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**POLICY MANUAL**  
**for the Rural Municipality of Somewhere No. 999**  
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**MISSION STATEMENT:**

Our mission is to maintain and enhance the economic, cultural and social well being of our ratepayers.

We accomplish our mission by providing services to the public which cannot feasibly be achieved individually such as transportation, protective, environmental, public health, welfare, economic development, recreational and cultural services for the benefit of the public as a whole.

An Example Only

## 100-1

### INTRODUCTION

This manual is designed to provide the Reeve, Councillors and administrative staff with a quick reference to legislation governing the Municipality, policy, procedures and general information as it pertains to the R.M. of Somewhere. This manual is for the sole use of Council, representing the R.M. of Somewhere, and is not for distribution.

The manual is divided into five major sections with their own table of contents and index as follows:

- 1) General Municipal operations - this section deals with the general administrative function of the Municipality and the various services provided by the municipality to its ratepayers as well as the municipalities forward planning strategy.
- 2) Bylaws of the Municipality
- 3) The R.M. Act and amendments
- 4) The Somewhere and District Emergency Plan
- 5) Map of the Municipality, Phone List and Municipal Fact Sheet.

Policies are part of the everyday life of any business or organization. They are frequently discussed and consulted in order to decide direction and action, reconcile conflicts, define acceptable behavior and save time and money. The policies may be changed or deleted by resolution of Council.

The manual shall be distributed to each Council member and will be updated annually and serve as the orientation document for all new council and administrative staff members as well as serve as an ongoing municipal reference.

## 100-2

### DEFINITIONS

- a) **"the Act"** shall mean *The Municipalities Act*;
- b) **MA** shall mean *The Municipalities Act*;
- c) **"council"** refers to the Council of the Rural Municipality of Somewhere No. 999;
- d) **"guidelines"** are statements of reference, based on legislation and previous action of council;
- e) **"A municipality"** shall mean the Rural Municipality of Somewhere No. 999;
- f) **"policy"** is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- g) **RMAA** shall refer to the Rural Municipal Administrators' Association of Saskatchewan;

- h) **SARM** shall refer to the Saskatchewan Association of Rural Municipalities.

An Example Only

## 200-1

## THE COUNCIL

The council is the main body of local government. The Councillors and Reeve are primarily elected for their leadership qualities. As citizen representatives they have a vested interest in the welfare of their community and therefore must possess two other necessary qualifications. First a member must have the skill and experience to adequately meet the demands of the position. Secondly, he or she must have the time and the willingness to serve. The following is a condensed, but comprehensive list of the duties involved in being a councillor.

They are not listed in order of priority for each is relative to the others. However, each one does reflect the fundamental concept of a government board. The Council is a policy making group. Its responsibility is to decide how the municipality is to be run. The Council shall:

- Define policies in relation to the community needs and to the internal organizational operation;
- Maintain a high level of financial accountability to the taxpayers by insuring a safe administration of funds and an adequate control of expenditures;
- Adopt suitable bylaws and to establish a plan of organization providing clear and distinct line of authority and to insure that the bylaws and plans of organization are respected;
- Provide personnel, equipment and facilities consistent with the municipality's need for:
  - a.) enhancement of the transportation network;
  - b.) maintenance and safety programs for the ratepayer's protection,
  - c.) to provide a centre for ratepayer information and council activities.

## 200-1.1

## DUTIES OF COUNCILLORS (MA 92)

- To represent the public and to consider the well being and interests of the municipality;

- To participate in developing and evaluating the policies, services and programs of the municipality;
- To participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- To ensure that administrative practices and procedures are in place to implement the decisions of council;
- To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- To maintain the financial integrity of the municipality;
- To perform any duty or function imposed on councillors by the Municipalities Act or any other Act or by council.

## **200-1.2 PUBLIC DISCLOSURE STATEMENT**

Members of council are required to file with the administrator a public disclosure statement within 30 days after being elected. The public disclosure statement must contain:

- 1) the name of:
  - a) The employer of the member of council
  - b) Each corporation in which the member or someone in the member's family has controlling interest or if the member or family member is a director or senior officer and
  - c) each partnership or firm of which the member of council is a member.
- 2) the civic address or legal description of any property located in the municipality or an adjoining municipality that:
  - a) the member of council or his/her spouse owns or
  - b) is owned by a corporation incorporated pursuant to The Business Corporations Act or Canada Business Corporations Act of which the member or his/her spouse is a director or senior officer or has a controlling interest (Bylaw 90-06).

**REEVE**

The reeve, in addition to the duties of councillor is entrusted with certain duties and given some additional duties and powers.

**Duties:**

The reeve shall preside at all meetings of the council and shall preserve order and enforce the rules of the council (MA sec. 93).

The reeve shall perform any other duty imposed by the Municipalities Act or any other Act or by bylaw or resolution (MA sec.93).

The reeve is a member of all council committees and all bodies established by council pursuant to the Municipalities Act unless council provides otherwise.(MA sec. 93)

The reeve shall be active in ensuring that all laws governing the rural municipality are abided by.

The reeve shall cause all cases of negligence, carelessness, and violation of duty by employees to be duly prosecuted.

The reeve shall keep the council informed of and recommend any measures which would tend to the improvement of the finances and welfare of the municipality.

The reeve along with the Administrator shall sign the cheques for all payments made on behalf of the municipality.

The reeve along with the Administrator shall sign all bylaws of the municipality; (MA sec.115) sign the securities along with the Administrator unless another person has been designated to do so (MA sec.174).

The reeve shall place before the council any audit report outlining any negligence, irregularity, or discrepancy found in the books or accounts of the municipality.

When the financial statement has been completed and verified by the auditor, the reeve shall present a copy to the council at their next meeting.

The reeve may request the Administrator to call a special meeting (MA sec.123).

The reeve shall call a public meeting when authorized to do so by council or after

having received a petition requesting one (MA sec.129).

If needed appoint a person as an acting member of the board of revision (MA sec.220).

If a returning officer is unable to act during a municipal election, the reeve shall appoint a person to act in the place of the returning officer who had been appointed.

**Powers:**

The reeve may, without a warrant, seize any vehicle left on a municipal road at a place or in a manner that constitutes a hazard to other users of the road or road allowance (Act sec.201).

The reeve may, without a warrant, seize any vehicle left on construction, maintenance or snow removal operations (Act sec.201).

**200-3**

**DEPUTY REEVE**

The council must appoint one of its members to the Deputy Reeve who has, during the absence, illness or other disability of the Reeve, all the powers and is subject to the same rules as the Reeve.

**200-4****CODE OF ETHICS**

- To strive to represent every citizen of the community and not to show prejudice or bias.
- To recognize the expenditure of funds is a public trust, and endeavor to authorize expenditures efficiently, economically and in the best interest of the municipality.
- To abide by the majority decisions of the Council once they are made and accept and support them.
- To recognize that authority rests with the Council as a whole and not individually.
- To maintain the integrity, confidence and dignity of the Council by striving to insure all the facts are evident before making a decision.
- To maintain confidentiality at all times.

**200-5****COUNCIL DEVELOPMENT**

The Municipality encourages professional development of Council and staff by paying the registration fees for the Municipal Leadership Development Program (MLDP) course modules for Councillors and Administrator.

In the event that an individual withdraws from the course after the deadline for withdrawal, the individual shall be held personally responsible for the full registration fee.

The municipality shall pay the councillor's indemnity and travel for the time spent on attending the MLDP courses.

**MEETING PROCEDURES**

All municipal business must be conducted at a properly constituted meeting (MA sec.119 & 120).

Each year, **the first meeting** of Council must be held within 31 day of the annual election at the time and place specified by the Administrator.

Meetings are conducted under parliamentary procedures. Council motions are not required to be seconded.

Each member of Council must **vote** on all resolutions of council. Anyone refraining from voting will be considered as voting in the negative. The administrator is required to record each abstention and the reasons for the abstention in the minutes (MA sec.99, 100 & 102).

If there is a **tied vote** for and against a resolution or bylaw that bylaw or resolution is defeated.

A **recorded vote** may be requested by any council member however it must be made before the vote is taken. The minutes will then show the names of the members of council present and whether they voted for or against the proposal or abstained.

All council meetings and committee meetings must be **open to the public**. Any person considered to be guilty of improper conduct may be expelled and excluded from the meeting by the Reeve.

Council or council committees may close all or part of a meeting to the public but only if the matter to be discussed is within one of the exceptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it *concerns long range or strategic planning*, however all bylaws or resolutions must be voted on in open public meeting of council (MA sec. 119 & 120).

A majority of council members including the Reeve constitutes a **quorum** required to lawfully transact business.

There must be a **quorum** before the meeting begins; if a quorum is lost during a council meeting, the meeting automatically ends and no further business can be conducted.

A **quorum** is not affected by any member declaring a pecuniary interest and

leaving the room.

#### **200-10.1 PECUNIARY INTEREST**

Pecuniary interest occurs when a council member or someone in the member's family has a controlling interest or is a director or senior officer of a corporation that could make a financial profit or be adversely affected financially by a decision of council. A council member also has a pecuniary interest if he/she or a closely connected person could make a financial profit or be adversely affected by a decision of council. Members do not have pecuniary interest in any situation or matter that the council member (or closely connected person) may have as a voter, taxpayer or utility customer of the municipality (MA se. 141 & 143).

#### **200-10.2 DISCLOSURE OF PECUNIARY INTEREST**

It is the duty of the individual council member to determine whether or not he/she has a pecuniary interest with respect to the issue at hand.

When a member of council has a pecuniary interest in a matter before council or council committee, it is the onus of the council member to:

- a) declare the interest before any discussion in the matter;
- b) abstain from voting on any question relating to the matter;
- c) abstain from discussion of the matter and
- d) leave the meeting while the matter is being discussed and voted on.

The member shall not attempt, either before, during or after the meeting to influence the voting in any way.

The Administrator shall record in the minutes any abstention or disclosure made by the member of council. The member is not counted for the purpose of determining whether a quorum of council is present when the matter or question is put to a vote. If the number of members declaring pecuniary interest in a matter results in a loss of quorum, the remaining members are deemed to be a quorum unless the number is less than 2. If all but one of the members declares pecuniary interest in a matter, the council may by resolution apply to a judge of the court for consideration of the matter.

These procedures apply to all council meetings and council committees.

### **200-10.3 TYPES OF COMMITTEES**

Council committees may be set up by resolution and consist only of members of council. The Reeve is an ex-officio member of all council committees. Meetings of these committees are informal. Members speak as often as necessary provided they do not deprive other members of opportunities to present their views. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after an informal discussion.

1. Standing committees may be established for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to council with or without a recommendation.
2. Special committees of council are established to deal with a specific problem or issue and cease to exist when that matter is concluded.
3. Council may sit as a committee of the whole and discuss a matter under relaxed rules of procedure.

### **200-10.4 REGULAR MEETINGS**

Regular council meetings are set for the Second Tuesday of each month commencing at 10:00 a.m. with the exception of the months of May, June, July, August and September when the meeting shall commence at 4:00 p.m.

Regular scheduled council meeting dates may be made at a prior council meeting or if between council meetings up to 24 hours prior by means of a teleconference with all members and administrator present.

Regular meetings may be held with less than 24 hours notice to council or committee members or to the public if all members of council or the committee sign a waiver of notice before the commencement of the meeting (MA 122).

## **200-10.5 SPECIAL MEETINGS**

Council may hold "special meeting" to deal with specific issue. The special meeting must be called by having written notice served prior to the day of the meeting, 24 hours if delivered in person or 7 days by mail. The council meeting may be held without notice if all members are present and a resolution is adopted with a unanimous vote to waive notice. No business other than that stated in the notice is to be transacted at a special meeting unless all members of council are present and vote unanimously in favor of conducting other business at that meeting

## **200-10.6 MEETINGS BY ELECTRONIC MEANS**

Council and committee meetings can be conducted by electronic means, such as telephone, electronic or other communication technologies if:

- The public has been provided notice of the meeting and how the meeting will be conducted;
- the facilities enable the public to at least listen to the meeting at a place specified in the notice;
- the Administrator is present at the place specified in the notice; and
- the facilities permit all participants to communicate adequately with each other during the meeting.

A member of a council or committee who participates in a meeting using electronic means is deemed to be present at the meeting.

## **200-10.7 AUDIO RECORDINGS**

Municipal audio recordings of council meetings and proceedings shall be for internal use only and not for public release. Recordings may be kept up to one year.

## **200-10.8 MEETINGS - ADMINISTRATOR SUBSTITUTE (*Res.333-10*)**

It is the administrator's legislative duty to record the minutes of all council and council committee meetings. However in the event the administrator, the administrator's delegate or the acting administrator is unavailable to record the minutes of a council meeting or committee meeting, council shall appoint some other person to record the minutes of the meeting. The appointee may be another

municipal employee or someone not associated with the municipal organization. A member of council cannot be appointed as an employee of the municipality (MA 112). The appointment of a substitute recorder for the meeting should be the first decision made at this meeting.

An Example Only

## **200-10.10 COMMITTEE OF THE WHOLE**

Under normal procedure, the council, by moving to a committee of the whole, is taking a step to carry out full discussion of a subject in a less formal manner than would be necessary during the regular part of the meeting of the council. Any item of business could be discussed by the committee of the whole where it is felt that a more informal discussion should take place. The committee discusses the item referred to it by council and then rises and reports its findings for formal consideration by council. The finding should be reported formally back to the council by way of recommendation.

The council may act on the recommendation or just record the report of the committee. Both the recommendation by the committee of the whole and council's subsequent action or non action is recorded in the formal minutes of the council meeting.

The committee itself cannot enact resolutions, only council members meeting as a duly constituted public meeting of council can adopt bylaws or pass resolutions.

During a regular or special council meeting, Council may on a motion move to a committee of the whole a "private" or "in-camera" session if the matter to be discussed is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it concerns long range or strategic planning. (MA Sec. 120)

Procedure - on a motion of the council to resolve itself into the committee of the whole, the Reeve should step down and the committee should name some other member of the council as chairperson of the committee. After the discussion has been concluded, the committee shall report back to the council.

It is not necessary to keep minutes of the committee of the whole. The minutes of Council meeting would record:

- the resolution to go into committee of the whole;
- the report or recommendation from the committee;
- that the council meeting has been reconvened; and
- the action or non action taken by Council.

## **200-10.11 STANDING COMMITTEES**

### **Employee Committee**

The employees committee shall consist of the reeve and two councillors to be appointed annually. Its mandate is to:

- Act as a liaison between the council and employees;
- Negotiate salaries with the employees;
- Act as a grievance committee;
- Make recommendations to the council.

### **Financial Planning Committee**

The financial planning committee shall consist of the administrator, the reeve and a councillor appointed annually. Its mandate is to:

- Develop a 5- year policy on a construction, maintenance, capital and financial plan;
- Review the plan and update it each year;
- Assist in the budgeting process each year;
- Make recommendations to the council.

### **Gravel Committee**

The gravel committee shall consist of a minimum of two councillors appointed in January each year. Its mandate is to:

- Review the gravel map each year and allocate the most efficient haul routes for each pit;
- When requested by council to explore new deposits and bring any findings to the council's attention;
- Ensure that the gravel map is followed and to investigate any discrepancies;
- Make recommendations to the council.

### **Planning & Development Committee**

The committee shall consist of the Reeve, administrator and one councillor appointed annually. Its mandate is to:

- Review the zoning bylaw of the municipality from time to time to ensure it meets our growing needs;
- Develop a plan for light industrial and commercial subdivisions;
- Review all development and subdivision applications and make

recommendations to the council.

### **Texas Gate Committee**

The committee shall consist of three council members to be appointed annually. Its purpose is to:

- Inspect all cattle guards in the R.M. annually and report any which do not meet specifications to the council;
- Investigate any complaints received regarding cattle guards and take appropriate action.

An Example Only

**200-10.99****APPOINTMENTS AS PER BYLAWS AND R.M. ACT**

A.D.D. Committee	Div.1	- Ratepayer (2011 & 2012)
	Div.2	- Ratepayer (2010 & 2011)
	Div.3	- Ratepayer (2011 & 2012)
	Div.4	- Ratepayer (2010 & 2011)
	Div.5	- Ratepayer (2011 & 2012)
	Div.6	- Ratepayer (2010-2011)\
		- Councillor ____
Airport Committee		- Councillor ____
Ambulance Board		- Councillor ____
Antelope Regional Park Board		- Councillor ____ (2010 & 2011)
		- Ratepayer (2011 & 2012)
Assessor & Collector		- Administrator ____
Auditor		- RM Auditor, CA
Building Inspector (class 1)		- Name
Building Inspector (class 3(com.))		- Name (Municode)
Deputy Reeve		- Councillor ____
District A.D.D. Board member		- Councillor ____
Alternate member		- Councillor ____
Member at large		- Ratepayer
EMO Board		- Councillors ____ & ____
Fire Chief		- ____
Somewhere Fire District		- Councillors ____ & ____
Library Board (Somewhere)		- Councillor ____
Library Board (Nowhere)		- Councillor ____
Library Board (Regional)		- Councillor ____
Pest Control Joint committee		- Councillor ____
Pest Control Officer		- ____
Recreation Board(Somewhere)		- Councillor ____ (2011-2012)
		- Councillor ____ (2010-2011)
Road Restriction Committee		- Councillors ____ & ____
Solicitor		- ____
Weed Inspector		- ____
Zoning-Dev.Appeals Board		
Div. 1		- ____ (2010-2012)
Div. 2		- ____ (2011-2014)
Div. 3		- ____ (2010-2012)
Div. 4		- ____ (2010-2013)
Div. 5		- ____ (2011-2014)
Div. 6		- ____ (2010-2013)
Highway #600 Partnership		- Councillor ____ & Administrator
Regional Water committee		-Reeve, Councillor ____ & Administrator
Horseshoe Tourism		- Councillors ____ & ____
Enterprise Saskatchewan		- Councillors ____ & ____

## COMMITTEES OF COUNCIL APPOINTMENTS

Development Committee	- Reeve, Administrator, Councillors ____ & _____
Employee committee Councillor ____	- Reeve, Deputy Reeve, Administrator & _____
Five Year Financial Planning	- Reeve, Administrator, Councillors ____ & _____
Gravel Committee	- Councillors ____, ____ & ____
Texas Gate Committee	- Councillors ____, ____ & ____
Office Maintenance Committee	- Reeve, Administrator & Councillor ____
Ratepayers Meeting	- Councillor ____

**COUNCIL REMUNERATION**

**Council Meetings** - Council members shall receive a remuneration of \$130.00 plus mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day in attendance.

**Special Council Meetings** - Council members shall receive a remuneration of \$130.00 per day plus mileage from their place of residence at a rate of \$0.50 per kilometer for a day meeting, and \$65.00 plus mileage for part or half day meeting.

**Committee Meetings** - Council members shall be eligible for remuneration of \$130.00 per day plus mileage at a rate of \$0.50 per kilometer for committee, district and any other meetings directly related to their work as reeve or councillor for the municipality. A minimum of a half day shall be considered for the purpose of calculating remuneration for committee meetings.

**Municipal Leadership Development Modules** - Council members shall be eligible for remuneration of \$130.00 per day plus mileage at a rate of \$0.50 per kilometer.

**Council Supervision** - Council members shall be eligible for remuneration of \$16.25 per hour when engaged in supervision of roads or public works and mileage at a rate of \$0.50 per kilometer.

**Logs** - Council members must keep an itemized log of the time spent attending meetings, type of meeting and supervision hours and mileage incurred.

**Telephone expenses** - Council members shall receive reimbursement for telephone and cellular calls relating to municipal business. In order to receive payment, Copies of a log and the actual bills documenting the calls must be submitted.

**Procedure** - Council members may submit an expense vouchers with an itemized description of expenses for remuneration and mileage and any other authorized expenses at each months council meeting.

**COUNCIL BENEFITS****Worker's Compensation**

Elected officials are covered by Worker's Compensation Board while engaged in official municipal business.

Claim payment for disability is based on 90% of salary to a maximum of \$30,000 per year until such time as the disabled person can resume work to the maximum age of 65.

The death benefit is available only if the death is the result of unusual or accidental circumstances, in which case the dependent spouse or children would receive benefits for five years, and approximately 5,000.00 for funeral costs payable to the estate if there are no dependants.

**SARM Disability Plan**

Elected and appointed officials are covered by the SARM Disability Plan while engaged in official municipal business.

The plan payment for disability is based on 80% of salary to a maximum of \$20,000 for one year. Coverage is restricted to disability benefits, the death benefit, accidental death and dismemberment benefit.

Any money received from Worker's Compensation or Unemployment Insurance is deducted from the SARM payment.

The death benefit is a lump sum payment of \$5,000.00 payable to the estate.

**SARM Health & Dental Plan**

SARM Health & Dental coverage is available to members of council at the same level as employees. Coverage is optional and valid only as long as the member is on council. Each member of council is responsible to pay the municipality 100% of the premium annual premium.

**200-13****CONVENTION & TRAVEL**

The municipality shall pay accommodation expenses for all approved convention delegates directly. Delegates shall receive:

- a \$130.00 per day allowance,
- an allowance for meals at a rate of \$55.00 per day.
- mileage at a rate of \$0.50 per kilometer.

**200-19****SIGNING AUTHORITIES**

The Administrator and the Reeve or in the absence of the Reeve, the Deputy Reeve shall be the authorized signing authorities for Municipality, and shall sign all bylaws, agreements, cheques and negotiable instruments.

An Administrator shall be appointed by resolution of Council. He/she must possess a valid certificate of qualifications. (MA 110)

The administrator shall be the chief Administrative officer of the municipality, secretary, treasurer, financial and a legislative advisor to council, and a liaison between the council, the community and the municipal employees. And he/she shall perform the duties and exercise the powers and functions that are assigned by the Municipalities Act, the Planning & Development Act, Tax Enforcement Act and any other acts, municipal bylaws or resolution of Council.

**The Administrator's duties as required by the Municipalities Act are to:**

- Take charge of and safely keep all books, documents and records of the municipality.
- Ensure all minutes of council meetings are recorded;
- Record the names of all council present at council meetings;
- Ensure the minutes of each council meeting are given to the council for approval at the next council meeting;
- advise the council of its legislative responsibilities pursuant to this or any other act;
- Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality;
- Provide the minister with any statements, reports or other information that may be required by this Act or any other act;
- Ensure that the official correspondence of Council is carried out in accordance with Council's direction;
- Maintain an index register containing certified copies of all bylaws of the municipality;
- Deposit cash collections that have accumulated to \$50,000 at least once a month, but not more than once a day, in the bank or credit union designed by council;
- Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolutions of council;
- 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;
- Ensure that the financial statements and information requested by resolution are submitted to council;
- Complete a financial statement for the preceding financial year in accordance with the general 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;

- Send copies of bylaws for road closing and closing for leasing to the Minister of Highways and Transportation;
- Bring forward any resignation(s) of elected officials;
- Provide bond to council at the first meeting in January of each year;
- Sign bylaws;
- Provide copies of public documents upon request or payment of fee;
- Call a special meeting when lawfully requested to do so;
- Determine the sufficiency of a petition requesting a public meeting of voter;
- Determine the validity of a petition for referendum(30 days to report to council)
- Administer public disclosure statements;
- Record any abstentions or pecuniary interest declarations in the minutes;
- Provide information to the Auditor;
- Send amended tax notices when required and make necessary adjustments to the tax roll;
- Provide for payment of writ of execution against the municipality;
- Produce certain records upon request of inspector appointed by Minister.
- Give written notice for the unpaid fees of a building contract.
- Maintain debenture register and other duties relating to debenture transactions;
- Certify the date on which tax notices are sent;
- Prepare and send amended tax notices when required;
- Provide receipt for tax payment on request of taxpayer or agent;
- Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied;
- Removal of tax lien if all arrears are compromised or abated;
- Issue Tax Certificates;
- Proof of taxes signed by a designated officer;
- Transfer special assessment to the tax roll;
- Submit school liability statements in a timely manner
- Collection of amusement tax
- Enforcement of Municipal Law automatically defaults to the administrator unless council appoints a designated officer;

**Additional Duties required of the Administrator:**

- Act as a returning officer for all elections under *The Local Government Elections Act*.
- Ensure that Public Notice is given as provided in the Act, or other acts and or as required by council in any bylaw or resolution;
- Ensure that the policies and programs of the Municipality are implemented;
- Act as Development officer to administer the Zoning Bylaw for the

Municipality (*bylaw No.2-82*);

- Advise, inform and make recommendations to council on the
  - Operations of affairs of the Municipality
  - Policies and programs of the Municipality
  - The financial position of the Municipality
- Supervise all operations of the Municipality
- Be responsible for the preparation and submission of the annual budget estimates from departments for Council;
- Monitor and control spending within program budgets established by Council;
- Make routine expenditures on a daily basis until the annual budget is adopted by council;
- Call for tenders as directed by council;
- Purchase goods, services or work (monetary limits may be set council);
- Award Contracts (monetary limit to be set by council);
- Conduct negotiations for land purchases, annexations etc.;
- Conduct duties as set out in the *Tax Enforcement Act*:
  - Prepare a list of property taxes outstanding after December 31 and present to the head of council;
  - Conduct title searches of parcels in arrears
  - Advertise list of property tax arrears in the local paper;
  - Serve 60 day notice to property owner/s in arrears and parties with an interest on the property;
  - Register tax liens on properties in arrears with Information Service Corp.;
  - Withdraw Tax Liens from title once all arrears and cost have been paid;
  - Serve 6 months notices for title when authorized by council;
  - Serve 30 day final Notice for title
  - Transfer title/s to the Municipality where necessary under the T.E. Act.
- Administration of the ADD Small Business Loans program
- Keep the municipal policy manual up to date and update and provide council with updates each year.
- maintain a neat and professional appearance,
- conduct himself or herself in a manner which will enhance the integrity, dignity and honor of the municipality and
- to continue professional development and growth.

## **200-20.1 RECORD RETENTION**

The Administrator is authorized to destroy municipal records as per Municipal Bylaw No. 72-01 Schedule.

## **200-21 ADMINISTRATION SALARY AND BENEFITS**

The municipality maintains the administrator's salary commensurate within the Rural Municipal Administrator's Association and the Saskatchewan Association of Rural Municipalities recommended salary-schedule each year to be negotiated at the December council meeting for the next year.

The municipality shares in the Employee's benefits as follows:

### **Required by legislation:**

Canada Pension	- matching contributions
Unemployment Insurance	- 1.169 over employees' contributions
Municipal Superannuation	- matching contributions
Workers Compensation	- R.M. pays full premium

### **Required - other**

SARM short term Disability	- R.M. pays full premium
SARM long term Disability	- R.M. pays full premium
RMAA membership	- R.M. pays full premium
Notary Public/commissioner	-R.M. pays full licence fee
Hail Insurance licence/bond	- Employee pays full fee and bonding insurance

### **Optional**

SARM Health	- R.M. pays full level 2 family premium
SARM Dental	- R.M. pays full level 2 family premium
SARM Life	- Employee

## **200-22 HOLIDAYS**

The administrator is eligible for holidays with pay as legislated and recommended by SARM & RMAA in the annual Administrators' Salary Schedule.

3 weeks	- after each year of work with the municipality
4 weeks	- after completing 10 years of work with the municipality
5 weeks	- after completing 15 years of work with the municipality
6 weeks	- after completing 20 years of work with the municipality.

## **200-23 BEREAVEMENT LEAVE (Res.221-08)**

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows:

Spouse, Father, Mother, children, Sister, Brother.

A bereavement leave of 1 day with pay shall be granted for the loss of secondary family members identified as follows:

Grandparents, Aunts, Uncles, Cousins, Father-in-Law, Mother-in-Law, Son-In-Law, daughter-In-Law, Brother-in-Law.

Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

## **200-25 ADMINISTRATION TRAVEL**

The Municipality will reimburse the administrator for expenses incurred each year attending the SARM and the RMAA Conventions, SARM, RMAA District Meetings, the SAMA annual meeting and workshops or seminars which are directly related to the administrators work and approved by council at the following rates:

- |                     |                                      |
|---------------------|--------------------------------------|
| - Accommodations    | - Paid in full by the municipality   |
| - Meals             | - \$55.00 per day                    |
| - Mileage           | - \$0.50 per kilometer               |
| - Registration fees | - as previously approved by Council. |

## **200-30 OFFICE**

The R.M. of Somewhere and Nowhere No. 998 jointly owned the office from 1967 to November 2006.

As of November 2006, the R.M. of Somewhere assumed full ownership and responsibility for utilities, maintenance and repairs to the building & property.

## **200-31 OFFICE ACCESS**

Keys accessing the R.M. of Somewhere office shall be restricted to the administrator and bonded personnel only.

## **200-32 COUNCIL CHAMBERS**

The use of the council chambers shall be co-ordinated by the administrator.

First priority is to the council meetings and committees of the council.

The chambers may be open for use by others during office hours between the hours of 9 a.m. to 5 p.m. from Monday to Friday.

The chambers may be open for use in the evening for council members only.

There shall be no charge for the use of the facility.

## **200-33 OFFICE HOURS**

The office is open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

## **200-34 OFFICE MAINTENANCE**

A janitor shall be employed on an hourly contract to keep the office clean and to conduct minor repairs.

**Janitor's Duties**

- clean the basement weekly
- clean the front entrance & reception areas weekly
- dispose of all waste products weekly
- do minor repairs when necessary
- keep the building and premises looking neat & tidy
- keep an accurate record of hours spent on the job and submit time sheet to administrator at the end of each month for payment.

## **200-35            OFFICE SERVICES**

Fee schedule and procedures for various office services:

***Assessment information / field sheets -***

- may be provided to owners free of charge

***Building Permits*** - minimum \$25.00 plus inspection costs

***Development Permits*** - \$25.00 minimum

***Fax service***                    - \$0.50 per sheet coming and going

***Land Sales Information -***

Individuals seeking information regarding land sales are to be referred to the Land Titles office with the exception of the Farm Debt Review Board who shall be charged the \$5.00 fee for each transfer copy.

***Maps***                    - \$10.00 each plus \$2.00 for mailing

***Notary or Commissioner Services -***

provided at no charge during office hours

***Overweight Permits*** - \$25.00 per unit per trip or \$100 for multiple trips

***Photo Copying***

- Black/white \$0.25 per copy

- Color \$0.50 per copy

if person supplies own paper - Black/white \$0.10 per copy

- Color \$0.30 per copy

***Tax Certificates*** - \$10.00 per parcel (Bylaw 101-08)

***Tax Information for mortgagors or persons other than the owner-***

\$5.00 per owner up to four quarters

***Title searches-***

To be conducted at cost for owners only.

## **200-36            OFFICE SPACE**

The North basement Office space may be utilized by other government agencies or programs at a flat rate of \$\_\_\_ per month plus phone expenses. The flat rate includes utilities and janitorial service.

The South basement Office space may be rented at a flat rate of \$\_\_\_ per month plus applicable property taxes. The flat rate includes utilities and weekly janitorial service.

The extra unused office space on the main floor may be rented to other compatible occupants until such time as required by the municipality for expansion of the municipal office space. Rent has been set at \$\_\_\_ per month plus applicable property taxes. The flat rate includes utilities and weekly janitorial service as set out in lease agreement.

An Example Only

## **200-50 TAX COLLECTIONS**

The Municipality shall accept installment payments or prepayments on tax accounts when requested by the ratepayer.

In order to accommodate ratepayers, we will accept post-dated cheques, and receipts will be issued on the date indicated on the cheques.

The administrator is authorized to arrange payment schedules for any delinquent tax accounts.

## **200-51 TAX ENFORCEMENT**

Property with tax arrears of less than 50% of the year's levy remaining shall be removed from the tax enforcement advertising list.

## **200-60 GENERAL INSURANCE**

The municipality shall carry commercial property insurance on all property. The current policy is with SARM on shop and equipment with the following terms:

### **Office:**

- \$\_\_\_\_ deductible
- replacement cost coverage on office building, furniture & equipment

### **Shop:**

- \$\_\_\_\_ deductible
- machinery equipment at depreciated values
- shop buildings & contents at replacement values.

## **200-61 BOND**

The municipality is required to carry a blanket position bond in the minimum amount of \$\_\_\_\_\_ on the administrator and office personnel.

**LIABILITY INSURANCE**

The municipality shall carry a minimum of \$\_\_\_\_\_ liability insurance.  
 The municipality is enrolled under the SARM self-insurance plan for the \$\_\_\_\_\_ coverage. See bylaw 86-1. The Municipality maintains an asset account in the plan fund and pays annual premiums for coverage. The interest earned and the claim withdrawals from the fund each year are credited and debited to and from respective municipal revenue, expense and asset accounts at the end of each year.

The coverage is as follows:

- Bodily injury \$\_\_\_\_\_
- Property Damage \$\_\_\_\_\_
- Personal Injury & advertising Liability \$\_\_\_\_\_
- Tenant's Legal Liability \$\_\_\_\_\_
- Non-Owned Automobile \$\_\_\_\_\_
- Legal Liability for Damage to hired Automobile \$\_\_\_\_\_
- All perils; fire fighting mutual aid vehicles \$\_\_\_\_\_
- All perils; all other vehicles \$\_\_\_\_\_
- Environmental damage \$\_\_\_\_\_
- Error & Omission-Admin. Liability \$\_\_\_\_\_
- Environmental Damage Liability \$\_\_\_\_\_
- Excess Automobile Bodily Injury & Property \$\_\_\_\_\_
- Damage Liability \$\_\_\_\_\_

Deductible \$500 per claim in each category

**Purpose**

- To support our responsibility for and commitment toward our team members to ensure a safe and healthy workplace;
- To ensure that all team members at the R.M. Somewhere No. 999 have a work environment which is free of alcohol and drug use/abuse;
- To outline the municipalities expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- To provide an opportunity to team members with a substance use problem to get well rather than provide grounds for the employer to terminate such a team member's employment.

**Scope**

This policy applies, at the workplace, to all team members of the R.M. of Somewhere No. 999 (referred as the Amunicipality@) and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

1. All individuals working for the Amunicipality@ are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- 2) Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the well being of our team member's families, and the safety of the traveling public within the R.M. of Somewhere No. 999. As such, the municipality wants to impress upon all team members that it has zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs at their place of employment. **For that reason employees are prohibited from consuming drugs or alcohol at least eight hours prior to arriving at the workplace.**
3. The municipality strictly prohibits the use of, unlawful manufacture of sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on municipal property. To this end, the municipality reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of filing cabinets, desks, packages, lunch boxes etc. which are on municipal property, in a municipal facility or inside municipal equipment. Any drugs or alcohol found as a result of such a

search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

### **Assistance & Rehabilitation**

The Municipality recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it. The Municipality also recognizes that dependency on alcohol and/or drugs can be successfully treated, and encourages team members with drug or alcohol dependencies to assume ownership of gaining control over their dependency. Team members are expected to recognize that problems related to alcohol and drug use or dependencies are not an excuse for poor or unsafe performance. Team members who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly. Full participation in appropriate treatment programs is expected and the team member will be accommodated by being provided with modified duties if required, assigned to alternate duties where possible, or placed on the appropriate leave. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance. Team members who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

### **Roles & Responsibilities**

It is the responsibility of all members of council and staff to identify a situation in which they have concerns about an individual's immediate ability to perform his/her job, and take appropriate steps. Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from municipal premises, pending investigation and a decision on appropriate consequences including potential disciplinary action. The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.

1. If a team member, visitor or contractor arrives at the workplace, and you have reasonable cause to suspect that the team member, visitor or contractor is under the influence of alcohol or drugs, the supervisor and or administrator shall immediately remove him/her from the work environment. In the event you have any doubt as to whether the team member is, or is not impaired you should err on the side of caution and remove him/her from the work environment.

2. Unexpected circumstances can arise when an off-duty team member is requested to work. It is the team member's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
3. Team members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to the administrator or supervisor if there is any risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on restrictions in performance of duties.
4. If a team member or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify a member of the municipal council.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any team member, co-worker, contractor or supervisor not complying with this is enabling. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

### **Policy Violations and Procedures for Team Leaders and Managers**

Where the situation dictates that a witness is required to corroborate a reasonable suspicion that a team member, visitor or contractor is under the influence, supervisors must seek corroboration from two of the following individuals in the sequence set out below:

1. Reeve and/or any member of council and/or administrator

### **Disciplinary Procedure**

The disciplinary procedure will follow a three step progression:

1. Warning with 1 week suspension, without pay.
2. Warning with 2 weeks suspension, without pay and mandatory enrollment in a rehabilitation program.
3. Termination

### **Questions & Answers**

1. **What if I smell alcohol or drugs on a team member when they arrive at the workplace or workstation?**

If you have reasonable cause to believe that the team member in question is

impaired in ANY way by drugs or alcohol it is the municipalities direction that it is your duty to send the team member home notwithstanding the fact that you cannot prove with certainty that he/she is intoxicated. To do otherwise could endanger the safety of that team member and/or others with whom he/she is working. The municipality prefers to err on the side of prudence than expose the particular team member (and potentially others) to injury. (Refer to question 4 below.)

**2. How do you determine if a team member is intoxicated or his/her ability to work is impaired by reason of an intoxicant?**

The municipality is aware that we are not doctors or specialists in assessing intoxication or impairment; however the following non-comprehensive list provides some direction as to likely indicators of impairment:

- (i) Smell of alcohol or drugs on breath;
- (ii) Glassy eyes;
  - Slurred speech;
  - Unusually loud and/or argumentative;
  - Unsteady gait or unusual body movements;
  - Face abnormally flushed;
  - Deterioration in job performance such as sporadic work pace, neglect of details, increase in mistakes, difficulty recalling instructions and/or;
  - Smell of cannabis in the air at team member's work location and/or discarded drug evidence in the same area.

**3. Steps to take when you smell alcohol or drugs on a team member or a team member is suspected of being at work in an intoxicated or impaired condition.**

- After you smell or confirm physical and behavioral observations, approach the team member with your suspicions;
- Have a witness with you for corroboration, but do not wait to take action if a witness is not readily available;
- Escort the team member to a private location when confronting him/her and ask if he/she has had anything to drink (or is on, or has consumed drugs);
- If reasonable suspicions or signs of impairment (as per 2 above) are confirmed, immediately remove the team member from the workplace and make arrangements to have his/her functions covered off,
- Direct the team member to the Reeve and/or any member of council and/or administrator to question the team member.
- If, as result of such interview, you still have reasonable cause to believe that the team member is impaired direct the team member to go home, pending further investigation.

**4. What should I do to ensure that the team member gets home safely?**

You must take reasonable steps to ensure that the team member does not drive.

At a minimum, you should:

- Call his/her home to have someone else drive him/her home (if someone is available);
- If no one is available at home to drive the team member then contact the Reeve and/or any member of council and/or administrator who shall make arrangements to transport.
- Ask him/her to leave the keys to his/her car with you;
- If he/she refuses all of the foregoing, then tell the team member if he/she gets into his/her car you will be forced to call the police; and
- If, notwithstanding the above, the team member insists upon driving his/her own car, then you should take immediate steps to contact the police and inform them of the situation.
- If the team member refuses to leave the premises, the police must be called.

**5. How do I accumulate proof of what I observed?**

Immediately after the team member has departed the premises (is sent home) prepare an Incident Report, including all of your observations and actions taken. Ask corroborative witness to do the same. These statements should be presented to the Reeve and/or any member of council and/or administrator at the first available opportunity.

**6. What happens from there?**

Council at the first available opportunity will review the facts and circumstances surrounding the incident. If it is confirmed that the team member's ability to work was impaired by reason of drugs or alcohol, then progressive disciplinary action will be taken up to and including termination, depending upon the circumstances (e.g., others; past disciplinary record; and reasons tendered (e.g. was on prescribed medication).

**7. What do I do if I find someone in possession of or consuming alcoholic beverages or illegal drugs on the company premises?**

You should confront the team member immediately (preferably in the presence of a corroborating witness) and send the team member home. All of the facts should be recorded in an individual statement at the first available opportunity for the Reeve and/or any member of council and/or administrator to review the facts surrounding the incident. The company has zero tolerance approach to events such as these and the team member will be subjected to progressive disciplinary action, up to and including termination, depending on the individual circumstances.

- **What if I catch a team member selling alcohol or drugs to another team member?**

The facts should be recorded and the team member(s) confronted and then sent home pending investigation. Depending upon the circumstances, you should immediately report the matter to the police and ask the team member(s) to wait in the office until the police arrive. You cannot, however, force the team member(s) to stay.

**9. What if the team member upon confrontation says that he is an alcoholic or otherwise addicted to drugs or alcohol?**

- (i) Proceed with steps outlined in points 2, 3, and 5 above and make a note of the team member's response.
- (ii) If, after further investigation, the team member's addiction is confirmed at the first two steps of disciplinary measures, then he/she will be offered assistance by the company to address and rectify this situation.

**10. What if the team member responds that he/she is taking medication prescribed by a physician?**

- (i) You should still follow the steps outlined in points 2, 3, 4 and 5 above.
- (ii) If, after further investigation, it is determined that the cause of the impairment is attributable to an unexpected reaction from medication prescribed by a duly licensed physician then, depending upon the circumstances, the disciplinary penalty may be modified.

**11. What if this is a repeat offender?**

The team member will be subject to progressive disciplinary measures, up to and including termination.

The nature of discipline is corrective and its purpose is to motivate employees to accept rules and standards of conduct which are necessary to achieve the goals and objectives of the municipality.

The Municipal Council agrees to act reasonably in all circumstances in applying disciplinary procedures. In the event the Municipal Council initiates a disciplinary action against an employee the following procedure shall be followed:

3. **Oral Reprimand** - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employee's personnel file.
4. **Written Reprimand** - If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Reeve. The written warning shall include:
  - Confirmation of the warning discussion
  - Statement of the rule or standard abused or the nature of the unsatisfactory performance.
  - Statement describing the improvement that is required.
  - State consequences should situation not be rectified.
  - Written warning to be acknowledged by the employee in writing and a copy retained in the individual's personnel file.

The Municipal Council has the right to bypass discipline steps, depending on the type and severity of action and the impact on the job and fellow employees. Council may go directly to suspension if necessary.

**1. Definition (section 2(1)(l) of the *Occupational Health and Safety Act, 1993*):**

“Harassment” means any objectionable conduct, comment or display by a person that:

- (i) is directed at a worker;
- (ii) is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- (iii) constitutes a threat to the health or safety of the worker.

**2. Worker right**

Every worker is entitled to a working environment that is free of harassment.

**3. Employer obligation**

The R.M. of. Somewhere will ensure that no worker is subjected to harassment at this place of employment.

**4. Worker obligation**

No worker shall cause or participate in the harassment of another worker.

**5. Procedure for dealing with harassment concerns**

All complaints will be taken seriously. The rights of all concerned will be respected. Workers are encouraged to use these steps to address incidents of alleged harassment internally.

- 5.1 A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- 5.2 Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the Reeve. In the event that the complaint is against the Reeve, the worker should report the alleged harassment to a member of the Employee committee who will then take the action indicated below for the Reeve.
- 5.3 Once a report is received, the Reeve shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with

information concerning the circumstances of the complaint; and undertake a confidential investigation.

5.4 Following the conclusion of the investigation, the Reeve will inform the complainant and the alleged harasser of the results of the investigation.

**6. Resolution and corrective action**

Where harassment has been substantiated, the Reeve will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

**7. Confidentiality**

The Reeve will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

**8. External complaints**

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: *The Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulation, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at (306) 787-4496.

## **300 PROTECTIVE SERVICES**

### **300-1 FIRE PROTECTION**

The rural municipalities of Somewhere, Anywhere, Nowhere and the village of Anywhere participate in an inter-municipal agreement for fire protection with the Town of Somewhere. The municipalities own a rural fire truck and pay an annual amount to the Town to share in the cost of the Somewhere and district Fire Department as per the agreement. See Bylaw 111-10 for more details. The Fire department is administered out of the Town Office and through a board consisting of participating municipal representatives. See Appointments 200-10.99.

The R.M. of Somewhere also has an agreement with the Tomorrow Fire Department for service in the SW Corner of the Municipality on a fee for service bases. See Bylaw 35-96 for details.

#### **300-1.1 FIRE CHIEF**

The Somewhere and District Fire Chief shall be the appointed Fire Chief for the R.M. of Somewhere and shall have jurisdiction over the entire area within our municipal boundaries.

#### **300-1.2 FIRE INVESTIGATION**

The municipality authorizes the Fire Chief to appoint the R.C.M.P. as local assistant investigators pursuant to section 12 of the fire Prevention Act 1992.

### **300-2 AMBULANCE SERVICES**

The rural municipalities of Somewhere, Anywhere, Nowhere, Here, the villages of Anywhere, Tomorrow and the Town of Somewhere participate in an inter-municipal agreement for Ambulance services and have formed a separate entity as the Somewhere and District road Ambulance corporation. The Corporation is administered by a board of directors comprised of an appointed representative from each member municipality. See Appointments 200-10.99.

The member municipalities pay an annual amount to the Corporation as per formula based on population and assessment and the annual budgetary shortfall. See Bylaw 67-01 for more details.

### **300-3            EMERGENCY MUTUAL AID - E.M.O.**

The rural municipalities of Somewhere, Anywhere, Nowhere, Here, the villages of Anywhere, Tomorrow and the Town of Somewhere participate in an inter-municipal agreement to form the Somewhere and District Mutual aid District. The participating municipalities share in the capital expenditures and ongoing expenses of a communication system and an emergency response unit.

The E.M.O. is administered out of the Town of Somewhere office and by a board consisting of an appointed representative from each participating municipality. See Bylaw 4(106) for more details and Appointments 200-10.99

### **300-4            9-1-1 EMERGENCY SERVICE**

The municipality pays an annual amount based on population to the City of Prince Albert for 9-1-1 Emergency dispatching services under the Provincial 9-1-1 system. See bylaw 91-06 for more details.

### **300-5            BUILDINGS - PROTECTIVE INSPECTIONS**

The municipality has a Building Bylaw 13-90 and 14-91 in place which regulates the erection demolition, and inspections of buildings in the municipality. The Zoning bylaws 82-2, 32-96 and 84-04 regulate the location of buildings in proximity to other facilities.

### **300-6            ANIMAL PEST CONTROL**

The municipality appoints a Pest Control Officer each year to keep rat infestation in check. The Pest control Officer is hired by contract to conduct two tours of the entire municipality each year one in early spring and in the fall.

He is responsible for identifying rat infested sites, setting up bait stations, monitoring these sites, keeping accurate records and time sheets, making annual reports to council and educating the ratepayers on identifying rat infestation and eradication and control measures. See Appointments 200-10.99.

#### **300-6.1           ANIMAL PEST CONTROL PRODUCTS**

The municipality provides Warfarin in oatmeal and liquid form and granular Bromadiolone Rodenticide at no charge to R.M. of Somewhere property owners. These product are sold at cost to non ratepayers and all other products and sold at cost plus \$0.25 to everyone. The Following is a price listing of products carried by the municipality.

Bromdadiolone Rodenticide	\$0.75 each
Ditrac all Weather Cake Rodenticide	5.50 each
Liquid Lightning Rodenticide	3.50 each
Liquitox	2.00 each
Smoke Bombs	8.00 per card of four
True Grit Gopher Rid	5.50 each
Warfarin (oatmeal)	1.50 each
Warfarin (water soluble)	1.50 each
Strychnine products at cost	
- Wilson gopher-kil bait 7kg.pail	48.50 each
- Wilson gopher-kil bait 15kg. Pail	98.00 each
- Liquid Strychnine	8.00 per bottle

Council resolution 328-10 authorizes automatic changes in the price listing based on actual product cost rounded up by \$0.25.

**400           TRANSPORTATION**

**400-1       SUPERVISION OF WORKS (COUNCIL)**

Each councillor is appointed a committee of one to supervise road work in his/her division.

All supervision is to be done under the direction of the Reeve.

All members of Council shall be paid fees and mileage for supervision of roads and public works within their respective divisions at a rate of \$15.00 per hour so occupied and fifty cents (\$0.50) for every kilometer necessarily traveled.

Each councillor shall be responsible to maintain a log stating the date, time and observation of road inspected or any other public works supervision conducted.

One third of all payments to the council shall be designated as being paid in respect of expenses in compliance with Revenue Canada regulations.

#### 400-1.1

### ROAD PRE-CONSTRUCTION PROCEDURAL CHECK LIST

- The Administration is responsible for:
  - mailing out the form letter of notification of construction to land owners affected by the construction (see appendix F-400-1.1).
  - preparing the agreements for sale of right of ways
  - notify utility and pipeline companies (Sask Tel, Sask Power and Sask Energy) of construction and request locates, depths and flagging of underground facilities
- The supervising councillor shall meet with owners and obtain signatures on right of way sale agreements rates to be as set out in municipal policies.
- The Construction Committee shall:
  - tour the proposed construction area with the R.M. foreman
  - tour the proposed construction area with the engineer; inform the engineer of any unusual run-off problems, any known clay deposits, the nature of the land owners, etc.
  - Note above ground obstructions and their location:
    - Texas gates
    - Power poles
    - Sask Tel facilities
    - i.e. - are utilities in a cut or fill area?
    - are utilities in a back slope area?
    - are utilities running parallel to road?
  - Rock piles
  - Trees
  - Building
  - Old or existing water wells
  - Dugouts
- Buried utilities (telephone & power):
  - The supervising councillor must:
    - confirm that the utility companies have been notified
    - confirm if utilities are located and flagged and depths known
    - notify the administrator if lines require moving
- Pipelines:
  - The supervising councillor:
    - should verify that the pipeline companies have been notified
    - confer with engineer into depth of pipelines
    - are pipelines high pressure or not
    - what special precautions must be taken

#### **400-1.1 PRE-CONSTRUCTION PROCEDURAL CHECK LIST (Cont'd)**

- General duties of Supervising Councillor
  - locate place to dispose of rocks
  - if rip rapping is necessary, locate source of rocks
  - are borrow pits necessary, if so, locate where
  - if clay capping is necessary, locate source of clay (this may involve testing potential sites with backhoe)
  - identify any new or altered water courses (engineers will usually point them out)
  - locate construction camp site
  - examine road approach requirements (i.e. replace in existing location, relocates, removals, any new approaches)
  - confer with land owners on approach issue and requirements
  - report all above ground and buried obstructions, all arrangements made for rocks, borrow pits, clay deposits, etc. to the administrator.
  - water source if watering is required

#### **400-1.2 ROAD CONSTRUCTION PROCEDURE**

- The contractor is directly responsible to the engineer in regards to the plan, design and construction standards.
- The engineer is responsible to the supervising councillor, any additional approaches or re-locations must be submitted to the engineer for inclusion in the project design.
- The supervising councillor is responsible for:
  - limiting interference with the contracting engineer by the land owners,
  - ensuring that land owners needs are met, i.e.: approaches,
  - ensuring fences are removed, and culverts are on site when needed,
  - provide a location for culvert storage,
  - be on site to take inventory when culverts are delivered,
  - arranging for traffic detours,
  - arranging for water haulers if required,
  - notify the administrator when project is nearing completion so that gravel haul may be co-ordinated.
  - participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: that once the project is released for gravel, the contractor is released from his obligation for repairs on the road due to weather conditions.
  - sign the project release form once you have inspected the road with the foreman, engineer, and the contractor and are in agreement that the road is completed to satisfaction and ready for graveling.

#### **400-1.3 COUNCIL/EMPLOYEE COMMUNICATIONS POLICY**

The purpose of the policy is to:

- clearly enunciate councils communication practices and procedures,
- maximize the efficient use of time, human and capital resources,
- minimize the need for council member involvement in the day to day operations of the municipality,
- enhance employer/employee relations, by minimizing confusion and potential areas of conflict.

The council/employee liaison shall be a two-way communications link conducted by and through the Reeve.

- a) The Reeve shall communicate the council's plans, programs, direction, and matters pertaining to the day to day operations of the municipality expediently and directly to the foreman.
- b) When assigning tasks or projects to the Foreman, the Reeve shall stipulate the degree of urgency and a reasonable time frame for completion.(*res.221-09*)
- c) The Reeve shall communicate employee concerns and suggestions regarding the council's plans, programs, direction, scheduling or any matter pertaining to the day to day operations of the municipality expediently and directly to council or appropriate committee.
- d) Any need by council members or employees to deviate from a) or b) shall be communicated to the Reeve.

This is a council operations policy, it does not supersede the role and responsibilities of the administrator or council committees, nor the rights and responsibilities of individual council members.

#### **400-1.4 PERSONAL PROTECTIVE APPAREL**

##### **PROTECTIVE FOOTWEAR, PROTECTIVE HEAD WEAR**

- POLICY:** The Rural Municipality of Somewhere No. 999 shall ensure a process to eliminate or decrease the risk of work related foot and head injuries in accordance with the Occupational Health and Safety Regulations (1996)  
All employees must supply their own protective footwear.
- PURPOSE:** To ensure that a worker uses footwear and head wear that is appropriate to the risks associated with the workers place of employment and occupation.  
To protect a worker who may be at risk from a falling object or who may tread on a sharp object.  
To prevent foot and head injuries to the employees of the Rural Municipality of Somewhere No. 999.  
To assist supervisors and employees in determining when hard hat use is mandatory.  
To minimize or eliminate hazards/risks which may result in personal injuries/illnesses, service interruption, or loss.  
To promote and maintain a safety program based on the AInternal Responsibility System@ where roles, responsibility and account abilities are known and implemented.
- APPLICATION:** This policy applies to all employees including contractors and consultants providing services to the R.M. of Somewhere No. 999.
- COUNCIL TO:** Ensure all workers use approved protective footwear/head wear as required in mandatory protective footwear/head wear areas.  
Authorize expenses for the approved head wear  
Ensure that all employees are aware of the protective footwear requirement.
- SUPERVISOR TO:** Ensure all workers use approved protective footwear or head wear as required in mandatory protective footwear/head wear protection areas.  
A supervisor may direct an employee to wear a hard hat at any time when in their opinion there is a risk of head injury.

**WORKERS TO:** Ensure that they use approved footwear as required in mandatory footwear areas.  
Ensure that they use approved protective head gear as required in mandatory head protection areas.

**DEFINITIONS:** **Construction** - The erection, renovation, repairs, dismantling and painting of a structure, clearing, earthmoving, grading, trenching digging, boring, drilling, blasting and concreting.  
**Hard Hat** - means protective head wear  
**Color** - means fluorescent orange or other high visibility color  
**Mandatory** - condition of employment in mandatory protective footwear areas or mandatory head wear protective areas.  
**Approved** -means CSA (Green Triangle) approved having a safety toe, puncture resistant soles with boot height appropriate to the work to be performed.  
**Risk** - shall be interpreted to mean all areas where hard hats are mandatory as per this policy or where in the opinion of the Employer or supervisor protective head gear is warranted.

#### **MANDATORY FOOTWEAR AREAS**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When engaged in the repair/maintenance/construction of bridges.
- When working in the vicinity of equipment capable of propelling objects at high speeds (eg mowers, hand operated weed whacker)
- When bush clearing
- While working in repair shops while repairing and or maintaining equipment.
- While working in and around equipment such as loaders, backhoes, crushers, graders and all heavy equipment.
- When working in and around excavations, trenches, culverts, post hole augers..

#### **MANDATORY HEAD PROTECTION AREAS**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When working on the side slope or the road surface
- When erecting and repairing signs

- When engaged in the repair/maintenance/construction of bridges
- When working in the vicinity of equipment capable of propelling objects at high speeds (eg. mowers/hand operated weed whackers)
- When bush clearing
- When using the shop overhead cranes
- While working in the area of overhead equipment such as cranes, backhoes, crushers, loaders.
- When working in and around excavations, trenches, culverts.
- At all times when operating power equipment unless an enclosed cab is provided.
- When working where heavy equipment/trucks are operating (eg. Pits)
- When engaged in the repair/maintenance of equipment inside the right of way.

### **MISCELLANEOUS PROTECTIVE APPAREL**

**POLICY:** The Rural Municipality of Somewhere No. 999 shall ensure a process to eliminate or decrease the risk of work related injuries

**PURPOSE:** To prevent injuries to the employees of the Rural Municipality of Somewhere No. 999  
To ensure that all employees protective apparel or supplies that are appropriate to the risks associated with the work being done.

**COUNCIL TO:** Ensure resources are provided for the use of fluorescent safety vests, rubber gloves, safety glasses and ear plugs.

**FOREMAN TO:** Ensure all workers use approved protective safety equipment as required in mandatory work areas.

**EMPLOYEES TO:** Ensure that they use approved safety equipment as required in mandatory work areas.

### **OPERATING GUIDELINES:**

#### **MANDATORY AREAS:**

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place (vests)
- When engaged in the repair/maintenance of bridges (vests)
- When working in and around excavations, trenches, culverts etc. (ie. vests)
- When driving equipment (ie earplugs)-according to OH & S noise guidelines
- When working with hazardous products as listed in the MSDS

manuals (ie gloves and safety glasses).

**NOTE:**

Clarification of concerns regarding the intent of the policy should be addressed in the following manner:

- (i) Every attempt should be made to resolve the issue with the local Supervisor.
- 2) Persistent concerns should be raised to the Council

**NON COMPLIANCE:**

It is the responsibility of all employees to ensure the provisions of this policy are followed and adhered to. Supervisors and employees will be held responsible and accountable for non compliance. If in doubt, supervisors and employees should err on the side of safety.

**Note:**

All requirements of this section are conditions of employment. Visitors to a work site where Personal Protective Apparel is required must comply by using the necessary Personal Protective Apparel. Enforcement lies with the supervisor and Council.

#### **400-1.5 FIRE SAFETY POLICY**

**POLICY:** A process to prevent the outbreak of fire at any work site of the Rural Municipality of Somewhere No. 999 and to provide effective means to protect workers from any fire that may occur.

**PURPOSE:** To prevent fires and any harm that could result to the workers, public and property and to provide effective means to protect from any fire that may occur.

**COUNCIL TO:** Ensure that the fire safety plan is posted in a conspicuous place for reference by workers and locations of all fire extinguishers.

Ensure that the fire safety procedures and training is carried out.

Ensure that all portable fire extinguishers are inspected, maintained and tested on a regular basis.

**FOREMAN TO:** Document and have a copy offsite of all locations and storage methods of flammable substances present in the workplace assist in development of a plan to include notification of fire department, evacuating endangered workers. Train all workers to know who is designated to carry out the fire safety plan and their duties.  
Ensure that all equipment is equipped with fire extinguishers.

**WORKER TO:** To take all reasonable and practicable steps to prevent the outbreak of a fire at their place of employment.  
Familiarize themselves with the locations of all hazards and fire safety plans within their place of employment and their duties and responsibilities in carrying out the fire safety plan.

#### 400-1.6

### WORKING ALONE POLICY

**POLICY:** A process to protect workers who must work alone

**PURPOSE:** To provide a process that identifies the risks arising from working alone.  
To provide an effective communication system that consists of:

- (i) Radio/telephone communication
- (ii) Provide a process for regular contact with the worker

To ensure workers meet or exceed first aid qualifications for working alone.  
To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996)  
To ensure emergency response plans are established prior to the start of work (eg. RCMP contacts, locations of nearest health facility, emergency transportation availability).  
To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

#### RESPONSIBILITIES:

**COUNCIL TO:** Ensure resources, training and emergency response plans are in place where workers are alone.  
Ensure an effective communication system is in place for workers who are alone.  
Ensure a process to establish and review standard operating procedures.

**FOREMAN TO:** Ensure workers have the appropriate first aid training, certification and supplies.  
Actively participate in the identification of risks associated with each activity before it starts and establish safe work procedures.  
Once they have been identified all documentation will be given to the worker to ensure they are familiar with the proper procedure.  
Make sure emergency response plans are prepared with the necessary contacts and that all workers have copies of the plans.  
Ensure that the communication system is operational and workers have received adequate training.  
Read, review, revise and understand applicable standard

operating procedures.

**WORKERS TO:** Actively participate in the identification of risks associated with each activity prior to commencement and establish safe work procedures.  
Read, review, understand and follow the established working alone policy, procedures and necessary emergency response plan.

**OCCUPATIONAL HEALTH AND SAFETY  
CONSULTANT/COORDINATOR:**

Recommend minimum training standards for workers who work alone.  
Assist and advise with process, procedures and equipment to minimize or eliminate the hazards.  
Assist and advise with preparing of emergency response plans.

#### **400-1.7 LOCK OUT POLICY**

<b>POLICY:</b>	A process to protect workers who undertake the maintenance, repair, test or adjustment of a machine.
<b>PURPOSE:</b>	To provide a written lock out process to each worker to ensure theirs and others safety when repairing, testing, adjusting or maintaining a machine.
<b>COUNCIL TO:</b>	<p>Provide a written lockout process to each worker who is required to work on a machine either repairing, testing, adjusting, or maintaining a machine.</p> <p>Ensure the purchase of the lockout tags for the workers to use to ensure safety while performing maintenance, repair, testing, or adjusting of a machine.</p> <p>Ensure the workers understand that if the lockout tags are not being used the keys must be removed from the machine to ensure that it cannot be used while under lockout.</p>
<b>FOREMAN TO:</b>	Ensure all workers are adequately informed of the process for lockout.
<b>WORKER TO:</b>	Ensure the safety of themselves and others by following the written lockout process.

#### 400-1.8

#### DISCIPLINARY PROCEDURES (*Res.221-08*)

The nature of discipline is corrective and its purpose is to motivate employees to accept rules and standards of conduct which are necessary to achieve the goals and objectives of the municipality.

The Municipal Council agrees to act reasonably in all circumstances in applying disciplinary procedures. In the event the Municipal Council initiates a disciplinary action against an employee the following procedure shall be followed:

1. **Oral Reprimand** - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employee's personnel file.
2. **Written Reprimand** - If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Reeve. The written warning shall include:
  - Confirmation of the warning discussion
  - Statement of the rule or standard abused or the nature of the unsatisfactory performance.
  - Statement describing the improvement that is required.
  - State consequences should situation not be rectified.
  - Written warning to be acknowledged by the employee in writing and a copy retained in the individual's personnel file.

The Municipal Council has the right to bypass discipline steps, depending on the type and severity of action and the impact on the job and fellow employees. Council may go directly to suspension if necessary.

**400-1.9        DRUG & ALCOHOL POLICY** *(Res.177-10)*  
Refer to Policy 200-97.

**400-2        TRANSPORTATION EMPLOYEES**

Transportation employees are hired by the Council and responsible to the Foreman, who is responsible to Council. The Foreman may hire casual labor from time to time as the work load requires with prior consent of Council at the basic rates set out in 400-8.

**400-2.1        TRANSPORTATION - WAGE NEGOTIATIONS:**

The Council should determine if the employees are at their appropriate wage levels, after taking into consideration. The experience, qualifications, years of work with the municipality, job function and responsibility level, and wage relative to other employees etc. If the employee is not at their appropriate wage level, then adjustments should be made. These adjustments could be made over a phase-in period.

The employees' committee should meet with each employee prior to the December Council meeting for the purpose of determining the employees' expectations and to hear any considerations the employee may have in mind.

The employee Committee shall consider the amount that can be expended on salary increases with consideration to a Cost of Living Allowance and a performance bonus and make recommendations to the council.

The Cost of Living Allowance will then be applied uniformly between all employees.

The Council, in December will hear the committee's recommendations and set the employee wages for the coming year.

**400-2.1.1        TRANSPORTATION - HOURS OF WORK**

A normal work week will consist of 50 hours per week during high season April through October and 40 hours per week from November through March. No overtime shall be paid.

## **400-2.2 WAGES AND BENEFITS**

The Foreman and Maintenance operators are full time year-round employees and paid on a monthly salary. The Utility employees are seasonal, generally from April to the end of October and paid on an hourly basis.

The municipality shares in the Employee's benefits as follows:

Canada Pension	- matching contributions
Unemployment Insurance	- 1.169 over employees contribution
Municipal Superannuation	- matching contributions
Workers Compensation	- R.M. pays full premium
SARM. Short Term Disability	- R.M. pays full premium
SARM Long Term Disability	- R.M. pays full premium (taxable)
Health	- R.M. pays full premium
Dental	- R.M. pays full premium

## **400-2.3 HOLIDAYS**

Employees receive three weeks holidays with pay after one year of service.  
Employees with over ten years of service receive four weeks holidays with pay.  
Utility or seasonal employees receive payment in lieu of holidays.

### **400-2.3.1 BEREAVEMENT LEAVE (*Res.221-08*)**

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows:

Spouse, Father, Mother, children, Sister, Brother.

A bereavement leave of 1 day with pay shall be granted for the loss of secondary family members identified as follows:

Grandparents, Aunts, Uncles, Cousins, Father-in-Law, Mother-in-Law,  
Son-In-Law, daughter-In-Law, Brother-in-Law.

Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

## **400-2.4 TRUCK ALLOWANCES**

The Foreman has the use of the Municipal truck within the municipality and work related activities outside the municipality.

The Operators and Utility personnel may be required to use their own truck and shall be paid mileage at a rate of \$0.45/km.

#### **400-2-4.1 CLOTHING ALLOWANCE** (*Res.221-08*)

Public Works employee shall be provided with an annual clothing allowance of \$200 payable on January 31<sup>st</sup> each year.

## 400-2.5

## FOREMAN - DUTIES AND RESPONSIBILITIES

### Job description:

This position is year round full time.

The Foreman is directly responsible to the Council through the Reeve

To be a working foreman.

To be responsible for the grader operators and utility personnel.

Foreman is required to do all tasks as necessary

### Qualifications:

Must possess a valid driver's licence

Have good organizational, communication and record keeping skills.

Have good leadership skills

Have a neat and clean appearance.

### Duties:

Ensure that all roads are maintained and repaired on a priority basis as required by road conditions.

Ensure all roads are bladed in a professional and a safe manner.

Service his own machine, make and assist in repairs

Make sure equipment is in a safe operating condition - walk around check and operational check shall be done.

Foreman has the latitude to expend for routine maintenance and repair items as defined in reference sheet.

Make sure the engines are properly warmed up before operating.

Keep track of shop inventory.

Ensure that all inventory is accounted for.

Maintain a neat and safe work shop environment

Co-ordinate all projects and work with the exception of major construction project.

Organize and assign employee schedules and tasks Ensure that tasks are completed in a timely manner.

The Foreman may, in consultation with the Reeve and Councillor, authorize the operator to do some custom work. The Foreman must ensure that Ratepayers sign a waiver before, the operator undertakes the custom work. Any and all work off road allowance is chargeable, except for one top blading per year on lanes from road to occupied farmsteads. Maintain resident ratepayer roads only upon request by the ratepayer as set out in policy 400-14.

Contact the Reeve at least once a week

#### 400-2.5

#### FOREMAN - DUTIES AND RESPONSIBILITIES (Cont'd)

Make arrangements for major repairs to all equipment after conferring with Reeve.

Meet with Council on regular meeting days or upon request.

Be willing to accept suggestions from council.

The Foreman is expected to address all ratepayers with respect, when complaints are filed, report them to the respective Councillor or the Reeve.

The Foreman is responsible for the grader operators and utility personnel.

Familiarize self with the other transportation employees' job descriptions.

Provide Council with employee evaluations as requested.

Maintain good communication with employees.

Address fellow employees in a reasonable manner and with respect.

Keep detailed time sheets, log books and maps as requested

Prepare & maintain maps showing gravel, shoulder and road surface repair needs, etc.

Provide the administrator with annual gravel requirement map. Identify any budgetary items to the administrator prior to February 28<sup>th</sup> each year.

Provide the administrator with the annual maintenance maps at the end of each year.

Report all accidents, theft, mishaps or incidents with the traveling public or ratepayers to the administrator for liability, property and employee insurance administration.

Complete tasks as directed by Reeve or Deputy Reeve within the stipulated time frame. If the time line cannot be met, the foreman must inform the reeve immediately of the reasons why the task cannot be completed as stipulated (*res.221-09*).

Work hours as per schedule

The Foreman may be required to work longer hour days during certain seasons. Employees are not required to work on Sundays except in extenuating circumstances.

The Foreman must apply to Council/Reeve for approval of holiday period. Cellular phone to be left on at all times during working hours.

Ensure that no alcohol is consumed during hours of work or after hours on the shop premises.

The foreman has authority to reprimand or suspend employees for disciplinary action if situations requires.

Be willing to acquire and upgrade skills as requested by council

Become fully familiar with all the equipment

## **400-2.6 MAINTENANCE OPERATORS - DUTIES AND RESPONSIBILITIES**

### **Job Description:**

This is a full time year round position  
Maintenance Operator is directly responsible to the Foreman.

### **Qualifications:**

Must possess a valid driver's licence and provide his own truck.  
Have knowledge of grader operation and service.  
Have a working knowledge of road building and maintenance.  
Have a full working knowledge of grading technique.  
Must be capable of working with a minimum or without supervision  
Have a neat and clean appearance.

### **Duties:**

Maintain and repair all roads on a priority basis as required by road conditions unless instructed by Foreman.

Blade all roads in a professional and a safe manner.

Do work as per the road maintenance schedule or as requested by Foreman.

Service your own machine, make and assist in repairs as qualified to do so.

Carry necessary tools for minor repairs.

Make sure equipment is in a safe operating condition (walk around check and operational check shall be done).

Make sure engines are properly warmed up before operating.

Major Breakdowns - Contact the Foreman

To perform work such as fencing, mowing, rock picking, clean shop or other duties as assigned by Foreman.

Clean out culvert ends and report damaged ends to Foreman.

Keep track of gravel needs as required.

Signs are to be replaced as soon as possible and inform the foreman immediately.

The operator may be required to do some custom work. All custom work must be approved by the foreman. Ratepayers must sign a waiver before, the operator undertakes the work. Any and all work off road allowance is chargeable, except for one blading per year on lanes from road to occupied farmsteads.

Maintain resident ratepayer roads only upon request by the ratepayer.

## **400-2.6 MAINTENANCE OPERATORS - DUTIES (Cont'd)**

Grader operator and utility personnel are directly responsible to the Foreman. Familiarize yourself with the Foreman's job description and apply it when making decisions.

Address fellow employees in a reasonable manner and with respect.

Be willing to follow directions.

Employees are expected to address all ratepayers with respect, when complaints are filed with you, report them to the Foreman or the Reeve.

Keep detailed time sheets, log books and maps as requested

Work hours as per the schedule.

Shop hours limited to 8 hours per day.

Road maintenance personnel may be required to work 10 hour days during certain seasons.

Rain days may be taken off, unless advised otherwise (check with Foreman) this time can be made up on either Saturdays or other holidays. (Sunday excluded) arrangements to be made with the Foreman.

Employees are not required to work on Sundays, except in extenuating circumstances.

The employee must apply to the Foreman for approval of holiday period.

Cellular phones to be left on at all times during working hours.

No alcohol shall be consumed during hours of work or after hours on the shop premises.

## SEASONAL UTILITY PERSONNEL - DUTIES AND RESPONSIBILITIES

### Qualifications:

The Utility employment is seasonal from April to October.  
Have knowledge in the operation of a tractor and mower  
Have his own truck from time to time (mowing season)  
Must possess a valid driver's licence  
Be capable of working with a minimum or without supervision  
Have a neat and clean appearance.

### Duties:

Grader operator and utility personnel are directly responsible to the Foreman.  
Work hours as per time-sheet, as per the schedule or directed by Foreman.  
To perform, work such as fencing, mowing, rock picking, clean shop or other duties as assigned by Foreman.  
Clean out culvert ends and report damaged ends to Foreman  
Keep machine and equipment clean inside and out.  
Make sure equipment is in a safe operating condition (walk around check and operational check shall be done).

Make sure shop and shop yard is kept neat

Address fellow employees in a reasonable manner and with respect.  
Be willing to follow directions  
Employees are expected to address all ratepayers with respect, when complaints are filed, report them to the Foreman or the Reeve .

Keep detailed time sheets and log books (maps) as requested

Work hours as per the schedule.  
Shop hours limited to 8 hours per day.  
Road maintenance personnel may be required to work 10 hour days during certain seasons.  
Employees are not required to work on Sundays except in extenuating circumstances.  
Holidays are paid out monthly.  
Cellular phones to be left on at all times during working hours.

No alcohol shall be consumed during hours of work or after hours on the shop premises.

**EQUIPMENT SHARING AND RENTAL POLICY**

The R.M. of Somewhere No. 999 and the R.M. of Nowhere No. 999 agree to share equipment on the following terms:

- Each municipality shall set their rental rates using the current Provincial rental guide;
- The renter of the equipment shall provide their own power units wherever applicable;
- If the owner' power unit is used with attachment, the rent shall apply to both units;
- The owner is responsible for maintenance and the costs of maintenance;
- The renter is responsible for wearable items such as blades and tips;
- ! Method of payment.
  - each municipality shall maintain ownership of its equipment
  - each municipality shall keep track of the hours of usage;
  - once a year paying the usage fee difference;
  - in December, the municipalities shall re-evaluate the arrangement and look into capital cost sharing factors.
- ! Current equipment inventory for sharing:
 

R.M. of Somewhere No. 999	<ul style="list-style-type: none"> <li>- ripper</li> <li>- grass seeder</li> <li>- sheepsfoot packer</li> <li>- gravel retriever/disc</li> </ul>
R.M. of Nowhere No. 998	<ul style="list-style-type: none"> <li>- Sandnvick blade</li> <li>- rock picker</li> <li>- rotevator</li> </ul>
Jointly owned	<ul style="list-style-type: none"> <li>- distributor truck</li> </ul>

#### 400-5.1 MACHINERY POOL

The R.M. of Somewhere No. 999, R.M. of Anywhere No. 997 and R. M. of Tomorrow No. 996 have jointly purchased road maintenance equipment which is needed periodically by each municipality. The R.M. of Somewhere administers the machinery pool. The cost of equipment, repair and maintenance is shared equally.

The R.M. of Somewhere maintains a trust account for the machinery pool in which all rental fees received are accumulated and repairs and maintenance of the equipment is paid out.

##### List of Machinery Pool Equipment and Rental Rates

	<u>Member rates</u>	<u>Non-member rates</u>
2 - Wobbly wheel packers	\$3.00 per hour	\$6.00 per hour
Metal detector		

The equipment is rented only for small jobs and only to local people or local governments.

#### **400-6            MACHINERY RATES**

The municipal machinery rental rates reflecting equipment and operator for all power units are as follows:

Grass Seeder & Tractor	-	\$50.00 per day
Gravel Truck	-	\$75.00 per hour;
Packer(sheepsfoot)-		Not for rent.
Patrol	-	\$80.00 per hour for ratepayers (minimum 2 hour); \$115.00 per hour for non ratepayer (minimum 1 hour);
Rock Picker	-	
Rock Rake	-	\$61.00 per hour for ratepayers (minimum 2 hour); \$70.00 per hour for non ratepayers (minimum 2 hour);
Snowplowing	-	\$80.00 per hour for ratepayers (min. 1/2 hour)
	-	\$115.00 per hour for non ratepayer (min. 1/2 hour), this is to include all work done beyond municipal roads.
	-	\$130.00 per hour for Department of Highway roads;
Tractor & Mower	-	\$70.00 per hour for ratepayers; \$90.00 per hour for non ratepayers;
Tree Planter	-	\$70.00 deposit refundable upon return

#### **400-7            HIRING RATES**

We use the Provincial equipment rental rates as a guide for hiring work done.

#### **400-8            HIRING RATES FOR CASUAL LABOUR**

We hire casual labour when required at a rate of \$12.00 per hour.

#### **400-10 GRAVEL SALES**

- Gravel may be sold to ratepayers during the municipal gravel hauling program; requests must be made to the administrator in the spring; and a limit 20 yards (one load) of gravel per yard site per year the cost of gravel, crush, loading and trucking shall apply at a total rate of \$8.00 per yard (costs averaged and equalized throughout the municipality).
- For uncrushed gravel from our pits, our charges shall be \$0.25 over royalty charges per cubic yard.
- Crush gravel may be available off the belt during crush plus all applicable crush, loading and trucking costs.
- All gravel sold is to be stockpiled off the site and all requirements, permits etc. are to be brought before the council prior to approval.
- Crush tailings may be sold at \$2.00 per yard plus loading and trucking costs (*Res.3-10*).

#### **400-11 CULVERT SALES**

New culverts may be sold, supply permitting to oil companies or other ratepayers for lease or access roads within the municipality only at cost including all applicable freight and taxes.

Used culverts may be sold to ratepayers at 50% of list price.

#### **400-12 GRADER BLADE SALES**

New grader blades are not for resale.

Used grader blades may be sold at a rate of \$4.00 each.

#### **400-13 SHOP YARD**

The Shop yard may be rented for trailer switching at a rate of \$50 per month per trucking company. The use of the shop yard for switching purposes is dependent on the schedule and condition that it does not interfere with our needs for the space.

#### **400-14 MAINTENANCE OF RESIDENTIAL LANES**

The municipality shall grade and mow the grass on lanes to residences once a year and snow plough lanes when requested. Any other requests will be at the discretion of the council.

#### **400-15 MOWING ROAD ALLOWANCES**

The municipality shall begin mowing the top cut of 15 feet on or about the 15<sup>th</sup> of June each year, and the municipality shall not pay compensation for any crops mowed in the right of way.

Individuals wanting to cut the right of ways for feed must notify the R.M. office of their intentions prior to June 15<sup>th</sup> each year. Individuals applying to cut right of ways must cut from the top of the road to the ditch bottom leaving the right of way clean and remove all bales by July 15<sup>th</sup>.

#### **400-20 DUST CONTROL POLICY USING WASTE OIL**

The use of approved waste oil may be considered for dust control application at occupied farm sites adjacent to roads as material is available from the local oil companies under the following terms.

The oil company shall be responsible for:

- the oil analysis,
- the application to Saskatchewan Energy and Mines for approval,
- the trucking and
- the spreading of the material on the R.M. designated sites.

The municipality shall be responsible for blading the oily waste material into the road, maintenance and designating the sites. The criteria for site designation shall be as follows:

- Receipt of an application from the owner of the farm site adjacent to the road.
- Priority to be given to high volume designated roads
- Material to be applied for a maximum of 600 feet on the road adjacent to the farm site in the direction of the prevailing winds.

The applicant (adjacent land owner) shall be required for

- payment of all cost of materials and contract equipment used to apply the dust control at the farm site as approved by council.
- payment of all cost of materials and contract equipment used in subsequent applications as determined by safety conditions and direction of council.
- Sign a waiver releasing the Municipality of any liability to private property due to the oil or oily dust residue.
- See appendix G-400-12 for application form.

**400-21****DUST CONTROL USING CALCIUM CHLORIDE**

The R.M. may provide dust control to farm sites directly adjacent to roads at the request of the land owner in the following manner:

- for the purpose of this policy a farm site is deemed to be a maximum area of 600 feet;
- the land owner shall be charged \$300 per site for the initial application and \$150.00 per site for each subsequent application;
- the municipality shall apply a granular chloride with the R.M. grass seeder and spray the area with water immediately to activate the chloride;
- council reserves the right to prioritize the requests based on need and time constraints.
- See appendix **H**-400-13 for application form.

## **400-26 FENCES**

The municipality will be responsible for paying the cost of the labour for the removal and replacement of a comparable fence where needed for the purpose of road building. The municipality shall be responsible for posts 3-4 inches x 6 feet placed at a minimum of 25 feet apart and the replacement of existing gates. The owner shall be responsible for the cost of all wire and for costs relating to any difference in post size, placement, wire or gates and associated labour.

### **400-26.1 TEMPORARY FENCES FOR CATTLE CONTAINMENT DURING ROAD CONSTRUCTION** *(Res.3-09)*

Adjacent landowners to road construction projects shall be encouraged/requested to move cattle to another holding area during construction. In the event that moving the cattle is not possible, then the following shall apply:

- The municipality shall install an electric fence where and whenever possible.
- If an electric fence is not conducive to the situation, then the municipality may erect a two wire fence with the land owner being responsible for the cost of wire.
- The municipality shall be responsible for the removal of all temporary fencing as soon as possible upon completion of the construction with exception of reclamation areas as addressed in policy 400-26.2. (Res.3-09)

### **400-26.2 TEMPORARY FENCES FOR RECLAMATION AREAS** *(Res.3-09)*

Temporary fences may be required from time to time to re-establish grassed areas damaged or removed through the road construction process. In this instance the municipality shall be responsible for the installation and removal of the fence in lieu of the area being out of commission to the owner for a longer period of time. The installation shall consist of a two wire fence round the perimeter of the reclamation area and the removal of the fence once the grass is established. (Res.3-09)

## **400-27 RIGHT OF WAY PURCHASES**

The municipality shall pay for road right of ways on AG. land at the one-time rate of 1.75 times the fair value assessment with a minimum of \$50.00 and the municipality shall be responsible for the reclamation of the areas purchased.

The municipality shall pay for road right of ways on commercial land at the one-time rate of \$932.00 per acre with a minimum of \$50.00 and the municipality shall be responsible for the reclamation of the areas purchased.

#### **400-27.1      COMPENSATION FOR CROP DAMAGE**

Compensation for crop damage and loss on right of ways purchased for road construction is to be paid at a one-time rate of \$225.00 per acre for all crops including hay.

Compensation for pasture loss shall be paid at a one-time rate of \$100.00 per acre.

#### **400-27.2      COMPENSATION FOR SUMMER FALLOW**

Compensation for summer fallow shall be a one-time payment of \$50.00 per acre on right of way areas designated for road construction if summer fallowing practices were actually performed..

#### **400-27.3      COMPENSATION FOR AREAS DISTURBED OUT OF RIGHT OF WAY**

Compensation for areas disturbed and reclaimed in the process of road construction outside the purchase right of way shall be paid at a one-time rate of \$100 per acre.

#### **400-27.4      COMPENSATION FOR ACCESS TO WATER SUPPLY**

Compensation for the access to water for the purpose of road construction shall be paid at a rate of \$20.00 per load with a minimum of \$200.00.

#### **400-28      BORROW PITS**

The municipality shall pay for borrow pits used for road construction at the rate of 1.7 times the fair value assessment with a minimum of \$50.00 and the municipality shall be responsible for the reclamation of the areas purchased.

#### **400-29      APPROACH DEVELOPMENT**

Council adopted the following road approach policy for the purpose of expediting the approval process and accommodating the industry:

- applications for approaches must be submitted in writing to the R.M. office;
- there must be an appropriate site distance;
- the approach must be constructed at a right angle to the road;
- the approach onto all developed roads must have a minimum 20 foot top, and 3 to 1 slopes;
- a culvert must be installed where necessary;
- any approach entering onto a gravel road must be graveled at the time of construction.

Permission for the approaches may be granted between council meetings with consultation with the respective Councillor, Reeve and Administrator.

#### **400-30      ROAD DEVELOPMENT POLICY**

Council adopted the following road allowance development policy for the purpose of expediting the approval process and accommodating the oil and gas industry:

All applications for development of road allowances must be submitted in writing to the R.M. office. The Oil and Gas Co. making application shall be responsible for:

- the building, maintenance and graveling of the road being developed and shall remain responsible as long as the industry is the primary user of said road.
- negotiating with the land owners for fence removal and right of ways, and any damage to utility cables or pipelines located in the road allowance which may occur during construction or maintenance;
- constructing the road to a minimum standard of 24 foot top and 3 to 1 slopes, these standards also apply to the approaches.
- all drainage;
- Texas gates/cattle guards on rangeland in compliance with municipal Texas Gate policy;
- ensuring that written permission from the Municipality has been issued prior to commencing construction;

- Permission for the industry development of road allowances may be granted between council meetings with consultation with the respective Councillor, Reeve and administrator.

#### **400-31 ROAD CROSSINGS - PIPELINES**

For the purpose of pipeline design and installations parallel or crossing municipal road allowances, the following conditions shall apply:

- all road allowances are deemed to be 45.72 meters (150 feet);
- all pipelines must be installed at right angles to the road allowance;
- pipelines should cross road allowances at the low spots where ever possible;
- minimum pipeline depth shall be 2.5 meters (8 feet) in low spots and 3.7 meters (12 feet) in high spots on the road allowance;
- all developed roads must be punched through;
- encasement and vents are required on all high traffic roads or other roads as deemed necessary by Council;
- vents may be placed on the outer edge of the existing right of way but will require moving at such times as road widening or construction occurs.

#### **400-32 ROAD ALLOWANCE - POWER POLES**

Municipal policy in the placement of SaskPower poles and above ground structures shall be installed no closer than 31.5 feet from the centre of the existing road allowance.

**CATTLE GUARD POLICY ON ROAD ALLOWANCES**

**SCOPE:** This policy includes all cattle guards (Texas gates) situated on road allowances and surveyed roads within the Municipality

**PURPOSE:**

- a) To ensure that the R.M. is aware of the existence of all cattle guards within the municipality;
- b) To ensure that cattle guards are built and maintained to a standard satisfactory to the R.M. Council and to ensure the safety of users of municipal roads.

**REGISTRATION:**

Registration of existing cattle guards on road allowances and surveyed roads will be required, and will include the owners name and location.

**PROPOSALS FOR NEW CATTLE GUARDS:**

- Written permission must be obtained before a cattle guard may be placed on a road allowance or on a surveyed municipal road.
- Cattle guards must meet the R.M. specifications and standards.
- A detailed plan of the cattle guard must be submitted in writing to the council of the R.M. prior to installation.
- Installation is the responsibility of the landowner, but must be supervised by the R.M. personnel.
- Maintenance of the cattle guard is the responsibility of the landowner.
- “Cattle at Large”, “Texas Gate Ahead” and “Advisory Speed Signs” shall be posted on all road allowances and surveyed roads with Texas Gates; and the cost for signs and installation to be charged to the landowner.
- The land owner shall provide an alternate crossing in the form of a minimum 24 foot gate in the fence beside the Texas gate and an approach to the fence gate to accommodate passage of wide or heavy equipment.

#### **400-33 CATTLE GUARDS Continued.**

##### **STANDARDS:**

- Minimum weight requirements according to Provincial weight restrictions.
- Space between cross members shall be a minimum of 5 inches on 2 7/8 pipe.
- Pipe cross members should be minimum of 2 7/8 inches.
- Cross members shall be supported by a minimum of 4 - 6 x 6 x 2 I beam, T iron or pipe of equal strength.
- Size - minimum of 20 feet by 6 feet on municipal roads.
- Size - minimum of 16 feet by 6 feet on undeveloped road allowances or bladed trails.
- Wings on either side of cattle guard shall be a minimum of 4 feet in height.
- Material shall be all steel construction top sitting on steel or concrete foundations.
- Installation must be supervised by R.M. personnel.

##### **CATTLE GUARD COMMITTEE:**

The Cattle Guard Committee shall be appointed annually, and shall be composed of three council members.

##### **DUTIES:**

- The Cattle guard committee shall inspect all cattle guards in the R.M. annually and report any which do not meet specifications to the Council. The Cattle Guard Committee shall investigate any complaints received regarding cattle guards, and take appropriate action.
- If any of the standards are not met, council can order the cattle guard repaired or removed. If the landowner does not comply, R.M. personnel will remove the cattle guard and repair the road site and invoice the owner of the cattle guard for the costs of repair or removal.
- Bylaw required declaring the road allowance Aopen herd@ (bylaw 73-01).

#### **400-40 AIRPORT**

The R.M. of Somewhere No. 999, R.M. of Nowhere No. 998 and the Town of Somewhere own and operate the Somewhere Municipal airport located on NE-1-2-3-W5M.

A board consisting of an appointee from each municipality administers the airport and the R.M. of Somewhere administrator is the secretary / treasurer to the board. (See appointments 200-10.99)

The airport funds itself through leases of the agricultural land around the air strips and oil wells.

The R.M. of Somewhere administers the airport through a trust account.

The R.M. of Somewhere does the maintenance on the airport and bills the airport trust account at ratepayer rates.

In the last 25 years any major runway repairs have been funded by the R.M. of Somewhere. Repayment to the municipality was made from airport revenues spread out over a number of years. There have been some contributions by others many years ago, and the oil industry used to donate crude oil. The last donation of oil by the industry was in the late 1970. Changes to Provincial regulations require refined oil emulsion to be used in resurfacing air port runways.

An Example Only

## **500 ENVIRONMENTAL HEALTH SERVICES**

### **500-1 PUBLIC WELLS**

- The municipality owns and operates a community well-located SE-1-3-2-W5M.
- Water quality is monitored quarterly or more frequently if necessary.
- Well access is restricted to domestic use. Not for industrial use.
- The restricted access serves as protection to the user and the integrity of the well.
- Access is monitored and restriction is maintained through the issue of a numbered key for a fee of \$100.00 for one year or \$25.00 per quarter. See Bylaw 20-92.
- Bylaw 19-92 regulates key holders loading responsibilities.

#### **500-1.5 TANK LOADING FACILITY-Somewhere**

The rural municipalities of Somewhere No. 999, Nowhere No. 998 and Anywhere No. 997 jointly constructed a raw water tank loading facility in the Town of Somewhere located on lot 10 block 8 access off #845 highway.

- The facility is accessible through the use of account numbers and passwords or by coin operation.
- The R.M. of Somewhere administers the facility through a trust account with an annual statement of all expenditures and revenues being submitted to each partner municipality as of December 31<sup>st</sup> each year.
- Water is sold at a rate of \$6 per 1000 gallons of which \$4 is paid to the town for the water consumed.
- Account users are invoiced monthly for the number of gallons consumed during that month.
- The coins are collected and deposited monthly and form part of the facility's revenues.

#### **500-1.6 TANK LOADING FACILITY & WELL - TOMORROW**

The rural municipalities of Somewhere No. 999, Nowhere No. 998 and the Village of Tomorrow jointly developed a community well on the SE-4-10-4-W5M and constructed a 20,000 gallon reservoir and Tank loading facility located in the Village of Tomorrow to service the rural residents and increase water capacity for the village.

The project was funded 15% by municipalities and 85% through the Saskatchewan Agriculture Farm and Ranch Water Infrastructure Program.

The Village of Tomorrow administers the facility through a trust account with an annual statement of all expenditures and revenues being submitted to each partner municipality as of December 31<sup>st</sup> each year.

## **500-2 WASTE DISPOSAL**

The R.M. of Somewhere has contributed to the capital costs of the Disposal sites and annual operating fee in the past through agreements, however these agreements are no longer in place and have been replaced with everyone being required to pay a tipping fee each time refuse deposits are made to the sites.

The Town of Somewhere and the Village of Tomorrow own and manage the waste disposal sites as follows:

- The Somewhere Site is located SE-8-13-4-W5M
- The Tomorrow Site is located SW-21-13-4-W5M
- There is a tipping fee charged to users of the site, and residents of the rural municipality may use the sites when open and paying the tipping fee.
- The municipality contracts with Waste Management for a container pickup at the shop at a annual cost of \$450.

### **500-3 WEED CONTROL**

The municipality may provide a licensed applicator when available and chemical herbicide for application on specific species of noxious weeds under the Noxious Weed Act and approved by council.

The land owner and the municipality shall share at the rate of 50% the wages and chemical costs for each chemical application.

The municipality shall be responsible for the cost of the fuel and equipment.

In the event that the owner does not pay the invoiced 50% cost by December 31 of the year in which work was done, it shall be deemed custom work and the amount outstanding shall be added to the property tax account and form part of the tax arrears.

#### **500-3.1 LEAFY SPURGE**

The municipality shall control and eradicate the invasive Leafy Spurge weed and absorb 100% of the cost of controlling this invasive plant species within the municipality for five years. Policy to be reviewed in 2015 (*Res.185-10*).

## **600 ENVIRONMENTAL DEVELOPMENT SERVICES**

### **600-1 COMMERCIAL DEVELOPMENT POLICY**

For the Purpose of this policy the following definition shall apply:

1. Commercial development shall be defined as developments located on commercial subdivision which relate to any one of the following conditions:
  - provide services directly to the public
  - involve processing
  - manufacturing
2. There shall be full assessment on the land
3. The R.M. agrees to phase-in the assessment on business and property improvements as follows:
  - 100% exemption for the year of development
  - 100% exemption for the calendar year in which operation commences
  - 80% exemption for the third year
  - 60% exemption for the fourth year
  - 20% exemption for the fifth year
4. The R.M. will build roads on road allowances only if the development requires the road and where an agreement is in place.
5. The R.M. shall not be responsible for railway crossing development or enhancements.
6. The R.M. may undertake custom work with municipal equipment time permitting at ratepayer rates.
7. The R.M. shall not be responsible for utilities or services such as water and sewage.
8. For the purpose of this policy, oil batteries and gas plants shall be defined as production related and therefore excluded from the policy.

## **600-2 OIL & GAS WELL DEVELOPMENT**

Council approves oil and gas well development as a permitted use in the agriculture district; and the Development Officer (the administrator) is hereby granted authority to issue development permits for oil and gas well development under Part 5A-agricultural District, Section 3 of the Zoning bylaw upon consultation with the reeve and respective councillor and under the current approach and road development policies. Resolution 111-98.

## **600-3 DRILLING LICENCES**

Drilling licences are issued as per Bylaw No.74.01 at a fee of \$450.00 per well, and \$225 per holes for exploration below the drift for the purpose of obtaining geological & structural information. Seismic testing is exempted from fees.

The lease owner is invoiced upon receipt of Saskatchewan Energy and Mines licence Notice for the drilling licence fee, not the drilling company.

## **600-5 PROXIMITY TO ROAD ALLOWANCES**

All above ground facilities or structures and trees are required to be set back 200 feet from the centre of the road allowance and 300 feet from the centre of an intersection (*Zoning Bylaw 82-2 Part Five I and Bylaw 52-98*).

## **600-10            AGRICULTURAL DEVELOPMENT & DIVERSIFICATION BOARD**

The municipality is a member of the District #55 A.D.D. Board. See Bylaw 5-89 and Appointments 200-10.99. The district board provides resource information, group purchasing benefits on our rat control products, pest control programs and noxious weed control programs, etc.

## **600-11            LOCAL A.D.D. COMMITTEE / A.D.D. SMALL LOANS ASSOCIATION**

The municipality has established an Agriculture Development and Diversification committee consisting of the council appointed representatives from the six divisions in the municipality to assist the council in identifying local issues and organizing programs for the community to promote economic development. See Bylaw 12-90, 15-91 and Appointments 200-10.99.

This board has formed a corporate body under the name of the A.D.D. Small Loans Association for the purpose of administering loans up to \$15,000 per applicant, at reasonable interest rates. Under the Provincial Saskatchewan Enterprise Small business loans program to businesses in the area.

The Chairman and Directors of the Association are the same as the Local A.D.D. Board. The treasurer and administrator is currently Know It All.

## **700 RECREATION AND CULTURAL SERVICES**

### **700-1 RECREATION**

The municipality along with the Town of Somewhere, the R.M.s of Nowhere, Anywhere, the villages of Tomorrow and Anywhere participate in an inter-municipal agreement for the purpose of funding recreation and cultural director and facilities.

The municipalities pay an annual payment of \$6,000 to fund the recreation director and a levy of \$7.00 per capita to the Somewhere and District Recreation board for distribution among the various facilities in the district. The board consists of an appointed member from each participating municipality. For more details see Appointments 200-10.99 and Bylaw No. 91-06.

### **700-2 REGIONAL PARKS**

The municipality along with the R.M.s, of Nowhere No. 998, Somewhere No. 999, Anywhere No. 997, Over There No. 995, Here No. 996, No Here No. 994, the villages of Tomorrow, Anywhere, Nowhere, Hilly, Plains and the Town of Somewhere participate in a the Roaming Ridge Regional Park agreement for the purpose of funding.

The municipality appoints a representative to the board and pays an annual levy based on population and a distance factor for capital and annual maintenance. The R.M. of Somewhere share equals \$1,500.00 a year. See Bylaw 92-06 and Appointments 200-10.99.

### **700-3 LIBRARY**

- The municipality, along with 97 other municipalities within the Windy Regional Library boundaries participate in an inter-municipal agreement to provide library service to the Region.
- The Library is an incorporated entity and administered by a Regional Librarian and executive board of directors elected from and by the General board of municipal appointees.
- The municipality - makes an annual appointment to the Regional Library board, the local Somewhere Library Board and the local Tomorrow Library Board. See Appointments 200-10.99.
- The Regional library board appointment shall be a member of council and must sit on one of the local library boards.
- The municipalities are responsible for providing and funding the library

facilities.

- The Windy Regional Library is responsible for funding the programs, book inventory, wages etc.
- 
- The municipalities pay an annual levy to the Regional Library based on population and budgetary requirements and general board approval. See Bylaw 44-97.

An Example Only

## **800 FISCAL SERVICES**

### **801 REVENUES**

The municipality derives 73 % of its revenues from property taxation on the assessment base, 65 % from the oil and gas industry and commercial and 35 % from agricultural and residential property. The other revenue generating areas are grants, drilling licenses, interest and various services provided by the municipality.

The following graph illustrates the average revenues (from 1990 to 1997) generated from the various sectors.

	1997	1996	1995	1994	1993	1992	1991	1990	Average
Taxes	72.92	65.39	82.68	65.54	85.45	69.68	63.34	79.18	73.02
Grants in Lieu	5.15	0.89	1.18	0.95	1.35	1.10	1.08	1.21	1.61
Serv to Other Gov't	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.07	0.04
Sales of Services	0.36	0.22	0.26	0.52	0.63	0.40	0.25	0.07	0.34
Oth Rev-Own Sources	10.43	8.65	11.04	6.99	7.22	4.73	5.66	6.78	7.69
Unconditional Grants	0.00	3.59	0.00	0.35	0.15	2.08	2.72	5.06	1.74
Conditional Grants	10.60	7.70	4.58	23.97	5.35	22.01	23.06	7.22	13.06
Fiscal Transactions	0.54	13.56	0.26	1.68	0.00	0.00	3.87	0.00	2.49

### **802 EXPENDITURES**

The municipality spends an average of 61% of its revenues on transportation service, which is all road related items, including wages, supervision, machinery and liability insurance. There is on average 21% allocated to fiscal services which are reserves for future road building, gravel, capital equipment and the mandated general reserve.

There is approximately 14% allocated to general government services which includes all administration costs such as council remuneration, travel, administration salaries, office supplies, tax collection costs, assessment costs, general insurance, election costs and annual memberships.

The remaining 6% is directed to protective, environmental health, environmental development, recreation and cultural services.

	1997	1996	1995	1994	1993	1992	1991	1990	Average
General Government	12.93	12.08	17.04	13.37	16.04	13.70	12.40	15.79	14.17
Protective Services	2.25	0.92	1.40	1.33	1.29	0.98	0.28	0.64	1.14
Transportation Services	55.75	49.33	55.15	78.87	57.11	62.95	63.17	66.21	61.07
Envir. Health & Welfare	0.35	0.34	0.45	0.28	0.31	0.30	6.27	0.24	1.07
Public Health & Welfare	0.00	0.08	0.12	0.09	0.13	0.12	0.11	0.14	0.10
Envir. Development	0.17	0.11	0.32	0.42	0.68	0.79	1.10	0.69	0.54
Recreation & Culture	0.56	0.58	1.11	0.50	1.18	0.80	0.93	0.97	0.83
Fiscal Services	27.99	36.56	24.42	5.13	23.26	20.35	15.74	15.34	21.10

## **803 FIVE YEAR PLAN**

The municipality has a five-year financial plan in place which is reviewed and updated each year at budget time. The plan was developed in April 1996, it sets out the policy, objectives and goals for the municipality's financial planning.

### **803.1 PLANNING POLICY**

That the municipality have a five-year planning committee established to review a 5- year roll over plan to be presented annually. Appointments 200-10.99.

### **803.2 PLANNING OBJECTIVES**

To develop and maintain a 5- year rolling plan for the operation of the municipality with consultation with various committees to be presented to council for approval and implementation each year.

### **803.3 PLANNING PROCEDURE**

The planning procedure each year shall include an inventory of the municipality's current assets and liabilities including maintenance of the municipality's infrastructure, an evaluation of the assets and liabilities and project the financial needs over a five-year period.

#### **803.4 FIVE YEAR GOALS**

The main goal of the five year plan is to maintain a sound financial standing and prevent large fluctuations in the levies and the municipal taxes paid by the property owners in the R.M. of Somsewhere.

The plan sets out the following goals to guide the annual budgeting process:

- 5% capital
- 6% gravel reserve to replenish inventory
- 5% reserves for future expenditures
- 4 miles of road reconstruction of all classes

The percentages are reflected in relation to the 2005 municipal tax revenue.

The aim of the plan is to maintain \$800,000 financial reserves by the end of the five years through the 10% reserves as follows:

- 300,000 cash on hand for capital replacement
- 500,000 reserves for future expenditures including general & road construction.

The goal adopted by council is to maintain a capital reserve of \$300,000 and general reserve of \$500,000 for a total of \$800,000 without large fluctuations in mill rates.

(Appendix A-803)

#### **803.5 ROAD WORK**

The five-year plan indicates an average of 4 miles of designated roads a year, if road work falls short of the average miles, then the balance of the money must be set aside into a road construction reserve for the future. (Appendix A-803).

#### **803-10 ACCOUNTING AND REPORTING TANGIBLE CAPITAL ASSETS** (Res.10-09)

Legislative Reference: Public Sector Accounting Board (PSAB)

**POLICY STATEMENT:**

The objective of the policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges, and the recognition of any related impairment losses.

**DEFINITIONS:**

Tangible Capital Asset:

Non-financial assets having physical substance that:

- Have useful lives extending beyond an accounting period (1 year);
- Are used on a continuing basis in the municipality's operations;

and

- Are not held for re-sale in the ordinary course of operations.
- Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;

Non-financial Assets:

Non - financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- Are normally employed to deliver government services.
- May be consumed in the normal course of operations, and
- Are not for resale in the main course of operations.

Betterments:

Subsequent expenditures on tangible assets that:

- Increase previously assessed physical output or service capacity;
- Lower associated operating costs;
- Extend the useful life of the asset; or
- Improve the quality of the output.

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Historical Cost (H):

Is the actual purchase value of asset including installation, engineering, legal, freight, design costs, and includes interest costs until asset goes into service.

Consumer Price Index (CPI):

Is the Saskatchewan Consumer Price Index

Capitalization Threshold:

Is the value used to determine when a purchase is to be capitalized and reported in the financial statements. Below this threshold the purchase is recorded as an expense.

**Group Assets:**

Assets that have a unit value below the capitalization threshold but have a material value as a group. Normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

**Fair Value:**

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

**Residual Value:**

The amount the municipality expects to be able to realize on disposal of a capital asset at the end of its useful life to the municipality. As a general rule, many of the assets used by the municipality will have a residual value of Nil.

**POLICY:**

**Capitalization**

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

Asset Description	Threshold
Land	ALL
Land Improvements	\$ 5,000
Building & Engineered Structures	\$10,000
Machinery & Equipment	\$ 5,000
Vehicles	\$ 5,000
Office & IT Equipment	\$ 1,000
Infrastructure - Streets & Roads	ALL
Infrastructure - Bridges	ALL
Infrastructure - Water	ALL
Infrastructure - Wastewater	ALL

Capitalize betterments to existing assets when unit costs exceed the threshold.

**Categories:**

A category of assets is a grouping of assets of a similar nature or function in the municipality's operations. The following list of categories shall be used:

- Land
- Buildings
- Roads
- Water
- Furniture and Fixtures
- computer systems (hardware & software)

**Valuation:**

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

**1.1 Purchased assets**

Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

**1.2 Acquired, Constructed or Developed assets**

Cost includes all costs directly attributable (e.g., construction, engineering, architectural and other fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when the tangible capital asset is ready for use.

**1.3 Capitalization of Interest Costs**

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost to that asset.

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicates that substantially all of the activities are complete.

#### **1.4 Donated or Contributed Assets**

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

##### Amortization:

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The municipality will use the straight-line amortization method, which is a constant rate over the useful life of the asset. This is a process of allocation, not valuation.

Land costs are never amortized except at landfill sites.

Useful life is normally the shortest of the assets physical, technological, commercial or legal life. The useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

A comprehensive list of estimated useful lives of assets and amortization rates is attached.

Council is responsible for establishing and utilizing an appropriate amortization methodology and rate for assets acquired. Council is responsible for establishing and utilizing an appropriate estimated useful life for assets acquired.

##### Disposal

When tangible capital assets are taken out of service, destroyed or

replaced due to obsolescence, scrapping or dismantling, the administrator is responsible for adjusting the asset registers and accounting records recording a loss/gain on disposal.

**Capitalization Threshold:**

Capital Asset Thresholds are based on historical cost values.

If historical cost is unknown it is to be calculated by using insured values as follows:

HCPI = Historical Saskatchewan Consumer Price Index

C\$ = Current Cost Dollars (Insured value)

CCPI = Current Saskatchewan Consumer Price Index:

Estimated Historical Cost = HCPI/CCPI x C\$

**Estimated Useful life:**

<b><u>Capital asset Class and Category</u></b>	<b><u>Threshold</u></b>	<b><u>Estimated Useful Life</u></b>
<b><u>Land &amp; Improvements</u></b>		
Land	ALL	Indefinite
Land Improvements	\$5,000	15 years
<b><u>Buildings and Building Improvements</u></b>		
Buildings	\$10,000	50 years
Building Improvements	\$10,000	50 years
Engineered Structures	\$10,000	50 years
<b><u>Machinery and Equipment</u></b>		
Heavy Equipment - Graders, tractors	\$ 5,000	20 years
Operating Equipment	\$5,000	10 years
<b><u>Transportation Equipment</u></b>		
Vehicles	\$5,000	10 years
<b><u>Office and Information Technology</u></b>		
Computer hardware	\$ 1,000	5 years
Computer Software	\$ 1,000	5 years
Office Furniture & equipment	\$ 1,000	10years
<b><u>Infrastructure</u></b>		
Roads/Streets - construction	ALL	40 years
Roads/Streets - repaving	ALL	15 years
Bridges - construction	ALL	40 years
Bridges - Upgrades	ALL	15 years
Culverts	ALL	35 years
Airports - Runways	ALL	15 years
Highways - Other	ALL	15 years
Water Infrastructure	ALL	40 years
Infrastructure - Other	ALL	15 years

804

**ROAD TOUR**

The Council as a whole generally participates in a road tour in March or early April where they travel and inspect the roads for budgeting purposes. This gives each division councillor an overview of other divisions and their particular needs.

805

**BUDGET PROCEDURE**

Early in the year Reeve and the foreman provides the administrator with a gravel map and an updated road work map for the municipality complete with cost estimates, and a list of equipment maintenance and major capital requirements to be considered for the year and incorporated into the budget. Any major capital requirements or deviation from the five-year plan should be brought to council prior to budget drafting. If council members have any items to be considered for budgeting purposes, they should be brought to a council meeting prior to March 1.

In December of the previous year Council must decide on the designated road construction projects for grant application purposes and for the succeeding year's budget.

In late March or early April each year, Council confirms the year's major road work, capital purchases, the annual budget, sets mill rates and the tax tools for the year.

## **806 MILL RATE AND TAX TOOLS**

The Council sets a uniform mill rate based on the revenue required to meet the needs of the annual budgeted expenditures. The tax revenue is calculated by multiplying the municipality's taxable assessment by the uniform mill rate and by the applicable mill rate factor (See bylaw 65-01). We also use the minimum tax tool on improvements within the residential property class (Bylaw 66-01).

## **807 GRANTS IN LIEU OF TAXES**

Certain tax exempt properties provide the municipality with grants equivalent to taxable properties. These properties are the CPR railway, the PFRA pasture, and SaskTel tower facilities.

## **808 RESERVES**

The municipality operates with several reserves which permit it to maintain its infrastructure, capital needs and to keep the mill rates from taking significant increases in any given year. The reserves consist of the following accounts:

- General
- Capital Equipment
- Economic Development
- Gravel
- Protective Services
- SWPool Grant/Road Reserve
- Road Construction
- (See Appendix D-808)

## **808.1 SW POOL GRANT/ROAD RESERVE**

The Saskatchewan Wheat Pool paid the Municipality \$????? in warranty compensation for roads as part of the Development Service Agreement. The Municipality created a special reserve account in which the \$????? is to be maintained; and the interest earned each year to be used on high traffic agricultural and industrial impacted roads for dust control, maintenance, signage etc.

## **808-2 ECONOMIC DEVELOPMENT RESERVE** *(Res.91-05)*

The goal is to develop and maintain a Reserve for economic development in the Tomorrow and Somewhere area to ensure a viable future for our residents and communities.

## **808-3 PROTECTIVE SERVICES - FIRE RESERVE** *(Res.38-10)*

Goal of the Protective Services reserve is to build and maintain a capital contingency fund for Fire and emergency capital equipment expenditures.

To establish the fund/reserve a \$5,000 per year contribution shall be budgeted to a fund maximum of \$50,000.

The fund is to be a part of the annual budget at a minimum of \$5,000 per year and to be used for local committee requests at council's discretion.

If money is withdrawn for other purposes, it is to be budgeted back and returned to the fund.

*(Res.38-10)*

## **809 CAPITAL INVENTORY** (See Appendix B-809)

## **810 GRAVEL INVENTORY** (See Appendix C-810 )

The municipality has 7 gravel stockpiles. The ABC, DEF, GHI and JKL pit gravel inventory have been paid in full. The Settler pit is stockpiled inventory of sand is being paid for as the material is placed on the roads.

## **811 TRUST ACCOUNTS**

The municipality manages a number of trust accounts for other parties such as:

Airport

XYZ Tank Loading Facility

Machinery Pool  
(See Appendix E-811)

An Example Only

# **R.M. of Somewhere No. 999** **FACT SHEET**

- 9 Township municipality
- Population - 221
- Residential sites – 104
- Cemeteries
- Town of Somewhere 4-3-2-W5M
- Very Low 8-3-2-W5M
- Village of Tomorrow 3-4-3-W5M
- Oil batteries – 18
- Doller Injection flood plant -1
- Gas Plant - 1
- Oil & Gas Wells - 713
- Service Stations - 2
- Restaurants - 2
- Elevators - 1
- Oil related Industrial Businesses - 7
- Miles of Road - 253
  - Primary Grid - 3 miles
  - Grid - 28 miles
  - Primary Corridors(CTP) - 24 miles
  - M.F.A. - 34 miles
  - Municipal - 163 miles
- Community Well
- Raw Water Tank Loading Facilities in Somewhere and Tomorrow
- Gravel Pits & Stockpiles

<u>Location</u>	<u>Name</u>	<u>Yards</u>
SE-3-1-4	ABC Pit	6,100
NW-6-1-4	DEF Pit	5,157
NW-5-1-5	GHI Pit	0
SE-2-1-5	JKL Pit	24,968
SW-3-1-5	MNO Pit	9,562
NE-3-5-5	PQR Pit	8,585

- Assessment (Taxable) 95,540,831
  - Agricultural 19,083,275
  - Residential 1,384,010
  - Comm & Ind 68,580,646
  - Pipelines 1,955,025
  - Elevators 4,537,875
- Current Budget (2010) \$882,592
- R.M. Mailing Address - Box 999, Anywhere, SK S0G 0G0  
e-mail address: Phone:

## Rural Municipality of Somewhere No. 999

### PHONE LIST

Name	Phone	Cell Phone	Fax	E-Mail
R.M. Office				
Administrator - Home				
R.M. Shop				
Foreman Residence				
Reeve				
Division 1 Councillor				
Division 2 Councillor				
Division 3 Councillor				
Division 4 Councillor				
Division 5 Councillor				
Division 6 Councillor				

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