



TOWN OF ALAMEDA
Regular Meeting September 21, 2022

The regular meeting of the Council of the Town of Alameda met in the Fire Hall on Tuesday, September 21, 2022. The meeting was called to order at 6:59 pm by Mayor Kinder.

PRESENT: Mayor Perry Kinder, Councillors Jennifer Cobham, Dean Copeland, Janelle Dorrance, Ron Burness, Jeff Cameron and Donna Griffin
Administrator – Sheri Carritt
Mentor Administrator – Myrna Babbings

ABSENT: None

DELEGATIONS: 7:30 p.m. – Darryl Harrison
8:00 p.m. – T. Frasz – absent

AGENDA:

208/09/22

Made by: Councillor Cobham

That Council approves the agenda as presented.

CARRIED

MINUTES

209/09/22

Made by: Councillor Copeland

That the Minutes of August 23, 2022, Regular Meeting are approved as presented.

CARRIED

CORRESPONDENCE:

- a. Water Security Agency-fence around wells
- b. Fundraiser in Lampman
- c. Occupational Health and Safety concern

At 7:33 p.m. the meeting was suspended for a visit from Darryl Harrison – MLA for Cannington. Darryl left the meeting at 7:59 p.m.

Handwritten initials in blue ink.

CORRESPONDENCE continued:

d. Queen Elizabeth II Jubilee Medal

MERRY MAKERS

210/09/22

Made by: Councillor Cameron

That the Merry Makers are written a letter of explanation regarding the wood from the tree that was cut down and removed by the Town.

CARRIED

DOG COMPLAINT

211/09/22

Made by: Councillor Cobham

That in accordance with Bylaw 6-2021 that a fine of \$500.00 is issued to Owner #132 for their dog that was running at large.

CARRIED

SOUTHEAST REGIONAL MEETING

212/09/22

Made by: Councillor Dorrance

That Ronald Burness and Dean Copeland will be registered to attend the Southeast Regional Meeting in Estevan on October 17, 2022.

CARRIED

ACCEPT AND FILE THE CORRESPONDENCE

213/09/22

Made by: Councillor Copeland

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

CARRIED

ACCOUNTS FOR APPROVAL:

BANK RECONCILIATION

214/09/22

Made by: Councillor Cobham

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

CARRIED

FINANCIAL STATEMENT

215/09/22

Made by: Councillor Copeland

That the Detailed Statement of Financial Activities for August 2022 is accepted as circulated and forms part of the Minutes of this regular meeting of Council.

CARRIED

APPROVED AND ONLINE PAYMENTS

216/09/22

Made by: Councillor Dorrance

That the accounts as presented at this meeting and adjoined to these Minutes are approved for payment from cheques #5777 to #5793 in the amount of \$13,037.36 and online payments in the amount of \$19,121.71.

CARRIED

UNFINISHED BUSINESS:

POLICY NO. 400-2: Installation of a Residential Fence Policy

217/09/22

Made by: Councillor Griffin

That Policy No. 400-2, being a Policy to provide a guideline for staff and council in regards to local property and development of residential fences, is adopted and attached to, forming part of these Minutes.

CARRIED

BUILDING BYLAW NO. 5-2022

Bylaw No. 5-2022 First Reading

218/09/22

Made by: Councillor Dorrance

That Bylaw 5-2022 being a Bylaw Respecting Buildings is read for the first time.

CARRIED

Bylaw No. 5-2022 Second Reading

219/09/22

Made by: Councillor Copeland

That Bylaw 5-2022 is read a second time.

CARRIED

Bylaw No. 5-2022 Consent for Third Reading

220/09/22

Made by: Councillor Cameron

That Bylaw 5-2022 is given a third and final reading and is permitted at this meeting.

CARRIED UNANIMOUSLY

Bylaw No. 5-2022 Third and Final Reading

221/09/22

Made by: Councillor Burness

That Bylaw 5-2022 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 will come into force and take effect on the day after approval has been issued by Government Relations.

CARRIED

POLICY NO. 100-2: Harassment Policy

222/09/22

Made by: Councillor Cobham

That Policy No. 100-2, is a Policy to Provide for the Prevention of Harassment in the workplace is adopted and attached to, forming part of these Minutes.

CARRIED

RESCIND MOTION 167/07/22

223/09/22

Made by: Councillor Cobham

That Motion 167/07/22 is rescinded.

CARRIED

A recorded vote was requested by Councillor Burness.

224/09/22

Made by: Councillor Cobham

That we acknowledge that T. Frasz has completed the Class 1 Water Treatment and Distribution System course and Sask. Polytech exam furthermore will receive a \$1.00 an hour increases from \$31.42 to \$32.42 effective July 16, 2022.

In favor Cobham
Dorrance
Cameron
Griffin
Copeland
Kinder

Opposed Burness

ANNEXATION OF LAND FROM THE R.M. OF ENNISKILLEN NO. 3

225/09/22

Made by: Councillor Copeland

That we pursue annexation from the R.M. of Enniskillen No. 3 for the following land locations: Block A - Plan 101130589 Ext 0 5.660 acres and Block B - Plan 101130589 Ext 0 4.41 acres within the NE-36-03-03-W2nd, for a proposed abattoir with a store front which will be constructed by the Southeast Butcher Block Cooperative Limited, and will increase the meat processing capacity for Alameda and surrounding areas; furthermore, a Notice to the Public will be published once a week for two consecutive weeks in the Carlyle Observer, and that this notice will be circulated to the ratepayers within a quarter mile radius that is affected by the proposed development and the Notice will appear on our website, Facebook, Post Office and Prairie Pride Credit Union, as well as a copy that will be sent to the R.M. of Enniskillen No. 3 and South East Cornerstone School Division.

CARRIED

ADMINISTRATORS REPORT

- a. Canada Summer Job Program
- b. Assistant applications
- c. Police audit
- d. Multiplex engagement sessions
- e. Small modular reactor study in our area

APPLICATIONS FOR ASSISTANT POSITION

226/09/22

Made by: Councillor Griffin

That in conjunction with Motion 164/07/22 we re-advertise the position of Office Assistant with the closing date of Friday, October 7th at 4:00 p.m. and that we advertise outside of the Town of Alameda.

CARRIED

VERBAL REPORT

227/09/22

Made by: Councillor Cobham

That we acknowledge the Administrator's verbal report.

CARRIED

**PUBLIC WORKS REPORT:
WATERWORKS DAILY REPORT**

228/09/22

Made by: Councillor Copeland

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

CARRIED

RESCIND MOTION 334/11/21

229/09/22

Made by: Councillor Cobham

That Motion 334/11/21 is rescinded.

CARRIED

NEW BUSINESS:

SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY

230/09/22

Made by: Councillor Cobham

That we acknowledge confirmation from the Quality Assurance Division of SAMA that the 2022 Primary Audit Report confirms that the municipality's assessment is compliant with the applicable audit requirements and that the Assessment Roll for 2022 has been confirmed.

CARRIED



SASK PARKS AND RECREATION 2022 BOARD OF DIRECTORS ELECTION

231/09/22

Made by: Councillor Cobham

That we vote for a Director at Large on the Saskatchewan Parks and Recreation Association Board of Directors.

CARRIED

At 10:04 p.m. the meeting was extended for another 15 minutes by Councillor Copeland.

ICIP

232/09/22

Made by: Councillor Griffin

That we investigate the intake through the Investing in Canada Infrastructure Program (ICIP) which is now open and closes at noon on Tuesday, November 29 and furthermore the funding applications are for the proposed water and wastewater projects:

- 1) Rebuild 2 power panels in the pump house;
- 2) 3 generators – 1 propane and 2 natural gas;
- 3) UV and water meters; online turbidity tester, and
- 4) Lagoon.

CARRIED

NUISANCE BYLAW

233/09/22

Made by: Councillor Burness

That in accordance with Bylaw No. 3-2022 Nuisance Abatement Bylaw, we serve Owner No. 302 with an Order to Remedy to clean up their unsightly property and they will be given thirty (30 days) to carry out this, and if not completed the next steps of the Bylaw will be followed.

CARRIED

TOWN-WIDE MEETING

234/09/22

Made by: Councillor Cameron

That a town-wide meeting is held on Monday, October 3rd at 7:00 p.m. at the Alameda Legion and Tami Scott will be the moderator, and that questions pertaining to motions or finances are sent into the office before Friday, September 16th.

CARRIED

SPECIAL EVENT PERMIT

235/09/22

Made by: Councillor Cobham

That the Council of the Town of Alameda supports the initiative of the Alameda Minor Ball to host a Corn hole Tournament on October 1, 2022 and the Council is in support of the Alameda Recreation Board to apply for a special event liquor permit.

CARRIED

COMMITTEE REPORTS

236/09/22

Made by: Councillor Dorrance

That council acknowledges the following verbal committee reports:

Councillor Griffin – Alameda Museum Board

Councillor Cobham – Alameda Rec Board

CARRIED

ADJOURNMENT AND NEXT MEETING

237/09/22

Made by: Councillor Cobham

That the meeting adjourns at 10:15 p.m. and that the next meeting is changed, because of the interim audit to Wednesday, October 26, 2022, at 7:00 p.m.

CARRIED



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 regards 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 fence that extends beyond the front yard area (front yard area is from the front property line back 25 feet)
2. Not more than 7.5m (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 7.5m (2.5 feet) unless the fence is constructed of chain link.

4. Call Before You Dig

All contractors and landowners must contact Sask. 1st Call 1-866-828-4488 #4488 from a phone or online at www.sask1stcall.com before excavating or digging holes.

Sask. 1st 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 regards to your fence location is to try to keep just within your property boundaries.

PLK.
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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 are 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		Council

M:/Office Documents/Policies/Current Policies/Policy No. 400-2 Transportation: Installation of a Residential Fence Policy

PK.
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TOWN OF ALAMEDA

BYLAW NO. 5-2022

BUILDING BYLAW

A BYLAW RESPECTING BUILDINGS

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

SHORT TITLE

- 1 This bylaw may be cited as the Building Bylaw.

PURPOSE OF THE BUILDING BYLAW

- 2 The purpose of this bylaw is to provide for the administration and enforcement of the Act, the regulations, the National Building Code of Canada, the National Energy Code of Canada for Buildings, ministerial interpretations and Saskatchewan Construction Standards Appeal Board orders and building official orders within the local authority.

INTERPRETATION/LEGISLATION

- 3 Definitions contained in *The Construction Codes Act*, *The Building Code Regulations* and *The Energy Code Regulations* shall apply in this building bylaw.

"Act" means The Construction Codes Act.

"building official" means a person who holds a building official licence.

"competent person" means a person who is recognized by the local authority as having:

- (a) a degree, certificate or professional designation; or
- (b) the knowledge, experience and training necessary to design or review the design of a building.

"local authority" means the municipality to which this Building Bylaw applies.

"NBC" means the edition and provisions of the National Building Code of Canada, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"NECB" means the edition and provisions of the National Energy Code of Canada for Buildings, including revisions, errata and amendments to it, declared to be in force pursuant to the Act and the regulations.

"occupancy certificate" means a certificate issued with respect to the approved use or occupancy of a building.

"owner" means:

- (a) any person who has any right, title, estate or interest in land, improvements or premises other than that of a mere occupant, tenant or mortgagee;
- (b) any person, firm or corporation that controls the property under consideration; or
- (c) if the building is owned separately from the land on which the building is located, the owner of the building.

"owner's representative" means any person, company, employee or contractor who has authority to act on behalf of an owner.

"permit" means written authorization issued by the local authority or its building official in the form of a building permit.

"plan review" means the examination of building drawings and related documents by a building official to ascertain whether those drawings and documents meet the requirements of the Act and the regulations.

"regulations" means *The Building Code Regulations* and *The Energy Code Regulations*.

"SAMA fee" means a fee charged to the local authority by the Saskatchewan Assessment Management Agency with respect to the work.

"value of construction" means the total costs to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead, and profit of the contractor and subcontractors.

"work" means any construction, addition, erection, placement, alteration, repair, renovation, demolition, relocation, removal, use, occupancy or change of occupancy of a building.

SCOPE OF THE BYLAW

- 4 This building bylaw applies to all work undertaken or to be undertaken within the geographical jurisdiction of the local authority.

GENERAL

- 5(1) It is the duty of every owner or the owner's representative of a building in Saskatchewan to ensure that the building and work is in accordance with the Act, the regulations, any associated codes, interpretations and orders and any bylaws adopted by the local authority with which the building is associated.
- (2) It shall be the responsibility of the owner or the owner's representative to arrange for all permits, inspections and certificates required by any other applicable bylaws, Acts and regulations.
- (3) A building or part of a building for which a permit has been granted shall not be occupied before the issuance of an occupancy certificate by the local authority or the building official pursuant to clause 16(11)(h) of the Act.
- (4) The provisions of this building bylaw apply to buildings greater than 10m² (107.6 ft²) in building area except as otherwise exempted by the Act or the regulations.



PERMIT - ISSUANCE

- 6(1) Every application for a permit for work shall be on the form provided by the local authority, and shall be accompanied by a minimum of two sets of plans and specifications of the proposed building and work.
- (2) Every permit application shall be reviewed and approved by the building official including plan review and approval.
- (3) If the work described in an application for a permit, to the best of the knowledge of the local authority or the building official, complies with the requirements of this building bylaw, the Act, or the regulations, the local authority or the building official shall, on receipt of the required fee, issue a permit on the form provided by the local authority. In addition, one set of the approved plans and specifications will be returned to the owner or the owner's representative with the permit.
- (4) A permit issued pursuant to this building bylaw must include:
 - (a) the name of the person, or company to whom the permit is issued;
 - (b) the period for which the permit is valid;
 - (c) a statement of all fees, deposits or bonds charged for the permit;
 - (d) the scope of work authorized by the permit;
 - (e) the municipal address or legal description of the property on which the work described in the permit is located;
 - (f) the buildings or portion of buildings to which the permit applies;
 - (g) the date of completion of the stages of construction for which a permit holder must inform the local authority;
 - (h) any conditions that the permit holder is required to comply with; and
 - (i) any information required by this building bylaw.
- (5) No person, or company to whom a permit is issued pursuant to the Act shall fail to comply with the terms and conditions of the permit.
- (6) Work must not commence before a permit is issued.
- (7) The permit fee shall be calculated according to the sum of the following:
 - (a) a permit administration fee listed in a fee bylaw for the processing, handling and issuance of a permit;
 - (b) the fees for plan review, field inspection of construction and enforcement in accordance with a fee bylaw or the agreement between the provider of building official services and the local authority;
 - (c) the fees charged by the Saskatchewan Assessment Management Agency; and
 - (d) a deposit, if required, in an amount determined by the local authority.
- (8) If a deposit is collected it shall, on request by the owner or owner's representative, be refundable on satisfactory completion of the work or on approval of use or occupancy of the building by the local authority or the building official.
- (9) All permit fees and deposits will be collected before the permit is issued and subject to any applicable taxes.

- (10) The local authority or the building official may establish the value of construction for the work described in an application for a permit, for the purpose of calculating a permit fee, based on established current construction costs, the owner's or the owner's representative statement of costs or constructor's contract values, or similar methods selected by the local authority or the building official.
- (11) It is the responsibility of the owner or the owner's representative to ensure that all notifications required by section 7 of the Act and this building bylaw are given to the local authority and that all inspections are scheduled and completed. Failure to do so may result in additional fees for follow up inspections.
- (12) The owner or the owner's representative will be invoiced by the local authority for additional inspection fees and payment of the inspection fees will be due on receipt of an invoice. Unpaid inspection fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in or on which the work was carried out as per the Act.
- (13) The local authority may, at its discretion, rebate a portion of a permit fee or deposit where work is reduced in scope or discontinued, or where other exceptional circumstances occur.

PERMITS - REFUSAL TO ISSUE

7(1) The local authority may refuse to issue a permit if:

- (a) the proposed work described on the permit application would contravene:
 - (i) the Act;
 - (ii) the regulations;
 - (iii) an order of the appeal board;
 - (iv) a written interpretation of the minister pursuant to section 8 of the Act; or
 - (v) the local authority's building bylaw;
 - (b) the person who designed or reviewed the design of a proposed building that is within the scope of Part 9 of the NBC is not a competent person;
 - (c) the person who designed or completed a design review of a proposed building that is within the scope of the NECB is not an architect or engineer;
 - (d) the application for a permit is incomplete;
 - (e) any fees, deposits or bonds required pursuant to the local authority's building bylaw for the issuance of a permit have not been paid; or
 - (f) the proposed work described on the permit application would contravene any other Act, regulations or bylaw that applies to the proposed work.
- (2) Where the local authority refuses to issue a permit pursuant to subsection (1), the local authority shall:
- (a) provide written notice to the applicant as to the reasons for the local authority's refusal to issue a permit; and
 - (b) refund any fee or deposit paid as part of the permit application for work pursuant to the Act, less any fees paid for:
 - (i) plan review; and
 - (ii) permit application or administration.



PERMITS - REVOCATION

8(1) The local authority may revoke a permit issued pursuant to the Act:

- (a) if the holder of the permit requests in writing that it be revoked;
 - (b) if the permit was issued on mistaken, false or incorrect information;
 - (c) if the permit was issued in error;
 - (d) subject to subsection (2), if, after 6 months after the permit's issuance, the work for which the permit was issued has not, in the opinion of the local authority's building official, been seriously commenced and no written agreement for the delay has been given by the local authority; or
 - (e) subject to subsection (2), if the work for which the permit was issued is, in the opinion of the local authority's building official, substantially suspended or discontinued for a period of more than 6 months after the permit's issuance and no written agreement for the delay has been given by the local authority.
- (2) If the local authority revokes a permit pursuant to subsection (1) it shall provide written notice to the permit holder as to the reasons for the revocation.

PERMITS - EXPIRY

9(1) The expiry of a permit does not relieve the owner or the owner's representative from the obligation to complete the work approved in the permit.

- (2) All permits issued pursuant to this building bylaw shall expire on the date stated in the permit, or if no date is stated:
- (a) twenty-four months from date of issue;
 - (b) six months from date of issue if work is not commenced within that period;
 - (c) on the date specified by the local authority if work has not seriously commenced and is suspended for a period of six months; or
 - (d) on the date specified by the local authority if work has been suspended with written permission by the local authority or building official and the agreed upon period has been exceeded.
- (3) An owner or the owner's representative that does not complete all the work listed on a permit before the permit expires shall apply to the local authority that issued the permit do one of the following:
- (a) revoke the permit;
 - (b) extend the term of the permit;
 - (c) vary the condition of the permit.
- (4) The local authority may revoke, extend or vary the conditions of a permit on written application of the permit holder and subject to any condition or fees listed in the bylaw.

ENFORCEMENT

10 The local authority or the building official may take any measures as permitted by section 24, 25 or 26 of the Act and sections 13 and 14 of *The Building Code Regulations* for the purpose of ensuring compliance with this building bylaw.



NOTIFICATION

- 11(1) The owner or the owner's representative of a building to be constructed shall ensure that the local authority is notified of:
- (a) when excavation is to be commenced;
 - (b) when the foundation is to be placed;
 - (c) when a superstructure is to be placed on the foundation;
 - (d) any other event at the time required by the permit under which work has been undertaken; and
 - (e) any other specified event at the specified time.
- (2) Before commencing work at a building site, the owner or the owner's representative shall give notice to the local authority of:
- (a) the date on which the owner or the owner's representative intends to commence the work; and
 - (b) subject to subsection (8), the name, address and telephone number of:
 - (i) the constructor or other person in charge of the work;
 - (ii) the designer of the work;
 - (iii) the person or firm that is to review the work to determine whether or not the construction conforms to the design; and
 - (iv) any inspection or testing agency that is engaged to monitor the work.
- (3) During the course of construction, the owner or the owner's representative shall give notice to the local authority of:
- (a) subject to subsection (8), any change in, or termination of, the employment of a person or firm mentioned in clause (2)(b);
 - (b) the owner's or owner's representative intent to do any work that has been ordered by a building official or local authority to be inspected during construction;
 - (c) the owner's or owner's representative intent to enclose work that has been ordered by a building official or local authority to be inspected before enclosure;
 - (d) subject to subsection (8), any proposed deviation from the plans approved and permitted by the local authority;
 - (e) subject to subsection (8), any construction undertaken that deviates from the plans approved and permitted by the local authority; and
 - (f) the completion of work.
- (4) Subject to subsection (8), the owner or the owner's representative of a building under construction shall give notice to the local authority of:
- (a) any change in ownership or change in address of the owner or the owner's representative that occurs before the issuance of an occupancy certificate as soon as the change occurs; and
 - (b) the owner's or owner's representative intention to occupy a portion of the building if the building is to be occupied in stages.

- (5) The owner of a building or the owner's agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated shall submit a written report to the local authority of the occurrence of the following that causes or has the potential to cause serious injury or loss of life:
- (a) structural failure of the building or part of the building;
 - (b) failure of any equipment, device or appliance that is regulated by the Act or the regulations.
- (6) A report submitted pursuant to subsection (5) must:
- (a) contain:
 - (i) the name and address of the owner;
 - (ii) the address or location of the building involved in the failure;
 - (iii) the name and address of the constructor of the building; and
 - (iv) the nature of the failure; and
 - (b) be submitted to the local authority within 15 days after the occurrence of the failure mentioned in clause (5)(a) or (b).
- (7) On receipt of the report pursuant to subsection (5), the local authority may require an owner to do the following:
- (a) provide any other information that the building official or local authority may consider necessary;
 - (b) complete any additional work that is necessary to ensure compliance.
- (8) Notice given pursuant to clause (2)(b), (3)(a), (3)(d), (3)(e) or subsection (4) is to be in writing.

SPECIAL CONDITIONS

- 12(1)** An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Parts 3, 5, 6 and 7 of the NBC shall have an architect or engineer complete the design or design review of:
- (a) the building; and
 - (b) all building systems.
- (2) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure that is within the scope of Part 4 of the NBC shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) an inspection of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NBC.
- (3) An owner or the owner's representative that undertakes to construct or have constructed a building with a structure within the scope of the NECB shall have an architect or engineer complete:
- (a) the design or design review of the structure;
 - (b) the inspection of construction of the structure to ensure compliance with the design; and
 - (c) the reviews required by the NECB.



- (4) In addition to the requirements of subsection (1), (2) or (3), the local authority or building official shall require that an engineer or architect provide:
 - (a) a Commitment for Field Review letter as part of the permit application for work; and
 - (b) an Assurance of Field Review and Compliance letter, on completion of the work, providing assurance that the work conforms to the engineer's or architect's design.
- (5) An owner or the owner's representative that undertakes to construct or have constructed a building that is within the scope of Part 9 of the NBC shall ensure that a competent person has designed or reviewed the design of the building.
- (6) An owner or the owner's representative shall ensure that copies of any inspection or review reports made pursuant to this section are made available to a building official or the local authority on the request of the building official or local authority, as the case may be.
- (7) No owner of a building or an owner's representative shall cause or allow the ground elevations of a building to be changed so as to place in contravention of the NBC:
 - (a) the building or part of the building; or
 - (b) an adjacent building.
- (8) If the property boundaries of a building lot are changed so as to place a building or part of a building in contravention of the NBC, the owner or the owner's representative shall immediately alter the building or part of the building to bring it into compliance with the NBC.

PENALTY

- 13(1)** Any person who contravenes any of the provisions of this building bylaw may be subject to the penalties provided in Part 8 of the Act.
- (2) Conviction of a person or corporation for breach of any provision of this building bylaw shall not relieve the person or corporation from compliance with the Act and regulations.

Enactment pursuant to Section 17 of the Construction Codes Act.

REPEAL OF BYLAW(S)

14. On enactment of this building bylaw, all previous building bylaws, all previous building bylaw amendments, are repealed.



APPROVAL

15. This Bylaw shall come into force and take effect on the day of approval after approval has been issued by Government Relations

Enactment is pursuant to Section 17 of the Construction Codes Act.



Mayor

[SEAL]



Administrator

TOWN OF ALAMEDA
General Government Policy
Harassment Policy
POLICY No. 100-2

1. POLICY STATEMENT

The Town of Alameda (the "Municipality") is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member or worker within the Town of Alameda.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The Municipality will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The Municipality will investigate any incidents of harassment and take corrective action to address the incidents.

2. SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Municipality when conducting business or performing duties or services on behalf of the Municipality (regardless of location).

While attending a Municipality workplace, members of the public, visitors and individuals conducting business with the Municipality, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Municipalities Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

3. DEFINITIONS

A. **Harassment** – refers to:

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1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.

2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:
 - A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
 - Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;
 - Displaying pornographic or sexually explicit pictures or materials;
 - Unwelcome physical contact;
 - Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
 - Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.

3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Town of Alameda, a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day

management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

- B. **Other Prohibited Behavior** – The Municipality recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Municipality, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

4. **WORKER RIGHTS**

Every worker has the right to a harassment free work environment.

5. **MUNICIPALITY AND WORKER RESPONSIBILITY**

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

6. **MUNICIPALITY RESPONSIBILITY**

The Municipality, Council members, the Administrator, and supervisors will take all complaints of harassment seriously. The Municipality is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, supervisor, co-worker or non-employee such as a member of the public.

7. **PROCEDURE**

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and

b) to attempt to resolve the issue by direct discussion with the offending individual;

and may report the matter to the Administrator. If the Administrator is the accused harasser, then the matter may be reported to Mayor. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Municipality may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, then the written report may be submitted to Reeve. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Municipality otherwise deems it necessary to do so, the Administrator or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Municipality will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

Where harassment is substantiated, the Municipality will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

C. Council Member Process

If the alleged harasser is a Council member, please refer to the Municipality's Code of Ethics Bylaw for the procedure to be followed and available sanctions.

8. TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

9. VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the Municipality to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if the Municipality determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

10. RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The Municipality does not condone acts of retaliation against an individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

11. CONFIDENTIALITY

The Municipality will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of

confidentiality may be subject to disciplinary action, up to and including termination of employment.

12. OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C. any other legal rights pursuant to any other law.

13. AVAILABILITY OF THE POLICY

The Municipality will make a copy of this policy readily available for workers' reference and post in a conspicuous place in the workplace.

14. REVISIONS

The Municipality shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

TOWN OF ALAMEDA HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM - EMPLOYEE

I, _____, an employee of the Town of Alameda acknowledge that I have been provided with a copy of the Municipality's Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature

TOWN OF ALAMEDA HARASSMENT PREVENTION POLICY

ACKNOWLEDGMENT AND DECLARATION FORM – COUNCIL MEMBER

I, _____, a Council member of the Town of Alameda acknowledge that I have been provided with a copy of the Municipality's Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council member Signature