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## 1-1 DEFINITIONS

- "the Act" shall mean The Municipalities Act;
- "council" refers to the Council of the Rural Municipality of Cambria No 6;
- "guidelines" are statements of reference, based on legislation and previous action of council;
- "municipality" shall mean the Rural Municipality of Cambria No. 6;
- "policy" is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- "Ratepayers" refers to those who pay taxes to the R.M. of Cambria No. 6
- "RMAA" shall refer to the Rural Municipal Administrators Association of Saskatchewan;
- "SARM" shall refer to the Saskatchewan Association of Rural Municipalities.

## 2-1 THE COUNCIL

The council is the main body of local government, the councillors and reeve are elected. A council member should have the time and willingness to serve. The council is a policy making group. Its responsibility is to decide how the municipality is to be run.

## 2-2 PUBLIC DISCLOSURE STATEMENT

Members of council are required to file with the administrator a public disclosure statement with their nomination forms and shall be updated annually. The public disclosure statement must contain:

- 1) The name of:
  - a) The employer of the member of council
  - b) Each corporation in which the member or someone in the member's family has controlling interest or if the member or family member is a director or senior officer and
  - c) Each partnership or firm of which the member of council is a member.
- 2) The civic address or legal description of any property located in the municipality or an adjoining municipality that:
  - a) The member of council or his/her spouse owns or
  - b) is owned by a corporation incorporated pursuant to The Business Corporations Act or Canada Business Corporations Act of which the member or his/her spouse is a director or senior officer or has a controlling interest

## 2-3 PECUNIARY INTEREST

Pecuniary interest occurs when a council member or someone in the member's family has a controlling interest or is a director or senior officer of a corporation that could make a financial profit or be adversely affected financially by a decision of council. A council member also has a pecuniary interest if he/she or a closely connected person could make a financial profit or be adversely affected by a decision of council. Members do not have pecuniary interest in any situation or matter that the council member (or closely connected person) may have as a voter, taxpayer or utility customer of the municipality (MA se. 141 & 143).

## 2-4 COUNCIL REMUNERATION

Council members shall receive a remuneration as follows:

Council	\$200.00/meeting
Committee meetings (over 3hrs)	\$200.00/meeting

Committee meetings (under 3hrs)	\$100.00/meeting
Travel Rates	\$00.70/km
Council Supervision	\$300.00/month for kilometers
Council Supervision	\$200.00/month for labour
Reeve Supervision of Office	\$250.00/month
Cellphone	\$25.00/month
Meals	\$50.00/ daily with receipts, no alcohol

The municipality shall pay accommodation expenses for all approved convention delegates directly.

**Logs** - Council members must keep a log of meetings attended and mileage incurred to attend meetings.

**Procedure** - Council members submit expense vouchers for remuneration and mileage and any other authorized expenses at June and December Council meetings.

## 2-5 COUNCIL BENEFITS

### **Workers Compensation Board (WCB)**

Elected officials are covered by Workers Compensation while engaged in official municipal business; as per Saskatchewan labor laws.

The death benefit is available only if the death is the result of unusual or accidental circumstances, in which case the spouse or dependents would receive benefits.

### **Disability Plan**

Elected officials are covered by the Disability Plan while engaged in official municipal business. The plan payment for disability is based on 80% of salary to a maximum of \$50,000 for one year. Any money received from Workers Compensation or Unemployment Insurance is deducted from the payment. The death benefit is a lump sum payment of \$5,000.00 payable to the estate.

### **Health & Dental Plan**

Councilors may sign up for the Health and Dental plan. The R.M. will cover half of these costs and the remaining half to be paid by the councilor.

## 2-6 COUNCIL PROCEEDINGS

As per the Council Procedures Bylaw 16-04 and Council Code of Ethics Bylaw 17-01.

## 2-7 COUNCIL CHAMBERS

First priority is to the council meetings and committees of council. The chambers may be open for use by other groups with prior approval. There shall be no charge for the use of the facility.

## 3-1 CONVENTIONS & SEMINARS

Council recognizes the benefit of attending seminars and conventions and shall provide funds for members of council and employees to attend approved conventions and seminars.

### **SARM Conventions**

Council members and the Administrator are encouraged to attend the SARM Conventions. Council will allow for the attendance of all Council Members and the Administrator at each SARM Convention. Official and Visiting Delegates shall be appointed by council. Council members and the Administrator shall be compensated at the regular indemnity and wage rate as well as all associated expenses and mileage. Maintenance Employees are encouraged to attend the tradeshow at the Annual convention when held in Regina.

### **SARM District Meetings**

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

#### **RMAA Convention**

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

#### **RMAA Meetings & Seminars**

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

### **4-1 DONATIONS**

Council recognizes the need to contribute to area charitable, culture, recreational, sporting and other functions and organizations. Donations are determined by Council on an annual basis. Example of organizations that the R.M. donates to are: Torquay Fire Department; Torquay Community Club; Oungre Regional Park; Creighton Lodge; Souris Valley Daycare; Little Cubs Early Learning; Long Creek Watershed; Ag Health & Safety; STARS; St. Joseph's Foundation; Torquay Library; Envision; and Sasktip and others as Council sees fit.

### **4-2 HONORARIUMS**

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

**Council:** Retiring members of council shall be presented with a suitable gift upon retirement. The length of service can be a determining factor of the cost of the gift presented. The value of the gift shall not exceed \$500.

**Employees:** Any Employee leaving the service of the R.M., or a retiring employee, having been in the R.M.'s employ no less than 12 months, shall be presented with a farewell gift. The value of the gift shall not exceed \$500.

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

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

**Hospital Stays:** Fruit baskets or flowers will be sent to Council members and staff when one of the above is required to be admitted to a hospital for a minimum of 3 days.

### **4-3 SOCIAL FUNCTIONS**

At Council's discretion, funds may be provided for social functions including Christmas parties, farewells, picnics and other council approved social events.

**Christmas Social:** Council shall host an annual Christmas party for employees, and council and guests. The Administrator shall arrange the Christmas party including reservations and payment. The R.M. shall pay for the meal and refreshments (at council's discretion) for each person in attendance.

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

### **5-1 EMPLOYEES**

Council shall employ an Administrator, and any other office staff as required. Council shall employ a Manager as well as the required full time and seasonal maintenance employees.

### **5-2 ADMINISTRATION**

The Administrator is appointed by the Council. They must hold a valid certificate of qualification as set out in Sec. 110(1) of the Act.

The Administrator's salary is to be negotiated at the December council meeting for the next year. The Administrator receives a monthly salary and does not receive any overtime pay for extra hours required; however, the Administrator may use flex.

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

### **5-3 OFFICE HOURS**

The office is open from 8:30 a.m. to 4:00 p.m. Monday through Friday.

Keys accessing the office shall be restricted to the administrator, the administrator assistant and the reeve.

### **5-4 OFFICE MAINTENANCE**

Janitorial services will be outsourced and the office will be cleaned monthly as directed by the Administrator.

### **5-5 OFFICE SERVICES**

Fee schedule and procedures for various office services:

**Overweight Permits**- granted approval, no cost to the ratepayer

**Assessment Information/Field Sheets** - may be provided to owners free of charge

**Maps** - \$15.00 each plus \$5.00 postage & handling if mailed. (GST and PST Included)

**Notary/Commissioner Services** - provided at no charge during office hours for ratepayers.

**Tax Certificates** - \$30.00 for 4 parcels

**Title Searches** - To be conducted at cost for owners only.

**Minutes** - \$20 per copy

**Re-Assessment** - \$20

### **5-6 MANAGER**

This position is full time and out of scope of the union contract. They must possess a valid driver's license and submit drivers abstract yearly. The Manager is paid on an hourly basis and his/her wage is to be negotiated at the December council meeting for the next year. The Manager shall report to Administrator. All other Maintenance Employees will report to the Manager.

### **5-7 MAINTENANCE EMPLOYEES**

This is a seasonal/full time position and they are governed by the International Union of Operating Engineers Hoisting, Portable and Stationary Local 870 for the duration of January 1, 2024 to December 31, 2027.

Maintenance employees is directly responsible to the Manager. They must possess a valid driver's license and submit drivers abstract yearly.

### **5-8 PAYMENT**

All salaries shall be paid on a bi-weekly basis with direct deposits being issued on the Friday after the 2 weeks pay period.

## 5-9 BENEFITS

The municipality shares in the Employee's Benefits as follows:

Canada Pension	- matching contributions set by CRA
Employment Insurance	- premiums set out by Service Canada
Municipal Superannuation	- matching contributions set by MEPP
Workers' Compensation	- R.M. pays full premium
Short Term Disability	- R.M. pays full premium
Long Term Disability	- R.M. pays full premium
Health & Dental Plans	- R.M. pays Single/Family premium
RMAA Membership	- R.M. pays full premium
Hail Insurance License	- Employee pays full fee
Notary/Commissioner	- R.M. pays full license fee

### Cellphones

The Maintenance employees and Assistant Administrator are to be paid \$12.50 biweekly for the use of their personal cellphone after 3-month probation period. The Administrator and the Foreman are to be paid \$17.50 biweekly for the use of his/her personal cellphone.

### Medical Expenses

Employees who are required to submit a yearly driver abstract will be reimbursed for the costs associated. Employees who require a medical exam to maintain a higher qualification of driver's license will be reimbursed for the costs associated upon receipt and proof of passing.

### Pension Benefits

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

### Disability

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

### Health & Dental

The Council will provide complete Health and Dental coverage, for employees, as provided through the designated Health and Dental program.

## 5-10 LEAVE OF ABSENCE

### Sick Leave

Each full-time employee outside of the union contract shall be allowed 12 days per annum for sick leave (based on an 8-hour day for all employees) and any unused portion of the leave shall carry over to a maximum of 30 days. Regular part-time employees shall be entitled to the same benefits on a pro-rated basis. Sick leave shall include dental and medical appointments. Council may require a medical certificate signed by a medical doctor to substantiate claims for sick leave.

### Leave of Absence

Upon request, an Employee shall be granted legislated leaves per *Saskatchewan Employment Act*. All requests must be submitted in writing to the Employer, except in extenuating circumstances, at least twenty-one (21) calendar days in advance of the requested leave. Employees are expected to request leaves of absence by using the provided form and submitting to the Administrator or Council.

### Compassionate Leave

The Council will grant, up to five (5) working days, 3 of these working days will be paid, the remainder will be unpaid, to attend serious illness and/or death within the immediate family. For the purpose of this section immediate family shall be defined as: father, mother, brother, sister, spouse, child, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, grandparent, and fiancé.

### **Vacations**

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

0 - 10 years of employment 3 weeks' vacation or 3/52 of Gross Wages

After 10th year of Employment 4 weeks' vacation or 4/52 of Gross Wages

After 19th year of Employment 5 weeks' vacation or 5/52 of Gross Wages

After 25th year of Employment 6 weeks' vacation or 6/52 of Gross Wages Vacations may be pro-rated and taken prior to the expiration of one year of service providing suitable arrangements can be made with the Manager and/or administrator. Employees shall attempt to take vacations in the year they become due, or as near as possible thereto, during periods that will least disrupt service to the public, and vacation periods shall, in most situations and whenever possible, be alternated by members of the staff.

Employees; other than the employees under the union contract; may carry their vacation days into the next year.

### **5-11 SERVICE AWARDS**

Council will recognize individuals who have reached milestone anniversaries of employment with the municipality by rewarding employees who have remained continuously employed by the municipality for 5, 10, 15, 20, 25 years. Employees will be recognized during the year of the anniversary at the annual Christmas Party. The recognition will be as follows:

5 years of employment: A gift certificate valued at \$100.00

10 years of employment: A gift certificate valued at \$150.00

15 years of employment: A gift certificate valued at \$200.00

20 years of employment: A gift certificate valued at \$250.00

25 years of employment: A gift certificate valued at \$300.00

30 years and each 5-year anniversary thereafter, the gift will be determined by council.

### **5-12 COUNCIL/EMPLOYEE COMMUNICATIONS POLICY**

The purpose of the policy is to:

- clearly enunciate council communication practices and procedures,
- maximize the efficient use of time, human and capital resources,
- minimize the need for council member involvement in the day to day operations of the municipality,
- enhance employer/employee relations, by minimizing confusion and potential areas of conflict.

The Administrator and Manager shall communicate employee concerns and suggestions regarding council plans, programs, direction, scheduling or any matter pertaining to the day to day operations of the municipality expeditiously and directly to council or appropriate committee. The manager shall provide direction to the Council relating to jobs and projects to be completed and problem areas. All jobs and /or projects over \$5,000 must be approved by a majority of the members of council.

### **6-1 TAX COLLECTIONS**

The Municipality shall accept installment payments or prepayments on tax accounts when requested by the ratepayer. In order to accommodate ratepayers, we will accept post-dated cheques and receipts will be issued on the date indicated on the cheques. The administrator is authorized to arrange payment schedules for any delinquent tax accounts.

### **6-2 TAX ENFORCEMENT**

Property with tax arrears of less than \$100.00 remaining shall be removed from the tax enforcement advertising list.

### **6-3 GENERAL INSURANCE**

The municipality shall carry commercial property insurance on all property. The current policy is with SARM Insurance Plan with the following terms:

- \$1,000.00 deductible,
- replacement cost coverage on the office building, furniture, equipment, shop building & contents, storage sheds and machinery

### **6-4 BOND**

The municipality is required to carry a blanket position bond in the minimum amount of \$50,000 on the administrator and office personnel.

### **6-5 LIABILITY INSURANCE**

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

The municipality is enrolled under the SARM Self-Insurance plan for the \$5,000,000 coverage. The Municipality maintains an asset account in the plan fund and pays annual premiums for coverage. The interest earned and the claim withdrawals from the fund each year are credited and debited to and from respective municipal revenue, expense and asset accounts at the end of each year.

### **7-1 HARASSMENT POLICY**

As passed by Resolution #17-227 on December 13, 2017

### **8-1 FIRE PROTECTION**

The Rural Municipality of Cambria No. 6 shall provide fire protection through agreements with the Torquay & District Fire Department and Midale/Cymri Fire and Rescue. The Rural Municipality of Cambria No. 6 does not cover the cost of the call out of fire departments.

### **8-2 EMERGENCY MUTUAL AID - E.M.O.**

The municipality is a part of a mutual aid agreement in accordance with Bylaw 17-11

### **9-1 ROAD PRE-CONSTRUCTION PROCEDURAL CHECK LIST**

1. The Administration is responsible for:
  - preparing the agreements for sale of right-of-ways
  - notify Sask First Call of construction and request locates, depths and flagging of underground facilities.
2. Supervising councillor shall meet with owners and obtain signatures on right-of-way sale agreements.

3. The Manager and Councilor shall:
  - tour the proposed construction area with the engineer if applicable; inform them of any pertinent information.
4. General duties of Manager
  - locate place to dispose of rocks
  - if rip rapping is necessary, locate source of rocks
  - are borrow pits necessary, if so, locate where
  - if clay capping is necessary, locate source of clay
  - identify any new or altered water courses
  - locate construction camp site
  - examine road approach requirements (i.e. replace in existing location, relocates, removals, any new approaches)
  - confer with land owners on approach issue and requirements
  - report all above ground and buried obstructions, all arrangements made for rocks, borrow pits, clay deposits, etc. to the administrator.
  - water source if watering is required

### **9-2 ROAD CONSTRUCTION PROCEDURE**

1. The contractor is directly responsible to the engineer/road committee in regards to plan, design and construction standards.
2. The engineer is responsible to the road committee, any additional approaches or re-locations etc. must be submitted to the engineer for inclusion in the project design.

### **9-3 ROAD MAINTENANCE**

The council of the R.M. of Cambria No. 6 recognizes the need for organized and consistent road maintenance services. In order to accomplish that need, a list of guidelines shall be prepared for employees and council to follow, which may be amended from time to time.

#### **Stones**

As early as possible every spring, and as required throughout the remainder of the year, hazardous rocks and stones shall be removed from the road surface. On roads with extensive rocks at the surface, council shall decide if the project can be completed by the road crew or if a contractor is required. The grader operator shall at all times stop the grader to remove or dig out protruding rocks or stones whenever necessary.

#### **Approaches and Intersections**

Care is to be taken to avoid cutting the road down at approaches, crossroads, intersections and driveways. Material should not be spread into driveways or approaches and effort must be made to avoid this problem. Time is to be taken to level off all intersections, driveways, crossroads and approaches, except on seeded fields.

#### **Prairie Trails**

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

#### **Crown**

The Crown must be maintained on all roads.

#### **Gravel**

As early as possible every year and prior to the annual spread of gravel, all roads must be graded with the main purpose of bringing all gravel from the sides and spreading in on the driving surface. Gravel is to be spread to not leave a big ridge at the edge of the road. The ridge shall be no more than 4".

#### **Private Lanes**

If requested, private lanes or driveways may be graded, mowed, or have snow removal and will be charged to the property owner. If ratepayers have any issue relating to the work undertaken on their private lane, the lane will not be graded or mowed.

#### **Snow Removal**

School Bus routes shall receive priority over other roads for snow removal operations. Second priority will be given to residential access routes.

All snow removal is done by the municipality. All contractors removing snow on the municipal right of ways shall have written consent.

#### **Ditch Cutting**

- The first area cut shall be alternated yearly between divisions as per the Manager.
- The final cut shall commence in late August or Early September.
- If a first cut is required it shall commence in June or early July.

#### **Bale Removal**

Any bales that remain in the municipal ditches as of September 15 of each year will be removed and disposed of as deemed appropriate by Council. The cost for removal will be incurred by the rate payer.

### **9-4 MACHINERY RATES**

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

Motor Grader	- \$175.00 per hour for ratepayers;
	-\$300.00 per hour for non-ratepayers and commercial companies;
Tractor & Mower/Snow blower	- \$150.00 per hour;
Tree Planter	- Free use for ratepayers.

One free snow removal for non-all-weather roads as requested by a ratepayer.

### **9-5 GRAVEL**

Each spring, each councillor will prepare a gravel map for the division they represent, indicating which roads require gravel. The Manager may provide input regarding which roads he/she feels requires gravel. The Gravel maps will be forwarded to the administrator who will coordinate the individual division maps on a map for the entire R.M. The Gravel maps will be maintained from year to year in the R.M. office for reference by the administrator, councillor or Manager.

The R.M. of Cambria No. 6 does not sell any of the gravel stocks.

### **9-6 CULVERT SALES**

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

Used culverts may be sold to ratepayers at \$2.00 per meter.

### **9-7 GRADER BLADE SALES**

New grader blades will be not be sold.

Used grader blades may be sold at a rate of \$5.00 each.

### **9-8 LEASED LAND**

Land that is owned by the RM is rented on a 4-year contract and contracts are awarded by a public tender.

**9-9 DUST CONTROL**

The municipality will provide a dust control service to occupied residential yards, the service will be a cost share of 75% paid by the R.M. and 25% paid by the resident. Dust control sites size will be length of 650 feet and width of 24 feet. If a ratepayer wishes to exceed this size the cost will be 100% paid by the resident. All residents shall pay their cost and sign a waiver upfront. We shall provide dust control biannually for Salem church and Lac Qui Parle church.

**9-10 FENCING**

Payments to ratepayers associated with the cost of removal & replacement of fences shall be as follows:

	<u>Removal</u>	<u>Replacement</u>
Four wire Fence (per mile)	\$1000.00	\$6000.00

Fences need to be set back from the property line 1 foot.

Payment for replacement of all fences is to include the cost of all material and labour.

Payment will be made by the municipality for the removal and replacement of a fence upon receipt of notice that the fence has been removed/replaced.

Should the ratepayers request it, the municipality may remove any fence that it deems necessary, but the ratepayer shall receive no compensation for the same. At the request of the ratepayer, the municipality will erect a fence. In all cases the municipality will re-use all salvageable material. If the ratepayer requests new material, the ratepayer will be responsible to provide the new material. Permanent & electrical fences shall not be erected on the municipal right-of-way.

**9-11 PAYMENT OF BORROW AREAS AND EASEMENTS**

**Borrow Area**

Borrow area payments will not exceed \$2500.00. The R.M. pays for removal and reclamation of topsoil. No future crop loss payments.

Burrow pits and dugouts be a setback of 150 feet from center of road and 300 feet from an intersection.

**Easement**

Easements will be paid \$500 for the first 50 feet and \$1000 for the next 100 feet plus an additional \$200/acre that is utilized to be determined once the construction is completed. This does not cover crop loss.

**9-12 COMPENSATION**

**Crop Damage**

Payments to ratepayers associated with crop damage in connection with municipal works, shall be as follows: Each ratepayer shall be paid a rate equal to an average yield of crop per acre times market price per bushel as determined by crop insurance price and/or the contracted price. Hay land shall be paid at a rate per acre of the average price per ton as published in the SK Ag & Food Feed Grain and Forage Listing,

Payment shall be for crop, either damaged or not planted, over and above the municipal right-of-way. No payment shall be made for crop damage that was previously seeded on the municipal right-of-way. Payment for crop damage shall also be paid for the area outside the right-of-way required for the removal and replacement of topsoil.

**Topsoil Removal & Replacement**

The municipality shall provide for the removal and replacement of topsoil adjacent to a road allowance, to any ratepayer requesting it, at no cost to the ratepayer, for the reclamation of topsoil in connection with municipal road construction.

**9-13 WEIGHT RESTRICTIONS & ROAD BANS**

The municipality shall allow such weights as determined by Saskatchewan Highways & Transportation. All roads within the municipality are secondary weights with the exception of road bans and winter weights. Presently the policy for spring road restrictions is a 13T restriction on all roads and winter weights will follow SK Highway weights. The R.M. will not grant permits for commercial operations; discretionary permits will be issued to agriculture. Oil wells being drilled will require the company to enter into a road maintenance agreement allowing them access to the roads with overweight trucks with an access route.

**9-14 HAUL ROUTE POLICY**

Haul routes are to be determined by the council and administration are to direct traffic according to the haul route map approved by council.

The following guideline formula is to help Council with making the haul route map. Points are given on a per mile basis with the intent that the lower the number the more feasible the road is to hauling.

Road Type	Good Grade Gravel Road	1
	Poor Gravel Road	3
	Trail/Dirt	5
Resident Distance	600 + Feet	0
from center of road	600 - 500 Feet	1
	500 - 450 Feet	2
	450 - 400 Feet	3
	400 – 350 Feet	4
	350 – 300 Feet	5
	300 – 250 Feet	6
	250 – 200 Feet	7
	200 – 150 Feet	8
	150 – 100 Feet	9
	100 – Feet	10

**9-15 ROAD APPROACH POLICY**

All individual/companies wishing to construct an approach on a municipal road allowance shall adhere to the following:

1. every application for a road approach shall first be approved by council before it may be installed;
2. each road approach shall be constructed to a minimum of 8 meter for residential or agricultural and a minimum of 11 meter for commercial. For safety and mowing considerations every road approach should have a 5 to 1 side slope;
3. each road approach shall have a 30-meter setback from an intersection
4. should an approach require a culvert, the same shall be installed by the approach contractor. These culverts should be set back away from the center of the road in order to aid the municipality annual mowing program;
5. once the approach is constructed, an adequate supply of gravel shall be applied by the developer;
6. upon construction, each road approach shall be approved by the councillor for that division. Should the approach not meet the councillor’s approval the municipality shall contact the contractor, who shall be responsible for any additional work that may be required;
7. maximum of three approaches per half mile, with the exception for an allowance for temporary approaches to be installed for a maximum of 1 month

**9-16 ROAD DEVELOPMENT POLICY**

All applications for development of road allowances must be submitted in writing to the R.M. office. Any persons making application shall be responsible for:

1. the building of the road being developed shall be paid for by the oil/gas company;
2. negotiating with the land owners for fence removal and right of ways, and any damage to utility cables or pipelines located in the road allowance which may occur during construction or maintenance;
3. constructing the road to a minimum standard of 8-meter top and 3 to 1 slope;
4. the installation of culverts necessary so as to not impede the natural flow of water;
5. ensuring that written permission from the Municipality has been issued prior to commencing construction;
6. Permission for the industry development of road allowances may be granted between council meetings with consultation with the respective Councillor, Reeve and Administrator.
7. height of 2 feet above field level

The R.M. may provide the following:

1. Culverts
2. Gravel top

If for any reason an oil and/or gas company wish to place rig matting on a municipal road, consent shall be given by the Councilor and it shall not be laid any smaller than a width of 2 mats wide.

#### **9-17 BURIED OIL/GAS/WATER PIPELINE POLICY**

All oil companies wishing to bury a pipeline within the municipality shall follow & adhere to the following:

1. all pipelines or cables buried on or across municipal road allowances shall be buried at a depth of at least 2 meters below the lowest point on the municipal right of way;
2. all road allowance crossings, which include road top, side slopes & ditches, are to be leveled to a pre-plowing/trenching condition;
3. pipelines that are to cross a municipal road shall be bored, unless otherwise approved by the Councillor;
4. should the municipality wish to construct a new or existing road, the respective company shall locate the pipeline, at no cost to the municipality, & shall lower the same at no cost to the municipality should the need arise;
5. should a crossing become rough due to settling, etc. the municipality shall have the right to request the respective company to repair any crossing;
6. to aid the municipality mowing program, all markers are to be placed no closer than 33 feet from the center line of any road allowance, the marker may be placed at the fence line.

#### **9-18 BURIED TELEPHONE & POWER CABLE POLICY**

All companies wishing to bury a telephone cable or power cable within the municipality shall follow & adhere to the following:

1. All cables buried on or across municipal road allowances shall be buried at a depth of at least 2 meters below the lowest point on the municipal right-of-way.
2. All road allowance crossings, which includes road top, side slopes and ditches, are to be leveled to a pre-plowing/trenching condition.
3. Cables that are to cross a municipal road that has a legal right-of-way width greater than the standard sixty-six (66) feet shall all be bored. These are roads in the designated road system as determined by Saskatchewan Municipal Government. All other roads within the municipality, not on the designated road system, may be plowed or trenched provided that Sections (a) and (b) are followed.

4. Should the municipality wish to construct a new or existing road, the respective company shall locate the cable at no cost to the municipality and shall lower the same at no cost to the municipality should the need arise.
5. Should a crossing become rough due to settling, etc. the municipality shall have the right to request the respective company to repair any crossing.
6. To aid the municipal mowing program, all markers are to be placed no closer than 33 feet from the center line of any road. Should a fence be adjacent to the road allowance, the marker may be placed at the fence line.

#### **10-1 RAT CONTROL PROGRAM**

The municipality shall provide a Pest Control Officer for the municipality at no direct cost to the ratepayers. This Officer shall have the authority to enter onto any property within the municipality as per Provincial law responsible for identifying rat infested sites, setting up bait stations, monitoring these sites, keeping accurate records and time sheets, making annual reports to council and educating the ratepayers on identifying rat infestation and eradication and control measures. The bait, either distributed through the Pest Control Officer or through the Municipal Office, shall be provided to ratepayers free of charge, unless an infestation is over \$500 in bait and PCO fees.

The Pest Control Officer is paid on a per call basis at a rate of \$27.00 per site; if a call back is required a mileage charge will be added at a rate of .80 km.

#### **10-2 NOXIOUS WEEDS**

The municipality shall implement a yearly noxious weed plan to control and eradicate the noxious weeds. The cost of eradicating noxious weeds is a cost share between the ratepayer and the municipality. Ratepayers are required to pay for one-third of the cost of the product and application.

#### **10-3 PUBLIC WELLS**

The Outram well and the well at the NE 34-03-13 W2 are non-potable wells for use at your own discretion.

#### **10-4 WASTE DISPOSAL**

There are dumpster bins set up in Outram for the use of all ratepayers.

#### **11-1 OIL & GAS WELL DEVELOPMENT**

Council approves oil and gas well development as a permitted use in the agriculture district; and the administrator is hereby granted authority to issue approval under the current approach and road development policies.

#### **11-2 DRILLING LICENCES**

Drilling licenses are issued at a fee of the maximum allowed by Provincial legislation. The lease owner is invoiced upon receipt of Saskatchewan Energy and Mines license Notice for the drilling license fee. Seismic testing is exempted from fees.

#### **11-3 PROXIMITY TO ROAD ALLOWANCES**

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

#### **11-4 POWER POLE INSTALLS**

Power pole installations shall stay a maximum of 18” set in from the edge of the right of way. If SaskPower requests the R.M. to choose a side of the road for the right of way, the side that allows the poles to be set farthest from the center of the road will be chosen.

#### **11-5 SEISMIC POLICY**

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

- (a) file a SK Energy and Mines' Notice of Intent in the R.M. Office;
- (b) file a map in the R.M. Office clearly illustrating the road allowance to be used during the seismic operations outlined in the Notice of Intent.

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

- (a) the disturbance of soil;
- (b) the obstruction of normal drainage;
- (c) the disturbance of vegetation or;
- (d) other damage,

to the road allowance or roadway, the applicant shall:

- (i) immediately notify the rural municipality, specifying the location, nature and extent at the disturbance, obstruction or damage; and
- (ii) carry out, at the applicants own expense and to the satisfaction of the rural municipality, any repairs that the municipality may require.

The applicant shall not conduct any clearing, ditching, grading, snow removal or trail construction on any road allowance or roadways without first obtaining written permission from the Reeve and the Councillor for the division that the work is to be completed in. In the absence of the Reeve or the Councillor, the Deputy Reeve may grant permission. If the operations are not conducted in a manner and to a standard satisfactory to the municipality then, upon the request of the municipality, the licence holder responsible for the seismic operations shall perform the operations to the satisfaction of the municipality and pay for any remedial work required by the municipality.

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

The applicant shall be responsible to locate any existing utilities (water wells, springs, pipelines, buried cables, irrigation, headworks, etc.) within or adjacent to any road allowance outlined above, and take whatever precautions are necessary to protect them, including, but not limited to, contacting all adjacent land owners. All debris, man-made refuse, equipment and other material resulting from the seismic program shall be removed from the road allowance within 72 hours of the completion of the seismic field operations.

The applicant shall ensure that shot holes on a road allowance are confined to an area on either side of the roadway which is bounded on one side by a line one metre from the boundary of the road allowance and on the other side by a line one metre from the toe of the roadway grade side slope (i.e. within the flat bottom of the ditch).

#### **12-1 REVENUES**

The Municipality derives its revenues from property taxation on the assessment. The other revenue generating areas are grants, drilling licenses, interest and various services provided by the municipality.

## **12-2 EXPENDITURES**

The Municipality spends revenues to provide services to the ratepayers of the Municipality in the areas of transportation service, which is all road related items, including wages, supervision, machinery and liability insurance, as well as fiscal services which are reserves for future road building, gravel, capital equipment and the mandated general reserve.

Municipal revenues are also allocated to general government services which include all administration costs such as council remuneration, travel, administration salaries, office supplies, tax collection costs, assessment costs, general insurance, election costs, safety services and annual memberships.

## **12-3 ROAD TOUR**

The Council as a whole may participate in a road tour in March or early April where they travel and inspect the roads for budgeting purposes. This gives each division councillor an overview of other divisions and their particular needs.

## **12-4 BUDGET**

Early in the year council provides the administrator with a gravel map and an updated road work map for the municipality, and a list of equipment maintenance and major capital requirements to be considered for the year and incorporated into the budget. Any major capital requirements or deviation from the five-year plan should be brought to council prior to budget drafting. If council members have any items to be considered for budgeting purposes, they should be brought to the council meeting in March.

In October the Council must decide on the designated road construction projects for grant application purposes and for the succeeding year's budget.

In April each year, council confirms the year's major road work, capital purchases, the annual budget, sets the mill rate and the tax tools for the year.

## **12-5 MILL RATE AND TAX TOOLS**

Council sets a uniform mill rate based on the revenue required to meet the needs of the annual budgeted expenditures. The tax revenue is calculated by multiplying the municipality's taxable assessment by the uniform mill rate and by the applicable mill rate factor.

## **12-6 GRANTS IN LIEU OF TAXES**

Certain tax exempt properties provide the Municipality with grants equivalent to taxable properties.

## **12-7 CREIGHTON LODGE**

In 2017 Creighton Lodge will operate under a co-ownership agreement between the R.M. of Estevan No. 5, the R.M. of Coalfields No. 4, the R.M. of Cambria No. 6, the R.M. of Benson No. 35, and the R.M. of Cymri No. 36. The R.M. of Estevan No. 5 remains the Administrative Municipality under the parameters of the agreement, as they have done since the purchase of the Lodge in 2010.

This Policy Manual is authorized by Resolution #: 23-183.