

**RURAL MUNICIPALITY OF
WOLVERINE NO. 340**

POLICY MANUAL

Consolidated Municipal Policies

Prepared for administrative reference

August 2026

NUMBERED POLICY INDEX / TABLE OF CONTENTS

Right-click and select Update Field if page numbers are not displayed.

1. Tree Removal Policy	3
2. Custom Work Rates	4
3. Custom Work Snow Removal Policy	5
4. Custom Work Policy	6
5. Employee Holiday Policy	7
6. Tree Planter Rental Policy	8
7. Sale of Gravel Policy	9
8. Administrator Sick Leave Policy	10
9. Cell Phone Allowances	11
10. Administrator Time in Lieu Policy	12
11. Compassionate Leave Policy	13
12. Compensation Rates for Fence & Crops Policy	14
13. Sale Of Supplies	15
14. Sale Of New & Used Culverts	17
15. Pest Control Distribution of Poison	18
16. Council Indemnity and Travel Remuneration	19
17. Travel Remuneration for R.M. Employees	20
18. Remuneration For Election Officials - D.R.O. & Polling Clerk	21
19. Water Testing at The Municipal Community Wells	22
20. Reimbursement oof Convention Costs to Council/Administrator	23
21. Grading & Mowing of Privately Owned Driveways	24
22. Beaver Bounty Policy	25
23. Compassionate Policy	26
24. Municipal Donation Policy	27
25. Medical & Vision Policy – Equipment Operators	28
26. Custom Work Approval Policy	30
27. Requests to Undertake Works in Municipal Right of Way	31
28. Issuance of Overweight Permits	32
29. Requests Between Council Meetings	33
30. Use of Equipment with Steel Tracks on Municipal Roads	34
31. Outgoing Council Member Service Award/Appreciation Policy	35
32. Dust Suppressant Policy	36
33. Dust Suppressant Application/Agreement	38
34. Construction of New Approaches Policy	41
35. Widening of Existing Approaches Policy	42
36. Donation Policy to the Lanigan Wheatland Library	43
37. Tax Exemption Policy	44
38. Tax Assessment Exemption Agreement	46
39. Tax Assessment Exemption Agreement	48
40. Compensation for Picking Scentless Chamomile in/on Municipal Property & Right of Ways	49
41. Tenant Lien Policy	50
42. Snow Removal in Municipal Right of Ways	52
43. Refuse Bin Usage Information Policy	53
44. Road Maintenance Agreement for Gravel Hauls from Privately Owned Gravel Pits	55
45. Municipal Approval for the Sale of Crown Lands	57
46. Work Boot Allowance Policy for Municipal Workers	58
47. Removal of Trees from Private Property Impeding Sight Triangles	59
48. Requests for School Bus Signage by Yard-site Owner	62
49. Requests for Children at Play Signage by Yard-site Owner	64
50. Confirmation of Roads Bylaw Contravention	65
51. Bulk Water System User Policy	66
52. Bulk Water System – Water Rates	67
53. Division Boundary Review Policy	68
54. Sask Workers Compensation – Interest Charges	70
55. Refuse Bin Tipping Fees for Burr Residences	71
56. RM Employee Years of Service Awards	72
57. Council Code of Ethics as a Member of the Rural Municipal Council	74

1. TREE REMOVAL POLICY

The Municipality is not responsible for tree clearing on private property.

All costs for tree clearing and maintenance are the landowner's responsibility.

Landowners must follow applicable safety and vegetation management regulations.

If safety issues are not addressed, the Municipality may clear the trees and charge the landowner.

Tree clearing on municipal land or right-of-ways is the Municipality's responsibility and the landowner is not permitted to clear trees along these areas.

Approved by Council – February 19, 2025

Resolution # 2025-044

2. CUSTOM WORK RATES

The following custom work rates will be charged when R.M. forces are used by rate payers effective May 1, 2022

	<u>CURRENT</u>
1. 240LC Hitachi Excavator -	\$ 225.00/hour
2. D65 Komatsu Crawler-	\$ 225.00/hour
3. Graders-	\$ 175.00/hour
4. 544 John Deere Loader-	\$ 155.00/hour
5. 250D JD Rock Truck -	\$ 225.00/hour
6. 580N Case Backhoe -	\$125.00/hour

An additional \$10/hour will be charged on the above rates for custom work undertaken for non – ratepayers.

** Operators wages are included in the above rates.**

Approved by Council – January 12, 2024

Resolution # 2024-024

3. CUSTOM WORK SNOW REMOVAL POLICY

Municipal forces will remove snow from seasonal roads (roads not maintained with regular snow removal) on a custom work basis if required and requested by landowners/ratepayers.

The work will be undertaken when time and scheduling permits and custom work rates will be charged from the time the equipment leaves the shop until it comes back to the shop.

These types of requests will not be undertaken during routine snow removal on municipal roads.

In all instances regular snow removal will be undertaken prior to any custom work requests.

The landowner/ratepayer requesting the work must sign a custom work waiver sheet prior to the work being undertaken.

Approved by Council - December 20, 2013

4. CUSTOM WORK POLICY

It is at the Public Works Supervisor discretion to approve and undertake requests for custom work when the work requested takes less than 2 hours in duration and the PW Supervisor takes into consideration the municipal force workload at the time of request.

Requests for custom work which will take more than 2 hours must be reviewed and approved by the Council.

Anyone requesting custom work must complete the Custom Work Contract prior to the work being undertaken.

Safety of workers & residents must also be factored into this approval.

Approved by Council – December 14, 2010

5. EMPLOYEE HOLIDAY POLICY

Holidays for full-time employees are calculated as follows in accordance with Labour Standards Guidelines and Council Policy:

15 days – per year for employment under 10 years

20 days – per year for employment over 10 years

25 days – per year for employment over 15 years

Payment of holidays for seasonal/part-time R.M. employees will be paid out on each pay cheque at a rate in accordance with Labour Standards (either 3/52 or 4/52 of gross wages)

6. TREE PLANTER RENTAL POLICY

Effective June 20, 2017, a charge of \$25.00 per day (including weekends) will be charged to all individuals using the R.M. of Wolverine's tree planters.

All individuals must sign out the planter before removing the tree planter from the R.M. shop and must sign again when the tree planter is returned. This will ensure that the correct dates are used for billing purposes.

The planter can only be picked up and dropped off during regular RM office hours and will be billed in accordance with these dates and times.

Example – if planter is picked up on Friday – it cannot be dropped off until Monday and the renter will be charged for Friday, Saturday and Sunday or a total of \$75.00

The individual has the opportunity to pay the rental fee when the planter is returned or the R.M. office will bill them accordingly.

The tree planter will only be rented to taxpayers and residents of the municipality.

Reviewed & Amended by Council June 19, 2017

7. SALE OF GRAVEL POLICY

Gravel will only be sold or hauled to ratepayers/residents located within the municipal boundaries.

Reject gravel and pit run will only be sold from the Reject Stockpile located within the Community Pasture or Ministry of Highways stockpile located on the SE 26-34-24 W2.

Crushed & screened gravel, screening rock and pit run will not be available for sale.

The maximum amount of gravel sold to one individual/ratepayer is 40 cubic yards for the remainder of 2024.

The following rates will be charged to **R.M. taxpayers** requiring gravel from the R.M. for 2025:

Highways Pit – Reject Gravel - \$4.25 /cu yd

Gravel haul undertaken by the municipality will be charged at a rate of \$0.50/cu. Yd mile plus \$1.00 for loading fees over and above the cost of gravel. An additional \$20 will be charged as a service fee on each load (20 cu Yds) of gravel hauled

Contractors hauling gravel for taxpayers within the R.M. must provide the R.M. office with their haul records which will be used for billing purposes and Council's review.

Gravel Rates are reviewed on an annual basis and may change based on municipal costs for royalties and cost to stockpile.

Approved by Council –January 12, 2024

Resolution No. 2024-025

Amended by Council – February 19, 2025

Resolution # 2025-045

8. ADMINISTRATOR SICK LEAVE POLICY

The Administrator will earn sick leave to a maximum of 15 days. Any sick leave accumulated at the end of each year will be carried over to the next year.

OUTSIDE EMPLOYEE SICK LEAVE POLICY

Outside employees will be allowed to take Four (4) paid sick days per year starting as of January 1, 2022. Up to 1 sick day can be carried forward to future years to a maximum of 5 days.

Revised December 17, 2021

9. CELL PHONE ALLOWANCES

Outside workers are to be paid a cell phone allowance to compensate for use of their personal cell phones for municipal business at the following rates:

Equipment Operators & Mower Operators - \$25.00 per month to be paid on the 1st pay period of each month or the 1st pay period after they are hired or return for the season (allowance to be pro-rated for the month).

Public Works Supervisor - \$80.00/month to be paid on the 1st pay period of each month or the 1st pay period after they are hired (allowance to be pro-rated for the month).

Revised December 17, 2021

Administrator - \$40.00 per month to be paid on the 1st pay period of each month, effective May 1, 2022.

Approved May 6, 2022

10. ADMINISTRATOR TIME IN LIEU POLICY

The Administrator will be allowed to earn time in lieu at a rate of 1.5 hours earned for 1 hour of overtime worked.

Overtime worked will include the following:

Hours worked prior to 8:00 am or 9:00 am specifically for morning meetings depending on the time

of year and current office hours.

Hours worked past 4:00 pm or 5:00 pm specifically for evening meetings and for any meetings that

are not adjourned prior to 4:00 pm or 5:00 pm, depending on the current office hours.

Hours worked for any evening meetings. (Ex. Ratepayers Supper Meeting, Public Meetings,

Community/District Meetings)

Hours worked for elections.

Any other hours as authorized by Council.

Approved January 12, 2000

11. COMPASSIONATE LEAVE POLICY

The R.M. of Wolverine No 340 will provide up to 2 days of paid compassionate leave for all employees for immediate family members.

Immediate family members: Spouse, child/step child/daughter or son in-law/parents/step parents/in-laws/step in-laws, grandchildren and grandparents as well as all brothers and sisters and all brother-laws and sister in-laws.

Revised by Council on December 12/16

12. COMPENSATION RATES FOR FENCE & CROPS POLICY

That the following rates of compensation apply for municipal construction projects:

Fence Removal – Custom Rates

Fence Removal and Erection – Custom Rates

Loss of Crop Beyond Right of Way - \$400.00 per acre regardless of crop seeded

Unseeded lands due to prior notice of road construction/project beyond right of way - \$200 per acre

The municipal administration and landowner affected will discuss and determine the payment recipient.

Revised by Council on August 16, 2016

13. SALE OF SUPPLIES

That the following rates be charged for supplies and for general office services:

R.M. Maps - \$15.00 per map (includes taxes).

\$20.00 per map (includes taxes) if mailed out.

\$25.00 per map (includes taxes) if mailed out of country

RM Homestead Maps - \$20.00 per map plus GST. If map is being mailed out applicable postage will be added to cost of map.

Photocopying - \$0.25 per copy.

Faxing - \$1.50 for the first page and \$0.75 for each additional page.

Minute Subscriptions

Basic Minute Subscription - \$25.00 per year

Includes Copy of Minutes - no attachments

Detailed Minute Subscription - \$60.00 per year

Includes Copy of Minutes

Agenda Page or Correspondence Listing

List of Accounts for Payment

Copies of Municipal Documents

Any requests for municipal documents other than minute subscriptions or the odd photocopy must be submitted in writing to the RM Administrator.

The Administrator will have up to seven (7) business days to respond and fill the request.

A minimum charge of \$20/hr. will be charged for these types of larger

photocopying requests and \$0.25/photocopy.

Payment for these requests must be made at the time the copies are picked up.

Tax Certificates - \$10.00 per tax certificate (1 tax roll number or parcel)

Amended by Council – April 13, 2026

Resolution # 2026-093

14. SALE OF NEW & USED CULVERTS

New Culverts

The RM does not sell new culverts (inventory supply or new orders) to ratepayers or residents. Those inquiring or requesting culverts may contact culvert suppliers directly and may be able to obtain discounted pricing.

Requests for purchase of culverts from organizations such as local Conservation and Development areas or local watersheds will be reviewed by Council on a case by case basis.

Used Culverts

Used culverts can be given to ratepayers for free if the RM has no use for the culvert and would be transporting it to the REACT Landfill. The ratepayer is responsible for picking up the used culvert.

Reviewed and approved by Council – August 9, 2013

Reviewed and approved by Council – February 27, 2023

Amended by Council – April 14, 2023

15. PEST CONTROL DISTRIBUTION OF POISON

The Pest Control Officer will distribute the following amounts of rat poison on a yearly basis:

15 packets of RATAK (pellets)

4 bags of Warfarin (oatmeal)

If a taxpayer requests additional poison, within reason, the Pest Control Officer and Administrator are authorized to distribute the poison at their discretion.

If a large amount of poison is requested the Pest Control Office and the Administrator are authorized to sell the poison at the municipal cost plus freight charges.

Revised by Council - June 11, 2003

16. COUNCIL INDEMNITY AND TRAVEL REMUNERATION

The following rate will be paid to Council members for attending Council meetings; committee meetings; district meetings; seminars; conventions and any other function/meeting that is approved by Council:

\$ 250.00/day

The following rate will be paid to Council members for the supervision of the public works &/or office supervision of the municipality:

\$ 250.00/day

The following rate of reimbursement will be paid to Council members for travel in regard to meetings; conventions and supervision:

\$ 0.60/km

Council deems the rate of \$0.60/km to be a fair and equitable rate of reimbursement when council members and employees are using their own vehicles when undertaking municipal business as noted above.

Approved By Council – January 12, 2024

Resolution No. 2024-017

17. TRAVEL REMUNERATION FOR R.M. EMPLOYEES

Employees of the R.M. will be reimbursed for travel costs at the rate of **\$0.60/km**.

This will apply when employees use their own method of transportation to attend meetings; seminars; office administration; workshop/parts pick-up and to attend the job site when the mileage is greater than the mileage from their home to the R.M. workshop located in Burr.

Reviewed by Council - January 14, 2009

Amended by Council – February 18, 2022

18. REMUNERATION FOR ELECTION OFFICIALS - D.R.O. & POLLING CLERK

Remuneration for Election Officials will be as follows:

Polling Clerk

- ☐ For all municipal elections will be paid at a rate of pay of \$25.00/hr.

The D.R.O will be paid based on the following rates:

- ☐ If a municipal employee, they will be paid at their current hourly wage rate for the hours that they are undertaking the DRO election duties with the minimum hourly rate to be \$25.00/hr.
- ☐ If it is not a municipal employee rate of pay will be \$25.00/hr.

Individuals will be appointed by the Returning Officer &/or Administrator and must be in attendance at the voting station at least ½ hour prior to the opening of the polls until the proclamation of the election results.

Amended by Council –Sept 14, 2026

19. WATER TESTING AT THE MUNICIPAL COMMUNITY WELLS

All community wells are considered non-potable and proper signage has been erected and must be maintained at all community well sites.

The municipality will no longer undertake water sampling at any of the community wells, and they are signed and considered non-potable.

Revised by Council on April 24, 2017

20. REIMBURSEMENT OF CONVENTION COSTS TO COUNCIL/ADMINISTRATOR

PHONE CALLS

Councillors and the Administrator of the R.M. of Wolverine No. 340 are authorized to charge phone call costs to the municipality when they are attending the various SARM Conventions on behalf of the municipality.

This will only apply to phone calls made to the Councillor/Administrators home &/or spouse.

If there are any questions as to whether a phone call will be paid for by the municipality the Administrator shall bring the matter to Council for their approval.

MEALS

\$80.00 per day will be allocated for reimbursement of meals to all council members and the administrator when they are attending Conventions such as SARM/RMAA on behalf of the municipality.

HOTEL ROOMS

Councillors and employees will be re-imbursed for the costs to rent a hotel room.

Whenever possible municipal credit cards will be used to make payment for hotel rooms.

Amended by Council on February 19, 2025

Resolution No. 2025-052

Approved by Council on January 12, 2024

Resolution No. 2024-017

21. GRADING & MOWING OF PRIVATELY OWNED DRIVEWAYS

Grading of privately owned driveways will be undertaken by municipal forces two (2) times during the summer maintenance season in any given year at no charge to the landowner/resident. The request must be directed to the Administrator and/or PW Supervisor of the R.M. of Wolverine No. 340.

Mowing of privately owned driveways will be undertaken by municipal forces one (1) time during the mowing season at no charge to the landowner/resident. The request must be directed to the Administrator and/or PW Supervisor of the R.M. of Wolverine No. 340.

Reviewed by Council on Nov 15, 2006

Amended by Council on February 14, 2019

22. BEAVER BOUNTY POLICY

This municipality will pay the following beaver bounty on every beaver killed or trapped within this

Municipality, when the beaver tail is turned into the RM office/shop:

To individuals that have a trappers license the payment will be \$40.00/tail and the breakdown of the

payment is based on the following:

\$15 bounty on behalf of the RM

\$15 bounty on behalf of the Provincial Gov't

\$10 bounty on behalf of the Lanigan Creek Delwood Brook WAB.

To individuals that do not have a trappers license the payment will be \$25.00/tail and the breakdown of the

payment is based on the following:

\$15 bounty on behalf of the RM

\$10 bounty on behalf of the Lanigan Creek Delwood Brook WAB.

All individuals applying for the beaver bounty must complete the attached application when submitting their

beaver tails.

Revised by Council on December 14, 2011

Revised by Council on June 18, 2018

23. COMPASSIONATE POLICY

The Administrator is authorized to send condolences on behalf of the municipality in the form of flowers, etc. not to exceed \$75.00 to family members in the event of a death of a/an:

Current Council Member/Council member's spouse or immediate family member

Current Employee/Employee's spouse or immediate family member

Previous Council Member

Previous Employee

*Immediate Family Member – includes son/daughter/son-in-law/daughter-in-law/
grandchildren/parents*

The Administrator is authorized to send condolences on behalf of the municipality in the form of a sympathy card to Council members of neighbouring municipalities.

24. Municipal Donation Policy

Donation requests from agriculture based organizations (4-H); school students/groups involved in learning about municipal/provincial/federal governments and sports teams & organizations must be forwarded to Council in writing for review and approval.

Funding will be based on a rate of \$100.00 per organization member that is a resident/ratepayer of this municipality.

The donations will be approved and issued on a first come first serve basis.

Revised by Council – April 10, 2014

25. Medical & Vision Policy – Equipment Operators

Council of the RM of Wolverine No. 340 has enacted a Medical and Vision policy which pertains to the employees that operate any of the following equipment on an occasional, part-time or full-time basis:

- 1) Graders
- 2) Excavators
- 3) Rock Trucks
- 4) Crawlers
- 5) Loaders
- 6) Licensed Equipment – Supervisor/Shop Truck and Semi-Tractor
- 7) Tractors & Mowers

Medical Policy

All employees operating the above mentioned equipment must ensure that a medical exam for employment purposes is undertaken as follows:

For employees with a 1A license every 3 years in accordance with the SGI licensing guidelines. A copy of the medical results signed by the doctor or the SGI letter signed by must be provided to the municipality as soon as it is made available to the employee.

For all other employees every 2 years commencing in 2011 and must be completed on or before August 1, 2011. A copy of the medical results signed by the doctor must be provided to the municipality as soon as it is made available to the employee.

Time off from work to a maximum of 3 hours to have this medical exam will be paid for by the municipality. Any fees charged by the medical doctor to the employee will be reimbursed by the municipality based on the amount of the invoice/receipt submitted by the employee.

Vision Exam Policy

All employees operating the above mentioned equipment must ensure that a vision exam for employment purposes is undertaken every year commencing in 2011 and to be completed by August 1, 2011 if it has not already been done in 2011. A copy of the exam results/prescription

required that is signed by the optometrist must be provided to the municipality as soon as it is made available to the employee.

Vision expenses are reimbursed through the SARM Benefits plan up to \$300 on an annual basis. Time off from work to a maximum of 2 hours to have this vision exam will be paid for by the municipality.

Passed by Council – June 10, 2011

Amended by Council – Sept 18, 2020

26. Custom Work Approval Policy

It is at the Public Works Supervisor discretion to approve and undertake requests for custom work when the work requested takes less than 2 hours in duration and the PW Supervisor takes into consideration the municipal force workload at the time of request.

Safety of workers & residents must also be factored into this approval.

Approved by Council – December 14, 2010

27. Requests to Undertake Works in Municipal Right of Way

That any landowners requesting Council's permission to undertake works in municipal right of ways, such as cleaning out of ditches/lowering of ditches, drainage works, etc. must provide the following documents as well as undertake the following procedures for Council review:

- 1) **Obtain written approval/permission from all landowners that may/will be affected by works or would have lands that are involved/adjacent to the works.**
- 2) **Work undertaken would have to meet RM specifications and would be under the direction of the Public Works Supervisor/Council Members.**
- 3) **Landowner/s requesting work would be responsible for all costs.**
- 4) **Each request would be reviewed on an individual basis.**
- 5) **Municipal approval would be in writing and would set out all the terms & conditions that apply to the approval.**
- 6) **Work cannot be undertaken until a written approval of works is provided by the municipality.**
- 7) **Council will review requests at a regular/special council meeting. In the event that time is of the essence, and a special council meeting is called for the purpose of reviewing a works request, it will be the responsibility of the landowner requesting the works approval to pay all costs associated with the special meeting, such as but not limited to, council indemnity, mileage and administration costs.**

It will be the onus of the applicant to ensure that when the work relates to water drainage or the work will allow water to leave the applicants property that they obtain approval from the Water Security Agency to Construct and Operate Drainage Works. This approval must be provided to Council prior to a council decision.

28. Issuance of Overweight Permits

Overweight permits (primary weights) will be issued outside of winter haul time and spring road bans. These permits will be issued by the RM office and based on the following criteria:

Permit will cover a 24 hour period

Cost of Permit - \$25.00/24 hr. period – must be pre-paid or paid for at time of issue

Speed Limit – Not to exceed 60 kms/hr.

Permit will include the haul time frame, dates and haul route.

Approved by Council Feb 11th, 2009

Permits will only be issued during spring road bans for non-divisible loads such as equipment and machinery for emergency purposes. All of the above criteria will apply with additional conditions as determined by the Administrator, PW Foreman and/or applicable Division Councilor.

No permits will be issued during spring road bans for divisible loads such as fertilizer, grain, treated seed, etc. **There will be no exceptions.**

Main Policy amended by Council on May 10, 2012

29. Requests Between Council Meetings

That requests brought forward between regular council meetings from council members &/or taxpayers/residents for municipal work such as approaches, culvert installation, road work **(not an immediate safety issue)** and custom work, etc. that is not already on the work approved listing and cannot wait until the next regular meeting of Council for approval shall be dealt with in the following manner:

That the Council member receiving the request shall have a special meeting of council called with attendance at the Municipal Office in order to discuss and obtain approval instead of making phone calls to obtain approval or having work undertaken without approval of Council.

If quorum cannot be reached or sufficient notice cannot be given and/or waiver signed, then the request cannot be dealt with and must wait for the next council meeting.

Further, the individual requesting the meeting will be responsible to pay all costs associated with this special meeting which includes but is not limited to council indemnity, mileage and possible administrative costs associated with the meeting.

Safety of workers and residents and municipal work schedules must also be factored into this policy.

Approved by Council – November 10, 2010

30. Use of Equipment with Steel Tracks on Municipal Roads

The driving of equipment with steel tracks down municipal roads and in municipal ditches/right of ways will not be allowed as this can cause damage and rutting to the road surface and ditches.

This type of equipment will only be allowed to cross a municipal road.

Anyone in contravention of this policy will be sent a letter from the RM and will be billed to grade the municipal road and/or to repair any damages caused to the municipal road allowance (driving surface and ditches).

Approved by Council – October 18, 2016

31. Outgoing Council Member Service Award/Appreciation Policy

All outgoing council members (regardless of reason for leaving council) will be acknowledged for their years of service on council.

Years of service must be consecutive.

A cash or non-cash gift equivalent to \$50.00/year of service will be presented once service on Council has been completed.

Approved by Council – November 17, 2016

Reviewed and Amended by Council – July 13, 2023

32. Dust Suppressant Policy

Council has deemed that yard-site/landowners are able to have dust suppressant applied to municipal roads based on the following conditions:

- ☐ The yard-site/landowner must apply to the municipality to obtain permission to have dust suppressant applied on municipal roads. The municipality must receive this application at least 10 days prior to any dust suppressant being applied.
- ☐ The yard-site/landowner must stake the location/area of the road where they wish to have dust suppressant applied in order for the Public Works Supervisor to view the area.
- ☐ The three dust suppressants approved for application by this municipality on municipal roads are calcium chloride; lingo-sulphonate or recycled asphalt shingles
- ☐ The yard-site/landowner may facilitate/contract directly with the dust-suppressant company to have the product applied to the designated area and will be responsible for all purchase and application of the product.

Or

In some instances the municipality will contract with the dust-suppressant company to have calcium-chloride applied to the designated and will purchase and have applied the product. The cost of the calcium-chloride will be billed to the individual yard-site owner plus a road prep and administration fee of \$100.00 per site. An average site is considered to be approximately 200 yds.

- ☐ The municipality will prep the area prior to the application and will consult with the yard-site/landowner prior to this work being undertaken.
- ☐ The yard-site/landowner will save harmless the municipality in the event of any liability issues that may arise/caused by the application area.
- ☐ The application area will not be graded by municipal forces unless requested by the yard-site/landowner **or** the municipality deems that the application area is deemed to be a hazardous driving area.

- ☐ An agreement between the yard-site/landowner and the municipality which includes these terms and conditions must be signed prior to the application being undertaken.
- ☐ If requested the municipality can provide contact information in regard to the dust suppressant company used over the past two years.

Approved by Council – May 12th, 2017

Amended by Council – April 14, 2021

Amended by Council – September 22, 2023

Amended by Council – October 20, 2023

33. Dust Suppressant Application/Agreement

Name of Yard-site/Land Owner: _____

Land Location of Yard-site/Land Involved: _____

Application Area Staked: Yes _____ No _____

Type of Dust Suppressant to be Used: _____ Calcium Chloride
 _____ Ligno-sulphonate
 _____ RAS – Recycled Asphalt Shingles

Company Supplying Dust Suppressant: _____

Company Applying Dust Suppressant: _____

Application to Take Place (give timeline/date): _____

1. The applicant agrees to submit this application for approval at least 10 days prior to the date of

 suppressant application.
2. The applicant agrees to stake the application area prior to the RM's Public Works Supervisor viewing and

 inspecting the location.
3. If the application of the dust suppressant is organized by the municipality, the applicant agrees to be responsible

 for all costs involved with the purchase and application of the product as invoiced by the municipality. Any

 outstanding invoices can be placed on the municipal taxes as per *The Municipalities Act*, if and as required.
4. The applicant agrees to use only the approved products which are calcium chloride/ligno-sulphonate or RAS.

5. The municipality agrees to prep the area after consulting with the applicant and prior to application of the
dust suppressant.
6. **The applicant understands that the application area will not be graded by municipal forces after the dust suppressant has been applied unless requested to do so by the applicant or if the application area is deemed to be a hazardous driving surface/area. If deemed a hazard there will be no requirement for the RM to notify the yard-site owner or land owner. The yard-site/land owner will not be compensated for this action.**
7. The applicant will save harmless the municipality in the event of any liability issues that may arise/caused
by the application area.
8. The applicant agrees and understands that the municipality is not able to guarantee or warranty the quality of
the dust suppressant. Any concerns or issues that the applicant has with the dust suppressant product must be
taken up directly with the product supplier. The RM will provide the contact information from the supplier if
requested.
9. The applicant will be responsible to re-activate the product with water if and as required by his/her own means
and cost, but must notify the RM prior to doing so.
10. This application only pertains to the current year and must be re-applied for each year as required.
11. If application is approved by the municipality it will form the Dust Suppressant Agreement between the
Municipality and the applicant and will be binding on both parties.

Signed this _____ day of _____, 20____.

Applicant

Applicant

For Office Use Only:

Approved: Yes _____ *No* _____ *Date Applicant Notified:*

Signed on Behalf of the Municipality: _____

Name

Title

34. Construction of New Approaches Policy

All requests of the construction of a new approach must be approved by Council and adhere to the following conditions:

1. The landowner must make a written request to council indicating the location of the new approach.
2. The landowner must stake out the location of the requested approach so the PW Supervisor and/or councilor can view the location prior to a council meeting.
3. The landowner must be able to provide the clay required for the approach and the clay must be within a reasonable distance from the approach location.
4. It is at the discretion of Council and recommendation of the PW Supervisor whether or not a culvert is required in the requested approaches.
5. Approaches will be constructed based on municipal work schedules, weather and land conditions.

Approved by Council – April 2016

35. Widening of Existing Approaches Policy

All requests for widening of existing approaches can be approved by the PW Supervisor's
based on

the following conditions:

6. The landowner must make a written request to the RM indicating the location of the approach that they want widened.
7. The landowner must stake out the location of the requested approach so the PW Supervisor can view the location.
8. The landowner must be able to provide the clay required to widen the approach and the clay must be within a reasonable distance from the approach location.
9. The PW Supervisor will determine if the approach widening request is feasible or if the work required is more than the average widening entails or requires a new culvert.
10. If the PW Supervisor determines that the approach widening requires more work than is normal than the request must be taken to council for their review.
11. Approach widening will be constructed based on municipal work schedules, weather and land conditions.

Approved by Council – June 19th, 2017

36. Donation Policy to the Lanigan Wheatland Library

That this municipality donate \$300.00 to the Lanigan Wheatland Library on an annual basis.

Approved by Council on May 12, 2016.

37. Tax Exemption Policy

BACKGROUND

Section 295 of the Municipalities Act (the Act) provided authority for a municipality to exempt
and land

or improvements from taxation for economic development purposes for a period up to five
years.

When an agreement under this section of the Act is entered into, the exemption also applies to
taxes

collected on behalf of other taxing authorities under Section 298 (i.e. school divisions).

POLICY

Council may, by agreement, provide tax exemptions to a developer/landowner for new
developments based on the following conditions:

1. Only land assessment on multi-parcel developments will be considered for this policy.
2. The developer/land owner of a new development must submit a written request to
Council for a tax assessment exemption prior to the 1st year that the development
will be
assessed for taxation. The exemption will not be automatically given or
calculated.
3. Exemption agreement timeline will be to a maximum of 4 years or once the land has
been sold to a new owner, whichever comes first.
4. Annual exemption percentages during the term of the agreement is as follows:
 1. 1st Taxation Year – 100% taxable assessment exemption
 2. 2nd Taxation Year – 75% taxable assessment exemption
 3. 3rd Taxation Year – 50% taxable assessment exemption
 4. 4th Taxation Year – 25% taxable assessment exemption
 5. On the 5th year of taxation there will be no taxable assessment exemption

PROCEDURES

If the application satisfies all of the eligibility requirements as noted above, a Bylaw will be prepared for consideration by Council at its next regularly scheduled meeting.

If approved, Council formally adopt the Bylaw authorizing the execution of a “Tax Exemption Agreement.”

The exemption term commences on the date that the development becomes assessed for taxation.

Approved by Council January 20, 2017.

38. Tax Assessment Exemption Agreement

Between:

The Rural Municipality of Wolverine No. 340

Hereinafter called “the RM”

And

Hereinafter called “the Owners”

WHEREAS the RM has developed an Economic Development Tax Assessment Exemption Policy of certain properties in the RM under certain conditions.

AND WHEREAS the Owners have met the requirement to obtain a property tax assessment exemption on all or a portion of their property.

NOW THEREFORE the Municipality and the Owners covenant and agree:

1. The property eligible for the property assessment tax exemption is:

Hereinafter called “the Lands”
2. Pursuant to the RM’s Tax Assessment Exemption Policy and pursuant to Section 295 and 298 of *The Municipalities Act*, and subject to the terms of this agreement the RM grants an exemption from assessment on in the amount of:

1st Taxation Year – 100%

2nd Taxation Year – 75%

3rd Taxation Year – 50%

4th Taxation Year – 25%

This exemption will commence on January 1, 20 _____ and conclude o December 31, 20 _____.

This exemption will apply to the following land(s):

3. The exemption from assessment granted pursuant to this agreement does not include any improvement assessment, local improvement levies, development fees or other such charges or fees properly imposed by the RM or any other taxing authority.

4. The scope of the tax assessment exemption, including the calculation of any percentage or proportion and the determination of any cost, shall be conclusively determined by the RM Assessor.

39. Tax Assessment Exemption Agreement

5. The Owners shall promptly provide the RM with any information or documents requested by the RM Assessor to complete and check the assessment of the lands and improvements thereon.
6. This agreement may not be assigned to a new owner/occupant of the lands.
7. The tax assessment exemption shall continue only so long as there are no tax arrears on the Lands.

IN WITNESS whereof, the parties hereto have executed this agreement on the _____ day of

_____, 20_____.

The Rural Municipality of Wolverine No. 340

Reeve –

SEAL

Administrator –

The Owners

Co-owner

Witness

Co-owner

Witness

Co-owner

Witness

40. Compensation for Picking Scentless Chamomile in/on Municipal Property & Right of Ways

Individuals authorized by the RM administration and/or Council to pick scentless chamomile on municipal property and within the municipal right of ways (not cropped lands) will be compensated at the following rates:

\$18.00 per hour based on the number of hours submitted in writing to the RM office

\$20.00 for use of personal truck and to cover travel costs of individual picking scentless chamomile

\$20.00 to cover all costs for the disposal of the scentless chamomile.

The authorized individual must submit in writing the number of hours they picked and if travel, vehicle and disposal fees are required.

Authorization must be given on a yearly basis and will not be carried forward from year to year.

Approved by Council – August 21, 2017

41. Tenant Lien Policy

Background

Pursuant to Section 321 of The Municipalities Act, where a tenant occupies or has a lease/rental agreement on property on which taxes are owing, the Municipality may send a notice directly to the tenant, requiring him or her to pay rental directly to the Municipality until taxes are satisfied which may include tax enforcement costs.

Tenant Lien Policy

Council authorizes municipal administration to issue a tenants' tax lien under the following conditions and circumstances:

1. The property must be in arrears, and a tax lien must be registered against the land title in accordance with the Tax Enforcement Act.
2. The landowner must be provided notice at least 14 days prior to sending a notice directly to the tenant, advising the owner of its intention to proceed as above with a tenant's lien. This notice will be sent by registered mail and must include the following:
 - Name and mailing address of land owner
 - 1. Legal Description of land(s) involved
 - 2. Title Number
 - 3. Date of tax lien
 - 4. Tax Lien Interest Registration Number and Interest Number # as indicated on the Land Title
 - 5. Total amount of tax arrears as of the date of notice per land title/land location
 - 6. Name of Tenant/Renter/Lease Holder
 - 7. Date that Notice will be sent to tenant if total tax arrears are not paid in order to remove the tax lien.
 - 8. Date notice is sent to the land owner

In the event that the landowner does not make full payment of tax arrears in order to remove the tax lien, a notice will be sent to the land/building tenant, advising that the land/building rent must be paid to the municipality until such time as the tax arrears and applicable costs are paid in full. This notice will be sent by registered mail and indicate the following:

Name and mailing address of the tenant/renter

The Legal Description of land(s) involved and the name of the owner

Total amount of tax arrears as of the date of notice per land title/land location

Indicate that the tenant lien will remain in place until such time that the current tax arrears and applicable costs have been paid in full.

A copy of this notice will be cc'd to the land/building owner.

Both parties must receive copies of payment receipt when payment has been made by the tenant. Both parties must be notified in writing once the applicable tax arrears and costs have been paid in full and the tenant lien is removed.

Approved by Council – March 26, 2018

42. Snow Removal in Municipal Right of Ways

Landowners and/or residents wanting to undertake snow removal within municipal right of ways must request permission in writing from the municipality. Upon receiving this request, the Division Councillor, PW Supervisor and the applicant must meet at the site to view the requested work. Approval will be at the discretion of the Councillor and PW Supervisor, and approval must be provided to the applicant prior to any work being undertaken in the right of way.

The following is the approval form to be used for municipal purposes.

The application from _____ to undertake the removal of

snow from municipal right of ways has been:

_____ Approved

_____ Denied

Based on the following conditions:

Signed by:

Division Councillor

PW Supervisor

Applicant/Landowner/Resident

Date: _____

Approved By Council – April 23, 2018

43. Refuse Bin Usage Information Policy

The following information will apply to the residents of the East Humboldt Lake Development residences within the boundaries of the RM of Wolverine No. 340:

One (1) refuse bin will be provided and located on the SE 05-34-22 W2 just south of the RM of Humboldt refuse and recycle bins.

This bin will be padlocked and must remain padlocked at all times.

One (1) key will be given to each household located within the RM of Wolverine No. 340 East Humboldt Lake Development in order to use the refuse bin.

If additional keys are requested for any reason, there will be a \$5.00 charge per key.

This bin is for household refuse only.

The bin will be tipped once per month; however, tipping schedule may increase due to usage. Bin users should endeavor to keep the area around the bin clear of refuse

Each household will be billed for a prorated amount of the total tipping fees charged to the RM by REACT. Billings will be calculated and mailed out on a quarterly basis at the beginning of the quarter.

Calculation of fees will be based on the following:

Total cost of REACT fees per quarter divided by the number of current households

REACT Fees = \$55.00/month plus fuel surcharge

All refuse bin usage fees must be paid in full by December 31st of each year. If accounts are not in a current position as of this date any outstanding amounts will be transferred to the tax roll and considered municipal tax arrears.

The key will not be provided to the resident/household until such time that the RM receives a signed copy of this document; however, billing will begin on November 1, 2018, or upon Approval for Occupancy from the Building Inspector for the RM of Wolverine No. 340.

I have read and understand the fore-going information.

Landowner Name

Landowner Name

Approved by Council - October 18, 2018

44. Road Maintenance Agreement for Gravel Hauls from Privately Owned Gravel Pits

Gravel being hauled on municipal roads from private gravel pits will be dealt with in the following manner:

When gravel is being hauled out of a private pit and is for personal use (i.e. – not being sold), a road maintenance agreement will not be required when the volume of haul is less than 250 cu. Yds or its equivalent.

The exemption of 250 cu Yds or its equivalent will be based on a calendar year.

Gravel Extraction Fees will not apply on the first 250 cu Yds or its equivalent that are removed in a calendar year.

Road Maintenance Agreements for haul volumes exceeding 250 cu Yds or its equivalent for personal use must be approved by the Administrator and Foreman.

When gravel is being hauled out of a private pit and is being sold for commercial use, a road maintenance agreement will be required and there will be no volume exemption and gravel extraction fees shall apply.

Gravel Pit owners shall be required to obtain a copy of the signed road maintenance agreement between the RM and the hauler before gravel is extracted from the pit.

When required and in order to facilitate a timely haul approval the following will apply:

The RM administration will require notice that a road maintenance agreement is required. The hauler must agree to the provisions of the Road Hauling policy, which is signed by the hauler and includes:

Haul Route Information – road information and how many miles of haul road being used

Estimated or Actual amount of aggregate/product being hauled (will determine whether or not a deposit is required)

Timeline of haul – Yearly or short haul

Make/Model and number of trucks hauling

Contact information of hauler to include name, address, phone numbers and email addresses.

For hauls over 1000 yds or 1400 tonnes, a 20% deposit shall be paid

Road maintenance fees will be billed on aggregate hauls when the fees are greater than \$20.00 (excluding GST).

Approved by Council – August 23, 2023

Reviewed and Approved by Council – September 22, 2023

Reviewed and Approved by Council – October 17, 2025

45. Municipal Approval for the Sale of Crown Lands

When applications to Purchase Agricultural Lease Lands are submitted to the municipality they will be dealt with in the following manner:

If application is received less than 2 weeks prior to a council meeting the Administrator will submit the application to council at the next council meeting for review and approval/denial.

If application is received more than 2 weeks prior to a council meeting, the Reeve, Administrator and Division Councillor where land is located, will review and either approve or deny the application in order to ensure a timely review of the application.

Approved by Council – December 16, 2015

46. Work Boot Allowance Policy for Municipal Workers

Steel toe work boots with metatarsal protection are mandatory footwear for outside employees

and must be worn at all times when working in the municipal shop (year-round) and during

the maintenance/construction season (usually April – October). The municipality will provide a \$300 boot allowance every 2nd year to compensate employees. Payment will be

based on submitted receipts. In regard to seasonal employees, this policy will come into force when the employee returns for a 2nd consecutive season of employment with this municipality. Payment of allowance will be based on actual submitted receipts.

This policy will take effect once the employee qualifies for their next work boot allowance;

however, becomes effective as of July 15, 2019

Approved by Council July 15, 2019

47. Removal of Trees from Private Property Impeding Sight Triangles

The following will be undertaken by municipal forces in order to remove trees/bushes on private property at intersections where traffic sight lines are impeded and may become a safety concern:

Letters are to be sent to the landowners requesting that they remove any trees/bush on private property that may be impeding traffic sight lines.

Municipal forces will remove the trees/bush if permission is given from the land owner to do so except in instances where fences are involved

Approved by Council August 8, 2019

47. Rural Municipality of Wolverine No. 340

Requests for Temporary Closure of Roads

The Public Works Supervisor and Administrator have authority to approve requests for temporary road closures by landowners and residents for any purpose. Temporary closure will be considered from 0 hours to 24 hours.

The Public Works Supervisor will advise the member of council for the division in which the road closure has been approved.

The following will be considered when making their decision:

Road Classification

Bus Route

Timeline of closure

Reason for closure

Previous Policy Rescinded on January 20, 2021

New Policy Approved by Council on January 20, 2021

48. Requests for School Bus Signage by Yard-site Owner

The municipality will erect “school bus stopping” signage on either side of a yard-site owner’s driveway when requested as follows”

In instances where the school bus/school division is unable to provide yard service pickup due to the yard site size and/or configuration (school bus cannot turn around in the yard) and children must wait at the end of the yard-site driveway for the school bus pick-up, the municipality will provide and install the “school bus stopping” signage when requested at municipal costs.

In instances where the school bus/school division will and can provide yard service pick-up and the yard-site owner refuses or declines this service, the yard-site owner will pay for all the costs associated with the signage such as the sign, sign post, nuts, bolts as well as sign installation costs. The municipality will install the signage, and the yard-site owner will be invoiced accordingly.

Approved by Council on September 18, 2020

49. Requests for Children at Play Signage by Yard-site Owner

That requests from yard-site owners to have “Children at Play” signage erected on either side of their yard-site driveway in the municipal right of way will be approved under the following conditions:

The landowner must purchase the signs and posts at their own cost, and the RM will provide the installation at no cost to the landowner.

The landowner will be responsible to replace the signage if it gets destroyed or stolen and the municipality will repair and/or replace the posts as required.

When the signs are no longer required the following options are available to the yard-site owner:

12. The municipality will provide a monetary prorated rebate to the landowner based on the condition of the signage and will remove and keep the signage.
13. The yard-site owner be allowed to remove and keep the signage and posts.

Approved by Council on October 20, 2020

Amended by Council on April 14/2023

50. Confirmation of Roads Bylaw Contravention

The Bylaw Enforcement Officer is authorized to contract to have road allowances surveyed when unauthorized work has been undertaken in the municipal right of ways in order to confirm a contravention of Bylaw No. 01-08, known as The Roads Bylaw.

Further that this only be undertaken in situations prior to a contravention order being issued by the Bylaw Enforcement Officer in instances where the contravention is undertaken by a repeat offender contravening the municipal bylaw or the possible contravention has caused substantial damage to municipal infrastructure or is a hazard or danger to the public.

Whenever possible, the Bylaw Enforcement Officer, will take forward a request to Council if time is not of the essence.

Approved by Council on March 16, 2021

51. Bulk Water System User Policy

The RM has contracted with ConX Wireless/Text2Car to provide a bulk water system to be installed on the community well located on the SE 01-35-24 W2. Users will require a key fob and pre-paid account to purchase water from this well.

Anyone wishing to purchase water from this well must set up an account with the RM office. All accounts must be pre-paid – there will be no invoicing for water purchases or to add funds onto the accounts.

The cost for setting up an account will be as follows:

For Ratepayers and/or Residents of this Municipality:

\$50.00 for each pre-paid account set up which will include a Key Fob loaded with \$10.00 in funds to be used for water purchases.

For non-ratepayers:

\$50.00 for each pre-paid account set up which will include a Key Fob.

All users will receive a refund of \$15.00 when the Key Fob is returned in good working order to the municipal office and is no longer needed by the user.

New accounts will be required in the event that a user loses their key fob. Any account balance on the original account will be transferred to the new account, and the original account will be deleted. There will be no refund provided unless the key fob associated with the original account is found and returned to the municipal office. In this case, a refund of \$15.00 will be provided if the key bob is returned in good working order.

Approved by Council on October 15, 2021

Amended by Council on June 24, 2022

52. Bulk Water System – Water Rates

The water rates for the community well located on the SE 01-35-24 W2 will be set as follows:

For Ratepayers and/or Residents of this Municipality:

\$1.00 for 200 gallons

For non-ratepayers:

\$1.00 for 100 gallons

Approved by Council on October 15, 2021

53. Division Boundary Review Policy

The Council, will by resolution at a regular meeting, establish a Division Boundary Review (DBR) Committee and appoint its members on an annual basis.

The DBR Committee shall be a Committee of the Whole whereby all Council members are appointed. The Administrator shall attend all DBR Committee Meetings to record the meeting and provide recommendations and guidance relation the Act.

DBR Committee members shall be remunerated at the Council Committee rate set annually by the Council. The Administrator shall not receive additional remuneration, as attendance is deemed a part of normal duties, unless the DBR Committee meets outside of regular office hours.

DBR Committee meetings shall operate in accordance with the Council Procedure Bylaw.

Events that trigger a review will/may be:

When directed to by resolution of Council;

Direction of SARM or another level of government;

Large development projects;

Municipal boundary changes or restructuring (e.g. – merger or inclusion of an urban municipality);

Incorporating a new municipality;

Establishment of an organized hamlet or special services area; and

Additional factors that may cause a large variance in population.

Factors that may be considered in determining an acceptable variance in population or number of voters may include but are not limited to:

Number of properties;

Geographical separation;

Rates of Growth;

Accessibility of region;

Communities of Interest;

Extended periods of vacancy in residential properties;

Any industrial and commercial developments; and

Any other developments or special service areas.

The review must be completed within six (6) months of being initiated.

The DBR Committee will provide a report and its recommendations at a regular Council meeting.

In cases where the DBR Committee report shall recommend a change in any/all division boundaries, public notice of the report shall be given thirty (30) consecutive days prior to the meeting.

In cases where the DBR Committee report shall recommend no changes to the existing division boundaries, public notice of the report shall be given seven (7) consecutive days.

Once public inspection is closed, Council by way of a passed resolution at a regular meeting is required to apply to the Ministry of Government Relations to alter division boundaries, in accordance with Section 49 of *The Municipalities Act*.

The Minister's Order will take effect:

If the application is made 180 days or more prior to a general election, with respect to those general elections and all subsequent general elections and by-elections held in the rural municipality; or

If the application is made less than 180 days before a general election, with respect to all general elections and by-elections commencing with the second general election after the report is filed

The municipality may request the Minister to order a "Special Service Area" which may be assigned different tax rates and service levels.

Approved by Council on October 21, 2022

54. Sask Workers Compensation – Interest Charges

When required by the Saskatchewan Workers Compensation Board to add outstanding Workers Compensation Board assessment/premiums to the property taxes on lands where the business is located in, with SWCB legislation, the Administrator is authorized to charge a one-time 5% penalty of the outstanding amount, to the landowner's municipal taxes to cover administration costs.

Approved by Council on October 21, 2022

55. Refuse Bin Tipping Fees for Burr Residences

The residences located in Burr, Saskatchewan will be charged \$60.00 per year in order to use the refuse bin located in Burr, Saskatchewan.

The Burr Community Hall will be charged \$25.00 per year in order to use the refuse bin located in Burr, Saskatchewan

A key will be provided for the users.

Approved by Council - June 16, 2023

56. RM Employee Years of Service Awards

The RM of Wolverine No. 340 makes it a priority to recognize employees who have provided years of long and respected service to the municipality through employment with the R.M.

“Long Service” is recognized only as continual service. Employees who have a break in employment service (either through resignation or termination) and return “restart the clock” on their service time (for long-service award purposes).

Service awards are as follows:

Number of Years Of Service	Award Earned Full Time - FT*	Award Earned Part Time - PT**	Award Earned Seasonal**
5 years	\$250	\$187.50	\$125.00
10 years	\$500	\$375.00	\$250.00
15 years	\$750	\$562.50	\$375.00
20 years	\$1,000	\$750.00	\$500.00
25 years	\$1,500	\$1,125.00	\$750.00
30 years	\$2,000	\$1,500.00	\$1,000.00
35 years	\$2,500	\$1,875.00	\$1,250.00
40 years	Decision of Council on Individual Basis	Decision of Council on Individual Basis	Decision of Council on Individual Basis

*Full Time – works at least 37.5 hrs. per week year round

**Part Time – works throughout the year but at reduced hours (example – equipment operator/administrative assistant)

***Seasonal – works seasonally (example – mower operators)

In accordance with Canada Revenue Agency, cash service awards are considered a taxable benefit.

Service awards will be presented to qualifying staff members at the RM Annual Christmas Party.

Upon Council passing on this policy, years of service awards will be retroactive to the hire date for each employee and will be paid out in accordance with the above schedule.

Approved by Council – July 13, 2023

57. Council Code of Ethics as a Member of the Rural Municipal Council

The Council for the Rural Municipality of Wolverine No. 340 will be required to subscribe and take the following oaths during the time that they are a council member:

I will be motivated primarily by an earnest desire to serve my municipality and the people of my community to the best of my stability.

I will endeavor to attend all council meetings.

I will recognize that the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and in the best interest of the municipality.

I will not use the municipality or any municipal program for my own personal advantage or for the advantage of my family and friends.

I will do everything possible to maintain the integrity, confidence and dignity of the office of a rural municipal council member.

I will listen to what other council members, individuals or groups may have to say before making final decisions.

I will endeavor to avoid hostility and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters and not to withhold or conceal from my fellow council members any information or matter in which they should be concerned.

I will make no disparaging remarks in or out of a council meeting, about other members of the council or their opinions, but I reserve the right to make honest and respectful criticism.

I will consider it unethical to pursue any procedure calculated to embarrass a fellow member of the council, a member of the municipal staff or another local government body.

I will treat my fellow council members, the municipal staff and the public I serve with respect and consideration.

I will recognize that authority rests with the council in legal session and not with individual members of the council.

I will abide by majority decisions of the council once they are made.

I will not discuss confidential business of council outside of council and committee meetings.

I will endeavor to keep informed on all local, provincial and national municipal developments of significance.

I will earnestly try to interpret the people's needs of the entire municipality and do my best to implement action to meet those needs, keeping in mind budget limitations of the municipality.

Approved by Council – November 15, 2012