

RM of Meadow Lake #588

Policy Manual

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**RM of Meadow Lake #588
Policy Manual
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RM OF MEADOW LAKE #588
Policy Manual
Dated : March 4, 2008

100 MISSION STATEMENT

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

We accomplish our mission by providing services to the public which cannot feasibly be achieved individually for the benefit of the public as a whole. Such as:

1. Created on General Governmental services
2. Transportation
3. Recreational and Cultural
4. Protection Services

101 INTRODUCTION

This manual is designed to provide the Reeve, Councillors, Administrative Staff and Workers with a quick reference to the some legislation governing the Municipality, its policy, procedures and general information as it pertains to the RM of Meadow Lake.

The manual is divided into five major sections as follows:

1. General Municipal Operations
2. Bylaws of the Municipality
3. The Municipality Act
4. The Meadow Lake & District Emergency Plan
5. Map of the Municipality, Phone List and Municipal Fact Sheet

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

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

102 DEFINITIONS

- i. "the Act" shall mean the Municipalities Act;
- ii. "collective agreement" refers to the collective Agreement between the RM of Meadow Lake and the Saskatchewan Government and General Employees Union;
- iii. "council" refers to the Council of the RM of Meadow Lake;
- iv. "guidelines" are statements of reference, based on legislation and previous action of council;

- v. “municipality” shall mean the RM of Meadow Lake
- vi. “policy” is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- vii. “RMAA” shall refer to the Rural Municipal Administrators Association of Saskatchewan;
- viii. “SARM” shall refer to the Saskatchewan Association of Rural Municipalities.

103 GENERAL GOVERNMENT

103-1 The Council

The council is the main body of local government. The Councillors and Reeve are elected for the leadership qualities. As citizen representatives, they have a vested interest in the welfare of their community and therefore must possess two other necessary qualifications.

1. A member must have the skill and experience to adequately meet the demands of the position.
2. He or she must have the time and willingness to serve.

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

- Define policies in relation to the community needs and to the internal organizational operation;
- Encourage economic development in the area through working with other municipalities and the First Nations;
- Maintain a high level of financial accountability to the tax payers by insuring a safe administration of funds and an adequate control of expenditures;
- Provide personnel, equipment and facilities consistent with the municipality’s need for:
 - a. enhancement of the transportation network;
 - b. maintenance and safety programs for the ratepayer’s protection;
 - c. to provide a centre for ratepayers information and council activities

103-2 Reeve

- a. The Reeve shall preside, when in attendance, at a council meeting unless The Municipalities Act or other Act or a bylaw of this council provides that another member of Council is required or permitted to preside.
- b. The Reeve is a member of all council and committees and bodies established by council pursuant to the Municipalities Act, unless council provides otherwise.

103-3 Deputy Reeve

- a. Council shall name a Deputy Reeve each year and this shall be done at the first meeting after the annual election.
- b. A Deputy Reeve acts as Reeve if the Reeve is unable to perform the duties of the Reeve or the office of Reeve is vacant.

103-4 Code of Ethics

- a. To strive to represent every citizen of the community and not to show prejudice or bias.
- b. To recognize the expenditure of funds is a public trust, and endeavor to authorize expenditures efficiently, economically and in the best interest of the municipality.
- c. To abide by the majority decisions of the Council once they are made and accept and support them.
- d. To recognize that authority rests with the Council as a whole and not individually.
- e. To maintain the integrity, confidence and dignity of the council by striving to insure all the facts are evident before making a decision.
- f. To maintain confidentiality at all times.

103-5 Types of Committees

- a. Council committees are set up in accordance with Bylaw #3/06 and must consist of at least 1 member of council and are appointed by council.
- b. The Reeve is an ex-officio member of all council committees.
- c. Meetings of these committees are informal.
- d. Members speak as often as necessary provided they do not deprive other members of opportunities to present their views.
- e. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after an informal discussion.
- f. All decisions are to be brought back to the Regular council meetings for final discussion and approvals.

103-6 Standing committees

a. Employee Relations Committee

- a. The ERC shall consist of the Reeve and three (3) councillors and the Administrator.
- b. Its mandate is to:
 - i. Act as a liaison between the council and employees;
 - ii. Negotiate salaries with the employees;
 - iii. Act as a grievance committee;
 - iv. Make recommendations to the council
 - v. Be a representative of the council for the RM of Meadow Lake
 - vi. Represent the RM of Meadow Lake on the Bargaining committee and bargain in good faith with the employees choice of Union.

b. Financial Planning Committee

- a. The FPC shall consist of the Administrator, Reeve and council.
- b. Its mandate is to:
 - i. Develop a 5 year plan on:

- 1. Construction
- 2. Maintenance
- 3. Capital
- 4. Financial Plan
- ii. Review the plan and update it each year.
- iii. Assist in the budgeting process each year;
- iv. Make recommendations to the council.
- c. Gravel Committee**
 - a. The GC shall consist of the councillor for the division
 - b. Its mandate is to:
 - i. Investigate for future gravel explorations.
 - ii. Be a good Stewart in the use of the gravel;
 - iii. Review the gravel map each year with the Superintendent of Public Works
- d. Planning & Development Committee**
 - a. The PDC shall consist of the Reeve, Administrator and one (1) Councillor
 - b. Its mandate is to:
 - i. Review the Zoning Bylaw of the municipality from time to time to ensure it meets our growing needs;
- e. Texas Gate Committee**
 - a. The TGC shall consist of a committee of councillor for the affect area and the Administrator.
 - b. Its mandate is to:
 - i. Inspect all cattle guards in the RM and report any which do not meet specifications;
 - ii. Investigate any complaints received regarding cattle guards and take appropriate action;
 - iii. Review any requests for the placement of cattle guards.

103-7 Appointments

Assessor & Collector	- Administrator
Auditor	- Barry Svenkenson
Banking	- CIBC
Board of Revision	- Drew Stoddard
	- Rudy Leiter
	- Joe Zeiglgansberger
	- Secretary – Leanne Schroeder
Engineers	-
Signing (roads)	- Northwest Road Services
Solicitor-General	- Jeff Baldwin
Solicitor-Labour	- Mike Morris - SARM
Road Consultant	- Lennea Consulting

103-8 Council Committees/appointments

- The RM of Meadow Lake shall pay a honorarium to the RM of Meadow Lake appointed representative to specified organizations as

appointed by the RM Council and that the honorarium be set at \$25.00 per meeting unless they are already being paid an honorarium by another organization to attend.

Chamber of Commerce	- Raymond Wilfing (alternate) - Ernie Schwartz
Construction Committee	- Councillor for each division
Development Appeals Bd	- John Osborne - Edwin Peters - Dan L'Heureux
Development Committee	- Raymond Wilfing - Councillor of Concerned Area
District Agriculture Board	- Darwin Schwartz - Ernie Schwartz
Divide Forest Advisory Com./ Chitek Lake Advisory	- Russ Jones - Alternate – Perry Brookes
Economic Development Committee (REDA)	- Raymond Wilfing - Darwin Schwartz (alternate)
Emergency Measures Org.	- Russ Jones - Doug Bacon (alternate)
Employees Relations Comm.	- Raymond Wilfing (Chair) - Russ Jones - Doug Bacon - Darwin Schwartz
Equipment Committee	- Dan Danilkewich - Russ Jones - Darwin Schwartz
Fire Rangers	- Russell Nelson appointed Fire Chief, and each Councillor for his Division as Fire Ranger
Long Term Financial Planning	- Raymond Wilfing - Gina Bernier, Administrator - Russ Jones - Darwin Schwartz
Gravel Committee	- Councillor for concerned area
Lakeland Library Region	- Dan Danilkewich (2007-2009)
Local Library	- Joan Schindle - Teresa Cummins - Marlyn Samson
Meadow Lake Prov. Park	- Ernie Schwartz
Mistik Management Forest C	- Perry Brookes - Alternate – Russ Jones
N.C. Trans. Plan. Com.	- Raymond Wilfing
Northwest Mun. Association	- Raymond Wilfing
Occupational Health/Safety	- Dan Danilkewich - Darwin Schwartz

- OSB-Local Environ. Monitor - Doug Bacon
 - Dan Danilkewich
- OSB Man. Forest Committee - Doug Bacon
 - Dan Danilkewich
- Pest Control Officer - Peter Hakes
- Recreation Board Rep. - Ernie Schwartz
 - Doug Bacon
 - Perry Brookes (alternate)
- Recreation Facility Reps. - Doug Bacon
 - Ernie Schwartz
 - Perry Brookes
 - Darwin Schwartz (alt)
- Reg. Waste Man. Executive - Raymond Wilfing
 - Gina Bernier
- Road Mtce Ag. Committee - Councillor for concerned area
- Road Weight Committee - Doug Bacon (Chair)
 - Darwin Schwartz
 - Weight loads to be confirmed with each councillor for the concerned area
- Texas Gate Committee - Councillor for concerned area
- Zoning Appeals Board - John Osbourne
 - Edwin Peters
 - Dan L'Heureux

103-9 Council Remuneration

103-9.1 Council Meetings

- Remuneration for a full day meeting is \$150.00 and for ½ day meeting - \$75.00
- Mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day in attendance.

103-9.2 Special Council Meetings

- Remuneration for a full day meeting is \$150.00 and for ½ day meeting - \$75.00
- Mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day in attendance.

103-9.3 Committee Meetings

- Remuneration for a full day meeting is \$150.00 and for ½ day meeting - \$75.00
- Mileage from their place of residence at a rate of \$0.50 per kilometer for each council meeting day in attendance.

103-9.4 Log Book

- Council members must keep an accurate log book of the time spent attending such meetings and mileage incurred.

103-9.5 Telephone expenses

- Council members shall receive reimbursement for telephone and cellular calls relating to municipal business.

In order to receive payment, copies of a log and the actual billing documenting the calls must be submitted.

103-9.6

Meal expenses

- Council members shall receive meals if a meeting runs through and past the lunch hour and these meals will be paid for by the RM.

103-9.7

Procedure

- Council members may submit expense vouchers for remuneration and mileage and any other authorized expenses at each month's council meeting.

103-10 Council Benefits

103-10.1

Workers Compensation

- Elected officials are covered by Worker's Compensation Board while engaged in official municipal business.
- Claim payment for disability is based on 90% of salary to a maximum of \$35,000.00 per year until such time as the disabled person can resume work to the maximum age of 65.
- The death benefit is available only if the death is a result of unusual or accidental circumstances, in which case the dependent spouse or children would receive benefits for five years and approximately \$10,000.00 for funeral costs payable to the estate if there are no dependants.

103-10.2

SARM Disability Plan

- Elected and appointed officials are covered by the SARM Disability Plan while engaged in official municipal business
- The plan payment for disability is based on 80% of salary to a maximum of \$20,000.00 for one year.
- Any money received from Worker's Compensation or Unemployment Insurance is deducted for the SARM Payment.
- The death benefit is a lump sum payment of \$5,000.00 payable to the estate.

103-10.3

Health and Dental Plan

- The Council may, if the Councillor wishes, obtain the Health and Dental program through SARM for a benefit of Single – H2 and D2. If the Councillor wishes he/she may obtain the family benefit package with the extra costs to be paid by the Councillor requesting the extended package.

103-11 Council Travel

103-11.1

Convention Expense

- The RM of Meadow Lake shall pay accommodation expenses for all approved conventions.
- The RM of Meadow Lake shall pay all meal expenses for all approved conventions.
- Per Diem rate of \$150.00/day for the days at the meeting including travel to and from.

103-11.2 Convention Mileage

- The RM of Meadow Lake shall pay mileage at a rate of \$0.50 per kilometer for travel to all approved conventions.

103-12 Administration

103-12.1 Appointment

The Administrator is appointed by the Council

103-12.2 Qualifications/Role

- The Administrator shall hold a minimum Class A Certification in Local Government Administration
- Have worked for a minimum of 5 years as an Administrator in a Rural Municipality.
- The Administrator’s role is a financial and legislative advisor to council.
- Liaison between the council, the community and the municipal employees.

103-12.3 Duties

1. Without limiting the generality of section 5 of the Municipalities Act, the Administrator will Act in accordance with the Municipalities Act requirements as any other Acts, both Federal and Provincial.

2. Additional Duties of the Administrator

The Administrator shall:

- Ensure that the Council is informed on “Duty to Consult” with the First Nations.
- Act as the returning officer for all elections under The Local Government Elections Act
- Ensure that Public Notice is given as provided in the Act or any other act and as required by council in this bylaw, any other bylaws or resolutions.
- Ensure that the policies and programs of the Rural Municipality are implemented.
- Advise, inform and make recommendations to council on the:
 - Operations and affairs of the Municipality
 - Policies and programs of the Municipality
 - The financial position of the Municipality
 - Supervise all operations of the Municipality

- Be responsible for the preparation and submission of the annual budget estimates from departments for Council
- Monitor and control spending within program budgets established by Council.
- Make routine expenditures on a daily basis until the annual budget is adopted by council.
- Facilitate negotiations for land purchases, annexations, etc.
- Attend meetings of Council and other meetings as Council directs
- Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the Council.
- Appoint an Assistant Administrator upon need and have the final approval of the appointment completed at the next regular council meeting.

103-13 Record Retention

103-13.1 Authorization

- The Administrator is authorized to destroy municipal records as per the Government advisory Services Record retention guide and Schedule

103-14 Office

The RM of Meadow Lake owns the office building, photo copier and fax machine.

103-15 Office Access

Keys accessing the office shall be restricted to the Administrator, Assistant Administrator, Reeve, Janitor and bonded personnel only.

103-16 Council Chambers

1. First priority is to the council meetings and committees of the Council.
2. The chambers may be open for use by others during office hours between the hours of 9:00 a.m. to 4:30 p.m. from Monday to Friday, and providing that the office is open during the noon hour.
3. The chambers may be open for use in the evening for council members only.
4. There shall be no charge for the use of the facility.

103-17 Office Hours

The office is open from 9:00 a.m. to 4:30 p.m. Monday through Friday except for Statutory Holidays.

103-18 Office Maintenance

1. A janitor shall be contracted to keep the office clean and to conduct minor repairs.
2. The Administrator shall call for tenders on the Janitorial position which will be for a term of not more than 3 years.
3. The Council will review the applications for the contract and work in consultation with the Administrator in the awarding the contract.
4. The Administrator will be responsible to point out the duties of the Janitor's.

103-19 Fees and Charges

Fee schedule and procedures for various office and shop services:

103-19.1 Assessment Information/field sheets

- May be provided to owners free of charge
- Charged at \$10.00 per parcel for all non-owners

103-19.2 Building Permits

- Minimum \$25.00 plus inspections Costs
- A Development permit is required before a building is issued
- Permits Required for:
 - Commercial or Industrial Buildings
 - Residential Buildings
- Permits Exempted for:
 - Farm buildings such as barns, grain bins, and other buildings used for farming reasons

103-19.3 Burning Permits

- Permits are free of charge
- Permits are required 12 months of the year
 - **Inside Fire Perimeter**
 - RM of Meadow Lake issues burning permits 12 months/year
 - **Outside Fire Perimeter**
 - April 1 – October 31 – Sask. Environment issues burning permits
 - Nov 1 – March 31 – RM of Meadow Lake issues burning permits

103-19.4 Commissioner for Oaths Services

- Provided at no charge during office hours to RM ratepayers
- Commissioner's discretionary charge for non-ratepayers

103-19.5 Culvert Sales

- New culverts may be sold, supply permitting, to ratepayers of the RM of Meadow Lake for:

Lease land access
Titled land access
Well cribbing
Etc.

- Cost of new culverts will be at the municipalities cost including all applicable freight and taxes.
- Used culverts may be sold at 50% of list price at the discretion of the Superintendent and/or Administrator

103-19.6

Development Permits

- See Building Permits
- Permits Required For:
 1. Additions to Residential Buildings
 2. Farm Buildings
 3. Utility Buildings (ie. Sask.tel, Power, etc.)
 4. Requirement for Non Agricultural Building Permits in Flood Prone Areas

Certain lands, are subject to periodic flooding. To minimize potential flood damage, the RM of Meadow Lake Council has established a policy that requires all non-agricultural buildings located in flood prone areas to be built with a finished grade level at or above the 1:500 year flood elevation.

The following process is required to obtain a Building Permit in a flood prone areas:

1. Contact the RM Planning Department to confirm that the property is eligible for a Building Permit and obtain a permit application form.
2. Contact Sask. Water to determine the 1:500 year flood elevation for the property.
3. Contact a Sask. Land Surveyor to prepare a site plan showing:
 - a. The existing elevation at the proposed building location; and
 - b. The location of the proposed building relative to the top of bank and property lines.
4. Contact the RM Planning Department to determine the required building setbacks from the top of bank and property lines.
5. Complete the Development/Building Permit application form and return it to the RM office.
6. Additional material may be required by the RM to complete the review of the application.
7. The National Building Code of Canada requires that building foundations be placed in or on undisturbed soil. Because all on agricultural

development in flood prone areas must be constructed on a mound to comply with flood elevation requirements, the foundation plans must be reviewed and/or designed by a Professional Engineer licensed to practice in the Province of Sask. The Engineer must be made aware that the building will be located in a flood plain and constructed on a mound.

8. After the Development/Building Permit application has been reviewed and approved by the RM, and payment of the Building Permit fee has been received, a Development Permit and Building Permit will be issued for the foundation only of the proposed building.

103-19.7 Equipment Fees

NOTE: Employees of the RM of Meadow Lake will be invoiced the custom work rates less \$22.00 per hour

1. **Patrol**
 - a. \$125.00/hour – Ratepayers
 - b. \$150.00/hour – Non ratepayer
2. **Tractor & Mower**
 - a. \$10.00/hour
3. **Snowplowing**
 - a. \$125.00/hour; or
 - b. \$40.00/flag
 - This is at a maximum of 20 minutes of work
4. **Payloader**
 - a. \$150.00/hour
5. **Truck/low Bed**
 - a. \$150.00/hour
6. **Backhoe**
 - a. \$75.00/hour
7. **Trackhoe**
 - a. \$150.00/hour
8. **Crawler**
 - a. \$125.00/hour
9. **Scraper**
 - a. \$150.00/hour
10. **Labour Rate**
 - a. \$25.00/hour
11. **Light Truck Rate**
 - a. \$50.00/hour
12. **Shop Tool Rental**
 - a. \$40.00/hour; and an RM of Meadow Lake employee must accompany the tool at all times

- 11. Grader Blades** – No sales
- 103-19.8 Fax service**
- Incoming Faxes
 - \$2.00 – 1st Page
 - \$0.50 – per page if more than 1 page to send
 - Outgoing Faxes
 1. \$3.00
 2. \$1.00 per page for faxing field sheets
- 103-19.9 Fire fees**
- For invoicing purposes, the cost for fire fighting is as following:
1. \$25.00 per hour per RM of Meadow Lake employee attending the fire;
 2. Equipment at custom work rates as used on the fire;
 3. Any other costs incurred in the fighting of the fire
- 103-19.10 Gravel Sales**
- Gravel sales from the RM of Meadow Lake gravel pits will no longer be available for sale as of the date of October 9, 2007.
- 103-19.11 Land Sales Information**
- Individuals seeking information regarding land sales are to be referred to the Information Services Corporation in North Battleford – 1-866-275-4721
- 103-19.12 Maps**
- \$10.00 per map plus postage if applicable
 - \$10.00 for Range Road Maps
 - \$15.00 for Division Maps
- 103-19.13 Overweight Permits**
- \$25.00 per unit per trip
 - \$100.00 per unit/month for multi trips
 - Multi Trips is defined as more than 1 trip from beginning to same destination point continuously.
 - Prior to issuing permits the following steps must be taken:
 1. Superintendent of Public works must be contacted and inquire whether this is feasible and the correct route that must be taken.
 2. Chair of the Weights committee will be contacted, if available.
 3. If needed, the councillor for the area may be contacted.
- 103-19.14 Photo coping**
- \$0.50 per copy
- 103-19.15 Pin Locates**

- Corner Pin or land location pin located within the RM of Meadow Lake will be completed by the Consultant of the RM of Meadow Lake as follows:
 1. Pin locates may be requested by the Administrator, Superintendent, Reeve or any Council member while completing the duties associated with the RM;
 2. An hourly fee of \$35.00 plus mileage will be charged for pin locates that have not been authorized by either the Administrator, Superintendent, Reeve or Council member.
 3. This policy is effective for the duration that the RM of Meadow Lake retains a road consultant.

103-19.16

Tax certificates - \$10.00 each

103-19.17

Tax Statements - \$3.00 each

103-19.18

Title Searches

RM of Meadow Lake Ratepayers – \$10.00/title for their own property

For property not owned by the Requester - \$20.00/title

103-20 Donations

- The RM of Meadow Lake will not donate to any charitable organization. Council regulates the ratepayer's tax dollars for the RM and do not feel they have the mandate to donate to any one charity.

103-21 Purchasing

- Auction Sales
 - a. A letter of authorization from the RM #588 office, signed by the Administrator, will be sent with the Councilor, Reeve, Superintendent of Public works for authority to purchase an item at an auction sale;
 - b. Prior to auction, council should discuss either through meeting or conference call an approximate amount they would be willing to purchase item for;
 - c. Individual at auction would keep a cellular phone on his/her person in order to contact an Equipment Committee member for discussion during the auction of the item.
- 3 quotes are received on comparable product for the purchase of small tools and equipment (if the ability of receiving 3 quotes is available).
- After receiving quotes, the purchase requirement is then referred to the Equipment Committee as follows:

1. \$500 - \$2500.00 – 1 member of Equipment committee consulted;
2. \$2501 - \$5000.00 – Equipment committee as a whole must communicate either by meeting or by phone conference for approval;
3. \$5000.00 and up – the Council of the RM of Meadow Lake must review for approvals

103-22 Custom work Fees/Fire Calles added to Tax Roll

- All outstanding Accounts Receivable for custom Work and Fire Fees/Calls will be placed on the land owner’s taxes to whom the invoice was sent to and that this will be done on December 31 of the year in which the billing occurred.

103-23 Tax Collections

1. The municipality shall accept installment payments or prepayments on tax accounts when request by the ratepayer.
2. Post-dated Cheques will be accepted and receipts will be issued on the date when the Cheques come due.
3. Administrator is authorized to arrange payment schedule for any delinquent tax accounts.

103-24 Tax Enforcement

- Property with tax arrears of less than 50% of the current year’s levy shall be removed from the tax enforcement list.
- Property with tax arrears of \$10,000.00 and over will have tax enforcement proceedings begin January 1 of the year which they go into arrears.
- See Tax Enforcement Act

103-25 General Insurance

- The municipality shall carry commercial property insurance on all property.
- The current policy is with SARM Property Self-Insurance Program

103-26 Bond

The municipality is required to carry a blanket position bond in the minimum amount of \$10,000.00 on the Administrator and Office Personnel.

103-27 Liability Insurance

- The municipality shall carry a minimum of \$3,000,000.00 liability insurance.
- The municipality is enrolled under the SARM self-insurance plan for \$3,000,000.00 coverage

1. Plan Name

- i. SARM Comprehensive Liability Self-Insurance Plan Policy

103-28 Elections

1. Returning Officer

- Administrator of the RM of Meadow Lake #588

2. Deputy Returning Officer

- Indemnity - \$150.00/day
- Mileage - \$0.50/km
- Meals - \$10.00 per meal
 - Election day – 2 meals
 - Advance Poll – 1 meal

3. Poll Clerks

- Indemnity - \$125.00/day
- Mileage - \$0.50/km
- Meals - \$10.00/meal
 - Election day – 2 meals
 - Advance Poll – 1 meal

4. Polling Stations

- Rental - \$100.00 per day
- Poll stations
 - Division 1 – Elks Hall, Meadow Lake
 - Division 2 – Elks Hall, Meadow Lake
 - Division 3 – Diamond 4 Ladies Club, St. Cyr
 - Division 4 – Elks Hall, Meadow Lake
 - Division 5 – Rapid View Recreation Center
 - Division 6 – Dorintosh Community Hall
 - Advance Poll – RM Office - #1-225 Centre Street, Meadow Lake

103-29 Hiring Contractors under WCB REGS.

▪ Prior to Hiring a Contractor

1. Ask for a Worker's Compensation Board Clearance Letter
2. If Clearance Letter unavailable:
 - a. Deduct that portion of WCB costs for the contractor prior to paying the invoice.

104 PROTECTIVE SERVICES

104-1 Burning Permits – see Section 103-19.3

104-2 Fire Protection

- The RM of Meadow Lake may pay an annual amount to the Town of Meadow Lake in order to provide fire protection to those residents of the RM in the sharing of the costs of the Meadow Lake and district Fire Department under a 3 year agreement.
- The 3 year agreement may be entered into with the Town and RM to be renegotiated prior to the expiry of each agreement term.
- Costs associated with the fire department attending a fire in the RM will be assessed by the Town's Fire chief and invoiced to the RM who will, in turn, invoice the respective ratepayer who benefited from the assistance.

- The Fire Department is administered out of the Town Office and through a board consisting of participating municipal representatives.

104-3 Fire Chief

- The RM of Meadow Lake and District Fire Chief shall be the appointed Fire Chief for the RM of Meadow Lake shall have jurisdiction over the entire area within out municipal boundaries unless otherwise specified.
- The Fire Chief is to be in charge of all structure fires in the municipality.
- The Superintendent is to be in charge of all grass/land fires located within the municipalities fire perimeter
- Sask. Environment is to be in charge of all fires located within the Sask. Environment's Fire Perimeter.

104-4 Fire Fighting Chain of Command

104-4.1 Structure Fires

- Councillor turns over to Superintendent
- Superintendent turns over to the Fire chief
- The above order may not take place if the Fire chief is the first to respond

104-4.2 Grass/Land Fires within the RM Perimeter

- The councilor for the area will turn the duty of Fire Ranger to the Superintendent upon the Superintendent's arrival
- The Superintendent will be "in charge" of the fire
- The Superintendent will consult with the Councilor for the area, if he/she is available
- The Superintendent may consult with the RM's consultant if necessary
- Upon leave of the Superintendent, he will designate someone to take his place until his return.

104-4.3 Sask. Environment Perimeter Fires

- Councillor will turn over to the Superintendent
- Superintendent will turn over to Sask. Environment
- The above order may not take place if Sask. Environment is the first to respond.
- Any costs associated with the Town of Meadow Lake to assist in a fire in the Sask. Environment Perimeter will be invoiced directly from the Town of Meadow Lake to Sask. Environment.

104-5 Fire Investigation

- The municipality authorizes the Fire Chief to appoint the R.C.M.P and/or Sask. Environment Investigator's as local assistant investigators.

104-6 Fire Reserves

- The RM of Meadow Lake will budget \$25,000.00 per year to be placed into a reserve account for the purpose of fire fighting

and that this reserve account be built to the amount of \$250,000.00 and to be maintained at this amount.

104-7 Ambulance Service

- The RM of Meadow Lake is administered through the Meadow Lake Road Ambulance Service.

104-8 Emergency Mutual Aid – E.M.O.

104-8.1 Parties Involved

1. **RM of Meadow Lake #588**
2. **RM of Beaver River #622**
3. **RM of Loon Lake #561**
4. **Northern Village of Green Lake**
5. **Village of Goodsoil**
6. **Village of Makwa**
7. **Village of Pierceland**
8. **Village of Loon Lake**

104-8.2 Definition of Agreement

1. **Purpose**
 - a. To provide effective emergency planning
 - b. Establish an Area Emergency Measures Control Committee
2. **Committee Requirements**
 - a. Appointment a member from council to the Committee
 - b. At the Committee meeting a chair will be appointed

104-9 9-1-1 Emergency Services

- Dispatching through the Prince Albert Office

104-10 Animal Pest Control

- The municipality appoints a Pest control Officer each year to keep rate infestation in check.
- The PCO is hired by the District #35 ADD board and reports to the RM of Meadow Lake ADD Board Representatives.
- The PCO is responsible for:
 1. Identifying rat infested sites
 2. Set up bait stations
 3. monitor stations
 4. keep accurate records and time sheets
 5. make annual reports to the ADD Board
 6. educate the ratepayers on identifying rat infestation and eradication and control measures

104-11 Blasting Policy

- The RM will not complete blasting on private property unless the infrastructure of the municipality is at risk

104-12 Dynamite

- No dynamite will be sold to private individuals
- That the road consultant may be able to purchase dynamite for the purpose of blasting through consultation with the Administrator.

104-13 Dynamiting Policy

- The RM will purchase dynamite for the sole use of local and area municipality needs.
- No dynamite will be purchased on behalf of private individuals.

105 TRANSPORTATION SERVICES

105-1 Maintenance Policy

105-1.1 Approach Widening

105-1.1.1 Culvert extensions for approach widening will be at the cost of the developer

105-1.1.2 Requests for widening must be made in writing to the RM Council.

105-1.2 Approach Development

105-1.2.1 Applications for approaches must be submitted in writing to the RM office and the Council for the Division is to review the request and work in consultation with the Superintendent.

105-1.2.2 Costs for the building of approaches will be at custom work rates if the RM work force builds the approach

105-1.2.3 Discretionary to the Councilor for the area and the Superintendent whether the RM work force builds the approach.

105-1.2.4 Developers responsible for additional approaches and service roads;

105-1.2.5 While the RM is constructing, reconstructing or building a road within the RM, the approaches along the road will be built or rebuilt by the RM construction crew at the discretion of the Council for the area and upon final approval by the Council of the RM at their regular meeting.

105-1.2.6 All approaches must have an appropriate site distance;

105-1.2.7 The approach must be constructed at a right angle to the road;

105-1.2.8 The approach onto all developed roads must have a minimum 28 foot top and 3 to 1 slopes (see attached drawing);

105-1.2.9 A culvert must be install where necessary with the RM supply the first culvert and the landowner must supply the Labour;

105-1.2.10 Any approach required by a ratepayer is to be the responsibility of that ratepayer to construct;

105-1.2.11 Any approach entering onto gravel roads must be graveled at the time of construction.

105-1.2.12 Refer to Culverts for the Culvert Supply policy

105-1.3 Maintenance of Residential Lanes

105-1.3.1 The municipality shall grade lanes after a custom work waiver form has been signed by the landowner.

105-1.3.1.1 Waiver forms can be obtained from:

105-1.3.1.1.1 Municipal Office

105-1.3.1.1.2 Council member

105-1.3.1.1.3 Superintendent

105-1.3.2 The municipality shall snow plough lanes when requested by the land owner placing a “snowplow flag” up at the end of his lane.

105-1.3.3 Snow plow flags can only be purchased at the RM office for \$40.00 per flag.

105-1.3.4 All other requests will be at the discretion of council.

105-1.4 Mowing Road Allowances

105-1.4.1 The municipality shall mow a top cut of 15 feet plus the back slopes on any road designated as a Class 1 to 7 road.

105-1.4.2 Mowing shall be completed at a time suitable to the RM and in compliance with the hay salvage policy.

105-1.4.3 No custom mowing except to other Government Agencies and at the discretion of Council.

105-1.5 Hay Salvage Policy

105-1.5.1 In accordance with the Department of Highways hay salvage policy, the RM will attempt to refrain from mowing the ditches in which there is a request from the adjacent landowner to use as hay salvage.

105-1.5.2 Requests must be made in writing by June 1 of the year in which mowing will take place and the requests must state:

105-1.5.2.1 Name of applicant

105-1.5.2.2 Land location

105-1.5.2.3 Road Name (township/range)

105-1.5.2.4 Number of miles request

105-1.5.3 All hay salvage must be cleaned up by July 31 of the year it is cut. Extensions must be made in writing to the Superintendent.

105-1.6 Road Maintenance Agreement – Samson

Parcel A in Township 63-14-W3

Snowplowing – once a year

Grader Maintenance – 2 times per year or upon request of the landowner and at the discretion of the Councillor for the area in consultation with the Superintendent.

105-1.7 Road Maintenance Agree – Joe Fluery

SE-02-62-16-W3

Snowplowing – 2 times per year

Grader Maintenance – 2 times per year

105-1.8 Field Access Grading Policy

105-1.8.1 Field access roads, located on developed roads which are only used to provide field access will be graded a maximum of 2 (two) times per year.

105-1.9 Snow Plowing Policy

105-1.9.1 Snow plowing road allowances which contain residences and/or business' should be snowplowed regular under the snow plowing program.

105-1.9.2 If there is no residence along a road allowance and it is not a regularly maintained road allowance, that no snowplowing will be completed on that road.

105-1.9.3 Opening a developed road allowance, not regularly opened will be opened once upon request and if the road allowance is requested to be opened again during the winter season, that the individual requesting the road to be opened will be billed for the cost of opening and that this may be completed at the convenience of the snowplow crew.

105-1.10 Brushing Road Allowances

- The RM will attempt to brush approximately 5 – 10 miles of road per year
 - Brushing will be done by either:
 - Hydro Ax
 - RM Crawler
 - Hired timber logging operation
 - Or other means which is agreeable with the Council
 - The Superintendent will meet with the Councilor's for each division to review the brushing needs.

105-1.11 Road Crossing – Pipelines

- For the purpose of Oil and Gas pipeline design and installation parallel or crossing municipal road allowances, the following conditions shall apply:
 1. All road allowances are deemed to be 45.72 meters (150 feet).
 2. All pipelines must be installed at right angles to the road allowance
 3. Pipelines should cross road allowances at the low spots where ever possible.
 4. Minimum pipeline depth shall be 2.5 meters (8 feet) in low spots and 3.7 meters (12 feet) in high spots on the road allowance
 5. All developed road must be punched through
 6. Vents may be placed on the outer edge of the existing right of way but will require moving at such times as road widening or construction occurs.

105-1.12 Road Allowance – Power Pole Specifications

105-1.12.1 Shall apply in the placement of Sask. Power poles

105-1.12.2 No above ground structures shall be installed any closer than 1.5 feet from the edge of road allowance assumed to be 150 foot right of way.

105-1.12.3 Any request by Sask. Power for the placement of poles and above ground structures must be approved by the Administrator.

105-1.13 Road Allowance – Tree Removal

105-1.13.1 Trees on undeveloped road allowance are not to be cut without the Municipalities permission.

105-1.14 Maximum Culvert Supply

105-1.14.1 The RM will supply a maximum of one culvert, where necessary, per quarter or subdivision and the landowner will be responsible to install the culvert and the approach to road standards.

105-1.14.2 Superintendent may be contacted respecting the standards required.

105-2 Construction Policy

105-2.1 Borrow Pits

105-2.1.1 Procedure

- The councilor for the area and the Superintendent are to review the borrow pit needs.
- They shall meet with the landowner to discuss the availability and have the landowner sign an easement form for the purpose of removing the material.

105-2.1.2 Compensation

- Councilor shall bring to the RM council the requests of the ratepayer and the compensation that he requests.
- Rates for borrow pits
 - Clay \$0.50/yard
 - Sand
 - Gravel

105-2.1.3 Compensation for Crop Damage

105-2.1.3.1 Compensation for crop damage and loss on right of ways purchased for road construction is to be paid at market value (of the day in question) of crop destroyed, unless otherwise agreed in writing between the landowner and the municipality.

105-2.1.4 Construction Procedure Check List

105-2.1.4.1 Administrator Responsibility

- Mail out form letter of notification of Construction to land owners affected by construction
- Prepare agreements for sale of right of ways
- Prepare letters of notification for Utility companies

105-2.1.4.2 Consultant Responsibility

- Work in consultation with the Superintendent
- Complete the design of the project upon request by Council, Administrator, or Superintendent.
- Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: once the project is released for gravel, the contractor is released from his obligation for repair on the road due to weather conditions.

105-2.1.4.3 Councillor Responsibility

- Meet with the landowners and obtain signatures on right of way sale agreements or easement
- Tour the proposed construction area with Superintendent. (and Engineer if applicable)
- Assist the Superintendent with locating any known clay deposits
- Obtain signature of approval from landowners for obtaining clay, dirt, or gravel as necessary for construction.
- Limit interference with the Contractor and Engineering Firm by the land owners
- Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: once the project is released for gravel, the contractor is released from his obligation for repair on the road due to weather conditions.
 - Sign the project release form once the road has been inspected with the foreman, engineer, and the contractor and are in agreement that the road is completed to satisfaction and ready for graveling

105-2.1.4.4 Engineering Firm Responsibility

- Responsible to the supervising Councilor or designate
- Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: once the

project is released for gravel, the contractor is released from his obligation for repair on the road due to weather conditions.

105-2.1.4.5 Road Contractor

- Directly responsible to the Engineering Firms in regards to the plan, design and construction standards
- Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: once the project is released for gravel, the contractor is released from his obligation for repair on the road due to weather conditions.

105-2.1.4.6 Superintendent

1. Discuss with Council the road construction needs in the RM.
2. Meet with individual councilor's to prioritize the road construction needs in their Divisions.
3. Work in consultation with the consultant on a "as need basis".
4. Tour Construction sites with the Councilor and Engineer, if applicable.
5. Maintain knowledge of Contractor's progress in an Engineered Road
6. Note above ground obstruction's and their locations:
 - a. Texas gates
 - b. Power Poles
 - c. Sask. Tel Facilities
 - i. Cut or fill area?
 - ii. Back slope area?
 - iii. Running parallel to road?
 - d. Rock piles
 - e. Trees
 - f. Buildings
 - g. Old or existing water wells
 - h. Dugouts
7. Buried utilities
 - a. Confirm utility companies have been notified
 - b. Confirm if utilities are located and flagged and depths known
 - c. Notify the utility company if lines require moving.

- d. The above may be designated to the consultant at the Superintendent's discretion

8. Pipelines

- a. Verify that the pipeline companies have been notified;
- b. Confer with engineer into depth of pipelines
- c. Are pipelines high pressure or not
- d. What special precautions must be taken
- e. The above may be designated to the consultant at the Superintendent's discretion

9. Other

- a. Ensure fences are removed (depending on tender)
- b. Ensure culverts are on site when needed
- c. Be on site when culverts are delivered
- d. Arrange for water hauls if required (depending on tender)
- e. Participate in the final inspection of the road upon completion of the construction for clearance to apply gravel. Note: once the project is released for gravel, the contractor is released from his obligation for repair on the road due to weather conditions.

105-2.1.5 Fencing On Road Construction/Development

105-2.1.5.1 The municipality will pay the following to the landowner providing that the landowner removes and replaces the fence:

105-2.1.5.2 Removal and replacement of fence- \$2,500.00 per mile

105-2.1.5.3 The landowner will supply the following under the replacement costs noted in Part 1.:

- Posts
- Wire
- Labour

105-2.1.5.4 The RM shall not be responsible for removing or erecting fences except under extenuating circumstances which is at the discretion of the Council as a whole.

105-2.1.5.5 Fences must be placed at the edge of the right of way as registered.

105-2.1.5.6 When road is under construction by RM workforce, the RM may, depending on the agreement with the landowner:

- Take down fence
- Replace with same quality of fence
- For Example: If fence removed has 2” posts and 2 wires, then it will be replaced with the same style fence.
- If wire or posts removed is un-usable, then, at the discretion of the Superintendent, new wire and posts may be used.
- If landowner requests that the fence be upgraded, (ie: extra wire or larger posts) then the extra costs to upgrade will be invoiced to the landowner

105-2.1.6 Oil and Gas Industry

105-2.1.6.1 Applications for development of road allowances must be submitted in writing to the RM office. The Oil and Gas company making application shall be responsible for:

105-2.1.6.2 Building, maintenance and graveling of the road being developed and shall remain responsible as long as the industry is the primary user of said road.

105-2.1.6.3 Negotiate with the land owners for fence removal and right of ways, and any damage to utility cables or pipelines located in the road allowance which may occur during construction or maintenance

105-2.1.6.4 Construct the road to a minimum standard of 24 foot top and 3 to 1 slope, these standards also apply to approaches. And this road must be purchased and built to the 100’ right of way.

105-2.1.6.5 All drainage

105-2.1.6.6 Texas gates/cattle guards on range land in compliance with the municipal Texas Gate Policy

105-2.1.6.7 Ensure that written permission from the Municipality has been issued prior to commencing construction

105-2.1.6.8 Permission for the industry development of road allowances may be granted between council meetings with

consultation with the Councilor for the Division, Administrator and Superintendent.

105-2.1.6.9

105-2.1.7 Right of Way Purchase

105-2.1.7.1 Right of Way purchase of land for road widening –

- \$250.00/acre minimum
- Rate per acre shall be in relation to the SAMA Fair Market valuation

105-3 Road Development Policy

105-3.1 Lease/pasture roads

105-3.1.1.1 Facilitates only 1 or 2 ratepayers

105-3.1.1.2 No residential site at the end of road

105-3.1.1.3 Cost to the Ratepayer requesting the build – 100% (at discretion of council)

105-3.2 Proposed Residential Access

~~**105-3.2.1** Any reasonable request for road development to a quarter of land on which a residential property is proposed to be built will have the following:~~

~~**105-3.2.2** A new road request must be made in writing and may be approved at the discretion of Council.~~

~~**105-3.2.3** A road may be built and the landowner making the request will pay 50% of the cost for the road building.~~

~~**105-3.2.4** The RM will place that 50% into a reserve account for a period of 1 year. After that year, if a residency has not been built, then the funds are not refundable and will go into general revenue.~~

~~**105-3.2.5** The RM may, at council's discretion, allow an extension of time to the landowner if he applies in writing to the Administrator for an extension of time. This request must be made at least 1 month prior to the expiry date.~~

~~**105-3.2.6** Upon receipt of clarification that a residency has been set up, the Council may, at its discretion, reimburse the landowner for the 50% cost which was paid without interest.~~

~~**105-3.2.7** The residency must meet the standards of a dwelling that has been approved through the Health Department and the Building Inspector (See Res #219/08-July 14/08)~~

105-3.2.8 Any Road building to be completed to a new subdivision and/or development must be contracted for the purpose of building the road in order to secure a definite cost for the building of the road to be invoiced to the developer. (**NEW**-June 9/08)

105-4 Cattle Guard (Texas Gate) Policy

- 105-4.1 SCOPE**
This policy includes all cattle guards (Texas Gates) situated on road allowances and surveyed roads within the Municipality.
- 105-4.2 PURPOSE**
- 105-4.2.1** To ensure that the RM is aware of the existence of all cattle guards within the municipality
- 105-4.2.2** To ensure that cattle guards are built and maintained to a standard satisfactory to the RM and to ensure the safety of users of municipal roads.
- 105-4.2.3**
- 105-4.3 REGISTRATION**
- 105-4.3.1** Registration of existing cattle guards on road allowances and surveyed roads will be required and shall include:
1. Owners name
 2. Land location
- 105-4.4 PROPOSALS FOR NEW CATTLE GUARDS**
- 105-4.4.1** Written permission must be obtained before a cattle guard may be placed on a road allowance or on a surveyed municipal road.
- 105-4.4.2** Cattle guards must meet the RM specifications and standards.
- 105-4.4.3** A detailed plan of the cattle guard must be submitted in writing to the council of the RM prior to installation.
- 105-4.4.4** Installation is the responsibility of the landowner, but must be supervised by the RM personnel.
- 105-4.4.5** Maintenance of the cattle guard is the responsibility of the landowner
- 105-4.4.6** “Cattle At Large”, “Texas Gate Ahead”, and “Advisory Speed Signs” shall be posted on all road allowances and surveyed roads with Texas Gates; and the cost for signs and installation to be charged to the landowner.
- 105-4.4.7** The land owner shall provide an alternate crossing in the form of a minimum 24 foot gate in the fence beside the Texas gate and an approach to the fenced gate to accommodate passage of wide or heavy equipment.
- 105-4.5 STANDARDS**
- 105-4.5.1** Minimum weight requirements according to the Provincial weight restrictions.
- 105-4.5.2** Space between cross members shall be a minimum of 5 inches on 2 7/8 pipe.
- 105-4.5.3** Pipe cross members should be a minimum of 2 7/8 inches.

105-4.5.4 Cross members shall be supported by a minimum of 4 – 6x6x ½ I beam, T iron or pipe of equal strength.

105-4.5.5 Size – minimum of 20 feet by 6 feet on municipal roads

105-4.5.6 Size – minimum of 16 feet by 6 feet on undeveloped road allowances or bladed trails.

105-4.5.7 Wings on either side of cattle guard shall be a minimum of 4 feet in height.

105-4.5.8 Material shall be all steel construction top sitting on steel or concrete foundations.

105-4.5.9 Installation must be supervised by RM personnel.

105-4.6 CATTLE GUARD COMMITTEES

Cattle Guard Committee shall be appointed annually and shall be composed on 1 member of council.

DUTIES

1. Shall inspect all cattle guards in the RM annually and report any which do not meet specifications to the council
2. Investigate any complaints received regarding cattle guards, and take appropriate action
3. Meet with landowner to discuss non-compliance and work out an agreement for the repair or removal of guard.
4. If removal attempts for non-compliance are unsuccessful by the Committee, then the council may make a resolution to remove this guard at the owner's expense.

105-5 Haul Routes/Weight Restrictions

105-5.1 Haul Route

105-5.1.1 Matchee Road & Neeb road (**Haul Route**)

105-5.1.2 Following the path from Highway #55 (corner of NW-10-60-15-W3) and south to the Meetos Railway Crossing (corner of NE-24-57-14-W3)

105-5.2 Overweight Permits

105-5.2.1 Overweight permits not be issued for any municipal road within the RM except for the following circumstances:

105-5.2.1.1 SUMMER

- Permits will not be issued except in extenuating circumstances
- Consultation with the Weights Committee, Administrator and Superintendent
- Permit fees will be negotiated upon request

105-5.2.1.2 WINTER

- Permits may be issued for single non-divisible loads:

- If road conditions are favorable
- At the discretion of the Weights Committee in consultation with the Administrator and Superintendent
- Permits may be issued for maximum overweight permit to be Primary Highway rates or the Highway Traffic's Permitted Weights Agreement.
- All permits issued with a maximum loaded speed of **60 km/hr**
- Permit fee will be negotiated upon request
- Road Maintenance Agreements must be signed with maximum set rates as set by Legislation.

105-5.3 Road Weight Restrictions

105-5.3.1 Effective 12 o'clock midnight, April 12, 1995 until further notice the following public roadway shall :

- Operation of Vehicles restricted to 250 pounds per inch width of tire on any wheel, including the load.
- Location
 - North of Section 5 & 6 – 60-17-W3 and North of Section 1-60-18-W3 also known as the "Schwartz' road and running from Dorintosh Highway #4 for 3 miles towards the east.

105-5.3.2 Effective October 9, 2008 that the road on the South of 2-61-17-W3 was not built to withstand heavy weights and that if heavy loads are hauled across this road, that this municipality will not upgrade due to the disrepair that may result, therefore be it resolved that a weight restriction be placed on this road at 250 pounds per inch of tire.

105-5.3.3 Weight Restriction on the Bridge across the Alcott Creek located at **NE-35-57-14-W3** the weight restricted is **22.5 tonnes**

106 PLANNING AND DEVELOPMENT

106-1 BUILDINGS

105-4.1 BYLAW REGULATING BUILDING

- a. Bylaw #3/89 – Building bylaw
- b. Bylaw #2/07 – Zoning Bylaw
- c. Bylaw #1/07 – Basic Planning Statement

106-2 BUILDING INSPECTOR

106-2.1.1 Residential/Light Industrial

106-2.1.1.1 Russ Nelson (Meadow Lake, Sask.)

106-2.1.2 Heavy Commercial/Industrial

106-2.1.2.1 Municode (Wayne Meier) (Saskatoon, Sask.)

106-2.1.3 Light Commercial/Industrial

106-2.1.3.1 Russ Nelson (Meadow Lake, Sask.)

106-2.1.4 DEVELOPMENT OFFICER

106-2.1.4.1 The Administrator for the RM of Meadow Lake has authorization to make a decision on development permits

106-2.1.4.2 Discretionary applications may be brought to a regular Council meeting prior to making a decision.

106-2.1.4.3 Any rejected applications may be brought to Council at their next regular council meeting through request made in writing 7 days prior to the Council meeting.

107 ENVIRONMENTAL HEALTH SERVICES

107.1 Public Water Supply

107.1.1 The Local Station's within the Town of Meadow Lake and the Town of Meadow Lake are some stations in which ratepayers and RM of Meadow Lake Hamlet dwellers may acquire the potable water supply.

107.2 Public Sewer Access

107.2.1 Dorintosh Septic Service and Lamon Disposal are some companies in which the ratepayers and RM of Meadow Lake Hamlet dwellers may access septic service

107.3 Solid Waste Disposal Grounds

107.3.1 Regional Waste Management Facility

107.3.1.1 Landfill Site located at E-3-60-19-W3

107.3.1.2 Located at SW-3-60-19-W3

107.3.1.3 Monday - Saturday – 7:30 a.m. – 3:00 p.m

107.4 Liquid Waste Disposal

107.4.1 Approvals must be received on an individual basis at the

- 1. Dorintosh Lagoon**
- 2. Town of Meadow Lake Lagoon**

108 COMMERCIAL DEVELOPMENT POLICY

108-1 Commercial Development Policy

105-4.2 Commercial development shall be defined as developments located on commercial subdivisions which relate to any one of the following conditions:

- Provide services directly to the public
- Involve processing
- Manufacturing

105-4.3 There shall be full assessment on the land

105-4.4 The RM agrees to phase-in the assessment on business and property improvements as follows:

- 100% exemption for the year of development

- Upon completion of majority development and in January of the year, the improvement will be assessed and taxes levied accordingly
- Assessment will be completed unless otherwise agreed with the RM and landowner.

105-4.5 The RM may build roads on road allowances only if the development requires the road and where an agreement is in place.

105-4.6 The RM shall not be responsible for railway crossing development or enhancements

105-4.7 The RM may undertake custom work with municipal equipment, time permitting at the custom rates.

105-4.8 The RM shall not be responsible for utilities or services such as water and sewage.

108-2 Oil & Gas Well Development

108-3 Drilling Licenses

108-3.1 Drilling Licenses are issued at a fee:

- \$450.00 per well
- \$225.00 per hole for the exploration below the drift for the purpose of obtaining geological and structural information

108-3.2 Seismic testing is exempted from fees

108-3.3 Water well drilling for residential purposes are exempted from fees

108-3.4 The lease owner is invoiced upon receipt of Sask. Energy & Mines license notice for drilling license fee, not the drilling company.

108-4 Proximity to Road Allowance

108-4.1 All above ground facilities or structures are required to be set back **200 feet** from the centre of the road allowance and **300 feet** from the centre of an intersection.

109 AGRICULTURAL DEVELOPMENT AND DIVERSIFICATION BOARD (ADD)

109-1 See Section 104-9

110 RECREATION AND CULTURAL SERVICES

110-1 Recreational Funding

110-1.1 Sask. Lotteries Grant – TIP

- RM signs their grant to the Town of Meadow Lake to Administer
- No single community will be granted more than 50% of the total RM Grant unless no other applications are received.
- Approximate grant \$12,000.00.

110-1.2 Town of Meadow Lake Agreement

- RM enters into a 3 year agreement with the Town for a recreation Grant
- Present Agreement is as follows:
 - **2007 - \$50,000.00**
 - **2008 - \$50,000.00**
 - **2009 - \$50,000.00**

110-1.3 RM Recreation Grant

- RM's recreation grant is calculated on 0.1 mills of the RM current assessment or \$14,000.00 which ever is greater;
- Qualifications:
 - Must be Registered as a Non-profit organization under the Society Act
 - Submit the previous years audited Financial Statement to the Administrator prior to June 1st of the year in which funding is requested.
 - Must be in the boundaries of the RM.
- Submissions:
 - In writing to the Administrator
 - Any club that does not submit their financial statement by June 1st of the current year will not be eligible for a grant in that year.
- Calculation procedure:
 - Percentage of total club expenditures
 - Capital expenditures and loan repayments will **not** be allowed as part of expenditures for grant calculations

110-1.4 Communities Grant

- In 2006 RM of Meadow Lake #588 set aside a grant of \$20,000.00 for the Community Clubs in the Rural area to access to fund upgrades to their facilities. In 2007 they added another \$10,500.00.
- This is a 50% grant. The Club would need to raise 50% of the costs of the upgrade and the RM would match with this grant.
- Maximum amount of grant is \$5,000.00
- Distribution of funds depends on availability and at Councils discretion

110-1.5 Recreation Facility Upgrade/Repair

- Council is putting aside \$20,000.00 per year for the major upgrade or repair of larger recreational facilities.
- Dispensing of these funds is at the discretion of the council as a whole.

110-2 Library

110-2.1 78 Municipalities belong in the Lakeland Regional Library boundaries

110-2.2 Library is an incorporated entity and administered by a Regional Librarian and Executive board of Directors elected from and by the General Board of Municipal appointees.

110-2.3 RM makes 4 (four) annual appointment to the Local Meadow Lake Library Board

110-2.4 RM make 1 (one) appointment to the Regional Library Board every 2 years.

- 110-2.5 Municipalities are responsible for providing and funding the library facilities.
- 110-2.6 Lakeland Regional Library is responsible for funding the programs, book inventory, wages, etc.
- 110-2.7 Municipalities pay an annual levy to the Regional Library based on a per capita and budgetary requirements and general board approval.
- 110-2.8 The RM of Meadow Lake has committed \$2,500.00 per year to the Local Library for the necessary upgrades and/or renovations.

111 ORGANIZED HAMLETS

111-1 South Waterhen Lake

- Allotment
 - 50% of Taxes collected for the year
 - Less the discount
 - Plus the penalty collected
 - 100% of Revenue Sharing Grant allotted to the Hamlet
- Procedures
 - RM will set up a reserve account to place all eligible funding for the Hamlet
 - RM will pay for minor expenditures from the reserve account providing that a Purchase Order accompanies the invoice
 - Any expenditures over \$500.00 must have prior council approval
 - Hamlet must get quotes
 - Submit the quotes to the Administrator 7 days prior to the council meeting
 - At Council's discretion for the decision
- Board requirements
 - Must submit minutes of their meetings within 15 days of holding the meeting to the Administrator of the RM.
 - Must meet with the RM council upon request:
 - A request must be:
 - In written format
 - Detailed as to the needs and requests of the Board.
 - Be in the Administrator's hands no later than 7 days prior to Council meeting.

112 FISCAL SERVICES

112-1 Revenues

- 112-1.1 The municipality derives it's revenue from property taxation on the assessment base from:
 - Agriculture
 - Residential
 - Forest Industry

- Commercial
- 112-1.2** Other revenue generating areas are:
 - Grants
 - Drilling Licenses
 - Interest
 - Custom work
 - Sale of supplies
 - Etc.

112-2 Expenditures

- 112-2.1** The municipality allocates money to:
- General Government Services
 - Protection Services
 - Transportation Services
 - Environment Health and Development
 - Recreation and Culture

112-3 Five Year Plan

112-3.1 The municipality has development a plan which is reviewed each year at budget time

112-3.2 Plan is developed to set out policy, objectives and goal for the municipalities financial planning.

112-3.3 Planning Policy

112-3.4 The municipal has a planning committee established to review the 5 – year roll over plan annually.

112-3.5 Planning Objectives

112-3.6 To develop and maintain a 5 year plan for the operation of the municipality with consultation with various committees and departments.

112-3.7 Planning Procedure

- 112-3.8** The planning procedure each year shall include:
- An inventory of the municipalities current assets
 - An inventory of the municipalities current liabilities including maintenance of the municipalities infrastructure(s)
 - Evaluation of the assets and liabilities
 - Estimated projection of financial needs over a five (5) year period

112-3.9 Five Year Goals

112-3.9.1 Financial Goal

112-3.9.2 Road Plan

112-3.9.3 Equipment Purchasing Plan

112-3.9.4 Mill Rate Freeze

112-4 Road Work

112-4.1 Plan an average of 10 miles of designated roads per year at approximately 1.5 miles per division

112-4.2 Division Councilor’s may designate their mile to another area upon agreement.

112-5 Road tour

112-5.1 Each Councilor for his/her own division shall complete a road tour in March or early April where he/she travels and inspects the roads for budgeting purposes.

112-6 Budget Procedure

112-6.1 January

- Preplan Gravel Inventory for new year

112-6.2 February

- Council meet and review the Capital Expenses
 - 105-1.1..1** Construction
 - 105-1.1..2** Equipment Repair/Purchase
 - 105-1.1..3** Building Upgrades
- Council should review their Mill Rate Factors prior to February 28

112-6.3 March

- Administrator to present the following:
 - Capital Requirement Requests Costs
 - Council's Road construction requests costs
 - Council's graveling requests costs
 - Pre-Budget

112-6.4 April

- Administrator to present a finalized budget for Council's review, recommendations, and/or changes.

112-6.5 August

- Council must decide on the designated road construction for the purpose of Grant Applications for the following year

112-7 Mill Rate and Tax Tools

112-7.1 Mill rate

- Council uses a uniform mill rate based on the revenue required to meet the needs of the annual budgeted expenditures.
- Tax revenue is calculated by multiplying the municipality's taxable assessment by the uniform mill rate and the applicable mill rate factor (tax tool)

112-7.2 Tax Tools

- **Mill Rate Factoring (*bylaw #8/08*)**
 - Agricultural - 0.7500
 - Residential - 0.5000
 - Commercial/Industrial – 1.2500
- **Base Tax (*Bylaw #7/08*)**
 - A base tax on residential land and land with improvements set at \$300.00/parcel

112-8 Grants in Lieu of Taxes

112-8.1 Certain tax exempt properties provide the municipality with grants equivalent to taxable properties.

112-8.2 Properties are:

- PFRA

- Sask. Tel Tower
- RCMP Tower
- Nav Canada
- Airport
- Fish & Wildlife

112-9 Treaty Land Entitlement

- Approximately ___ acres are under TLE
- Approximate grant received in lieu of taxes - \$

112-10 Reserves

112-10.1 The municipality operates with several reserves which permit it to maintain its infrastructure, capital needs and to keep the mill rates from taking significant increases in any given year.

113 VETERINARIAN CLINIC

113-1 Veterinarian Clinic

113-1.1 Built in co-operation with the RM's of Meadow Lake and Loon Lake with Loon Lake providing a grant of \$25,000.00 for assistance in building.

113-1.2 A 20 year agreement has been made between the RM of Meadow Lake and Dr. Dick and Wendy Nitschelm.

113-1.3 Terms of the Agreement

- Agreement expires **March 1, 2012.**
- If the salaries for the Tenant and their family members exceeds \$55,000.00 per year, that the rent payable would then be \$500.00 and not exceed \$18,000.00 per year.
- Tenant is to provide the RM with a monthly record of receipts and expenditures.
- Within 60 days of the end of the year, the tenant is to provide the RM with a statement showing all the receipts and expenses of the veterinarian premises.
- RM is to provide:
 - Insurance on the building
 - Repair on building
 - Maintenance of building
 - Snow removal
- Tenant is to provide:
 - Refrigeration
 - Pens
 - Gates
 - Squeeze