

**WaterWolf Municipalities' Memorandum of Agreement
To Establish a District Board of Revision**

- A. This **Memorandum of Agreement** is made by the Mayor or Reeve or Designate on behalf of and with the majority approval of the Council of the

_____ Town _____ of
(Rural Municipality / Resort Village / Village / Town)

_____ Hanley _____ being a
(Print Name of Municipality)

Municipality in the Province of Saskatchewan, (hereafter to be referred to as, The Council) and further affirms that their agreement to establish a District Board of Revision is made voluntarily and in accordance with Section 222(1) of Municipalities Act for Saskatchewan, 2005, c.M-36.1 as amended, which states in reference to a "District Board of Revision", that,

"A council may agree with the council of any another council to establish a district board of revision to have jurisdiction in their municipalities."

- B. The Council agrees to establish the District Board of Revision with those Municipalities in Saskatchewan who are appointed and designated as follows:
- a) Appointed by the Minister responsible for Government Relations to be a Member of the WaterWolf District Planning Commission, (hereafter to be referred to as WaterWolf); and
 - b) Which Municipalities are designated as a WaterWolf Member Municipality in good standing, having paid their WaterWolf yearly membership fees for 2016/2017 and who have approved their intention by way of a Resolution or Motion to remain as a WaterWolf Member Municipality in 2017/2018; and
 - c) As provided in **Appendix "A"**, the Council will confirm its Resolution by way of this Memorandum of Agreement to join with other WaterWolf Member Municipalities to form a District Board of Revision.
- C. The Council acknowledges that in order to establish a District Board of Revision that one of the municipalities' councils in the "District" as defined in Section 222(1), would be required to assume the role of the "Leading / Intermediate Municipality" in order to facilitate the invoicing for the services of the District Board of Revision.
- D. The Council agrees to accept the Resolution of the Council of the Town of Dundurn, in Saskatchewan to establish a joint District Board of Revision with them and the additional Resolution of the Council of the Town of Dundurn, to voluntarily assist this District Board of Revision for 2017, as the "Leading / Intermediate Municipality" as referenced in **Appendix "B"**.

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- E. The Council agrees to appoint by Resolution the Municipal Service Consultants of Gord Krismer and Associates Ltd. of 2405 Gordon Road, Regina, Saskatchewan S4S 4M4 Canada, to act as their District Board of Revision in accordance with Section 222(1) of the Municipalities Act, and further agrees with each of the following:
- a) The District Board of Revision shall be comprised of a panel of three (3) selected members from the Gord Krismer and Associates, one of whom will be appointed the Chair for the Panel, in addition to the Board Secretary, designated for that purpose;
 - b) The District Board of Revision will establish its panel based on the severity of the issue and in accordance with the Municipalities Act, and that it has the right to reduce the size of the Board Panel to a singular Panel Member;
 - c) Gord Krismer and Associates Ltd. will select a competent secretary to take notes and be present at all future hearings and meetings;
 - d) The Service Fee for three panel members and a Board Secretary has been set at a daily rate of \$1350.00, in addition to a kilometer travel rate and a food allowance per person of \$15.00 per meal;
 - e) It is expected that every effort will be made by Gord Krismer and Associates Ltd. to hold several hearings on the same day in order to reduce the service fees required per case; and
 - f) The WaterWolf District Planning Commission in Saskatchewan, will contribute the full amount of \$450.00, plus GST, for a Retainer Fee to ensure ongoing access to Gord Krismer and Associates Ltd, for 2017, on behalf of the WaterWolf Member Municipalities who choose to participate in a joint District Board of Revision.
- F. This Agreement will come into force and be effective upon the signing and sealing of this Agreement by the duly authorized Mayor or Reeve or Delegate of the Council noted above.
- a) The Council hereby agrees to the **Memorandum of Agreement**,
 - i. By having their authorized official sign and date "**Appendix A**"; and
 - ii. By affixing their official seal to "**Appendix A**"; and
 - iii. By mailing or Emailing a signed, sealed and dated Original copy of "**Appendix A**" to:

Ms. Brandy Losie, Administrator,
WaterWolf District Planning Commission
P.O. Box 177, Loreburn, SK S0H 2S0,
Phone (306) 230-1097;
Email: waterwolf.sec@gmail.com

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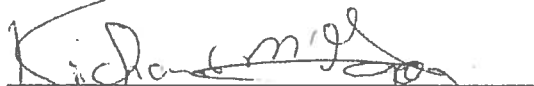
Appendix "A"

The Council of the Urban Municipality
Of the Town
Of Hanley,

1. Has read the terms and conditions of the Memorandum of Agreement to Establish a District Board of Revision, and
2. Has passed a Resolution in agreement with the Council of the Town of Dundurn to establish a District Board of Revision; and
3. Has passed a Resolution or Motion to appoint the Municipal Services of Gord Krismer and Associates Ltd. of Regina, Saskatchewan, as their District Board of Revision; and
4. Agrees that the Eligible Member Municipalities of the District Board of Revision are those who are the Member Municipalities of the WaterWolf District Planning Commission, and
5. Agrees that the Council for the Town of Dundurn, Saskatchewan be considered the "Leading / Intermediate Municipality" to facilitate the invoicing process for the District Board of Revision services provided to this Council and to its various participant Councils.

Signed this 10th day of April, 2017 at Hanley, in the

Province of Saskatchewan.



Mayor / Reeve or Designate

(SEAL)



Richard McGregor, Deputy Mayor

(Print Name of Mayor, Reeve or Designate)



Administrator (Witness)

Darice Carlson, CAO

(Print Name of Witness)

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Appendix "B"

**Resolutions Approved by the Council for the Town of Dundurn
At a Special Council Meeting held on March 27, 2017**

A. Resolution to Participate in a Joint Agreement to form a District Board of Revision with other Member Municipalities of the WaterWolf District Planning Commission as the leading / intermediate municipality:

"84.2017 Vinding/Hamilton – That the town be the intermediate municipality if required for the WaterWolf Regional Board of Revision as contracted through Gord Krismer and Associates."

"CARRIED"

B. Resolution to enter into an agreement with WaterWolf to obtain the Municipal Services of Gord Krismer and Associates Ltd. in their approved function as a District Board of Revision for the Member Municipalities of the WaterWolf District Planning Commission:

"85.2017 Hamilton/Vinding – That we enter in an agreement with WaterWolf to obtain the services of Gord Krismer and Associates to act on our behalf for any Board of Revision appeals and hearings."

"CARRIED"

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Appendix "C"

Administrative Steps to Process Applications for Revision and Invoices for Services Provided by Gord Krismer & Associates Ltd.

- 1) The Appeal Application for Revision is filed directly with the Municipality (Town, Village, RM, etc) where the property of the applicant is located.
- 2) The Application Filing Fee is payable to the Municipality in the amount designated by the Municipality when the Application for an Appeal is filed.
- 3) The Appeal Application for Revision is sent immediately upon receipt by the Municipality to the District Board of Revision Secretary at Gord Krismer & Associates Ltd., 2405 Gordon Road, Regina, Saskatchewan S4S 4M4 Canada. It is preferred that the Appeal Application be scanned and emailed to ckrismer@gkplus.com to enable the Board Secretary to notify all relevant parties of the Appeal (SAMA etc) in a timely manner.
- 4) If an **Agreement to Adjust** (A2A) is reached, the Municipality refunds the filing fee to the applicant.
- 5) If the matter cannot be resolved by an A2A and proceeds to a hearing, it will be scheduled and heard by the District Board of Revision.
- 6) In the case of the District Board of Revision, the cost for any hearings from any members of the District will be invoiced directly to the Lead / Intermediate Municipality, which is the Town of Dundurn, Saskatchewan via its Administrator. The Invoice provided will contain sufficient detail to identify the cost of the hearings from each specific Municipality within the District.
- 7) To satisfy the requirements of *The Municipalities Act*, the Town of Dundurn Administrator will forward the Invoice to each of the respective Municipalities and a copy to the Administrator of the WaterWolf District Planning Commission.
- 8) All disbursement of funds and payments for Gord Krismer and Associates Ltd. will be directed to the Administrator of the WaterWolf District Planning Commission, so that the amount that is due and payable is submitted in a lump sum amount.
- 9) Decisions of the Board will be sent directly to the member municipality and to the other parties as required by legislation. The Board does not send decisions to other municipalities of the District, nor will they send any decisions to the WaterWolf District Planning Commission. However, the Board's decisions are public documents and each municipality is free to share them with others if they wish. Many of the Board decisions are published online at www.canlii.org, one of Canada's largest online legal databases.

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APPENDIX "C" (continued)

- 10) If the Applicant is successful in their appeal, the Municipality would be required to refund that fee to the Applicant.
- 11) If the Applicant is unsuccessful in their appeal or the appeal is dismissed, the Appeal Application fee will be retained by the Municipality and used as they see fit.