

POLICY MANUAL

R.M. of Blucher, #343

Updated to: April 14, 2010

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COUNCIL

1.1 CODE OF ETHICS

POLICY

Every member of Council shall adhere and abide by the following Code of Ethics:

1. I will be motivated primarily by an earnest desire to serve my municipality and the people of my community to the best of my ability.
2. I will endeavor to attend all council meetings.
3. I will recognize that the expenditure of municipal funds is a public trust, and I will endeavor to see that all funds shall be expended efficiently, economically and in the best interest of the municipality.
4. I will not use the municipality or any municipal program for my own personal advantage or for the advantage of my friends.
5. I will do everything possible to maintain the integrity, confidence and dignity of the office of a rural municipal council member.
6. I will listen to what other council members; individuals or groups may have to say before making final decisions.
7. I will endeavor to avoid hostility and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters and not to withhold or conceal from my fellow council members any information or matter in which they should be concerned.
8. I will make no disparaging remarks, in or out of the council meeting, about other members of the council or their opinions, but I reserve the right to make honest and respectful criticism.
9. I will consider it unethical to pursue any procedure calculated to embarrass a fellow member of council, a member of the municipal staff or another local government body.
10. I will treat my fellow council members, the municipal staff and the public I serve with respect and consideration.
11. I will recognize that authority rests with the council in legal session, and not with individual members of the council.
12. I will abide by majority decisions of the council once they are made.
13. I will not discuss confidential business of council outside of council and committee meetings.
14. I will endeavor to keep informed on all local, provincial and national municipal developments of significance.
15. I will earnestly try to interpret the people's needs of the entire municipality and do my best to implement action to meet those needs, keeping in mind budget limitations of the municipality.

RATIONALE

In the spirit of fidelity and good government, every member of council must abide by a recognized Code of Ethics.

AUTHORITY

Resolution #6-99 passed January 13, 1999

1.2 MUNICIPAL ANTI-DISCRIMINATION POLICY

POLICY

The RM will follow policies and procedures which will not discriminate against employees or job applicants on the basis of:

- ? ? age (18-64)
- ? ? creed or religion
- ? ? family or martial status
- ? ? nationality, ancestry or place of origin
- ? ? physical or mental disability
- ? ? race or color
- ? ? receipt of public assistance
- ? ? sex (includes sexual harassment and pregnancy discrimination)
- ? ? sexual orientation

RATIONALE

The Saskatchewan Human Rights Code prohibits discrimination in employment.

AUTHORITY

Resolution #261-2002 passed December 11, 2002

1.3 MUNICIPAL HARASSMENT POLICY

POLICY

1. The RM will attempt to ensure that no worker is subjected to harassment at the place of employment.
2. No worker shall cause or participate in the harassment of another worker.

PROCEDURE

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

1. A worker who believes that he 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.
2. Where this cannot be done, or is unsuccessful:
?? the worker should report the alleged harassment to their supervisor.
3. In the event the alleged harassment complaint is not resolved:
?? the worker should report the alleged harassment to the Reeve.
4. In the event that the complaint is against the Reeve:
?? the worker should report the alleged harassment to the Deputy Reeve.
5. Once a report is received, the supervisor, Reeve or Deputy Reeve shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
6. Following the conclusion of the investigation, the supervisor, Reeve or Deputy Reeve will inform the complainant and the alleged harasser of the results of the investigation.
7. Where harassment has been substantiated, the supervisor, Reeve or Deputy Reeve will take appropriate corrective action to resolve the complaint and, if considered necessary by council, consult a solicitor to assist in determining the appropriate action. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.
8. The supervisor, Reeve or Deputy Reeve will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.
9. Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: The Occupation Health and Safety Act, 1993; particularly sections 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 sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at (306) 787-4496.

RATIONALE

1. Every worker is entitled to a working environment that is free of harassment.
2. "Harassment" means any objectionable conduct, comment or display by a person that:
 - i. is directed at a worker;
 - ii. is made on the basis of race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, nationality, ancestry or place of origin; and

iii. constitutes a threat to the health or safety of the worker.

AUTHORITY

Resolution #261-2002 passed December 11, 2002

GENERAL GOVERNMENT SERVICES

2.1 BYLAWS

POLICY

Bylaws may be passed regarding any of the following subjects

For Agricultural Purposes

? ? Purchase and distribution of chemicals, purchase and resale of seed grain, feed grain and fodder, cleaning grain, extermination of certain animals and birds, etc.; extermination of insects.

With respect to Vehicles

? ? Maximum weight of vehicles; classifying vehicles; parking of vehicles; erecting of road signs, speed of motor vehicles in hamlets; bicycles; weight, movement of vehicles; permit to cut hay; removal of dirt, etc. from roads; encumbering roads; removal of drifted soil; snow ridges; restriction on situation of buildings, trees, shrubs, stone piles, etc.; removal of brush, trees, stone piles, portable structures, etc.

With respect to Licensing

? ? Places of amusement; automatic machines; billiard tables, bowling alleys, etc.; classifying and licensing mining contractors; owner of gravel pit plant and equipment and fee for gravel; occupants of trailers, etc. used for residential purposes; operators of trailer parks or camp and collection of license fees for residential purposes; transient traders.

With respect to Protection

? ? Fire protection; fire prevention; burning of straw; restricting discharge of firearms; loose wire; noise; herding or grazing of livestock; keeping of livestock or poultry; control of dogs.

With respect to Agreements with Other Municipalities

? ? To enhance or provide services, for example: Library, Fire Fighting, Emergency Measures, A.D.D. Board, Ambulance Board, etc.

RATIONALE

Bylaws will be passed, as Council deems necessary for the betterment of ratepayers.

AUTHORITY

The Municipalities Act:

Agricultural Purposes - Section 8

Vehicles Purposes - Section 8

Licensing Purposes - Sections 9 & 306

Protection Purposes - Section 8

Agreement Purposes - Sections 42 & 43

2.2 BYLAW SUMMARY

POLICY

Bylaws will be passed as council deems necessary for the betterment of ratepayers

Description	Bylaw #
Agreement re: Highway #316	6-95
Assessment Appeal Fee	6-97
Assessment Notice Mailing Dispensement	8-95
Assessment Roll Completion Date	5-2007, 12-2008, 3-2009
Basic Planning Statement	3-2001, 6-2003, 1-2004, 1-2007, 8-2007
Brush & Shrubs	1-2006
Building Tax By Installment	11-86
Building Bylaw	10-2004
Building Setbacks	16-2001
Business License	2-2003
Business Tax – Home Based Businesses	9-97
Bylaw Enforcement	1-90
Bylaw Enforcement Officer	7-2005, 2-2008
Bylaw Repeal	17-83, 6-85, 6-87, 5-91, 2-92, 18-97, 9-2000, 23-2001, 24-2001, 12-2005
Cargill Limited – Waste Waster Treatment Plant	7-96
Cheque Issuing	13-2005
Christ Church Heritage Designation	9-84
Closing & Leasing of Certain Roads	7-2006, 8-2006, 3-2007, 1-2008, 9-2008, 15-2008, 18-2008, 19-2008, 7-2009
Dangerous Dogs	4-79
Direct Sellers Act/Business License	2-2003
Dirt, Stones, Rubbish Removal	10-85
District Board of Revision	3-97
Effluent Treatment System – Sask Water Corp	3-96
Electronic Transfer	4-99
Emergency Funds	7-2001
Employee Contracts	5-2000, 4-2007, 14,2008, 17-2008, 1-2010
Expropriation of Land	6-2006
Fire Cost Levying	1-93
Fire Protection – Allan	10-99
Fire Protection- Bradwell.	7-99, 4-2008
Fire Protection – Clavet	7-99, 7-2008
Fire Protection – Elstow	7-99, 7-2008
Fire Protection – RM of Morris #312	7-99, 7-2008
Fire Protection – RM of Lost River #313	10-99
Fire Protection- RM of Dundurn # 314	7-99, 7-2008
Fire Protection – R.M. of Colonsay #342	9-99, 6-2008
Fire Protection – RM of Corman Park # 344	7-99, 7-2008
Fire Protection – R.M. of Aberdeen, #373	7-99, 7-2008
Fire Protection – City Of Saskatoon	17-2007
Firearms Discharge Prohibition.	2-96
Firearms Discharge Prohibition – Sunset Estates	7-2000
General Penalty Bylaw	1-90

Updated and approved by Council, Resolution #63-2001, February 26, 2001

Gravel Extraction Fee	3-88
Haying Policy	13-2004
Highway Traffic Signs	10-2007, 14-2007, 5-2008
Highways Act Bylaw Amendment	7-87
Home/Yardsite Occupation	2-2003
Insurance, SARM Liability Agreement	4-95
Insurance, SARM Property Insurance	7-2002
Mill Rate Factors	6-2009
Noise Control – Sunset Estates	8-2000
Penalties on Arrears	3-2008
Penalty (Fine) Bylaw	1-90
Property Tax Incentives & Penalties	3-2008, 8-2009
Public Notice	10-2005
Public Sewage Utility	2-97
Public Utility Board	1-99, 5-2001, 11-2008
Raising of Rodents	7-2007
Rats	7-82
Rec Assoc – Sunset Estates	3-87, 11-2007
Regional Emergency Mutual Aid Agreement	5-2006
Retention & Disposal of Documents	8-2004
Saskatchewan Water Corp – Tower Hill & Settlers Ridge	3-99
Scrap Tires	8-99
Special Fee for Services (Curb Side Waste Collection)	12-2004
Speed of Motor Vehicles	16-2008
SREDA	5-2002
Street Closure – Hamlet of Blucher	3-2005
Stone Piles	1-2006
Tax Certificates	22-2001
Tax Discounts	3-2008
Temporary Closing of Roads	10-2001
Trailer Licenses, Outside A Mobile Home Park	7-93
Trailer Licenses, Within A Mobile Home Park	5-93
Trailer Park Operator	6-93
Trees, Stones, Buildings, Adjacent To Roadways	1-2006
Truck Cover	1-96
Voting Hours	9-89
Water Bylaw	3-95, 6-2007
Weight Restriction On Roadways	14-2001
Wheatland Regional Library	2-2001
Zoning Bylaw	4-2001, 15-2001, 3-2002, 5-2003, 8-2003, 5-2004, 6-2005, 2-2007, 12-2007, 8-2008, 10-2008, 13-2008, 20-2008, 1-2009, 2-2009, 5-2009

2.3 COMMITTEES

POLICY

That we appoint committees to assist council in the management of the municipality.

TYPES

Employee Committee
Finance Committee
Zoning Committee
Development Appeals Board
Saskatoon Health Region Community Advisory Network
Fire Protection Committee
Fire Chiefs
Deputy Fire Chiefs
Fire Rangers
Employee Safety Committee
Gravel Committee
Gravel Source Committee
EMO Executive Committee
Road Ban/Weight Committee
Wheatland Regional Library
SREDA
Joint Rat Control Committee
Building Official
Inter Municipal Cooperative Association
South Sask River Watershed Saskatoon Planning Committee
RCMP Community Consultative Group
MD Ambulance

DUTIES

Committee members should meet as necessary in order to satisfactorily perform their duties and inform council of any information, which may be pertinent.

RATIONALE

This policy provides a distribution of duties for more efficient management of the municipality.

AUTHORITY

Resolution #299-2009 passed November 18, 2009

2.4 COUNCIL DUTIES

POLICY

DUTIES

Road inspections in division, including signs, ditches, culverts, road surfaces, etc.

Fire Warden

Weed control, report to Weed Inspector any noxious weeds

Maintain municipal waterwells

Liaison to ratepayers regarding Municipal, Provincial and Federal government policy

To calmly attend to ratepayer's inquiries and comments

In the event of an emergency, may authorize work, to a cost not exceeding \$1,000.00,

(NOTE: Any other work must be approved by Council before authorization.)

To efficiently manage the affairs of the Municipality under the authority provided by Provincial statute, either by resolution or by Bylaw.

AUTHORITY

The Municipalities Act and various other provincial statutes

Bylaw No 7-2001, adopted by resolution of Council, March 12, 2001

2.5 INSIDE EMPLOYEES

POLICY

That we shall keep on staff an administrator and an assistant administrator.

DUTIES

The administrator shall perform his duties as outlined in the applicable acts or as directed by council. The assistant shall aid in keeping the office operating in an efficient manner under the direct supervision of the Administrator. The administrator is instructed to, whenever possible, attend all S.A.R.M. and R.M.A.A. Conventions and seminars and any other applicable workshops or meetings.

RATIONALE

In order to satisfactorily perform municipal administration, at the discretion of Council, two inside employees are required. The administrator must attend various meetings in order to keep abreast of current municipal matters.

AUTHORITY

Resolutions #320-2009 & #321-2009 passed December 16, 2009

The Municipalities Act - Sections 110, 111, 126, 159, 185, 186 & 272

2.5.1 BENEFITS

POLICY

That we will for permanent employees, provide S.A.R.M. Disability Benefits, Health & Dental Benefits, Municipal Superannuation and Saskatchewan Workers' Compensation Board coverage. We will also provide W.C.B. and S.A.R.M. Disability Benefits & Health & Dental Benefits coverage for Council at a rate as established by the annual industry average.

Above coverage NOT to be effective for any casual employee.

That when an employee is away from work on disability leave, that the employer will continue paying that employee's health & dental insurance premiums for as long as the employee is on disability leave, to a maximum period of 3 years from the date the employee left work due to the disability.

That we pay vacation pay on every pay cheque, for hourly rate employees.

FUNDING

RM to pay:

- ? ? S.A.R.M. Short-Term Disability Benefits Program at 100% of cost.
- ? ? S.A.R.M. Long-Term Disability Benefits Program at 50% of cost.
- ? ? S.A.R.M. Health & Dental Benefits Program at 100% of cost
- ? ? Municipal Employees Superannuation plan as per the said plan's regulations.

AUTHORITY

Resolution #244-97 passed August 11, 1997

Resolution #180-2005 passed June 8, 2005

Resolution #248-2009 passed September 9, 2009

2.5.2 SEVERANCE

POLICY

That permanent, out of scope, employees with the R. M. of Blucher, # 343 shall be paid, in the case of job termination with out cause, and in addition to notice of termination, severance compensation in an amount equivalent to one-twelfth (1/12) of the employee's current annual salary for every one year of permanent employment with the R. M. of Blucher, # 343, or a pro-rated amount in the case of a partial year's permanent employment.

RATIONALE

Out of scope employees have no collective agreement protection should their position with the R. M. of Blucher, # 343 be terminated with out cause and consequently, to acknowledge the employee's period of service to the R. M. of Blucher, # 343, severance compensation shall be awarded.

AUTHORITY

Resolution #104-2000 passed April 12, 2000

2.6 BUSINESS LICENSING & TAXATION

POLICY

Any building used primarily to derive commercial income shall be assessed and taxed. Any other home and yard site business occupation with no commercially assessable building shall pay a license fee.

APPLICATION

- ? ? Any building used primarily for commercial income purposes shall be assessed and, following any applicable appeal process, a tax levy applied accordingly.
- ? ? Any other home or yard site business occupation, that has no commercially assessed and taxed building, shall pay the following license fee upon approval by Council:
 - ? ? Part time home occupation - \$30 per year
 - ? ? Full time home occupation - \$100 per year
 - ? ? Yard site occupation - \$100 per year

RATIONALE

In order to maintain equity and to effectively collect a business levy owing the municipality, a business license fee must be implemented.

AUTHORITY

Bylaw #2-2003 passed February 12, 2003

Resolution #45-2003 passed February 12, 2003

The Municipalities Act - Section 8

2.6.4 DISCIPLINE

POLICY

The Municipality shall discipline its employees according to the procedure described below.

RATIONALE

To operate this Municipality efficiently, the employer requires all employees to meet certain standards of work quality, safety and dependability at all times.

PROCEDURE

An Employee Committee Member may be present with any employee at any meeting called to impose discipline.

Step 1: Where an issue with an employee's conduct or work performance arises, the foreman will explain clearly to the employee where he is failing, or what pattern of behavior needs correcting, to meet the required standards and what needs to be done to correct the situation. A summary of this interview will be recorded and signed by the foreman, employee and attending Employee Committee Member.

Step 2: If another incident of failing to meet the required standards occurs or if the pattern of behavior which was the subject of a Step 1 warning does not improve, the foreman and a member appointed by Council, will explain once again to the employee where he is failing, or what pattern of behavior needs correcting, to meet the required standards and what needs to be done to correct the situation. The employee will also be provided with a written warning signed by the foreman, employee and attending Employee Committee Member.

Step 3: If another incident of failing to meet the required standards occurs, or if the pattern of behavior which was requested by the foreman to be corrected in Step 2 does not improve, an interview will be held with the said employee, Employee Committee Member, a member appointed by council and the foreman. The employee shall be given an unpaid suspension and will be asked to consider seriously whether he intends to abide by the employer's standards. A summary of this interview will be recorded and signed by the foreman, council member, employee and attending Employee Committee Member.

Step 4: If there is a further occurrence of failing to meet the required standards or if the pattern of behavior which was requested by foreman to be corrected in Steps 1,2 & 3 does not improve, **termination of employment will result.**

The steps set out above are guidelines only. Depending upon the circumstances of the situation, the employer may skip any disciplinary steps.

An employee may be subject to **immediate dismissal** for the following serious infractions:

1. Failure to disclose to the Municipal foreman the events surrounding an accident.
2. Arriving at work under the influence of alcohol or other drugs.

3. Any physical, sexual or verbal harassment of any kind on Municipal property or job sites.
4. Theft of employer property or property of a fellow employee.
5. The use or possession of liquor or drugs on employer property or job sites.
6. Willful damage of employer property or property of a fellow employee.
7. Reckless disregard of safety rules.

AUTHORITY

Employee Agreement - Resolution # _____ passed _____

2.7 OFFICE PROCEDURES

2.7.1 PHOTOCOPY CHARGES

POLICY

We shall charge for photocopies.

COSTS

Village of Bradwell - \$35.00 per month

General Public - \$0.25 per copy for Black and White Copies
- \$1.00 per copy for Color Copies

Charitable/Non-profit organizations - \$0.07 per copy

RATIONALE

These charges will enable the municipality to cover the costs of copies not performed for municipal purposes.

AUTHORITY

Resolution #157-2009 passed June 10, 2009

Resolution #302-2009 passed November 18, 2009

Resolution #328-2009 passed December 16, 2009

2.7.2 SALES OF SUPPLIES, MAPS, HATS, HISTORY BOOKS

POLICY

That we sell hats and maps to the general public at cost. That in order to assist historical societies in selling local history books, we will have on display and for sale history books for this purpose.

Map sales pursuant to Section 8.3

COSTS

Maps - \$9.25 each including taxes

Pins - \$2.00 each including taxes

Fax Sending - \$1.50 per page

Fax Receiving - \$1.50 per page

History Books	Bradwell	\$10.00
	Elstow	\$20.00

RATIONALE

It is our responsibility to provide reasonable services to the public.

AUTHORITY

Resolution #328-2009 passed December 16, 2009

Resolution #13-2010 passed January 6, 2010

2.8 MOBILE HOMES

2.8.1 TAX PREPAYMENTS

POLICY

All owners of buildings situated on land belonging to another person, and outside a mobile home park must remit 1/12th of their annual property taxes monthly.

APPLICATION

These remittances may be made monthly or by remitting post-dated cheques, said payment to be received by the 15th of each month.

RATIONALE

This policy provides that each property owner shall remit appropriate taxes, in order to prevent arrears and to ensure all property taxes are paid up to date should the building be removed mid-year.

AUTHORITY

The Municipalities Act - Section 301

Bylaw No 11-86, adopted by resolution of Council, December 8, 1986

2.8.2 LICENSING OF MOBILE HOMES

POLICY

Each mobile home situated in the municipality and within a mobile home park shall be licensed.

RATIONALE

The Municipalities Act states that these mobile homes may be licensed.

APPLICATION

This shall apply to all mobile homes situated within a mobile home park. The park manager must collect a monthly license fee for each mobile home and remit the fees to the municipality.

AUTHORITY

The Municipalities Act - Sections 9 & 306

Bylaw No 5-93 & Bylaw No 6-93, adopted by resolution of Council, October 13, 1993

2.8.3 LICENSING OF MOBILE HOMES NOT SITUATED WITHIN A MOBILE HOME PARK

POLICY

Each mobile home situated in the municipality and not within a mobile home park shall be licensed for the balance of the current year. The following year, the mobile home shall be assessed and taxed.

RATIONALE

The Municipalities Act states that these mobile homes may be licensed.

APPLICATION

This shall apply to all mobile homes not situated within a mobile home park. Every occupant of these mobile homes shall, within 30 days of entry into the municipality, pay a monthly license fee for the balance of the current year.

AUTHORITY

The Municipalities Act – Sections 9 & 306

Bylaw No 7-93, adopted by resolution of Council, October 13, 1993

2.8.4 TRAILER LICENSE FEES

POLICY

Any trailer situated in the municipality, which has not yet been assessed or is situated within a mobile home park, is subject to trailer license fees based on the square footage of the trailer

FEE SCHEDULE

Less than	300 sq. ft	\$13.00 per month
301 -	400 sq. ft	\$15.50 per month
401 -	500 sq. ft	\$19.00 per month
501 -	600 sq. ft	\$21.50 per month
601 -	700 sq. ft	\$24.00 per month
701 -	800 sq. ft	\$28.00 per month
801 -	900 sq. ft	\$30.00 per month
901 -	1,000 sq. ft	\$32.00 per month
1,001 -	1,100 sq. ft	\$36.00 per month
1,101 -	1,200 sq. ft	\$38.50 per month
1,201 -	1,300 sq. ft	\$42.00 per month
1,301 -	1,400 sq. ft	\$44.00 per month
1,401 -	1,500 sq. ft	\$47.50 per month

APPLICATION

License fees are to be paid monthly effective the beginning of the month following the trailer moving in to the municipality and to be received by the municipal office no later than the 15th of each month. Post-dated cheques will be accepted.

AUTHORITY

The Municipalities Act – Sections 9 & 306

Bylaw No 5-93 & No 6-93 & No 7-93, adopted by resolution of Council, October 13, 1993

2.9 LIQUOR PERMITS

POLICY

That the Councilor for Division 6 be responsible for authorizing the issuing of liquor permits at the Sunset Estates Mobile Home Park and report to Council at their next meeting for ratification.

RATIONALE

Sask. Liquor & Gaming requires Council's approval before issuing liquor permits in the Municipality.

Since an event may arise between council meetings, it may be impractical to wait until the next meeting for permit approval.

Consequently, one Councilor be given the authority to approve the issuing of the permits subject to approval of the entire Council at their next meeting.

AUTHORITY

Resolution #274-94 passed October 2, 1996

2.10 TENDERING PRACTICES

POLICY

That the Municipality not divulge the number of tenders received until the actual tender opening.

That the Municipality releases only the successful tender bid.

RATIONALE

In order to guarantee the integrity of the tender process, the number of tenders received must not be revealed until the actual tender opening, nor should the unsuccessful bids be released.

AUTHORITY

Resolution #321-97 passed November 17, 1997

Resolution #120-98 passed April 30, 1998

TRANSPORTATION

3.1 OCCUPATIONAL HEALTH & SAFETY

POLICY

The Council of the Rural Municipality of Blucher, No. 343 is committed to providing a safe and healthy work environment for all employees.

The RM recognizes the roles, rights and responsibilities of all municipal employees in the field of occupational health and safety (O H & S).

The RM is committed to establish and maintain an O H & S program to ensure the goals of this policy and the right of participation of all employees.

All municipal employees are required to support the O H & S program and are accountable for implementing this program.

The RM is committed to the support of safe work procedures by enhancing safety consciousness and through the funding of reasonable equipment and training.

By fulfilling our safety responsibility, everyone will share the benefits of a safe workplace.

RATIONALE

An occupational health and safety program is an important health and safety tool. Effective occupational health and safety programs have been proven to reduce accidents and illness in the workplace. Every employer would benefit from implementing an effective occupational health and safety program, but the act and regulations say employers in moderate to high hazard industries, such as Rural Municipalities with 10 or more workers, must implement a program.

AUTHORITY

Section 13 & Regulation 22 of the Occupational Health & Safety Act

Resolution #296-99 passed December 9, 1999

3.2 BRIDGES

POLICY

No structure, conveyance assembly, ditch or canal is to be placed on our road allowances without formal consent of the Council. Prior to any new bridge construction, a formal agreement must be entered into between the municipality and the appropriate party indicating the respective financial, maintenance and replacement responsibilities. The municipality is by statute responsible for the structured liability of existing bridges, however, the municipality may, by agreement, recover applicable maintenance and replacement costs from the appropriate party. All parties are responsible for maintenance and repair when it relates to the purpose, operation and the integrity of the ditch or canal and for the effect those works have on structures used by the traveling public.

AUTHORITY

**The Municipalities Act - Section 12
and Policy guidelines for Local Government Structure
installations as prepared by Sask. Rural Development**

3.3 CONSTRUCTION

3.3.1 BORROW PITS

POLICY

That we provide payment for borrow pits when necessary in order to accommodate municipal roadwork. Negotiation for Borrow pits should be left to each individual Councilor, said negotiations to be in writing and subject to final approval by Council.

Payment Schedule:

\$500 per acre

RATIONALE

This policy gives landowners reasonable compensation for borrow areas taken out of production.

AUTHORITY

Resolution #180-2006 passed July 12, 2006

3.3.2 FENCING

POLICY

That we provide payment for fence removal and replacement when necessary in order to accommodate municipal roadwork.

PAYMENT SCHEDULE AND CONDITIONS

\$1,000.00 per mile for removal, \$2,500.00 per mile for replacement, providing the owner does the removal and/or replacement. Municipality will remove and/or replace a fence, however, in this case, no payment will be made to owner and the owner must supply the materials.

Should the owner wish, the Municipality will contract the fence removal/replacement. The Councilor to make the arrangements for their respective divisions and advice Council at their next meeting for ratification.

RATIONALE

This policy gives landowners compensation for labour and costs involved in fence removal and replacement, when necessary, in order to accommodate municipal road work. Otherwise the Municipality will contract the work out.

AUTHORITY

Resolution #306-87 passed December 14, 1987

Resolution #233-96 passed August 14, 1996

Resolution #186-98 passed August 12, 1998

3.3.3 LAND DAMAGE

POLICY

That we provide payment for land damage when necessary in order to accommodate municipal roadwork. Negotiation for Land Damage should be left to each individual Councilor, said negotiations to be in writing and subject to final approval by Council.

RATIONALE

Due to the varying circumstances, flexibility must be given so that the Councilor may negotiate a satisfactory arrangement.

3.3.4 CROP DAMAGE

POLICY

That we will provide payment for crop damage when necessary in order to accommodate municipal roadwork.

COMPENSATION

We will pay \$600.00 per acre of damaged crop with the said area damaged to be determined by legal survey, or as negotiated by the Councilor.

RATIONALE

In order to facilitate municipal road construction we will pay the approximate cost of damaged crops.

AUTHORITY

Resolution #162-2008 passed April 9, 2008

3.3.5 RIGHT OF WAYS

POLICY

When building or upgrading roads, we will obtain the required easements, or, if necessary, we will purchase additional municipal right-of-ways.

Right of Way Purchase

We will pay a flat rate of \$1,200 per acre X the number of acres required. Exact acreage required to be determined by legal survey.

Easements

No payment.

APPLICATION

We will obtain the necessary easement, or if required, offer to purchase right of way at established rates. If we are unable to negotiate a satisfactory agreement, expropriation may be necessary.

RATIONALE

It is our responsibility to provide roads within the municipality and in so doing expanded right of ways may be required.

AUTHORITY

The Municipalities Act - Section 8

The Municipal Expropriation Act, Section 3(1)

Resolution #287-96 passed December 8, 1996

Resolution #327-2006 passed December 13, 2006

Resolution #162-2008 passed April 9, 2008

3.3.6 CONSTRUCTION INSPECTION

POLICY

All designated road construction shall be inspected by the Reeve, Councilor for the division, which the road is located, and the municipal foreman, with a report submitted to Council for approval, prior to any construction contractor release being authorized.

APPLICATION

The Reeve, appropriate Councilor, and the municipal foreman shall attend the final inspection, together with the municipal consulting engineer and Sask. Highways district engineer. They shall then submit a report to Council requesting Council's approval of the construction, or detailing what remedial action is necessary before approval is to be given.

RATIONALE

The adequacy of the construction must be ensured, to Council's satisfaction, prior to the contractor being released from any further action.

AUTHORITY

Resolution #186-94 passed August 10, 1994

3.3.7 MUNICIPAL ROAD CONSTRUCTION

POLICY

All municipal road construction, , whether done by contractors or by municipal equipment, shall be authorized by resolution of Council.

RATIONALE

Council must be aware of, and approve, the expenditures of municipal funds for road construction either by a private contractor or through the use of municipal equipment.

AUTHORITY

The Municipalities Act - Section 8 & 159

3.3.8 NEW DEVELOPMENT ACCESS CONSTRUCTION

POLICY

The developer shall be responsible for the entire cost of upgrading any municipal access to the following local access standards unless otherwise specified by the Municipality.

Local Access Specifications:

1. Legal Survey to determine location of existing road allowance.
2. Construction of all graded and graveled roadways to the following standards:
 - a) Minimum Right of Way Width
 - i) 20 m
 - b) Full width of right of way to be cleared and brush disposed
 - c) Minimum roadway height – 1.2 m
 - d) Roadway top width - 7 m
 - e) Roadway side slopes – 3:1
 - f) Roadway back slopes – 5:1
 - g) Roadway maximum gradient – 9 %
 - h) Installation of all necessary drainage structures, culverts, approaches and ditches according to drainage plan
 - i) Roadway minimum design speed – 40 km/hr
 - j) Roadway gravel surface
 - i) Maximum size 1”
 - ii) 230 m³/km (480 yds/mile) applied over two years
 - k) Roadway top – 5 % clay (binder) in top 6”

The Municipality will assist in obtaining any necessary right of way, however the developer shall be responsible for all costs for obtaining this right of way.

Once the said access has been constructed and approved by the Municipality, the Municipality shall be responsible for the maintenance of the said access subject to any servicing agreement.

RATIONALE

Any development must have access to an appropriate standard of roadway.

Should such a roadway not exist, or not be to the appropriate standard, the developer shall be responsible to improve the said roadway to meet the appropriate standard specifications as determined by the Municipality.

It is not the Municipality’s responsibility to develop all roadways in the Municipality.

The Municipality will be responsible for maintaining the said roadway, subject to any servicing agreement, upon the satisfactory construction completion of the said roadway.

AUTHORITY

Resolution #25–2000 passed January 12, 2000

3.4 CONTRACT WORK

POLICY

Whenever necessary, and subject to approval of Council, this municipality or any developer, may hire outside contractors to perform jobs such as road building, gravel crushing, etc.

All municipal road construction shall be inspected by the Reeve, Councilor for the division the road is located, the municipal foreman, and the developer if applicable, with a report submitted to Council for approval, prior to any construction contractor release being authorized.

The Contractor must provide a performance bond, satisfactory and payable to the Municipality, equivalent to 50 % of the contract price.

The Contractor must provide proof, satisfactory to the Municipality, of liability insurance protection for a minimum of \$ 2 million coverage.

APPLICATION

Generally, such contract work shall be tendered out, with the council or the developer to make the final decision based on the quoted prices, as well as the capability of the contractor.

A letter from the Municipality, acknowledging receipt of the appropriate performance bond and a copy of the liability insurance policy, must be issued prior to any contractor commencing work.

The Reeve, appropriate Councilor, the municipal foreman, and the developer if applicable, shall attend the final inspection, together with the municipal consulting engineer. They shall then submit a report to Council requesting Council's approval of the construction, or detailing what remedial action is necessary before approval is to be given.

RATIONALE

Some municipal operations cannot be adequately and/or efficiently performed using municipal equipment and engaging private contractors may be necessary. To ensure Municipal specifications are being met, the adequacy of the construction must be to Council's satisfaction, prior to the contractor being released from any further action.

AUTHORITY

The Municipalities Act - Section 8 & 159

Resolution #186-94 passed August 10, 1994

Resolution #120-98 passed April 30, 1998

3.5 CULVERTS

POLICY

Whenever necessary, culverts will be installed in municipal roadways in order to facilitate proper drainage. We will annually replace a number of existing cement culverts, with metal culverts, the number to be replaced to be determined each year at the budget meeting, with a priority being given to those cement culverts causing the greatest problems.

APPLICATION

At the present time culverts shall be purchased from Prairie Steel Products, Clavet, providing culvert pricing is competitive, however, all large culvert orders will be awarded at the discretion of Council.

RATIONALE

Proper drainage is a necessity and therefore adequate culverts must be installed. Prairie Steel Products is a ratepayer, and as a result, the municipality should support the company if their prices are competitive. In addition, due to their location, the municipality does not have to carry any culvert inventory, thereby making culvert supply more convenient.

Concrete culverts are deteriorating and are beginning to plug up from within. Therefore, in order to permit the natural flow of water with the least amount of difficulty, these culverts must be replaced as soon as practical.

AUTHORITY

Resolution #326-88 passed November 14, 1988

Resolution #111-2006 passed April 12, 2006

3.6 CUSTOM WORK

POLICY

That we will provide custom work, except as detailed below, the date for performing the work to be at the discretion of the foreman providing:

- ? ? municipal equipment is available
- ? ? municipal operations are not negatively impacted
- ? ? those requesting the custom work sign a waiver absolving this municipality for any liability risk
- ? ? under no circumstances will a municipal Councillor or employee use municipal equipment for the purpose of towing or aiding a private citizen or corporation in an effort to become unstuck from a field or road without the owner first signing a liability waiver absolving the RM of any responsibility for damages;
and further, the operator or the foreman may refuse to perform the work if they deem it unsafe or unnecessary.

The Councilor for the respective division to be notified by the foreman before custom work commences.

All outstanding custom work charges as at December 31, of any year, shall be added to and form part of the property taxes on the land on which the said custom work was performed.

RATES

Motor Grader - \$100.00/hour	Loaders - \$100.00/hour
Snow Blower - \$100.00/hour	Mowers - \$75.00/ hour
Motor Scraper - \$200.00/hour	Gravel truck - \$75.00/hour
Water Tank - \$5.00 per mile plus water charge	Hand Spraying (Weed control) - \$25.00/hour, plus chemical

- Minimum 1(one)-hour charges, charged time to commence at job site.

- Custom-mowing operations, to be restricted to roadway slide slopes and ditches.

RATIONALE

We wish to provide services to ratepayers, non-ratepayers, towns and villages within the municipality and surrounding areas providing this custom work is not to the detriment of ongoing municipal operations. However, a waiver is required so that the municipality does not expose itself to any unnecessary risk.

AUTHORITY

The Municipalities Act - Section 405

Resolution #26-94 passed January 12, 1994

Resolution #161-2008 passed April 9, 2008 and Resolution #288-2008 passed August 13, 2008

Resolution #11-2010 passed January 6, 2010

Ratepayer Rates for Custom Work

In order for a ratepayer to be charged ratepayer rate for municipal custom work, supplies, pit run, base, rock, aggregate, etc., the ratepayer must have the product delivered to a site within the municipality's jurisdiction and the said custom work or material must be for the sole use and enjoyment by the ratepayer at this site.

AUTHORITY

Resolution #341-2001 passed November 13, 2001

Updated and approved by Council, Resolution #63-2001, February 26, 2001

3.7 OUTSIDE EMPLOYEES

POLICY

That we shall employ a road foreman and as many employees as necessary to satisfactorily perform outside maintenance operations.

DUTIES

Foreman - as instructed by council. (See Section 2.6.1)

Employees - as instructed by foreman.

RATIONALE

In order to satisfactorily perform outside municipal operations, a Foreman and sufficient number of employees are required.

AUTHORITY

Employee Agreement - Resolution # _____ passed _____

The Municipalities Act - Section 126

3.7.1 MUNICIPAL FOREMAN POSITION DESCRIPTION

POLICY

The Municipal Foreman receives directives from Council with the Administrator and works in close cooperation with both Council and the Administrator. In general the duties include the planning, organization and supervision of all Municipal employees, equipment and workshops associated with the construction, repair, and related maintenance performed in support of Public Works within the Municipality.

DUTIES

General Duties:

Administration:

- ?? Preparing budgets to provide Council with information and advise on the financial administration of the Public Works Program.
- ?? Developing and maintaining charts and reports showing equipment and related operating costs.
- ?? Preparing a report for submission to Council at its first meeting each month summarizing the activities of the department and making recommendations thereto, and attend such meetings.
- ?? Verifying accounts related to his Department prior to payment of same.
- ?? Maintaining close liaison with Councilors in each division when work other than regular maintenance is being undertaken in that division.
- ?? Recommending with regard to equipment purchases etc.
- ?? Maintaining such wage and equipment costing records as may be prescribed by the Administrator.
- ?? Advising on construction techniques and recommending priorities for construction and maintenance of roads.

Operational:

- ?? Scheduling and assigning work schedules.
- ?? Planning present and future operations.
- ?? Inspecting for safety hazards and ensure safe work habits.
- ?? Training staff.
- ?? Making operational field decisions not covered by policy.
- ?? Controlling work quality and production.
- ?? Participating on the Municipal Occupation Health & Safety Committee.
- ?? Overseeing the activities of Contractors.
- ?? Designing roadway specifications.
- ?? Liaising with consulting engineers on roadway design.
- ?? Overseeing the operations of the Municipal gravel pit including the controlling and scheduling of gravel deliveries.
- ?? Overseeing and scheduling of Municipal custom work.
- ?? Receiving day-to-day messages from the Administrator.

Specific Duties:

This list does not include all duties to be performed but rather, taking general directions from the Foreman Position Description, highlights some specific activities and when they are to be performed.

DAILY

- ? ? Regularly check the cellular telephone for messages.
 - ? ? Check for messages at least every 3 hours.
- ? ? Contact the Municipal Office, either personally or by telephone, to receive messages, gravel/custom work orders, etc.

WEEKLY

- ? ? Ensure Municipal loader is sent to the Municipal waste disposal site to clean up the site and push metal, lumber, etc. into the appropriate piles. Also ensure an adequate fireguard is maintained at the site.

MONTHLY

- ? ? 2-3 days before each monthly council meeting review and authorize all Public Works Department invoices with the Administrator.
- ? ? Attend monthly council meetings and present report to Council summarizing Public Works Department activities and making appropriate recommendations.

ANNUALLY

- ? ? Prepare annual public works equipment maintenance budget and submit to Administrator prior to March 1st.
- ? ? Prepare annual 5-year public works capital expenditure plan and submit to Administrator prior to March 1st.
- ? ? Prepare gravel pit inventory detailing quantities and locations of stock piled material in the Municipal gravel pit and submit to Administrator prior to April 1st and December 31st.
- ? ? Prepare annual 5 year Road Construction plan and submit to Administrator prior to May 1st.
- ? ? Sometime in April meet each Councilor individually and spend the day inspecting their respective divisions. From this inspection prepare and submit to the Administrator prior to May 1st.
 - ? ? Annual gravel reports detailing location and estimated quantities of gravel to be applied.
 - ? ? Annual Municipal non-designated road improvement report detailing locations and estimating improvement costs and any contract work required.
- ? ? Ensure the Municipal loader visits the waste disposal sites of Allan, Elstow, and Sunset Estates a maximum of 8 times per year to clean up the said sites.

ON-GOING

- ? ? Comply with all directions of the Municipal Policy Manual, some examples being:
 - ? ? Maintain regular communication with each individual councilor.

- ? ? Ensure all provisions of the employee agreement are being met including taking all reasonable precautions to provide occupational safety.

- ? ? Custom gravel orders of less than 50 cubic yards are to be delivered within 3 working days of order unless extenuating circumstances prohibit. Any extenuating circumstances to be reported to Council at their next meeting.

- ? ? Coordinate gravel deliveries to ensure all gravel deliveries are made on time and that delivery is receipted by customer.

- ? ? No custom snow removal or custom work to be performed without first completing a municipal custom work application, detailing type of work, estimating costs, and having the application signed by the contracting party.

- ? ? Advising the appropriate councilor when municipal equipment is performing non-maintenance activities in his division. Some examples being:
 - ? ? road improvement and back sloping
 - ? ? custom work

- ? ? Ensure all gravel and pit run removed from the Municipal gravel pit is recorded on a gravel ticket. Gravel tickets to be kept in numerical order and detail date, quantity, pile from where material was removed, material destination and truck number or name. Two copies of every gravel ticket are to be submitted to R.M. office weekly.

- ? ? Ensure employee time sheets detail daily hours worked and specifying locations worked.

- ? ? Perform employee evaluations as per Section 3.7.5.

AUTHORITY

Resolution #34-96 passed January 24, 1996

Resolution #339-2009 passed December 16, 2009

3.7.2 HIRING

POLICY

That foreman shall hire municipal outside employees, subject to the approval of the council.

RATIONALE

The council will maintain the final authority of the hiring practices of this municipality.

Foreman has practical knowledge of the type of employee required. Foreman must have hiring authority in order to maintain employee control. In some cases immediate action is necessary which is not possible if council resolution is required. Council may reverse foreman's decision and reinstate employee at any time..

AUTHORITY

Resolution #339-2009 passed December 16, 2009

The Municipalities Act - Section 114 & 126

3.7.2.1 RECALL AFTER LAYOFF

POLICY

Employees shall be recalled in the order of their seniority providing they are qualified to perform the work required to be performed.

The Employer shall notify such Employee by registered mail addressed to the Employee's last known address. (A minimum of 10 days in advance of recall date) The Employee concerned must notify the Employer within ten (10) days of the date of mailing such registered letter stating his/her acceptance or refusal of the employment offered.

If any Employee fails to notify the Employer of his/her acceptance or refusal of the employment offered within ten (10) days of the date of mailing such registered letter, he/she shall be deemed to have resigned.

RATIONALE

In order to allow an employee time to prepare for returning to work after a layoff, reasonable notice must be provided.

In order to allow the employer the opportunity to fill the position, should an employee fail to return to work after a layoff, a termination deadline must be provided..

AUTHORITY

Employee Agreement - Resolution # _____ passed _____

3.7.3 EVALUATION

POLICY

The employee's immediate supervisor shall follow the following employee evaluation schedule:

Probationary Employee:

- ?? first evaluation no later than 45 calendar days after initial commencement of employment
- ?? second evaluation no later than 75 calendar days after initial commencement of employment

Permanent Employee:

- ?? evaluation within a period of 30 calendar days after employment start date in that year
- ?? evaluation within a period of 10 - 30 calendar days before employment layoff date in that year
- ?? any other time that the supervisor believes an evaluation is necessary to review an employee's performance

Training Employee:

- ?? first evaluation no later than 5 working days after initial commencement of training
- ?? second evaluation no later than 10 working days after initial commencement of training

RATIONALE

In order to:

- ?? provide the employee with constructive criticism so as to enable the employee to improve performance
- ?? allow the evaluator to receive feedback from the employee on the employee's satisfaction with the current working arrangement and/or the employee's goals
- ?? provide historical documentation respecting performance

AUTHORITY

Resolution #208-97 passed June 11, 1997

Resolution #54-98 passed February 11, 1998

Resolution #63-2001 passed February 26, 2001

3.7.4 EMPLOYEE BEREAVEMENT/HOSPITALIZATION

POLICY

An appropriate gift shall be sent to an employee or council member in the event of hospitalization or death of an employee or council member, or their immediate family.

APPLICATION

In the event of the hospitalization or death of any employee, council member, or any of their spouse, parent or child, a fruit basket or flower arrangement costing approximately \$30 shall be sent to the employee or council member's residence.

RATIONALE

To provide an appropriate gesture of support in a time of need.

AUTHORITY

Resolution #205-2003 passed September 10, 2003

3.8 EQUIPMENT

POLICY

That we purchase and maintain a sufficient amount of equipment to effectively conduct municipal operations.

APPLICATION

This equipment is to be used at the foreman's discretion and may be subject to instruction by individual councilors.

EQUIPMENT LISTING	PURCHASE COST	2009 INSURED VALUE	2010 INSURED VALUE
2006 TEREX TS14G MOTOR SCRAPER	400,000	325,000	400,000
2005 CAT 140 H II MOTOR GRADER	252,092	165,000	284,000
2007 CAT 160 H MOTOR GRADER	252,700	200,000	270,000
2007 CAT 140 H MOTOR GRADER	231,700	180,000	250,000
2008 VOLVO 960 MOTOR GRADER	213,500	200,000	240,000
1990 644E LOADER	114,700	55,000	55,000
2005 JD 644J LOADER	199,020	160,000	210,000
1997 JD 310 BACK HOE	36,000	25,000	25,000
1994 MACK CH 613	96,229	20,000	20,000
2009 MIDLAND TRIDEM GRAVEL TRAILER		0.00	45,000 & plate value
2000 WESTERN STAR TRUCK	64,200	25,000	25,000
2004 ARNES TRI AXLE GRAVEL TRAILER	48,676	25,000	25,000
2006 WESTERN STAR GRAVEL TRUCK	99,139	80,000	80,000
1993 MACK CH 613	57,450	15,000	15,000
2009 JD 7730 TRACTOR	112,090	0.00	100,000
2004 JD 7820 TRACTOR	139,140	90,000	150,000
2002 SCHULTE MOWER	18,507	8,000	8,000
2004 DEGLEMAN 1510 MOWER	17,720	10,000	10,000
2004 DEGLEMAN SIDE ARM	13,100	10,000	10,000
2005 CAPITAL I SOD MULCHER	24,627	10,000	10,000
1984 DODGE RAM (Allan Emerg Response Vehicle)		5,000	5,000
1993 FORD F 700 TRUCK USED AS FIRE TRUCK (Clavet)	23,375	50,000	50,000
1969 GMC FIRE TRUCK C/W FIRE FIGHTING EQUIPMENT (Sun Est)	15,000	40,000	50,000
1995 GMC 1 TON FIRE TRUCK C/W FIRE FIGHTING EQUIPMENT (Sun Est)	30,000	30,000	30,000
1976 FORD 2 TON FIRE TRUCK C/W FIRE FIGHTING EQUIPMENT	29,000	30,000	30,000
1995 FERRERA INTRUDER FIRE TRUCK		0.00	44,990
1999 FORD 250 TRUCK	42,667	plate value	plate value
2004 FORD 250 TRUCK	47,309	plate value	plate value
2008 FORD 250 TRUCK	42,910	plate value	plate value
1994 ADVANCE 5,800 GAL WATER TRAILER	8,858	8,000 & plate value	8,000 & plate value
2006 UTILITY TRAILER		5,000	5,000
1989 TREE PLANTER	3,300	2,000	2,000
2003 CRAIG SNOW WING	13,000	5,000	5,000
RDX SCHULTE AVALANCHE SNOW BLOWER	12,489	15,000	15,000
2006 CAPITAL I SNOW PLOW	30,572	15,000	15,000
2007 CAPITAL I SNOW PLOW	31,208	15,000	15,000
2007 CAPITAL I SNOW WING	20,653	5,000	15,000
CAPITAL I QUICK ATTACH DOZER BLADE		0.00	8,400
EZ MUV PACKER	16,970	15,000	15,000
WALK N ROLL PACKERS	21,145	10,000	10,000
5,000 LITRE FUEL TANKS (2)	13,235	12,000	12,000
ACKLANDS ARC WELDER	2,700	3,000	3,000
COMMERCIAL EQUIPMENT		300,000	300,000

AUTHORITY

Resolution #417-2008 passed December 10, 2008

3.8.1 CELLULAR TELEPHONES

POLICY

That operators of municipal equipment, other than light duty trucks, are not to operate a cellular telephone except during rest periods, lunch or in case of an emergency.

RATIONALE

In order to safely and effectively operate municipal equipment, operators of heavy vehicles and equipment are prohibited to use a cellular telephone during operating hours.

AUTHORITY

Resolution #83-2005 passed March 16, 2005

3.9 GRAVEL PIT

POLICY

The gravel pit is a no trespass area.

IMPLEMENTATION

We will post “No Trespassing - Danger - Private Property” signs.

RATIONALE

We wish to prevent unauthorized people entering the pit and being injured.

AUTHORITY

Resolution #88-87 passed March 26, 1987

3.10 GRAVEL SALES

POLICY

That we will commercially sell gravel from the municipal gravel pit.

- ?? All gravel orders to be made through the municipal office,
- ?? Foreman to then co-ordinate the gravel delivery with ratepayers.
- ?? Gravel orders of less than 50 yards to be delivered within 3 working days unless extenuating circumstances prohibit. Any extenuating circumstances to be reported to Council at their next meeting.
- ?? Aggregates and custom work **are to be utilized within the boundaries of the municipality**, unless otherwise approved by resolution of Council.

RATES

That for 2010, that we charge the following rate for Municipal aggregate commercially sold:

	Price	Hauling
		per mile
Price per yard		
Pit Run		
- Ratepayer	3.50	.50
- Non Ratepayer	4.50	.70
Road Gravel/Base - 3/4" - 1"		
- Ratepayer	8.50	.50
- Non Ratepayer	14.25	.70
Seal Coat or Crushed Rock - 1"		
- Ratepayer	15.75	.50
- Non Ratepayer	26.25	.70
Fine Crush/Screenings		
- Ratepayer	5.25	.50
- Non Ratepayer	6.25	.70
Strippings/Fill		
- Ratepayer	1.00	.50
- Non Ratepayer	2.00	.70
	Price	Hauling
		per mile
Price per tonne Pit Run		
- Ratepayer	2.75	.39
- Non Ratepayer	3.54	.55
Road Gravel/Base - 3/4" - 1"		
- Ratepayer	6.60	.39
- Non Ratepayer	10.70	.55
Seal Coat or Crushed Rock - 1"		
- Ratepayer	12.40	.39
- Non Ratepayer	20.65	.55
Fine Crush/Screenings		
- Ratepayer	4.39	.39
- Non Ratepayer	5.18	.55

Updated and approved by Council, Resolution #63-2001, February 26, 2001

Strippings/Fill		
- Ratepayer	.79	.39
- Non Ratepayer	1.57	.55

Carried.

RATIONALE

This policy provides a discounted rate for municipal ratepayers and yet ensures revenue for the municipality through the sale of gravel.

AUTHORITY

Resolution #302-95 passed October 18, 1995

Resolution #34-96 passed January 24, 1996

Resolution #88-2010 passed April 14, 2010

Ratepayer Rates for Gravel Sales

In order for a ratepayer to be charged ratepayer rate for municipal custom work, supplies, pit run, base, rock, aggregate, etc., the ratepayer must have the product delivered to a site within the municipality's jurisdiction and the said custom work or material must be for the sole use and enjoyment by the ratepayer at this site. **Aggregates and custom work are to be utilized within the boundaries of the municipality, unless otherwise approved by resolution of Council.**

AUTHORITY

Resolution #341-2001 passed November 13, 2001

Resolution #379-2008 passed November 12, 2008

3.11 GRAVELING

POLICY

We will keep roads graveled for the safety of the motoring public.

APPLICATION

The foreman shall ensure that all roads are graveled as necessary during the year or when requested by a member of Council.

Outside contractors may be hired, if required to assist with the gravel haul, but only when authorized by Council.

Following the Foreman's traveling with each Councilor in April, as specified in Section 3.7.1, the Foreman shall prepare a gravel map detailing location and estimated quantities of gravel to be applied. This map is to be submitted to the Administrator prior to May 1st.

RATIONALE

In order to maintain roads properly, routine graveled is necessary.

Resolution #54-98 passed February 11, 1998

3.12 OVERWEIGHT PERMITS

POLICY

That primary weights be permitted to be hauled on all municipal roads except during spring road bans.

APPLICATION

No permit will be issued nor will existing permits be valid, during the spring road ban unless approved by the road ban committee. During the spring road ban period, ratepayers will be able to obtain overweight permit approval from the municipal office over the telephone subject to authorization from the road ban committee. This permit is subject to any and all conditions as stated on the attached permit application form.

AUTHORITY

The Highways & Transportation Act - Section 51

Resolution #54-98 passed February 11, 1998

Resolution #194-2000 passed July 12, 2000

3.12.1 HAUL MAINTENANCE AGREEMENT

POLICY

All individuals transporting quantities of goods, to non ratepayers, that in the opinion of council are significant in nature must into a haul maintenance agreement with the municipality.

RATES

	Tonne Mile
Road Restoration	0.0216¢
Road Maintenance	0.0253¢
Dust Control	
? ? If haul is less than 160,900 tonne miles, actual cost to a maximum of \$1,000.00	
? ? If Haul is greater than 160,900 tonne miles, actual cost to a maximum of	0.0178¢

APPLICATION

Applicants must complete the required agreement and pay the prescribed fee. The applicant is subject to any and all conditions as stated in the said agreement.

AUTHORITY

The Municipalities Act - Section 22

Resolution #14-2010 passed January 6, 2010

THIS AGREEMENT is made in duplicate;

BETWEEN:

The Rural Municipality of Blucher, No. 343
(hereinafter called the "municipality")

and

«Title»«FirstName» «LastName»

«Company»

«Address1»

«City» «State»

«PostalCode»

(hereinafter called the "hauler")

WHEREAS:

- ? ? The hauler wishes to haul goods and materials over certain public roads within the municipality;
- ? ? The movement of these goods and materials is, in the RM's opinion, likely to result in damage to the said roads;
- ? ? The RM therefore considers it in the public interest to require the Hauler to enter into a road maintenance agreement, as permitted by Section 22 of the Municipalities Act.

1. Definitions

- a) Unless the context otherwise requires, the terms used herein shall have the meanings ascribed to them in the Municipalities Act and the Road Maintenance & Restoration Agreement Regulations.

The parties agree as follows:

2. The hauler shall:

- a) Haul the following goods and materials only:

on or over the following MUNICIPAL ROADS:
(Municipal roads are roads constructed to graded and drained standards).

and on or over the following UNDEVELOPED ROADS:
(Undeveloped roads are roads not meeting municipal road standards, eg: prairie trails, bladed trails).
N/A

(hereinafter referred to as the "haul road");

- b) Agree that all vehicles, whether empty or loaded shall use only the route mentioned in Section a. above.
- c) **Abide by the following speed restrictions:**
 - i. **W 30, 31-36-2 W 3 50 km per hour**
 - ii. **Thru 15-36-3 W 3 50 km per hour**
- d) **Tarp all loaded gravel trailers and gravel boxes while traveling in the municipality.**
- e) Within 21 days following the end of each month based on the estimated quantities of goods and materials hauled on the MUNICIPAL ROADS pay to the municipality as compensation for providing extra maintenance and repairs a sum equal to the estimated quantities times a rate of 2.53¢ per tonne mile (1.57¢ per tonne km.) The balance to be paid within 60 days of the completion of the haul and will be based on verified quantities.

- f) Maintain and repair UNDEVELOPED ROADS in a suitable condition to ensure that users may travel safely and permit speeds of a minimum of 40 km per hour to a maximum of 80 km per hour.
- g) Upon completion of the haul, repair and restore UNDEVELOPED ROADS to the condition in which these existed before the haul or otherwise as may be agreed with the municipality.
- h) Before commencing the haul estimate the total quantity of goods and materials to be hauled on MUNICIPAL ROADS and pay to the municipality as compensation for the capital road loss to the MUNICIPAL ROADS as a sum equal to 80% of the estimated total quantity times a rate of 2.16¢ per tonne mile (1.34¢ per tonne km.) The balance to be paid within 60 days of the completion of the haul and will be based on verified quantities.
- i) Repair bridges, culverts or any other structures damaged as a result of the bulk haul or pay to the municipality its costs of repair within 30 days of written notification of damages.
- j) Pay to the municipalities as compensation for dust control, when requested by the municipality, a sum equivalent to actual costs to a maximum of:
 - i) \$1,000.00 if haul is less than 160,900 tonne miles (100,000 tonne km);
 - ii) 1.78¢ per tonne mile of haul if greater than 160,900 tonne miles.
1.10¢ per tonne km of haul if greater than 100,000 tonne miles.
 - ?? adjacent to occupied residences or businesses which are within 100 metres of the centerline of the haul road;
 - ?? at locations where road dust may be dangerous to public safety; and
 - ?? at other locations deemed by the municipality to require dust control.

Locations requiring dust control include, but are not limited to:

-
- k) Conduct the bulk of hauling operation so as to minimize interference with traffic on the haul road; and
 - l) Suspend the bulk haul during periods of inclement weather when the roads are, in the opinion of the RM, susceptible to structural or surface damage.
 - m) Abide by the following weight restrictions:
Primary Highway Weight
 - n) Permit the municipality, or it's representative, access to the site where the haul is originating and/or terminating in the municipality in order to verify the quantity hauled.

3. The municipality shall:

- a) Permit the hauler to use the haul road subject to the terms of this agreement; and
- b) Allow the Hauler to haul weights as stated in the Highways and Transportation Act and pursuant to Section 2 m).
- c) Maintain and repair MUNICIPAL ROADS in a suitable condition to ensure that users may travel safely and permit speeds of a minimum of 65 km per to a maximum of 80 km per hour.
- d) Reserve the right to stop hauling operation during times of inclement weather when, in the opinion of Council or an appointed agent, severe road damage is likely to occur.
- e) Upon completion of the haul, repair, gravel and restore the MUNICIPAL ROADS to condition in which it existed before the haul.
- f) Provide for dust control as described in clause 2.j., when this dust control compensation (as specified in clause 2.j.) is paid by the hauler.

4.

- a) In the event the Hauler either:
 - i) fails to provide dust control as required above; or
 - ii) fails to maintain, repair or restore the undeveloped roads as required above;
 the RM, upon giving twenty-four hours notice by phone, fax or e-mail to the Hauler, may proceed to have the work done a the expense of the Hauler.
- b) The Hauler shall be required to pay any costs incurred by the RM pursuant to the preceding clause with 30 days of the RM advising the Hauler of the costs incurred.

- c) In addition, in the event the Hauler breaches any part of this agreement or fails to meet any of its obligations under this agreement, the municipality reserves the right to cancel the agreement and cease the hauling operation.

5. Each party shall agree to the following special provisions:

When meeting oncoming school buses, all trucks to slow to 20 km/hr.

No truck to pass/overtake a school bus.

6.

- a) Each party shall appoint a representative for the purpose of this section.
- b) The representatives shall inspect the haul road together prior to commencement of the haul to establish the condition of the road.
- c) Following the completion of the haul, the representatives shall again inspect the road for the purpose of determining that the conditions of this agreement respecting restoration of the road, have been satisfied and a release issued by the municipality.
- d) If either party is of the opinion that the other party has not complied with any term or terms of this agreement, that party shall give notice in writing to the other party within 30 days of the final inspection completed pursuant to clause 4 b). In the absence of written notice pursuant to this clause, the agreement shall be deemed to be properly completed and no action may be maintained by either party respecting any breach of this agreement.
- e) In the event the parties are unable to resolve any complaint with respect to which notice in writing has been given pursuant to clause 4 c)., the matter or matters in dispute shall be submitted to binding arbitration by a single arbitrator.
- f) In the event that the parties are unable to agree upon an arbitrator within 30 days of the date of notice, either party may apply to the Minister of Municipal Affairs for the Province of Saskatchewan who shall appoint the arbitrator.
- g) Clause f. does not apply to the Crown or agents of the Crown.
- h) The decision of the arbitrator shall be final and binding on both parties.
- i) The provisions of The Arbitration Act, R.S.S. 1978, CH a-24 shall apply to the appointment of an arbitrator if the Crown or an agent of the Crown is the hauler or to all arbitrations conducted under this section, to the extent that the Act is not inconsistent with the provisions of this agreement.

7. Any notices or communications required or permitted to be given pursuant to this Agreement shall be in writing any may be delivered to, or sent by prepaid registered or certified mail addressed to:

- a) in the case of a notice or communication to the municipality;

**Rural Municipality of Blucher, #343
Box 100
Bradwell, Saskatchewan
S0K 0P0**

- b) in the case of a notice or communication to the hauler:

«Title»«FirstName» «LastName»
«Company»
«Address1»
«City» «State»
«PostalCode»

or to such other address as either party may notify the other in accordance with this section, and if so delivered shall be deemed to have been given when delivered, and if so mailed shall be deemed to have been given on the third business day after the date of mailing, except in the case of a mail strike or other disruption of postal service in which case it shall be deemed to have been given on the third business day after such strike or disruption ceases.

8. This agreement shall be valid from _____, ____ to _____, _____, but shall not include the period of spring road ban, as ordered by Saskatchewan Highways and Transportation, unless specific authorization is received from the municipality.

Agreed this day of,

The Rural Municipality of Blucher, #343

SEAL

Reeve

Administrator

SEAL

Signature

Signature

3.13 HAY CUTTING

POLICY

The municipality will permit the cutting of hay in municipal road allowances

APPLICATION

Permission is subject to the following:

The adjacent landowner or lessee in the case of rented land, has first option to salvage hay along municipal roads. Other persons must contact the adjacent landowner or lessee to salvage hay on or before July 15 in each year. After July 15, any person may cut and salvage hay without the permission of the adjacent landowner or lessee, provided the adjacent landowner or lessee has not begun salvage operations.

The right of way must be left in a neat appearance by the person salvaging the hay. Bales of hay must be at least 8 meters from the edge of the shoulder of the roadway. All bales must be removed from the right of way by August 15 of the year of baling , or the municipality shall have the right to remove the bales, with the bales so removed becoming the property of the municipality, and the cost for the said bale removal shall be considered as custom work and charged as such to the original party salvaging hay.

The Council reserves the privilege and right for its members, employees, and/or agents to enter upon said right of way for the maintenance and/or reconstruction of said roadway or for other such purposes as may be deemed necessary, and at no compensation or reimbursement to the party salvaging hay there from. The municipality assumes no liability for laborers, machinery or bales relating to the salvage of hay operations. No person shall cut, salvage, bale or remove hay on any portion of a public highway located in this municipality during the period from one-half hour after sunset until one-half hour before sunrise.

No person shall cut hay on any portion of a public highway located in this municipality so as to obstruct the traveled portion of the public highway.

AUTHORITY

Bylaw No 13-2004, adopted by resolution of Council, December 9, 2004

3.14 MAINTENANCE

POLICY

The foreman is to ensure that the following operations are carried out:

Spring Maintenance

- clear out ice-blocked culverts, if possible, repair & replace culvert as necessary.
- surface blade roads to fill in ruts and spread out gravel and replace the road crown.
- remove any loose rocks
- repair frost heaves, washouts and eroded ditch grade, riprap eroded culvert ends.

Summer Maintenance

- surface blade after each rain
- remove any rocks visible on the road surface and the hole filled in with clay
- gravel as required in Section 2:10 of Rural Development Policy Manual
- inspect & maintain all necessary signs as per section 2.15
- control noxious weeds on roadway
- inspect and maintain all bridges
- if necessary, perform first cut of road ditches

Fall Maintenance

- mow ditches as required.
- remove brush if necessary
- replace road shoulder

Winter Maintenance

- Remove snow as requested as per Section 3.6

Council may request additional work performed.

RATIONALE

In order to prepare and maintain municipal roadways, ditches and drainage structures in an adequate condition.

AUTHORITY

Sask. Rural Development Policy Manual

3.14.1 MAINTENANCE – Dust Control

POLICY

The Municipality will provide equipment, at no cost, to facilitate dust control applications to municipal roads.

The applicant must pay for all applicable dust control materials and delivery of the materials to the site.

Any dust control applications to be received by May 31st to be eligible for application in the current year.

APPLICATION

The applicant must request the dust control in writing. The RM will perform the work when Municipal operations permit which will constitute custom work within the meaning of the Municipalities Act and will be subject to applicable charges and collection proceedings for the material costs.

RATIONALE

If required by an applicant, and when Municipal operations permit, the municipality will provide equipment, at no cost, to facilitate dust control operations. However, in order to control municipal costs, the applicant must pay for the dust control material applied and the material delivery costs. Also, in order to effectively coordinate the dust control applications, in a current year, the applications must be received by May 31 of the current year.

AUTHORITY

Resolution #235-98 passed October 14, 1998

Resolution #180-2005 passed June 8, 2005

3.15 PUBLIC UTILITIES

POLICY

Except for the most outside 18” of municipal right of way, no public utilities will be permitted on municipal road allowances, unless the public utility agrees to the following conditions:

- the public utility indemnifies and saves harmless the R.M. of Blucher, #343 from any claims, judgments or any other matter that the public utility may create or cause to be created; and
- the public utility be buried a minimum of 2.8 meters below ditch bottom, or;
- the public utility guarantees to be responsible for any and all future relocation costs of the public utility’s structures and/or equipment to facilitate municipal road maintenance or construction.

RATIONALE

This policy will permit public utilities access to road allowance, but will minimize or remove the onus from Council as to the responsibility and liability for these utilities.

AUTHORITY

3.16 NON-PUBLIC PIPELINES AND UTILITIES.

POLICY

That non-public pipelines and utilities will be permitted under municipal road allowances subject to council approval. However, certain conditions must be met and each request will be considered separately..

GENERAL CONDITIONS

The RM must receive from the individual or company requesting the pipeline or utility a \$1,000 deposit.

- ? ? the deposit to be refunded providing all of the conditions stated in the approving resolution are met in a manner satisfactory to the municipality, or
- ? ? the deposit to be used to pay for any remedial action necessary to meet the conditions stated in the approving resolution

The individual or company requesting the pipeline or utility must guarantee to move or lower the pipeline or utility at their expense to facilitate any municipal work or construction of the road allowance.

The applicant shall restore the roadways, approaches and ditch bottoms to their original state, as they were prior to the pipeline or utility installation, or shall provide for the work to be done at their cost.

Any pipeline or utility shall remain the responsibility of the applicant with regards to breakage, replacement, maintenance and liability

RATIONALE

This policy will permit others access to municipal road allowances for pipeline or utility purposes and yet will allow council to consider the merit of each application and further will remove the onus from council as to the responsibility and liability for any pipelines or utilities.

AUTHORITY

Resolution #257-87 passed October 7, 1987

Resolution #327-2006 passed December 13, 2006

3.17 SIGNING

POLICY

In order to ensure safety for the traveling public, adequate road signing will be maintained.

TYPES

Various

APPLICATION

As per Rural Development signing map and as per council's request

3.17.1 SIGNING NAME

POLICY

Upon application, the RM may request Sask Highways to name a road intersecting a Provincial Highway, or the municipality may name any other municipal road.

APPLICATION

- ? ? the name must be appropriate and have relevance to the road.
- ? ? a fee of \$650 must be received from the applicant.
 - ? ? this fee to cover the initial sign installation cost and 2 year's maintenance.
 - ? ? any maintenance required after 2 years must be paid by the applicant or the sign will be removed.

AUTHORITY

Resolution #259-2001 passed August 13, 2001

Resolution #158-2009 passed June 10, 2009

3.18 SNOW REMOVAL

POLICY

That we shall have our municipal equipment or if necessary, snowplow clubs, , remove snow so as to make municipal roads passable throughout the winter.

That we will provide custom work snow removal subject to terms and conditions as stated in custom work policy 3.6.

CLASSIFICATIONS

According to conditions, the following shall be the order in which snow is removed.

1. Main grid roads
2. School bus routes
3. Municipal access roads
4. Custom work.

Location rotation to be reversed each occurrence, depending on conditions. ie: if SW corner of RM bladed first and NE corner of RM last for one occurrence, then NE corner first, SW corner last for the next occurrence.

RATIONALE

We will do our utmost to prevent anyone being snowed in for any length of time. In extreme circumstances, we will call in laid off employees to assist in clearing snow. Snowplow clubs will also be utilized providing they enter into the required agreement and comply with the conditions stated in the said agreement.

RATES

For Snow Plow Clubs:

\$20.00 per hour, maximum \$70.00 per mile.

Municipal:

Motor Grader - \$100.00 per hour

Loader - \$100.00 per hour

Snow blower - \$100.00 per hour

(Minimum 1 (one) hour charged, charged time to commence at job site)

AUTHORITY

Resolution #54-98 passed February 11, 1998

Resolution #76-2004 passed April 14, 2004

Resolution #11-2010 passed January 6, 2010

Resolution #12-2010 passed January 6, 2010

SNOW PLOW CLUB AGREEMENT

WITNESSETH as follows, that is to say:

This agreement is made for the purpose of snow removal from roads in the Municipality for the benefit of the community and members of the Club for the winter season of

In consideration of this agreement with the Municipality the Club covenants and agrees as follows:

- 1. To provide and install one or more amber beacon(s) that emits a light that is visible from 125 meters on a clear night, on each plow unit (either on the tractor or on the plow) and to locate such warning flasher lights not less than eight feet above the road level and in such a manner so that these lights are visible from all sides of the machine. (A beacon is a lamp that emits a rotating or flashing light that is visible from any horizontal angle around the lamp. Hazard lights are not beacons.)
- 2. To provide two warning flares for each snow plow unit for use in case of an emergency as to danger warning to approaching traffic.
- 3. To use such methods of snow removal as shall insure the preservation, without damage or injury, to culverts, bridges, or approaches thereto, roadbeds or the grading thereof. The Club and its members shall be held responsible and liable to the municipality for the sum of money sufficient to cover the costs required to repair any damage done resulting from the operation of the snowplow.
- 4. To keep a record of all work done and hours employed by members of the Club while snow plowing roads, and to deliver to the Municipality no later than the 30th of April next following the date hereof, a certified statement of the wages earned, the hours worked and the name of each snow plow operator.
- 5. To supply the municipality with a list of any and all operators who will be snow plowing roads for the Club.

In consideration of the above covenants the municipality agrees as follows:

- 1. To accept members of the Club as employees of the Municipality.
- 2. To pay the amount of wages earned by each operator member of the Club as shown on the statement mentioned and described in Section (4) above. The rate to be paid shall be \$20.00 per hour, \$70.00 per mile maximum.
- 3. To provide liability insurance protection for members of the Club.
- 4. To provide Workmen’s Compensation Insurance protection for members of the club.
- 5. Both the Municipality and the Club agree and covenant that the payment of wages by this Municipality to the members of the Club as set out in Section b. and the payment to be made to the Municipality by the Club as set out in Section 5, shall be made as follows:

On receipt of the pay sheet for man hours worked snow plowing, the Municipality will issue a cheque payable to the Club and the amount of the cheque and this shall be entered as a grant made by the Municipality to the Club.

PROVIDED that this agreement may be terminated by either party hereto, by giving seven days written notice to the other party thereto. Such termination notice to be delivered direct or sent by registered mail.

IN WITNESS HEREOF the parties hereto have caused this agreement to be signed by their property officers in their behalf.

3.19 TREES

POLICY

No person shall plant brush, trees, or shrubs or place stone, earth or gravel piles, portable structures, machinery or other objects on private property:

- a) within 22.87 meters (75 feet) from the center line of any road; or
- b) within 90 meters (295.29 feet) from the intersection of two or more roads.

No person shall plant brush, trees, or shrubs or place stone, earth or gravel piles, portable structures, machinery or other objects on private property:

- a) within 15 meters (49.2 feet) from the center line of any internal collection road within a Medium Country Residential District (MCR); or
- b) within 15 meters (49.2 feet) from the center line of any internal collection road within a Intensive Country Residential District (ICR)

The council may, from time to time by resolution, provide for the removal, at the expense of the municipality, of any native brush, trees or shrubs growing on private property, or stone, earth or gravel piles, portable structures, machinery or other objects placed on private property:

- a) within 22.87 meters (75 feet) from the center line of any road; or
- b) within 90 meters (295.29 feet) from the intersection of two or more roads.

RATIONALE

In order to prohibit snow accumulation on the roads and to facilitate proper sight triangle clearance at intersections, these regulations must be enforced.

AUTHORITY

Bylaw No 1-2006, adopted by resolution of council, January 11, 2006

3.20 APPROACHES.

POLICY

The Municipality will construct one approach per parcel granting access from a municipal road to the parcel.

Any additional approaches are subject to approval of Council and at the cost of the property owner.

RATIONALE

To control municipal costs associated with construction and maintaining access approaches.

To control the number and location of access approaches to ensure traffic safety.

AUTHORITY

Resolution #234-95 passed August 2, 1995

3.21 MUNICIPAL VEHICLES & EQUIPMENT

POLICY

- ? ? All Municipal vehicles and equipment to be used strictly for municipal purposes.
 - ? ? No personal use.
 - ? ? Only Municipal employees, or council, shall be permitted in municipal vehicles or equipment. No passengers.
- ? ? All operators must have a valid Saskatchewan driver's license and a driving record suitable to the Municipality's insurance carrier.
 - ? ? Operators must sign any necessary insurance carrier's driving record request.
- ? ? All operators must keep a fuel log detailing date, kilometer or hours and fuel purchase.
- ? ? All operators must keep a maintenance log detailing date, kilometer or hours and type of any and all vehicle or equipment maintenance.
- ? ? All operators must keep the vehicle or equipment in a clean condition inside and out.

RATIONALE

Municipal vehicles and equipment are purchased for municipal purposes only. Insurance provisions prohibit non-municipal employees as passengers in municipal equipment. To ensure proper municipal equipment maintenance and care, logs and cleanliness must be maintained.

APPLICATION

- ? ? Foreman and/or Council to routinely inspect municipal vehicles and equipment to ensure policy compliance.
- ? ? Foreman to monthly submit vehicle and equipment fuel and maintenance logs for Council inspection.

AUTHORITY

Resolution #93-98 passed April 1, 1998

3.22 ROAD CLOSURE AND/OR LEASE

POLICY

Upon application, the RM may close and lease any unused road allowance to an adjacent landowner.

APPLICATION

- ? ? a fee of \$200 must be received from the applicant.
- ? ? a road lease agreement with the municipality must be executed by the applicant.
- ? ? public notice of the road closure must be advertised.
- ? ? a signed statement from other adjacent property owners approving the road lease must be received.
- ? ? approval from all public utilities must be received.

AUTHORITY

Resolution #260-2001 passed August 13, 2001

PROTECTIVE SERVICES

4.1 BYLAW ENFORCEMENT

POLICY

That we hire necessary personnel to enforce our bylaws, and further; that violators be given one warning and if they persist we shall charge them with a bylaw violation and prosecute when necessary.

RATIONALE

Bylaws are passed for the benefit of the municipality and when adopted, must be enforced. However, one warning will be given to violators before commencing prosecution.

AUTHORITY

The Municipalities Act – Sections 8 & 373

Bylaw No 7-2005, adopted by resolution of Council, May 11, 2005

Bylaw No 2-2008, adopted by resolution of Council, January 9, 2008

4.2 EMERGENCY MEASURES ORGANIZATION

POLICY

That we establish an emergency measures organization, which shall consist of two branches

- the executive committee comprised of three council members,
- the planning committee comprised of the EMO Coordinator, and representatives of the Allan, Bradwell, Clavet, and Sunset Estates fire departments.

That a maximum of 0.15 % of the annual municipal levy per year be allocated to emergency response costs.

RATIONALE

We will implement E.M.O. guidelines in order to protect and assist our ratepayers in any way during an emergency situation or disaster.

AUTHORITY

Bylaw #5-2006 passed July 12, 2006

Resolution #113-93 passed May 3, 1993

Resolution #126-93 passed June 2, 1993

Resolution #139-95 passed May 10, 1995

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

Resolutions #320-2009 & #321-2009 passed December 16, 2009

4.3 FIREARMS

POLICY

That no person shall discharge any firearms within the limits of the Rural Municipality of Blucher, No. 343, Province of Saskatchewan

EXCEPTIONS:

- ? ? Any person on land on which he is in actual occupation.
- ? ? Any person on the said land owned by any member of his family or by any other person with his permission.
- ? ? Any person permitted to hunt under the Migratory Birds Convention Act (Canada) or the regulations there under.
- ? ? During the open season, by a holder of a license to hunt big game or game birds issued to him under The Game Act.
- ? ? Any gun club issued a special permit by Council.
- ? ? RM appointed Bylaw Enforcement/Pest Control Officer(s) during the course of their pest control duties.

TYPES

This refers to any pistol, rifle, shotgun, revolver or any other device, which uses an explosive to propel bullets, pellets, darts, arrows, or any other thing.

RATIONALE

We wish to make the municipality as safe as possible from the unauthorized discharge of firearms.

AUTHORITY

Bylaw No 2-96, adopted by resolution of Council, April 10, 1996

Resolution #200-2001 passed June 4, 2001

4.4 FIRE PROTECTION

4.4.1 BLUCHER-LOST RIVER EMERGENCY SERVICES DISTRICT

POLICY

In conjunction with the Rural Municipality of Lost River # 313 and the Town of Allan that we establish a emergency services agreement by bylaw in order to provide emergency services.

APPLICATION

The agreement shall encompass the whole of the R.M. of Blucher, No. 343, and in the R.M. of Lost River, No. 313, Township 33-1 W 3; 33-2 W3, 32-1 W3, excluding Sections 6 and 7, 32-2, excluding Section 1-12 and 17-30; 31-1 W3, excluding Sections 1-24, 30 and 31.

FEES

Schedule "B"

Fire Protection Agreement

Fee Schedule

1. Fees will be based on an alarm basis, not on the number of units responding.

? ? 1 alarm fire (i.e.: small grass fire, auto fire, fire monitoring)

? ? 1st hour – 1st hour fee

? ? additional hours or part thereof – hourly fee for one unit

? ? 2 alarm fire (i.e.: large grass fire, major highway accident, non-interior structural incident)

? ? 1st hour – 1st hour fee plus one additional unit's hourly fee

? ? additional hours or part thereof – two times additional hourly fee

? ? 3 alarm fire(i.e.: major grass fire, interior structural incident)

? ? 1st hour – 1st hour fee plus two additional unit's hourly fee

? ? additional hours or part thereof – three times additional hourly fee

2. Fee:

? ? 1st hour: \$900.00

? ? Each additional hour or part thereof \$150.00
(per unit)

For example:

? ? **1 alarm fire** (i.e.: small grass fire, auto fire, fire monitoring)

? ? \$900 for first hour, \$150 for each additional hour, or part thereof

? ? **2 alarm fire** (i.e.: large grass fire, major highway accident, non-interior structural incident)

? ? \$900 for first hour for one truck, plus \$150 for first hour for second truck

? ? (\$150 x 2) for each additional hour or part thereof

? ? = \$1050 for the first hour, plus \$300 for each additional hour or part thereof

? ? **3 alarm fire** (i.e.: major grass fire, interior structural incident)

? ? \$900 for first hour for one truck, plus \$150 for first hour for second truck, plus \$150 for first hour for third truck

? ? (\$150 x 3) for each additional hour or part thereof

? ? = \$1200 for the first hour, plus \$450 for each additional hour or part thereof

AUTHORITY

Bylaw No. 10-99, adopted by resolution of Council, December 9, 1999

Note: Under this agreement, the municipality has stationed a fire truck in the Town of Allan to be manned by the Blucher-Lost River Volunteer Fire Department .

The municipality also has stationed a fire truck in the Village of Clavet, to be manned by the Clavet Volunteer Fire Department.

The Sunset Estates Volunteer Fire Department has also agreed to provide fire protection service to this municipality but is not a participant to the emergency services district.

4.4.2 INTER-MUNICIPAL FIRE PROTECTION AGREEMENTS

POLICY

That this municipality will enter into agreements with neighboring fire departments to provide fire protection services for reasonable charges incurred during a first call out or requested by a fire chief.

RATIONALE

In order to provide the best first call out and requested back-up services as possible to this Municipality's Ratepayers, a fire protection agreement must be entered into by the municipality.

AUTHORITY

The Municipalities Act - Sections 42 & 43

Bylaw No 7-99 & No 4-2008 respecting the Village of Bradwell

Bylaw No 7-99 & No. 7-2008 respecting the Village of Clavet and Elstow

Bylaw No 7-99 & No. 7-2008 respecting the R.M. of Morris, #312, Dundurn, # 314, Corman Park, #344, and Aberdeen, #373

Bylaw No 9-99 & No. 6-2008 respecting the Town of Colonsay and R.M. of Colonsay, #342

Bylaw No 10-99 respecting the Town of Allan, R. M. of Lost River, # 313

Bylaw No 17-2007 respecting the City of Saskatoon

4.4.3 VOLUNTEER FIRE DEPARTMENT REMUNERATION

POLICY

That we pay an honorarium of \$200.00 per year to the fire chiefs of the Blucher-Lost River, Bradwell, Clavet and Sunset Estates volunteer fire departments.

That we pay the Blucher-Lost River, Bradwell and Clavet volunteer fire department a grant equivalent to \$20.00 per hour per volunteer, to a maximum of 6 volunteers, when performing fire department duties for this municipality.

RATIONALE

That we acknowledge the effort and time spent by volunteers manning the various volunteer fire departments servicing the municipality.

AUTHORITY

Resolution #25-2000 passed January 12, 2000

Resolution #182-2006 passed July 12, 2006

Resolution #327-2006 passed December 13, 2006

4.4.4 VOLUNTEER FIRE DEPARTMENT FUNDING

POLICY

That we allocate a maximum of 3.60 % of the annual municipal levy per year to fire protection.

- ?? 67% of the allocation to the Blucher Fire Protection District
- ?? Only RM trucks to be funded
- ?? District wide protective equipment to be funded
- ?? District wide training to be funded
- ?? 33% of the allocation to the Sunset Estates Fire Department
- ?? Year end fiscal statements to be submitted indicating fund use

RATIONALE

That adequate fire protection is required, however a limit must be set on funding fire protection.

AUTHORITY

Resolution #139-95 passed May 10, 1995

Resolution #146-96 passed May 8, 1996

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

4.4.5 USE OF RM EQUIPMENT FOR FIRE FIGHTING

POLICY

Use of RM equipment to assist in fire fighting may be permitted by the RM foreman or delegate upon authorization from the on scene fire chief or fire warden.

At the fire scene all RM equipment will be under the direct control of the on scene fire chief or fire warden.

At any time RM employees reserve the right to refuse operating in any unsafe conditions.

RATIONALE

RM equipment may be used to facilitate fire fighting. However, appropriate personnel must authorize and coordinate the use of this equipment. Also, at all times, employee safety must be protected.

AUTHORITY

Resolution #282-2005 passed November 7, 2005

4.5 FIRST RESPONDERS

POLICY

That a maximum of .0.15 % of the annual municipal levy per year be allocated to first responder costs. The municipality will train and equip a maximum number of first responders per division as indicated:

Division 1	2	Division 4	2
Division 2	2	Division 5	2
Division 3	3	Division 6	3

RATIONALE

It is important for our ratepayers to be protected and have immediate medical care available.

AUTHORITY

Resolution #139-95 passed May 10, 1995

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

4.6 PEST CONTROL

4.6.1 REPORTING PROCEDURES

POLICY

In order to ensure adequate pest control in the municipality, ratepayers should make a reasonable effort to maintain their property in a clean and pest free condition and report any pest problems to the municipal office.

APPLICATION

The municipality will use the power of the Pest Control Act to control pests if necessary.

4.6.2 INSPECTING PROCEDURES

POLICY

This municipality will administer *The Pest Control Act*. The P.C.O. will make routine inspections, making a minimum of one inspection of per vacant farmyard or granary site with additional visits where necessary to control problem sites. When a report has been received, the municipality will dispatch our P.C.O.

The municipality will pay for a maximum of two visits per farmyard. The landowners will be charged for any additional visits at the rate of \$15.00 per visit. Bait will be provided free of charge to all ratepayers.

APPLICATION

That this municipality administer the Pest Control Act and supply pest control bait free of charge to ratepayers.

This municipality shall pay for a maximum of two visits per occupied yard site per year, one visit per year to vacant yard sites and granary sites, with the land owner to pay for any additional visits at a rate of \$15.00 per visit.

RATIONALE

In order to maintain adequate pest control in the municipality, the Pest Control Act must be enforced and bait provided.

AUTHORITY

Resolution #140-95 passed May 10, 1995

Resolution #338-2009 December 16, 2009

ENVIRONMENTAL HEALTH

5.1 ENVIRONMENTAL ISSUES

POLICY

The municipality will seek public input on all environmental issues via public meeting in the community hall closest to the proposed area affected.

RATIONALE

In order to avoid misconceptions and misinformation the public must be fully advised of all proposed environmental matters.

AUTHORITY

See “Administrator’s Report, November 5, 1990 minutes

5.2 TREE PLANTER

POLICY

The municipality will require a deposit of \$100 before permitting the use of the municipal tree planter. The deposit will be refunded upon the return of the municipal tree planter in good condition.

RATE:

? ? \$15 per ½ day (if returned by 1 p.m.)

? ? \$25.00 per day

RATIONALE

In order to ensure the proper use and return of the tree planter in a cost recovery method.

AUTHORITY

Resolution #143-97 passed April 9, 1997 and Resolution #127-2006 passed May 10, 2006

5.3 RODENT CONTROL

POLICY

The municipality will have rodent control equipment available for rent by ratepayers.

RATE:

? ? EXIT rodenticide applicator \$25.00 per day

? ? Grasshopper bait spreader \$25.00 per day

RATIONALE

To assist ratepayers with rodent control in a cost recovery method.

AUTHORITY

Updated and approved by Council, Resolution #63-2001, February 26, 2001

Resolution #112 passed April 13, 2005

5.4 BURNING

POLICY

Burning shall be permitted in the municipality unless otherwise prohibited.

TYPES

Railways shall receive permits/licenses permitting burning for a limited time along rail lines.

APPLICATION

Burning shall be suspended if conditions are too dry.

RATIONALE

We wish to prevent fire hazards caused by burning during dry periods.

AUTHORITY

Resolution #63-2001 passed February 26, 2001

5.5 WASTE DISPOSAL SITE

POLICY

A manned waste transfer station will be provided at no charge for the benefit of ratepayers of the municipality and for a fee for non ratepayers. The municipality will also pay the waste disposal charges of any ratepayer using the Allan waste transfer station.

Sunset Estates shall pay the cost of any waste collection and disposal within the mobile home park.

The RM will privately contract the waste disposal services of the transfer station and the waste collection and disposal services of the Sunset Estates mobile home park.

OPERATION

Ratepayers – no charge

Hours Tuesday – 2 p.m. – 8 p.m.
Thursday – 2 p.m. – 8 p.m.
Saturday – 9 a.m. – 4 p.m.

Closed Public Holidays

New Years Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

Fee for Non Ratepayers:

?? bagged garbage	\$1.00 per bag
?? ½ ton full of unbagged garbage	\$25 per ½ ton
?? ½ ton with extended sides full of unbagged garbage	\$35 per ½ ton
?? 1 ton full of unbagged garbage	\$50 per 1 ton
?? 3 ton full of unbagged garbage	\$100 per 3 ton
?? mattresses, couches, televisions, etc.	\$10 per item
?? iron, steel, whites, etc.	\$15 per item
?? clean lumber (no nails, no paint or stained wood, etc)	\$10 per load

AUTHORITY

Resolution #220-2000 passed September 11, 2000

Resolution #221-2000 passed September 11, 2000

Resolution #292-2001 passed September 10, 2001

Resolution #163-2007 passed May 9, 2007

Resolution #323-2009 passed December 16, 2009

5.6 MUNICIPAL TANK LOADING FACILITIES

POLICY

The municipality will locate water tank loading facilities where appropriate.

RATES

?? Tank fill serviced by Sask. Water	\$9.00/1,000 gallons
?? Tank fill not serviced by Sask. Water	No Charge

AUTHORITY

Resolution #155-2006 passed June 7, 2006

5.7 MUNICIPAL WATER SUPPLY

POLICY

That the municipality contract with Sask. Water Corp. to supply water to the Sunset Estates Mobile Home Park and the Blucher Industrial Park.

RATES

? ? Sunset Estates Mobile Home Park	\$8.16/1,000 gallons
? ? Blucher Industrial Park	\$10.86/1,000 gallons
? ? Mother Earth Greenhouse	\$8.16/1,000 gallons

AUTHORITY

Bylaw No 6-2007, adopted by resolution of Council, April 11, 2007

ENVIRONMENTAL DEVELOPMENT

6.1 VETERINARY SERVICES

POLICY

We do not wish to provide Veterinary Services through the Western College of Veterinary Medicine at this time due to increased costs.

RATIONALE

It is not feasible for the municipality to provide veterinary services at this time.

AUTHORITY

Resolution #181-87 passed June 8, 1987

6.2 WEED CONTROL

6.2.1 REPORTING PROCEDURES

POLICY

In order to insure adequate weed control in the municipality, ratepayers should make a reasonable effort to maintain their property in a weed free condition if a weed problem develops, the municipal office should be notified.

APPLICATION

The municipality will use the power of the Noxious Weeds Act to control weeds if necessary.

6.2.2 INSPECTING PROCEDURES

POLICY

The foreman, pest control officer and weed inspector will advise the municipal office of any potential weed problem

6.2.3 CONTROL PROCEDURES

POLICY

That this municipality administers the Noxious Weeds Act.

RATIONALE

In order to maintain adequate weed control in the municipality, the Noxious Weed Act must be enforced.

AUTHORITY

Spring Ratepayers Meeting, 1986, Resolution:

“Be it resolved that the Council of the Municipality be authorized to take whatever action it deems necessary to enforce the Noxious Weed Act in regards to controlling the spread of Primary Noxious Weeds, and any Secondary Noxious Weeds that Council may deem as being desirable to control.”

6.3 ZONING

6.3.1 SUBDIVISIONS - RESIDENTIAL

POLICY

Residential subdivisions will be permitted subject to the conditions stated in Bylaw No. 3-2001 and 4-2001 and subject to the approval of council.

CONDITIONS

- Existing occupied farm sites, 9.90 - 40 acres, may be subdivided from a quarter section.
- Any other size residential parcels of 19 to 40 acres may be subdivided in an "A" zoned area, providing there is a permanent direct access to a public all weather road.
- Parcels severed from the rest of the parcel because of road or railway may be subdivided from the existing parcel.
- A plan of proposed subdivision must be submitted showing the land contour or land elevations.
- Upon subdivision approval a fee of \$1,000 per parcel for fire protection services, \$500 per parcel for recreation and \$10,000 infrastructure reserve fee shall be charged.

AUTHORITY

Bylaw No. 3-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 4-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 2-2007, adopted by resolution of Council, March 7, 2007

Section 6 of the Subdivision Regulations

Resolution #248-2006 passed October 11, 2006

Resolution #104-2007 passed March 7, 2007

6.3.2 DEVELOPMENT, RESIDENTIAL

POLICY

Development will be permitted in the municipality subject to the conditions stated in Bylaw No. 3-2001 and 4-2001.

CONDITIONS

(A) Agricultural Districts

- ?? Existing occupied farm site – 9.90 – 40 acres
- ?? Any other residential parcel – 19 – 40 acres
- ?? One single detached dwelling per parcel except where additional dwellings are required to accommodate full time workers engaged in a principal use of the land and where such additional dwellings are approved by council.
- ?? Site has access to existing public all weather road.
- ?? Site is not located on hazard land.
- ?? Site is not within:
 - ?? A park (2 km)
 - ?? Urban center (2 km) and no urban approval received
 - ?? Intensive livestock operation (500 m – 2 km) depending on size of ILO
 - ?? Lagoon (305 m)
 - ?? Waste site (457 m)
 - ?? Aggregate operation (215 m)
 - ?? Industrial operation (305 m)
 - ?? Non-refrigerated anhydrous ammonia plant (305 m)
 - ?? Refrigerated anhydrous ammonia plant (600 m)
 - ?? Potash Mine (1.61 km)
 - ?? Potash Mine underground pipeline (48 m)
 - ?? Above ground pipeline facility (150 m)unless a reduced separation agreement is in place.

(ICR) Intensive Country Residential District

- ?? Maximum of 40 sites per quarter (2-40 acres in size)
- ?? One single detached dwelling per parcel
- ?? Site has access to a main farm access or better road if greater than 8 parcels
- ?? Site has access to a municipal all weather road if 8 parcels or less
- ?? Site is not located on hazard land.
- ?? Site is not within:
 - ?? A park (2 km)
 - ?? Urban center (2 km) and no urban approval received
 - ?? Intensive livestock operation (500 m – 2 km) depending on size of ILO
 - ?? Lagoon (305 m)
 - ?? Waste site (457 m)
 - ?? Aggregate operation (215 m)
 - ?? Non-refrigerated anhydrous ammonia plant (305 m)
 - ?? Refrigerated anhydrous ammonia plant (600 m)
 - ?? Potash Mine (1.61 km)
 - ?? Potash Mine underground pipeline (48 m)
 - ?? Existing intensive residential subdivision (1.24 km)
 - ?? Above ground pipeline facility (150 m)unless a reduced separation agreement is in place.

(MCR) Medium Density Country Residential District

- ? ? Maximum of 15 sites per quarter (5-40 acres in size)
- ? ? One single detached dwelling per parcel
- ? ? Site has access to a main farm access or better road if greater than 8 parcels
- ? ? Site has access to a municipal all weather road if 8 parcels or less
- ? ? Site is not located on hazard land.
- ? ? Site is not within:
 - ? ? A park (2 km)
 - ? ? Urban center (2 km) and no urban approval received
 - ? ? Intensive livestock operation (500 m – 2 km) depending on size of ILO
 - ? ? Lagoon (305 m)
 - ? ? Waste site (457 m)
 - ? ? Aggregate operation (215 m)
 - ? ? Non-refrigerated anhydrous ammonia plant (305 m)
 - ? ? Refrigerated anhydrous ammonia plant (600 m)
 - ? ? Potash Mine (1.61 km)
 - ? ? Potash Mine underground pipeline (48 m)
 - ? ? Above ground pipeline facility (150 m)unless a reduced separation agreement is in place.

(H) Hamlet District

- ? ? Single detached dwelling or buildings to facilitate discretionary use as approved by council.

(MH) Mobile Home District

- ? ? Single detached dwelling or buildings to facilitate discretionary use as approved by council.

(C) Commercial or (M) Industrial District

- ? ? Buildings, structures and uses accessory to and located on the same site with the main building or use, including residence for caretakers, owners or manager of any of the permitted uses.
- ? ? Detached residences are not permitted.

AUTHORITY

Bylaw No. 3-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 4-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 6-2003, adopted by resolution of Council, October 8, 2003

Bylaw No. 1-2004, adopted by resolution of Council, February 11, 2004

Bylaw No. 1-2007, adopted by resolution of Council, March 7, 2007

Bylaw No. 2-2007, adopted by resolution of Council, March 7, 2007

Bylaw No. 8-2007, adopted by resolution of Council, June 6, 2007

PERMITTED USES

(A) Agricultural Districts

- Agricultural

? ? Field Crops, bee keeping, animal and poultry raising, ranching, grazing, and other similar uses customarily carried out in the field of general agriculture, including the sale on the agricultural holding, of any produce grown or raised on the agricultural holding, but not including intensive agriculture or agricultural related commercial operations.

- Grain Elevators.

- Resource based activities:

? ? Natural resource developments including mineral products processing and related development facilities – but not including gravel pit and gravel crushing operations;

- Other:

? ? Public utilities, excluding any solid and or liquid waste disposal facilities.

? ? Historical and archaeological sites, and wildlife and conservation management areas.

Uses permitted at Council's Discretion

a) Agricultural, which are:

- i. Farmstead residential;
- ii. Intensive agricultural uses.

b) Commercial, which are:

- i. Adult Day Care – Type I;
- ii. Adult Day Care – Type II;
- iii. Agricultural related commercial and other similar uses;
- iv. Airports and private airstrips;
- v. Ambulance Station;
- vi. Automotive and machinery wrecking yards, R. V. and vehicle storage yards;
- vii. Bed and Breakfast Home;
- viii. Day Care Centre;
- ix. Establishment for the servicing, storage and sale of motor vehicles, farm machinery and equipment;
- x. Kennel(s);
- xi. Liquid waste disposal facility;
- xii. Machine shops and metal fabricators;
- xiii. Neighbourhood Recycling Collection Depot;
- xiv. Private Club;
- xv. Private Art Gallery;
- xvi. Radio, television & microwave towers;
- xvii. Research Facility;
- xviii. Residential Care Facility - Type I;
- xix. Residential Care Facility - Type II;
- xx. Residential Care Facility - Type III;
- xxi. School – Private;

- xxii. Solid waste disposal facility, soil farms, clean fill sites;
- xxiii. Vacation farms.

- c) Institutional, which are:
 - i. Cemetery;
 - ii. Community Centre;
 - iii. Convent or Monastery;
 - iv. Educational Institution;
 - v. Place of Worship;
 - vi. Pre-school;
 - vii. Public Art Gallery;
 - viii. Public Hospital;
 - ix. Public Library;
 - x. Recreational – including sports fields, golf courses, tourist campsites, parks, and other similar uses;
 - xi. Recreational buildings and facilities;
 - xii. School – Public.
- d) Residential, which are:
 - i. Single parcel country residential, including a single detached residence or a mobile home;
 - ii. Special Needs Housing.
- e) Home based businesses, subject to Part III Section 12 of this bylaw.
- f) Other, which are:
 - i. Gravel pits and gravel crushing operations.

Uses accessory to residence

- a) Buildings, structures or uses secondary to, and located on the same site with a permitted use.
- b) One single detached dwelling or mobile home on a permanent foundation is permitted as an accessory use to the principal agricultural use. Additional single detached dwellings or mobile homes required to accommodate full-time workers engaged in the principle agricultural use of the land will be permitted, subject to a resolution of council.
- c) Dormitory dwelling(s) will be permitted, as required, to accommodate full-time workers engaged in a principal agricultural use of the land.
- d) The temporary confinement of livestock on a farmstead, in numbers and densities that correspond to those in Intensive Livestock Operations, during the period of November 1 – April 30 as part of a permitted use mixed farm operation

(ICR) Intensive Country Residential Districts

- Residential:

- ?? Single detached dwelling;
- ?? A mobile home on a permanent foundation.
- Public utilities, except solid and liquid waste disposal facilities

Uses permitted at Council's Discretion

- a) - Commercial, which are:
 - i. Ambulance Station;
 - ii. Bed and Breakfast Home;
 - iii. Convenience stores;
 - iv. Day Care Centre;
 - v. Neighbourhood Recycling Collection Depot.

- b) Institutional, which are:
 - i. Community Centre;
 - ii. Parks, playgrounds, golf courses, open air rinks and sports fields;
 - iii. Pre-school.

- c) Home based businesses, subject to Part III Section 12 of this Bylaw.

Uses accessory to residence

- a) Private garages, whether detached or attached to a dwelling unit;
- b) Garden sheds used for the storage of non-industrial yard maintenance equipment;
- c) Greenhouses;
- d) Barns and stables;
- e) Small scale agriculture such as field crops, hobby farming.

(MCR) Medium Density Country Residential Districts

- Residential:
 - ?? Single detached dwelling.
 - ?? Mobile home on a permanent foundation.
- Public utilities, except solid and liquid waste disposal facilities.

Uses permitted at Council's Discretion

- a) Commercial, which are:
 - i. Ambulance Station;
 - ii. Bed and Breakfast Home;
 - iii. Day Care Centre;
 - iv. Neighbourhood Recycling Collection Depot.

- b) Institutional, which are:
 - i. Community Centre;
 - ii. Parks, playgrounds, golf courses, open air rinks and sports fields;
 - iii. Pre-school.

- c) Home based businesses, subject to Part III Section 12 of this Bylaw.

Uses accessory to residence

- a) Private garages, whether detached or attached to a dwelling unit;
- b) Garden sheds used for the storage of non-industrial yard maintenance equipment;
- c) Greenhouses;
- d) Barns and stables;
- e) Small scale agriculture such as field crops, hobby farming.

(H) Hamlet Districts

- Residential:
 - ? ? Single detached dwellings, including mobile homes;
 - ? ? Semi-detached dwellings.
- Recreational:
 - ? ? Open Air Rinks;
 - ? ? Parks, playgrounds, golf courses and sports fields;
 - ? ? Other similar outdoor uses.
- Public utilities, excluding solid and liquid waste disposal facilities.

Uses permitted at Council's Discretion

- a) Commercial, which are:
 - i. Adult Day Care – Type I;
 - ii. Ambulance Station;
 - iii. Bed and Breakfast Home;
 - iv. Day Care Centre;
 - v. Establishments for the servicing, storage and sale of motor vehicles, farm machinery and equipment;
 - vi. Grain elevators;
 - vii. Hotels and motels;
 - viii. Neighbourhood Recycling Collection Depot;
 - ix. Private Club;
 - x. Private Art Gallery;
 - xi. Residential Care Facility – Type I;
 - xii. Restaurants, confectioneries and other places for the sale and consumption of food and related items;
 - xiii. Retail stores;
 - xiv. School – Private;
 - xv. Special Care Home.
- b) Institutional, which are:
 - i. Community Centre;
 - ii. Educational Institution;
 - iii. Place of Worship;
 - iv. Pre-school;

- v. Public Art Gallery;
- vi. Public Library;
- vii. Recreational buildings and facilities;
- viii. School – Public.

c) Residential, which are:

- i. Special Needs Housing.

d) Home based businesses, subject to Part III Section 12 of this Bylaw.

Uses accessory to residence

a) Buildings, structures, or uses accessory to, and located on the same site with the permitted building or use.

(MH) Mobile Home District

- Residential

?? Single wide or double wide mobile homes.

- Recreational:

?? Open Air Rinks;

?? Parks, playgrounds, golf courses and sports fields;

?? Other similar outdoor uses.

- Public utilities, excluding solid and liquid waste disposal facilities.

Uses permitted at Council's Discretion

a) Commercial, which are:

- i. Adult Day Care – Type I;
- ii. Ambulance Station;
- iii. Day Care Centre;
- iv. Neighbourhood Recycling Collection Depot;
- v. Private Club;
- vi. Private Art Gallery;
- vii. Residential Care Facility – Type I;
- viii. Restaurants and confectionaries;
- ix. Retail stores;
- x. School – Private;
- xi. Special Care Home.

b) Institutional, which are:

- i. Community Centre;
- ii. Place of Worship;
- iii. Pre-school;
- iv. Public Art Gallery;
- v. Public Library;

- vi. School – Public.
- c) Residential, which are:
 - i. Special Needs Housing.
- d) Home based businesses; subject to Part III Section 12 of this Bylaw.

Uses accessory to residence

- a) Buildings, structures or uses secondary and accessory to but located on the same site with the main use

(C) Commercial Districts

- Retail stores;
- Restaurants, confectioneries, and other places for the sale and consumption of food and related items;
- Establishments for the servicing, storage, and sale of motor vehicles, marine and farm equipment and machinery, car wash establishments;
- Nurseries, greenhouses, and veterinary clinics;
- Agriculture related commercial;
- Motels and hotels;
- Public utilities, except solid and liquid waste disposal facilities;

Uses permitted at Council's Discretion

- a) Solid and liquid waste disposal facilities;
- b) Auction marts;
- c) Welding, machine shops, metal fabricating, auto and machinery wreckers;
- d) Product processing and fabrication;
- e) Storage facilities, warehousing, supply and distribution facilities;
- f) Abattoirs, hide defleshing and tanning facilities, and stockyards;
- g) Outdoor storage yards for construction materials and extractive industries, and
- h) Agricultural implement and prefabricated building component manufacturing.
- i) Research Facility.

Uses accessory to residence

For the purpose of this bylaw, uses customarily incidental and subordinate to the permitted uses shall be considered an accessory use. Single detached residences shall not be permitted, however, living quarters for caretakers, etc., will be allowed subject to a resolution of the council.

(M) Industrial Districts

- Storage facilities, warehousing, supply and distribution facilities, and wholesale establishments;
- Agriculturally related commercial;
- Agricultural implement and prefabricating building component manufacturing and assembly;
- Grain elevators, feed mills, and seed cleaning and drying plants;

- Manufacturing, processing and refining; and
- Public utilities, excluding solid and liquid waste disposal sites.

Uses permitted at Council's Discretion

- a) Abattoirs, hatcheries, hide defleshing and tanning facilities, and stockyards;
- b) Auto wreckers;
- c) Establishments for the servicing, storage and sale of trailers and construction/recreation equipment;
- d) Machine and welding shops;
- e) Mineral extraction operations;
- f) Outdoor storage yards for construction materials and extractive industries, and contract yards;
- g) Petroleum enterprises, storage sheds, coal yards, and gravel yards;
- h) Solid and liquid waste disposal sites; and
- i) all permitted uses as stated in Schedule E: C – Commercial District
- j) Research Facility.

Uses accessory to residence

For the purpose of this bylaw, uses customarily incidental and subordinate to the permitted uses shall be considered an accessory use. Single detached residences shall not be permitted, however, living quarters for caretakers, etc., will be allowed subject to a resolution of the council.

AUTHORITY

Bylaw No. 3-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 4-2001, adopted by resolution of Council, April 9, 2001

Bylaw No. 3-2002, adopted by resolution of Council, June 3, 2002

Bylaw No. 5-2003, adopted by resolution of Council, July 2, 2003

6.3.3 DISCRETIONARY USE FEES

POLICY

Pursuant to the Municipality's Zoning Bylaw certain discretionary use developments may be permitted subject to Council's approval and any appropriate conditions.

Pursuant to Part II, Section 5 of the Municipality's Zoning Bylaw public notice of any discretionary use is required. Part II, Section 8 of the Municipality's Zoning Bylaw prescribes the required fees.

Before Council will consider any discretionary use, the following fees must be submitted with the application:

Discretionary Use Application
(Other Than Mineral Extraction Or ILO)

- ? ? discretionary accessory use \$30, plus
 - ? ? \$1.00 for every separate property that abuts the subject property
- ? ? discretionary principal use \$35, plus
 - ? ? \$1.00 for every separate property that abuts the subject property

ILO, Abattoir, Waste Site, etc.
Discretionary Use Application

- ? ? discretionary principal use \$35, plus
 - ? ? \$1,500 deposit with balance to be refunded after deducting the following charges:
 - ? ? \$1.00 for every separate property within 6.4 km of the subject property
 - ? ? actual newspaper advertising costs

RATIONALE

Council must recover all costs associated with the preparation, advertising and distribution of any discretionary use public notice.

AUTHORITY

Resolution #125-2001 passed April 9, 2001

6.3.3.a REZONING FEES

POLICY

Pursuant to the Municipality's Zoning Bylaw certain amendments to the Zoning Bylaw may be permitted subject to Council's approval and any appropriate conditions.

Pursuant to Part II, Section 8 of the Municipality's Zoning Bylaw public notice of any zoning bylaw amendment is required. Part II, Section 8 of the Municipality's Zoning Bylaw also prescribes the required fees.

Before Council will consider any zoning bylaw amendment, the following fees must be submitted with the application:

- ? ? 2,000 deposit with balance to be refunded after deducting the following charges:
- ? ? \$1.00 for every separate property that abuts the subject property
- ? ? actual newspaper advertising costs

RATIONALE

Council must recover all costs associated with the preparation, advertising and distribution of any zoning bylaw amendment public notice.

AUTHORITY

Resolution #125-2001 passed April 9, 2001

6.3.4 DEVELOPMENT SETBACKS

POLICY

No person shall hereafter situate any building: ,

? ? within 45.72 meters (one hundred and fifty feet) from the center line of any road, except as follows:

in those instances where a building has been in existence prior to 1975, and this said non-conforming building is situated within the stated setback, any new building may, upon approval by resolution of the Council, have a reduced setback up to a distance equal to the set back of the said existing pre 1975 non-conforming building;

? ? within 90 meters (three hundred feet) from the intersection of two or more roads.

RATIONALE

In order to prohibit snow accumulation on the roads and to facilitate proper sight triangle clearance at intersections, these regulations must be enforced.

AUTHORITY

Bylaw No 16-2001, adopted by resolution of Council, July 4, 2001

6.4 ECONOMIC DEVELOPMENT INCENTIVE

POLICY

Upon request from the developer, the Municipality may consider granting an abatement of 100% municipal tax for economic development purposes on new developments or expansions . Said abatement to commence the year of development and be for a maximum of 5 years.

RATIONALE

In order to attract and promote economic development, the Municipality will consider enacting appropriate municipal tax concessions. However, these concession should not impact school revenues and consequently, the abatement shall apply only to municipal property tax.

AUTHORITY

Resolution #264-99 passed November 17, 1999

RECREATION AND CULTURE

7.1 CHARITIES

POLICY

That we do not contribute to charities.

RATIONALE

Council feels that is not fair to tax the municipal ratepayers for charities and that such donations should be left to individual ratepayers.

AUTHORITY

7.2 GRANT ALLOCATIONS

POLICY

That we will make allocations of municipal population among the various recreation boards within the municipality with respect to Sask. Recreation's T.I.P. grant

APPLICATION

Allan Recreation Board	150 population
Bradwell Recreation Board	100 population
Clavet Recreation Board	620 population
Sunset Recreation Assoc.	670 population
Club Cultural de St. Denis	53 population

RATIONALE

Since this municipality does not operate any sports, cultural or recreational programs, any grant available to this municipality shall be equitably distributed among the various recreation boards within the municipality.

AUTHORITY

Resolution #337-2009 passed December 16, 2009

7.3 COMMUNITY HALLS

POLICY

That as with charities, we will not donate to community halls, however, we will join in agreements to secure funding. We will also assist in the construction of new facilities by supplying municipal equipment at no cost, except for labour and fuel costs, and by supplying gravel at the same cost as that charged to ratepayers.

RATIONALE

Though we do support recreation in the municipality, we must strive to be equitable and fair between the various community recreational facilities in such things as grant allocations and direct funding. We recognize that our ratepayers benefit from community halls and consequently we shall assist in the facilities construction at a discounted rate.

AUTHORITY

Resolution #286-88 passed September 19, 1988

7.4 LIBRARY

POLICY

That we will continue our association with the Wheatland Regional Library.

RATIONALE

Current usage of the library service does justify the library cost incurred.

AUTHORITY

Resolution #253-90 passed October 15, 1990

OFFICE PROCEDURES

8.1 TAX CERTIFICATES

POLICY

Anyone requesting a tax certificate shall be issued same. Tax certificates cost \$10.00 each per lot or parcel of land. The fee must be paid before the tax certificate will be issued.

Anyone requesting a statement with respect to the amount of taxes owing on any parcel of land shall be issued same. The statements to any person other than the owner of the parcel shall cost \$2.00 per parcel.

AUTHORITY

The Municipalities Act - Section 118 & 276

Bylaw No. 22-2001, adopted by resolution of Council, October 9, 2001.

8.2 TAX/ASSESSMENT INFORMATION

POLICY

Access to tax and assessment information shall be available, at costs as follows:

Type	Action	Charge
Written Tax Balance Information	? ? Provide to anyone requesting information	? ? No charge to owner ? ? \$2.00 per parcel to anyone else
Verbal Tax Balance Information	? ? Provide to anyone requesting information	? ? No charge
Assessment Field sheet Information	? ? Provide to anyone requesting information. ? ? Delete information describing the interior of a residence if provided to anyone other than the owner or agent.	? ? No charge to owner ? ? \$5.00 per field sheet to anyone else
Tax Roll Owner's Address	? ? Address to be disclosed only when this information clearly benefits the individual to whom the information relates. ? ? Requests for information must be in writing stating who is requesting the information and for what purpose the information is to be used.	? ? No Charge
Certificate of Title Information	? ? Address to be disclosed only when this information clearly benefits the individual to whom the information relates. ? ? Requests for information must be in writing stating who is requesting the information and for what purpose the information is to be used. ? ? Direct anyone else to the Land Titles Office for further information.	? ? \$5.00 per copy

AUTHORITY

Resolution #235-95 passed August 2, 1995

Bylaw No 22-2001, adopted by resolution of Council, October 9, 2001

8.3 SALE OF MUNICIPAL MAPS

POLICY

We shall have available for sale, municipal maps indicating the owner of each quarter section of land, the tax assessed value of each $\frac{1}{4}$ section of land and the location of farm sites, roads, railways, waterways, etc.

This shall be updated at the discretion of Council.

APPLICATION

The maps shall be sold at cost. The fee for a map must be paid before the map will be distributed. See Policy 2.7.2 for fee.

8.4 FREEDOM OF INFORMATION

POLICY

That information may be given to individuals as prescribed in the Local Authority Freedom of Information and Protection of Privacy Act.

TYPES

1. Contracts or bylaws and any account paid by the council relating thereto;
2. Any report of any committee or employees after it has been submitted to the council, other than an opinion or report of legal counsel.
3. The minutes of council, once adopted;
4. Any reports and records authorized by council;

Such information is to be given out within reasonable time to the individual, following the request and receipt of appropriate charges.

Upon payment of \$25.00, any voter shall be mailed the minutes, after adoption by Council, from the date of payment to December 31 in that year.

AUTHORITY

The Municipalities Act - Section 118 & 276

The Local Authority Freedom of Information and Protection of Privacy Act

Resolution #327-2009 passed December 16, 2009

8.5 N.S.F. CHEQUES

POLICY

That those issuing N.S.F. cheques will be contacted by telephone. If contact is not made, or the cheque is not cleared up after a month, the issuer will be warned by letter of possible prosecution.

If after a reasonable time the N.S.F. cheque is still not attended to, the matter shall be brought to the attention of council for possible prosecution.

Any financial institution charges resulting from the NSF cheque will be charged back to the issuer.

AUTHORITY

Resolution #63-2001 passed February 26, 2001

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