
Minutes of the Tenth Regular Meeting of the Council of the Village of Loreburn.

Held on Wednesday, October 14, 2020 at the Loreburn Town & Country Centre at Loreburn, Saskatchewan

Present: Mayor Steve South
Councillor Grant Abbott
Councillor Randy Urlacher
Councillor Victor Dutkiewicz
Councillor Lawrence Casey
Administrator Brandy Losie

Observers: Neil Zeigler

Call to Order:

A quorum being present, Mayor South called the meeting to order at 7:32 pm.

Delegation: Ross Tylor of the Commissionaires reported on Bylaw Enforcement efforts in the Village for the last few months.

Reports:

WaterWolf AGM presented by Administrator Losie.

Municipalities of Saskatchewan Governance 101 – Villages presented by Administrator Losie.

Line 19 Water Meet presented by Councillor Abbott.

Declaration of Conflict of Interest:

Mayor South has declared a conflict with the paying of invoices, namely paying wages for Brandy Losie for October 2020 and for discussing store rental agreement.

Councillor Dutkiewicz declared a conflict with the discussing of the store rental agreement.

Councillor Urlacher has declared a conflict with the paying of invoices, namely paying him for water supervision for October 2020.

Minutes:

223/2020 Abbott: That the minutes of the regular meeting of Council held on September 9, 2020 be approved. Carried

Correspondence:

224/2020 Casey: That the following correspondence, having been read, be filed:

- Central Source NEWS Sept 16
- Municipal Update Oct 5, Sept 21



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- Supply Post
- Love Your Lakes Program
- SUMA Presidents Update
- SAMA A Look to 2021
- Courage
- Canadian Firefighter
- South SK River Watershed Newsletter
- Water News
- ACME
- Infrastructure
- Turf & Rec
- Renew
- PCCU Thank You

Carried

Financial Reports:

225/2020 Casey: That the statement of financial activities for the period ending September 30, 2020 be accepted as presented.

Carried

Old Business:

COVID Resilience ICIP Funding

226/2020 Abbott: That the Village of Loreburn apply for the ICIP COVID Resilience Funding relating to water & sewer infrastructure .

Carried

Lagoon Gates

227/2020 Urlacher: That we purchase gates for lagoon from Paysen Livestock.

Carried

Mayor South and Councillor Dutkiewicz left the meeting at 8:30 pm.

Butcher Space Rent

228/2020 Urlacher: That a rental contract for the balance of 2020 be offered to the butcher space renters.

Carried

Mayor South & Councillor Dutkiewicz returned to the meeting at 9:10 pm.

Gravel

229/2020 South: That we wait until spring to get gravel.

Carried

Post Office Rent Agreement

230/2020 Abbott: That the agreement be sent by registered letter.

Carried

Water Line for Seed Plant

231/2020 South: That we find out the water line sizes at Peardon's and the possibility of having Line 19 trench in the water line instead.

Carried



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New Business:

Hall Curtain

232/2020 Abbott: That Trevor Forrest can have the curtain in the Fire Hall for a donation amount of his choosing. Carried

Water Report for September

233/2020 Dutkiewicz: That Council acknowledges the water readings sheet for September 2020 as prepared daily by Randy Urlacher and approved by Steven South as the Line 19 Water Operator. Carried

Water and Wastewater Report from Water Security Agency

234/2020 Dutkiewicz: That we approve the water and wastewater report as presented. Carried

Mayor South left the meeting at 10:14 pm.

Mayor returned to the meeting at 10:23 pm.

Water & WasteWater Operator

235/2020 Abbott: That Randy Urlacher resigns as the water supervisor as of Oct.31, 2020. Carried

236/2020 Abbott: That the water/wastewater supervision position be offered to Steven South with a start date of November 1, 2020 at \$500 per month. Carried

Town & Country Use for Halloween

237/2020 South: That the Loreburn Library can use the Town & Country Centre from 4-6 pm on October 31st for Halloween activities. Carried

Fire Call

238/2020 Dutkiewicz: That we bill John Dreidger for the Fire Call on Oct.11. Carried

239/2020 South: That Brandy contact the RM of Rosedale because the fire call was in their area so they know we responded and we don't have a mutual aid agreement with them, so will they put the charge on taxes if not paid directly. Carried

Trimmer

240/2020 Abbott: That we purchase a new trimmer. Carried

AED Supplies

241/2020 Dutkiewicz: That we purchase a new battery and pads for the fire hall AED. Carried

Leaf Blower

242/2020 Dutkiewicz: That we purchase 2 leaf blowers for the Fire Dept. Carried

Lake Diefenbaker Tourism AGM

243/2020 Abbott: That Brandy attend the LDT AGM on behalf of the Village. Carried



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Remembrance Day Wreath

244/2020 Urlacher: That we purchase a wreath for Remembrance Day or if they don't sell wreaths this year, we will donate \$100 to the Loreburn/Elbow Legion.

Carried

Overdue Utilities

245/2020 Urlacher: That a letter to be sent to all those past 90 days overdue of notice of water shut off for October 30th without payment in full or arrangements made.

Carried

Loreburn Rec Board

246/2020 Dutkiewicz: That we accept the Loreburn Rec Board financials as presented.

Carried

247/2020 Dutkiewicz: That we approve the Loreburn Rec Board reopening plan for the Loreburn Arena as presented.

Carried

Utility Billing E-Notices

248/2020 Casey: That we purchase the UB e-notices module from Munisoft.

Carried

Municipal Asset Management Strategy

249/2020 Abbott: That we adopt the Municipal Asset Management Strategy and have it put on our website as well.

Carried

Insurance Renewal

250/2020 Dutkiewicz: That we renew the Village Insurance with AON Reed Stenhouse and SUMAssure with the changes noted.

Carried

Condolence Card

251/2020 Abbott: That we send a card of condolence to Carol Ethier on Alvin's passing.

Carried

Teardown House Contents

252/2020 South: That Calyn Gluns can have a hutch that is located in one of the villages' teardown properties at her own risk.

Carried

Bylaw #7-2020 Water Wolf District

253/2020 Urlacher: That Bylaw #7-2020 A Bylaw to Adopt the WaterWolf District Agreement be read a first time.

Carried

254/2020 Casey: That Bylaw #7-2020 is read a second time.

Carried

255/2020 Abbott: That Bylaw #7-2020 be read a third time at this meeting.

Carried Unanimously

256/2020 Dutkiewicz: That Bylaw #7-2020 having been read a third time, is adopted.

Carried



Invoices:

Mayor South & Councillor Urlacher left the meeting at 11:15 pm.

Invoice for Payment – Water Supervision – October 2020 – R Urlacher
257/2020 Casey: That the invoice for water supervision for October 2020 for R. Urlacher
be accepted for payment. Carried

Invoice for Payment – Wages – October 2020 - B Losie
258/2020 Abbott: That the invoice for wages for October 2020 for B. Losie be accepted
for payment. Carried

Mayor South & Councillor Urlacher returned to the meeting at 11:18 pm.

259/2020 Dutkiewicz: That the following list of accounts be approved for payment:

A handwritten signature in black ink, appearing to be 'R. Urlacher', located in the bottom right corner of the page.

Payment #	Date	Vendor Name	Reference	Payment Amount
Bank Code: GEN - General Bank				
Computer Cheques:				
4915	2020-09-18	Brown, Craig	gross wages	740.94
4916	2020-09-18	CG Industries Ltd.	balance of LS electrical	5,511.70
4917	2020-09-18	Commissionaires	bylaw enforcement aug 28	472.50
4918	2020-09-18	Waylyn Signs	entrance sign	211.48
4919	2020-10-02	Abbott, Grant	2020 indemnity	700.00
4920	2020-10-02	Armstead, Karen Loree	cleaning rv park june sep	625.00
4921	2020-10-02	Brown, Craig	gross wages	892.44
4922	2020-10-02	Casey, Lawrence	2020 indemnity	600.00
4923	2020-10-02	Commissionaires	bylaw enforcement sep 6	420.00
4924	2020-10-02	Diefenbaker Building Supplies	fire truck fuel/paint bru	178.80
4925	2020-10-02	Dutkiewicz, Victor	2020 indemnity	550.00
4926	2020-10-02	Information Services Corp.	strongfield cadastral	1,818.61
4927	2020-10-02	Line 19 Water Utility	total chlorine	13,332.60
4928	2020-10-02	Losie, Brandy	Gross Wages	1,877.45
4929	2020-10-02	Municipal Utilities	plant repairs, cistern cl	17,593.48
4930	2020-10-02	Prairie Centre Credit Union	sep employee deductions	1,469.66
4931	2020-10-02	Saskatchewan Health Authority	water test	126.75
4932	2020-10-02	South, Steven	2020 indemnity	2,300.00
4933	2020-10-02	Staples	ink	62.15
4934	2020-10-02	The Master Group Inc.	o ring, wear ring	337.11
4935	2020-10-02	Urlacher, Randy	supervision - oct	850.00
4936	2020-10-02	Vanessa Tastad	rink wall supplies	2,082.64
4937	2020-10-02	Village of Loreburn	rv park water/sewer/waste	3,176.55
4938	2020-10-02	Village of Strongfield	breakfast supplies	112.12
4939	2020-10-14	CG Industries Ltd.	electrical work	694.63
4940	2020-10-14	Information Services Corp.	tugaske cadastral	681.27
4941	2020-10-14	Loraas Disposal	aug waste recycle	4,057.69
4942	2020-10-14	Loreburn Library	ad for calendar	50.00
4943	2020-10-14	Meridan Inspections Ltd.	maclean plan review	78.75
4944	2020-10-14	Minister of Finance	radios 3rd qtr	266.40
4945	2020-10-14	Neil R Zeigler	skidsteer work @ WTP/LS	700.00
4946	2020-10-14	Ouellette, Viviane	cleaning t and c	168.00
4947	2020-10-14	Robert Bramble	gravel for rink	3,496.05
4948	2020-10-14	Saskatchewan Research Council	halo ascetic acid testing	218.93
4949	2020-10-14	The Davidson Leader	nomination day ad	85.58
4950	2020-10-14	Waylyn Signs	signs for lagoon road	62.07
Other:				
1-Man	2020-10-02	SaskTel	rink phone	64.74
1-Man	2020-09-18	SaskTel	office phone	219.26
1-Man	2020-09-25	SaskPower	rink power	203.46
2-Man	2020-09-25	SaskPower	ice plant power	272.00
2-Man	2020-10-02	Ministry of Finance	sep sch taxes received	3,064.39
3-Man	2020-10-02	Municipal Employee Pension Pla	sept mepp	938.94
3-Man	2020-09-25	SaskPower	fire hall power	42.65
4-Man	2020-09-25	SaskPower	store power	1,092.80

Report Date
2020-10-14 1:47 PM

Village of Loreburn
List of Accounts for Approval
As of 2020-10-14
Batch: 2020-00143 to 2020-00157

Payment #	Date	Vendor Name	Reference	Payment Amount
5-Man	2020-09-25	SaskPower	street lights power	395.64
6-Man	2020-09-25	SaskPower	hall power	50.95
7-Man	2020-09-25	SaskPower	office power	79.85
8-Man	2020-09-25	SaskPower	pumhouse power	145.78
9-Man	2020-09-25	SaskPower	sewer power	73.89
10-Man	2020-09-25	SaskPower	rv park power	705.56
11-Man	2020-09-25	SaskPower	t and c power	57.44
12-Man	2020-09-25	SaskEnergy	rink energy	141.26
13-Man	2020-09-25	SaskEnergy	office energy	97.85
14-Man	2020-09-25	SaskEnergy	waterworks energy	35.76
15-Man	2020-09-25	SaskEnergy	fire hall energy	50.83
16-Man	2020-09-25	SaskEnergy	hall energy	87.40
17-Man	2020-09-25	SaskEnergy	sewer energy	49.98

Bank Code: MC - Mastercard

Total for GEN: 74,471.78

Other:

1	2020-09-01	Canada Post	water test postage	17.12
1	2020-09-21	Home Depot	paint, recipro saw, blade	468.21
1	2020-09-23	Information Services Corp.	water wolf annual return	15.00
1	2020-09-24	Elbow Fine Foods	seed workshop supplies	18.15
2	2020-09-28	Canada Post	water test postage	17.20
2	2020-09-22	Zoom Video Communications Inc.	online meet for waterwolf	22.20
2	2020-09-22	Wholesale Club	breakfast - ham	40.63
3	2020-09-21	The Plumbe Shoppe	cartridge for shower	225.67
3	2020-09-19	Elbow Fine Foods	seed workshop supplies	25.49
3	2020-09-24	amazon.ca	brochure display	87.68
4	2020-09-21	The Rent It Store	chainsaw oil	18.59
4	2020-09-19	amazon.ca	day planner, supplies org	153.42
5	2020-09-18	Norton Antivirus	annual antivirus software	127.64
6	2020-09-16	Elbow Fine Foods	canning workshop supplies	48.00
7	2020-09-14	Walmart	canning workshop	16.08
8	2020-09-15	Canada Post	water test postage	17.20
9	2020-09-11	amazon.ca	picture frame	36.25
10	2020-09-11	amazon.ca	computer speakers	20.03
11	2020-09-11	amazon.ca	web cam	59.99
12	2020-09-14	Canada Post	water test postage	16.39
13	2020-09-06	Staples	kcups	56.09

Total for MC: 1,507.03

Grand Total: 75,978.81

Report Date
2020-10-14 1:47 PM

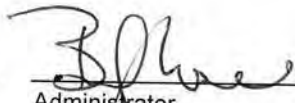
Village of Loreburn
List of Accounts for Approval
As of 2020-10-14
Batch: 2020-00143 to 2020-00157

Payment #	Date	Vendor Name	Reference	Payment Amount
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Certified Correct This October 14, 2020



Reeve Mayor



Administrator



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Announcements:

November First Meeting of Council

260/2020 Casey: That the first meeting of the new Council will be on Wednesday,
November 18th, 2020 at 7:00 pm at either the Village Office or Loreburn
Town & Country Centre. Carried

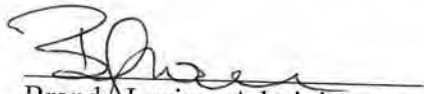
Tabled Items:

EMO Agreement
Resident Sidewalk Repair


Adjournment:

261/2020 Dutkiewicz: That this meeting adjourn. (11:21 pm). Carried

Certified true and correct this 18th day of November, 2020.


Brandy Losie – Administrator

Submitted to Council for approval this 18th day of November, 2020.


Lawrence Casey – Mayor





THE VILLAGE OF LOREBURN

BYLAW NO. 7/2020


A BYLAW OF THE VILLAGE OF LOREBURN TO PROVIDE FOR A PLANNING DISTRICT AGREEMENT

The Council for the **Village of Loreburn** in the Province of Saskatchewan enacts as follows:

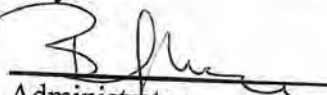
Whereas, Section 97 of The Planning and Development Act, 2007 provides for an agreement regarding the establishment of planning districts; the Council of the **Village of Loreburn** in the Province of Saskatchewan enacts as follows:

1. The Planning District Agreement between the **Village of Loreburn** and the following municipalities: R.M. of Fertile Valley No. 285, R.M. of McCraney No. 282, R.M. of Loreburn No. 254, R.M. of Canaan No. 225, R.M. of Huron No. 223, R.M. of Eyebrow No. 193, RM of King George No. 256, Town of Dundurn, Town of Central Butte, Town of Outlook, Town of Hanley, Village of Conquest, Village of Macrorie, Village of Broderick, Village of Dinsmore, Village of Glenside, Village of Kenaston, Village of Bladworth, Village of Hawarden, Village of Strongfield, Village of Elbow, Village of Beechy, Village of Lucky Lake, Village of Tugaske, Village of Eyebrow, the Resort Village of Mistusinne, and Whitecap Dakota First Nation, as set forth in Exhibit "a: attached hereto and forming part of this bylaw, respect the establishment of a planning district known as the "WaterWolf Planning District".
2. The Mayor and the Administrator are authorized to sign the Agreement on behalf of the **Village of Loreburn**.
3. That Bylaw #'s 3-2009 and 8-2013 are hereby repealed.
4. This Bylaw shall come into force and effect on the date the attached Planning District Agreement is approved by the Minister.





Mayor



Administrator



WATERWOLF PLANNING DISTRICT AGREEMENT

THIS AGREEMENT made as of this 14 day of October, 2020.

BETWEEN:

- THE RURAL MUNICIPALITY OF CANAAN NO.225**
P.O. Box 99, Lucky Lake, SK, S0L 1Z0 -and-
- THE RURAL MUNICIPALITY OF EYEBROW NO.193**
P.O. Box 99, Eyebrow, SK, S0H 1L0 -and-
- THE RURAL MUNICIPALITY OF FERTILE VALLEY NO.285,**
P.O. Box 70, Conquest, SK, S0L 0L0 -and-
- THE RURAL MUNICIPALITY OF HURON NO.223**
P.O. Box 159, Tugaske, SK, S0H 4B0 -and-
- THE RURAL MUNICIPALITY OF KING GEORGE NO.256**
P.O. Box 100, Dinsmore, SK, S0L 0T0 -and-
- THE RURAL MUNICIPALITY OF LOREBURN NO.254**
P.O. Box 40, Loreburn, SK, S0H 2S0 -and-
- THE RURAL MUNICIPALITY OF McCRAANEY NO.282**
P.O. Box 129, Kenaston, SK, S0G 2N0 -and-
- TOWN OF CENTRAL BUTTE**
P.O. Box 10, Central Butte, SK, S0H 0T0 -and-
- TOWN OF DUNDURN**
P.O. Box 185, Dundurn, SK, S0K 1K0 -and-
- TOWN OF HANLEY**
P.O. Box 270, Hanley, SK, S0G 2E0 -and-
- TOWN OF OUTLOOK**
P.O. Box 518, Outlook, SK, S0L 2N0 -and-
- VILLAGE OF BEECHY**
P.O. Box 153, Beechy, SK, S0L 0C0 -and-
- VILLAGE OF BLADWORTH**
P.O. Box 69, Bladworth, SK, S0G 0J0 -and-
- VILLAGE OF BRODERICK**
P.O. Box 29, Broderick, SK, S0H 0L0 -and-
- VILLAGE OF CONQUEST**
P.O. Box 250, Conquest, SK, S0L 0L0 -and-



VILLAGE OF DINSMORE
P.O. Box 278, Dinsmore, SK, S0L 0T0 -and-

VILLAGE OF ELBOW
P.O. Box 8, Elbow, SK, S0H 1J0 -and-

VILLAGE OF EYEBROW
P.O. Box 159, Eyebrow, SK, S0H 1L0 -and-

VILLAGE OF GLENSIDE
P.O. Box 99, Glenside, SK, S0H 1T0 -and-

VILLAGE OF HAWARDEN
P.O. Box 7, Hawarden, SK, S0H 1Y0 -and-

VILLAGE OF KENASTON
P.O. Box 129, Kenaston, SK, S0G 2N0 -and-

VILLAGE OF LOREBURN
P.O. Box 177, Loreburn, SK, S0H 2S0 -and-

VILLAGE OF LUCKY LAKE
P.O. Box 99, Lucky Lake, SK, S0L 1Z0 -and-

VILLAGE OF MACRORIE
P.O. Box 37, Macrorie, SK, S0L 2E0 -and-

VILLAGE OF STRONGFIELD
P.O. Box 87, Strongfield, SK, S0H 3Z0 -and-

VILLAGE OF TUGASKE
P.O. Box 159, Tugaske, SK, S0H 4B0 -and-

THE RESORT VILLAGE OF MISTUSINNE
P.O. Box 160, Elbow, SK, S0H 1J0 -and-

WHITECAP DAKOTA FIRST NATION
P.O. Box 28, R.R.#5, Saskatoon, SK, S7K 3J8



THE PARTIES AGREE AS FOLLOWS:

Definitions:

1. In this Agreement:
 - a. "Act" means *The Planning and Development Act, 2007*;
 - b. "Affiliated Municipalities" means the parties to this agreement;
 - c. "commission" means the district planning commission established pursuant to subsection 2(b);
 - d. "district" means the WaterWolf Planning District established pursuant to subsection 2(a);
 - e. "minister" means the minister to whom the administration of the Act is assigned.

Establishment of Planning District, District Planning Commission & Executive Board

2. Subject to Sections 98 and 99 of the *Act*, the Affiliated Municipalities hereby agree to the establishment of:
 - a. a planning district:
 - i. to be known as the "WaterWolf Planning District;" and
 - ii. to consist of all of the corporate boundaries of the Affiliated Municipalities outlined on the plan attached as Schedule "A" to this agreement, recognizing that the Whitecap Dakota First Nation is a member but not a Municipality as defined under *The Planning and Development Act, 2007*; and
 - b. a district planning commission consisting of those persons appointed to the commission pursuant to section 3 of this Agreement.
 - c. an executive board consisting of no more than 10 commission members as appointed by the commission that will consist of a chairperson and vice chairperson with all others deemed members at large.

Members of Commission

3. (1) On or before the 30th day of November in each calendar year thereafter, each Affiliated Municipality will appoint a council member to the commission with the term of the member to begin on January 1st of the following year.
- (2) An appointed member of the commission holds office:
 - a. for a term of one year;
 - b. until the member's successor is appointed;
- (3) An appointed member of the commission is eligible for reappointment.

- (4) The office of the member of the commission becomes vacant if a member;
 - a. ceases to be a council member of the Affiliated Municipality that appointed the member;
 - b. resigns or dies;
 - c. fails to fulfill his or her duties under a conflict of interest policy or code of conduct established by the commission pursuant to subsection 6(2).
- (5) Within 30 days of the office of a member of the commission becoming vacant, the Affiliated Municipality whose council member ceased to hold office must appoint a council member to fill the vacancy for the remainder of the term for that office.
- (6) Within 30 days of making an appointment pursuant to subsection 3(7), the commission will provide written notice of the appointment to all Affiliated Municipalities.
- (7) The executive board may designate one of the members of the executive board as appointed by the commission as chairperson and one other member as vice-chairperson.
- (8) If the chairperson is absent or is unable to act or if the office of the chairperson is vacant, the vice-chairperson may exercise all the powers and will perform all the duties of the chairperson.
- (9) An Affiliated Municipality will pay for any remuneration and expenses of the person it appoints to the commission at rates established by the Affiliated Municipality.

Powers of the Commission

4. (1) The commission shall regulate its own procedure and business as set out in the document "What the Commission Is" Rules and Procedures Guide.
- (2) The commission may establish procedures for the Affiliated Municipalities that permit the holding of joint public hearings respecting adoption, amendment or repeal of a District Plan or Zoning Bylaw.
- (3) The commission may appoint any consultants or employees that may be necessary for the exercise of any of its powers or the performance of any of its duties and fix their remuneration.
- (4) The commission may appoint advisory committees consisting of one or more the members of the commission or any other person, and, subject to subsection 3(13), fix their remuneration.
- (5) The commission may avail itself of the services of an officer or employee of an Affiliated Municipality with the consent of that municipality.

Duties of Commission

5. The commission may:
 - a. assist an Affiliated Municipality in the preparation of a zoning bylaw or any other bylaw authorized by the Act;

- b. review:
 - i. any proposed zoning bylaw or amendment to a zoning bylaw submitted to it pursuant to subsection 103(2) of the Act; or
 - ii. any existing zoning bylaw or bylaw passed pursuant to the Act;
- c. after a review pursuant to clause (b), submit to the Affiliated Municipality suitable amendments to the bylaw with a recommendation that they be passed;
- d. assist an Affiliated Municipality in the preparation of a District Plan or District Plan amendments;
- e. review:
 - i. any proposed District Plan or amendment to the District Plan submitted to it pursuant to subsection 102(8) of the Act;
- f. hold public meetings and publish information for the purpose of obtaining the participation and co-operation of the residents of the district and any adjacent area in determining the solution to problems or matters affecting the development of any part of the district;
- g. suggest to any council of the Affiliated Municipality ways and means of financing works to be carried out by the public authorities over a specified period;
- h. investigate and study the following proposed subdivisions or developments within and adjacent to the district and submit to the appropriate Affiliated Municipality reports and recommendations in that respect:
 - Multi Parcel Commercial
 - Multi Parcel Industrial
 - Multi Parcel Residential
 - Intensive Livestock Operations (ILO)
 - District Plan Amendments
 - Concept Plans; and
- i. identify the social and economic implications of the commission's recommendations.

Conflict of Interest & Code of Conduct

6. (1) No member of the commission may hear or vote on any decision that relates to a matter with respect to which he or she has a pecuniary interest as defined in subsection 2(2) of the *Act*.
- (2) The commission may establish:
 - a) a conflict of interest policy for its members in addition to the rule set out in subsection 6(1); and
 - b) a policy respecting a code of conduct for its members.

Annual Operating Budget

7. (1) On or before the 1st day of December in each year, the Commission will prepare and submit to each Affiliated Municipality, for consideration and approval, an annual operating budget for the commission's next fiscal year.

- (2) The operating budget submitted will include:
 - a) the remuneration of any consultants, board members and employees hired or appointed by the commission pursuant to subsection 4(4);
 - b) the amounts, if any, that the commission expects to pay to members of advisory committees pursuant to subsection 4(5) and
 - c) any other expenses necessarily incurred by the commission or by advisory committees in carrying out their functions.
- (3) On or before the 31st day of December in each year, each Affiliated Municipality will:
 - a) consider the proposed operating budget;
 - b) pass a resolution approving or disapproving the proposed operating budget; and
 - c) advise the commission secretary in writing of its decision regarding approval of the operating budget.
- (4) The proposed operating budget will become the commission's operating budget for the next fiscal year if it is approved by a majority of the Affiliated Municipalities.
- (5) If the proposed operating budget is not approved by a majority of the Affiliated Municipalities, the Commission must immediately prepare a revised operating budget and submit the revised operating budget to the Affiliated Municipalities for approval.
- (6) Each Affiliated Municipality will pay their *appropriate* share of the commission's approved operating budget provided that no Affiliated Municipality will contribute less than \$500 per fiscal year. The *appropriate share* is based on the population of each Affiliated Municipality, with that population being obtained from the most recent federal census.
- (7) An Affiliated Municipality's share of the commission's approved operating budget will be:
 - a) due by the 31st of January in that fiscal year; and
 - b) as of the 31st of January in that fiscal year, a debt due and owing by an Affiliated Municipality to the commission.

Adoption & Amendment of the District Plan

8. (1) The commission will prepare a District Plan for the district in Accordance with section 102 of the *Act*.
- (2) The commission will submit the District Plan prepared pursuant to subsection 102(1) of the *Act* to the Affiliated Municipalities for adoption.
- (3) Pursuant to subsection 102(3) of the *Act*, the Affiliated Municipalities will adopt the District Plan in accordance with the *Act*.



- (4) The Affiliated Municipalities agree that where an amendment to the District Plan only affects one Municipality as per Section 102(16) of the *Act*, the affected municipality may adopt the amendment as per Section 102(17) of the *Act* and the amendment shall come into force and become part of the District Plan without adoption by any other municipality.
- a) The affected municipality shall follow Sections 35-38 of *The Planning and Development Act, 2007* when amending the District Plan.
 - b) The WaterWolf Planning Administrator shall inform, in writing, all Affiliated Municipalities of the affected municipality's intended changes to the District Plan.
 - c) Once the amendment has been approved by the Minister, the WaterWolf District Planning Administrator will formally incorporate the change(s) into the District Plan and maintain/recirculate a consolidated version of the District Plan to the Affiliated Municipalities.
- (5) If an Affiliated Municipality fails to adopt the District Plan submitted to it in accordance with subsection 102(3) of the *Act*, the Affiliated Municipality is subject to the Dispute Resolution process outlined in Section 10 of this Agreement.
- (6) If an Affiliated Municipality fails to adopt an amendment to the District Plan submitted to it in accordance with subsection 102(8) of the *Act*, the Affiliated Municipality is subject to the Dispute Resolution process outlined in Section 10 of this Agreement.
- (7) That an Affiliated Municipality shall submit any and all bylaws and amendments in duplicate to the Waterwolf Planning Administrator, who will then submit to the Community Planning Branch.
- a) Any and all decisions regarding the above, shall be submitted by Community Planning to the WaterWolf Planning Administrator and then the WaterWolf Planning Administrator will submit to the Affiliated Municipality.

Zoning Bylaw

9. Pursuant to section 103 of the *Act* and concurrent with adoption of a District Plan each Affiliated Municipality will pass a zoning bylaw consistent with the District Plan.

Dispute Resolution

10. In the event that a dispute arises between two or more of the Parties, the Parties will attempt to resolve the issue by following a progressive dispute resolution process by:
- a) Firstly, striking a negotiating committee, consisting of two elected officials and one staff member representing each affected municipal council, to negotiate a resolution;
 - b) Secondly, hiring a professional mediator to guide discussions to resolve the dispute working with the appointed committee;
 - c) Thirdly, seek non-binding arbitration from the professional mediator or a legal professional;

- d) Lastly, voluntarily refer the dispute to the Saskatchewan Municipal Board, in accordance with Section 393 of *The Municipalities Act*, for a binding decision.

Addition of a New Municipality

11. A municipality may apply to become an Affiliated Municipality by:

- a) written request to the Commission;
 - a. upon receipt of the request, the applying municipality will be notified of the timeframe in which the Commission will meet;
- b) once the Commission has met and approved the addition;
 - a. the Commission secretary will draft a new replacement District Agreement to reflect the change in membership, and the adopting bylaws to be passed by all of the Affiliated Municipalities;
 - b. the Commission secretary will ensure bylaws are worded and passed correctly by all Affiliated Municipalities, coordinate and oversee the district's bylaw submission, then submit a letter from the District Planning Commission to indicate approval of the joining municipality and confirmation that the terms of *The Planning and Development Act, 2007* have been met along with the package of bylaws to the Community Planning Branch for the Minister's consideration.

Termination of an Affiliated Municipality

12. (1) An Affiliated Municipality may terminate:

- a) its affiliation with the district;

by providing the commission with 30 days' written notice of its intention to terminate its affiliation with the district.

(3) Upon receipt of notification of an Affiliated Municipality's intention to withdraw from the planning district, the District Planning Commission:

- a) will review assets and liabilities associated with the withdrawing municipality;
- b) will seek input from the Affiliated Municipalities regarding the proposed change in membership;
- c) will mediate/arrange for mediation of any local issues/disputes associated with the withdrawal;
 - a. if any dispute cannot be resolved, the District Planning Commission and the withdrawing municipality will follow the dispute resolution process outlined in section 10 of this Agreement.
- d) will draft a new District Agreement, reflecting the revised membership in the district, and the adopting bylaws to be passed by the remaining Affiliated Municipalities (ensuring repeal of the bylaw which adopted the District Agreement in force and effect);

- a. ensuring bylaws are worded and passed correctly by all remaining Affiliated Municipalities, coordinate and oversee the District's bylaw submission, then submit a letter from the District Planning Commission to indicate approval of the withdrawing municipality and confirming the withdrawal terms of the District Agreement and *The Planning and Development Act, 2007* have been met along with the package of bylaws to the Community Planning Branch for the Minister's consideration.
- (4) To terminate an Affiliated Municipality's affiliation with the district pursuant to section 106 of the *Act*:
- a) The municipality requesting termination must submit a bylaw to repeal their bylaw to enter into the district and to adopt the original District Agreement.
 - b) the Affiliated Municipality forfeits any payments made to the commission in respect of the commission's operating budget; and
 - c) any debts owed to the commission by the Affiliated Municipality pursuant to subsections 3(15) and 7(8) remains debts due and owing to the commission and are not affected by the termination of this agreement.
 - d) the Affiliated Municipality has no further obligations under this agreement;
 - e) the Affiliated Municipality must address their needs for policy in the form of an Official Community Plan, in particular;
 - a. If the departing municipality has adopted the District Plan to serve as their Official Community Plan, they will need to engage a professional planner to revise the District Plan so it can serve as their OCP moving forward. The OCP will need to be passed by amending bylaw, and must comply with the requirements of *The Planning and Development Act, 2007*; or
 - b. If the departing municipality has adopted the District Plan and their own Official Community Plan, then they will need to pass a bylaw to repeal the District Plan and engage a professional planner to review the OCP to ensure compliance with *The Planning and Development Act, 2007* and if amendments are needed, they too must be passed by bylaw.

Coming into Force

13. This agreement comes into force when the minister:

- a) approves the agreement pursuant to section 98 of the *Act*; and
- b) issues an order establishing the district pursuant to section 99 of the *Act*.

Counterpart

14. This agreement may be signed in counterpart.

Amendment

15. Subject to section 98 of the *Act*, this agreement may be amended at any time by the approval of two-thirds of the Affiliated Municipalities.

IN WITNESS WHEREOF the parties have signed this agreement on the day and year first above written.

Village of Loreburn of Loreburn



Per: [Signature]
Mayor/Reeve

Per: [Signature]
CAO/Administrator/Clerk

[Signature]