

RM OF CAMBRIA NO. 6 POLICY MANUAL

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SCHEDULE OF CHANGES TO POLICY

Date	Resolution Number	Policy Name	Policy Number
Oct 9, 2025	#25-129	Policy Manual Adoption	

PURPOSE OF THE MANUAL

This manual has been prepared in order to reflect the current policies and procedures of the Rural Municipality of Cambria No. 6.

Policies are set by resolution of Council and outline the operations of the municipality.

It is intended that this manual be reviewed and to be revised by Council as necessary.

The act referenced to in this manual means *The Municipalities Act*.

DEFINITIONS

- a) **“the Act”** shall mean The Municipalities Act, 2006;
- b) **MA** shall mean The Municipalities Act, 2006;
- c) **“council”** refers to the Council of the Rural Municipality of Cambria No. 6;
- d) **“guidelines”** are statements of reference, based on legislation and previous actions of Council;
- e) **“municipality”** shall mean the Rural Municipality of Cambria No. 6
- f) **“policy”** is a define course or method of action set by resolution of Council, to determine present and future decisions;
- g) **RMAA** shall refer to the Rural Municipal Administrators’ Association of Saskatchewan;
- h) **SARM** shall refer to the Saskatchewan Association of Rural Municipalities

100 GENERAL GOVERNMENT

100-1 THE COUNCIL

The Council is the main body of local government. As citizen representatives, they have a vested interest in the welfare of their community and therefore must have the time and the willingness to service. The following is a considered, but comprehensive list of the duties involved in being a council member.

The council shall:

- Define policies in relation to the community needs and to the internal organizational operation;
- Maintain a high level of financial accountability to the taxpayers by insuring a safe administration for funds and an adequate control of expenditures;
- Adopt suitable bylaws and to establish a plan of organization providing clear and distinct line of authority and to ensure that the bylaws and plans of the organization are respected;

100-1.1 Duties of a Councillor (MA sec. 92)

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

100-1.2 Public Disclosure Statements

Every member of council is required to file a public disclosure statement with the administrator as part of their nomination forms as well as within 30 days after being elected as per Part VII, Section 142 of *The Municipalities Act*.

The public disclosure statement must contain:

1. The name of:

- a) The employer of the member of council
- b) Each corporation in which the member or someone in the member's family has controlling interest or if the member or family member is a director or senior officer and
- c) Each partnership or firm of which the member of council is a member.

2. The civic address or legal description of any property located in the municipality or an adjoining municipality that:

- a) The member of council or his/her spouse owns or
- b) is owned by a corporation incorporated pursuant to The Business Corporations Act or Canada Business Corporations Act of which the member or his/her spouse is a director or senior officer or has a controlling interest.

100-1.3 Oath or Affirmation of Office

The Oath or Affirmation of Office (Oath) is a prescribed form in legislation that must be completed before a member of council can exercise any power, duty, or function.

The Oath confirms you will:

- Act truly, faithfully, and impartially in performing your duties in office.
- Not accept any reward for corrupt practices or undue influence of office.
- Perform the duties of office imposed by legislation and by council.
- Disclose any conflict of interest within the meaning of legislation.
- Comply with the code of ethics, rules of conduct and procedures applicable to the office imposed by legislation and by the Council.

100-2 REEVE

The Reeve, in addition to the duties of councillor is entrusted with certain duties and given some additional duties and powers as outlined in Bylaw 16-04, Council Procedures Bylaw Part 111, 30.

100-3 DEPUTY REEVE

At First meeting, the Council must appoint one of its members the Deputy Reeve for a 2-year term, who has, during the absence, illness or other disability of the reeve, all the powers and is subject to the same rules as the reeve. Additional duties and powers of the Deputy Reeve are outlined in Bylaw 16-04, Council Procedures Bylaw Part 111, 31.

100-4 CODE OF ETHICS

Section 93.1 of *The Municipalities Act* requires council to adopt a Code of Ethics bylaw. The Code of Ethics bylaw defines how members will act when dealing with members of Council, municipal employees, and the public; must include the prescribed minimum Code of Ethics set out in regulations; and sets out a process to deal with contraventions of the Code of Ethics.

The RM of Cambria No. 6 passed Bylaw 17-01, Code of Ethics.

100-5 MEETING PROCEDURES

All municipal business must be conducted as per Bylaw 16-04, Council Procedures Bylaw.

100-5.1 Pecuniary Interest

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

100-5.2 Types of Committees

Council Committees are set up by resolution or appointed at the November Council Meeting. Procedures of committee meetings are outlined in Bylaw 1-04 Part V, 60, Council Procedures Bylaw.

100-5.3 Regular Meetings

Regular meetings of council shall be held on the second Wednesday of each month commencing at 8:30 a.m.

Should the date or time of the regularly scheduled meeting be altered in any way, the procedures are outlined in the Council Procedures Bylaw.

100-5.4 Audio Recordings

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

100-5.5 Council Chambers

Regular council and committee meetings are first priority of the council chambers. The chambers may be open for use by other groups with prior approval. There shall be no charge for use of the facility.

100-6 COUNCIL RENUMERATION

Council remuneration shall be reviewed and set annually by Council as part of the November Regular Meeting of Council. The current rates of remuneration are:

Council Meeting	\$200.00
Committee Meeting (over 3 hours)	\$200.00
Committee Meeting (under 3 hours)	\$100.00
Supervision for Public Works	\$350.00 monthly for kilometers
Supervision of Public Works	\$200.00 monthly for labour
Travel Rates	\$00.70/km
Reeve Supervision of Office	\$250.00/month
Cell phone	\$25.00/month
Meals	\$50/daily with receipts; no alcohol

Council members are responsible for keeping logs of their attendance and mileage incurred. Expense vouchers for remuneration and authorized expenses including mileage are to be submitted at June and December Council meetings.

100-7 COUNCIL BENEFITS

100-7.1 Workers Compensation Board

Elected officials are covered by Worker's Compensation board while engaged in official municipal business as per Saskatchewan labor laws. Elected officials are also covered by SARM Group Coverage with a coverage rate of \$30,000, paid for by the RM.

100-7.2 Health & Dental Coverage

Council members may choose to sign up for the RM health and dental plan under Sun Life Health. The RM will cover half of the costs of the plan and the remaining half is the responsibility of the Councillor.

100-8 CONVENTIONS & SEMINARS

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

100-9 DONATIONS

Yearly donations are made to various community functions and organizations as determined by Council at November Council Meeting. Examples of organizations that receive contributions from the RM are: Torquay Fire Department, Torquay Community Club, Oungre Regional Park, Creighton Lodge, Souris Valley Daycare, Little Cubs Early Learning, Long Creek Watershed, Ag Health & Safety, STARS, St. Joseph's Hospital Foundation, Torquay Library, Envision, Sasktip and others as Council permits.

100-10 HONORARIUMS

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

100-10.1 Council

Members of council shall be presented with a suitable gift upon retirement. The length of service shall be a determining factor of the cost of the gift presented. The value shall not exceed \$500.

100-10.2 Employees

Employees leaving the service of the RM, or a retiring employee that has been employed with the RM longer than 12 months, shall be presented with a farewell gift. The value shall not exceed \$500

100-10.3 Spouses

Spouses of retiring council members or an employee, shall be presented with a suitable gift at Council's discretion.

100-10.4 Funerals

Flowers or a monetary donation shall be purchased for the funeral of a deceased past or present council member or spouse; a deceased present or former employee or spouse; and a deceased immediate family member of a current member of council or employee. Immediate family member includes spouse, parent, child, sibling, mother or father in law.

100-10.5 Extended Hospital Visits

Flowers shall be sent to Council members or employees when one is required to be admitted to a hospital for a minimum of three days.

100-11 SOCIAL FUNCTIONS

100-11.1 Christmas Social

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

100-11.2 Farewell Social

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

200 EMPLOYEES

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

200-1.1 Administration

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

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

The Administrator shall report to the Council. All other employees will report to the Manager and Administrator.

200-1.2 Manager of Public Works

The Manager is a full-time position and out of scope of the union contract. They must possess a valid driver's license and submit a yearly driver abstract. The Manager is paid on an hourly basis and their wage is to be negotiated at the December Council Meeting for the following year. The Manager shall report to the Administrator.

200-1.3 Maintenance Employees

Maintenance employees consist of seasonal and full-time positions. The employees are governed by the International Union of Operating Engineers Hoisting, Portable and Stationary Local 870 for the duration of January 1, 2024 to December 31, 2027. Maintenance employees work under the direction of the Manager. They must possess a valid driver's license and are to submit a yearly driver abstract.

200-2 PAY FREQUENCY

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

200-3 EMPLOYEE EVALUATIONS

Employee evaluations will be completed annually in the month of December. The Reeve and one other member of Council will evaluate the Administrator and Manager. The Administrator and Reeve will evaluate the office staff. The outside employees will have evaluations completed by the Administrator and Manager.

200-4 EMPLOYEE BENEFITS

The municipality share in the Employee's benefits as follows for all permanent and seasonal employees:

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

200-4.1 Cellphones

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

200-4.2 Medical Expenses

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

200-4.3 Health & Dental Benefits

The Council will provide complete health and dental coverage for all employees, as provided through the designated insurance program.

200-4.4 Disability Benefits

The Council will provide short-term and long-term disability insurance benefits to all employees in accordance with the designated insurance program.

200-5 HOURS OF WORK

The office will be open Monday through Friday, during the hours of 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

The outside employee's regular hours of work as per the union contract, are as follows:

November 1st to March 31st from 8 am to 4 pm with a paid meal break not exceeding thirty (30) minutes.

April 1st to October 31st from 7 am to 5 pm with a paid meal break not exceeding thirty (30) minutes.

200-6 HOLIDAYS

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

3 weeks or 3/52 of gross wages - after each year of work with the municipality

4 weeks or 4/52 of gross wages - after completing 10 years of work with the municipality

5 weeks or 5/52 of gross wages - after completing 19 years of work with the municipality

6 weeks or 6/52 of gross wages - after completing 25 years of work with the municipality

Seasonal staff are paid holiday pay on each pay period.

Employees shall attempt to take vacations in the year they become due, or as near as possible thereto, during periods that will least disrupt service to the public, and vacation periods shall in most situations, and whenever possible, be alternated by members of the staff.

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

200-7 LEAVE OF ABSENCE

200-7.1 Sick Leave

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

200-7.2 Bereavement Leave

Bereavement leave will be granted, up to 5 working days; 3 of which will be paid for the loss or sickness of an immediate family member identified as follows: spouse, father, mother, children, sister, brother, grandparent, father-in-law-, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law.

Bereavement leaves of 1 day with pay shall be granted for the loss of secondary family members identified as follows: aunts, uncles, and cousins.

Additional unpaid leave may be granted by the Administrator or Council upon request.

200-7.3 Extended Leave of Absence

Upon request, an Employee shall be granted legislated leaves per *Saskatchewan Employment*

Act. All requests must be submitted in writing to the Employer except in extenuating circumstances, at least 21 calendar days in advance of the requested leave. Employees are expected to request leaves of absence by using the provided form and submitting to the Administrator or Council.

200-8 SERVICE AWARDS

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

5 years of employment: Gift certificate value of \$100.00

10 years of employment: Gift certificate value of \$150.00

15 years of employment: Gift certificate value of \$200.00

20 years of employment: Gift certificate value of \$250.00

25 years of employment: Gift certificate value of \$300.00

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

200-9 CODE OF CONDUCT

Employees of the Rural Municipality of Cambria No. 6 must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

All employees are provided with the code of conduct policy prior to start of employment and must sign that they have read and understand the terms and conditions of the policy.

200-10 DRUG & ALCOHOL POLICY

It is the policy of the RM of Cambria No. 6 that the work environment in the RM be drug and alcohol free at all times. It the RM of Cambria No. 6's intent to provide a drug and alcohol free, healthy, safe and secure work environment. Consistent with this, employees are required to report to work on time and in an appropriate mental and physical condition for work.

Unlawful use, possession, distribution or manufacture of a controlled substance or alcohol or being under the influence in the RM of Cambria No. 6 or while conducting RM of Cambria No. 6 business off premises or while at any worksite or while operating any Employer vehicle or equipment during and after working hours is absolutely prohibited. Violation of this policy will be considered misconduct and will result in disciplinary action up to and including termination and may have legal consequences.

All employees are provided with the code of conduct policy prior to start of employment and must sign that they have read and understand the terms and conditions of the policy.

300 MUNICIPAL MANAGEMENT/MAINTENANCE

300-1 OFFICE MAINTENANCE

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

300-2 OFFICE ACCESS

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

300-3 OFFICE SERVICES & FEES

Fee schedule and procedures for various office services:

Development Permits- price varies, please contact office

Assessment information- provided to owner free of charge

Request for Re-Assessment- \$20.00 per property

Overweight Permits- No cost for agricultural operations

RM Map- \$15.00 (includes tax) additional \$5.00 if mailed

Tax Certificates- \$30.00 up to 4 parcels

Title Searches- conducted at ISC cost for owners only

Notary Services- no charge during office hours for ratepayers; \$20 for non-ratepayers

Minutes- \$20.00 per printed copy

Photocopying- \$.50 per copy

300-3.1 Special Event Request

If municipal approval is required for the purpose of obtaining a special occasion permit from SLGA, the applicant must submit a request in writing no later than 10 days before the event stating the date of the event, location, and permitted hours. The respective division Councillor may grant permission in between council meetings if necessary.

300-4 RECORD RETENTION

The Administrator is authorized to destroy municipal records as per Bylaw 16-02.

300-5 COUNCIL/EMPLOYEE COMMUNICATION

The Administrator and Manager shall communicate employee concerns and suggestions regarding council plans, programs, direction, scheduling or any other matter pertaining to the day to day operations of the municipality expediently and directly to council or appropriate committee. The Manager shall provide direction to the Council relating to jobs and projects to be completed and areas of concern. All jobs and/ or projects over \$5000 must be approved by a majority of the members of council.

The purpose of the policy is to:

- Clearly enunciate council communication practices and procedures,
- Maximize the efficient use of time, human and capital resources,
- Minimize the need for council member involvement in the day to day operations of the municipality,

- Enhance employer/employee relations, by minimizing confusion and potential areas of conflict.

300-6 ANTI-HARASSMENT

An anti-harassment policy was passed by resolution #17-227 on December 13, 2017.

The policy states that:

- The employer will assure that no worker is subject to harassment at this place of work as identified in Section 3(1)(l) of *The Saskatchewan Employment Act*.
- No employee shall cause or participate in the harassment of another worker, contractor or person working with or for the RM

300-7 TAX COLLECTIONS

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

300-8 TAX ENFORCEMENT

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

300-9 GENERAL INSURANCE

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

- \$1000.00 deductible
- Replacement cost coverage on RM buildings and contents, various equipment
- Actual cash value coverage on miscellaneous equipment and attachments

300-10 LIABILITY INSURANCE

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

300-11 BOND COVERAGE

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

400 TRANSPORTATION SERVICES

400.1 ROAD CONSTRUCTION

In advance of the yearly budget meeting, the Council and manager will determine the various construction and maintenance projects and their relative priority in the municipality.

Contractors are directly responsible to the engineer in regards to the plan, design and construction standards.

The Engineer is directly responsible to the division Councillor and Administrator. Any additional approaches or re-locations etc., must be submitted to the engineer for inclusion in the project.

In the absence of an engineer, contractors are directly responsible to the councillor for the division the work takes place in.

400-1.1 Pre-Construction Procedures

The **Administrator** is responsible for:

- Preparing the agreements for sale of ROW's or temporary work space
- Ensure construction contracts are accurate and approved
- Request survey work of the proposed area
- Order culverts if necessary

The **division Councillor** is responsible for:

- Ensure land owners needs are met i.e approaches, culverts
- Obtain signatures on right of way sale agreements
- Tour the proposed construction area with the engineer and/or contractor; inform them of any pertinent information
- Final inspection of the project upon completion

The **Manager** is responsible for:

- Notify Sask First Call of construction and request locates, depths and flagging of the underground facilities.
- Locate source of rocks for rip rapping, if needed
- Locate borrow pit area, if needed
- Locate source of clay, if needed
- Locate area to dispose of rocks
- Locate water source, if needed
- Identify any new or altered water courses
- Coordinate gravel requirements
- Provide administration with list of required culverts
- Locate construction camp site
- Examine road approach requirements
- Confer with land owners on approach issues and requirements
- Report all above ground and buried obstructions, all arrangements made for rocks,

- borrow pits, clay deposits, etc., to the administrator
- Provide Council with project updates

400-1.2 Topsoil Removal & Replacement

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

400-1.3 Payment of Borrow Areas and Easements

Borrow area payments will not exceed \$2500. The RM provides for the removal and reclamation of topsoil. Compensation for crop loss or damage will be paid in the year of construction. No future crop loss payments will be issued.

Borrow pits and dugouts must be setback 150 feet from center of road and 300 feet from an intersection.

Work Space Easements will be paid \$1000 for the first 100 feet plus an additional \$200 per acre for any additional area that is utilized to be determined once the construction is completed. This does not cover crop loss.

400-1.4 Compensation for Crop Damage for Road Construction

Payments to ratepayers associated with crop damage as a result of municipal works, shall be as follows:

- Each ratepayer shall be paid a rate equal to an average yield of crop per acre times market price per bushel as determined by crop insurance price and/or the contracted price.
- Hay land shall be paid at a rate per acre of the average price per ton as published in the Sk Ag & Food Feed Grain and Forage Listing
- Payment shall be for crop, either damaged or not planted, over and above the municipal right-of-way. No payment shall be made for crop damage that was previously seeded on the municipal right-of-way. Payment for crop damage shall also be paid for the area outside the right-of-way required for the removal and replacement of topsoil.

400-1.5 Fences

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

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

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

will be made by the municipality upon receipt of notice that the fence has been removed/replaced.

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

Fences must be set back 1 foot from property line.

400-2 ROAD MAINTENANCE

The Council recognizes the need for organized and consistent road maintenance services. In order to accomplish that need, a list of guidelines and procedures shall be prepared for employees and council to follow, which may be amended periodically.

400-2.1 Stones

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

400-2.2 Approaches & Intersections

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

400-2.3 Prairie Trails

Prairie trails and non all-season roads must be pulled in from both sides and spread down the center.

400-2.4 Crown

A minimum of 4% crown must be maintained on all roads.

400-2.5 Gravel

As early as possible every years and prior to the annual gravel program, all roads must be graded for the purpose of reclaiming gravel from the road sides and spread on to the driving surface. Gravel is to be spread in such a way that no ridge over 4" remains at the road edge.

400-3 SNOW REMOVAL

The municipality will make every effort to clear municipal roadways promptly following a heavy snow fall. All snow removal is done by the municipality. Contractors removing snow on the municipal right-of-ways shall have written consent.

400-3.1 School Bus Routes

School bus routes shall receive priority over other roads for snow removal operations.

400-3.2 Residential Access Routes

Residential access shall receive secondary priority of snow removal.

Any additional roadways that require clearing will proceed following the above priorities.

400-4 MOWING ROAD ALLOWANCES

The first yearly cut shall be alternated yearly between divisions as per Manager direction. Mowing will begin in late June or early July as necessary.

Individuals wanting to cut the road allowances for free must notify the Manager of their intentions prior to June 15 of each year.

The final cut shall commence in late August or early September.

400-4.1 Hay Removal

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

400-5 MACHINERY CUSTOM RATES

The municipal machinery rental rates are reviewed annually by council. The current rates for equipment and operator are as follows:

Motor Grader	\$175.00/hour for ratepayers \$300.00/hour for non-ratepayers and commercial companies
Tractor & mower	\$150.00/hour
Tractor & snow blower	\$150.00/hour
Tree planter	Free use for ratepayers

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

400-6 MAINTENANCE OF RESIDENTIAL LANES

If requested, private lanes or driveways may be graded, mowed upon approval from the Manager. Applicable machinery rates apply and will be invoiced to the property owner and any unpaid work will be added to the taxes at the end of the year.

400-7 CULVERT SALES

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

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

400-8 GRADER BLADE SALES

New grader blades are not for resale.
Used grader blades may be sold at a rate of \$5.00 each.

400-9 GRAVELING PROGRAM

Every November, each division Councillor shall provide a gravel map to the Administrator for the area they represent, indicating which roads require gravel and specified quantities. The Manager may provide input regarding which roads he/she feels requires attention. The Administrator will compile a map for Council to review. A public tender competition takes place in December with the award of contract to take place in January.

400-9.1 Sale of Gravel

Gravel that is owned by the RM is not for resale.

400-10 LEASED LAND

Land that is owned by the RM is rented on a 5-year contract that is awarded by a public tender.

400-11 DUST CONTROL PROGRAM

The municipality will provide dust control service to occupied residential sites at a 50/50 cost share between the RM and resident. Standard site size is a length of 650 feet and width of 24 feet. If a ratepayer wishes to exceed this size, the cost will be solely that of the resident who has requested it. Ratepayers shall sign a waiver and make payment prior to application. The RM shall provide dust control bi annually for Salem church and Lac Qui Parle church.

400-12 ROAD TOURS

The Council as a whole may participate in a road tour in March or early April where Council will travel and inspect the roads for budgeting purposes.

400-13 WEIGHT RESTRICTIONS ON MUNICIPAL ROADS

All roads within the municipality are secondary weights excluding the period of spring road restrictions and winter weights.

The Rural Municipality of Cambria No. 6 may impose a weight restriction on any municipal road, at any time it feels advisable, to maintain the integrity of the road/road top. The imposition of weight restrictions shall be the responsibility of the Reeve and Councillor for the affected division.

400-13.1 Spring Road Restrictions (Road Bans)

The municipality will be included in the provincial road ban program and follow their dates. For the duration of spring road restrictions, all Rural Municipality of Cambria roads are subject to a 13T restriction. Oil companies may request to enter into a road haul use agreement for daily operations during the restriction, at Council's discretion as well as Overweight Permits may be issued at Councilor's discretion.

400-13.2 Road 606 Weight Restriction

The Road 606 is subject to a weight restriction of 13T year-round as per Bylaw 22-01.

Only those that have no other access to their facilities/buildings or field shall be eligible to apply for a permit to use the weight restricted road. The contractor/farmer that has been issued an overweight permit shall leave the restricted road immediately upon reaching the nearest road that is not restricted.

400-13.3 Overweight Permits

Overweight permit requests are at the discretion of the pertaining division Councillor. Permit applications can be obtained through the municipal office.

400-14 ROAD MAINTENANCE AGREEMENTS

The municipality may enter into road maintenance agreements with any individual or contractor who wishes to use municipal roads for the purpose of bulk haul operations as authorized per Bylaw 0701. Such agreements will be ratified by Council at the next regular Council meeting.

The rates calculated for a road maintenance agreement are set by the province pursuant to Section 12.1 of *The Municipalities Regulations*.

Hauls taking place for ratepayers within the RM for the purpose of agriculture, are exempt from haul agreements.

400-15 DESIGNATED HAUL ROUTES

Haul routes for heavy hauling are to be determined by the Council with administration to direct traffic according to the haul route map approved.

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

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

400-16 ROAD DEVELOPMENT POLICY

All applications for development of road allowances must be submitted in writing to the RM office. Permission must be granted from the municipality prior to any construction. All persons proposing a development shall be responsible for:

- All costs associated with the construction
- Negotiating with the adjacent landowners for fence removal, temporary work space, right of way agreements or borrow pits as necessary
- Ensuring the road is built to minimum standards- 8 metre top and 3:1 slope, height of 2 feet above field level-
- Installation of culverts necessary as to not impede the natural flow of water

Permission may be granted between council meetings with consultation with the respective Councillor, Reeve and Administrator.

400-17 ROAD APPROACH POLICY

All request for approaches must receive approval from the RM. No work shall take place on a municipal road allowance without permission of the Municipality. Approach Development Applications can be obtained through the RM office.

400-17.1 Approaches off a Municipal Road

400-17.1 (a) The first approach onto a quarter section off of a municipal road allowance may be paid for by the municipality, including the installation, costs of clay, gravel, and culverts if necessary.

400-17.1 (b) If a second approach is requested by the landowner, that approach will be paid for by the landowner, including the price of the clay, gravel and culverts if required. Culverts may be purchased from the RM at cost.

400-17.1 (c) Widening of an existing approach or the relocation of an existing one, will be the sole responsibility of the landowner; however, if circumstances warrant, the Municipality may provide a replacement culvert.

400-17.1 (d) Each approach shall be constructed to a minimum of 8 metres for residential or agricultural use and 11 metres for commercial. For safety and mowing considerations, every road approach should have a 5 to 1 side slope.

400-17.1 (e) All approaches shall have a 30 metre setback from an intersection

400-17.1 (f) Upon completion of construction, approaches shall be approved by the municipality. Should the approach not meet approval, the municipality shall contact the contractor, who shall be responsible for any additional work that may be required.

400-17.1 (g) A maximum of three approaches per half mile will be allowed, with the exception for an allowance of a temporary approach that may be installed no longer than 1 month.

400-18 CROSSING OF ANY ROAD WITH A PIPELINE OR GAS LINE OR WATER

All companies/individuals wishing to bury a pipeline within the municipality shall adhere to the following:

400-18.1 Depth

All pipelines buried on or across municipal road allowances shall be buried at a depth of at least 2 meters below the lowest point on the municipal right of way.

400-18.2 Road to Pre-Plowing Condition

All road allowance crossings: which includes road top, side slopes and ditches, are to be leveled to a pre- plowing/trenching condition.

400-18.3 Bored Crossings

All pipelines that are to cross a municipal road shall be bored, unless otherwise approved by the Councillor.

400-18.4 Company to Locate Pipeline

Should the municipality wish to construct a new or existing road, the respective company shall locate the pipeline at no cost to the municipality and shall lower the same at no cost to the municipality should the need arise.

400-18.5 Company to Repair Crossing

Should a crossing become rough due to settling, etc. the municipality shall require the respective company to repair the crossing.

400-18.6 Markers

To aid in the municipality's mowing program, all markers are to be placed no closer than 33 feet from the centre line of any road. Should a fence be adjacent to the road allowance, the marker may be placed at the fence line.

Initial application for a crossing must be made at the municipal office, but approval from the individual Councillor must be received upon final construction.

400-19 BURIED TELEPHONE & POWER CABLE POLICY

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

400-19.1 Depth

All cables buried on or across municipal road allowances shall be buried at a depth of at least 2 meters below the lowest point on the municipal right of way.

400-19.2 Road to Pre-Plowing Condition

All road allowance crossings: which includes road top, side slopes and ditches, are to be leveled to a pre- plowing/trenching condition.

400-19.3 Bored Crossings

Cables that are to cross a municipal road that has a legal right of way width greater than Sixty-Six (66') feet shall all be bored. These are roads in the designated road system as determined by Saskatchewan Municipal Government. All other roads within the municipality; not on the designated road system; may be plowed or trenched with approval of Reeve and Councillor for the affected division.

400-19.4 Company to Locate Pipeline

Should the municipality wish to construct a new or existing road, the respective company shall locate the cable at no cost to the municipality and shall lower the same at no cost to the municipality should the need arise.

400-19.5 Company to Repair Crossing

Should a crossing become rough due to settling, etc. the municipality shall require the

respective company to repair the crossing.

400-19.6 Markers

To aid in the municipality's mowing program, all markers are to be placed no closer than 33 feet from the centre line of any road. Should a fence be adjacent to the road allowance, the marker may be placed at the fence line.

Initial application for a crossing must be made at the municipal office, but approval from the individual Councillor must be received upon final construction.

400-20 SEISMIC

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

- a) file a Saskatchewan Energy and Mines' Notice of Intent in the RM Office, and,
- b) file a map in the RM Office clearly illustrating the road allowance to be used during the seismic operations outlined in the Notice of Intent.

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

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

to the road allowance or roadway, the applicant shall:

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

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

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

The applicant shall be responsible to locate any existing utilities (water wells, springs, pipelines, buried cables, irrigation, headworks, etc.) within or adjacent to any road allowance outlined above, and take whatever precautions are necessary to protect them, including, but not limited to, contacting all adjacent land owners.

All debris, man-made refuse, equipment and other material resulting from the seismic program shall be removed from the road allowance within 72 hours of the completion of the seismic field operations.

The applicant shall ensure that shot holes on a road allowance are confined to an area on either side of the roadway which is bounded on one side by a line one metre from the boundary of the

road allowance and on the other side by a line one metre from the toe of the roadway grade side slope (i.e. within the flat bottom of the ditch).

400-21 POWER POLE INSTALLATION

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

400-22 PROXIMITY TO ROAD ALLOWANCES

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

400-23 OIL & GAS WELL DEVELOPMENT

Council approves oil and gas well development as a permitted use in the agriculture district. Applications for development must obtain approval from the division councilor prior to development and are to abide by the current approach and road development policies.

400-24 DRILLING LICENSES

Drilling licenses are issued at a fee of the maximum allowed by Provincial Legislation and are payable upon application of development.

500 PROTECTIVE SERVICES

500-1 FIRE PROTECTION

The RM of Cambria is the joint owner of the Torquay & District Volunteer Fire Department with the Village of Torquay. All equipment and buildings are owned 50/50. The department is led by a fire chief, who is appointed by the committee consisting of participating municipal representatives. The administration is administered out of the RM office by the Administrator.

The municipality enters into agreements with neighboring municipalities for fire protection as required and called on by the fire chief.

500-2 EMERGENCY MANAGEMENT

The municipality has an Emergency Plan approved and reviewed annually by council and the Administration. The EMO Coordinator is appointed for a 2-year term by the Council at the November Council Meeting.

- 500-2.1 **Mutual Aid**
The municipality belongs to a mutual aid agreement with accordance with Bylaw 17-11.

600 ENVIRONMENT AND PUBLIC HEALTH

600-1 ANIMAL PEST CONTROL

The municipality shall provide a Pest Control Officer for the municipality at no direct cost to the ratepayers. This Officer shall have the authority to enter onto any property within the municipality and to distribute such baits for the destruction of rats as he/she feels necessary.

The bait, either distributed through the Pest Control Officer or through the Municipal Office shall be provided to ratepayers free of charge unless an infestation is over \$500 in bait and PCO fees.

The Pest Control Officer is paid on a per call basis at a rate of \$27.0 per site. If a call back is required, a mileage charge will be added at a rate of \$.80km.

600-2 WEED CONTROL

The municipality will appoint a Weed Inspector, who will have authority to control weeds within the municipality pursuant to the Noxious Weed Act. The municipality may, at its discretion, spray road ditches to eradicate noxious weeds at the expense of the municipality.

If weeds are found on private lands, notice will be provided to that landowner and eradication of the weeds be requested. Landowners are required to pay for 1/3 of the cost of the product and application.

600-3 PUBLIC WATER WELLS

The RM of Cambria does not have any public water wells.

600-4 WASTE DISPOSAL

Public waste bins are located in Outram and are permitted for use of all ratepayers.

600-5 CREIGHTON LODGE

As of 2017, a co-ownership agreement exists between the RM of Estevan, the RM of Coalfields,

the RM of Cambria, the RM of Benson and the RM of Cymri. The RM of Estevan remain the administrative municipality under the parameters of the agreement.