Rural Municipality of Estevan No. 5
POLICY MANUAL
As adopted November 27, 2014
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1.02 DEFINITIONS

Act or the Act The Municipalities Act

Administrator Administrator for the R.M. of Estevan

Building Inspector The person appointed by council to conduct site inspections on all construction projects that have had building permits issued by the Development Officer

Council Council of the R.M. of Estevan including the following:

Reeve: Kelly LaFrentz
Councillor Division No. 1 Lorne Jahn
Councillor Division No. 2 Don Hilstrom
Councillor Division No. 3 Dennis Blackburn
Councillor Division No. 4 Doug Blue
Councillor Division No. 5 Del Block
Councillor Division No. 6 Bryan Tucker

Councillor of (in) the Affected Division Each Division has a councillor as stated above. If an issue occurs in one of the six divisions the councillor for that division is the Councillor of (or in) the Affected Division.

Development Officer Appointed by council to handle all aspects of development and building permit applications excluding plan review and site inspections.

Milestone Is a rate per kilometer traveled set annually by Council for travel compensation.

Municipality The R.M. of Estevan No. 5

Rate Payers Those who pay taxes to the R.M.

Road Maintenance Crew: R.M. staff members including the foreman and all equipment operators.

R.M. The Rural Municipality of Estevan No. 5 or “the R.M. of Estevan No. 5” Jurisdiction includes approximately 324 sq. miles less the area of the City of Estevan. Represented by an elected Council and an Administrator appointed by council.

R.M. Shop The machine storage buildings owned by the R.M. of Estevan and located SE 35-2-8-W2.

RMMAA Rural Municipal Administrators Association.

SARM Saskatchewan Association of Rural Municipalities.

(revised Nov. 2014)
2.01 COUNCIL MEETINGS

TIME AND DATE OF MEETINGS
Pursuant to the Municipalities Act, the first council meeting following the annual election must be held within 31 days of the election, and shall be held on a date chosen by the Administrator. Council shall be notified of the meeting date after the annual election and Council will resolve to waive notice and accept the proposed date.

Monthly meetings of council generally are on the Second and Fourth Wednesday of each month commencing at 9:00 am. There may be occasions when it is impractical or impossible to hold the meeting on the scheduled date and time, in which case an alternative date or time may be chosen.

LOCATION OF MEETINGS
All meetings of council shall be held at the Municipal Administration Building, #1-322-4th Street, Estevan.

SPECIAL MEETINGS
Council may hold a special meeting without notice if all members are present and give their consent in writing before the meeting commences.

If Council wishes to discuss business other than what the special meeting was called for, a unanimously carried resolution is required.

The Reeve or a majority of Council may, in writing, request a special meeting of council. The Administrator must notify council, in writing, of the date, time, place and purpose of the special meeting in one of two methods: Personally to the member of council or an adult residing at the councillor’s home, at least 48 hours before the day of the meeting; or by mail, at least seven days prior to the meeting.

PUBLIC MEETING OF VOTERS
The Reeve will call a public meeting of the voters for one of two reasons:
Upon receiving authorization from council; or
Upon receipt of a petition from the voters requesting a public meeting which is signed by at least 20 voters of the municipality. If a petition is received the meeting must be called within 30 days. Notice of the meeting will be published in a newspaper that circulates within the R.M.

MEETINGS OPEN TO THE PUBLIC
All regular and special meetings of council must be open to the public. No person shall be excluded except for improper conduct. General public may be excluded from an “in camera” meeting, however no resolutions may be passed at such a meeting.

QUORUM
There must be a quorum before the meeting begins and before lawful business can be transacted, and if a quorum is lost during a meeting the meeting ends. A majority of council members including the reeve constitutes a quorum.

(revised Nov. 2014)
VOTING
All members of council must vote on all resolutions by a show of hands. A council member who does not vote shall have his vote considered in the negative.
A council member may request that a recorded vote be taken prior to a vote taking place.
If a request for a recorded vote is taken, the administrator shall record the names of each council member who voted in favour of the resolution and each council member who voted opposed to the resolution.

MEETING PARTICIPANTS
REEVE OR DEPUTY REEVE
The Reeve, or if the Reeve is unavailable the Deputy Reeve, shall preside, preserve order and enforce procedure at all council meetings.
If the Reeve and Deputy Reeve are absent, the remaining members of council shall choose a presiding officer from among those present.

COUNCILLORS
Councillors shall be given the opportunity to discuss all issues presented at each council meeting. Councillors must vote on all resolutions.

ADMINISTRATOR
With regards to council meetings, the administrator is responsible for:
Calling all meetings,
Preparing an agenda & list of business to discuss
Communicating resolutions and instructions to concerned parties,
Providing required financial information,
Introducing delegations,
Keeping full and correct record of all meetings of council,
Providing council with information required to make decisions at meetings,
Maintain a Bylaw Register with certified copies of all bylaws passed at council meetings.

COMMITTEE OF THE WHOLE
When council wishes to discuss an issue under relaxed rules of procedure, a resolution to move to Committee of the Whole is required which shall state the subject to be discussed and appoint the deputy reeve or councillor to chair the Committee meeting.

If the Committee of the Whole meeting is to exclude the public, the resolution must state this.
If this is the case the Reeve will ask any public present to remove themselves from council chambers.

No bylaws or resolutions may be passed during a Committee of the Whole meeting.

No minutes are to be kept during a Committee of the Whole meeting.

Upon completion of the meeting an informal motion to Rise and Report will be made.
Upon completion of the Committee of the Whole meeting council shall:
Pass a resolution to reconvene,
Report or provide recommendation from the committee meeting, and
Pass required resolutions of any action or non-action to be taken by council.

2.02 CONVENTIONS & SEMINARS
Council recognizes the benefit of attending seminars and conventions and shall provide funds for members of council and employees to attend certain conventions and seminars.

SARM Conventions
Council members and the Administrator are encouraged to attend the SARM Conventions. Council will allow for the attendance of all Council Members and the Administrator at each SARM Convention. Official and Visiting Delegates shall be appointed by council. Spouses of delegates shall also be entitled to attend the SARM Conventions. Council members and the Administrator shall be compensated at the regular indemnity and wage rate as well as all associated expenses and mileage.

SARM District Meetings
A member of Council and the Administrator are encouraged to attend annual SARM District 1 meetings. Council members and the Administrator shall be compensated at the regular indemnity and wage rate as well as all associated expenses and mileage.

RMAA Convention
The Administrator and Assistant Administrator shall be required to attend the annual RMAA convention, unless there is a legitimate reason for not attending. Compensation at the regular rate, expenses and mileage shall be paid for attendance.

RMAA Meetings & Seminars
The Administrator and Assistant Administrator shall be encouraged to attend RMAA sponsored meetings and seminars. Compensation at the regular rate, expenses and mileage shall be paid for attendance.

3.01 EMPLOYEES
Council shall employ an Administrator, and any other office staff as required. Council shall employ a Foreman as well as the required full time and seasonal road maintenance employees. Council also ratifies the employees required to staff Creighton Lodge.

COMMENCEMENT DATES:
For the purpose of determining applicable annual vacations, pension, benefits of other purposes, the dates below are the dates of hiring for present employees:

(revised Nov. 2014)
Office Staff
Grace Potter ........................... Apr. 22, 2013
Michelle Dickie......................... Feb. 1, 2000
Billy Fowler............................ August 1, 2008
Kerri Abraham ......................... July 3, 2012
Amanda Dudka ......................... July 21, 2014

Road Maintenance Crew
Blaine Stropko .......................... April 22, 1983
Don Seipp ............................... Sept 13, 1993
Kevin Dickie ............................ April 2, 2001
Roy Mantei ............................. Sept 19, 2005
Bruce Petterson ......................... May 14, 2007
Shane Schiestel ....................... July 28, 2014

SALARIES:
Salaries for staff shall be set at the December meeting of council held each year or at the time of hiring, unless a contract has been entered into between the employee and employer.

PAYMENT:
All salaries shall be paid on a monthly basis with cheques being issued during the last week of each month or as near as possible thereto, and when required, advances shall be paid near the middle of each month with the amount of the cheque not exceeding 50% of the monthly salary payable.

CASUAL STAFF:
Casual or part-time help shall be engaged at council’s discretion if considered necessary for whatever purpose. The term of employment and wages shall coincide with the purpose of hiring.

AUTHORITY:
Office
The Administrator shall report to the Council.
All other Office Employees will report to the Administrator.

Road Maintenance Crew
The Foreman shall report to Council
All other Road Crew Employees will report to the Foreman

HOURS OF WORK:
Office
Normal business hours shall be 9:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m., Monday through Friday. Effort must be made to ensure the office is open for the required hours, however, staff may fluctuate hours if necessary at the discretion of the Administrator.

Road Maintenance Crew
November 1 - March 31 ......................... 8 hours/day (40 hours/week) exclusive of meal break.
April 1 - October 30 .............................. 10 hours/day (50 hours/week) including meal break.

(revised Nov. 2014)
At council’s discretion the daily hours of work may be fluctuated within the hours per week standard. If the hours fluctuate, overtime will only be paid after the employee works the required hours in a week.

**OVERTIME:**

**Office**
Unless approved by council, there shall be no pay for hours worked in excess of the regularly scheduled hours. Days off in lieu of pay for overtime hours may be granted subject to approval of the Council. It shall be the Administrators discretion as to the necessity to work on weekends, public holidays, or any extra hours. Should such work be necessary the equivalent number of hours worked shall accumulate to be taken off as Days in lieu of pay.

**Road Maintenance Crew**
Overtime Worked - Monday - Saturday ........................................ 1 ½ times the regular rate of pay
Overtime Worked - Sundays & Holidays........................................... 2 times the regular rate of pay
All overtime must be approved by council. Council may grant the Foreman authority to approve overtime for specific periods of time.

**Mileage**
To be paid at the rate set by resolution of council each year. (Same for Council and Employees).

**Water Utilities**
for the Public Works employees to check the water treatment plant at Hitchcock and the West and East Industrial Parks on their 4 weekend rotation the following will apply:
  Saturdays: 2 hour minimum at 1.5x hourly wage
  Sundays and Holidays: 2 hour minimum @ 2x hourly wage plus 42 km mileage if using their private vehicle, mileage is based from the RM Shop, RM truck is also available.

### 3.02 EMPLOYEE BENEFITS

The Council of the R.M. of Estevan recognizes the need for employee benefits in addition to minimum employment conditions provided for in the Province’s labour laws.

The Council shall provide the following benefits:

**Sick Leave**
Each Full-time employee shall be allowed 12 days per annum for sick leave (based on an 8 hour day for all employees as per Res 489/12), and any unused portion of the leave shall be paid out at year end to each eligible employee. Regular part-time employees shall be entitled to the same benefits on a pro-rated basis. Sick leave shall include dental and medical appointments in Estevan, Regina or elsewhere.
Council may require a medical certificate signed by a medical doctor to substantiate claims for sick leave.

**Maternity Leave**
Maternity leave shall be granted in accordance with minimum employment conditions set out in The Labour Standards Act.

(revised Nov. 2014)
Compassionate Leave
The Council will grant, with pay, a leave of absence not exceeding three workings days, to attend serious illness and not exceeding five working days, for a death, within the immediate family. For the purpose of this section immediate family shall be defined as: father, mother, brother, sister, spouse, child, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, and fiancé.

Pension Benefits
The Council will make provision for employees to participate in the Municipal Employees Pension Plan in accordance with regulations and terms set out by the Municipal Employees Pension Plan.

Disability
The Council will provide disability insurance benefits to employees in accordance with the S.A.R.M. Disability Benefits Plan Regulations.

Health and Dental
The Council will provide complete Health and Dental coverage, for employees and Council Members, as provided through the S.A.R.M. Health and Dental program, at the highest level of each of health and dental.

Vacations
A vacation year is from January 1 - December 31 each year.
All employees are entitled to the following vacation:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Vacation Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 10</td>
<td>3 weeks vacation or 3/52 of Gross Wages</td>
</tr>
<tr>
<td>10th year of Employment</td>
<td>4 weeks vacation or 4/52 of Gross Wages</td>
</tr>
<tr>
<td>19th year of Employment</td>
<td>5 weeks vacation or 5/52 of Gross Wages</td>
</tr>
<tr>
<td>25th year of Employment</td>
<td>6 weeks vacation or 6/52 of Gross Wages</td>
</tr>
</tbody>
</table>

Vacations may be pro-rated and taken prior to the expiration of one year of service providing suitable arrangements can be made with the council or administrator.

Employees may carry 1 week of holidays into the next year to be used before March 1st. If not used this week will be paid out in March. (Res449/11)

Employees shall attempt to take vacations in the year they become due, or as near as possible thereto, during periods that will least disrupt service to the public, and vacation periods shall, in most situations and whenever possible, be alternated by members of the staff.

Council may approve vacation pay in lieu of vacations and if approved will be paid during the month of December to the required employee.

Vacation requests must be submitted to Council 4 weeks prior to the requested vacation dates. Any vacation not requested with 4 weeks notice may be granted or refused at Council’s discretion.

Typically one, two or all members of the road crew may seek common vacation time during the Christmas season. If this is the case, one of the members of road crew is entitled to receive uninterrupted holiday time. The remainder of the crew may be requested to be on call if requested by council. If the one member, entitled to receive uninterrupted holidays is required to report to work, he shall be paid at 1 ½ times his regular rate of pay for all time worked during scheduled holidays.

The Administrator shall receive holidays in accordance with the SARM Administrator’s Salary Schedule.
Staff Length of Service Awards
Council will recognize individuals who have reached milestone anniversaries of employment with the municipality by rewarding employees who have remained continuously employed by the municipality for 5, 10, 15, 20, 25 years.

Employees will be recognized during the year of the anniversary at the annual Christmas Party. The recognition will be as follows:
- 5 years of employment: A gift certificate valued at $100.00
- 10 years of employment: A gift certificate valued at $150.00
- 15 years of employment: A gift certificate valued at $200.00
- 20 years of employment: A gift certificate valued at $250.00
- 25 years of employment: A gift certificate valued at $300.00
- 30 years and each 5 year anniversary thereafter, the gift will be determined by council.

Public Holidays
In addition to any civic holiday proclaimed by the Province of Saskatchewan or the City of Estevan, the following days shall be observed as designated public holidays:

When a designated public holiday falls on a Saturday or Sunday, the Monday following, or Friday preceding, shall be observed as a public holiday, at the employee’s discretion, unless the Monday or Friday has been designated by provincial or civic authorities. Hourly-paid employees are entitled to 4.2% of their monthly wages earned, exclusive of overtime and annual vacation pay, as public holiday pay.

When an employee is required to work on any of the eleven public holidays listed, that employee shall be entitled to be paid time and one-half for the hours worked on that public holiday.

Work Clothing
Employees shall be required to wear and responsible for purchasing their own work clothing. Footwear and/or safety clothing, including CSA approved steel toed boots, are required.

Full time employees will receive payment for $350.00 per year for such purchases. Seasonal employees (approximately 7 or more months) will receive payment for $280.00 per year for such purchases. Seasonal Employees working less than 7 months per year will receive payment on a pro-rated basis.
3.03 WAGE CALCULATIONS

Council recognizes the need to offer competitive wages to retain qualified staff. For reasons including future employee recruiting, continued employee retention, and the need to compete with local industries, council considers the following to arrive at the remuneration for road crew members:

- “Traditional hours” are 10 hours/day (7 summer months) and 8 hours/day (5 winter months).
- Legislation does not require council to pay overtime rates for road work.
- Council wishes to consider an equivalent to overtime rates (1½ x for hours in excess of 8 hours/day and 40 hours/week) and Council will consider this when arriving at their monthly wage rate.
- Employees will be expected to work the “traditional hours” for the monthly wage rate.
- Employees working less than “traditional hours” will have the appropriate value deducted from compensation.
- Employees working more than “traditional hours” will be paid the appropriate compensation for such hours.
- The Municipality will reconcile this amount annually in the final month of work for each employee for that year.
- The additional compensation arrived at is to recognize the need/desire of council to compensate in a value similar to other industries that pay overtime rates after 8 hour, however this amount shall be considered regular pay for employee.
- If Labour Standards change in the future to require RM’s to pay 1½ x for hours on excess of 8 hours/day, Council’s proactive direction will already be meeting this standard.

Road Crew - Full Time

Following is the formula to be used for monthly wage calculations for an employee working full time (12 months per year), recognizing that for the months of April - October “Typical Hours” are 10 hours per day and for the months of November - March “Typical Hours” 8 hours per day.

Assuming the base wage rate for this sample employee is $20/hour

260 Week Days in the year 2011,  * 2,384 Typical Hours in 2011
2,080  Regular hours in 2011,  * 304 Hours in excess of 8 hours per day in 2011

\[
\begin{align*}
2,080 \times \$20/\text{hour} &= \$41,600 \\
304 \text{ Hours} \times \$30/\text{hr} &= \$9,120 \\
\text{Total Annual Salary} &= \$50,720 \text{ (Based on “Typical Hours”)} \\
\text{Average Monthly Salary} &= \$4,227 \text{ ($50,720 \div 12$)}
\end{align*}
\]

Road Crew - Seasonal

Following is the formula to be used for monthly wage calculations for a seasonal employee working full time (7 months per year), recognizing that for the months of April - October “Typical Hours” are 10 hours per day.

Assuming the base wage rate for this sample employee is $20/hour

152 Week Days in the year 2011,  * 1,520 Typical Hours in 2011
1,216  Regular hours in 2011,  * 304 Hours in excess of 8 hours per day in 2011

\[
\begin{align*}
1,216 \times \$20/\text{hour} &= \$24,320 \\
304 \text{ Hours} \times \$30/\text{hr} &= \$9,120 \\
\text{Total Annual Salary} &= \$33,440 \text{ (Based on “Typical Hours”)} \\
\text{Average Monthly Salary} &= \$4,777 \text{ ($33,440 \div 7$)}
\end{align*}
\]

(revised Nov. 2014)
Office - Manager Engineering
Following is the formula to be used for monthly wage calculations for the Manager of Engineering recognizing that a typical week involves 5 hours of overtime in excess of regular hours. The similar policy to that of the road crew will exist for hours worked in excess of or short of the regular expected hours of Full time plus 5 hours per week.

Assuming the base wage rate for this sample employee is $20/hour

260 Week Days in the year 2011,  *  2,340  Typical Hours in 2011
2,080  Regular hours in 2011  *  260  Hours in excess of 8 hours per day in 2011

\[
\begin{align*}
2,080 \times \$20/\text{hour} &= \$41,600 \\
260 \times \$30/\text{hr} &= \$7,800 \\
\text{Total Annual Salary} &= \$49,400 \text{ (Based on “Typical Hours”)}
\end{align*}
\]

Average Monthly Salary = \( \$4,117 \) \( (\$49,400 \div 12) \)

3.04 EMPLOYEE CLASSIFICATION

Council recognizes the need to have employee classifications to recognize the skills, abilities, qualifications and years of service of Road Crew Employees.

Council reserves the right to promote an employee to a higher classification if exceptional skills or circumstances present themselves.

Council reserves the right to maintain the classification of an employee once the necessary elements are achieved if in their opinion more experience or issues require addressing prior to promotion to the next category.

Council recognizes the following classification of Road Crew Employees:

**Grader Operator No. 1**
- 5 Years of Continuous Service as a Grader Operator
- 1A Driver’s License
- Sufficient Mechanical Abilities as determined by the Foreman
- Sufficient Equipment Operating Abilities as determined by the Foreman

**Grader Operator No. 2**
- Equivalent of Grader Operator No. 1 but without the necessary years of service.

**Grader Operator No. 3**
- Equivalent to Grader Operator No. 1, but without one or more of the necessary qualifications.

**Operator No. 1**
- 5 years of Continuous Service as a Mower / Equipment Operator
- 1A Driver’s License
- Miscellaneous Certification (Weed or Pest Certification)

**Operator No. 2**
- Lacking one or more of the skills of Operator No. 1;  Or
- Lacking the necessary years of service of Operator No. 1

5.01 TANGIBLE CAPITAL ASSETS

The purpose of the policy is to provide direction for recognizing and recording Tangible Capital Assets (TCA) on a consistent basis and in accordance with Public Sector Accounting Board (PSAB) PS 3150.
Tangible Capital Asset

*Tangible Capital Assets (TCA)* are non-financial assets having physical substance that:

a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;

b) have useful economic lives extending beyond one year;

c) are used on a continuing basis; and

d) are not for resale in the ordinary course of operations. *(PS 3150.05)*

The objective of the TCA Policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in Tangible Capital Assets and the changes in such investment. The principal issues in accounting for TCA are the recognition of the assets, the determination of their carrying amounts, and the amortization charges and the recognition of any related impairment or disposal losses.

**Recognition of Tangible Capital Assets**

Tangible capital assets (TCA) are assets having physical substance that are used on a continuing basis in the municipality’s operations, have useful lives extending beyond one year and are not held for resale in the ordinary course of operations. Any Land, buildings, infrastructure assets (roads and water network), vehicles, purchased computer software, in-house developed computer software, computer hardware, tools, furniture, equipment, leasehold improvements, and assets acquired by capital leases or by donations that exceed the threshold defined in this policy is a TCA.

**Recognition of Tangible Capital Assets Carrying Amounts (Cost)**

The cost of TCA includes the cost of any asset that has been acquired, constructed, or developed with the intention of being used and normally consumed in operations which achieve government objectives. TCA also include betterments. Betterments are expenditures relating to the alteration or modernization of an asset that appreciably prolong the asset’s period of usefulness or improve its functionality.

**Threshold**

Only TCA that exceed the asset class threshold will be capitalized. The following are the thresholds that are being used to develop the initial TCA listing.

- Any individual item that meets the definition of a Tangible Capital Asset with a cost of $5,000 or greater;
- A pool of assets that meets the definition of a Tangible Capital Asset, that was purchased in bulk and has a replacement cost of $25,000 or greater in any given year;
- All land, all vehicles, all roads, all water pipe segments, etc. would be recorded.

**Estimated Useful Life**

Expected useful life is normally the shortest of the asset’s physical, technological, commercial and legal life and is based on its use by the municipality. In determining an asset’s useful life the present condition, intended use, construction type and maintenance policy will be considered, including how long the asset is expected to meet service demands and the municipality’s experience with similar assets.

**Amortization**

The cost, less any residual value of a TCA with a limited life will be amortized over its useful life using the straight line method. Amortization begins in the year after acquisition as it will be after year end that the full cost of putting the asset into service will be known.

(revised Nov. 2014)
Disposal of Assets
Assets will be retired from the accounts of the municipality when the asset is disposed of. The gain or loss on disposal will be calculated as the difference between the proceeds received and the net book value of the TCA.

Write Downs
A write down is used to reflect a permanent partial impairment in the value of an asset. If the value of an asset is impaired, the cost of the asset will be written down to reflect the decline in the asset’s value and its shorter useful life. This write down is considered a loss (expense) in the accounts.

Transition
All TCA in the municipality will be inventoried and valued as of December 31, 2008. The TCA Continuity Schedule will be used to track 2009 additions and disposals. The accounting for TCA is effective January 1, 2009 at which time TCA will be recorded in the municipality’s financial system.

5.02 Capital Asset Thresholds, Useful Lives and Ammortization

<table>
<thead>
<tr>
<th>Capital Asset</th>
<th>Threshold</th>
<th>Useful Life</th>
<th>Ammortization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>All ........</td>
<td>Indefinite</td>
<td>N/A</td>
</tr>
<tr>
<td>Buildings</td>
<td>$10,000 ....</td>
<td>40 Years</td>
<td>Straight-Line (SL)</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Graders</td>
<td>5,000 ....</td>
<td>8 Years</td>
<td>SL</td>
</tr>
<tr>
<td>Mowers</td>
<td>5,000 ....</td>
<td>6</td>
<td>SL</td>
</tr>
<tr>
<td>Other Machinery</td>
<td>5,000 ....</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>Office Equip</td>
<td>5,000 ....</td>
<td>10</td>
<td>SL</td>
</tr>
<tr>
<td>Roads</td>
<td>All ........</td>
<td>40</td>
<td>SL</td>
</tr>
<tr>
<td>Bridges</td>
<td>All ........</td>
<td>60</td>
<td>SL</td>
</tr>
<tr>
<td>Water/Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hitchcock Water</td>
<td>All ........</td>
<td>25</td>
<td>SL</td>
</tr>
<tr>
<td>Hitchcock Sewer</td>
<td>All ........</td>
<td>25</td>
<td>SL</td>
</tr>
<tr>
<td>Industrial Water</td>
<td>All ........</td>
<td>40</td>
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<tr>
<td>Industrial Sewer</td>
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6.01 RAT CONTROL
Council recognizes the need to assist in the control of rats in the R.M. and will make rat poison available to anyone requiring it. Council will provide a rat control program within the municipality.

(revised Nov. 2014)
The Administrator will keep a supply of rat poison on hand for resale. Each rate payer may receive an allotment consisting of **20 - bags of rat poison** per year. Rat Poison will be sold on a cost recovery basis. The sale price of rat poison will be determined by the administrator.

Council may approve an additional allotment of poison if conditions warrant extended control measures. The Affected councillor and/or Administrator shall determine this requirement. If necessary, they may consult with the pest control officer prior to making the determination.

### 6.02 GOPHER CONTROL

Council recognizes the importance of assisting in the control of gophers in the R.M. and will strive to make gopher poison available for sale at the R.M. office.

### 7.01 PUBLIC WORKS COMMITTEE

Council recognizes the benefit of appointing a public works committee and/or chairman of public works to provide supervision, organize work schedule of the road crew and to improve communication with road crew employees. At Council’s discretion they may decide to refrain from appointing a committee and appoint a Council member to be the chairman of public works.

**Chairman of Public Works**

The Chairman of Public Works shall be the Reeve. The Foreman and Chairman of Public Works will communicate when needed, between meetings of council.

The Chairman of Public Works may call a meeting of the public works committee at any time necessary to discuss road maintenance crew issues.

The Public Works Committee is composed of the entire council. Council shall provide direction to the Foreman at each meeting of council relating to jobs and projects to be completed. All jobs and/or projects must be approved by a majority of the members of council.

**Foreman**

The Foreman shall notify the public works chairman of machinery repairs as soon as possible after the breakdown and prior to repairs being commenced. The Foreman shall notify the public works chairman of any road maintenance and road construction problems or situations that must be dealt with between council meetings.

The Foreman shall attend each meeting of council to discuss road maintenance crew issues for the previous and following month.

The Public Works Committee / Council shall, at each meeting of council, review the work and issues undertaken by the Foreman during the time since the last meeting of council. Council shall also, at each meeting of council, consider and approve or reject any proposed projects submitted for consideration by the Foreman.
7.02 ROAD MAINTENANCE

The council of the R.M. of Estevan No. 5 recognizes the need for organized and consistent road maintenance services. In order to accomplish that need, a list of guidelines shall be prepared for employees and council to follow, which may be amended from time to time.

Stones

As early as possible every spring, and as required throughout the remainder of the year, hazardous rocks and stones shall be removed from the road surface.

On roads with extensive rocks at the surface, council shall decide if the project can be completed by the road crew or if a contractor is required.

The grader operator shall at all times stop the grader to remove or dig out protruding rocks or stones whenever necessary.

Approaches and Intersections

Care is to be taken to avoid cutting the road down at approaches, crossroads, intersections and driveways.

Material should not be spread into driveways or approaches and effort must be made to avoid this problem.

Time is to be taken to level off all intersections, driveways, crossroads and approaches, except on seeded fields.

Prairie Trails

Prairie Trails and infrequently travelled roads must be pulled in from both sides and spread down the centre.

Crown

The Crown must be maintained on all roads.

Gravel

As early as possible every year and prior to the annual spread of gravel, all roads must be graded with the main purpose of bringing all gravel from the sides and spreading in on the driving surface.

Gravel is to be spread to not leave a big ridge at the edge of the road. The ridge shall be no more than 4".

Private Lanes

If requested, private lanes or driveways may be graded twice each year and graded once per year at no cost to the property owner. If ratepayers have any issue relating to the work undertaken on their private lane, the lane will not be graded or mowed.

Back Sloping

Property owners shall be given adequate notice by the public works chairman, councillor or grader operator of backsloping operations to be undertaken at the expense of the R.M.

The Land Owner shall be responsible for all costs incurred in removing and replacing fences. The R.M. shall be responsible for removing or burying rocks.

(revised Nov. 2014)
Snow Removal
School Bus routes shall receive priority over the other roads for snow removal operations. Other locations shall be plowed in accordance with established needs and traffic count.

Sanding / Salting Roads
Several miles of oil surfaced road exist in the R.M. which on occasion, may become icy and require maintenance.
Sand and Salt for these roads will be picked up from the Department of Highways yard and spread on the required roads as soon as possible.

Weed Cutting
- The first area cut shall be alternated yearly between the north and south of the municipality.
- The final cut shall commence in late August or Early September at the discretion of Council.
- If a first cut is required it shall commence in June or early July at the discretion of Council.

7.03 ROAD INSPECTION
Council shall conduct road inspections on a weekly basis if possible.
Council shall observe issues including: road condition, sign damage, gravel, weeds, large rocks, and any other issues that require attention.
If any issues require attention, the councillor shall notify the foreman who shall undertake to correct the problem.
Council shall document all roads inspected and any conditions noted on each inspection. These reports shall be submitted monthly with councillor indemnity vouchers.
Council shall be compensated for 2 ½ days per month and 400 km for performing weekly road inspections.

7.04 ROAD CONSTRUCTION
The Council of the R.M. of Estevan recognizes the need to facilitate road construction projects and to set policy relating to this process.

Road to be Constructed:
Prior to or during the annual Budget meeting of Council, councillors will bring forward potential road construction or alignment or clay capping projects to the attention of the Council for their consideration.

At the discretion of council, the majority of road construction projects will be constructed in alternating years. The purpose for using alternating years is to allow for more consistent budgeting, as major equipment purchases will take place during one year and major road building projects during the alternating year.
If a grant is available and attained for a road construction project, projects will be considered outside of the alternating year.

Council will consider each proposed project brought forward by each councillor and determine which roads will be constructed or altered based on factors including, condition of the road, traffic counts, safety issues, traffic type, etc.

**Engineered Roads**

Engineering services will be utilized on projects which involve Provincial or Federal grants. Engineering services will not generally be utilized on projects which do not involve grants, however if council determines engineering in necessary they may utilize such services.

**Surveying**

Council will have each road intended for construction surveyed prior to the commencement of construction.

**Tendering**

On projects which involve grants, or are significant in nature, council will tender on-line and in newspapers as considered appropriate. Bids will be opened in the presence of Council in the R.M. office.

**Compensation to Land Owners**

- **Crop Loss:** Land Owners shall be paid an amount equal to $250.00 per acre of crop lost due to road construction procedures such as back sloping, landscape borrows, etc.

- **Borrow Pits:** Land Owners shall be paid an amount equal to $500.00 per acre for land lost due to the digging of a borrow pit with a minimum payment of $500.00.

- **Fences:** Council will pay for the removal and erection of fence requiring replacement due to road construction.

### 7.05 APPROACH CONSTRUCTION

An application for an Approach must be made to the municipality. The cost of an approach is borne by the land owner, and must be built to municipal specifications.

### 7.06 CULVERTS / DRAINAGE

The R.M. maintains numerous culverts in the municipality. Council recognizes the importance of ensuring appropriate culverts are in place to allow the required movement of water, thereby maintaining the stability of the R.M. road network. Council recognizes their responsibilities regarding road safety.

**Location**

It is the intent of the Council to have the location of each culvert in the R.M. charted. A copy of the **culvert chart** will be kept in the Administration Office.
A copy of the culvert chart will be kept in the R.M. Shop for reference by the road maintenance crew.

It is the intent of Council to have all water courses and/or drainage patterns in the municipality charted.

Emergency

During spring thaw, emergency culvert thawing may be required.

If a blocked culvert requires thawing, the councillor in the affected division in consultation with the foreman and/or administrator shall take the required steps to have the culvert thawed.

Inspection

The Road Crew, while performing regular duties, will attempt to identify blocked culverts or required culverts.

While performing regular duties, road crew members who notice damaged culverts or locations that require new culverts, shall notify the administrator. The culvert shall then be discussed at the next meeting of council.

Council shall ensure all culverts are inspected at least once per year.

Council may perform the required inspection themselves, or Council may assign an employee to perform the inspection.

Council may assign an employee performing spring or fall mowing operations to perform the inspection during mowing operations.

When inspecting culverts, the following items should be observed, noted and if necessary corrected: Blocked culverts, Debris in or around the ends of the culverts, Vegetation growth around the ends of the culverts, Culvert Damage, Any damage or obstruction which could restrict water flow.

Upon completion of annual culvert inspection, the required culverts will be repaired and/or replaced by the road crew in consultation with the councillor in the affected division.

If an employee performs the culvert inspection, a report of the inspection shall be forwarded to the administrator who shall present the report at the next meeting of council.

As new culverts are installed, the foreman shall provide all relevant information to the administrator relating to culvert size, length, quantity and this information shall be maintained at the R.M. Office for future reference.

Inventory

A supply of all common culvert sizes shall be kept on hand for use throughout the year.

7.07 DUST CONTROL

The R.M. coordinates a dust control program for rate payers each year. It is the intent of council to coordinate many rate payers together in order to achieve a cost effective method of dust control.

Notification

- The R.M. will notify rate payers, of the dust control program, through phone calls, newsletters, webpage, social media, or a newspaper advertisement.
Ratepayers must notify the office staff if they are interested in participating in the dust control program by May 1 of each year.

Ratepayers will be required to sign an agreement acknowledging the following:
\- The dust control may not be 100% effective; and
\- The cost of the dust control; and
\- Authorizing the R.M. to grade and render the dust control ineffective if rutting or other road damage exists.

**Application**

The typical application of dust control will cover 500 feet of roadway adjacent to the ratepayer’s yard.

**Cost / Subsidization / Payment**

- The charge to ratepayers for approximately 500 feet of dust control shall be determined by the Council, giving consideration to the cost of the product and application and based on council’s decision as to an appropriate amount to subsidize for the current year.
- Amounts not paid to the R.M. prior to December 31 of the year the work is performed will be added to the taxes of the land of the ratepayer who receives the service.
- That beginning in 2013 the following dust control rates will apply when approved by Council for cost sharing:
  - Residential or light Traffic Ratepayers: $175/application of 500ft or 35 cents/ft
  - Oil Companies, Gravel Companies or any Road Haul Agreement Companies: $700/application for 500 feet or $1.40/ft for other lengths
  - Commercial Ratepayers, medium weight traffic: $350/application of $0.70/ft

**Grading Dust Control:**

- Sites treated with dust control may become rough or may tend to develop potholes. If a road reaches a state where the condition of the driving surface poses a danger to the travelling public, the R.M. will grade the road which may render the dust control ineffective.

### 7.08 GRAVELING

The R.M. undertakes a general gravelling operation annually, usually in the spring or early summer. Periodic gravelling also takes place as required, in consultation with the councillor in the affected division. Council recognizes the importance of ensuring appropriate road gravel is in place to allow the safe movement of the travelling public. Council recognizes their responsibilities regarding road safety.

**Gravel Maps**

Each spring, each councillor will prepare a gravel map for the division they represent, indicating which roads require gravel. The Foreman may provide input regarding which roads he feels requires gravel.

The Gravel maps will be forwarded to the administrator who will coordinate the individual division maps on a map for the entire R.M. The Gravel maps will be maintained from year to year in the R.M. office for reference by the administrator, councillor or foreman.
7.09 GRAVEL SALES

The R.M. recognizes that many ratepayers require gravel for lanes, approaches or other purposes. The Administrator will encourage ratepayers to purchase gravel directly from a contractor, however if necessary the R.M. may sell gravel to a ratepayer on a cost recovery basis.

Amounts not paid to the R.M. prior to December 31 of the year the work is performed will be added to the taxes of the land of the ratepayer who receives the service.

7.10 CUSTOM WORK

The Custom Work rates and rental rates are set at:

- Graders: $150/hr
- Tractors: $100/hr
- Schulte Mower: $50/hr
- Gravel Trucks: $150/hr
- Small pump rental: $100/day
- Lg pump, max 500’ hose, rental: $300/day

7.11 ROAD SIGNS

The R.M. maintains numerous traffic control and safety signs. Council recognizes the importance of ensuring appropriate signage is in place to protect the travelling public. Council recognizes their responsibilities regarding road safety. It is the intent of the Council to ensure the appropriate signs are in place where required in the municipality.

Sign Maps
It is the intent of the Council to have the location of each sign in the R.M. charted. A copy of the sign chart will be kept in the Administration Office. A copy of the sign chart will be kept R.M. Shop for reference by the road maintenance crew.

Inspection / Maintenance
It is the responsibility of the Road Maintenance Crew to ensure the proper signage is maintained. While performing regular duties, equipment operators who notice missing or damaged signs are to notify the foreman, who shall ensure the sign is repaired or replaced at the earliest opportunity.

Council shall ensure all signs are inspected on a regular basis.

Council may perform the required inspection themselves, or Council may assign an employee to perform the inspection.

When inspecting signs, the following items should be observed, noted and if necessary corrected: Missing Signs, Damaged signs (if damaged to the extent that they no longer serve their required purpose), Damaged sign posts (if damaged to the extent that they no longer serve their required purpose), Faded signs (ensure legibility and proper reflectivity exist).

Sight triangles (ensure the appropriate sign is in place when considering the intersection and sight restrictions).

(revised Nov. 2014)
The required signs will be ordered by the administrator in consultation with the foreman and a supply of regularly required signs will be maintained.

**Inventory**

A supply of common signs shall be kept on hand for use throughout the year.

The Foreman shall notify the administrator when additional signs are required and the administrator will place the required order.

**Highway Signs**

The Road Crew shall notify the Administrator if a highway stop sign in missing or in need of repair or replacing.

The administrator shall notify the department of highways of the required repair or replacement.

**Children Playing or School Bus Signs**

Ratepayers may request the installation of children playing or school bus signs. These signs will be installed by the road crew. Typically 2 signs will be installed at each location. The ratepayers requesting and receiving signs on roads adjacent to their property will be invoiced for 1 sign.

### 7.12 ROAD ALLOWANCE CLOSURE

Council recognizes the need to have a policy to determine the necessity and ability to close road allowances upon the request of a rate payer.

**Background**

All Road Allowances within the R.M. are under the management, direction and control of the R.M., by virtue of The Municipalities Act.

Road Allowances are basically land set aside for the purpose of constructing roads if and when necessary. Whether developed or not, a road allowance is a way over which the public has a right to pass. Adjacent landowners cannot fence off or otherwise obstruct a road allowance without the permission of council.

Council does have the authority to close and lease road allowances pursuant to the Act.

**Closure Requirements**

The process to be followed for closing road allowances is determined by the Act.

When making its decisions respecting a request to close and lease a road allowance, the overriding consideration is whether or not the proposed closure will affect public access. As a matter of law, this is the criteria which Council must use in making its decision on whether or not to approve the request.

If a particular road allowance is not required for public access, and the applicant and council can agree on the terms of the lease, then Council may approve the request.

If there is a concern that the closure may affect public access, consideration will be given to whether or not it is possible to come up with terms of a lease which would accommodate both the applicant’s interests and those of public access.

If the public has concerns relating to a proposed closure, they must put their concerns in writing and ensure they are provided to council prior to the meeting at which the request will be considered. Applicants will be given an opportunity to respond to all concerns.

(revised Nov. 2014)
Research
The Councillor in the affected division will study the requested closure prior to the meeting it is to be considered at. This will provide Council with information relating to the closure from a perspective other than that of the person requesting or opposing the closure.

Existing Use of Open Road Allowances
There may be situations throughout the R.M. that ratepayers have fenced off or are using Road Allowances without the permission of Council.
If no one has expressed concern Council will be of the understanding that such use is not affecting public access.
If someone expresses a concern relating to the existing use or fencing off of an open road allowance, council will deal with the situation as provided for in this policy.
If council notices a use or fencing off of a road allowance which may pose a public access problem, Council will deal with the situation as provided for in this policy.

Costs
If a closure is granted the person requesting the closure will be responsible for all gates, fencing, signs, facilities (including but not limited to texas gates) and associated costs.
If a closure is granted the person requesting the closure will be responsible for all the cost of advertising and other necessary administrative costs.

8.01 LAGOON CONNECTIONS
The R.M. operates three waste water lagoons: Woodend Lagoon @ SW 14-1-8-W2, Industrial Lagoon @ SE 28-2-8-W2 & the Hitchcock Lagoon @ Hitchcock.
The R.M. council recognizes the need to permit new residential and commercial connections to the lagoons. The R.M. Council further recognizes that as new connections to the lagoons are permitted increased volumes of waste water will be realized. As the lagoons each have a full supply level, future planning is necessary to accommodate future size increases.

Discharged Effluent
- The three lagoons are waste water lagoons.
- No Solids are permitted to be discharged into the lagoons.
- Owners connected to the lagoons are required to operate 2 cell holding tanks which will allow only liquid to be discharged to the lagoon.
- Owners are required to arrange for the removal of solids from the two cell holding tanks on their property.
- No chemicals are permitted to be discharged into the Lagoon system.
- Grinder pumps are not permitted to be used to those connected to any R.M. operated Lagoons

Oil Separation
- For commercial purposes, businesses are required to maintain oil separation devices to ensure oil does not enter the lagoon pipeline and lagoon cells.
Connection Fees

- Those wishing to facilitate a new connection to one of the Lagoons will be required to pay the appropriate fee for the required connection. The fees will be determined according to bylaws in place at the time of the connection.

9.01 DEVELOPMENT PERMITS

The R.M. will require all developments to complete a development permit application prior to the commencement of development, under the Municipalities Zoning Bylaw.

Development Officer

The Development Officer handles all development inquiries, reviews, recommendations to Council and issues Development Permits. All development permits issued are to be approved by Council at the meeting nearest to the issuance of the permit.

9.02 BUILDING PERMITS

Recognizing the importance of compliance with provincial legislation including the Uniform Building and Accessibility Standards Act and the Planning and Development Act, council will require all development projects, excluding farm buildings, that involve building, erecting or moving in of a building to complete a development permit application prior to the commencement of development.

The Manager of Engineering Services handles all Building inquiries, reviews, recommendations to Council and issues Building Permits.

Plan Review

Council appoints Municode Services to review all building plans, excluding farm buildings, prior to the issuance of a development permit.

For small sheds and projects, as determined at the discretion of the Manager of Engineering Services, plan reviews may be dispensed with.

9.03 FARM BUILDINGS

Recognizing that pursuant to the Uniform Building and Accessibility Standards Act, Farm Buildings are exempt from requiring building permits prior to construction and recognizing the diversity of land use practices in this municipality including farming, residential and commercial, council recognizes the necessity to define a farm building for policy purposes.

Farm Building

Council authorizes the Development Officer to make the determination as to if a building is to be classified as a farm building based on the following definition.

A farm building means a building which does not contain a residential occupancy and which:

(revised Nov. 2014)
a) is associated with and located on a minimum of 40 acres of land devoted to the practice of farming; and
b) is used primarily for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds; and
c) is owned by a person who has income, declarable on an income tax return of at least $10,000, derived from the farming practice associated with the building.

9.04 ROAD CROSSING AGREEMENT

All Companies, Individuals, etc. wishing to cross a municipal road allowance with any type of a pipeline, gasline, powerline, buried cable, etc. shall adhere to the following:

A: Municipal Public Works Foreman – Blaine Stropko shall be contacted to inspect the road crossing before and after the scheduled work if deemed necessary by Blaine. Blaine may be contacted at (306) 421-1942.

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

C: All road allowance crossings which include road top, side slopes and ditches are to be leveled to the pre-plowed/trenched condition and restored to pre-work condition.

D: All debris (rocks, trees, etc.) shall be removed from the road allowance.

E: Pipelines that are to cross a municipal road that has a grade height of over eighteen (18) inches shall be bored. Prairie trails or roads with a nil grade may be plowed or trenched, 2 meters below lowest point.

F: Should the Municipality wish to construct a new or existing road, the respective Company, shall locate and lower the pipeline and install heavier pipe to accommodate heavier traffic at no cost to the Municipality.

G: Should a road crossing become rough due to settling, etc. the Municipality shall have the right to request the respective Company to repair the crossing to the pre-worked condition.

H: All Line Markers are to be placed no closer than 33 feet from the center line of any road unless a fence line exists and then the marker maybe placed at the fence line.

I. Road Allowance Proximity for all facilities, structures, stockpiles, etc shall be not be placed within 46 meters (150 feet) of the center of any road allowance.

J: Relative to damages to the road and road allowances the Company seeking approval is liable for injury to any person or damage to any property that is attributed to the road crossing.

K: Applicant or its successors and/or assigns shall indemnify and save harmless the R.M. of Estevan No. 5 from any and all loss, costs, charges, damages and expenses which result of this road crossing.

L: Applicant acknowledges acceptance to the above conditions by returning a copy of this ROAD CROSSING CRITERIA FORM to us, signed by the appropriate authorized personnel.

The above conditions are hereby accepted: _____________________________

Legal description & File #

Dated this ____________ day of _____________, 2____.

_____________________________                        ___________________________
Authorized Applicant Name (printed)         and           Signature

(revised Nov. 2014)
10.01 LIABILITY
The council of the R.M. of Estevan No. 5 acknowledges that in accordance with a variety of provincial statutes and R.M. bylaws, the R.M. is required to provide various services and inspections in regard to building and development requirements and standards, as well as provide various protective services such as fire and maintenance, but that the Council also acknowledges that limitations in the areas of manpower, resources, time and finances can impact the ability to fulfill the R.M.’s duties under the bylaws and statutes as meticulously as Council might like or as the public might expect, and as a consequence the council hereby limits the R.M.’s liabilities in accordance with its abilities and capabilities to fulfill responsibilities.

11.01 SEISMIC POLICY
1. 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, located at #1-322 4th Street, Estevan, Saskatchewan, S4A 0T8 and
   b) file a map in the R.M. Office clearly illustrating the road allowance(s) to be used during the seismic operations outlined in the Notice of Intent.
2. If the applicant, while engaged in seismic operations on a road allowance causes: the disturbance of soil; the obstruction of normal drainage; the disturbance of vegetation, or other damage to the road allowance or roadway, the applicant shall:
   a. immediately notify the R.M., specifying the location, nature and extent at the disturbance, obstruction or damage; and
   b. carry out, at the applicants own expense and to the satisfaction of the R.M. any repairs that the R.M. may require.

The Applicant shall not conduct any clearing, ditching, grading, snow removal or trail construction on any road allowance or roadways without first obtaining written permission from the Reeve, Councillor of the affected division or Administrator of the R.M.

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

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 which may be required to the R.M. will be outlined at that time consent is given for the seismic program.

The applicant shall be responsible to locate all existing utilities, within or adjacent to any road allowance outlined in 1(b), and take whatever precautions are necessary to protect them.

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

The applicant shall ensure that the 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 (ie within the flat bottom of the ditch)
The applicant shall ensure that no one shall enter or travel on any road with any machine or implement containing noxious weeds, or to which noxious weeds are adhering, without having first thoroughly cleaned the machine or implement both inside and out by the removal of the noxious weeds. The applicant shall be responsible now and in the future for any infestation of noxious weeds, on the site where the seismic field operations are being conducted or on any road required for access or required to conduct the seismic operations. In the event that an infestation is detected following completion of the seismic field operations, the applicant shall be responsible for the removal or destruction of the weeds in a manner satisfactory to the municipality.

**RURAL MUNICIPALITY SEISMIC CONSENT**

The applicant

is hereby granted consent to conduct seismic operations along the road allowances on

Program Name:

SEM Preliminary Plan No.:

in the Rural Municipality of Estevan No. 5 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 Estevan No. 5 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 Estevan No. 5 by reason of any reason whatever in respect to the matters hereinafter mentioned and for implied.

Municipal Official

Municipal Official

12.01 **HARASSMENT**

The Council of the R.M. of Estevan considers harassment to be any objectionable conduct which:

- is directed at an employee; or
  - is made on the basis of race, creed, religion, colour, sex, marital or family status, disability, physical size or weight or age; or
  - constitutes a threat to the health or safety of the worker.

- All employees are entitled to a harassment free work environment.
- Council will ensure no worker is subjected to harassment while working for the R.M. of Estevan.
- No employee shall cause or participate in the harassment of another worker.

(revised Nov. 2014)
Procedure

- An employee who believes that they have been subjected to harassment shall inform the harasser that their conduct is objectionable and it must stop.
- Where the harassed employee determines the harassment is of a nature which requires immediate action or where the harassed employee is not comfortable confronting the harasser or where the confrontation does not correct the situation, the harassed employee shall report the harassment to the Administrator or to the Reeve. Where the harassment is a complaint against the Administrator or Reeve, the employee shall contact the other or another member of council.
- Upon receipt of a harassment report from an employee, the Administrator or Reeve (investigator) shall notify the harasser of the details of the complaint and investigate the situation.
- Upon completion of the investigation, the investigator shall notify the harassed employee and the harasser of the findings of the investigation.

Resolution / Action

- If the harassment complaint is substantiated, appropriate action will be taken by the Council.
- If the harassment complaint is not substantiated, no action will be taken against the alleged harasser or the complainant who has made a complaint in good faith.

Confidentiality

- Confidentiality shall at all times be maintained, except where disclosure is necessary for the purpose of the investigation, taking disciplinary action related to the complaint, or where required by law.

External Complaints

- This policy is not intended to prevent or discourage an employee from lodging a harassment complaint to such associations as: Occupational Health & Safety, Saskatchewan Human Rights Commission or other legal avenues available.

13.01 HONORARIUMS

The Council is entitled to purchase gifts on occasions for council members, employees, and for significant accomplishments. Council shall use their discretion to determine the exact nature of the gift and value to spend on each gift.

Council:

Retiring members of council shall be presented with a watch or other suitable gift upon retirement. The length of service can be a determining factor of the cost of the gift presented. Council shall determine the value of gift to be purchased.

Employees:

Any Employee leaving the service of the R.M., or a retiring employee, having been in the R.M.’s employ no less than 12 months, shall be presented with a farewell gift similar to the gift.
presented to a retiring council member. The Administrator and Council shall determine the value of gift to be purchased.

**Spouses:**
Spouses of retiring council members or employees shall be presented with a suitable gift at Council’s discretion.

**Anniversaries**
Flowers or other suitable gifts shall be purchased for members of council celebrating their 40th, 50th, or 60th wedding anniversaries, and for rural rate payers celebrating their 50th or 60th wedding anniversary.

**Funerals**
Flowers shall be purchased for the funeral of a deceased past or current council member or spouse, a deceased present or former employee or spouse, and a deceased immediate family member of a current member of council, or employee. Immediate family member means: spouse, parent, child, sister, bother, mother-in-law and father-in-law.

**Hospital Stays**
Fruit baskets or flowers will be sent to Council members, staff or family members of both when one of the above is required to be admitted to a hospital.

### 13.02 SOCIAL FUNCTIONS
At Councils discretion, funds may be provided for social functions including Christmas parties, farewells, picnics and other council approved social events.

**Christmas Social**
- Council shall host an annual Christmas party for employees, and council and spouses. The Administrator shall arrange the Christmas party including reservations and payment.
- The R.M. shall pay for the meal and refreshments (at council’s discretion) for each person in attendance.
- Council may choose to provide gift certificates in lieu of attendance at a Christmas Social for employees or those unable to attend.

**Farewell Social**
- Council may contribute to a social for an employee or council member who has retired after a length of service to be determined by council.

### 13.03 CONTRIBUTIONS
Council recognizes the need to contribute to area charitable, culture, recreational, sporting and other functions and organizations.

**Requests from Community Groups**
- Council receives numerous annual requests for donations or contributions from various community groups in the Estevan Community.

(revised Nov. 2014)
Council will include approved contributions in the annual budget.
At the discretion of council, contribution requests not approved in the annual budget may be approved if council determines they are appropriate.

Requests from Neighbouring Jurisdictions
- The R.M. currently finds itself with a financial position that permits generous contributions to neighbouring jurisdictions including the City of Estevan and the Town of Bienfait.
- Council recognizes that neighbouring jurisdictions provide recreational and cultural facilities that are utilized by our ratepayers.
- Council also recognizes that R.M. ratepayers are very supportive of businesses and charities in our neighbouring jurisdictions.
- With the above being considered the R.M. makes annual contributions to the following services within the following jurisdictions:

City of Estevan
- Recreation & Cultural
  - An annual contribution of $70,000.00 is made to the City of Estevan in recognition of the provision of services such as skating rinks, museums, and other recreation and cultural facilities operated by the City.
- Economic Development
  - An annual contribution of $20,000.00 is made to the Estevan and District Board of Tourism, Trade & Commerce in recognition of the provision of economic development services on behalf of the R.M.
- Tourism
  - An annual contribution of $10,000.00 is made to the Estevan and District Board of Tourism, Trade & Commerce in recognition of the provision of tourism services and facilities operated in the R.M. of Estevan.

Nov 15th, 2011 Council Meeting
Nursing 393  BLUE: That beginning in 2013 we commit ½ of a mill for 5 years to a total of $650,000.00 towards the construction of a new Estevan Regional Nursing Home.  
CARRIED UNANIMOUSLY.

Nov 29th, 2011 Council Meeting
Health 425  BLUE: That beginning in 2012 we increase our health levy commitment to ½ a mill based on our 2011 taxable assessment which equals $130,350.00.  
CARRIED UNANIMOUSLY.

14.01 DISCIPLINE
For the purpose of this policy, progressive discipline, is the process of disciplining employees for unacceptable work ethic and/or inappropriate behavior relating to the performance of their responsibilities of employment with the R.M. of Estevan No. 5. For the purpose of this policy, progressive discipline is initiated and/or continued as a result of an Employee displaying inappropriate behavior, not performing the job expected of them, or presenting themselves in an inappropriate state when an appropriate explanation for the unacceptable performance or behavior is not available. The intent of
progressive discipline is to prevent further inappropriate actions or behavior of employees from occurring. Progressive discipline will be dealt with in three steps (as described below), and will be implemented by members of the Employer’s Employee Relations Committee of the R.M. or the replacement in their absence. An Employee shall be entitled to representation by the Shop Steward or Union Representative at any time during the discipline process. Any progressive discipline actions will be documented and signed by the Reeve and/or Administrator (or a member of the Employee Relations Committee) of the Municipality and will become a part of the Employee’s file which shall be maintained in the administrative office of the R.M. of Estevan.

**STEP 1** - Following the first indication of inappropriate performance, behavior, or state by an employee as described above, the Reeve and/or Administrator will arrange a meeting with the Employee in question and members of the Employer’s Employee Relations Committee. The Employee may have a representative accompany them if he or she wishes. The Employee will be informed of their inappropriate actions in writing. The Employee will be given a chance to explain the circumstances surrounding the inappropriate actions (their explanation, if any will be recorded). If in the opinion of the Employee Relations Committee, the explanation is not sufficient, the Employee will be informed as to how their actions were inappropriate. The employee will be informed that his/her actions will become part of their file and any further action may result in a temporary lay-off in employment. If there are not further incidents within eighteen (18) months occurrence, the matter will be automatically removed from an Employee’s employment record.

**STEP 2** - If step one of progressive discipline is followed by further or similar inappropriate performance, behavior, or state by the Employee in question, the Employee Relations Committee may proceed with Step 2. The Reeve and/or Administrator will arrange a meeting with the Employee in question. The Employee may have a representative accompany them if he or she wishes. The Employee will be informed of their inappropriate actions in writing. The Employee will be given a chance to explain the circumstances surrounding the inappropriate actions (their explanation, if any will be recorded). If in the opinion of the Employee Relations Committee, the explanation is not sufficient, the Employee will be informed as to how their actions were inappropriate. The Reeve and/or Administrator will inform the Employee that they have received a temporary lay-off which may vary from one to six days at the discretion of the Employee Relations Committee. The Employee will further be informed that his/her actions will become part of their file and any further actions may result in termination of their employment with the R.M. of Estevan.

**STEP 3** - If step two of progressive discipline is followed by further or similar inappropriate performance, behavior, or state by the Employee in question, the Employee Relations Committee may proceed with Step 3. The Reeve and/or Administrator will arrange a meeting with the Employee in question. The Employee may have a representative accompany them if he or she wishes. The Employee will be informed of their inappropriate actions in writing. The Employee will be given a chance to explain the circumstances surrounding the inappropriate actions (their explanation, if
any will be recorded). If the opinion of the Employee Relations Committee, the explanation is not sufficient, the Employee will be informed as to how their actions were inappropriate. The Reeve and/or Administrator will inform the Employee that their employment with the R.M. of Estevan is hereby terminated.

The Employee Relations Committee will determine what steps of progressive discipline shall be taken. If in the opinion of the Employee Relations Committee, the offense does not warrant steps two or three, steps one or two may be repeated using the appropriate protocol. If in the opinion of the Employee Relations Committee the offense requires the Employee Relations Committee to proceed immediately with steps two or three they will proceed in such a manner. All progressive discipline measures will be reported to the Council of the R.M. of Estevan and recorded and ratified by Council at the next regular Council meeting.

15.01 CREIGHTON LODGE MANAGEMENT COMMITTEE

MEMBERS:
Membership on the Creighton Lodge Management Committee (the “Management Committee”) shall consist of one person from each of 5 municipalities including the RM’s of Estevan, Coalfields, Cambria, Benson and Cymri (the “participating municipalities”). In addition, if the Administrator is not the appointee from the RM of Estevan, that person shall also sit on this Committee to facilitate the required financial functions.

PURPOSE:
The purpose of the Management Committee is to oversee and manage the entire operations of Creighton Lodge.

APPOINTMENTS:
The RM of Estevan will appoint members to this committee based on the recommendations of the participating municipalities, however will only accept appointees who meet the following standards:

- Demonstrate a concern for the overall operations of the Lodge.
- Support the initiatives of the RM of Estevan and the participating municipalities as they relate to the operations of the lodge and the past initiatives in the acquisition of the lodge.

The RM of Estevan will also accept input from the Management Committee with regards to any appointments.

SCOPE:
- The RM of Estevan authorizes the management committee to make all necessary decisions and approve all necessary expenditures relating to the operations of Creighton Lodge.
- The RM of Estevan will require the management committee to consult the RM of Estevan on major capital purchases other than ordinary smaller renovations and equipment purchases.
- In situations where major renovations are required the RM of Estevan may consult both the Management Committee as well as the participating municipalities prior to approving such expenditures.

(revised Nov. 2014)
15.03 CREIGHTON LODGE TRUST COMMITTEE

MEMBERS:
Membership on the Creighton Lodge Trust Committee shall consist of:
- One person from each of 5 municipalities including the RM’s of Estevan, Coalfields, Cambria, Benson and Cymri (the “participating municipalities”).
- A maximum of 5 members at large.

PURPOSE:
The purpose of the Creighton Lodge Trust Committee is to raise funds for the initiatives approved by the Creighton Lodge Management Committee and the participating municipalities including:
- Capital Improvements; and
- Purchases that contribute to the enhancement of the Quality of Life of the Residents of Creighton Lodge.

APPOINTMENTS:
- The RM of Estevan will accept 1 appointee from each of the 5 participating municipalities.
- The RM of Estevan will appoint 5 members at large who meet the following standards:
  - Demonstrate a concern for the overall operations of the Lodge.
  - Support the initiatives of the RM of Estevan and the participating municipalities as they relate to the operations of the Lodge and the past initiatives in the acquisition of the Lodge.
  - Demonstrate a desire and willingness to raise funds for the improvement of Creighton Lodge.
- The RM of Estevan will also accept input from the current management committee.

SCOPE:
- To raise funds to support the required capital improvements and quality of life improvements for the residents of Creighton Lodge.
- The accounts for Creighton Lodge shall be managed by the RM of Estevan in a separate bank account.
- All funds shall be expended at the direction of the Creighton Lodge Management Committee.

(revised Nov. 2014)
16.01 Post Flood Development in the Flood Area
Council recognizes the need to ensure adequate measures are in place to ensure all permitted development occurs only above the greater of the 1:500 flood level and/or above the “Flood of Record” level (“the Flood Level”). Council will consider the 2011 flood levels to be the Flood of Record.

Council will require any permitted finished development to occur a minimum of .5 meters above the Flood Level.
- Unless a development permit is requested by an affected land owner or unless the RM is requested to review an affected property, the RM will not undertake to determine which houses have been flooded or affected by the flood. Council will only respond to permit applications or requests of owners.
- If a development permit is requested by a developer in the flood area, council will direct the development officer and building official to ensure that no finished development occurs below a level that is .5 metres above the Flood Level.
- For greater clarification only unfinished foundations will be permitted below this level. Any electrical work, plumbing, furnaces or finishes of any sort must be above this level.
- Foundations affected by the flood, that owners are seeking a development permit to develop or re-develop, will be required to have the approval of a structural engineer prior to the issuance of a development permit.
- Developments affected by the flood, that owners are seeking a development permit to develop or re-develop, will be required to have the approval of public health related to health safety issues prior to the issuance of a development permit.

17.01 Economic Development Commercial Tax Incentive
August 14, 2013
That the commercial economic development tax abatement incentive offered by the Municipality, from this date forward, has the following criteria:
1) The buildings on the original Development Permit application will be what is considered for the tax incentive up until expiration date.
2) The incentive will be for a two year period starting from the date of the building permit approval.
3) Temporary buildings (no foundation) are not eligible.
4) Workcamps are not eligible.
18.01 MUNICIPAL RESERVE Calculations

November 28, 2013

- The value for Municipal Reserve on 10 acre residential sites be derived by taking a market value of $60,000/lot at 60% which equates to $36,000 then take 10% as per the Planning and Development Act) giving $3,600/lot.

- The value for Municipal Reserve on Commercial and Residential subdivisions, other than the Residential 10 acre sites, where the value is known will be derived using that value multiplied by 60% divided by the acres for a dollar per acre value:
  - Example: for Commercial – Planning and Development Act states 5%:
    Value of $750,000 for 20 acres would equate:
    - $750,000 X 60% = $450,000
    - $450,000/20acres = $22,500/acre
    - 20 acres X 5% = 1 acre
    - 20 - 1 = 19
    - $22,500 X 19/20 = $21,375

- Example for Residential: (first subdivision from a quarter is exempt), Planning and Development Act states 10%:
  - Value is $50,000 for 3.5 acres
  - $50,000 X 60% = $30,000
  - $30,000/3.5 acres = $8,571.43/acre
  - 3.5 acres X 10% = 0.35 acres
  - 0.35 acres X 10% = .035
  - 0.35 - 0.035 = 0.315
  - $8,571.43 X 0.315 = $2,700.00