

Rural Municipality of Beaver River No. 622
Regular Meeting held on February 11, 2016
RM Council Chambers, Pierceland, Sask.

Present:

Acting Reeve – Joe Rolfes

Councillors:

Div. 1 –

Div. 2 – Harley Nault

Div. 3 – Vacant

Div. 4 – Joe Rolfes

Div. 5 – Leslie Brunet

Div. 6 – Art Nault

Administrator: Morgan Kennedy

Administrative Assistant: Kristen Baker

Observers: Dan Brisbois (10:45 a.m. – 11:45 a.m.)

Absent: Div. 1 - Jason Vongrad

Acting Reeve, Joe Rolfes, called meeting to order at 9:00 a.m.

Yvonne Prusack, Community Planner, arrived at meeting at 9:00 a.m.

Agenda

- 38-16 NAULT, H.: That Long Term Planning for Subdivisions, Utilities
Correspondence, Library Report, and Casual Laborers be added to the agenda.
Carried.

Meeting

- 39-16 BRUNET: That the next regular Council meeting be moved from March 11, 2016
to March 18, 2016.
Carried.

Zoning Bylaw Amendments

- 40-16 NAULT, A.: That Bylaw 04-16 being a bylaw to amend Bylaw 57 known as the
zoning bylaw be read a first time at this meeting and a public hearing regarding
amendments to the zoning bylaw take place during the next Council meeting on
March 18, 2016 and start at 10:30 a.m.
Carried.

- 41-16 NAULT, A.: That Yvonne Prusack send letters to landowners in the Lakeshore
Developments and the developer of Meadowlands concerning zoning bylaw
amendments and the public hearing.
Carried.

Subdivisions

- 42-16 NAULT, H.: That offsite fees for subdividing land increase to \$ 5,500.00 as of
June 30, 2016 and fees may be used for construction of roads and bridges and
utilities.
Carried.

- 43-16 NAULT, H.: That the RM has reviewed Hinger Subdivision plan and authorized
Yvonne Prusack to proceed with notification to surrounding landowners.
Carried.

Yvonne Prusack excused herself from the meeting at 11:42 a.m.

JK

Minutes

- 44-16 BRUNET: That the minutes for the regular Council meeting on January 8, 2016 and the special Council meeting on January 29, 2016 be accepted as presented.
Carried.

Meeting was halted for lunch at 11:52 a.m.
Meeting resumed at 1:05 p.m.

In-Camera

- 45-16 NAULT, A.: That the meeting go in-camera at 1:06 p.m. to talk about an appointment of a lawyer and taxable benefits.
Carried.

NAULT, A.: That the meeting come out of camera at 1:36 p.m.
Carried.

Legal Matters

- 46-16 NAULT, H.: That the RM appoint Michael Hudec of Hudec Law Office in North Battleford to represent the RM regarding Zoning By-law infractions that the RM is currently pursuing.
Carried.

SAMA Annual Meeting

- 47-16 BRUNET: That Joe Rolfes and Morgan Kennedy attend the Saskatchewan Assessment Management Agency annual general meeting on April 25 & 26, 2016.
Carried.

Correspondence

- 48-16 BRUNET: That the following correspondence having been read be filed:
a. SAMA Annual Meeting
b. SMB – Weber / Kennedy Subdivision
c. Meeting about Long Term Care Facility – March 14
d. Goodsoil History Book
e. Aubin Anniversary
f. SMHI Annual Meeting
g. SARM – Feral Wild Boar
Carried.

Financial Statements

- 49-16 NAULT, A.: That the financial summary statement for the month of January be accepted as presented.
Carried.

- 50-16 BRUNET: That the bank reconciliation for May to December 2015 be accepted as presented.
Carried.

Accounts Paid & Payable

- 51-16 NAULT, H.: That motion #385-15 be amended to read “That the list of accounts for approval for cheques numbered 19634 to 19690 and other payments in the amount of \$ 167,582.72 and payroll for the month of August in the amount of \$ 26,351.14 be approved”.
Carried.

MK

- 52-16 BRUNET: That the list of accounts in the following amounts be approved as follows:
Cheque #19908 – 19989: \$ 537,698.03
Other Payments - \$ 18,299.08
Payroll (January 1 - 31, 2016) – \$ 18,959.83
Carried.
- 53-16 NAULT, A.: That the MasterCard purchases for the months of September to December 2015 in the amount of \$ 5,212.17 be approved.
Carried.
- 54-16 BRUNET: That the following cheques be cancelled as they are outdated:
Cheque # 18870 in the amount of \$ 1.00
Cheque # 18916 in the amount of \$ 270.00
Cheque # 19115 in the amount of \$ 224.50
Carried.
- 55-16 BRUNET: That cheque #19115 in the amount of \$ 224.50 be reissued.
Carried.
- Bylaw No. 01/16
- 56-16 NAULT, H.: That Bylaw No. 01/16 being a bylaw to extend the deadline to enact a Council procedures bylaw be read a first time at this meeting.
Carried.
- 57-16 BRUNET: That Bylaw No. 01/16 being a bylaw to extend the deadline to enact a Council procedures bylaw be read a second time at this meeting.
Carried.
- 58-16 NAULT, A.: That Bylaw No. 01/16 being a bylaw to extend the deadline to enact a Council procedures bylaw be given a third reading at this meeting.
Carried Unanimously.
- 59-16 NAULT, H.: That Bylaw No. 01/16 being a bylaw to extend the deadline to enact a Council procedures bylaw be read a third time at this meeting and adopted.
Carried.
- Bylaw No. 02/16
- 60-16 BRUNET: That Bylaw No. 02/16 being a bylaw to regulate the proceedings of municipal Council and Council's committees, and hereby called a Council procedures bylaw, be read a first time at this meeting.
Carried.
- 61-16 NAULT, A.: That Bylaw No. 02/16 being a bylaw to regulate the proceedings of municipal Council and Council's committees, and hereby called a Council procedures bylaw, be read a second time at this meeting.
Carried.
- 62-16 NAULT, H.: That Bylaw No. 02/16 being a bylaw to regulate the proceedings of municipal Council and Council's committees, and hereby called a Council procedures bylaw, be given a third reading at this meeting.
Carried Unanimously.
- 63-16 BRUNET: That Bylaw No. 02/16 being a bylaw to regulate the proceedings of municipal Council and Council's committees, and hereby called a Council procedures bylaw, be read a third time at this meeting and adopted.
Carried.



Conflict of Interest Policy

- 64-16 NAULT, A.: That a policy concerning conflicts of interest for Councillors, hereby titled Council Conflict of Interest Policy, come into force.
Carried.

Bylaw No. 03/16

- 65-16 NAULT, H.: That Bylaw No. 03/16 being a bylaw to repeal Bylaw No. 04/11, concerning an agreement to establish the North of Divide Planning District, be read a first time at this meeting.

Carried.

- 66-16 BRUNET: That Bylaw No. 03/16 being a bylaw to repeal Bylaw No. 04/11, concerning an agreement to establish the North of Divide Planning District, be read a second time at this meeting.

Carried.

- 67-16 NAULT, A.: That Bylaw No. 03/16 being a bylaw to repeal Bylaw No. 04/11, concerning an agreement to establish the North of Divide Planning District, be given a third reading at this meeting.

Carried Unanimously.

- 68-16 NAULT, H.: That Bylaw No. 03/16 being a bylaw to repeal Bylaw No. 04/11, concerning an agreement to establish the North of Divide Planning District, be read a third time this meeting and adopted.

Carried.

Council Resignation Letters

- 69-16 BRUNET: That the resignation letters from Jim Penno and Marie Klassen having been read be acknowledged.

Carried.

Signing Authority

- 70-16 NAULT, A.: That Jim Penno be removed as having signing authority at Goodsoil and Pierceland Credit Unions and that Leslie Brunet be added as having signing authority.

Carried.

Committee Appointments

- 71-16 NAULT, A.: That the committee appointments for 2016 be approved as listed on "Schedule A" attached to these minutes.

Carried.

Sharon Stacey, Utility Commission Secretary, arrived at meeting at 4:10 p.m.

Utilities Commission Board

- 72-16 BRUNET: That Wayne Fenreich and Jan Hunt be appointed to act as representatives on the Utility Commission Board.

Carried.

Water Operator Contract

- 73-16 BRUNET: That the RM enter into a contract with Michael Greschner to operate Lauman's Landing Water Treatment Plant for two years at \$1,800.00 per month.

Carried.

Water Plant Report and Readings

- 74-16 BRUNET: That the water operator's report and readings for January be tabled to the next Council meeting.

Carried.

Transfer Site Fees

- 75-16 NAULT, H.: That the new fees for the Pierceland Transfer Site, as listed in "Schedule B" attached to these minutes, be approved and come into effect immediately.

Carried.

Sharon Stacey excused herself from the meeting at 4:30 p.m.

Lauman's Landing Bathrooms

- 76-16 NAULT, H.: That bathrooms at Lauman's Landing be tabled to the next meeting.

Carried.

Commercial Lease Agreement

- 77-16 NAULT, A.: That the RM sign the commercial lease agreement with the Village of Goodsoil and Northwest Homes and Lumber to provide for library space.

Carried.

Fraud Seminar

- 78-16 BRUNET: That the RM send Councillors and office staff to the Fraud Seminar in Meadow Lake on February 25, 2016.

Carried.

Computer Tenders

- 79-16 NAULT, H.: That computer tenders be tabled to the next meeting.

Carried.

Brush Clearing

- 80-16 NAULT, A.: That the RM pay \$ 2,000 for brush clearing for ½ mile along NE 16-62-23 W3.

Carried.

- 81-16 BRUNET: That Ranch Oil be awarded brushing contract for brushing along Township Road 612 from Range Road 3224 to Highway 26, provided that they are PST compliant. If they are not PST compliant, contract will be given to R & A Construction.

Carried.

Transportation Workshop

- 82-16 NAULT, H.: That the RM send Morgan Kennedy to the North Central Transportation Committee Workshop in Edam on February 23, 2016.

Carried.

Grader Operators

- 83-16 NAULT, A.: That the following operators are deemed competent to operate the Power Mobile Equipment as listed below:

Tim Eckel: Grader, Tractor, Backhoe, Loader

Kendal Johnson: Grader, Tractor, Backhoe, Loader

Carried.

Gravel Crushing

- 84-16 BRUNET: That Joe Rolfes be authorized to approve a gravel crushing company so that any gravel crushing needed within the RM is done in a timely manner.

Carried.

Lagoon Access

- 85-16 NAULT, A.: That the RM grant DTL Septic Services access to the RM Lagoon

mk

for disposing of waste.

Carried.

Casual Employment

- 86-16 NAULT, H.: That the RM hire Mel Troniak as a casual laborer and receive \$20/hour as a starting wage.

Carried.

Gravel Lease Land

- 87-16 BRUNET: Whereas gravel exploration has been completed, be it resolved that the RM release the following quarters for sale:

NW 15-62-25-W3, NE 11-61-23-W3, N ½ 24-61-23-W3

SE 24-61-23-W3, NW 19-61-22-W3, SW-8-61-22-W3

NE 15-61-23-W3, NW 14-61-23-W3, N ½ 23-61-23-W3

SW 23-61-23-W3, SE 14-61-23-W3

Carried.

Subdivisions

- 88-16 BRUNET: That the RM send a letter to Kelly Gurski notifying that there are no reservations regarding the proposed subdivision.

Carried.

Change of Tax Status

- 89-16 NAULT, A.: That the RM allow a change of taxation status on PT NE 35-61-26-W3 from Commercial to Agriculture. *recinded 110-16 MK*

Carried.

Letters of Credit

- 90-16 NAULT, H.: That the RM Council provide a letter releasing credit for the Gonie subdivision development.

Carried.

- 91-16 BRUNET: That the RM Council provide a letter releasing credit for the Van Langen subdivision development.

Carried.

EMO Training

- 92-16 NAULT, A.: That Council and the Administrator attend the Emergency Measures Organization workshop in Meadow Lake on February 26 & 27.

Carried.

RCMP Annual Report

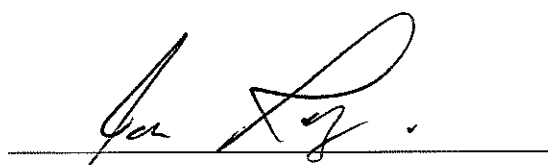
- 93-16 NAULT, H.: That the RCMP 2016 Annual Report be accepted as presented.

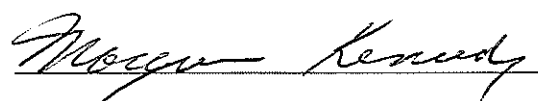
Carried.

Adjournment

- 94-16 NAULT, A.: That the meeting be adjourned at 6:20 p.m.

Carried.


Reeve


Administrator

MK

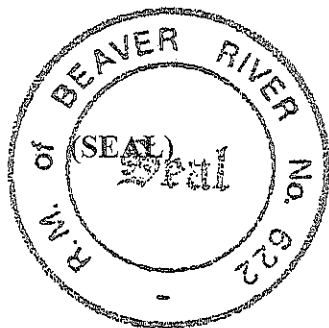
RURAL MUNICIPALITY OF BEAVER RIVER #622

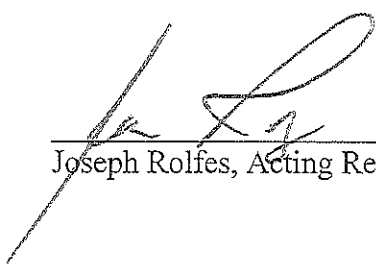
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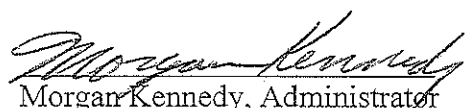
**A BYLAW TO EXTEND THE DEADLINE FOR ENACTING A COUNCIL
PROCEDURES BYLAW**

The Council of the Rural Municipality of Beaver River #622 in the Province of Saskatchewan enacts as follows:

1. The time required pursuant to subsection 81(1) of *The Municipalities Act* for enactment of a Council Procedures Bylaw be and is extended to April 17, 2016.




Joseph Rolfes, Acting Reeve


Morgan Kennedy, Administrator

Read a first time this 11th day of February, 2016
Read a second time this 11th day of February, 2016
Read a third time this 11th day of February, 2016 and adopted.



Bylaw #02/16

Rural Municipality of Beaver River #622

Council Procedures Bylaw

**A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND
COUNCIL'S COMMITTEES**

The Council of the Rural Municipality of Beaver River #622 in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

- 1.1 This bylaw may be cited as “The Procedure Bylaw”.

2. Purpose

- 2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for Council members, administrations and the public to follow and participate in governing the municipality and for Council in establishing Council committees.

3. Definitions

- 3.1 In this bylaw:

- (a) “Act” means *The Municipalities Act*.
- (b) “Acting Reeve” means the Councilor elected by Council to act as the Reeve if a vacancy arises in that office.
- (c) “Adjourn” means to suspend proceedings to another time or place.
- (d) “Administration” means the Administrator or an employee accountable to the Administrator.
- (e) “Administrator” means the person appointed as Administrator pursuant to section 111 Municipalities Act.
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw.
- (g) “Amendment” means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) “Business day” means a day other than a Saturday, Sunday or holiday.
- (i) “Chair” means a person who has the authority to preside over a meeting.
- (j) “Committee” means a committee, board, authority or other body duly appointed by Council.
- (k) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (l) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (m) “Consent motion” means a motion to adopt, without debate, the recommendations of several reports within a consent agenda.
- (n) “Council” means the Reeve and Councilors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (o) “Councilor” means the Council member duly elected in the municipality as a Councilor, in accordance with *The Local Government Election Act*.
- (p) “Deputy Reeve” means the Councilor who is appointed by Council, pursuant to section 34 of this bylaw, to act as Reeve in the absence or incapacity of the Reeve.
- (q) “Reeve” means the Council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.
- (r) “Member” means the Reeve, Councilor or an appointed individual to a committee, commission or board of Council.
- (s) “Motion” means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (t) “Mover” means a person who presents or proposes a motion or amendment.

- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 4.5 Subject to subsection 4.3, any ruling of the Reeve or chair shall prevail, subject, however, to the jurisdiction of Council or the committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of Council shall be held immediately following a general election and shall be called by the Administrator within a minimum of 10 business days.
- 5.2 At the first meeting of Council:
 - (a) the Returning Officer shall provide Council with a copy of the declaration of results with respect to the election; and
 - (b) Every Council member shall complete the “Public Disclosure Statement”.

6. Regular Meetings

- 6.1 Regular meetings of Council shall be held on the 2nd Friday of each month commencing at 8:30 a.m. CST.
- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Reeve, such meetings shall be rescheduled beforehand at a meeting prior to the holiday.
- 6.3 Notwithstanding the foregoing provisions, Council may, by resolution, dispense with or alter the time of a regular meeting of Council.
- 6.4 Council may, by resolution, authorize the Reeve to reschedule a regular meeting of Council pursuant to the Act during a period of time to be specified within the resolution.

7. Special Meetings

- 7.1 The Administrator shall call a special meeting of Council, whenever requested to do so, in writing, by the Reeve or a majority of the members.
- 7.2 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the Administrator to call a special meeting of Council.
- 7.4 When a special meeting is to be held, the Administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours’ notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. Meeting through Electronic Means

- 8.1 One or more members of Council may participate in a Council meeting by means of a telephonic, electronic or other communication facility if:
 - (a) the members of Council provide the Administrator with at least two (2) business days’ notice of their intent to participate in this manner;
 - (b) notice of the Council meeting is given to the public including the way in which the Council meeting is to be conducted;
 - (c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the Administrator is in attendance at that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the Council meeting.
- 8.2 Members participating in a Council meeting held by means of a communication facility are deemed to be present at the Council meeting.

9. Notice of Meetings

- 9.1 Notice of regularly scheduled Council meetings is not required to be given.

- 13.3 The Administrator shall ensure that the Council agendas are delivered to each member no later than 5 days immediately preceding the Council meeting.
- 13.4 The Administrator shall ensure that the Council agendas are available to the general public no later than 2 days preceding the Council Meeting.
- 13.5 If, for any reason, the Administrator is unable to meet the deadline mentioned in subsection 13.3, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the Council meeting.
- 13.6 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a Council agenda must be received by the Administrator no later than 10 days preceding the Council Meeting.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 The administration may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Administrator.
- 14.2 In these circumstances, the administration shall submit a report to the Administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The Administrator shall distribute any requests from the administration to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 During the confirmation of the agenda, a member may move to add a report, communication or delegation to the agenda if the matter arises from an unforeseeable situation of urgency.
- 14.5 Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1 The general order of business of every regular Council meeting shall be as per agenda set by the Administrator recognizing the MA and requirements.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
 - (a) otherwise determined upon motion passed by a vote of the majority of the members present to approve the agenda and which vote shall be placed without debate; or
 - (b) the Reeve determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of Council present, the Reeve, or in his or her absence the deputy Reeve, shall take the chair and call the members to order.
- 16.2 In case neither the Reeve nor the deputy Reeve is in attendance within 30 minutes after the hour appointed, and subject to a quorum being present, Council shall appoint an acting Reeve pursuant to section 35 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the Reeve or the deputy Reeve, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the Administrator shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 16.6 Members are encouraged to notify the Administrator when the member is aware that he or she will be absent from any meeting of Council.

17. Quorum

- 17.1 A quorum of Council is a majority of members.

- (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (f) Council may request further information from administration;
 - (g) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the Reeve shall declare the hearing closed; and
 - (i) Council shall then consider the matter and at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 21.3 The time allowed for each person making representations shall be 30 minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

22. Communications - General

- 22.1 When a person wishes to have a communication considered by Council, it shall be addressed to Council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 A communication received by the Administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to the Legal Advisory for SARM for review and disposition.
- 22.3 A communication received by the Administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

23. Communications – Matters on Council Agenda

- 23.1 A written communication pertaining to a matter already on a Council agenda must be received by the Administrator no later than the agenda deadline in order to be included on the Council agenda.
- 23.2 A written communication received before the agenda deadline shall be placed by the Administrator on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 23.3 In the event that the communication to the Administrator is received after the agenda deadline, regarding a subject which is on the agenda, the Administrator will bring the request to the attention of Council:
- (a) The individual will be advised by the Administrator that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

24. Communications – Matters not on Council Agenda

- 24.1 A written communication received before the agenda deadline shall be placed by the Administrator on the Council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 24.2 In the event that the communication to the Administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the Administrator will bring the request to the attention of Council.
- 24.3 The individual will be advised by the Administrator that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

- (a) Delegations will be advised by the Administrator that they may not be heard by Council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

27. Reeve and Councilors Forum

- 27.1 Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and
 - (b) general work of members on behalf of Council colleagues, constituents and the municipality.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

28. Bylaws

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 A proposed bylaw must not have more than two (2) readings at a Council meeting unless the members present unanimously agree to consider third reading.
- 28.3 A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 28.7 When a bylaw has been given three (3) readings by Council, it:
 - (a) becomes a municipal enactment of the municipality; and
 - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8 The Administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- 28.9 After passage, every bylaw shall be signed by the Reeve and the Administrator, pursuant to the Act and marked with the corporate seal of the municipality.

29. Public Forum

- 29.1 Any member of the public wishing to speak to Council on a municipal matter, may appear at a Council meeting, as long as they pre-register with the Administrator prior to 12:00 noon 10 days prior to the Council meeting so that their name may be placed on a speakers list.
- 29.2 The total time allowed to speak shall be not more than 30 minutes per individual or delegation.

30. Recess

- 30.1 The Council may recess at any time during the meeting.
- 30.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.
- 30.3 The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 30 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

31. Adjournment

- 31.1 All regularly scheduled Council meetings shall stand adjourned when the Council has completed all business as listed on the order of business.
- 31.2 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled Council meeting, or until a special meeting is called for the purpose of dealing with the unfinished items.

PART IV – CONDUCT AT COUNCIL MEETINGS

- (a) speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

38. Conduct of Members

- 38.1 Members of Council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 38.2 If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.
- 38.3 When addressing a Council meeting, a member shall refrain from:
 - (a) speaking disrespectfully of the federal government, the provincial government or another municipal Council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 38.4 When a member is addressing the Council, all other members shall:
 - (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 38.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

39. Improper Conduct

- 39.1 The Reeve may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a Council meeting, as set out in section 37, leave or be expelled from the meeting.
- 39.2 The Reeve may request that any delegation who addresses Council improperly as set out in section 38, leave or be expelled from the meeting.
- 39.3 No person shall refuse to leave a Council meeting when requested to do so by the Reeve.
- 39.4 Any person who refuses to leave when requested to do so may be removed.
- 39.5 If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Reeve may recess the meeting until the person leaves or adjourn the meeting to another day.

40. Leaving the Meeting

- 40.1 Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

41. Point of Order

- 41.1 A member may rise and ask the Reeve to rule on a point of order.
- 41.2 When a point of order is raised, the member speaking shall immediately cease speaking until the Reeve decides the point of order raised.
- 41.3 A point of order must be raised immediately at the time the rules of Council are breached.
- 41.4 The member against whom a point of order is raised may be granted permission by the Reeve to explain.
- 41.5 The Reeve may consult the Administrator before ruling on a point of order.
- 41.6 A point of order is not subject to amendment or debate.

46. Motions and Debate

- 46.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 46.2 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 46.3 When a motion is under debate no other motion may be made, except a motion to:
 - (a) amend a motion;
 - (b) refer motion to a Council committee or administration for a report back to Council;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) extend the time for a Council meeting; or
 - (f) adjourn the meeting.
- 46.4 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of Council:
 - (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 46.5 Any motions allowed under subsection 47.4 shall be considered in the order in which they were moved.

47. Motion to Amendments

- 47.1 Except as provided in subsection 48.12, any motion may be amended to:
 - (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- 47.2 The amending motion must be:
 - (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- 47.3 An amending motion may also be amended.
- 47.4 A sub amendment must be:
 - (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- 47.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 47.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 47.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 47.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 47.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 47.10 Amendments shall be put in the reverse order to the order in which they were moved.
- 47.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 47.12 No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; and
 - (c) a motion requesting that a motion be put to a vote.

48. Dividing a Motion into Parts

- 48.1 A member may request or the Reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 48.2 Council shall then vote separately on each recommendation.
- 48.3 A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;

56. Motion to Reconsider

- 56.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- 56.2 A motion to reconsider is in order whether the original motion passed or failed.
- 56.3 A motion to reconsider may only be made at the same Council meeting as the original motion was voted on.
- 56.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.
- 56.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 56.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.
- 56.7 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 56.8 A motion to reconsider cannot be amended.
- 56.9 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 56.10 If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- 56.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

57. Motion to Rescind

- 57.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- 57.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 57.3 A motion to rescind may be made at any time following the Council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 57.4 A motion to rescind may be moved and seconded by any Council member regardless how they voted on the original motion.
- 57.5 A motion to rescind is debatable.
- 57.6 A motion to rescind may be amended.
- 57.7 A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- 57.8 A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

58. Motion to Postpone

- 58.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- 58.2 Notwithstanding subsection 59.1, Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 58.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

59. Motion to Refer

- 59.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 59.2 A member making a referral motion generally should include in the motion:
 - (a) the terms on which the motion is being referred; and
 - (b) the time when the matter is to be returned.

60. Debate on Motion

- 60.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 60.2 The mover of the motion shall be given the first opportunity to speak.

- 68.6 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

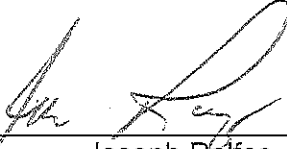
69. Committee Procedures

- 69.1 Council may from time to time establish a committee in response to specific issues requiring immediate or long term attention.
- 69.2 The membership and jurisdiction of a committee shall be as provided for in the enabling legislation or as directed by Council.
- 69.3 The Reeve is an ex-officio voting member of all committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
- 69.4 The mayor / reeve's attendance shall not, however, be included for the purpose of determining a quorum.
- 69.5 Municipal officials shall act only in an advisory capacity to committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any committee appointment.
- 69.6 The chair of all committees established by Council shall be designated by Council, unless Council directs otherwise.
- 69.7 All Councilors may attend the meetings of committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
- 69.8 Each committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by Council, members of that committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
- 69.9 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.
- 69.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the committee shall be elected to preside, and shall discharge the duties of the chair during the meeting or until the arrival of the chair or Vice-chair.
- 69.11 An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 69.12 Everyone has the right to be present at committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 69.13 Subject to subsection 14, committees shall conduct all committee meetings in public.
- 69.14 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 69.15 Notice of regularly scheduled committee meetings is not required to be given.
- 69.16 If a committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:
- (a) any members of the committee not present at the meeting at which the change was made; and
 - (b) the public.
- 69.17 Notwithstanding subsection 71.16, a committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 69.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to subsection 70.17 may be given in person or by facsimile, electronic mail and other similar means.
- 69.19 If a committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) hours' notice of the change to:
- (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.
- 69.20 The Secretary shall call a special meeting of a committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in subsection 70.17.
- 69.21 For committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Secretary to call a meeting of the committee whenever requested in writing to do so by a majority of the committee.


71. Coming Into Force

71.1 This bylaw shall come into force and take effect on the day after the 3rd reading.





Joseph Rolfes, Acting Reeve



Morgan Kennedy, Administrator

Section 81.1 of The Municipalities Act

Read a First time on February 11, 2016
Read a Second time on February 11, 2016
Read a Third Time on February 11, 2016 and adopted.

Bylaw # 02/16
Form 2 – Request for Method of Providing Notice

Date: _____
To: _____, Administrator, Municipality of RM of Beaver River #622
From: _____ (name of Council member)

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of Council or committee meetings be provided to me by the alternate means:

- ☐ By regular mail (address)
- ☐ By telephone or voice mail (telephone number)
- ☐ By facsimile (fax number)
- ☐ By Pickup at Municipal Office
- ☐ By email (email address)
- ☐ By text

Check one or more applicable of the above

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this ____ day of _____, 20__

(signature of member)

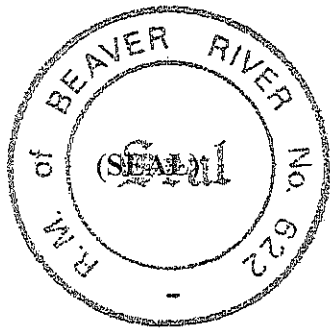
RURAL MUNICIPALITY OF BEAVER RIVER #622


BYLAW NO 03/16

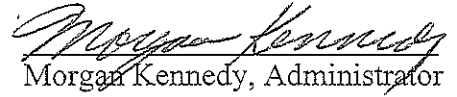
A BYLAW TO REPEAL BYLAW NO 04/11

The Council of the Rural Municipality of Beaver River #622 in the Province of Saskatchewan enacts as follows:

1. That Bylaw No. 04/11 respecting an agreement to establish the North of Divide Planning District adopted on June 29, 2011 is hereby repealed.




Joseph Rolfes, Acting Reeve


Morgan Kennedy, Administrator

Read a first time this 11th day of February, 2016
Read a second time this 11th day of February, 2016
Read a third time this 11th day of February, 2016 and adopted.

VILLAGE OF PIERCELAND/RM OF BEAVER RIVER #622 Transfer Site
N.E. ¼-13-62-26-3; N.E. in the RM of Beaver River

WE ACCEPT:	Location	Fee
◦ Bagged Household Garbage	Designated Bin	N/C
◦ Recyclables I.e. Flattened Cardboard, Glass Aluminum Cans	Designated Bin	N/C
◦ Unpainted, Untreated Wood, Tree Limbs, Branches, Roots	Burn Pile	N/C
◦ Scrap metal, BBQ	Metal Pile	N/C
◦ Propane Bottles/Tanks	Designated Pile	N/C
◦ Fridges/Deep Freezes/ Water Coolers	Designated Pile	\$25.00 per unit
◦ Metal Household Appliances (other Than Fridges, deep freezes, water coolers), I.e. Washers, dryers, stoves, dishwashers, Microwaves & hot water tanks	Metal Pile	\$10.00 per unit
◦ Loads of Predominately Mixed Construction Materials	Designated Bin	\$50.00 (pickup load) \$150.00 (larger load less than 2 tonnes)
◦ Household Furniture I.e. .Sofa, dining room chairs, coffee table, mattresses		\$10.00
◦ CEMENT NEEDS TO BE SEPERATED FROM STRUCTURAL BUILDING MATERIALS		
1200 sq. ft. and under		\$200.00
Over 1200 sq. ft .		\$300.00

NON TAX PAYERS PAY DOUBLE

WE DO NOT ACCEPT:

- Hazardous Waste
- Oil, Oil Containers, Oil Filters, Pesticide & Chemical Containers
- Paint
- Tires
- Animal Carcasses
- Technological Hardware: televisions, computers, monitors

Please inquire with your Municipal Offices regarding Current information for Disposing of these products

Anything over 2 tonnes shall be taken directly to the Regional Landfill.

APPOINTMENTS FOR 2016

Deputy Reeve	Joe Rolfes
Auditor	Pinnacle Business Solutions Laura Fechter
Legal Counsel	<hr/>
ADD BOARD	Harley Nault Jason Vongrad
Board of Revision	Ben Kesenheimer Wayne Rewega John Dahlseide Secretary: Kristen Baker
Regional Development Appeals	Harley Nault Jason Vongrad
Emergency Measures Coordinator	Charles Foster
Fire Rangers Division	Each Councillor represents his own
Lakeland Regional Library	Tammy Gelowitz
Lakeland Library – Goodsoil	Joe Rolfes Tanis Lachance Rita Sonntag Nadine Kope
Lakeland Library- Pierceland	Leslie Brunet Shirley Dyck Tammy Gelowitz Connie Wyss
Beaver River Health Care Inc. Foundation	Jason Vongrad

Northwest Waste Management Authority	Joe Rolfes Morgan Kennedy
Building Inspector	Jeff Sydoruk
Occupational Health & Safety	Joe Rolfes Leslie Brunet Tim Eckel Kendal Johnson
Road Bans/Weight Restrictions	Each Councilor represents his own division
Pest Control Officer	John Harrison
Stray Animal Act	Morgan Kennedy
Texas Gate Committee	Harley Nault Art Nault Jason Vongrad
Pierceland Landfill	Harley Nault Art Nault
Pierceland Fire Department	Art Nault Leslie Brunet
Goodsoil Fire Department	Jason Vongrad Joe Rolfes
Northwest Municipalities Association	Joe Rolfes Morgan Kennedy
Pierceland Recreation Association	Art Nault
Goodsoil & District Recreation Inc.	Joe Rolfes
Joint Mutual Aid Emergency Measures Organization	Joe Rolfes Leslie Brunet Morgan Kennedy

Dr. Residence

Jason Vongrad
Joe Rolfes

Utility Commission

Jason Vongrad
Leslie Brunet
John Malachowski
Joe Rolfes

Secretary: Sharon Stacey

Water Treatment Plant Operator
Contract

This Contract for Professional Services is entered into by and between the Rural Municipality of Beaver River No. 622, (hereinafter referred to as the Municipality), and Michael Greschner, (hereinafter referred to as the Contractor).

The Municipality and the Contractor do mutually agree as follows:

1. **Term of Agreement.** This agreement shall become effective March 1, 2015 and shall continue for a term of twelve (12) months, and continue on in 12 month intervals. Should either party wish to cancel or re-negotiate the continued renewal of the contract, written notice must be given two (2) months prior to contract renewal date.
2. **Payment to Contractor.** The services will be delivered at the rate of \$1,800.00 (One thousand, eight hundred dollars) per month, the Contractor will submit a monthly request for reimbursement to the Municipality.
3. **Taxes.** The Contractor shall be considered an independent Contractor and as such shall be responsible for all taxes.
4. **Responsibilities of the Contractor.** The Contractor hereby agrees to provide the following services in a manner satisfactory to the Municipality, within the stated time frames.
 - A. Carry out all daily activities at the water plant. This includes water tests, record keeping and routine maintenance.
 - B. Maintain regulations as set out by Saskatchewan Environment.
 - C. Send away all samples needed for independent lab testing. (BacT, general chemical, health and toxicity, sewage effluent).
 - D. Be available by cell phone in case of emergency.
 - E. Maintain the required certification and be responsible for all costs associated with said certification.
 - F. Provide the Municipality with an annual drinking water compliance report.
 - G. Provide a monthly report for regular council meetings.
 - H. Provide the Municipality with proof of Saskatchewan Worker's Compensation coverage.
5. **Responsibilities of the Municipality.** The Municipality hereby agrees to provide the following services and products to the contractor.
 - A. Provide all chemicals, and test equipment for proper operation of the water treatment facility.
 - B. Provide all items required for the repair of equipment in the water treatment facility.
 - C. Provide all cleaners required to maintain the facility.
 - D. Provide the required postage cost for sending samples.
 - E. Provide supervision of any water main repairs.


RM of Beaver River No. 622

Date: Mar 17/15


Michael Greschner

Road Use Agreement

Between

Rural Municipality of Beaver River No. 622 (Grantee)

And

Brian & Loretta Sawatzky (Grantor)

RE: Access across N ½ 12-61-26 W3

Compensation: Zero Dollars

Terms:

- a) This agreement shall endure only until the quarries have been satisfactorily depleted and it is subject to yearly review
- b) No tree shall be destroyed
- c) The profile of the road shall not be altered
- d) The road shall not be used for any purpose other than to access the quarry and remove its material
- e) No persons or vehicles may trespass off the designated road
- f) No subletting
- g) Any repair and maintenance shall be done by the Grantor at the request and expense of the Grantee
- h) All maintenance shall be billed at cost unless maintenance request requires the use of a subcontractor in which case it will be billed at cost plus 10 per cent
- i) Equipment shall be billed at the Grantors regular equipment rates
- j) Any gravel required may be made available by the Grantee or supplied by the Grantor and then billed back to the Grantee
- k) The Grantee shall not use any of its equipment to maintain the road unless it has prior permission in writing
- l) Should any submission for cost ever have its authorization questioned; all further requests must come in writing signed by the administrator or reeve
- m) The Grantor is **NOT** responsible for any injury, loss or damage sustained by Rural Municipality, its employees or agents as a result of this activity

I hereby acknowledge that I am authorized to act on behalf of the Rural Municipality of Beaver River No. 622. By signing this Road Use Agreement, the Grantee accepts the above stated conditions and any additional attached conditions when required.

Name:

Joe Poltes.

Signature:

[Signature]

Date:

April 4/2016



Rural Municipality of Beaver River #622

Policy: General Government 100

Policy Title: Municipal Employee Code of Conduct

Policy Objective:

To establish an employee code of conduct that coincides with recent amendments to *The Municipalities Act*.

Authority:

Section 111 of *The Municipalities Act*

Council Resolution #119-16

Dated: March 18, 2016

Background:

1. The Saskatchewan Provincial Government under Municipal Affairs passed in legislation the requirement, under Bill 186, for Council to pass a policy pertaining to employee code of conduct.

Principles:

1. Our employees must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.
2. Employees must not engage in any conduct or activity that contravenes our by-laws or any law in force in Saskatchewan which might:
 - a. detrimentally affect the municipality's reputation;
 - b. make the employee unable to properly perform his or her employment responsibilities;
 - c. cause other employees to refuse or be reluctant to work with the employee; or
 - d. otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

Purpose:

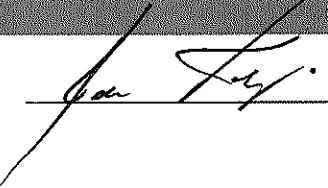
1. This Code of Conduct is intended to:
 - a. provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
 - b. protect the public interest;
 - c. promote high ethical standards among municipal employees;
 - d. provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct;
 - e. set out the corrective measures for unethical conduct.

Confidentiality:

1. Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council

Policy Title: Municipal Employee Code of Conduct

Date in Effect: March 18, 2016



Reeve

as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

2. Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:
 - a. further, or seek to further, his or her private interests or those of his or her family; or
 - b. seek to improperly further another person's private interests.

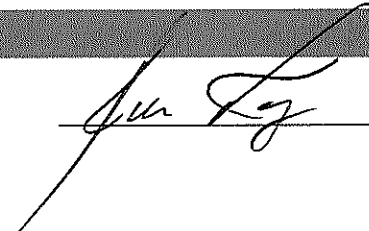
Use of influence:

1. The municipality strives to ensure fairness and objectivity in its decision-making process.
2. Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:
 - a. further, or seek to further, his or her private interests or those of his or her family; or
 - b. seek to improperly further another person's private interests.

Procedures:

1. Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.
2. Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:
 - a. his or her direct supervisor, in the case of any employee; or
 - o the supervisor must immediately advise the Administrator.
 - b. council or the Personnel Committee in the case of the Administrator.
3. The disclosure should include a detailed description of the conflict or potential conflict.
4. Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

Policy Title: Municipal Employee Code of Conduct
Date in Effect: March 18, 2016


Reeve