



**TOWN OF ALAMEDA**  
**Regular Meeting July 24, 2024**

The regular meeting of the Council of the Town of Alameda met in the Town Office on Wednesday, July 24, 2024. The meeting was called to order at 6:57 pm by Mayor Cobham.

**PRESENT:** Mayor Jennifer Cobham, Councillors Janelle Dorrance, Alaina Buchanan, Dallas Forseth, Michelle Krieger and Matt Faber  
Administrator – Sheri Carritt

**ABSENT:** Dean Copeland

**DELEGATIONS:** Dennis Peet – 7:30 pm

**AGENDA:**

121/07/24

*Made by:* Councillor Dorrance

That Council approve the Agenda as presented.

**CARRIED**

**MINUTES**

122/07/24

*Made by:* Councillor Buchanan

That the minutes of the June 20, 2024 Regular Meeting are approved as presented.

**CARRIED**

123/07/24

*Made by:* Councillor Dorrance

That the minutes of the July 15, 2024 Budget Meeting are approved as presented.

**CARRIED**

**CORRESPONDENCE:**

- a. Moose Creek Regional Park Authority Minutes – May 14, 2024
- b. Triple AAA Paving quote – 3<sup>rd</sup> ave

124/07/24

*Made by:* Councillor Krieger

That the town hires Barry's Sewer Service to repair three manholes requiring attention in the amount of \$26,400, not including taxes.

**CARRIED**

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125/07/24

*Made by:* Councillor Faber

That the town approves owner #957 request to build a four-foot fence in their front or side yard to contain their dogs as its not feasible to have a backyard fence.

**CARRIED**

**ACCEPT AND FILE THE CORRESPONDENCE**

126/07/24

*Made by:* Councillor Buchanan

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

**CARRIED**

**ACCOUNTS FOR APPROVAL:**

**BANK RECONCILIATION**

127/07/24

*Made by:* Councillor Krieger

That the June 2024 Bank Reconciliation is accepted as presented.

**CARRIED**

**FINANCIAL STATEMENT**

128/07/24

*Made by:* Councillor Faber

That the Detailed Statement of Financial Activities for June 2024 is accepted as presented

**CARRIED**

**APPROVED AND ONLINE PAYMENTS**

129/07/24

*Made by:* Councillor Krieger

That the accounts as presented at this meeting are approved for payment from cheques #6194 to #6218 for \$76,569.77 and online payments in the amount of \$17,588.44 and forms part of the Minutes of this regular meeting of Council.

**CARRIED**

**UNFINISHED BUSINESS:**

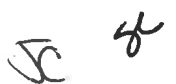
**BUDGET**

130/07/24

*Made by:* Councillor

That the 2024 Budget is approved as presented with Revenues totaling \$989,420 and Expenditures of \$804,360 with a surplus of \$185,060, as well as a Taxable Assessment of \$32,267,130 and will remain the same as last year with a Mill Rate of 7.5, Mill Rate Factor of: 1.0 on Agricultural, 0.75 Residential, 2.0 Commercial, and a Base Tax of \$1000 Commercial Land with Improvements, \$800.00 on Residential Land with Improvements, \$1500.00 on Residential and Commercial Land only, and that this Budget is attached to forming part of these minutes.

**CARRIED**



**BYLAW TO INCUR A DEBT No. 5-2024**

131/07/24: *Bylaw No. 5-2024 First Reading*

*Made by:* Councillor Krieger

That Bylaw 5-2024 being a Bylaw to Incur a Debt, is introduced and read for the first time.

**CARRIED**

132/07/24: *Bylaw No. 5-2024 Second Reading*

*Made by:* Councillor Dorrance

That Bylaw 5-2024 is read a second time.

**CARRIED**

133/07/24: *Bylaw No. 5-2024 Consent for Third Reading*

*Made by:* Councillor Forseth

That Bylaw 5-2024 is given a third and final reading and is permitted at this meeting.

**UNANIMIOUSLY CARRIED**

134/07/24: *Bylaw No. 5-2024 Third and Final Reading*

*Made by:* Councillor Buchanan

That Bylaw 5-2024 being read for the third and final time, now is adopted, signed and sealed as a Bylaw for the Town of Alameda, and is attached to these minutes, and furthermore Bylaw No. 4-2023 now is repealed.

**CARRIED**

**AMEND POLICY No. 400-2**

135/07/24

*Made by:* Councillor Dorrance

That the town amend Policy No. 400-2 Installation of a Residential Fence due to a decimal error, changing 7.5 meters in height to 0.75 meters in height.

**CARRIED**

**ADMINISTRATORS REPORT**

**VERBAL REPORT**

136/07/24

*Made by:* Councillor Faber

That we approve the Administrator's verbal report.

**CARRIED**

The Foreman – Dennis Peet joined the meeting at 7:31 pm.

**PUBLIC WORKS REPORT:**

**WATERWORKS DAILY REPORT**

137/07/24

*Made by:* Councillor Forseth

That we acknowledge and sign the daily Waterworks report for June.

**CARRIED**

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**VERBAL REPORT**

138/07/24

*Made by:* Councillor Faber

That we approve the Foreman's verbal report.

**CARRIED**

The Foreman left the meeting at 7:49 p.m.

**NEW BUSINESS:**

**SASK LOTTERIES COMMUNITY GRANT ALLOCATION**

139/07/24

*Made by:* Councillor Buchanan

That the 2024-2025 Saskatchewan Lotteries Grant in the amount of six thousand seven hundred fifty-four (\$7268.00) dollars is allocated to the following groups:

Alameda School	\$3200.00
Alameda Community Library	\$750.00
Alameda Figure Skating Club	\$200.00
Alameda Kids Club	\$600.00
Alameda Minor Ball	\$650.00
Alameda Minor Hockey	\$1518.00
Alameda Friends of the Park	\$350.00

**CARRIED**

**WATER INFRASTRUCTURE**

140/07/24

*Made by:* Councillor Krieger

That \$5840.44 is transferred from Prairie Pride Credit Union Chequing account to the Water Infrastructure account for the April to June 30, 2024 billing period.

**CARRIED**

**CAMPGROUND REFUND**

141/07/24

*Made by:* Councillor Krieger

That a refund of \$120.00 be issued to Lorraine Gurr.

**CARRIED**

**BENEVITY GRANT RBC**

142/07/24

*Made by:* Councillor Dorrance

That the Benevity Grant from the Royal Bank of Canada (RBC) in the amount of \$6000.00, allocate \$1500.00 each to Alameda Minor Ball, Alameda Library, Alameda Fish Derby and the Alameda Agricultural Society.

**CARRIED**

JC 4

**DONATION**

143/07/24

*Made by:* Councillor Faber

That the Town of Alameda donate \$500 to the Alameda Fish Derby, \$500 to the Alameda Museum, \$500 to the United Church and \$220 to the Alameda Library.

**CARRIED**

**SE HEALTHCARE RECRUITMENT COMMITTEE**

144/07/24

*Made by:* Councillor Faber

That the Town of Alameda approves the combined population and assessment funding model contribution for 2024 to the Southeast Healthcare Recruitment and Retention Committee in the amount of \$4,451.25.

**CARRIED**

**PUMPS AT WELLS**

145/07/24

*Made by:* Councillor Faber

That the town purchase from Aquifer a New Goulds 5BF1K1G0 Pump for \$5423.50 and repair the towns current Gould 5BF1K1G0 pump at the wells for \$3,374.00, not including tax and shipping fees.

**CARRIED**

**SEWAGE LIFT STATION CLEANING AND ASSESSMENT**

146/07/24

*Made by:* Councillor Dorrance

That the town hire Municipal Utilities, Craven SK to provide lift station assessment and cleaning in 2024 in the amount of \$9,850, furthermore, this price does not include extra costs incurred if there are any parts required to repair any necessary defects of the pumps, piping and overall facility.

**CARRIED**

**ALAMEDA MINOR HOCKEY ASSOCIATION – LIQUOR PERMIT**

147/07/24

*Made by:* Councillor Buchanan

That the Council of the Town of Alameda supports the initiative of the Alameda Minor Hockey Association to host a Fundraiser Dance on August 16, 2024 and that the Council is in support of the Minor Hockey Association to apply for a Special Events Liquor Permit.

**CARRIED**

**COMMITTEE REPORTS**

148/07/24

*Made by:* Councillor Forseth

That council acknowledge the following verbal committee reports:  
Councillor Dorrance – Alameda Recreation Board

**CARRIED**

JC 4

**ADJOURNMENT AND NEXT MEETING**

149/07/24

*Made by:* Councillor Buchanan

That the meeting adjourns at 8:29 p.m. and that the next meeting will be held on Thursday, August 22, 2024, at 7:00 p.m.

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

**Town of Alameda**  
**List of Accounts for Approval**  
Batch: 2024-00085 to 2024-00104

Bank Code: AP - ACCT.S PAYABLE

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
6194	07/03/2024	KGS Group	15,292.16
6195	07/03/2024	Oxbow Agencies	12,305.54
6196	07/11/2024	REV - Provincial Mediation Board	0.00
6197	07/26/2024	Alameda United Church	500.00
6198	07/26/2024	Alameda Fish Derby	2,000.00
6199	07/26/2024	Alameda Ventures	311.85
6200	07/26/2024	Alameda Agricultural Society	1,500.00
6201	07/26/2024	Alameda Library	1,720.00
6202	07/26/2024	Alameda Museum	500.00
6203	07/26/2024	Alameda Minor Ball	1,500.00
6204	07/26/2024	Prairie Newspaper Group	153.34
6205	07/26/2024	Carnduff Fire Department	200.00
6206	07/26/2024	Carritt, Sheri	166.49
6207	07/26/2024	David Carson	300.00
6208	07/26/2024	Dunnigan Holdings Ltd.	732.60
6209	07/26/2024	Fort Distributors Ltd.	7,918.86
6210	07/26/2024	Lorraine Gurr	120.00
6211	07/26/2024	House Of Stationery	147.33
6212	07/26/2024	Minister of Finance	20,409.34
6213	07/26/2024	Nelson Motors and Equipment	128.77
6214	07/26/2024	Oxbow Building Supplies	70.11
6215	07/26/2024	R.M. Of Moose Creek No. 33	5,714.28
6216	07/26/2024	Saskatchewan Health Authority	92.00
6217	07/26/2024	Southeast Healthcare Recruitment	4,451.25
6218	07/26/2024	Southern Plains Co-op	335.85
Total Computer Cheque:			76,569.77

**OTHER**

Payment #	Date	Vendor Name	Payment Amount
2024-07-26	07/26/2024	Mun Employees Pension Plan	1,262.34
607722	07/10/2024	Canada Revenue Agency	2,677.96
607818	07/10/2024	Mun Employees Pension Plan	1,179.70
610587	07/26/2024	Canada Revenue Agency	2,712.04
615052	07/23/2024	Collabria Mastercard	28.85
615163	07/23/2024	Sask Power/Energy	442.54
615360	07/15/2024	Sask Power/Energy	113.10
615366	07/15/2024	Sask Power/Energy	71.48
615369	07/15/2024	Sask Power/Energy	69.08
615371	07/15/2024	Sask Power/Energy	853.59
615373	07/15/2024	Sask Power/Energy	423.71
615376	07/15/2024	Sask Power/Energy	117.42
615381	07/15/2024	Sask Power/Energy	324.55
615384	07/15/2024	Sask Power/Energy	237.12
615387	07/15/2024	Sask Power/Energy	81.84
615391	07/15/2024	Sask Power/Energy	266.48
615393	07/15/2024	Sask Tel	385.40
615397	07/15/2024	Sask Tel	114.70
634445	07/31/2024	Ministry of Finance	2,442.72
647696	07/05/2024	Success Office Systems	32.37
654720	07/08/2024	GFL Environmental Inc.	2,617.83
679658	07/03/2024	SUMA	1,133.62

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Date Printed  
08/07/2024 2:55 PM

Town of Alameda  
List of Accounts for Approval  
Batch: 2024-00085 to 2024-00104

Payment #	Date	Vendor Name	OTHER	Payment Amount
Total Other:				17,588.44
Total AP:				94,158.21

Certified Correct

  
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Mayor

  
\_\_\_\_\_  
Administrator



Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
400-100-100 - R&C - Other		1,515		(1,515)	
400-100-115 - GIL - Provincial-SPMC-Municipal Share		(1,191)		1,191	
410-110-100 - General Municipal Levy	370,070	370,068	378,370	8,302	2.24
410-130-100 - Discount on Municipal Tax - Property	(10,540)	(9,533)	(9,530)	3	0.03-
410-400-210 - Penalty on Mun Taxes Arrears	3,130	3,127	5,140	2,013	64.37
410-400-290 - Penalty on Pavement Arrears	480	474	1,140	666	140.51
420-100-100 - F&C - Custom Work	1,000	806	800	(6)	0.74-
420-100-110 - F&C - Custom Work - Snow Removal	320	313	310	(3)	0.96-
420-100-130 - F&C - Tax Enforcement Costs Recovered	440	341	300	(41)	12.02-
420-200-900 - F&C - Misc Revenue	10,000	10,000		(10,000)	
420-500-800 - F&C - Rec Fees - Trailer Park/Campground	8,000	11,480	11,480		
420-600-100 - F&C - Cemetery Fees	250	250	250		
420-700-200 - F&C - Licenses - Business	50	50	50		
420-700-210 - F&C - Licenses - Pets	40	40	220	180	450.00
420-710-100 - F&C - Building Permits	300	400	100	(300)	75.00-
420-800-100 - F&C - Tax Certificate	180	160	400	240	150.00
420-800-210 - F&C - Alameda History Book		140		(140)	
420-850-110 - F&C - Landfill Fees	200	193	190	(3)	1.55-
420-850-130 - TS-F&C - Other		171		(171)	
440-110-100 - Water - Water Sales Billings	58,100	61,354	61,350	(4)	0.01-
440-120-100 - Water - Tap Water Sales	4,740	4,119	4,120	1	0.02
440-130-100 - Water - Sales - Large Volumes	7,000	10,611	14,000	3,389	31.94
440-140-100 - Water - Connection Fees	100	50	50		
440-160-500 - Utility - Interest Charges	530	350	350		
440-170-500 - Utility - F&C - Other		915		(915)	
440-190-900 - Water - Infrastructure	23,770	23,476	23,480	4	0.02
440-220-100 - Sewer - Billings	49,590	49,840	49,840		
440-330-100 - UT - Refuse and Recycling Revenue	52,300	50,893	50,890	(3)	0.01-
450-110-100 - Unconditional - (Revenue Sharing)	85,380	85,378	97,500	12,122	14.20
450-330-100 - Conditional - Prov - Rink Afford. Grants	5,000	5,000	5,000		
450-350-100 - Conditional - Federal - CCBF - (Gas Tax)	13,030	24,870	11,850	(13,020)	52.35-
450-500-100 - GIL - Federal - Canada Post	1,650	1,649	1,650	1	0.06
450-600-100 - GIL - Provincial - Sasktel	2,390	2,385	2,380	(5)	0.21-
450-600-150 - GIL - Provincial-SPMC Accommodations	6,230	4,518	4,520	2	0.04
450-800-100 - GIL - Other - SaskPower Surcharge	21,700	21,685	19,000	(2,685)	12.38-
450-900-100 - GIL - Other - SK Energy	15,700	10,114	11,500	1,386	13.70
460-100-160 - R&C - Donations	2,240	5,670	21,000	15,330	270.37
460-250-100 - GP - Moose Creek - F&C Other		130,484	130,480	(4)	
460-250-300 - GP - Moose Creek - Other		50,561	50,560	(1)	

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Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
460-250-400 - GP - Moose Creek - Grants		1,520	1,520		
470-100-100 - Interest Revenue	5,000	6,961	24,000	17,039	244.78
470-100-110 - GG-Investment Account		7,252	7,250	(2)	0.03-
470-120-100 - Dividends Revenue	220	215	220	5	2.33
470-140-100 - Royalty Revenue	150	422	420	(2)	0.47-
480-100-100 - Sask Lotteries	6,750	6,754	7,270	516	7.64
480-190-100 - GG- Other revenue	900	913		(913)	
<b>Revenue Totals:</b>	<b>746,390</b>	<b>956,763</b>	<b>989,420</b>	<b>32,657</b>	
510-110-110 - GG - Council - Indemnity	15,250	12,800	15,000	2,200	17.19
510-110-140 - GG - Council - Indemnity Committee	4,500	5,100	4,500	(600)	11.76-
510-110-230 - GG - Salaries - Administrator	62,150	61,744	63,000	1,256	2.03
510-110-330 - GG - Salaries - Assistant	18,000	19,862	19,860	(2)	0.01-
510-110-530 - GG - Contract Admin	3,000	2,701		(2,701)	
510-120-110 - GG - Benefits - Council	1,000	2,094	2,830	736	35.15
510-130-230 - GG - Benefits - Administrator	14,700	13,748	15,150	1,402	10.20
510-130-234 - GG - Benefits - Worker Compensation		22		(22)	
510-140-330 - GG - Benefits - Assistant	5,000	5,362	5,360	(2)	0.04-
510-200-110 - GG - Cont. - Legal	2,500	5,605	2,000	(3,605)	64.32-
510-200-130 - GG - Cont. - Audit/Accounting	8,800	8,793	9,720	927	10.54
510-200-150 - GG - Cont. - SAMA and Assessment Expense	6,500	6,118	6,300	182	2.97
510-200-170 - GG - Cont. - Advertising	500	334	330	(4)	1.20-
510-210-100 - GG - Council Mileage & Meals	200	641	640	(1)	0.16-
510-210-150 - GG - Council - SUMA Convention	5,490	5,529	4,930	(599)	10.83-
510-210-160 - GG - Admin Travel, Meals & Subsistence	1,230	1,223	1,430	207	16.93
510-210-170 - GG - Admin. - Training	1,420	1,211	220	(991)	81.83-
510-230-100 - GG - Cont. - Insurance - General & Bond	2,890	3,170	4,100	930	29.34
510-230-110 - GG - Cont. - Insurance - Post Office	160				
510-240-100 - GG - Cont. - Memberships & Subscriptions	2,000	2,463	2,600	137	5.56
510-260-100 - GG - Cont. - Tax Enforcement/Collection	500	175	200	25	14.29
510-260-150 - GG - Cont. - Elections	1,300	1,303	1,300	(3)	0.23-
510-270-100 - GG - Cont. - Office Maintenance	550	32	200	168	525.00
510-280-100 - GG - Cont. - Equipment Leases & Support	1,200	259	5,990	5,731	###.##
510-280-130 - GG - Donations,gifts	1,100	464	1,240	776	167.24
510-280-150 - GG - Mineral Tax	130	125	130	5	4.00
510-290-100 - GG - Cont. - Bank Charges	1,550	1,559	1,560	1	0.06
510-290-200 - GG - Misc Expenses	1,600	1,673	1,670	(3)	0.18-
510-300-110 - GG - Utility - Heat	1,200	1,246	1,800	554	44.46

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## Final Budget

Scenario 1 - Based on last year actual

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
510-300-120 - GG - Utility - Power	1,400	1,361	1,540	179	13.15
510-300-140 - GG - Utility - Telephone	1,960	1,962	1,960	(2)	0.10-
510-400-110 - GG - Maint. - Postage	2,390	1,208	1,300	92	7.62
510-410-140 - GG - Maint. - Office Supplies	4,000	3,574	3,000	(574)	16.06-
510-420-100 - GG - Maint. - Janitor Supplies	150	420	680	260	61.90
510-490-100 - GG - Maint. - Office Repairs & Maint.	100	191	100	(91)	47.64-
510-500-110 - GG - Grants and Contributions		5,000	5,000		
510-500-120 - GG - Grants Paid - Sask Lotteries	6,750	6,754	7,270	516	7.64
510-500-150 - GG - Scholarships		500	1,000	500	100.00
510-600-199 - GG - Amortization	6,130	7,383	7,380	(3)	0.04-
510-800-110 - GG - Allowance for Uncollectibles		3,260	500	(2,760)	84.66-
520-210-110 - PS - Police - Contracted Services		19,836	20,320	484	2.44
525-210-100 - PS - Fire - EMS Contract - 911	19,950				
525-220-100 - PS - Fire - Travel, Meals & Subsistence	610	690	690		
525-230-100 - PS - Fire - Insurance	390	387		(387)	
525-260-100 - PS - Fire - Training	5,900	6,913	6,640	(273)	3.95-
525-260-110 - PS - Fire - Fire Board Operating Fund	2,230	2,229	500	(1,729)	77.57-
525-270-100 - PS-First Responder Training	5,000	791	5,000	5,000	100.00-
525-300-110 - PS - Fire - Utility - Heat	1,600	972	2,030	1,058	108.85
525-300-120 - PS - Fire - Utility - Power	2,340	1,926	1,930	4	0.21
525-300-140 - PS - Fire - Utility - Telephone	920	918	920	2	0.22
530-110-130 - TS - Maint. - Salaries - Foreman	26,500	26,797	30,300	3,503	13.07
530-110-150 - TS - Maint. - Salaries - Seasonal	13,500	11,859	5,000	(6,859)	57.84-
530-120-124 - TS - Maint. - Benefits - Worker's Comp	2,780	2,780	2,510	(270)	9.71-
530-130-130 - TS - Maint. - Benefits - Foreman	4,500	4,351	5,630	1,279	29.40
530-150-150 - TS - Maint. - Benefits - Seasonal	300	213	320	107	50.23
530-200-200 - TS - Maint - Shop Bldg Maintenance	15,400	7,733	1,000	(6,733)	87.07-
530-200-250 - TS - Maint - Shop Bldg Insurance	2,780	3,095	3,170	75	2.42
530-210-100 - TS - Maint. - Contract - Dust Control	7,340	7,341	7,920	579	7.89
530-210-110 - TS - Maint. - Contract - Surfacing	55,360	51,498	53,450	1,952	3.79
530-210-120 - TS - Maint. - Contract - Tree Trimming	8,330		5,320	5,320	100.00-
530-210-140 - TS - Maint. - Contract - RM Moose Creek	500				
530-220-110 - TS - Maint.- Office Supplies	90	417	500	83	19.90
530-240-100 - TS - Maint. - Advertising		183		(183)	
530-250-100 - TS - Maint. - Travel, Meal	3,200	464	130	(334)	71.98-
530-250-105 - TS - Maint - Training	3,650	276	280	4	1.45
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	2,130	2,129	2,130	1	0.05
530-265-100 - TS - Maint - Purchase of Equipment	1,330	2,185	1,000	(1,185)	54.23-
530-290-100 - TS - Maint. - Contracted Repairs	1,500	297	1,000	703	236.70

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Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
530-300-110 - TS - Maint. - Utility - Heat	1,620	972	2,100	1,128	116.05
530-300-120 - TS - Maint. - Utility - Power	2,340	1,927	1,930	3	0.16
530-300-140 - TS - Maint. - Utility - Telephone	2,400	2,407	2,400	(7)	0.29-
530-310-100 - TS - Maint. - Utility - Street Lights	9,630	9,696	9,780	84	0.87
530-320-100 - TS - Maint. - Decorative Lighting		36		(36)	
530-400-110 - TS - Maint. - Shop Supplies	2,500	3,009	1,500	(1,509)	50.15-
530-410-100 - TS - Maint. - Small Tools	530	579	580	1	0.17
530-410-115 - TS - Maint. - Kubota Payment	8,850		5,220	5,220	100.00-
530-410-120 - TS - Maint. - Misc	450	434	100	(334)	76.96-
530-420-100 - TS - Vehicle/Equip. Repair/Parts/Tools	8,000	8,551	10,000	1,449	16.95
530-420-110 - TS - Maint. - Oil, Gas, Diesel	10,000	9,637	10,000	363	3.77
530-430-130 - TS - Maint. - Other	160	153		(153)	
530-440-100 - TS - Maint. - Gravel/Sand	1,000	1,872	10,000	8,128	434.19
530-450-100 - TS - Maint. - Culverts/Drainage	1,000		1,000	1,000	100.00-
530-600-199 - TS - Amortization	46,990	49,917	49,920	3	0.01
540-200-110 - EH - Cont. - Waste Collection/Recycle	23,400	26,516	26,520	4	0.02
540-200-120 - EH - Cont. - Landfill Expenses	470	265		(265)	
540-500-130 - EH&W-Doctor Recruitment		5,411	4,450	(961)	17.76-
550-220-100 - H&W - Cont. - Housing Authority/Nursing		170	170		
550-540-100 - H&W - Housing - Deficits	1,660	395	400	5	1.27
560-240-100 - P&D - Cont. - Memberships/Subscriptions	50		50	50	100.00-
560-400-130 - P&D - Beautification	190	191	1,240	1,049	549.21
570-230-100 - R&C - Cont. - Insurance	1,700	3,212	1,520	(1,692)	52.68-
570-250-100 - R&C - Cont. - Campground Expenses	1,650	3,449	3,450	1	0.03
570-280-100 - R&C - Cont. - Contracted Repairs	500		200	200	100.00-
570-290-100 - R&C - Cont -Regional Library Requisition	9,700	9,703	10,360	657	6.77
570-430-170 - R&C - Alameda Library Expenses	6,500	5,916	1,730	(4,186)	70.76-
570-600-199 - RC - Amortization	6,420	6,419	6,420	1	0.02
570-900-100 - R&C - OTHER	4,240	7,570	26,000	18,430	243.46
570-900-110 - R&C - grants and contributions -Health	5,640				
570-900-120 - GP - Moose Creek - Wages		81,792		(81,792)	
570-900-130 - GP - Moose Creek - Prof/Contractual		1,221		(1,221)	
570-900-140 - GP - Moose Creek - Utilities		28,168		(28,168)	
570-900-150 - GP - Moose Creek - Maintenance		29,757		(29,757)	
570-900-160 - GP - Moose Creek - Amortization		11,969		(11,969)	
570-900-170 - GP - Moose Creek - Interest		360		(360)	
570-900-180 - GP - Moose Creek - Other		17,629		(17,629)	
580-110-110 - UT - Water - Salaries	34,200	34,328	34,330	2	0.01
580-120-110 - UT - Water - Benefits	5,500	5,066	5,560	494	9.75

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
580-210-100 - UT - Water - Advertising		104	120	16	15.38
580-220-100 - UT - Water - Training		470	500	30	6.38
580-240-100 - UT - Water - Insurance - Bldg etc	500	197	210	13	6.60
580-285-100 - UT - Water - Cont.		1,425	500	(925)	64.91-
580-285-120 - UT - Water - Cont. Repairs - Equip.	1,000		3,500	3,500	100.00-
580-285-130 - UT - Water - Cont. Repairs - Wells	3,000		1,500	1,500	100.00-
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	8,000		15,000	15,000	100.00-
580-285-150 - UT - Water - Cont. Repairs - Line Repair	2,000	27,892	20,000	(7,892)	28.29-
580-290-100 - UT - Water - Laboratory Testing	2,300	2,056	800	(1,256)	61.09-
580-295-100 - UT - Water - Custom Work	5,000	5,430	5,000	(430)	7.92-
580-295-300 - UT - Water - Contract Position	550	1,349	1,200	(149)	11.05-
580-300-110 - UT - Water - Heat	1,600	1,807	5,050	3,243	179.47
580-300-120 - UT - Water - Power	7,950	9,208	9,300	92	1.00
580-400-110 - UT - Water - Stationary & Postage	1,500	1,854	500	(1,354)	73.03-
580-430-100 - UT - Water - Materials & Supplies	11,000	1,064	1,060	(4)	0.38-
580-430-120 - UT - Water - Mats & Suppl - Public Well	800		8,800	8,800	100.00-
580-430-130 - UT - Water - Mats & Suppl - WTP		199	15,000	14,801	####.##
580-440-100 - UT - Water - Shop Supplies	22,000	15	50	35	233.33
580-450-100 - UT - Water - Chemicals	3,190	2,994	1,200	(1,794)	59.92-
580-600-199 - UT - Water - Amortization	9,250	11,675	11,670	(5)	0.04-
580-900-110 - UT - Water - Other		7		(7)	
585-110-110 - UT - Sewer - Foreman - Salaries	12,900	13,398	15,150	1,752	13.08
585-120-110 - UT - Sewer - Foreman - Benefits	3,000	2,293	3,000	707	30.83
585-220-100 - UT - Sewer - Training	640	640	300	(340)	53.13-
585-285-110 - UT - Sewer - Cont Repairs - Lift Station	2,000	206	10,950	10,744	####.##
585-285-120 - UT - Sewer - Cont Repairs - Line Repair	5,300	4,310	32,940	28,630	664.27
585-290-100 - UT - Sewer - Laboratory Testing	200				
585-300-120 - UT - Sewer - Power	2,560	1,862	1,860	(2)	0.11-
585-300-140 - UT - Sewer - Telephone	630	626	630	4	0.64
585-430-110 - UT - Sewer - Lift Stations	20,000	792		(792)	
585-430-115 - UT - Sewer - Bldg Insurance etc	310	338	340	2	0.59
585-500-110 - UT - Sewer - Lagoon Project	1,000	26,820	26,820		
585-500-120 - UT - Sewer - Lagoon Road			25,000	25,000	100.00-
<b>Expense Totals:</b>	<b>701,090</b>	<b>840,977</b>	<b>804,360</b>	<b>(36,617)</b>	
<b>Net Surplus (Deficit):</b>	<b>45,300</b>	<b>115,786</b>	<b>185,060</b>	<b>69,274</b>	

Account # / Description	Last Year Budget	Last Year Actual	Approved Budget	Change Over Last Year	% Change
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Accounts Printed: 186

Adopted By Council This 19th day of July, 2023

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator



## **TOWN OF ALAMEDA**

### **Transportation Policy**

#### **POLICY No. 400-2**

### **INSTALLATION OF A RESIDENTIAL FENCE POLICY**

#### **1. Purpose:**

To provide guidelines for staff and council with regard to local property and development.

#### **2. Fences that are Permitted**

The choice of design, construction and materials is up to the individual. However, fences must be maintained in a safe and reasonable state of repair.

#### **3. Guidelines for Installation:**

There is no permit required to install or construct a fence around or within your property boundaries. However, there are regulations that need to be followed.

The Maximum height requirement for a fence is:

1. Not more than 2.44 m (8 feet) in height for the portion of the fence that extends beyond the front yard area (front yard area is from the front property line back 25 feet)
2. Not more than 0.75 m (2.5 feet) in height in the front yard area.
3. Corner lots are typically located by an intersection or a sharp bend in the street. A corner lot in residential areas can have a maximum fence height in the front yard of 1.2m (4 feet) with the exception of the corner visibility triangle where the fence must not be higher than 0.75 m (2.5 feet) unless the fence is constructed of chain link.

#### **4. Call Before You Dig**

All contractors and landowners must contact Sask. 1<sup>st</sup> Call 1-866-828-4488 #4488 from a phone or online at [www.sask1stcall.com](http://www.sask1stcall.com) before excavating or digging holes.

Sask. 1<sup>st</sup> Call issues a line locate request notification to subscriber companies to ensure their underground utilities in the area are clearly marked. This service is currently provided free of charge.

## **5. Boundary Lines**

You will need to locate your pins. When building a fence, it is advised you measure carefully to determine the exact location of the property lines. It is the responsibility of the property owner to ensure the accurate location of fencing relative to their property lines. The best way to ensure that no problems are encountered with regard to your fence location is to try to keep it just within your property boundaries.

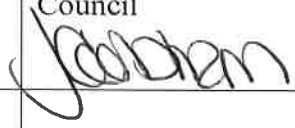
## **6. Disagreement with your Neighbour Over a Fence**

If you share a property line with your neighbour and do not agree with the maintenance, cost or construction of an existing fence or a new fence, we do not have jurisdiction over these matters. This is a matter between private landowners. You can resolve such matters through civil litigation.

## **7. Fences around Swimming Pools**

The regulation of fences around pools is not addressed on this page. Contact the Building Standards Division prior to construction.

### Document Revision History:

Document Title:	Revision Date:	Approved By:
INSTALLATION OF A RESIDENTIAL FENCE POLICY	July 24, 2024	Council 



## TOWN OF ALAMEDA

### BYLAW NO 1-2024

#### A BYLAW TO REPEAL PREVIOUS BYLAWS

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

The following bylaws are hereby repealed:

Bylaw

<u>Bylaw #</u>	<u>Date Adopted</u>	<u>Subject Matter</u>
04-2001	December 20, 2021	To Enter into an Agreement to form a Regional Park.
07-2019	August 21, 2019	To Repeal Previous Bylaws
01-2021	February 17, 2021	To Provide for the Destruction of Documents
05-2021	June 16, 2021	To Provide for the Destruction of Documents
06-2021	August 18, 2021	To Provide for the Control of Animals
4-2022	June 16, 2022	Election Bylaw

This Bylaw shall come into effect on the 20<sup>th</sup> of June, 2024.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
This 20<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Administrator

## TOWN OF ALAMEDA

### BYLAW NO. 2-2024

#### A BYLAW FOR THE DESTRUCTION OF DOCUMENTS

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

1. That a Records Retention and Disposal Schedule (the Schedule) for the municipality, attached hereto as "Schedule A" and forming part of this bylaw, be adopted.
2. That the Administrator of the Municipality is hereby authorized to destroy all applicable documents of the Municipality in accordance with the Schedule.
3. That the Administrator contacts the Saskatchewan Archives Board before destroying any records mentioned in section (2) above and ensures that any documents requested by the Board for preservation in the Archives be deposited with the Board.

This Bylaw shall come into effect on the day of its final passing on the 20<sup>th</sup> of June, 2024.



  
Mayor

  
Administrator

Read a third time and adopted  
on this 20<sup>th</sup> day of June, 2024

  
Administrator

Town of Alameda

**Schedule “A”**  
**Records Retention and Disposal Schedule For**  
**Rural and Urban Municipalities**

**Table of Contents**

**1. ACCOUNTING AND FINANCE**

- 1.1 Accounts Payable
- 1.2 Accounts Receivable
- 1.3 Annual Financial Statements
- 1.4 Audits and Compliance Review
- 1.5 Bank Accounts
- 1.6 Budget
- 1.7 Budget-related Reports
- 1.8 Cash Payments and Receipts
- 1.9 Debentures and Loans
- 1.10 Federal/Provincial Remittance
- 1.11 Grants
- 1.12 Investment Records
- 1.13 Ledgers/Journals
- 1.14 Local Improvement Roll
- 1.15 Monthly Financial Statements
- 1.16 Requisition/Purchase Orders
- 1.17 Tax Roll/Assessment Roll
- 1.18 Utility Documents

**2. ADMINISTRATION**

- 2.1 Agreements/Contract and supporting documentation  
(related to land, building, properties etc.)
- 2.2 Agreements/Contract and supporting documentation  
(NOT related to land, building, properties etc.)
- 2.3 Appeals
- 2.4 Celebrations and Events
- 2.5 Cemetery Records
- 2.6 Change of Ownership documents
- 2.7 First Nations Consultations
- 2.8 Inquiries (under LAFOIPP)
- 2.9 Insurance Policies – Liability
- 2.10 Insurance Policies – Property

- 2.11 Photographs
- 2.12 Public Notice Documentation
- 2.13 Records Disposal Documentation
- 2.14 Tax Assessment Appeals
- 2.15 Tax Assessment Records
- 2.16 Tax Certificates
- 2.17 Tax and Assessment Undelivered Notices
- 2.18 Tax Enforcement Records
- 2.19 Other Enforcement Records
- 2.20 Water Analysis and Reports

### **3. ELECTION**

- 3.1 Ballots
- 3.2 Disclosure of Holdings
- 3.3 Declaration of Agent/Friend
- 3.4 Declaration of Polls
- 3.5 Deputy Returning Officer Statement of Results
- 3.6 Nomination and Receipts
  
- 3.7 Oaths of Office
- 3.8 Returning Officer's Summary of Results
- 3.9 Poll Books
- 3.10 Voters' Lists
- 3.11 Voters' Registration Forms
- 3.12 Ballot Box Contents (includes ballots, registration forms, etc.)
- 3.13 List of Assessed Owners

### **4. EMPLOYEE – EMPLOYER**

- 4.1 Employee Records
- 4.2 Income Tax

### **5. LEGAL**

- 5.1 Minister's Orders
- 5.2 Claims
- 5.3 Petitions
- 5.4 Writs

## **6. LICENSES AND PERMITS**

- 6.1 Licenses and Permits Issued by Municipalities
  - 6.1.1 Building Permits
  - 6.1.2 Development Permits
  - 6.1.3 Development Permits – Denied
  - 6.1.4 Development Permits – Register
  - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
  - 6.1.6 Licenses
- 6.2 Licenses and Permits Issued to Municipalities
  - 6.2.1 License and Permits (related to land, buildings, property, etc.)
  - 6.2.2 Licenses and Permits (not related to land, buildings, properties, etc.)

## **7. MAPS, PLANS AND SURVEYS**

- 7.1 Architects' Drawings
- 7.2 Municipal Maps and Plans
- 7.3 Road Surveys
- 7.4 Land Surveys Certificates/Surveyors' Reports

## **8. MINUTES AND BYLAWS**

- 8.1 Council Minutes
- 8.2 Repealed Bylaws
- 8.3 Bylaw Register (active and repealed)

## **9. REPORTS AND STATISTICS**

- 9.1 Reports of Boards and Committees established by Council
- 9.2 Vital Statistics

## **10. ROADS AND STREETS**

- 10.1 Road Maintenance Records (includes reports)

## **Records Retention and Disposal Schedule**

## 1. ACCOUNTING AND FINANCE

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>1.1 Accounts Payable</b> (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.2 Accounts Receivable</b> (includes receipt records, write-offs, invoices, vouchers, related correspondence, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.3 Annual Financial Statements</b>	<b>Permanent</b> as per legislation	<b>Permanent</b> as per Legislation
<b>1.4 Audits and Compliance Reviews</b> (auditor recommendations, reports, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.5 Bank Accounts</b> (included records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheque stubs/duplicates, etc.)	<b>7 years</b>	<b>Dispose</b>
<b>1.6 Budget</b> (as part of the minutes)	<b>Permanent</b>	<b>Permanent</b>
<b>1.7 Budget Related Reports</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.8 Cash Payment and Receipts</b> (includes cash payments books, print-outs, cash	<b>7 years</b>	<b>DISPOSE</b>

reports and summaries, register tapes, etc.)		
<b>1.9 Debentures/Loans</b> (includes registers, coupons, etc.)	<b>7 years after final payment</b>	<b>DISPOSE</b>
<b>1.10 Federal/Provincial Remittance</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.11 Grants</b> (includes applications and supporting documentation)	<b>7 years after completion of project, activity, task, etc. or rejection of application</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>1.12 Investment Records</b>	<b>7 years after the maturity of financial instruments</b>	<b>DISPOSE</b>
<b>1.13 Ledgers/Journals</b> (includes general ledgers, subsidiary ledgers, ledger cards, reports, journals, etc.)	<b>7 years</b>	<b>DISPOSE</b>
<b>1.14 Local Improvement Roll</b>	<b>7 years after completion of the project</b>	<b>DISPOSE</b>
<b>1.15 Monthly Financial Statements</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.16 Requisitions/ Purchase Orders</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>1.17 Tax Roll/Assessment Roll</b> (i.e. hard copy of year-end printout)	<b>Permanent as per Legislation</b>	<b>Permanent as per Legislation</b>

<b>1.18 Utility Documents</b> (includes water and sewer cards and ledgers, utility tax roll, etc.)	<b>7 years</b>	<b>DISPOSE</b>
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## **2. ADMINISTRATION**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>2.1 Agreements/ Contracts and Supporting Documentation</b> (pertaining to land, buildings, properties, structures, etc., owned by the municipality, including construction agreements/ contracts, etc.)	<b>10 years after disposition of building, property or structure</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>2.2 Agreements/ Contacts and Supporting Documentation</b> (not related to land, buildings, properties, etc.)	<b>7 years after termination of agreement/ contract</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>2.3 Appeals</b> (under the Planning and Development Act, 1983)	<b>7 years after final decision rendered</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>2.4 Celebrations and Events</b>	<b>3 years after concluded</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>2.5 Cemetery Records</b>	<b>Permanent as per</b>	<b>Permanent as per Legislation</b>



	Legislation	
<b>2.6 Change of Ownership Documents</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>2.7 First Nations Consultations</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.8 Inquiries</b> (under Local Authority Freedom of Information and Protection of Privacy Act)	<b>7 years</b>	<b>DISPOSE</b>
<b>2.9 Insurance Policies – Liability</b> (may be required if there is a liability claim in the future)	<b>Permanent</b>	<b>Permanent</b>
<b>2.10 Insurance Policies – Property</b> (includes insurance claims)	<b>7 years after termination/cancellation of the policy</b>	<b>DISPOSE</b>
<b>2.11 Photographs</b>	<b>When obsolete, contact the Archives</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>2.12 Public Notice Documentation</b>	<b>2 years after the event for which notice was given</b>	<b>DISPOSE</b>
<b>2.13 Records Disposal Documentation</b>	<b>Permanent</b>	<b>Permanent</b>
<b>2.14 Tax Assessment Appeals</b>	<b>7 years after the final decision rendered</b>	<b>DISPOSE</b>

<b>2.15 Tax Assessment Records</b> (assessor's valuation records, reassessment sheets, etc.)	<b>3 years after superseded by a new assessment or obsolete</b>	<b>DISPOSE</b>
<b>2.16 Tax Certificates</b>	<b>7 years</b>	<b>DISPOSE</b>
<b>2.17 Tax and Assessment Undelivered Notices</b> (where a notice is undelivered or returned due to an unknown address, the notice shall be retained) (Section 216 & 268 The Municipalities Act)	<b>7 years</b>	<b>DISPOSE</b>
<b>2.18 Tax Enforcement Records</b> (includes tax lien withdrawals, etc.)	<b>7 years after tax title property sold or property disposed of in any other manner</b>	<b>DISPOSE</b>
<b>2.19 Other Enforcement Records</b> (includes weed control & pest control records)	<b>7 years after settlement</b>	<b>DISPOSE</b>
<b>2.20 Water Analysis and Reports</b> (may be required if there is a liability claim in the future)	<b>25 years</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>

### **3. ELECTION**

Records included in this section are governed by *The Local Government Election Act, 2015* and *The Municipalities Act*. Where specific retention requirements are identified in the legislation, relevant sections in the acts are indicated. Unless otherwise specified, all records are retained for “after election day” plus the number stated below.

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>3.1 Ballots</b>	<b>3 months</b> (142 <i>Local Government Election Act, 2015</i> -LGEA)	<b>DISPOSE</b>
<b>3.2 Disclosure of Holdings</b> (included public disclosure statements)	<b>Term of Office (4 years)</b>	<b>DISPOSE</b>
<b>3.3 Declaration of Agent/Friend</b>	<b>3 Months</b>	<b>DISPOSE</b>
<b>3.4 Declaration of Polls</b>	<b>3 months</b> (142 LGEA)	<b>DISPOSE</b>
<b>3.5 Deputy Returning Officer Statement of Results</b>	<b>Permanent</b>	<b>Permanent</b>
<b>3.6 Nominations and Receipts</b>	<b>Term of Office (4 years)</b> (69(6) LGEA)	<b>DISPOSE</b>
<b>3.7 Oath of Office</b>	<b>Term of Office</b>	<b>DISPOSE</b>
<b>3.8 Returning Officer’s Summary of Results</b>	<b>Permanent or contact the Archives</b>	<b>Permanent or contact the Archives</b>

<b>3.9 Poll Books</b>	<b>3 Months (142 LGEA)</b>	<b>DISPOSE</b>
<b>3.10 Voter's Lists</b>	<b>Contact the Archives</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archives recommendation</b>
<b>3.11 Voters/ Registration Forms</b>	<b>3 months (142 LGEA)</b>	<b>DISPOSE</b>
<b>3.12 Ballot Box Contents</b> (includes ballots, registration forms, etc.)	<b>3 Months (142 LGEA)</b>	<b>DISPOSE</b>
<b>3.13 List of Assessed Owners (Rural Municipalities ONLY)</b>	<b>Until replaced pursuant to Section 40 LGEA</b>	<b>DISPOSE</b>

#### **4. EMPLOYEE - EMPLOYER**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>4.1 Employee Records</b> (includes timecards, pay records, etc.)	<b>10 years after termination of employment</b>	<b>DISPOSE</b>
<b>3.2 Income Tax</b> (T4's, TD1's etc.)	<b>7 years</b>	<b>DISPOSE</b>

#### **5. LEGAL**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>5.1 Minister's Orders</b>	<b>Permanent as per Legislation</b>	<b>Permanent as per Legislation</b>

<b>5.2 Claims</b> (includes notices of claim, statement of claim, etc.)	<b>10 years after the settlement</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>5.3 Petitions</b>	<b>7 years</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>5.4 Writs</b>	<b>10 years after expiration or completion</b>	<b>DISPOSE</b>

## **6. LICENCES AND PERMITS**

### **6.1 Licenses and Permits Issued by Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.1.1 Building Permits</b> (includes supporting documentation)	<b>After the rejection of permit or life of building/ structure plus 10 year</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>6.1.2 Development Permits</b> (includes supporting documentation)	<b>25 years after settlement</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>6.1.3 Development</b>	<b>10 years</b>	<b>Contact the</b>

<b>Permits – Denied</b>		<b>Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>6.1.4 Development Permits – Register</b>	<b>Permanent</b>	<b>PERMANENT</b>
<b>6.1.5 Other Permits</b> (not related to land, buildings, structures, or development projects)	<b>3 years after expiration/ termination or rejection of a permit</b>	<b>DISPOSE</b>
<b>6.1.6 Licenses</b> (included supporting documentation)	<b>7 years after expiration/ termination of the license</b>	<b>DISPOSE</b>

## **6.2 Licenses and Permits Issued to Municipalities**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>6.2.1 Licenses and Permits</b> (related to land, buildings, structures, projects)	<b>Upon rejection of permit/ license or lifetime of the structure, building, property plus 10 years</b>	<b>Contact the Archives</b>  <b>Dispose only upon the Archive's recommendation</b>
<b>6.2.1 License and Permits</b> (not related to land, buildings, structures and development projects)	<b>7 years after expiration/ termination or rejection of license or permit</b>	<b>DISPOSE</b>

## **7. MAPS, PLANS AND SURVEYS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>7.1 Architect's Drawings</b> (buildings, park sites, structures, etc.)	Lifetime of facility/ structure plus 10 years	Contact the Archives  Dispose only upon the Archives recommendation
<b>7.2 Municipal Maps and Plans</b>	Original or one selected copy to be retained permanently	Permanent or contact the Archives  Dispose copies only upon the Archives recommendation
<b>7.3 Road Surveys</b>	7 years	Contact the Archives  Dispose copies only upon the Archives recommendation
<b>7.4 Land Surveys Certificates/ Surveyor's Reports</b>	7 years	DISPOSE

## **8. MINUTES AND BYLAWS**

<b>RECORDS</b>	<b>RETENTION PERIOD</b>	<b>DISPOSAL RECOMMENDATION</b>
<b>8.1 Council Minutes</b> (includes original bylaws, active and repealed)	Permanent as per legislation	PERMANENT as per Legislation
<b>8.2 Repealed Bylaws</b> (included certified copies that may be retained in Repealed Bylaw Registers)	7 years	DISPOSE
<b>8.3 Bylaw Registers</b> (active and repealed)	7 years	PERMANENT

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## 9. REPORTS AND STATISTICS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>9.1 Reports of Boards and Committees established by Council</b> (not forming part of council minutes)	7 years	Contact the Archives  Dispose only upon the Archives recommendation
<b>9.2 Vital Statistics</b>	7 years	DISPOSE

## 10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
<b>10.1 Road Maintenance Records (includes reports)</b> (may be required if there is a liability claim in the future)	25 years	Contact the Archives  Dispose only upon the Archives recommendation



## **TOWN OF ALAMEDA**

### **BYLAW NO. 3-2024**

#### **A BYLAW TO PROVIDE FOR THE CONTROL OF ANIMALS**

A Bylaw of the Town of Alameda to Regulate and Control the Ownership and Possession of Dogs within the Town of Alameda.

Whereas the Town of Alameda is empowered by Section 8(1)(k) of *The Municipalities Act* to regulate and control persons owning or harboring any wild and/or domestic animal(s) and activities concerning them within the Town of Alameda.

The Council of the Town of Alameda, in the Province of Saskatchewan, enacts as follows.

#### **1. PURPOSE:**

- a) This Bylaw shall be cited as "The Animal Control Bylaw".
- b) The purpose of this Bylaw is:
  - 2.1 To provide for the licensing of dogs;
  - 2.2 To control and regulate cats and dogs;
  - 2.3 To control and regulate other prohibited animals.

#### **2. DEFINITIONS:**

In this Bylaw:

- a) "Municipality" shall mean the Council of the Town of Alameda;
- b) "Administrator" is the person appointed for the Town of Alameda or his/her duly authorized representative or designate.
- c) "At large" means if the animal is off the premises of its owner unless the animal is both on a leash not exceeding two metres in length and is under proper control.
- d) "Cat" is every cat that is at least three (3) months of age of either sex or neutered;
- e) "Dog" means a puppy that is at least three (3) months of age, of either sex or neutered
- f) "Dog Run" shall mean a permanent structure outside of a residential dwelling unit, used for the containment of a dog.
- g) "Dogcatcher" shall mean any person appointed by the Town Council to restrain and impound any dog running at large in the Town of Alameda.
- h) "Judge" shall mean a provincial court judge or a justice of the peace.
- i) "Owner" includes: A person owns or who has possession of, or control over, an animal; and the person responsible for the custody of a minor where the minor is the owner of the animal.
- j) "Potentially Dangerous Dog" shall mean;
  - i) a dog that chases or approaches any person or domestic animal, anywhere other than on the property of the owners or custodian, menacingly or apparent attitude of attack, including, but not limited to, behaviour such as growling or snarling.

- k) "Pound" means such premises and facilities as may be designated by the Town.
- l) "Pound keeper" means a person, corporation, society or organization as may from time to time be appointed by the municipality to retain impounded animals according to this Bylaw;
- m) "Running at Large" shall mean a dog or cat found on any street, lane, sidewalk, or unaccompanied by any person or accompanied but not under the complete control of any competent person utilizing a leash, or being on private property without the permission of the owner or occupant of such property.
- n) "SPCA" means the Saskatoon Society for the Prevention of Cruelty to Animals.

### **3. LICENSING OF A DOG OR CAT**

- a) Every owner of an animal that is three (3) months old or older or within thirty (30) days of becoming an owner of an animal, obtain a license and shall pay a one-time fee, as set out in Schedule "A" to this bylaw. This license is not transferable to any other dog or cat or owner. The onus of proof is the date when the owner became the owner of the dog or cat and this is on the owner.
- b) Notwithstanding Subsection (b) the owner shall obtain a license for an animal that is less than three (3) months old found running at large.
- c) When applying for a license under this section, the applicant shall provide a description of their animal, the name and address of the owner of the dog or cat and any other relevant information which may be required by the Town to determine the animal's age or that the animal is neutered or spayed.
- d) Every owner to whom an animal license has been issued under this bylaw shall cause the animal to wear a collar to which the license tag issued by the municipality is attached;
- e) The owner of a dog or cat shall ensure that his or her dog or cat wears the current licence purchased for that dog or cat when the dog or cat is off the property of the owner.
- f) The owner shall be issued a replacement licence tag if the current licence tag is lost or destroyed.
- g) No owner shall be entitled to a license rebate under this bylaw.
- h) Any owner residing in the municipality, who owns, possesses or harbours an animal and neglects or refuses to take out a license shall be deemed guilty of an infraction of this bylaw.

### **4. DOGS BARKING OR HOWLING:**

- a) No person who owns or keeps a dog or allows it to stay in the owner's premises shall allow such dog to bark excessively or howl excessively;
- b) For this section, the factors for determining whether the barking or howling of a dog or cat has become a nuisance are as follows:
  - i) the proximity of the barking or howling to sleeping facilities;
  - ii) the time of day or night the barking or howling occurs;
  - iii) the duration of the barking or howling;
  - iv) whether the barking or howling is the result of provocation.

- c) Any owner who allows a dog to bark or howl excessively shall be deemed guilty of an infraction of this bylaw;
- d) Any owner who hears a dog barking or howling excessively and can positively identify the animal, can file a written complaint at the Town Office.
- e) The municipality may issue a written order if there is anything in the physical environment that the dog is being kept in that can be remedied that would prevent said dog from barking or howling;
- f) Barking or howling in the Town is deemed to be a nuisance if the barking or howling:
  - i) occurs between the hours of:
    - 11 p.m. and 6 a.m. on a day other than a Sunday or holiday or
    - 11 p.m. and 8 a.m. on a Sunday or holiday; and
  - ii) persists for a period of:
    - 15 consecutive minutes or longer; or
    - 1 hour or longer, intermittently.

## **5. RUNNING AT LARGE AND PROHIBITED AREAS:**

- a) No animal shall run at large in the municipality.
- b) In this section, a dog shall be "at large" if it is off the premises of its owner unless the dog is both:
  - i) on a leash not exceeding two (2) meters in length; and
  - ii) under the proper control of its owner.
- c) The owner of a dog shall ensure that their dog shall not:
  - i) bite a person or persons whether on the property of the owner or not;
  - ii) do any act to injure a person or persons whether on the property of the owner or not;
  - iii) chase or otherwise threaten a person or persons whether on the property of the owner or not unless the person chased or threatened is a trespasser on the property of the owner;
  - iv) bite, or chase, animals, bicycles, automobiles or other vehicles;
  - v) create noise or odour to the annoyance or discomfort of any person;
  - vi) cause damage to a property or other animals;
  - vii) upset any waste receptacles or scatter the contents thereof either in or about a street, lane, or other public property or in or about premises not belonging to or in the possession of the owner of the dog.
  - viii) No owner shall permit a dog or cat to be:
    - i) On any public playground
    - ii) On public Ball Diamonds or Soccer Fields
    - iii) This section does not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such person.

## **6. PROHIBITED ANIMALS**

7.1. No owner shall own or harbour any animal, or hybrid of any animal, of the kind listed in Schedule D for any purpose.

## **7. DANGEROUS ANIMALS**

Control of dangerous dogs in Saskatchewan is governed by provincial legislation and all owners must comply with this statute or any orders under this statute.

## **8. OWNING and HARBOURING OF DOGS**

- a) Where an owner possesses a dog that displays outward signs of aggression such as threatening, barking, growling, snapping, lunging, frothing at the mouth, etc., such owner shall ensure that the dog is properly restrained or contained whether it is on or off its property; and,
- b) Where a dog displays aggressive behaviour as described in Subsection a), the owner shall ensure that proper precautions have been taken to prevent the dog from escaping from its harboured property and that children of tender age cannot gain access to the property or the dog;
- c) Where a municipality believes an owner has not taken the necessary precautions to contain an aggressive dog as required in Subsection b), the municipality may issue a written order requiring the owner of the property to remedy any lack of physical containment as identified by the municipality;
- d). An order is written under Subsection c) is not limited to the following but may contain any or all of the following requirements:
  - i) Repair or construction of a property line fence;
  - ii) Repair or construction of a dog run;
  - iii) Physically moving the dog run or containment area of the dog from one area of the property to a more suitable area on the property;
  - iv) Locking of perimeter fences or dog runs; and
  - v) Posting warning signs on the perimeter of the property advising the public of the presence of a dog of an aggressive nature.

## **9. LITTER CLEAN UP**

- a) If an animal defecates on any public or private property other than property belonging to the owner of the pet, the owner of the cat or dog shall remove the defecation immediately.
- b) Any person who owns, possesses, or harbours an animal and fails to remove the defecation as set out in Subsection a) shall be deemed guilty of an infraction of this bylaw;
- c) This section does not apply to a person who owns and is physically reliant on a guide dog trained and used to assist such a person.

#### **10. ACCUMULATION OF ANIMAL FECES**

- a) An owner or occupant of private property must not allow animal feces to accumulate on the property to create a health hazard.
- b) Any owner who owns, possesses, or harbours an animal and fails to clean up as set out in Subsection a) shall be deemed guilty of an infraction of this bylaw.
- c) The municipality may remove the feces from the property if:
  - i) The owner to whom the notice is made fails to remove the feces within seventy-two (72) hours; or,
  - ii) After reasonable inquiry, the whereabouts of the owner or occupant of the property cannot be determined.

#### **11. POUND/POUND FEES**

- a) A person appointed by Council may take any animal found running at large, contrary to the provisions of this bylaw, may be impounded where it shall be kept for Seventy-Two (72) hours unless the owner, possessor, or harbourer redeems the animal by paying to the Town:
  - i) The applicable Penalty and Pound fee as set out in Schedule "B" for the care and keep of each animal; and,
  - ii) All related fines assessed against the animal; and,
  - iii) In the case of a dog over the age of six months being impounded, a dog license fee if one has not yet been purchased.
- b) The municipality may, in its sole discretion, destroy, find a suitable home for or turn over to the SPCA any animal that has not been redeemed within seventy-two (72) hours. The CAO or person appointed by Council will have the dog transported to the Carlyle Veterinary Clinic (If the dog is destroyed, all costs will be the responsibility of the said owner), or may turn an animal over to the SPCA before this period expires if it is determined that the municipality cannot sufficiently provide for the animal's well being or security.

#### **13. VIOLATIONS**

- a) Except as otherwise provided in this bylaw, every owner who contravenes any of the provisions of this bylaw is guilty of an offence and liable on summary conviction as set out in Schedule B.
- b) If no Notice of Violation has been issued for three years or more concerning a contravention, then a subsequent contravention of the section of the bylaw is deemed to be the first offence.
- c) Any owner convicted of an offence shall, within ten days thereafter, deliver all animals of the kind listed in Schedule C-owned, kept or harboured by that person to the Animal Protection Services of Saskatchewan Department and they shall become the property of the municipality and shall be donated to an approved agency or humanely euthanized.
- d) At the discretion of the Town Office, a warning ticket may be issued for contravention of any of the provisions of this bylaw.
- e) A violator of this bylaw, upon being served with the municipality's standard Notice of Violation may, during office hours, voluntarily pay the penalty at the office of the municipality.

## 11. ORDERS TO REMEDY CONTRAVENTIONS

- a) Inspections to determine if a written order should be issued under this Bylaw shall be carried out in accordance with the Municipalities Act.
- b) Orders given under this Bylaw shall comply and in accordance with the Municipalities Act.
- c) A person may appeal an order given under this Bylaw in accordance with the procedure outlined in the Municipalities Act.
- d) The municipality may, in accordance with the Municipalities Act, take whatever actions or measures necessary to ensure that an order given under this Bylaw is fully complied with.
- e) In an emergency, the municipality may take whatever actions or measures are necessary to eliminate the emergency in accordance with the Municipalities Act.
- f) Any unpaid expenses and costs incurred by the municipality that an order given under this Bylaw is fully complied with may be recovered either:
  - i) By civil action for debt in a court of competent jurisdiction in accordance with the Municipalities Act; or,
  - ii) By adding the amount to the taxes on the property on which the work is done in accordance with the Municipalities Act.

## 12. SEVERABILITY

If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions of the Bylaw.

## 13. REPEAL OF FORMER BYLAW

BYLAW No. 6-21 is now repealed.



Read a third time and adopted on  
This 20<sup>th</sup> day of June, 2024

  
Administrator

  
Mayor

  
Administrator

TOWN OF ALAMEDA

SCHEDULE "A"

LICENCE FEES FOR DOGS AND CATS

A. LICENCE FEE

1. \$20.00 one-time fee

TOWN OF ALAMEDA

SCHEDULE "B"

PENALTIES AND FEES

A. PENALTIES

1. The first (1<sup>st</sup>) penalty for violating sections of this Bylaw is \$500.00.
2. The penalty for the second (2<sup>nd</sup>) violation of this Bylaw in the same calendar year is \$750.00.
3. The penalty for the third or subsequent violation of this Bylaw in the same calendar year is \$3,000.00 per violation.

B. IMPOUNDMENT FEE

1. IF HOUSED BY THE MUNICIPALITY ONLY
  - a) The impoundment fee shall be the amount of \$40.00 per day.
2. IF HOUSED BY THE SPCA
  - a) All municipal pound fees shall apply in addition to any fees charged by the SPCA.



## TOWN OF ALAMEDA

### SCHEDULE "C"

#### PROHIBITED ANIMALS

The following is a list of animals the keeping of which is prohibited within the Town of Alameda:

- 1) all animals being reared for the bearing of fur or food;
- 2) all animals whose normal habitation is outside of urban centers (such as fox and deer)
- 3) all Arachnids dangerous to humans (such as scorpions and tarantulas, except tarantulas of the genera *Aphonopelma*, *Avicularia* and *Grammostola*);
- 4) All Artiodactylous Ungulates (such as goats, sheep, cattle, pigs and llamas);
- 5) All Bats;
- 6) All Bees;
- 7) All Crocodilians (such as alligators, crocodiles and caimans);
- 8) All Edentates (such as anteaters, sloths and armadillos);
- 9) All Elephants;
- 10) All Felids, except the domestic cat;
- 11) All Horses;
- 12) All Hyenas;
- 13) All Insects being raised for the purpose of profit or gain;
- 14) All Livestock;
- 15) All Marsupials (such as kangaroos and opossums);
- 16) All Mustelids (such as skunks, weasels, otters and badgers) except the domestic ferret;
- 17) All non-human Primates (such as gorillas and monkeys);
- 18) All Perissodactyls Ungulates (such as horses, donkeys, mules and asses)
- 19) All Pigeons (unless specifically approved by Council);
- 20) All Pinnipeds (such as seals, fur seals and walruses);
- 21) All Procyonids (such as raccoons, coatis and cacomistles);
- 22) All Raptors, diurnal and nocturnal (such as eagles, hawks and owls);
- 23) All Ratite Birds (such as ostriches, rheas, and cassowaries);
- 24) All Galliformes (such as chickens, turkeys, grouse, quails and pheasants);
- 25) All Anseriformes (such as ducks and geese);
- 26) All snakes of the families *Pythonidae* and *Boidae*;
- 27) All Ursids (bears);
- 28) All venomous Reptiles and Amphibians;
- 29) All Viverrids (such as mongooses, civets and genets).

## BYLAW NO. 4-2024

### A BYLAW TO ESTABLISH A GENERAL ELECTION BYLAW AND PROCEDURES

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

**1) SHORT TITLE**

This Bylaw may be cited as "The Election Bylaw."

**2) AUTHORITY**

The authority for this Bylaw is section 9.1 of *The Local Government Election Act, 2015*.

**3) PURPOSE**

This Bylaw addresses matters which Council may decide by bylaw or resolution. It is to be used in conjunction with *The Local Government Election Act, 2015*.

**4) DEFINITIONS**

In this Bylaw:

- a) **"Act"** means *The Local Government Election Act, 2015*;
- b) **"Council"** means the mayor and councillors of the Town of Alameda elected pursuant to the provisions of *The Local Government Election Act, 2015*;
- c) **"Municipality"** means the Town of Alameda;
- d) Definitions from within *The Local Government Election Act, 2015* shall apply here.

**5) ADVERTISING**

Advertising is to be completed as per section 9 of *The Act*. The following methods of advertising will be published as listed:

**5.1 Newspaper**

- All ads required to be published in a newspaper shall be in the Observer from Carlyle, Sask.

**5.2 Electronic**

- The Municipality's Facebook page

**5.3 The Town of Alameda Office at 115-th street, Prairie Pride Credit Union at 116-5<sup>th</sup> street and at Alameda Agencies/Canada Post office at 414-1<sup>st</sup> ave – Alameda, Sask.**

**6) DISCLOSURE OF CAMPAIGN CONTRIBUTIONS AND EXPENSES (section 34 of the Act)**

6.1 There will be no requirements for candidates to disclose contributions or expenses for a Municipal Election.

6.2 There will be no election campaign spending limits established.

**7) NOMINATION DAY**

Nomination day shall remain as stated in clause 73(1)(a) of *The Act*.

TOWN OF ALAMEDA

**8) CANDIDATES OCCUPATION (clause 9.1 (2)(c) of the Act)**

There will not be a requirement to list the candidate's occupation on the nomination paper and ballot for a Municipal Election.

**9) ELECTRONIC VOTING DEVICES (section 90 of the Act)**

Electronic voting devices will not be utilized by the municipality.

**10) FORM OF BALLOTS (section 91 of the Act)**

Names on the ballot will be arranged in alphabetical order, using the format: last name, first name, as per clause 91(1)(d) of *The Act*.

**11) MAIL-IN BALLOT SYSTEM (section 92 of the Act)**

Mail-in ballots will not be used for the Municipal Election.

**12) TIE VOTE**

In the case of a tie vote a by-election shall be held pursuant to section 141.1 of *The Act*.

**11) REMUNERATION OF ELECTION OFFICIALS (Section 52 of the Act)**

A council or board shall set the remuneration to be paid to election officials acting with respect to an election.

This Bylaw shall come into effect on the 20<sup>th</sup> of June, 2024



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted this  
20<sup>th</sup> day of June, 2024

TOWN OF ALAMEDA

**TOWN OF ALAMEDA**  
**BYLAW NO. 5-2024**  
**A BYLAW TO INCUR A DEBT**

A BYLAW OF THE TOWN OF ALAMEDA IN THE PROVINCE OF SASKATCHEWAN, TO INCUR A DEBT IN THE SUM OF SIX HUNDRED AND EIGHT THOUSAND DOLLARS (\$608,000.00) FOR THE PURPOSE OF FINANCING THE COST OF THE LAGOON UPGRADE.

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WHEREAS the Council of the TOWN OF ALAMEDA deems it desirable and necessary to incur a debt as set out in Section 162 and 163 of *The Municipalities Act*, in the amount SIX HUNDRED AND EIGHT THOUSAND DOLLARS (\$608,000.00) for the purpose of financing the cost of the lagoon upgrade; and

WHEREAS the taxable assessment as shown by the last revised assessment roll thereof, being that for the year 2024 is the sum of THIRTY-TWO MILLION TWO HUNDRED SIXTY-SEVEN THOUSAND ONE HUNDRED THIRTY DOLLARS (\$32,267,130) and

WHEREAS the amount of the existing long-term debt of the TOWN OF ALAMEDA is the sum of ONE HUNDRED NINETY-TWO THOUSAND, EIGHT HUNDRED SEVENTY-FOUR AND 07/100 DOLLARS (\$192,874.07); no part of which either principal or interest is in arrears; and

NOW, THEREFORE, Council of the TOWN OF ALAMEDA in the Province of Saskatchewan enacts as follows:

1. THAT pursuant to Sections 162 and 163 of *The Municipalities Act*, the TOWN OF ALAMEDA requires Saskatchewan Municipal Board approval to incur a debt in the amount of SIX HUNDRED AND EIGHT THOUSAND DOLLARS (\$608,000.00); and
2. The amount of said debt shall be payable in two hundred and forty (240) monthly instalments of principal and interest in the amount of FOUR THOUSAND SIX HUNDRED DOLLARS (\$4,600.00) at a rate of six decimal sixty-five percent (6.65%) in the years 2024 to 2029 to the Prairie Pride Credit Union, Alameda, SK. The interest rate for the remaining terms will be negotiated in 2029.
3. The source or sources of money to be used to pay the principal and interest owing under this bylaw will be revenue derived from Reserves, Water and Sewer Revenue and Water Infrastructure Revenue. In any event, any other available source of revenue may be used.
4. THIS bylaw shall come into force and take effect on the date of approval being issued by the Saskatchewan Municipal Board, Local Government Committee.
5. Bylaw 4-2023 is hereby repealed.



Read a third time and adopted  
This 24<sup>th</sup> day of July 2024.

  
Administrator

  
Mayor

  
Administrator