

Resort Village of Elk Ridge  
Meeting Minutes  
July 12<sup>th</sup>, 2022 Regular Meeting of Council

A Regular Meeting of Council of the Resort Village of Elk Ridge was held at the Elk Ridge Golf Resort on July 12, 2022.

Present: Mayor Garry McKay  
Councillor Ryan Danberg  
Councillor Trudy Engel  
Councillor Ross Hewett  
Councillor Margaret Smith-Windsor

Heather Scott, CAO

1. **Call to Order** – With a quorum being present, Mayor Garry McKay called the meeting to order at 3:00 p.m.

2. **Delegations:** None

3. **Approval of Agenda:**

**146-2022**            **ENGEL:** That two additions be added to the agenda:

1. Request for meeting with Utility Board; and

2. Motion that Council go incamera to discuss a personnel matter.

**CARRIED**

**147-2022**            **SMITH-WINDSOR:** That the agenda for this meeting be approved as amended.

1.

**CARRIED**

4. **Public Hearings:** None

5. **Reading of Bylaws:** None

6. **Adoption of Minutes:**

6.1 - Minutes of the June 14<sup>th</sup>, 2022 Council Meeting.

**148-2022**            **HEWETT:** That the Minutes of the June 14<sup>th</sup>, 2022 Council Meeting be approved as presented. **CARRIED**

**7. Business Arising from Minutes:** None

**8. Action/Motion Items:**

8.1 – Transition Advisory Committee Bylaw Recommendations:

**149-2022**            **ENGEL:** That Bylaw 03-2022 the Code of Ethics Bylaw be introduced and read a first time. **CARRIED**

**150-2022**            **HEWETT:** That Bylaw 03-2022 the Code of Ethics Bylaw be now read a second time. **CARRIED**

**151-2022**            **DANBERG:** That leave be granted for third reading of Bylaw 03 of 2022 the Code of Ethics Bylaw. **UNANIMOUSLY CARRIED**

**152-2022**            **SMITH-WINDSOR:** That Bylaw 03 of 2022 the Code of Ethics Bylaw be read a third time and adopted. **CARRIED**

**153-2022**            **ENGEL:** That Bylaw 04-2022 the Administrative Bylaw be introduced and read a first time. **CARRIED**

**154-2022**            **HEWETT:** That Bylaw 04-2022 the Administrative Bylaw be now read a second time. **CARRIED**

**155-2022**            **DANBERG:** That leave be granted for third reading of Bylaw 04 of 2022 the Administrative Bylaw. **UNANIMOUSLY CARRIED**

**156-2022**            **SMITH-WINDSOR:** That Bylaw 04 of 2022 the Administrative Bylaw be read a third time and adopted. **CARRIED**





**174-2022**            **HEWETT:** That Bylaw 14-2022 the Public Notice Bylaw be now read a second time. **CARRIED**

**175-2022**            **DANBERG:** That leave be granted for third reading of Bylaw 14 of 2022 the Public Notice Bylaw. **UNANIMOUSLY CARRIED**

**176-2022**            **SMITH-WINDSOR:** That Bylaw 14 of 2022 the Public Notice Bylaw be read a third time and adopted. **CARRIED**

**177-2022**            **ENGEL:** That Bylaw 16-2022 the Employee Code of Conduct Bylaw be introduced and read a first time. **CARRIED**

**178-2022**            **HEWETT:** That Bylaw 16-2022 the Employee Code of Conduct Bylaw be now read a second time. **CARRIED**

**179-2022**            **DANBERG:** That leave be granted for third reading of Bylaw 16 of 2022 the Employee Code of Conduct Bylaw. **UNANIMOUSLY CARRIED**

**180-2022**            **SMITH-WINDSOR:** That Bylaw 16 of 2022 the Employee Code of Conduct Bylaw be read a third time and adopted. **CARRIED**

**181-2022**            **ENGEL:** That Bylaw 17-2022 the Civic Address Bylaw be introduced and read a first time. **CARRIED**

**182-2022**            **HEWETT:** That Bylaw 17-2022 the Civic Address Bylaw be now read a second time. **CARRIED**

**183-2022**            **DANBERG:** That leave be granted for third reading of Bylaw 17 of 2022 the Civic Address Bylaw. **UNANIMOUSLY CARRIED**

## **Standards and Values**

### ***a. Honesty***

Members of Council shall be truthful and open in their roles as Council members and as members of the communities they serve.

### ***b. Objectivity***

Members of Council shall make decisions carefully, fairly and impartially.

### ***c. Respect***

Members of Council shall treat every person, including other members of Council, municipal employees and the public, with dignity, understanding and respect.

Members of Council shall not engage in discrimination, bullying or harassment in their roles as members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

### ***d. Transparency and Accountability***

Members of Council shall endeavour to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

### ***e. Confidentiality***

Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is

not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council of a local authority.

**f. Leadership and the Public Interest**

Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

**g. Responsibility**

Members of Council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of Council is individually responsible for preventing potential and actual conflicts of interest.

**PART II**

**CONTRAVENTION OF THE CODE OF ETHICS**

**Complaint Procedure**

3. As required by clause 93.1(5)(c) of The Municipalities Act, the following section details the procedure for handling contraventions of the code of ethics.

- (a) To report an alleged contravention of the code of ethics, an individual/organization/member of Council may submit the form found in Schedule A, by sending the form directly to the administrator, by mail, e-mail, fax or courier. The complaint will then be presented to Council at the next regular meeting of Council in an *in camera* session.
- (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid. All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in camera* session at a meeting of Council. If the claim is substantiated, Council may, by resolution, impose an

appropriate penalty detailed in 5(a) to (f) based on the severity of the contravention of the code of ethics. Any action taken by Council should include a time frame to complete the expected remedial action.

- (c) Council shall inform the claimant, member of Council, and any other relevant party of Council's decision, which includes:
  - (i) Informing the claimant and member of Council that the complaint is dismissed, or
  - (ii) Informing the complainant and member of Council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

**Contravention during a Council Meeting**

- 4. If Council is of the opinion that a member has violated the code of ethics during a Council meeting, Council may require the member to remove themselves for the remainder of the Council meeting. Council may apply additional penalties based on the severity of the contravention.

**Remedial Action if Contravention Occurs**

- 5. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:
  - (a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
  - (b) Educational training on ethical and respectful conduct.
  - (c) Repayment of moneys/gifts received.
  - (d) Removal of the Member from Council Committees and/or bodies.
  - (e) Dismissal of the Member from a position of Chairperson of a Committee.
  - (f) Reprimand.

**PART VII  
COMING INTO FORCE**

- 6. This bylaw shall come into effect on the day of its final passing.



*[Signature]*  
\_\_\_\_\_  
Mayor

*[Signature]*  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
This 12<sup>th</sup> day of July, 2022.



**Schedule A  
Formal Complaint Form**

**Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.**

I \_\_\_\_\_ of \_\_\_\_\_,  
*(First and Last Name) (Full mailing address)*

do solemnly swear/(affirm and declare) that the following contents of this statement are true and correct and hereby request the Council of the Resort Village of Elk Ridge to *(look into/ conduct an investigation/ inquiry/ follow-up on)* whether or not the following member(s) of the Resort Village of Elk Ridge Council has (have) contravened the Code of Ethics:

\_\_\_\_\_  
*Member(s) of Council name(s)*

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Complainant)*

\_\_\_\_\_  
*(Date signed)*

<p style="text-align: center;"><b><u>For Office Use Only</u></b></p> <p>_____</p> <p><i>(Date filed)</i></p> <p>_____</p> <p><i>(Signature of _____ (i.e. Municipal administrator, or other applicable position pursuant to subsection 3(a) of bylaw)</i></p>
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**ADMINISTRATIVE BYLAW  
RESORT VILLAGE OF ELK RIDGE  
BYLAW NO. 04-2022**

A BYLAW TO PROVIDE FOR THE ADMINISTRATION OF THE MUNICIPAL CORPORATION AND TO  
SET FORTH THE DUTIES AND POWERS OF THE DESIGNATED OFFICERS FOR THE RESORT  
VILLAGE OF ELK RIDGE

The Council of the Resort Village of Elk Ridge enacts as follows:

**Short Title**

1. This Bylaw may be cited as the Administration Bylaw.

**PART I  
PURPOSE AND DEFINITIONS**

**Purpose and Scope**

2.
  - a. The purpose of this Bylaw is to establish the office of Administrator or any other municipal office that council considers necessary; and
  - b. The purpose of this Bylaw is to establish who may sign specified municipal documents on behalf of the municipality; and
  - c. The purpose of this Bylaw is to establish the powers, duties and functions of the municipal officers and/or employees of the municipality.

**Definitions**

3.
  - a. "Act" means *The Municipalities Act*;
  - b. "Municipality" means the Resort Village of Elk Ridge;
  - c. "Administrator" means the Administrator of the Resort Village of Elk Ridge;
  - d. "Council" shall mean the Council of the Resort Village of Elk Ridge.

**PART II  
ADMINISTRATOR**

**Establishment of Position**

4.
  - a. Council shall by resolution appoint an individual to the position of Administrator;
  - b. Council shall establish the terms and conditions of employment of the Administrator;
  - c. The Administrator shall be the Chief Administrative Officer of the municipality;
  - d. Any person appointed to the position of Administrator must be qualified as required by the Urban Municipal Administrators Act.

### **Duties of the Administrator**

5. The Administrator shall perform the duties and exercise the powers and functions that are assigned by the Act, any other acts, this Bylaw, or any bylaw or resolution of Council.

### **Duties of the Administrator – *The Municipalities Act***

6. Without limiting the generality of Section 5, the Administrator shall:
  - a. take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; (MA 111)
  - b. ensure all minutes of council are recorded; (MA 111)
  - c. record the names of all council present at council meetings; (MA 111)
  - d. ensure all minutes of each council meeting are given to council for approval at the next council meeting; (MA 111)
  - e. advise the council of its legislative responsibilities pursuant to this or any other act; (MA 111)
  - f. ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (MA 111)
  - g. provide the Minister with any statements, reports or other information that may be required by the Act or any other act; (MA 111)
  - h. ensure that the official correspondence of Council is carried out in accordance with Council direction; (MA 111)
  - i. maintain an index register containing registered copies of all bylaws; (MA 111)
  - j. deposit cash collection that has accumulated to \$50,000 once a month, but not more than once a day, in the bank or credit union designated by Council; (MA 111)
  - k. disburse the funds in the municipality in the manner and to those directed by law by, bylaw or resolution of Council; (MA 111)
  - l. maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
  - m. ensure that the financial statements and information requested by resolution are submitted to Council; (MA 111)
  - n. completed a financial statement for the proceeding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1<sup>st</sup> of each year; (MA 111, 185)
  - o. send copies of bylaws for closing and leasing to the Minister of Highways and Transportation; (MA 13)
  - p. bring forward any resignation(s) of elected officials; (MA 96)
  - q. at the first meeting in January of each year provide bond(s) to Council; (MA 113)
  - r. sign minutes of Council and Committee meetings; (MA 115)
  - s. sign bylaws; (MA 115)
  - t. provide copies of public documents upon request or payment of fees; (MA 117)
  - u. provide notice of First meeting of Council; (MA 121)
  - v. call a special meeting when lawfully requested to do so; (MA 123)
  - w. determine the sufficiency of a petition requesting a public meeting of voters; (MA

129)

- x. determine the validity of a petition for referendum (30 days to report to Council); (MA 135)
- y. administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- z. record any absentions or pecuniarty interest declarations in the minutes; (MA 144)
- aa. provide information to the Auditor; (MA 190)
- bb. send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- cc. provide for payment of writ of execution against the municipality; (MA 353)
- dd. produce certain records upon request of inspector appointed by Minister. (MA 396)

#### **Additional Duties of the Administrator**

7. The Administrator Shall:

- a. act as the returning officer for all elections under The Local Government Elections Act;
- b. ensure that Public Notice is given as provided in the Act, or any other act and/or as required by Council in this bylaw, any other bylaw or resolution;
- c. ensure that the policies and programs of the municipality are implemented;
- d. advise, inform and make recommendations to council on the:
  - i) operations and affairs of the Municipality
  - ii) policies and programs of the Municipality
  - iii) the financial position of the Municipality
- e. make routine expenditures on a daily basis as directed by Council;
- f. purchase goods, services or work as directed by Council;
- g. monitor and control spending within program budgets established by Council;
- h. Council may delegate the authority for other matters excepting those listed in Section 127 of The Municipalities Act;
- i. give written notice for the unpaid fees of a building contract, transient trader or other license fees;
- j. certify the date on which tax notices are sent;
- k. prepare and send amended tax notices when required;
- l. issue tax certificates;
- m. attend meetings of Council and other meetings as Council directs;
- n. remove tax liens if all arrears are compromised or abated;
- o. submit school liability statements in a timely manner.

**PART III  
OTHER POSITIONS**

**Acting Administrator**

**Establishment of Position**

8. If the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the council may appoint a person as Acting Administrator for a period of not longer than three months or any longer period that the board of examiners may allow.

**Duties**

9. The Acting Administrator shall have all the powers and duties of the Administrator while acting in the capacity of the Administrator.

**PART IV  
MUNICIPAL DOCUMENTS**

**Signing Agreements**

10. The Mayor and Administrator shall sign all agreements to which the municipality is party.

**Cheques**

11. The Administrator and Mayor, or in the absence of the Mayor the designated councilor, shall sign all cheques on behalf of the municipality.

**Negotiable Instruments**

12. The Administrator and Mayor, or in the absence of the Mayor the designated councilor, shall sign all other negotiable instruments on behalf of the municipality.

**PART V  
DESIGNATED OFFICERS**

**Temporary Road Closure**

13. Council shall be the designated office for the purposes of temporary road closures.  
(MA 14)

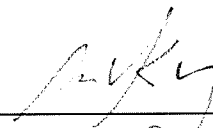
**Enforcement of Municipal Law**


14. The Administrator shall be the designated officer for the purpose to inspect, remedy or enforce any bylaw or The Municipalities Act.

**PART VI  
COMING INTO FORCE**

15. This bylaw shall come into effect on the day of its final passing.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of July, 2022.

**RESORT VILLAGE OF ELK RIDGE  
BYLAW NO. 06-2022**

A BYLAW TO ESTABLISH FEES FOR TAX CERTIFICATES AND OTHER ASSESSMENT OR TAXATION  
INFORMATION

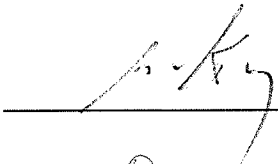
The Council of the Resort Village of Elk Ridge enacts as follows:


1. This Bylaw shall be known as the Assessment and Taxation Information Fee Bylaw.
2. In this Bylaw:
  - a. "Act" shall mean *The Municipalities Act*;
  - b. "Designated officer" shall mean the Administrator of the municipality or any other person who has been assigned responsibility to issue tax certificates by the council of the municipality;
  - c. "Municipality" shall mean the Resort Village of Elk Ridge.
3. Upon receipt of:
  - a. a request for information or service; and
  - b. the appropriate fee as described in Schedule 1, attached hereto and forming part of this bylaw,The municipality shall provide to the applicant the requested information or service.
4. Notwithstanding Section 3 of this Bylaw, no person shall be required to pay a fee to inspect:
  - a. the assessment roll for the current year during the time the assessment roll is open for inspection pursuant to subsection 213(1) of the Act; and
  - b. that portion of the assessment roll for the current year which council has authorized to be available for public inspection at any additional times.
5. In addition to the requirements described within subsection 276(1) of the Act, tax certificates issued by the municipality shall contain the following information:
  - a. tax levy for the previous year, if the taxes for the current year have not yet been levied;
  - b. date of registration and/or the interest number for the tax lien in favour of the municipality;
  - c. the amount of outstanding amounts which may be added to property taxes

pursuant to section 405 of the Act.

6. The tax certificate issued by the municipality shall be in the form provided by the Munisoft Tax Roll Program in accordance with Section 276.
7. A tax certificate issued by the municipality shall contain no more than (1) one property.
8. This bylaw shall come into effect on the day of its final passing.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of July, 2022.



Schedule 1 to Bylaw 06 of 2022  
PROPERTY ASSESSMENT AND TAXATION FEES

Service/Information	Fee
Tax Certificate	\$25
General Property assessment and/or tax information relating to a Single property	
a) provided verbally	
i) to property owner	Free
ii) to other than property owner	\$10
b) provided in written or electronic format	
i) to property owner	Free
ii) to other than property owner	\$10

## RESORT VILLAGE OF ELK RIDGE

### BYLAW NO. 08 - 2022

#### NUISANCE ABATEMENT AND PROPERTY STANDARDS

A Bylaw of the Resort Village of Elk Ridge, in the Province of Saskatchewan, to provide for the abatement of nuisances and the authority to deal with property maintenance, conditions and nuisances.

The Council of the Resort Village of Elk Ridge enacts as follows:

#### Short Title

1. This Bylaw may be cited as *The Nuisance Abatement and Property Standards Bylaw*.

#### Purpose

2. The purpose of this Bylaw is to provide for minimum maintenance standards of a property; to address property that fails to meet minimum property standards; to maintain the amenity of a property and to abate nuisances or things that adversely affect:
  - i) the safety, health or welfare of people in the neighbourhood; or
  - ii) people's use and enjoyment of their property; or
  - iii) the amenity of a neighbourhood.

#### Definitions

3. In this Bylaw:
  - a. "Act" means *The Municipalities Act*.
  - b. "Administrator" shall mean the Administrator of the Municipality.
  - c. "Building" means a building within the meaning of *The Municipalities Act*.
  - d. "Board" or "Property Maintenance Appeals Board" means a Local Appeal Board established by Council pursuant to *The Municipalities Act*.
  - e. "Council" means the Council of the Resort Village of Elk Ridge.

- f. "Designated Officer" means a person appointed by the Municipality to enforce this bylaw and shall include the Administrator.
- g. "Firearm" shall have the definition as defined in *The Wildlife Act, 1998*.
- h. "Graffiti" means any drawings, inscription, writing or other mark that disfigures or defaces any building, accessory building, fence or other structure, however made, or otherwise affixed.
- i. "Junked Vehicle" means any automobile, tractor, truck, trailer or other vehicle that:
  - i. Either:
    - 1. has no valid license plates attached to it; or
    - 2. is inoperative, or inoperable, or cannot be moved by its own power at the request of an Officer; or
    - 3. is in a rusted, wrecked, partly wrecked, dismantled, partly dismantled, inoperative or abandoned condition; and
  - ii. is located on private land, but that:
    - 1. is not completely obscured or enclosed within a structure erected in accordance with any Bylaw respecting the erection of buildings and structures in force within the Municipality; and
    - 2. does not form a part of a business respecting a garage, salvage yard, junk yard or other enterprise lawfully being operated on that land.
- j. "Minimum property standards" means the standards defined in Sections 13 through 41 of this Bylaw.
- k. "Municipality" means the Resort Village of Elk Ridge.
- l. "Nuisance" means a condition of a property, or a thing, or an activity, that adversely affects or may adversely affect.
  - i. the safety, health or welfare of people in the neighbourhood;
  - ii. people's use and enjoyment of their property; or
  - iii. the amenity of a neighbourhood; and includes:
    - 1. a building that:

- a. is an imminent danger to public safety, and as such shall be deemed to include, without limitation, a building that is unoccupied or damaged;
  - b. is the subject of an Order for repair or remedy issued pursuant to a bylaw of the Municipality or other provincial or federal legislation or regulation for which such repair or remedy has not been completed within a timeframe established within that Order.
2. land that is overgrown with grass and weeds;
  3. untidy and unsightly property;
  4. junked vehicles; and
  5. open excavations on property.
- m. "Occupant" means an occupant as defined in *The Municipalities Act*.
  - n. "Owner" means an owner as defined in *The Municipalities Act*.
  - o. "Peace Officer" means a peace officer (including RCMP) as defined in the *Summary Offences Procedures Act*.
  - p. "Property" means land or buildings or both, or any structure.
  - q. "Structure" means anything erected or constructed, the use of which requires temporary or permanent location on, or support of, the soil, or attached to something having permanent location on the ground or soil; but not including pavements or curbs.
  - r. "UAV" or "unmanned air vehicle" means a power-driven aircraft, other than a model aircraft, that is designed to fly without a human operator on board.

**Responsibility**

4. Unless otherwise specified, the owner of a property, including land, buildings and structure, shall be the responsible for carrying out the provision of this Bylaw.

**Nuisances Prohibited Generally**

5. No person shall cause or permit a nuisance to occur on any property owned or occupied by that person.

## Dilapidated Buildings

6. Notwithstanding the generality of Section 5, no person shall cause or permit:
  - i) a building or structure to deteriorate into a ruinous or dilapidated state such that the building or structure;
    - a) is deemed dangerous to public health or safety;
    - b) substantially depreciates the values of other land or improvements in the neighbourhood.
  - ii) an unoccupied building to become damaged or to deteriorate into a state of disrepair such that the building is or shall become an imminent danger to public safety.
  
7. Notwithstanding the generality of Section 5, no person shall cause or permit:
  - i) the land to be overgrown in excess of 20 cm in height with grass or weeds with the exception of any growth which forms part of a natural garden that has been deliberately planted to produce ground cover, including one or more species of wildflowers, shrubs, perennials, grasses or combinations of them, whether native or non-native, consistent with a managed and natural landscape other than regularly mown grass.
  - ii) trees, flowers, shrubs, or other foliage or fauna to encroach onto any public property or right of way.
  
8. Notwithstanding the generality of Section 5, no owner nor any occupant of a property shall cause or permit:
  - i) any land or buildings to become untidy and unsightly due to the accumulation of new or used lumber, cardboard, paper, newspapers, appliances, tires, cans, barrels, scrap metal or other waste materials or junk;
  - ii) human habitation in any accessory building on that property;
  - iii) any accessory building to be electrified or heated through the use of electrical cords being fed from a permanent structure;
  - iv) any basement, excavation, drain, ditch, watercourse, pond, surface water, swimming pool or other structure to exist in or on any private land or in or about any building or structure which is dangerous to the public's safety or health.
  
9. Notwithstanding the generality of Section 5, no person shall permit graffiti to remain on any building, accessory building, fence, dock or on any other structure on property owned or occupied by that person.
  
10. Notwithstanding the generality of Section 5, no person shall cause or permit any junked vehicle to be kept on any land owned or occupied by that person.

11. Subject to Section 10 on any individual property, up to two (2) unlicensed vehicles may be stored if garaged, or properly covered in such a manner as to be protected from the elements, and in accordance with Section 3 i).

### **General Duty to Maintain**

12. All property, including land, buildings and structures, shall be maintained in accordance with the minimum standards prescribed in this bylaw.
13. Every occupant of a property, including land, buildings and structures, shall:
  - i) keep in a clean and sanitary condition that part of the property which the occupant occupies or controls;
  - ii) maintain exits to the exterior of the building(s) in a safe and unobstructed condition;
  - iii) dispose of garbage and refuse and keep the property free from rubbish and other debris which might constitute fire, health or safety hazards;
  - iv) ensure sufficient waste and recycling receptacles are contained on the property for the collection and disposal of any waste or recycling material, when that property is under construction or renovation or being improved or undergoing a demolition.
14. For the purpose of determining if sufficient waste and recycling receptacles are contained on the property pursuant to Section 13, the mere presence of waste or recyclable material spewed at or near the outside of a receptacle, or on the property is evidence that there are insufficient receptacles for the collection of waste and recycling material at the property.

### **Yards**

15. A yard shall be kept free and clean from:
  - i) garbage and junk;
  - ii) junked vehicles and dismantled machinery;
  - iii) excessive growth of weeds or grass;
  - iv) holes and excavations that could cause an accident or injury;
  - v) an infestation of rodents, vermin or insects;
  - vi) dead or hazardous trees,
  - vii) trees encroaching on any public property
  - viii) trees or shrubs encroaching onto private property; and
  - ix) sharp or dangerous materials.

## **Outdoor Storage of Materials**

16. Any building materials, lumber, scrap metal, boxes or similar items stored in a yard shall be neatly stacked in piles and elevated off the ground at least 150 millimetres and 1 meter from the property line so as not to constitute a nuisance or harbourage for rodents, vermin and insects.
17. Accessory buildings, fences and any structures shall be kept:
  - i) in a safe and reasonable state of repair;
  - ii) free of infestation by rodents, vermin and insects;
  - iii) free of health, fire and safety hazards;
  - iv) free of graffiti;
  - v) free of material that is in a damaged or poor condition;
  - vi) equipped with doors or closures and shall be kept secured so as to prevent unauthorized entry.

## **Building Condition**

18. The components of every building, including roofs, stairs, railings, porches, decks, joists, rafters, beams, columns, foundations, floors, walls and ceilings shall be kept in reasonable state of repair, and shall be suitably protected from the elements.
19. The foundation of a building shall not allow the ingress of water through cracks or other damage.
20. All exterior surfaces of a building shall be made of materials which provide adequate protection from the weather.
21. Exterior walls shall be covered with an application of paint, stain, stucco, brick, stone facing, siding or other similar protective surface to protect the walls from deterioration due to moisture penetration.
22. Exterior walls shall be free of holes, breaks, loose or rotting boards or timbers or any other conditions which might admit rain or dampness to the interior walls or the interior spaces of the building.
23. All exterior surfaces shall be free of graffiti.
24. A roof, including the shingles, fascia boards, soffit, cornice and flashing shall be watertight so as to prevent deterioration or leakage of water into the building, or the entry of vermin.

25. Loose materials, including dangerous accumulations of snow and ice, above entrances or exits and egress windows, shall be removed from the roof of a building as soon as reasonably possible so as to prevent damage to the building or injury to persons in or near the building.
26. Water running off a roof shall be carried away from the building so as to not cause dampness in the walls, ceilings or floors in a building. Downspouts shall be used to direct water away from a building but shall not be positioned in such a way as to direct water on to an adjacent property or toward a public improvement, walkway or other public area in a manner which may result in a hazardous condition or damage by erosion.
27. Eaves troughs, downspouts, and extensions shall be watertight and in good repair.

#### **Exterior Doors, Storm Doors, Windows and Screens**

28. A door shall be provided at each entrance to a building, and when closed, it shall be reasonably tight-fitting within its frame.
29. Exterior doors, storm doors and storm windows shall be kept in a reasonable state of repair, and shall be weather-tight so as to perform their intended function.
30. Openable windows within 2 metres (79 inches) of ground level shall have an acceptable locking mechanism.
31. Exterior doors shall have an acceptable locking mechanism.
32. Windows and doors which open to the exterior and which are used for natural ventilation shall be screened so as to provide protection from the weather and insects.

#### **Stairs, Porches, Decks and Railings**

33. Stairs, porches, decks, docks and railings shall be kept in good repair with no components that are broken, loose, rotted or warped. A handrail shall be installed on at least one side of all exterior stairs having more than three risers.
34. A guardrail shall be installed on all open sides where the difference in elevation between the adjacent ground level the walking surface exceeds 600 millimetres (24 inches).
35. Guardrails shall be 900 millimetres (35 inches) in height where the walking surface is not more than 1800 millimetres (70 inches) above grade.



36. Guardrails shall be 1070 millimetres (42 inches) height where the walking surface is greater than 1800 millimetres (70 inches) above grade.
37. Guardrails shall have openings not exceeding 100 millimetres (4 inches) between the balusters and shall not facilitate climbing.

### **Electrical Services**

38. All buildings shall be supplied with electrical service that is adequate to safely meet the electrical needs of the building.
39. All electrical outlets and lighting shall be in good working condition with required covers and no exposed wiring.
40. Overhead electrical masts must be in a condition that can support the electrical wire.
41. At any time, the Designated Officer may request the owner to obtain a certified electrician or electrical inspector to provide written documentation that the electrical component(s) meet the National Electrical Code of Canada. Failure to do so shall be an offence under this bylaw

### **General Offences**

42. No person shall cause, or allow to be caused, an open fire to be started on any public property of the Municipality, or any property under the direction, control or maintenance of the Municipality without authorization or permit.
43. No person shall operate an UAV at, near, within or over any private property without the permission of the property owner or occupant.
44. No person shall operate a UAV with a take off weight greater than 2 kilograms within the Municipality.
45. No person shall discharge a firearm within or over any private property, public road, right of way, or public reserve within the municipality.
46. For greater clarification to Section 43, a UAV is deemed to be flying over a property if the UAV is over the property and;
  - i) Is operated at a distance less than 30 meters' perpendicular to the ground;

- ii) The property has any vehicles, improvements, structures, buildings on the property, within 30 meters, measured perpendicularly from the top portion of any vehicles, improvements, structures, buildings.

### **Bylaw Exemptions**

- 47. It shall not be an offence against section 42 of this Bylaw if such open fire is started, or is allowed to be started;
  - i) in an approved fire box, stand, pit or enclosure approved by the Municipality for the purpose of a fire;
  - ii) if approved by a Designated Officer or Council.
  
- 48. It shall not be an offence in Section 43 of this bylaw when the UAV is operated by a Peace Officer, municipal, provincial or federal government department or agency while engaged in their duty.
  
- 49. It shall not be an offence in Section 44 of this bylaw when the UAV is operated by a Peace Officer, municipal, provincial or federal government department or agency in the execution of their duty or if that person provides prior written notice to the municipality by the filing of a letter, exemption or instrument from Transport Canada permitting the UAV operation.
  
- 50. It shall not be an offence against section 45 of this bylaw if such discharge;
  - i) is done by or at the lawful direction or authorization of a Peace Officer while in the performance of their duty;
  - ii) was lawfully authorized under a provincial or federal law or regulation.
  
- 51. The Municipality shall not be bound by this Bylaw with respect to their operations at property, or portion of a property, as may be identified and approved by a resolution of Council.

### **Enforcement of Bylaw**

- 52. Administration and enforcement of this bylaw is hereby delegated to the Designated Officer.

### **Inspections**

- 53. The inspection of property by the Municipality to determine if this Bylaw is being complied with is hereby authorized.
  
- 54. Inspections under this Bylaw shall be carried out in accordance with Section 362 of the Municipalities Act.

55. No person shall obstruct a Designated Officer who is authorized to conduct an inspection under this Bylaw, or a person who is assisting a Designated Officer.

56. A Designated Officer may request that the owner or occupant supply confirmation of a condition, a thing or an activity by providing a certificate, letter, or any other documentation from an expert in a field related to the condition, thing, or activity. Failure to do so is an offence under this Bylaw.

#### **Order to Remedy Contraventions**

57. If a Designated Officer finds that a person is contravening this Bylaw, the Designated Officer may, by written Order, require the owner or occupant of the property to which the contravention relates to remedy the contravention.

58. Orders given under this Bylaw shall comply with Section 364 of the Municipalities Act served in accordance with Section 390 of the Municipalities Act.

59. In addition to any provision of this Bylaw a Designated Officer may post a notice or placard at a property not complying with the conditions of this Bylaw.

#### **Registration of Notice of Order**

60. If an Order is issued pursuant to this bylaw, the Municipality may, in accordance with Section 364 of the Act give notice of the existence of the Order by registering an interest against the title to the land that is the subject of the Order.

#### **Appeal of Order to Remedy**

61. A person may appeal an Order made pursuant this bylaw in accordance with Section 365 of the Act.

62. Appeals shall be made initially to the Administrator.

#### **Municipality Remedying Contraventions**

63. The Municipality may, in accordance with Section 366 of the Act, take whatever actions or measures are necessary to remedy a contravention of this Bylaw.

64. A Designated Officer may direct or authorize the removal of any vehicles not in compliance with this Bylaw off of the property in contravention, at the expense of the property owner.

65. In addition to any actual cost associated for remedying a contravention of this Bylaw or the Act, the Administrator may levy a fee of \$150 or 12% of the cost, which ever is greater.

66. Any unpaid expenses, fee(s) or costs incurred by the Municipality in remedying a contravention of this Bylaw or the Act may be recovered either by:

- i) civil action for debt in a court of competent jurisdiction in accordance with Section 368 of the Act; or
- ii) adding the amount to taxes on the associated property in accordance with Section 369 of the Act.

67. In the event that it becomes an emergency to remedy a contravention of this Bylaw, the Municipality may take whatever actions or measures are necessary to eliminate the emergency in accordance with the provisions of Section 367 of the Act.

### **Offences and Penalties**

68. No person shall:

- i) fail to comply with an Order made pursuant to this Bylaw;
- ii) obstruct or hinder any Designated Officer or any other person acting under the authority of this Bylaw;
- iii) fail to provide to a Designated Officer any certificate, letter, or any other documentation, information or instrument within the prescribed time when requested to do so by a Designated Officer;
- iv) fail to comply with any provision of this Bylaw.

69. No person other than a Designated Officer shall remove, deface, alter or destroy any Order or Notice posted at a property issued pursuant to this Bylaw.

70. Every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction, in addition to any surcharge imposed by the Court:

- i) In the case of an individual, to a fine of not less than \$350 and not more than \$10,000;
  - a) on a first offence, a fine not less than \$350;
  - b) on a second offence, a fine not less than \$550;
  - c) on a third offence, a fine not less than \$1,000.
- ii) In the case of a corporation, to a fine of not less than \$500 and not more than \$25,000;
  - a) on a first offence, a fine not less than \$500;
  - b) on a second offence, a fine not less than \$800;
  - c) on a third offence, a fine not less than \$1750;



# DISPENSE WITH MAILING OF ASSESSMENT NOTICES

## RESORT VILLAGE OF ELK RIDGE

### BYLAW 11 - 2022

#### A BYLAW TO DISPENSE WITH THE MAILING OF ASSESSMENT NOTICES


The Council of the Resort Village of Elk Ridge enacts as follows:


The assessor of the Resort Village of Elk Ridge is hereby authorized to dispense with the mailing of assessment notices where:

- (a) The assessed value with respect to any land or improvement has not changed from the previous year's assessed value; or
- (b) The assessed owner of the property has not changed from the previous year's assessed owner.

This Bylaw shall come into effect on the day of its final passing.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of July, 2022.

**BYLAW NO. 13 - 2022**  
**RESORT VILLAGE OF ELK RIDGE**

**A BYLAW RESPECTING PERMIT FEES FOR TRAILER PARKS, CAMPGROUNDS, RECREATION  
VEHICLE PARKS AND MOBILE HOME PARKS**

The Council of the Resort Village of Elk Ridge enacts as follows:

**Part I General Matters**

**TITLE**

1. This Bylaw shall be referred to as the *"The Trailer Licensing Fee Bylaw"*

**PURPOSE**

2. The purpose of this Bylaw is to permit the operation of trailer parks, campgrounds, RV parks and mobile home parks so as to:
  - a. ensure compliance with land-use and building regulations;
  - b. provide for a service fee for the operation;
  - c. gather land-use information; and
  - d. facilitate planning decisions.

**DEFINITIONS**

3. In this Bylaw;
  - a. **"Administrator"** means the Administrator of the Municipality or designate.
  - b. **"Council"** means the Council of The Resort Village of Elk Ridge;
  - c. **"Designated Officer"** means a person appointed by the Municipality to enforce this Bylaw and shall include a Peace Officer;
  - d. **"Municipality"** means The Resort Village of Elk Ridge;
  - e. **"Peace Officer"** means a peace officer as defined in *The Summary Offence Procedures Act*;
  - f. **"Occupied"** means with respect to a site that has any item related to the use of the property, or any other items so stored or placed, on or within that site for any period of

time;

- g. **“Operation”** means any and all trailer parks, campgrounds, RV parks and mobile home parks located or operated within the municipality;
- h. **“RV”** means recreation vehicle;
- i. **“Site”** shall have the meaning as defined by the Zoning Bylaw for the Municipality;
- j. **“Unit”** means a single recreational vehicle, trailer coach, mobile home, truck camper motor home, fifth wheel and travel trailers or other such approved accommodation intended for use in a trailer park, campground, RV park or mobile home park.

## Part II General Licensing

- 4. The owner or operator of every trailer park, campground, mobile home park or RV park used for seasonal, long term and/or residential purposes within the Municipality shall obtain an Operation Permit from the Administrator of the municipality prior to any operation of a trailer park, campground, mobile home park or RV park.
- 5. The application of, or issuance of, any Operational Permit is required in addition to any other municipal, provincial or federal licence or permit that may be required.
- 6. The applicant must apply in writing annually for an Operations Permit and complete the application in a form as approved by the Administrator.
- 7. The Administrator shall issue an Operational Permit once the application is completed to the satisfaction of the Municipality.
- 8. If an Operational Permit holder contravenes any term or condition of the permit or of this Bylaw, or any municipal or provincial law or a requirement of that operation, the Municipality may suspend or cancel the Operational Permit providing 60 day notice is given.
- 9. The Operational Permit shall be in the form as approved by the Municipality as attached in Schedule “A”.



10. Each Operational Permit holder is responsible for remitting a per site service fee to the Municipality. The service fee shall be in an amount approved by Council in attached Schedule "B". Such service fee shall be incurred each year for the period January 1 to December 31 inclusive as per schedule "B".
11. Any service fee not paid by the prescribed time shall be subject to a late payment financial penalty as listed in Schedule "B".
12. The administration and enforcement of this Bylaw is hereby delegated to a Designated Officer for the Municipality.
13. The inspection of any property in the Municipality to determine if this Bylaw is being complied with is hereby authorized.

#### **Offences and Penalties**

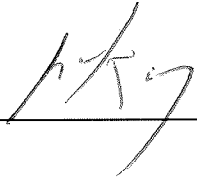
14. No person shall:
  - a. obstruct or hinder any Designated Officer or any other person acting under the authority of this Bylaw; or
  - b. fail to comply with any provision of this Bylaw.
15. Except where, or in addition to, a penalty is specifically provided for in this Bylaw, every person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction:
  - a. in a case of an individual, to a fine not less than \$250.00 and not exceeding \$10,000.00 and, in the case of a continuing offence, to a further fine not exceeding \$10,000.00 for each day during which the offence continues;
  - b. in the case of a corporation, to a fine not less than \$450.00 and not exceeding \$25,000.00 and, in the case of a continuing offence, to a further fine not exceeding \$25,000.00 for each day during which the offence continues; and
  - c. not more than one year in jail.


**Coming into Force**

16. No prosecution for a contravention of this Bylaw may be commenced more than two years after the date of the alleged offence.

17. This Bylaw comes into force and takes effect on final passing.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted

This 12<sup>th</sup> day of July, 2022.

**Schedule "A"**

**Bylaw 13 - 2022 Operational Permit**

\_\_\_\_\_ of \_\_\_\_\_  
*Person or representative of the operation* *Name of company or operations (if applicable)*

has received permission from The Resort Village of Elk Ridge to operate a Trailer Park, Campground, Mobile Home Park, RV Park, as the case may be, within the Municipality. All fees, and penalties if applicable, are to be paid in full on or prior to June 30<sup>th</sup> in the year that the service fees are levied. This permit application should be received by the Administrator by January 31 annually. The Resort Village of Elk Ridge may rescind or revoke the permit at its discretion upon providing not less than a 60 day notice to the property owner.

You are permitted to operate not more than \_\_\_\_\_ sites, with not more than one unit per site.

*This Operational Permit is Non-Transferable*

Issued this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_\_\_\_, Elk Ridge, SK

\_\_\_\_\_  
Administrator

## Schedule "B"

### Service Fees

The service fee shall be **\$325.00** for each site, calculated as follows:

\$100 Fire Service  
\$225 Site Service Fee  
\$325 Total

Operational Permit Holder Administration fee shall be \$50.00 annually.

Late Payment Penalty shall be 12% per annum, calculated monthly, of outstanding monies owed to the Municipality.

# RESORT VILLAGE OF ELK RIDGE

## BYLAW NO 14-2022

### A BYLAW TO ESTABLISH A PUBLIC NOTICE POLICY

The Council of the Resort Village of Elk Ridge Resort, enacts as follows:

#### 1. PURPOSE

- 1.1 The purpose of this Bylaw is to set out the minimum notice requirements, the methods of notice to be followed in providing such notice, and the minimum time for giving notice with respect to any matters for which public notice is required to be given by Council.

#### 2. DEFINITIONS

- 2.1 For the purpose of this Bylaw, the following terms and words shall have the following meanings:
- (a) **“Affected parties”** shall mean those members of the public who are, in the opinion of the Administrator, directly and uniquely affected by a matter under consideration by Council, to an extent greater than other members of the general public;
  - (b) **“Council”** means the elected officials of the Resort Village of Elk Ridge;
  - (c) **“Administrator”** means the person appointed as the Administrator for the Resort Village of Elk Ridge or his/her duly authorised representative or designate; and
  - (d) **“Clear days”** shall mean the number of calendar days, excluding the day of original posting, publishing or mailing, as the case may be, and excluding the day of the Council meeting;

### 3. MATTERS FOR WHICH NOTICE MUST BE GIVEN

3.1 Public notice in accordance with this Bylaw shall be given before Council initially considers the following matters:

- (a) Permanently closing or blocking off a street, lane or walkway;
- (b) Disposition of municipal lands or buildings;
- (c) Selling or leasing land for less than fair market value and without a public offering;
- (d) Prohibiting or limiting the number of businesses of a particular type in an area of the Municipality or specifying separation distances between businesses of a particular type;
- (e) Borrowing money, lending money or guaranteeing the repayment of a loan;
- (f) Imposing a special tax or determining the use to which excess revenue from a special tax is to be put;
- (g) Establishing a purchasing policy;
- (j) Establishing a business improvement district;
- (j) Setting remuneration for council or committee members and other bodies established by the council;
- (k) Increasing or decreasing the number of councilors on Council;
- (l) Amending or repealing a bylaw for which public notice was a requirement at the time the bylaw was passed;
- (m) Any matter where holding a public hearing is required under *The Municipalities Act* or any other Act except where the Act contains its own public notice provisions;
- (n) Discussing a matter at a public meeting held as a result of a petition signed by the required number of electors;
- (o) Establishing, altering, or dissolving an additional service area;
- (p) Enacting or amending a council procedures bylaw;

- (q) Availability of a financial audit or management audit pursuant to subsection 140.1(11) of *The Municipalities Act*;
- (r) The establishment of a tax cancellation or abatement policy;
- (s) The amendment or repeal of a bylaw or resolution when the resolution or bylaw was passed as a result of a vote of the electors where at least three years have passed from the date that the bylaw or resolution was passed and a vote of the voters is not being held regarding the proposed current action;
- (t) An unscheduled regular meeting of council or council committee, including a rescheduled regular meeting of council or council committee;
- (u) A special meeting of council;

#### **4. NOTICE TO THE GENERAL PUBLIC AND AFFECTED PARTIES**

4.1 Notice shall be given to the general public for all matters set out in subsection 3.1 (a to s) in accordance with this section:

- (a) notice of the matter shall be posted at the Municipal Office at least seven (7) days prior to the meeting at which Council will initially consider the matter; and
- (b) notice of the matter shall be posted in a conspicuous place in the Municipality at least seven (7) days prior to the meeting at which Council will initially consider the matter.

4.2 Notice shall be given to the general public for the matter set out in subsection 3.1 (m) in accordance with this section:

- (a) notice of the matter shall be posted at the Municipal Office at least twenty-one (21) days prior to the meeting at which Council will initially consider the matter; and

(b) notice of the matter shall be posted in a conspicuous place in the Municipality at least twenty-one (21) days prior to the meeting at which Council will initially consider the matter.

4.3 Notice shall be given to the general public for the matters set out in subsections 3.1 (u) by posting the notice in the Municipal Office.

4.4 In addition to the general notice requirements of section 4.1, **additional** notice shall be given in accordance with subsection 4.5 to all affected parties when Council is initially considering the following matters:

- (a) Prohibiting or limiting the number of businesses of a particular type in an area of the municipality or specifying separation distances between businesses of a particular type;
- (b) Permanently closing or blocking off a street, lane or walkway;
- (c) Permanently modifying an intersection with the use of physical barriers;
- (d) Imposing a special tax or determining the use to which excess revenue from a special tax is to be put; and
- (e) Establishing a business improvement district.

4.5 **Additional** notice of the matters listed in subsection 4.4 shall be given using either of the following methods:

- (a) By mailing notice of the matter to all affected parties by ordinary mail which is to be postmarked no later than seven (7) clear days prior to the day of the Council meeting at which the matter will initially be considered; or
- (b) By leaving notice of the matter in a mail receptacle at the address of the affected party at least seven (7) clear days prior to the day of the Council meeting at which the matter will initially be considered; or
- (c) By sending electronic notice where appropriate.



**5. NOTICE OF FURTHER DEALINGS RESPECTING A MATTER**

5.1 The notice requirements provided for in this Bylaw shall only be applied when Council initially considers a matter. For purposes of clarity, unless otherwise directed by Council, no notice, including notice to affected parties, will be given of any subsequent meeting of Council at which the matter will be considered.

**6. DISCRETION OF COUNCIL**

6.1 The notice requirements set forth in this Bylaw are minimum requirements and are not intended to limit Council's discretion to provide additional notice, utilizing different or additional methods or repeating notice, as may be deemed appropriate by Council.

**7. RESPONSIBILITIES OF ADMINISTRATOR**

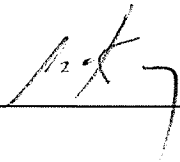
7.1 The Administrator shall be responsible to Council for ensuring compliance with this Bylaw and may, in his/her absolute discretion:


- (a) Refuse to place any item on the agenda of Council, where there has been substantive non-compliance with the notice requirements of this Policy;  
or
- (b) Where there have been deficiencies in meeting the notice requirements provided for in this Bylaw, place any item on the agenda of Council, with a caution to members of Council that the matter should be tabled pending full compliance with the notice requirements set forth in this Bylaw.

**8. COMING INTO FORCE**

8.1 This Bylaw shall come into effect on the day of its final passing.



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read a third time and adopted  
this 12<sup>th</sup> day of July, 2022.