

POLICY MANUAL

R.M. of Blucher, #343

Updated to: March 31, 2022

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COUNCIL

1.1 CODE OF ETHICS

POLICY

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

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

RATIONALE

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

AUTHORITY

Resolution #6-99 passed January 13, 1999

Bylaw 7-2016 passed December 14, 2016 (see bylaw for exact wording)

1.2 MUNICIPAL ANTI-DISCRIMINATION POLICY

POLICY

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

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

RATIONALE

The Saskatchewan Human Rights Code prohibits discrimination in employment.

AUTHORITY

Resolution #261-2002 passed December 11, 2002

1.3 MUNICIPAL HARASSMENT POLICY

POLICY

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

PROCEDURE

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

1. A worker who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
2. Where this cannot be done, or is unsuccessful:
 - ◆ the worker should report the alleged harassment to their supervisor.
3. In the event the alleged harassment complaint is not resolved:
 - ◆ the worker should report the alleged harassment to the Reeve.
4. In the event that the complaint is against the Reeve:
 - ◆ the worker should report the alleged harassment to the Deputy Reeve.
5. Once a report is received, the supervisor, Reeve or Deputy Reeve shall immediately notify the alleged harasser of the complaint; provide the alleged harasser with information concerning the circumstances of the complaint; and undertake a confidential investigation.
6. Following the conclusion of the investigation, the supervisor, Reeve or Deputy Reeve will inform the complainant and the alleged harasser of the results of the investigation.
7. Where harassment has been substantiated, the supervisor, Reeve or Deputy Reeve will take appropriate corrective action to resolve the complaint and, if considered necessary by council, consult a solicitor to assist in determining the appropriate action. Where harassment has not been substantiated, no action will be taken against a worker who has made a complaint in good faith.
8. The supervisor, Reeve or Deputy Reeve will not disclose the identity of the worker or the circumstances of the complaint, except where disclosure is necessary for the purpose of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.
9. Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Occupational Health and Safety Division under: The Occupation Health and Safety Act, 1993; particularly sections 3 and 4; and The Occupational Health and Safety Regulations, 1996; particularly section 36. A worker may also file a complaint with the Saskatchewan Human Rights Commission under The Saskatchewan Human Rights Code, particularly sections 16, 17, 18 and 27. A worker retains the right to exercise any other legal avenues available. For more information, contact the Department of Labour, Occupational Health and Safety Division, at 1-800-567-7233 or (306) 787-4496.

RATIONALE

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

AUTHORITY

Resolution #261-2002 passed December 11, 2002

GENERAL GOVERNMENT SERVICES

2.1 BYLAWS

POLICY

Bylaws may be passed regarding any of the following subjects

For Agricultural Purposes

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

With respect to Vehicles

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

With respect to Licensing

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

With respect to Protection

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

With respect to Agreements with Other Municipalities

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

RATIONALE

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

AUTHORITY

The Municipalities Act:

Agricultural Purposes - Section 8

Vehicles Purposes - Section 8

Licensing Purposes - Sections 9 & 306

Protection Purposes - Section 8

Agreement Purposes - Sections 42 & 43

2.2 BYLAW SUMMARY

POLICY

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

Description	Bylaw #
Agreement re: Highway #316	6-95
Assessment Appeal Fee	2-2017
Assessment Notice Mailing Dispensement	8-95
Assessment Roll Completion Date	5-2007, 12-2008, 3-2009, 2-2010, 2-2011, 5-2015, 3-2017, 9-2018
Blucher/Aberdeen Joint Fire Services	4-2019
Brush & Shrubs	1-2006
Building Tax By Installment	11-86
Building Bylaw	10-2004, 11-2014, 6-2016
Building Setbacks	16-2001
Business License	2-2003
Business Tax – Home Based Businesses	9-97
Bylaw Enforcement Officer	7-2005, 2-2008
Bylaw Repeal	17-83, 6-85, 6-87, 5-91, 2-92, 18-97, 9-2000, 23-2001, 24-2001, 12-2005, 7-2019
Bylaw Repeal – SSA Elstow	4-2015
Cargill Limited – Waste Water Treatment Plant	7-96
Cheque Issuing	13-2005
Christ Church Heritage Designation	9-84
Closing & Leasing of Certain Roads	7-2006, 8-2006, 3-2007, 1-2008, 9-2008, 15-2008, 18-2008, 19-2008, 7-2009, 3-2011,-2014, 3-2016, 14-2017, 14-2018, 4-2020, 5-2020
Code of Ethics	7-2016
Council Procedure Bylaw	15-2015, 1-2017
Dangerous Dogs	4-79
Direct Sellers Act/Business License	2-2003
Dirt, Stones, Filth, Rubbish or Snow Removal	4-2012
District Board of Revision	3-97
Effluent Treatment System – Sask Water Corp	3-96
Electronic Transfer	5-2019
Emergency Funds	7-2001
Employee Contracts	5-2000, 4-2007, 14-2008, 1-2010, 5-2012, 1-2013,8-2014, 9-2014, 12-2015, 13-2015
Expropriation of Land	6-2006
Financial Statements Completion Date	5-2010, 6-2014, 9-2020
Fire Cost Levying	1-93
Fire Protection – Allan	10-99
Fire Protection- Bradwell.	7-99, 4-2008
Fire Protection – Clavet	7-99, 7-2008
Fire Protection – Elstow	7-99, 7-2008
Fire Protection – RM of Morris #312	7-99, 7-2008
Fire Protection – RM of Lost River #313	10-99
Fire Protection- RM of Dundurn # 314	7-99, 7-2008
Fire Protection – R.M. of Colonsay #342	9-99, 6-2008
Fire Protection – RM of Corman Park # 344	7-99, 7-2008
Fire Protection – R.M. of Grant, # 372 and Colonsay	7-2020

Fire Protection – R.M. of Aberdeen, #373	7-99, 7-2008
Fire Protection – City Of Saskatoon	3-2015
Fire Restrictions	3-2021
Firearms Discharge Prohibition.	2-96
Firearms Discharge Prohibition – Sunset Estates	7-2000
General Penalty Bylaw	3-2012
Gravel Extraction Fee	3-88, 3-2018
Haying Policy	13-2004
Highway Traffic Signs	10-2007, 14-2007, 5-2008
Highways Act Bylaw Amendment	7-87
Home/Yardsite Occupation	2-2003
Insurance, SARM Liability Agreement	4-95
Insurance, SARM Property Insurance	7-2002
Mill Rate Factors	4-2021
Minimum Tax – SSA Elstow	7-2015, 10-2017
Noise Control – Sunset Estates	8-2000
Nuisance Bylaw – SSA Elstow	9-2015
Official Community Plan	6-2017, 5-2018
Penalties on Arrears	7-2014, 10-2014
Penalty (Fine) Bylaw	3-2012
Property Tax Incentives & Penalties	10-2014
Property Tax Penalties – SSA Elstow	8-2015
Public Notice	10-2005
Public Sewage Utility	2-97
Public Utility Board	1-99, 5-2001, 11-2018, 2-2020
Raising of Rodents	7-2007
Rats	7-82
Regional Emergency Mutual Aid Agreement	5-2006
Retention & Disposal of Documents	8-2004
Saskatchewan Water Corp – Tower Hill & Settlers Ridge	3-99
Scrap Tires	8-99
Securing of Transported Material	4-2012
Special Fee for Services (Curb Side Waste Collection)	12-2004
Speed of Motor Vehicles	12-2017, 10-2021
SREDA	5-2002
Street Closure – Hamlet of Blucher	3-2005
Stone Piles	1-2006
Tax Certificates	2-2018
Tax Discounts	10-2014
Temporary Closing of Roads	10-2001
Trailer Licenses, Outside A Mobile Home Park	7-93
Trailer Licenses, Within A Mobile Home Park	5-93
Trailer Park Operator	6-93
Trees, Stones, Buildings, Adjacent To Roadways	1-2006
Truck Cover	1-96
Voting Hours	9-89
Water Bylaw	3-95, 20-2018
Water Bylaw - SSA Elstow	5-2017, 13-2018
Weight Restriction On Roadways	14-2001
Wheatland Regional Library	2-2001
Zoning Bylaw	7-2017, 8-2017, 11-2017, 13-2017, 1-2018, 4-2018, 6-2018, 7-2018, 8-2018, 10-2018, 12-

2018, 15-2018, 16-2018, 17-2018, 18-2018, 19-2018, 1-2019, 2-2019, 3-2019, 3-2020, 6-
2020,8-2020, 10-2020, 11-2020, 12-2020, 1-2021, 2-2021, 5-2021,6-2021, 7-2021, 8-
2021, 9-2021

2.3 COMMITTEES

POLICY

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

TYPES

Employee Committee – Reeve, Deputy Reeve, and Council Representative Nicole DeCorby and Quintin Senger

Finance Committee – All members of Council

Zoning Committee – All members of Council

Development Appeals Board – Western Municipal Consulting Ltd.

Saskatoon Health Region Community Advisory Network – Amanda Everitt

Fire Protection Committee -Blair Cummins, Francis Boehm, Dale Chysyk

Fire Chiefs

Allan - Darrell Kraft

Bradwell – Matthew Dukart

Clavet – Mike Beamish

Sunset Estates – Mike Steckhan

Deputy Fire Chiefs

Allan - Martin Kary

Bradwell – Quintin Senger

Clavet – Tyler Buechert

Sunset Estates – Gord Hangs

Fire Rangers

Council – Blair Cummins, Nicole DeCorby, Quintin Senger, Jim Appelt, Dale Chysyk, Robin Wilson, Francis Boehm

Fire Chiefs - Darrel Kraft, Matthew Dukart, Mike Beamish, Mike Steckhan

Deputy Fire Chiefs – Martin Kary, Quintin Senger, Tyler Buechert, Gord Hangs

Employee Safety Committee – Quintin Senger, Pamela Lindberg

Gravel Committee – Robin Wilson, Francis Boehm, Blair Cummins, Jim Appelt

Gravel Source Committee – Blair Cummins, Quintin Senger, Jim Appelt

EMO Executive Committee – Blair Cummins, Nicole DeCorby, Quintin Senger

Road Ban/Weight Committee - Quintin Senger, Dale Chysyk, Robin Wilson

Wheatland Regional Library – Nicole DeCorby

Saskatoon Regional Economic Development Authority – R. Doran Scott

Joint Rat Control Committee – Jim Appelt

Building Official – Wagner Inspection Services (Dale Wagner, Ryan Shephard, Jerry Wintonyk and Ray Hummeny) & Professional Building Services Inc (Norm Kindred and Doug Mulhall).
Inter Municipal Cooperative Association – Nicole DeCorby, R. Doran Scott

South Sask River Watershed Saskatoon Planning Committee – Jim Appelt

RCMP Community Consultative Group – Francis Boehm

Sask 911 – R. Doran Scott

Road Haul Agreement Committee - Quintin Senger, Dale Chysyk & Councillor for the division or divisions where the haul takes place

Purchasing Committee - Francis Boehm, Jim Appelt and Dale Chysyk

Website Committee - Nicole DeCorby, Francis Boehm and Blair Cummins

DUTIES

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

RATIONALE

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

AUTHORITY

Resolution #3-2021 passed January 13, 2021

Resolution #32-2021 passed January 13, 2021

Resolution #53-2021 passed February 10, 2021

Resolution #326-2021 passed November 17, 2021

Resolution #381-2021 passed December 8, 2021

2.3.1 PURCHASING COMMITTEE

POLICY

Council shall appoint The Purchasing Committee on an annual basis. The purchasing committee shall be comprised of four members of council, one of which is to be the reeve ex-officio.

The purchasing committee is subject to the budget of the RM of Blucher No. 343 as it may be amended by council.

The purchasing committee shall only be able to be implemented for purchases of less than \$100,000.00. All purchases exceeding \$100,000.00 shall be made by council as a whole.

Members of the purchasing committee shall obtain quotes on the equipment being considered. If possible the quotes shall be no fewer than four.

The purchasing committee will then consolidate and consider all quotations.

The purchasing committee shall present council with their recommendations.

After reviewing the purchasing committee's recommendation, council may accept their recommendation by resolution or may choose to forgo the purchase or recommend further options.

RATIONALE

This Committee is formed for the purpose of saving management the time of obtaining, and frequently re-obtaining, quotes because said quotes are not to council specification.

AUTHORITY

Resolution #2-2021 passed January 13, 2021

2.4 COUNCIL DUTIES

POLICY

DUTIES

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

Fire Warden

Weed control, report to Weed Inspector any noxious weeds

Maintain municipal waterwells

Liaison to ratepayers regarding Municipal, Provincial and Federal government policy

To calmly attend to ratepayer's inquiries and comments

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

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

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

AUTHORITY

The Municipalities Act and various other provincial statutes

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

2.5 INSIDE EMPLOYEES

POLICY

That we shall keep on staff a Chief Administrative Officer, Director of Administrative Services and an Executive Assistant.

DUTIES

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

RATIONALE

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

AUTHORITY

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

Resolutions #387-2021 & 388-2021 & 389-2021 passed December 8, 2021

2.5.1 BENEFITS

POLICY

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

Above coverage NOT to be effective for any casual employee.

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

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

FUNDING

RM to pay:

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

AUTHORITY

Resolution #244-97 passed August 11, 1997

Resolution #180-2005 passed June 8, 2005

Resolution #323-2021 passed November 17, 2021

Resolution #324-2021 passed November 17, 2021

2.5.2 SEVERANCE

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #104-2000 passed April 12, 2000

2.6 BUSINESS LICENSING & TAXATION

POLICY

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

APPLICATION

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

RATIONALE

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

AUTHORITY

Bylaw #2-2003 passed February 12, 2003

Resolution #45-2003 passed February 12, 2003

The Municipalities Act - Section 8

2.6.4 DISCIPLINE

POLICY

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

RATIONALE

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

PROCEDURE

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

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

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

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

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

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

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

1. Failure to disclose to the Municipal foreman the events surrounding an accident.
2. Arriving at work under the influence of alcohol or other drugs.
3. Any physical, sexual or verbal harassment of any kind on Municipal property or job sites.
4. Theft of employer property or property of a fellow employee.
5. The use or possession of liquor or drugs on employer property or job sites.
6. Willful damage of employer property or property of a fellow employee.
7. Reckless disregard of safety rules.
8. Insubordination.

AUTHORITY

Resolution #63-2001 passed February 26, 2001

Resolution #46-2012 passed February 8, 2012

2.7 OFFICE PROCEDURES

2.7.1 PHOTOCOPY CHARGES

POLICY

We shall charge for photocopies.

COSTS

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

Charitable/Non-profit organizations - \$0.07 per copy for Black and White Copies
- \$0.25 per copy for Color Copies

RATIONALE

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

AUTHORITY

Resolution #375-2021 passed December 8, 2021

2.7.2 SALES OF SUPPLIES, MAPS, HATS, HISTORY BOOKS

POLICY

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

Map sales pursuant to Section 8.3

COSTS

Maps - \$15.00 each including taxes

Maps with Postage - \$20.00 each including taxes

Hats - \$11.00 each including taxes

Fax Sending - \$1.50 per page

Fax Receiving - \$1.50 per page

RATIONALE

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

AUTHORITY

Resolution #375-2021 passed December 8, 2021

Resolution #13-2022 passed January 12, 2022

2.8 MOBILE HOMES

2.8.1 TAX PREPAYMENTS

POLICY

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

APPLICATION

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

RATIONALE

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

AUTHORITY

The Municipalities Act - Section 301

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

2.8.2 LICENSING OF MOBILE HOMES

POLICY

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

RATIONALE

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

APPLICATION

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

AUTHORITY

The Municipalities Act - Sections 9 & 306

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

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

POLICY

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

RATIONALE

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

APPLICATION

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

AUTHORITY

The Municipalities Act – Sections 9 & 306

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

2.8.4 TRAILER LICENSE FEES

POLICY

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

FEE SCHEDULE

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

APPLICATION

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

AUTHORITY

The Municipalities Act – Sections 9 & 306

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

2.9 LIQUOR PERMITS

POLICY

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

RATIONALE

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

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

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

AUTHORITY

Resolution #274-94 passed October 2, 1996

2.10 TENDERING PRACTICES

POLICY

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

That the Municipality releases only the successful tender bid.

RATIONALE

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

AUTHORITY

Resolution #321-97 passed November 17, 1997

Resolution #120-98 passed April 30, 1998

2.11 TENDERING MUNICIPAL EQUIPMENT

POLICY

The Municipality shall tender any municipal equipment it considers appropriate wherein the value the municipality expects to receive is in excess of \$5,000.

The equipment shall be advertised through SARM and shall be posted to the RM website. Sealed tenders or direct e-mails shall be received until the end of the day of the Friday immediately preceding the regular meeting at which the tenders are to be considered. Highest or any tenders may not be accepted.

Should no tenders be received on any item, the RM will then proceed with sale of the equipment by any other means it deems prudent.

RATIONALE

Council considers it appropriate that ratepayers have equal opportunity to bid on used municipal equipment as, in most cases, the equipment was purchased with tax revenues.

AUTHORITY

Resolution #105-2016 passed April 13, 2016

TRANSPORTATION

3.1 OCCUPATIONAL HEALTH & SAFETY

POLICY

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

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

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

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

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

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

RATIONALE

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

AUTHORITY

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

Resolution #296-99 passed December 9, 1999

3.2 BRIDGES

POLICY

No structure, conveyance assembly, ditch or canal is to be placed on our road allowances without formal consent of the Council. Prior to any new bridge construction, a formal agreement must be entered into between the municipality and the appropriate party indicating the respective financial, maintenance and replacement responsibilities. The municipality is by statute responsible for the structured liability of existing bridges, however, the municipality may, by agreement, recover applicable maintenance and replacement costs from the appropriate party.

All parties are responsible for maintenance and repair when it relates to the purpose, operation and the integrity of the ditch or canal and for the effect those works have on structures used by the traveling public.

AUTHORITY

The Municipalities Act - Section 12

and Policy guidelines for Local Government Structure

installations as prepared by Sask. Rural Development

3.3 CONSTRUCTION

3.3.1 BORROW PITS

This RM will:

- (a) Provide payment for any material purchased from private property on a per yard basis in order to accommodate municipal roadwork.
- (b) Pay for any crop damages caused by the borrow area, as per section 3.3.3 of the RM Construction Policy 3.3.
- (c) Negotiation for borrow pits should be left to each individual Councilor. Negotiations shall be in writing and are subject to final approval by Council.
- (d) A maximum amount of \$1.00 per cubic yard.

3.3.2 FENCING

This RM will:

- (a) Provide payment for fence removal and replacement when necessary in order to accommodate municipal roadwork.
- (b) New permanent and electric fences shall not be erected within the municipal right of way unless written approval from the RM is received before construction.
- (c) Payment for fence removal and replacement will be as follows:

\$1,000.00 per mile for removal, \$2,500.00 per mile for replacement, providing the owner does the removal and/or replacement. The Municipality will remove and/or replace a fence on the condition that the owner supplies the materials. In this case no payment will be made to the owner.
- (d) Should the owner wish, the Municipality may contract the fence removal/replacement. In these instances, the Councillor is to make the arrangements in their respective divisions and advise Council at their next meeting for ratification. Fences will be replaced with like fences meaning that the new fence will reflect the value of the old fence.

3.3.3 LAND DISTURBANCE AND CROP DAMAGE

This RM Will

- (a) Provide payment for land and crop damage, when necessary, in order to accommodate municipal roadwork.
- (b) Negotiation for land damage may be left to each individual Councilor, however, this policy must be considered while accommodations are considered. Agreements must be in writing and are subject to final approval by Council.
- (c) A maximum amount of \$1,600 per acre shall be allotted unless approved by council.

3.3.4 CROWN RIGHT-OF-WAY .

This RM will:

- (a) In the course of building or upgrading roads, the RM will obtain required easements in concurrence with the Road Building Policy 3.3. If necessary the RM will purchase additional right-of-way at a cost equitable to the assessed value of the land as is contained within the municipality's assessment roll.
- (b) Exact acreage required is to be determined by legal survey.
- (c) Should an agreement with the landowner not be reached, the RM reserves the ability to expropriate said lands.

Rationale

This RM must retain the ability to construct roads that benefit the public as a whole, agricultural producers and commercial/industrial interests while considering private landowners.

Authority

The Municipal Expropriation Act, Section 3(1)

The Municipalities Act, Part III, Division I, and Section 8 Part II

Resolution #366-2021 passed December 8, 2021

3.3.5 CONSTRUCTION INSPECTION

POLICY

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

APPLICATION

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

RATIONALE

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

AUTHORITY

Resolution #186-94 passed August 10, 1994

3.3.6 MUNICIPAL ROAD CONSTRUCTION

POLICY

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

RATIONALE

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

AUTHORITY

The Municipalities Act - Section 8 & 159

3.3.7 NEW DEVELOPMENT ACCESS CONSTRUCTION

POLICY

The developer shall be responsible for the entire cost of upgrading or constructing any municipal right of way to an appropriate standard unless otherwise specified by the Municipality. All municipal roads being built, to service or access new subdivisions or yard sites are to be constructed to a local access MFA standard or above and are to be designed and given final approval by our municipal engineer as designated by Council. Council shall hold final approval of any variances. Council shall have the authority to approve the developer's chosen contractor. All minor road construction may not require engineering at the discretion of Council.

Recovery of Construction Costs

This clause shall pertain only to single residences on an existing parcel developed along a road that the developer of the residence has paid for.

In instances wherein a second development is approved, within 5 years, along a road previously constructed by a private citizen, the new development shall be charged 25% of the verified costs of the road construction as a condition of the development permit being issued. Any further developments along the same constructed road shall be charged at a rate of 25% of any remaining costs until a balance of 25% of the original cost remains. These amounts, collected by the municipality, shall be remitted to the developer who originally paid for the construction of the road.

In an incident wherein a multi-parcel or single parcel subdivision development occurs along a road of this type, while still within the time established within this policy, repayment terms shall be negotiated as part of the Servicing Agreement.

In the case where the developer who paid for the original construction should sell the property or cease being the owner of the property, the repayment clause shall terminate.

In all instances the repayment clause shall terminate at the expiration of 5 years from the final approval issued by the R.M.

The policy addressing the recovery of costs shall not apply to roads constructed by the municipality and paid for by a developer.

Local Access Specifications:

0.5 Should Council not require engineering, the following standards shall apply:

1. Legal Survey to determine location of existing road allowance.
2. Construction of all graded and graveled roadways to the following standards:
 - a) Minimum Right of Way Width – 20 m
 - b) Full width of right of way to be cleared and brush disposed
 - c) Minimum roadway height – 1.2 m
 - d) Roadway top width - 7 m
 - e) Roadway side slopes – 4:1
 - f) Roadway back slopes – 5:1
 - g) Roadway maximum gradient – 9 %
 - h) Installation of all necessary drainage structures, culverts, approaches and ditches according to drainage plan
 - i) Roadway minimum design speed – 40 km/hr

- j) Roadway gravel surface
 - i) Maximum size 1"
 - ii) 230 m³/km (480 yds/mile) applied over two years
- k) Roadway top – 5 % clay (binder) in top 6"
- l) roadway height shall be 30cm above surrounding topography wherever possible

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

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

RATIONALE

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

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

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

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

The Municipality recognizes that other developers may profit from roadways paid for by the original developer.

AUTHORITY

Resolution #25–2000 passed January 12, 2000

Resolution #116–2015 passed May 5, 2015

Resolution #65–2017 passed March 8, 2017

3.4 CONTRACT WORK

POLICY

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

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

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

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

APPLICATION

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

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

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

RATIONALE

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

AUTHORITY

The Municipalities Act - Section 8 & 159

Resolution #186-94 passed August 10, 1994

Resolution #120-98 passed April 30, 1998

3.5 CULVERTS

POLICY

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

APPLICATION

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

RATIONALE

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

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

AUTHORITY

Resolution #326-88 passed November 14, 1988

Resolution #111-2006 passed April 12, 2006

3.6 CUSTOM WORK

POLICY

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

- ◆ municipal equipment is available
- ◆ municipal operations are not negatively impacted
- ◆ those requesting the custom work sign a waiver absolving this municipality for any liability risk
- ◆ under no circumstances will a municipal Councillor or employee use municipal equipment for the purpose of towing or aiding a private citizen or corporation in an effort to become unstuck from a field or road without the owner first signing a liability waiver absolving the RM of any responsibility for damages; and further, the operator or the foreman may refuse to perform the work if they deem it unsafe or unnecessary.
- ◆ The Municipality will not perform custom work outside of municipal boundaries excepting the grading of driveways that connect to roads maintained by the municipality. Said driveways shall **NOT** include internal subdivision roads or driveways connected to internal subdivision roads. Rates shall be charged at the “Other Municipalities” rates.
- ◆ The Municipality will provide custom work to municipalities located within the corporate boundaries of the R. M. of Blucher No. 343 in accordance with the “other municipalities” table below. All other requirements of this policy shall remain in effect.

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

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

RATES FOR RATEPAYERS

Motor Grader - \$140.00/hour	Loaders - \$140.00/hour
Snow Blower - \$110.00/hour	Mowers - \$100.00/ hour
Motor Scraper - \$220.00/hour	Gravel truck - \$120.00/hour
Water Tank - \$10.00 per mile plus water charge plus chemical	Hand Spraying (Noxious Weed control) - \$30.00/hour,
Sheeps Foot and Woobley Packers	\$165 per half day or \$330 for full day
Road Boss Grader - \$100.00/hour	

EMERGENCY SERVICES

Track Hoe - \$250.00/hour

OTHER MUNICIPALITIES RATES

Motor Grader - \$200.00/hour	Loaders - \$200.00/hour
Snow Blower - \$160.00/hour	Mowers - \$140.00/ hour
Motor Scraper - \$315.00/hour	Gravel truck - \$170.00/hour
Water Tank - \$15.00 per mile plus water charge	
Packers - \$235.00 half a day and \$470.00 for full day	
Road Boss Grader - \$140.00/hour	

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

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

RATIONALE

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

AUTHORITY

The Municipalities Act - Section 405

Resolution #26-94 passed January 12, 1994

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

Resolution #126-2010 passed June 9, 2010

Resolution #197-2017 passed July 12, 2017

Resolution #198-2017 passed July 12, 2017

Resolution #325-2021 passed November 17, 2021

Ratepayer Rates for Custom Work

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

AUTHORITY

Resolution #341-2001 passed November 13, 2001

3.7 OUTSIDE EMPLOYEES

POLICY

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

DUTIES

Foreman - as instructed by council. (See Section 3.7.1 & 3.7.1.5)

Employees - as instructed by foreman.

RATIONALE

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

AUTHORITY

Resolution #63-2001 passed February 26, 2001

The Municipalities Act - Section 126

3.7.05 OUTSIDE EMPLOYEES PAY LEVELS

POLICY

That we establish a pay rate schedule for all outside employees as listed below:

Level III – \$35.15 - \$39.70

Operator has demonstrated proficiency with all equipment and is fully knowledgeable of equipment maintenance procedures. Operator has exhibited management capabilities and is able to work without supervision and can supervise other workers. Operator is familiar with proper road maintenance, construction and rehabilitation techniques, has mechanical ability and displays a propensity for producing excellent work. Operator shows leadership and works towards maintaining good relationships and a positive attitude with co-workers, management and ratepayers.

Level II – \$30.75 - \$35.15

Operator has demonstrated proficiency in multiple pieces of machinery as well as advanced maintenance techniques. Maintenance schedules of equipment are well known, operator has some mechanical ability and is able to work at most tasks with minimal or no supervision. Operator has displayed an ability to work with other operators in an effective manner to complete tasks to an exceptional standard. Operator displays a positive attitude and maintains good relationships with co-workers and management.

Level I – \$25.15 - \$30.75

Operator has demonstrated the ability to operate heavy equipment and can follow municipal maintenance procedures. May, over time, develop proficiency in a particular machine as well as some skills in operating other machinery. Displays ability to maintain equipment and can demonstrate proper maintenance procedures for equipment. Operator displays a positive attitude and maintains good relationships with co-workers and management.

Laborer - \$19.55

An operator that is new to heavy equipment and municipal maintenance procedures.

An operator may apply to the foreman for an increase in pay based on experience and ability in operating equipment. An operator will be trained on new equipment as time and manpower allows and as at the discretion of the foreman. Upon beginning to work with a new piece of equipment, the operator shall have no less than a 60 day probation period wherein he/she will not be considered for an evaluation. Upon completion of the probationary period, the foreman may perform an evaluation to determine whether an operator should qualify for an increase in pay or pay grade. The foreman shall then carry forward this evaluation and his opinion to Council. Upon receiving a request for an evaluation, the foreman shall immediately advise the Chief Administrative Officer.

If Council accepts the foreman's recommendation for an increase in wage or scale, the operator shall be entitled to the increased scale or grade upon the next full pay period.

An operator may not apply for an increase in scale or pay more than once in a calendar year.

The foreman shall carry out evaluations at year end for all operators and carry forward his recommendations to Council by the regular meeting in December.

The foreman may recommend, and Council may award a pay or level increase, at any time during the year at their discretion.

RATIONALE

The RM needs to have the ability to assess operators abilities and talents while providing opportunities for advancement and improvement. This rate schedule may be amended from time to time.

AUTHORITY

Resolution #31-2012 passed February 1, 2012

Resolution #402-2021 passed December 8, 2021

3.7.1 MUNICIPAL FOREMAN POSITION DESCRIPTION

POLICY

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

DUTIES

General Duties:

Administration:

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

Operational:

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

Specific Duties:

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

DAILY

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

WEEKLY

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

MONTHLY

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

ANNUALLY

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

ON-GOING

- ◆ Comply with all directions of the Municipal Policy Manual, some examples being:
 - ◆ Maintain regular communication with each individual councilor.
 - ◆ Ensure all provisions of the employee agreement are being met including taking all reasonable precautions to provide occupational safety.
 - ◆ Custom gravel orders of less than 50 cubic yards are to be delivered within 3 working days of order unless extenuating circumstances prohibit. Any extenuating circumstances to be reported to Council at their next meeting.
 - ◆ Coordinate gravel deliveries to ensure all gravel deliveries are made on time and that delivery is receipted by customer.
 - ◆ No custom snow removal or custom work to be performed without first completing a municipal custom work application, detailing type of work, estimating costs, and having the application signed by the contracting party.
 - ◆ Advising the appropriate councilor when municipal equipment is performing non-maintenance activities in his division. Some examples being:
 - ◆ road improvement and back sloping
 - ◆ custom work
 - ◆ Ensure all gravel and pit run removed from the Municipal gravel pit is recorded on a gravel ticket. Gravel tickets to be kept in numerical order and detail date, quantity, pile from where material was removed, material destination and truck number or name. Two copies of every gravel ticket are to be submitted to R.M. office weekly.
 - ◆ Ensure employee time sheets detail daily hours worked and specifying locations worked.
 - ◆ Perform employee evaluations as per Section 3.7.5.

AUTHORITY

Resolution #34-96 passed January 24, 1996

3.7.1.5 OUTSIDE OPERATIONS ROLES AND RESPONSIBILITIES

..

In this section:

The Municipality – Means the Rural Municipality of Blucher No. 343 (The R.M.)

Council – Means the elected representatives of the R.M. of Blucher No. 343 as a whole

Councillor – Means a single elected representative of the Council

The Administration – Means the office staff of the R.M. collectively

The Chief Administrative Officer – Means the Chief Administrative Officer of the R.M. (currently being R. Doran Scott)

Operations Manager (OpMan) – Means the person designated by Council to fulfill this role (currently being Jim Brown)

Working Foreman (WF) – Means the person designated by Council to fulfill this role (currently being Scott McDonald)

Operators – Means all other public works employees not specifically designated by Council by this or any other policy.

POLICY

The Council considers it in the best interest of the municipality to modify the way outside operations are performed. It is thought that a team based approach with structured communications between the Council, Administration, the Operations Manager and the Working Foreman will aid in achieving a more productive and efficient work force while at the same time allowing for flexibility in assigning tasks. It is Council's intent that all employees participate in the work needing to be performed by the municipality regardless of pay level, class, or seniority. Council recognizes that issues may occur from time to time which may require different persons to take on different responsibilities and therefore, while this policy should be adhered to as closely as possible, situations may dictate that these responsibilities be modified.

DUTIES AND RESPONSIBILITIES

Council:

- ◆ Council shall establish policy dictating the roles and responsibilities relating to the outside operations of The Municipality.
- ◆ Council shall ensure that sufficient staff is employed by, and sufficient equipment is purchased by the municipality, when not detrimental to the overall financial status of the R.M., to maintain the level of service as is decided by Council. Council may consult with the Administration, the Operations Manager and Working Foreman to determine the appropriate levels of staffing and equipment.
- ◆ Council shall provide a prioritized list of items including a road construction schedule, road maintenance items and custom work. Pursuant to other policies, council shall also set the cost and policies governing custom work and gravel haul.
- ◆ Council shall require that the Administrator, the OpMan, and the Working Foreman hold a weekly meeting when it is practical to discuss the work schedule for the coming week and any issues that may have arisen or could arise. However, Council does also recognize that, in many cases, these persons meet more regularly than weekly and, as such, these meetings may not be necessary.

The Administration:

- ◆ The Administration shall aid the OpMan in scheduling training for outside employees when necessary.
- ◆ The Administration shall communicate Council's decisions and policies to the OpMan and shall bring to Council items for their consideration from the OpMan, Working Foreman and operators when warranted.
- ◆ The Administration, in consultation, shall facilitate and mediate all municipal policies and priorities regarding the maintenance staff. The Administration shall provide guidance and advise outside staff as it pertains to payroll, benefits, liability and legislation.
- ◆ The Chief Administrative Officer, in consultation with the Employee Committee, the OpMan and the Working Foreman, shall be responsible for the discipline of the outside staff subject to the ratification of Council at their next meeting. The Chief Administrative Officer may delegate this responsibility to the OpMan and The Working foreman but must always be consulted in disciplinary matters.
- ◆ The Administration shall take all orders for custom work and gravel.
- ◆ The Chief Administrative Officer shall receive all complaints from staff that involve the OpMan, Working Foreman or Council.
- ◆ The Employee Committee shall receive complaints by the staff levied against the Chief Administrative Officer.
- ◆ The Chief Administrative Officer shall employ the utmost discretion when considering complaints.
- ◆ The Administration shall supply required financial, policy and legal information to the OpMan or Working Foreman in order to aid them with considerations related to staffing, equipment, budgeting and work performance.

Operations Manager:

- ◆ Oversight of all public works projects.
- ◆ Ensure and participate in the servicing of equipment and that the equipment, shop and other apparatus are properly serviced and in good repair. Also making sure that all required service to maintain equipment warranty is up to date.
- ◆ Ensure that operators are trained in proper servicing of equipment and retaining documentation of said training.
- ◆ Maintain equipment records detailing all maintenance and any issues with each piece of equipment.
- ◆ Responsibility for the ordering of supplies, parts, repairs and service.
- ◆ Advise Administration on operational matters relating to the Budget.
- ◆ Verify accounts submitted to the office.
- ◆ Provide budgetary information to the Administration.
- ◆ Provide Administration with relevant information such as; mileage, fuel, repairs, capital expenditures, delays, etc.
- ◆ Review Capital Equipment Schedule and advise on any changes that may need to be made.
- ◆ Receiving, prioritizing and communicating Council priorities from the Chief Administrative Officer, as provided by Council.
- ◆ Receive and prioritize emergent issues from Council and the Administration.
- ◆ Prioritizing work in consultation with the Chief Administrative Officer.
- ◆ Providing safety information, ensuring a safe work environment and ensuring proper signage is in place at construction sites as may be required.
- ◆ Ensure and participate, if able, in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.
- ◆ Custom work scheduling.

- ◆ Co-ordinate significant gravel and custom work orders.
- ◆ The oversight of daily operations at the RM gravel pit.
- ◆ The oversight of any gravel crushing operations at the gravel pit in consultation with the Gravel Committee.
- ◆ Regular inspection of RM roads to ensure that adequate maintenance is being performed and identifying potential issues before they become problematic.

Working Foreman:

- ◆ Daily supervision of operator activities
- ◆ Schedule regular road maintenance including: grading, mowing, minor culvert repair, shoulder spraying and minor construction, in consultation with the OpMan, Councillors and Weed Inspector.
- ◆ Advise Council on maintenance techniques and best practices relating to transportation infrastructure.
- ◆ Advise council of equipment needs and staffing requirements.
- ◆ Train new employees on the use of equipment or appoint the person best suited to train new employees.
- ◆ Employee discipline in consultation with the Chief Administrative Officer
- ◆ Regular inspection of RM roads to ensure that adequate maintenance is being performed and identifying potential issues before they become problematic.
- ◆ Consult Councillors when work (other than regular operations) is being performed in their division.
- ◆ Work hours and scheduling.
- ◆ Providing safety information, ensuring a safe work environment and ensuing proper signage is in place at construction sites as may be required.
- ◆ Making field decisions in consultation with Chief Administrative Officer, Councillors and operators if necessary.
- ◆ Report to Council when necessary on public works, employee issues. The report may be forwarded to Council through the OpMan.
- ◆ Confirm time sheets of operators.
- ◆ Advise and coordinate on areas that may require additional gravel.
- ◆ Advise of unscheduled maintenance or emergent issues of an immediate nature through OpMan.
- ◆ Review the Council's construction schedule and advise Council, through an annual report, which roads should be upgraded or rebuilt or whether the priority of the construction schedule should change.
- ◆ Supply to the Chief Administrative Officer a monthly report of equipment and hours spent on construction.
- ◆ Reporting disciplinary/corrective issues to the Admin and Council.
- ◆ Riprap in consultation with Councillors and the Chief Administrative Officer
- ◆ Design Roads in consultation with engineers and Council which may include alignment, cross-section and surface treatment.
- ◆ Advise Council on construction techniques and preferences for specific areas.
- ◆ Ensure gravel delivery within seven days unless extenuating circumstances prevent delivery. Delays shall be reported to the Administration to be recorded.

Operators:

- ◆ Ensure and participate, if able, in the service of all machines, equipment and shop and make sure that they are ready and able to perform as each item is intended. To also guarantee that services required to maintain equipment warranties are performed.

- ◆ Fill out time sheets appropriately each day and in a complete manner and hand in Friday each week.
- ◆ Ensure a safe work environment and ensuring proper signage is in place at maintenance and construction sites as may be required
- ◆ Take direction from the Operations Manager and Working Foreman and implement the schedules they have created.
- ◆ Communicate to the Operations Manager or Working Foreman in regarding concerns or issues that may arise. If the issue relates to the Operations Manager or the Working Foreman, concerns must be brought to the Chief Administrative Officer.
- ◆ Communicate to the Working Foreman road maintenance issues which may be noted during day-to-day operations. This issues may include gravel needed on certain roads, washouts, or other matters of a similar nature.
- ◆ Follow policies developed by Council, the Chief Administrative Officer and the Outside management for the betterment of the municipality.
- ◆ Operate equipment in a responsible and courteous manner ensuring operator, public and equipment safety is not compromised.

RATIONALE

This policy provides a detailed list of roles and responsibilities of outside operations for more efficient management of the municipality

- ◆ ..

AUTHORITY

Resolution #109-2014 passed April 9, 2014

Resolution #42-2016 passed February 10, 2016

Resolution #401-2021 passed December 8, 2021

3.7.2 HIRING

POLICY

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

RATIONALE

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

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

AUTHORITY

The Municipalities Act - Section 114 & 126

Resolution #45-2012 passed February 8, 2012

Resolution #401-2021 passed December 8, 2021

3.7.2.05 HIRING OF IMMEDIATE FAMILY MEMBERS OF COUNCIL

POLICY

The R. M. of Blucher No. 343 will consider hiring the immediate family members of Council subject to the following conditions:

Upon the municipality hiring a Councillor's family member, that Councillor shall declare a pecuniary interest in all matters dealing with the direction, discipline, compensation and promotion of that employee excepting as those matters that concern or address the employees as a whole. Further, should the Councillor with a family member employed by the municipality be on a committee such as the Employee Committee, said Councillor shall absent themselves from that committee for the duration of the time that the committee is considering items concerning the employee. Should this situation occur a different Councillor shall be temporarily appointed to that committee by Council or by the other committee members as may be most expedient.

RATIONALE

Due to the shortage of qualified personnel and the current labour climate in Saskatchewan, Council considers it possible and perhaps in the interest of the municipality to hire qualified members of their family. In addition, this policy may allow for the hiring of more local people..

AUTHORITY

The Municipalities Act – Section 114 and 126

Resolution #62-2014 passed March 19, 2014

3.7.2.1 RECALL AFTER LAYOFF

POLICY

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

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

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

RATIONALE

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

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

AUTHORITY

Resolution #63-2001 passed February 26, 2001

3.7.3 EVALUATION

POLICY

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

Probationary Employee:

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

Permanent Employee:

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

Training Employee:

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

RATIONALE

In order to:

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

AUTHORITY

Resolution #208-97 passed June 11, 1997

Resolution #54-98 passed February 11, 1998

Resolution #63-2001 passed February 26, 2001

3.7.4 EMPLOYEE BEREAVEMENT/HOSPITALIZATION

POLICY

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

APPLICATION

In the event of the hospitalization or death of any employee, council member, or any of their spouse, parent or child, a fruit basket or flower arrangement costing approximately \$100 shall be sent to the employee or council member's residence.

RATIONALE

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

AUTHORITY

Resolution #205-2003 passed September 10, 2003

Resolution #46-2012 passed February 8, 2012

3.7.5 EMPLOYEE ABSENCE FROM WORK AND LATENESS TO WORK

POLICY

ABSENCE FROM WORK

- 1 day per month without valid reason will be tolerated.
- All other days within that same month will be permitted if a reason is accepted and documentation is provided, but these days will be considered holidays used.
- 3 absences within 1 year without an acceptable excuse will result in disciplinary action which may include unpaid suspension.
- Continued absences will result in further disciplinary action which may include termination.
- In all cases of absence, supervisor must be notified before 7:00 a.m.

BEING LATE TO WORK

- All employees must be at designated shop before 7:00a.m.
- One excused late day per month will be accepted.
- All other days within that same month will be documented.
- 3 unexcused late days per year will result in disciplinary action.

Any abuse of the previous policies will be subject to disciplinary action.

It is expected that all employees will clock in on time and clock out on time excepting if additional hours have been approved by the Working Foreman or the Operations Manager.

RATIONALE

To provide an appropriate policy for the operations manager to follow.

AUTHORITY

Resolution #235-2015 passed September 9, 2015

3.7.6 EMPLOYEE SPRING/WINTER TIME CHANGE

POLICY

The start time for outside operations shall be at 7:00 am beginning on the first Monday on or after March 12th in any year and the start time shall change to 8:00 am on the first Monday on or after October 15th in any year.

RATIONALE

Due to the change in sunrise from season to season and general safety council finds it advisable to change the start times of outside operations To provide an appropriate policy for the operations manager to follow.

AUTHORITY

Resolution #313-2017 passed November 15, 2017

3.8 EQUIPMENT

POLICY

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

APPLICATION

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

EQUIPMENT LISTING	PURCHASE COST	2020 INSURED VALUE	2021 INSURED VALUE
2006 TEREX TS14G MOTOR SCRAPER	400,000	90,000	90,000
2016 JD 870 G MOTOR GRADER	314,000	314,000	314,000
2018 JD 870 G MOTOR GRADER	325,000	325,000	325,000
2019 Komatsu GD655 MOTOR GRADER WITH SNOW WING	336,000	336,000	336,000
2020 JD 872 G MOTOR GRADER WITH SNOW WING	430,000	430,000	430,000
2005 JD 644J LOADER	199,020	80,000	80,000
2011 JD 724K LOADER	231,147	231,147	231,147
1997 JD 310 BACK HOE	36,000	25,000	25,000
2012 JD 200 D EXCAVATOR WITH ACCESSORIES	186,900	186,900	186,900
ROAD BOSS GRADER	5,500	5,500	5,500
1994 MACK CH 613	96,229	20,000	20,000
2009 MIDLAND TRIDEM GRAVEL TRAILER	50,163	45,000	45,000
2004 ARNES TRI AXLE GRAVEL TRAILER	48,676	25,000	25,000
2006 WESTERN STAR GRAVEL TRUCK	99,139	40,000	40,000
1993 MACK CH 613	57,450	15,000	15,000
2010 WESTERN STAR GRAVEL TRUCK	90,000	90,000	90,000
2010 WESTERN STAR GRAVEL TRUCK (white)	55,000	55,000	55,000
2014 MIDLAND 28' END DUMP GRAVEL TRAILER	47,547	47,547	47,547
2013 PETERBILT GRAVEL TRUCK	146,190	146,190	146,190
2014 WESTERN STAR GRAVEL TRUCK	114,540	114,540	114,540
2009 JD 7730 TRACTOR	112,090	85,000	85,000
2014 JD 6170 TRACTOR	158,000	158,000	158,000
2001 JD 2755 TRACTOR	7,500	8,250	8,250
2018 SCHULTE XH 1500 SERIES 3 ROTARY MOWER	29,601	29,601	29,601
2014 SCHULTE XH 1500 SERIES 3 ROTARY MOWER	26,576	26,576	26,576
2018 FLX 1500 FLEX ARM	18,173	18,173	18,173
2014 FLX 1500 FLEX ARM	17,680	17,680	17,680
2005 CAPITAL I SOD MULCHER	24,627	10,000	10,000
1984 DODGE RAM (Allan Emerg Response Vehicle)		5,000	5,000
1993 FORD F 700 TRUCK USED AS FIRE TRUCK (Clavet)	23,375	50,000	50,000
1990 SPARTAN GLADIATOR FIRE TRUCK (Clavet)	21,000	125,000	125,000
1995 GMC 1 ton Fire Truck c/w Fire Eqp (Sun Est)		30,000	30,000
1995 FERRERA INTRUDER FIRE TRUCK (Allan)	98,900	44,990	44,990
2003 WELSH MINI PUMPER FIRE TRUCK (Sun Est)	58,900	60,000	60,000
2003 HAYS F 550 WILDLAND 4 x 4 FIRE TRUCK (Bradwell)	86,100	90,000	90,000
2012 FORD 250 TRUCK	51,047	plate value	plate value
2019 Dodge Ram 1500 Crew Cab Truck	47,710	plate value	plate value
2020 FORD F 250 SUPERDUTY CREWCAB TRUCK	53,306	plate value	plate value
EQUIPMENT LISTING	PURCHASE COST	2020 INSURED VALUE	2021 INSURED VALUE
1994 ADVANCE 5,800 GAL WATER TRAILER	8,858	8,000 & plate value	8,000 & plate value
2006 UTILITY TRAILER		plate value	plate value

1989 TREE PLANTER	3,300	2,000	2,000
2007 RDX SCHULTE AVALANCHE SNOW BLOWER	12,489	15,000	15,000
2006 CAPITAL I SNOW PLOW	30,572	15,000	15,000
2007 CAPITAL I SNOW PLOW	31,208	15,000	15,000
2010 BES SNOW WING	19,000	19,000	19,000
2013 FRONT LIFT GROUP QUICK ATTACHED JD	10,400	10,400	10,400
2015 FRONT LIFT GROUP QUICK ATTACHED	10,400	10,400	10,400
2015 QUICK ATTACH ROAD GROOMER	9,200	9,200	9,200
2008 MUVALL TRAILER – HAUL BACKHOE	45,000	45,000	45,000
EZ MUV PACKER	16,970	15,000	15,000
2003 90” WALK N ROLL PACKER	21,145	10,000	10,000
ACKLANDS ARC WELDER	2,700	3,000	3,000
8” PTO WATER PUMP	6,000	6,000	6,000
2000 FEET 7” IRRIGATION PIPE		8,000	8,000
2012 HENKE ARTICULATING PLOW	40,000	40,000	40,000
12” CRISAFULLI PTO WATER PUMP	12,300	12,300	12,300
850 FEET 8” HOSE		26,000	26,000
350 FEET 3” HOSE		5,000	5,000
50 FEET HEAVY DUTY CRISAFULLI RUBBER HOSE	2,280	2,280	2,280
TANKFILL COMPONENTS – SW 27-34-2 W3		40,000	40,000
AMI 48” SKELTON BUCKET	10,800	10,800	10,800
2014 WESTERN STAR GRAVEL TRUCK	105,000	105,000	105,000
2018 JD 330 G SKID STEER AND ATTACHMENTS	127,500	127,500	127,500
PLANETARY AUGER	4,230	4,230	4,230
TOOLS & EQUIPMENT TRASPORTED IN MUN EQP	5,000	5,000	5,000
PROFILE PACKER AND ACCESSORIES	25,486	25,486	25,486
2020 WESTER TORNADO SANDER	7,835	7,835	7,835
2013 BOMAG ROLLER PACKER	85,000	85,000	85,000
2020 JD SIDE BY SIDE WITH TRAILER (Clavet)	24,000	24,000	24,000
2020 POLARIS RANGER SIDE BY SIDE WITH TRAILER (Allan)	27,000	27,000	27,000
2006 MACK CXN 613 WATER TRUCK	75,000	75,000	75,000
COMMERCIAL EQUIPMENT		300,000	300,000

AUTHORITY

Resolution #373-2021 passed December 8, 2021

3.8.1 CELLULAR TELEPHONES

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #83-2005 passed March 16, 2005

3.8.2 MUNICIPAL EQUIPMENT OPERATION IN WINTER

POLICY

Municipal Equipment shall not be operated at temperatures in which the daytime high is less than -25 degrees Celsius or when the wind chill factor is in excess of -39 degrees Celsius.

The following exceptions shall be permitted:

- ◆ In cases of emergency when determined by management.
- ◆ For the purposes of snow removal when required.

RATIONALE

In order to maintain safety and effectively operate municipal equipment, Municipal Equipment shall not be operated at temperatures in which the daytime high is less than -25 degrees Celsius or when the wind chill factor is in excess of -39 degrees Celsius.

AUTHORITY

Resolution #283-2016 passed December 14, 2016

3.9 GRAVEL PIT

POLICY

The gravel pit is a no trespass area.

IMPLEMENTATION

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

RATIONALE

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

AUTHORITY

Resolution #88-87 passed March 26, 1987

3.10 GRAVEL SALES

POLICY

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

- ◆ All gravel orders to be made through the municipal office,
- ◆ Operations Manager to then co-ordinate the gravel delivery with ratepayers.
- ◆ No spreading of gravel in yards or on lanes with 20-yard end dump trucks.
- ◆ The RM will allow ratepayers to self-haul gravel from the pit on Wednesdays during the construction season. The pit shall be staffed from 8:00 a.m. to 7:00 p.m. on said Wednesdays for the purpose of loading and weighing ratepayer trucks. This policy may be adjusted at the discretion of the foreman depending on demand, efficiency and weather.
- ◆ The RM may deliver a maximum of 20 cubic yards of any aggregate to existing and active yardsites within ½ mile of municipal boundaries as long as the yardsite being delivered to is owned by a ratepayer of the municipality.
- ◆ Subject to the points above, aggregates are to be utilized within the boundaries of the municipality unless otherwise approved by resolution of Council.

RATES

That for 2021, that we charge the following rate for Municipal aggregate commercially sold:

	Price (Per Yard)	Hauling (Per Mile)
Pit Run		
- Ratepayer	7.00	.65
- Non Ratepayer	9.00	.85
Road Gravel/Base - 3/4" - 1"		
- Ratepayer	17.00	.65
- Non Ratepayer	26.00	.85
Crushed Rock - 1" Clean		
- Ratepayer	27.00	.65
- Non Ratepayer	49.00	.85
Fine Crush/Screenings		
- Ratepayer	7.00	.65
- Non Ratepayer	13.00	.85
Strippings/Fill		
- Ratepayer	4.50	.65
- Non Ratepayer	6.00	.85
Chip Seal		
- Ratepayer	14.00	.65
- Non Ratepayer	22.00	.85

RATIONALE

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

AUTHORITY

Resolution #302-95 passed October 18, 1995

Resolution #34-96 passed January 24, 1996

Resolution #122-2013 passed June 12, 2013

Resolution #154-2013 passed August 14, 2013

Resolution #211-2017 passed July 12, 2017

Resolution #146-2021 passed April 14, 2021

Resolution #169-2021 passed June 9, 2021

Resolution #360-2021 passed November 29 2021

Resolution #97-2022 passed March 21, 2022

Ratepayer Rates for Gravel Sales

In order for a ratepayer to be charged ratepayer rate for municipal custom work, supplies, pit run, base, rock, aggregate, etc., the ratepayer must have the product delivered to a site within the municipality's jurisdiction and the said custom work or material must be for the sole use and enjoyment by the ratepayer at this site. Subject to the above section, **Aggregates and custom work are to be utilized within the boundaries of the municipality, unless otherwise approved by resolution of Council. If a ratepayer or non-ratepayer is caught hauling aggregate out of the RM Boundaries, that ratepayer shall have their self-hauling privileges revoked.**

The RM reserves the right to deny gravel purchases or hauling to any person or entity for any reason.

AUTHORITY

Resolution #341-2001 passed November 13, 2001

Resolution #379-2008 passed November 12, 2008

Resolution #209-2010 passed October 20, 2010

Resolution #360-2021 passed November 29, 2021

Decorative Rocks at Gravel Pit

That we do allow for the purchase of large decorative stones being those that are too big to crush, from the RM gravel pit. And further;

that we do charge \$200.00 per stone. And further;

that we only load these stones by appointment on Wednesdays and only with municipal equipment and only with the signing of a liability waiver.

AUTHORITY

Resolution #170-2019 passed June 12, 2019

Resolution #360-2021 passed November 29, 2021

3.11 GRAVELING

POLICY

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

APPLICATION

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

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

Following the Foreman's traveling with each Councilor in April, as specified in Section 3.7.1 & 3.7.1.5, the Foreman shall prepare a gravel map detailing location and estimated quantities of gravel to be applied. This map is to be submitted to the Chief Administrative Officer prior to May 1st.

RATIONALE

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

Resolution #54-98 passed February 11, 1998

3.12 OVERWEIGHT PERMITS

POLICY

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

APPLICATION

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

AUTHORITY

The Highways & Transportation Act - Section 51

Resolution #54-98 passed February 11, 1998

Resolution #194-2000 passed July 12, 2000

Resolution #92-2013 passed May 8, 2013

3.12.1 HAUL MAINTENANCE AGREEMENT

POLICY

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

RATES

- ◆ .0536 per tonne per kilometer, as per the Government of Saskatchewan's 2022 Rate Map

APPLICATION

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

AUTHORITY

The Municipalities Act - Section 22

Resolution #146-2013 passed August 14, 2013

Resolution #11-2022 passed January 12, 2022

ROAD MAINTENANCE AGREEMENT
RURAL MUNICIPALITY OF BLUCHER NO 343

THIS AGREEMENT is made in duplicate;

BETWEEN:

The Rural Municipality of Blucher No. 343
Box 100, Bradwell, Sask. S0K 0P0
(hereinafter called the "Municipality")

- and -

(hereinafter called the "Hauler")

Together referred to as "the Parties".

WHEREAS:

- ◆ The Hauler wishes to ship, haul or receive certain goods, equipment or materials over certain public roads within the Municipality, the movement of which in the opinion of the council of the Municipality is likely to result in damage.
- ◆ The Hauler is a person described in clause 22 (1) (b) of *The Municipalities Act* who is required to enter into an Agreement with a municipality pursuant to that section and has control, direction or hire over a Bulk Haul. Typically, a hauler may be a shipper, producer, or receiver.
- ◆ The council of the Municipality requires the Hauler to enter into a Road Maintenance Agreement pursuant to Section 22 of *The Municipalities Act*.

The Agreement is made pursuant to and subject to the provisions of *The Municipalities Act* and its regulations.

THE PARTIES AGREE AS FOLLOWS:

Definitions

1. In this Agreement:
 - a) "Bulk Haul" means any single or repeated transportation of goods by, to or for a shipper, hauler or receiver, of divisible or non-divisible loads, over a defined route, that: (i) amount to a payload in excess of 2 tonnes; and (ii) in the opinion of council responsible for the defined route: (A) are significant in nature by haul type, weight, or frequency; and (B) may cause damage to streets or roads or cause road maintenance requirements that exceed that of other users of the roads.
 - b) "Region" means the Area Transportation Planning Committee (ATPC) Region that a municipality is located in, as set out in Map 1 of Part IV of the Regulations, attached hereto as Schedule "C".
 - c) "Regulations" means The Municipalities Regulations.

General Matters

2. The Municipality shall:
 - a) Permit the Hauler to use the Haul Roads, subject to the terms of this Agreement;
 - b) Administer this Agreement by providing up to date information that would be subject to review by the Parties;
 - c) Ensure that the information identified by the Parties as confidential is held in strict confidence subject to *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - d) Ensure that municipal roads are in a reasonable state of repair as defined in Section 343 of *The Municipalities Act*; and

- e) Continue to apply for any available government grants for road upgrading.

3. The Hauler shall

- a) Only haul the following goods and materials:

Aggregate

within the specified timeframe of _____, 20 _____ to _____, 20 _____;

- b) On or over the following MUNICIPAL ROAD(S):
(Municipal roads are roads constructed to graded and drained standards).
-

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

N/A

(roads listed are herein referred to as the "Haul Roads"); and

- c) Provide the Municipality with a \$_____ performance bond issued by a surety company acceptable to the Municipality, obtained with respect to the Hauler's obligations pursuant to section 3.
- d) Agree that all vehicles, whether empty or loaded shall use only the route mentioned in Section b. above.
- e) Abide by the following speed restrictions:
 - i. **W 30, 31-36-2 W 3 50 km per hour**
 - ii. **Thru 15-36-3 W3 50 km per hour**
- f) Tarp all loaded gravel trailers and gravel boxes while traveling in the municipality.
- g) Apply dust control where needed and as described in this agreement
- h) Agree to not haul during inclement weather which may cause damage to the municipal roads.

Environmental

4. The Hauler shall:

- a) Comply with the provisions of all applicable federal, provincial or municipal laws with respect to maintaining a clean environment;
- b) Notify the Municipality immediately in the event of any spills and environmental contamination problems on the Haul Roads or any adjacent lands as a result of the use of the haul road, and the Hauler shall be solely responsible for the cost of all work to be carried out to correct such problems caused by the operation; and
- c) Upon expiry or termination of this Agreement, leave the Haul Roads and any adjacent lands free of any environmental contamination resulting from the Hauler's operation which may adversely affect the land or result in a breach of the duties described in subsection 4(a). The responsibility of the Hauler and the Municipality with respect to the environmental obligations contained herein shall continue to be enforceable by the Municipality, notwithstanding the termination of this Agreement.

Traffic

5. The Hauler shall:

- a) Conduct the bulk hauling operation in a manner to minimize interference with other traffic on the Haul Roads;

- b) Notify the Municipality if any work is being done that will require temporary closure of a road or an interruption of motor vehicle traffic; and
- c) Abide by the following weight restrictions:

Primary Highway Weight, with permit

Compensation and Calculation

- 6. The Municipality shall:
 - a) Expend, or retain in order to expend in the future, all compensation paid by the Parties, on roadway maintenance work on the Haul Roads, or portions thereof, that are indicated in subsection 3(b); and
 - b) Arrange for the engineering, tendering and contracting of roadway maintenance work unless the Municipality conducts all of the work itself. All arrangements will be available for review by the Parties on request.
- 7. The Hauler shall:
 - a) Before commencing a bulk haul, estimate and report to the Municipality:
 - i. The total quantity of goods and materials, in tonnes, to be hauled on the Haul Roads, represented as “T” in the Compensation Formula;
 - ii. The distance hauled, in kilometres, represented as “D” in the Compensation Formula; and
 - iii. The number of times that the bulk haul is carried out during the summer and winter haul period over the period of the Agreement, represented as “N” in the Compensation Formula;
 - b) Use the regional rate set for the Central Area Transportation Planning Committee (CATPC) region, represented as “R” in the Compensation Formula, for the calendar year in which the haul occurs;
 - c) Pay to the Municipality, compensation for road maintenance (represented as “C” in the Compensation Formula), based on the Compensation Formula, which is $C = R \times T \times D \times N$ (the compensation is equal to the estimated total quantity hauled multiplied by the regional rate (R) multiplied by the distance hauled multiplied by number of times that the bulk haul is carried out);
 - d) Pay the compensation to the Municipality within 60 days of the completion of the haul, based on verified quantities. For bulk hauls, the Hauler shall pay the compensation in subsection 7(c) to the Municipality on a quarterly basis and will be based on verified quantities;
 - e) Make payment for compensation in subsection 7(c) at a rate of one-half the calculated amount if hauling takes place during the winter haul period, between November 15th and March 15th; and
 - f) Inspect the roadway every _____ days to determine if damage has been done and will give the Municipality notice of necessary repairs within _____ days.

Inspections

- 8. Both Parties shall appoint a representative to complete the following inspections:
 - a) Prior to commencement of the haul to establish the condition of the road. The Haul Road Inspection Form is provided in Schedule A;
 - b) Within five (5) days of completion of the haul, the representatives shall inspect the road to determine if the conditions of this Agreement respecting restoration of the road have been satisfied. If restoration is satisfied, a release for the inspection report shall be issued by the Municipality; and
 - c) In the case of a bulk haul, the representatives shall inspect the road to determine if the conditions of this Agreement respecting restoration of the road continue to be satisfied. The Parties agree on an acceptable frequency for inspection of _____ (Daily, Weekly or Monthly).

Special Provisions

- 9. Each party shall agree to the following special provisions:
 - a) Notify the Municipality immediately in the event of any spills and environmental contamination problems on the Haul Roads or any adjacent lands as a result of the use of the haul road, and the Hauler shall be solely responsible for the cost of all work to be carried out to correct such problems caused by the operation.

Dispute Resolution

- 10. Both Parties can initiate the dispute resolution process by
Writing a letter to the other party indicating their intent. Said letter shall be sent by regular mail and email whenever possible.
- 11. Both Parties shall agree to resolve all dispute(s) through the following process:
The parties shall attempt to resolve the dispute through discussion between persons appointed by the parties. If the dispute is still not resolved, a mediator shall be selected from a listing of such persons from a company agreed upon by both parties. Both parties shall pay for mediation at a 1:1 ratio (1/2 each). Should the dispute still not be resolved, the issue shall be submitted to the Saskatchewan Municipal Board per Section 12 of this Agreement.
- 12. Only after attempts to resolve the dispute(s), in accordance with section 11 of this Agreement, is unsuccessful:
 - a) The Parties may submit the dispute(s) to the Saskatchewan Municipal Board, pursuant to clause 22.1 (2) (b) of The Municipalities Act;
 - b) The Municipality may cancel the Agreement, by council resolution, in accordance with subsection 15.1 (2) of The Regulations, if:
 - i. The Hauler has willfully disobeyed a suspension order imposed by the road committee;
 - ii. The terms of the Agreement have not been adhered to or have been altered without notification by the Hauler; or
 - iii. The Hauler fails to make payment according to the rates and timing agreed to in the Agreement;
 - c) The Municipality may suspend the Agreement, by council resolution, in accordance with subsection 15.1 (3) of The Regulations, if due to inclement weather or unfavourable road conditions, the use of the road in the manner set out in the Agreement would, in the opinion of the council, reasonably be expected to result in:
 - i. Damage to the road; or
 - ii. A high risk of:
 - ◆ Property damage; or
 - ◆ Personal injury to the public; or
 - d) The Hauler may cancel or suspend the Agreement, in accordance with subsection 15.1 (1) of the Regulations, under the following condition(s): (insert the conditions below)

- 13. If the Municipality cancels or suspends the Agreement, the Hauler can appeal the resolution to the Saskatchewan Municipal Board in pursuant to section 22.1 of The Municipalities Act.

Communication

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

a) In the case of a notice or communication to the Municipality: (insert name and address)

b) In the case of a notice or communication to the Hauler: (insert name and address)

Or

c) To any other address, as provided by either party in accordance with this section.

15. Delivery of communication under section 14 of this Agreement shall be deemed delivered:

a) At the time of personal delivery, if delivered in person; or

b) Five (5) business days after the date of mailing, except in the case of a mail strike or other disruption of postal service, in which case it shall be deemed delivered on the third business day after such strike or disruption ceases.

Signature Block

16. The Agreement shall be in effect from _____ to _____ but shall not include the period of spring road ban, as ordered by Saskatchewan Highways and Transportation, unless specific authorization is received from the municipality and may be extended by the Agreement of the Parties.

Agreed this _____ day of __, 20 _____.

THE RURAL MUNICIPALITY OF BLUCHER, #343

S E A L

Reeve

Chief Administrative Officer

Signature

S E A L

Signature

SCHEDULE A

HAUL ROAD INSPECTION FORM

R.M. of No.	Pre / Post Haul Inspection (Circle one)
Contract No.	Date:
Contractor:	
R.M. Representative(s): (print)	
Contractor Representative(s): (print)	

Sketch of Haul Road:

Show Significant Points (km) referred to in the Description listed below, including major culverts and bridges. Show farmyards, villages, pastures, intersections, etc where dust control may be required. Note other special conditions.

Subject to Dust Control: Not Required: _____ Required: _____ Type: _____

Subject to Road Bans: No: _____ Yes: _____ % _____ Axle: _____

Current Local Conditions (i.e., Wet/Frozen): _____

Description of Road: (Note: 1 yard³ / mile = 0.475 m³ / km) & (1.0 m³ / km = 2.1 yard³ / mile)

From km	To km	Type Grid, Farm Access, Trail, etc.	Approx. Gravel Coverage yd ³ /mile or m ³ /km	Were CL Profile or X-Sec's Done?	Photo No.	Comments (if required, use additional sheets)

Description of Cross Section:

From km	To km	Gravel Hi / Med / Low / Nil	Crown ~ % X- Slope	Ride Smooth, Rough, etc.	Conditions /Comments

Drainage Structures:

km	Approx. Cover	Culvert Size & Type	General Condition	PhotoNo.	Associated Drainage, OtherComments

Pre-Haul Preparations: Note any dust control, special gravel, or grading, etc. that may be required

	To km	Treatment	Comments (Reason for Treatment)

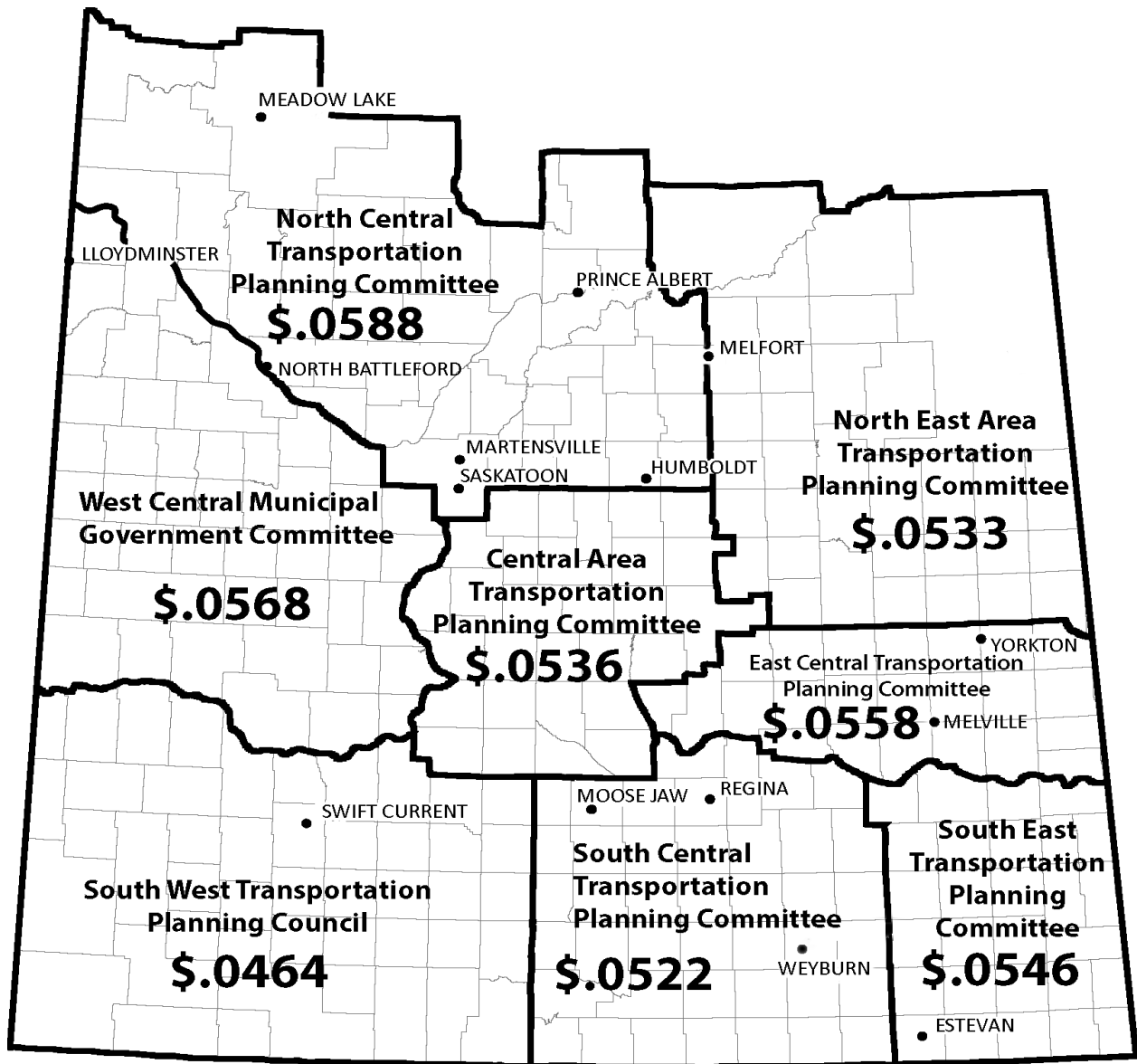
Post-Haul Remedial Work: Note any Restoration of Road Required

Fromkm	To km	Type of Work	Comments

Follow-Up To Remedial Work (R.M. Approval & Clearance)

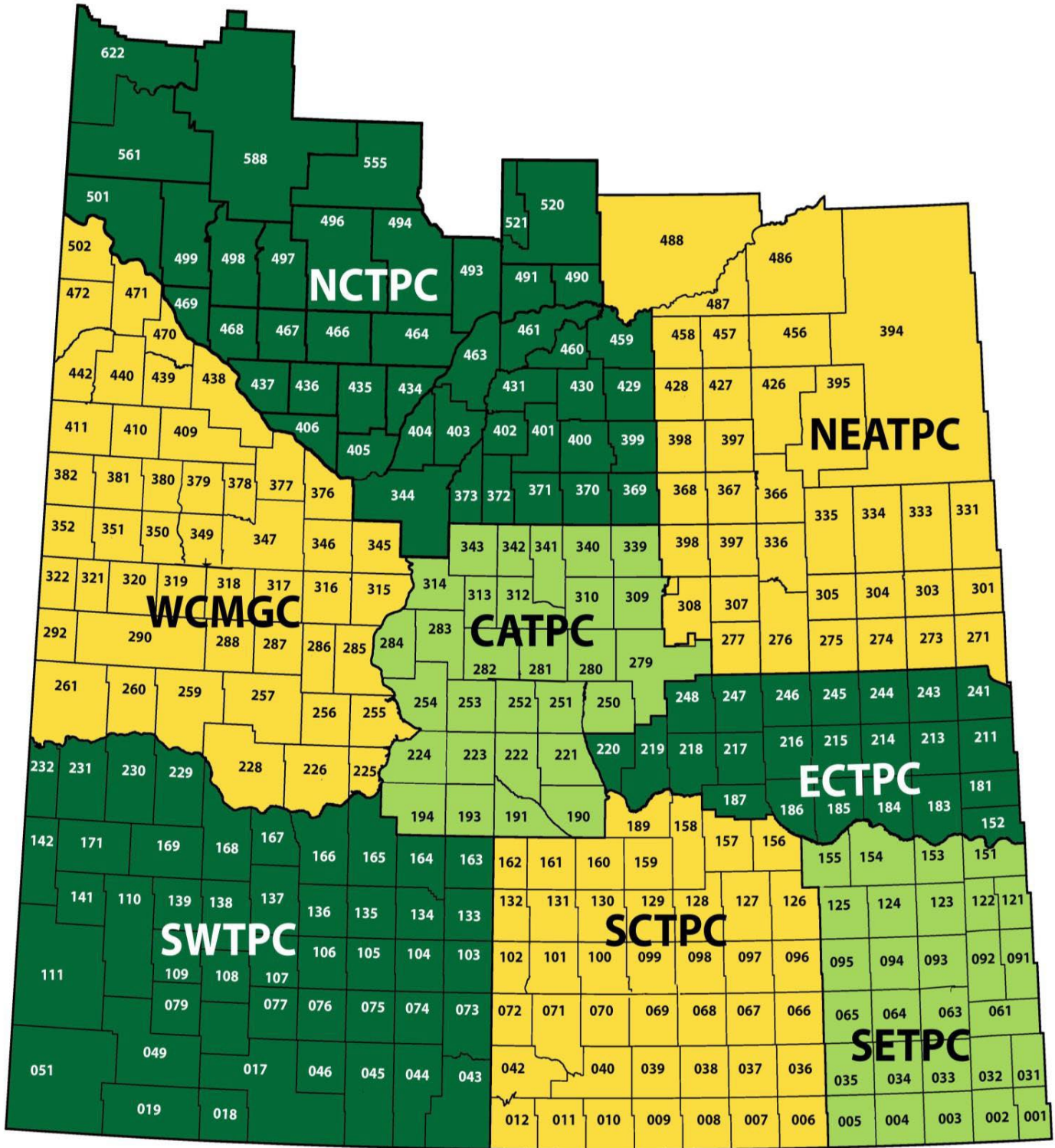
Pre-Haul Inspection		Post-Haul Inspection	
R.M. Rep. Signature	Date:	R.M. Rep. Signature	Date:
R.M. Rep. Signature	Date:	R.M. Rep. Signature	Date:
Contractor Rep. Signature	Date:	Contractor Rep. Signature	Date:
Additional Signature	Date:	Additional Signature	Date:

Schedule B
2022 Municipal Road Maintenance Agreement Regional Rates Per Tonne Per Kilometre
¹Pursuant to Section 12.1 of *The Municipalities Regulations*



Although the Ministry of Government Relations has exercised all reasonable care in the compilation, interpretation, and production of this map, it is not possible to ensure total accuracy, and all persons who rely on the information contained herein do so at their own risk. The Ministry of Government Relations and the Government of Saskatchewan do not accept liability for any errors, omissions, or inaccuracies that may be included in, or derived from, this map.

Schedule C
Area of Transportation Planning Committee - Rural Municipalities Map



3.13 HAY CUTTING.

POLICY

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

APPLICATION

Permission is subject to the following:

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

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

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

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

AUTHORITY

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

3.14 MAINTENANCE

POLICY

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

Spring Maintenance

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

Summer Maintenance

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

Fall Maintenance

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

Winter Maintenance

- Remove snow as requested as per Section 3.6

Council may request additional work performed.

RATIONALE

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

AUTHORITY

Sask. Rural Development Policy Manual

3.14.1 MAINTENANCE – DUST CONTROL

RATIONALE

The Council of The RM of Blucher considers it appropriate to provide dust control to certain areas of the RM due to high traffic volumes and speeds on some RM roads. While Council considers a dust control program appropriate, they also recognize that the need for such a program is influenced by items beyond Council's ability to control such as:

- Primary highway alterations;
- The increase in trucking goods to market as opposed to other methods;
- Changes other municipalities have made to their transportation networks;
- Weather changes and the related effects on the transportation network;
- Population increases;
- The propensity for residences to be built close to primary transportation routes;

Council wishes to provide a program that will deliver efficiencies and therefore costs savings to ratepayers wishing to avail themselves of the program. It is recognized, however, that such a program must be able to be administered effectively, delivered promptly and be cost effective. Therefore, the Council of the R.M. of Blucher No. 343 enacts the following policy:

POLICY

The RM will obtain a best rate cost for the purchase and application of a dust control product (being either calcium chloride or magnesium chloride) as soon as is practicable in the current year. The administration shall calculate the cost, averaged by the typical width of a constructed RM road, of the product and application per linear meter. Ratepayers shall make application by May 31st of the given year to enter into the program. Ratepayers may make application, per the attached Form A, to have dust control applied in 50 meter increments to the road adjacent to their yard sites. Before the dust control product is applied, the RM will mark the length of application and prepare the road surface in a suitable manner to receive the dust control product. Ratepayers participating in the program shall be invoiced the corresponding amount to be payable by December 31st in the given year that the product was applied. Amounts outstanding as of December 31st in the year of application shall be collected in the same manner as unpaid custom work.

Special Provisions:

- For yard sites located adjacent to designated CTP corridors the RM shall pay 100% of the cost of the dust control product and application on recognition of the Province contributing funds to these roads.
- The RM will add \$100.00 to each dust control bill, excepting those adjacent to CTP corridors, in recognition of Administrative and preparation costs of dust control application.
- The RM will rejuvenate dust control applied within the current season by using the water tanker. Decisions on which areas will be rejuvenated will be made by the councilor for the division on which the dust control is located and the foreman.
- This policy does not apply to areas where the RM already applies dust control of its own accord for whatever reason.

- The RM will only apply dust control when there is enough interest to apply the product in full tanker loads as the cost savings are realized at these volumes.
- Ratepayers not wishing to use the program may still have dust control, of a product on the “approved products” list contained in this policy, applied to the road adjacent to their property of their own accord and the RM will continue to prepare the surface free of charge. Ratepayers utilizing this method must advise the RM of application within a reasonable time frame.

It shall be understood by all ratepayers that, while the RM will attempt to refrain from grading dust controlled surfaces, public safety and road security shall take precedence and, as such, the RM will maintain roads as deemed necessary. Ratepayers may cancel their dust control orders with two weeks notice prior to the application of the dust control.

Ratepayers participating in the program shall make application by way of “Form A” attached to this policy.

Approved Products:

- Magnesium Chloride
- Calcium Chloride
- Lignosulphate
- Canola oil
- DL-10
- Recycled pavement or roofing material (subject to specific approval)
- Water

AUTHORITY

The Municipalities Act Section 4(b)

Resolution #163-2019 passed June 12, 2019

Resolution #88-2022 passed March 21, 2022

Resolution #89-2022 passed March 21, 2022

Resolution #90-2022 passed March 21, 2022

Form A

To Policy 3.14.1

The Dust Control Policy

I _____ of _____ do hereby make
(Name) (Legal Description)

application for dust control to be applied to the road adjacent to my yard site in accordance with Policy No.

3.14.1. I request that the RM apply _____ linear meters, at a cost of _____ /50 meters to the road adjacent to my yard site.

I accept and acknowledge the following:

- The dust control will be applied when possible by the RM's contractor
- The RM reserves the right to maintain RM roads in accordance with policy and legislated requirements
- Payment of invoices related to dust control are due December 31st of the year in which the dust control is applied. Unpaid invoices as of this date will be added to the taxes of the lands which received the service and may be collected in the same manner as other property taxes on the land.
- The cost to be billed to me shall be \$ _____

Signed this _____ day of _____, 20__

Witness

Ratepayer

3.15 PUBLIC UTILITIES

POLICY

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

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

Further, the Chief Administrative Officer shall be authorized to approve duly submitted plans without consultation with Council. The Chief Administrative Officer may, in any instance, decide that consultation with the Councillor for a specific division or Council as a whole is necessary and shall have discretion in this matter.

RATIONALE

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

AUTHORITY

3.16 NON-PUBLIC PIPELINES AND UTILITIES.

POLICY

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

GENERAL CONDITIONS

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

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

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

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

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

Further, the Chief Administrative Officer shall be authorized to approve duly submitted plans without consultation with Council. The Chief Administrative Officer may, in any instance, decide that consultation with the Councillor for a specific division or Council as a whole is necessary and shall have discretion in this matter.

RATIONALE

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

AUTHORITY

Resolution #257-87 passed October 7, 1987

Resolution #327-2006 passed December 13, 2006

Resolution #136-2011 passed June 9, 2011

3.17 SIGNING

POLICY

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

TYPES

Various

APPLICATION

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

3.17.1 SIGNING NAME – ROADS INTERSECTING A HIGHWAY

POLICY

Upon application, the RM may request Sask Highways to name a road intersecting a Provincial Highway.

APPLICATION

- ◆ the name must be appropriate and have relevance to the road.
- ◆ that the cost for naming an RM road shall be the actual cost of the sign as invoiced by the Ministry of Highways plus an additional \$50 for administration fees.

AUTHORITY

Resolution #259-2001 passed August 13, 2001

Resolution #158-2009 passed June 10, 2009

Resolution #210-2010 passed October 20, 2010

3.17.2 SIGNING NAME – ROADS NOT INTERSECTING A HIGHWAY WITHIN THE RM

POLICY

Upon application, the municipality may name any other municipal road.

APPLICATION

- ◆ the name must be appropriate and have relevance to the road.
- ◆ the length of roads named will be subject to physical barriers and at the discretion of Council.
- ◆ that the cost for naming an RM road shall be the actual cost of the sign as invoiced by the sign company, \$30 per post and \$30 per hour for labour to install signs, plus an additional \$50 for administration fees.

AUTHORITY

Resolution #264-2017 passed October 11, 2017

3.18 SNOW REMOVAL

POLICY

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

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

CLASSIFICATIONS

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

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

That the northern grader shall ensure that snow is cleared from the front of the Blucher Aberdeen Firehall as soon as possible after a snow event if necessary.

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

RATIONALE

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

RATES

For Snow Plow Clubs:

\$20.00 per hour, maximum \$70.00 per mile for the entire winter.

Municipal:

Motor Grader - \$140.00 per hour

Loader - \$140.00 per hour

Snow Blower - \$110.00 per hour

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

AUTHORITY

Resolution #54-98 passed February 11, 1998

Resolution #76-2004 passed April 14, 2004

Resolution #263-2016 passed November 16, 2016

Resolution #333-2021 passed November 17, 2021

Resolution #32-2022 passed January 12, 2022

SNOW PLOW CLUB AGREEMENT

WITNESSETH as follows, that is to say:

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

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

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

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

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

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

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

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

3.19 TREES

POLICY

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

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

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

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

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

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

RATIONALE

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

AUTHORITY

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

3.20 APPROACHES..

POLICY

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

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

RATIONALE

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

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

AUTHORITY

Resolution #234-95 passed August 2, 1995

3.21 MUNICIPAL VEHICLES & EQUIPMENT

POLICY

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

RATIONALE

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

APPLICATION

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

AUTHORITY

Resolution #93-98 passed April 1, 1998

3.22 ROAD CLOSURE AND/OR LEASE

POLICY

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

APPLICATION

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

AUTHORITY

Resolution #260-2001 passed August 13, 2001

PROTECTIVE SERVICES

4.1 BYLAW ENFORCEMENT

POLICY

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

RATIONALE

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

AUTHORITY

The Municipalities Act – Sections 8 & 373

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

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

4.2 EMERGENCY MEASURES ORGANIZATION

POLICY

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

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

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

RATIONALE

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

AUTHORITY

Bylaw #5-2006 passed July 12, 2006

Resolution #113-93 passed May 3, 1993

Resolution #126-93 passed June 2, 1993

Resolution #139-95 passed May 10, 1995

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

Resolutions #387-2021 & 388-2021 & 389-2021 passed December 8, 2021

4.3 FIREARMS

POLICY

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

EXCEPTIONS:

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

TYPES

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

RATIONALE

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

AUTHORITY

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

Resolution #200-2001 passed June 4, 2001

4.4 FIRE PROTECTION

4.4.1 BLUCHER-LOST RIVER EMERGENCY SERVICES DISTRICT

POLICY

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

APPLICATION

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

FEES

Schedule "B"

Fire Protection Agreement

Fee Schedule

1. Fees will be based on an alarm basis, not on the number of units responding.
 - ◆ 1 alarm fire (i.e.: small grass fire, auto fire, fire monitoring)
 - ◆ 1st hour – 1st hour fee
 - ◆ additional hours or part thereof – hourly fee for one unit
 - ◆ 2 alarm fire (i.e.: large grass fire, major highway accident, non-interior structural incident)
 - ◆ 1st hour – 1st hour fee plus one additional unit's hourly fee
 - ◆ additional hours or part thereof – two times additional hourly fee
 - ◆ 3 alarm fire(i.e.: major grass fire, interior structural incident)
 - ◆ 1st hour – 1st hour fee plus two additional unit's hourly fee
 - ◆ additional hours or part thereof – three times additional hourly fee
2. Fee:
 - ◆ 1st hour: \$900.00
 - ◆ Each additional hour or part thereof (per unit) \$150.00

For example:

- ◆ **1 alarm fire** (i.e.: small grass fire, auto fire, fire monitoring)
 - ◆ \$900 for first hour, \$150 for each additional hour, or part there of

- ◆ **2 alarm fire** (i.e.: large grass fire, major highway accident, non-interior structural incident)
 - ◆ \$900 for first hour for one truck, plus \$150 for first hour for second truck
 - ◆ (\$150 x 2) for each additional hour or part thereof
 - ◆ = \$1050 for the first hour, plus \$300 for each additional hour or part thereof

- ◆ **3 alarm fire**(i.e.: major grass fire, interior structural incident)
 - ◆ \$900 for first hour for one truck, plus \$150 for first hour for second truck, plus \$150 for first hour for third truck
 - ◆ (\$150 x 3) for each additional hour or part thereof
 - ◆ = \$1200 for the first hour, plus \$450 for each additional hour or part thereof

AUTHORITY

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

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

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

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

4.4.2 INTER-MUNICIPAL FIRE PROTECTION AGREEMENTS

POLICY

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

RATIONALE

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

AUTHORITY

The Municipalities Act - Sections 42 & 43

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

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

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

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

Bylaw No 7-2020 respecting the Town of Colonsay and R.M. of Grant, #372

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

Bylaw No 3-2015 respecting the City of Saskatoon

4.4.3 VOLUNTEER FIRE DEPARTMENT REMUNERATION

POLICY

That we pay an honorarium of \$500.00 per year to the fire chiefs of the Blucher-Lost River, Bradwell, Clavet and Sunset Estates volunteer fire departments.

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

RATIONALE

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

AUTHORITY

Resolution #25-2000 passed January 12, 2000

Resolution #327-2006 passed December 13, 2006

Resolution #31-2019 passed February 13, 2019

4.4.4 VOLUNTEER FIRE DEPARTMENT FUNDING

POLICY

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

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

RATIONALE

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

AUTHORITY

Resolution #139-95 passed May 10, 1995

Resolution #146-96 passed May 8, 1996

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

4.4.5 USE OF RM EQUIPMENT FOR FIRE FIGHTING

POLICY

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

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

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

RATIONALE

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

AUTHORITY

Resolution #282-2005 passed November 7, 2005

4.5 FIRST RESPONDERS

POLICY

That a maximum of .015 % of the annual municipal levy per year be allocated to first responder costs. The municipality will train and equip a maximum number of first responders per division as indicated:

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

RATIONALE

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

AUTHORITY

Resolution #139-95 passed May 10, 1995

Resolution #94-97 passed March 18, 1997

Resolution #303-99 passed December 9, 1999

4.6 PEST CONTROL

4.6.1 REPORTING PROCEDURES

POLICY

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

APPLICATION

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

4.6.2 INSPECTING PROCEDURES

POLICY

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

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

APPLICATION

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

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

RATIONALE

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

AUTHORITY

Resolution #140-95 passed May 10, 1995

Resolution #393-2021 December 8, 2021

ENVIRONMENTAL HEALTH

5.1 ENVIRONMENTAL ISSUES

POLICY

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

RATIONALE

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

AUTHORITY

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

5.2 TREE PLANTER

POLICY

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

RATE:

- ◆ \$15 per ½ day (if returned by 1 p.m.)
- ◆ \$25.00 per day

RATIONALE

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

AUTHORITY

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

5.3 RODENT CONTROL

POLICY

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

RATE:

- ◆ EXIT rodenticide applicator \$25.00 per day
- ◆ Grasshopper bait spreader \$25.00 per day

RATIONALE

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

AUTHORITY

Resolution #112 passed April 13, 2005

5.4 BURNING

POLICY

Burning shall be permitted in the municipality unless otherwise prohibited.

TYPES

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

APPLICATION

Burning shall be suspended if conditions are too dry.

RATIONALE

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

AUTHORITY

Resolution #63-2001 passed February 26, 2001

5.5 WASTE DISPOSAL SITE

POLICY

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

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

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

OPERATION

Ratepayers – no charge

Hours Tuesday – 2 p.m. – 7 p.m.
Thursday – 2 p.m. – 7 p.m.
Saturday – 9 a.m. – 5 p.m.

Closed Public Holidays

New Years Day - January
Family Day - February
Canada Day – July
National Day for Truth & Reconciliation - September
Thanksgiving Day - October
Remembrance Day - November
Christmas Day – December
Boxing Day - December

Fee for Non Ratepayers:

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

AUTHORITY

Resolution #220-2000 passed September 11, 2000

Resolution #221-2000 passed September 11, 2000

Resolution #292-2001 passed September 10, 2001

Resolution #163-2007 passed May 9, 2007

Resolution #70-2013 passed April 10, 2013

Resolution #372-2021 passed December 8, 2021

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

5.6 MUNICIPAL TANK LOADING FACILITIES

POLICY

The municipality will locate water tank loading facilities where appropriate.

RATES

Tank fill serviced by Sask. Water

May 1, 2019

- ◆ 1,000 gallons or less, minimum \$16.10

January 1, 2020

- ◆ 1,000 gallons or less, minimum \$17.75

January 1, 2021

- ◆ 1,000 gallons or less, minimum \$19.50

January 1, 2022

- ◆ 1,000 gallons or less, minimum \$21.45

January 1, 2023

- ◆ 1,000 gallons or less, minimum \$23.60

Tank fill not serviced by Sask. Water

No Charge

AUTHORITY

Bylaw No 20-2018, adopted by resolution of Council, December 12, 2018

5.6 (a) MUNICIPAL TANKFILL PRE-PAID FOB

POLICY

The municipality will implement the following policy regarding pre-paid tankfill fobs: .

- ◆ \$50.00 charge for each fob. Non-refundable, non-transferrable, non-replaceable. (system must be paid for somehow and by increasing water fees larger users would be subsidizing the smaller. This way everybody pays the same.) If fob ceases to work, it may be exchanged for a new one upon presenting old fob. If fob is lost, old will be cancelled and balance transferred to new upon receipt of \$50.00.
- ◆ No refunds unless there is a technical failure.
- ◆ Payment may only be made by cash, cheque or online payment (at current). No invoicing.
- ◆ Unused tokens will be credited to user's accounts upon return (as long as stamped with our mark).
- ◆ Water rates may change without notice.
- ◆ Fire departments shall be issued two fobs each for use at tankfills. These are only to be used for fire fighting purposes and shall be tracked accordingly.
- ◆ Chief Administrative Officer shall maintain a liability account for the prepaid amounts and make monthly adjustments to the balance as necessary.
- ◆ If fob remains unused for two years it may be removed from the system without notice and without refund.
- ◆ If fob is returned with a balance on it due to moving, selling farm, etc. balance may be returned by issuance of cheque.

AUTHORITY

Resolution #142-2020 passed June 10, 2020

5.7 MUNICIPAL WATER SUPPLY

POLICY

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

RATES

Monthly Water Rates within the Blucher Industrial Park:

- January 1, 2019
 - ◆ 1,000 gallons or less, minimum \$17.35
- January 1, 2020
 - ◆ 1,000 gallons or less, minimum \$19.10
- January 1, 2021
 - ◆ 1,000 gallons or less, minimum \$21.00
- January 1, 2022
 - ◆ 1,000 gallons or less, minimum \$23.10
- January 1, 2023
 - ◆ 1,000 gallons or less, minimum \$25.40

Monthly Water Rates for Mother Earth, Capreit and all RM Tanfills:

- May 1, 2019
 - ◆ 1,000 gallons or less, minimum \$16.10
- January 1, 2020
 - ◆ 1,000 gallons or less, minimum \$17.75
- January 1, 2021
 - ◆ 1,000 gallons or less, minimum \$19.50
- January 1, 2022
 - ◆ 1,000 gallons or less, minimum \$21.45
- January 1, 2023
 - ◆ 1,000 gallons or less, minimum \$23.60

AUTHORITY

Bylaw No 20-2018, adopted by resolution of Council, December 12, 2018

ENVIRONMENTAL DEVELOPMENT

6.1 VETERINARY SERVICES

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #181-87 passed June 8, 1987

6.2 WEED CONTROL

6.2.1 REPORTING PROCEDURES

POLICY

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

APPLICATION

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

6.2.2 INSPECTING PROCEDURES

POLICY

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

6.2.3 CONTROL PROCEDURES

POLICY

That this municipality administers the Noxious Weeds Act.

RATIONALE

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

AUTHORITY

Spring Ratepayers Meeting, 1986, Resolution:

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

6.3 ZONING

See Bylaw 6-2017 (Official Community Plan) and Bylaw 7-2017 (Zoning Bylaw)

Any questions regarding zoning should be directed to the RM Office.

6.3.1 DISCRETIONARY USE FEES

POLICY

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

Before Council will consider any discretionary use, the following fees must be submitted with the development permit application. In general these are the fees, however, the office must be contacted to determine an accurate fee for different development types payable.

Discretionary Use Application
(Other Than Mineral Extraction Or ILO)

- ◆ discretionary use \$75.00, plus
 - ◆ \$1.00 for every separate property within a minimum of 1.6 km of the subject property
 - ◆ actual newspaper advertising costs

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

- ◆ discretionary principal use \$75.00, plus
 - ◆ \$1.00 for every separate property within a minimum of 6.4 km of the subject property
 - ◆ actual newspaper advertising costs

RATIONALE

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

AUTHORITY

Resolution #125-2001 passed April 9, 2001

Bylaw No. 7-2017, adopted by resolution of Council, June 14, 2017

6.3.2 REZONING FEES

POLICY

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

Before Council will consider any zoning bylaw amendment, the following fees must be submitted with the application. In general these are the fees, however, the office must be contacted to determine an accurate fee for different development types.

- ◆ Rezoning fee - \$1,000.00 deposit
- ◆ \$1.00 for every separate property within a minimum of 1.6 km of the subject property
- ◆ actual newspaper advertising costs

RATIONALE

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

AUTHORITY

Resolution #125-2001 passed April 9, 2001

Bylaw No. 7-2017, adopted by resolution of Council, June 14, 2017

6.3.3 DEVELOPMENT SETBACKS

POLICY

No person shall hereafter situate any building: ,

- ◆ within 45.72 meters (one hundred and fifty feet) from the center line of any road, except as follows:
in those instances where a building has been in existence prior to 1975, and this said non-conforming building is situated within the stated setback, any new building may, upon approval by resolution of the Council, have a reduced setback up to a distance equal to the set back of the said existing pre 1975 non-conforming building;
- ◆ within 90 meters (three hundred feet) from the intersection of two or more roads.

RATIONALE

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

AUTHORITY

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

6.4 ECONOMIC DEVELOPMENT INCENTIVE

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #264-99 passed November 17, 1999

RECREATION AND CULTURE

7.1 CHARITIES

POLICY

That we do not contribute to charities.

RATIONALE

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

AUTHORITY

7.2 GRANT ALLOCATIONS

POLICY

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

APPLICATION

Allan Recreation Board	180 population
Bradwell Recreation Board	120 population
Clavet Recreation Board	744 population
Sunset Recreation Assoc.	799 population
Club Cultural de St. Denis	63 population
Elstow	100 population

RATIONALE

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

AUTHORITY

Resolution #398-2021 passed December 8, 2021

7.3 COMMUNITY HALLS

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #286-88 passed September 19, 1988

7.4 LIBRARY

POLICY

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

RATIONALE

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

AUTHORITY

Resolution #253-90 passed October 15, 1990

OFFICE PROCEDURES

8.1 TAX CERTIFICATES

POLICY

Anyone requesting a tax certificate shall be issued same. Tax certificates cost \$20.00 each per lot or parcel of land. The fee must be paid before the tax certificate will be issued.

Anyone requesting a statement with respect to the amount of taxes owing on any parcel of land shall be issued same. The statements to any person other than the owner of the parcel shall cost \$20.00 per parcel.

AUTHORITY

The Municipalities Act - Section 118 & 276

Bylaw No. 2-2018, adopted by resolution of Council, January 12, 2018.

8.2 TAX/ASSESSMENT INFORMATION

POLICY

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

Type	Action	Charge
Written Tax Balance Information	* Provide to anyone requesting information	* No charge to owner * \$20.00 per parcel to anyone else
Verbal Tax Balance Information	* Provide to anyone requesting information	* No charge
Assessment Field sheet Information	* Provide to anyone requesting information. * Delete information describing the interior of a residence if provided to anyone other than the owner or agent.	* No charge to owner * \$20.00 per field sheet to anyone else
Tax Roll Owner's Address	* Address to be disclosed only when this information clearly benefits the individual to whom the information relates. * Requests for information must be in writing stating who is requesting the information and for what purpose the information is to be used.	* No Charge
Certificate of Title Information	* Address to be disclosed only when this information clearly benefits the individual to whom the information relates. * Requests for information must be in writing stating who is requesting the information and for what purpose the information is to be used. * Direct anyone else to the Land Titles Office for further information.	* \$20.00 per copy

AUTHORITY

Resolution #235-95 passed August 2, 1995

Bylaw No 2-2018, adopted by resolution of Council, January 12, 2018

8.3 SALE OF MUNICIPAL MAPS

POLICY

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

This shall be updated at the discretion of Council.

APPLICATION

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

8.4 FREEDOM OF INFORMATION

POLICY

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

TYPES

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

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

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

AUTHORITY

The Municipalities Act - Section 118 & 276

The Local Authority Freedom of Information and Protection of Privacy Act

Resolution #374-2021 passed December 8, 2021

8.5 N.S.F. CHEQUES

POLICY

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

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

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

AUTHORITY

Resolution #63-2001 passed February 26, 2001

8.6 OVERPAYMENTS

POLICY

Whereas minor overpayments of taxes and other accounts create a significant burden for the Administration. And Whereas;

The cost of postage, processing and submitting these overpayments back to the payor results in a net loss to the Municipality;

Therefore be it resolved that we do hereby approve a Municipal Policy wherein any overpayment of funds due to the Municipality, including but not limited to taxes, custom work, office services, etc., that is less than \$5.00 (five dollars) be hereby allocated to a specific overpayment account and transferred to the future expenditure reserve at the end of the year.

AUTHORITY

Resolution #270-2014 passed October 8, 2014

HUMAN RESOURCES

9.1 ANTI-HARASSMENT POLICY

POLICY

RURAL MUNICIPALITY OF BLUCHER NO. 343 HARRASSMENT POLICY

Statement of Commitment

Every worker is entitled to employment free of harassment. The RM of Blucher is committed to ensuring a productive work environment where the dignity and worth of every person is respected. Harassment in the workplace will not be tolerated and The RM of Blucher will take all reasonable steps to prevent harassment and stop it if it occurs.

Definition of Harassment

This harassment policy covers the following:

Harassment Based on Prohibited Grounds

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- ◆ is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender identity, 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 or creates a toxic work environment for the worker.

This type of harassment is prohibited in The Saskatchewan Employment Act (the Act) and The Saskatchewan Human Rights Code.

It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.

Sexual harassment may include:

- ◆ a direct or implied threat of reprisal for refusing to comply with a sexually-oriented request;
- ◆ unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation;
- ◆ displaying pornographic or sexually explicit pictures or materials;
- ◆ unwelcome physical contact;
- ◆ unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or
- ◆ refusing to work with or have contact with workers because of their sex, gender or sexual orientation.

Personal Harassment

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- ◆ adversely affects a worker's psychological or physical well-being; and
- ◆ the perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- ◆ verbal or written abuse or threats;
- ◆ insulting, derogatory or degrading comments, jokes or gestures;
- ◆ personal ridicule or malicious gossip;
- ◆ unjustifiable interference with another's work or work sabotage;
- ◆ refusing to work or co-operate with others; or
- ◆ interference with or vandalizing personal property.

What is Not Harassment

This harassment policy does not extend or apply to day-to-day management or supervisory decisions involving work assignments, job assessment and evaluation, workplace inspections, implementation of appropriate dress codes and disciplinary action. These actions are not harassment, even if they sometimes involve unpleasant consequences.

Managerial actions must be carried out in a manner that is reasonable and not abusive.

The policy also does not extend to harassment that arises out of circumstances unrelated to the worker's employment. For example, harassment is not covered if it occurs during a social gathering of co-workers that is not sponsored by the employer. However, harassment that occurs while attending a conference or training session at the request of the employer is covered.

Other situations that do not constitute harassment include:

- ◆ physical contact necessary for the performance of the work using accepted industry standards
- ◆ conduct which all parties agree is inoffensive or welcome; or
- ◆ conflict or disagreements in the workplace, where the conflict or disagreement is not based on one of the prohibited grounds.

Harassment can exist even where there is no intention to harass or offend another. Every person must take care to ensure his or her conduct is not offensive to another.

Employer's Commitment

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

This commitment includes:

Informing all persons in the workplace of their rights and obligations

- ◆ A copy of the harassment policy will be provided to all workers.
- ◆ A copy of the harassment policy will be posted on the company bulletin board.

- ◆ The company's policy statement on harassment will be posted in each work area in a location that is visible to all staff and the public.

Training all persons in implementing the harassment policy

- ◆ An information meeting will be held with all staff to answer questions about the new policy.
- ◆ Supervisors will review the policy with new workers as part of their orientation.
- ◆ People designated to receive, investigate or resolve complaints will be trained in their roles and responsibilities.
- ◆ All RM of Blucher managers, Councillors, officers and supervisors will be required to set a good example and help foster a respectful workplace.
- ◆ A list of people designated to receive complaints shall be posted on the company bulletin board.

Assigning responsibility for implementing this policy

- ◆ RM of Blucher will designate 2 people who may receive harassment complaints and assist in facilitating their resolution.
- ◆ RM of Blucher shall designate 1 person who will investigate harassment complaints.
- ◆ RM of Blucher designates all unit managers authorized to take corrective action in accordance with this policy.

Protecting workers trying to prevent or stop harassment

- ◆ Harassment complaints and investigations will be held in the strictest of confidence except where disclosure is necessary to investigate the complaint, take corrective action or required by law.
- ◆ Action will be taken to prevent reprisal against people who make a harassment complaint in good faith, which may mean informing complainants and alleged harassers of this commitment.

Promptly taking action necessary to stop and prevent harassment

- ◆ Appropriate action, sufficient to ensure the harassment stops and does not happen again, will be taken against people who are or were engaged in or participated in harassment.
- ◆ When necessary, customers, contractors or other visitors will be informed certain conduct will not be tolerated.

Ensuring the policy remains current

- ◆ The effectiveness of the policy will be reviewed in consultation with the Occupational Health Committee every 2 years.

Employee's Duty

In accordance with Part III of The Saskatchewan Employment Act, all workers, including managers and supervisors employed by RM of Blucher shall refrain from causing or participating in the harassment of another worker, and co-operate with any person investigating harassment complaints.

Complaint Procedure

This policy sets out three types of complaint procedures that may be used following instances of harassment.

1 . No Alleged Harasser Named and Informal Resolution Sought

Step 1: An individual reports an incident or concern.

Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the unit manager.

Step 3: The unit manager takes action to address the complaint. Such action may include:

- ◆ having staff meetings to discuss and review the policy; or
- ◆ providing workshops or resource materials on the prevention of harassment such as videos, brochures and guides.

The unit manager informs the complainant of the action that will be taken to address the concern.

Confidentiality: RM of Blucher, or anyone acting on behalf of the company, should not disclose the complainant's name or other identifying information to any person. However, in certain circumstances, the complainant may agree to release identifying information to implement the harassment policy, the resolution process or the resolution itself.

2 . Alleged Harasser Named - Informal Resolution or Mediation Sought

Step 1: An individual reports an incident or concern. The complaint should be in writing in a form consistent with the harassment complaint form attached to this policy.

Where an informal resolution is sought, the complainant should indicate the type of resolution sought such as an apology, supervisory counselling, a facilitated meeting with the alleged harasser, workshops or training sessions and mediation.

Step 2: The person receiving the complaint reviews the procedures with the complainant and informs the unit manager. Where it is alleged the unit manager is involved in the harassment, the person receiving the complaint refers the matter to another manager. The person receiving the complaint will also meet privately with the alleged harasser to review the complaint and determine whether there is agreement on a resolution or resolution process.

Step 3: Where there is agreement on the resolution or resolution process, the person receiving the complaint informs the unit manager of the agreement and facilitates the agreed upon resolution or process.

Step 4: The complainant is informed a formal complaint procedure is possible if the complainant, the alleged harasser or the unit manager do not agree or if the process does not resolve the matter to the complainant's satisfaction.

Step 5: Where the complainant and alleged harasser agree to a resolution, the unit manager follows up with the complainant to ensure the resolution was effective in stopping and preventing further harassment. Where the complainant indicates the harassment has not ended, the unit manager counsels the complainant to pursue an alternate resolution process, including a formal investigation.

Confidentiality: Employer's Name , or anyone acting on behalf of the company, should not disclose the complainant's or alleged harasser's name or other identifying information. In certain circumstances, the complainant and alleged harasser may agree to release identifying information to implement the harassment policy, the resolution process, or the resolution itself.

3 . Alleged Harasser Named - Investigation Required

Step 1: An individual reports an incident or concern. The complaint should be in writing and contain:

- ◆ the name, job title and contact information of the complainant;
- ◆ the name of the alleged harasser;
- ◆ description of the conduct considered objectionable, including dates and locations of events;
- ◆ the names and contact information of any possible witnesses;
- ◆ description of the basis of the alleged harassment, such as the prohibited grounds;
- ◆ the remedy sought;
- ◆ any other information or material the complainant considered relevant; and
- ◆ the signature of the complainant and the date.

Step 2: The person receiving the complaint reviews the procedures with the complainant and provides a written copy to the unit manager. Where it is alleged that the unit manager is involved in the harassment, the complaint is referred to another manager. The person receiving the complaint also provides a copy of the written complaint to the alleged harasser and reviews the procedures with the alleged harasser.

Step 3: The person receiving the complaint, the unit manager and other relevant parties such as human resource managers, review the complaint and determine whether conduct falls within the harassment policy. The group will decide whether there are appropriate resolution options, other than an investigation, acceptable to the complainant and the alleged harasser. This group will conduct the investigation if one is required.

Step 4: When an investigation is required, the unit manager appoints an investigator or investigation team.

Investigators will be trained in conducting an investigation in accordance with this policy and will have no apparent bias or interest in the outcome. Alternatively, the investigator will be chosen from a list of investigators approved by RM of Blucher, the union, the OHC co-chair or the OHS representative.

Where the complainant and the alleged harasser objects to the appointment of an investigator, on the basis of bias or conflict of interest, the unit manager will appoint another investigator.

Step 5: Investigators must act in accordance with the following guidelines:

- ◆ The investigation commences and concludes as soon as reasonably possible.
- ◆ Witnesses are interviewed separately and written witness statements are prepared.
- ◆ Witnesses are asked to review and sign their written statements.
- ◆ Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless required by law to disclose them.
- ◆ The complainant and alleged harasser are entitled to legal or union counsel.
- ◆ During the investigation, both the complainant and the alleged harasser are entitled to be informed of all the allegations and allowed to respond.

This does not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Step 6: Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reasons for reaching those conclusions, as well as the recommended corrective action if harassment has occurred.

The report will be delivered to the unit manager, the complainant and the alleged harasser.

The report is marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action.

Step 7: The unit manager will then:

- ◆ Take appropriate corrective action.
- ◆ Inform the complainant and harasser of the corrective action.
- ◆ Inform the complainant of the rights to file a complaint with the Saskatchewan Occupational Health and Safety Division or The Saskatchewan Human Rights Commission.

Note: Where the corrective action is different from the action recommended in the report, the unit manager should provide reasons for not taking the investigators' recommended action.

Step 8: After corrective action has been taken, the unit manager follows up with the complainant to ensure that the corrective action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, the unit manager should take additional or alternative corrective action. Further investigation may be necessary.

Confidentiality: RM of Blucher, or anyone acting on behalf of the company, should not disclose the name of the complainant or the alleged harasser, nor any information that may identify them. The disclosure of such information may be necessary to conduct the investigation, implement corrective action or pursue other legal remedies.

All documents and statements obtained during the course of the investigation, including the names and copies of witness statements, should not be disclosed to any person unless required by law.

Taking Action to Stop and Prevent Harassment

In taking action to stop harassment and prevent its recurrence, RM of Blucher will be guided by the following:

Individual Awareness and Counselling

People may not be aware of the effects of their behavior. In many cases, speaking to the person in private about the inappropriate behavior will help resolve a situation.

In certain instances, it may be more effective for a supervisor to speak with the offending person or to arrange and facilitate a meeting between the complainant and alleged harasser.

Complainants should not be encouraged to confront the alleged harasser if they are reluctant, if the alleged harassment is of a serious nature or if the alleged harasser denies the alleged conduct.

Staff Awareness and Counselling

Standards of behavior change over the years. Some individuals or groups may not be aware behavior that was acceptable in the past is not acceptable anymore. A staff awareness session may be helpful to correct problems based on lack of awareness. Relevant videos, lectures and facilitated group discussions may increase awareness of behaviors that are unacceptable and the reasons for the changes.

Interim Action

A unit manager may have grounds to believe a complainant will be exposed to continued harassment or reprisal while waiting for the investigation or resolution process to occur. The unit manager must take immediate action to protect the worker from continued harassment or reprisal. Any interim action should respect the alleged harasser's rights based on the employment contract or collective bargaining agreement.

Considering the above-mentioned rights, the unit manager's action may include:

- ◆ cautioning the alleged harasser about the types of behavior that will not be tolerated;
- ◆ moving the alleged harasser to another work unit;
- ◆ moving the complainant to another work unit at the complainant's request; and
- ◆ suspending the alleged harasser with pay while waiting for a final determination.

Mediation

Mediation offers both parties the opportunity to develop an understanding of the problem and resolve the complaint before or during the formal investigation process. The mediator facilitates separate discussions or joint meetings between the complainant and the alleged harasser.

Mediation may take place at any point in the resolution process as long as both parties agree to participate. Where the complainant and alleged harasser agree to participate in mediation, RM of Blucher shall arrange for a mediator, who is trained and independent.

Disciplinary Action

An employee who has knowingly engaged or participated in the harassment of a co-worker will be disciplined. The discipline will be subject to the employee's rights under the employment contract or collective bargaining agreement.

Discipline may include reprimand, relocation, demotion, suspension or termination of employment.

The severity of discipline will depend on:

Seriousness of the Alleged Conduct

- ◆ whether the conduct is an offence under the criminal code;
- ◆ whether the conduct is an offence under the Act or The Saskatchewan Human Rights Code;
- ◆ the extent of the mental or physical injury caused to the complainant;
- ◆ whether the harasser persisted in behavior that was known to be offensive to the complainant; or

- ◆ whether the harasser abused a position of authority.

Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others

- ◆ whether the harasser acknowledges that conduct was unacceptable and makes a commitment to refrain from future harassment;
- ◆ whether the harasser has apologized to the complainant or taken action to repair any harm; or
- ◆ whether the harasser has agreed to participate in awareness sessions, training or other recommended counselling or treatment.

Third-party Harassers

This policy covers harassment connected to any matter or circumstance arising out of the worker's employment. Customers, clients, patients, contractors or their workers and others invited to the workplace could harass an employee.

The RM of Blucher may have limited ability to investigate or control their conduct. However, the RM of Blucher shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties.

This action may include:

- ◆ posting the harassment policy in a location visible to third parties; and
- ◆ requiring certain contractors and their workers to accept and meet the terms of the harassment policy; and
- ◆ removing workers who participate in harassment.

Where a client or customer has been asked to stop abusing or harassing a worker and does not, workers are authorized to:

- ◆ end telephone conversations;
- ◆ politely decline service; and
- ◆ ask the customer or client to leave the workplace.

Malicious Complaints

Where an investigation finds a complainant has knowingly made a false allegation, the complainant will be subject to appropriate discipline.

Other Options for Complainants

Nothing in this policy prevents or discourages a worker from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under The Saskatchewan Employment Act and regulations.

A worker may also file a complaint with the Saskatchewan Human Rights Commission under The Saskatchewan Human Rights Code.

A worker also retains the right to exercise any other legal avenues available.

Sample B: Harassment Prevention Policy for Saskatchewan Workplaces

Harassment Policy Statement for: _____

Date:

Statement of Commitment

Every employee is entitled to employment free of harassment. Employer's Name is committed to a harassment-free workplace where everyone is treated with dignity and respect.

Definition of Harassment

Pursuant to 3-1(1)(l) of The Saskatchewan Employment Act, harassment means:

- ◆ any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
 - ◆ based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - ◆ adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

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

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

Employer's Commitment

Employer's Name, and its managers and supervisors, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

Employee's Duty

In accordance with Part III of The Saskatchewan Employment Act, all employees, including managers and supervisors employed by Employer's Name, shall refrain from causing or participating in the harassment of another ~~employee, and co-operate with~~ any person investigating harassment complaints.

A copy of the company's full harassment policy can be found at: xxx

Complaint Procedure

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

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

Name	Position
Name	Position
Name	Position
Name	Position

Once a person designated by the employer receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

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

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

Where harassment has been substantiated, the employer will take appropriate corrective action.

Confidentiality

The RM of Blucher will not disclose the identity of the complainant or alleged harasser, except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law.

Other Options for Complaints

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

R. M. of Blucher No. 343 Forman Harassment Complaint Form

Complainant Information:

Name: _____ Phone Number: _____

Work Unit: _____ Job Title: _____

Supervisor's Name: _____ Phone Number: _____

Witness Information

List names of possible witnesses.

Name	Position	Phone Number

Information about the individual(s) you feel has/have harassed you:

Name of person(s) against whom this complaint is made:

Date of incident (dd/mm/yyyy): _____

In your opinion is the harassment based on any of the following? Check the boxes that apply to your situation.

- | | | |
|---|--|--|
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Place of Origin | <input type="checkbox"/> Family Status | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Physical Weight/Height | <input type="checkbox"/> Colour | <input type="checkbox"/> Race |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Ancestry | <input type="checkbox"/> None of the Above |

If not based on any of the above grounds, is the harassment based on either of the following:

a) Repeated incidents that have caused you to be humiliated or intimidated. Yes__ No__

OR

b) A single serious incident that has had a lasting harmful effect on you. Yes__ No__

In your own words, describe the conduct, comments or display you found objectionable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediations; or other.)

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the alleged harasser(s) for the purpose of investigating this complaint.

Signature: _____ Date (dd/mm/yyyy): _____

I acknowledge receipt of this complaint.

Supervisor's Signature: _____ Date (dd/mm/yyyy): _____

AUTHORITY

Resolution #364-2021 passed December 8, 2021

9.2 FIT TO WORK POLICY

POLICY

Fit for Work Program

Effective Date:

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Department Administration

File Location Secretary->Chrissie's Documents ->Word->Forms->Blucher->RM Policies

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Purpose

The R.M. of Blucher is committed to providing safety at work. Our Fit for Work Program has many applications, and we have designed it in order to strengthen our commitment to safe and efficient operations. For *the R.M. of Blucher*, it means that all employed here can safely do a specific job or task, and takes into consideration the individual's state and that they are fit for work and do not have an impairment, which could result in injury, illness, or damage to self or others. When this state may lead to an injury, illness, or incident, especially with **Safety Sensitive Positions**, the *R.M. of Blucher* will ensure that our program is followed for prevention.

The R.M. of Blucher, in collaboration with our Joint Occupational Health and Committee / Safety Representative, have reviewed the operational, social, medical, and ethical aspects of instituting this program in Saskatchewan, and has a vital interest in maintaining safe, healthy, and effective conditions for all. This program will provide a framework for dealing with difficult and often sensitive issues, and believes that early intervention in such situations can assist individuals to deal with a situation which may otherwise place a risk to their and others' health, safety, and employment.

Scope

This program applies to all *R.M. of Blucher* staff and contractors. Parts of the program may only apply to people employed in Safety Sensitive Positions or post incidents, such as requirements of medical assessments, physical ability testing and / or drug testing.

Definitions

Alcohol – beverage alcohol which is designed and manufactured for human consumption

R.M. of Blucher Business – refers, but is not limited to, all activities undertaken by individuals in the course of the *R.M. of Blucher* operations, whether conducted on or off *R.M. of Blucher* premises **but does not include social functions.**

R.M. of Blucher Property – any land, building, or property owned, leased, or occupied by the *R.M. of Blucher* and any motor vehicle or container, owned, leased, rented, or used by the *R.M. of Blucher* or any private motor vehicle used in the course of *R.M. of Blucher* Business

R.M. of Blucher Driver – includes those individuals whose duties involve driving an *R.M. of Blucher* vehicle as defined under *R.M. of Blucher* Property

Drug – for the purpose of this policy, a Drug is any substance, including alcohol, legal drugs, illicit drugs, or medications in which the use has the potential to change or adversely affect a person's physiological and/or psychological state. Drugs of concern are those that potentially inhibit a person's ability to perform their job safely and productively. Specific drugs of concern include but are not limited to Alcohol, Marijuana, Cocaine, Opiates, Phencyclidine, Amphetamines, Barbiturates, Benzodiazepines, Synthetic Opiates, Propoxyphene and Buprenorphine.

EFAP – Employee and Family Assistance Program – *Lifeworks* (www.lifeworks.com)

Fit for Work – means that an individual is in a state – physical, mental, and emotional – which enables the individual / employee to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others. Final determination of “Fit for

Work” is based on the opinion of the supervisor, and where appropriate in conjunction with other assessment procedures.

Impairment is a state of reduced competence, or reduced or weakened physical or mental state, ability, or condition. A variety of conditions and substances that impact the normal ability to work safely can come from many sources including fatigue, stress, use of alcohol, illicit drugs, and prescribed and / or over the counter medications.

Impairment can vary depending on cause, but can include:

- Inability to concentrate;
- Inability to think clearly and make decisions;
- Dizziness and / or drowsiness;
- Disorientation and confusion;
- Slowed reaction times and lack of coordination; and
- Increase in anxiety or panic attacks.

As defined by the Canadian Human Rights Commission, symptoms can be an “odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring and poor coordination”.

Incident – an event which intentionally or unintentionally causes or may have caused injury or damage.

On the job – is defined as any time while on *R.M. of Blucher* Property whether on or off duty or off *R.M. of Blucher* Property while performing *R.M. of Blucher* Business.

Positive – a positive test means different things for different substances.

- A positive Alcohol test means a blood alcohol concentration is equal to or greater than 20 milligrams of Alcohol in 100 milliliters of blood. Blood alcohol concentration which is confirmed at 40 milligrams will be considered a violation of this policy.
- A positive Drug test means that the quantitative levels in the body are over the approved cutoff levels as set out by the Canadian Federal Government and monitored by the Substance Abuse and Mental Health Services Administration, HHS Laboratories.

Supervisor – the general term used to mean the position of authority. For the most part this will refer to the *R.M. of Blucher* Administrator, or Chief Administrator Officer (CAO), but it could also mean other positions of authority, such as Foreman. In situations where the Administrator/CAO is subject to a “fit for work” assessment, reasonable suspicion, etc., then the term supervisor would refer to the Reeve.

Safety Sensitive Position – is one in which incapacity, substandard performance, or failure to follow applicable instructions, codes, or guidelines could result in risk of injury to the individual, others, or the environment and which depends on alertness, quickness of response, soundness of judgment, mental acuity, and accuracy of coordination of multiple muscle functions in order to safely and properly carry out the assigned task. This definition includes all individuals who are required to rotate through or within a safety sensitive area.

Safety Sensitive Positions are positions that which “if not performed in a safe manner, can cause direct and significant damage to property and / or injury to the individual, others around them, the public and / or the immediate environment” (Canadian Human Rights Commission).

Substance Abuse Professional – SAP – has a role to determine whether or not an individual has a dependency or abuse problem and requires assistance to overcome such problems.

Testing – should always be considered on a case by case basis, and is under the protection of Canadian Charter of Rights and Freedoms. This means the employer must have a reasonable suspicion an employee is impaired before they can request a drug or alcohol test. (Saskatchewan Human Rights Commission Drug and Alcohol Testing – A General Guide). Testing is generally permissible where the position is safety sensitive, where there is a reasonable cause to believe that an accident was the result of an employee being under the influence of drugs or alcohol or testing is a part of a return to work program which also recognizes that relapse is common and a part of the dependence disability. Alcohol testing by breathalyzer accurately measures present alcohol impairment and is minimally intrusive. Drug testing does not test present impairment, just identifies drugs present in the body.

Roles and Responsibilities

Council

- To provide a safe work environment and take all reasonable precautions to protect the health and safety of individuals and others in the workplace.
- Through this program, take reasonable precautions to ensure all individuals on its sites are in a fit state to work so as to minimize risk to themselves and others.
- Will ensure **R.M. of Blucher** -wide implementation through the Administrator/CAO.
- Will ensure adequate resources are allocated for the education, training, counselling, and other requirements of the program within the **R.M. of Blucher's** operations.
- Will provide appropriate assistance to individuals with issues through the Employee and Family Assistance Program (EFAP) in a manner that places priority on confidentiality, fairness, and respect for the individual.
- Will defer to the administrator's and supervisor's decisions regarding application and will remain objective and impartial.

Administrator/CAO

- Ensure the adoption, implementation, and application of the Fit for Work Program
- Work with supervisors to determine Safety Sensitive Positions
- Leadership - lead by example. Be fit to do the job and follow the do's and don'ts of the Fit for Work Program and work to ensure all individuals in their area of responsibility understand and comply with the program requirements
- Implementation – arrange for supervisors to be trained in, implement, and apply this program
- Provision of resources - provide adequate resources for education, training, counselling and other requirements of the program

- Consistent application – ensure fair and consistent application of the program. In particular, individuals who seek assistance will not be disadvantaged and their employment rights will be safeguarded
- Confidentiality – establish and maintain appropriate procedures and facilities so that sensitive medical and other personal information is safeguarded
- Coordinate the Workplace Hazard and Risk Assessment Process to include Safety Sensitive Positions and Physically Demanding Job inclusions
- Foster active participation and cooperation - working with supervisors and individuals to raise concerns and work to a safe demonstration of fitness for work
- Will guide all consequences of non-compliance including discipline

Supervisor

- Leadership – lead by example. Be fit to do the job and follow the do's and don'ts of the Fit for Work Program and work to ensure all individuals in their area of responsibility understand and comply with the program requirements
- Implementation – lead the effective implementation of the program, adherence to the program, and review of the program application and effectiveness in their area of responsibility
- Foster active participation and cooperation – implement and manage the program in a way that encourages individuals to raise concerns about their own or other individuals' fitness for work
- Application of the program – ensure that the program is applied fairly and consistently. They will ensure that individuals who seek assistance will not be disadvantaged and that all employment rights will be safeguarded
- Compliance with program training requirements – being responsible for facilitating individual's compliance with the training requirements
- Assessment of fitness for work – making the assessment at both the start of work and throughout the work period were appropriate and practical
- Action required when an individual is unfit for work – taking prompt and appropriate action whenever they believe that any individual is not capable of working in a safe and effective manner. This includes documenting occasions when an individual is not fit for work or when performance is affected or unsatisfactory, providing effective feedback to the individual concerning their performance or safety and assisting the individual to access support and assistance such as the EFAP program
- Confidentiality – following all requirements with respect to confidentiality

Employees

- Each employee is responsible for their own health and safety at work and must avoid adversely affecting their health and safety and the health and safety of any other individual
- Report for work in a fit condition – each employee must be fit for work when they present themselves for work and must be able to carry out their duties without risk to themselves or others
- Demonstrate fitness for work upon request – an individual must, if requested by a supervisor, satisfactorily demonstrate that they are fit for work

- Each employee must self-disclose to their supervisor, or not attend work, if they believe they are impaired or unfit for work
- If an individual has a medical condition that could affect their fitness for work, that individual must inform their supervisor of the likely impact of the medical condition on their fitness for work. Where appropriate, a medical certificate must be provided by the individual to their supervisor
- Appropriate use of medication - Individuals are required to:
 - Discuss with the prescribing medical practitioner the inherent requirements of their job and the likely impact of any medication on their safety or fitness for work; and
 - Take any medication strictly in accordance with the medical practitioner's, pharmacist's, or manufacturer's recommendations.
- Notification of breaches in the Fit for Work Program – all individuals must notify their supervisor of any situation in which the program may have been breached and this includes:
 - Any situation in which other individuals may be unfit for work;
 - The unauthorized possession or consumption of drugs or alcohol on site or during the work period by another individual; and
 - Any other apparent breaches of the program.
- If impairment is suspected, the individual is to sign the consent and participate in either any on site or third-party testing.

Joint Occupational Health and Safety Committees / Safety Representatives

- Leadership - lead by example. Be fit to do the job and follow the do's and don'ts of the Fit for Work Program
- Participate in development - participate in the Workplace Hazard and Risk Assessment Process to include Safety Sensitive Positions and Physically Demanding Job inclusions or in the determination of Safety Sensitive Positions and Physically Demanding Jobs, and in the preparation of and regular review and revision of the Fit for Work Program
- Foster active participation and cooperation – communicate the program components and responsibilities in such a way that encourages individuals to participate. Work with all supervisors, and individuals to raise concerns and work to a safe demonstration of fitness for work
- Program training participation and resource provision – being involved in the training programs and provision of information about the Fit for Work Program and other support programs such as the EFAP program

Program Components

All *R.M. of Blucher* individuals must be fit for work during the time they are at work.

This program is made up of two parts,

- I. Determining Safety Sensitive Positions or Physically Demanding Positions
- II. Assessment of Fitness for Work

To establish fitness for work, an organizational and medical and / or other professional determination is made of the physical and psychological capability of an individual to safely and acceptably perform assigned duties without limitations.

This determination is made considering job demands and potential job exposures.

I: Assessment for Safety Sensitive Positions and Physically Demanding Positions

An assessment is done to determine Safety Sensitive Positions and Physically Demanding Positions or tasks that require specific physical requirements either due to injury experience (e.g. repeated heavy lifting where engineering controls are not feasible) or government standards (e.g. respirator wearing appropriateness), in conjunction with the Workplace Hazard and Risk Assessment Program.

With each position or task that is defined as Safety Sensitive, the following would need to be taken into consideration:

- Clear, direct, and immediate connection between the individual's job duties and a safety risk / potential for harm;
- Immediacy of threat posed by an impaired induced mistake or failure in performance;
- That an error committed could have a negative impact on others' health and safety including the public;
- Operation of heavy equipment or equipment around the public, including commercial vehicle operators;
- Maintenance of equipment that if malfunctioned could cause immediate threat causing human harm or environmental harm; and
- Handling of hazardous substances.

The forms in [Appendix A](#) will be used on each occupation or position within the *R.M. of Blucher* to determine Safety Sensitive Positions and Physically Demanding Positions.

A list of all Safety Sensitive Positions and Physically Demanding Positions from this process will be documented and reviewed by the Joint Occupational Health and Safety Committee / Safety Representatives.

The documented list will be kept by the Administrator/CAO and reviewed on a regular basis.

Any new or expanded job tasks or positions will go through the assessment process.

With each position identified as **Safety Sensitive**, education in hazards, risks, and control will include the Fit for Work Program information, and ensure that the individuals performing the tasks understand that it is safety sensitive, and how the aspects of the Fit for Work Program apply to them.

- Fitness for work factors would be the basis of additional training and understanding such as physical fitness, fatigue, stress, drugs, and alcohol.
- Self-reporting and proactive communication would be emphasized along with confidentiality and working together to ensure a safe and healthy work environment.
- Each Safety Sensitive Position will have a job hazard analysis documented.

With each task defined as **Physically Demanding**, the individuals performing the tasks need to understand the physical demands process and the need of function fitness or medical evaluation. Then a physical demands analysis for the positions will be conducted, documented, and provided to the medical practitioners performing the assessments.

- Physical demands analysis is to:
 - Include an overall description of the job position, breakdown of each physical job task, information about the equipment and tools required, frequency and duration of each

specific job task, objective measurements of weights, distances, heights, and forces associated with each job task, a description of environmental conditions, and personal protective equipment necessary.

- The physical demands analysis would not be finalized until it is verified by the ***R.M. of Blucher*** and employee representatives chosen.
- The physical demand analysis would be the foundation for a work functional fitness and / or medical evaluation that would provide comprehensive information in relation to an individual's physical fitness to understand if they can perform the tasks required within a job role, and establishing medical clearance to work in all safety sensitive roles.

II: Assessment of Fitness for Work

R.M. of Blucher will adopt the following Fitness for Work assessment methods:

- Individual self-assessment and reporting, including reporting of illness and other altered states, and self-testing for alcohol or drugs;
- Face to face discussions between supervisors and individuals at the start of and/or during the work period;
- Functional fitness and other medical assessments;
- Drug and alcohol testing with reasonable cause, especially with Safety Sensitive Positions, post incident, and reintegration and return to duty; and
- Other recognized assessments as appropriate.

All reported or suspected incidences of impairment and identification of fitness for work factors listed below, shall be documented on the Impairment Incident Report form included in [Appendix B](#).

Actions and consequences will be dependent on the Fit for Work and Impairment factors identified.

Recognizing Impairment

Impairment symptoms are included in the Impairment Incident Report.

Responding to Suspected Impairment

When responding to a suspected impairment, the supervisors will:

- Speak to the individual in a private area;
- Ask a designated person to be present as a witness –supervisor, Administrator/CAO, another employee, or worker representative;
- Handle all actions and conversation with empathy and without judgement;
- State that the concern is about safety for themselves and others;
- Review the Fit for Work Program and obligations of the ***R.M. of Blucher*** and of the individual;
- State the noted concerns to the individual – as listed on the factors indicated on the Impairment Incident Report and explain to the individual that because of those you are concerned;
- Request that the individual explain what is going on;
- Discuss why such states or behaviors create risk for safety;
- Based on individual's response, discuss the options where applicable and available;
- Focus on the behavior or concern, and how the organization can help;
- Follow the steps outlined, dependent on the determined contributing factors suspected as the cause of impairment, focusing on solutions for work performance or conduct;

- Require the individual to participate in the establishment of a Fit for Work plan;
- Outline the consequences of the breach and any potential future breaches;
- Issue an appropriate written warning which will reflect the key points covered in this process; and
- In the case of drugs or alcohol, the individual will need to provide appropriate negative results before being able to return to work.

Every discussion is to be accompanied by an Impairment Incident Report.

III: Fitness for Work Factors and Situations

1. Illness

Illness can occur at any time that can affect one's ability to work. Anything from a common cold or more serious medical conditions can affect one's level of ability and therefore impairment.

Self-reporting Illness

- If one feels ill at work, then it needs to be reported to the supervisor immediately.
- If one has been diagnosed with a more serious illness, a temporary medical condition, or another disability, and / or is taking medication that could potentially affect their work, then that needs to be discussed with the supervisor as soon as possible, and involvement of the supervisor should occur as soon as possible to determine the best course forward.

If illness is suspected by the supervisor or by others and reported to the supervisor, the supervisor will talk with the individual to assess the situation. In cases where severe illness exists or impairment places the individual in immediate danger, the supervisor will take appropriate action which may include obtaining the appropriate medical assistance.

Leaving the Work Site

- If the supervisor or the individual feels they are too ill and unfit to drive home due to illness, the supervisor and individual will work together so that **R.M. of Blucher** can take reasonable steps to get the individual home safely or to a medical facility for assessment.

If the individual was under medical care, then the Return to Work Program will be used. The individual will not be able to return to work until they have had appropriate discussions with their supervisor and are able to demonstrate that they are fit for work, which is usually a letter from their medical professional.

If repeated illness is creating a concern, discussion with the supervisor will occur to come up with the best solution for the specific circumstances. Medical assessments, and outlined modification and accommodation can occur under certain circumstances, as well as short and long-term disability plan options.

2. Physical Condition

Functional fitness, medical evaluations, and assessment will be done when the **R.M. of Blucher** wishes to be sure an individual can safely do a specific job or task, and if that task has been defined as physically demanding. The purpose is to determine if, medically, the individual can perform the job or task under the working conditions.

The evaluation or assessment request will be made by the direct supervisor.

Forms and documents will be sent with the individual to the medical provider.

The medical professional will determine if the person is able to do that particular job. The medical professional may consider physical or mental abilities, sensory acuity, level of skill, functional limitations, etc.

Job details, requirements, physical demand analysis forms, and working condition information will be provided to the occupational medical specialist (either on staff or an outside professional), so that the fit for work evaluation can be made accurately.

The medical professional will typically only report one of three conditions back to the supervisor as:

- Fit – in which case the worker will work within that position
- Unfit – in which case the supervisor will explore the options available
 - If pre-access, may have conditional job offer revoked or may have other positions to offer
 - If proactive evaluation, can work on a treatment plan or modify work
 - If post-injury evaluation, may need to extend the rehabilitation time, or look at accommodations
 - If pre-transfer, may have transfer denied
- Or fit subject to work modifications – in which case the supervisor will explore options available for modification and accommodation

Refer to the physical demands analysis from WCB.

Functional Fitness and Medical Evaluations will be used with:

- Pre-access – to reduce the chance of injury by ensuring the right person is able to perform all essential tasks of a job, these are done after a conditional job offer;
- Proactively – if a concern has been identified or brought forward that can potentially affect the safety and health of the individual or others;
- Post-injury return to work – to ensure individuals are ready to return to the job; and
- Pre-transfer – to make sure individuals can handle the different functional fitness demands of a new role before injuries happen.

The results of the evaluations will be used to:

- Assess whether potential individuals can meet the essential physical demands of a specific job;
- Mitigate risk by assigning new individuals to job classifications that match their current physical abilities; and
- Establish baseline or benchmarks for the physical abilities and functions required for a job and provide appropriate support to improve or accommodate information where necessary.

These Fit for Work Evaluations and Assessments will be done when:

- A task has been deemed physically demanding;
- A significant change in the working conditions;
- Individual transfers to a position where the working conditions are significantly different;
- The job has been modified and a returning worker is still undergoing rehabilitation;
- There has been a change in an individual's health status such as returning to work after recovery from a serious illness or injury;
- A medical condition may limit, reduce, or prevent the person from performing a new or current job effectively and safely;

- A medical condition is likely to make it unsafe to do the job (e.g. person may unpredictably become unconscious in a hazardous situation);
- A medical condition is likely to make it unsafe for themselves, co-workers, or the public (e.g. *visual impairment for driving*); and
- Medical condition may be made worse by the job (e.g. *excessive physical exertion and wearing of a respirator by an individual with a heart or lung disorder*).

3. Personal Stress and Mental Health

Impairment can be caused by any personal or work related event that results in lack of concentration, the inability to do a task, or the inability to make decisions.

Self-reporting stress or situations that cause stress should be done with the immediate supervisor.

In the cases where personal stress is a factor, the EFAP program should be recommended and additional support can be discussed such as family assistance and access to leaves.

In cases where work situations have created the stressful situation, the supervisor will work to address the issues. EFAP programs would still be recommended to ensure the individual is appropriately dealing with the situation.

4. Fatigue

Every individual has a responsibility to monitor and assess their own level of alertness at the start of and throughout the work period.

Self-reporting Illness

- If one feels symptoms of fatigue at work, then it needs to be reported to the supervisor immediately.
- If one feels seriously fatigued and if they feel they present a hazard to self or others, then they must not remain working.
- If one has been diagnosed with a more serious illness, a temporary medical condition or another disability, and / or is taking medication that could potentially affect their level of fatigue at work, then that needs to be discussed with the supervisor as soon as possible.

If effects of fatigue are suspected by the supervisor or by others and reported to the supervisor, the supervisor will talk with the individual to assess the situation.

The supervisor and the individual will discuss the causes of the fatigue and address them. Cause can be either:

- Work Related Fatigue – such as long hours, shift work, or demands of the job; or
- Non-work related fatigue – such as poor sleep or life events causing tiredness.

Leaving the Site

- Either through self-reporting or identified fatigue symptoms, individuals may be required to leave work. The supervisor will make arrangements for the individual to get home safely.

5. Drugs and Alcohol

R.M. of Blucher individuals must perform their work duties without limitation due to the use of or after effects of alcohol, illegal or other drugs, or medications. The following are strictly prohibited:

- To use alcohol, illegal or other drugs, or misuse medications while on *R.M. of Blucher* work premises or on the job;
- To possess, distribute, or offer for sale alcohol, illegal or other drugs, or drug paraphernalia (not essential to a medical condition) or to illegally possess, distribute, or offer for sale medications on *R.M. of Blucher* premises, in assigned vehicles or on premises where *R.M. of Blucher* work is being performed;
- To use alcohol or illegal or other drugs following a work-related incident, before completion of post incident tests or receiving notification that tests will not be required; and
- To fail to submit to or interfere with tests required pursuant to this program.

Over the Counter or Prescription Medication

In the event that an individual is taking over the counter or prescription medication that has the possibility of impairment, and has reported to site for duty, then the following procedure will apply:

- The individual will discuss with the prescribing medical practitioner what they do at work and what is the likely impact of the medication on their safety or fitness for work. If there is an impact, a medical certificate / letter must be provided outlining any impairments and work restrictions as a result of the prescription medication use;
- Take any medication strictly in accordance with the medical practitioner's, pharmacist's, or manufacturer's recommendations;
- The individual will notify their supervisor that they are taking over the counter or prescription medication before commencing their shift, and provide any medical documentation as outlined above; and
- If the medication can cause impairment such as drowsiness or specific impairment considerations – e.g. narcotic based painkillers, or medical cannabis prescribed, then:
 - Individual must have a note from the medical professional indicating possible impairments and restrictions as noted above;
 - If appropriate the Supervisor will notify the next position of authority;
 - Supervisor will decide whether or not the individual can start their normal duties;
 - If not, then suitable alternative duties can be found so that the individual may remain at work under the direction of the area supervisor;
 - If no alternative duties can be found, then the supervisor will arrange transportation for the individual to his/her home, and they must have a medical evaluation with a medical professional; and
 - The individual can return to work with limitations outlined for work modification and accommodation.

Legal / Illegal Drugs and Alcohol

Intervention

If an individual self-reports that there is a problem with drugs or alcohol, if co-workers report suspected drug or alcohol related issues, or the supervisor feels an individual's unsatisfactory performance maybe drug or alcohol-related, a meeting with the individual will be arranged.

If there are reasonable grounds to believe or reasonable suspicion that the conduct of an individual while on duty in a Safety Sensitive Position is indicative of the use of or after effects of alcohol or drugs or the

misuse of medications, then testing for alcohol and specified drugs will be performed. Reasonable cause for testing is outlined further in this document.

The supervisor would start to fill out the Impairment Incident Report form and finalize its inclusions at the return to work meeting.

A meeting with the supervisor will take place to discuss treatment and / or disciplinary actions that will occur once the individual is not impaired. In a unionized work place, the employee may have representation. If the situation concerns the Administrator/CAO, then the individual would report to the Reeve and the Reeve would follow the confidential process with having the council investigate the situation.

At the meeting, the following will be reviewed:

- Individual's fitness for work status / unsatisfactory performance, conduct, and indicators discussed;
- The *R.M. of Blucher's* required standards, making sure the individual understands what is expected of them; and
- The cause of the problem – if drug or alcohol related, or another cause of impairment, and related performance issues.

Supervisor should issue warnings appropriate to the situation and consistent with the *R.M. of Blucher's* program, following up with further meetings and eventual disciplinary action if the situation is not rectified.

The Impairment Incident Report form would be completed with next step actions and follow-up. The form would be kept either in an incident file and / or on the individual's personnel file.

Testing Applications

1. Reasonable Cause

Testing for alcohol and specified drugs will be performed when there is/are reasonable ground(s) to believe that the conduct of an individual while performing work duties in a Safety Sensitive Position is indicative of the use of or after effects of alcohol, drugs, or the misuse of medications.

The decision to test may be made by a supervisor and if possible, with the concurrence of a second supervisor, based upon specific observations about the individual recorded on the Impairment Incident Report form, which include, but are not limited to the following:

- Observed use of drugs or alcohol;
- Smell of alcohol;
- Slurred speech;
- Tremors or unsteadiness in walking or standing;
- Repeated errors or other unexplained changes in job performance or behaviors;
- Disoriented behavior or drowsiness;
- Erratic or unusual behavior;
- Unsafe or careless conduct; and
- Possession of alcohol or drugs on premises.

These tests can identify medical conditions that have not been identified or treated.

Reasonable cause may be required of an individual in non-safety sensitive positions at the discretion of the supervisor, if the individual has been referred to the supervisor on the reasonable belief that the work performance of the individual is indicative of the use of or after effects of alcohol, drugs, or misuse of medications.

2. Post Incident

Testing for alcohol and specified drugs will be performed as part of an internal investigation for all individuals whose acts, omissions, or decisions could have been a contributing factor in the cause of any work related incident such as:

- Death;
- Medical treatment resulting from serious injury where life was in jeopardy, person was unconscious, resulted in substantial loss of blood, involves fracture or amputation of a leg, arm, hand, foot, finger, or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye;
- Any damage to public or private property where the loss exceeds \$5,000 (or value determined by *R.M. of Blucher*), including estimated property damage, cost of clean-up, and recovery;
- Incident results in an emergency shutdown of a facility or part of; and
- Testing may also be required in incidents of near misses if they are considered to have had significant potential for more serious consequences.

Post incident testing should not be performed where there is clear evidence that individual error could not have been a contributing factor in causing a work-related incident (e.g. structural failure from inherent defects).

Because post incident testing is an investigative procedure, testing is required even in the absence of direct evidence or suspicion of alcohol, drug use, or misuse.

3. Reintegration and Return to Duty

Unannounced alcohol and drug testing may be performed as part of a support program for any individual and will be a condition for individuals in Safety Sensitive Positions following rehabilitative treatment, a breach of this policy, or recommendation by a Substance Abuse Professional. After care programs will be developed on a case-by case basis.

4. Treatment and Condition of Continued Employment Agreement

A verified positive drug test does not necessarily constitute impairment at the time of the test or a dependency or addiction to a substance. To reduce the risk from the use of drugs in the workplace, *R.M. of Blucher* will require a condition of continued employment agreement after a verified positive result is reported.

The individual signs the conditions of continued employment that says that the *R.M. of Blucher* and the individual enter into an agreement, which allows the *R.M. of Blucher* to accommodate knowing that the individual is not refusing treatment if it is required. This form also allows the release of information on the evaluation by a medical professional to the *R.M. of Blucher*.

After the conditions of continued employment is signed, witnessed, and given to the qualified program administrator, arrangements will be made of the individual to be evaluated by the medical practitioner to determine if the individual needs assistance in overcoming a drug problem. While the individual is undergoing treatments, they will be on sick leave, and after successful completion of the evaluation and the treatment program if required, the individual will be considered for appropriate employment if still available, or elsewhere within the *R.M. of Blucher*.

If an individual in a Safety Sensitive Position refuses to participate in a rehabilitation, treatment, or educational program, or sign the required documents, they will not be considered for further employment.

Where individuals acknowledge that they have a problem, they will go through the same process as those with positive test results. They are to be offered help and treatment and this will be on the understanding that:

- They will sign a condition of continued employment agreement;
- While they are undergoing treatment, they will be on sick leave and will be entitled to the usual *R.M. of Blucher* sick pay benefits; and
- Every effort should be made to ensure that on completion of the recovery program, individuals are able to return to the same or equivalent work.

If the individual comes forward to seek assistance from the *R.M. of Blucher*, it will not become a part of the individual's personnel file, will not be used as a basis for disciplinary action, and will not be used against the individual.

However, where such a return to work would jeopardize either a satisfactory level of job performance or the individual's recovery, the supervisor will review the full circumstances surrounding the case and agree to a course of action to be taken. This may include the offer of suitable alternative employment, or the consideration of retirement on the grounds of ill health or dismissal.

Before a decision on dismissal is made, it should be discussed with the individual and an up-to-date medical opinion obtained.

Relapse

Where an individual having received treatment suffers a relapse, the *R.M. of Blucher* will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment / rehabilitation time is likely to be required for a full recovery. At the *R.M. of Blucher's* discretion, more treatment or rehabilitation time may be given in order to help the individual to recover fully.

Recovery Unlikely

If, after an individual has received treatment, recovery seems unlikely, *R.M. of Blucher* may be unable to wait for the individual any longer. In such cases, dismissal may result. In most cases, a clear warning will be given to the individual beforehand, and a full medical investigation will have been undertaken. In certain cases, strictly at the discretion of management, early retirement may be considered.

If an individual is found to be consuming alcohol during work activities or on the premises, or who are found buying or selling drugs, or are in the possession of unlawful drugs, this will be in breach of *R.M. of Blucher's* standards and program, and will result in disciplinary action being taken, which is likely to result in dismissal for cause.

Searches

R.M. of Blucher may conduct an unannounced search and / or seizure if there are reasonable grounds to believe that alcohol, illegal or other drugs, or drug paraphernalia may be present on work premises or in assigned vehicles.

Any attempt to impede or prevent a search and seizure of alcohol, illegal or other drugs, or drug paraphernalia will be considered a breach of this program and may result in disciplinary action up to and including dismissal for cause.

Impaired Driving

Any individual charged with an impaired driving related offence while operating a vehicle on ***R.M. of Blucher*** business or driving an ***R.M. of Blucher*** assigned vehicle must immediately report the charge to their supervisor.

If an individual has their operator's license suspended or who is charged with an impaired driving related offence as a result of roadside testing must immediately report such suspension / or charge to their supervisor if within the period of suspension, they are required to drive on ***R.M. of Blucher*** business, operate mobile equipment in their work duties, or drive ***R.M. of Blucher*** assigned vehicles. The supervisor will determine whether a Fitness for Work Assessment should be arranged and what job accommodation can take place if required.

Provided that the individual retains a valid operator's license and considering the circumstances and any assessment, a determination will be made as to whether the individual is in need of an assistance program and whether they should be allowed to continue to operate mobile equipment or assigned vehicles pending the outcomes of the charge. Any safety concerns may result in work restrictions begin issued for the individual.

If reasonable and possible, individuals who have had their operator's license suspended but require a valid operator's license to perform their job duties may be temporarily accommodated in an alternative position until their operator's license is restored. Any such accommodation should not be considered absolute or indefinite. If driving is an essential part of the individual's work duties and an alternative placement is not feasible, the employment contract may be treated as terminated.

Failure to report an impaired driving or related charge, conviction, or suspension immediately may result in discipline up to and including dismissal for cause.

IV. Accommodating Medical Needs and Substance Dependence

R.M. of Blucher recognizes the need for accommodation that balances an individual's right to work with our general duty requirement to ensure a safe workplace. We will work together to modify or accommodate for medical needs and / or substance dependence. Following our specific accommodation policy and process, a plan will be developed for each individual on a case-by-case basis.

Specific information is needed to ensure appropriate accommodation, and that can include:

- ***R.M. of Blucher*** to medical professional:
 - Complete descriptions of work, related duties, responsibilities, work schedules, and physical demand analysis;
 - If the job is safety sensitive; and
 - Any other pertinent information.

- Medical professionals will then provide information to the ***R.M. of Blucher*** contact:
 - Any specific accommodation needs;
 - Any relevant details regarding treatment;
 - Any implications regarding behavior, attendance, or job performance;
 - An assessment of whether the individual can safely perform the job, especially if the individual is in a Safety Sensitive Position; and
 - A plan for return to work if the individual is to be absent from work.

We will have to develop an accommodation outline by deciding what types of operators could do what types of other jobs.

V. Record Keeping and Protection of Privacy

All Impairment Incident Reports or documentation of discussions needs to be kept on file. It is important that all of these indicate:

- the identified concerns or unsafe work practices;
- the matters discussed;
- the list of actions taken;
- any agreements made with the individual; and
- any recommendations made to the individual.

Any records concerning alcohol or drug tests maintained by the *R.M. of Blucher* will be kept in a separate confidential file segregated from any other employee records and marked “Strictly Confidential”. All relevant information will be safeguarded according to the requirements for confidential human resource and medical information and will only be provided in cases where such information is necessary to ensure safety, health, and performance on *R.M. of Blucher* sites and operations.

No information relating to this program and identifying a particular individual will be released to anyone outside of the *R.M. of Blucher* without written consent of the individual concerned, subject to the *R.M. of Blucher’s* right to seek professional advice and or legal representation.

VI. Training and Development

Through orientation and ongoing training programs and awareness materials, all staff will be made aware of:

- Roles and responsibilities under the Fit for Work Program;
- Aware of possible factors or causes of impairment;
- Educated and trained about substance use, including information on dependence and impact on safety, health, personal life, and work performance;
- Aware of how impairment will be assessed;
- Aware of current resources and supportive program components, such as accommodation and EFAP, for both themselves and their family; and
- Aware of the consequences of impairment, including discipline.

Through an orientation and / or contract project discussion, contractors will be made aware of the Fit for Work Program and how it applies to them.

Supervisor(s) will be given training in order to develop early recognition for identifying any individual impairment, including fatigue or misusing alcohol or drugs, as well as communication skills so individuals can be dealt with promptly, tactfully, and firmly.

Individuals who recognize that they have any impairment causing factors, such as fatigue, stress, have a drinking or drug problem, or that they are at risk of developing one, will be encouraged to come forward for confidential help. Contacts at outside agencies where help can be obtained will be made readily available to all within ongoing communication and awareness campaigns.

VII. Consequence of Non-Compliance

Each situation will be evaluated and responded to on a case-by-case basis.

Failing to comply with any of the above standards or prohibitions may subject the individual to:

- Referral for assessment;

- Entering into Condition of Continued Employment agreements and plans; and
- Disciplinary measures up to and including dismissal for cause.

If the individual is found to be unfit for duty, or if an assessment cannot be performed, the individual will be provided transportation appropriate in the circumstance.

If individuals have been found to cover up impairment issues, such as drinking or drug problems, they can be disciplined for collusion.

The individual may be temporarily suspended with pay and be removed from the worksite pending one or more of the following:

- Receipt of an evaluation from an appropriate professional as to whether the individual has a drug or alcohol problem;
- The approval of management, after considering the job functions to be performed, the safety of the work environment, and any appropriate conditions governing the individual's return to work; or
- A determination of whether a breach of this policy has occurred and if so the appropriate disciplinary action to be taken.

First breach of the program - The supervisor will discuss the breach with the employee concerned and the discussion will focus on those items as applicable outlined under **Responding to Suspected Impairment**.

Second breach of the program - The supervisor will discuss the breach with the employee concerned focusing on the discussion items listed above, except that the likely result will be a final written warning that a further breach is likely to result in dismissal.

Third breach of the program - When a third breach of the Fit for Work Program has been found to occur, the supervisor will discuss the breach with the employee concerned, and disciplinary action up to and including termination is likely to occur.

Note: Make sure this policy or section of the policy fits with the **R.M. of Blucher's** current discipline policy.

VIII. Contractor Management

All contractors must comply with their obligation to actively manage their employees' fit for work whilst on **R.M. of Blucher** property to a standard which is consistent with this Fit for Work Program.

R.M. of Blucher will reserve the right in relation to its contractual arrangements with all contractors to include contractors and their employees in any form of drug or alcohol testing conducted by the **R.M. of Blucher**. Prior to commencing work on site, and whenever else reasonably requested to do so, the contractors are to inform their employees about the Fit for Work Program and procedures. If the contracting company has their own, they are expected to have and be able to demonstrate appropriate education and training, regularly conduct their own Fitness for Work assessment programs and have established appropriate disciplinary and management procedures.

Where an **R.M. of Blucher** supervisor believes that a contractor is not fit for work, they will immediately isolate and remove the individual, contact the contractor's employer, and hold a meeting with the individual to determine the impairment cause and process, and outline that the program will be followed. If the contracting company has their own Fit for Work process, that will be commenced and the individual will be turned over to the contractor's employer, otherwise **R.M. of Blucher's** protocol will be utilized.

Where the contractor is required to participate in a testing program, the contractor may be required to submit proof of their identity acceptable to the collector and sign a Consent Form prior to the samples being taken. The consent required is to enable the ***R.M. of Blucher*** to release the results of the test to the contractor's employer. Failure to provide consent will be considered a refusal to test and will be a breach of the Fit for Work policy.

IX. Confidentiality

Confidentiality is vital in promoting the effectiveness of the Fit for Work Program and all reasonable efforts, consistent with safety, legal requirements, and reasonable action must be made to maintain an individual's privacy.

Information relating to an individual's fitness for work must be transmitted, used, and stored in a confidential manner.

APPENDIX A - Decision Determination of Safety Sensitive Positions and Physically Demanding Positions

Safety Sensitive Position Determination:

Job / Position

Brief Description of Job / Tasks:

List of critical performance(s) for safe task completion:

Questions	Yes	No
Could impairment such as decreased alertness, quickness of response, soundness of judgement, mental acuity, and accuracy of coordination of multiple muscle functions affect the task and therefore safety?		
Is there a clear, direct, and immediate connection between the person, their job duties, and the safety risk / potential for harm?		
Does the potential for harm caused by the substandard performance or failure to follow procedure go beyond the individual and include others?		
Does the potential for harm caused by the substandard performance or failure to follow procedure go beyond the individual and include others, the public, and the environment?		
Is there a history of incidents within this job task that has had a high risk of injury result?		
Have there been court cases that have deemed this as a safety sensitive position?		
Have there been other jurisdictions or organizations that have		

deemed this a safety sensitive position?

Is there any operation, maintenance, or control of equipment for the production or utilization of any hazardous materials?

Is there any operation of heavy equipment?

Are there any direct operational responsibilities for emergency incident response?

If there are two or more “Yes” answers, it would be seen to be a Safety Sensitive Position. A Job Safety Analysis conducted and reviewed by the joint occupational safety committee would verify that it is a “Safety Sensitive Position”.

Determination of Safety Sensitive

Yes

No

Individuals involved in review:

Further recommended actions or assessments:

If it is a Safety Sensitive Position, then a Job Safety Analysis needs to be done.

Date Reviewed:

Physically Demanding Positions Determination:

Job / Position

Brief Description of Job / Tasks:

List of critical performance(s) for safe task completion:

Questions	Yes	No
-----------	-----	----

Does this job require physical exertion?

Is there any human factor or ergonomic risk factors such as heavy lifting, repetitive work, or awkward postures?

Has this position had any incidents where the person had to be accommodated or work modified due to musculoskeletal injury?

Is there specific personal protective equipment that could affect the physical exertion needed to complete the task?

Are there specific hazards that need to have medical assessments and monitoring to work with or around?

Are there specific medical conditions that would create an impairment that would put the individual at risk for doing the task or wearing the personal protective equipment?

If there are two or more “Yes” answers, it would be deemed as a possible Physically Demanding Job, and a Physical Demand Analysis should occur to verify it as a “Physically Demanding Job”.

Determination of Physically Demanding

Yes

No

Individuals involved in review:

Further recommended actions or assessments:

If it is a Physically Demanding Job, then a Physical Demands Analysis must be completed, as well as a Job Safety Analysis.

Date Reviewed:

APPENDIX B - Impairment Incident Report

Employee / Individual's Name:

Date & Time of Incident:

Description of Incident:

Description of Position:

Safety Sensitive position

Non-safety sensitive position

Reason for Discussion Reporting **Impairment test result** **Self report** **Witness / others involved**
 Other (describe)

Impairment test result To be included only if program component of impairment tests conducted

- Drugs or alcohol** Observed use Possession on site Smell of alcohol
- Behavior**
- Inappropriate verbal or emotional response
 - Lack of focus or concentration
 - Lying or implausible excuses for behavior
 - Sleepy / Fatigued
 - Combative
 - Insulting
 - Nervous
 - Irritable
 - Confused
 - Excited
 - Uncooperative
 - Poor Memory / Forgetfulness
 - Overly talkative
 - Exaggerated politeness
 - repeated errors or other unexplained changes in job performance such as absenteeism or lateness
 - Other (describe) erratic / unusual behavior or unsafe / careless conduct
- Unusual Actions**
- Sweating
 - Slow reactions
 - Over emotional – crying
 - Quick moving
 - Tremors / Shaking
 - Red or glassy eyes
 - Other (describe)
- Speech**
- Slurred
 - Slow
 - Confused
 - Thick
 - Rambling
 - Pressured
 - Other (describe)

Balance

- Falling** **Staggering or** **Unsure**
unsteady
- Needs support** **Stumbling** **Normal**
- Other (describe)**

**Witness / Other
Individuals Involved**

Supervisor Name

Supervisor Actions

Consequence

Planned Follow-up

Signature

Date

AUTHORITY

Resolution #365-2021 passed December 8, 2021

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