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R.M. OF GULL LAKE No. 139 PHONE LIST*

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MISSION STATEMENT:

The mission of the R.M. of Gull Lake No. 139 is to maintain and enhance the economic, cultural and social well-being of our ratepayers. Equally, our vision is to create an environment that stimulates growth and provides well planned and organized services through a commitment to sound management and leadership.

To respect the existing development and uses while promoting and articulating orderly, predicable and sustainable land use allocation and development through clear and active policies. We accomplish our mission by encouraging sustainable economic and community development while maintaining our unique rural quality of life. We are committed to pursuing our vision and continuing to provide quality service at a reasonable cost.

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 Gull Lake. This manual is for the sole use of Council, representing the R.M. of Gull Lake No. 139, 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 Gull Lake 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, 2006;
- b) MA shall mean The Municipalities Act, 2006;
- c) **"council"** refers to the Council of the Rural Municipality of Gull Lake No. 139;
- d) **"guidelines"** are statements of reference, based on legislation and previous action of council;
- e) **"municipality"** shall mean the Rural Municipality of Gull Lake No. 139;
- 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.

200 GENERAL GOVERNMENT

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).

**POLICY 200-1.3 RURAL MUNICIPALITY OF GULL LAKE 139
VIEWING PUBLIC DISCLOSURE STATEMENTS**

Purpose: To comply with Section 142 of The Municipalities Act. Public Disclosure Statements help to ensure the public that decisions are made in the best interests of the municipality. They can also serve as a guideline to determine if there is a conflict of interest regarding a matter coming before council, a committee of council, or other body established by the municipality.

1. Legislation

Pursuant to Section 142 of The Municipalities Act, Public Disclosure Statements became mandatory for elected municipal officials on November 19, 2015.

2. Compliance

In order to comply with the legislation, the R.M. of Gull Lake No.139 approves the following forms, which are attached to and form a part of this policy:

- **Form 1-2015** Public Disclosure Statements*
- **Form 2-2015** Public Disclosure Annual Declaration*
- **Form 3-2015** Public Disclosure Statement Amendment*

**Forms attached*

Council Members of the R.M. of Gull Lake No.139 shall use the above forms to comply with legislation.

3. Requests to View

When a request is made to view a Public Disclosure Statement, the following procedure shall be followed:

- The Administrator shall inform the person making the request that before the documents are viewed, the request shall be recorded by the Administrator in the “Public Disclosure Log”, and the applicant shall provide their name, address and telephone number, and are required to sign the Public Disclosure Log before they can view the requested Public Disclosure Statement(s);
- The Administrator shall within two days of the log entry date, provide the information recorded in the log to the Council member(s) whose information was viewed.
- Please see Policy 200-35 for fee schedule.

Adopted by Resolution No. 129-16, June 7, 2016
Fee schedule – Resolution No. 178-19, Sept. 10th, 2019

200-1.4

Email Accounts

That the Reeve and Councillors' pledge their personal email account that receives Municipal Correspondence be kept confidential; and said received electronic mail account is not to be shared with their spouse or family members.

Made by Resolution 214-19, November 7th, 2019

200-2

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.

200-4.1 MUNICIPAL EMPLOYEE CODE OF CONDUCT
As per Motion: 77-16

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.
-

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that

is not available to the public to:

1. Further, or seek to further, his or her private interests or those of his or her family;
or
2. Seek to improperly further another person's private interests.
3. Respect and maintain the confidentiality of information gained as an employee, including, but not limited to, all computer software and files, all business documents and printouts, and records that are kept in office.
4. Respect and maintain the confidentiality of individual personal information about co-workers.

USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- further, or seek to further, his or her private interests or those of his or her family;
or
- seek to improperly further another person's private interests.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of any employee; or
-the supervisor must immediately advise the Administrator.
- council or the Personnel Committee in the case of the Administrator.

ACCOUNTABILITY:

1. Act with honesty and integrity and in accordance with any professional standards and /or governing laws and legislation that have application to the responsibilities you perform for or on behalf of the R.M. of Gull Lake No. 139.
2. Comply with both the Operations and Reference Policy Manual of the R.M. of Gull Lake No. 139.
3. Take responsibility for your actions and decisions. Follow reporting lines to

facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

CONFLICT OF INTEREST:

Conflict of interest arises when a person participates in a decision about a matter (which includes any contract or arrangement of employment) that is seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict. All of the above is referenced to Section 111 of The Municipalities Act.

Code of Conduct Declaration

I, _____, have read, understand and agree by the Code of Conduct of The Rural Municipality of Gull Lake No. 139 and I understand that such adherence is a condition of my employment. I understand that a violation of the Code of Conduct may be grounds for termination or immediate dismissal for just cause without notice of pay.

Signed this _____ day of _____, 20__.

Employee

Reeve/Deputy Reeve

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.

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MEETING ATTENDANCE REQUEST FORM

Policy 200-6 as per Resolution 6-13.

**Information and Request Sheet for
Presentations to Council by Individuals &/or Groups**

1. It is recognized that meetings of council are public, and that members of the public may attend meetings, subject to certain rules of order.
2. Attendees not making a formal presentation to council may attend as observers. Observers shall:
 - a. Be seated in areas designated by council at all times during the meeting, except to come into the council meeting room and leave the council meeting room;
 - b. Refrain from speaking while the council meeting is in progress;
 - c. Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.
3. Should anyone contravene any of the terms set out in No. 2 above, the Reeve and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately, and may further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.
4. Persons wishing to address council on a topic may do so by making an appointment with the Reeve or Administrator not less than one week in advance of a meeting, and shall disclose at least one week prior to the meeting the topic which the person wishes to address. The Reeve, Administrator and Council have the right to accept or reject anyone applying to address a council meeting.
5. Attendees making a formal presentation to council shall:
 - a. Limit their presentation to 15 minutes or less, and at all times, address the topic which the attendee has stated he or she has come to the meeting to address;
 - b. Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.

6. Should anyone contravene any of the terms set out in No. 5 above, the Reeve and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately, and may further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.
7. This policy applies to committee meetings as well as council meetings.
8. Please indicate the preferred date and at least one alternative date for the presentation.
9. Briefly specify the purpose of the presentation and the key points you or your group expect to address at the Council meeting.
10. List the names of the individuals who wish to address Council.
11. Please provide the following information on the contact person:

Name:

Organization or Group if applicable:

Address:

Postal Code

Phone Number:

200-10 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 days 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)

**PLEASE SEE THE PROCEEDINGS OF COUNCIL BYLAW NO. 134-16
PLEASE SEE THE CODE OF ETHICS BYLAW NO. 140-16**

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.

**PLEASE SEE THE PROCEEDINGS OF COUNCIL BYLAW NO. 134-16
PLEASE SEE THE CODE OF ETHICS BYLAW NO. 140-16**

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 exceptions due to farming schedules and agreed upon the Regular Council Meeting prior to the next meeting time shall commence at 1:00 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 meetings” 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 an 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.

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 names 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.

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

Airport Committee
Ambulance Board
Antelope Regional Park Board
Autumn House
Deputy Reeve
Development Appeals
East View Court/Life Lease
EMO Board
Gull Lake Fire District
Library Board (Gull Lake)
Library Board (Tompkins)
Library Board (Regional)
Pest Control Officer
Planning & Development
Recreation Board (Gull Lake)
Road Bans Committee
Weed Inspector

Committees of Council Appointments:

Employee Committee
Five Year Financial Planning
Gravel Committee
Texas Gate Committee
Office Maintenance Committee
Economic Development Committee
Tompkins Water Well
Pittville Water Well
Winter Water Well

The above appointments shall be brought forward on November of each year and set as motion in the minute book.

COUNCIL REMUNERATION

Council Meetings - Council members shall receive a remuneration of \$200.00 plus mileage from their place of residence at a rate of \$0.70 per kilometer for each council meeting day in attendance. An hourly rate of \$35.00. \$20.00 hour/month @ 4 hours nuisance pay/cell phone usage. \$75.00 for meals per day with receipts.

Special Council Meetings - Council members shall receive a remuneration of \$200.00 per day plus mileage from their place of residence at a rate of \$0.70 per kilometer for a day meeting, and hourly rate of \$35.00.

Committee Meetings - Council members shall be eligible for remuneration of \$200.00 per day plus mileage at a rate of \$0.70 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, or \$35.00/hour.

SARM Convention – Council members shall be eligible for remuneration of \$150.00 per day plus mileage from their place of residence at a rate of \$0.70 per kilometer for a day meeting.

Municipal Leadership Development Modules - Council members shall be eligible for remuneration of \$200.00 per day plus mileage at a rate of \$0.70 per kilometer.

Council Supervision - Council members shall be eligible for remuneration of \$35.00 per hour when engaged in supervision of roads or public works and mileage at a rate of \$0.70 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 \$20.00 Hour/Month @ 4 Hours known as the Nuisance Pay/cell phone usage.

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 (the current amount payable for the said year) 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 dependents. This is subject to change as according to WCB regulations.

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 (the current amount payable for the said year) 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 (the current amount payable for the said year) 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 \$150.00 per day allowance,
- an allowance for meals at a rate of \$75.00 per day with receipts.
- mileage at a rate of \$0.70 per kilometer.

200-14 Division Boundary Policy

Council has reviewed the current division boundaries and has considered options that would create a balance at the council table; and ensure full representation. These factors include, but are not limited to:

- Voting list where there is more of a population of people owning land and not necessarily having a residence;
- Lost advantage with fewer people on council if divisions were to get smaller, a diverse council will ensure sustainable decisions are made within the parameters of fiscal responsibility;
- Land area and length of public road per division;
- Potential growth and future development will impact divisions;
- Natural or other physical barriers.

It is a primary interest of the municipality to ensure proper roads, services, utilities and community facilities are provided to their ratepayers. The Mission Statement of the R.M. of Gull Lake No. 139 is to maintain and enhance the economic, cultural and social well-being of our ratepayers. Equally, our vision to create an environment that stimulates growth and provides well planned and organized services through a commitment to sound management and leadership. (***Bylaw 162-20 Official Community Plan***). Council feels the current boundaries are fair, impartial and equitable with the members that sit at the table.

This Policy shall be added to the R.M. of Gull Lake No. 139 Operations & Reference Policy Manual; and be reviewed on an annual basis.

Res. 167-22

Res. 162-23 Reviewed and passed

200-15 EMPLOYEE TRAINING POLICY

In the event that the Employee leaves the Employer, then the Employee shall be required to pay back to the municipality the training and certification costs as follows:

12 months 100%, 24 months 70%, and 36 months 30%. The Employer shall be entitled to deduct the prorated training cost from the final payment owed to the Employee.

This Policy shall apply to all Office Staff **and** all Outside Workers, Labours, Grader Operators, Casual, etc. Any person who is considered an employee with the Rural Municipality of Gull Lake No. 139.

Res. 194-22

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.

200-20 ADMINISTRATION

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 1st. 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.
- 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	- 1.4 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 license fee
Hail Insurance license/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.

200-23.1 BEREAVEMENT LEAVE

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows. Due to the sensitive nature any further requested days will be approved by full council on a case by case basis:

Spouse, Father, Mother, children, Sister, Brother, Grandparents, Father-in-Law, Mother-in-Law, Son-In-Law, daughter-In-Law, Brother-in-La w, Sister-in-Law.

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

Aunts, Uncles, Cousins, Nephews, Nieces, etc.

With the loss of a secondary family member an employee may request more than 1 day absence only after approval from full council; this will be approved on a case by case basis.

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

Formally Policy 220-23 Resolution 221-08 has been repealed and Policy 220-23.1 was adopted at the Regular Council Meeting held on March 17, 2020.

200-25 ADMINISTRATION TRAVEL

The Municipality will reimburse the administrator for expenses incurred each year attending the 2 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 | - \$75.00 per day with receipts |
| - Mileage | - \$0.70 per kilometer |
| - Registration fees | - as previously approved by Council. |

200-30 OFFICE

The R.M. of Gull Lake owned the title to 1184 Conrad Avenue from 1967 to present.

As of November 2006 the R.M. of Carmichael No. 109 left the shared ownership of said title and the R.M. of Gull Lake assumed full ownership and responsibility for utilities, maintenance and repairs to the building & property.

200-31 OFFICE ACCESS

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

200-32 COUNCIL CHAMBERS

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.

200-35.2 OFFICE SERVICES

Fee schedule and procedures for various office services:

Adopted May 9th, 2023 Resolution 95-23.

Assessment information / field sheets -

- may be provided to owners free of charge

Building Permits - minimum \$50.00 plus inspection costs

Development Permits - \$25000 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 \$10.00 fee for each transfer copy.

Maps - Current Cost plus \$2.50 Postage for mailing

Notary or Commissioner Services -

- provided at no charge to ratepayers during office hours
- \$50.00 for non ratepayers

Overweight Permits - \$100.00 per unit per trip
\$300.00 Annual

Photo Copying - Black/white \$0.25 per copy
- Color \$0.50 per copy

if person supplies own paper - Black/white \$0.20 per copy
- Color \$0.40 per copy

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

Tax Information for mortgagors or persons other than the owner-
\$10.00 per quarter

Title searches-

To be conducted at cost for owners only.

Requests for Access to Records Which Include:

- Employee Code of Conduct
- Public Disclosure Statements (See Policy 200-1.3 on procedure)
- All Bylaws
- All other documents
- \$10.00 per document per request. Resolution 158-19

200-40 ACCESS TO INFORMATION

All individuals granted access to information subject to LA FOIP, LA FOIP Regulations, or any other internal policy or bylaw regulating sensitive information must either;

- a. Collect those documents in person in the Municipal Office during regular business hours with government issued ID confirming their identity.
- b. Receive those documents at the mailing address associated with the identity of the individual to whom the sensitive information is related.

Or

- c. Sign a waiver, in person with government issued ID on hand, acknowledging the risks associated with receiving those documents via email or other unsecure means. The waiver will absolve the R.M. of Gull Lake No. 139 from all liability associated with transfer of information by unsecure means.

Waiver – Email or Other Unsecure Communications

I, _____, acknowledging the risks associated with receiving/forwarding sensitive documents or information via email or other unsecure means.

My information may;

- Be stolen, if my own or the Municipality’s emails are hacked.
- Be stolen, if my identity was stolen and the Municipality has reasonably presumed that the request for information came from me.

I absolves the R.M. of Gull Lake No. 139 from all liability associated with transfer of information by unsecure means.

My information may be shared with _____.

DateNameSignature

Adopted May 9th, 2023 Resolution 94-23

Updated October, 2023

(M:)/GG – General Government/ POLICIES Manuals/2023 Policy Manual / “2023 Gull Lake Policy Manual”

OPERATIONAL POLICY

Access to Information

1. Purpose

The Rural Municipality of Gull Lake No. 139 (“the Municipality”) recognizes the right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP) and *The Local Authority Freedom of Information and Protection of Privacy act Regulations* (LA FOIP Regs).

The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality’s statutory obligations pursuant to LA FOIP and the Municipality’s legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility and participation.

2. Scope

This policy applies to all employees and contractors of the Municipality.

3. Definitions

Access to Information Request – The formal process by which an individual may request access to the Municipality’s information under the provisions of LA FOIP. The term freedom of information request (FOI) is also used to describe an access to information request.

Administrator – the administrator of the Municipality appointed pursuant to Section 110 of *The Municipalities Act*.

Applicant – any individual who requests access to a record under LA FOIP.

Contractor – an individual or company retained under a contract to perform services for the Municipality including any information management service providers (IMSP).

Control – is where the Municipality has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.

Duty to Assist – the Municipality’s obligation to provide assistance to an applicant including responding to a request for access openly, accurately and completely.

Employee – an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

Exemption – a mandatory or discretionary provision under LA FOIP that authorizes the Municipality to refuse to give access to information contained in a record, or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

Formal Request – a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LA FOIP.

Head – the Reeve of the Municipality.

Informal Request – a request for access to information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

Information – what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

LA FOIP – *The Local Authority Freedom of Information and Protection of Privacy Act.*

Personal Information – means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual’s race; religion; family status; age; birthday; place of origin; employment or criminal history; financial information; health services number; driver’s license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual’s personal views or opinions except where they are about another individual.

Possession – physical possession plus a measure of control of the record.

Privacy – is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one’s personal information.

Record – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

Third Party – means a person or company other than the Municipality.

4. Policy

LA FOIP and *The Municipalities Act* determine the Municipality's obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy. Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LA FOIP most likely will apply to those records.

4.1 Access to Information

Pursuant to LA FOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality.

The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential and third party information is protected in accordance with LA FOIP.

4.2 Informal Requests

Informal requests are handled by the employee responsible for the information, in consultation with the administrator as necessary.

4.3 Formal Requests

An applicant who wishes to make a formal request under LA FOIP is to complete the Access to Information Request Form available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LA FOIP.

The applicant is to send the request confidentially to the administrator, if an employee receives the formal access request, it should be forwarded to the administrator.

Formal requests are handled by the administrator, confidentially and immediately on receipt. The name of the applicant should be kept confidential.

Formal access to information requests are subject to an application fee, pursuant to LA FOIP regulations.

Processing fees are determined in accordance with LA FOIP regulations.

The Municipality will process the access to information request with complete, accurate and timely response in accordance with LA FOIP.

Employees shall assist the administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LA FOIP.

4.4 Duty to Assist

The Municipality has a duty to provide assistance to an applicant including to respond to a request for access openly, accurately and completely; to provide an explanation of any term, code or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation of the Municipality is unable to do so.

4.5 Exemptions

LA FOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LA FOIP authorizing the head to refuse to give access to information contained in a record including refusal to confirm or deny the existence of a record, in response to an access to information request.

When determining whether to apply discretionary exemptions, the head will exercise good faith in balancing the legitimate business or legal concerns of the Municipality and the principles of open government.

4.6 Reviews

An applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for a review of the matter.

The Municipality will cooperate with the IPC in the conduct of the review.

The Municipality will work with the IPC, the applicant, and any third parties to come to an acceptable review result, whenever possible.

The administrator will determine whether to comply or not comply with any recommendations of the IPC following a review, with regard for the requirements of

LA FOIP, the public interest, mandate of the Municipality and the principles of open government.

If the applicant and/or third party are not satisfied with head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

4.7 Open government

The Municipality is committed to supporting the concepts of transparency, accountability, accessibility and participation and as such is committed to proactively providing information.

5. Roles and Responsibilities

The administrator is responsible for:

- Corporate information, including personal information at the Municipality of residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests including the application of all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the administrator.
- Assisting with the search for responsive records.
- Compliance with this policy and related procedures and guidelines.

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:

- \$1000 deductible
- replacement cost coverage on office building, furniture & equipment

Shop:

- \$1000 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 \$2 Million on the administrator and office personnel.

200-62

LIABILITY INSURANCE

The municipality shall carry a minimum of \$3,000,000 liability insurance.

The municipality is enrolled under the SARM self-insurance plan for the \$3,000,000 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 \$3,000,000
- Property Damage \$3,000,000
- Personal Injury & advertising Liability \$3,000,000
- Tenant’s Legal Liability \$ 250,000
- Non-Owned Automobile \$3,000,000
- Legal Liability for Damage to hired Automobile
 - All perils; firefighting mutual aid vehicles \$ 250,000
 - All perils; all other vehicles \$ 50,000
- Environmental damage \$ 500,000
- Error & Omission-Admin. Liability \$ 500,000
- Environmental Damage Liability \$ 500,000
- Excess Automobile Bodily Injury & property damage Liability \$3,000,000
- Deductible \$500 per claim in each category

200-70.1 VACCINATION POLICY

Section 1

1.1 Saskatchewan Public Health Measures:

In keeping with the Province of Saskatchewan there are currently no COVID-related health orders in effect.

Section 2 – Masking and Self-Isolation

2.1 The public health order requiring mandatory indoor masking and self-isolation for anyone who test positive for COVID-19 through a PCR or at-home rapid antigen test is no longer in effect as of 12:01 a.m. February 28, 2022.

2.2 Public Health still strongly recommends immediate self-isolation for anyone who tests positive for COVID-19. The individual who tests positive should self-isolate immediately at home or in another suitable environment. It is recommended that you self-isolate for five days from the date of test or 24 hours since any fever has resolved, without the aid of fever-reducing medications and all other symptoms are improving for at least 48 hours, whichever is later.

2.3 As per the Province businesses and workplaces may continue to request staff and visitors to mask. Masking will not be mandatory. It is important that everyone is kind and respectful of individuals' choices.

Section 3 – Proof of Vaccination no longer required

3.1 The public health order requiring proof of vaccination or a negative test for public access into specific places expired on February 14, 2022. In addition, employees of the R.M. of Gull Lake #139 no longer have to provide proof of vaccination or a negative test. It is at the discretion of council if testing or proof of vaccination may be required at a future date.

Section 4 – Former Vaccination Policy 200-70 Repealed

4.1 As per motion 65-22 in the council meeting held Tuesday, March 8th, 2022 council moved that we repeal Vaccination Policy 200-70 to coincide with the Saskatchewan Public Health Measures Order for COVID-19 and update as Policy 200-70.1.

200-97.1 Fit For Work Program
(Insert here, saved as 2019 Fit for Work Program (Cannabis))

(This part left intentionally blank)

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 employees 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.

Policy 200-98 is reiterated in Policy 400-1.8

200-99.3 HARASSMENT PREVENTION POLICY – Res. 183-23
(Repealed 200-99.2 Harassment Policy)

1. POLICY STATEMENT

The Rural Municipality of Gull Lake No. 139 is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor and the Municipality.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The Municipality will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The Municipality will investigate any incidents of harassment and take corrective action to address the incidents.

2. SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Municipality when conducting business or performing duties or services on behalf of the Municipality (regardless of location).

While attending the Municipal workplace, members of the public, visitors and individuals conducting business with the Municipality, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Rural Municipality of Gull Lake No. 139 Bylaw No. 140-16 Code of Ethics along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

3. DEFINITIONS

A. Pursuant to 3-1 (1) (l) of *The Saskatchewan Employment Act*, harassment – refers to:

1. any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is:
 - based on any prohibited grounds as defined in *The Saskatchewan Human Rights Code, 2018* or on physical size or weight;

- adversely affects the worker’s psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment); or
 - is of a sexual nature that a person knows or ought reasonable to know is unwelcome. Behaviors (conduct, comment, display, action, or gesture) including by not limited to;
 - A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
 - Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;
 - Displaying pornographic or sexually explicit pictures or materials;
 - Unwelcome physical contact;
 - Unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or
 - Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.
3. Personal Harassment – must involve repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Municipality, a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

B. Other Prohibited Behavior:

The Municipality recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Municipality, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

4. WORKER RIGHTS

Every worker has the right to a harassment free work environment. Including harassment connected to any matter or circumstances arising out of the worker's employment, including third party harassers. Customers, clients, patients, contractors or their workers and others invited to the workplace could harass an employee.

5. MUNICIPALITY AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

6. MUNICIPALITY RESPONSIBILITY

The Municipality, Council members, the Administrator, managers and supervisors will take all complaints of harassment seriously. The Municipality is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, supervisor, co-worker or non-employee such as a member of the public.

7. PROCEDURE

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) to attempt to resolve the issue by direct discussion with the offending individual;

and may report the matter to the Reeve. If the Reeve is the accused harasser, then the matter may be reported to the Deputy Reeve. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Municipality may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Reeve, form can be found in Schedule B. If the Reeve is the accused harasser, then the written report may be submitted to Deputy Reeve. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Municipality otherwise deems it necessary to do so, the Reeve or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Municipality will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

Where harassment is substantiated, the Municipality will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

C. Council Member Process

If the alleged harasser is a Council member, please refer to the Rural Municipality of Gull Lake No. 139 *Bylaw 140-16 Code of Ethics* for the procedure to be followed and available sanctions.

8. TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Municipality has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

9. VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the Municipality to respond to the specific circumstances at issue in each case. The Municipality reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Municipality may still initiate a formal investigation of the conduct reported if the Municipality determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

10. RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The Municipality does not condone acts of retaliation against an individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

11. CONFIDENTIALITY

The Municipality will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment.

12. OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C. any other legal rights pursuant to any other law.

13. AVAILABILITY OF THE POLICY

The Municipality will make a copy of this policy readily available for workers' reference and post in a conspicuous place in the workplace.

14. REVISIONS

The Municipality shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

Policy updated at the Regular Council meeting held on October 10th, 2023
Resolution 183-23

Policy 200-99.3 was adopted on October 10th, 2023 and replaces Policy 200-99.2 which is now repealed.

**The Rural Municipality of Gull Lake No. 139 Harassment
Prevention Policy Acknowledgement and Declaration Form –
Council Member**

I, _____, a Council Member of Rural Municipality of Gull Lake No. 139 acknowledge that I have been provided with a copy of the Rural Municipality of Gull Lake No. 139 Harassment Prevention Policy 200-99.3 (the “Policy”) and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature

**The Rural Municipality of Gull Lake No. 139 Harassment
Prevention Policy Acknowledgement and Declaration Form –
Employee**

I, _____, an employee of the Rural Municipality of Gull Lake No. 139 acknowledge that I have been provided with a copy of the Rural Municipality of Gull Lake No. 139 Harassment Prevention Policy 200-99.3 (the “Policy”) and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Employee Signature

Schedule B
HARASSMENT: FORMAL WRITTEN REPORT

An employee who believes that they have 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.

Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer to receive complaints of harassment, namely:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Date: _____ Time: _____ Location: _____

Details of Incident: _____

Once a person designated by the employer receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a matter satisfactory to the complainant, the employer will notify the alleged harasser, provide the alleged harasser with information concerning the circumstances of the complaint and undertake a confidential investigation.

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

Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality

The R.M. of Gull Lake 139, will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law.

300 PROTECTIVE SERVICES

300-1 FIRE PROTECTION

The rural municipalities of Gull Lake, Carmichael, Webb and the village of Carmichael participate in an inter-municipal agreement for fire protection with the Town of Gull Lake. The municipalities own a rural fire truck and pay an annual amount to the Town to share in the cost of the Gull Lake 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 Gull Lake also has an agreement with the Tompkins Fire Department for service in the SW Corner of the Municipality on a fee for service bases. See Bylaw 142-18 for details.

The R.M. of Gull Lake has an agreement with partners R.M. of Carmichael No. 109, R.M. of Webb No. 138 and the Town of Gull Lake for provision of fire protection for the Antelope Lake Regional; park Authority as per Bylaw No. 157-20.

300-1.1 FIRE CHIEF

The Gull Lake and District Fire Chief shall be the appointed Fire Chief for the R.M. of Gull Lake 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 Gull Lake, Carmichael, Webb, Pittville, the villages of Carmichael, Tompkins and the Town of Gull Lake participate in an inter-municipal agreement for Ambulance services and have formed a separate entity as

the Gull Lake 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 Gull Lake, Carmichael, Webb, Pittville, and the villages of Carmichael, Tompkins and the Town of Gull Lake participate in an inter-municipal agreement to form the Gull Lake 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 Gull Lake 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 170-21 in place which regulates the erection demolition, and inspections of buildings in the municipality. The Zoning Bylaw 163-20 and Official Community Plan Bylaw 162-20, along with the Fees Bylaw 161-20 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 Contract grain bait at no charge to R.M. of Gull Lake property owners.

300-7 FIRE SAFETY PLAN – OFFICE 1184 CONRAD AVE
(Documents attached)

300-8 FIRE SAFETY PLAN – SHOP 6663 QUEENS AVE
(Document attached)

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 \$25.00 per hour so occupied and sixty cents (\$0.70) 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.

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 example attached)
 - 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 polices.

- 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.
 - seek a 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 coordinated.
 - 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.

Article I. 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.

Article II. 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)*

Article III. The Reeve shall communicate employee concerns and suggestions regarding the councils 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.

Article IV. Any need by council members or employees to deviate form 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 GEAR

- POLICY:** The Rural Municipality of Gull Lake No. 139 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 Gull Lake No. 139.
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 Gull Lake No. 139.
- 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 gear 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 Gull Lake No. 139 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 Gull Lake No. 139.
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 to CSA Standards.

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 Gull Lake No. 139 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 (e.g. 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

- POLICY:** A process to protect workers who undertake the maintenance, repair, test or adjustment of a machine.
- PURPOSE:** To provide a written lock out process to each worker to ensure theirs and others safety when repairing, testing, adjusting or maintaining a machine.
- COUNCIL TO:** Provide a written lockout process to each worker who is required to work on a machine either repairing, testing, adjusting, or maintaining a machine.
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.
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.
- FOREMAN TO:** Ensure all workers are adequately informed of the process for lockout.
- WORKER TO:** Ensure the safety of themselves and others by following the written lockout process.

Locking out – References Occupational Health and Safety Act and Regulations:

- (1) Subject to section 140, before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.
- (2) Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.
- (3) An employer or contractor shall:
 - (a) provide a written lock-out process to each worker who is required to work on a machine to which subsection
 - (1) applies; and
 - (b) where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key.
 - (4) Where the lockout process does not use a lock and key, an employer or contractor shall designate a person to co-ordinate and control the lockout

process.

- (5) Where the lockout process uses a lock and key, an employer or contractor shall designate a person to keep the duplicate key mentioned in clause (3)(b) and ensure that:
 - (a) the duplicate key is accessible only to the designated person; and
 - (b) a log book is kept to record the use of the duplicate key and the reasons for that use.
- (6) Where it is not practicable to use a worker's key to remove a lock, an employer or contractor may permit the person designated pursuant to subsection (5) to remove the lock if the designated person:
 - (a) has determined the reason that the worker's key is not available;
 - (b) has determined that it is safe to remove the lock and activate the machine; and
 - (c) if a committee or representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it is used.
- (7) An employer or contractor shall ensure that a designated person who is permitted to use a duplicate key pursuant to subsection (6):
 - (a) records in the log book the use of the duplicate key, the reason for its use and the date of its use; and
 - (b) signs the log book each time that the duplicate key is used.
- (8) Where a central automated system controls more than one machine, an employer or contractor shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required by subsection (3) are implemented.
- (9) Before undertaking any maintenance, repairs, tests or adjustments to a machine to which subsection (1) applies, a worker shall lock out the machine following the process mentioned in clause (3)(a).
- (10) After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.
- (11) No person shall deactivate a lockout process that does not use a lock and key except the person designated pursuant to subsection (4).
- (12) No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with subsection (6).

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 FIT FOR WORK PROGRAM

Refer to Policy 200-97.1 (Formally the Drug & Alcohol Policy, Res. 177-10).

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 labour 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	- a percentage over employee's contribution set by Receiver General
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 paid by the hour will receive payment in lieu of holidays (vacation pay is paid out every pay period).

400-2.3.1 BEREAVEMENT LEAVE (*Res. 51-20*)

A bereavement leave of three days with pay shall be granted for the loss of immediate family members identified as follows. Due to the sensitive nature any further requested days will be approved by full council on a case by case basis:

Spouse, Father, Mother, children, Sister, Brother, Grandparents, Father-in-Law, Mother-in-Law, Son-In-Law, Daughter-In-Law, Brother-in-Law, Sister-in-Law.

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

Aunts, Uncles, Cousins, Nephews, Nieces, etc.

With the loss of a secondary family member an employee may request more than 1 day absence only after approval from full council; this will be approved on a case by case basis. Bereavement leave for funeral attendance exclusive of the above shall be granted without pay.

Formally Policy 220-23 Resolution 221-08 has been repealed and Policy 220-23.1 was adopted at the Regular Council Meeting held on March 17, 2020.

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 \$0.70/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 31st 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 license
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 their 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 inventories are 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 farm steads. 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 employee's 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 28th 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 or cannabis is consumed during hours of work or after hours on the shop premises. Please refer to **Policy 200-97.1 Fit for Work Program**. The outside worker is considered to be in a "Safety Sensitive" position and all alcohol and cannabis use will apply under the policy.

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 license 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 or cannabis shall be consumed during hours of work or after hours on the shop premises.

Please refer to *Policy 200-97.1 Fit For Work Program.*

400-2.7 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 their own truck from time to time (mowing season)
Must possess a valid driver's license
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. Please refer to ***Policy 200-97.1 Fit For Work Program***.

400-5 EQUIPMENT SHARING

The R.M. of Gull Lake No. 139 and the R.M. of Carmichael No. 109 agree to share a purchased Oil Distributor Truck in 2018 on the following terms:

- Each municipality shall respect the equipment and be responsible for all maintenance and costs of maintenance when in use,
- Upon completion of job the borrowing RM shall walk around and inspect so as to return to same condition as taken, and report any changes that may have occurred. Report and keep record of any expenses that incurred when fixing, updating and maintaining of equipment.

400-6.1 MACHINERY RATES

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

Packer(sheepsfoot)- Not for rent.

Patrol - \$80.00 per hour for ratepayers (minimum 2 hour, maximum 8 hours);
\$170.00 per hour for non ratepayer (minimum 1 hour, maximum 8 hours);

Snowplowing - \$80.00 per hour for ratepayers (min. 1 hour)
- \$170.00 per hour for non ratepayer (min. 1 hour), this is to -
include all work done beyond municipal roads.
- \$170.00 per hour for Department of Highway roads;

Tractor & Mower - \$80.00 per hour for ratepayers;
\$120.00 per hour for non ratepayers;

Tree Planter - \$100.00 deposit refundable upon return.

Grass Seeder - \$50.00 per hour for non ratepayers.

Above rates apply upon council approval with one hour minimum charge.

Formally Policy 400-6 which was repealed and replaced with Policy 400-6.1, by Resolution 261-22 at the Regular Council Meeting held on December 13, 2022.

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 \$19.00 per hour.

400-9 GRAVEL CRUSHING POLICY:

- Using Government of Saskatchewan Ministry of Highways and Infrastructure gravel specifications listed below will be the guideline for Gravel Type that will be used when calling for tender of crushing in the municipality pits as per the chart below.

Sieve Designation	105	106	108	109
22.4 mm	100	100	100	
18.0 mm	63 - 92	63 - 92	63 - 92	100
5.0 mm	0 - 40	0 - 60	40 - 70	45 - 80
2.0 mm	0 - 25	0 - 45	20 - 45	25 - 60
400 um			0 - 20	0 - 30

This specification also allows a tolerance of 3% in the percent by passing the maximum size providing 100 % of the oversize passes the next highest sieve.

- The Gravel Committee shall inspect the operations of the crush at least every second or third day for compliancy of Type of Gravel that is expected re the above scale.
- Ensure safety standards are met and all workers use approved protective footwear/head wear.
- Ensure resources are provided for the use of fluorescent safety vests.
- Ensure foreman tours the gravel site; and reports back immediately any issues or concerns.

SPECIFICATIONS AND REQUIREMENTS:

- Type 106 gravel is desirable. This gravel should show 60% to 80% gravel substance, the other is made up of mixture of clay, sand, silt, etc.
- When a test sample analysis is made by engineering firm the Type 106 will be modified to meet the required specifications needed for road gravelling. This will be clearly communicated with the Crusher at Tender time.
- When conducting test holes the Foreman and Gravel committee will be present to examine the state of the gravel. At this time it may be necessary to bleed or reject as required.
- All communication must be at the beginning of crush and throughout so both parties are very aware of expectations.
- Conversion: 1 Cubic Yard = 1.35 Metric Tonnes

400-10 GRAVEL SALES

- Crush tailings may be sold at \$2.00 per yard plus loading and trucking costs. *(Res.3-10)*

400-11 CULVERT SALES

Under certain circumstances as per council, 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.

400-14 MAINTENANCE OF RESIDENTIAL LANES AND CEMETARY

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.

When mower is passing the Tompkins Cemetery and the Gull Lake Cemetery it is permissible to mow around in the yards at least once a year. The Verlo Cemetery is the responsibility of the RM of Gull Lake No. 139; the Foreman shall ensure diligent checks are made in early Spring and throughout Summer for any maintenance that may be required.

400-15 MOWING ROAD ALLOWANCES

The municipality shall begin mowing the top cut of 15 feet on or about the 15th 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 15th 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 15th.

400-16 AGRICULTURAL FIELD ACCESS ROADS

Moved by Councillor Craig -

That we adopt into the RM of Gull Lake No. 139 Operation & Reference Policy Manual for agricultural field access roads be implemented on roads that are used for hauling agricultural commodities and the movement of equipment as per:

Maintenance and repair costs shared at the following rates:

Utilization by one (1) ratepayer 25% of the cost will be paid by the municipality.

Utilization by two (2) ratepayers 50% of the cost will be paid by the municipality.

Utilization by three (3) ratepayers 75% of the cost will be paid by the municipality.

Utilization by four (4) ratepayers 100% of the cost will be paid by the municipality.

All ratepayers utilizing the road(s) must agree to the cost sharing and all

such work must be approved by Council before the work is undertaken.

This policy allows for the application of gravel on the trails on the cost shared basis following the stipulations above mentioned.

CARRIED UNANIMOUSLY

Passed on November 6th, 2018 Motion 223-18

400-17 SNOW REMOVAL ON UNDEVELOPED ROADS

The R.M. of Gull Lake No. 139 will not be responsible for plowing snow on undeveloped road allowance. Any other requests will be at discretion of council.
(Res. 7-13)

400-20 DUST CONTROL POLICY USING OIL CONCENTRATE MATERIAL

Updated November, 2018.

The use of approved oil concentrate material 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 to ship oil product to RM shop.

By **Motion 211-18** stated below Dust Control will be supplied:

211-18 Moved by Councillor Bucheler –

Dust Control That we authorize dust control under Policy 400-20 Dust Control Policy Using Oil Concentrate Material and insert into the said Policy as follows: “That all residences along the CTP Primary Corridor and the Tompkins North Grid Corridor will receive dust control at no cost. All other ratepayers at residences requesting oiled dust control shall be required for 100% payment of the oil product and cost of gravel/material that is applied. The RM will cover the cost of manpower and equipment necessary to apply product.”

CARRIED UNANIMOUSLY

The municipality shall be responsible for blading the oil concentrate 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 (excluding those approved by Motion) shall be required for

- payment of all cost of materials used (ie oil, gravel, water, etc.) to apply the dust control at the farm site as approved by council.
- payment of all cost of materials 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.

400-21.1 DUST CONTROL USING LIQUID MAGNESIUM 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;
- council reserves the right to prioritize the requests based on need and time constraints;
- All residences along the CTP Primary Corridor and the Tompkins North Grid Corridor will receive dust control at no cost. All other ratepayers at residences requesting dust control shall be required for 100% payment of the product. The RM will cover the cost of manpower and equipment necessary to apply product;
- See form **H-400-21 CTP & FULL** attached.

Resolution 161-23; Policy 400-21 is hereby repealed.

CIVIC ADDRESS SIGNAGE POLICY

Section 17 of *The Municipalities Act* gives a municipality the authority to name streets or roads or areas within its boundaries and to assign a number or other means to identify buildings or parcels of land. With respect to the new Civic Addressing System, a municipality must adopt by resolution the numbering system developed by the Province of Saskatchewan.

Once adopted, the municipality may require a bylaw that an owner or occupant of a buildings or a parcel of land display the identification number it has been assigned. A municipality, therefore, has the jurisdiction to determine the format and placement of civic number signs within its boundaries. The specifications will be noted in Bylaw No. 165-21 and said Policy.

A standardized system for civic address signage will make navigation in rural areas easier for the traveling public and, most importantly, emergency personnel.

1. Civic Number Display

The owner of a building or parcel of land shall keep posted on the lot or building the civic number assigned by the Ministry of Government Relation in the following manner:

- (1) Civic numbers shall be posted in a location that is not obstructed from the view when viewed from the closest place on the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (2) Civic number shall be posted within 4.572 meters (15 feet) of the traveled portion of the municipal or provincial highway from which the principal building or lot is accessed;
- (3) Civic numbers shall face towards the roadway upon which the lot or building is situated and which forms part of the civic number for the lot or building except that double-signed signage may be used, in which event the civic number, shall be on both sides of the sign and perpendicular to the roadway;
- (4) The bottom of the numerals should be a minimum of 1.2 meters (4 feet) above grade;
- (5) Civic number shall be in Swiss 924BT Text;
- (6) The color of the numerals shall be white and reflective or illuminated;

- (7) The height of the numerals shall not be less than 4"

- (8) The color of the background upon which the numbers are display will be blue
- (9) The signs on which the civic numbers are displayed shall be 35 x 30 cm Rectangle shape Rural Signs.

2. Civic Number Maintenance

- (1) The owner of the property shall maintain the civic number for the property in good order.

3. Prohibited Postings

- (1) An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property;
- (2) An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number or number which is clearly part of a business name;
- (3) No lot number, unity number or suit number shall be posted without the word “lot”, “unit” or “suite” preceding the posted number.

4. Adoption

Reeve

Administrator

Adopted this 9th day of
March, 2021

Motion #54-21

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 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.

400-27.1.1 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 \$450.00 per acre for all crops including hay.

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

Formally Policy 400-27.1 which was repealed and replaced with Policy 400-27.1.1, by Resolution 103-22 at the Regular Council Meeting held on April 12, 2022.

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 \$1.50 per cubic yard of clay excavated and placed on the road with a minimum of \$50.00 and the municipality shall be responsible for the reclamation of the areas purchased. *(Resolution 78-16).*

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 companies 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 “open herd” (bylaw 73-01).

400 – 34 RURAL MUNICIPALITY OF GULL LAKE NO. 139 SEISMIC POLICY

1. At least 48 hours prior to the commencement of any seismic field operations, the applicant shall:
 - (a) file a Saskatchewan Ministry of the Economy Notice of Intent to the R.M. Office,
 - (b) file a map in the R.M. Office clearly illustrating the road allowance to be used during the seismic operations outlined in the Notice of Intent.

2. If the applicant, while engaged in seismic operations on a road allowance, causes:
 - (a) the disturbance of soil;
 - (b) the obstruction of normal drainage
 - (c) the disturbance of vegetation or
 - (d) other damage,to the road allowance or roadway, the applicant shall:
 - (i) immediately notify the rural municipality, specifying the location, nature and extent of the disturbance, obstruction or damage; and
 - (ii) carry out, at the applicant's own expense and to the satisfaction of the rural municipality, any repairs that the municipality may require.

3. The applicant shall not conduct any clearing, ditching, grading, snow removal, or trail construction on any road allowance or roadways without first obtaining written permission from the Rural Municipality of Gull Lake No. 139.

If operations are not conducted in a manner and to a standard satisfactory to the municipality then, upon the request of the municipality, the license holder responsible for the seismic operations shall perform the operations to the satisfaction of the municipality and pay for any remedial work required by the municipality.

4. Where traffic control is necessary, the applicant shall be responsible for traffic control arrangements and the erection of necessary signs to ensure the safety of the traveling public. Specific signs and control measures may be required by the municipality.

5. The applicant shall be responsible to locate all existing utilities, (water wells, springs, pipelines, buried cables, irrigation head works, etc.) Within or adjacent to any road allowance outlined in I (b) and take whatever precautions are necessary to protect them including, but not limited to, contacting all adjacent land owners.

6. All debris, man-made refuse, equipment and other material resulting from the seismic program shall be removed from the road allowance within 72 hours of the completion of the seismic field operations.

7. The applicant shall ensure that shot holes on a road allowance are confined to an

area on either side of the roadway which is bounded on one side by a line one meter from the boundary of the road allowance and on the other side by a line one meter from the toe of the roadway grade side slope (ie: within the flat bottom of the ditch).

The applicant – _____

is hereby granted consent to conduct seismic operations along the road allowance and on the RM roads within: _____

Program Name: _____ ECON Program No.: _____

in the Rural Municipality of Gull Lake No. 139 subject to the conditions outlined in the Rural Municipality Seismic Policy.

This consent does not eliminate the need to comply with the requirements of any other government department or authority.

The applicant shall save harmless and keep indemnified the Rural Municipality of Gull Lake No. 139 from and against all actions, causes, claims, demands, losses, costs. Damages, and expenses which may be incurred by or made against the Rural Municipality of Gull Lake No. 139 for reason of any reason whatever in respect to the matters hereinafter mentioned and/or implied.

Name & Title

Date:

Passed by Council on July 9th, 2019 Motion 148-19

400-40**AIRPORT**

The R.M. of Gull Lake No. 139, R.M. of Carmichael No. 109 and the Town of Gull Lake own and operate the Gull Lake Municipal airport located on NE-2-13-19-W3M.

A board consisting of an appointee from each municipality administers the airport and the R.M. of Gull Lake 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 Gull Lake administers the airport through a trust account.

The R.M. of Gull Lake 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 Gull Lake; 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's. Changes to Provincial regulations require refined oil emulsion to be used in resurfacing airport runways.

500 ENVIRONMENTAL HEALTH SERVICES

500-1 PUBLIC WELLS

- The municipality owns and operates a community well-located SE-2-15-20-W3M.
- 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.
- Bylaw 19-92 regulates key holders loading responsibilities.

500-1.5 TANK LOADING FACILITY-Gull Lake

The rural municipalities of Gull Lake No. 139, Carmichael No. 109 and Webb No. 138 jointly constructed a raw water tank loading facility in the Town of Gull Lake located on lot 1 block 7 access off #37 highway.

- The facility is accessible through the use of account numbers and passwords or by coin operation.
- The R.M. of Gull Lake 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 31st each year.
- Water is sold at a rate of \$18 per 1000 gallons of which \$14 is paid to the town for the water consumed.
- Account users are invoiced every three months 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 - TOMPKINS

The rural municipalities of Gull Lake No. 139, Carmichael No. 109 and the Village of Tompkins jointly developed a community well on the SE-9-13-21-W3M and constructed a 20,000 gallon reservoir and Tank loading facility located in the Village of Tompkins 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 Tompkins 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 31st each year.

500-2 WASTE DISPOSAL

The R.M. of Gull Lake 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 Gull Lake and the Village of Tompkins own and manage the waste disposal sites as follows:

- The Gull Lake Site is located SE-18-13-18-W3M
- The Tompkins Site is located SW-11-13-21-W3M
- 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.

500-3.2 POLICY REGARDING THE PREVENTION AND CONTROL OF CLUBROOT

(Attached Policy 500-3.2)

500-4 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; specifically the Western Water Hemlock, Russian Knapweed, Field Bindweed, and Baby breath.

The municipality shall cover 100% of the wages, and chemical costs for each chemical application.

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

Passed by Council on December 13th, 2022 Motion 262-22

Formally Policy 500-3 which was repealed and replaced with Policy 500-4, by Resolution 262-22 at the Regular Council Meeting held on December 13, 2022.

500-5 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 2027. (Res.263-22)

Formally Policy 500-3.1 which was repealed and replaced with Policy 500-5, by Resolution 263-22 at the Regular Council Meeting held on December 13, 2022.

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 calendar year in which operation commences
 - 50% exemption for the second year
 - 25% exemption for the third 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. The Developer will be responsible for all costs.
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.

Policy 600-1 Point 3 updated on July 31, 2021 Resolution # 143-21

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 licenses 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 license Notice for the drilling license 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*).

700 RECREATION AND CULTURAL SERVICES

700-1 RECREATION

The municipality along with the R.M.'s of Carmichael and Webb, the Villages of Tompkins and Webb participate in an inter-municipal agreement for the purpose of funding recreation and cultural director and facilities.

Please see below the following Motions as set by Council on January 15th, 2019:

4-19 *Moved by Councillor Bucheler –*
Rural Rec Board *That we approve the new rural recreation board annual fees at a per capita levy of \$10; and to also contribute a \$10,000.00 grant towards the general fund that will be dispersed in the community at committee discretion at the end of every calendar year.*
CARRIED UNANIMOUSLY

5-19 *Moved by Councillor Slabik –*
Rural Rec
Contin. Fund *That we build a contingency fund of \$5,000.00 per year up to a maximum of \$25,000. This fund is to be part of the annual budget and to be recognized as part of the new rural recreation board that is being developed with the R.M. of Carmichael 109 and R.M. of Webb 138; and be dispersed in the community at committee discretion. If and when the money is withdrawn it is to be budgeted back and returned to the fund.*
CARRIED UNANIMOUSLY

This Board is known as “**CGTW Culture and Recreation Board**”

And governed under Bylaw No. 148-19

700-2 REGIONAL PARKS

The municipality along with the R.M.s, of Carmichael No. 109, Gull Lake No. 139, Webb No. 138, Riverside No. 168, Pittville No. 169, Miry Creek No. 229, the villages of Tompkins, Carmichael, Webb, Hazlet, Abbey and the Town of Gull Lake participate in a the Antelope 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 Gull Lake's equals \$1,673.50 a year. See Bylaw 138-16 and Appointments 200-10.99.

700-3 LIBRARY

- The municipality, along with 97 other municipalities within the Chinook Regional Library boundaries participates 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 Gull Lake Library Board and the local Tompkins 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 Chinook 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.

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.

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.

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 has 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 municipalities' current assets and liabilities including maintenance of the municipalities' 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 Gull Lake.

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 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.

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.

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:

<u>Capital asset Class and Category</u>	<u>Threshold</u>	<u>Estimated Useful Life</u>
<u>Land & Improvements</u>		

Land	ALL	Indefinite
Land Improvements	\$5,000	15 years
<u>Buildings and Building Improvements</u>		
Buildings	\$10,000	50 years
Building Improvements	\$10,000	50 years
Engineered Structures	\$10,000	50 years
<u>Machinery and Equipment</u>		
Heavy Equipment - Graders, tractors	\$ 5,000	20 years
Operating Equipment	\$5,000	10 years
<u>Transportation Equipment</u>		
Vehicles	\$5,000	10 years
<u>Office and Information Technology</u>		
Computer hardware	\$ 1,000	5 years
Computer Software	\$ 1,000	5 years
Office Furniture & equipment	\$ 1,000	10years
<u>Infrastructure</u>		
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

RURAL MUNICIPALITY OF GULL LAKE NO. 139 – POLICY
800

General Administration

803-11.1

Accounting and Reporting
Asset Management

Policy Statement:

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the R.M. of Gull Lake No. 139. This Policy will apply to all the R.M. of Gull Lake’s department, officers, employees and contractors.

Objectives:

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the R.M. of Gull Lake by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are indemnified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

POLICY:

A. Background

Asset management practices impact directly on the core business of the R.M. of Gull Lake and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable Sustainable Service Delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

B. Principles

The R.M. of Gull Lake No. 139 Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the R.M. of Gull Lake's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a) Asset Management plans will be completed for all major asset/service areas.
 - b) Expenditure projections from Asset Management Plans will be incorporated into the R.M. of Gull Lake's Long-Term Financial Plan.
 - c) Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d) Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e) Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f) Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
 - g) Future service levels with associated delivery costs will be determined in consultation with the community.
 - h) Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
 - i) Creating a corporate culture where all employees play a part in overall care for the R.M. of Gull Lake's assets by providing necessary awareness, training and professional development; and
 - j) Providing those we serve with services and levels of service for which they are willing and able to pay.

5. Related Documents

- Mission Statement
- Asset Management Strategy
- Asset Management Plans
- Official Community Plan

6. **Responsibility**
Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the R.M. of Gull Lake’s asset management strategy and plans. The council is also responsible for ensuring that the R.M. of Gull Lake resources are appropriately utilized to ensure sustainable service delivery.

The Administrator has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within R.M. of Gull Lake No. 139.

7. **Review Date**
This policy has a life of 4 years or less at the discretion of the current Council. It will be reviewed in December, 2026.

Reeve

December 13th, 2022
Council Meeting Date

Administrator

Formally Policy 800-11 which was repealed and replaced with Policy 800-11.1, by Resolution 264-22 at the

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 125-13). We also use the minimum tax tool on improvements within the residential property class. (Bylaw 126-13)

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 Sask Tel 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
- Road Construction

(Example Spreadsheets at end of this section.)

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

The goal is to develop and maintain a Reserve for economic development in the Tompkins and Gull Lake 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)

Further to the above in **2020** additional motions were made:

75-20 Moved by Councillor Craig –
Fire Reserve Acct. That we reinstate contributing \$25,000.00 annually to the Fire/Rescue Equipment Reserve Account for future capital and replacement or maintenance of fire and emergency equipment to cap at \$150,000.00.

CARRIED UNANIMOUSLY

76-20 Moved by Councillor Kramer –
Ambulance Reserve Accts. That we build a contingency fund of \$10,000.00 annually to a maximum of \$150,000.00. The fund is to be part of the annual budget and to be used for maintenance, emergency equipment and purchasing a new ambulance. If money is withdrawn it is to be budgeted back and returned to the fund.

CARRIED UNANIMOUSLY

809 CAPITAL INVENTORY (Example Spreadsheets at end of this section.)

810 GRAVEL INVENTORY (Example Spreadsheets at end of this section.)

The municipality has gravel stockpiles.

811 TRUST ACCOUNTS

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

- Airport
- Gull Lake Tank Loading Facility
- Machinery Pool

(Example Spreadsheets at end of this section.)

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R.M. of Gull Lake No. 139 FACT SHEET

9 Township Municipality

- Population - 201
- Residential sites – 104
-

Cemeteries	Town of Gull Lake	23-13-19-W3M
	Verlo	8-15-19-W3M
	Village of Tompkins	3-13-21-W3M

- Oil batteries - 18
- Polymer Injection flood plant -1
- Gas Plant - 1
- Oil & Gas Wells - 1200
- Service Stations - 2
- Restaurants - 2
- Elevators - 2
- 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 - 164 miles
- Community Well SE-2-15-20
- Raw Water Tank Loading Facilities in Gull Lake and Tompkins
- Gravel Pits & Stockpiles

<u>Location</u>	<u>Name</u>	<u>Location</u>	<u>Name</u>
SE-36-14-19	Bradley Pit	SE-2-15-20	Winters Pit
NW-36-14-19	R. Moritz Pit	SW-34-14-21	Jahnke Pit
NW-35-14-20	Ellis Pit	NE-3-15-21	Craig Pit

Land Area in Acres

Total Acres:	193,459.34 Acres
Pasture Land:	92,865 Acres
Cultivated Land:	97,973 Acres

(Difference is roughly made up of highway, railway, industrial, etc.)

Assessment (Taxable)	187,781,758
Agricultural	79,512,960
Residential	4,490,938
Comm & Ind	85,647,530
Railway	4,660,125
Elevators	13,470,205

Current Budget (2021) \$1.8 Million

- R.M. Mailing Address - Box 180, Gull Lake, SK., S0N 1A0
 e-mail address rm139@sasktel.net Phone: 672-4430
 website www.gulllake.ca

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PHONE LIST

Found: (M:/CT – Communications & Technology/ Phone & Fax/ “Phone Lists”)

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