



**TOWN OF ALAMEDA**  
**Regular Meeting April 25, 2023**

The regular meeting of the Council of the Town of Alameda met in the Town Office on Tuesday, April 25, 2023. The meeting was called to order at 7:03 pm by Mayor Cobham.

**PRESENT:** Mayor Jennifer Cobham, Councillors Janelle Dorrance, Alaina Buchanan and Dallas Forseth.  
Administrator – Sheri Carritt

**ABSENT:** Dean Copeland

**DELEGATIONS:** Tom Frasz – 8:00 pm

**AGENDA:**

93/04/23

*Made by:* Councillor Dorrance

That Council approve the Agenda as presented.

**CARRIED**

**MINUTES**

94/04/23

*Made by:* Councillor Buchanan

That the minutes of the March 16, 2023 Regular Meeting are approved as presented.

**CARRIED**

**CORRESPONDENCE:**

- a. Sale to Alameda Agencies Ltd. is complete
- b. Moose Creek Regional Park Minutes – March 21, 2023
- c. Galloway Health Center Trust Minutes – March 2, 2023

**ANNEXATION**

95/04/23

*Made by:* Councillor Forseth

That the Town acknowledges that the Request for a Boundary alteration to annex lands from RM of Enniskillen No.3 into the Town of Alameda has been approved by Minister's Order.

**CARRIED**

*JE* *gc*

**ACCEPT AND FILE THE CORRESPONDENCE**

96/04/23

*Made by:* Councillor Dorrance

That the correspondence has been dealt with and now is filed.

**CARRIED**

**ACCOUNTS FOR APPROVAL:**

**BANK RECONCILIATION**

97/04/23

*Made by:* Councillor Buchanan

That the March 2023 Bank Reconciliation is accepted as circulated and forms part of the Minutes of this regular meeting of Council.

**CARRIED**

**FINANCIAL STATEMENT**

98/04/23

*Made by:* Councillor Forseth

That the Detailed Statement of Financial Activities for March 2023 is accepted as circulated and forms part of the Minutes of this regular meeting of Council.

**CARRIED**

**APPROVED AND ONLINE PAYMENTS**

99/04/23

*Made by:* Councillor Buchanan

That the accounts as presented at this meeting are approved for payment from cheques #5930 to #5958 for \$21,949.29 and online payments in the amount of \$17,513.60 and forms part of the Minutes of this regular meeting of Council.

**CARRIED**

**UNFINISHED BUSINESS:**

**RESCIND MOTION 62/02/23**

100/04/23

*Made by:* Councillor Buchanan

That motion 62/02/23 be rescinded.

**CARRIED**

**RENT TO PURCHASE AGREEMENT**

101/04/23

*Made by:* Councillor Forseth

That the Rent to Purchase drawn up on April 1, 2012 between the Town of Alameda and Bonnie Thompson has been paid in full by Bonnie Thompson, therefore Lots 3 & 4, Block 3, Plan 14947, Extension 16 & 17 now is transferred from the Town to Bonnie by Merrilee Swanson Professional and Bonnie Thompson shall be responsible for the cost of the transfer, and furthermore the Town will cancel Wawanesa Insurance for this property and further more this property will be added to the SAMA maintenance roll for 2023.

**CARRIED**

SC HL

**ADMINISTRATORS REPORT**

**ADMINISTRATOR-UMAAS**

102/04/23

*Made by:* : Councillor Dorrance

That Sheri Carritt attend the UMAAS Convention June 6-9 and all expenses incurred and registration fee of \$388.50 are paid by the Town.

**CARRIED**

**VERBAL REPORT**

103/04/23

*Made by:* Councillor Dorrance

That we approve the Administrator’s verbal report.

**CARRIED**

**PUBLIC WORKS REPORT:**

At 8:05 p.m. – Thomas Frasz - foreman joined the meeting.

**WATERWORKS DAILY REPORT**

The daily Waterworks report for March was not presented

**WATERWORKS VERBAL REPORT**

104/04/23

*Made by:* Councillor Buchanan

That we approve the Waterworks Operators verbal report.

**CARRIED**

**TRANSFER STATION HOURS**

105/04/23

*Made by:* Councillor Dorrance

That the transfer station open Monday’s beginning May 29, 2023 from 5:00 to 7:00 pm, and that no user fees will be charged on May 29, 2023.

**CARRIED**

**TRANSFER STATION FEES**

106/04/23

*Made by:* Councillor Dorrance

That the land fill fees for 2023 will remain as follows:

- No charge- trees, leaves & unpainted wood
- No Charge -standard garbage bag
- \$5.00 - major appliance
- \$15.00 - half truck load or car trunk
- \$30.00 - pickup truck
- \$30.00 - 1 Ton truck
- \$100.00 -3 Ton Truck
- \$175.00 - Tandem Truck - \$175.00

**CARRIED**

**WATER OPERATOR CERTIFICATION**

107/04/23

*Made by:* Councillor Forseth

That the Town acknowledges that in accordance with the Saskatchewan Water and Wastewater Operator Certification Standards, Thomas Frasz has qualified as an Operator and achieved his Water Treatment Class 1 and Water Distribution Class 1 as of March 15<sup>th</sup>, 2023, furthermore his increase in salary to \$75,000 per year will commence April 1, 2023.

**CARRIED**

**LAGOON AND LIFTSTION WORKSHOPS**

108/04/23

*Made by:* Councillor Buchanan

That Thomas Frasz will attend the Lagoon and Lift Station Operation and Maintenance Workshops in Regina May 24 and 25<sup>th</sup> for a fee of \$672.00 taxes included, furthermore these courses will grant 1.2 CEU credits.

**CARRIED**

**PLATE TAMPER**

109/04/23

*Made by:* Councillor Dorrance

That the Town purchase a Bomag plate tamper from McDougall Auctioneers Ltd. for \$1,340.33 including taxes.

**CARRIED**

**SIDEWALKS**

110/04/23

*Made by:* Councillor Buchanan

That the Foreman will construct new sidewalks on 2<sup>rd</sup> avenue from 5<sup>th</sup> street to 8<sup>th</sup> street, furthermore the costs for this project will be the foreman's salary not including the cost of concrete and materials.

**CARRIED**

**GENERATOR**

111/04/23

*Made by:* Councillor Dorrance

That the Town look into purchasing one (1) generator for the lift station to be used during power outages.

**CARRIED**

**DUST CONTROL**

112/04/23

*Made by:* Councillor Buchanan

That the town contract Fort Distributers to apply dust control at \$.38/liter plus taxes.

**CARRIED**

The Foreman left the meeting at 9:11 p.m.

JE  
HL

**NEW BUSINESS:**

**COMMUNITIES IN BLOOM-ORDERING FLOWERS**

113/04/23

*Made by:* Councillor Dorrance

That 15 dozen flowers be ordered through Country Garden Greenhouse, Carlyle, SK for Communities in Bloom.

**CARRIED**

**SCHOOL PLANTER BOXES**

114/04/23

*Made by:* Councillor Dorrance

That the town approve three (3) planter boxes from the Alameda School be placed on the lot between the RM of Moose Creek and the SaskTel Building.

**CARRIED**

**RENT TO PURCHASE OVERPAYMENT**

115/04/23

*Made by:* Councillor Forseth

That the Town refund Bonnie Thompson \$500.00 for overpayment of rent to purchase for Lots 3 & 4, Block 3, Plan 14947, Extension 16 & 17.

**CARRIED**

**OVERDUE UTILITIES**

116/04/23

*Made by:* Councillor Dorrance

That the utilities to property roll# 91 that are outstanding from June 2022 in the amount of \$449.00 are transferred to the owner's tax card.

**CARRIED**

**FORGIVE UTILITIES**

117/04/23

*Made by:* Councillor Buchanan

That the town forgive the estate of roll #29 utility bill from December 2022 in the amount of \$220.00 due to being deemed uncollectable.

**CARRIED**

**POLICY NO. 200-2: Town Shop Fire Safety Policy**

118/04/23

*Made by:* Councillor Dorrance

That Policy No. 200-2, being a Policy outlining the standards which all shop occupants are expected to follow in case of a fire at the Town Shop and is to be used as a guideline for fire prevention as well as what to do in the event of a fire.

**CARRIED**

JC H

**POLICY NO. 400-4: Traffic Control Policy**

119/04/23

*Made by:* Councillor Buchanan

That Policy No. 400-4, being a Policy to ensure that all hazards are identified and mitigated, controlled or eliminated using appropriate control measures, including the creation of appropriate traffic control plans, and routes.

**CARRIED**

**MUNICIPAL REVENUE SHARING**

120/04/23

*Made by:* Councillor Forseth

That we acknowledge that the Municipal Sharing portion for the 2022-2023 year was \$75,409 and for the 2023-2024 year is \$85,342 which shows an increase from the previous year.

**CARRIED**

**CANADA COMMUNITY BUILDING FUND**

121/4/23

*Made by:* Councillor Dorrance

That the Town acknowledges that a supplemental amount of \$1,623.60 was received from the CCBF-Canada Community-Building Fund (formerly Gas Tax Fund) for 2022-23, due to an accumulation of undistributed funding over the program term, furthermore the second installment of \$11,402.10 has been transferred to the Town.

**CARRIED**

**EDUCATION PROPERTY TAX MILL RATES**

122/04/23

*Made by:* Councillor Buchanan

That the 2023 Education Property Tax Mill have remained the same are as follows: Agriculture 1.42 mills; Residential 4.54 mills; Commercial/Industrial 6.86 mills; Resource 9.88 per the government of Saskatchewan.

**CARRIED**

**ASSESSMENT ROLL**

123/04/23

*Made by:* Councillor Dorrance

That the assessment roll is open March 31, 2023 and will close on May 3<sup>rd</sup>, 2023 and that the Roll is advertised on our website, Observer and Saskatchewan Gazette and furthermore the appeal fee is set at \$100.00.

**CARRIED**

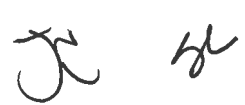
**RCMP RATES**

124/04/23

*Made by:* Councillor Forseth

That we acknowledge that the RCMP rate for the 2022-2023 year was \$55.05/capita and the rate for the 2023-2024 year is \$58.31/per capita.

**CARRIED**



**WATER INFRASTRUCTURE**

125/04/23

*Made by:* Councillor Buchanan

That \$5,843.74 is transferred from Prairie Pride Credit Union Chequing account to the Water Infrastructure account for the January to March 31, 2023 billing period.

**CARRIED**

**BENEVITY GRANT RBC**

126/04/23

*Made by:* Councillor Dorrance

That the Benevity Grant from the Royal Bank of Canada ( RBC) in the amount of \$1500.00 be allocated to Alameda Minor Hockey.

**CARRIED**

**PUBLIC WORKS**

127/04/23

*Made by:* Councillor Forseth

That public works employee Spencer Copeland receives a \$1.50 per hour wage increase for a salary of \$17.50 per hour effective May 1, 2023

**CARRIED**

**COMMITTEE REPORTS**

128/04/22

*Made by:* Councillor Forseth

That council acknowledge the following verbal committee reports:

- Mayor Cobham – Galloway Trust
- Councillor Dorrance – Alameda Cemetery
- Councillor Dorrance – Alameda Rec Board
- Councillor Buchanan – Alameda Library Board
- Councillor Buchanan – Moose Creek Regional Park Authority

**CARRIED**


**ADJOURNMENT AND NEXT MEETING**

129/04/23

*Made by:* Councillor Dorrance

That the meeting adjourns at 9:30 p.m. and that the next meeting will be held on Wednesday, May 17, 2023, at 7:00 p.m.

**CARRIED**




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Mayor




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Adminfstrator

**Town of Alameda  
Bank Reconciliation - Detailed**

**General Chequing Account**  
For Ending Date 03/31/2023

110-110-120 - Cash - PPCU - Chequing

**GL Balance to 03/31/2023** **508,882.67**

Service Charges: 0.00  
Interest Charges: 0.00  
Interest Revenue: 0.00

**Adjusted Book Balance** **508,882.67**

**Bank Statement Balance:** **522,186.74**

Deposits in Transit

Count	Date	Source	Transaction Description	Sub	Amount
1	03/31/2023	230013-005	MC - Utility - Tanghe, Kirsten Gayle	RC	120.00
<b>Subtotal:</b>					<b>120.00</b>

Outstanding Payments

Count	Date	Source	Transaction Description	Sub	Amount
1	02/16/2023	Ch 5891	Alameda Ventures	AP	-165.92
2	02/16/2023	Ch 5904	UMAAS	AP	-583.00
3	03/02/2023	Ch 5913	UMAAS	AP	-210.00
4	03/22/2023	Ch 5914	Alameda Ventures	AP	-162.15
5	03/22/2023	Ch 5915	Myrna Babbings	AP	-525.00
6	03/22/2023	Ch 5916	House Of Stationery	AP	-189.61
7	03/22/2023	Ch 5919	Oxbow Agencies	AP	-42.40
8	03/22/2023	Ch 5920	RAKS Plumbing Ltd.	AP	-1,800.51
9	03/22/2023	Ch 5923	Southern Plains Co-op	AP	-125.64
10	03/22/2023	Ch 5924	Southeast College	AP	-320.00
11	03/22/2023	Ch 5927	Two Canuck's Holding Ltd	AP	-335.17
12	03/22/2023	Ch 5929	Zee Medical Service Co.	AP	-46.55
13	03/24/2023		Cobham, Kinder - Net Pay		-911.77
14	03/24/2023		Copeland - Net Pay		-625.74
15	03/24/2023		Buchanan - Net Pay		-486.63
16	03/24/2023		Forseth - Net Pay		-486.63
17	03/24/2023		Dorrance - Net Pay		-515.03
18	03/24/2023		Burness - Net Pay		-219.62
19	03/31/2023		Sheri Carritt- Net Pay		-2,251.10
20	03/31/2023		Lisa Drummond-Net Pay		-664.28
21	03/31/2023		Tom Frasz-Net Pay		-1,924.17
22	03/31/2023		Spencer Copeland-Net Pay		-813.58
23	03/31/2023	Oth 608271	Ministry of Finance	AP	-19.57
<b>Subtotal:</b>					<b>-13,424.07</b>

**Total Uncleared:** **-13,304.07**

**Adjusted Bank Balance** **508,882.67**



**Town of Alameda  
Bank Reconciliation - Detailed**

**Investments**

For Ending Date 03/31/2023

110-110-130 - Cash - Bank - Term Deposit

**GL Balance to 03/31/2023** **92,378.32**

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 0.00

**Adjusted Book Balance** **92,378.32**

**Bank Statement Balance:** **92,378.32**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

**Adjusted Bank Balance** **92,378.32**

Notes

*Handwritten initials/signature*

**Town of Alameda  
Bank Reconciliation - Detailed**

**Water Infrastructure**  
For Ending Date 03/31/2023

110-110-140 - Cash - Special Savings

**GL Balance to 03/31/2023** **131,853.49**

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 0.00

**Adjusted Book Balance** **131,853.49**

**Bank Statement Balance:** **131,853.49**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: 0.00

**Adjusted Bank Balance** **131,853.49**

Notes

JC 48

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
<b>EXPENDITURES</b>					
<b>GENERAL GOVERNMENT SERVICES</b>					
<b>Wages &amp; Benefits</b>					
<b>Wages</b>					
510-110-110 - GG - Council - Indemnity	3,150.00	3,150.00		(3,150.00)	
	<b>3,150.00</b>	<b>3,150.00</b>	<b>0.00</b>	<b>(3,150.00)</b>	<b>0.00</b>
510-110-140 - GG - Council - Indemnity Committee	375.00	375.00		(375.00)	
510-110-230 - GG - Salaries - Administrator	7,668.72	16,023.35		(16,023.35)	
510-110-330 - GG - Salaries - Assistant	1,661.58	4,126.26		(4,126.26)	
510-110-530 - GG - Contract Admin	500.00	2,438.00		(2,438.00)	
	<b>13,355.30</b>	<b>26,112.61</b>	<b>0.00</b>	<b>(26,112.61)</b>	<b>0.00</b>
<b>Benefits</b>					
510-120-110 - GG - Benefits - Council	296.47	296.47		(296.47)	
	<b>296.47</b>	<b>296.47</b>	<b>0.00</b>	<b>(296.47)</b>	<b>0.00</b>
510-130-230 - GG - Benefits - Administrator	1,655.67	3,725.80		(3,725.80)	
510-140-330 - GG - Benefits - Assistant	625.13	1,730.75		(1,730.75)	
	<b>2,577.27</b>	<b>5,753.02</b>	<b>0.00</b>	<b>(5,753.02)</b>	<b>0.00</b>
	<b>15,932.57</b>	<b>31,865.63</b>	<b>0.00</b>	<b>(31,865.63)</b>	<b>0.00</b>
<b>Professional/Contract Services</b>					
510-200-150 - GG - Cont. - SAMA and Assessment E	250.00	6,088.00		(6,088.00)	
510-210-100 - GG - Council Mileage & Meals	69.62	69.62		(69.62)	
510-210-150 - GG - Council - Convention Hotels/Reg.		1,500.00		(1,500.00)	
510-210-170 - GG - Admin. - Training	210.00	1,102.00		(1,102.00)	
510-240-100 - GG - Cont. - Memberships & Subscript	288.87	1,608.41		(1,608.41)	
510-280-100 - GG - Cont. - Equipment Leases & Supl	201.40	201.40		(201.40)	
510-280-130 - GG - Donations, gifts	70.82	120.82		(120.82)	
510-290-100 - GG - Cont. - Bank Charges	95.50	344.85		(344.85)	
510-290-200 - GG - Misc Expenses	978.11	978.11		(978.11)	
	<b>2,164.32</b>	<b>12,013.21</b>	<b>0.00</b>	<b>(12,013.21)</b>	<b>0.00</b>
<b>Utilities</b>					
510-300-110 - GG - Utility - Heat	141.17	477.43		(477.43)	
510-300-120 - GG - Utility - Power	110.12	342.70		(342.70)	
510-300-140 - GG - Utility - Telephone	161.86	487.54		(487.54)	
	<b>413.15</b>	<b>1,307.67</b>	<b>0.00</b>	<b>(1,307.67)</b>	<b>0.00</b>
<b>Maintenance, Material and Supplies</b>					
510-400-110 - GG - Maint. - Postage		49.92		(49.92)	
510-410-140 - GG - Maint. - Office Supplies	148.25	369.00		(384.00)	
510-420-100 - GG - Maint. - Janitor Supplies		21.18		(21.18)	
	<b>148.25</b>	<b>440.10</b>	<b>0.00</b>	<b>(455.10)</b>	<b>0.00</b>
<b>TOTAL GENERAL GOVERNMENT SERVICES</b>	<b>18,658.29</b>	<b>45,626.61</b>	<b>0.00</b>	<b>(45,641.61)</b>	<b>0.00</b>
<b>PROTECTIVE SERVICES</b>					
<b>FIRE PROTECTION</b>					
<b>Professional/Contractual Services</b>					
525-220-100 - PS - Fire - Travel, Meals & Subsistence		387.29		(387.29)	

*JE sk*

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
525-230-100 - PS - Fire - Insurance		2,720.30		(2,720.30)	
525-260-100 - PS - Fire - Training				(1,865.60)	
525-270-100 - PS-First Responder Training	663.40	663.40		(663.40)	
	<b>663.40</b>	<b>3,770.99</b>	<b>0.00</b>	<b>(5,636.59)</b>	<b>0.00</b>
<b>Utilities</b>					
525-300-110 - PS - Fire - Utility - Heat	171.73	585.91		(585.91)	
525-300-120 - PS - Fire - Utility - Power	168.47	673.84		(673.84)	
525-300-140 - PS - Fire - Utility - Telephone	76.50	229.50		(229.50)	
	<b>416.70</b>	<b>1,489.25</b>	<b>0.00</b>	<b>(1,489.25)</b>	<b>0.00</b>
<b>TOTAL FIRE PROTECTION:</b>	<b>1,080.10</b>	<b>5,260.24</b>	<b>0.00</b>	<b>(7,125.84)</b>	<b>0.00</b>
<b>TOTAL PROTECTIVE SERVICES:</b>	<b>1,080.10</b>	<b>5,260.24</b>	<b>0.00</b>	<b>(7,125.84)</b>	<b>0.00</b>
<b>TRANSPORTATION SERVICES</b>					
<b>MAINTENANCE</b>					
<b>Wages &amp; Benefits</b>					
<b>Wages</b>					
530-110-130 - TS - Maint. - Salaries - Foreman	2,347.78	6,894.35		(6,894.35)	
530-110-150 - TS - Maint. - Salaries - Seasonal	1,718.54	4,208.06		(4,208.06)	
	<b>4,066.32</b>	<b>11,102.41</b>	<b>0.00</b>	<b>(11,102.41)</b>	<b>0.00</b>
<b>Benefits</b>					
530-130-130 - TS - Maint. - Benefits - Foreman	373.92	1,118.44		(1,118.44)	
530-150-150 - TS - Maint. - Benefits - Seasonal	30.96	75.82		(75.82)	
	<b>404.88</b>	<b>1,194.26</b>	<b>0.00</b>	<b>(1,194.26)</b>	<b>0.00</b>
	<b>4,471.20</b>	<b>12,296.67</b>	<b>0.00</b>	<b>(12,296.67)</b>	<b>0.00</b>
<b>Professional/Contractual Services</b>					
530-200-200 - TS - Maint - Shop Bldg Maintenance		1,258.14		(1,258.14)	
530-200-250 - TS - Maint - Shop Bldg Insurance	42.40	42.40		(42.40)	
530-220-110 - TS - Maint.- Office Supplies	181.07	432.91		(514.85)	
530-265-100 - TS - Maint - Purchase of Equipment		4,000.00		(4,000.00)	
530-290-100 - TS - Maint. - Contracted Repairs		296.80		(296.80)	
	<b>223.47</b>	<b>6,030.25</b>	<b>0.00</b>	<b>(6,112.19)</b>	<b>0.00</b>
<b>Utilities</b>					
530-300-110 - TS - Maint. - Utility - Heat	171.73	585.92		(585.92)	
530-300-120 - TS - Maint. - Utility - Power	168.47	673.83		(673.83)	
530-300-140 - TS - Maint. - Utility - Telephone	361.53	723.50		(723.50)	
530-310-100 - TS - Maint. - Utility - Street Lights	794.33	2,382.99		(2,382.99)	
	<b>1,496.06</b>	<b>4,366.24</b>	<b>0.00</b>	<b>(4,366.24)</b>	<b>0.00</b>
<b>Maintenance, Materials &amp; Supplies</b>					
530-400-110 - TS - Maint. - Shop Supplies	104.09	740.63		(740.63)	
530-410-115 - TS - Maint. - Kubota Payment	484.98	484.98		(484.98)	
530-410-120 - TS - Maint. - Misc	44.45	44.45		(433.75)	
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	32.05	1,007.10		(1,007.10)	
530-420-110 - TS - Maint. - Oil, Gas, Diesel	1,049.52	1,869.46		(1,869.46)	
	<b>1,715.09</b>	<b>4,146.62</b>	<b>0.00</b>	<b>(4,535.92)</b>	<b>0.00</b>
<b>TOTAL MAINTENANCE:</b>	<b>7,905.82</b>	<b>26,839.78</b>	<b>0.00</b>	<b>(27,311.02)</b>	<b>0.00</b>

*JC 4/4*

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
<b>TOTAL TRANSPORTATION SERVICES:</b>	<b>7,905.82</b>	<b>26,839.78</b>	<b>0.00</b>	<b>(27,311.02)</b>	<b>0.00</b>
<b>ENVIRONMENTAL SERVICES</b>					
<b>Professional/Contractual Services</b>					
540-200-110 - EH - Cont. - Waste Collection/Recycle	2,128.65	4,239.73		(4,239.73)	
	<b>2,128.65</b>	<b>4,239.73</b>	<b>0.00</b>	<b>(4,239.73)</b>	<b>0.00</b>
<b>TOTAL ENVIRONMENTAL SERVICES:</b>	<b>2,128.65</b>	<b>4,239.73</b>	<b>0.00</b>	<b>(4,239.73)</b>	<b>0.00</b>
<b>RECREATION AND CULTURAL SERVICES</b>					
<b>Professional/Contractual Services</b>					
570-250-100 - R&C - Cont. - Campground Expenses	102.92	386.57		(386.57)	
570-290-100 - R&C - Cont -Regional Library Requisiti		9,703.15		(9,703.15)	
	<b>102.92</b>	<b>10,089.72</b>	<b>0.00</b>	<b>(10,089.72)</b>	<b>0.00</b>
<b>Maintenance, Materials and Supplies</b>					
570-430-170 - R&C - Alameda Library Expenses		3,710.00		(3,710.00)	
	<b>0.00</b>	<b>3,710.00</b>	<b>0.00</b>	<b>(3,710.00)</b>	<b>0.00</b>
<b>TOTAL RECREATION AND CULTURAL SERV</b>	<b>102.92</b>	<b>13,799.72</b>	<b>0.00</b>	<b>(13,799.72)</b>	<b>0.00</b>
<b>UTILITIES</b>					
<b>WATER</b>					
<b>Wages and Benefits</b>					
580-110-110 - UT - Water - Salaries	2,707.78	8,460.25		(8,460.25)	
580-120-110 - UT - Water - Benefits	373.94	1,233.46		(1,233.46)	
	<b>3,081.72</b>	<b>9,693.71</b>	<b>0.00</b>	<b>(9,693.71)</b>	<b>0.00</b>
<b>Professional/Contractual Services</b>					
580-220-100 - UT - Water - Training	320.00	320.00		(320.00)	
580-285-150 - UT - Water - Cont. Repairs - Line Repa		214.65		(214.65)	
580-290-100 - UT - Water - Laboratory Testing	220.13	428.43		(527.48)	
580-295-100 - UT - Water - Custom Work	3,155.87	3,155.87		(3,155.87)	
580-295-300 - UT - Water - Contract Position		174.60		(232.80)	
	<b>3,696.00</b>	<b>4,293.55</b>	<b>0.00</b>	<b>(4,450.80)</b>	<b>0.00</b>
<b>Utilities</b>					
580-300-110 - UT - Water - Heat	164.14	534.36		(534.36)	
580-300-120 - UT - Water - Power	256.64	1,984.80		(1,984.80)	
	<b>420.78</b>	<b>2,519.16</b>	<b>0.00</b>	<b>(2,519.16)</b>	<b>0.00</b>
<b>Maintenance, Materials and Supplies</b>					
580-400-110 - UT - Water - Stationary & Postage	123.65	338.64		(338.64)	
580-430-100 - UT - Water - Materials & Supplies	43.64	4,444.88		(5,094.37)	
580-450-100 - UT - Water - Chemicals		87.07		(449.84)	
	<b>167.29</b>	<b>4,870.59</b>	<b>0.00</b>	<b>(5,882.85)</b>	<b>0.00</b>
<b>TOTAL WATER:</b>	<b>7,365.79</b>	<b>21,377.01</b>	<b>0.00</b>	<b>(22,546.52)</b>	<b>0.00</b>
<b>SEWER</b>					
<b>Wages and Benefits</b>					
585-110-110 - UT - Sewer - Foreman -Salaries	1,173.89	3,447.17		(3,447.17)	
585-120-110 - UT - Sewer - Foreman -Benefits	186.96	559.22		(559.22)	
	<b>1,360.85</b>	<b>4,006.39</b>	<b>0.00</b>	<b>(4,006.39)</b>	<b>0.00</b>

*JC*

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
<b>Utilities</b>					
585-300-120 - UT - Sewer - Power	224.19	739.43		(739.43)	
585-300-140 - UT - Sewer - Telephone	52.17	156.51		(156.51)	
	<b>276.36</b>	<b>895.94</b>	<b>0.00</b>	<b>(895.94)</b>	<b>0.00</b>
<b>TOTAL SEWER:</b>	<b>1,637.21</b>	<b>4,902.33</b>	<b>0.00</b>	<b>(4,902.33)</b>	<b>0.00</b>
<b>TOTAL UTILITIES:</b>	<b>9,003.00</b>	<b>26,279.34</b>	<b>0.00</b>	<b>(27,448.85)</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES:</b>	<b>38,878.78</b>	<b>122,045.42</b>	<b>0.00</b>	<b>(125,566.77)</b>	<b>0.00</b>

*JC H*

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
<b>REVENUES</b>					
<b>TAXATION</b>					
<b>Penalties on Tax Arrears</b>					
410-400-210 - Penalty on Mun Taxes Arrears		3,127.24		3,127.24	
410-400-290 - Penalty on Pavement Arrears		473.57		473.57	
	<b>0.00</b>	<b>3,600.81</b>	<b>0.00</b>	<b>3,600.81</b>	<b>0.00</b>
<b>TOTAL TAXATION:</b>	<b>0.00</b>	<b>3,600.81</b>	<b>0.00</b>	<b>3,600.81</b>	<b>0.00</b>
<b>FEES AND CHARGES</b>					
<b>Sale of Supplies and Gravel</b>					
420-200-900 - F&C - Misc Revenue		10,000.00		10,000.00	
	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>
<b>Rentals</b>					
420-300-100 - F&C - Rentals - Building/Room				(500.00)	
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(500.00)</b>	<b>0.00</b>
<b>Licenses and Permits</b>					
420-700-210 - F&C - Licenses - Pets		110.00		110.00	
	<b>0.00</b>	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	<b>0.00</b>
<b>TOTAL FEES AND CHARGES:</b>	<b>0.00</b>	<b>10,110.00</b>	<b>0.00</b>	<b>9,610.00</b>	<b>0.00</b>
<b>UTILITIES</b>					
<b>Water</b>					
440-110-100 - Water - Water Sales Billings	14,823.87	14,823.87		14,823.87	
440-120-100 - Water - Tap Water Sales	343.00	1,199.00		1,199.00	
440-130-100 - Water - Sales - Large Volumes	688.75	2,310.68		2,310.68	
440-160-500 - Utility - Interest Charges	110.00	110.00		110.00	
440-190-900 - Water - Infrastructure	5,873.74	5,873.74		5,873.74	
	<b>21,839.36</b>	<b>24,317.29</b>	<b>0.00</b>	<b>24,317.29</b>	<b>0.00</b>
<b>Sewer</b>					
440-220-100 - Sewer - Billings	12,487.47	12,487.47		12,487.47	
	<b>12,487.47</b>	<b>12,487.47</b>	<b>0.00</b>	<b>12,487.47</b>	<b>0.00</b>
<b>Other Utilities</b>					
440-330-100 - UT - Refuse and Recycling Revenue	12,592.34	12,843.73		12,843.73	
	<b>12,592.34</b>	<b>12,843.73</b>	<b>0.00</b>	<b>12,843.73</b>	<b>0.00</b>
<b>TOTAL UTILITIES:</b>	<b>46,919.17</b>	<b>49,648.49</b>	<b>0.00</b>	<b>49,648.49</b>	<b>0.00</b>
<b>CONDITIONAL GRANTS</b>					
<b>Provincial</b>					
450-350-100 - Conditional - Federal - CCBF - (Gas Tax)	13,025.70	13,025.70		13,025.70	
	<b>13,025.70</b>	<b>13,025.70</b>	<b>0.00</b>	<b>13,025.70</b>	<b>0.00</b>
<b>TOTAL CONDITIONAL GRANTS:</b>	<b>13,025.70</b>	<b>13,025.70</b>	<b>0.00</b>	<b>13,025.70</b>	<b>0.00</b>
<b>GRANTS IN LIEU OF TAXES</b>					
<b>Other</b>					
450-800-100 - GIL - Other - SaskPower Surcharge	1,846.69	5,723.37		5,723.37	
450-900-100 - GIL - Other - SK Energy	1,436.19	4,474.24		4,474.24	

*JL*

**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

	Current	Year To Date	Budget	Variance	%
	3,282.88	10,197.61	0.00	10,197.61	0.00
<b>TOTAL GRANTS IN LIEU OF TAXES:</b>	<b>3,282.88</b>	<b>10,197.61</b>	<b>0.00</b>	<b>10,197.61</b>	<b>0.00</b>
<b>INVESTMENT INCOME AND COMMISSIONS</b>					
<b>Investment and Income Revenue</b>					
470-100-100 - Interest Revenue	374.84	1,207.58		1,207.58	
470-120-100 - Dividends Revenue		(218.37)		(218.37)	
470-140-100 - Royalty Revenue		48.88		48.88	
	<b>374.84</b>	<b>1,038.09</b>	<b>0.00</b>	<b>1,038.09</b>	<b>0.00</b>
<b>TOTAL INVESTMENT INCOME AND COMMIS</b>	<b>374.84</b>	<b>1,038.09</b>	<b>0.00</b>	<b>1,038.09</b>	<b>0.00</b>
<b>OTHER REVENUES</b>					
<b>Other Revenue</b>					
480-190-100 - GG- Other revenue		912.98		912.98	
	<b>0.00</b>	<b>912.98</b>	<b>0.00</b>	<b>912.98</b>	<b>0.00</b>
<b>TOTAL OTHER REVENUES:</b>	<b>0.00</b>	<b>912.98</b>	<b>0.00</b>	<b>912.98</b>	<b>0.00</b>
<b>TOTAL REVENUES:</b>	<b>63,602.59</b>	<b>88,533.68</b>	<b>0.00</b>	<b>88,033.68</b>	<b>0.00</b>
<b>CHANGE IN NET-FINANCIAL ASSETS</b>	<b>24,723.81</b>	<b>(33,511.74)</b>	<b>0.00</b>	<b>(37,533.09)</b>	<b>0.00</b>
<b>CHANGE IN NET ASSETS</b>	<b>24,723.81</b>	<b>(33,511.74)</b>	<b>0.00</b>	<b>(37,533.09)</b>	<b>0.00</b>
<b>CHANGE IN SURPLUS</b>	<b>24,723.81</b>	<b>(33,511.74)</b>	<b>0.00</b>	<b>(37,533.09)</b>	<b>0.00</b>

*JC SK*



**Town of Alameda**  
**Statement of Financial Activities - Detailed**  
For the Period Ending March 31, 2023

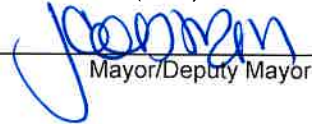
	Current	Year To Date	Budget	Variance	%
<b>ACCOUNT BALANCES</b>					
<b>Cash and Investments</b>					
110-110-110 - Cash - On Hand - Petty Cash			200.00		
110-110-115 - Landfill Float			50.00		
110-110-120 - Cash - PPCU - Chequing	(21,681.83)	(58,166.32)	508,882.67		
110-110-130 - Cash - Bank - Term Deposit	101.88	(149,603.79)	92,378.32		
110-110-140 - Cash - Special Savings	6,080.77	6,344.30	131,853.49		
<b>Total Cash and Investments:</b>	<b>(15,499.18)</b>	<b>(201,425.81)</b>	<b>733,364.48</b>		
<b>Municipal Taxes Receivable</b>					
110-200-100 - Municipal - Tax Receivable - Current			18,560.99		
110-200-110 - Municipal - Tax Receivable - Arrears	(37.37)	(5,076.65)	1,835.05		
110-200-180 - Municipal - 5th Ave Paving - Tax Roll		473.57	3,630.70		
110-200-400 - Municipal 5th Avenue Paving Future			20,949.41		
110-200-410 - Municipal - 6th Street Paving Future			5,438.79		
<b>Total Municipal Taxes Receivable:</b>	<b>(37.37)</b>	<b>(4,603.08)</b>	<b>50,414.94</b>		

Certified correct and in accordance with the records

Presented to council on

May 17, 2023  
(Date)

  
Chief Administrative Officer

  
Mayor/Deputy Mayor



**Town of Alameda**  
**List of Accounts for Approval**  
Batch: 2023-00047 to 2023-00060

Bank Code: AP - ACCT.S PAYABLE

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
5930	04/28/2023	Alameda Ventures	571.45
5931	04/28/2023	Alameda Minor Hockey	1,500.00
5932	04/28/2023	ATAP Infrastructure Management Ltd.	672.00
5933	04/28/2023	Carlyle Observer Ltd.	81.14
5934	04/28/2023	Carritt, Sheri	573.50
5935	04/28/2023	Claretech Industries Inc.	1,061.28
5936	04/28/2023	CMT Mechanical Ltd.	235.66
5937	04/28/2023	Jennifer Cobham	1,834.72
5938	04/28/2023	Copeland, Dean	1,374.72
5939	04/28/2023	Dorrance, Janelle	780.00
5940	04/28/2023	Thomas Frasz	60.00
5941	04/28/2023	Kienna Freitag	500.00
5942	04/28/2023	Hach Sales and Service Canada	1,230.21
5943	04/28/2023	House Of Stationery	92.86
5944	04/28/2023	Jake Dyck	58.20
5945	04/28/2023	Lisa Drummond	462.50
5946	04/28/2023	Mikes Service	166.70
5947	04/28/2023	Minister of Finance	30.00
5948	04/28/2023	Munisoft	1,258.81
5949	04/28/2023	Saskatchewan Health Authority	311.50
5950	04/28/2023	Sawyer Safety Training & Cons.	288.60
5951	04/28/2023	Smart Power Systems Corp.	526.80
5952	04/28/2023	Southern Plains Co-op	4,503.07
5953	04/28/2023	Success Office Systems	15.75
5954	04/28/2023	Taylor's Electric	283.05
5955	04/28/2023	Bonnie Thompson	500.00
5956	04/28/2023	TS & M Supply	622.55
5957	04/28/2023	Unamit Services Ltd.	1,953.60
5958	04/28/2023	Zee Medical Service Co.	400.62
Total Computer Cheque:			21,949.29

**OTHER**

Payment #	Date	Vendor Name	Payment Amount
605391	03/31/2023	Mun Employees Pension Plan	1,379.08
605998	03/31/2023	Canada Revenue Agency	2,811.51
607198	04/28/2023	Mun Employees Pension Plan	1,181.26
607647	04/28/2023	Canada Revenue Agency	2,128.24
608271	03/31/2023	Ministry of Finance	19.57
608770	04/04/2023	SUMA	378.86
632330	04/13/2023	Canada Revenue Agency	2,372.94
632502	04/13/2023	Mun Employees Pension Plan	1,255.42
633184	04/24/2023	Girard Bulk Services Ltd.	403.84
633506	04/18/2023	Sask Power/Energy	145.86
633509	04/18/2023	Sask Power/Energy	293.21
633512	04/18/2023	Sask Power/Energy	170.89
633514	04/18/2023	Sask Power/Energy	839.43
633516	04/18/2023	Sask Power/Energy	37.50
633519	04/18/2023	Sask Power/Energy	128.02
633521	04/18/2023	Sask Power/Energy	282.21
633524	04/18/2023	Sask Power/Energy	271.89
633526	04/18/2023	Sask Power/Energy	119.51

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**Town of Alameda**  
**List of Accounts for Approval**  
Batch: 2023-00047 to 2023-00060

Payment #	Date	Vendor Name	OTHER	Payment Amount
633528	04/18/2023	Sask Power/Energy		401.56
633532	04/18/2023	Sask Tel		386.21
633536	04/18/2023	Sask Tel		114.70
635102	04/11/2023	GFL Environmental Inc.		2,223.97
635237	04/11/2023	Girard Bulk Services Ltd.		167.92
Total Other:				17,513.60
Total AP:				39,462.89

Certified Correct

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



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# Town Shop Fire Response Policy

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Date Approved by Council: April 25, 2023

## Intent

In the event of a fire, the Town of Alameda aims to prevent injuries, loss of life and damage to property. This policy outlines the standards which all shop occupants are expected to follow in case of a fire at the Town Shop and is to be used as a guideline for fire prevention as well as what to do in the event of a fire.

## Guidelines

### Preventive Measures:

- Every individual shall familiarize him/herself with the locations of fire extinguishers, and evacuation points throughout the building;
- Evacuation points such as hallways, stairways and fire escapes are to be clear at all times and are not to be used for storage;
- Combustible items such as paper and cardboard and flammable materials are to be kept to a minimum;
- Avoid using long and/or multiple extension cords for electronic devices;
- Refrain from using electrical devices with known problems (ie. frayed electrical cord, or overheating);
- If a gas leak is suspected or you are aware of any damage to building equipment, be sure to report it to your manager; and
- All fire extinguishers are to be maintained yearly;
- Fire drills will be held on an annual basis, everyone is to participate;
- All fire safety equipment is to be checked/tested/inspected as required.

### In the event of a fire:

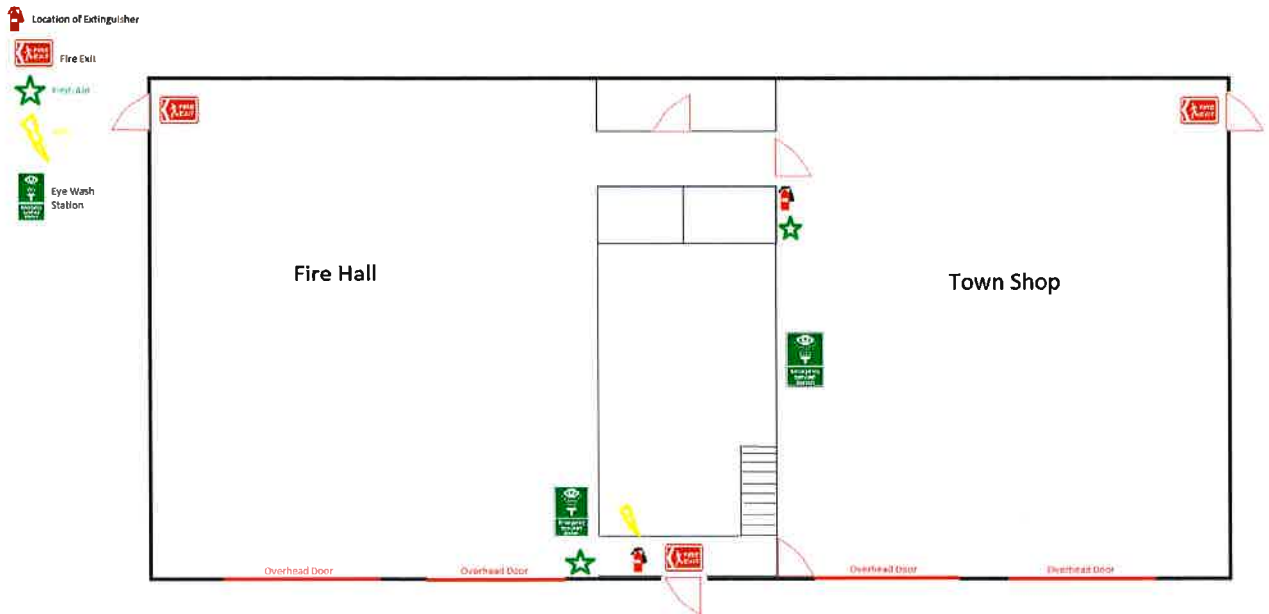
#### *Employees Shall:*

- Remain calm;
- If you have been properly trained on how to use a fire extinguisher and it is not a hazard for you to do so, attempt to use the fire extinguisher to put out the fire; note their locations, marked in red, on schedule "A" attached.
- Yell, "FIRE, FIRE, FIRE!", alerting other staff of the emergency situation
- If able, provide assistance to the individuals who require it;
- Evacuate using the closest and safest emergency exit
- Exit the building, and meet at the designated evacuation point;
- Call 911 and provide the address of the building;
- Do not re-enter the building until you have been informed that it is safe to do so.

Town of Alameda

Policy 200-2 – Town Shop Fire Response Policy

Schedule “A”



Document Revision History:

Document Title:	Revision Date:	Approved By:
Office Fire Response Policy		Council

Handwritten initials: JC SK



400-4

## Traffic Safety Policy

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### Intent

Town of Alameda has adopted this policy to ensure the ongoing health and safety of our employees, visitors, contractors, subcontractors and the public at large. During construction operations, project worksites may present site-specific hazards that must be avoided by motor vehicles, workers on foot and pedestrians. The Town of Alameda shall work to ensure that all hazards are identified and mitigated, controlled or eliminated using appropriate control measures, including the creation of appropriate traffic control plans, and routes.

### Guidelines

#### Traffic Control Plans

The Town of Alameda shall ensure that all construction projects and worksites are managed in an appropriate fashion, and that a Traffic Control Plan will be created for each project and/or site.

The Town of Alameda Traffic Control Plans shall provide a comprehensive plan for the placement of materials, protective barriers, signage, traffic control devices, and appropriate routes for motor vehicles, and foot paths for pedestrians and workers on foot.

If the Traffic Control Plan is done in writing, all Town of Alameda staff, contractors, and subcontractors will be provided with a copy of the Traffic Control Plan prior to the commencement of the project. At all times, the Traffic Control Plan must be adhered to, even if it is a verbal traffic control plan. In the event that any hazard exists, the hazard should be reported to management immediately.

# General Requirements

The Town of Alameda shall ensure:

- Roadways and walkways are kept clear at all times;
- Barriers are utilized in an effort to ensure that access is controlled and limited; and

## Signage

The Town of Alameda shall ensure that appropriate signage is used to direct traffic and identify potential hazards. The Town of Alameda will ensure that all signage is clean, easily understood, and located in high-visibility locations to maximize their efficacy.

## Traffic Control Devices

The Town of Alameda may utilize various forms of Traffic Control Devices as appropriate, including, but not limited to:

- Wooden road-block barriers with men at work sign;
- Traffic cones;
- Men at work signs;

## Document Revision History:

<b>Document Title:</b>	<b>Revision Date:</b>	<b>Approved By:</b>
Traffic Safety Policy		Council