

TOWN OF ELROSE

POLICY MANUAL

Updated on January 30, 2024

Table of Contents

Fact Sheet	5
Phone List	6
Fees & Office Services	7
Business/Pet Licenses	8
Equipment Rental	9
Landfill Fee Schedule	10 – 11
Mission Statement	12
Introduction/Definitions	13
General Government	14
Duties of Council	15
Duties of Mayor	15-16
Duties of Deputy Mayor	16
Conflict of Interest	17-22
Meeting Procedures	23
Regular Meetings	23
Special Meetings	23
Meetings by Electronic Means	24
Audio Recordings	24
Meetings – Administrator Substitute	24
Types of Committee	25
Committee of the Whole	26
Standing Committees	27

Table of Contents

Appointments	29
Council Remuneration Development	30-31
Farewell Gifts	32
Council Chambers	32
Business Gift Policy	33
Town Owned Lots Prices	33
General Insurance	34
Office/Scout Hut Maintenance	34
Ten Year Capital Plan	34
Planning & Development	34
General Insurance	35
Building Permits	35
Economic Development	36
Tax Abatement Policy	36
Town Property Prices/Lot Amalgamation	38
Administrator	38-40
Office Hours	41
Salary/Benefits	41
Sick Days/Travel	42
Signing Authority, Record Retention, Tax Collections, Tax Enforcement	

Table of Contents

Foreman Duties and Responsibilities	
Duties	44
Snow Removal	46
Hours/ Seasonal Employee	47
Salary/Benefits	48
Casual Labor	49
Protective Gear	50
Protective Footwear	51
Head Protection Areas	52
Dust Control, Road Crossing, Road Allowances, Water Testing Procedures	53
Dust Control	55
Nuisances	54
Tree Removal	55
Sea Can/Pest Control	55
Joint Ventures	56
Waste Transfer Station	57
Grants	58
Recycle Bins	58
Recreation	58
Regional Park	58
Library	58
Fire Protection	59
Emergency Planning	59
Harassment Policy	61
Communications Policy	63
Work Alone	65
Fire Safety Policy	68
Drug & Alcohol Policy	69
Disciplinary Procedures	75
Banked Time Agreement	79
Sewer Maintenance	83
Water Line Maintenance/Curb Stop Shut off	87

FACT SHEET

Population: 496 (as per the 2016 Census)

Mailing Address: Box 458, Elrose, SK, S0L 0Z0

Phone: 306-378-2202

Fax: 306-378-2966

e-mail address: townofelrose@sasktel.net

Council e-mail address: towncouncil@elrose.ca

website: www.elrose.ca

|
-

PHONE LIST

Name	Phone	Cell Phone	Fax	E-Mail
Town Office	306-378-2202		306-378-2966	townofelrose@sasktel.net
Foreman Brian Knorr		306-378-7528		elrosetownshop@sasktel.net
Helper Steve Mohammed		306-378-7677		elrosetownshop@sasktel.net
Mayor, Dane MacDonald		306-378-7276		towncouncil@elrose.ca
Deputy Mayor, Greg Friesen		306-378-7828		towncouncil@elrose.ca
Councilor, Rob Minogue		306-381-5622		towncouncil@elrose.ca
Councilor, Kirston Rouse		306-831-8170		towncouncil@elrose.ca
Councilor, Allen McDonald		306-831-4489		towncouncil@elrose.ca
Councilor, Ross Hintze	306-378-4129	306-378-7654		towncouncil@elrose.ca
Councilor, Martha Tansey		639-471-0089		towncouncil@elrose.ca

FEES & OFFICE SERVICES

Cemetery Bylaw 2023-05

- Price of a plot is \$600.00
- Cremation urn is allowed in a plot at least 15" deep.
- \$250.00 for opening & closing of a plot for Cremation.
- Death Certificate must be provided to the Town Office.
- There is a limit of 2 urns or 1 casket per plot
- We do not dig casket holes ourselves.
- Ray Howes digs the graves. 306-375-7568
- The funeral home will contact the office in regards to the closing of the cremation hole. The Foreman will ensure the pathways are clear of snow in the winter.
-

Water Connection/Disconnection

\$100.00 for Water Connection or Disconnection

Water Deposits

\$150.00 per household
(refunded once account closed and paid in full)

Fee schedule and procedures for various office services:

Building/Development Permits - minimum \$25.00 per project

Council will approve or deny by resolution
All Building Inspector fees will be billed to the owner.

Photo Copying/Faxing - \$1.00 per copy (expense recovery plus labour)

Tax Certificates - \$10.00 per roll number

E-Notices - if you wish to receive your Tax Notice or Utility Bill by email instead of by mail please contact the Town Office for a consent form to get it all set up.

Business Licenses

Bylaw #247-1996 states that “No persons shall carry on any business, trade or calling within the municipality unless they have in their possession a valid and subsisting license.” This also includes all home-based businesses. License fees shall be:

Daily	\$25.00/day
Elrose residents	\$50.00/year
Non-residents	\$100.00/year

Pet Licenses – ALL PETS MUST BE LICENCED

Bylaw #2019-1 states that “Every person residing in the Town of Elrose, being the Owner of a dog or cat three (3) months old or older shall obtain a license for the dog or cat from the Town Office for the purpose of registering the dog or cat”
“Licence Fees shall become due on January 1st of each year or at any time during the year immediately upon a person becoming an owner of a dog or cat, and failure to do so shall constitute an offence under this Bylaw. License fees shall be:”

For Each Neutered male.....	\$ 10.00
Unneutered male.....	\$ 25.00
For Each Spayed Female.....	\$ 10.00
Unspayed Female	\$ 25.00

Commissioner for Oaths for Saskatchewan Services - no charge
Notary Public Services – no charge

Title Prints - To be conducted at cost for owners located within the municipality

Surveying – refer residents and businesses to the local engineer.

Historical Information – refer individuals to the Provincial Archives if possible. On site record searches will be charged at a rate of \$75.00 per hour depending on the length of time used to find the information. Minimum one hour.

Land Sales Information - Individuals are to be referred to the Land Titles office or to SAMA.

EQUIPMENT RENTAL POLICY

- POLICY:** The Town of Elrose does not allow rental of equipment. Town will rent equipment with a town employee to conduct the work based on the rates as per attached addendum.
- PURPOSE:** To provide additional services to its taxpayers.
- COUNCIL TO:** The Council directs the Administrator to bill all rental of Town equipment.
- FOREMAN TO:** To provide details of rentals to the Administrator for billing.

MACHINERY RATES

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

Backhoe & Driver	-	\$160.00 per hour
Sweeper & Driver	-	\$100.00 per hour
3 Ton Truck - truck and driver-		\$100.00 per hour
Tractor – machine and driver	-	\$100.00 per hour
3-point hitch attachments (does not include man or tractor)	-	\$100.00/day
Grader Rental	-	\$300.00 per hour
Bobcat and operator	-	\$160.00 per hour
Gravel or dirt	-	Cost per yard plus delivery
Delivery	-	\$50.00 per load
Sewer Cage Rental – shared with Eston		
Culverts	-	Cost plus delivery

All rates are at the discretion of council and can change at any time

APPENDIX B OF BYLAW #01-2020
TOWN OF ELROSE
TRANSFER STATION FEE SCHEDULE

Accepted Waste Materials (No Charge if Disposed of/Sorted Correctly):

- Bagged household waste
- Metal – must be put in the metal pile
- Clean Wood – must be put into the wood pile
- Branches and trees – must be cut into three-foot lengths and put into the wood pile

Appliances

Freon Units:

Fridge (door must be removed)	\$20.00
Freezer (door/lid must be removed)	\$20.00
Air Conditioner	\$10.00

Washer or Dryer (door/lid must be removed)	\$20.00 each
Barbeque	\$10.00

Other Domestic Waste:

1/2-ton truck:	\$ 40.00
1-ton truck:	\$ 80.00
3-ton truck:	\$150.00
Single Axle Trailer:	\$ 40.00
Tandem Axle Trailer:	\$ 80.00

All loads must be sorted prior to dumping. Unsorted or “Dirty” loads will be charged at **5 times the rate** and the person will be banned from the transfer station.

Shingles:

1/2-ton truck:	\$215.00
1-ton truck:	\$430.00
3-ton truck:	\$645.00
Single Axle Trailer:	\$215.00 - \$345.00

Tandem Axle Trailer: \$430.00 - \$645.00

Construction, and/or Renovation Materials:

1/2-ton truck:	\$ 75.00
1-ton truck:	\$145.00
3-ton truck:	\$430.00
Single Axle Trailer:	\$285.00
Tandem Axle Trailer:	\$430.00

Asphalt and Concrete: By estimated weight (see above “Shingles” disposal costs)

Non-accepted Waste Materials:

- Vehicle and/or Tires
- Recyclables such as paper, cardboard, and electronics
- Animal Manure (feces) or liquid waste
- Animals (deceased) or slaughterhouse waste
- Grain or screenings
- Chemical, herbicide or pesticide products or containers
- Petroleum waste including oil filters, oily rags, oil containers
- Hazardous waste or radioactive materials
- Paint, paint thinner, or paint remover cans unless they are empty and dry with the lids off
- Demolition waste materials
- Propane Tanks

Refuse created from the demolition of structures will NOT be accepted. The owners (or the owners’ contractor) will be responsible for renting their own waste bin and all associated costs to dispose of the materials.

Trucks larger than 3 ton will **NOT** be accepted. Large loads may not be accepted if a discrepancy is determined by the attendant.

ALL loads will be charged for. The amount charged shall be at the discretion of the attendant.

MISSION STATEMENT:

To promote and improve the quality of life, enhance a sense of community, and preserve the integrity of small-town Saskatchewan.

We are committed to providing an excellence in services for all residents, businesses, and visitors through constant improvement and determination.

We strive to sustain the public trust through open and responsive government and through communication on all levels. We also encourage public participation from our residents and businesses.

INTRODUCTION

This manual is designed to provide the Mayor, Councilors and administrative staff with a quick reference to legislation governing the Municipality, policy, procedures and general information as it pertains to the Town of Elrose. This manual is for the sole use of Council, representing the Town of Elrose, and is not for distribution.

The manual is divided into five major sections with their own table of contents and index as follows:

- 1) General Municipal operations - This section deals with the general administrative function of the Municipality and the various services provided by the municipality, to its ratepayers as well as the municipalities forward planning strategy.
- 2) Bylaws of the Municipality
- 3) The Municipal Act and amendments
- 4) The Town of Elrose and R.M. of Monet Emergency Plan
- 5) Map of the Town of Elrose, Phone List and Municipal Fact Sheet.

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*,
- MA shall mean *The Municipalities Act*,
- b) "**guidelines**" are statements of reference, based on legislation and previous action of council;
- c) "**municipality**" shall mean the Rural Municipality of Monet;
- d) "**policy**" is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- e) "**town**" refers to the Town of Elrose;
- f) "**UMAAS**" shall refer to the Urban Municipal Administrators' Association of Saskatchewan;
- g) "**SUMA**" shall refer to the Saskatchewan Urban Municipal Association.
- h) "**Council**" means elected officials of the Town of Elrose
- i) "**Administrator**" means the person appointed as the "Administrator" for

the municipality of Town of Elrose or his/her duly authorized representative or designate

- j) **“Committee”** means a council committee or other body established by council pursuant to Clause 81(a) of The Municipalities Act
- k) **“Public Notice Policy”** means Bylaw No. 2023-01

GENERAL GOVERNMENT

OATH

A member of council shall not carry out any power, duty or function until that person has taken an official oath and do the Public Disclosure Statement in the prescribed form.

THE COUNCIL

The council is the main body of local government. The Councilors and Mayor are primarily elected for their leadership qualities. As resident’s 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 councillor.

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

- Define policies in relation to the community needs and to the internal organizational operation;
- Maintain a high level of financial accountability to the taxpayers by insuring a safe administration of funds and an adequate control of expenditures;
- Adopt suitable bylaws and to establish a plan of organization providing clear and distinct line of authority and to ensure that the bylaws and plans of organization are respected;
- Provide personnel, equipment and facilities consistent with the Town’s need for:
 - a) enhancement of the transportation network;
 - b) maintenance and safety programs for the resident's protection,
 - c) to provide a center for resident’s information and council activities.

DUTIES OF COUNCILLORS

Councillors have the following duties:

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to participate in developing and evaluating the policies, services and programs of the municipality;
- c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- f) to maintain the financial integrity of the municipality;
- g) to perform any other duty or function imposed on councillors by this or any other Act or by the council.

MAYOR

The Mayor, in addition to the duties of councilor, is entrusted with certain duties and given some additional duties and powers.

Duties:

The Mayor shall preside at all meetings of the council and shall preserve order and enforce the rules of the council.

The Mayor shall perform any other duty imposed by the Municipalities Act or any other Act or by bylaw or resolution.

The Mayor is a member of all council committees and all bodies established by council pursuant to the Municipalities Act unless council provides otherwise.

The Mayor shall be active in ensuring that all laws governing the Urban municipality are abided by.

The Mayor shall cause all cases of negligence, carelessness, and violation of duty by employees to be duly prosecuted.

The Mayor shall keep the council informed of and recommend any measures which would tend to the improvement of the finances and welfare of the municipality.

The Mayor along with the Administrator shall sign the cheques for all payments made on behalf of the municipality.

The Mayor along with the Administrator shall sign all bylaws of the municipality; sign the securities along with the Administrator unless another person has been designated to do so.

The Mayor shall place before the council any audit report outlining any negligence, irregularity or discrepancy found in the books or accounts of the municipality.

When the financial statement has been completed and verified by the auditor, the Mayor shall present a copy to the council at their next meeting.

The Mayor may request the Administrator to call a special meeting.

The Mayor shall call a public meeting when authorized to do so by council or after having received a petition requesting one.

If a returning officer is unable to act during a municipal election, the Mayor shall appoint a person to act in the place of the returning officer who had been appointed.

DEPUTY MAYOR

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

SIGNING AUTHORITIES

All cheques or withdrawals must be signed by the Administrator or Assistant Administrator and one of the following: Mayor, Deputy Mayor or a Councillor signature. All documents must have two signatures on behalf of the Town of Elrose. Town of Elrose grants authorization to the Administrator and Assistant Administrator to have online banking and to pay bills online through the Town of Elrose.

The Administrator and the Mayor or in the absence of the Mayor, the Deputy Mayor shall be the authorized signing authorities for Municipality, and shall sign all bylaws, agreements, cheques and negotiable instruments.

SIGNING - AGREEMENTS

- Subsection 115(4) of the Act requires agreements to be signed by at least 2 persons
- The Mayor or Deputy Mayor and the Administrator shall sign all Agreements for the Municipality. In the absence of the Mayor, the Deputy Mayor and Administrator shall sign all agreements.

CONFLICT OF INTEREST

DEFINITIONS

- a) “closely connected person” means the agent, business partner, family or employer of a member of council;
- b) “controlling interest” means an interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25% of the voting rights attached to all issued shares of the corporation;
- c) “council, council committee, controlled corporation or other body” includes any committee or subcommittee of a committee, and any board, agency or commission, appeal board or other body, on which a member of council serves in his or her capacity as a member of council;
- d) “family” means the spouse and dependent children of a member of council;
- e) “meeting” includes any regular, special, emergency or other meeting
- f) of a council, council committee, controlled corporation or other body, whether formal or informal;
- g) “senior officer” means the chairperson or vice-chairperson of the board
- h) of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any of those offices. 2005, c.M-36.1, s.141; 2015, c.30, s.3-13.

Conflict of interest

141.1(1) A member of council has a conflict of interest if the member makes a decision or participates in making a decision in the execution of his or her office and at the same time knows or ought reasonably to know that in the making of the decision there is the opportunity to further his or her private interests or the private interests of a closely connected person.

(2) A financial interest as described in subsection 143(1) always constitutes a conflict of interest.

(3) Every member of council shall comply with any prescribed standards, procedures and rules in relation to a conflict of interest or a declaration of

a conflict of interest.

(4) Nothing in this Part is to be interpreted as affecting any other rights given by, or the application of other requirements, duties or responsibilities imposed by, any other Act or law in relation to the matters covered by this Part.

(5) For the purposes of this section, the Lieutenant Governor in Council may make regulations respecting the standards, procedures and rules in relation to a conflict of interest.

Public disclosure statement

142(1) Subject to the regulations, every member of council shall, within 30 days after being elected, file a public disclosure statement with the administrator in the form provided by the council.

(2) A public disclosure statement required pursuant to subsection (1) must contain: (a) the name of: (i) every employer, person, corporation, organization, association or other body from which the member of council or someone in the member's family receives remuneration for services performed as an employee, director, manager, operator, contractor or agent;

(ii) each corporation in which the member or someone in the member's family has a controlling interest, or of which the member or someone in the member's family is a director or a senior officer;

(iii) each partnership or firm of which the member of council or someone in the member's family is a member; and

(iv) any corporation, enterprise, firm, partnership, organization, association or body that the member of council or someone in the member's family directs, manages, operates or is otherwise involved in that:

(A) transacts business with the municipality;

(B) the council considers appropriate or necessary to disclose; or

(C) is prescribed; the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

(i) the member of council or someone in the member's family; or

(ii) a corporation, incorporated or continued pursuant to The Business Corporations Act or the Canada Corporations Act, of which the member or someone in the member's family is a director or senior officer or in which the member or someone in the member's family has a controlling interest; the general nature and any material details of any contract or agreement involving the member of council or someone in the member's family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect the member's impartiality in the exercise of his or her office; and any other prescribed information or contents. 95 MUNICIPALITIES c. M-36.1

(3) Every member of council who has previously filed a public disclosure statement pursuant to subsection (1) shall annually submit a declaration that:

(a) declares that no material change has occurred since the last public disclosure statement was filed pursuant to this section; or

(b) details the material changes that have occurred since the last public

disclosure statement was filed pursuant to this section.

(4) The annual declaration required pursuant to subsection (3) must be submitted on or before November 30 in each year.

(5) The administrator shall:

(a) note any change reported pursuant to clause (3) (b) on the member's public disclosure statement and the date on which the change was noted;

(b) make each public disclosure statement filed pursuant to subsection (1) and each declaration submitted pursuant to subsection (3) available for public inspection during normal business hours; and

(c) if directed to do so by council, give copies of the statements to any designated officials.

(6) Notwithstanding subsection (3), a member of council is subject to an ongoing duty of disclosure and is, in any of the following circumstances, required to submit to the clerk within the stated period a written amendment to the member's public disclosure statement:

(a) if the member declares a conflict of interest, as soon as is practicable after the declaration;

(b) if there is a material change to the information detailed in the disclosure statement, within 30 days after the material change;

(c) if there is a recognition by the member or another person of an error or omission, as soon as is practicable after the error or omission is recognized.

(7) The Lieutenant Governor in Council may make regulations prescribing information and other matters, conditions, exceptions and limitations respecting a public disclosure statement to be filed pursuant to this section. 2015, c.30, s.3.15.

Pecuniary interest

141(1) Subject to subsection (2), a member of council has a financial interest in a matter if:

(a) the member or someone in the member's family has a controlling interest in, or is a director or senior officer of, a corporation that could make a financial profit from or be adversely affected financially by a decision of council, a council committee, a controlled corporation, or other body established by the council; or 96 c. M-36.1 MUNICIPALITIES

(b) the member of council or a closely connected person could make a financial profit from or be adversely affected financially by a decision of council, a council committee, a controlled corporation, or other body established by the council.

(2) A member of council does not have a financial interest by reason only of any interest:

(a) that the member or a closely connected person may have as a voter, taxpayer or utility customer of the municipality;

(b) that the member or a closely connected person may have by reason of being appointed:

(i) by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality; or

(ii) as the representative of the council on another body;

(c) that the member or a closely connected person may have with respect to any allowance, honorarium, remuneration or benefit to which the

member or person may be entitled by being appointed by the council to a position described in clause (b);

(d) that the member may have with respect to any allowance, honorarium, remuneration or benefit to which the member may be entitled by being a member of council;

(e) that the member or a closely connected person may have by being employed by the Government of Canada, the Government of Saskatchewan or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the member or person is an employee;

(f) that someone in the member's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality;

(g) that the member or a closely connected person may have by being a member or director of a non-profit organization as defined in section 152 or a service club;

(h) that the member or a closely connected person may have:

(i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service; or

(i) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services;

(ii) that the member or a closely connected person may hold in common with the majority of voters of the municipality or, if the matter affects only part of the municipality, with the majority of voters in that part; that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member of council; that the member may have by discussing or voting on a bylaw that applies to businesses or business activities when the member or a closely connected person has an interest in a business, unless the only business affected by the bylaw is the business of the member or closely connected person; or that the member may have by being the publisher of a newspaper who publishes advertisements for or on behalf of the municipality in that newspaper, as long as only the regular advertising rate is charged and the advertisement before council for consideration is for a notice or other matter required by statute or regulation to be published in a newspaper.

(3) Clauses (2)(g) and (h) do not apply to a member of council who is an employee of an organization, club or service mentioned in those clauses.

Disclosure of pecuniary interest

144(1) If a member of council has a conflict of interest in a matter before the council, a council committee, a controlled corporation or other body, the member shall, if present:

(a) before any consideration or discussion of the matter, declare that he or she has a conflict of interest;

(b) disclose the general nature of the conflict of interest and any material details that could reasonably be seen to affect the member's impartiality in the exercise of his or her office;

(c) abstain from voting on any question, decision, recommendation or other action to be taken relating to the matter;

(d) subject to subsection (4), refrain from participating in any discussion

relating to the matter; and (e) subject to subsections (3) and (4), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) No member of a council shall attempt in any way, whether before, during or after the meeting, to influence the discussion or voting on any question, decision, recommendation or other action to be taken involving a matter in which the member of council has a conflict of interest.

(3) If the matter with respect to which a member of council has a conflict of interest is the payment of an account for which funds have previously been committed and the payment is the amount previously approved, the member shall comply with clauses (1) (a) to (d), but it is not necessary for the member to leave the room.

(4) If the matter with respect to which a member of council has a conflict of interest is a question on which, pursuant to this Act or another enactment, the member, as a taxpayer, voter or owner, has a right to be heard by the council:

(a) the member shall leave his or her place at the council table, but is not required to leave the room; and

(b) the member may exercise a right to be heard in the same manner as a person who is not a member of the council.

(5) Every declaration of a conflict of interest made pursuant to subsection (1) and the general nature and material details of the disclosure and any abstention or withdrawal must be recorded in the minutes of the meeting.

(6) On a declaration in accordance with clause (1) (a), the person presiding at the meeting with respect to the matter shall ensure that the other requirements of this section are followed with respect to the member of council.

Absence from meeting and ongoing disclosure

144.1(1) If a conflict of interest in a matter has not been disclosed as required by section 144 due to the absence of the member of council from the meeting mentioned in that section, the member shall:

(a) disclose the conflict of interest at the next meeting of the council, council committee, controlled corporation or other body that the member attends; and (b) otherwise comply with the requirements of that section.

(2) A member of council who has disclosed a conflict of interest as required by subsection (1) shall:

(a) declare and disclose the conflict of interest at every meeting of council, council committee, controlled corporation or other body at which the member is present and the matter is discussed or considered; and (b) comply with section 144.

Restrictions on influence and use of office

144.2 A member of council shall not use his or her office to seek to influence a decision made by another person to further the member of council's private interests or the private interests of a closely connected person.

Effect of pecuniary interest on resolutions or bylaws

145(1) Subject to subsection (2), if a contravention of section 144 occurs at a meeting to which that section applies, the proceedings related to the

matter are not invalidated, but the council or other body may, within three years after the day on which a bylaw or resolution was passed or a decision was made, declare the bylaw, resolution or decision to be void.
(2) Subsection (1) does not apply to a Development Appeals Board or a planning commission established pursuant to The Planning and Development Act, 2007.

Effect of pecuniary interest on quorum

146(1) Any member of a council who declares a conflict of interest pursuant to section 144 is not to be counted for the purpose of determining whether a quorum of the council is present when the question or matter is put to a vote.

(2) If the number of members of council declaring a conflict of interest on a matter pursuant to section 144 results in a loss of quorum at a meeting with respect to the question or matter, the remaining number of members is deemed to be a quorum for that question or matter, unless that number is less than two.

(3) When all, or all but one, of the members of a council have declared a conflict of interest in a matter pursuant to section 144, the council may, by resolution, apply *ex parte* to a judge of the court for an order authorizing the council to give consideration to, discuss and vote on that question or matter.

(4) On an application brought pursuant to subsection (3), the judge may issue an order declaring that section 144 does not apply to all or any of the members of the council with respect to the question or matter in relation to which the application is brought.

(5) If a judge issues an order pursuant to subsection (4), the council may give consideration to, discuss and vote on the question or matter as if those members had no conflict of interest in the question or matter, subject to any conditions and directions that the judge may state in the order.

MEETING PROCEDURES

As per Bylaw for Council Procedures 4-2016

REGULAR MEETINGS

Regular council meetings are set for the Second Tuesday of each month commencing at 7:00 pm.

Regular scheduled council meeting dates may be made at a prior council meeting or if between council meetings up to 24 hours prior by means of a teleconference with all members and administrator present.

Regular meetings may be held with less than 24 hours' notice to council or committee members or to the public if all members of council or the committee sign a waiver of notice before the commencement of the meeting.

SPECIAL MEETINGS

123(1) The administrator shall call a special council meeting whenever requested to do so by the mayor or by a majority of the councillors.

(2) For the purposes of subsection (1), the administrator shall call a special council meeting by giving notice at least 24 hours before the meeting to each member of council and to the public stating:

- (a) the purpose of the meeting; and
- (b) the date, time and place at which it is to be held.

(3) Notwithstanding subsection (2), a special council meeting may be held with less than 24-hours' notice to the members of council, and without notice to the public, if all members of council waive notice in writing with respect to that meeting before its commencement.

(4) No business other than that stated in the notice is to be transacted at a special meeting of the council unless all members of council are present, in which case, by unanimous consent, any other business may be transacted.

Method of giving notice

124(1) Notice of a council or council committee meeting is deemed to have been given to a member of council or of a council committee if the notice is:

- (a) provided personally;
- (b) left at the usual place of business or residence of the member; or
- (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, fax or email at the number or address specified by the member.

(2) Notice to the public of a council meeting or council committee meeting is sufficient if the notice is posted at the municipality office or given in any other manner specified by council, by bylaw, as the means by which public notice in such cases is to be provided.

MEETINGS BY ELECTRONIC MEANS

Council and committee meetings can be conducted by electronic means, such as telephone, electronic or other communication technologies if:

- The public has been provided notice of the meeting and how the meeting will be conducted;
- The facilities enable the public to at least listen to the meeting at a place specified in the notice;
- The Administrator is present at the place specified in the notice; and
- The facilities permit all participants to communicate adequately with each other during the meeting.

A member of a council or committee who participates in a meeting using electronic means is deemed to be present at the meeting.

AUDIO RECORDINGS

Municipal audio recordings of council meetings and proceedings shall be for internal use only and not for public release. Recordings may be kept up to one year.

MEETINGS - ADMINISTRATOR SUBSTITUTE

It is the administrator's legislative duty to record the minutes of all council and council committee meetings. However, in the event the administrator, the administrator's delegate or the acting administrator is unavailable to record the minutes of a council meeting or committee meeting, council shall appoint some other person to record the minutes of the meeting. The appointee may be another municipal employee or someone not associated with the municipal organization. A member of council cannot be appointed as an employee of the municipality (MA 112). The appointment of a substitute recorder for the meeting should be the first decision made at this meeting.

TYPES OF COMMITTEES

Council committees may be set up by resolution and consist only of members of council. The Mayor is an ex-officio member of all council committees. Meetings of these committees are informal. Members speak as often as necessary provided they do not deprive other members of opportunities to present their views. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after an informal discussion.

- Standing committees may be established for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to council with or without a recommendation.
- Special committees of council are established to deal with a specific problem or issue and cease to exist when that matter is concluded.
- Council may sit as a committee of the whole and discuss a matter under relaxed rules of procedure

COMMITTEE OF THE WHOLE

Under normal procedure, the council, by moving to a committee of the whole, is taking a step to carry out full discussion of a subject in a less formal manner than would be necessary during the regular part of the meeting of the council. Any item of business could be discussed by the committee of the whole where it is felt that a more informal discussion should take place. The committee discusses the item referred to it by council and then rises and reports its findings for formal consideration by council. The finding should be reported formally back to the council by way of recommendation.

The council may act on the recommendation or just record the report of the committee. Both the recommendation by the committee of the whole and council's subsequent action or non-action is recorded in the formal minutes of the council meeting.

The committee itself cannot enact resolutions, only council members meeting as a duly constituted public meeting of council can adopt bylaws or pass resolutions.

During a regular or special council meeting, Council may on a motion move to a committee of the whole a "private" or "in-camera" session if the matter to be discussed is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* or if it concerns long range or strategic planning.

Procedure - on a motion of the council to resolve itself into the committee of the whole, the Mayor should step down and the committee names some other member of the council as chairperson of the committee. After the discussion has been concluded, the committee shall report back to the council.

It is not necessary to keep minutes of the committee of the whole. The minutes of Council meeting would record:

- the resolution to go into committee of the whole;
- the report or recommendation from the committee;
- that the council meeting has been reconvened; and
- the action or non-action taken by Council.

STANDING COMMITTEES

Human Resources Committee

The Human Resources committee shall consist of the Mayor and three councilors to be appointed annually. Its mandate is to:

- Act as a liaison between the council and employees;
- Negotiate salaries with the employees;
- Act as a grievance committee;
- Make recommendations to the council
- Council as a whole retains the right to hire and terminate employees

Audit/Finance Committee

The financial planning committee shall consist of the Council as a whole and the administrator. Its mandate is to:

- Develop a 10- year policy on a construction, maintenance, capital and financial plan;
- Review the plan and update it each year;
- Assist in the budgeting process each year;
- Make recommendations to the council
- Payroll recommendations
- Meet with Auditor
- Capital purchases
- Recommendations for council remuneration/mileage/meeting rates

Planning & Development Committee

The committee shall consist of the Council as a whole. Its mandate is to:

- Review the zoning bylaw of the municipality from time to time to ensure it meets our growing needs;
- Develop a plan for light industrial and commercial subdivisions;
- Review all development and subdivision applications and make recommendations to the council.

Water / Sewer

The committee shall consist of all councilors and Mayor.

- Committee to recommend water and sewer charges
- Sewer swabbing is included in budget each year
- 3x 6" main valve replacement should be allocated for each year (Municipal Utilities Ltd.)
- Only persons qualified to install water and sewer lines shall install new connections.

Lagoon

The committee shall consist of all councilors and Mayor.

Lagoon release will be in October or March if required. Before releasing in October, the Town will confer with John Kutz before releasing.

Transfer Station

The committee shall consist of all councilors and Mayor.

The Town of Elrose and the R.M. of Monet #257 opened a Regional Transfer Station on January 1, 2012. For rules and regulations see Bylaw #1 – 2012.

Street / Sidewalks

The committee shall consist of all councilors and Mayor.

- Paving as per committee recommendations.
- Sidewalks as per committee recommendations.

Garden

The committee shall consist of the council as a whole.

A caretaker is hired on a contract basis, which will be responsible for the overall maintenance of the garden.

Purchases must be approved by the committee in advance.

The administrator will accept donations, and order plaques for the garden.

Town Planning / Emergency Measures / Protections of Persons and Property

The committee shall consist of the council as a whole.

Elrose Monet Dr. Clinic

The committee shall consist of the Mayor and two councilors appointed annually.

APPOINTMENTS

Wheatland Regional Library/Elrose Library Board

Each November the Council appoints individuals to the Library Boards.

Wheatland Regional Library Board

Attend 2 meetings a year in Saskatoon, as voting delegate.

Keep Council informed about regional issues.

Mileage is generally paid for trip, \$0.58 cents per kilometer.

Elrose Library Board

Attend 4 meetings per year of local board.

Report to Town Council on library events and requests.

All minutes and an annual financial statement must be presented to Council on a yearly basis.

Elrose Monet Fire District

Each November the Council appoints two Council Members to the Fire District Board. Town council representatives on Fire District board attend the annual meeting of the Monet Elrose Fire District and any other meetings as required.

The Town receives a copy of the AGM minutes and financials on a yearly basis.

Elrose Monet Recreation Board/ Elrose Regional Park

Each November the Council appoints individuals to the Recreation Board.

The Recreation Board must present an annual operating budget for approval to the Town of Elrose as well as the minutes of regular and special meetings on a yearly basis.

EMO

An EMO officer will be appointed by Council to head the emergency operations.

The EMO officer will then contact the Administrator, the Foreman, and/or Council Members, depending on the emergency.

Clear Water Lake Regional Park

Annually the Council appoints individuals to the Clear Water Lake Regional Park Committee.

Sask Landing Regional Water Pipeline Utility

Annually the Council appoints two Councillors to the Sask Landing Regional Water Pipeline Utility Board.

Reports to Council the action they have taken on behalf of the Town of Elrose.

Board of Revision, Development & Bylaw Appeals

Annually the Council appoints Western Municipal Consulting.

DESIGNATED OFFICERS

Temporary Road Closure

The Administrator, Council and Town Foreman shall be designated officer(s) for the purpose of temporary road closures;

Enforcement of Municipal Law

Council shall appoint a Bylaw Enforcement Officer, other than the Administrator, to inspect, remedy or enforce any Bylaw, *The Municipalities Act* or any other Act.

Right of Entry for Public Utility Service

Council shall appoint the foreman and utility man to enter a building for the purpose of a public utility service.

COUNCIL DEVELOPMENT

The Municipality encourages professional development of Council and staff by paying the registration fees for the Municipal Leadership Development Program (MLDP) course modules for Councillors and Administrator.

In the event that an individual withdraws from the course after the deadline for withdrawal, the individual shall be held personally responsible for the full registration fee.

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

COUNCIL REMUNERATION

Council Meetings

Council members shall receive a remuneration to be set each January, plus mileage from their place of residence at a current rate of \$0.58 per kilometer for each council meeting day in attendance.

Special Council Meetings

Council members shall receive a remuneration to be set each January. A minimum of a half day shall be considered for the purpose of calculating remuneration for committee meetings.

Committee Meetings

Council members shall be eligible for remuneration plus any necessary mileage, to be set each January, for committee, district and any other meetings directly related to their work as Mayor or Councillor for the municipality. A minimum of a half day shall be considered for the purpose of calculating remuneration for committee meetings.

Procedure

Council members may submit expense vouchers with an itemized description of expenses for remuneration and mileage and any other authorized expenses at each month's council meeting.

Conventions

When the convention is held in Saskatoon, no mileage is paid to anyone. When it is held in Regina, mileage for two vehicles will be paid. Rooms, registration, per diem (SUMA rates/convention / current market values), Sunday night entertainment and banquet tickets are paid by the Town.

Spousal expenses will not be paid for by the Town of Elrose.

The remuneration for the SUMA Conference will be \$150.00 per day for the Mayor and \$100.00 per day for Councillors. (Maximum 3 days)

COUNCIL INDEMNITY, PER DIEM, and TRAVEL

As per resolution set in January of each year:

Mayor	\$ 150.00 per regular meetings
	\$ 150.00 per special meetings
Councillors	\$ 100.00 per regular meetings
	\$ 100.00 per special meetings

Special Council Meeting:	Mayor	\$150.00
	Councillors	\$100.00

Committee Meetings:	Less than four hours:	Mayor	\$75.00
		Councillors	\$50.00
	More than four hours:	Mayor	\$150.00
		Councillors	\$100.00

Mileage: as per Canada Revenue Agency
\$0.58/km up to 5,000 km
\$0.52/km more than 5,000 km
(Car pooling is mandatory for mileage claims)

SUMA Convention:	3 days maximum of:	Mayor	\$150.00
		Councillors	\$100.00

***Registration and hotel rooms to be paid for by Town of Elrose**

Training: Employees and/or Council is paid by Town of Elrose

Meal Allowance:	Breakfast	\$15.00
	Lunch	\$20.00

Supper \$25.00
***receipts required**

FAREWELL GIFTS

Farewell gifts will be decided on by the number of terms served/worked and then multiplied by \$50.00.

COUNCIL BENEFITS

Worker's Compensation

Elected officials are covered by Worker's Compensation Board while engaged in official municipal business.

BUILDING ACCESS

Keys accessing the Town of Elrose front door shall be restricted to the Administrator, Office Assistant(s), the Office Caretaker, and one member of Council (for emergencies).

Keys to the vault room will only be assigned to the Administrator, and to the office assistant.

Keys to the Town Shop doors will be restricted to the Foreman and Utility labourer(s) and to one member of Council (for emergencies).

COUNCIL CHAMBERS

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

First priority is to the council meetings and committees of the council.

The chambers may be open for use by others during office hours between the hours of 8:00 a.m. to 4:30 p.m. from Tuesday to Friday.

The chambers may be open for use in the evening for public meetings prior to council approval. The Administrator or the Assistant Administrator will give the person using the Council Chambers a key to open and close the Council Chamber door to enter the building. The door opening to the main office will be locked and the person using the Council Chambers will not have access to the rest of the main office.

There is no charge for the use of the facility.

BUSINESS GIFT POLICY

- POLICY:** The Town of Elrose will recognize the 25th, 40th or 50th anniversary of any business.
- PURPOSE:** To maintain healthy, working relationships with the community and its businesses.
- COUNCIL TO:** The Council will direct the Administrator to purchase a plaque and flowers in recognition of the celebratory event. The value shall be no more than \$100.00.

TOWN PROPERTY

Town Lots for Sale:

Serviced- Lot 1, Block 20, Plan 79MJ13360 \$2,500.00.

Un-serviced Lots 2, Block 20, Plan 81MJ08856 \$2,500.00.

Un-serviced Lots 1, 2, 3 be sold at \$2,500.00 and serviced lot 5 of Block 25 Plan 102446442 be sold at \$5,000.00.

Any other lots for sale will be discussed and a resolution passed at the time of inquiry.

All sewer and water lines, hookups, and servicing on the lot shall be the responsibility of the purchaser(s). The cost of extending services to the property line shall be cost shared equally (50/50) between the Town of Elrose and the purchaser. Purchase agreements will reflect that if construction has not commenced on the lot within two years, the title of the lot will revert back to the Town with no refund of the purchase price owed to the purchaser.

LOT AMALGAMATION

In order for lots in the Town of Elrose to be amalgamated together, they must follow these guidelines:

- Lots must be located side by side.
- Amalgamated lots will have a maximum frontage of 100 feet.
- When one of the lots to be amalgamated is residential and one is commercial, and a business is being run from the commercial lot, then the amalgamated lot will be assessed as commercial and will be taxed accordingly at 100%.
- Requests for lot amalgamation must be received by Council, in writing, by the regular February Council meeting for the current assessment year. If the request is approved, the amalgamation will be forwarded to SAMA, to do as a local assessment change for the current year. Once the assessment roll is advertised, any amalgamation requests will be for the following year.

OFFICE/ SCOUT HUT MAINTENANCE

A janitor shall be employed on a monthly contract to keep the office clean.

Janitor's Duties

Outlined in the contract for employment.

BUILDING REPAIRS - Shall be done by qualified contractors.

TEN YEAR CAPITAL ASSET PLAN

The municipality has a 10-year financial plan in place for capital expenses/ purchases which is reviewed and updated each year at budget time.

PLANNING & DEVELOPMENT POLICY

As per *the Zoning Bylaw No. 2018 - 19* and OCP (Bylaw 2018- 09)

GENERAL INSURANCE

The municipality shall carry commercial property insurance on all property. The current policy is with SGI Canada.

Buildings / Contents / Equipment / Stock:

- As per Insurance policy issued and reviewed annually

Fidelity Bond

Annually, a bond covers the administrator

Liability Insurance

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

- Deductible \$2,500 per claim in each category

Economic Development Tax Abatement Policy

In order to promote economic development within the municipal boundaries of the Town of Elrose, the Council Members have implemented a new Economic Development Tax Abatement policy. (RES 107/19)

An eligible commercial business in the Town of Elrose may apply to the Town of Elrose for an Economic Development Tax Abatement. The application will be submitted to Council at the next regular Council Meeting. The applicant will be notified of Council's decision in writing.

Eligible businesses include:

- a) New businesses – have purchased land and placed a building on the property
- b) New owners of an existing business or commercial building are eligible if they have either increased the size or square footage of the building or if the renovations to the building have been in excess of \$75,000.00 (does not include regular maintenance and upkeep of the building).
- c) Existing business - are eligible if they have either increased the size or square footage of the building or if the renovations to the building have been in excess of \$75,000.00 (does not include regular maintenance and upkeep of the building).

All property taxes and levies must be paid in full on the date that the application is received in order to be eligible for the Economic Development Tax Abatement. Once an application is approved, the abatement will come into effect the following taxation year.

The abatement reduces the amount of Municipal and Education property taxes for the term of the program. However, neither the municipal base tax nor the annual \$812.00 water treatment plant repayment is included in this abatement. In addition, the Ministry must give its approval prior to the Education property taxes being abated.

The balance of the municipal property taxes is eligible for a 100% abatement in the first year after application, 66% the second year, and 33% the third year the business is in operation.

Businesses who receive the Economic Development Property Tax Abatement must pay their property taxes and/or levies in full by December 31st each year in order to remain eligible to continue to receive the abatement the following calendar year. Any business whose eligibility is revoked, will not continue in the three-year abatement program and cannot reapply.

Home based businesses are not eligible for the Economic Development Tax Abatement.

BUILDINGS - PROTECTIVE INSPECTIONS

The municipality has a Building Bylaw in place which regulates the erection, demolition, and inspections of buildings in the municipality.

BUILDING PERMITS

Not required:

- Fences
- Driveways and parking lots, sidewalks
- Painting, decorating, laying carpet and general maintenance
- Replacement using the same materials and not affecting structural, electrical or mechanical systems (roofing, siding, windows)
- Accessory buildings (garden sheds, tool sheds) not greater than 100 square feet in area (limit one per property)
- Swimming pools and hot tubs less than 600 mm in depth
- Utility or transportation systems located on a street or public right of way
- Signs, unless attached to a building
- Operations equipment and appliances that are not part of the electrical and mechanical systems for the building.

Required:

\$25.00 Building Permit Required

- New building construction
- Garages and carports
- Decks
- Swimming pools and hot tubs (in locations that have applicable bylaws)
- Mobile homes
- Alterations and additions to an existing building
- Demolition of an existing building
- Relocation of an existing building
- Basement development in a dwelling unit
- Fireplaces, wood stoves and heaters
- Retaining walls
- Change of use or occupancy of a building
- Work to remedy an unsafe condition or fire official's order
- Temporary buildings
- Communication aerials and towers

MINIMUM FRONT, REAR AND SIDE YARDS

The minimum distances allowed for buildings from property lines are:

Side yards – 4 feet (1.22 m)

Front yards – 25 feet (7.62 m)

Rear yards – 4 feet (1.22 m)

Fences – can be on the property line except for the front yards, where they must be at least 1 foot (30 cm) inside the sidewalk.

(Res #194/12)

ADMINISTRATOR

Definitions

- “Act” means *The Municipalities Act*
- “Municipality” means the Town of Elrose
- “Administrator” means the Administrator of the Town of Elrose appointed pursuant to Section 110 of the Municipalities Act.
- “Assistant Administrator” means the person appointed as Assistant Administrator.
- “Department Head” means the Recreation Director, the Fire Chief, the Public Works Foreman, or any other person appointed as department head.

Establishment of position:

- The position of Administrator is established pursuant to Section 110 of *The Municipalities Act*.
- Council shall by resolution appoint an individual to the position of Administrator.
- Council shall establish the terms and conditions of employment of the Municipality.
- The Administrator shall be the Chief Executive Officer of the municipality.
- Any person appointed to the position of Administrator must be Qualified as required by the Urban Municipality Administrator Act or The Rural Municipality Administrators Act (whichever is applicable).

Duties of the Administrator

The Administrator shall perform the duties and exercise the powers and functions that are assigned by the Act, any other acts, this Bylaw, or any other bylaw or resolution of Council

Without limiting the generality of section 6 of Bylaw 2023-03, the Administrator shall:

- (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge; *(MA 111)*
- (b) Produce, when called for by the council, auditor, minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality; *(MA 111)*
- (c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the municipality to their successor in office or to any other person that the council may designate; *(MA 111)*
- (d) Ensure all minutes of council meetings are recorded; *(MA 111)*
- (e) Record the names of all council members present at council meetings; *(MA 111)*
- (f) Ensure the minutes of each council meeting are given to the council for approval at the next regular council meeting; *(MA 111)*

- (g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*
- (h) Advise the council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act; *(MA 111)*
- (i) Provide the minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act; *(MA 111)*
- (j) Ensure that the official correspondence of council is carried out in accordance with council's directions; *(MA 111)*
- (k) Maintain an indexed register containing certified copies of all bylaws of the municipality; *(MA 111)*
- (l) Deposit cash collections that have accumulated to \$20,000.00, at least once a month, but not more than once a day, in the bank or credit union designated by council; *(MA 111)*
- (m) Disburse the funds of the municipality in the manner and to those directed by law or by the bylaws or resolutions of council; *(MA 111)*
- (n) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; *(MA 111)*
- (o) Ensure that the financial statements and information requested by resolution are submitted to council; *(MA 111)*
- (p) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by June 15 of each year; *(MA 111, 185)*
- (q) Be responsible for the hiring, suspension and dismissal of all employees of the municipality as directed by Mayor & Council Members; *(MA 111)*
- (r) Witness any oaths or affirmations required pursuant to *The Municipalities Act*; *(MA 111)*
- (s) Send copies of bylaws for closing roads and closing and leasing roads to the Minister of Highways; *(MA 13)*
- (t) Bring to council's attention any resignation(s) of elected officials; *(MA 96)*
- (u) Record each abstention in the meeting minutes that may occur at the time of voting; *(MA 99)*
- (v) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to council; *(MA 113)*
- (w) Sign minutes of council and committee meetings; *(MA 115)*
- (x) Sign bylaws; *(MA 115)*
- (y) Sign cheques and other negotiable instruments; *(MA 115)*
- (z) Provide copies of public documents upon request or payment of fee; *(MA 117)*
- (aa) Provide notice of first meeting of council; *(MA 121)*
- (bb) Call a special meeting when lawfully requested to do so; *(MA 123)*
- (cc) Determine the sufficiency of a petition for a public meeting of voters; *(MA 129)*
- (dd) Determine the sufficiency of a petition for a referendum; *(MA 135)*
- (ee) Note any change reported on a council member's annual declaration to the member's public disclosure statement, including the date that change was noted; *(MA 142)*

- (ff) Make each public disclosure statement and declaration available for public inspection during regular business hours; *(MA 142)*
- (gg) Provide copies of public disclosure statements to any designated officials when directed to do so by council; *(MA 142)*
- (hh) Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal; *(MA 144)*
- (ii) Provide information to the auditor; *(MA 190)*
- (jj) Send amended tax notices when required and make necessary adjustments to the tax roll; *(MA 264)*
- (kk) Provide for payment of writ of execution against the municipality; and *(MA 353)*
- (ll) Produce certain records upon request of inspector appointed by the minister. *(MA 396)*

Additional Duties of the Administrator

Council may wish to specifically assign, appoint or authorize the administrator other duties, powers or functions. Council may also wish to include appointments or duties, powers or functions as required by other acts as applicable. Legislative references are for reference purposes only and should be removed.

7. The administrator shall:
- (a) Act as the returning officer for all elections under *The Local Government Election Act, 2015. Local Government Election Act, 2015 section 47*
 - (b) Ensure that public notice is given as required in the Act, any other act, and/or as required by council in this bylaw, any other bylaw or resolution.
 - (c) Ensure the policies and programs of the municipality are implemented, maintained and enforced.
 - (d) Advise, inform and make recommendations to council on the:
 - i. Operations and affairs of the municipality;
 - ii. Policies and programs of the municipality; and
 - iii. The financial position of the municipality.
 - (e) Supervise all operations of the municipality, ensuring appropriate internal controls are in place and followed.
 - (f) Be responsible for the preparation and submission of the annual budget.
 - (g) Monitor and control spending within the budget established by council.
 - (h) Make routine expenditures until the annual budget is adopted by council.
 - (i) Call for tenders. *MA 184*
 - (j) Purchase goods, services or work. *MA 184*
 - (k) Award contracts. *MA 184*
 - (l) Conduct negotiations for land purchases, annexations, etc.
 - (m) Attend meetings of council and other meetings as council directs.

Council may delegate the authority for other matters, except those listed in MA 127 that must be dealt with by the council.

OFFICE HOURS

The office is open from 8:00 a.m. to 4:30 p.m. Tuesday through Friday and closed from 12:30 to 1:00 pm for lunch. The office will be closed for all statutory or observed holidays.

OTHER ADMINISTRATIVE POSITIONS

Assistant Administrator

Establishment of Position; Council shall by resolution hire an individual to the position of Assistant Administrator.

Duties:

The Assistant Administrator shall perform the duties and exercise the powers and functions that are assigned by the Administrator, this Bylaw, or any other Bylaw or resolution of Council.

Acting Administrator

Establishment of Position; if the Administrator is incapable of performing his or her duties or if there is a vacancy in such position, the Council may appoint a person as Acting Administrator that is certified under the UMAAS or RMAA Board of Examiners for a period or any longer period that the board of examiners may allow.

Duties:

The Acting Administrator shall have all the powers and duties of the Administrator, while acting in the capacity of the Administrator.

ADMINISTRATION SALARY AND BENEFITS

The municipality maintains the administrator's salary to commensurate with the Urban Municipal Administrators' Association (UMAAS) and the Saskatchewan Urban Municipalities Association (SUMA) recommended salary schedule. Salary increases are also dependent on experience. Each year the salary is to be negotiated at the December council meeting for the next calendar year.

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

Benefits – Health, Dental, Short Term Disability, Long Term Disability, and Life Insurance. The Town of Elrose pays 50% and the employee pays 50%.

Municipal Employee Pension Plan (MEPP) - The Town of Elrose matches the amount or percentage that the employee must remit.

ADMINISTRATION TRAVEL

The Municipality will reimburse the Administrator for expenses incurred each year attending the 2 UMAAS Events, SUMA Conventions, UMAAS District Meetings, the SAMA annual meeting and workshops or seminars which are directly related to the administrator's work and approved by Council at the following rates:

- Accommodations to be paid in full by the municipality
- Meals considered in each situation
- Mileage \$0.54 per kilometer
- Registration fees as previously approved by Council.

OVERTIME

Banked overtime (Time in Lieu) will be reviewed every three months. All Time in Lieu in excess of 40 hours will be paid out every three months.

VACATION

Employees receive 3 (three) weeks' vacation after one year of service. Employees who's start date is after the start of the fiscal year (January 1 to December 31) will receive vacation accrual based on start date and hours worked. Employees with over 10 (ten) years of service receive 4 (four) weeks' vacation annually. (*Saskatchewan Employment Act*)

Vacation pay is paid on one of two ways:

1. The employee takes holiday time and asks to be paid his/her vacation pay (5.77%) for the amount of holiday time he/she is taking.
2. The employee is paid his/her vacation pay on each paycheque. All **part-time** employees will receive their vacation pay on each paycheque.

Any vacation pay owing at December 31st will be paid out to the employee on the final paycheque of each calendar year. Neither holiday time nor vacation pay can be carried into the next calendar year.

SICK DAYS

Full Time employees of the Town of Elrose are allowed 12 sick days per year as set by resolution of the Town Council. Proof of medical appointments or illness may be required to be produced. *) Unused Sick Days from prior years are **not** carried over into the next calendar year.

BEREAVEMENT LEAVE

When a member of an employee's immediate family dies, an employee with at least 13 weeks of employment with an employer, is entitled to take unpaid bereavement leave.

Bereavement leave can be up to five working days. It must be taken within one week before the funeral to one week after the funeral.

Bereavement leave for funeral attendance shall be granted without pay.

MATERNITY LEAVE

As per *Employment Standards* rules & regulations.

DELGATION OF AUTHORITY

The Council hereby authorizes the Administrator to delegate any of his /her powers, duties or functions to another employee.

RECORD RETENTION

The Administrator is authorized to destroy municipal records as outlined by the Records Retention Guide.

OTHER DUTIES

Office personnel must advise the Foreman of all community events held at the Community Hall and Scout Hut. The Foreman is to be advised of all funerals and the church where the funeral is taking place.

TAX COLLECTIONS

The Municipality shall accept installment payments or prepayments on tax accounts when requested by the ratepayer as approved by Council.

In order to accommodate ratepayers, we will accept post-dated cheques, e-transfers, money drafts 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.

TAX ENFORCEMENT

Property with tax arrears of less than 50% of the year's levy remaining shall be removed from the tax enforcement advertising list. The Town has hired Taxervices to do all Tax Enforcement for the municipality.

Policy for Elections – Nomination Forms and/or Witness Signatures

Employees of the Town of Elrose shall not nominate any potential candidates for an election. Nor shall they act as a witness and sign any election forms. This is to prevent any future speculation as to any conflict of interest issues

that may arise by doing so.

Resolution 242/16

FOREMAN – DUTIES AND RESPONSIBILITIES

Job description:

- This position is year-round full time.
- The Foreman is directly responsible to the Council through the Mayor.
- To be responsible for the utility and summer employee personnel
- Foreman is required to do all tasks as necessary

Qualifications:

- Must possess a valid driver's license
- Have good organizational, communication and record keeping skills.
- Have good leadership skills
- Have a neat and clean appearance.
- Hold a current valid water certificate
- Open / healthy communication skills with residents, council, Mayor and the Administrator

Duties:

- Streets – maintains paved roads, filling potholes, maintain sidewalks.
- Maintain graveled roads, and parking lots (rink/hall/fire hall) as per direction of Council/Mayor
- Maintain public works buildings, parts and supplies.
- Ensure ditches and culverts are opened and draining.
- Maintain and service all municipal machinery, where applicable.
- Maintain all buildings owned by the Town of Elrose, where applicable (Town Office, three Town Shops, Water Tower, Scout Hut and Brick School)
- Maintain and repair all street signs.
- Maintain back alleys twice per year, once in spring and once during summer.
- Maintain town owned green spaces and lots, tree pruning and removal, if necessary. (check with Town office for list of town owned lots – subject to direction of Council/Mayor)
- Put up Christmas decorations by December 1st and turn off by mid-January
- Foreman reports to council meeting work performed for the month, and advises of any future capital expenditures needed, or major repair work to be done. Purchases of over \$ 1,500.00 need approval from council.
- Regular maintenance purchases such as oil, water valves and accessories or items necessary to do your job do not need council approval to purchase.
- Only town employees on town equipment with no extra riders allowed for safety reasons. (exception - training purposes)
- Purchases of over \$1,500.00 need approval from council.

Detailed Specific Duties:

- Sewer and Water Systems:
- Schedule and organize all contracted services (ie. water valves, sewer line maintenance, culvert cleaning)
- Will respond to blocked sewers as time permits and outlined by the policy for sewers.
- Order supplies
- Read water meters monthly and perform any meter maintenance or installations and removals as necessary
- check/replace the three furnace filters in all Town owned buildings every three months
- Unclog plugged sewer mains and connections
- Maintain culverts to ensure they are clear of obstructions
- Provide training to new staff.
- Lagoon maintenance and operation.

Waste Disposal:

- Commercial Garbage is on a contract basis with Triways. Garbage/Recycle contract are through Triways.
- Transfer Station – burn tree/wood pile as needed (let administration know when a controlled burn can be called in and advise the Transfer Station employee who will be dispatched to assist in monitoring the burn)
- Bins need to be dumped at the Landfill and the Town Office will notify Triways.

Cemetery:

- Maintain the cemetery – grass cutting, rotor tilling; tree trimming
- There is a community cleanup day (to be decided by Council) where residents are asked to assist in a clean up of the cemetery.
- Supervise the digging of graves. Dig cremation hole and fill in, with the fee payable to the Town of Elrose. The fee for this service is \$100.00 unless otherwise instructed by the funeral home.

Garden:

- Turn on the water in the Spring and off in the Fall. All other maintain will be done by the hired personnel for summer

Priorities:

- Water testing (bi-weekly)
- (Daily Water testing is done by SLRWPU at the plant)
- Water consumption is provided by the Sask Landing Water Pipeline Utility
- Streets/roads kept repaired by filling potholes
- Lagoon
- Cemetery
- Maintain all machinery in good operating condition

Snow Removal

Plow snow from streets and access alleys.

Priority Route

From the Highway along Railway to Main Street, south to the Health Centre and then east along 4th Avenue back to the highway. Then 4th Avenue West loop, around 3rd Street West to Railway and back to Main Street. Nest the alleys behind the Main Street businesses, finally the rest of the streets.

The Foreman is to keep detailed time sheets, log books and maps of fire hydrant locations, vales maintenance, sewer and culvert cleaning

Contracted Services:

- Administration & council obtain quotes to hire the contractor. The Town Foreman is present if his assistance is required
- 3 water main valve replacements per year.
- Sewer line cleaning- 1/3 of the town per year and culvert blowouts.
- Sewer line repairs.
- Curb stop repairs – 3 per year.
- Grave digging

Hours of work:

- Monday to Friday 8:00 a.m. to 4:30 p.m.
- Overtime as approved by Council as a whole

Council approval required for:

- Holidays – One month written advance notice
- Major repairs, new equipment over the amount of \$1,500.00.
- Training allowance paid for by the Town of Elrose, with approval of council
- Disposal of any town property

Administration notification:

- Notify administration if foreman or utility man is leaving the employment for an afternoon, or an appointment

Additional Guidelines:

- Notify council of sick days on time sheet.
- There will be no personal cell phone use during working hours.
- The town shop can be used by town employees to change oil or repair their own vehicles etc, on their own time and own expense if the shop is available on weekends or holidays.
- **Verbal or physical abuse will not be tolerated.**
- Any actions that violate this policy will be dealt with first, by verbal

notification, second time with written notification and third time may be an automatic dismissal from employment at the direction of Council as a whole.

- Report all accidents, theft, mishaps or incidents with the traveling public or ratepayers to the administrator for liability, property and employee insurance administration.
- Complete tasks as directed by Mayor or Deputy Mayor or Administrator within the stipulated time frame. If the time line cannot be met, the foreman must inform the Mayor immediately of the reasons why the task cannot be completed as stipulated.
- The Foreman may be required to work longer hour days during certain seasons.
- Employees are not required to work on Saturdays or Sundays except in extenuating circumstances.

Town Owned Vehicles and Equipment:

- Personal use of Town owned equipment or vehicles is not allowed without permission of Council.
- The Town truck will be parked at the Town Shop during non-working hours
- No Smoking is permitted in Town Offices/Shops or Town vehicles/tractors or other enclosed areas where other employees have access to or in.

UTILITY MAN / SEASONAL EMPLOYEE - DUTIES AND RESPONSIBILITIES

Job Description:

Utility Man / Seasonal Employee duties and responsibilities are under the direction of the Foreman.

In the absence of the Foreman, the Utility Man will assume the duties of the Foreman under the direct supervision of the Council and/or Mayor.

Qualifications:

- Must possess a valid driver's license
- Must be capable of working with a minimum or without supervision
- Have a neat and clean appearance.

HOURS

The shop is open from 8:00 a.m. to 4:30 p.m. Monday through Friday and closed from 12:00 to 12:30 pm for lunch. The shop will be closed for all statutory or observed holidays.

WAGES AND BENEFITS – FOREMAN AND UTILITY EMPLOYEE

The Foreman and Utility employee are **full time** year-round employees. The foreman is salaried and all other outside employees are paid hourly. The municipality shares in the Employee's benefits as follows:

Canada Pension	
Unemployment Insurance	
Municipal Superannuation	- matching contributions
Workers Compensation	- Town pays full premium
Dental/Health/Eyewear and Disability	- Town pays half/employee pays half

OVERTIME

Only the Foreman can bank overtime. Banked overtime (Time in Lieu) will be reviewed every six months. 40 hours of Time in Lieu may be carried over into the next fiscal year.

All overtime bank agreements must be:

In Writing

Agreed to and signed by both employer and employee; and

Retained by the employer, with a copy going to each employee covered by the agreement.

VACATION

Employees receive 3 (three) weeks' vacation after one year of service. Employees who's start date is after the start of the fiscal year (January 1 to December 31) will receive vacation accrual based on start date and hours worked. Employees with over 10 (ten) years of service receive 4 (four) weeks' vacation annually. (*Saskatchewan Employment Act*)

Vacation pay is paid on one of two ways:

1. The employee takes holiday time and asks to be paid his/her vacation pay (5.77%) as accrued for the amount of holiday time he/she is taking.
2. The employee is paid his/her vacation pay on each paycheque.
3. All seasonal, part time, and casual employees will receive their vacation pay on each pay cheque.

Any vacation pay owing at December 31st will be paid out to the employee on the final paycheque of each calendar year.

Neither holiday time nor vacation pay can be carried into the next calendar year.

SICK LEAVE

Full-Time It is the policy of the Town of Elrose that these **Full-Time** employees be paid their regular wage for up to 12 sick days per year. (*Proof of medical

appointments or illness may be required to be produced.)

Summer Students are allowed one sick day per month during their time of employment.

BEREAVEMENT LEAVE

When a member of an employee's immediate family dies, an employee with at least 13 weeks of employment with an employer, is entitled to take unpaid bereavement leave.

Bereavement leave can be up to five working days, it must be taken within one week before the funeral to one week after the funeral.

Bereavement leave for funeral attendance shall be granted without pay.

MATERNITY/PATERNITY LEAVE

As per Employment Standards.

STAFF TRAVEL EXPENSES POLICY

(FOR WORKSHOPS, CONFERENCES, AND OTHER ACTIVITIES)

Should the employee be required to leave for a conference/workshops/meeting in the morning or leave a conference for travel home, the Town of Elrose will compensate the employee for applicable meals. Should the conference/meeting not include meals, the Town of Elrose will provide compensation for meals. The employee will be required to produce receipts of meals purchased, but will be paid by the following rates: Breakfast \$12.00 / Lunch \$15.00 / Dinner \$20.00

They will also be paid the current rate for mileage.

HIRING RATES FOR CASUAL LABOUR

The Casual Labour hourly rate is set each year in January by the Council Members.

Casual labourers are hired as necessary for temporary, short term jobs/tasks.

- **All employees are to be familiar and adhere to the OH & S Standards for their safety by taking regular online training and providing records to the Administrator for personnel recordkeeping.**

PROTECTIVE FOOTWEAR, PROTECTIVE HEAD GEAR

POLICY: The Town of Elrose shall ensure a process to eliminate or decrease the risk of work-related foot and head injuries in accordance with the Occupational Health and Safety Regulations (1996)
All employees must supply their own protective steel toed footwear. Every two years, the Town will pay up to \$150.00 towards the purchase of the boots when a paid receipt is presented to the Town Administrator.

PURPOSE:

- To ensure that a worker uses footwear and head wear that is appropriate to the risks associated with the workers place of employment and occupation.
- To protect a worker who may be at risk from a falling object or who may tread on a sharp object.
- To prevent foot and head injuries to the employees of the Town of Elrose.
- To assist supervisors and employees in determining when hard hat use is mandatory.
- To minimize or eliminate hazards/risks which may result in personal injuries/illnesses, service interruption, or loss.
- To promote and maintain a safety program based on the Internal Responsibility System where roles, responsibility and account abilities are known and implemented.

APPLICATION: This policy applies to all employees including contractors and consultants providing services to the Town of Elrose.

COUNCIL TO: Ensure all workers use approved protective footwear/head wear as required in mandatory protective footwear/head wear areas.
Authorize expenses for the approved head wear
Ensure that all employees are aware of the protective footwear requirement.

FOREMAN TO: Ensure all workers use approved protective footwear or head wear as required in mandatory protective footwear head gear protection areas.
A supervisor may direct an employee to wear a hard hat at any time when in their opinion there is a risk of head injury.

WORKERS TO: Ensure that they use approved footwear as required in mandatory footwear areas.
Ensure that they use approved protective head gear as required in mandatory head protection areas.

DEFINITIONS: **Construction** - The erection, renovation, repairs,

dismantling and painting of a structure, clearing, earthmoving, grading, trenching digging, boring, drilling, blasting and concreting.

Hard Hat - means protective head wear

Color - means fluorescent orange or other high visibility color

Mandatory - condition of employment in mandatory protective footwear areas or mandatory head wear protective areas.

Approved -means CSA (Green Triangle) approved having a safety toe, puncture resistant soles with boot height appropriate to the work to be performed.

Risk - shall be interpreted to mean all areas where hard hats are mandatory as per this policy or where in the opinion of the Employer or supervisor protective head gear is warranted.

MANDATORY FOOTWEAR AREAS

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When engaged in the repair/maintenance/construction of bridges.
- When working in the vicinity of equipment capable of propelling objects at high speeds (example: mowers, hand operated weed whacker)
- When bush clearing
- While working in repair shops while repairing and or maintaining equipment.
- While working in and around equipment such as loaders, backhoes, crushers, graders and all heavy equipment.
- When working in and around excavations, trenches, culverts, post hole augers.

MANATORY HEAD PROTECTION AREAS

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place.
- When working on the side slope or the road surface
- When erecting and repairing signs
- When engaged in the repair/maintenance/construction of bridges
- When working in the vicinity of equipment capable of propelling objects at high speeds (eg. mowers/hand operated weed whackers)
- When bush clearing
- When using the shop overhead cranes
- While working in the area of overhead equipment such as cranes, backhoes, crushers, loaders.
- When working in and around excavations, trenches, culverts.
- At all times when operating power equipment unless an enclosed cab is provided.
- When working where heavy equipment/trucks are operating (eg. Pits)
- When engaged in the repair/maintenance of equipment inside the right of way.

MISCELLANEOUS PROTECTIVE APPAREL

- POLICY:** The Town of Elrose shall ensure a process to eliminate or decrease the risk of work-related injuries
- PURPOSE:** To prevent injuries to the employees of the Town of Elrose. To ensure that all employees protective apparel or supplies that are appropriate to the risks associated with the work being done.
- COUNCIL TO:** Ensure resources are provided for the use of fluorescent safety vests, rubber gloves, safety glasses and ear plugs.
- FOREMAN TO:** Ensure all workers use approved protective safety equipment as required in mandatory work areas.
- EMPLOYEES TO:** Ensure that they use approved safety equipment as required in mandatory work areas and during working hours.

DUST CONTROL USING CALCIUM CHLORIDE

The Town may provide dust control on any graded roads within the Town of Elrose limits. Council reserves the right to prioritize the requests based on need and on time constraints.

ROAD CROSSINGS - PIPELINES

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 45.72 meters (150 feet);
- all pipelines must be installed at right angles to the road allowance;
- pipelines should cross road allowances at the low spots where ever 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 must be punched through;
- 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.

ROAD ALLOWANCE - POWER POLES

Municipal policy in the placement of SaskPower poles and above ground structures shall be installed no closer than 31.5 feet from the center of the existing road allowance.

PROXIMITY TO ROAD ALLOWANCES

All above ground facilities or structures and trees are required to be set back 200 feet from the center of the road allowance and 300 feet from the center of an intersection.

Water Testing Procedures

As per Procedure Manual

Waterworks Emergency Response Plan Procedures
As per the Waterworks Emergency Plan manual

NUISANCE POLICIES

Yard Maintenance

- POLICY:** The Town of Elrose proceed with maintaining the beautification of its Town in accordance with the Yard Maintenance Bylaw No. 2018 - 4
- PURPOSE:** To prevent unsightly yards, and overgrowth of grass, bushes or trees that may become a nuisance to other residents.
- COUNCIL TO:** The council will direct administration to send letters each year to all residents who are in contravention of the Yard Maintenance Bylaw and shall provide a deadline to correct the contravention or fines will be charged as indicated in the Bylaw and the Town will proceed with maintaining the property and charge the resident a fee for doing so in addition to the fine(s). If fines and fees are not paid by year end, they will be added to the property owner’s tax roll on December 31st of the year the fine and fee was charged and a 10% interest penalty will be added to the tax roll on January 1st.
- FOREMAN TO:** The Foreman will also provide to the Administrator a list of the lots that are in contravention of the Yard Maintenance Bylaw No. 2018-4 so that the Administrator may send out the letters notifying the resident/ratepayer that he/she is in contravention of the Bylaw and the deadline to correct the contravention before fines and fees will be levied against the resident/ratepayer.
- LABOURERS TO:** Fulfill the mandate as directed by the Foreman.

SPRAYING

- POLICY:** As per the Yard Maintenance Bylaw No. 2018 – 4.
- FOREMAN TO:** Ensure spraying is done safely and in such a way as to ensure that overspray does not go into an adjoining lot that is not owner by the Town of Elrose.

TOWN LOT MAINTENANCE

Mowing and spraying of weeds shall be done by the outside employees.

REMOVAL OF TREES FROM BOULEVARDS

- POLICY:** The Town of Elrose will remove any trees located on the Town properties and boulevards that are deemed a hazard or are dead. No Trees will be replanted to replace the trees which are removed.
- PURPOSE:** To prevent any hazard which may prove to be liability for the Town.
- COUNCIL TO:** Should there be any report of a hazardous or dead tree, the Town may advise the Foreman to have the tree removed.
- FOREMAN TO:** Upon approval of Council execute the removal of trees noted as hazardous and/or dead.

ANIMAL PEST CONTROL

All inquiries will be made to the Bylaw Enforcement Officer who in turn will advise the Town on how to proceed. Should the Bylaw Enforcement Officer not be able to provide direction, it shall be brought to the Council for a decision.

Stray Animals shall be brought to the poundkeeper appointed by Council. Fees and charges invoiced to the Town of Elrose shall be the responsibility of the owner, or harbourer of the stray animal.

Stray Animals will be advertised on the Town of Elrose facebook page and other social media sites. If the animal is not claimed in two business days, the animal will be destroyed.

MISCELLANEOUS POLICIES

Policy for Sea Can Storage Containers

Refer to Bylaw 2018- 10 The Zoning Bylaw

Policy for Temporary Shelters/Sheds

Refer to Bylaw 2018- 10 The Zoning Bylaw

Policy for Elections – Nomination Forms and/or Witness Signatures

Employees of the Town of Elrose shall not nominate any potential candidates for an election. Nor shall they act as a witness and sign any election forms. This is to prevent any future speculation as to any conflict of interest issues that may arise by doing so.

Resolution 242/16

JOINT VENTURES

WASTE TRANSFER STATION

- Land Location SE 27-25-15 W3rd

The Town of Elrose and the R.M. of Monet #257 jointly operate the Waste Transfer Station.

Each municipality has its own 30 yard roll off bin(s) from Waste Management and the ratepayers must deposit their waste in the appropriate bin.

In addition, The Town of Elrose has fees for waste disposal at the waste transfer station. Please refer to Bylaw # 1 – 2017, the amended Schedule B to Bylaw # 1 – 2012.

Waste Transfer Station does not open if it is below -40 with the windchill.

TRANSFER STATION EMPLOYEE

Qualifications:

- Must possess a valid driver's license and provide their own means of transportation to the work site.
- Must be capable of working without supervision
- Must have a neat and clean appearance.

Land Location: SE 27-25-15 W3rd

Hours of Work:

- Friday from 1:00pm until 5:00pm and Saturdays from 10:00am until 4:00pm (reviewed annually at the joint meeting with the R.M. of Monet #257).
- May be required to be present during a controlled burn in order to relieve the Foreman as the directed by the Administrator or Council.

Duties:

- Accurate record keeping for waste disposal and items requiring billing from the Town Office for tipping fees
- Ensure all refuse is placed in the appropriate piles and/or bins for Waste Management pickup.
- Will be required to provide a report to Council from time to time

ADDITIONAL POINTS:

- Recommend minimum training standards for workers who work alone.
- Do on line training sessions for OH and Safety during winter months as time permits
- Assist and advise with process, procedures and equipment to minimize or eliminate the hazards.

- Assist and advise with preparing of emergency response plans.
- Report all accidents, theft, mishaps or incidents with the traveling public or ratepayers to the administrator for liability, property and employee insurance administration.
- If the **wind chill factor is – 40C**, the transfer station will be closed.

Joint Venture: The Transfer Station employee is a shared expense with the R.M. of Monet #257.

WAGES AND BENEFITS

- Wages are set jointly by the Town of Elrose and the R.M. of Monet.
- This is not a full-time position and no benefits other than CPP, EI and Income Tax are applicable

WASTE TRANSFER STATION AFTER HOURS POLICY

All individuals and/or contractors that want access to the Waste Transfer Station for disposal of construction and/or renovation materials outside of the regular hours of operation can do so by providing the following:

1. 24 Hour Advance notice of the date and times required.
2. A deposit of a minimum three hour call out fee of \$63.00. Each additional hour will be \$21.00.
3. The individual and/or contractor may also receive an invoice from the Waste Transfer Station Attendant for disposal fees which is payable at the Town of Elrose office.

JOINT VENTURES PROCEDURES

The Town shall submit an invoice bi-annually to the R.M. of Monet #257 for 50% of the following expenses: Library, Dr. Clinic, Transfer Station, and the Recycling bins.

An annual invoice shall be submitted to the R.M. of Monet #257 in the amount of \$1,000.00 which will help to offset the cemetery maintenance costs.

All joint expenses shall be reduced by the amount(s) of any applicable grant monies received.

RECYCLE BINS

This is a joint venture between the Town of Elrose and RM of Monet. The Town of Elrose contracts with the third party who hauls the recycling away. The Town of Elrose invoices the RM of Monet #257 for their portion of the expenses for the recycling bins which are located at the end of Main Street in Elrose.

RECREATION

The Town of Elrose and the R.M. of Monet participate in an inter-municipal agreement for the purpose of funding recreation and cultural facilities. Currently, The Town of Elrose provides a grant of \$27,500.00 per year to help fund the facility.

Town of Elrose agrees to pay half of the wages with the RM of Monet for the Director of Recreation, promotion and Culture.

The Elrose Monet District Recreation Board consists of appointed members from each participating municipality. Refer to By-law No. 235 – 1990

GRANTS

The Town of Elrose provides a \$2,000.00 grant each year to the Elrose Memorial Co-Operative Hall.

REGIONAL PARKS

The Town of Elrose participates in an agreement to help support the Elrose Regional Park. The Regional Park is operated by the Director of the Elrose Monet District Rec. Board. The amount paid is \$4,000.00 a year to the Elrose Regional Park. Refer to By-Law 01-2014

LIBRARY

- The Town of Elrose and the R.M. of Monet participates in an inter-municipal agreement to provide library services in the Town of Elrose.
- The Library is an incorporated entity and administered by a local Librarian and a library board who are appointed by the two municipalities. Each year a Chairman is chosen by the appointees.
- The municipality also appoints a representative to the Wheatland Regional Library Board; usually one of their local library board appointees.
- The RM of Monet provides the office building to house the library facilities and both municipalities share in the expenses for utilities and wages for the librarians. Town of Elrose Annual Grant Contribution is in the sum amount of \$16,345.00 paid annually.
- Annual Budget from the Local Board is presented to Council on an annual basis for review.
- The Wheatland Regional Library is responsible for funding the programs, book inventory, etc.
- An annual per capita levy is paid to the Wheatland Regional Library by each municipality.

PROTECTIVE SERVICES

FIRE PROTECTION

The Town of Elrose and the R.M. of Monet participate in an inter-municipal agreement for fire protection.

FIRE BANS

When the R.M. of Monet declares that a fire ban is in effect for the municipality, the Town of Elrose shall also put a fire ban into effect. This does not stop the Town of Elrose from putting a fire ban into effect even if the R.M. of Monet does not initiate the action.

FIRE CHIEF

The Fire District at their annual meeting shall appoint the Fire Chief for the Town of Elrose and shall have jurisdiction over the entire area within the municipal boundaries.

FIRE INVESTIGATION

The municipality authorizes the Fire Chief to appoint the R.C.M.P. as local assistant investigators pursuant to section 12 of *the Fire Prevention Act 1992*.

AMBULANCE SERVICES

The Town of Elrose and the R.M. of Monet participate in an inter-municipal agreement for Ambulance services.

EMERGENCY MUTUAL AID – Emergency Response Plan (ERP)

The Town of Elrose and the R.M. of Monet participate in an inter-municipal agreement.

9-1-1 EMERGENCY SERVICE

The municipality pays an annual amount based on population for 9-1-1 Emergency dispatching services under the Provincial 9-1-1 system.

HARASSMENT POLICY

Definition (section 2(1)(l) of the *Occupational Health and Safety Act, 1993*):
“Harassment” means any objectionable conduct, comment or display by a person that:

- is directed at a worker;
- is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; and
- constitutes a threat to the health or safety of the worker.

2. Worker right

Every worker is entitled to a working environment that is free of harassment. Vulgar language used by any employee towards any coworker or tax payer is considered harassment

3. Employer obligation

The Town will ensure that no worker is subjected to harassment at this place of employment.

4. Worker obligation

No worker shall cause or participate in the harassment of another worker.

5. Procedure for dealing with harassment concerns

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

- 5.1 A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- 5.2 Where this cannot be done, or is unsuccessful, the worker should report the alleged harassment to the Mayor. In the event that the complaint is against the Mayor, the worker should report the alleged harassment to a member of the Employee committee who will then take the action indicated below for the Mayor.
- 5.3 Once a report is received, the Mayor shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
- 5.4 Following the conclusion of the investigation, the Mayor will inform the complainant and the alleged harasser of the results of the investigation.

6. Resolution and corrective action

Where harassment has been substantiated, the Mayor will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.

7. Confidentiality

The Mayor will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

8. External complaints

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: *The Occupational Health and Safety Act, 1993*; particularly sections 3 and 4; and *The Occupational Health and Safety Regulation, 1996*; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under *The Saskatchewan Human Rights Code*, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at (306) 787-4496.

COMMUNICATIONS POLICY

The purpose of the policy is to:

- clearly enunciate Council's communication practices and procedures,
- maximize the efficient use of time, human and capital resources,
- minimize the need for council member involvement in the day to day operations of the municipality,
- enhance employer/employee relations, by minimizing confusion and potential areas of conflict.
- Communication to coworkers must be positive in nature with clear and concise direction.

The council/employee liaison shall be a two-way communications link conducted by and through the Administrator.

External Communication Tools

Bulletin Boards in Town

Electronic Recreation Board Sign – Contact Drew Smith

Newspaper – Rosetown Eagle, Kyle Times

Radio – CJYM 1330/ CFYM 1220

Town of Elrose Website

Town Newsletter

Social Media

Internal Communication Strategy (Council, Committees and Employees)

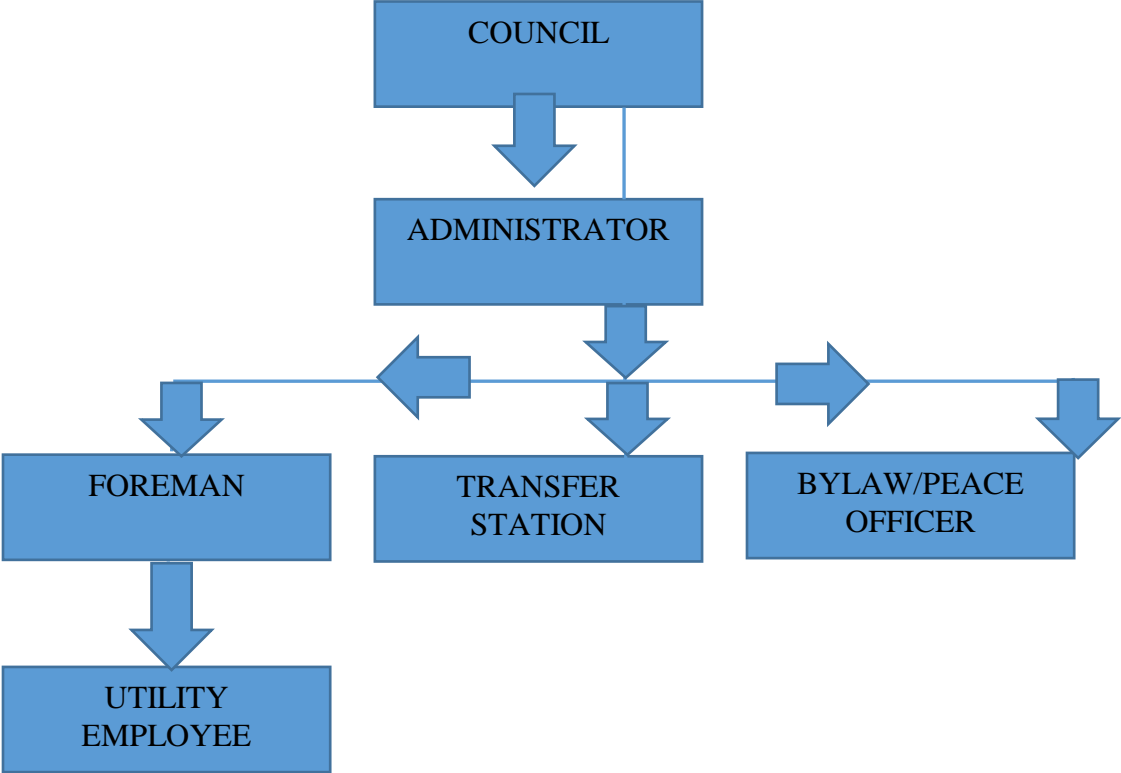
There are situations where formal communication from Council is required. These directives/decisions shall be made at a Council meeting and recorded in the minutes (ie. Council directives). Council may ask the HR Committee to communicate its directives/decisions to an employee.

Effective internal communication is essential for staff and council to make informed decisions and to feel involved in the forward progress of the Town of Elrose.

Following all Council meetings, the Administrator will review pertinent information with the Town Foreman.

The Administrator must be informed of all or any irregularities which may occur outside of the Town Office to ensure information is properly relayed to the appropriate individuals.

The attached organizational chart shows the flow of communication from Council to the Administrator and Staff.



WORKING ALONE POLICY

POLICY: A process to protect workers who must work alone

PURPOSE: To provide a process that identifies the risks arising from working alone.

- To provide an effective communication system that consist of either of the following:
 - Radio/telephone communication or;
 - Provide a process for regular contact with the worker
- To ensure workers meet or exceed first aid qualifications for working alone.
- To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996)
- To ensure emergency response plans are established prior to the start of work (eg. RCMP contacts, locations of nearest health facility, emergency transportation availability).
- To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

RESPONSIBILITIES:

COUNCIL TO: Ensure resources, training and emergency response plans are in place where workers are alone.
Ensure an effective communication system is in place for workers who are alone.
Ensure a process to establish and review standard operating procedures.

FOREMAN TO: Ensure workers have the appropriate first aid training, certification and supplies.
Actively participate in the identification of risks associated with each activity before it starts and establish safe work procedures.
Once they have been identified all documentation will be given to the worker to ensure they are familiar with the proper procedure.
Make sure emergency response plans are prepared with the necessary contacts and that all workers have copies of the plans.
Ensure that the communication system is operational and workers have received adequate training. read, review, revise and understand applicable standard operating procedures.

LOCK OUT POLICY

- POLICY:** A process to protect workers who undertake the maintenance, repair, test or adjustment of a machine.
- PURPOSE:** To provide a written lock out process to each worker to ensure theirs and others safety when repairing, testing, adjusting or maintaining a machine.
- COUNCIL TO:** Provide a written lockout process to each worker who is required to work on a machine either repairing, testing, adjusting, or maintaining a machine.
Ensure the purchase of the lockout tags for the workers to use to ensure safety while performing maintenance, repair, testing, or adjusting of a machine.
Ensure the workers understand that if the lockout tags are not being used the keys must be removed from the machine to ensure that it cannot be used while under lockout.
- FOREMAN TO:** Ensure all workers are adequately informed of the process for lockout. Also, to enforce a circle check; a walk about must be performed prior to the use of each vehicle or piece of machinery that is to be used.
- WORKER TO:** Ensure the safety of themselves and others by following the written lockout process.

OPERATING GUIDELINES

MANDATORY AREAS:

- When working between construction ahead, survey crew or road work signs where road maintenance or construction is taking place (vests)
- When engaged in the repair/maintenance of bridges (vests)
- When working in and around excavations, trenches, culverts etc. (ie. vests)
- When driving equipment (ie earplugs)-according to OH & S noise guidelines
- When working with hazardous products as listed in the MSDS manuals (ie gloves and safety glasses).
- When sewer repairs/curb stop repairs are being done, the safety cage must be on site and used once the hole has been dug.

NOTE:

Clarification of concerns regarding the intent of the policy should be addressed in the following manner:

- (i) Every attempt should be made to resolve the issue with the local Supervisor.
- 2) Persistent concerns should be raised to the Council

NON-COMPLIANCE:

It is the responsibility of all employees to ensure the provisions of this policy are followed and adhered to. Supervisors and employees will be held responsible and accountable for non-compliance. If in doubt, supervisors and employees should err on the side of safety.

Note:

All requirements of this section are conditions of employment. Visitors to a work site where Personal Protective Apparel is required must comply by using the necessary Personal Protective Apparel. Enforcement lies with the supervisor and Council.

FIRE SAFETY POLICY

- POLICY:** A process to prevent the outbreak of fire at any work site of the Town of Elrose and to provide effective means to protect workers from any fire that may occur.
- PURPOSE:** To prevent fires and any harm that could result to the workers, public and property and to provide effective means to protect from any fire that may occur.
- COUNCIL TO:** Ensure that the fire safety plan is posted in a conspicuous place for reference by workers and locations of all fire extinguishers.
- Ensure that the fire safety procedures and training is carried out.
- Ensure that all portable fire extinguishers are inspected, maintained and tested on a regular basis.
- FOREMAN TO:** Document and have a copy offsite of all locations and storage methods of flammable substances present in the workplace assist in development of a plan to include notification of fire department, evacuating endangered workers. Train all workers to know who is designated to carry out the fire safety plan and their duties. Ensure that all equipment is equipped with fire extinguishers.
- WORKER TO:** To take all reasonable and practicable steps to prevent the outbreak of a fire at their place of employment.

DRUG & ALCOHOL POLICY

(Applicable to all employees of the Town of Elrose either full time or part time, seasonal)

Purpose

- To support our responsibility for and commitment toward our team members to ensure a safe and healthy workplace;
- To ensure that all team members at the Town of Elrose have a work environment which is free of alcohol and drug use/abuse;
- To outline the municipalities expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- To provide an opportunity to team members with a substance use problem to get well rather than provide grounds for the employer to terminate such a team member=s employment.

Scope

This policy applies, at the workplace, to all team members of the Town of Elrose and also includes visitors and subcontractors inside and outside of normal scheduled working hours.

1. All individuals working for the Town are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the well-being of our team members families, and the safety of the traveling public within the Town of Elrose. As such, the municipality wants to impress upon all team members that it has zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs at their place of employment. **For that reason, employees are prohibited from consuming drugs or alcohol at least eight hours prior to arriving at the workplace.**
3. The municipality strictly prohibits the use of, unlawful manufacture of sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on municipal property. To this end, the municipality reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of filing cabinets, desks, packages, and lunchboxes etc. which are on municipal property, in a municipal facility or inside municipal equipment. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

- 4 Employees operating Town vehicles or enclosed equipment will not be allowed to smoke in them. This is for the health and welfare of other employees who also operate vehicles and/or enclosed equipment.

All individuals working for the Town are expected to report fit for duty scheduled work and be able to perform assigned duties safely and acceptably without limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

5. Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work product, the safety of other team members, the wellbeing of our team members families, and the safety of the traveling public within the Town of Elrose. As such, the municipality wants to impress upon all team members that it has zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs at their place of employment.

For that reason, employees are prohibited from consuming drugs or alcohol at least eight hours prior to arriving at the workplace.

6. The municipality strictly prohibits the use of, unlawful manufacture of sale, Purchase, offer to purchase or sell, transfer, distribution, consumption, or Possession of drugs or alcohol on municipal property. To this end, the Municipality reserves the right to conduct searches for drugs and alcohol, Including, but not limited to, searches of filing cabinets, desks, packages, and lunchboxes, etc. which are on municipal property, in a municipal facility or inside municipal equipment. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.
7. Employees operating Town vehicles or enclosed equipment will not be allowed to smoke in them. This is for health and welfare of other Employees who also operate vehicles and/or enclosed equipment.

Assistance & Rehabilitation

The Municipality recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it. The Municipality also recognizes that dependency on alcohol and/or drugs can be successfully treated, and encourages team members with drug or alcohol dependencies to assume ownership of gaining control over their dependency. Team members are expected to recognize that problems related to alcohol and drug use or dependency is not an excuse for poor or unsafe performance. Team members who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly.

Full participation in appropriate treatment programs is expected and the team member will be accommodated by being provided with modified duties if required,

assigned to alternate duties where possible, or placed on the appropriate leave. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance. Team members who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

Roles & Responsibilities

It is the responsibility of all members of council and staff to identify a situation in which they have concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from municipal premises, pending investigation and a decision on appropriate consequences including potential disciplinary action. The following requirements are meant to provide you with guidance on how to administer this policy; however, not every situation can be predicted.

1. If a team member, visitor or contractor arrives at the workplace, and you have reasonable cause to suspect that the team member, visitor or contractor is under the influence of alcohol or drugs, the supervisor and or administrator shall immediately remove him/her from the work environment. In the event you have any doubt as to whether the team member is, or is not impaired you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty team member is requested to work. It is the team member's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
3. Team members who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any potential negative effect on job performance. They are required to report to the administrator or supervisor if there is any risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on restrictions in performance of duties.
4. If a team member or contractor believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify a member of the municipal council.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees and contractors are required to document and report any violations of this policy. Any team member, co-worker, contractor or supervisor not complying with this is enabling. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

Policy Violations and Procedures for Team Leaders and Managers

Where the situation dictates that a witness is required to corroborate a reasonable suspicion that a team member, visitor or contractor is under the influence, supervisors must seek corroboration from two of the following individuals in the sequence set out below:

Mayor and/or any member of council and/or administrator

Disciplinary Procedure

The disciplinary procedure will follow a three-step progression:

1. Warning with 1-week suspension, without pay.
2. Warning with 2 weeks suspension, without pay and mandatory enrollment in a rehabilitation program.
3. Termination

Questions & Answers

1. What if I smell alcohol or drugs on a team member when they arrive at the workplace or workstation?

If you have reasonable cause to believe that the team member in question is impaired in ANY way by drugs or alcohol it is the municipalities direction that it is your duty to send the team member home notwithstanding the fact that you cannot prove with certainty that he/she is intoxicated. To do otherwise could endanger the safety of that team member and/or others with whom he/she is working. The municipality prefers to err on the side of prudence than expose the particular team member (and potentially others) to injury. (Refer to question 4 below.)

2. How do you determine if a team member is intoxicated or his/her ability to work is impaired by reason of an intoxicant?

The municipality is aware that we are not doctors or specialists in assessing intoxication or impairment; however, the following non-comprehensive list provides some direction as to likely indicators of impairment:

- Smell of alcohol or drugs on breath;
- Glassy eyes;
- Slurred speech;
- Unusually loud and/or argumentative;
- Unsteady gait or unusual body movements;
- Face abnormally flushed;
- Deterioration in job performance such as sporadic work pace, neglect of details, increase in mistakes, difficulty recalling instructions and/or;
- Smell of cannabis in the air at team members work location and/or discarded drug evidence in the same area.

3. Steps to take when you smell alcohol or drugs on a team member or a team member is suspected of being at work in an intoxicated or impaired

condition.

- After you smell or confirm physical and behavioral observations, approach the team member with your suspicions;
- Have a witness with you for corroboration, but do not wait to take action if a witness is not readily available;
- Escort the team member to a private location when confronting him/her and ask if he/she has had anything to drink (or is on, or has consumed drugs);
- If reasonable suspicions or signs of impairment (as per 2 above) are confirmed, immediately remove the team member from the workplace and decide to have his/her functions covered off,
- Direct the team member to the Mayor and/or any member of council and/or administrator to question the team member.
- If, as result of such interview, you still have reasonable cause to believe that the team member is impaired direct the team member to go home, pending further investigation.

4. What should I do to ensure that the team member gets home safely?

You must take reasonable steps to ensure that the team member does not drive.

At a minimum, you should:

- Call his/her home to have someone else drive him/her home (if someone is available);
- If no one is available at home to drive the team member then contact the Mayor and/or any member of council and/or administrator who shall decide to transport.
- Ask him/her to leave the keys to his/her car with you;
- If he/she refuses all of the foregoing, then tell the team member if he/she gets into his/her car you will be forced to call the police; and
- If, notwithstanding the above, the team member insists upon driving his/her own car, then you should take immediate steps to contact the police and inform them of the situation.
- If the team member refuses to leave the premises, the police must be called.

5. How do I accumulate proof of what I observed?

Immediately after the team member has departed the premises (is sent home) prepare an Incident Report, including all of your observations and actions taken. Ask corroborative witness to do the same. These statements should be presented to the Mayor and/or any member of council and/or administrator at the first available opportunity.

6. What happens from there?

Council at the first available opportunity will review the facts and

circumstances surrounding the incident. If it is confirmed that the team member's ability to work was impaired by reason of drugs or alcohol, then progressive disciplinary action will be taken up to and including termination, depending upon the circumstances (e.g., others; past disciplinary record; and reasons tendered (e.g. was on prescribed medication).

7. What do I do if I find someone in possession of or consuming alcoholic beverages or illegal drugs on the company premises?

You should confront the team member immediately (preferably in the presence of a corroborating witness) and send the team member home. All of the facts should be recorded in an individual statement at the first available opportunity for the Mayor and/or any member of council and/or administrator to review the facts surrounding the incident. The company has zero tolerance approach to events such as these and the team member will be subjected to progressive disciplinary action, up to and including termination, depending on the individual circumstances.

8. What if I catch a team member selling alcohol or drugs to another team member?

The facts should be recorded and the team member(s) confronted and then sent home pending investigation. Depending upon the circumstances, you should immediately report the matter to the police and ask the team member(s) to wait in the office until the police arrive. You cannot, however, force the team member(s) to stay.

8. What if the team member upon confrontation says that he is an alcoholic or otherwise addicted to drugs or alcohol?

- Proceed with steps outlined in points 2, 3, and 5 above and make a note of the team member's response.
- If, after further investigation, the team member's addiction is confirmed at the first two steps of disciplinary measures, then he/she will be offered assistance by the company to address and rectify this situation.

10. What if the team member responds that he/she is taking medication prescribed by a physician?

- You should still follow the steps outlined in points 2, 3, 4 and 5 above.
- If, after further investigation, it is determined that the cause of the impairment is attributable to an unexpected reaction from medication prescribed by a duly licensed physician then, depending upon the circumstances, the disciplinary penalty may be modified.

5. What if this is a repeat offender?

The team member will be subject to progressive disciplinary measures, up to and including termination.

DISCIPLINARY PROCEDURES

Town of Elrose Progressive Discipline Policy Adopted June 26, 2018

POLICY

1. It is the right of the Employer to suspend, discharge or otherwise discipline an employee for just cause. Employee discipline shall be conducted using a fair and progressive approach consistent with the frequency and seriousness of the behavior, act or omission that warrants discipline.
2. This policy is not meant to deal with non-culpable behaviors such as incompetence.
3. Progressive discipline is a process for dealing with job related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to assist the employee to understand that a performance problem or opportunity for improvement exists. Progressive discipline is a discipline system where the severity of the penalty increases each time an employee breaks the rules. Typically, the progression is from oral warnings to written warnings to suspension and, finally, to termination.
The Employer has an interest in maintaining and developing productive employees and the first three (3) steps of the disciplinary process are meant to be corrective and the fourth step is applied when all else has failed or the breach of discipline is such as to warrant immediate dismissal.
4. Gross misconduct, including theft, fraud, intentional falsification of records, abuse of clients and/or coworker(s), breach of confidentiality and other serious irregularities may/will provide just cause for immediate dismissal, without compensation or notice.
5. The Employer views the discipline situation as essentially a problem for the employee to resolve – failure to do so will place employment at risk.

PROCEDURE

Disciplinary problems occur when an employee continues to violate and ignore work policies and/or cause safety related infractions.

If counselling and coaching by the employee's supervisor does not result in the desired degree of improvement, then formal disciplinary procedures as set out in this procedure are to be applied.

Misconduct in employee behavior and performance problems that do not warrant immediate dismissal will be subject to Progressive Discipline. The progressive approach to discipline involves increasing the severity of a penalty each time an employee violates a rule. Progressive discipline does not necessarily mean an employer cannot discharge an employee for a first offence. The first offence may be serious enough not to warrant a second chance. A progressive discipline system is used to allow the Employer the opportunity to correct misbehavior, which can result in several years of productivity from an employee. The Town of Elrose shall document all policy violations as well as all stages of employee discipline.

All employees shall have an opportunity to state his/her side of the case in advance of discipline being imposed and shall have a representative present at all steps of the disciplinary process if they so choose.

PROGRESSIVE DISCIPLINE STEPS

Using Progressive Discipline, the Town of Elrose selects the disciplinary sanction appropriate to the misconduct in question. The next incidence of the offence normally results in the imposition of a stronger disciplinary action. In this manner, the application of disciplinary sanctions is progressive in nature and gives the employee clear warning that he/she is moving towards discharge. The Town of Elrose can apply any of the following disciplinary sanctions based on the seriousness of the offence, however the normal course of sanctions to be applied are as follows:

a) VERBAL WARNING

The Town of Elrose will meet with the employee and their representative in order to discuss the employee's performance. The employee will be explained when and how the behavior took place. This will include the reason as to why the behavior or action was unacceptable. The employee will be given an opportunity to explain the situation and their actions; and this will be heard and considered. The Town of Elrose will take note of what was discussed – when, with whom, etc. This documentation shall be retained by the Town of Elrose and a copy given to the employee. The employee will be given a description of the desirable and/or acceptable behavior or actions and advised that improvement is expected. The employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behavior continues. The date and content of the discussions

are to be recorded and shared with the employee to ensure that he/she clearly understands what the required improvements are as well as the possible consequences if the problem is not corrected.

b) **WRITTEN WARNING**

This disciplinary sanction is applied for moderately serious offences or if the desired degree of improvement does not follow the verbal reprimand.

The written reprimand contains the following information:

- Confirmation of the verbal discussion between the supervisor and employee;
- A description of the performance problem or statement of the rule or standard abused;
- The employee's explanation of his/her act(s);
- Results of management's investigation and decision;

- The desirable or acceptable behavior or actions that is required and rationale;
- Assistance management is prepared to provide, if any;
- An explanation that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination;
- A future date on which the employee's behavior will be reviewed.

A copy of the letter will be given to the employee and is placed in the employee's personnel file.

c) **SUSPENSION**

Suspension involves the temporary removal of an employee from the work site for a definite period without pay. This sanction is used where lesser disciplinary sanctions have failed or for a serious first offence.

The Town of Elrose will:

1. Consult with the Chairperson to determine the time of suspension without pay;
2. Prepare a written letter to the employee. The content and distribution of the letter is the same as set out for the written warning with the inclusion of the beginning and terminating dates of the suspension;
3. Send the employee home effective immediately or, if not at work, indicate that suspension is effective immediately and the date to which the suspension is effective;
 - a. Retain copies for the personnel file.

d) **TERMINATION**

The involuntary termination of employment is normally used for a very serious offence, i.e. theft, assault, serious insubordination, or in those circumstances where the employee meets the following criteria;

- The offence and the employee's work record indicate he/she is no longer fit for employment;
- There is little likelihood that the employee will rehabilitate himself/herself;
- Earlier corrective efforts by management have failed.

The employee will be given written documentation regarding his/her termination and the undesirable behavior or action leading to and justifying the termination. Documentation shall include information on the offence and previous disciplinary communications with the employee, including a description of the unacceptable behavior or action that took place, reasons it was unacceptable and the desirable and/or acceptable behavior or actions. The employee will be provided with a copy of the termination letter, including the date of termination; and another copy will be placed in the employee's personnel file.

The letter will be presented to the employee in person, in the presence of a witness or sent to him/her by registered mail. The employee will be escorted from the work site immediately, maintaining the dignity of the terminated employee by not making obvious to other employees that the employee has been terminated and for what reasons.

The Town of Elrose will also ensure the return of any Town of Elrose property, i.e. keys, equipment, etc.

Banked Time Agreement

It is agreed between: Town of Elrose

Employee name _____

Employee Address _____

Bank Time Bank Establishment

The employer and employee agree to establish an overtime bank so that the employee may bank overtime hours on the following basis:

- Each overtime hour will enter the bank at 1.5 regular time and can be banked for a maximum of 12 months.
- Each hour taken from the bank must be used during the employee’s regularly scheduled work hours at a time or times that have been mutually agreed upon.
- In the absence of mutual agreement, the employer may schedule banked time use with at least one week’s written notice.

Time Bank Cancellation

The employer and employee can cancel an overtime bank by providing written notice of cancellation one pay period or more in advance. In the event of the cancellation:

- The employer will pay out any unused bank time or require the employee to take time off no later than the end of pay period following the cancellation notice period.
- If the cancellation is due to the employee’s employment being terminated, then the employer shall pay to the employee any unused bank overtime pays within 14 days of the employee’s last day of work. Agreement Governed by The Employment Standards Regulations This Time Bank Agreement is authorized by and includes additional provisions contained in section 12 of The Employment Standards Regulations noted on the reverse side of this document.

Dated this _____ day of _____, 20 .

_____ Signature of Employee

_____ Witness

_____ Company Signature

The Employment Standards Regulations

Time banked – overtime

12(1) For the purpose of subsection 2-18(3) of the Act and this section:

(a) “banked time” means the overtime hours credited to an employee’s time bank, for which an employer is to provide the employee with time off with pay in accordance with this section;

(b) “written notice” means notice, in writing, that is required to be given to the other party by an employer or employee.

(2) For the purposes of clause (1)(b), a written notice must be at least one pay period in length.

(3) For the purposes of subsection 2-18(3) of the Act, a time bank agreement must:

(a) be in writing;

(b) be agreed to by the employer and the employee; and

(c) be signed by the employer and employee.

(4) All hours banked pursuant to this section are to be banked at 1.5 times the number of overtime hours worked.

(5) All hours taken from the time bank must be taken:

(a) during an employee’s regularly scheduled work hours;

(b) at a time or times agreed to by the employer and employee, or, in the absence of agreement, as scheduled by the employer, and section 2-11 of the Act applies, with any necessary modification, for the purposes of this clause;

(c) at the employee’s hourly wage; and

(d) within 12 months after the end of the pay period in which the overtime hours were banked.

(6) Banked time is deemed to be wages owing to the employee for the purposes of recovery of the wages.

(7) Each hour or part of an hour of time off with pay is deemed to be regular hours of work.

(8) The employer shall retain a copy of the time bank agreement entered into pursuant to subsection (3) and provide a copy of the agreement to the employee in any manner that informs the employee of the agreement.

(9) The employer shall pay to the employee wages for all banked time for which time off with pay did not occur in accordance with clause (5)(d).

The Employment Standards Regulations

Time banked – overtime

(10) For the purposes of subsection (9):

- (a) that payment must be the product of:
- (b) the employee's hourly wage; and
- (c) the employee's remaining banked time; and
- (d) the employer shall make that payment in accordance with section 2-33 of the Act.

(11) An employer or an employee, at any time, may give written notice to the other party of his or her intention to:

- (a) issue or obtain payment for all or part of the hours in the time bank; or
- (b) terminate the time bank.

(12) If written notice is given pursuant to clause (11)(a), the employer shall, not later than the end of the pay period following the pay period in which written notice was provided, pay the employee wages for the banked overtime hours in accordance with subsection (10).

(13) If written notice is given pursuant to clause (11)(b): (a) the employer shall, not later than the end of the pay period following the pay period in which written notice was provided, either:

- (a) pay the employee wages for the banked overtime hours in accordance with subsection (10); or
- (b) schedule the times at which the employee shall take the banked hours in accordance with clause (5)(b); and (b) the employee's time bank is deemed to be closed.

(14) If the employer lays off or terminates the employment of an employee, the employer shall not require the employee to take banked overtime hours off with pay as part of the required notice period pursuant to section 2-60 of the Act.

(15) If the employer lays off or terminates the employment of an employee, the payment pursuant to clause (10)(a) is not to be considered pay instead of notice required pursuant to section 2-61 of the Act.

Dated this _____ day of _____, 20 .

_____ Signature of Employee

_____ Witness

_____ Company Signature

Sewer maintenance policy

SEWER MAINTENANCE POLICY

- POLICY:** As per the Sewer Maintenance Policy.
- PURPOSE:** To protect and maintain the sewer infrastructure from deteriorating.
- FOREMAN TO:** The Foreman will keep a record of all sewer lines which have been maintained throughout the year. Each January a report will be presented to Council for budgeting purposes.
- EMPLOYEES TO:** Fulfill the mandate as directed by the Foreman.

Purpose

This policy will clarify who is responsible for sewage blockages and for maintenance, repair and replacement of the water & sewer lines and guidelines to make this decision fairly. To protect and maintain the sewer infrastructure from deteriorating.

Town of Elrose Policy

The Town of Elrose will assist property owners in maintaining their sewer lines and monitoring the need for re-lining/replacement of sewer lines.

The Town of Elrose is responsible for maintenance and repair of the service line located on public property when the blockage is caused by any of the following:

- Physical pipe failures, faulty installations, or settlements on public property
- Tree roots from trees originating on public property

The town is responsible for the large water & sewer main pipes in the road. The lateral for water from the main to the curb-stop (usually located on the property line) is the town's responsibility. The lateral for sewer is the responsibility of the property owner from the house to the sewer main.

Sewer mains and manholes which are located under maintained roads. Property owners are responsible for maintaining lateral sewer lines.

Sewer lateral is the pipe line between the Town main line and the building. The sewer lateral is owned and maintained by the property owner, including any part that may extend into the street or right of way.

The responsibility for maintenance and repairs to service lines will be determined by investigation conducted by the Foreman or various contractor maintenance reports, property history, and video inspections of the service line.

If there is a history of blockages in the section of the main line that experienced the blockage, the Foreman will investigate further by conducting a video inspection of the line. Foreman will determine the likelihood of potential problems in the future with the main line and make recommendations as to the repair or maintenance of the main line.

If it is determined that the responsibility for repairs or maintenance is that of both the property owner and the Town of Elrose. Town will attempt to coordinate a repair or maintenance plan that is amicable to both parties.

Property Owner

The property owner will be responsible for the maintenance and repair of the entire lateral service line between their building and the sanitary sewer main in the street. If you rent your home, contact your landlord or property owner to discuss any repairs.

Policy

When a property owner has a lateral sewer problem, they are to contact a plumber to clear the blockage and then the Town Office, who will direct the Town employees to camera the line to determine the source of the problem. The property owner is required to sign the Residential Visit Form at this time. Failure to contact the Town Office prior to work beginning may negate the reimbursement portion of this policy.

If a blockage is deemed to be tree roots and there are boulevard trees, the Town will reimburse up to \$250 per year per civic address for a private contractor from the Town of Elrose preferred contractor list. Contractors are required to supply pictures (date stamped), detailed distances, with the invoice to the property owner for inspection by the Town.

After the first inspection, if the problem cannot be solved through this process the Town of Elrose will give the property owner the option that the Town can initiate the repair of the lateral sewer line at the owner's expense. Re-lining the lateral line is encouraged as a first choice for repair, as it does not disturb the street, sidewalk or yard of the property. Excavating the line will only be done if re-lining is deemed inappropriate or unavailable. If the camera inspection shows the problem originated from the town's main line and if Public Works verifies the results of the footage from the camera inspection shows that the blockage is found to be in the Town's main line then the homeowner shall be advised that it is within their rights to submit the plumber bill to the Town for reimbursement.

The Town will only offer the reimbursement option to property with accounts in good standing.

Insurance:

Property owners are encouraged to check with their insurance provider regarding policies that will cover replacement costs for sewer laterals and sewer backups

Foreman

The Foreman will keep a record of all sewer lines which have been maintained throughout the year. Each January a report will be presented to Council. Employees to fulfill the mandate as directed by the Foreman.

1. Cost Allocation if Town is Responsible for Repairs

- The Town will be responsible for the cost of supplying the labour, equipment, and materials necessary to excavate, repair and backfill the sewer.
- The cost of the repair or replacement of all surface improvements.
- Any repairs on the Town's right of way will be the Town's responsibility.

The cost of the repair of all surface improvement on the property owners land will be the responsibility of the property owner. This will include the replacement of landscaping such as grass, shrubs, and trees. Also included will be the replacement or repair of driveways, sidewalk, retaining walls and any other disturbed or damaged improvements.

2. Cost Allocation if Property Owner is Responsible

- The property owner is responsible for all the costs including all Town supplied labour, equipment and materials as well as the cost of repair or replacement of all surface improvements on the Town's right of way and the property owner's lands.
2. Failure to pay any of the invoiced charges will result in the charges being added to the taxes for the property owner.

Why Sewer lines Backup:

Many items may become lodged in the sewer line that may result in a backup; sticks. Rocks, pieces of broken pipe, grease, oil plastic, fats, oil and grease are major contributors. Residents users should never discard fats, oil or grease into any drain. Baby Wipes, disinfecting wipes, and feminine products should not be flushed down toilets.

Preventing Sewer Backups:

A gate valve or backwater valve is recommended on every fixture drain connected to a building drain or a branch when the fixture is located below the level of the adjoining street.

This device, if properly installed and maintained, can prevent sewer backup into the residence home. The install and maintenance are the owner's responsibility.

Curb stop Shut Offs

The Town of Elrose will no longer shut the curb stop off at the request of property owners unless access is given to the house or business so that the shut off can be confirmed to have been successful. In addition, if a curb stops shut off request is received, the water meter, being the property of the Town of Elrose, will be removed from the premises. All requests must be in writing and submitted to the Town Office.

Residents, Businesses, and/or Property Owners who have their power and/or gas services cut off during winter months will be responsible for the replacement of water meters and water lines that freeze thus causing damage to the water meter and also causing the water line to burst. All damages caused to the property, improvements, and/or possessions will be the responsibility of the Resident, Business, and/or Property Owner.

Resolution 13/18

Maintenance of Water Lines

The town is responsible for the maintenance of the water meter, the outside reader and the curb-stop.

If the water meter freezes, or is damaged in any way it will be the responsibility of the property owner to pay for all damages to fix the water meter.

Purpose:

To set the responsibility for maintaining water service valves at a residential and commercial property.

Curb Stop Valves:

Curb stop service valves are owned and operated by the Town; however, any water lines which go from the curb stop to a home or building are the property owner's responsibility. Property owners are responsible for any repairs and upkeep required to the service line on their side of the property line.

Curb stop service valves control the water running to a home or building from the Town's water main. Curb stops are usually located outside in the front yard of a property on the border of public and private property and are owned by the Town
EX.



Property owners are required to, and responsible for, maintaining access to curb stops on their property and to report any known issues with their properties curb stop directly to the Town. Common issues may include:

- Curb stop needs to be raised or lowered
- Cap/top box is missing
- Damaged valve
- Leaking valve

If you are experiencing any of the above issues with your curb stop please contact the Town Office.

Service valves in your home: main shut-off valve

Internal master shut-off valves are located in homes where the water line enters your residence. These customer owned valves allow you to shut water off in your home for a variety of reasons, including emergencies or when repairing leaks, taps or toilets. The internal main shut-off valve is typically located close to the water meter (usually in the basement) on the water pipe that enters your house.

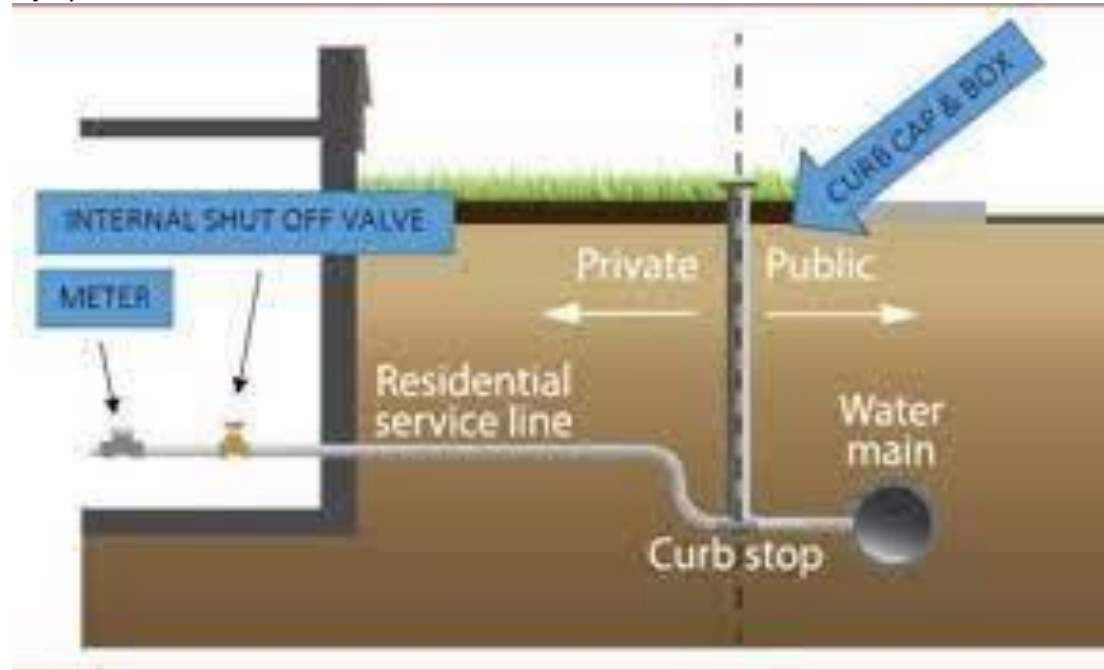
EX.



It is the property owner's responsibility to control and maintain their master shut-off valve. Exercising the shut off valve annually (closing and opening) will help to maintain its function.

To have the valve repaired by a certified plumber, the water will need to be shut off by the Town at the curb stop. To request this please contact the Town Office.

Any person who tampers with and causes any loss, damage, injury or tampers with any public utility service provided by a municipality or to any property used in providing the public utility service, whether owned by the municipality or not, is liable to the owner for that loss, damage or injury.



Repair of Water Services including Curb Stop

Purpose: To set the responsibility for the distribution of costs and repairs between the Town and the property owner when a leaking water service or a curb stop is not working properly. The curb stop is in place primarily for the benefit of the property.

Responsibility: As the water service is connected to the Town's water main, only the Town's employees or a Town approved plumber can repair a leaking water service or a curb stop that is not working properly. When a repair is to be made the responsibility for the cost will be set out as follows:

- If the service leak is on the Town side of the curb stop or if the curb stop itself is not working properly the Town will be considered responsible.
- If the leak is on the property owners side of the curb stop the property owner shall be responsible.
- For clarification, if a leak on a water service stops when the curb stop is turned off then the leak is deemed to be on the property owners side of the curb stop.

3. Cost Allocation if Town is Responsible

- The Town will be responsible for the cost of supplying the labour, equipment, and materials necessary to excavate, repair and backfill the water service or curb stop.
- The cost of the repair or replacement of all surface improvements on the Town's right of way will be the Town's responsibility.

- The cost of the repair of all surface improvement on the property owners land will be the responsibility of the property owner. This will include the replacement of landscaping such as grass, shrubs, and trees. Also included will be the replacement or repair of driveways, sidewalk, retaining walls and any other disturbed or damaged improvements.

3. Cost Allocation if Property Owner is Responsible

- The property owner is responsible for all the costs including all Town supplied labour, equipment and materials as well as the cost of repair or replacement of all surface improvements on the Town's right of way and the property owner's lands.

Procedure: Prior to the commencement of the repair, the property owner will be required to check in with the Town Office to have their plumber approved. If the Town is able to do the repair the property owner will deposit \$500.00 prior to the Town commencing any repair. Failure to pay any of the invoiced charges will result in the charges being added to the taxes for the property in question.

