RM of Webb No.138

Policy and Procedures

Manual

2019

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100 Mission Statement:

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

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

100-1 Introduction

This manual is designed to provide the Reeve, Councillor's 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 Webb No. 138. This manual is for the sole use of council and staff, representing the R.M. of Webb No. 138, and is not for distribution. This manual is intended for reference purposes only. It is not meant to replace provincial legislation.

The manual is divided into five major sections having a table of contents and index as follows:

1) Policy Manual (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) Safety and Loss Prevention Manual
3) Zoning Bylaw No. 2002-2
4) Council Procedures Bylaw No. 2016-02
5) Councillor Handbooks

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 Administrator 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 Municipality Act;
b) "**MA**" shall mean the Municipalities Act;
c) "**Council**" refers to the Council of the Rural Municipality of Webb No. 138;
d) "**guidelines**" are statements of reference, based on legislation and previous action of council;
e) "**Municipality**" shall mean the Rural Municipality of Webb No. 138;
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 Municipalities Act (MA)

Previous municipal legislation was "prescriptive" in nature, meaning the statutes set out or "prescribed" the authority for municipalities to perform actions. If an act or other piece of legislation did not give specific authority to do something a Municipality could not lawfully perform the action.

The Municipalities Act is "permissive" legislation that introduces the concept of "natural person powers". Municipalities are considered corporations and have the powers, rights and privileges of a "natural person" for the purpose of carrying out or administering its activities unless those powers are limited by legislation.

The MA clearly states that the purpose of a Municipality is to:

- Provide good government;
- Provide services, facilities and other things that in the opinion of council are necessary and desirable for all or part of the Municipality;
- Develop and maintain a safe and viable community;
- Foster economic, social and environmental well-being;
- Provide wise stewardship of public assets. MA 4(2)

The MA reinforces the concept that municipalities are accountable to their electorate and have a responsibility and duty to encourage and enable public participation in the governance process.

200-2 The Council

The council is the main body of local government. The Councillor's 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 municipalities 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.

200-2.1 Duties of Councillor's

- To represent the public and to consider the well-being and interests of the Municipality;
- To participate in developing and evaluation 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.

200-2.2 Oath of Office

All members of council must take an official oath of office in a prescribed form before carrying out any power, duty or function as a member of council. MA 94

200-3 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 council. MA 93
- The Reeve shall perform any other duty imposed by the MA or any other Act or by bylaw or resolution. MA 93
- The Reeve is a member of all council committees and all bodies established by council pursuant to the MA unless council provides otherwise. MA 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 all bylaws of the Municipality; (MA 115) sign the securities along with the Administrator unless another person has been designated to do so. MA 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 123
- The Reeve shall call a public meeting when authorized to do so by council or after having received a petition requesting one. MA 129
- If needed appoint a person as an acting member of the board of revision. MA 220

200-4 Deputy Reeve

The council of a Municipality may appoint a Councillor as Deputy Reeve. A deputy Reeve acts as the Reeve if:

a) the Reeve is unable to perform the duties of the Reeve;
b) the office of Reeve is vacant. MA 91

200-5 Acting Reeve

If a vacancy arises in the office of Reeve, the council shall, at its next meeting, appoint a Councillor to act as Reeve until an election is held to fill the vacancy. MA 97

200-6 Code of Ethics

1. I will be motivated primarily by an earnest desire to serve my municipality and the people of my community to the best of my ability.
2. I will endeavor to attend all council meetings.
3. I will recognize that the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and in the best interest of the municipality.
4. I will not use the municipality or any municipal program for my own personal advantage or for the advantage of my friends.
5. I will do everything possible to maintain the integrity, confidence and dignity of the office of a rural municipal council member.

6. I will listen to what other council members, individuals or groups may have to say before making final decisions.
7. I will endeavor to avoid hostility and bitterness, to observe proper decorum and behaviour, to encourage full and open discussions in all matters and not to withhold or conceal from my fellow council members any information or matter in which they should be concerned.
8. I will make no disparaging remarks, in or out of a council meeting, about other members of the council or their opinions, but I reserve the right to make honest and respectful criticism.
9. I will consider it unethical to pursue any procedure calculated to embarrass a fellow member of the council, a member of the municipal staff or another local government body.
10. I will treat my fellow council members, the municipal staff and the public I serve with respect and consideration.
11. I will recognize that authority rests with the council in legal session, and not with individual members of the council.
12. I will abide by majority decisions of the council once they are made.
13. I will not discuss confidential business of council outside of council and committee meetings.
14. I will endeavour to keep informed on all local, provincial and national municipal developments of significance.
15. I will earnestly try to interpret the peoples' needs of the entire municipality and do my best to implement action to meet those needs, keeping in mind budget limitations of the municipality.

200-7 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 Councillor's 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.

200-8 Meeting Procedures

- All municipal business must be conducted at a properly constituted meeting. MA 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. MA 121 & 124
- 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 in the minutes. MA 99

- 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. MA 101
- If there is **a tied vote** for and against a resolution or bylaw that resolution or bylaw is defeated. MA 102
- 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 119 & 120
- Council meetings held solely for the purpose of long-range or strategic planning may be holed without giving notice to the public.
- 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 list 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.

200-8.1 Conflict of Interest

Conflict of 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 conflict of 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 a conflict of 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 141 & 143

200-8.2 Declaration of a Conflict of 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 conflict of 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 on of the members declares pecuniary interest in a matter, the council may be resolution apply to a judge of the court for consideration of the matter.

These procedures apply to all council meetings and council committees.

200-8.3 Regular Meetings

Regular council meetings are the second Thursday of each month commencing at 9:30 a.m.

Regular scheduled council meeting dates may be made at a prior council meeting or if between council meetings up to 24 hours prior notice needs to be given to council members and to the public.

Regular meeting 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

200-8.4 Special Meetings

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

200-8.5 Meeting 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.

200-8.6 Minutes and Vouchers

That copies of minutes to be given to each council member after each meeting and that all vouchers to be initialed by the presiding officer or designated finance committee before approval for payment.

200-9 Committees

Municipal councils can establish any council committees or other bodies (boards, associations, commissions, etc.) that are needed or desired for the Municipality and define the functions. What is the committee to do? What is the purpose of the committee? How often will the committee meet? Council may also set out the procedure and conduct of council, council committees and any other body established by council. MA 81

200-9.1 Committees of Council & Appointments appointed by Council

Ambulance	Dennis Fiddler
Antelope Lake Regional Park	Connie Sorenson and Colin Service
APAS – Agriculture Producers Association of Saskatchewan	Rick Jensen
Autumn House	Arnold Weston
Chinook Regional Library, Gull Lake	Bruce Gibson
Chinook Regional Library, Swift Current	Bruce Gibson
CSO – Community Safety Officer	Steve Jensen and Kurt Thierman
Development Appeals Board	GK Plus (Gord Krismer & Associates Ltd.)
District #9 ADD Board	Kurt Thierman
District Board of Revision	GK Plus (Gord Krismer & Associates Ltd.)
East View Court - Life Lease Home	Dennis Fiddler and Arnold Weston
EMO – Emergency Measures Officer	Bruce Gibson

Finance	Ted Radtke and Randy Fenwick
Fire – G.L. District Fire Department	Steve Jensen and Randy Fenwick
Fire Chief	Bentley Gibson
Gull Lake & Area Rec. Board	Bruce Gibson and Randy Fenwick
Pound Keeper	Heartland Livestock - #1 Highways West, S.C. Kurt Thierman – SW 19-14-16 W3
Prairie Pioneer Independent Housing Authority	Dennis Fiddler and Trudy Jewitt
Road Committee	Councillors of Division 1 through 6
Southwest Municipal Gov't Comm.	Kurt Thierman
Swift Current Creek Watershed Authority	Darren Fiddler

200-10 Council Remuneration

Regular Meeting	$160.00/day	Mileage .50¢/km	
Committee Meeting	$160.00/day or $80.00/ ½ day	Mileage .50¢/km	Meals $70/day or $35/ ½ day
Road Supervision	$20.00/hour	Mileage .50¢/km	
Office Supervision	$160.00/day	Mileage .50¢/km	For Reeve/Deputy Reeve
Convention November and March	$230.00/day and $115/ ½ day travel to convention	Mileage .50¢/km	Includes meals
Nuisance Pay	4 hours/month @ $20.00/hr		

200-10.1 Council Benefits

Worker's Compensation

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

SARM Disability Plan

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

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 annual premium.

200-11 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;
- 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;
- Make necessary adjustments to the tax roll;
- 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
- Advise, inform and make recommendation to council on the following:
    - 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 by 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*;
- 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.

200-11.1 Record Retention

The Administrator is authorized to destroy municipal records as per Municipal Bylaw No. 2001-6 Schedule.

200-12 Acting Administrator

If the Administrator is unable to perform his/her duties, council may appoint an acting administrator for a period of not more than three months or for a longer period if given approval by the board of examiners. MA 110 (5)

200-13 Office Assistant

The office assistant is expected to work:

1) six days a month (including council meeting day); and also
2) holidays of the administrator;
3) Tax & Assessment Notice season;
4) convention and any seminars or workshops taken by the administrator

The council approves the assistant to answering the phone, general and tax receipting, helping with tax and assessment notices and whatever other duties that are delegated to him/her by the administrator or any member of the council. Res. 28-08 & 141-08

200-14 Administration Salary and Benefits

The Municipality maintains the administrator's salary commensurate within the RMAA and SARM recommended salary-schedule each year to be negotiated at the December council meeting for the next year.

The Municipality shares in the Administrator's benefits as follows:

Required by legislation:

Canada Pension	-matching contributions
Unemployment Insurance	- 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 by paying bonus of cost thru payroll
RMAA Membership	-R.M. pays full premium
Commissioner of Oaths	-R.M. pays full license fee
Hail Insurance license/bond	-Employee pays full fee and bonding insurance

Optional

SARM Health & Dental	-R.M. pays full premium
SARM Life	-R.M. pays full premium

200-15 Holidays

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

3 weeks	- after each year of work with the Municipality
4 weeks	- after completing 10 years of work in the municipal field
5 weeks	- after completing 15 years of work in the municipal field
6 weeks	- after completing 20 years of work in the municipal field

Also the administrator can take one day a month for appointments/personal leave.

200-15.1 Holiday Expiration

Council allows the administrator until the end of February each following year to finish his/her holidays from the previous year. Res. 27-08

200-16 Bereavement Leave

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

Spouse, Father, Mother, Children, Sister, Brother.

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

Grandparents, Aunts, Uncles, Cousins, Father-in-Law, Mother-in-Law, Son-in-Law, Daughter-in-Law, Brother-in-Law, Sister-in-Law.

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

200-17 Administration Travel

The Municipality will reimburse the administrator for expenses incurred each year attending the two SARM and the RMAA Conventions, SARM, RMAA District Meetings 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	- $70.00 per day
Mileage	- .50¢ per kilometer
Registration fees	- as previously approved by Council

200-18 Office

The R.M. of Webb No. 138 owns the municipal office located at 618 Railway Avenue.

The R.M. of Webb No. 138 charges the Village of Webb $700.00 per year for the use of their office. The Village pays the Administrator and the Assistant separately and this rate is negotiated with the Administrator.

200-18.1 Office Access

Keys accessing the office shall be restricted to the Administrator, Assistant, and Reeve.

200-18.2 Council Chambers

1. The use of the council chambers shall be co-ordinate by the administrator.
2. First priority is to the council meetings and committees of the council.
3. The chambers may be open for use in the evening for council members only.
4. There shall be no charge for the use of the facility.

200-18.3 Office Hours

The office is open from 9:00 a.m. to 4:00 p.m. Monday through Friday.

The office is closed on all civic holidays and Easter Monday.

200-18.4 Office Maintenance

The Administrator and Assistant shall maintain the municipal office.

200-18.5 Office Services

Fee schedule and procedures for various office services:

Service	**Cost to public**
Approved meeting minutes	$5.00 per copy/meeting
Assessment information / field sheets	May be provided at a .25¢ per page fee
Building Permits	$20 plus the reimburse cost of inspections
Development Permits	No charge
Fax service	Incoming or Outgoing - .25¢ per page
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 $12.00 fee for each transfer copy.
Sask Grid Road Map	Free
R.M. Map	$10.00 each plus $2.00 if mailed
Historic Map	$12.00 each plus $3.00 if mailed
Historic “HOME” CD	$15.00 each plus $3.00 if mailed
Commissioner Services	Provided at no charge during office hours
NSF Cheques	$25.00 NSF charge, needs to be replaced by money order, certified cheque or cash.
Overweight Permits	Through the PSRCSO in the office of RM 137
Photo Copying	.25¢ per copy

Tax Certificates	$5.00 per parcel
Title Searches	$15.00 /title for owners of property only

200-19 Tax Collections and Cancellations

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 cheque.

The ratepayer must advise the office before March 31 in any year of their residence exemption status. If the tax roll is open after this time and there is time for appeal the adjustment can be made. Res. 67-08

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

200-20 Tax Enforcement

A motion can be made to have property with tax arrears of less than 50% of the years levy remaining, to be removed from the tax enforcement advertising list. The administrator may contract TAXervice to perform the Tax Enforcement procedures.

200-21 General Insurance

The Municipality shall carry commercial property insurance on all property. The current policy is through Western Financial Group in Gull Lake with the following terms:

1. $1,000 deductible, except for:
    a. Earthquakes 3% or $50,000
    b. Flood $25,000
    c. Personal Property $250
2. Prairie and/or Forest Fire Fighting Expense Coverage deductible $500

200-22 Bond

The Municipality is required to carry a blanket position bond in the minimum amount of $100,000 issued in the name of the municipality and all employees of the municipality are covered on this bond.

200-23 Liability Insurance

The Municipality shall carry a minimum of $5,000,000 liability insurance.

200-24 Auditor

Council must appoint a qualified auditor for the Municipality and for each of its controlled corporations. Not later than August 1st in each year the auditor shall report to the council on the annual financial statements of the Municipality. MA 185-191

Stark & Marsh is the appointed accounting firm to audit this Municipality. Res. 205-07

The financial statements are to be submitted to the minister no later than July 1st.

200-25 Disciplinary Procedures

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:

Oral Reprimand – The employee shall be interviewed by the council 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.

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.

200-26 Harassment Policy

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

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

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

2. Worker right

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

3. Employer obligation

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

4. Workers obligation

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

5. Procedure for dealing with harassment concerns

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

1. A worker who believes that he/she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
2. Where this cannot be done, or is unsuccessful, the worker should report (can be verbal) the alleged harassment to the Reeve. In the event that the complaint is against the Reeve, the worker should report the alleged harassment to a member of the council who will then take the action indicated below for the Reeve.
3. Once a report is received, the Reeve shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
4. Following the conclusion of the investigation, the Reeve will inform the complainant and the alleged harasser of the results of the investigation.

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

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

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

9. Procedure for employees dealing with harassment from ratepayer
   The employee is to make a written statement of the harassment and file it with the administrator. The administrator shall take the statement to the next council meeting. A letter shall be sent to the ratepayer notifying them that they should be addressing any issues or concerns to their divisional Councillor.

200-27 Employee Evaluations

The council will review each employee at the end of the year and fill out the employee evaluation forms and review with each employee.

200-28 Smoking Policy

That no person while at work for the R.M. of Webb No. 138 shall smoke in any enclosed place of employment or enclosed work-related area where smoking is prohibited pursuant to *The Occupational Health and Safety Regulations, 1996* section 77. Res. 73-15

300 Protective Services

300-1 Fire Protection

The Rural Municipalities of Webb, Gull Lake, Carmichael 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 (Bylaw 2010-01). The fire department is administered out of the Town Office and through a board consisting of participating municipal representatives. See Appointments 200-9.1

The R.M. of Webb also has an agreement with the R.M. of Bone Creek No. 108. Bylaw 1992-1

300-1.1 Fire Chief

The Gull Lake and District Fire Chief shall be the appointed Fire Chief for the R.M. of Webb and shall have jurisdiction over the entire area within our municipal boundaries. Res. 67-06

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. Res. 236-05

300-1.3 Fire Call Charges

1. Agreement with R.M. of Bone Creek - $100.00 for the initial call plus $75.00/hour until the truck is cleaned up and ready to go again.
2. Agreement with Gull Lake Fire District Assoc. - $400.00/hour to a maximum of three hours.
3. Gull Lake Fire District Assoc. - $604.00 outside the district with no maximum
4. Swift Current Rural Fire Dept. - $750.00/hour, average five hours
5. SGI rates - $839.00 – accidents

300-2 Ambulance Services

The Rural Municipalities of Webb, Gull Lake, Carmichael, 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 200-9.1

The member municipalities pay an annual amount to the Corporation as per formula based on population and assessment and the annual budgetary shortfall. Bylaw 2001-2

300-3 Emergency Mutual Aid – E.M.O

The Rural Municipalities of Webb, Gull Lake, Carmichael, Pittville, and the Villages of Carmichael, Tomkins 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. Bylaw 1-1971

300-3.1 Mutual Aid Agreement

The R.M. is part of a Southwest area Mutual Aid Agreement administered through the Swift Current Fire Department. For list of who is a part of the agreement contact the S.C. Fire Dept.

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.

300-5 Buildings – Protective Inspections

The Municipality has a Building Bylaw 2007-04 in place which regulates the erection, demolition and inspections of buildings in the Municipality. The Zoning Bylaw 2002-02 regulates the location of buildings in proximity to other facilities.

300-6 Safety

The Municipality grants permission to share our Safety Manual. Res. 135-09

300-6.1 Prairie Sky Region Community Safety Officer Program

The R.M. is a member of the PSRCSO along with the R.M. of Saskatchewan Landing No. 67 and R.M. of Swift Current No. 137.

300-7 Animal Pest Control

The Municipality appoints and hires 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/she is responsible for identifying rat infested sties, 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.

The Pest Control Officer is paid on an hourly basis at a rate of $22.00 per hour and reimbursed for mileage traveled at a rate of .50¢/km. See Appointments 200-9.1

300-7.1 Animal Pest Control Products

The Municipality provides pest control products to ratepayers at no charge. Only one to two cases of free poison are to leave the office at a time.

The Municipality provides the following supplies to ratepayers **at cost**:

- Bait Stations
- Strychnine

300-8 The Stray Animals Act

These are brief points about *The Stray Animals Act*. For more information refer to the whole act.

- No animals shall run at large in the Province, except by municipal bylaw.
- Any person may restrain a stray – if owner known, notify right away, owner picks up and pays reasonable charges – if owner won't pay, notify the administrator of date, time and location of restraint – administrator notify owner of details.
- If owner unknown, finder or pundkeeper notify livestock inspector or RCMP and the administrator of time, date and location of restraint. The administrator shall advertise the stray in the newspaper or for two consecutive days on the radio or television; poundkeeper put poster in two places in R.M. and at auction mart.
- The finder shall provide sustenance & shelter to the stray and if the owner not found, deliver the stray to the pound within 72 hours.
- Kurt Thierman and Heartland Livestock are appointed as our municipal poundkeeper.
- Poundkeeper must restrain all strays until notified by administrator to release.
- Municipality to pay finder and poundkeeper.
- Upon payment by the owner and a statutory declaration of ownership, the stray shall be released to him/her.
- Pound fees:
    - Impounding - $50.00 per animal
    - Aiding in restraining or impounding - $20.00/hour/person
    - Care & Sustenance - $25.00/head/day for first 50 head
    - Care & Sustenance - $20.00/head/day above 50 head at one time
    - Transporting - $100.00 for up to 20 km, $5.00/km after 20 km

- Loading dead carcass - $100.00/hour
- Disposing Valueless or dangerous stray - $50.00/hour Max $500.00
- Travel related to disposing - .45¢/km
- Vet and advertising – All reasonable costs
- Penalty – Assessed by administrator for each day confined
  Up to $10.00/day/animal with max $100.00/animal

- If owner has not paid or is not found within 14 days, the administrator shall give notice to the poundkeeper to deliver the stray to a livestock auction mart.
- The auction mart shall sell the animal, deduct any costs and send the rest of the proceeds to the Municipality along with a record of the date sold, description of stray, record of weight, name of buyer and statement of amount paid.
- The administrator shall maintain a record of the stray sold for 24 months after the sale. The Municipality shall pay all costs within 30 days after the sale, even if the proceeds are not enough to cover the costs. If owner known or found within 12 months of sale – then he gets any proceeds left over. If not found, this money becomes part of general revenues of the Municipality after 12 months and the owner no longer has any claim to this revenue.

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.

400-1.1 Supervision Indemnity

All members of Council shall be paid fees and mileage of supervision of roads at the supervision rate of $20.00/hr or $160.00/day and the regular mileage rate of .50¢/km for every kilometer necessarily traveled. Each councillor is allowed four hours of nuisance pay each month to be marked as hours worked.

400-1.2 Emergency Expenditures

The Councillors may authorize repairs to public works in an emergency situation (i.e. washed out road, culvert, etc.) without prior consent of Council, however, the total cost of said repairs cannot exceed $1,500.00. Bylaw 2007-06

Also in an emergency situation a vote by the Councillors on WhatsApp is sufficient until a resolution can be made at the next regular meeting. This is to be used cautiously, if a special meeting is needed for decisions when a regular meeting can't wait, Councillors are advised to do so.

This work must also be approved by either the Reeve, or in his absence, the deputy Reeve and all must be presented at the next meeting of council for approval.

400-1.3 Divisional Work Projects

All major divisional work projects must be discussed and ratified at a Council Meeting before the work commences.

400-2 Road Pre-Construction Procedural Check List

1. The Administration is responsible for:
    - Mailing out the form letter of notification of construction to land owners affected by the construction
    - Preparing the agreements for sale of right of ways
    - Notify utility and pipeline companies of construction and request locates, depths and flagging of underground facilities

2. Supervising Councillor shall meet with owners and obtain signatures on right of way sale agreements rates to be as set out in municipal policies.

3. The Supervising Councillor shall:
    - 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, and power polls
        - 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 pile, trees, and buildings
        - Old or existing water wells, and dugouts

4. 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

5. Pipelines
    - The supervising Councillor must:
        - 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

6. 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 (test with backhoe)
    - Identify any new or altered water courses (engineers will usually point them out)
    - Locate construction camp site
    - Examine road approach requirements (i.e. replace in existing location, relocates, removals, any new approaches)
    - Confer with land owners on approach issue and requirements
    - Report all above ground and buried obstructions, all arrangements made for rocks, borrow pits, clay deposits, etc. to the administrator
    - Water source if watering is required

- Keep track of fences removed/replace
- Keep track of how many strands of wire & how far apart the posts were previous to removal
- Keep track of who removed the fence
- Order fencing supplies and fire fencer to replace fence with councils approval

400-2.1 Road Construction Procedure

- The contractor is directly responsible to the engineer in regards to plan, design and construction standards.
- The engineer is responsible to the supervising Councillor, any additional approaches or relocations etcetera 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 owner's needs are met, i.e. approaches
    - Ensuring fences are removed, and culverts are on site when needed
    - Provide a location for culvert storage
    - Be on site to take inventory when culverts are delivered
    - Arranging for traffic detours
    - Arranging for water haulers if required
    - Notify the administrator when project is nearing completion so that gravel haul may be co-ordinate
    - Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: that one 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

400-3 Transportation Employees

Transportation employees are hired by the Council and responsible to the Council.

400-3.1 Transportation – Wage Negotiations

Council should determine if the employees are at their appropriate wage levels, after taking into consideration 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 council shall consider the amount that can be expended on salary increases with consideration to a Cost of Living Allowance and a performance bonus.

New employees shall be on probation period for the first three months.

400-3.2 Years of Service

That the municipality will pay one-dollar ($1.00) after ten (10) years of service and an additional ten cents (.10¢) for each year thereafter, over and above the employee's regular wage.
Res. 166-16

400-3.3 Standby Pay

That we pay $125.00 per week standby pay to grader/equipment operators in the weeks they are laid off where no hours are worked in that week. Any day they are called in to work while laid off they will charge a minimum of 3 hours. If they are unavailable to work, the stand by pay for that week will not be paid. A work week is Monday through Friday and they need to be available those days. Res. 166-13 (this will be paid to them at the end of March)

400-3.4 Cell Phone Allowance

The Municipality pays $30.00 per month while employed for cell phones for outside employees. This amount shall be paid in full when laid off or at the end of the year. Res. 03-14

400-3.5 Truck Allowance and Drivers Abstract

Employees are expected to have their own truck and are paid mileage per kilometer at the municipal rate of .50¢/km.

The RM's safety program requires all employees to present a driving abstract to Council annually and at the time of hiring. Employees shall be reimbursed for the abstract. Res. 70-14

400-3.6 Wages and Benefits

The Maintenance, Operators and Utility employees are seasonal, generally from April to the end of November and paid on an hourly basis. Employees are paid their full hourly wage twice a month, from the 1st to 15th (paid by the 21st) and the 16th to the end of the month (paid by the 6th of the following month).

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

Required by legislation

Canada Pension	-matching contributions
Unemployment Insurance	-1.187 over employees' contributions
	-1.4 over employees contributions if not on SARM disability plan
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 by paying bonus of cost thru payroll

Optional

SARM Group Health & Dental	-R.M. pays full premium
	-if not on spouses plan employee shall be enrolled in this plan
SARM Group Life	- R.M. pays full premium

400-3.7 Daily Paper Work

Daily safety checks are to be performed on all machinery being used by an employee. The safety sheets need to be handed in with the employees log book (highlighted map) and time sheet. The time sheets need to have an explanation for each day worked of what type of work they did. If these sheets or explanations are not completed the employee's month end cheque will be held until all paper work is received in the office of the Administrator.

400-3.8 Holidays

Employees are paid four weeks holidays (7.7%) after ten years, five weeks holidays (9.6%) after fifteen years, and six weeks holidays (11.5%) after twenty years of service. (Res.107-07) Holiday and stat pay (4%) is paid on each pay cheque to all hourly paid employees.

400-3.9 Bereavement Leave

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

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

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

Grandparents, Aunts, Uncles, Cousins, Father-in-Law, Mother-in-Law, Son-in-Law, Daughter-in-Law, Brother-in-Law, Sister-in-Law.

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

400-4 Maintenance Operators – Duties and Responsibilities

Job Description:

- This is an hourly, seasonal position
- Maintenance Operators are directly responsible to the Councillor's of the divisions they maintain. They are also responsible secondly to the Reeve and all of council

Qualifications:

- Must possess a valid driver's license and provide his/her 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 minimum to no supervision
- Have a neat and clean appearance

Duties:

- Blade all roads on a priority basis as required by road conditions unless instructed by Council
- Blade all roads in a professional and a safe manner
- Do work as per road maintenance schedule or as requested by Council
- 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 Council
- Clean out culvert ends and report damaged ends to Council
- Keep track of gravel needs as required
- Signs are to be replaced as soon as possible
- Custom Work: Ratepayers must sign a waiver before operator undertakes the work. Any and all work off road allowance is chargeable, except for one hour of top blading per year on lanes from road to occupied farmsteads and one mow on lanes.
- Maintain resident ratepayer roads only upon request by the ratepayer
- Grader operator and utility personnel are directly responsible to the Council
- 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 Councillor in which Division the complaint arose in or the Reeve
- Keep detailed time sheets safety checks and log books (maps) as requested
- Work hours as needed
- Shop days maximum of eight hours worked

- Road maintenance personnel may be required to work longer days during certain season
- Rain days may be taken off, unless advised otherwise (check with Councillor)
- Employees are not required to work on Sundays, except in extenuating circumstances
- Employee must apply to the Councillor for approval of holiday period
- Cellular phones to be left on at all times during working hours and while laid off on standby

400-5 Utility Personnel – Duties and Responsibilities

Job Description:

- This is an hourly, seasonal position
- Utility employees are responsible to council and the Reeve

Qualifications:

- Must possess a valid driver's license and provide his/her own truck
- Have knowledge in the operations of a tractor and mower
- Must be capable of working with minimum to no supervision
- Have a neat and clean appearance

Duties:

- To perform work such as fencing, mowing, rock picking, cleaning shop or other duties as assigned by Council
- Clean out culvert ends and report damaged ends to Council
- 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 Councillor or the Reeve.
- Keep detailed time sheets, safety checks and log books (maps) as requested
- Work hours as per time sheet, as per schedule or directed by council
- Road maintenance personnel may be required to work longer hours during certain seasons
- Employees are not required to work on Sundays except in extenuating circumstances
- Cellular phones are to be left on at all times during working hours

400-6 Council/Employee Communications

The purpose of the policy is to:

- Clearly enunciate council communication practices and procedures
- Maximize the efficient use of time, human and capital resources
- Minimize the need for council member involvement in the day to day operations of the Municipality
- Enhance employer/employee relations, by minimizing confusion and potential areas of conflict

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

a) The Reeve or councillor for each division shall communicate council's plans, programs, direction, and matters pertaining to the day to day operations of the Municipality expediently and directly to the employee for that area.
b) The Reeve shall communicate employee concerns and suggestions regarding the council's plans, programs, direction, scheduling or any matter pertaining to the day to day operations of the Municipality expediently and directly to council or appropriate committee.
c) Any need by council member or employees to deviate from a) or b) shall be communicated to the Reeve.

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

400-6.1 Outside Employee Hours

The outside employee work days and hour's policy be as follows: Res. 62-19

1. Start time no earlier than 6:00 a.m. and end time no later than 7:00 p.m.
2. Maximum 12 hours worked per day.
3. Employees are not to work over six consecutive days in a row.
4. Maintain 40 hours per week and up to a maximum of 60 hours per week.
5. Shop time max of eight hours/day, unless on a 10hr/day four day work week agreement.
6. No shop time allowed on Saturday or Sunday.

400-6.2 Railway Track Crossing Road Maintenance

Employees are not to stop within 15 meters of the railway tracks when doing road maintenance unless they have a spotter on site to communicate train activity with the grader operator. Res. 19-17

400-6.3 Rock picking procedure

Employee steps for rock picking and road maintenance: Res. 75-17

1. Have an appropriate plan for operator and rock picker personal to remove rocks from the road surface.
2. Temporary signage – watch for rocks and danger, at each end of work area.
3. Rocks need to be picked within the day they are popped.
4. The grader remains on site until the road is completely free of rocks.

400-8 Custom Work Rates

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

Grader

$100.00 per hour for ratepayers
$150.00 per hour for non ratepayers

The municipal equipment does not work outside the Municipality without specific authorization from the Reeve and the Councillor concerned.

400-8.1 Custom Work Bills

The administrator will issue bills for custom work and take them to the next council meeting to be approved for issuing.

400-8.2 Ratepayer Services

The Municipality will provide each of the following services once a year as time permits, providing that the resident of the land request this service: snow plowing, grass mowing, and driveway blading.

400-9 Snow Removal

The Municipality will assume responsibility for clearing with municipal equipment grid and main farm access roads as the first priority, school bus routes as the second priority and local residential roads as the third priority.

Oil companies are responsible for hiring their own snow removal equipment to clean leases and low traffic roads to their wells and batteries.

400-9.1 Snow Removal Check List

1. Is the equipment owned by the municipal resident?
2. Does the equipment comply with:
    a. The requirements of *The Vehicle Equipment Regulations, 1987* and,

   b. The *Occupational Health and Safety Regulations, 1996*?
3. Is it equipped with:
   a. Amber beacons,
   b. Working head and tail lights,
   c. Slow-moving signage and
   d. Roll-over protective devices and seat belts?
4. Is the equipment in safe working condition with:
   a. A clear and unobstructed windshield,
   b. Working wiper blades?
5. Does the operator have a valid Saskatchewan driver's license?
6. Is there a written agreement with each R.M. that the equipment meets the conditions set out in this exemption?

400-10 Grass Mowing

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 moved 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.

400-11 Fences

That the municipality will be responsible for paying the cost of the removal and replacement of a comparable fence where needed for the purpose of road building, as per negotiations. Res. 76-17

400-12 Gravel Sales and Hauling

Gravel may be sold to ratepayers during the municipal gravel hauling program; requests must be made to the administrator in the spring.

The rate for gravel sold to the R.M. and hauling for the R.M. are as follows:

R.M. of Webb:	Gravel	$12.00/yd	Res. 72-19
	Stock Pile div.6	22.00/yd	
Central Energy:	Gravel	$10.20/yd	
	Loading	1.00/yd	
	Hauling	0.37/yd/mile (6 mile min. haul)	
	Private	1.50/yd	

Webb Colony:	Gravel/Pit Run	$8.00/yd
	Loading	1.00/yd
	Hauling	0.35/yd/mile (6 mile min. haul)
McLeod:	Gravel	$9.75/yd (volume of 3-5,000 yd)
	Loading	1.00/yd
Rock Solid Trucking	Loading	$1.00/yd
	Hauling	0.35/yd/mile (5 mile min. haul)

400-12.1 East of 26 & 35-13-17 W3

That we will pay for 50 yards per mile of gravel when spread and approved by the Councillor, on the Rge Rd 3171 section 26 & 35-13-17 W3 every other year at the then current rate of our gravel. Res. 152-07 amended with Res. 007-16

400-13 Culvert Sales

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

Any extra used culverts may be sold at one half of new price to our ratepayers and the Village of Webb only and they must be used within the R.M. of Webb or Village boundaries.

400-14 Grader Blade Sales

New grader blades are not for resale. Used grader blades may be sold at a rate of $2.00 each.

400-15 Road Signs

Any signs needed on municipal road allowance are the responsibility of the Municipality.

400-15.1 Children at Play Sign

- The ratepayer must submit a written request for the children at play sings.
- The ratepayer will not be billed for the cost of the signs and posts.
- The R.M. will install the signs and posts.
- SI -33 is the standard children at play sign that we use (slow watch for children)
- SI70 Drive Slow We Love Our Children (can also be used).

400-16 Cattle Guard

1. The ratepayer must request permission for the cattle guard from council.

2. The cattle guard must be at least the width of the road top.
3. The cattle guard must have a swing out extension (not wire) for a total including the road top gate of at least 35 feet.
4. The ratepayer will be responsible for keeping the cattle guard in a state of good repair.
5. The ratepayer will supply the cattle guard & reduce speed signs.
6. The ratepayer will sign an agreement for the R.M.

400-17 Road Maintenance Agreements

All aggregate hauled on maintained municipal roads and taken outside the municipality must have a road haul agreement.

400-17.1 Reimburse Road Maintenance Fees

We reimburse to our ratepayers with road maintenance fees charged to them to have gravel hauled to their land within the R.M. of Webb No. 138 boundaries by gravel haulers who have signed a road maintenance agreement with our Municipality. These fees and payments shall be issued within the same calendar year.

400-18 Approach Development

1. In the case of a new approach where one is deemed necessary by Council, the land owner pays for the cost of the culvert and the R.M. will do the dirt work if only a grader is needed.
2. In the case of an existing approach where the Councillor approves the widening of the approach, the R.M. will supply the grader work and the land owner pays the full cost of culverts or extension.
3. In the case of a new subdivision each new parcel developer is responsible for the full cost of their own driveway and the R.M. will do grader work for the approach.
4. In the case of an approach needed for **oil or gas industry** shall follow these guides:
    - Applications 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 5 to 1 slope
    - When a culvert is needed; 20% of the culvert shall be placed in the ground
    - 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 of the respective Councillor and/or Reeve and the administrator.

400-19 Road Development

All applications for development of road allowances must be submitted in writing to the R.M. office. The Oil and Gas Company 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.
- Cattle guards on rangeland need to comply with the municipal Cattle Guard policy #400-16.
- 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 Admin.

400-20 Road Crossing – Pipelines/Cables

This is regarding all utility crossings when crossing municipal roads:

- All applications must be submitted in writing to the R.M. office.
- All cables and/or pipelines crossing municipal roads must be bored or punched according to specifications.
- The minimum depth of all buried cable and/or pipelines on municipal road allowance shall not be less than 6 feet below the surface.
- The R.M. will assume no liability for damage to cables and/or pipelines located closer to the surface than originally specified.
- All crossing signs shall be placed at eh edge of the crop line or on the fence line with a minimum distance of 3 meters from the travelled portion of the roadway.

400-21 Road Allowance – Power Poles

In the placement of Sask Power poles and above ground structures shall be installed no closer than 31.5 feet from the centre of the existing road allowance as approved by the Councillor.

400-22 Capital Damages

We shall pay $1.50 per cubic yard for capital damages. Res. 136-07

400-23 Clay

The latest cost the RM paid for clay was $2.00 per yard.

400-23 Right of Way Purchases

We pay $2,000.00 per acre for purchase of right of way. Res. 68-07

400-23.1 Normal Right of Ways

Normal right of ways are 66 feet unless additional right of way has been purchased. On a normal 66 foot right of way you could place your fence on the edge of your land, which would be 33 feet from the center of the road.

The administrator at the R.M. office can find right of ways on ISC map search at a minimum charge of $10.00 per searched map.

400-23.2 Compensation for disturbed Right of Ways

We pay $1,000.00 per acre for future road construction for land disturbed outside of the right of way with no future payments for clay. (Includes clay & crop damage) Res. 259-05

400-23.3 Cultivation of Right of Ways

Individuals cannot farm the municipal right of way if it is a natural water run and that otherwise the ditch right of way be farmed no closer than ten feet from the base of the shoulder of the road. Individuals violating this policy will be charged for the repair of the damages.

400-24 Dust Control

Ratepayers can apply for dust control with a signed waiver approved by the RM. Currently we hire Rawhide Supplements Ltd. and their application consists of a magnesium chloride solution.

That we pay 75% of the dust control invoice billed to us from Rawhide Supplements Ltd. to a maximum of $1,000.00 and the remaining value of the bill will be invoiced to the ratepayer. All ratepayers shall sign a consent form at the R.M. office before any dust control application is performed. Res #160-14

400-25 Tree Planter

The Municipality owns and maintains a tree planter for the use of ratepayers of the municipality. First come first serve basis, the list of persons requesting to use the planter is kept at the R.M. office.

Ratepayers responsibilities when borrowing the tree planter is as follows:

1. When moving the tree planter for distances in excess of one mile, the tree planter must be loaded onto a trailer or truck.
2. When moving the tree planter for distances of less than one mile, the tree planter must be towed from the opposite end, this may involve jacking the planter up to the appropriate height when hooking up to a half ton, etc.
3. Users of the tree planter should ensure that the machine is in good condition upon returning it back to the R.M.

400-26 Wire Roller

The Municipality owns and maintains a wire roller for the use of ratepayers of the municipality. The list of persons requesting to use the wire roller is kept at the R.M. office.

Users of the wire roller should ensure that the machine is in good condition upon returning it back to the R.M. office. Let the office know when it has been returned.

400-27 Road Bans

Before the Ministry of Highways bans go on the Municipality may decide to put on 10,000 lb. road bans or 350 lb. per inch width of tire. First there must be a resolution of council with the road committee signing it, then Highways must be notified. In this case every road must be assigned.

The R.M. may withdraw any ban limit and remain with the regular Highways road bans, in this case the Administrator will notifying Highways of the decision.

400-27.1 Road/Bridge Weight Restrictions

The pavement to Antelope Lake Park is banned all year to 8 tons. Overweight permits are available with the Councillor's permission so that we can keep track of who uses or damages the road and shall be billed for the repairs.

McLeod Bridge is posted 75% of secondary road weight.

Olson Bridge is posted 8 ton to 16 ton depending on number of axles.

400-28 Road Damage

That council adopt a policy that sets out a minimum charge to any person found to have done damage to any municipal road of $1,000.00. Res #127-14

500-Environmental Health Services

500-1 Public Wells

The Municipality has no public wells.

The Village of Webb has a coin operated fill station for large quantities as well as a R.O. system for drinking water.

500-2 Waste Disposal

The Municipality rents Triways waste disposal containers for ratepayers bagged house hold garbage, these are located at the R.M. shop, Ferguson Bay and Sunridge Developments.

500-3 Weed Control

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

The land owner and the Municipality shall share at the rate of 50% the wages and chemical costs for each chemical application. The Municipality shall be responsible for the cost of the fuel and equipment.

600 Environmental Development Services

600-1 Oil & Gas Well Development

Council approves oil and gas well development. The Development Officer (the administrator) is hereby granted authority to issue development permits for oil and gas well development upon consultation with the respective Councillor and under the current approach and road development policies.

600-2 Drilling Licenses

Drilling licenses are issued as per Bylaw No. 1991-2 at a fee of $450.00 per well, and $225.00 per hole of exploration below the drift for the purpose of obtaining geological and structural information. Seismic testing is exempted from fees.

The lease owner is invoiced upon receipt of the Ministry of Energy and Mines license notice for the drilling license fee, not the drilling company.

600-3 Proximity to Road Allowances

All above ground facilities or structures are required to be set back 150 feet from the center of the road allowance and 300 feet from the center of an intersection. Bylaw 2009-03

600-4 Moving and Building Development Permits

The Municipality requires all persons moving, demolishing or erecting buildings of a non-agricultural nature to obtain permission from the municipal council or development officer beforehand.

There is a $20.00 fee (Res.# 98-14) for any development permits, but the building inspection fees will be reimbursed to the R.M. The development permit is used to make sure any development complies with our bylaws and the building permit is used to make sure buildings meet the national building standards and to keep our assessment up to date.

There is no fee for a permit to demolish or remove a building. A deposit will be required if there is a need to clean up the site.

We consider a covered deck as an accessory and not part of the square footage in the Zoning Bylaw. Res. 117-14

600-4.1 Building Inspectors

The building inspectors appoint for our municipality are as follows:

- Municode, Warman SK – Class 3
- Erroll Castle – Class 1
- Robert Hubbard – Class 1
- Dan Knutson – Class 2 & 3

600-4.2 Exemptions to Permits

- Detached sheds 99 square feet or less do not need a building permit or a building inspection. These buildings are not assessed by SAMA therefore don't need permits.
- Engineered drawings are not necessary for basements. Res. 60-08
- Residence on at least 120 acres and all farm accessory buildings are exempt from moving and demolition permits.

600-4.3 Fines for building or developing with no permit

That we set a penalty fee of $300.00 for people building or developing without obtaining a building and/or a development permit, when required to do so in accordance with our Building Bylaw No. 2013-05 and Zoning Bylaw No. 2002-02. Res. 156-18

600-5 Subdivision Applications

All proposed subdivision applications shall be submitted to the council for pre- approval. The applicant shall provide a letter and diagram, all the necessary information in regards to the subdivision, i.e. legal description, proposed use, plan of survey or drawing, purchaser, etc.

The Council may provide the applicant with preliminary comments regarding any subdivision proposal. The applicant can then submit the proposal to Community Planning in Regina on the prescribed form which is available at the R.M. office.

600-6 Hamlet of Antelope

Lots in the abandoned Hamlet of Antelope are not for sale. This was decided by Council at the Regular Meeting of Council held on March 6, 2008.

600-7 Municipal Reserve

That we make our policy to follow the Planning and Development Act prescribed options for receiving Municipal Reserve being either 10% land to be dedicated, 10% monetary settlement or deferred by a caveat. Res. 170-15

600-8 Re-zoning Requests & Amendments

All proposed zoning amendment applications shall be submitted to Council for approval. The applicant shall:

1. Provide a letter with detailed information of the request
2. Provide an engineered plan of subdivision

All applicants will be informed that a Servicing Agreement will be necessary for any re-zoning including the costs and plans for roads, surface drainage, walkways and trails, street lighting, street and traffic sings, water supply, sewage disposal, solid waste disposal, power, natural gas, telecommunications, performance provision, etc.

Planning Bylaw Amendments are followed under Section 248 of The Planning and Development Act, 2007. Any questions can be directed to Community Planning.

The Council decided there are enough Lakeshore Development Zones. No further Lakeshore Developments will be approved until the existing Sunridge, Olson(now Greenslade and Cormic), Gereke and Kemick(now Seitz) Districts are developed. Res.147-08

600-9 ADD Board (District No. 9 Agricultural Development & Diversification Board)

The Municipality is a member; see Bylaw 1989-1 and Appointments. The district board provides resource information, group purchasing benefits on our rat control products, pest control programs and noxious weed control programs, etc.

The Municipality pays a membership to the ADD Board and that money comes from the Provincial Rat Eradication Program paid by through SARM.

700 Recreation and Cultural Services

700-1 Recreation Facilities

The Municipality along with The RMs of Carmichael and Gull Lake and the Villages of Tompkins and Webb participate in the creation of an Inter-municipal Recreation Program (CGTW Culture and Recreation Board) for the purpose of funding recreation and cultural director and facilities in the southwest area. Bylaw No. 2019-02

The RMs pay an annual payment of $10,000 and the Villages pay an annual payment of $1,000 to fund the program as well as each municipality pays an additional levy of $10.00 per capita each year. The board consists of an appointed member from each participating municipality, see the Appointments.

700-2 Regional Parks

The Municipality along with the R.M.'s of Carmichael No. 109, Gull Lake No. 139, 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 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 distance factor for capital and annual maintenance. The R.M. of Webb's levy is $2,601.00 for a five year agreement from 2016-2020.

700-3 Library

- 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 and to the local Swift Current Library Board. See Appointments.
- 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 according to *The Library Act*.