



# Assiniboia

Heart of the Golden South



## "All Matters Town"

Issue Four

December 2012

### Mayors Message - *Bob Himbeault*

Since the Civic Election and our first council meeting on November 5<sup>th</sup>, Council and I have been busy learning what our role is in governing our community.

We have met to review our Official Community Plan which we hope to have in place early in the New Year. We also attended orientation workshops to understand our role and had presentations from all town managers. All of us felt this was a very worthwhile experience and it will help us to move forward in the years to come. Since that first meeting I have represented our community at the regional and district level, which has given me the opportunity to meet other municipal leaders and to forge relationships for the future.

We have also been very busy on the Doctor Recruitment file in securing a rental house for Dr. W. Guirguis who will be coming to our community in early January 2013. I also welcomed another doctor and his wife to our community. They were very impressed and we will continue to communicate with them.

Myself and Council are looking forward to an exciting but challenging 2013 with a number of pressing issues such as residential and industrial expansion, infrastructure repairs and improvements, and of course the 2013 budget. We are all looking forward to these challenges and will do our best to succeed on your behalf.

### Government Services - *Steve Gibson, CAO*

Recently the Town passed Building Bylaw No. 12/12. This bylaw improves and clarifies the requirements for a building permit. It now includes public health and safety requisites as well as key changes to allow the permit process to be facilitated in a more timely manner. I've included some of the changes below to ensure community awareness. It should be noted that this is not a comprehensive list of the all the changes, the public is encouraged to review the bylaw on the town website.

#### Development and Building Permit

The permit has been improved to make the application process easier. Now, we require only one form to be submitted to the Development Officer which includes both the development and building permit applications. When submitting a permit, all applicable fees must be paid upfront, or the permit will be refused.

#### Fences, Walls, Retaining Walls, and Signs

The Town now requires a permit to erect, place, construct or reconstruct a fence, wall, retaining wall or sign. The permit must conform with height, set back and sight line as required by the Town's zoning bylaw.

#### Demolition Application Process

A permit to demolish a structure must be submitted by the owner or owner's agent along with any applicable fees (the fees are described below). The permit must undergo the review process to ensure the following:

- That there are no debts or taxes in arrears or outstanding on the building and land on which it is situated.
- That the owner or owner's agent will remove all waste from the site for disposal at an approved location.
- That the route from the site for disposal of debris is an approved route.
- That sufficient barricades or fencing will be placed (at the owner or owner's agent expense) to protect the public from the demolition work.

#### Moving and Removal Application Process

A permit to move a structure in or out of Town must be submitted by the owner or owner's agent along with any applicable fees (the fees are described below). The permit must undergo the review process to ensure the following:

- That there are no debts or taxes in arrears on the building and land on which it is situated and the building when placed on its new site and completed.
- That the owner or owner's agent will remove all waste from the site for disposal at an approved location.
- That there is sufficient barricades or fencing in place (at the owner or owner's agent expense) to protect the public from the work area.
- That the route for transportation is an approved route.

It is important to note that the blocking of any street, lane, or sidewalk during demolition must have prior written approval from the Town.

#### Supplemental Building Regulations

All newly constructed buildings with a sanitary sewer service connection to the sewer main shall have:

- A sump pit and sump pump installed.
- A back flow prevention system installed that complies with the Saskatchewan Health Regulations and allows for proper venting downstream in accordance with the Plumbing and Drainage Regulations and the National Plumbing Code.
- Provide for a drainage system that will allow water collected in a sump pit to be discharged directly out of the building on to the owner's property and or to a back lane.

#### Required Application Material

Every application for a permit to construct, erect, place, alter, repair, renovate, or reconstruct a building or structure requires following:

- A completed Building Permit application form.

**Olympia Theatre**

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- Two sets of plans containing the following as applicable:
  - Site Plans
  - Drainage and Elevation Plans
  - Floor Plans
  - Structural Drawings
  - Building Elevations and Building Cross Sections
  - Ventilation Design Sheets, as required for new homes and substantial renovations
  - Pre-Engineered Shop Drawings for all components in the project which are pre engineered systems, when available.

Other documents may be requested by the Development Officer, authorized representative or the Building Official at their discretion.

**Permit Expiration Deadline:** All permits (except demolition) expire six months from date of issue.  
**Demolition permits expire 30 days after issue.**

**Schedule of Fees**

All permits are subject to an application fee of \$50.00 Demolition, moving and removal fees are \$15.00 per 100 square feet (9.3 square meters), per floor of the building(s).

**Building inspection fees are charged as follows:**

- Mileage is charged at a rate of \$0.48 per km per inspection.
- Plan reviews and inspection fees are a minimum of \$200.

**Inspection fees are charged based on the Value of Construction below:**

- Below \$100,000 costs \$6 per \$1,000 value of construction.
- \$100,001 to \$500,000 costs \$600 plus \$5 per \$1,000 value of construction.
- \$500,001 to \$2,000,000 costs \$2,600 plus \$3 per \$1,000 value of construction.
- \$2,000,001 to \$4,000,000 costs \$7,100 plus \$2 per \$1,000 value of construction.
- \$4,000,001 and over costs \$11,100 plus \$2 per \$1,000 value of construction.

These costs include the plan review and all necessary on site inspections, GST is not included.

\$2,000 is the maximum amount charged for a single family home inspection and plan review.

The Value of Construction refers to the total cost of building to the owner in its completed form and includes the cost of all building work, materials of construction, building systems, labor, overhead and profit of the contractor and subcontractors.

The cost of labor and materials used is deemed to be the current market cost of new material and labor.

**Non Compliance and Penalties**

Whenever any work for which a permit is required has commenced without an approved permit, a special inspection of the work completed to date will be required and the fee for this inspection will be twice the calculated permit fee. For the purpose of ensuring compliance with the building bylaw, a Building Official has the legal authority to:

- Enter a building where evidence indicates that work is being done without a valid Building Permit.
- Order the production of documents, tests, engineers reports, certificates etc. relating to a building.
- Take material samples issue notices to owners that order actions to be taken within a prescribed time period.
- Eliminate unsafe conditions.
- Complete ordered actions when an owner refuses to comply. The expenses incurred for such work will be added to the tax payable on the property.
- Obtain restraining orders.

Additionally, any person that contravenes the provisions of the Building Bylaw is liable to the penalties provided in Section 22 of the Uniform Building and Accessibility Standards Act (UBAS) of the Province of Saskatchewan.

Steve Gibson, CAO





**Did You Know:**

If you would like to receive this newsletter electronically please send an email to [edo@assiniboia.net](mailto:edo@assiniboia.net)

**FAQ:**

**\* Garbage Pick-Up**

Front Lane pick-up is now permanently in effect.

**\* Pet Licenses**

All pets must be licenced which are due for renewal Jan.1st, 2013.

**Reminder that all businesses providing services in Assiniboia must have a License & are due for renewal January 1st, 2013**

**Public Works & Utilities - Owen Green, Manager**

**Welcome to the other season of Saskatchewan Winter!**

Congratulations to the new mayor and council. The Public Works and Utilities department and I look forward to working with you in what appears to be another great year for the Town of Assiniboia.

Thank you to the past mayor and council, for a great year and all the many things your team accomplished.

**What have we been up to since the fall?**

- Expansion to the Sewer and Water system has been completed to provide services to the new Canalta Hotel development and provide servicing to additional lots in the west side of town. The water servicing is planned and staged to continue to the north side in order to provide a continuous loop of water services for the industrial park area.
- Canalta Hotel is busy developing their property and is now erecting the first floor.
- Sidewalk Repairs: reducing trip hazards, replacing missing or damaged panels where service work had been completed.
- Fire Hydrant servicing: flushing and flow/pressure testing of the town distribution system. The data is being compiled to create a hydraulic model of the towns' distributions system and infrastructure.
- Christmas decorations have been put up through the downtown core. The lights have been changed out to LED lights to save energy, they are better for the environment, and reduce costs to the town.
- Water meters: the town is working on a program replacing the older water meters to new units that are read by a special hand held radio. The main benefit of this program is for better time efficiency of the crew, who have to walk through your private yards to read the meter. Now they will be able to capture a number of water readings while walking down the sidewalk - eliminating the need to go into your yards, flower beds and gardens. This is a multiyear program to change all 1214 residential meters.

**Snow, Snow and more Snow.**

During the winter months we ask a huge favor of the people of Assiniboia.

Keep the streets clear and please park on your property. As we are grading the roads, pushing snow piles with loaders, blowing the snow into semis and dump trucks; we need the room to move around and clear the street off. We do not want to follow Regina's footsteps. We also do not wish to damage any personal property or equipment.

As we are working in an area, please take an alternate route and do not attempt to drive through all the equipment and men working at the sites. This

is dangerous for yourself and the equipment operators.

When clearing driveways please pile the snow on the homeowners' property, do not push, or blow the snow onto the streets as this becomes a hazard to all the other residents of Assiniboia, and the equipment clearing the streets.

Skid steer owners/operators/contractors, when clearing private properties please pile the snow on the owners' property or remove the snow from the property to an approved snow dump site. Do not push or blow the snow onto the public streets. The snow pile should be located in a place not to impact visibility for people entering or leaving the property or traffic sight lines, and keep in mind drainage in the spring melt.

Residential Sidewalks are the homeowners responsibility to maintain

Extension cords- the town has a collection of cords that we have removed from the snow blower. They are all pre wound, and come in approximately 6inch lengths. Some still have an end; call the town if you are missing a piece. Please keep your extension cords off the street and sidewalks to reduce these tripping hazards and to protect your cords.

Snow Piles and snow dumping sites are a hazard for kids because equipment may be working in the area, and there is a risk of snow forts collapsing. Please inform your children of the risks and advise them of alternate areas to play.

**Waste Collection is now front street pick up from now on.**

Winter Hours of the Landfill are Tuesdays thru Fridays 1pm-6pm, and Saturdays 8am-5pm (closed during the lunch hour) for all your waste handling needs.

Thank you, Town of Assiniboia residents, for utilizing the blue bins for your recycling of papers and cardboard. This is a great asset to the Towns' landfill in reducing the amount of materials being disposed of, and extending its service life. We thank you for not putting your garbage and trash in these containers.

My office is open and I welcome questions and solutions.

Regards,

Owen Green  
Director of Works and Utilities  
Town of Assiniboia



WE ARE ON THE WEB!  
www.assiniboia.net

Contact Us

Town of Assiniboia  
Box 670  
Assiniboia, Saskatchewan  
S0H 0B0  
Phone: 306-642-3382  
Fax: 306-642-5622  
E-mail:  
townoffice@assiniboia.net

Economic Development - Rochelle Neff, Manager

I can hardly believe that it's Christmas! Assiniboia certainly looks beautiful in white. As a resident I wish to extend a big thank you to the Public Works department for their readiness with snow removal. I certainly appreciate their dedication and hard work.

Congratulations to the new Mayor and Council, I look forward to working with you. Those from previous Council - thank you for your dedication and your confidence in me - it has been an honor.

The Official Community Plan (OCP) is in its final draft and will be reviewed by Council as well will include another public open house before being approved. This is also true for the Alliance partners who will also be seeing their final drafts early in the new year.

I've had meetings with a number of potential entrepreneurs interested in setting up shop and calling Assiniboia home. As well, numerous calls from developers looking at multifamily dwellings and senior developments. Both are reasons why it is extremely important to complete the OCP, as it's one thing to attract business and another to have residential dwellings available.

The Assiniboia Regional Economic Alliance (AREA) is moving forward. In November, I presented the Alliance at the Municipal Capacity Development Intermunicipal Conference as an Economic Success in the province. The Alliance is the first of its kind for us. It is completely Council governed and is beginning to be used as a model for other municipalities as a solution to overcoming the challenges of economic development. I can not express how important working together with our rural partners is, especially with the lack of provincial funding in this department.

**As active citizens and community leaders, we can directly shape our local and regional economies. Here are a few benefits of taking a proactive stance to the future:**

**Increased Tax Base**  
Additional revenue to support, maintain, and im-

prove local services such as roads, parks, libraries, and other community services.

**Job Creation and Expansion**  
Local and regional employment opportunities.

**Business Retention**  
Ensuring that local businesses prosper and stay in town.

**Economic Diversification**  
Expanding the economy increases the opportunity for long term sustainability of the community.

**Quality of Life**  
More local tax dollars and jobs results in greater economic stability for the community, which generally increases the overall standard of living of the residents.

**Recognition of Local Products**  
Oftentimes, successful economic development will occur when locally produced goods are consumed to a greater degree in the local market.

**Self-sufficiency and Sustainability**  
Public services would be less dependent on intergovernmental transfers.

**For more information please go to the SEDA website at: [www.seda.sk.ca](http://www.seda.sk.ca)**

I would like to take this opportunity to say congratulations to the Assiniboia Bakery, the decor is beautiful and I hear the food is awesome! As well to the Southland Co-op on their official Home Centre Grand Opening, Assiniboia is definitely fortunate to have this amenity. It's certainly exciting to see all the expansions and new buildings emerge, a sure sign that Assiniboia is growing and the economy is progressing with a sustainable future ahead.

*From my Family to Yours... Merry Christmas and may all your New Year wishes come true!*

My door is always open, if you have any questions or concerns please do not hesitate to contact me.

Rochelle Neff, EDO. 306-642-3382 or email: [edo@assiniboia.net](mailto:edo@assiniboia.net)



ON BEHALF OF THE  
TOWN OF ASSINIBOIA  
COUNCIL & STAFF

A VERY MERRY  
CHRISTMAS & A HAPPY  
NEW YEAR