

RURAL MUNICIPALITY OF MARYFIELD NO. 91
November 14, 2022

The first meeting of the new Council of the Rural Municipality of Maryfield No. 91 was held on Thursday, November 14th, 2022 in the Municipal Office at 115 Main Street, Maryfield, SK.

ATTENDING

Reeve: Vacant

Councillors:

Div. 1 Chad Lawless

Div. 5 Sheldon Clark

Div. 3 Tyler Van Eaton

Div. 6 Tyler Adamson

Div. 4 Robin Thompson

Div. 2 Keith Raisbeck

Acting Administrator: Deborah C. Saville

Administrator in Training: Lisa Pahl - Absent

1:00 pm Newly elected councillors for Divisions Two, Four and Six signed their Oaths of Office and submitted their Public Disclosure Declarations as per legislation.

CALL TO ORDER

With a quorum being present, Deputy Reeve Tyler Adamson called the meeting to order at 1:20 p.m.

MINUTES

1/22 **THOMPSON:** That the minutes of the regular meeting held on Thursday, October 13th and the Special meeting held on Wednesday, October 19th, 2022 be approved.

Carried

CORRESP.

236 /22 **RAISBECK:** That the correspondence, as listed and attached to these minutes, having been acknowledged, be filed.

Carried

**RECEIPTS &
PAYMENTS**

237 /22 **VANEATON:** That the Statement of Receipts & Payments and the Bank Reconciliation for October 2022 be accepted as presented.

Carried

REPORTS

238 /22 **LAWLESS:** That the Rural Municipality of Maryfield No. 91 accept the following verbal and written reports:

- Foreman Report: verbal to Nov 14/22;
- Admin. Report: dated Nov 14/22; and
- Village of Maryfield: verbal Van Eaton.

Carried

RESCIND #223/22

239 /22 **THOMPSON:** That resolution #223/22 made at the October 13, 2022 regular meeting of Council regarding Employee Evaluations, be rescinded.

Carried

**TENDER 2 ROAD
CONSTRUCTION
PROJECTS:
QUESTERRE ROAD**

240 /22 **RAISBECK:** That the Rural Municipality of Maryfield No. 91 post two tenders for road construction: Tender #1: South 1/2 mile of road allowance along the west side of NE Section 22 Twp 9 Rng 31 W1 and Tender #2: North 1/2 mile of road allowance along the west side of NE Section 22 Twp 9 Rng 31 W1 which would include the low level crossing; **that** the road needs to be built to Class 7 Grid Road Standards; **that** and **further that** tenders be accepted until Noon,
- Clear trees off the road allowance;
- Push the black dirt off the road allowance;
- Use clay out of ditches to build up the road approx. two feet;
- Fix up the holes in the road;
- Culverts put in creek bottom on 2nd project as permitted by DFO; and
- RM will supply gravel from pit 2 miles away with contractor haul/spread.

Carried

BYLAW 03/2022

241 /22 **THOMPSON:** That Bylaw 03/2022, being *The Building Bylaw*, be introduced and read for the first time.

Carried

BYLAW 03/2022

242 /22 **VAN EATON:** That Bylaw 03/2022 be read a second time.

Carried

BYLAW 03/2022

243 /22 **LAWLESS:** That Bylaw 03/2022, being *The Building Bylaw*, be given three (3) readings at this meeting.

Carried Unanimously

- BYLAW 03/2022 244 /22 **ADAMSON:** That Bylaw 03/2022 being *The Building Bylaw*, be read a third time, signed, sealed and **further that** it be attached to and forms a part of these minutes.
Carried
- BYLAW 04/2022 245 /22 **VANEATON:** That Bylaw 04/2022 being a Bylaw to *Establish Fees for Building Permits*, be introduced and read for the first time.
Carried
- BYLAW 04/2022 246 /22 **THOMPSON:** That Bylaw 04/2022 be read a second time.
Carried
- BYLAW 04/2022 247 /22 **LAWLESS:** That Bylaw 04/2022, being a Bylaw to *Establish Fees for Building Permits*, be given three (3) readings at this meeting.
Carried Unanimously
- BYLAW 04/2022 248 /22 **ADAMSON:** That Bylaw 04/2022 being a Bylaw to *Establish Fees for Building Permits*, be read a third time, signed, sealed and **further that** it be attached to and forms a part of these minutes.
Carried
- 5:40 pm Sheldon Clark joined the meeting via Zoom
- MEASURE GRAVEL STOCKPILES 249 /22 **THOMPSON:** That the Rural Municipality of Maryfield No. 91 authorize Administration to contact Ravenshoe to have them measure by drones all the municipal gravel stockpiles and **further that** the RM hire him to also measure the pile of clay at the Fairlight Pit.
Carried
- HIRE BAKER TILLY FOR 2022 AUDIT 250 /22 **CLARK:** That the Rural Municipality of Maryfield No. 91 hire BakerTilley from Yorkton to perform the 2022 Municipal audit as per their received quote of \$6,500.00 + taxes.
Carried
- TAX ENFORCEMENT LIST TO HEAD OF COUNCIL 251 /22 **CLARK:** That the Rural Municipality of Maryfield No. 91, as per Section 3 of the Tax Enforcement Act, acknowledge that the Tax Enforcement List was submitted to the Head of the Council prior to the November 15, 2022 deadline.
Carried
- 6 MONTH: NOTICE OF INTENT 252 /22 **ADAMSON:** That the Rural Municipality of Maryfield No. 91, as per Section 22(1) of the Tax Enforcement Act, proceed with the six months' notice of intent to acquire title on the following properties by sending the Tax Enforcement files to TAXervice, Swan River, MB for them to proceed on behalf of the Municipality:
 - NE 03-12-30 w1m: Joffre Douglas Botterill - Tax Lien May 6/22 Title #105952484;
 - NW 34-11-30 w1m Ext 1 - Norma Jean Botterill - Tax Lien May 6/22 Title #137911844;
 - NW 03-12-30 w1m - Travis Lynley Botterill - Tax Lien May 6/22 Title #137958621 and
 - SW 03-12-30 w1m - Travis Lynley Botterill - Tax Lien May 6/22 Title #137958564.**Carried**
- APPROACH REQUEST: TUNDRA 253 /22 **LAWLESS:** That the Rural Municipality of Maryfield No. 91 acknowledge the verbal approval was given to Tundra Oil & Gas by the Foreman and Administrator for the construction of an approach at 8-35-9-30-1; **that** in consultation with Division Councillor, Tundra must install a culvert in the approach and **further that**, the construction is to be completed by Tundra Oil and Gas.
Carried
- HOUSE MOVE: REMPEL 254 /22 **ADAMSON:** That the Rural Municipality of Maryfield No. 91 approve the route for the move of the Jocelyn/Noah Rempel house and garage.
Carried
- ENBRIDGE BLANKET AGREEMENT 255 /22 **THOMPSON:** That the Rural Municipality of Maryfield No. 91, acknowledge and accept the "Terms and Conditions" for Enbridge Pipelines Inc. and Enbridge Southern Lights GP Inc. for their 2023 Pipeline Integrity Dig Program and **further that** the Blanket Crossing and Approach Consent be signed by the Administrator.
Carried

PROPERTY LINE DISPUTE POLICY	256 /22	<p><u>ADAMSON:</u> That the Rural Municipality of Maryfield No. 91 authorize the payment of the invoice from 20/20 Geomatics and further that moving forward, a Property Line Dispute Policy be written up to be added to the RM Policy Manual when it is updated.</p> <p style="text-align: right;"><u>Carried</u></p>
SARM MID TERM VOTING DELEGATE	257 /22	<p><u>RAISBECK:</u> That the Rural Municipality of Maryfield No. 91 authorize the Division Three councillor: Tyler Van Eaton, to attend the SARM convention in Saskatoon from Nov 16-17, 2022 and further that Tyler be named the voting delegate for the Municipality.</p> <p style="text-align: right;"><u>Carried</u></p>
SARM PROPERTY INSURANCE REVIEW	258 /22	<p><u>CLARK:</u> That the Rural Municipality of Maryfield No. 91, having reviewed the items insured under the SARM Property Self-Insurance Program Renewal Coverage for 2023, make the following changes to the Municipality's policy:</p> <p>(1) Increase JD Tractor Cash value from \$100,000 to \$150,000.</p> <p style="text-align: right;"><u>Carried</u></p>
STAFF CHRISTMAS PARTY	259 /22	<p><u>CLARK:</u> That the Rural Municipality of Maryfield No. 91 hold their annual Christmas Party at the Arlington Hotel on Friday, December 16, 2022; that all council members, employees and their spouse/guest be invited; that special invitations be sent to Aydan Lawless, Jeffrey Chambers and Charles Rowley & their guest to join us for the evening and further that the RM will pay for all food and drinks.</p> <p style="text-align: right;"><u>Carried</u></p>
APPRECIATION GIFTS	260 /22	<p><u>CLARK:</u> That the Rural Municipality of Maryfield No. 91 authorize administration to purchase the following gifts for retiring council and staff:</p> <ul style="list-style-type: none"> - Jeff Chambers (12yrs Councillor/2yrs Reeve) \$300:Picture/Prepd Visa card & - Chuck Rowley (10 1/2yrs of service) Prepd Visa Card \$400 & Wood carving. <p style="text-align: right;"><u>Carried</u></p>
MONERIS MACHINE UPGRADED	261 /22	<p><u>RAISBECK:</u> That the Rural Municipality of Maryfield No. 91 upgrade to a new Moneris Machine as the current one will be phased out soon; that the same current monthly rental rate will continue with the new machine and further that a limited time promotion setup fee of \$150.00 be accepted.</p> <p style="text-align: right;"><u>Carried</u></p>
CHANGES TO RM POLICY	262 /22	<p><u>THOMPSON:</u> That the Rural Municipality of Maryfield No. 91 make the following changes to the RM Policy Manual effective immediately and further that the change be reflected on the Foreman, the Assistant Foreman and the Maintenance Operator Duties and Responsibilities:</p> <p>(1) Employees are not required to work on Saturdays, Sundays or Statutory Holidays, except in extenuating circumstances which include but are not limited to snowstorms, flooding & natural disasters; and</p> <p>(2) There will be zero tolerance for partaking in personal social media platforms during work hours.</p> <p style="text-align: right;"><u>Carried</u></p>
LIBRARY FUNDRAISER	263 /22	<p><u>ADAMSON:</u> That the Rural Municipality of Maryfield No. 91 authorize Keith to purchase a gift for the Library fundraiser for a cost up to \$100.</p> <p style="text-align: right;"><u>Carried</u></p>
HOLIDAY/MEDICAL LEAVE REQUESTS	264 /22	<p><u>VANEATON:</u> That the Rural Municipality of Maryfield No. 91 approve the following days off for municipal employees:</p> <p>Lisa Pahl - Dec. 09/22; and</p> <p>Debbie Saville - Nov. 15-22/22 inclusive.</p> <p style="text-align: right;"><u>Carried</u></p>
CHRISTMAS HOLIDAY CLOSURES	265 /22	<p><u>ADAMSON:</u> That the Rural Municipality of Maryfield No. 91 authorize the municipal office to be closed on the following days for Christmas holidays:</p> <p>- Closed Dec 26-27/22 re: Christmas; & Closed Jan 02/23 re: New Years.</p> <p style="text-align: right;"><u>Carried</u></p>

NOVEMBER
NEWSLETTER ITEMS

266 /22

CLARK: That the Rural Municipality of Maryfield No. 91 place the following information and updates in the November 25, 2022 Lions Newsletter:
- Building Bylaw; - Snow Pushing;
- Election for Reeve on Dec 14th; - Custom work re:private lanes;
- Need development & Bldng permit; - Office hours for Christmas; and
- Taxes due/\$0 Discounts.

Carried

ACCOUNTS
PAYABLE

267 /22

VANEATON: That the Rural Municipality of Maryfield No. 91 acknowledge the list of Accounts for Approval, as attached to and forming part of these minutes, covering Online Payments in the amount of \$103,510.51 plus Cheques #10099 to #10128 in the amount of \$61,037.99 totalling \$164,548.50, be approved for payment.

Carried

DEBOYS PROGRESS
PYMNT #2: FINAL

268 /22

VANEATON: That the Rural Municipality of Maryfield No. 91 authorize a final payment of \$261,483.01 to Deboys Construction (2nd Progress Payment of \$261,744.75 less 10% holdback plus taxes) as per Prairie Roads Solution instructions.

Carried

ADJOURN

269 /22

CLARK: That this meeting be adjourned at 7:50 pm.

Carried


Deputy Reeve


Administrator

BUILDING BYLAW
RURAL MUNICIPALITY OF MARYFIELD NO. 91
BYLAW NO. 03/2022
A BYLAW TO REGULATE BUILDINGS

The Council of the Rural Municipality of Maryfield No. 91 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 (Form A), 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 (Form B). 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 in accordance with the Building Permit Fees Bylaw.
- (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 to 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.

REPEAL OF BYLAW(S)

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

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



X *Tyler Adamson*
(DEPUTY REEVE TYLER ADAMSON)

X *Deborah C. Saville*
(ACTING ADMINISTRATOR DEBORAH C. SAVILLE)

Read a third time and adopted
this 14th day of November, 2022.

Deborah C. Saville
(Acting Administrator Signature)

FORM A to Bylaw 03 2022

APPLICATION FOR BUILDING PERMIT

I hereby make application for a permit to _____ Construct (new)
_____ Alter (renovate)
_____ Reconstruct
a building according to the information below and to the plans and documents attached to this application.

Civic address or location of work _____
Legal description — Section _____ Township _____ Range _____
Owner _____ Address _____ Telephone _____
Designer _____ Address _____ Telephone _____
Contractor _____ Address _____ Telephone _____
Nature of work _____
Intended use of building _____
Size of building _____ Length _____ Width _____ Height _____
Number of storeys _____ Fire escapes _____
Number of stairways _____ Width of stairways _____
Number of exits _____ Width of exits _____

Foundation Soil Classification and Type _____
Footings _____ Material _____ Size _____
Foundations _____ Material _____ Size _____
Exterior Walls _____ Material _____ Size _____
Roof _____ Material _____ Size _____
Studs _____ Material _____ Spacing _____
Floor Joists _____ Material _____ Spacing _____
Girders _____ Material _____ Spacing _____
Rafters _____ Material _____ Spacing _____
Chimneys _____ Number _____ Size _____
Material _____ Thickness _____
Heating _____ Lighting _____ Plumbing _____

Estimated value of construction (excluding site) \$ _____
Building area (area of largest storey) _____ square metres or feet (indicate which measurement)
Fee for building permit \$ _____

I hereby agree to comply with the Building Bylaw of the local authority and acknowledge that it is my responsibility to ensure compliance with the Building Bylaw of the local authority and with any other applicable bylaws, acts and regulations regardless of any plan review or inspections that may or may not be carried out by the local authority or its authorized representative.

Date

Signature of Owner or Owner's Agent

Handwritten signatures in blue ink at the bottom right of the page.

FORM B to Bylaw No 03 2022

BUILDING PERMIT # _____

Permission is hereby granted to _____

to construct/erect _____

on municipal address or legal description _____

in accordance with the Building Permit Application dated _____.

This permit is valid from _____ to _____ (24 months from date of issue unless work is not commenced within six months of Date of Issue).

This permit will expire six (6) months from the date of issue *if work is not commenced within that period* or if work is suspended for a period of six months, unless otherwise authorized by the local authority or its authorized representative.

Inspections Schedule is attached – please ensure you follow all inspection requirements.

This permit is issued subject to the following conditions:

Any deviation, omission or revision to the approved application requires approval of the local authority or its authorized representative.

Estimated value of construction \$ _____ Permit fee \$ _____

Date of Issue

Signature of Authorized Representative

FORM C to Bylaw No 03 2022

ORDER TO COMPLY

Order Issued to: _____
(Name and Mailing Address)

Property or Project Information (Civic Address and Legal Description):

Contraventions

Pursuant to Subsection 24(1) of *The Construction Codes Act, The Uniform and Accessibility Standards Regulations*, The National Building Code of Canada and the RM of Maryfield Building Bylaw 03 2022 an _____ inspection of _____ a _____ was conducted on _____ and the following contraventions were identified:

- (a) _____ Reference: _____
- (b) _____ Reference: _____
- (c) _____ Reference: _____

Order to Comply

Pursuant to Subsection 25(1), (2), (3) or (4) of *The Construction Codes Act, The Construction Codes Regulations*, The National Building Code of Canada and the _____ of Building Bylaw 245 / 21, you are hereby ordered to comply as follows:

- (a) _____
- (b) _____
- (c) _____

Failure to Comply

Failure to comply with the order by the date provided may result in the RM of Martin commencing legal enforcement of the order as provided by *The Construction Codes Act*.

Order Issued By

This Order to Comply is issued on _____ by _____, Building Official. Questions regarding this order should be directed to me at _____.

Building Official Signature

Right to Appeal

An owner of a building may appeal an order made pursuant to Section 31 of *The Construction Codes Act* (CCA) within 15 days after service of the order by submitting a request for hearing form to the Chief Building Official. For appeal information contact Building and Technical Standards Branch, Saskatchewan Ministry of Government of Relations. Email: btstandards@gov.sk.ca Phone: 306-787-4113

Basic Requirements for an Order to Comply

- Before writing an Order to Comply (OTC) the Building Official (BO) should consider the method of service of the OTC as this may affect how the OTC is created. Registered Mail is the typical method of service.
- The OTC must identify the Local Authority (LA) where the order originated. This may include other pertinent information such as the civic address, postal code, and contact information of the LA.
- The OTC must be identified and captioned such as “Order” or “Order to Comply”
- The OTC must be sent to those identified in Section 25 of *The Construction Codes Act* as applicable. This may be: “the owner of the building or his agents, contractors, employees, successors or assigns or the registered owner of the land on which the building is situated,” (excerpt) Subsection 25(2).
- The subject property or project address must be provided including civic address, postal code and legal description derived from ISC (land titles) and/or the property tax roll.
- (1) Contravention:
 - The OTC should reference Subsection 24(1) of the CCA which provides the power of the BO and identify applicable legislation, codes and the building bylaw
 - The OTC should identify the type of structured being inspected
 - The OTC should identify the address of the inspection
 - The OTC should reference the date of inspection
 - The OTC should identify and describe the contravention(2) and provide reference to supporting legislation, codes or building bylaw
 - Contraventions must be described in sufficient detail so the recipient understands what is at issue
- (2) Order to Comply:
 - The OTC should reference Subsection 25 and the specific clause(s) by which the order is written
 - The OTC should provide a description of what is necessary to achieve compliance
 - Consider the options available for compliance and provide (either/or) remedies to satisfy the OTC
 - Provide a date of compliance as the BO deems necessary
- (3) Failure to Comply:
 - Provide information regarding the consequences for failure to comply by the assigned dated.
 - Failure to comply information may also include the specific enforcement measures the LA and BO will take
- (4) Order Issued By:
 - Provide information regarding the date of the OTC and the name of the BO responsible for inspection and who created the OTC.
 - Provide contact information for the BO responsible for the OTC and ensure the OTC is signed by the BO.
- (5) Right of Appeal:
 - Provide details to the recipient of the OTC regarding the right of appeal as referenced in Section 15 of the CCA.
 - Indicate the time line for appeal which is 15 days after service of the order
 - Ensure that the appellant is aware of who to contact for information regarding the appeal
 - Where compliance has been achieved or the OTC has been withdrawn, ensure that the recipient of the order is notified.




BUILDING PERMIT FEES BYLAW
RURAL MUNICIPALITY OF MARYFIELD NO. 91
BYLAW NO. 04/2022

A BYLAW TO ESTABLISH FEES FOR BUILDING PERMITS

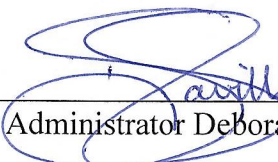
The Council of the Rural Municipality of Maryfield No 91 in the Province of Saskatchewan enacts as follows:

1. Pursuant to this Building Permit Fees Bylaw, the fees for any Building Permit shall be as follows:
 - a) Building Official Inspection Fee based on the Value of Construction (VOC):
 - i. Based on the Building Official's Contract Price (ie \$3.55/1000 VOC).
 - ii. The minimum VOC fee shall be \$200.00 and the maximum VOC fee shall be \$500.00
 - iii. The VOC is determined by the owner
 - iv. If the VOC determined by the owner seems unreasonable then the VOC will be determined using a spreadsheet calculation with rates set by the Building Official.
 - b) Building Permit Administration Fee of \$50.00 for the processing, handling and issuance of a permit.
2. Additional fees may be charged if extra inspections are required due to the failure of the owner to properly notify the Municipality in accordance with Section 7 of *The Construction Codes Act*.
3. Building Official Inspection Fee will be invoiced in one-lump sum when the permit is issued.
4. Permit Fees are due 30 days from the date of the invoice.
5. Unpaid fees will be considered a debt due to the local authority and may be recovered from the owner of the land or premises in which the work was carried out as per *The Municipalities Act*.
6. Permit Fees are exempt from GST.



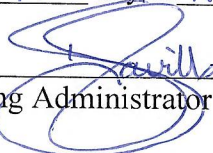


Deputy Reeve Tyler Adamson



Acting Administrator Deborah C. Saville

Read a third time and adopted
this 14th day of November 2022



Acting Administrator

CORRESPONDENCE MONDAY, NOVEMBER 14th, 2022

AGENDA ITEMS

- Nelson Motors (Loader Quote)
- Andrew Agencies (Commercial AutoPak)
- Tundra Oil & Gas (Approach Request)
- Minty's Moving (House Move)
- Penner (Building Permit)
- Millennium Land Ltd (Land Lease Offer)
- John Van Eaton (Page Land Lease)
- Munisoft (Billing Review Deadline)
- Moneris (Machine upgrade)
- Prairie Road Solutions (RIRG update and Progress Pymnt)
- Water Security Agency (Application Approval, Graham Creek Location)

MISCELLANEOUS

- 360 Injury (First Aid and CPR Training)
- ALS Global (Oil Sample)
- Andrew Agencies (AutoPak)
- Ag in The Classroom (Fall Events)
- Agro Max (Rodent Control)
- APAS (Updates, Representative Description, Membership)
- Asset Management Saskatchewan (Courses)
- ATAP (News and Updates)
- Carbon Lake Strategy Business Solutions (Aerodrome & Airport Safety)
- Charles Rowley (Retirement Notice)
- Community Initiatives Fund (Updates)
- Four Front Environmental Consulting (Reporting Services)
- Enbridge (Line 3 Decommissioning Complete, Public Awareness Program,)
- EXLCanada Lubricants (GearGuard testimonials and Case Study)
- ISC (Statement of Account)
- Knaus Solutions (Pre-Cleaner)
- Maryfield Flower Power Sub-Committee (Remembrance Day Wreath)
- Ministry of Agriculture (RM Land Report)
- Ministry of Justice (Tax Enforcement Proceedings)
- Ministry of Trade (Trade Agreement Procurement Reporting)
- MJ Consulting (Budget Preparation)
- Moneris (Service Request for new machine, Merchant Direct Sign-In)
- Munisoft (Customer Portal, Order Instructions, 2023 Billing Review)
- Osman & Company Law Office (Tax Certificate Request)
- Prairie Road Solutions (Mair Rd Progress Pymnt)
- Prairie Steel (Joe is retiring)
- Questerre (Lease Agreements)
- RBC (Amended Signature Card)
- RBC Express (Updated Changes)
- RCMP CTSS (Combined Traffic Service Saskatchewan Quarterly Update)
- Redhead (Roadshow Invitation)
- RMAA (Employment Standards Webinars, PD hour statement)
- Robin Thompson (UAV Mapping Login, Survey Estimate)
- Roy Romano Provincial Lab (Well Testing)
- Royal Canadian Legion (Thank You)
- SAMA (The INDSider Edition, Letter for 2023 Maintenance)
- SARM (Blue Cross Forms Reminder, Webinars, PHO Fall Newsletter, RMAA Salary Schedule, Convention Resolutions, Policy Bulletins, Property Insurance, Excess Liability Insurance, Benefits Plan, SARM Resolution Committee, OH&S Snow Removal Exemption)
- Saskatchewan Trappers Association (Advertising?)
- Sask Heavy Construction Association (Updates to Docs & Templates Rebuild Canada's Workforce, Dispute Resolution Office,)
- South East College (Nov & Dec Courses)
- South East District (Rink Chat and Budgeting for Boards)
- South East Transportation Committee (Meeting Reminder, Minutes)
- STARS (Presentation and Updates)
- Taxervice (30-day final notice)
- The World Spectator (Tearsheet for Oct)
- Titan Environmental (News and Updates)
- Todays Electronic (Update on Network)
- Tundra Oil and Gas (Abandoned Well Updates)
- Wellrxx (Reporting)
- Western Region Engagement (Data Lens)
- Western Surety (Update for Deboys)
- WSA (Drainage Application Approval, Graham Creek Location, Extension of Works)



RM of Maryfield
List of Accounts for Ratification
Batch: 2022-00300 to 2022-00340

Bank Code - Direct - Direct Deposit/Online Pmts

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
10312201	10/31/2022	Adair, Donald				
		Oct2022 Pay les		Oct2022 Pay less Adv.	4,881.05	4,881.05
10312202	10/31/2022	Cairns, Nathan				
		Oct2022 Pay les		Oct2022 Pay less Adv.	2,512.27	2,512.27
10312203	10/31/2022	Pahl, Lisa				
		Oct2022 Pay les		Oct2022 Pay less Adv.	1,946.63	1,946.63
10312204	10/31/2022	Rowley, Charles				
		Oct2022 Pay les		Oct2022 Pay less Adv.	3,978.73	3,978.73
10312205	10/31/2022	Saville, Debbie				
		Oct2022 Pay		Oct2022 Pay	2,475.50	2,475.50
10312206	10/31/2022	Sweet, Raymond E.				
		Oct2022 Pay les		Sep2022 Pay less Advance	2,612.45	2,612.45
11152201	11/15/2022	Adair, Donald				
		Nov2022 Advance		Nov2022 Advance	1,000.00	1,000.00
11152202	11/15/2022	Cairns, Nathan				
		Nov2022 Advance		Nov2022 Advance	1,000.00	1,000.00
11152203	11/15/2022	Pahl, Lisa				
		Nov2022 Advance		Nov2022 Advance	1,000.00	1,000.00
152204	11/15/2022	Sweet, Raymond E.				
		Nov2022 Advance		Nov2022 Advance	700.00	700.00
1674	10/17/2022	Prairie Road Solutions Inc.				
		379		Engineering: RIRG Prog	8,397.38	8,397.38
2786	10/31/2022	Sask. Municipal Hail Ins Assoc				
		Oct2022		Oct2022 Collections	30,104.97	30,104.97
4653	10/31/2022	Minister of Finance				
		Oct2022 EPT		Oct2022 EPT Collections	20,678.61	20,678.61
5Mq3Z-6250055	10/31/2022	Receiver General				
		Oct2022 RP001		Oct2022 Payroll RP0001	8,578.85	8,578.85
6095	10/14/2022	John Deere Financial - Lease				
		8916198		Oct2022 544K Loader Lease Pymt	2,965.73	2,965.73
8680	10/31/2022	John Deere Financial - Lease				
		8916198-01		Nov2022 Lease Pymt made in Oct	2,965.73	2,965.73
91659	10/31/2022	Mun. Employees' Pension Plan				
		Oct2022 Contrib		Oct2022 Contributions	4,411.60	4,411.60
940	11/14/2022	SaskPower				
		Sep/Oct2022		Sep&Oct2022 Old Shop Power	163.29	163.29
942	11/14/2022	SaskPower				
		Oct2022 Office		Oct2022 Office Power	159.32	159.32
6	11/14/2022	SaskEnergy				
		Oct2022		Oct2022 Office Energy	91.28	91.28
950	11/14/2022	SaskTel				
		Oct2022 Shop		Oct2022 Shop Internet	149.60	149.60
952	11/14/2022	SaskTel				
		Oct2022 SkTel		Oct2022 Office/Shop Phone	249.75	249.75
Oct2022	10/24/2022	RBC Leasing Division				
		Oct2022		2016 Gravel Truck Lease Pymnt O	2,487.77	2,487.77
				Total Other:		103,510.51

RM of Maryfield
List of Accounts for Ratification
Batch: 2022-00300 to 2022-00340

Bank Code - General - General Bank Account

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
10099	10/27/2022	Adamson, Tyler	Sep2022	Aug12 - Sep8 Indemnity	432.00	432.00
10101	10/27/2022	Rite Line Sales and Service	1214	'15 International hyd, install end du	8,187.48	8,187.48
10102	10/27/2022	Saville, Debbie	Sep2022 Kms	Mileage - Sep2022	704.00	704.00
10103	10/27/2022	Van Eaton, Tyler	Sep2022	Aug12 - Sep8 Indemnity	360.00	360.00
10104	10/27/2022	Saskatchewan Command	Oct2022 Legion	2022 Recog. Book Advertisement	340.00	340.00
10105	11/10/2022	Rowley, Charles	2022 Hldy Py	2022 Holidays Pd Out (10 mnths)	3,195.89	3,195.89
10106	11/14/2022	Adamson, Tyler	Oct2022	Sep 9 - Oct 13 Indemnity	216.00	216.00
10107	11/14/2022	Advantage Co-op Assoc. Ltd.	5133	5490.1 L bulk diesel	11,212.73	11,212.73
10108	11/14/2022	APAS	30782	2023 APAS Memebership	10,731.42	10,731.42
10109	11/14/2022	Borderland Co-operative Ltd.	148662-01	Oct2022 Cardlock fuel: 613.73 L	1,012.91	1,012.91
10110	11/14/2022	Clark, Sheldon	Oct2022	Sep 9 - Oct 13 Indemnity	226.00	226.00
10111	11/14/2022	Girard Bulk Service	720644	30 Tubes of Grease	201.27	
			720643	Durtran 205L Oil Drum	1,221.33	1,422.60
10112	11/14/2022	Lawless, Chad	Oct2022	Sep 9 - Oct 13 Indemnity	426.00	426.00
10113	11/14/2022	Minister of Finance	2181106	Water Test- Well #5	23.00	
			2181107	Water Test- Well #6	23.00	
			2181105	Water Test- Well #7	23.00	
			2181108	Water Test- Well #3	23.00	92.00
10114	11/14/2022	Raisbeck, Keith	Oct2022	Sep 9 - Oct 13 Indemnity	216.00	216.00
10115	11/14/2022	RBC Royal Bank (Offc)	Oct2022 Int	Visa Interest Charge	12.67	
			2022 Fee	Visa Annual Fee	12.00	
			1021690117	Postage Meter Ink	105.43	
			3202074618	Postage Meter lease	59.21	
			Oct-Nov Zoom	Oct 8 - Nov 7 - Zoom Subscription	22.20	
			Nov2022 Wshc	Washcard Nov2022 Fees	73.33	
			545171	Oil Sample Postage	21.34	
			Corner St:11736	Office Supplies	50.95	
			Sep-Oct Zoom	Sep-Oct Zoom Subscription	22.20	379.33
10116	11/14/2022	RBC Royal Bank - (Mntnc)	Oct Interest	Oct 2022 Visa Interest	31.11	
			Corner Store	Coffee for Shop	29.98	
			Princess A.	Princess Auto - Shop Supplies	348.16	

RM of Maryfield
List of Accounts for Ratification
Batch: 2022-00300 to 2022-00340

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		Andrew Agencies		2001 Load Line Trailer Insurance	2,102.30	
		MF Store		Coffee Supplies - Shop	29.95	
		Canada Post		Postage for Well Samples	24.12	
		C Store		Coffee	32.00	
10117	11/14/2022	Arlington		Lunch at Arlington: Chucks Retiren	84.12	2,681.74
		Red Coat Waste Resource		Auth.		
		5252		Sep Bin Tips	631.39	
		5249		August Bin Tips	648.17	1,279.56
10118	11/14/2022	Rhino Dirtworks Ltd.				
		2022074		Channel Clear/Stockpile Gravel -Fi	1,618.20	1,618.20
10119	11/14/2022	Rite Line Sales and Service				
		1231		Rprs to Load Line Trailer	785.78	785.78
10120	11/14/2022	Saville, Debbie				
		Oct2022 Kms		Mileage - Oct2022	220.00	220.00
10121	11/14/2022	TAXervice				
		2394182		Tax Enforcement Costs	96.75	96.75
10122	11/14/2022	Thiessen, Rebekah				
		Oct2022 Office		Oct2022 Office Cleaning	300.00	300.00
10123	11/14/2022	Thompson, Robin				
		Oct2022		Sep 9 - Oct 13 Indemnity	210.00	210.00
10124	11/14/2022	Town of Redvers				
		2022 Grant		Emergency Loading Pad Redvers	5,000.00	5,000.00
10125	11/14/2022	Twin Auto & Ag Supply				
		782063		kwikweld/propane clyn./hyd. hose/	95.65	95.65
10126	11/14/2022	The World-Spectator				
		00178855		Notice of Call for Reeve Nominatic	194.25	
		00172263		Equip Operator Advertisement	194.25	
		00178447		Notice of Abandonment of Poll	113.40	501.90
10127	11/14/2022	The Verminator				
		Oct2022		153 farm calls @ \$37/call	5,944.05	5,944.05
10128	11/14/2022	20/20 Geomatics Ltd.				
		3240		Re-establish Corner Boundaries	3,150.00	3,150.00
					Total Computer Cheque:	61,037.99

Total General: 61,037.99
Grand Total: 164,548.50

Resolution # 267 /22 dated November 14th, 2022 refers

Signatures:
Acting Administrator



Reeve



Administrator

