

**RM OF MAPLE CREEK NO. 111
POLICY MANUAL**



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VISION / MISSION STATEMENT:

Vision

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

Mission

We accomplish our vision by providing open, cost-effective governance, infrastructure and services to the public which cannot feasibly be achieved individually such as transportation, protective, environmental, public health, welfare, economic development, recreational and cultural services to enhance quality of life to the public as a whole.

Values

Financial responsibility
Honesty
Accountability
Respectfulness

Goals

To ensure positive, transparent communication.
Build staff morale and abilities to ensure optimum services to our community.
Provide a safe, friendly environment.
To protect and promote opportunities for growth and development of agriculture.
Manage all other potential growth and development in an environmentally sensitive manner.

INTRODUCTION

This manual is designed to provide the Reeve, Council and administrative staff with a quick reference to legislation governing the Municipality, policy, procedures and general information as it pertains to the R.M. of Maple Creek No. 111. This manual is for the sole use of Council, representing the Rural Municipality of Maple Creek No. 111, and is not for distribution.

Policies are part of the everyday life of any business or organization. They are frequently discussed and consulted in order to decide direction and action, reconcile conflicts, define acceptable behavior and save time and money. The policies may be changed or deleted by resolution of Council.

The manual shall be distributed to each Council member and will be updated annually and serve as the orientation document for all new council and administrative staff members as well as serve as an ongoing municipal reference.

DEFINITIONS

- a) "the Act" shall mean The Municipalities Act;
- b) "MA" shall mean The Municipalities Act
- c) "council" refers to the Council of the Rural Municipality of Maple Creek No. 111;
- d) "guidelines" are statements of reference, based on legislation and previous action of council;
- e) "municipality" shall mean the Rural Municipality of Maple Creek No. 111;
- f) "policy" is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- g) RMAA shall refer to the Rural Municipal Administrators' Association of Saskatchewan;
- h) SARM shall refer to the Saskatchewan Association of Rural Municipalities.
- i) "Writing" shall include; mailed letters, fax or email to the RM.
- j) "Administration" shall include; administrator, admin assistant, admin clerk and foreman.
- k) "Renewable Energy" energy whose source never runs out
- l) "Solar Power" devices used to obtain energy from the sun
- m) "Wind Power" devices used to obtain energy from the wind

1. GENERAL GOVERNMENT

Bylaw to require criminal record checks with nomination forms Bylaw 07-2020

Every candidate for municipal office shall obtain a criminal record check at their own expense.

The criminal record checks shall be included with, and form part of the nomination form submitted by the candidate.

1.1 THE COUNCIL

The council is the main body of local government. The Councilors and Reeve are

primarily elected for their leadership qualities. As citizen representatives they have a vested interest in the welfare of their community and therefore must possess two other necessary qualifications. First a member must have the skill and experience to adequately meet the demands of the position. Secondly, he or she must have the time and the willingness to serve. The following is a condensed, but comprehensive list of the duties involved in being a councilor.

They are not listed in order of priority for each is relative to the others. However, each one does reflect the fundamental concept of a government board. The Council is a policy making group. Its responsibility is to decide how the municipality is to be run.

The Council shall:

Define policies in relation to the community's needs and to internal organizational operation.

Maintain a high level of financial accountability to the taxpayers by insuring a safe administration of funds and adequate control of expenditures.

Adopt suitable bylaws and establish a plan of organization providing clear and distinct line of authority and to ensure that the bylaws and plans of organization are respected.

Provide personnel, equipment and facilities consistent with the municipality's need for:

- a.) enhancement of the transportation network.
- b.) maintenance and safety programs for the ratepayer's protection,
- c.) to provide a center for ratepayer information and council activities.

REEVE

The duties of the reeve shall be in accordance with the Municipalities Act or other pertinent Acts. Additional duties and powers may be given by resolution or bylaw of council.

DEPUTY REEVE

The council must appoint one of its members to the Deputy Reeve who has, during the absence, illness or other disability of the Reeve, all the powers and is subject to the same rules as the Reeve.

DUTIES OF COUNCILORS (MA 2006)

The duties of the councilors shall be in accordance with the Municipalities Act or other pertinent Acts. Additional duties and powers may be given by resolution or bylaw of council.

COUNCIL DEVELOPMENT

The Municipality encourages professional development of Council, and such encourages them to take the Municipal Leadership Development Program (MLDP) course modules for Councilors and Administrator.

The municipality shall pay the councilor's indemnity and travel for the time spent on attending the MLDP courses.

COUNCIL BENEFITS

Worker's Compensation

Elected officials are covered by Worker's Compensation Board while engaged in official municipal business. In accordance with the rules and regulations of the Worker Compensation Board of Saskatchewan.

PUBLIC DISCLOSURE STATEMENT

Members of council are required to file with the administrator a public disclosure statement within 30 days after being elected. 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.

COUNCIL PROCEDURES - BYLAW NO 2022-03

Purpose: The purpose of this bylaw is to provide clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administration and for the public to follow and participate in governing the municipality for the council in establishing council committees.

CODE OF ETHICS BYLAW No. 2017-01

As members of council, we recognize that our actions have an impact on all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the RM as well as its reputation and integrity, depends on our conduct as elected officials.

OATH OF OFFICE

MA 94 A member of council shall not carry out any power, duty or function until that person has taken an official oath in the prescribed form.

1.2 MILL RATE AND MILL RATE FACTORS

The Council sets a uniform mill rate and mill rate factors based on the revenue required to meet the needs of the annual budgeted expenditures.

1.3 BUDGET PROCEDURE

Foreman shall provide to council by March meeting;

5-year road upgrade plan

Aggregate requirement

Equipment requirement

Staff requirement

Council shall provide by March meeting;

All budget concerning matters

Infrastructure requests/concerns

Aggregate concerns

The annual budget meeting shall be held by the end of May where council confirms the year's major road work, capital purchases, the annual budget, sets mill rates and the tax tools for the year.

1.4 ASSET MANAGEMENT POLICY

2023 VERSION 2

Controller: Christine Hoffman, Chief Administrative Officer

Approved by Council: January 12, 2023

Review Date: 2027

Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Rural Municipality of Maple Creek No. 111.

Scope

This policy applies to all the Rural Municipality of Maple Creek No. 111's departments, officers, employees and contractors.

Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- *Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.*
- *Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.*
- *Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Rural Municipality of Maple Creek No. 111 by training and development.*
- *Meeting legislative requirements for asset management.*
- *Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.*
- *Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.*

Policy

Background

Asset management practices impact directly on the core business of the Rural Municipality of Maple Creek No. 111 and appropriate asset management is required to achieve our strategic service delivery objectives. Adopting asset management principles will assist in achieving Strategic Long-Term Plan and Long-Term Financial objectives. Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable Sustainable Service Delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

Principles

The Rural Municipality of Maple Creek No. 111's Sustainable Service Delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal upgrade, and disposal of capital assets by:

1. Ensuring that the Rural Municipality of Maple Creek No. 111's capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability.
2. Meeting all relevant legislative and regulatory requirements.
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best practices.
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will be completed for all major asset/service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the Rural Municipality of Maple Creek No. 111s' Long-Term Financial Plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

- g. Future service levels with associated delivery costs will be determined in consultation with the community.
- h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated.
- i. Creating a corporate culture where all employees play a part in overall care for the Rural Municipality of Maple Creek No. 111's assets by providing necessary awareness, training and professional development.

Related Documents

- Asset Management Strategy
- Asset Management Plans
- Community Strategic Plan
- Long Term Financial Plan

Responsibility

Councilors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Rural Municipality of Maple Creek No. 111's asset management strategy and plans. The council is also responsible for ensuring that Rural Municipality of Maple Creek No. 111's resources are appropriately utilized to ensure sustainable service delivery.

The **Chief Administrative Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Rural Municipality of Maple Creek No. 111.

Review Date

This policy has a life of 4 years or less at the discretion of the current Council. It will be reviewed in 2027.

1.5 COUNCILOR SERVICE RECOGNITION

Years of service shall be recognized for council upon completion of office. \$100.00 per year of service shall be given.

2. MUNICIPAL EMPLOYEES

Each employee shall sign a contract prior to beginning work with the RM.

Employee Handbook

The employees of the RM of Maple Creek No. 111 will be required to read, accept and sign their Employee handbook. They are required to sign it prior to beginning work with the RM. The acknowledgement form from the Employee handbook and their original signed contract will be kept in their permanent employee file.

Fair Wage Policy – Foreman

PURPOSE

Council recognizes the need to offer competitive wages to attract and retain qualified staff. This policy has been developed for future employee recruiting, and continued employee retention.

Council and management shall use the 'Fair Wage Policy' when determining a starting wage and future pay increases for all employees. It is expected that a variety of qualifications and experiences will undoubtedly happen, and this allows for fair wage recognition in a fair and equitable manner.

EMPLOYMENT PAY SCALE

FOREMAN POSITION

CALCULATION FOR PAY-WHEN HIRING NEW EMPLOYEES:

STARTING BASE RATE OF PAY:	\$28.00/hour
ADDITIONAL PAY:	
-Each full year of service in this or a similar field of work	\$1.00/hr <i>each year</i>
	<i>Up to 4 years</i>
-Additional qualifications/training (Major)	\$1.00/hr
each	
(Class1 License; Welding Cert.; Journeyman Mechanic; etc.)	<i>Up to 4</i>

PROBATIONARY PERIOD

All new employees hired as 'FOREMAN' will be hired under a one-year probationary period.

Upon completion of three-month period the administrator and minimum of two members of council will complete an in-person employee evaluation with the employee. Upon one-year completion of the probationary period, the administrator and minimum of two members of council will complete an in-person employee evaluation with the employee. The evaluation shall determine the completion of probationary period recommendation or if probationary period may be extended. Probationary period completion is determined by resolution of council.

The Employee Handbook must be signed prior to commencing work.

ANNUAL EMPLOYMENT REVIEW

In December of each year the administrator and a minimum of 2 members of council will ensure a thorough employee review is conducted. Upon positive completion of this review, the following pay increase will be given effective January 1 of the new year.

-Each full year of acceptable service \$1.00/hr

increase for the

first three years

-Each full year of service after the first three years \$0.75/hr for
each year

of service thereafter

Wage increase considerations due to training shall be under discretion of council

MAXIMUM

The maximum pay for Foreman is \$45/hr in the Rural Municipality of Maple Creek NO 111. Upon the Foreman reaching the maximum pay they will have the opportunity annually to discuss their employment and wage with council.

FAIR WAGE POLICY – EQUIPMENT OPERATOR

PURPOSE

Council recognizes the need to offer competitive wages to attract and retain qualified staff. This policy has been developed for future employee recruiting, and continued employee retention.

Council and management shall use the 'Fair Wage Policy' when determining a starting wage and future pay increases for all employees. It is expected that a variety of qualifications and experiences will undoubtedly happen, and this allows for fair wage recognition in a fair and equitable manner.

EMPLOYMENT PAY SCALE

EQUIPMENT OPERATOR POSITION

CALCULATION FOR PAY-WHEN HIRING NEW EMPLOYEES:

STARTING BASE RATE OF PAY: \$22.00/hour

ADDITIONAL PAY:

-Experience in this or a similar field of work up to four years \$0.75/hr/yr

- Additional relevant qualifications/training (Minor) \$0.50/hr – up to \$2.00

Invasive Species Certificate or Pest Control Certificate; Other considerations by council

-Additional relevant qualifications/training (Major) \$1.00/hr each- up to \$4.00

Class1 License; Heavy Equipment Operator Certificate; Other considerations by council

PROBATIONARY PERIOD

All new employees hired as 'Operators' will be hired under a three-month probationary period. Upon completion of the three-month period the administrator, foreman and minimum of two members of council will complete an in-person employee evaluation with the employee. The evaluation shall determine the completion of probationary period recommendation or if probationary period may be extended. Probationary period completion is determined by resolution of council.

The Employee Handbook must be signed prior to commencing work.

ANNUAL EMPLOYMENT REVIEW

In September of each year the Administrator, Foreman and minimum of two members of council will ensure a thorough employee review is conducted. Upon positive completion of this review with council the following pay increase will be given effective January 1 of the new year.

-Each full year of acceptable service \$0.75/hr increase for the
first three years

-Each full year of acceptable service after the first three years \$0.50/hr for each
year of service thereafter

Wage increase considerations due to training shall be under discretion of council

MAXIMUM

The maximum pay for an Operator is \$35/hr in the Rural Municipality of Maple Creek NO 111. Upon any operator reaching the maximum pay they will have the opportunity annually to discuss their employment and wage with council.

FAIR WAGE POLICY – OFFICE ADMINISTRATIVE SUPPORT

PURPOSE

Council recognizes the need to offer competitive wages to attract and retain qualified staff. This policy has been developed for future employee recruiting, and continued employee retention.

Council and management shall use the 'Fair Wage Policy' when determining a starting wage and future pay increases for all employees. It is expected that a variety of

qualifications and experiences will undoubtedly happen, and this allows for fair wage recognition in a fair and equitable manner.

EMPLOYMENT PAY SCALE FOR ADMINISTRATIVE SUPPORT **OFFICE ADMINISTRATIVE ASSISTANT**

CALCULATION FOR PAY-WHEN HIRING NEW EMPLOYEES:

STARTING BASE RATE OF PAY:	\$21.00/hour
ADDITIONAL PAY:	
-Experience in this or a similar field of work up to three years	\$.75/hr/yr
-Each full year of experience after the first three years	\$0.50/hr <i>each year</i>
	<i>NOT TO EXCEED \$3.00</i>
- Additional qualifications/training (Minor)	\$0.50/hr
<i>Book Keeping Course, Office Management</i>	
-Additional qualifications/training (Major)	\$1.00/hr <i>each</i>
<i>Local Government Authority Certificate, Business Management, Accounting Certificate</i>	

OFFICE ADMINISTRATIVE CLERK

CALCULATION FOR PAY-WHEN HIRING NEW EMPLOYEES:

STARTING BASE RATE OF PAY:	\$18.00/hour
ADDITIONAL PAY:	
-Experience in this or a similar field of work up to three years	\$.75/hr/yr
-Each full year of experience after the first three years	\$0.25/hr <i>each year</i>
	<i>NOT TO EXCEED \$3.00</i>
- Additional qualifications/training (Minor)	\$0.50/hr
<i>Book Keeping Course, Office Management</i>	
-Additional qualifications/training (Major)	\$1.00/hr <i>each</i>
<i>Local Government Authority Certificate, Business Management, Accounting Certificate</i>	

PROBATIONARY PERIOD

All new employees hired as 'Admin Support' will be hired under a three-month probationary period and must agree to and sign the Employee Handbook prior to commencing work.

ANNUAL EMPLOYMENT REVIEW

In December of each year the Administrator, Foreman and a minimum of 2 council members will ensure a thorough employee review is conducted. Upon positive completion of this review with council the following pay increase will be given effective January 1 of the new year.

-Each full year of acceptable service *\$.50/hr increase for the first three years*

-Each full year of service after the first three years *ADMIN ASSISTANT \$0.50/hr for each year of service thereafter*

ADMIN CLERK \$0.25/hr for each year thereafter

Additional qualifications/training (Major) *\$1.00/hr each*
Local Government Authority Certificate, Business Management, Accounting Certificate

MAXIMUM

The maximum pay for Administrative Assistant \$35/hr and for Administrative Clerk \$30.00/hr in the Rural Municipality of Maple Creek NO 111. Upon reaching the maximum pay they will have the opportunity annually to discuss their employment and wage with council.

Vacation

The RM follows the Labour Relations Standards regarding vacation entitlement. All seasonal or part time employees shall be paid vacation time on each pay period. All full-time, twelve-month employees shall be granted vacation leave. Vacation time entitlement may be negotiated with council and addressed in each individual contract. Vacation leave not used in the calendar year shall be paid out at the end of each calendar year, special consideration may be granted upon request to council.

Sick Leave

All full-time, twelve-month employees are entitled to twelve sick days per year. All full-time, seasonal employees are entitled to one day per month of seasonal employment. Council may request a doctor note after three consecutive days of sick leave. All sick days not used shall be paid out at the end of each calendar year or end of season.

Days Off Without Pay

Any seasonal employees must use their sick days prior to days without pay. Days off without pay are at the convenience of the foreman. The foreman is only able to approve one day without pay. Consecutive days without pay must be approved by council. Twelve-month, full-time employees must use sick leave and vacation leave before days without pay may be considered.

SARM Disability Plan

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

The plan payment for disability is based on 80% of salary to a maximum of \$30,000 for one year. Coverage is restricted to disability benefits, the death benefit, accidental death and dismemberment benefit.

Any money received from Worker's Compensation or Unemployment Insurance is deducted from the SARM payment.

The death benefit is a lump sum payment of \$7,500.00 payable to the estate.

SARM Health & Dental Plan

SARM Health & Dental coverage is available to members of council at the same level as employees. Coverage is optional and valid only as long as the member is on council. Each member of council is responsible to pay the municipality 100% of the annual premium.

Employee coverage is paid in full by RM.

ADMINISTRATION

An Administrator shall be appointed by resolution of Council. He/she must possess a valid certificate of qualification.

The administrator shall be the Chief Administrative officer of the municipality, secretary, treasurer, financial and a legislative advisor to council, and a liaison between the council, the community and the municipal employees.

The Administrator's duties:

The duties of the administrator shall be in accordance with the Municipalities Act and/or other pertinent Acts. Additional duties and powers may be given by resolution or bylaw of council.

2.2 THE MUNICIPAL OFFICE

RECORD RETENTION

The Administrator is authorized to destroy municipal records as per Municipal Bylaw No. 03-2020 Schedule

REQUESTS OF THE OFFICE

All ratepayer requests are to be done in writing and that special requests of the office are charged to the ratepayer at our cost of \$50.00 per hour plus the applicable photocopying charges. Requests that require special attention will be completed within thirty days after approval by council. No information shall be released until payment is received.

The Local Authority Freedom of Information and Protection of Privacy Act shall be followed.

OFFICE ACCESS

Keys accessing the RM of Maple Creek office shall be restricted to office staff and the foreman only.

COUNCIL CHAMBERS

The use of the council chambers shall be for council only, other considerations may be made upon council approval.

The chambers may be open for use in the evening for council members only.

OFFICE HOURS

The office is open from 8:30am to 4:30 pm Monday through Friday and closed all Stat holidays.

OFFICE MAINTENANCE

The office staff shall maintain the cleanliness of the office. If additional cleaning is required it shall be approved by council.

OFFICE SERVICES

Fee schedule and procedures for various office services shall be set each January meeting by resolution of council.

2.3 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.

2.4 INSURANCE

GENERAL INSURANCE

The municipality shall carry commercial property insurance on all property.

FIDELITY BOND

The municipalities fidelity bond is \$50,000 that covers all personnel.

LIABILITY INSURANCE

The municipality shall carry a minimum of \$3,000,000 liability insurance.

The municipality is enrolled under the SARM self-insurance plan for the \$3,000,000 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.

2.5 HARASSMENT POLICY

Statement of Commitment

Every employee is entitled to employment free of harassment. The RM of Maple Creek No. 111 is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Definition of Harassment

Pursuant to The Saskatchewan Employment Act (SEA):

Harassment means any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:

Based on race, creed, religion, colour, gender, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
Adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences. However, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

Council's Commitment

The RM of Maple Creek 111, and its managers and supervisors, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

Employee's Duty

In accordance with Section 3 of the SEA, all employees, including managers and supervisors employed by The RM of Maple Creek 111, shall refrain from causing or participating in harassment of another employee, and co-operate with any person investigating harassment complaints.

Complaint Procedure

An employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

Where this cannot be done, or it is unsuccessful, the employee should report the alleged harassment to the council, or to one of the persons designated by the council to receive complaints of harassment, namely the:

Administrator, Foreman, Personnel Committee

Once a person designated by the council to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of council.

The council will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a manner satisfactory to the complainant, the council will notify the alleged harasser of the complaint, provide the alleged harasser of the complaint, provide the alleged harasser with the information concerning the circumstances of the complaint and undertake a confidential investigation.

Following the conclusion of the investigation, the council will inform the complainant and the alleged harasser of the results of the investigation.

Where harassment has been substantiated, the council will take appropriate corrective action to resolve the complaint.

Confidentiality

The RM of Maple Creek 111 will not disclose the identity of the complainant or alleged harasser or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

Other Options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment complaint to Occupational Health and Safety or The Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

Saskatchewan people have the right to healthy and safe work environments free from harassment.

2.6 RURAL MUNICIPALITY OF MAPLE CREEK NO.111 MUNICIPAL EMPLOYEE CODE OF CONDUCT

PRINCIPLES:

Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

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

- detrimentally affect the municipality's reputation;
- make the employee unable to properly perform his or her employment responsibilities;
- cause other employees to refuse or be reluctant to work with the employee; or
- otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE:

This Code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality.

Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal

policies, items under any legal proceeding, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

further, or seek to further, his or her private interests or those of his or her family; or seek to improperly further another person's private interests.

USE OF INFLUENCE:

The municipality strives to ensure fairness and objectivity in its decision-making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

further, or seek to further, his or her private interests or those of his or her family; or seek to improperly further another person's private interests.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

his or her direct supervisor, in the case of any employee; or the supervisor must immediately advise the Administrator.

council or the Personnel Committee in the case of the Administrator.

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

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

MUNICIPAL EMPLOYEE CODE OF CONDUCT GUIDE - INFORMATION TO CONSIDER

Refer to the R.M. of Maple Creek No. 111 policy manual to provide additional detail regarding corrective measures to address actual or potential conflicts of interest. Provide additional detail regarding corrective measures to address actual or potential conflicts of interest. These may include:

- review by Administrator/Council/Personnel Committee;
- employee to disclose specifics of conflict of interest;
- employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;

action to be taken by the municipality if an employee fails to disclose a conflict or potential conflict, such as:
disciplinary letter, copy to be placed in the employee's file;
employee training (ethics);
short-term suspension;
long-term suspension; or
termination – consult with solicitor.

Consideration of the following are subject to council approval:
acceptance of gifts;
use of municipal property and assets;
political and community activities;
employment of family and personal friends or acquaintances; or
outside work or business activities.

Excerpt of the Legislation

Section 111 of The Municipalities Act, set out the minimum content for a municipality's Employee Code of Conduct.

2.7 LOCK OUT POLICY

Locking out – References Occupational Health and Safety Act and Regulations

(1) Subject to section 140, before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during that activity if not doing so would put the worker at risk.

(2) Before a worker undertakes the maintenance, repair, test or adjustment of a power tool, an employer or contractor shall ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity.

(3) An employer or contractor shall:

(a) provide a written lock-out process to each worker who is required to work on a machine to which subsection

(1) applies; and

(b) where the lockout process uses a lock and key, issue to that worker a lock that is operable only by that worker's key and a duplicate key.

(4) Where the lockout process does not use a lock and key, an employer or contractor shall designate a person to co-ordinate and control the lockout process.

(5) Where the lockout process uses a lock and key, an employer or contractor shall designate a person to keep the duplicate key mentioned in clause (3)(b) and ensure that:

(a) the duplicate key is accessible only to the designated person; and

(b) a log book is kept to record the use of the duplicate key and the reasons for that use.

(6) Where it is not practicable to use a worker's key to remove a lock, an employer or contractor may permit the person designated pursuant to subsection (5) to remove the lock if the designated person:

(a) has determined the reason that the worker's key is not available;

- (b) has determined that it is safe to remove the lock and activate the machine; and
- (c) if a committee or representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it is used.
- (7) An employer or contractor shall ensure that a designated person who is permitted to use a duplicate key pursuant to subsection (6):
 - (a) records in the log book the use of the duplicate key, the reason for its use and the date of its use; and
 - (b) signs the log book each time that the duplicate key is used.
- (8) Where a central automated system controls more than one machine, an employer or contractor shall ensure that the machine to be maintained, repaired, tested or adjusted is isolated from the central system before the lock-out procedures required by subsection (3) are implemented.
- (9) Before undertaking any maintenance, repairs, tests or adjustments to a machine to which subsection (1) applies, a worker shall lock out the machine following the process mentioned in clause (3)(a).
- (10) After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process shall check the machine to ensure that the machine is inoperative.
- (11) No person shall deactivate a lockout process that does not use a lock and key except the person designated pursuant to subsection (4).
- (12) No person shall remove a lock-out device except the worker who installed the lock-out device or the designated person acting in accordance with subsection (6).

3.0 SALE OF MUNICIPAL ITEMS

SALE OF USED CULVERTS

That the Rural Municipality will sell used culverts for ½ price of the Municipality's replacement cost.

SALE OF NEW CULVERTS

Plastic culverts shall be available at replacement cost to ratepayers for use on RM road allowances, approaches and driveways.

SALE OF GRADER BLADES

The municipality will only sell used grader blades at \$5.00 each. New blades will not be available for sale.

3.1 TRANSPORTATION

SUPERVISION OF WORKS (COUNCIL)

Each councilor is appointed a committee of one to supervise road work in his/her division. Each councilor shall be responsible to maintain a log stating the date, time and observation of road inspected or any other public works supervision conducted.

PROXIMITY TO ROAD ALLOWANCES

All above ground facilities or structures are required to be set back 61 meters from the center of the road allowance and 92 meters from the center of an intersection.

ROAD TOUR

The Council as a whole generally participates in a road tour each fall where they travel and inspect the roads for budgeting purposes. This gives each division councilor an overview of other divisions and their particular needs.

ROAD PRE-CONSTRUCTION PROCEDURAL CHECK LIST

The Administration is responsible for:

- mailing out the form letter of notification of construction to land owners affected by the construction.
- preparing the agreements for sale of right of ways

The Foreman is responsible for:

Notify utility and pipeline companies (Sasktel, Saskpower and SaskEnergy) of construction and request located, depths and flagging of underground facilities.

The supervising councilor shall meet with owners and obtain signatures on right of way agreements rates to be as set out in municipal policies.

The Transportation Committee shall:

- tour the proposed construction area with the RM foreman
- tour the proposed construction area with the engineer; inform the engineer of any unusual run-off problems, any known clay deposits, the nature of the land owners, etc.
- Note above ground obstructions and their location:
 - Texas gates
 - Existing fences
 - Power poles
 - Sask Tel facilities
 - i.e.- are utilities in a cut or fill area?
 - are utilities in a back-slope area?
 - are utilities running parallel to road?
- Rock piles
- Trees
- Building
- Old or existing water wells
- Dugouts

Buried utilities (telephone & power):

- The supervising councilor must:
 - confirm that the utility companies have been notified
 - confirm if utilities are located and flagged and depths known
 - notify the administrator if lines require moving

Pipelines:

- The supervising councilor:
 - should verify that the pipeline companies have been notified
 - confer with engineer into depth of pipelines

- are pipelines high pressure or not
 - what special precautions must be taken
- General duties of Supervising Councilor and Foreman
- 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 (this may involve testing potential sites with backhoe)
 - identify any new or altered water courses (engineers will usually point them out)
 - locate construction camp site
 - examine road approach requirements (i.e. replace in existing location, relocates, removals, any new approaches)
 - confer with land owners on approach issue and requirements
 - report all above ground and buried obstructions, all arrangements made for rocks, borrow pits, clay deposits, etc. to the administrator.
 - seek a water source if watering is required.

ROAD CONSTRUCTION PROCEDURE

The contractor is directly responsible to the engineer in regards to the plan, design and construction standards.

The engineer is responsible to the foreman and supervising councilor, any additional approaches or re-locations must be submitted to the engineer for inclusion in the project design.

The engineer shall provide a weekly report to council.

The supervising councilor with support of the foreman, is responsible for:

- limiting interference with the contracting engineer by the land owners,
- ensuring that land owners needs are met, i.e.: approaches,
- ensuring fences are removed, and culverts are on site when needed,
- provide a location for culvert storage,
- be on site to take inventory when culverts are delivered,
- arranging for traffic detours,
- arranging for water haulers if required,
- notify the administrator when project is nearing completion so that gravel haul may be coordinated.
- participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: that once the project is released for gravel, the contractor is released from his obligation for repairs on the road due to weather conditions.
- sign the project release form once you have inspected the road with the foreman, engineer, and the contractor and are in agreement that the road is completed to satisfaction and ready for graveling.

ROAD CONSTRUCTION – NOT REQUIRING ENGINEERING

Road construction not requiring engineering shall consist of any upgrading or projects approved by council.

The supervising councilor, transportation committee, with support of the foreman, is

responsible for:

- getting easements and approvals from the landowners,
- ensuring that landowners needs are met, i.e. approaches,
- ensuring fences are removed and replaced, and culverts are on site when needed,
- provide a location for culvert storage,
- be on site to take inventory when culverts are delivered,
- arranging for traffic detours,
- arranging for water haulers if required,
- notify the administrator when project is nearing completion so that gravel haul may be coordinated.
- participate in the final inspection of the road upon completion of the construction to apply gravel.
- responsible for the cleanup of rocks, culverts and other materials.

4.1 ROAD BANS

We encourage all hauling requirements to be done on frost.

DISPOSAL OF CREOSOTE AND HAZARDOUS MATERIALS

All materials that contain creosote or hazardous material must be removed and hauled to appropriate disposal facilities.

MACHINERY RATES

Shall be set annually at the January meeting.

4.2 GRAVEL POLICY

The RM does not gravel undeveloped road allowances, special considerations may be made by resolution of council.

The RM will maintain and gravel developed road allowances leading to one or more occupied residences upon discretion of council and foreman.

A work order must be completed in order for a ratepayer to request gravel for driveways.

Personal driveways may be graveled up to 100 yds/mile upon discretion of the division councilor and the foreman. This shall be completed at the convenience of the RM. If the landowner does not agree to upgrade their driveway the RM will not maintain it. Cost of gravel shall be determined at the January meeting of each year. No stockpiling of gravel will be allowed. Unpaid accounts shall be added to taxes at the end of the year and subject to tax enforcement. No future gravel will be sold until payment is received in full.

4.3 DUST CONTROL

Each spring, the RM will offer dust control services. Any adjacent landowner wishing to have dust control applied to an RM road adjacent to their residence must submit a request to the RM office prior to June 1. All requests are subject to approval by the municipality.

The cost of dust control on an RM road shall be shared equally, with 50% paid by the ratepayer and 50% paid by the RM. If the request is for a personal driveway, the full cost shall be the responsibility of the ratepayer.

Unpaid accounts will be added to taxes at the end of the year and will be subject to tax enforcement. No future dust control applications will be made until payment has been received in full. It is understood that the RM has the right to maintain the road at any point when required.

4.4 SNOW REMOVAL POLICY

Approval must be obtained from the Municipality for snow removal on any municipal road.

4.5 MAINTENANCE OF RESIDENTIAL ACCESS

The municipality shall grade access to residences up to two times per year and mow once per year. Snowplowing shall be done at no cost up to two times per year. Any other requests will be at the discretion of the council and may be subject to custom rates.

4.6 NEW DEVELOPMENT

New access to residences must be developed at owner's expense to RM standards. Once developed to RM standard the RM will maintain in accordance to maintenance and residential access policy.

Approaches;

Approaches must be approved by council.

There must be appropriate site distance.

The approach must be constructed at a right angle to the road.

The approach onto all developed roads must have a minimum 7-meter top and four to one shoulder and five to one backslope with a minimum of three percent crown.

A culvert must be installed where necessary, minimum of 400mm.

Any approach entering onto a gravel road must be graveled at the time of construction (graveling responsibility of the landowner).

Installed at owner's expense.

Permission for the approaches may be granted between council meetings with consultation with the respective Councilor, Reeve, Foreman and Administrator.

Road;

Construct the road to a minimum standard of 7-meter top and three to one shoulder and a five to one backslope with a minimum of three percent crown.

All drainage

Texas gates on rangeland must be a minimum of 5 meters.

Ensuring that written permission from the Municipality has been issued prior to commencing construction

Development for Resource Extraction must meet the above plus;

Development for Resource Extraction must be submitted in writing to the RM office. The Company shall be responsible for the building, maintenance and graveling for the road being developed and shall remain responsible as long as the industry is the primary

user of said road.

Negotiating with the land owners for right of ways, and any damage to utility cables or pipe lines located in the road allowance which may occur during construction or maintenance.

Permission for the industry development of road allowances may be granted between council meetings with consultation with the respective Councilor, Reeve, Foreman and Administrator.

4.7 RIGHT OF WAY PURCHASES AND MUNICIPAL RESERVE

Each January council shall set a price per acre to address Right of Way purchases and Municipal Reserve.

4.8 CONSTRUCTION FENCES

Where The removal and erection of a fence is necessary due to municipal works the following shall be adhered to;

- Tear down of a fence shall be compensated at \$1000.00/mile
- Where there are existing fences the landowner will be compensated at \$7,500.00/mile with a minimal requirement of 3 wire fence and 3-4" posts no further than 16.5 feet apart.
- Payment shall be made once fencing is completed
- Construction of the fence must be completed within one year

TEMPORARY FENCES FOR CATTLE CONTAINMENT DURING ROAD CONSTRUCTION

Adjacent landowners to road construction projects shall be encouraged/requested to move cattle to another holding area during construction. In the event that moving the cattle is not possible, then the following shall apply:

The municipality shall install an electric fence whenever possible.

If an electric fence is not conducive to the situation, then the municipality may erect a two-wire fence.

The municipality shall be responsible for the removal of all temporary fencing as soon as possible upon completion of the construction with exception of reclamation areas.

BORROW PITS

The municipality shall pay for borrow pits used for road construction at the rate of up to \$1.50 per cubic yard of clay excavated and placed on the road with a minimum of \$50.00 and the municipality shall be responsible for the reclamation of the areas purchased.

ROAD CROSSINGS – PIPELINES

Road Crossing Agreements must be made with the landowner and RM prior to the project.

For the purpose of pipeline design and installations parallel or crossing municipal road allowances, the following conditions shall apply:

All road allowances are deemed to be 45 meters (150 feet);

All pipelines must be installed at right angles to the road allowance;
pipelines should cross road allowances at the low spots wherever possible;
Minimum pipeline depth shall be 2.5 meters (8 feet) in low spots and 3.7 meters (12 feet) in high spots on the road allowance;
All developed roads pipeline must be bored;
Encasement and vents are required on all high traffic roads or other roads as deemed necessary by Council;
Vents may be placed on the outer edge of the existing right of way but will require moving at such times as road widening or construction occurs.
Upon future development of the road allowance the owner shall be responsible for the moving of pipeline at their expense.

No pipelines shall be allowed to run down developed road allowances. Undeveloped road allowance may allow pipelines upon council approval. All pipelines must be surveyed at owners expense.

ROAD ALLOWANCE - POWER POLES

Municipal policy in the placement of SaskPower poles and above ground structures shall be installed no closer than one half meter from outside edge of right of way.

CATTLE GUARD & CATTLE CROSSING POLICY ON ROAD ALLOWANCES PROPOSALS FOR NEW CATTLE CROSSINGS

A written agreement must be obtained before a cattle crossing culvert may be placed on a road allowance or on a surveyed municipal road. All costs are at owner's expense.
Must be engineered to prove a stable structure.
Must provide proof of liability insurance.
Must be a minimum of 1600mm diameter.
Minimum of one meter from the bottom of the shoulder of road.
Minimum of half a meter of road top cover over culvert.
Minimum of paneled section from crossing to perimeter fence.

PROPOSALS FOR NEW CATTLE GUARDS:

Written permission must be obtained before a cattle guard may be placed on a road allowance or on a surveyed municipal road.
Cattle guards must meet the R.M. specifications and standards.
A detailed plan of the cattle guard must be submitted in writing to the council of the R.M. prior to installation.
Installation is the responsibility of the landowner, but must be supervised by the R.M. personnel.
Maintenance of the cattle guard is the responsibility of the landowner.
"Cattle at Large", "Texas Gate Ahead" and "Advisory Speed Signs" shall be posted on all road allowances and surveyed roads with Texas Gates; and the cost for signs and installation to be charged to the landowner.
The land owner shall provide an alternate crossing in the form of a minimum 24-foot gate in the fence beside the Texas gate and an approach to the fence gate to accommodate passage of wide or heavy equipment.

STANDARDS:

Minimum weight requirements according to provincial weight restrictions.

Space between cross members shall be a minimum of 5 inches on 2 7/8 pipe.

Pipe cross members should be minimum of 2 7/8 inches.

Cross members shall be supported by a minimum of 4 - 6 x 6 x 2 I beam, T iron or pipe of equal strength.

Size - minimum of 24 feet by 6 feet on municipal roads.

Size - minimum of 20 feet by 6 feet on undeveloped road allowances or bladed trails.

Size – minimum of 20 feet by 6 feet on driveways.

Wings on either side of cattle guard shall be a minimum of 4 feet in height.

Material shall be all steel construction top sitting on steel or concrete foundations.

Installation must be supervised by RM personnel.

CATTLE GUARD (Transportation) COMMITTEE:

The Cattle Guard (Transportation) Committee shall be appointed annually, and shall be composed of three council members.

DUTIES:

Upon requested inspection if any of the standards are not met, council can order the cattle guard repaired or removed. If the landowner does not comply, RM personnel will remove the cattle guard and repair the road site and invoice the owner of the cattle guard for the costs of repair or removal.

4 ALL TERRAIN VEHICLES

Bylaw No. 2017-04 A Bylaw Regulating All-Terrain Vehicles

Purpose: To define permitted travel of All-Terrain vehicle

5 PROTECTIVE SERVICES

FIRE PROTECTION

Shall be in accordance with the RM of Maple Creek and Town of Maple Creek agreement of the Maple Creek Community Fire Department.

FIRE CHIEF

Shall be appointed at each January meeting supporting the decision of the Maple Creek Community Fire Department Committee. The Fire Chief will also be the Local Assistant.

Bylaw Regarding Fire Restrictions – Bylaw No. 2022-02

Provide for public safety in times of extreme fire conditions. To restrict or eliminate the use of fire within the municipality in areas of fire danger. To attempt to minimize the risk of accidental fire. To regulate open fires, fireworks and burning of any kind.

AMBULANCE SERVICES

Provided by Cypress Health Region.

911 EMERGENCY SERVICE

The municipality pays an annual amount based on population to the Canadian Public Safety Operations Organization (CanOps), Prince Albert, SK for 911 emergency dispatching services under the Provincial 911 system.

STARS MOBILE FUEL CACHE TRAILER

The RM of Maple Creek will provide a Mobile Fuel Cache Trailer upon STARS request. STARS will supply the drums of fuel.

BUILDINGS - PROTECTIVE INSPECTIONS

A residential and commercial inspector shall be appointed by council. Building Permit Exemption forms are available for ratepayers to complete for council approval.

ANIMAL PEST CONTROL

The municipality appoints a Pest Control Officer each year to keep rat infestation in check. The Pest control Officer is appointed by resolution of council. The Pest Control Officer is 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.

ANIMAL PEST CONTROL PRODUCTS

The municipality provides oatmeal Warfarin at no charge to ratepayers. All other poison will be available at cost.

6.ENVIRONMENTAL HEALTH SERVICES

WEED CONTROL

The municipality shall comply with the Weed Control Act.

The municipality will appoint a certified weed inspector at each January meeting. If there is a concern on landowner property the land owner shall pay 100% of the wages and chemical costs for each chemical application.

If the invasive species seems to have originated from the municipal road allowance the RM shall pay 100% of costs.

ENVIRONMENTAL DEVELOPMENT SERVICES

Bylaw No. 2018-01 A Bylaw to Provide for the abatement of nuisances.

Purpose: Is to provide for the abatement for nuisances including property, activities or things that adversely affect;

- a) the safety, health or welfare of people in the neighborhood.
- b) Peoples use and enjoyment of their property and or the amenity of the neighborhood.

OIL & GAS WELL DEVELOPMENT STANDARD CONDITIONS

Use existing roads and trails within the area. The company shall place gravel in the ruts

of existing trails to minimize further erosion. Standard tired traffic to be confined to improved municipal road allowances. Any deviations believed necessary due to terrain must have prior approval and be the shortest and most direct route.

Travel off of existing roads and trails must be confined to low ground pressure tire vehicles in order to minimize surface disturbance. i.e. survey ATV's, drilling trucks, water trucks, etc.

The Contractor will be responsible for the spreading of gravel in ruts of access trails to minimize degradation of the trail due to traffic and environmental conditions. Further to that the trails must be maintained during operations for the field, i.e.: gravel.

Activities to be completed during ideal surface moisture conditions for the particular work and must be rescheduled to accommodate minimum surface disturbance.

The permitted company/contractor shall be diligent and responsible for informing all levels of project personnel of the required development standards and stipulations. The failure to comply may cause the municipality to declare and immediate stoppage of work. Failure to comply may cause further stipulations and/or costs for damages.

Elemental water tests and flow tests shall be done, on existing water wells located within ½ mile (.31Km) of a drilling site, before commencement and upon completion of drilling activities.

Where circumstances arise that it is believed necessary to apply additional stipulations or requirements, the municipality may institute additional stipulations and requirements.

Where circumstances arise that it is believed impractical or impossible to adhere to stipulations and requirements, the municipality may entertain applications to deviate from these standards.

Municipal approval is subject to all other provincial and federal regulations that may apply.

DRILLING LICENCES

Drilling licenses are issued as per Bylaw No.91-1 at a fee of \$450.00 per well, and \$225 per holes for exploration below the drift for the purpose of obtaining geological & structural information. Seismic testing is exempted from fees.

RENEWABLE ENERGY

Bylaw No. 2018-02

Renewable energy allowable under discretionary uses.

Domestic Wind Energy Systems

The Developer shall submit a parcel plan that shows the legal land description, the size of the parcel, the location of the private wind energy system in relationship to the property lines and other structures or buildings, including roads, underground cabling, overhead lines, fencing and access.

Council will require the developer to consult with the adjacent property owners surrounding the proposed parcel prior to reviewing the Development Permit application.

The Rural Municipality may seek approval of this development from both internal and external referral agencies.

Development and Building Permit applications for Wind Energy systems shall be accompanied by a manufacturer's engineering certificate of structural safety and certification of structural safety from a Saskatchewan Professional Engineer.

Installation plans (concrete specifications, anchoring specifications) shall be certified by a Saskatchewan Professional Engineer & must meet with R.M. approval.

An approved Electrical Permit from Sask. Power shall be obtained and provided to the Municipality for all wind energy systems.

All buildings and structures shall be set back at least 90.0 meters from an intersection of any Municipal road allowance, or Provincial highway or such greater distance as required by the Saskatchewan Ministry of Highways.

All infrastructure, roads and accesses required to facilitate the implementation of the wind energy facilities shall be proposed by the developer as part of the Development Permit application.

Any proposed development within a municipal road allowance, i.e. underground lines or overhead poles/lines, must be proposed by the developer as part of the Development Permit application and adhere to the Rural Municipality road crossing policy.

Setback distance for the Domestic Wind Energy System shall be a minimum distance of the height of the wind energy system plus 50.0 meters from the property line.

Approaches for access roads to the wind energy facilities must be perpendicular to established road allowances.

The setback related to Municipal road allowances and the wind energy generator (turbine) shall be no less than the length of the blade plus 10.0 meters.

The minimum distance from an Agricultural, Country Residential dwelling or Hamlet shall be:

- a) 500 meters (1,604 feet) for up to two towers, where the residence's owner is hosting the tower(s);
- b) 1500 meters (4,921 feet) for up to two towers, where the residences owner is not hosting the tower(s) and from any neighboring residences;
- c) 2,000 meters (6,561 feet) for all residences, where three or more towers are combined in a quarter section. This applies to residences on the subject lands and on neighboring properties.

The separation distance from a Commercial or Industrial principal use to a wind energy generator (turbine) shall be a minimum distance of 550 meters.

Upon request, where Council considers that a lesser separation distance than described above will not negatively impact the specific use or surrounding development, Council may consider a reduction of the required separation distance. Prior to granting a reduction, Council may consult with appropriate agencies.

Where Council considers a lesser separation distance than required above, the developer of the wind energy system may be required to enter into an agreement with the owner of any residence that does not meet the required distance and the Municipality consenting to the proposed development, as a condition of the approval. Council may require that an interest protecting the parties to the agreement be registered against the title of the residence and the titles of any other affected parcels.

The Municipality may require the developer to take mitigating measures to ensure the development produces minimal disturbances to the surrounding lands as per Saskatchewan Environment guidelines.

The proposed height of the domestic wind energy system shall be included in the Development Permit application. The maximum total tower height shall be:

- a) 45.0 meters above grade level in the Agricultural Resource Zoning District;
- b) 6.0 meters in a Hamlet or Country Residential, Commercial or Industrial District;
- c) A maximum of one domestic wind energy system per lot may be permitted;
- d) For residential applications, wind energy components and towers shall be erected in rear yards only.

There shall be no sounds, light, glare, heat, dust or other emissions that detract from the amenity of the area other than those that are necessary for the operation of the system.

Parcels having potentially dangerous or hazardous developments shall have visible signs stating any potential dangers. No hazardous waste shall be stored on the parcel.

Substations are required to be fenced. All wind energy facilities shall be enclosed within a locked protective chain link fence of a minimum height of 2.0 meters and the design shall be included in the Development Permit application.

Council may require the developer to take mitigating measures to ensure the development produces minimal environmental impacts to the surrounding lands.

A decommissioning plan shall be submitted with the development application.

Any changes to the original Development Permit shall require a new permit to be issued.

Commercial Wind Energy Systems

Property must be zoned commercial once the project is approved.

In addition to the regulations for Domestic (Privately Owned) Wind Energy Systems the following regulations shall apply.

Where a number of Wind Energy Systems are proposed to operate in close proximity to each other as a Wind Farm and the electrical power that is generated will be sold to a Public or Private Utility, the proposed development shall be deemed a Discretionary Use in the Agricultural Resource District.

The Developer shall submit a parcel plan that shows the legal land description, the size of the parcel, the location of the Commercial wind energy system in relationship to the property lines and other structures or buildings, including roads, underground cabling, overhead lines, fencing and access.

Council will require the developer to consult with the adjacent property owners within a 5.0-kilometer radius surrounding the proposal prior to reviewing the Development Permit application.

The minimum parcel size for the allowance of any wind energy system shall be 2.0 hectares.

Wind energy systems must be a minimum distance of 1.0 kilometer from any residence or group of residences.

The developer is required to enter into a road use agreement with the Municipality for the construction period to ensure roads are maintained in condition agreeable by both parties.

The developer shall undertake required consultations and/or studies to determine appropriate setback distances from environmentally sensitive areas, wetlands, or other protected or sensitive areas.

The Developer shall submit a parcel plan that shows the location of the wind energy systems including roads, underground cabling, fencing, overhead lines, drainage and access.

Landscaping shall be provided by the developer, where deemed necessary by Council, to maintain safety, protection and the character of the surrounding area.

Accessory outdoor storage shall be screened from adjacent residential dwellings and public highways and the location of the storage shall be shown on the sketch that forms part of the Development Permit application.

Development applications must be accompanied by a report of any public information meetings or other process conducted by the developer.

A post-construction reclamation plan as well as a decommissioning plan shall be submitted along with the development application.

SOLAR ENERGY

Property must be zoned commercial upon approved project.

The Developer shall submit a parcel plan that shows the legal land description, the size of the parcel, the location of the solar energy system in relationship to the property lines and other structures or buildings, including roads, underground cabling, overhead lines, fencing and access.

Council will require the developer to consult with the adjacent property owners surrounding the proposed parcel prior to reviewing the Development Permit application.

The Rural Municipality may seek approval of this development from both internal and external referral agencies.

Permit applications for Solar Energy systems shall be accompanied by a manufacturer's engineering certificate of structural safety and certification of structural safety from a Saskatchewan Professional Engineer and an environmental assessment. A clean-up plan is to accompany the permit with the business plan on responsibilities for clean up if the project ceases.

Installation plans shall be certified by a Saskatchewan Professional Engineer & must meet with RM approval.

Setbacks

Setbacks are to meet municipal standards of 61 meters.

Fences

Approaches are to be perpendicular to the road allowance and gates ¼ mile apart. A fence plan is to be submitted with permit.

Vegetation and Invasive Species Control

A plan must be provided on how to control growth of vegetation. Must be manageable to control risk of fire and invasive species.

Communication and Media Policy

This communication policy provides a framework for communicating internally and externally to better identify opportunities while mitigating any associated risks. This is an evolving strategy so information is effectively shared and received. The Communications Policy outlines ongoing positive and achievable practices to help the Rural Municipality of Maple Creek No. 111 achieve its organizational goals, but also includes some new initiatives. By working collaboratively

across all departments, communication efforts will be well coordinated and responsive to the needs of the public and staff.

Guiding Principles

1. Communication within the organization is to be directed, timely and concise.
2. When communicating with the public communication is to be factual, timely, proactive, consistent and professional.
3. Consider the range of communication tools at our disposal and use the most appropriate to address the needs associated with each circumstance.
4. Respect access to information and privacy rights of citizens, council and employees.

The objectives of this policy are the following;

- Enhanced project management
- Increased collaboration to foster better working relationships
- Better reputation management

EMPLOYEE COMMUNICATIONS

Good internal communication involves regular and effective two-way communication with employees at all levels. It not only leads to increased morale and employee engagement; it also has a positive effect on employee performance and in turn on the reputation of the organization. For employees to be committed, productive and conscientious, they must feel valued. From a communications perspective, employees feel appreciated and valued, or engages, when:

- They are the first to hear important news;
- They are regularly consulted and listened to;
- Their suggestions are acted upon.

Engaged employees have a clear understanding of how their efforts contribute to successful operations, they strive to achieve the municipalities vision. They want to come to work and want to contribute to the success of the municipality and believe the RM of Maple Creek is a great place to work and feel that they belong.

Communication Tools

The Municipality uses the following tools to communicate information to employees;

- Communication with Supervisors
- Staff meetings
- Information on Bulletin Boards
- Encouraged to attend council meetings
- Annual personnel committee meeting to discuss wage negotiations and employment
- Annual evaluations

Basic Key Messages

- Employees are our greatest resource, you and your work are valued and appreciated;
- Your feedback and your opinions matter;
- Information shall be provided to you so you can do your job effectively and efficiently.

RATEPAYER COMMUNICATIONS

Communication Tools

The Municipality currently uses the following tools to communicate important information to residents;

- Website
- Facebook
- Local Newspaper
- SaskAlert

Basic Key Messages

The Municipality is fiscally responsible and does its best to ensure it procures services that provide the highest level of quality at the best price. Projects are completed as they are aligned with the Municipality's vision. We are first and foremost responsible to our ratepayers. We strive in all aspects of decision making to do our best to account for the needs of the community. We are fair, honest and ethical. We hold ourselves to the highest standards, and engage all relationships in an unbiased and transparent manner.

LOGO USE

The Logo for the RM of Maple Creek No. 111 may only be used outside of the RM office if prior approval is obtained.

MEDIA

GOAL

The RM of Maple Creek No. 111 strives to ensure a consistent message from our organization.

POLICY

It is important to respond to media inquiries quickly but not until all requested information has been gathered and determined accurate.

The Communications Committee is responsible for the RM of Maple Creek's media relations and must pay attention to all media regarding the municipality. Therefore, it is important for all RM employees and council members to notify the Communication Committee about any media inquiries.

LITIGATION, PERSONNEL AND ELECTION ISSUES

Inquiries regarding pending litigation or exposure to litigation should be referred to the CAO. Inquiries regarding election and campaign issues should be referred to the CAO.

PERSONAL POINTS OF VIEW

It is recognized that all employees and officials have the right to their personal points of view regarding any issue. However, personal points of view may conflict with the RM's official policy or view. Therefore, RM employees and officials who write reports or letters to the editor of any newspaper may not use official RM stationary. **If an employee or official chooses to identify himself or herself as a RM employee or official in any personal report, letter or email to the editor, he or she must include language which states the views set forth in the letter do not represent the views of the RM, but rather, are the personally held opinions.** Similar disclaimers must be given if an employee or official addresses a public meeting, or is interviewed for a radio or television program unless the employee or official is officially representing the RM.

SOCIAL MEDIA POLICY

The RM of Maple Creek currently has a Website *rmmaplecreek.ca* and a Facebook account *Maple Creek RM* to help promote the activities of our municipality. Sites are monitored but not consistently. To report emergencies or urgent messages persons are encouraged to contact the RM Office or a Council member directly. The RM of Maple Creek is not responsible for the authenticity or suitability of content posted to its social media by others.

The RM of Maple Creek will adhere to all applicable legislation regarding privacy and freedom of information. For the most part, user comments and messages posted to RM of Maple Creek official social networking sites are considered transitory record and will not be kept as a permanent record by the RM of Maple Creek. By using RM of Maple Creek social media, users acknowledge and consent that their comments or messages may become part of the public record and used in official RM of Maple Creek documentation. It is at the RM of Maple Creek's sole discretion as to which comments will be saved to form part of the municipality's official records when or if necessary.

Images and comments posted by third parties do not necessarily represent the views of the RM of Maple Creek. The RM of Maple Creek cannot and does not guarantee user privacy on third party social networking websites, as users are subject to the terms and conditions of the specific application on that website. Users should review and agree to the third-party terms and conditions prior to participating.

The RM of Maple Creek will not be responsible for any losses or damages suffered as a result of using third party social media sites. Those using social media participate at their own risk, and in so doing accept that they have no right of action against the RM of Maple Creek related to such use.

A link between the RM of Maple Creek's social media sites and any other website does not imply an endorsement or sponsorship by the RM of Maple Creek of that website, or the creator of that website.

The RM of Maple Creek social media sites are provided on an "as is" and "as available" basis. The RM of Maple Creek makes no representations or warranties of any kind, expressed or implied, as to the site operation or the information, content or materials included on these sites. Comments containing any of the following inappropriate forms of content will be removed from

the RM of Maple Creek social media sites. Individuals or organizations behind such comments may also be blocked/banned from RM of Maple Creek social media sites without warning:

- Profane, obscene, violent, or pornographic content and/or language;
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, age, religion, gender, or national origin;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Solicitation of commerce, not related to RM business or initiatives;
- Content in violation of any Canadian law;
- Encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems; or
- Content that violates a legal ownership interest, such as a copyright, of any party.

The RM of Maple Creek may modify this policy as required. It shall be reviewed annually. It shall be within the RM of Maple Creek's policy manual.

Division Boundary Policy

This policy is a requirement as per changes to the Municipality Act effective January 2022.

Council has reviewed the current boundaries and feel the current boundaries are equitable and fair. The idea of elections at large is not something that would benefit the municipality. The current system of elections every two years, even council then odd and Reeve, ensures that experienced council will always sit at the table and offer guidance to new members.

While population and number of voters have been considered the following have also been reviewed and found to be a contributing factor;

- Length of public road per division
- SK Traffic Count Map
- Resource industry
- Tourism
- Geographic diversity
- Historic effectiveness of boundaries
- Infrastructure demands

Council acknowledges that while they are elected by voters of their division, they are all accountable and responsible to the municipality in its entirety.

This policy shall be added to the Municipalities Policy Handbook and reviewed annually

ROAD DEFINITIONS

Primary Grid – Clearing the Path Corridors – Primary weight

Secondary Grid – Main Roads – Secondary weight

Municipal Roads Graveled – Maintained year round

Municipal Roads Seasonal – Maintained at council discretion through summer months, not year-round roads, least priority.

Undeveloped Road Allowances – No roads, no maintenance

Driveways – Not registered roads that access ratepayer residence, 2 gradings and 2 snowplows per year at no charge.

THE RURAL MUNICIPALITY OF MAPLE CREEK NO. 111

Violence Prevention Policy

Mission

The Rural Municipality of Maple Creek No. 111 is committed to providing a safe, healthy, and supportive work environment by treating our employees and clients with respect, fairness and sensitivity.

Violence in the workplace can have devastating effects on employees' quality of life and organizational productivity.

Workplace violence is:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.

Policy Statement

The Council of The Rural Municipality of Maple Creek No. 111 recognizes the potential for violence in the workplace. The Rural Municipality of Maple Creek No. 111 will not tolerate any type of violence within the workplace or during work-related activities. The Rural Municipality of Maple Creek No. 111 is committed to allotting whatever time, attention, authority and resources necessary to ensure a safe and healthy working environment for all employees and clients to whom we provide care. The Rural Municipality of Maple Creek No. 111 will take every reasonable precaution to protect an employee from physical injury if we become aware, or believe, that domestic violence is a risk.

Definitions Associated with Workplace Violence

- **Physical assault:** is any physical force or threat of physical force to create fear and control another person. Some examples include: hitting, blocking, shoving, choking, slapping or biting, or pulling hair; "caring" for the victim in an abusive way, threats of violence, and using a weapon or other objects to threaten, hurt or kill.
- **Sexual assault:** is any unwanted sexual act done by one person to another.
- **Threat (verbal or written):** is a communicated intent to inflict physical or other harm on any person or to property by some unlawful act. A direct threat is a clear and explicit communication distinctly indicating that the potential offender intends to do harm.
- **Verbal/Emotional/Psychological abuse:** is a pattern of behaviour that makes someone feel worthless, flawed, unloved, or endangered. Like other forms of abuse, [it](#) is based on power and control.
- **Workplace Bullying:** repeated and persistent negative acts towards one or more individuals, which involve a perceived power imbalance and create a hostile work environment.

Roles and Responsibilities of Workplace Parties

Employer:

- Ensure that this policy is attached within the Employee Handbook and is part of The Rural Municipality of Maple Creek No. 111 policy manual.
- Ensure compliance by all employees and council members, and education for all employees.
- Integrate safe behaviour into day-to-day operations.
- Investigate all reports or threats of violence/harassment in a prompt, objective and sensitive way.
- Facilitate medical attention and support for those involved directly or indirectly.
- Ensure any deaths or critical injuries are reported to Saskatchewan Workers Compensation and Saskatchewan Occupational Health and Safety. Include information and particulars prescribed by the *Occupational Health and Safety Act* and regulations.

- Ensure a report goes to the Saskatchewan Workers Compensation of all accidents where a worker loses time from work, requires healthcare, earns less than regular pay for regular work, requires modified work at less than regular pay or performs modified work at regular pay for more than seven days.

Managers/supervisors:

- Enforce policy and procedures and monitor worker compliance.
- Identify and alert staff to violent persons and hazardous situations.
- Investigate all workplace violence and contact the police as required.
- Facilitate medical attention for employee(s) as required.
- Debrief those involved in the incident either directly or indirectly.
- Promote services provided by workplace health insurance.
- Track and analyze incidents for trending and prevention initiatives.
- Immediately report a death or critical injury to Workers Compensation and Saskatchewan Occupational Health and Safety, and the RCMP.
- Ensure the workplace violence prevention program is reviewed at least once a year.

Employees:

- Participate in education and training programs so you can respond suitably to any incident of workplace violence.
- Understand and comply with the violence prevention policies and related procedures.
- Report all incidents or injuries of violence/harassment or threats of violence/harassment to your supervisor immediately. Complete the Workplace Violence Incident Report.
- Contribute to risk assessments.
- Seek support when confronted with violence or threats of violence.
- Get medical attention.
- At least once a year, participate in a review of the workplace violence prevention program.

Reporting and Investigation

- Workers are to report all violence-related incidents or hazards to their manager or supervisor. This report can be made confidentially at the employee's request. However, sharing information to ensure the safety of others and prevent recurrence may be necessary (e.g., contents of a police report).
- The reporting worker may make the report confidentially without leaving a copy in the log, indicating the need for confidentiality to her/his direct manager or supervisor (or in that person's absence, to another manager or supervisor).
- The manager or supervisor receiving the report investigates it and ensures that measures are taken to safeguard employees and curtail the violence or harassment. No report of workplace violence/harassment or risks of violence may be the basis of reprisal against the reporting employee.

Response Procedures

- Using the incident investigation form, the manager or supervisor documents all reports of workplace violence, hazards and measures taken to address them.
- If the resolution of the incident is beyond the authority of a manager or supervisor, she/he must make the CAO or equivalent aware of the report. The CAO or equivalent involves other supervisors and council as appropriate (e.g., when the incident involves clients or employees under another manager's or supervisor's area of responsibility).
- Council reviews all incident reports, monitors trends and makes recommendations to the CAO or equivalent for prevention and enhancements to the workplace violence prevention program.
- The CAO or equivalent reviews reports of workplace violence and ensures that actions are taken.

- The managers or supervisors who investigate the reported incident warn all staff who might be affected about dangerous situations. They also tell the reporting employee about the outcome of the investigation to help minimize the chance of similar incidents.

Support for employees affected by workplace violence

Management will respond promptly, assess the situation and ensure that these interventions are followed:

- facilitation of medical attention;
- debriefing (by skilled professional);
- referrals to community agencies, treating practitioner and employee assistance program;
- completion of incident reports as required.
- reporting to the RCMP (as required); and
- team debriefing.

Risk assessment

Management (with worker involvement) assesses workplace violence hazards in all jobs, and in the workplace as a whole. It reviews risk assessments annually, as well as when new jobs are created or job descriptions are changed substantially.

Education

New employees will receive both general and site-specific orientation to the workplace violence prevention program. In addition, all employees will receive an annual review of the program's general and site-specific components.

Program Evaluation

The effectiveness of the workplace violence prevention program is evaluated annually by council. Workers, managers and council are accountable for establishing and implementing the policy and procedures related to workplace violence. Responsibility for complying with the health and safety policy is part of a manager's, and worker's job description. Included in the health and safety components of job descriptions are management responsibilities for enforcing policy and procedures, investigating, and responding to workplace violence.

Accountability

All workplace parties are accountable for complying with the policy, program, measures, and procedures related to workplace violence.

Records

All records of reports and investigations of workplace violence and harassment are kept for five years.

Policy Review

This workplace violence and harassment prevention policy and program will be reviewed annually.

APPENDIX --- Workplace Violence Reporting Procedures

Any member of The Rural Municipality of Maple Creek No. 111 who believes that he or she is threatened or who experiences or witnesses any workplace violence as defined in the Workplace Violence Prevention policy must promptly report it using the Employee Workplace Violence Incident Report form. In the event of immediate danger, refer to steps outlined in the Emergency Response Procedure (cross reference organization policy or procedure).

When threatening or violent behaviour is connected to The Rural Municipality of Maple Creek No. 111 or carried out on municipal property, the employee must report incidents immediately using the following procedure:

1. All staff are responsible for reporting threats or violence to their supervisor or CAO. If the employee's direct supervisor is involved in the act, the employee contacts the Reeve or a Councillor. In all cases, the Employee Workplace Violence Incident Report form needs to be completed.
1. The police are also to be called in incidents involving serious, life-threatening injuries to any client or employee.
2. Report incidents of client abuse immediately and complete a client incident report form. The supervisor must immediately notify the appropriate agency.
3. Supervisors must investigate all reports of violence. If cases of staff-to-staff, staff-to-management, or management-to-staff incidents, contact the Reeve or a Councillor.
4. Managers, supervisors, staff or visitors engaged in such behaviour shall be removed from the premises as quickly as safety permits. They shall be banned from access to The Rural Municipality of Maple Creek No. 111 premises pending the outcome of an investigation. The investigation will be conducted by the selected response team members who will be assembled at the direction of the manager/administrator/council or his/her designate.
5. The Rural Municipality of Maple Creek No. 111 will do its best to preserve and protect the anonymity of those involved and confidentiality in the alleged case. However, it may not be possible to preserve confidentiality or anonymity of those involved as it may be necessary for The Rural Municipality of Maple Creek No. 111 to take action, including consultation with others.
6. In no circumstances will any person who in good faith reports an incident of threats, intimidation, or violence, or assists in its investigation, be subject to any form of retribution, retaliation or reprisal.
7. Any person who makes or participates in such retribution or retaliation, directly or indirectly, will be subject to disciplinary action. A person who believes she/he has been or is being subjected to retribution or retaliation should immediately notify council.

VIOLENCE REPORTING FORM

PART 1 – INCIDENT DETAILS – to be completed by person reporting the incident		
Date of report		
Reporters name		
Location of incident		
Date of incident		
Time of incident	_____ AM PM	
Victim's name		
Contact Information		
Additional witnesses	Names and contact Information:	
Injuries and damage	Yes	No
Were there any injuries or property damage reported?		
Medical attention/first aid		
Any time missed from work as result of the incident.		
PART 2 – DESCRIPTION OF INCIDENT – to be completed by party reporting incident		
In your own words, please provide detailed description of the incident based on what you experienced or was reported to you and other pertinent information.		
Describe immediate actions taken		

PART 4 – OTHER INFORMATION PERTINENT – to be completed by the investigator May include: police report, past incidents	
PART 5 – INVESTIGATION CONCLUSIONS – to be completed by the investigator <i>Based on the evidence revealed on investigation, it is the opinion of the investigator that:</i>	
The reported incident of (circle one)	Workplace violence Workplace harassment Workplace sexual harassment
Was (circle one)	Adequately substantiated Not adequately substantiated Fabricated with malicious intent
Additional comments From investigator	

PART 6 – CORRECTIVE AND PREVENTIVE ACTIONS – completed by investigator		
List actions, who is responsible, target date and completion date:		
PART 7 – COMMUNICATION OF RESULTS		
Party	Name	Signature/Date
Investigator		
Victim		
Alleged perpetrator		