



TOWN OF ALAMEDA
Regular Meeting June 20, 2024

The regular meeting of the Council of the Town of Alameda met in the Town Office on Wednesday, June 20, 2024. The meeting was called to order at 7:01 pm by Mayor Cobham.

PRESENT: Mayor Jennifer Cobham, Councillors Dean Copeland, Janelle Dorrance, Alaina Buchanan and Matt Faber
Administrator – Sheri Carritt

ABSENT: Michelle Krieger, Dallas Forseth

DELEGATIONS: ConX Wireless – Bulk Water Fill (zoom) 7:30 pm
Dennis Peet – 7:30 pm

AGENDA:

89/06/24

Made by: Councillor Copeland

That Council approve the Agenda as presented.

CARRIED

MINUTES

90/06/24

Made by: Councillor Buchanan

That the minutes of the May 15, 2024 Regular Meeting are approved as presented.

CARRIED

CORRESPONDENCE:

- a. Moose Creek Regional Park Meeting Minutes – April 23, 2024
- b. RM of Moose Creek No.33 - Annual Texas Scramble Golf Tournament
- c. SMR Virtual Reality Experience and public drop in events
- d. SETPC Highlights from April 23, 2024 AGM
- e. Southeast Healthcare Recruitment and Retention Committee Minutes – April 30 and May 20, 2024.
- f. Mutual aid change of rates

MUTUAL AID RATE CHANGE

91/06/24

Made by: Councillor Faber

That we approve the proposed change of rate in the Mutual Aid agreement of \$750.00 per hour per truck, with up to 4 fire fighters in each truck; the cost of any consumables used; the cost of any subcontractors used.

CARRIED

ACCEPT AND FILE THE CORRESPONDENCE

92/06/24

Made by: Councillor Dorrance

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

CARRIED

ACCOUNTS FOR APPROVAL:

BANK RECONCILIATION

93/07/24

Made by: Councillor Copeland

That the May 2024 Bank Reconciliation is accepted as presented.

CARRIED

FINANCIAL STATEMENT

94/06/24

Made by: Councillor Faber

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

CARRIED

APPROVED AND ONLINE PAYMENTS

95/06/24

Made by: Councillor Dorrance

That the accounts as presented at this meeting are approved for payment from cheques #6174 to #6193 for \$18,378.12 and online payments in the amount of \$16,637.78 and forms part of the Minutes of this regular meeting of Council.

CARRIED

UNFINISHED BUSINESS:

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

96/06/24

Made by: Councillor Faber

That we acknowledge confirmation from the Quality Assurance Division of SAMA that the 2024 Primary Audit Report confirms that the municipality's assessment is compliant with the applicable audit requirements and that the Assessment Roll for 2024 has been confirmed.

CARRIED

Handwritten initials: JC and 48

ADMINISTRATORS REPORT

Budget Meeting – July 15, 2024 at 5:30 pm

VERBAL REPORT

97/06/24

Made by: Councillor Buchanan

That we approve the Administrator’s verbal report.

CARRIED

The Foreman – Dennis Peet joined the meeting at 7:29 pm.

PUBLIC WORKS REPORT:

WATERWORKS DAILY REPORT

98/06/24

Made by: Councillor Faber

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

CARRIED

VERBAL REPORT

99/06/24

Made by: Councillor Buchanan

That we approve the Foreman’s verbal report.

CARRIED

The Foreman left the meeting at 8:17 p.m.

WATER OPERATOR

100/06/24

Made by: Councillor Dorrance

That we hire Dave Carson to be a relief Level 1 Waste Water Operator and that he is paid \$100.00 once a month for assisting the foreman with monitoring the lift station; furthermore, all deductions will be paid by himself.

CARRIED

NEW BUSINESS:

Administrator Sheri Carritt vacated her chair and left the meeting due to conflict of interest at 7:22 pm.

JC. SK

Administrator Sheri Carritt re-entered the meeting and resumed her chair at 7:24 pm.

ALAMEDA 2024 SCHOLARSHIP

101/06/24

Made by: Councillor Faber

That the Town award a scholarship of five-hundred-dollar (\$500) each to Samantha Carritt and Mary Lee McNeil as there was zero applicants and scholarship awarded in 2023.

CARRIED

BYLAW TO REPEAL PREVIOUS BYLAWS NO. 1-2024

Bylaw No. 1-2024 First Reading

102/06/24

Made by: Councillor Copeland

That Bylaw 1-2024 being a Bylaw to Repeal Previous Bylaws is read for the first time.

CARRIED

Bylaw No. 1-2024 Second Reading

103/06/24

Made by: Councillor Dorrance

That Bylaw 1-2024 is read a second time.

CARRIED

Bylaw No. 1-2024 Consent for Third Reading

104/06/24

Made by: Councillor Faber

That Bylaw 1-2024 is given a third and final reading and is permitted at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 1-2024 Third and Final Reading

105/06/24

Made by: Councillor Buchanan

That Bylaw 1-2024 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.

CARRIED

BYLAW FOR THE DESTRUCTION OF DOCUMENTS NO. 2-2024

Bylaw No. 2-2024 First Reading

106/06/24

Made by: Councillor Buchanan

That Bylaw 2-2024 being a Bylaw for the Destruction of Documents is read for the first time.

CARRIED

SC 

Bylaw No. 2-2024 Second Reading

107/06/24

Made by: Councillor Faber

That Bylaw 2-2024 is read a second time.

CARRIED

Bylaw No. 2-2024 Consent for Third Reading

108/06/24

Made by: Councillor Dorrance

That Bylaw 2-2024 is given a third and final reading and is permitted at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 2-2024 Third and Final Reading

109/06/24

Made by: Councillor Copeland

That Bylaw 2-2024 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.

CARRIED

BYLAW TO PROVIDE THE CONTROL OF ANIMALS NO. 3-2024

Bylaw No. 3-2024 First Reading

110/06/24

Made by: Councillor Faber

That Bylaw 3-2024 being a Bylaw to Provide the Control of Animals is read for the first time.

CARRIED

Bylaw No. 3-2024 Second Reading

111/06/24

Made by: Councillor Copeland

That Bylaw 3-2024 is read a second time.

CARRIED

Bylaw No. 3-2024 Consent for Third Reading

112/06/24

Made by: Councillor Buchanan

That Bylaw 3-2024 is given a third and final reading and is permitted at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 3-2024 Third and Final Reading

113/06/24

Made by: Councillor Dorrance

That Bylaw 3-2024 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.

CARRIED



GENERAL ELECTIONS BYLAWS NO. 4-2024

Bylaw No. 4-2024 First Reading

114/06/24

Made by: Councillor Buchanan

That Bylaw 4-2024 being a Bylaw for General Elections is read for the first time.

CARRIED

Bylaw No. 4-2024 Second Reading

115/06/24

Made by: Councillor Dorrance

That Bylaw 4-2024 is read a second time.

CARRIED

Bylaw No. 4-2024 Consent for Third Reading

116/06/24

Made by: Councillor Copeland

That Bylaw 4-2024 is given a third and final reading and is permitted at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 4-2024 Third and Final Reading

117/06/24

Made by: Councillor Faber

That Bylaw 4-2024 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.

CARRIED

COMMITTEE REPORTS

118/06/24

Made by: Councillor Copeland

That council acknowledge the following verbal committee reports:

Councillor Dorrance – Alameda Cemetery

Councillor Dorrance – Alameda Recreation Board

Councillor Buchanan – Alameda Library Board

Councillor Buchanan – Moose Creek Regional Park Authority

CARRIED

ADJOURNMENT AND NEXT MEETING

119/06/24

Made by: Councillor Buchanan

That the meeting adjourns at 8:39 p.m. and that the next regular meeting will be held on Wednesday, July 24, 2024, at 7:00 p.m.

CARRIED



Mayor



Administrator

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 20th of June, 2024.





Mayor



Administrator

Read a third time and adopted
This 20th 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 20th of June, 2024.





Mayor



Administrator

Read a third time and adopted
on this 20th day of June, 2024



Administrator

Town of Alameda

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

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- 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
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3. ELECTION

- 3.1 Ballots
- 3.2 Disclosure of Holdings
- 3.3 Declaration of Agent/Friend
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- 3.7 Oaths of Office
- 3.8 Returning Officer's Summary of Results
- 3.9 Poll Books
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4. EMPLOYEE – EMPLOYER

- 4.1 Employee Records
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- 6.1 Licenses and Permits Issued by Municipalities
 - 6.1.1 Building Permits
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 - 6.1.5 Other Permits (not related to land, buildings, property, etc.)
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- 6.2 Licenses and Permits Issued to Municipalities
 - 6.2.1 License and Permits (related to land, buildings, property, etc.)
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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
1.1 Accounts Payable (includes billing, payments, overdue accounts, invoices, receipts, payment vouchers, receipt duplicates, related correspondence, etc.)	7 years	Dispose
1.2 Accounts Receivable (includes receipt records, write-offs, invoices, vouchers, related correspondence, etc.)	7 years	Dispose
1.3 Annual Financial Statements	Permanent as per legislation	Permanent as per Legislation
1.4 Audits and Compliance Reviews (auditor recommendations, reports, etc.)	7 years	Dispose
1.5 Bank Accounts (included records related to termination and establishment of bank accounts, deposit slips, cancelled cheques, passbooks, bank statements, reconciliations, deposit books, cheque stubs/duplicates, etc.)	7 years	Dispose
1.6 Budget (as part of the minutes)	Permanent	Permanent
1.7 Budget Related Reports	7 years	DISPOSE
1.8 Cash Payment and Receipts (includes cash payments books, print-outs, cash	7 years	DISPOSE

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

1.18 Utility Documents (includes water and sewer cards and ledgers, utility tax roll, etc.)	7 years	DISPOSE
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2. ADMINISTRATION

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

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

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

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.

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

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

4. EMPLOYEE - EMPLOYER

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

5. LEGAL

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
5.1 Minister's Orders	Permanent as per Legislation	Permanent as per Legislation

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

6. LICENCES AND PERMITS

6.1 Licenses and Permits Issued by Municipalities

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

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

6.2 Licenses and Permits Issued to Municipalities

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

7. MAPS, PLANS AND SURVEYS

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

8. MINUTES AND BYLAWS

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

9. REPORTS AND STATISTICS

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

10. ROADS AND STREETS

RECORDS	RETENTION PERIOD	DISPOSAL RECOMMENDATION
10.1 Road Maintenance Records (includes reports) (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.
 - vii) 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.





Mayor



Administrator

Read a third time and adopted on
This 20th day of June, 2024



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 (1st) penalty for violating sections of this Bylaw is \$500.00.
2. The penalty for the second (2nd) 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 Crocodylians (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 116-5th street and at Alameda Agencies/Canada Post office at 414-1st 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 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 20th of June, 2024





Mayor



Administrator

Read a third time and adopted this
20th day of June, 2024

TOWN OF ALAMEDA

Town of Alameda
List of Accounts for Approval
Batch: 2024-00073 to 2024-00088

Bank Code: AP - ACCT.S PAYABLE

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
6174	06/21/2024	Alameda School	30.00
6175	06/21/2024	Alameda Ventures	135.29
6176	06/21/2024	Alameda Cemetery	3,402.00
6177	06/21/2024	C&N Supply	231.32
6178	06/21/2024	Carritt, Sheri	832.36
6179	06/21/2024	Cleartech Industries Inc.	187.13
6180	06/21/2024	Dirt 'n Daisys	305.25
6181	06/21/2024	Hornet Steaming Ltd.	756.00
6182	06/21/2024	Hutfloetz Mechanical Ltd.	134.98
6183	06/21/2024	Kitz Cutting Service	2,400.00
6184	06/21/2024	Marj Lawrence	30.00
6185	06/21/2024	McComb Auto Supply 1969 Ltd	182.32
6186	06/21/2024	Mikes Service	658.06
6187	06/21/2024	Ministry of Energy and Resources	124.80
6188	06/21/2024	Oxbow Building Supplies	17.53
6189	06/21/2024	R.M. Of Moose Creek No. 33	1,498.50
6190	06/21/2024	Saskatchewan Health Authority	69.00
6191	06/21/2024	Sensus Chartered Professional Accountant	6,615.60
6192	06/21/2024	Southern Plains Co-op	557.98
6193	06/21/2024	UMAAS	210.00
Total Computer Cheque:			18,378.12

OTHER

Payment #	Date	Vendor Name	Payment Amount
626207	06/06/2024	GFL Environmental Inc.	2,309.92
626486	06/06/2024	SUMA	210.00
626847	06/06/2024	SUMA	1,343.62
626996	06/06/2024	Success Office Systems	27.33
627159	06/11/2024	Mun Employees Pension Plan	1,200.24
627992	06/11/2024	Canada Revenue Agency	2,479.79
644371	06/14/2024	Sask Power/Energy	126.12
644373	06/14/2024	Sask Power/Energy	104.89
644376	06/14/2024	Sask Power/Energy	96.55
644383	06/14/2024	Sask Power/Energy	853.59
644386	06/14/2024	Sask Power/Energy	566.32
644392	06/14/2024	Sask Power/Energy	143.91
644394	06/14/2024	Sask Power/Energy	373.19
644397	06/14/2024	Sask Power/Energy	187.74
644401	06/14/2024	Sask Power/Energy	94.67
644406	06/14/2024	Sask Power/Energy	350.36
644408	06/14/2024	Sask Tel	384.90
644410	06/14/2024	Sask Tel	114.70
646609	06/30/2024	Ministry of Finance	1,224.16
650619	06/24/2024	Canada Revenue Agency	2,232.83
650813	06/24/2024	Mun Employees Pension Plan	1,180.98
651783	06/06/2024	Collabria Mastercard	646.42
679634	06/24/2024	Canada Revenue Agency	385.55
Total Other:			16,637.78

JE *sk*

Date Printed
07/08/2024 2:29 PM

Town of Alameda
List of Accounts for Approval
Batch: 2024-00073 to 2024-00088

Total AP: 35,015.90

Certified Correct



Mayor



Administrator