYABLE**

**289/23 – Bueckert/Bradley** – That the accounts as detailed on the attached cheque listing and amounting to \$107,044.21 for the period ending September 7, 2023 and representing cheque numbers 18650 to 18691 be approved by Council.

Carried.

**PAYROLL AND PER DIEMS**

**290/23 – Desnoyers/Boisvert** – That the payroll and per diems listing in the amount of \$28,619.05 for the pay period ending September 1, 2023 be approved by Council.

Carried.

**LIST OF OUTSTANDING TAX COMPARISONS**

**291/23 – Boisvert/Bradley** – That the listing of outstanding municipal and school property tax comparisons, along with frontage taxes for the month of August be accepted by Council.

Carried.



TOWN OF DALMENY  
REGULAR COUNCIL MEETING  
MONDAY, SEPTEMBER 11, 2023  
DALMENY TOWN OFFICE

**CORRESPONDENCE**

**292/23 – Slack/ Bueckert** – That the following correspondence be filed:

A. Diabetes Canada – Lace Up to end Diabetes

Carried.

**CAO REPORT**

**293/23 – Desnoyers/Boisvert** – That the Chief Administrative Officer's Report as prepared by the Chief Administrative Officer Jim Weninger for September 11, 2023 be accepted by Council.

Carried.

**DELEGATION**

Delegate Mike Furi, along with Ryan and Amber Wiebe and Linda Haffner attended the meeting to discuss with Council the Road Reconstruction 2024 consisting of asphalt pavement Local Improvement proposed at this time.

**DELEGATION**

Delegate William Strautman, along with Teresa Vandenberghe, Chanelle Tisdell, Carrie and Trevor Braun, Shirley Hiebert, Darren Gerein, Kali Moon, and Nicole and Curtis Thiessen attended the meeting to discuss with Council about changes in the process for completing a Local Improvement and why the Road Reconstruction 2024 consisting of asphalt pavement Local Improvement should not proceed at this time.

Councillor Ed Slack left the meeting at 9:07 p.m.

Councillor Ed Slack returned to the meeting at 9:09 p.m.

**PRAIRIE VIEW ELEMENTARY SCHOOL EMAIL**

**294/23 – Boisvert/Slack** – That the email of September 6, 2023, along with the attached letter of August 31, 2015 from Prairie View Elementary School, be acknowledged by Council and that the Chief Administrative Officer Jim Weninger amend The Traffic Bylaw to reflect this change.

Carried.

**BYLAW 6-2023**

**295/23 – Slack/Bueckert** – That Bylaw 6-2023 be read a third time and adopted.

Carried.

The CAO read Bylaw 6-2023 a third time, and the Mayor and CAO signed and sealed the bylaw.



TOWN OF DALMENY  
REGULAR COUNCIL MEETING  
MONDAY, SEPTEMBER 11, 2023  
DALMENY TOWN OFFICE

A recorded vote was requested by Councillor Eric Desnoyers regarding the third reading of Bylaw 6-2023.

For:  
Mayor Jon Kroeker  
Councillor Ed Slack  
Councillor Matt Bradley  
Councillor Greg Bueckert

Against:  
Councillor Eric Desnoyers  
Councillor Lacy Boisvert

**BYLAW 7-2023**

**296/23 – Boisvert/Bradley** – That Bylaw 7-2023 be read a third time and adopted.

Carried.

The CAO read Bylaw 7-2023 a third time, and the Mayor and CAO signed and sealed the bylaw.

**IN-CAMERA**

**297/23 – Desnoyers/Bueckert** – That Council move into the Committee of the Whole and that the session be “in camera” at 9:22 p.m.

Carried.

**RECONVENE**

**298/23 – Bueckert/Boisvert** - That Council reconvene and report at 10:04 p.m.

Carried.

**BYLAW 8-2023 – LOCAL IMPROVEMENT VICTOR TERRACE**

**299/23 – Slack/Bueckert**– That Bylaw 8-2023, a Bylaw to Undertake Asphalt Pavement as a Local Improvement be introduced and read a first time.

Carried.

The CAO read Bylaw 8-2023 for the first time.

**ADJOURN**

**300/23 – Boisvert/Desnoyers** – That the meeting be adjourned. Time 10:10 p.m.

*Carried.*

Original Signed by Mayor Jon Kroeker

(seal)



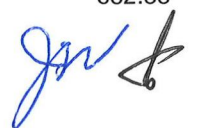
Original Signed by CAO Jim Weninger

Report Date  
9/07/2023 3:24 PM

Dalmeny  
**Accounts for Approval**  
As of 9/07/2023  
Batch: 2023-00044 to 2023-00046

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: AP - AP-GENERAL OPER</b>					
Computer Cheques:					
18650	8/31/2023	<b>AMSC Insurance Services Ltd</b> SEPT 2023	SEPT GROUP INSURANCE	7,753.49	7,753.49
18651	8/31/2023	<b>M.E.P.P.</b> AUGUST 2023	AUGUST MEPP PAYMENT	12,305.12	12,305.12
18652	8/31/2023	<b>Minister of Finance</b> AUGUST 2023	AUGUST SCHOOL TAXES	46,004.16	46,004.16
18653	8/31/2023	<b>Robertson Stromberg</b> 651370	TAX ENFORCEMENT	182.73	182.73
18654	9/11/2023	<b>Andrew Sheret Limited</b> 163/273/403/367	ARENA SPRAYER	354.32	354.32
18655	9/11/2023	<b>Aquifer Distribution Ltd</b> 65459/5297/7092	ARENA SPRAYER SUPPLY	43.02	43.02
18656	9/11/2023	<b>ASL Paving Ltd.</b> 12302-12930	STREETS-COLD MIX	1,746.46	1,746.46
18657	9/11/2023	<b>Bell Mobility Inc.</b> SEPT 2023	AERATION BUILDING AUTODIALER	74.45	74.45
18658	9/11/2023	<b>Bonnie Furi</b> 8	STAFF RECONGNITION-15 YEARS	150.00	150.00
18659	9/11/2023	<b>C &amp; K Lawn &amp; Yard Care</b> 2351	OUTDOOR RINK MOW	357.00	357.00
18660	9/11/2023	<b>Canadian Safety Equipment Inc.</b> 53327-1	FIRE-50' RETRACTABLE TAG LINE	638.40	638.40
18661	9/11/2023	<b>Crosby Hanna &amp; Assoc.</b> #94 (406-25)	ADVISORY SERVICES	210.00	210.00
18662	9/11/2023	<b>Early's Farm and Garden Centre</b> 099852	TOWN WEED CONTROL	153.15	153.15
18663	9/11/2023	<b>Earthworks Equipment Corp</b> 119533	KUBOTA-HARDENED BOLT ON EDGE	1,607.28	1,607.28
18664	9/11/2023	<b>GFL Environmental</b> 6862/6873/0976	2023- TOWN FLUSH MAINT	17,149.02	17,149.02
18665	9/11/2023	<b>hbi office plus</b> S0122219	OFFICE SUPPLIES	112.05	112.05
18666	9/11/2023	<b>Jenson Publishing</b> 3000070358	TAX ENFORCEMENT AD	115.50	115.50
18667	9/11/2023	<b>Millsap Fuel Distributors Ltd.</b> 185459	PW-SHOP/GRADER/PUMP OIL	435.12	435.12
18668	9/11/2023	<b>MuniCode Services Ltd.</b> 57331	BUILDING INSPECTIONS	111.57	111.57
18669	9/11/2023	<b>Munisoft</b> 2606/2490	OFFICE RECEIPTS/WARRANTY	582.33	582.33





Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
18670	9/11/2023	<b>Nor-Tec Linen Services</b> RI-897902	POLICE/OFFICE/LIBRARY MATS	80.78	80.78
18671	9/11/2023	<b>Pitney Works</b> 138	OFFICE POSTAGE	420.00	420.00
18672	9/11/2023	<b>Prairie Mobile Communications</b> FASASIN25922	FIRE-RADIOS	123.03	123.03
18673	9/11/2023	<b>Princess Auto</b> 4850635	RINK SPRAYER SUPPLIES	50.90	50.90
18674	9/11/2023	<b>RA Auto Repair LTD</b> 42564	POLICE CAR BELT	144.50	144.50
18675	9/11/2023	<b>Reed Security</b> 1636784	SECURITY CAMERAS	550.64	550.64
18676	9/11/2023	<b>Regent Signs</b> 27134/27130	SPRAY & PLAY-BOLLARDS/SIGNS	1,479.08	1,479.08
18677	9/11/2023	<b>Ricoh Canada Inc.</b> 83547/707/2944	FORTINET/COMPUTER SUPPORT	1,080.88	1,080.88
18678	9/11/2023	<b>Rocky Mountain Equipment</b> 7646/6053/7658	FIRE-SUPPLIES	243.28	243.28
18679	9/11/2023	<b>Sask Research Council</b> 1245556/1245319	WATER LAB TESTING	61.42	61.42
18680	9/11/2023	<b>Sask. Government Insurance</b> 167	FIRE-TRAILER	242.94	242.94
18681	9/11/2023	<b>Saskatoon CO-OP</b> 781	PW/POLICE/PARKS/VAN FUEL	3,555.20	3,555.20
18682	9/11/2023	<b>SaskTel CMR</b> 446	SASKTEL PMT	905.62	905.62
18683	9/11/2023	<b>Scott Splawinski</b> 11	POLICE-TRAINING-RANGE	31.71	31.71
18684	9/11/2023	<b>SPI Health and Safety Inc.</b> 11754341-00	PW-OVERALLS	107.87	107.87
18685	9/11/2023	<b>STAT Emergency Medical Supply</b> 5484	FIRE-MEDICAL SUPPLIES	281.28	281.28
18686	9/11/2023	<b>Success Office Systems</b> INV391827	OFFICE-COPIER USEAGE	299.52	299.52
18687	9/11/2023	<b>Surge Ahead Electrical</b> 650	ARENA ZAMBONI/PARKS/CURLING	4,436.35	4,436.35
18688	9/11/2023	<b>The Rent-It-Store</b> 243221	STREETS-SLAB SAW RENTAL	163.34	163.34
18689	9/11/2023	<b>Westlund</b> 677233004757	PW SHOP SUPPLIES	11.18	11.18
18690	9/11/2023	<b>WFR Wholesale Fire &amp; Rescue</b> INV/2023/2117	TENDER 25- INTAKE VALVE	2,223.77	2,223.77
18691	9/11/2023	<b>Zak's Home Hardware</b>			



Report Date  
9/07/2023 3:24 PM

Dalmeny  
**Accounts for Approval**  
As of 9/07/2023  
Batch: 2023-00044 to 2023-00046

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		32581/7895/471	ARENA PUCKBOARD/PW SUPPLY	465.75	465.75
				Total for AP:	107,044.21

Certified Correct This September 7, 2023

Original Signed by Mayor Jon Kroeker

Original Signed by CAO Jim Weninger

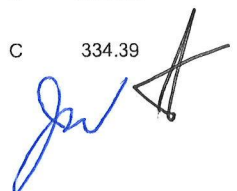
## Payor/Payee's List Ready for Manual Release

Page 1 of 1

[Back to Manual Release](#)-Per Diems  
payroll-**Payor/Payee  
Name****Rec  
Type Amount**

<u>Baxter, Thomas</u>	C	270.98
<u>Bell, Alicia</u>	C	270.98
<u>Boisvert, Lacy</u>	C	324.39
<u>Bold, Tai</u>	C	1358.06
<u>Bradley, Matt</u>	C	334.39
<u>Bueckert, Greg</u>	C	334.39
<u>Clare, Mackenzie</u>	C	1455.10
<u>Desnoyers, Eric</u>	C	334.39
<u>Dorner, Tyler</u>	C	1621.70
<u>Dovell, Beverley</u>	C	543.08
<u>Dyck, Bradley</u>	C	1555.27
<u>Halcro, Mathew</u>	C	1482.62
<u>Hollingshead, Jayson</u>	C	1860.25
<u>Honeker, Sheila</u>	C	597.76
<u>Janzen, Kelly</u>	C	1406.03
<u>Janzen, Ayden</u>	C	1009.74
<u>Johnson, Jeffrey</u>	C	1762.81
<u>Klassen, Wade</u>	C	104.00
<u>Kroeker, Jonathan</u>	C	730.73
<u>Murray, Lillian</u>	C	682.86
<u>Rowe, Scott</u>	C	2338.14
<u>Slack, Edward</u>	C	334.39
<u>Slack, Darlene</u>	C	184.19
<u>Splawinski, Scott</u>	C	1721.30
<u>Trayhorne, Laurelea</u>	C	1009.66
<u>Van Meter, Christine</u>	C	1687.95
<u>Weninger, Jim</u>	C	2969.50
<u>Zoller, Anna-Marie</u>	C	334.39

\$28,619.05



## TOWN OF DALMENY

### BYLAW NO. 6-2023

#### A BYLAW RESPECTING BUILDINGS

The Council of the Town of Dalmeny 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.

**"architect"** means a licensed architect as defined in *The Architects Act, 1996* who is registered as a member within the meaning of that Act and whose registration is not under suspension.

**"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.

**"engineer"** means a professional engineer, as defined by *The Engineering and Geoscience Professionals Act*, whose registration is not under suspension and includes the holder of a certificate of authorization granted pursuant to section 22 of that Act.

**"local authority"** means the municipality of the Town of Dalmeny.

**"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 10m<sup>2</sup> (107.6 ft<sup>2</sup>) 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 digital set of plans and specifications of the proposed building and work. If the submitted digital plans require printing on paper larger than 11"x17", one set printed on appropriate size and scale are required to be submitted for permanent storage at the local authority.
- (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.
- (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. Where work has commenced prior to issuing a permit, an additional fee shall be paid equal to 100% of the permit fee to a maximum of \$5,000.00
- (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 to the owner 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.
- (14) A permit to demolish or remove a building or structure may be approved and issued once the local authority is satisfied that there are no debts to the local authority or property taxes in arrears.

## **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;
    - (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) An applicant who undertakes to construct or have constructed a building with engineered life safety systems designed within the scope of Part 3 of the NBC for fire protection and occupant safety, including mechanical, electrical, and fire protection systems shall have an architect or engineer complete:
  - (a) the design or design review of the system(s);
  - (b) the inspection of construction and installation of the system(s) to ensure compliance with the design; and
  - (c) the reviews required by the NBC.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) Building permits will be required for all buildings that have sleeping accommodations.
- (11) Building permits will be required for retaining walls greater than 900mm in differential grade height on lands not used for agricultural purposes. An applicant who undertakes to construct or have constructed retaining walls greater than 900mm shall have an architect or engineer complete the design/design review of the structure.



(12) All demolition work shall comply with the following:

- (a) work shall be carried out in a safe, competent, skillful and efficient manner in accordance with Occupational Health and Safety Regulations (Saskatchewan);
- (b) no person undertaking a demolition shall dispose of waste material from the demolition site, except in a permitted landfill site;
- (c) all residential concrete slabs, footings and foundations shall be removed entirely regardless of depth;
- (d) except when new construction is to proceed within 30 days of completion of the demolition, all excavations shall be filled to grade level, and
- (e) demolition work shall not be considered as complete until the site is free of all debris, appropriately graded, and left in a state acceptable to the local authority.
- (f) prior to demolition, the applicant shall confirm with the local authority:
  - i) water and sanitary sewer service connections are discontinued at the water and sewer mains, and
  - ii) have the gas, electric, and telephone companies and all other utility service companies to discontinue their services and make all disconnects.

(13) Removal of a building or structure is considered demolition and in addition to the requirements of subsection 12(12), all work involving the removal of a building or structure shall comply with the following so that the local authority is satisfied that:

- (a) the structure of the building is such that removal can be safely performed;
- (b) that no person other than a licensed building mover will remove or relocate the building, and
- (c) that the building shall be moved along a route that, if by reason of its height, is the least likely to occasion damage to municipal facilities and service infrastructure.

(14) Work that includes the use of a relocated existing structure shall comply with all requirements of this bylaw.

#### **PENALTY**

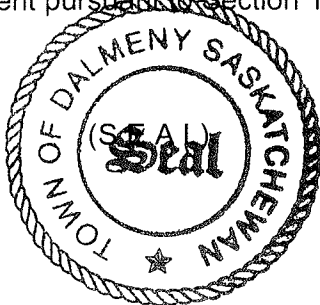
**13(1)** Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.

(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.

#### **COMING INTO FORCE AND REPEAL OF BYLAW(S)**

**14** On enactment of this building bylaw, Bylaw 7/11, including building bylaw amendments, are repealed.

Enactment pursuant to Section 17 of *The Construction Codes Act*.



Original Signed by Mayor Jon Kroeker

Original Signed by CAO Jim Weninger



# TOWN OF DALMENY

## BYLAW NO. 7-2023

### BUILDING ADMINISTRATION FEE BYLAW

#### A BYLAW TO ESTABLISH FEES FOR THE PROVISION OF ADMINISTERING BUILDING, DEMOLITION AND MOVING PERMITS.

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

##### Short Title

- 1) This bylaw shall be referred to as the Building Administration Fee Bylaw.

##### Purpose

- 2) The purpose of this bylaw is to establish fees for providing services to administer building, moving and demolition permit applications.

##### Definitions

- 3) In this bylaw:
  - a) "Act" shall mean *The Municipalities Act*.
  - b) "Municipality" shall mean the Town of Dalmeny.

##### Building Permit Application Fees & Deposit

- 4) For all buildings, except decks and accessory buildings, the following fees and deposits will be collected before any building permit is issued:
  - a) a fee of:
    - i) \$5.00 per \$1,000.00 of value on construction with a minimum fee of \$75.00.
  - b) the fees charged by the Saskatchewan Assessment Management Agency; and,
  - c) a deposit of \$1,000.00, which will be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the Municipality's appointed building official.
- 5) For decks and accessory buildings, the following fees and deposits will be collected before any building permit is issued:
  - a) a fee of:
    - i) \$5.00 per \$1,000.00 of value on construction with a minimum fee of \$75.00.
  - b) the fees charged by the Saskatchewan Assessment Management Agency; and,
  - c) a deposit of \$250.00, which will be refundable on satisfactory completion of the work and approval of the Municipality's appointed building official.



### **Move In or Within Permit Application Fees & Deposit**

- 6) For buildings being moved into the municipality, or within the municipality, the following fees and deposits will be collected before any move in permit is issued:
- a) a fee of \$50.00,
  - b) a special inspection fee, mileage fee, and fees for the plan review, field inspection of construction and enforcement in accordance with an agreement between the provider of building official services and the property owner,
  - c) the fees charged by the Saskatchewan Assessment Management Agency; and,
  - d) a deposit of \$2,000.00, which will be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the Municipality's appointed building official. If the work is not completed within a reasonable time, the Town may use the deposit, or portion thereof, to have the work completed.

### **Demolition or Removal Permit Application Fees & Deposit**

- 7) For all buildings being moved out of the municipality, the following fees and deposits will be collected before any move out permit is issued:
- a) a fee of \$50.00,
  - b) the fees charged by the Saskatchewan Assessment Management Agency; and,
  - c) a deposit of \$2,000.00, which will be refundable on immediate restoration of the site to a condition that is satisfactory to the Municipality. If the work is not completed within a reasonable time, the Town may use the deposit, or portion thereof, to have the work completed.

### **Effective Date**

- 8) The bylaw comes into force, and takes effect on, from and after the final passing thereof.



Original Signed by Mayor Jon Kroeker

Original Signed by CAO Jim Weninger