

RM OF INDIAN HEAD NO. 156  
POLICY MANUAL

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# SCHEDULE OF EDITS AND ADOPTION OF CHANGES

Date	Action Taken	Policy Name	Policy Number
April 13, 2021	Approval of full policy manual	RM of Indian Head Policy Manual	n/a
May 26, 2021	Resolution May 26, 2021	Fencing Update	400-3.5-2 & 400-3.5-3
June 8/2021	Resolution 130/2021	Update rates for Notary Service.	300-2
October 12/21	Resolution 188-2021	Covid 19 Council Meeting Attendance	100-10-1
October 12/21	Resolution 191/2021	Road Allowance	400-16.1 (a) & (c)
November 9/21	Resolution 205/2021	Covid 19 – Employees, Members of Council, Contractors	100-10-2

## PURPOSE OF THE MANUAL

This manual has been prepared in order to reflect the current policies and procedures of the Rural Municipality of Indian Head No. 156.

Policies are part of the everyday life of any business or organization. They are frequently discussed and consulted on; they define acceptable behaviour as well as outline the operations of the municipality.

It is intended that this manual be reviewed and to be revised by Council from time to time as the need arises.

The act referenced to in this manual means *The Municipalities Act*.

## 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 Indian Head No. 156;
- d) **“guidelines”** are statements of reference, based on legislation and previous actions of council;
- e) **“municipality”** shall mean the Rural Municipality of Indian Head No. 156
- f) **“policy”** is a define 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

# 100 GENERAL GOVERNMENT

## 100-1 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 service. The following is a considered, 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 for 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 ensure that the bylaws and plans of the organization are respected;
- Provide personnel, equipment and facilities consistent with the municipality's need for:
  - Enhancement of the transportation network
  - Maintenance and safety programs for the ratepayer's protection
  - To provide a centre for ratepayer information and council activities.

### 100-1.1 Duties of a Councillor (ma sec. 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.

### 100-1.2 Public Disclosure Statements

Every member of council is required to file a public disclosure statement with the administrator within 30 days after being elected as per Part VII, Section 142 of The Municipalities Act.

### 100-1.3 Council Member Handbook

All new members of council will receive the “Council Member’s Handbook” as prepared by SARM.

## 100-2 REEVE

The reeve, in addition to the duties of councillor is entrusted with certain duties and given some additional duties and powers as outlined in Bylaw 171-2015, Council Procedures Bylaw Part IV, 25.

## 100-3 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.

## 100-4 CODE OF ETHICS

Section 93.1 of *The Municipalities Act* requires council to adopt a Code of ethics bylaw. The Code of Ethics bylaw defines how members will act when dealing with members of council, municipal employees, and the public; must include the prescribed minimum Code of Ethics set out in regulations; and sets out a process to deal with contraventions of the Code of Ethics.

The prescribed minimum Code of Ethics is found in Schedule 1 Part III of the Appendix of The Municipalities Regulations.

The RM of Indian Head passed bylaw 175/16, establishing a Council code of Ethics.

## 100-5 MEETING PROCEDURES

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

The RM of Indian Head passed bylaw 171/15, Council Procedures Bylaw.

### 100-5.1 Disclosure of Public 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 council member to:

- Declare the interest before any discussion or consideration of the matter;
- Disclose the general nature of the conflict of interest and any material details that could reasonably be seen to affect the member's impartially in the exercise of his or her office;
- Abstain from voting on any question, decision, recommendation or other action to be taken relating to the matter;
- Abstain from discussion of the matter; and
- Leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

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

The Administrator shall record in the minutes any abstention or disclosure made by the members 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 two. 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.

### 100-5.2 Types of Committees

Council Committees are set up by resolution and consist only of members of council.

Committees are appointed for a one-year term as part of the December Council Meeting.

Procedures of committee meetings are outlined in Bylaw 171-2015, Council Procedures Bylaw.

### 100-5.3 Regular Meetings

As per Bylaw 171-2015, Council Procedures Bylaw, regular meetings of council shall be held on the second Tuesday of each month commencing at 9:00 a.m.

Should the date or time of the regularly scheduled meeting be altered in any way, at least twenty-four (24) hours' notice of the change will be given to:

- Any members not present at the meeting at which the change was made; and,
- The public.

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 sec. 122)

**100-5.4 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.

**100-5.5 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.

**100-5.6 Council Chambers**

The use of council chambers shall be coordinated by the Administrator.

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.

**100-6 COUNCIL RENUMERATION**

Council remuneration shall be reviewed and set annually by Council as part of the December Regular Meeting of Council. Expenses incurred by council will be paid when receipts are provided.

Mileage incurred by council conducting municipal business will be reimbursed at a rate set annually by council.

**100-7 COUNCIL BENEFITS**

Elected officials are covered by Worker’s Compensation board while engaged in official municipal business. Elected officials are also covered by SARM Group Coverage with a coverage rate of \$30,000, paid for by the RM.

**100-8 STAFF and COUNCIL EMAIL POLICY**

An official RM 156 email account is provided to the Outside Supervisor, Councillors and the Reeve of the Municipality upon taking office or employment with the Municipality. This account is available during their term of office and employment. The official email account is

the sanctioned method of providing notice for notice of council or council committee meetings for those councillors who choose to be notified by electronic mail. Email privileges shall be revoked upon the last day the user is employed or the term of office expires with the municipality. The Administrator issues passwords for the official RM email accounts and these passwords must remain in effect with actively employed or serving in municipal office.

## 100-8-1 Email Ownership and Privacy

All communications and information transmitted, received, or archived in the Municipality's computer system belong to the Municipality. In accordance with Section 111(1) of The Municipalities Act, the Administrator has the right to access and disclose all email messages transmitted or received via the organization's computer system. The Municipality may exercise its legal right to monitor users' email activity. Regarding email, users should have no expectation of privacy. Be aware the Administrator may access and monitor email at any time, for any reason, with or without prior notice.

## 100-9 SOCIAL MEDIA POLICY

The RM supports the use of social media for informational and promotional purposes. The RM is permitted to have an official presence on social media sites which will be administered by the Administrator.

Regardless of the media being used, employees and/or councillors must not do anything that could harm the reputation of the RM or is illegal. They must ensure that any comment on matters of RM's policy is appropriate to their role and must respect the need to maintain politically neutral RM services. Additionally, they must ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous.

Defiance of this policy may result in verbal reprimand followed by a written reprimand, suspension, or in serious cases, termination of employment or office.

### 100-9-1 Personal Use of Social Media

1. In their capacity as private citizens, RM employees and members of council have the same rights of free speech as other citizens, however, they may not represent the RM on their own personal social media sites.
2. Employees and representatives for the RM are expected to be courteous, respectful and thoughtful about how other employees and representatives may be affected by postings. Postings that harass or threaten any RM employee, representative, official or violate any RM policy shall result in disciplinary action.
3. Employees and representatives for the RM shall not engage in speeches that are offensive, false, obscene or sexually explicit or contains bias against race, religion or sexual preference.
4. RM Employees and representatives are bound by the confidentiality section of the Policy Manual and must not disclose any Rural Municipality of Indian Head, No. 156 Municipality Employee Code of Conduct confidential information or content that they are not specifically authorized to disclose.
5. Employees and representatives for the RM shall not imply authorization to speak as a representative of the RM. Employees must be explicitly clear about who the employee is

representing and take responsibility for ensuring that any reference to the Rural Municipality of Indian Head, No. 156 is factually correct and does not breach privacy requirements (See Freedom of Information and Protection of Privacy Act).

## 100-10 COVID-19

### 100-10-1 Covid-19 Council Meeting Procedures

#### Section 1

1.1 In this policy:

“COVID-19 test” means any of the following paid tests administered at a testing site approved by the Minister of Health, as posted on the Government of Saskatchewan’s website and as updated from time to time, at <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/testing-information/where#licensed-labs-offering-test>, namely:

- (i) a polymerase chain reaction (PCR) test for SARS-CoV-2;
- (ii) a point-of-care antigen test for SARS-CoV-2; or
- (iii) any other test for SARS-CoV-2 approved by the Minister of Health;

“**fully-vaccinated**”, with respect to an individual who resides in Saskatchewan or who resides in another jurisdiction, means:

- (i) that the individual has received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada and
- (ii) 14 or more days have passed since the individual received the last of the recommended number of doses;

“**personal identification**” means one of the following:

- (i) a driver’s licence issued by a government of a province or territory of Canada and including a photograph of the holder,
- (ii) a government (Saskatchewan or other) issued identification card, including health card,
- (iii) a birth certificate, or a copy of a birth certificate, issued by a government of a province or territory of Canada,
- (iv) a certificate of Indian Status,
- (v) a Metis Nation Saskatchewan citizenship and identification card,
- (vi) a passport attesting to citizenship or other national status, issued by a government of any jurisdiction, that includes a photograph of the holder,
- (vii) a permanent resident or citizenship card or
- (viii) any other form of identification, issued by a government of any jurisdiction, that includes a photograph of the holder;

“**proof of being fully-vaccinated**” means one of the following:

- (i) a wallet card received at the time of immunization,

- (ii) a printed copy of a MySaskHealthRecord vaccine certificate, with or without a QR code,
- (iii) a screenshot of a MySaskHealthRecord vaccine certificate, with or without a QR code,
- (iv) a COVID-19 vaccine printout from Saskatchewan Health Authority, Public Health,
- (v) a QR code/MySaskHealthRecord vaccine certificate uploaded to SK Vax Wallet,
- (vi) a type of proof, whether electronic or in writing, that is issued
  - a. by the government of Canada or a province or territory of Canada, or
  - b. by any other government of another jurisdiction; and

“SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus that causes COVID-19.

## Section 2

2.1 Any person 18 years of age or older who desires to attend an in-person meeting of the Council or a committee of the RM shall furnish the following as a condition of entry to the meeting place, namely:

- (i) one piece of personal identification and
- (ii) proof that the person
  - (a) is fully vaccinated against COVID-19 or
  - (b) has received a negative COVID-19 test administered within the previous 72 hours.

2.2 If a person 12 to 17 years of age who desires to attend an in-person meeting of the Council or a committee of the RM and who is accompanied by a person over the age of 18 years of age who has provided the personal identification required by paragraph 2.1, then the person 12 to 17 years of age is not required to provide any personal identification.

2.3 A person shall not enter the room in which the meeting of the Council or a committee of the RM is to be held or is being held without providing the information required by subsection 2.1.

2.4 Anyone who provides any information to satisfy a requirement pursuant to this section shall ensure that the information is complete and accurate.

## Section 3

3.1 The proof of vaccination or negative test will be shown to the Administrator. No copy of personal information will be kept just that verification of proof of vaccination and or negative test result.

## 100-10-2 Covid-19 Employee, Members of Council and Contractors

### POLICY STATEMENT

The health and safety of RM employees is a priority. The RM of Indian Head No. 156 is committed to taking every precaution reasonable and justifiable for the protection of the health and safety of its workplace and employees from the hazards of COVID-19.

## **PURPOSE**

The purpose of the is policy is to reduce the risks of COVID-19 in the workplace, including RM owned facilities as well as other public places and private residences, and to provide a safe environment for employees and the public.

COVID-19 is a highly contagious communicable disease. It is indicated by federal and provincial health authorities that COVID-19 vaccines approved for use in Canada are, in combination with health and safety precautions, safe and effective ways to reduce the chances of acquiring and spreading COVID-19 in the workplace and to reduce the chances of individuals experiencing severe symptoms should they contact COVID-19. Individuals who are not vaccinated thus pose a greater risk to their personal health and safety of those around them.

## **DEFINITIONS**

**Employee** - all individuals employed by the RM of Indian Head No. 156 on a replacement, permanent, temporary, casual or contractual basis.

**Council Member** – all elected members of RM council.

**Fully Vaccinated** - with respect to an individual who resides in Saskatchewan or who resides in another jurisdiction, means:

- (iii) that the individual has received the recommended number of doses of a COVID-19 vaccine, or combination of COVID-19 vaccines, approved by Health Canada and
- (iv) 14 or more days have passed since the individual received the last of the recommended number of doses;

**Proof of Vaccination**— means one of the following:

- (vii) a wallet card received at the time of immunization,
- (viii) a printed copy of a MySaskHealthRecord vaccine certificate, with or without a QR code,
- (ix) a screenshot of a MySaskHealthRecord vaccine certificate, with or without a QR code,
- (x) a COVID-19 vaccine printout from Saskatchewan Health Authority, Public Health,
- (xi) a QR code/MySaskHealthRecord vaccine certificate uploaded to SK Vax Wallet,
- (xii) a type of proof, whether electronic or in writing, that is issued
  - a. by the government of Canada or a province or territory of Canada, or
  - b. by any other government of another jurisdiction; and

**Vaccine** - a COVID-19 Immunization Series approved by Saskatchewan Health.

**Valid Test** - a test approved for use by the Government of Canada.

**Contractor** – an individual or company hired by the RM to perform a task or job that will take place on or in the interior of municipal buildings.

## **SCOPE**

This policy applies to all employees and Council members of the RM of Indian Head No. 156, and any individuals providing services interior to RM facilities.

## **RESPONSIBILITIES**

Council Members are expected to:

- lead by example, and
- ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees are expected to:

- follow all health and safety policies and protocols, and;
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

## **PROCEDURES & GUIDELINES**

### **1) Proof of Vaccination**

- a) Employees, including those conditionally approved for hire, Council Members and contractors working interior to RM Facilities shall disclose and show proof of their vaccination status to the Administrator through the approved process
  - i) A copy of a government issued vaccination card or vaccination certificate
  - ii) A copy of a government email confirmation of vaccination status; or
  - iii) A government issued digital immunization record (including from a government website such as eHealth Saskatchewan.
- b) Employees, Council Members and contractors who are unable or who are unwilling to disclose their vaccination status as required must complete COVID-19 self-testing and submit their results as outlined in this document.

### **2) Testing Requirement**

- a) All persons covered by this Administrative Policy who are not fully vaccinated or who have chosen not to disclose their vaccination status, must complete valid COVID-19 self-testing the first working day of each work week beginning December 1, 2021 at their own cost. The test must be:
  - i) Performed weekly, within 24 hours prior to the start of the first day of work each week;
  - ii) Presented to the administrator or immediate supervisor; and
  - iii) Completed outside of working hours.
- b) The RM will adjust testing requirements as necessary and in accordance with public health guidance.

### **3) Cost of Tests**

If employees and contractors are not vaccinated or choose not to disclose their vaccination status, a negative rapid test result must be provided to the RM Administrator prior to beginning work for



employees, for contractors, prior to commencing work within Municipal Buildings. This test will be at the cost of the contractor, employee or council member.

**4) Accommodations**

Any employee who is unable to be vaccinated is encouraged to discuss their situation with the Reeve and the Administrator to determine whether an accommodation under *The Saskatchewan Human Rights Code* is appropriate.

**5) Positive Test**

A positive test result on a self-test is considered a preliminary or presumptive positive.

- a) An employee or contractor who received a preliminary positive result must:
  - i) Inform the administrator;
  - ii) Call 811 and seek confirmation through a lab-based PCR test; and
  - iii) Self-isolate until the results of the lab-based test is confirmed.

**6) Change in Vaccination Status**

Should a person's vaccination status change and/or the person chooses to disclose their vaccination status, they shall inform the Administrator at their earliest convenience.

**7) Collection of Information and Privacy Considerations**

All personal information, including personal health information collected in accordance with this policy will be kept confidential, stored in a secure location, with use and disclosure in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act*. will be safeguarded in accordance with applicable RM policies in compliance with applicable privacy legislations.

**8) Release Time for Employees for Obtaining Vaccinations**

- a) RM employees, members of council and contractors are encouraged to be vaccinated against COVID-19 and the RM supports them in obtaining their COVID-19 vaccination.
- b) To minimize disruption of work, we request that employees attempt to schedule appointments outside of work hours where possible. If not possible, employees must use the normal process for requesting leave.

**9) Non-compliance**

- a) It is a violation of this policy:
  - i) To fail to report either vaccination status or any required COVID-19 test results.
  - ii) To provide any false, misleading, or otherwise dishonest information or documents to the RM in relation to this Policy.
  
- b) Employees, members of council and contractors who fail to comply with this policy may be subject to disciplinary action, up to and including termination from their employment.

**10) Administrative Policy Review**

- a) This policy will be reviewed and updated as required.

## 200 EMPLOYEES

An administrator shall be appointed by resolution of council. He or she must possess a valid certificate of qualifications. (MA sec. 110)

The administrator shall be the chief administrative officer of the municipality, secretary, treasurer, financial and legislative advisor to council, and a liaison between council, the community and the municipal employees. He or she shall perform the duties and exercises the powers and functions that assigned by *The Municipalities Act*, *The Planning & Development Act*, *The Tax Enforcement Act* and any other acts, municipal bylaws or resolutions of council.

The Administrator's duties can be found in *The Municipalities Act*, Part V, Division 8, Section 111.

The Outside Supervisor shall be hired and terminated by council and duties outlined via job description documents.

Seasonal outside employees will be hired and terminated by council with input from the Outside Supervisor. Duties outlined in job descriptions.

### 200-1 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 hires an Outside Supervisor and seasonal staff with a salary or wage based on experience and negotiations. Salaries and wages are reviewed annually in December.

The municipality shares in the Employee's benefits as follows for all permanent and permanent part time employees:

**Required by legislation:**

Canada Pension	- Matching contributions
Employment Insurance	- Legislated rate
Municipal Superannuation	- Matching at legislated rate
Workers' compensation	- RM pays full benefit

**Required – other**

SARM short term Disability	- RM pays full premium
SARM long term Disability	-RM pays full premium
RMAA Membership	- RM pays full premium
Notary	- RM pays full fee
Hail Insurance License	- Employee pays full fee and bonding
Weed Inspector License	- RM pays full registration

**Optional**

- SARM Health Premium - RM pays full level 5 family
- SARM Dental Premium - RM pays full level 5 family
- SARM Life Insurance - Employee pays
- Boot Allowance - RM Pays up to \$250 per year for outside employees with proof of purchase.

**200-1.1 Pay Frequency**

Permanent employees shall be paid monthly and, upon request are entitled to an advance not exceeding \$1,500 per month, paid on the 15<sup>th</sup> of each month

**200-2 EMPLOYEE EVALUATIONS**

Employee evaluations will be completed annually by December 1<sup>st</sup>. Council will evaluate the Administrator and Outside Supervisor. The Administrator will evaluate the office staff and the Outside Supervisor will evaluate maintenance staff prior to their being laid off in the fall.

**200-3 HOLIDAYS**

The administrator and outside supervisor are eligible for holidays with pay as legislated and recommended by SARM & RMAA:

- 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

Holiday’s may also be based on total years of experience and will carry over from municipalities.

Seasonal staff are paid vacation and holiday pay on each paycheque.

Holiday’s observed are as follows, employees are paid as stat holidays for these days.

- |                |                  |               |
|----------------|------------------|---------------|
| New Year’s Day | Canada Day       | Christmas Day |
| Family Day     | Saskatchewan Day | Boxing Day    |
| Good Friday    | Labour Day       |               |
| Easter Monday  | Thanksgiving Day |               |
| Victoria Day   | Remembrance Day  |               |

**200-4 HOURS OF WORK**

The office will be open Monday to Friday, during the hours of 9:00 a.m. to 12:30 p.m. and 1:00 p.m. to 4:30 p.m.

For outside employee’s work hours are weather dependent. An estimate of 50 hours per week during high season, April through October and estimated 40 hours per week from November through March. No overtime shall be paid.

All seasonal employees shall commence work and be laid off each year after consultation between the outside supervisor, reeve and council.

## 200-5 BEREVEMENT LEAVE

Bereavement leave of a maximum five (5) days with pay shall be granted for the loss or sickness of an immediate family members identified as follows: spouse, father, mother, children, sister, brother.

Bereavement leaves of 1 day with pay shall be granted for the loss of secondary family members identified as follows: grandparents, aunts, uncles, cousins, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law.

Additional unpaid leave may be granted by the Reeve upon request.

## 200-6 SICK LEAVE

Paid sick leave shall be established for all employees as 1.25 days per month, based on a forty-hour work week, or 15 days per annum. Sick leave accumulation can not exceed 15 days. The first three days of sick leave are discretionary and time off for these days will not require a medical certificate. Any illness exceeding three consecutive days shall require a certificate supplied by a physician. In the event that these days are not used for an illness leave then it shall be considered that the employer is not required in any way to provide extra compensation to the employee for any days or portion thereof which were not used.

## 200-7 ADMINISTRATION TRAVEL & TRAINING

The municipality will reimburse the administrator for expenses incurred each year attending the two SARM conventions, the RMAA convention, RMAA district meetings and SARM district meetings, workshops and seminars which are directly related to the administrators work and approved by council at the following rates:

<b>Accommodations</b>	- Paid in full by the municipality
<b>Meals</b>	- Paid in full by the municipality
<b>Mileage</b>	- Rate approved at each December's meeting
<b>Registration Fees</b>	- As approved by council in advance

## 200-8 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 procedures shall be followed:

- 1) **Oral Reprimand** – The employee shall be interviewed by the Reeve or Administrator 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 the 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.

## 200-9 LONG SERVICE AWARDS

Staff are recognized for their contributions to the municipality in five-year increments beginning at 5 years from date of hire. Recognition takes place at the end of the service year.

# 300 MUNICIPAL MANAGEMENT/MAINTENANCE

## 300-1 OFFICE MAINTENANCE

A janitor shall be employed on a monthly contract to keep the office and building clean and to conduct minor repairs.

Janitor's Duties are outlined on the service contract done yearly.

## 300-2 OFFICE SERVICES AND FEES

Fee schedule and procedures for various office services:

**Assessment information/field sheets** – provided to owners free of charge

**Development Permits** - \$25.00 plus tax

**Fax Services** - \$0.25 per page, coming and going

**Maps** – Cost recovery based on printing charges

**Notary Services** – provided at no cost during office hours to Ratepayers. Non-Ratepayers a fee of \$20 will apply.

**Photocopying** - \$0.25 per copy

**Tax Certificates** - \$20.00 plus tax per parcel (Bylaw 218-01)

**Title Searches** – Conducted at ISC cost for owners only

## 300-3 RECORD RETENTION

The administrator is authorized to destroy municipal records as per Municipal Bylaw 137/2005.

## 300-4 R.M. GRADE 12 SCHOLARSHIP

The RM will give an annual scholarship of \$500.00 to a student who has completed Grade 12 at the Indian Head High School. The student will be continuing their education at a post secondary educational institution. The recipient will have a background in agriculture, either by living in the rural municipality or by coming from a family involved in farming.

## 300-5 ANTI-HARRASSMENT

- The employer will assure that no worker is subject to harassment at this place of work as identified **section 3(1)(l) of The Saskatchewan Employment Act**.
- No employee shall cause or participate in the harassment of another worker, contractor or person working with or for the Rural Municipality.
- Every worker is entitled to a working environment that is free of harassment.

### 300-5.1 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.

- A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- Where circumstances prevent a worker from acting, or the action taken is unsuccessful, the workers should report the alleged harassment to the Reeve. In the event that the complaint is against the reeve, the worker should report the alleged harassment to the Administrator.
- Once a report is received, the Reeve or Administrator 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.
- Following the conclusion of the investigation, the reeve or administrator will inform the complainant and the alleged harasser of the results of the investigation.
- Where the harassment has been substantiated, the employer will take appropriate action to resolve the complaint. Where no harassment has been substantiated, no corrective action will be brought against the person making the complaint in good faith.
- The employer will not discuss 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.
- 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 section 3 and 4; and *The Occupational Health and Safety Regulations, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available.

## 300-6 DRUG AND ALCOHOL POLICY

It is the purpose of the RM of Indian Head No. 156 to help ensure a safe work environment for our employees, clients and the public. With this goal in mind and recognizing the serious repercussions abuse can have on an employee's safety and well-being, the following policy shall be adhered to for existing and future employees of the RM.

To help ensure a safe and health workplace, the RM of Indian Head reserves the right to prohibit certain items and substances from being brought to, or being present on company premises. The RM strictly prohibits the use of non-prescribed drugs or alcohol during work hours, employees and contract workers are prohibited from reporting to work while under the influence of drugs and alcohol.

For the purposes of this policy, the following are prohibited:

- 1) Being impaired by alcohol/drugs while at work
- 2) The possession or use of illicit drugs and drug paraphernalia on company premises, at company worksites or in company vehicles.

3) The presence in the body of illicit drugs (or their metabolites) while at work.

Employees and contract workers who fail to adhere to the above expectations or who engage in illegal activities while on company premises or time, will be subject to disciplinary action up to and including termination of employment and referral to legal authorities.

The possession or use of prescription and non-prescription drugs (medications) is permitted under the following conditions:

- 1) Any prescription drug in the employee's possession or used by the employee is prescribed to the employee, and
- 2) The employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's physician or pharmacist or the manufacturer of the drug, and
- 3) The employee has notified his or her supervisor or manager before starting to work of any potentially unsafe side effects associated with the use of prescription or non-prescription drug if applicable to the employee's work.

The supervisor or manager who has received a notification may not disclose any information provided to any person, unless either consent to do so has been given by the employee, or the supervisor or manager is legally required to do so.

An employee who feels they require assistance with substance use or substance abuse is encouraged to speak to their supervisor or designate of the organization regarding counselling. An employee who has voluntarily sought assistance shall not be disciplined for requesting help with their substance use or substance abuse problem. Such assistance will be kept confidential.

Determination of the appropriate disciplinary measure will depend on the nature of each occurrence considering prior violations, nature of the violations, response to prior corrective programs and the seriousness of the violation.

## 300-7 EMPLOYEE CODE OF CONDUCT

### **PRINCIPLES:**

Employees of the Rural Municipality of Indian Head 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 with the interests of the municipality.

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

- detrimentally affect the municipality's reputation;
- 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.

**RESPONSIBILITIES:****Employees of the municipality:**

- 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.
- shall not use his or her position with the municipality to influence a decision of another person so as to further his or her private interests or those of his or her family.
- Perform all duties and obligations in line with municipal policies and procedures.
- Perform his or her duties in an impartial manner.
- Carry out all duties and obligations as instructed to do so by a resolution of Council or superior co-worker.
- Shall not accept gifts, favours or services:
  - 1) that are personal in nature and which he or she will take personal possession; unless these gifts, favours or services are authorized by Council in the minutes of a regular meeting; or
  - 2) Shall not use municipal owned equipment; including but not limited to, tools, vehicles, implements, municipal office and/or shop space without the knowledge of the Reeve.

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:

- 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 municipal council 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

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously, and in confidence. The supervisor (or council) must review the disclosure within ten (10) business days, from the date of the disclosure is made, and determine an appropriate course of action to address to actual or potential conflict.

**CONTRAVENTIONS OF THE CODE:**

The following action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict in the following order.

- 1) Disciplinary letter, copy to be place in the employee’s file
- 2) Employee training (ethics)
- 3) Short-term Suspension
- 4) Long-Term Suspension; or
- 5) Termination – after consultation with a solicitor

## **400 TRANSPORTATION SERVICES**

### **400.1 SUPERVISION OF WORKS (COUNCIL)**

Each councillor is appointed to a committee of one to supervise road work in their 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 division as per the rates and appointment guide done yearly.

Each councillor shall be responsible to report mileage to the Administrator twice yearly for indemnity payments.

## 400-2 SASK. WORKERS COMPENSATION FUND POLICY

Every contractor hired by the municipality will be assessed under the operations of the Sask. Workers' Compensation Board. Proof of being assessed and being in good standing with the Board is required by the municipality prior to the contractor being paid by the municipality.

If the contractor is not assessed under the operations of the Sask. Workers' Compensation Board, the municipality will deduct what would be the equivalent of the Sask. Workers Compensation levy prior to payment to them in respect of work being performed in the municipality, pursuant to Section 9 (3), *Sask. Workers Compensation Act, 1979*.

## 400-3 ROAD CONSTRUCTION

In advance of the yearly budget meeting, the council and outside supervisor will determine the various construction and maintenance projects and their relative priority in the municipality.

Contractors 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 relocations must be submitted to the engineer for inclusion in the project design.

In the absence of an engineer, contractors are directly responsible to the councillor for the division the work takes place in.

The supervising councillor is responsible for:

- Ensuring land owners needs are met i.e. approaches.
- Ensuring fences are removed.
- Providing a location for culvert storage
- Being onsite to take inventory when culverts are delivered
- Arranging for traffic detours
- Arranging for water haulers if required
- Notifying the administrator when projects are nearing completion
- Coordinating gravel requirements
- Coordinating to independent councillors to provide the final inspection of the road upon completion of the project.

- Signing the project release form, along with two other members of council after review with the engineer and outside supervisor to indicate all parties are in agreement that the road is completed to satisfaction and ready for gravel.

### 400-3.1 Compensation for Crop Damage for Road Construction

**400-3.1. a.** For Crop Damage each ratepayer or lessee may be paid a negotiated rate based on the value of the crop. The payment shall be for crops, either damaged or not planted. In the event of a disagreement a nonpartisan third party will be consulted.

**400-3.1. b.** No payment shall be made for crop damage that was seeded on the municipal right of way.

**400-3.1. c.** Payments for crop damage shall also be paid for the area outside the Right of Way required for the removal and replacement of topsoil, landscape borrows, etc.

**400-3.1. d.** Pasture and/or hay lands shall be paid in the same manner as grain lands and should include the cost of reseeding.

### 400-3.2 Topsoil Removal and Replacement

The municipality shall ensure the removal prior to construction and replacement of topsoil adjacent to a road allowance for the reclamation of topsoil in connection with municipal road construction. This removal and replacement of topsoil may be either performed by municipal owned or contracted equipment.

### 400-3.3 Reseeding After Road Construction

After the road construction is complete, the municipality will reseed road allowances and ditches.

### 400-3.4 Purchase of Right of Ways and Payment of Borrow Areas

**400-3.4. a.** In connection with any road construction, road repair, etc., wherein an additional right of way is required, ratepayers shall be paid \$1,500.00 per acre based on legal survey.

**400-3.4. b** Should the municipality require access to private lands for the removal of clay from a borrow pit that is on developed land that is farmed or grazed and that will be non-reclaimable in the future, where the title is to remain with the landowner, the landowner shall receive payment of \$4,000 per acre, a minimum of 1 acre, based on measurement by the municipality. The owner will receive crop damage payment in the year of the construction

**400-3.4.c** Should the municipality require access to private lands for the removal of clay for road construction from a landscape borrow area on developed land that is farmed and that is reclaimable, and where the title is to remain with the landowner, the landowner shall receive a payment of \$1,000.00 for the first acre or any portion thereof used and \$1000.00 per acre for each acre or portion thereafter, based on measurement by the municipality. The owner will receive crop damage payment in the year of the construction.

**400-3.4. d.** Should the municipality require clay from undeveloped land for RM Maintenance work, the RM will pay \$1.00 per yard to a maximum of \$4,000. Any work exceeding \$4,000 will be referred to section 10.3 (b).

## 400-3.5 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 owner will be responsible for costs relating to any difference in placement, wire or gates and associated labour. The municipality shall not be responsible for the erection of any fences.

In all cases, new permanent and electric fences shall not be erected on the municipal right of way unless written approval from the municipality is received before the construction.

### 400-3.5-1 Payments to Ratepayers

Payments will be made after the municipality inspects the fence as follows.

Three wire fence (per mile) - \$3,277.00 (posts 18' apart)

Two strand electric fence (per mile) - \$1,800 (posts 40' apart)

### 400-3.5-2 Fencing of Easements

In the event that a landowner wishes to fence an area on which an easement was registered for road reconstruction or maintenance, the person must sign an Acknowledgment that he or she will remove and replace the fence, at the expense of the owner, if the municipality needs access to the property in the future.

### 400-3.5-3 Fences on Road Allowances

- (a) No new fences will be allowed on road allowances unless written permission is granted by Council.
- (b) Existing fences constructed prior to 2004 on road allowances can remain in place at the discretion of Council. Council has the right to request an existing fence on a road allowance be removed to provide public access.
- (c) Any new fence constructed on road allowances without written permission of the R. M. will be removed by the owner of the fence at his expense, or by the R. M. with costs of removal billed to the owner of the fence.

## 400-4 COUNCIL COMMUNICATIONS

- The Reeve will communicate with the Outside Supervisor a minimum of one time per week to be updated on the progress of activities to be completed.
- All communications with Outside Employees will be channeled through the Outside Supervisor.
- Major construction projects will be managed by the Reeve, Councillor for the Division where the project is being located, Engineer and Outside Supervisor.
- Minor construction projects will be managed by the Councillor for the division where the project is located and Outside Supervisor. The Reeve will be kept informed of the progress of the project by the Councillor.
- The Reeve will be notified of any events that are urgent in matter and that require immediate action.

## 400-5 PERSONAL PROTECTIVE APPAREL

The RM of Indian Head shall ensure a process to eliminate or decrease the risk of work-related injuries in accordance with the Occupational Health and Safety Regulations, 1996.

All employees, including contractors and consultants providing services to the RM of Indian Head must wear appropriate personal protective apparel to avoid potential risk and injury in all work-related situations.

The RM of Indian Head will supply protective headwear, safety vests, rubber gloves, safety glasses, and earplugs for employee usage. These items will be ordered and stocked by the outside supervisor. Employees must provide their own protective footwear.

Employees will receive a yearly allowance to assist in the cost of protective footwear.

### 400-5.1 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 (e.g., mowers, hand operated weed whacker)
- When bush cleaning
- While working in repair shops, while repairing and or maintaining equipment.
- When working in and around excavations, trenches, culverts, post hole augers.

### 400-5.2 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 service.
- 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 (e.g., 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 (e.g., pits).
- When engaged in the repair/maintenance of equipment inside the right of way.

### 400-5.3 Mandatory Miscellaneous Protection 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. (i.e., Vests).

- When driving equipment (i.e., earplugs) – according to OH&S noise guidelines.
- When working with hazardous products as listed in the MSDS manuals (i.e., gloves and safety glasses).

## 400-6 EQUIPMENT OPERATION

No person other than a municipal employee shall be allowed to operate a municipal owned piece of equipment unless first approved by the Reeve.

### 400-6.1 Municipal Equipment & Road Logs

A log book shall be kept by the municipal employees on each piece of municipal equipment recording oil changes, oil sampling results, custom work performed, etc. A daily log of roads graded and snow removal shall also be kept.

## 400-7 MACHINERY CUSTOM RATES

Custom work rates shall be reviewed annually by council.

## 400-8 WORKING ALONE POLICY

The purpose of this policy is to provide a process to protect workers who must work alone and 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 or 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.

### 400-8.1 Council Responsibilities

- 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.

### 400-8.2 Outside Supervisor Responsibilities

- Ensure workers have the appropriate first aid training, certification and supplies.

- Actively participate in the identification of risk 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.

### 400-8.3 Workers Responsibilities

- Actively participation 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.

### 400-9 LOCK OUT POLICY

A policy to protect workers who undertake the maintenance, repair, test or adjustment of a machine.

Where a machine, part of a machine or material on a machine requires cleaning, lubricating, or adjusting while the machine or part has the potential of motion or power, it shall be locked out to secure it against unintentional energization and tagged to identify the cause.

Where a tool, piece of equipment or part is found to be defective and needing repairs, it shall be locked out to secure it against unknowing use and tagged to identify the deficiency.

All lock outs require tags. Tags must include name, date, and reason for the lock out. In the event a tag can not be used, the keys must be removed from the machine to ensure that it cannot be used while under lockout.

Only the person who placed the lock and tag may remove them. Should the work need to continue and the person who placed the lock and tag is not available to remove them, that person must be contacted by management to advise them of the need to remove the lock out.

### 400-10 CULVERT SALES

New culverts may be sold, supply permitting to Ratepayers of the municipality only at cost including all applicable freight and taxes.

### 400-11 GRADER BLADE SALES

New grader blades are not for resale. Used grader blades may be sold at a rate of \$3.00 each.



## 400-12 MAINTENANCE OF RESIDENTIAL LANES

The municipality shall grade the lanes to residences twice a year at the ratepayer's request. Any other requests will be at the discretion of council and charged back at custom rental rates. The Municipality will not assist in the cost of constructing, maintaining or gravelling of private lanes.

## 400-13 MOWING ROAD ALLOWANCES

The municipality shall begin mowing the top cut of 15 feet on or about the 15 of June each year, the municipality shall not pay compensation for any crops mowed in the right of way. Individuals wanting to cut the road allowances for free must notify the RM office of their intentions prior to June 15 of each year. The municipality assumes no responsibility for labourer's, machinery or bales relating to salvage of hay from municipal road allowances.

### 400-13.1 Adjacent Landowner has right to cut

Each ratepayer shall have the sole right to hay the road allowance adjacent to his property. This right shall be given to July 8th of each year. If the hay is still standing after this date any ratepayer may make use of the hay without the adjacent landowner's consent.

### 400-13.2 Hay Removal

Hay is to be cut by July 20 and baled as soon as possible following that. Bales must not be left on the shoulder of the road and are to be removed within 48 hours after baled.

## 400-14 SNOW REMOVAL

The municipality will make every effort to clear municipal roadways promptly following a heavy snow fall.

### 400-14.1 School Bus Routes

The municipality will give preference to snow clearing of bus routes.

### 400-14.2 Ridging of Snow

The municipality may make arrangements with local ratepayers regarding the R. M. ridging the snow on their property.

### 400-14.3 Snow removal on Private Lanes

Ratepayers should make arrangements to provide for their own snowplowing on private lanes. However, the municipality may go onto private lanes for snow removal, at the stated rates, after the municipal roads have been cleared. Snow removal will be charged to ratepayers at the custom rate charges and any unpaid work will be added to taxes at the end of the year.

## 400-15 GRAVELING PROGRAM

The municipality shall provide such gravel to its' municipal roads as it deems necessary.

#### 400-15.1 Gravel Requirements Reviewed by Council

In the spring of each year, each Councillor shall provide the Administrator with an approximate list of the gravel quantities for their division that they may need for the current year. A compiled list of gravel quantities shall then be reviewed by Council.

#### 400-15.2 Gravel to Ratepayers

The municipality shall provide custom gravel hauling to ratepayers within the municipality but the ratepayer shall be responsible for the entire cost of such gravel.

#### 400-15.3 Previous Authorization for Gravel

Before a ratepayer can receive gravel, it must be authorized by the Councillor, Reeve or Administration. Unpaid gravel charges will be added to the tax roll on December 31<sup>st</sup> of the year the gravel was applied.

#### 400-15.4 Graveling of Approaches

After reconstruction of a road, the Municipality will pay for one application of road gravel on the municipal road allowance portion of approaches into residences or functioning farm sites.

### 400-16 ROAD APPROACHES

All request for approaches must receive prior approval from the RM.

#### 400-16.1 Approaches off a Municipal Road

**400-16.1 (a)** The first approach onto a quarter section off of a municipal road allowance may be paid for by the municipality, including the installation, price for the clay and a culvert, if necessary. If it becomes apparent that a culvert should have been installed in the first approach, but was not, then the municipality will pay for and install a culvert in that existing approach.

**400-16.1 (b)** If a second approach is requested by the landowner, that approach will be paid for by the landowner, including the price of the clay and culvert, if required. The landowner will supply the clay and the municipality will provide a maintainer to level the approach.

**400-16.1 (c)** All approaches created after 2021 associated to new road construction will be a 30-foot (9.144 meter) top. Ratepayers who would like a wider top will be required to pay the difference.

#### 400-16.2 Approaches for a Resource Site

Individuals/companies wishing to construct an approach or use an existing approach on a municipal road allowance shall adhere to the following:

**400-16.2 (a)** Every application for a new road approach or for use of an existing approach to access natural resource sites shall first be approved by Council before it may be installed. Request for construction or usage of an approach shall be in writing and a copy of the plan of survey shall be submitted with the request.

**400-16.2 (b)** Each road approach shall be constructed to such width as shall be determined by the contractor installing the approach. For safety and mowing considerations every road approach should have a 5 to 1 side slope.

**400-16.2 (c)** Should an approach require a culvert, the same shall be installed and paid for by the contractor and shall be installed as directed by the municipality. These culverts should be set back away from the centre of the road in order to aid the municipality's annual mowing program. The minimum diameter of the culvert will be more less than 450 mms.

**400-16.2 (d)** Once the approach is constructed, the road adjacent to the approach shall have a minimum of 18 yards of gravel placed upon it.

**400-16.2 (e)** Upon completion, each road approach shall be approved by the Reeve and/or councillor for that division. Should the approach not meet the council's approval, the municipality shall contact the contractor who shall be responsible for any additional work that may be required.

**400-16.2 (f)** Companies initiating the construction of a new approach or usage of an existing approach will be required to sign the attached "Conditional Approval for Road Approach Use for Resource Site Access".

#### **CONDITIONAL APPROVAL FOR ROAD**

**OR**

#### **APPROACH USE FOR RESOURCE SITE ACCESS**

This approval will expire six months from the date the Municipality granted approval.

1. \_\_\_\_\_ shall be hereinafter designated as the Company for the purposes of this document.
2. The Rural Municipality of Indian Head No. 156 shall be hereinafter designated as the Municipality for the purposes of this document.
3. The Company acknowledges that it shall be responsible for the costs associated with any new approach construction or alteration of an existing approach, including the costs of culvert supply and installation. The Company acknowledges that they shall be responsible for directly having the work completed, and that such work shall be of good quality and subject to the standards set out below.
4. New approach construction shall have the following minimum standards:
  - (a) 5:1 side slope;
  - (b) 450-millimeter (18 inch) culvert or greater installed as directed by the Municipality.
  - (c) Ditch left free of excess material and rock upon completion;

- (d) Minimum of 100 metres from nearest existing approach on the same roadway and on the same side of the roadway;
  - (e) Minimum of 75 metres from the intersection of any roadways.
  - (f) All signage required by the municipality, either during construction of the approach or permanent signage, will be the responsibility of the contractor.
5. Where the use or construction of an approach to access resource site operations results in damages to the approach and/or the municipal road or road right-of-way to which the approach is connected, the Company acknowledges that it shall be responsible for the entire cost of repairing the approach, the road or the road right-of-way to a reasonable condition, safe to the traveling public, as determined by the Division Councillor, the Reeve or the Municipal Council as representatives of the Municipality.
  6. The Company agrees to save harmless and indemnify the Municipality from and against all loss, costs, charges, damages and expenses which the Municipality may suffer or sustain as a result of the operations of the Company or its agents and assigns in this regard.

IN WITNESS WHEREOF an authorized representative of the Company hereby acknowledges and understands the conditions set out in this Conditional Approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative

#### 400-17 AIRPLANES LANDING ON MUNICIPAL ROADS

The RM prohibits the landing of any aircrafts on any municipal roads unless authorized by council.

#### 400-18 CROSSING OF ANY ROAD WITH A PIPELINE OR GAS LINE

All companies/individuals wishing to bury a pipeline within the municipality shall adhere to the following:

### 400-18.1 Depth

All pipelines buried on or across municipal road allowances shall be buried at a depth of at least 1.5 meters below the lowest point on the municipal right of way.

### 400-18.2 Road to Pre-Plowing Condition

All road allowance crossings: which includes road top, side slopes and ditches, are to be leveled to a pre- plowing/trenching condition.

### 400-18.3 Bored Crossings

Pipelines that are to cross a municipal road that has a legal right of way width greater than Sixty-Six (66') feet or is on the designated Road system as determined by Sask. Municipal Government shall all be bored. At the discretion of the Councillor and Reeve, all other roads within the municipality, not on the designated road system could be plowed or trenched instead of bored. Prairie trails or roads with a nil grade may be plowed or trenched through provided that Sections 18.1 and 18.2 are followed.

### 400-18.4 Company to Locate Pipeline

Should the municipality wish to construct a new or existing road, the respective company shall locate the pipeline at no cost to the municipality and shall lower the same at no cost to the municipality should the need arise.

### 400-18.5 Company to Repair Crossing

Should a crossing become rough due to settling, etc. the municipality shall require the respective company to repair the crossing.

### 400-18.6 Markers

To aid in the municipality's mowing program, all markers are to be placed no closer than 33 feet from the centre line of any road. Should a fence be adjacent to the road allowance, the marker may be placed at the fence line. Initial application for a crossing must be made at the municipal office, but approval from the individual Councillor must be received upon final construction.

## 400-19 CULTIVATING ROAD DITCHES

No cultivation may occur within 30 inches from the base of the road or bottom of the side slope.

Before any breaking or clearing of trees or grass on a municipal road allowance occurs, formal written permission must be granted by the municipality. Ratepayers will be liable for damages done to roadside slopes.

## 400-20 SEISMIC

At least 48 hours prior to the commencement of any seismic field operations, the applicant shall:

- a) file a Saskatchewan Energy and Mines' Notice of Intent in the R.M. Office, and,
- 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.

If the applicant, while engaged in seismic operations on a road allowance, causes:

- a) the disturbance of road surface;
- 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 or operations that the municipality may require.

The applicant shall get written approval from the Reeve or Deputy Reeve and Councillor for that Division prior to conducting any clearing, ditching, grading, snow removal or trail construction on any road allowance or roadways. If repairs or 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 rectify the situation to the satisfaction of the municipality and pay for any remedial work required by the municipality. If any repairs or operations are not conducted by the license holder to the satisfaction of the municipality, then the municipality will complete the work and charge the cost of the repairs or operations to the license holder.

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

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 1(b) and take whatever precautions are necessary to protect them including, but not limited to, contacting all adjacent land owners.

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 completion of the seismic field operations.

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 metre from the boundary of the road allowance and on the other side by a line one metre from the toe of the roadway grade side slope (i.e., within the flat bottom of the ditch).

## **RURAL MUNICIPALITY SEISMIC CONSENT**

The applicant, \_\_\_\_\_ is hereby granted consent to conduct seismic operations along the road allowances:

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SEM Preliminary Plan No.: \_\_\_\_\_

In the Rural Municipality of Indian Head, No. 156 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 Indian Head, No. 156 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 Indian Head, No. 156 by reason of any reason whatever in respect to the matters hereinafter mentioned and/or implied.

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Municipal Official

## 400-21 BURIED TELEPHONE & POWER CABLE POLICY

All Companies wishing to bury a Telephone cable or Power cable within the municipality shall follow and adhere to the following:

### 21.1 DEPTH

All cables buried on or across municipal road allowances shall be buried at a depth of at least 5 feet below the lowest point on the municipal right of way. All new underground utilities running parallel to roadways need to maintain 150 feet from center of the road. Any work less than 150 feet must have council approval.

### 21.2 ROAD TO PRE-PLOWING CONDITION

All road allowance crossings: which includes road top, side slopes and ditches, are to be leveled to a pre-plowing/trenching condition.

### 21.3 BORED CROSSINGS

Cables that are to cross a municipal road that has a legal right of way width greater than Sixty-Six (66') feet shall all be bored. These are roads in the designated road system as determined by Saskatchewan Municipal Government. All other roads within the municipality; not on the designated road system; may be plowed or trenched with approval of Reeve and Councillor for the affected division.

#### **21.4 COMPANY TO REPAIR CROSSING**

Should a crossing become rough due to settling, etc. the municipality shall have the right to request the respective company to repair any crossing.

#### **21.5 MARKERS**

To aid the municipality's mowing program, all markers are to be placed no closer than 33 feet from the centerline of any road. Should a fence be adjacent to the road allowance, the marker may be placed at the fence line

### **400-22 ROAD MAINTENANCE AGREEMENTS**

The municipality may enter into road maintenance agreements with any individual or contractor who wishes to use municipal roads in connection with a Bulk Haul operation.

The Reeve, along with the Councillor from the affected division may enter into a road maintenance agreement, with such agreement being ratified by Council at its' next regular meeting. The rates of for Capital Road Loss and Extra Maintenance will be set by "The Municipalities Regulations".

Payments for road haul's will be made in advance of the haul taking place based on hauler estimates.

If the haul is taking place on Grid 619 during the Spring/Summer/Fall timeframe while the dust control product is being used, haulers will be pre-billed for two dust control applications in advance of their haul based on their haul agreement quantities. The dust control rate is calculated using the year prior's dust control rate for two applications divided by the total tonnes hauled by all haulers during the Spring/Summer/Fall timeframe.

Hauls taking place for ratepayers within the RM, for the purpose of agriculture are exempt from haul agreements.

### **400-23 SIGNS**

In the event the municipality approves of non-regulation signs that have been requested by a ratepayer, the municipality charge \$100.00 per sign for installation and future inconvenience caused by the additional sign, plus the cost of the sign and post.

### **400-24 OVERWEIGHT PERMITS & ROAD BANS**

The municipality will be included in the provincial road ban program and follow their dates.

In addition to the provincial road ban policy, the municipality has established the following:



**400-24 (a)** All vehicles operating in the municipality (unless otherwise exempted) shall not exceed Secondary Highway Weights as determined by the Saskatchewan Highways and Transportation Act and its' regulations

**400-24 (b)** Vehicles used in connection with Bulk Haul operations (as determined by Council) may be eligible for an Overweight Permit after they have entered into Road Maintenance Agreement with the municipality. The issuance or non-issuance of an Overweight Permit does not, in any way, limit the liability of any hauler who may cause damage to the municipal road structure, bridges, and/or culverts, and such hauler shall be responsible for the restoration of any road, bridge and/or culvert should damage occur.

## 400-25 WEIGHT RESTRICTION MUNICIPAL ROADS

The Rural Municipality of Indian Head No. 156 may impose a weight restriction (Ban), on any municipal road, at any time it feels advisable, to maintain the integrity of the structure of any road and/or road top. The imposition of weight restrictions shall be the responsibility of the municipal Reeve and Councillor for the affected division. The Reeve and Councillor for the affected division shall have the option of imposing the conditions, pursuant to the following bylaws which include:

Bylaw No. 214/99 - A Bylaw to Temporarily Close a Road.

Bylaw No. 145/84 - A Bylaw to limit the maximum allowable weight to 2,700 kilograms gross vehicle weight.

If the provisions of Bylaw No. 145/84 have been enacted by the Reeve and Councillor the following conditions will apply.

1. Only those contractors/farmers that have no other access to their facilities/buildings shall be eligible to apply for a permit to use a Weight Restricted road.
2. Any Contractor/Farmer wishing to haul a load above the maximum allowable weight of 2,700 kilograms (Gross Vehicle Weight) shall contact the municipality and inform the municipal office and/or Councillor for the particular Division of the date and time of their planned Haul.
3. The Contractor/Farmer shall only use the Weight Restricted road on approval from the municipality.
5. Any damage that is made to the road during the haul shall be the sole responsibility of the contractor. Damage is to include rutting, mud and/or debris that may accumulate on the haul road from a muddy field, farm yard/well site, etc.
8. The Contractor/Farmer that has been issued an overweight permit shall leave the restricted road immediately upon reaching the nearest road that is not restricted.
9. Any Contractor/Farmer abusing the provisions of the Overweight Permit shall be subject to the penalties of the General Penalty Bylaw of the Municipality and be subject to a maximum fine of \$2,000.00 per infraction.

10. School Buses shall be exempt from the provisions of Bylaw No. 145.

## **500 PROTECTIVE SERVICES**

### **500-1 FIRE PROTECTION**

The RM of Indian Head is the joint owner of the Indian Head and District Fire Department with the Town of Indian Head. All equipment and buildings are owned 50/50. The department is led by a fire chief, who is appointed by the committee consisting of participating municipal representatives. The administration is administered out of the RM office by the administrator.

The municipality enters into agreements with neighbouring municipalities for fire protection as required and called on by the fire chief.

### **500-2 FIRE BILLING**

The municipality bills to ratepayers the cost of all fire charges within the municipality based on information provided by the fire department as per Bylaw 143/09.

### **500-2 EMERGENCY MANAGEMENT OFFICE**

The municipality has an Emergency Plan approved and reviewed annually by council and the Administration.

### **500-3 9-1-1 EMERGENCY SERVICE**

The municipality pays an annual amount based on the population to the City of Prince Albert for 9-1-1 emergency dispatching services under the provincial 9-1-1 system.

## **600 ENVIRONMENT AND PUBLIC HEALTH**

### **600-1 ANIMAL PEST CONTROL**

The municipality shall provide a Pest Control Officer for the municipality at no direct cost to the ratepayers. This Officer shall have the authority to enter onto any property within the municipality and to distribute such baits for the destruction of rats as he/she feels necessary. The bait, either distributed through the Pest Control Officer or through the Municipal Office shall be provided to ratepayers free of charge.

## 600-2 WEED CONTROL

The municipality will appoint a Weed Inspector, who will have authority to control weeds within the municipality pursuant to the Noxious Weed Act. The municipality may, at its discretion, spray road ditches to eradicate noxious weeds at the expense of the municipality.

If weeds are found on private lands, notice will be provided to that landowner and eradication of the weeds be requested.

## 600-3 CEMETERY

The municipality jointly with the town of Indian Head pay monthly the cost of maintenance at the local cemetery.

## 600-4 RECYCLING

Recycling is provided and paid for by the municipality. Bins are located at the RM Shop for all ratepayers and within the Capital Farms Subdivision for residents of the subdivision.

## 600-5 WASTE DISPOSAL

Disposal of waste is the responsibility of each ratepayer. The municipality does not have a dump for ratepayer usage. The RM does however, pay a yearly fee to the Town of Indian Head to allow RM ratepayers to use their facility on a pay for usage basis. Residents of the Capital Farms Subdivision do receive garbage disposal services.