



**RM of Hoodoo
November 5, 2024 - Regular - 08:00 AM**

- 1 Call To Order**
- 2 Conflict of Interest**
- 3 Approval of Agenda**
- 4 Adoption of Minutes**
- 5 Notice of Proclamations**
- 6 Presentations and Recognitions**
- 7 Public Hearings**
- 8 Delegations**
- 9 Communications**
- 10 Reports of Administration**
 - 10.1 Foreman's Report
 - 10.2 Administrator Report
 - 10.3 Assistant Administrator/Development Report
 - 10.4 Financial Reports
 - 10.5 List of Accounts for Approval
 - 10.5.1 Additional payments for approval
 - 10.6 Admin information reports - repairs & maintenance, fuel, septic hauler summary
- 11 Reeve & Councilors Forum**
- 12 Unfinished Business**
 - 12.1 Cudworth Childcare Centre - Donation request
 - 12.2 Discretionary Use Application - Seacan - 5311A Osze Beach Drive
 - 12.3 Discretionary Use Application - Seacan - 5335A Osze Beach Drive
 - 12.4 Storage Lot Renewals
- 13 New Business**
 - 13.1 NCRPA - bylaw for the RM of Hoodoo to pass to join as a member
 - 📎 Draft Bylaw 16, 2024 - Hoodoo Utility Water Bylaw, 2024
 - 13.2 Osze storage lots & NCRPA water line
 - 13.3 Water rate increase - RM of Hoodoo
 - 13.4 Shop tender results
 - 13.5 Council training

- 13.7 SARM Midterm Convention - Nov 20 & 21 - Saskatoon
 - 📎 SARM Midterm Convention - Nov 20 & 21 - Saskatoon - agenda
- 13.8 Fire agreement renewals
- 14 Bylaws**
- 14.1 Bylaw 16, 2024 - Hoodoo Water Utility Bylaw, 2024
 - 14.1.1 First Reading
 - 14.1.2 Second Reading
 - 14.1.3 Waiver
 - 14.1.4 Third Reading
- 15 Committee of the Whole - In Camera**
- 16 Reconvene to Council**
- 17 Public Forum**
- 18 Date of Next Meeting**
- 19 Adjournment**



**RM OF HOODOO NO. 401
BYLAW 16, 2024**

A BYLAW TO AUTHORIZE THE CONTINUATION OF THE MUNICIPAL CORPORATION KNOWN AS THE *NORTH CENTRAL RURAL PIPELINE ASSOCIATION* AS A NOT-FOR-PROFIT CONTROLLED CORPORATION KNOWN AS THE *NORTH CENTRAL RURAL PIPELINE ASSOCIATION INC.* AND TO ENACT CONSEQUENTIAL AMENDMENTS

Purpose

WHEREAS on June 8, 1999, the Council passed Bylaw No. 3, 1999 to enter into an agreement with neighboring municipalities to create a Public Utility Board through a municipal corporation known as the “North Central Rural Pipeline Association” (“NCRPA”).

AND WHEREAS under the direction of the participating municipalities, the NCRPA has reorganized as a not-for-profit, membership corporation, established pursuant to Section 8 and Division 3 of *The Municipalities Act*, now known as the “North Central Rural Pipeline Association Inc.”, (“NCRPA Inc.”).

NOW THEREFORE this Bylaw is to enable the Council to enter into an agreement with other municipalities to continue providing a public utility service as a member of the NCRPA Inc., and to make consequential amendments.

The Council of the Municipality of Hoodoo No. 401 in the Province of Saskatchewan, enacts as follows:

Citation

1. This Bylaw may be cited as the “Hoodoo Water Utility Bylaw, 2024”;

Definitions

2. In this bylaw, the following terms shall have the meanings ascribed in this paragraph:
 - a. “Municipality” means the Rural Municipality of Hoodoo No. 401

- b. “*The Municipalities Act*” or the “Act” means *The Municipalities Act*, c.M-36.1, SS 2005 as amended;
- c. “NCRPA” means the North Central Rural Pipeline Association, the former municipal corporation;
- d. “NCRPA Inc.” means the North Central Rural Pipeline Association Inc., a not-for-profit, membership corporation established as a controlled corporation pursuant to Division 3 of *The Municipalities Act*;
- e. “Water System” means the water distribution pipeline which is operated and maintained by the North Central Rural Pipeline Association Inc., and includes all equipment, machinery, pumping system, and facilities of any kind that are part of, or relate to the provision of water to subscribers located in the Municipality.

Applicability

- 3. This Bylaw applies to all persons in the Municipality, whether or not they are a subscriber for water service from the NCRPA Inc.

Continuation of the NCRPA Public Utility Board

- 4. The Public Utility Board known as the North Central Rural Pipeline Association, established on January 16, 1997, pursuant to Bylaw 3, 1999 of the Rural Municipality of Hoodoo No. 401, in agreement with other municipalities, is continued as the North Central Rural Pipeline Association Inc. in conjunction with the following municipalities:
 - Rural Municipality of Bayne No. 371
 - Rural Municipality of Fish Creek No. 402
 - Rural Municipality of St. Louis No. 431
 - Rural Municipality of Invergordon No. 430
 - Rural Municipality of Birch Hills No. 460
 - The Resort Village of Wakaw Lake
- 5. The operating bylaw for the NCRPA Inc. titled Bylaw No. 1, a copy of which is attached to this Bylaw as Schedule 2, and is approved as the operating bylaw for the NCRPA Inc.;
- 6. The Municipality hereby takes up a membership in the NCRPA Inc.
- 7. Pursuant to s. 33(2)(b) of the Act, the Municipality hereby delegates to the NCRPA Inc. all of the powers conferred on the council by sections 23 to 32 of the Act;
- 8. All of the actions taken by the NCRPA Inc. during the reorganization from a municipal corporation to the not-for-profit corporation, are hereby ratified and approved;
- 9. The Municipality shall appoint such person as may be determined by ordinary resolution of the Council, to hold a seat on the Board of Directors of the NCRPA Inc. in accordance with Bylaw No. 1 of the NCRPA Inc. This appointment shall not come into effect until the revised by-law of the NCRPA Inc. is enacted by the Board of directors.
- 10. The NCRPA Inc. shall assume all responsibility for providing the public utility service for potable water supply within the Municipality from the NCRPA;

11. All agreements made with the NCRPA that are in force at the time this bylaw comes into force, shall be assumed by the NCRPA Inc.;
12. All of the assets, liabilities, obligations, and contracts where the NCRPA, is a party, shall be transferred to and assumed by the NCRPA Inc.;
13. The NCRPA Inc. shall inherit all of the rights and obligations of the NCRPA including but not limited to:
 - a. To receive payments for accounts receivable in respect of water use, arrears, penalties, interest, etc., payable to the NCRPA;
 - b. To pay accounts payable that are outstanding for the NCRPA;
 - c. All obligations and liabilities in respect of any employees of the NCRPA, including for holiday pay, payroll taxes and deductions, etc.
14. Except for emergency services and personnel, acting in response to an actual emergency:
 - a. No person shall access, or attempt to access the Water System or to use water from the Water System unless they are a subscriber of the NCRPA Inc.;
 - b. No person shall, by willful act or omission, where the person knows or ought to have known that such willful act or omission would or may cause damage to, or interference with the normal operation of, any part of the Water System, including metering and billing for water use from the Water System.
 - c. No person shall access or attempt to access water from the Water System in any manner where such access circumvents an NCRPA Inc. approved metering system, and/or where such access is will allow access to water from the Water System without payment to the NCRPA Inc.;

Penalties and Enforcement

15. Any person who is in contravention of Section 14 of this Bylaw is guilty of an offence and is subject to:
 - a. a fine not exceeding \$1,000.00 for the first offence;
 - b. a fine not exceeding \$2,000.00 for the second and subsequent offences;

Transitional

16. This Bylaw comes into force when passed by the council of the Municipality.

Repeal

17. Upon coming into force of this Bylaw, Bylaw 3,1999 is repealed.

Continued next page

[SEAL]

Reeve

Administrator

Read a third time and adopted
this ____ day of _____

Administrator

DRAFT

NORTH CENTRAL RURAL PIPELINE ASSOCIATION INC.

the "Corporation"
a Public Utility;
Not for Profit Membership Corporation

CORPORATE BYLAW No. 1, 2024

BEING A BYLAW OF THE NORTH CENTRAL RURAL PIPELINE ASSOCIATION INC. FOR THE SUPPLY AND MANAGEMENT OF MUNICIPAL WATER UTILITY SERVICES IN MEMBER MUNICIPALITIES IN NORTHERN SASKATCHEWAN

WHEREAS Section 23 of *The Municipalities Act* c. M-36., as amended, provides that a municipality may provide a public utility service directly, through a controlled corporation, or by agreement with any person;

AND WHEREAS the Corporation was formed in 1999 as a Municipal Corporation, to provide water utility services to certain Rural Municipalities, the subscriber base has expanded to now include eight member municipalities;

AND WHEREAS the Corporation has re-organized and registered as a not-for-profit corporation pursuant to *The Non-Profit Corporations Act, 2022*;

NOW THEREFORE Bylaw 3,1999 enacted by the Corporation before the reorganization is revoked and replaced by this Bylaw 1, 2024;

1. DEFINITIONS

1.1 In this Bylaw:

- a) "Act" means *The Municipalities Act, 2006*, c. M-36.1 S.S. 2005, as amended.
- b) "Annual Meeting" means the Annual Meeting of Members and Subscribers of the Corporation;
- c) "Corporation" means the North Central Rural Pipeline Association Inc., a not-for-profit corporation duly registered pursuant to the *The Non-Profit Corporations Act, 2022*, and is a controlled corporation established pursuant to Section 23(1) of the Act;
- d) "Board" and "Board of Directors" means the board of directors of the Corporation;
- e) "Member" means any Municipality that has enacted a bylaw, and entered into an agreement with the Corporation pursuant to s. 23 of the Act, and includes the following:
 - i) A Municipality;
 - ii) A Municipal District;
 - iii) Any other Person or entity that is designated by the Corporation as a Member;
- f) "Municipality"; has the definition as contained in the Act, and includes a "Municipal District", and "Other Municipality" as defined in the Act;
- g) "Subscriber" means a person, family, group, organization or corporation who has entered into an Agreement with the Utility, and who has a water connection with the Utility. Where more than one person, group, organization, or corporation shares a single water connection, all those persons, groups, organizations, or corporations sharing a water connection shall collectively be considered a single Subscriber;

- h) "Utility" means the Corporation;
- i) "Water User" means persons who receive the benefit of the public utility provided by the Corporation, and includes a tenant of a Subscriber.

2. MEMBERS

2.1 There shall be one class of member for the corporation:

- a) Class "A" Members:
 - i) Each Member is a Class "A" member;
 - ii) Each Class "A" member shall be entitled to appoint one person to sit as a director on the board of directors;

3. BOARD OF DIRECTORS

3.1 The board of directors shall consist of a minimum of 5 and maximum of eleven (11) directors comprised of:

- a) A maximum of one (1) director appointed by each Member;
- b) The Administrator of the Corporation who shall hold a seat on the board of directors *ex officio*;

3.2 Appointment of directors by Members:

- a) Each Member may, by ordinary resolution, appoint a person to the board of directors;
- b) A director appointed by a Member may be removed at any time by ordinary resolution of the Member that appointed that director;
- c) Appointments of directors by Members shall be made not less than 7 days prior to the start of the term for which the appointee will hold office;
- d) Where a director fails to complete their term of office for any reason, the Member that appointed that director may appoint a replacement director to hold office for the remainder of the exiting director's term of office;

3.3 Voting rights:

- a) Each director appointed by a Member, shall have one (1) vote at meetings of the board of directors;
- b) The Administrator shall have a vote only when there is a tie from the votes of the directors;

3.4 A quorum of the board shall be 50% of the directors appointed, plus one.

4. QUALIFICATIONS OF DIRECTORS AND TERM OF OFFICE

4.1 All directors must meet the following qualifications and restrictions:

- a) Every director shall meet the requirements to not be disqualified from being a director in accordance with s. 9.5 of *The Non-profit Corporations Act, 2022*;
- b) Not be an Auditor or solicitor of the Utility;

- c) Not be an employee of the Utility;
- d) Every director shall serve for a term of two (2) years;
- 4.2 Notice will be provided to a Member if the director appointed by that Member misses any meeting without prior notice.
- 4.3 In order to maintain continuity of expertise and experience on the board of directors, in the event there is an unequal number of directors whose terms of office end in even and odd years, the board may by ordinary resolution:
 - a) Accept the unequal number of terms of office ending in even and odd years; OR
 - b) Modify the ending dates of the terms of office in any manner as determined by the board of directors.

5. ANNUAL MEETING

- 5.1 Annual Meeting:
 - a) The Annual Meeting shall be held no later than 210 days after the fiscal year of the Corporation as determined by the board of directors.
 - b) Notice of the Annual Meeting shall be given to all Subscribers and Members at least 30 days prior to the meeting or published by way of at least two notices in one local newspaper or via electronic notice at least two weeks prior to the date set for the meeting.
 - c) A quorum of the board shall be 50% of the directors plus one;
 - d) Subscribers shall have a voice but not a vote at the Annual Meeting;
 - e) Failure of any Subscriber or any Member to receive notice of the Annual Meeting shall not invalidate that meeting;

6. BUSINESS OF THE CORPORATION

- 6.1 Establishment and Purpose:
 - a) The Corporation is a Not for Profit corporation, established as a Public Utility Board and controlled corporation pursuant to s. 23 of the Act;
- 6.2 Financial
 - a) Fiscal Year
 - i) The fiscal year of the Corporation shall be the period commencing on January 1 and ending on December 31 in the same year.
 - b) Signing Officers
 - i) Contracts, documents, or other instruments requiring execution by the Corporation shall be signed on behalf of the Corporation by two persons, one of which will be the Administrator and the other shall be either the Chairman or Vice-Chairman
 - ii) The Board may appoint up to two additional directors as signing officers for the Corporation, under such conditions as the Board may, by ordinary resolution, determine;

SCHEDULE 2

- iii) Any appointment as a signing officer ceases immediately when an appointee ceases to be a director of the Corporation;

6.3 Powers of the Corporation and the Board of Directors

a) Borrowing Powers

i) The Corporation may:

1. Borrow money on the credit of the Corporation;
2. Pledge debt obligations of the Corporation;
3. Mortgage, hypothecate, pledge or otherwise create a secured interest in all or any property of the Corporation owned or subsequently acquired, to secure any debt obligations of the Corporation.

b) Auditors

- i) The Board shall provide for an annual audit of its books, records and accounts and shall appoint an auditor who is a member in good standing of an accounting profession.

c) Enacting Additional Bylaws

- i) The Corporation may pass additional bylaws concerning the business and management of the Corporation in furtherance of its mandate to provide a water utility service to Member municipalities.

- d) The Corporation shall have the powers enumerated in Division 3 of *the Municipalities Act* (ss. 23 through 32);

7. BOARD APPOINTMENTS

- 7.1 The First Meeting of Directors shall be held on such date as determined by the board of directors, which shall not be greater than 30 days after the year end of the Corporation;

7.2 At the first meeting of Directors:

- a) The Directors shall elect a chair and vice-chair from among the board of directors;
- b) All directors shall sign the Oath of Office as per Schedule "B";
- c) Sign the Public disclosure statement as per "Schedule "C";

7.3 Officers' Duties:

- a) The Chair shall preside at all regular meetings of the Board;
- b) The Vice-Chair, in the absence of the Chair, shall discharge the duties of the Chair.
- c) The Administrator shall:
 - i) Attend and keep minutes of all meetings of the public utility;
 - ii) Have charge of the seal of the public utility;
 - iii) Conduct the correspondence and have charge of all financial corporate records, books, papers, and documents of the public utility;
 - iv) Perform such other duties and exercise such other powers as are incidental to the office or as may be required, from time to time, by the Board;

SCHEDULE 2

- v) Distribute regular meeting agendas and approved minutes to the Members as soon as possible following a Board Meeting.

8. INSURANCE AND BONDING

- 8.1 The Corporation shall provide for security or fidelity bonding and insurance coverage, including Directors and Officers liability as deemed necessary.

9. DISSOLUTION

- 9.1 In the event that the Corporation is dissolved, the minister may establish in the regulations the manner in which any surplus is to be distributed to persons to whom the public utility service is supplied; and any liabilities of the public utility are to be adjusted and settled. If, on the dissolution of a public utility, there are insufficient realizable assets to satisfy its liabilities, the Minister may establish in the regulations made by the Minister, a charge to be imposed on persons to whom the public utility service is supplied to satisfy the utility's indebtedness and associated expenses and the method of enforcing the payment of the charge.

10. TRANSITIONAL

- 10.1 Upon the coming into force of this bylaw, the directors appointed under the previous provisions, shall continue as directors until the end of their respective terms as though this bylaw had not been passed;

11. EFFECTIVE DATE

- 11.1 This bylaw comes into effect on the date it is approved by ordinary resolution, by all of the respective councils of the Members.

Date of approval by the Board of the North Central Rural Pipeline Association Inc.:

Date: OCTOBER 10, 2024

Per: [Signature]
 Name: Donald Kolla
 Title: Chairman

Date of coming into force (upon approval by all Member municipalities):

Date: OCTOBER 10, 2024

Per: [Signature]
 Name: Catherine Mazurkewich
 Title: Administrator



MIDTERM CONVENTION

Saskatchewan Association of Rural Municipalities

20 24

AGENDA

Wednesday, November 20

8 AM

Registration

9 AM

Opening Ceremonies

- Welcome
- National Anthem
- Moment of Silence
- SARM Board Introductions
- SARM Board Recognition
- Voting Device Testing
- Announcements

Convention Host
Sponsored by:



9:30 AM

Addresses

- Jay Meyer, Executive Director, SARM
- Laurel Feltin, Incoming Executive Director, SARM
- Bill Huber, Acting President, SARM

9:45 AM

Breakout Sessions

- Things Every Elected Official Needs to Know About Public Sector Procurement - SARM - Gallery A
- Municipalities Act Review - Gallery B
- Saskatchewan Marshals Program - Gallery C
- OurSask Municipal Website Program - Gallery D

Sponsored by:



10:45 AM

Networking Break

Sponsored by:



11 AM

Breakout Sessions

- Things Every Elected Official Needs to Know About Public Sector Procurement - SARM - Gallery A
- Municipalities Act Review - Gallery B
- Saskatchewan Marshals Program - Gallery C
- OurSask Municipal Website Program - Gallery D

Sponsored by:



12 PM

Lunch

1 PM

Fireside Chat - Stepping Down & Looking Back

- Ray Orb, Former SARM President

1:30 PM

RMAA Salary Review Presentation

- Stephen Knibbs, Managing Partner, Knibbs HR Consulting

1:45 PM Peer Group Discussion Sessions

These sessions are new to our convention this year. Four topics relevant to rural municipalities have been chosen, and a moderator will guide each group through a discussion about the related best practices, opportunities, and learning experiences.

- Irrigation - Gallery A
- RMs Bordering Large Urbans - Gallery B
- Oil & Gas Tax Arrears - Gallery C
- Renewable Energy Projects - Gallery D

2:45 PM Networking Break

Sponsored by:

**3 PM Resolutions**

Sponsored by:



Thursday, November 21

8 AM Registration**9 AM Welcome & Announcements****9:15 AM Healthcare Recruitment Toolkit Presentation****9:30 AM Canadian Centre for Rural and Agricultural Health Presentation****9:45 AM Breakout Sessions**

- SARM Legal Q&A - Gallery A
- Agricultural Water Drainage - WSA - Gallery B
- Understanding Assessment and Preparing for the 2025 Revaluation - Gallery C
- Targeted Sector Support (TSS) Initiative Funding - Gallery D

10:45 AM Networking Break

Sponsored by:



CIBC ASSET MANAGEMENT

11 AM Breakout Sessions

- SARM Legal Q&A - Gallery A
- Agricultural Water Drainage - WSA - Gallery B
- Understanding Assessment and Preparing for the 2025 Revaluation - Gallery C
- Targeted Sector Support (TSS) Initiative Funding - Gallery D

12 PM Lunch**1 PM Saskatchewan Agriculture - How We Rank Globally**

- Alana Koch, Board Chair, GIFS

1:15 PM Panel Discussion - Choosing Rural Saskatchewan

- Dustin Resch, Manager of Programs, SARM
- Andrea Johnson, Principal Consultant, Andrea Johnson HR - RM of Willow Creek No. 458
- Gordon More, Executive Director, Southeast Techhub; President, More Digital 70
- Ednali Fertuck-Zehavi, Founder & CEO, Esuccess - RM of Vanscoy No. 345

1:45 PM STARS Presentation & 50/50 Draw**2 PM Peer Group Discussion Sessions**

These sessions are new to our convention this year. Four topics relevant to rural municipalities have been chosen, and a moderator will guide each group through a discussion about the related best practices, opportunities, and learning experiences.

- Irrigation - Gallery A
- RMs Bordering Large Urbans - Gallery B
- Oil & Gas Tax Arrears - Gallery C
- Renewable Energy Projects - Gallery D