

Resort Village of SHIELDS

Policy Manual



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MISSION STATEMENT

Mission

Council and staff strives to provide a variety of services and programs to the community in an efficient and cost effective manner to provide a safe, attractive, and sustainable community for our present and future citizens.

Vision

SHIELDS FIRST

"Live at the lake and work in the city. Shields fits into your world"

Proud of our History - Planning for the Future"

Stewardship of assets, lands, public reserves - current and future plans

- Our roads, water and wastewater infrastructure
- The Shields Golf Course
- Community Center
- Our many Parks and Municipal Reserves
 - Pioneer Point - beach area with recreational facilities
 - Songbird Lane
 - Friendship Field (Ball Diamond)
 - Millennium/Generations Park - kids playground and adult fitness stations
 - Lakeview Rise, Outlaws Ravine and Mountain View parks
- Lake access for fishing, boating, water sports
- Walking paths
- Our seasonal irrigation system for private and community use

Caring for our Community and Environment

- Encourage a sense of community that is the Spirit of Shields
- Consider environmental responsibilities in what we do
- Supported by our strong volunteer base provide services to enhance the quality of life in our community
- Promote a healthy, active lifestyle with opportunities to interact with residents, and surrounding communities at:
 - Festivals, Events, Sports and Recreation activities by our Parks Culture & Recreation Board

Future Focus

With input from residents determine priorities for services and programs

Community, groups and committees identify future use and develop new ideas for activities and structures

Recreation Board assist groups to identify projects and funding options

100-1 INTRODUCTION

This manual is designed to provide the Mayor, Councillors and municipal staff with a quick reference to legislation governing the Municipality, policy, procedures and general information as it pertains to the Resort Village of Shields. This manual is for the sole use of Council, representing the Resort Village of Shields, and distribution is at the discretion of Council.

The manual is divided into two major sections with their own table of contents as follows:

- a) General Municipal operations - this section deals with the general administrative function of the Municipality and the various services provided by the municipality to its ratepayers.
- b) Phone List, Map of the Municipality and Municipal Fact Sheets.

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

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

100-2 DEFINITIONS

- a) **“The Act”** shall mean *The Municipalities Act*;
- b) **“Council”** refers to the Council of the Resort Village of Shields;
- c) **“Guidelines”** are statements of reference, based on legislation and previous action of council;
- d) **“Municipality”** shall mean the Resort Village of Shields;
- e) **“policy”** is a definite course or method of action set by resolution of Council, to determine present and future decisions;
- f) **“UMAAS”** shall refer to the Urban Municipal Administrators’ Association of Saskatchewan;
- g) **“SUMA”** shall refer to the Saskatchewan Urban Municipalities Association.

THE COUNCIL

The council is the main body of local government. The Councillors and Mayor are primarily elected for their leadership qualities. As citizen representatives they have a vested interest in the welfare of their community and therefore must possess two other necessary qualifications. First a member must have the skill and experience to adequately meet the demands of the position. Secondly, he or she must have the time and the willingness to serve. The following is a condensed, but comprehensive list of the duties involved in being a Councillor.

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

- a) Represent the public and consider the well-being and interests of the municipality;
- b) Participate in developing and evaluating the policies, services and programs of the municipality;
- c) Participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by Council;
- d) Ensure that the administrative practices and procedures are in place to implement the decisions of Council;
- e) Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- f) Maintain the financial integrity of the municipality;
- g) Perform any other duty or function imposed on Councillors by *The Municipalities Act* or any other Act or by Council.

200-2

MAYOR

The Mayor acts as Chair or Chief Governance Officer of the Council and as such is a specially empowered member of the Council who assures the integrity of the Council's process and, secondarily, represents the Council to outside parties.

Duties:

The Mayor shall preside, when in attendance, at a council meeting unless *The Municipalities Act* or other Act or a bylaw of this council provides that another member of Council is required or permitted to preside.

The Mayor shall preserve order and enforce the rules of the Council. Accordingly, the Mayor shall ensure that:

- a) Meeting discussion content will be on those issues which, according to Council policy, clearly belong to the Council to decide or to monitor;
- b) Information which is for neither monitoring performance nor Council decisions will be avoided or minimized and always noted as such; and
- c) Deliberations will be fair, open, and thorough, but also timely, orderly, and kept to the point.

Powers:

The Mayor is a member on all council and committees and bodies established by council pursuant to *The Municipalities Act*, unless Council provides otherwise.

200-3

DEPUTY MAYOR

The council shall appoint one of its members to the Deputy Mayor who has, during the absence, illness or other disability of the Mayor, all the powers and is subject to the same rules as the Mayor.

CODE OF CONDUCT

The public expects the highest standards of professional conduct from Members elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Resort Village of Shields. A Council Code of Ethics Bylaw has been enacted.

Standards of Conduct:

Members shall uphold the law and at all times:

- a) Seek to advance the common good of the Resort Village of Shields as a whole while conscientiously representing the community they serve;
- b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - i) Integrity - giving the Resort Village's interests absolute priority over private individual interests;
 - ii) Honesty - being truthful and open;
 - iii) Objectivity - making decisions based on a careful and fair analysis of the facts;
 - iv) Accountability - being accountable to each other and the public for decisions taken;
 - v) Leadership - confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behaviour expected of Council and enhancing the credibility and integrity of Council in the broader community.

Council Responsibilities:

The Council will:

- a) Review the municipality's Code of Conduct as required and make any amendments considered appropriate
- b) Review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

Member Responsibilities:

- a) CONDUCT TO BE OBSERVED - Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

- b) **DEDICATED SERVICE** - All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.
- c) **RESPECT FOR DECISION-MAKING PROCESS** - All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision making processes of Council is fostered.
- d) **CONDUCT AT MEETINGS** - Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the Resort Village of Shields. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.
- e) **RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED** - No member of Council shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.
- f) **GIFTS AND BENEFITS** - No Member of Council shall show favoritism or bias toward any vendor, contractor or others conducting business with the Resort Village of Shields. Members are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the Resort Village of Shields personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favor or disadvantage to any individual or organization.
- g) **USE OF PUBLIC PROPERTY** - No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the Resort Village of Shields is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.
- h) **OBLIGATIONS TO CITIZENS** - No member of Council shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- i) **INTERPERSONAL BEHAVIOUR** - Members shall treat every person, including other Members of Council, employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.
- j) **COMMUNITY REPRESENTATION** - Members shall observe a high standard of professionalism when representing the Resort Village and in their dealings with

members of the broader community.

Good Governance:

Members accept that effective governance of the Resort Village of Shields is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Resort Village to function as a good corporate citizen.

Government Relationships:

Members recognize the importance of working constructively with other levels of government and organizations in Saskatchewan and beyond to achieve the goals of the Resort Village.

Conflict of Interest Avoidance:

Members are committed to making decisions impartially and in the best interests of the Resort Village and recognize the importance of fully observing the requirements of Section 143 of *The Municipalities Act* with regard to the disclosure and avoidance of conflicts of interest.

Reporting Breaches:

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member of Council or municipal employee who, acting in good faith, brings forward such information.

Corrective Action:

Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

Compliance with Code:

Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council.

200-5

MEETINGS

All municipal business must be conducted at a properly constituted meeting.

First Meeting of Council

- a) The first meeting of council following a general election will be held within 31 days after the date of the election.
- b) The administrator shall determine the time, date and place of the meeting.
- c) The administrator shall provide written notice of the time, date and place at least 24 hours prior to the meeting by personal service, delivery to the place of business or residence or at the request of the member by facsimile or electronic mail.

Regular Meetings of Council and Committees

- a) Council of the Resort Village of Shields shall meet the third Monday of each month at 7:00 p.m. in the Shields Community Centre, 8 Procter Dr., Shields. In the event that the regularly scheduled meeting should be a statutory holiday, Council shall determine by resolution, the date to hold the meeting.
- b) Council or committee meetings may be held with less than 24 hour notice to the council or committee members and not notice to the public IF all members of council sign a waiver before the commencement of the meeting.
- c) Agendas for the regular meetings of Council shall be completed 72 hours prior to the Council meeting.
- d) Packages for Council shall be prepared 72 hours prior to the Council meeting containing:
 - i) Agenda
 - ii) Financial Statements
 - iii) Bylaws
 - iv) Any other documents to be determined by the Administrator

Meetings By Electronic Means:

- a) One or more members of the Council may participate at regular or special Council meetings by means of telephone.
- b) The Council member must provide notice, verbal or written to the Administrator at least two (2) days prior to the Council meeting.
- c) Notice will be given to the Public including the way in which the council meeting is to be conducted.

Special Meetings of Council

- a) The Administrator shall call a special meeting of council whenever requested by the Mayor or a majority of Council by giving at least 24 hours' notice to the members of council and the public stating the purpose of the meeting and the date, time and place the meeting is to be held.
- b) A Special meeting may be called with less than 24 hours' notice to the members of council and no notice to the public if all members sign a waiver of notice before the commencement of the meeting.
- c) No business other than that stated in the notice may be transacted at the special meeting, unless all members of council are present and agree unanimously to transact other business.

Change of Meetings

- a) If Council or a council committee changes the date, time or place of a regular scheduled meeting, council shall give notice of the change to any members of council or committee members not present at the meeting at which the change was made and to the public at least 24 hours before the changed meeting.

Methods of Giving Notice

- a) When notice is required for regular or special meetings of council or committees, it will be:
 - i) provided personally;
 - ii) left at the usual place of business or residence of the member;

- iii) Members may request that notice be provided or sent to the member by telephone or voice mail, facsimile or electronic mail at the number or address specified by the member.
- b) Notice to the public of a council meeting or council committee meeting is sufficient if notice is posted in the Resort Village Office, Resort Village Website or given as set out in the Resort Village of Shields's Public Notice Policy Bylaw No. 12/05.

Actions in Public

- a) An act or proceeding of Council and/or Committee is not effective unless it is authorized or adopted by resolution or bylaw at a duly constituted meeting of the Council that is open to the public.

Meetings to be in Public

- a) Subject to subsection b), Council and Council committees are required to conduct its meetings in public;
- b) Council and Council committees may close all or part of their meetings to the public if the matter being discussed is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act or concerns long-range or strategic planning.

Improper Conduct

Any person(s) may be expelled from a meeting for improper conduct by the person presiding over a meeting as per section 119 of *The Municipalities Act*;

- a) Improper conduct, for the purpose of this bylaw, is characterized by but not limited to, violent/erratic behavior, use of profane language, or constant interruption of the meeting process.
- b) The person presiding over the meeting will ask the offender to leave and if that person refuses to leave, the meeting will be adjourned and called at a later date.

200-5.1 COUNCIL MEETING PROCEDURE

Submissions/Correspondence to Council

- a) Correspondence and submissions to Council must be received by the Administrator 7 days prior to the scheduled regular meeting of Council in order to provide research to be conducted on the matter being presented to Council.
- b) Submissions/Correspondence received by the Administrator within 7 days of the Council meeting will be added to the agenda at the Administrator's discretion, otherwise referred to the next regular meeting of council.
- c) Submissions/correspondence received by the Administrator within 7 days of the Council meeting will be added to the agenda should the subject matter pose a risk or threat to the safety, well-being or health to the general public.
- d) Exceptions to the timeline of 7 days may be made at the discretion of the Mayor.

Delegations

Council is ready to receive input at Council meetings from ratepayers of Shields, and other groups or individuals. Input could be feedback concerning actions already taken

by Council, suggestions regarding actions recommended to Council or requests for support from Council.

Delegations Procedures

- a) Delegations notify the Administrator 7 days in advance of Council Meeting that they will be presenting.
- b) Delegations prepare and send a written presentation to the Administrator 7 days prior to the meeting. The written presentation ensures all members of Council receive the same input. Where possible, recommendations for specific action by Council should be included in presentation. The written material should indicate who prepared, date, home phone number or email address.
- c) The Administrator will inform the delegation of the time he/she is scheduled to speak.
- d) Delegations shall be allowed 5 minutes for their presentation.
- e) Discussion and questions will be allowed additional time as decided by the Mayor.
- f) Delegations with more than one individual involved shall appoint a “spokesperson” to deliver the entire presentation. He/she may ask the delegation if there is anything they have missed and ask permission of the Mayor to continue on to include any missed items.
- g) Council may choose to deal with the issue at the meeting or address at the next meeting of Council.

Recurring Issues

Issues which Council has already dealt with will not be addressed again until six (6) months has passed unless Council chooses to revisit the issue at an earlier date.

Quorum

- a) The quorum of a council is the majority of members of council, except as provided in The Municipality Act.
- b) No act or proceeding that is adopted at any meeting of Council in which a quorum is not present is valid.

Voting

- a) A Council member has one vote each time a vote is held.
- b) Every member of council attending a council meeting shall vote on every matter put before Council unless the member is required or permitted to abstain from voting pursuant to *The Municipalities Act* or any other Act.
- c) If a member is not required or permitted to abstain from voting and abstains from voting, the member is deemed to have voted in the negative.
- d) The Administrator shall ensure that each abstention and the reasons for the abstentions are recorded in the minutes of the meeting.
- e) All questions are to be decided by the majority of the votes, unless the Council requires a greater percentage of votes.

Recorded and Tied Vote

- a) Prior to the vote being taken on a matter, any member of Council may request that the vote on that matter be recorded.
- b) If there are an equal number of votes for or against a resolution or bylaw, the

resolution or bylaw is defeated.

Motions – General

- a) Motions are not required to be seconded.
- b) When a motion is under debate no other motion may be made, except:
 - i) To refer the motion to a Council committee or the Administration;
 - ii) To amend the motion;
 - iii) To defer the motion to a fixed date;
 - iv) To request the motion to be put to a vote; or
 - v) To adjourn the meeting.

Motion to Defer to a Fixed Date

- a) If a majority of Council decides to defer a motion to a fixed date, the motion cannot be considered until the fixed date.
- b) If the date does not suit Council situation, Council may make a motion to reconsider the deferred motion.

Request that Motion be put to a Vote

- a) A motion requesting that motion be put to a vote cannot be moved by a member of Council who has spoken to the original motion.
- b) A motion requesting that a motion be put to a vote cannot be amended or debated.
- c) If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- d) If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

Motion to Adjourn

- a) A motion to adjourn is allowed at any time during a Council meeting, except:
 - i) When a member of Council is speaking;
 - ii) When the members of Council are voting on a motion;
 - iii) When a recorded vote is being taken;
 - iv) When it has been requested that a motion be put to a vote;
 - v) When Council is in the Committee of the Whole
- b) A motion to adjourn shall be decided without debate.

Motion to Amend

- a) A motion to amend shall not:
 - i) Reverse the affirmative or negative intent of the original motion
 - ii) Substantially change the intent of the motion
- b) Once a motion to amend has been made, the original motion is set aside until the amendment has been decided.
- c) Any member of Council may make a motion to amend, but only one amendment to an amendment shall be allowed until the amended motions are voted on.
- d) Amendments shall be put to Council in the reverse order to the order in which they were moved.

Motion to Rescind or Reconsider

- a) A motion to rescind or reconsider a resolution shall only be considered by Council if at least one of the following conditions is met:
 - i) Written notice has been given to each Council member, of the proposed motion to rescind or reconsider, at least 24 hours prior to the meeting;
 - ii) By unanimous vote of all members of Council;
 - iii) A Council committee or the administration recommends that the Council consider a motion to rescind or reconsider.
- b) Any question may be reconsidered if a change has occurred in any material fact relied upon by Council in deciding the question or in the event that new information is made available to members of Council, which was not available at the time of Council's decision.
- c) A motion to reconsider shall require at least 85% of Council members to pass, regardless of the number of members present.

Withdrawal of Motions

- a) The mover of a motion may withdraw a motion at any time prior to a vote being taken or prior to the motion being amended.

Notice of Motion

- a) A motion introducing a new matter shall not be considered by Council unless notice of motion has been submitted in writing to the Administrator.
- b) Council may, by unanimous consent of the members present, waive the requirement for notice.
- c) All notices of motion received by the Administrator must be received in time to comply with the Resort Village of Shields' Public Notice Policy Bylaw and if not specified in the bylaw, at least 72 hours prior to the next scheduled meeting.

Point of Order

- a) When any member of Council believes that another member of Council has not followed the rules of procedure of Council, they may ask that the Mayor rule on a point of order.
- b) The Mayor shall rule whether or not the matter raised is a question of privilege.
- c) If the matter is determined to be a question of privilege, the member of council who raised the question shall be permitted to speak to the matter.
- d) If the question of privilege concerns a situation, circumstance or event which arose between meetings of Council, the member shall raise the matter immediately after the adoption of the minutes of the previous meeting.
- e) A question of privilege is not subject to amendment or debate.

Bylaws

- a) Every bylaw must have three distinct and separate readings
- b) Each member of Council must be given an opportunity to read the full text.
- c) A proposed bylaw must not have more than two readings at a council meeting unless the members of council present unanimously agree to consider the third reading.
- d) Only the title or identifying number of the proposed bylaw must be read at each reading of the bylaw.

200-5.2 TYPES OF COMMITTEES

Council committees may be set up by resolution. The Mayor is an ex-officio member of all council committees. Meetings of these committees are informal. Members speak as often as necessary provided they do not deprive other members of opportunities to present their views. The chair-person may take an active part in the discussion and may put questions to a vote on his/her own initiative after an informal discussion.

- a) Standing committees may be established for any purpose which would be better regulated and managed by means of such a committee. The committee considers such matters that are referred to it, and reports to the council with or without a recommendation.
- b) Special committees of the council are established to deal with a specific problem or issue and cease to exist when that matter is concluded.
- c) The Council may sit as a committee of the whole and discuss a matter under relaxed rules of procedure.
- d) The Administrator or the Administrator's designate must attend all committee meetings as per Section 115(2) of The Municipalities Act.

200-5.3 APPOINTMENT

Standing committees and special committees of the council are appointed by council and these committees report directly to Council. The committees hold discussions to arrive at a consensus and make recommendations to take back to the council meeting. Any resolution or bylaw recommended by a committee must be passed at either a regular or special council meeting. See Appointment list 200-5.99.

Any person that is elected to Council owing tax arrears will not be allowed to sit on any Council Appointments or Council Committees until the situation is rectified.

200-5.4 COMMITTEE OF THE WHOLE

Under normal procedure, the council, by moving to a committee of the whole, is taking a step to carry out full discussion of a subject in a less formal manner than would be necessary during the regular part of the meeting of the council. Any item of business could be discussed by the committee of the whole where it is felt that a more informal discussion should take place. The committee discusses the item referred to it by council and then rises and reports its findings for formal consideration by council. The finding should be reported formally back to Council by way of recommendation.

Council may act on the recommendation or just record the report of the committee. Both the recommendation by the committee of the whole and council's subsequent action or non-action is recorded in the formal minutes of the council meeting.

The committee itself cannot enact resolutions, only council members meeting as "Council" can do so.

During a regular or special council meeting, Council may on a motion move to a committee of the whole a "private" or "in-camera" session. Please note that a committee of the whole can only close its meeting to the public if the matter being discussed is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act or concerns long-range or strategic planning.

Procedure - on a motion of the council to resolve itself into the committee of the whole, the Mayor should step down and the committee appoints some other member of the Council as chairperson of the committee. After the discussion has been concluded, the committee shall report back to the council.

It is not necessary to keep minutes of the committee of the whole. The minutes of Council meeting would record:

- a) the resolution to go into committee of the whole;
- b) the report or recommendation from the committee;
- c) that the council meeting has been reconvened; and
- d) the action or non-action taken by Council.

200-5.5

STANDING COMMITTEES

Human Resources Committee/Joint Human Resources Committee

The Human Resources Committee shall consist of the mayor and one councilor to be appointed annually. Its mandate is to:

Act as a liaison between the council and employees;

- a) Negotiate salaries with the employees;
- b) Act as a grievance committee;
- c) Make recommendations to the council.
- d) Sit on the Joint HR Committee with Thode members (see Joint Agreements on file).

Financial Planning Committee

- a) The financial planning committee shall consist of the administrator, and the Council. Its mandate is to:
- b) Develop a 5- year policy on a construction, maintenance, capital and financial plan;
- c) Review the plan and update it each year;
- d) Prepare the budgeting process each year;

Maintenance Committee

The Maintenance committee shall consist of a minimum of one council member appointed in January each year and the Operations Manager. Its mandate is to:

- a) Review the conditions of the streets, roads, sidewalks, water and sewer systems every year to determine which areas need attention;
- b) When requested by council to determine a plan of action regarding maintenance/new construction and bring any findings to the council's attention;
- c) Ensure that the plan of action is followed and to investigate any discrepancies;
- d) Make recommendations to the council.

Economic Development Committee

The economic development committee shall consist of the Council. Its mandate is to:

- a) Review the zoning bylaw of the municipality from time to time to ensure it meets our growing needs;
- b) Develop a plan for residential, light industrial and commercial subdivisions;
- c) Review all development and subdivision applications and make recommendations to the council.

Parks, Beach, Playground and Sportscourt Committee

Purpose:

Committee has responsibility to oversee Pioneer Point (Beach), Songbird Lane, Friendship Field, (Ball Diamond), Millennium/Generations and Playground, Lake-view rise, Outlaw Raven and Mountain View parks and the Sportscourt for the use by the village and the public.

- a) Ensures parks are kept looking great.
- b) Ensures playground and pathways are kept well maintained.
- c) Defines and recommends to Council policies related to use of parks, beach, playground and Sportscourt.
- d) Looks to future use and develop new ideas for activities and structures.

Governance:

Committee is responsible to Parks, Culture and Recreation Board. Committee Chair is deemed to be the representative on the Park, Culture and Recreation Board. Council representative provides guidance and communication link to Council. Council representative does not vote on issues nor are they counted as part of members attending meeting.

Members:

- a) Committee shall be comprised of 5 members and one council representative.
- b) Council shall approve committee members for a term of 2 years, with no limit on renewal.
- c) Chair and secretary appointed at the start of calendar year by committee members.

Functions:

1. Identify what needs to be done routinely to support program activities; maintenance required within park, beach and playground areas and equipment located within these areas. Communicates with Operations Manager these requirements for parks, beach, playground and sportscourt.

2. Defines signage and periodically review to ensure in good order.
3. Identifies and participates along with Operations staff and Council on special projects within parks, beach, or playground.
4. Work with other committees and Operations as needed.
5. Obtains and works with volunteers for activities and as support to Operations. Create work bees with volunteers to clean up parks.
6. Committee will provide recommendations to Operations Manager on provision of sand, crusher dust or other products required for parks, beach or playground.
7. Prepares annual operations budget and project requests for inclusion in Parks, Culture and Recreation Board budget submission to Council.
8. Receives Request for Use of Community Facilities for use of park, beach, playground or Sports court and takes forward to Parks, Culture and Recreation Board for review.

Meetings and Reports

- a) Committee meetings will occur 2-3 times a year, determined by the call of the Chair or Council representative.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 50% of the committee plus one.
- c) At the first meeting of the calendar year, the chairman and secretary of the committee shall be selected by a majority of committee members. Term of office shall be two years.
- d) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- e) Representative reports on committee activities at Parks, Culture and Recreation Board Meetings.

Policies

- a) Parks, beach and playground are unsupervised areas.
- b) Written requests on Request for Use of Community Facilities form, for program or activity or large group use of facilities will be taken to Parks, Culture and Recreation Board for approval. If approved by Board, recommendation will be submitted to Council for final decision.
- c) Parks, beach or playground areas cannot be closed for private functions.
- d) No fees are charged for parks, beach or playgrounds.
- e) From time to time the Sports court may be closed for league or competition play.

Forms and Procedures

Information/Forms	Located on Website	Master copy
Request for Use of Community Facilities	Amenities & Services/Facilities	Administrator

Golf Committee

Purpose:

The golf committee shall be responsible for:

- a) Providing recommendations to council regarding course improvements
- b) Submitting an annual budget with fee recommendations
- c) Fundraising and annual event planning and execution

- d) Delivering golf programs (Men's and Women's Night)

Governance:

The golf committee shall be responsible to Parks, Culture and Recreation Board.

Committee Chair is deemed to be the representative on the Park, Culture and Recreation Board Council representative provides guidance and communication link to Council. Council representative does not vote on issues nor are they counted as part of members attending meeting.

Members:

- a) The committee shall be comprised of seven members and one council representative. Committee members shall be current season pass holders with at least 80% of the members Shields residents.
- b) Council shall approve committee members for a term of 2 years.
- c) Committee chair and Co-Chair must be a resident of Shields.

Functions:

1. All capital expenditures require prior approval of council and shall be paid by the Administrator.
2. Organize and run annual golf tournaments.
3. Prepare annual budget for operation of the golf course including recommendations concerning fee structure. Submit this budget to council prior to March 1 of each year for consideration by council.
4. Any golf course capital improvements including but not limited to tee boxes, greens, or fairways shall be submitted to council before March 1 for consideration in the following years village budget. Any improvements shall be fully costed and a full comprehensive needs assessment completed in written form before March 1. This applies to any project requiring capital expenditures or to any project changing the present use patterns or character of the golf course in any form.
5. Complete a mid-year review of budget versus actual expenditures. Report any issues identified to Council representative.

Meetings and Reports:

- a) The committee shall meet at least once prior to the opening of the golf season and then at least once every two months during the golfing season.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 80% of the committee plus one.
- c) Council representative shall call the first meeting of the committee in any calendar year.
- d) At the first meeting of the calendar year, the chairman of the committee shall be introduced or selected by a majority of committee members. Term of office shall be two years.
- e) The chairman of the committee shall call meetings. Seven days' notice shall be given to all committee members prior to the meeting.
- f) Meetings shall be scheduled so that all committee members shall have a reasonable opportunity of attending each meeting.

- g) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- h) Minutes of meetings shall be submitted to Council.
- i) Representative report on committee activities at Parks, Culture and Recreation Board Meetings.

Policies

- a) Any group requesting exclusive use of the golf course shall be aware that they shall be limited to a maximum block of two hours.
- b) Notice shall be posted at the golf course one week in advance for any exclusive tee off use of the golf course.
- c) The golf committee has authority to approve or not approve exclusive tee off use of golf course.
- d) There shall be no more that four hours in any 24-hour period when the golf course is being used by an exclusive tee off group.
- e) Exclusive tee off groups shall be responsible and liable for any damages to the golf course and for all personal injuries incurred while using the golf course.
- f) Adult season pass holder in good standing is defined as a person who has paid in full the prescribed season pass and is not presently under suspension.
- g) Junior season pass holder in good standing is defined as a person who on the 1st of May of the current year is 17 years of age or less and has paid in full the prescribed season pass fee and presently is not under suspension.
- h) Youth season pass holder in good standing is defined as a person who on the 1st of May of the current year is 10 years of age or less and has paid in full the prescribed season pass fee and presently is not under suspension.
- i) Family season pass may include up to 2 spouses and immediate children under the age of 17 years on May 1st of the current year. Other children over the age of 17 years on May 1st of current year shall obtain adult season pass.
- j) The term of all classes of golf season passes shall run from Dec 31st to December 31st of following year.
- k) There will be no discounts or reimbursements of golf season pass fees once they are paid unless specifically authorized by golf committee.
- l) No person less than 8 years of age may play or travel the course unless accompanied by an adult who is taking full legal responsibility for the person under 8 years.
- m) Any person or persons who conduct themselves or threaten to conduct themselves in a manner detrimental to the best interest of the Resort Village of Shields may be denied admission to the golf course and denied use of the golf course.
- n) All power cart owners and operators while on the golf course shall be responsible for:
 - i) Insurance overage against all damage to the cart while on the golf course
 - ii) Any personal injury to the operator, passenger or third party regardless of cause
 - iii) Shall pay trackage fee and display card provided.
 - iv) Any player, person or person once on the golf course assumes the liabilities of personal injuries by any means whatsoever and holds the Resort Village of Shields, its councilors and its golf committee totally blameless for any injury, damage, or legal action of any kind.

Forms and Procedures

Information/Form	Located on Website	Master copy
Golf Course Rates	Golf Course	Chair Golf Committee
Booking and Tournament Information	Golf Course	Chair Golf Committee
Course Rental Agreement Form	Golf Course	Chair Golf Committee

Greenspace Committee

Purpose:

Residents share their knowledge and skills to provide village green infrastructure of natural and treed areas that supports biodiversity, promotes clean air and water, offers opportunities for recreation and health benefits and creates a community that residents are proud of.

- a) Establishes and cares for trees and plantings within the village and on public reserves benefitting the village and balancing natural and urban plantings now and in the future.
- b) Oversees the Village Container Recycling Program.
- c) Defines policies related to planting/removal/replacement of aging or damaged trees.

Governance:

Committee is responsible to Parks, Culture and Recreation Board. Committee Chair is deemed to be the representative on the Park, Culture and Recreation Board. Council representative provides guidance and communication link to Council. Council representative does not vote on issues nor are they counted as part of members attending meeting.

Members:

- a) Committee shall be comprised of 5 residents and one council representative.
- b) Council shall approve committee members for a term of 2 years, with no limit on renewal.
- c) Chair and secretary appointed at the start of calendar year by committee members.

Functions:

1. Develops plans for planting of trees, shrubs and plants within the village.
2. Jointly assesses maintenance requirements for established and project tree plantings with Operations including ensuring trees are in healthy state, do not impede pathways, roadways, or pose danger to residents.
3. **Develops overall plan with Operations staff** for removal/replacement of aging trees on village property.
4. Identifies and oversees trees and planting projects within the village.
5. **As a support to Operations**, organizes work bees of volunteers for the establishment and care of trees and for the placement of mulch. Ensure safe practices are followed. Provide amenities to volunteers during event.

6. With the **support of the Operations Manager**, prepares annual operation's budget and project requests for inclusion in Parks, Culture and Recreation Board budget submission to Council by March 1 each year.
7. Maintains an inventory of trees and shrubs within the village and on public reserves. (Inventory created on going forward basis beginning in 2014.)
8. Jointly develops and maintains with the Operations Manager a list of recommended species for planting within the village and on public reserves.
9. Maintains a nursery of plantings for future projects and to replace trees/shrubs needing refurbishing.
10. Receives Tree Planting/Removal Permits and recommends action to be taken.
11. Work with other committees as needed.

Meetings and Reports

- a) Committee meetings will occur 6 times per year or at the call of the Chair or Council representative.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 50% of the committee plus one.
- c) At the first meeting of the calendar year, the chairman and secretary of the committee shall be selected by a majority of committee members. Term of office shall be two years.
- d) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- e) Representative reports on committee activities at Parks, Culture and Recreation Board Meetings.

Policies

Policy	Located on Website	Master copy
Condensed Tree Policy	Policies	Administrator
Policy for Protection of Trees on Village Property	Policies	Administrator

Forms and Procedures

Information/Forms	Located on Website	Master copy
Tree Planting/Removal Permit	Permits	Administrator

Community Centre Committee

Purpose:

Maintains the hall so that the hall is efficient resource/facility for the village.

- a) **Works with Operations staff** to oversee the "running of the hall". This includes overseeing the daily maintenance, upkeep and repairs, cleaning.
- b) Oversee the use of the hall by local groups, council and rentals.
- c) Make policies for recommendation by Council for hall use and rentals. Also involved in job descriptions for contract staff.
- d) Work with contractor on the above points –job descriptions, communication on what needs to be done.

- e) Look to future use/function of the building and surrounding grounds.

Governance:

Committee is responsible to Parks, Culture and Recreation Board. Committee Chair is deemed to be the representative on the Park, Culture and Recreation Board. Council representative provides guidance and communication link to Council. Council representative does not vote on issues.

Members:

- a) Committee shall be comprised of a least 3 property owners of the village and one council representative.
- b) Council shall approve committee members for a term of 2 years, with no limit on renewal.
- c) Chair and secretary appointed at the start of calendar year by committee members.

Functions:

1. Identify what needs to be done i.e. routine jobs, repairs, upkeep, cleaning, building security.
2. Looking after hall rentals – recommending policies, execute these policies; “oversee” staff for these rentals (booked by administrator).
3. Communicate with staff as to what needs to be done for the maintenance of the building and surrounding area.
4. Communicate to staff and residents what is happening with/at the hall.
5. Beautification of grounds completed by committee or staff.
6. Formulate policy for the above.
7. Form “smaller” committees to oversee special projects.
8. Prepare annual operations budget and project requests for inclusion in Parks, Culture and Recreation Board budget submission to Council.
9. As requested by Council, make recommendations for rental or other charges.

Meetings and Reports

- a) Committee meets monthly April-September –date determined by the call of the Chair. September – April meetings are at the call of the Chair or Council representative.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 50% of the committee plus one.
- c) At the first meeting of the calendar year, the chairman and secretary of the committee shall be selected by a majority of committee members. Term of office shall be two years.
- d) Members absent from all regular meetings during a period of 3 months in which at least 2 meetings are held may result in disqualification for the committee.
- e) Representative report on committee activities at Parks, Culture and Recreation Board Meetings.

Policies

- a) Resident and non-resident rental fees and damage deposit charges for use of facility and equipment within facility are paid to the Administrator.
- b) Written request (Request for Use of Community Facilities form) for waiver of fees

may be submitted to Parks, Culture and Recreation Board for approval. If approved by Board, recommendation will be submitted to Council for final decision to waive fees.

- c) Rental agreement and required payments must be in place prior to rental occurring.
- d) Committee will provide recommendations to Council on provision of contract services (i.e. cleaning). Only Council can enter into agreements for the provision of contracted services.

Forms and Procedures

Information/Forms	Located on Website	Master copy
Cost to Rent	Amenities & Services/Facilities	Administrator
Shields Community Centre Rental Agreement	Amenities & Services/Facilities	Administrator
Rental Agreement Information	Amenities & Services/Facilities	Administrator
Request for Use of Community Facilities	Amenities & Services/Facilities	Administrator
Service Contracts	Procedures/Duties	Master copy
Hall Cleaning Contract Revised 2020	Cleaning duties, hall rental duties, statutory holiday washroom access during golf season	Administrator
Community Centre and Grounds Rental Checklist	Standard review of condition of facility after rental, any damage documented	Administrator

ANIMAL CONTROL COMMITTEE

Purpose:

Residents share their knowledge and skills to provide the village with recommendations regarding care and control of animals and implementation of the Animal Control Bylaw.

Members:

- a) Committee shall be comprised of 5 residents and one council representative.
- b) Council shall approve committee members for a term of 2 years, with no limit on renewal.
- c) Chair and secretary appointed at the start of calendar year by committee members.

Functions:

- a) Review animal control complaints and make recommendations to present to Council.

- b) Review the animal control bylaw from time to time and make recommendations to Council.
- c) Make recommendations regarding care and control of pets.
- d) Request annual budget if required and present to Council.

Meetings and Reports:

- a) Committee meetings will occur as needed throughout the year.
- b) There must be quorum present at each meeting. A quorum shall consist of at least 50% of the committee plus one.
- c) At the first meeting of the calendar year, the chairman and secretary of the committee shall be selected by a majority of committee members. Term of office shall be two years.
- d) Representative reports on committee activities through the Council representative.

SPECIAL PROJECTS COMMITTEE

Purpose:

The Council of Shields has established a Projects Committee (hereinafter called “the Committee”) to provide oversight with the assistance of Operations and Committees for project specific activities of Shields as identified by Council.

The Projects Committee will be a temporary committee assigned project specific and will be appointed to assist Council and Operations in reviewing, overseeing, and monitoring development projects for Shields.

Governance:

The Committee is responsible to Council.

Members:

- (a) The Mayor and/or Councillor
- (b) Project Manager (if available) – may be resident of Shields
- (c) Experts depending on the project – resident/residents of Shields
- (d) May from time to time include Committees (project specific)
- (e) The Committee may request any member of management or staff to attend meetings of the Committee to carry out its responsibilities.

Functions:

- (a) Monitoring the progress and costs in relation to the implementation of projects. (from project plan to completion)
- (b) Examining from time to time the development of project proposals and make recommendations to Council on the implementation of such proposals.
- (c) Keeping under review on an ongoing basis the in-house procedural framework related to the implementation of contracts and make recommendations on adjustment mechanisms to facilitate speedier and smoother implementation of projects.
- (d) Developing of strategies to address delays in the implementation of projects.

Meetings:

- (a) The Projects Committee shall meet as necessary during the duration of the project.

200-5.99 APPOINTMENTS AS PER BYLAWS AND MUNICIPALITIES ACT

Assessment Agency	- SAMA
Auditor	- Lingard & Dreger
Dundurn Fire Department Board	- Councillor Noel Tomlenovich
Board of Revision	- Annual appointments
Building Official	- Al Hiebert/Dwayne Williams/Dale Wagner
Deputy Mayor	- Noel Tomlenovich
Zoning Appeals Board (3year -2020)	- Don Janzen, Barry Reinhardt, Roddy Gall
Engineering Firm	- depends resolutions required for projects
EMO	- Councillor Lorna Ledoux
Executive Committee	- Council
EMO Co-ordinator	- Debbie Heidt
Financial Institution	- RBC
Local Assessor	- Administrator Jessie Williams
Library Board (Dundurn)	- Judy Rathie
Library Board (Wheatland Regional)	- Cindy Sjoberg
Recreation Board	- Councillor Cam Paulson/Carol Sarich
Solicitor	- Terry Kimpinski, Leland Kimpinski
Animal Control Committee	- Mayor Angela Larson

COUNCIL COMMITTEE POSITIONS

Employee Relations	- Councilor Lorna Ledoux
	- Mayor Angela Larson
Hall Committee	- Councilor Cameron Paulson
DRWU	- Councilor Corrie Fernets (Thode)
DAWWU	- Mayor Angela Larson
Meet & Greet Committee	- Angela Larson
RCMP's Meeting	- Councilor Noel Tomlenovich
Golf Committee	- Councilor Carol Sarich
Docks	- Councilor Cameron Paulson
Finance	- Mayor and Council
Building Inspector Liaison	- Mayor Angela Larson
Strategic Planning	- Mayor Angela Larson
Roads/Snow Removal	- Councilor Noel Tomlenovich
Maintenance	- Councilor Noel Tomlenovich
Communications Committee	- Councilor Lorna Ledoux
Greenspaces	- Councilor Cameron Paulson
Animal Control Committee	- Mayor Angela Larson
Parks, Playgrounds, Beach	- Councilor Cam Paulson
BRPA	- Mayor Angela Larson
SSRWS	- Mayor Angela Larson
Spirit of Shields Award	- Councilor Carol Sarich
Special Projects	- Mayor Angela Larson

200-6 OFFICE

The office is located in a room in the Shields' Community Centre.

200-6.1 OFFICE ACCESS

Keys accessing the office shall be restricted to the administrator.

200-6.2 COUNCIL CHAMBERS

The Community Centre is used as the council chambers.

200-6.3 OFFICE HOURS

The office is usually open from 8:00 a.m. to 4:00 p.m. Monday through Friday. Notice is given if the office is scheduled to be closed for periods greater than three days.

200-6.4 OFFICE SERVICES

- a) Assessment information / field sheets - may be provided to owners free of charge
- b) Other parties will be referred to the SAMA website
- c) Building Permits – as per Bylaw #2/01
 - i) The permit fee for construction, erection, placement, alteration, repair, renovation, reconstruction, removal or demolition of a building greater than ten (10) square meters (100 sq. ft.) shall be based on the fee schedule set out in Bylaw #2/01.
 - ii) Building Official shall be appointed by council and currently is Al Hiebert/Dwayne Williams or Dale Wagner.
- d) Land Sales Information - Individuals seeking information regarding land sales are to be referred to Information Services Corporation.
- e) Certified copy of Documents - \$1.50 for the first page and \$1 for each additional page.
- f) LEGAL SURVEYS CONFIRMATION - That when requested to do so, the administrator will review any legal surveyor's certificate provided to her and will confirm whether or not the placement of the buildings on such certificate is in compliance with the bylaws of the Resort Village of Shields. The charge for this service will be \$35.00.
- g) MAPS - That maps be for sale at \$5.00.
- h) Commissioner Services - provided at no charge during office hours
- i) Tax Certificates - \$25.00 per parcel
- j) Tax Search - Information for mortgagors or persons other than the owner - \$10.00
- k) MUNICIPAL REPORTS POLICY - That electronic retrieval of documents will be invoiced at \$80 per event. Hardcopy archived documents will be retrieved at \$50 per hour.
- m) electronic files - \$10/item; \$15/item if scanned

200-7 TAX COLLECTIONS

The Municipality shall accept installment payments or prepayments on tax accounts when requested by the ratepayer.

In order to accommodate ratepayers, we will accept post-dated cheques, and receipts will be issued on the date indicated on the cheques.

Taxes are due no later than July 31st each year. A 1% per month penalty begins August 1st each year. A 10% penalty is added to outstanding balances on January 1st each year.

200-7.1 TAX ENFORCEMENT

Property with tax arrears of less than 50% of the year's levy remaining shall be removed from the tax enforcement advertising list on annual motion of council.

200-8 GENERAL INSURANCE

The municipality shall carry commercial property insurance on all property. The current policy is with SUMAssure through AON Reed Stenhouse for all property with the following terms:

Property:

- a) minimum \$1000 deductible
- b) replacement cost coverage on office building, furniture & equipment

Equipment:

- a) \$1000 deductible
- b) machinery equipment at actual cash value except equipment less than 10 years old, replacement cost applies

200-8.1 BOND

The municipality is required to carry a blanket position bond in the minimum amount of \$500,000 on the administrator and office personnel.

200-8.2 LIABILITY INSURANCE

The municipality shall carry a minimum of \$5,000,000 liability insurance.

The municipality is enrolled under SUMAssure plan under AON Reed Stenhouse for the \$5,000,000 coverage. The Municipality maintains an asset account in the plan fund and pays annual premiums for coverage. The interest earned and the claim withdrawals from the fund each year are credited and debited to and from respective municipal revenue, expense and asset accounts at the end of each year.

The coverage is as follows:

- | | |
|------------------------------------------------------------------|-------------|
| a) Each Occurrence limit | \$5,000,000 |
| b) Personal & Advertising Injury Limit | \$5,000,000 |
| c) Medical Expense Limit – any one person | \$5,000 |
| d) Tenants Legal Liability Limit | \$5,000,000 |
| e) Error & Omission-Admin. Liability | \$5,000,000 |
| f) Deductible per claim in each category as per current coverage | \$1,000 |

200-8.21 PROFESSIONAL LIABILITY INSURANCE

When outside professionals are engaged under contract, the Resort Village will require proof of professional liability insurance in the amount of \$2,000,000.

250 HUMAN RESOURCES

250-10 COUNCIL REMUNERATION

REMUNERATION -

- a) Meeting Remuneration - Mayor \$160; Council \$130
- b) Committee Remuneration - \$100
- c) All Day Conference/workshop - \$200
- d) Supervision - \$30/hour - report required
- e) Mileage - \$0.50/km
- f) Meals - Breakfast - \$11; Lunch - \$16; Supper - \$24
- g) Max \$51/day without receipts; alcohol receipts not accepted.
- h) Parking - \$2/hr; \$10/day or submitted receipt.
- i) Regular Remuneration is paid every 3 months.

COUNCIL MEMBERS RECOGNITION

One term or less - letter of appreciation from Council.

Two terms - letter of appreciation from Council and a gift with an approximate value of \$100.00.

Three or more terms - an additional \$100.00 will be added to the gift allowance for each additional term served with a maximum allowance of \$500.00.

Logs - Council members must keep a log of the time spent attending such meetings and mileage incurred.

Procedure

- a) Council remuneration for meetings logged by administration is paid out quarterly.
- b) Council will only be paid for those meetings in which they are approved to attend by a resolution of council, any other meetings are exempt.
- c) Council members may submit expense vouchers for remuneration and mileage and any other authorized expenses 3 days prior to a council meeting.

250-11 COUNCIL BENEFITS

Elected officials may be covered by Worker's Compensation Board while engaged in official municipal business.

250-12 CONVENTION & TRAVEL

The municipality shall pay accommodation expenses for all approved convention delegates directly. Delegates shall receive:

- a) All Day Conference/workshop - \$200
- b) Mileage - \$0.50/km

- c) Meals - Breakfast - \$11; Lunch - \$16; Supper - \$24
 - i) Max \$51/day without receipts; alcohol receipts not accepted.
- d) Parking - \$2/hr; \$10/day or submitted receipt

250-20

ADMINISTRATION

The Administrator is appointed by the Council. He/she must possess a valid certificate of qualifications.

The administrator's role is of secretary, treasurer, financial and a legislative advisor to council, a liaison between the council, the community and the employees, and provides a supervisory position to the municipal employees.

The Administrator's duties are to:

- a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; (MA 111)
- b) Ensure all minutes of council meetings are recorded; (MA 111)
- c) Record the names of all council present at council meetings; (MA 111)
- d) Ensure the minutes of each council meeting are given to the council for approval at the next council meeting; (MA 111)
- e) Advise the council of its legislative responsibilities pursuant to this or any other act; (MA 111)
- f) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; (MA 111)
- g) Provide the minister with any statements, reports or other information that may be required by this Act or any other act; (MA 111)
- h) Ensure that the official correspondence of Council is carried out in accordance with Council's direction; (MA 111)
- i) Maintain an index register containing certified copies of all bylaws of the municipality; (MA 111)
- j) Deposit cash collections that have accumulated to (an amount determined by council that is equal to or less than the amount of the administrator's bond), at least once a month, but not more than once a day, in the bank or credit union designated by council; (MA 111)
- k) Disburse the funds of the municipality in the manner and to those directed by law bylaw or resolutions of council; (MA 111)
- l) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- m) Ensure that the financial statements and information requested by resolution are submitted to council; (MA 111)
- n) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; (MA 111,185)
- o) Send copies of bylaws for closing, and closing and leasing to the Minister of Highways and Transportation; (MA 13)

- p) Bring forward any resignation(s) of elected officials; (MA 96)
- q) At the first meeting in January of each year provide bond(s) to council; (MA 113)
- r) Sign minutes of Council and Committee meetings; (MA 115)
- s) Sign bylaws; (MA 115)
- t) Provide copies of public documents upon request or payment of fee; (MA 117)
- u) Provide notice of first meeting of council; (MA 121)
- v) Call a special meeting when lawfully requested to do so; (MA 123)
- w) Determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- x) Determine the validity of a petition for referendum (30 days to report to council); (MA 135)
- y) Administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- z) Record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- aa) Provide information to the Auditor; (MA 190)
- bb) Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- cc) Provide for payment of writ of execution against the municipality; (MA 353)
- dd) Produce certain records upon request of inspector appointed by Minister; (MA 396)

Additional Duties of the Administrator

The Administrator shall:

- a) Act as the returning officer for all elections under The Local Government Elections Act
- b) Ensure that Public Notice is given as provided in the Act or any other act and/or as required by council in this bylaw, any other bylaw or resolution.
- c) Ensure that the policies and programs of the Resort Village are implemented
- d) Advise, inform and make recommendations to council on the:
 - i) operations and affairs of the Municipality;
 - ii) policies and programs of the Municipality;
 - iii) the financial position of the Municipality;
- e) Supervise all operations of the Municipality
- f) Be responsible for the preparation and submission of the annual budget estimates from departments for Council
- g) Monitor and control spending within program budgets established by Council.
- h) Make routine expenditures on a daily basis until the annual budget is adopted by council.
- i) Call for tenders
- j) Purchase goods, services or work
- k) Conduct negotiations for land purchases, annexations etc.
- l) Attend meetings of Council and other meetings as Council directs
- m) Shall follow through on council meeting requests in a timely manner
- n) Provide a written report to council on a monthly basis as part of the agenda

- o) Provide information on tax and utility billings arrears and consequences report
- p) Treat all taxpayers with respect.
 - i) If the ratepayer chooses to use verbal or physical abuse, this will not be tolerated under any circumstance.
- q) The administrator and Operations Manager will have an annual review coordinated by the Human Resources Committee
- r) Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees) (Section 9(5)),
- s) Sign the Securities Register by designated officer requires a bylaw to be in place.(Section 174)
- t) Maintain debenture register and other duties relating to debenture transactions.(Section 175)
- u) Certify the date on which tax notices are sent. (Section 269)
- v) Prepare and send amended tax notices
- w) Collection of amusement tax (Section 316)
- x) May be responsible for service for Seizure of Goods (Section 323)

250-20.1 RECORD RETENTION

The Administrator is authorized to destroy municipal records as per Municipal Bylaw No. 2/06.

250-21 ADMINISTRATION SALARY AND BENEFITS

The Resort Villages Shields has an agreement with the Administrator.

The municipality tries to maintain the administrator's salary commensurate within the Urban Municipal Administrator's Association of Saskatchewan recommended salary-schedule each year to be negotiated at the December council meeting for the following year.

The municipality shares in the Employee's benefits as follows:

Required by legislation:

- | | |
|-----------------------------------|--------------------------------------|
| Canada Pension | - matching contributions |
| Employment Insurance | - as per legislation |
| Municipal Employees' Pension Plan | - matching contributions |
| Workers Compensation | - Municipality pays full premium |
| Required - other | |
| SUMA short term Disability | - Employee pays |
| SUMA long term Disability | - Employee pays |
| SUMA life | - Employee pays |
| SUMA AD&D | - Employee pays |
| UMAAS membership | - Municipality pays full premium |
| Commissioner | - Municipality pays full license fee |

Optional

- SUMA Health - Employee/Municipality equal share
- SUMA Dental - Employee/Municipality equal share
- SUMA Life - Employee/Municipality equal share
- SUMA Vision - Employee/Municipality equal share

250-22 ADMINISTRATION TRAVEL

The Municipality will reimburse the administrator for expenses incurred each year for banking, attending meetings, workshops or seminars which are directly related to the administrators work and approved by council at the following rates:

- a) Accommodations - Paid in full by the municipality
- b) Meals – as submitted and approved by council
- c) Mileage - \$0.50 per kilometer
- d) Registration fees - as previously approved by Council.

250-23 ADMINISTRATIVE ASSISTANT – DUTIES & RESPONSIBILITIES

Temporary position until the retirement of the Administrator.

Job Description:

- a) As per the employee agreement this position reports to the Administrator and is responsible for all duties as assigned by the Administrator.

250-30 MAINTENANCE WAGES AND BENEFITS

Currently the Resort Villages of Thode and Shields have an agreement for shared Operation Manager.

The Operations Manager is a full time year-round employee and paid a monthly salary.

The municipality shares in the Employee’s benefits as follows:

- Canada Pension - matching contributions
- Employment Insurance - 1.4 as per legislation
- Municipal Employees’ Pension Plan - matching contributions
- Workers Compensation - Municipality pays full premium
- SUMA Short Term Disability - Employee pays
- SUMA Long Term Disability - Employee pays
- SUMA Life - Employee pays
- SUMA AD&D - Employee pays
- Health - Employee/Municipality equal share
- Dental - Employee/Municipality equal share
- Vision - Employee/Municipality equal share

250-30a MAINTENANCE TRAVEL

The Municipality will reimburse the Operations Manager for expenses incurred each year attending workshops or seminars, which are directly related to the Operation Manager’s work and approved by council at the following rates:

- a) Accommodations - Paid in full by the municipality
- b) Meals – as submitted and approved by council
- c) Mileage - \$0.50 per kilometer
- d) Registration fees - as previously approved by Council.

The Operations Manager shall receive mileage at \$0.50 per kilometer for the use of the Operation Manager’s own vehicle during the normal course of duties or emergency call-outs.

250-31 OPERATIONS MANAGER - DUTIES AND RESPONSIBILITIES

Job description:

- a) This position is year round full time.
- b) Subject to the policy set by Resort Village Council, this position reports to the Joint Human Resources Committee and is responsible for the planning, organizing and carrying out of the services delivered by the Public Works and Utilities Departments.
- c) To be responsible for the labourers.
- d) Operations Manager is required to do all tasks as necessary.

Qualifications:

- a) High school graduation or equivalent
- b) Experience in operation and maintenance of municipal infrastructure and the delivery of services
- c) Current Saskatchewan Driver’s License (applicants must provide a driver’s abstract with their application)
- d) Ability to be a team player
- e) Must be familiar with water treatment operations. Preference will be given to Certified Level I Water Distribution, Wastewater Collection and Wastewater Treatment Operators.
- f) Self-motivated and able to work with minimal supervision in carrying out all duties required as Foreman

Duties:

Water

- a) Ensure water is safe and properly treated as required by the Saskatchewan Ministry of Environment (SMOE) regulations and that all required documentation is maintained.
- b) Ensure that the water distribution system is in good repair.
- c) Ensure that water distribution facility, and related equipment is in good working order and properly maintained.

- d) Maintain inventory of all parts and service connection meters.
- e) Supervise the installation and repair of mains and service connections.
- f) Read water meters as required.
- g) Flush waterlines spring and fall.
- h) Maintain and update service connection maps.
- i) Work with contractors as required.
- j) Order chemicals as required and ensure they are properly stored.

Sewer

- a) Supervise sewer line flushing as required.
- b) Maintain inventory of all parts.
- c) Maintain documentation as required.
- d) Ensure that sewer system is in good repair.
- e) Check lagoon regularly and keep in good repair as required SMOE.
- f) Drain lagoon and submit tests as required by SMOE.
- g) Ensure that sewer lift station and related equipment is in good working order and properly maintained.
- h) Work with contractors as required.

Streets and Roads

- a) Ensure that paved and graveled roads are maintained and are in good repair.
- b) Ensure that maintenance equipment is in good repair.
- c) Cut grass on Resort Village property as required.
- d) Maintain alleys as required.
- e) Ensure culverts, signs, and sidewalks are in good repair.

Other

- a) Provide regular status reports for Council and attend Council meetings when required.
- b) Work with the Administrator each year to provide budget and financial planning recommendations.
- c) Do repairs and maintenance on Resort Village owned buildings as required
- d) Other duties as required by Council or Administrator
- e) Keep the Resort Village buildings in a well-kept fashion.
- f) Ensure requirements for Occupational Health & Safety as set out by administration are adhered to and maintained.
- g) Custom work as required and ensure it is accounted for, for billing purposes.
- h) Attend conferences/workshops directly related to responsibilities or as requested by Council.

250-32

PARKS AND RECREATION MANAGER

Job description:

- a) This position is year round full time.
- b) Subject to the policy set by Resort Village Council, this position reports to the Operations Manager and is responsible for all duties as assigned by the Operations Manager.

250-33 SEASONAL LABOURER - DUTIES AND RESPONSIBILITIES

Job Description:

- a) This is a seasonal position
- b) Seasonal Labourer is directly responsible to the Operations Manager.

Qualifications:

- a) Must be at least 16 years of age
- b) Experience in operation and maintenance of municipal infrastructure and the delivery of services is preferred.
- c) Current Saskatchewan Driver's License (applicants must provide a driver's abstract with their application)
- d) Ability to be a team player
- e) Must be familiar with the seasonal water system or be willing to learn.
- f) Self-motivated and able to work with minimal supervision in carrying out all duties required by Operations Manager.

Duties:

- a) Assist with water line flushing in spring and fall.
- b) Assist with maintenance and repairs on municipal owned buildings as required.
- c) Cut grass on municipal property as required.
- d) Assist with snow clearing as required.
- e) Take on the responsibilities of the Operations Manager when the Operations Manager is on holidays.
- f) Submit time sheets once per month.
- g) Other duties as required by Supervisor.
- h) The employee must apply to the Operation Manager for approval of holiday period.

250-34 MAINTENANCE STAFF

Cellular phones to be left on at all times during working or on-call hours.
Compensation will be provided for use of personal cellular phones as per Council resolution.

No alcohol shall be consumed during hours of work.

250-40 PAYROLL

250-40.1 HOURS OF WORK

MAINTENANCE EMPLOYEES

FOREMAN

Monday through Friday 7:30 AM TO 4:00PM (1/2 HOUR LUNCH)

Saturday and Sunday On call

OTHER EMPLOYEES

Monday through Friday 7:30 AM TO 4:00 PM (1/2 HOUR LUNCH)

Saturday and Sunday On Call

OFFICE EMPLOYEES

ADMINISTRATOR

Monday through Thursday 9 AM to 5 PM (1 HOUR LUNCH)

250-40.2 PAY PERIODS

- a) Employees may request a cash advance, if he/she wishes, on or before the 15th of each month with the remainder of his/her wages (calculated to the end of the pay period) paid on or before the last day of the month.
- b) Each employee shall receive an itemized statement attached to their pay cheque, showing the gross amount earned, and itemized deductions, with the net amount payable.
- c) Hourly paid employees will be paid on a monthly schedule.

250-40.3 OVERTIME

- a) Overtime for hourly wage employees will be paid out as per Saskatchewan Labour Standards guidelines.

250-40.4 VACATION LEAVE

- a) Part time employees will be paid in accordance with the labour standards act, paid each month calculated on the wages earned for that month.
- b) After 1 year of service, full time salaried employees are entitled to three weeks' vacation each year, as per the Labour Standards Act. After 10 years of service, full time employees are entitled to four weeks' vacation each year.
- c) The Administrator must notify council to obtain approval prior to taking vacation. The Operations Manager must notify the Administrator to obtain approval prior to taking vacation.
- d) The year of employment, meaning a period of 52 consecutive weeks, is considered a vacation year for all employees.
- e) Salaried employees are allowed one week (5 days) carry-over of their annual vacation leave. Employees are encouraged to use vacation leave prior to year-end.

250-40.5 STATUTORY HOLIDAYS

The Resort Village of Shields recognizes the following statutory holidays:

- a) New Year's Day
- b) Family Day
- c) Good Friday
- d) Victoria Day
- e) Canada Day
- f) Saskatchewan Day
- g) Labour Day
- h) Thanksgiving Day
- i) Remembrance Day
- j) Christmas Day

And any other proclaimed holiday by the Federal, Provincial, or Municipal Government, as per the Labour Standards Act

250-41 PROBATION PERIOD

All employees, full and part time, will be on a three month probation period upon hiring.

250-42 EMPLOYEE EVALUATION AND SALARY REVIEW

After completion of three month probationary period, the HR Committee will review the new employee's evaluation and salary review. The Committee should determine if the employees are at their appropriate wage levels, after taking into consideration: the experience, qualifications, years of work with the municipality, job function and responsibility level, and wage relative to other employees etc. If the employee is not at their appropriate wage level, then adjustments should be made. These adjustments could be made over a phase-in period.

The HR Committee should meet with the Operations Manager prior to the December Council meeting for the purpose of determining the employees' expectations and to hear any considerations the employees may have in mind.

The HR Committee shall consider the amount that can be expended on salary increases with consideration to a Cost of Living Allowance and a performance bonus and make recommendations to the council.

The Council, in December will hear the committee's recommendations and set the employee wages for the coming year.

250-43 GRIEVANCES

All grievances are to be addressed to the Mayor and the HR Committee in writing.

250-44 LEAVE OF ABSENCE

The mayor and council must address any leave of absence request.

250-45 WORKSHOPS, SEMINARS, CONVENTIONS, ETC.

Requests to attend workshops, seminars, conventions, etc., must be approved by council prior to the event. Council, prior to an event, must approve time off for such events or compensation.

250-46 SICK LEAVE

Sick days may be accumulated as earned on the basis of 1.25 days per month to a maximum of 15 days. In accordance with the Saskatchewan Employment Act, Employment Standards, the employer is not required to pay employees for days missed due to short-term illness, and any payments made or consideration of same is at the discretion of the Human Resources Committee

250-47 BEREAVEMENT LEAVE

An employee shall be granted leave in the case of death of “Immediate Family” as per *Labour Standards Act*.

The Resort Village may grant the employee up to three days paid leave for bereavement requirements.

Special circumstances or extra time may be directed to the Mayor for approval by Council.

The Mayor must authorize any bereavement leave with Council’s approval or the Employee Relations Committee should timing be a factor.

250-49 MATERNITY/PARENTAL LEAVE

Any employee shall be entitled to Maternity leave, without pay.

Maternity leave time off will be granted in accordance to employment insurance guidelines. The period may be extended where circumstances, in the opinion of the employee’s doctor requires or recommends an extended leave.

Maternity/Parental leave as per the *Labour Standards Act*.

250-51 SEVERANCE PAY

Severance pay is to be paid out when an employee is dismissed or his/her employment is terminated without just cause as per the *Labour Standards Act*.

No severance pay will be paid out to an employee upon retirement, resignation, or dismissal with just cause.

250-52 HIRING RATES FOR CASUAL LABOUR

We hire casual labour when required at a rate of \$12.00 per hour. Any rate higher is subject to council approval. Flyer delivery is paid out at \$100/community.

250-60 COUNCIL/EMPLOYEE COMMUNICATIONS POLICY

The purpose of the policy is to:

- a) clearly enunciate councils' communication practices and procedures,
- b) maximize the efficient use of time, human and capital resources,
- c) minimize the need for council member involvement in the day to day operations of the municipality,
- d) enhance employer/employee relations, by minimizing confusion and potential areas of conflict.

The council/employee liaison shall be a two-way communications link conducted by and through the Mayor.

- a) The Mayor shall communicate the council's plans, programs, direction, and matters pertaining to the day to day operations of the municipality expediently and directly to the Administrator.
- b) The Mayor shall communicate employee concerns and suggestions regarding the council's plans, programs, direction, scheduling or any matter pertaining to the day to day operations of the municipality expediently and directly to council or appropriate committee.
- c) Any need by council members or employees to deviate from a) or b) shall be communicated to the Mayor.

This is a council operations policy: it does not supersede the role and responsibilities of council committees, nor the rights and responsibilities of individual council members.

250-61 DISCIPLINARY ACTION

Disciplinary action against any employee shall be communicated to or carried out by

the Mayor depending on the circumstances and employee position and reported to the Human Resources Committee.

The nature of discipline is corrective and its purpose is to motivate employees to accept rules and standards of conduct which are necessary to achieve the goals and objectives of the municipality.

The Municipal Council agrees to act reasonably in all circumstances in applying disciplinary procedures. In the event the Municipal Council initiates a disciplinary action against an employee the following procedure shall be followed:

Oral Reprimand - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employees personnel file.

Written Reprimand -If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Reeve. The written warning shall include:

- a) Confirmation of the warning discussion
- b) Statement of the rule or standard abused or the nature of the unsatisfactory performance.
- c) Statement describing the improvement that is required.
- d) State consequences should situation not be rectified.
- e) Written warning to be acknowledged by the employee in writing and a copy retained in the individuals personnel file.

The Municipal Council has the right to bypass discipline steps, depending on the type and severity of action and the impact on the job and fellow employees. Council may go directly to suspension if necessary.

250-62

Hiring and Firing – Will be done by resolution of Council.

HARASSMENT POLICY

POLICY STATEMENT

The Resort Village of Shields (the Resort Village) is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor and the Resort Village.

Harassment will not be tolerated in the workplace or any work-related setting, including work-related conferences, travel and municipality-sponsored social events. The Resort Village will make every reasonable, practicable effort to ensure that no individual is subjected to workplace harassment. The Resort Village will investigate any incidents of harassment and take corrective action to address the incidents.

SCOPE

This policy applies to all Council members, full-time, part-time, seasonal, temporary, hourly and salaried employees, independent contractors, agents, applicants and representatives of the Resort Village when conducting business or performing duties or services on behalf of the Resort Village (regardless of location).

While attending a Resort Village workplace, members of the public, visitors and individuals conducting business with the Resort Village, including but not limited to contractors, consultants, vendors or delivery persons, are expected to refrain from any form of harassment.

If the alleged harasser is a Council member, please refer to the Resort Village of Shields Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

DEFINITIONS

A. **Harassment** – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.
2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature

that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:

- A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;
- Displaying pornographic or sexually explicit pictures or materials;
- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
- Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.

3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the Resort Village, a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

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

- B. **Other Prohibited Behaviour** – The Resort Village recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The Resort Village, in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

WORKER RIGHTS

Every worker has the right to a harassment free work environment.

MUNICIPALITY AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.

MUNICIPALITY RESPONSIBILITY

The Resort Village, Council members, the Administrator/Chief Administrative Officer, managers and supervisors will take all complaints of harassment seriously. The Resort Village is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, supervisor, co-worker or non-employee such as a member of the public.

PROCEDURE

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) to attempt to resolve the issue by direct discussion with the offending individual;

and may report the matter to the Resort Village Mayor. If the Resort Village Mayor is the accused harasser, then the matter may be reported to the Resort Village Deputy Mayor. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the Resort Village may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Resort Village Mayor. If the Resort Village Mayor is the

accused harasser, then the written report may be submitted to the Resort Village Deputy Mayor. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report.

If there is a sufficient basis in the written report or if the Resort Village otherwise deems it necessary to do so, the Resort Village Mayor or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Resort Village will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

Where harassment is substantiated, the Resort Village will take appropriate corrective action and/or disciplinary action, up to and including termination of employment. Where harassment is not substantiated, no action will be taken against an individual who made the allegation of harassment in good faith. Where, however, a complaint is fraudulent, malicious or otherwise made in bad faith, the individual who made the allegation of harassment may be subject to disciplinary or other action.

C. Council Member Process

If the alleged harasser is a Council member, please refer to the Resort Village of Shields Code of Ethics Bylaw for the procedure to be followed and available sanctions.

TEMPORARY OR INTERIM MEASURES

In the event of an allegation of harassment, the Resort Village has full discretion to take whatever temporary interim measures that it deems appropriate to ensure the workplace remains a safe and productive environment and/or helps to facilitate an investigation into said harassment including, but not limited to, removing an individual from the workplace.

VARIATION FROM THE GENERAL PROCEDURE

The steps set out above and the manner in which an investigation is carried out is intended to be flexible in order to permit the Resort Village to respond to the specific circumstances at issue in each case. The Resort Village reserves the right to engage in a different procedure as it deems appropriate in any given circumstance. In the event that an individual does not proceed with a formal report of harassment or decides to later withdraw a written report, the Resort Village may still initiate a formal investigation of the conduct reported if the Resort Village determines it is necessary to ensure the health and safety of individuals at the workplace or to comply with applicable laws.

RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

The Resort Village does not condone acts of retaliation against a individual who has reported harassment, either informally or formally, or participated in any manner in the investigation or resolution of a report of discrimination or harassment. However, a report of harassment that is fraudulent or malicious (as distinct from unfounded) may itself be regarded as major misconduct subject to corrective action and/or disciplinary action, up to and including termination of employment.

CONFIDENTIALITY

The Resort Village will not disclose the name of the individual who reported the harassment, the alleged harasser or the circumstances related to the report of alleged harassment to any individual except where disclosure is necessary for the purposes of investigation of the alleged harassment report or taking corrective action, or where such disclosure is required by law.

All individuals involved with the investigation of an incident shall treat all information related to the matter as strictly confidential. Unwarranted or inappropriate breaches of confidentiality may be subject to disciplinary action, up to and including termination of employment.

OTHER LEGAL RIGHTS

Nothing in this policy is intended to prevent or discourage an individual from exercising:

- A. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;

- B. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- C. any other legal rights pursuant to any other law.

AVAILABILITY OF THE POLICY

The Resort Village will make a copy of this policy readily available for workers' reference and post in a conspicuous place in the workplace.

REVISIONS

The Resort Village shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

250-80 RETIREMENT POLICY

When employees of 8 or more years retire a letter of appreciation and a token of appreciation will be given.

300 PROTECTIVE SERVICES

300-10 DUNDURN FIRE COMMISSION

The Resort Village of Shields, Resort Village of Thode, Town of Dundurn, and the RM of Dundurn, participates in an inter-municipal agreement for emergency services. The municipalities own a pumper truck, medical assistance vehicle, tanker truck, snuffer truck and a command rescue truck, and pay an annual amount to the RM of Dundurn to share in the cost of the Dundurn Fire Department operations as per the agreement. See **Bylaw 5/2017 for more details**. The Fire department is administered by the Dundurn Fire Commission through a board consisting of participating municipal representatives. See Appointments 200-5.99.

300-10.1 FIRE CHIEF

The Dundurn Fire Department Fire Chief shall be the appointed Fire Chief for the Resort Village of Shields and shall have jurisdiction over the entire area within our municipal boundaries.

300-10.2 FIRE INVESTIGATION

The municipality authorizes the Fire Chief to appoint the Office of the Fire Commissioner as local assistant investigators.

300-20 REGIONAL EMERGENCY MUTUAL AID - E.M.O.

The Town of Hanley, RM of Dundurn, Town of Dundurn, Village of Kenaston, RM of Rosedale, RM of Lost River, RM of Blucher, RV of Shields, RV of Thode, Village of Bradwell, Town of Allan, and the Village of Clavet participate in an inter-municipal agreement to form REMAC. The participating municipalities agree to furnish all other parties with a list of resources that may be utilized in the event of an emergency

SHIELDS EMO

300-30 BUILDINGS - PROTECTIVE INSPECTIONS

The municipality has a Building Bylaw #2/01 (with amendments) in place which regulates the construction erection, placement alteration, reparation, renovation, reconstruction, demolition, and inspections of buildings in the municipality. The Zoning bylaw # 1/09 (with amendments) regulate the location of buildings in proximity to other facilities. See Appointments 200-5.99. All Development Permit Applications must include plans for site grading including any retaining walls and earth fill or excavation.

All construction waste must be removed from the Resort Village of Shields via a bin from a Waste Management company or other similar method. The Contractor must not

use equipment with lug wheels, tracks, etc which may cause damage to municipal roadway. Any damage will be repaired at the cost of the property owner.

300-40 ANIMAL PEST CONTROL

The municipality does not currently contract Pest Control services.

400 TRANSPORTATION

400-10 SNOW CLEARING/SANDING POLICY

Snow clearing will commence within 18 hours, or sooner, of a major snowfall. It is the Operations Manager's responsibility to monitor road conditions and make the decision of when clearing will commence.

Sanding of the roads will commence within 24 hours, or sooner, of a major snow clearing, if required, and any other time that the roads are in a slippery and unsafe condition. It is the Operations Manager's responsibility to monitor road conditions and make the decision of when sanding will be done.

Snow clearing will be done in the following order:

- a) Residential
 - i) As much as possible, streets with the most snow will be cleared first, branching out from the main routes.
- b) Municipal Buildings
 - i) This includes the parking areas of the Community Center
 - ii) Consideration for priority when events are scheduled
 - iii) Truck Dump and Truck fill
- c) Fire Hydrants
 - i) Each hydrant will be kept visible and accessible
- d) Custom snow clearing is not offered by the Resort Village of Shields.

400-20 GRAVEL AND COMPOST SALES

- a) The municipality does not sell gravel
- b) Compost available to residents.

400-30 MAINTENANCE OF RESIDENTIAL LANES

The municipality shall grade on lanes to residences as required. Mowing of grass on lanes and boulevards are the responsibility of the ratepayer.

400-40 MOWING RATEPAYER’S PROPERTY

The municipality shall mow any ratepayer’s property where possible provided it was requested to do so and at a time suitable to the municipality at a cost of \$100/hr with a minimum of \$100.

400-50 DUST CONTROL POLICY

The use of dust control application shall be at the discretion of the Village Council.

400-60 CORNER VISIBILITY TRIANGLES

On a corner lot in any district, no hedge, planting, tree, fence or other structure not being a building shall be erected, placed, or maintained within the triangular area formed by the intersecting property lines and the straight line joining said property lines at points which are 6.0 metres distant from the point of intersection, measured along said property lines, to a height greater than 1.0 metres.

400-70 ROADWAY CLEARANCE REQUIREMENTS

There is a need to maintain 24 feet of clear road surface at all times.

- a) No parking on this surface in a way that impedes traffic
- b) Drainage area (ditch) must be kept clear at all times.
- c) Boulevard area is an area for street parking
- d) Boulevard area “encroachments” require Council approval.

There will be noted exceptions - particularly with second row properties where the embankment needs to be secure. However, any exceptions must not extend beyond 15 feet from property line.

In the case of the above noted exceptions there can not be street parking allowed along the encroachment.

The Council, or appointee, will assume the duties of communicating the need for this requirement, as it is for the safety and security of property owners in the village. Enforcement of this requirement is necessary to maintain right of access for public use and unobstructed passage of emergency vehicles, school buses and other service/emergency requirements.

400-80 MAINTENANCE OF MUNICIPAL LANDS

The Municipality acknowledges that property owners tend to extend the care of their property to the adjacent municipal lands. With this in mind, the Resort Village of Shields approves the following maintenance of municipal lands:

- a) all mowing of grasses
- b) manual removal of weeds (chemicals are forbidden)

- c) roto-tilling of sand above the high water mark
- d) trimming of willows or other trees(no roots may be disturbed)
- e) willows may not be removed without prior Council approval

The following maintenance requires a request to Council and/or Ministry of Environment:

- a) planting or removal of trees/shrubs
- b) any action which results in the bed or bank of the lake being disturbed.

400-90 PUBLIC RESERVE POLICY

That the Resort Village of Shields adopt a policy to provide for entering into an agreement with property owners who wish to place a permitted improvement as defined in the list below on public reserve lands. All aspects of the agreement must be acknowledged prior to the improvement being located on the public reserve lands. Property owners must enter into an agreement with the municipality for improvements, which are already existing and will be allowed to remain. Improvements which are not permitted on public reserve lands must be removed by June 30, 2011 or the municipality will remove said improvement and dispose of as per Section 406 of the Municipalities Act.

Permitted Items:

-
- a) Docks & Lifts - winter only - must be removed by June 30.
 - i) flagged & proof of liability insurance.
 - b) Fire Pits c/w small wood piles - must be compliant with bylaw
 - c) Benches & picnic tables (moveable items do not require a permit)
 - d) Flower beds
 - e) Playground Equipment
 - f) Poles to accommodate birdhouses, flags, tv/internet access
 - i) winch posts to be high enough so as to not be a safety issue in winter
 - ii) or be a receiver for removable post.
 - g) Groomed grass/lawns and trees/shrubs
 - h) Other items which may be approved by Council

All above items must not impede the flow of foot traffic through area. If applicant is not adjacent property owner(s), adjacent property owner(s) will be advised of Council decision.

400-100 PROTECTION OF TREES ON MUNICIPAL PROPERTY

Purpose

To affirm that trees on Village Property are “living” assets owned by the Resort Village of Shields and maintained as a legacy for the citizens of the Village.

To ensure that all Trees on Village property are adequately protected from unnecessary destruction, loss and damage.

To ensure that all residents understand that any Tree planted on Village property becomes the property of the Village.

To establish a protocol for responding to requests for tree maintenance or removal of trees situated on Village property that are posing a concern to a home owner.

The intent is not to prevent (or discourage) the homeowner from landscaping in front of their property, rather to have them choose the right trees/plants so as to prevent reoccurrence of many of the problems we face today.

Definitions

Village Property – means all land owned, controlled or maintained by the Village including parks, buffer strips, streets, right-of-way and natural stands.

Buffer Strip – means Village Property set aside for the purpose of providing an aesthetic barrier to act as a buffer between adjacent land uses and prevent through sites.

Natural Stand – means areas on Village Property where trees are in their natural state, and includes riverbanks and bluffs.

Pruning – means the removal of specific branches for the purpose of preserving the health and appearance of a tree and for public safety.

Tree – means all trees & shrubs that are situated on Village Property, and includes all parts of the tree, including the roots.

Agency – means the Tree Committee sanctioned by Council.

Compensation Formula – means the value to be utilized in establishing equitable compensation for damage and / or loss of Trees, and will be based on the current replacement cost of a similar species, as determined by the Agency.

Additional Costs – means all labour, vehicles, equipment and materials associated with the removal, relocation, pruning and other tree maintenance activities.

Deferred Tree Replacement Account - means an account established to hold funds collected as compensation for tree loss or damage and that will be utilized for the replacement and/or additional tree planting or maintenance in subsequent years.

dbh – means “Diameter at breast height”, the accepted arboriculture method of measuring the diameter of a tree.

Straddling Tree – means a tree that appears to be on the property line, for the purpose of determining ownership the Agency will meet with the property owner to work out an equitable solution as to who will maintain it and in what fashion. This will be recorded, in writing, with the Village Administrator.

Implementation of the Policy

Policy Statement

All Trees situated on Village Property will be protected under the provisions of this Policy. The planting, care and maintenance of trees on Village Property will be in accordance with the standards and practices established by the Village.

Implementation Process and Procedure

Planting – residents may, subject to Village approval, plant trees on Village Property, these trees become the property of the Village.

Maintenance and Removal – The village will observe the following priorities when responding to requests from residents and/or their contractors for the maintenance or removal of trees on Village Property:

- a) Public hazard;
- b) Interference with overhead utility lines;
- c) Disease;
- d) General tree care.

Trees on Village Property may not be removed, pruned or destroyed in any way, without explicit written consent from the Village and subject to the following:

- a) Trees will not be pruned, trimmed or removed merely for the purpose of opening up views from private property.
- b) Trees will be pruned, trimmed or removed/relocated where they obstruct traffic signs or where they impair traffic visibility.
- c) Trees will not be removed for the purpose of relocating driveways or structures unless:
 - i) the tree can be successfully relocated; or
 - ii) the tree can be replaced with one of similar quality; and
 - iii) the replacement or removal costs will be paid by the owner making the request; such costs will be based on the compensation formula plus any additional costs.

Requests to remove or replace trees for reasons other than those sited above will be dealt with on their own merit; however in general:

- a) Trees that are healthy and sound, and over 15 cm (6”) dbh will not be removed;
- b) Trees that are healthy and sound, and less than 15 cm (6”) dbh can be relocated, subject to the Additional costs to be borne by the owner making the request; and
- c) Trees that are not healthy and sound, may be pruned and monitored for health, or removed.

Protection

The Village will expect residents (and/or their contractors) working near or carrying on any operation near a tree on Village Property to take reasonable precautions to prevent damage to such trees.

The Village will seek to hold liable residents (and their Contractors), motor vehicle / recreational vehicle owners/drivers for any loss of or damage to tree(s) on Village Property occurring as a consequence of work operations, deliberate acts or negligence,

and such loss claimed will be an amount based on the Compensation Formula plus any additional costs.

Deferred Tree Replacement Account

The Village will establish a fund to retain any monies received for compensation with respect to Trees on Village property, as well as any voluntary donations; and that fund will be utilized for the purpose of Tree replacement or enhancement of the urban forest.

Responsibilities

- a) Operations along with the Green Space Committee
 - i) Establish Standards and Practices pertaining to the planting, care and maintenance of tree on Village Property.
- b) Administer the provisions of this Policy
- c) Village Council
 - i) Consider and, where appropriate, approve amendments to this Policy.

500

ENVIRONMENTAL HEALTH SERVICES

500-10 MUNICIPAL WATERWORKS

- a) The municipality owns and operates 1 water distribution facility located at the west side of the village.
- b) Please refer to the Waterworks Procedure Manual in regards to maintenance and operation.
- c) When repairs are required as a result of homeowner fault, a \$20 minimum fee plus cost of parts and municipal staff time will be billed.

500-20 WASTE DISPOSAL

The municipality has agreements with the RM of Dundurn.

- a) The transfer site is located _____
- b) Tree debris is permitted at no charge.
- c) The municipality contracts with Loraas for waste removal and recycling services. Services are billed quarterly at \$21/month and \$1.25 off season.
- d) Damaged containers will be billed to the property owner at a cost of \$120.

500-30 WATERWORKS DISRUPTION POLICY

Irrigation System:

No direct hook up into dwelling or to potable water line is allowed for dwellings within Shields.

If a direct hookup is discovered, it will be immediately severed & capped & the resident will be invoiced for a callout & the materials used. If a direct hookup creates a leak in the irrigation system causing a disruption of service, the emergency fees below will be applied.

Applicable Callout:

If a call out is required, \$120 will be charged plus \$100 (prorated) for each hour thereafter;

If the call out is after hours (overtime) \$180 will be charged plus \$150 (prorated) for each hour thereafter.

With Notice: - if a line is cut such that a call out is required

Shut Off Fee - \$45.00

Start Up Fee - \$65.00

+ applicable call out

The above fees do not include excavation or repair costs which will be billed to the property owner.

Without Notice / Emergency: if a line is cut and no prior notice is given to the R.V. and a call out is required:

Shut Off Fee -\$ 60.00
Start Up Fee - \$90.00
Fine of \$500
+ applicable call out

The above fees do not include excavation or repair costs which will be billed to the property owner.

Potable System: (does not apply to annual on/off service)

If a curb stop shut off/on is requested a \$10 fee per event as per Bylaw #6/07 will be charged.

If a call out is required **without advance notice**, \$120 will be charged plus \$100 (prorated) for each hour thereafter; if the call out is after hours (overtime) \$180 will be charged plus \$150 (prorated) for each hour thereafter.

Should **unauthorized excavation** at or near the potable water line and/or near a curbstop result in a water break, the following fee will apply:

	Shutting Down of the System – Isolation of Break (if possible)	\$1,000.00
etc.	Re commissioning of the system – water testing,	\$5,000.00

These charges do not include any excavation or repair to original condition of the area at or adjacent to the infraction which will be billed to the property owner.

PLEASE NOTE:

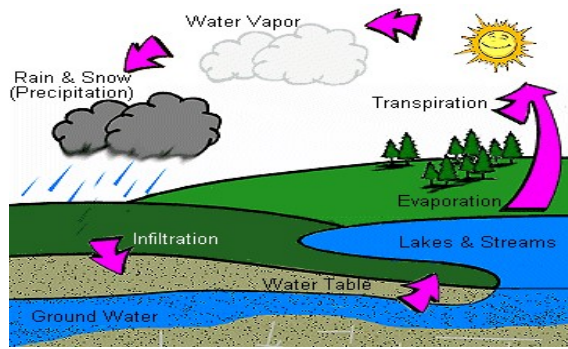
All curbstops must be accessible to municipal staff and marked for easy access. If a situation results where municipal staff cannot determine the location of your curbstop, you will be invoiced for the time spent locating same.

500-40

GROUND WATER

Over the past number of years there has been a growing awareness of ground water locally, provincially and federally.

By definition, ground water is water beneath the earth's surface often between saturated soil and rock that supplies wells and springs. The upper surface of ground water is the water table.



Hydrogeological investigations by a number of agencies have been conducted and should be referenced in order to gain further understanding of ground water and the water table. Such references are:

Hydrology & Water Resources www.usask.ca

Water Security Agency www.wsask.ca

Environment Canada www.ec.gc.ca

We advise that any concerns with ground water and/or water table level affects or remedies be directed to the above agencies.

Our municipality has been challenged by ground water and water table issues from a road infrastructure perspective in addition to personal property owners' attempts to define cause and/or remedy. The reality of contending with ground water understanding and evolving challenges is that it is not isolated to our municipality and/or area. Information from our local Environment Protection Officer indicates that the water table has increased by 3 - 4 meters in the past few years. Many farmers in the area can attest to this by virtue of slough levels or surface water retention areas that have reduced seeded acreage of farmland.

There have been inferences that water leaks from municipal or regional sources are a cause, however such claims are unsubstantiated. Water source testing and consumption monitoring are an ongoing, mandated function of our potable water supply.

As a community we have incurred significant expense in an attempt to isolate and define the potential cause of issues that complainants have brought forth. However we are now satisfied that we will only deal with municipal road and drainage infrastructure in order to mitigate the affect that ground water or high water table levels. We suggest that current building codes include the use of weeping tile at the footing of building structures. Additionally, the use of sump pumps is advised and that these pumps discharge to the surface drainage systems that are being developed and maintained within the village. It is important therefore, that the drainage swales be kept clear of debris and not obstructed by vehicles and/or ruts created by parked vehicles or service providers.

500-50 UTILITY BILLING POLICY

The municipality will only supply water & other utility services to the registered owner of a property.

500-60 WASTEWATER HOLDING TANKS POLICY

Introduction and Purpose

Holding tanks located on properties within Shields provide temporary storage of wastewater until removed by a licensed pumping service and disposed of at the Shields truck dump.

Purpose: Define actions of Shields Council and Administration to:

- a) Follow legislation and regulations established by Federal and Provincial authorities
- b) Implement correct procedures to meet Ministry of Environment regulations
- c) Ensure public safety
- d) Protect the environment

Scope of Policy includes:

- a) Resident holding tanks
- b) Truck dump

Procedures and Requirements

Shields Operations

- a) Have available 2 Certified Wastewater Operators for the operation of force mains and for spill management on resident and municipal property.
- b) Develop and keep current Technical Action Plans (TAP) Section 8 of Shields Waterworks & Wastewater Emergency Plan.
- c) Follow best practices for inspections/monitoring of wastewater infrastructure to identify issues and lessen risk to public safety and environment.
- d) Ensure staff training and plan review occur

Municipal Office and Operations

- a) Normal Operations – meet legislative and regulatory requirements
- b) Resident holding tank overflow follow Waterworks and Wastewater Emergency Plan
 - i) Shields Certified Wastewater Operator takes the on site lead in managing and performing the technical activities for the incident.
 - ii) If a spill enters onto municipal lands, the Ministry of Environment spill line will be contacted. Shields contractors will be the only ones permitted to conduct the cleanup. Charges for the cleanup process will be the responsibility of the residence from which the spill originated.
 - iii) Follow up reports to be filed by municipal office.
 - iv) Municipal office will bill resident for municipal staff time expended, costs for truck and equipment at \$120/hr. plus \$100 (prorated) for each hour thereafter. If work is completed afterhours (overtime) \$180 will be charged plus \$150

(prorated) for each hour thereafter. If contractors are required actual costs will be billed.

- v) Truck dump spill follow Contractor Spill Response Plan.

Shields Resident

- a) Normal Operations – regular inspections, pumping and disposal of stored sewage.
- b) Resident tank overflow:
 - i) Noticed by resident and enters onto Municipal lands immediately contact Municipal Office or Operations who will turn off curbstop to the property, send Wastewater Certified Operator to assess situation and to determine actions required by resident and timeline for completion.

500-70 WASTE WATER EMERGENCY PLAN

Situation – Waste Water Spill/Broken Line

Trigger – Resident tank overflow

Actions to be taken:

- a) Shut off curbstop to property (water curbstop to stop flow of water into house) or water shut off inside house.
- b) Resident or designate contact Wastewater Hauler to pump out tank.
- c) Certified Wastewater Operator attend site to assess spill, assign urgency of response, calculate volume of spill and determine actions required by resident and Operations staff.
- d) Municipality will notify Environment Project Officer
- e) Spill site on resident property and any municipal land is sprayed immediately with commercial bleach solution as per Wastewater treatment specifications and safe chemical handling requirements.
- f) Establish a caution-flagged area around affected area.
- g) Municipal Office and Operations staff will coordinate calls with resident, Environment Project Officer and others as needed.
- h) Cleanup and removal of effluent from the spill area are to be completed to specifications established by Ministry of Environment and assessed by Shields Certified Wastewater Operator for compliance.
- i) Resident will be billed for municipal time expended on incident as per Call Out Policy.

MEMORIAL DONATION POLICY

The Resort Village of Shields will respectfully accept all Memorial Donations which may from time to time be forwarded for use in developing projects within the Resort Village of Shields. A tax-deductible receipt will be issued for all donations.

All memorial donations received will be accounted for in a distinct account, which will be for use towards the project as approved by Council after recommendation from the applicable committee or board of Council. Recommendations to Council for allocation of funds may be determined after consultation with applicable parties or may be at the discretion of the Council.

700 RECREATION AND CULTURAL SERVICES

700-10 RECREATION FACILITIES

700-20 LIBRARY

- a) The municipality, along with other municipalities within the Wheatland Regional Library boundaries participates in an inter-municipal agreement to provide library service to the Region.
- b) The Library is an incorporated entity and administered by a Regional Librarian and executive board of directors elected from and by the general board of municipal appointees.
- c) The municipality - makes an annual appointment to the Regional Library board and the local Dundurn Library Board. See Appointments 200-5.99.
- d) The Regional library board appointment shall be appointed by Council.
- e) The municipalities are responsible for providing and funding the library facilities.
- f) The Wheatland Regional Library is responsible for funding the programs, book inventory, wages etc.
- g) The municipalities pay an annual levy to the Regional Library based on population and budgetary requirements and general board approval. See Bylaw 4/80.

700-30 COMMUNITY HALL

The Resort Village of Shields owns the Community Centre located at 8 Procter Drive.

Rental Fees:

- a) Residents: \$150.00 per day. If the hall is not rented, residents will have access to the hall night before event without charge.
- b) Non-Residents: \$300.00 per day
- c) Resident meeting less than 3 hours duration: \$50
- d) Non-resident meeting less than 3 hours duration: \$135
- e) Resident Events less than 3 hours ending before 4 p.m. - \$100
- f) B.B.Q. Rental with hall \$15.00 per day
- g) B.B.Q. Rental Only (no hall): \$50 per day plus \$50.00 cleaning/damage deposit.
- h) Daily rental charges will apply if you require set up before the day of your event and/or clean up after the day of your event occurs after 10:00 am.

Booking and Cleaning / Damage Deposit Fees:

Booking and cleaning/damage deposit fees are due upon booking. These fees are applied to rental fee/final cost including amounts for cleaning and damage to facility. Cleaning/damage fee is refundable if building and surrounding grounds are left clean and undamaged. Refunds are processed after building key is returned and review of facility and grounds is complete.

Residents:

- a) Booking fee: \$450.
- b) \$75.00 is non-refundable if notice of booking cancellation is 60 days or less prior to event date.

Non Residents:

- a) Booking fee: \$600
- b) \$150.00 is non-refundable if notice of booking cancellation is 60 days or less prior to event date.

700-40 DOCKS

Only Shields property owners will be given permits for docks within the corporate boundaries of Shields.

Application forms for Boat Dock Installations are available on the website or from The municipal office.

Prior to submission to Council, the following list of people will be contacted:

- boat dock owners on either side of proposed site.
- cabin owners directly behind proposed site (if applicable)

Application forms will only be accepted for review by Council if all requested information is provided.

Council will review application. Application will be approved or denied.

If application is approved, the following list of people will be informed:

- the applicant
- boat dock owners on either side of proposed site
- cabin owners directly behind proposed site (if applicable)

If application is denied, the applicant will be informed.

Location of dock will be documented and added to the Resort Village of Shields file.

Boat dock permits are valid for the current season, failure to occupy the permitted space will nullify approval and new application must be made. If an application is received for the vacated boat/dock slip space, the current permit holder is granted right of first refusal to continue use of the space.

When property changes hands, the dock permit does not transfer with the land sale.

If the original installation is altered in any way (size, location, shape) a revised application form must be submitted for review and approval.

All Docks and/or lifts must be removed from the municipal reserve by June 15 in each year. Items left on the municipal lands may be removed.

All docks and lifts must bear the name and contact information of the owner.

700-50 SEASONAL STORAGE SITE

The Resort Village of Shields has established a storage site to lessen the encroachment on public spaces. The Resort Village of Shields storage site is available to store mobile seasonal items, portable storage containers and ice fishing huts. No other buildings of any sort will be permitted.

Items not accepted for storage are:

- a) any items used as part of commercial or business operation,
- b) unlicensed vehicles,
- c) any hazardous item,
- d) construction or other material not part of seasonal item,
- e) any item not listed on application.

Property owners can request a space by contacting the Village Administrator. Space is allocated on first come first serve basis. Multiple spots per residence will not be assigned.

Fee is for access to an area of space within storage site. Storage site is approximately 3metres wide by 4 metres long (10 feet wide by 15 feet long).

This site is available at the discretion of Council. If Council determines this location is no longer suitable for seasonal storage, all items and ice huts will be removed and a prorated refund of paid fees will be made.

The owner of the items stored within the facility accepts full responsibility for their items.

The seasonal administration fee is due prior to seasonal items being placed at the site and any unpaid annual fees may be added to the tax roll as per Section 405 of Municipalities Act. Rates will be reviewed annually by Council.

If the site is not keep free of debris individuals can be asked to leave the site.

A key to the site is provided. If key is lost cost to obtain replacement key is charged to the property owner.

Seasonal storage fees for property owners are \$150 per year. Fees are effective May 1/2014.

Storage Site Procedures

Village Administrator

- a) ◦ Accepts request for storage space from property owners (requester)
- b) ◦ If space is available within storage site emails Application Form to requester to provide contact information and description of item to be stored.
- c) ◦ If space is unavailable, places requester name and date of request on waiting list.
- d) ◦ Maintains records, provides access keys and processes payments for the Storage Site

Authorized Representative of Resort Village of Shields

- a) Receives paid applications.
- b) Provides requester with site number where items will be located.
- c) Provides access key to requester.

- d) Monitors storage location to ensure locations are tidy and acceptable items are being placed in storage.

Requester

- a) Prepares Application and submits with required administration fee to Village Administrator.
- b) Moves item to be stored to storage site and removes said item seasonally.
- c) Keeps area free of debris.
- d) Advises Administrator when site is no longer required and returns key.
- e) Pays for replacement of lost keys.

700-60

SPIRIT OF SHIELDS AWARD

Award Description

The Spirit of Shields Award recognizes an individual who has made an exceptional contribution to their community. The contribution could have occurred over significant number of years, be a project of significant benefit to the community or represented an activity that touched those within the community.

The individual should:

- a) Represent inspiration to those around them,
- b) Demonstrate leadership in delivery of events or programs benefitting our community, and
- c) Create the kind of community we want to live in through their leadership and volunteerism.

Nominee Eligibility

- a) An individual that is living at the time of the nomination.
- b) Nominee may not be Resort Village of Shields current member of Council, employee or on Award Selection Committee.
- c) Must be a resident/property owner within Resort Village of Shields or surrounding area at time of nomination.
- d) Must be recognized for achievements and contributions made within Resort Village of Shields or surrounding area.
- e) May only receive award once or May be nominated for two (2) successive years, followed by a one (1) year break.
- f) Must be available to attend presentation of award.
- g) Must be aware of nomination and give consent for nomination and pictures to appear on Resort Village of Shields website and in newsletter.
- h) Completed nomination form with required information must be received before nomination deadline of July 1.

Nominator

- a) Must be resident/property owner of Resort Village of Shields or surrounding area.
- b) Must include two letters of support from individuals and/or community groups.

- c) Are responsible for explaining in no more than 750 words how the nominee meets the award criteria and why the nominee should be chosen to receive the award.
- d) Must submit one copy of nomination to Administrator Resort Village of Shields via email to shields@xplornet.ca
Or mail to:

Administrator
Resort Village of Shields
Box 81,
Dundurn, SK
S0K1K0

Selection Process

The Award Selection Committee will evaluate and select the individual to receive the award. **The Award Selection Committee members will be last two award winners and one member of Council.**

Selection Guidelines

- a) Meets nominee eligibility criteria.
- b) Meets specific criteria as follows:
 - i) Distinction as community leader
 - ii) Significant contribution
 - iii) Citizen engagement -active in many activities or groups in village or area
 - iv) Collaboration –work independently or with others

Nomination Form
Nomination Year _____
Nomination Deadline July 1

Nominee Contact Information

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE: _____ E-mail: _____

Nominator Contact Information

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

PHONE: _____ E-mail: _____

SIGNATURE: _____ Date: _____

Make sure you include a page describing in no more than 750 words how the nominee meets the award criteria and why the nominee should be chosen to receive the award and two letters of support for the nominee.

Nominee's Consent

I consent to my nomination for the Spirit of Shields Award. I will allow my name and picture to be published in connection with the award.

SIGNATURE: _____

800 WATER AND SEWER UTILITY SERVICES AND DRAINAGE SYSTEM

800-10 PURPOSE

To clearly define the obligations of both property owners and the Resort Village of Shields.

To inform contractors that the resort village will no longer assume any excavation or waiting charges.

800-20 REQUEST FOR WATER AND SEWER UTILITY SERVICES

- a) Water lines that may be required shall be constructed and laid down from the main line to the property line by the Owner and the Municipality shall be solely responsible for keeping them in repair.
- b) The development permit will authorize the installation of water & sewer connections to new construction.

800-30 INSTALLATION OF WATER AND SEWER UTILITY SERVICES

- a) Provincial and Federal plumbing codes and any other regulations pertaining to water and sewer service installation, as well as any local Resort Village of Shields specifications shall be followed.
- b) Water and sewer connections must be inspected by the authorized municipal inspector before such connections are backfilled.
- c) The property owner shall be responsible for the cost of returning the land to its previous condition including the cost of replacing the road surface.
- d) The property owner will be responsible for having the water meter installed. The Resort Village of Shields shall supply the water meter assembly to be installed and an invoice for the deposit will be sent.
 - i) All curbstops have been installed by the Resort Village.
- e) This policy shall be provided to every building permit applicant.
- f) This policy shall be provided to all applicable local contractors upon its approval.
- g) Building Connections:

Water and sewer connection lines shall be brought a minimum of 1 m (39") up inside the basement. A ball valve shall be installed on the water line inside the building by the owner. A back-flow prevention device shall be installed on water lines on all construction as part of the water meter assembly supplied by the municipality.

800-40 DRAINAGE SYSTEM

A sump system shall be installed and shall be in accordance with manufacturer's instructions and *The National Building Code of Canada, 2005*;

The system shall not be discharged into the Resort Village of Shields communal sanitary sewer system but may be discharged to a splash pad or non-porous ground surface which will divert the water to a distance of 1.2 m (4') from the building not onto neighbouring property;

Drainage must not spill onto any street that may present a hazard or result to ice build-up, creating a slippery surface.

A battery backup pump is recommended;

A battery powered pump alarm is recommended;

A check valve is recommended.

900 FISCAL SERVICES

900-10 REVENUES

The municipality derives 41% of its revenues from property taxation on the assessment base. The other revenue generating areas are grants, interest and various services provided by the municipality.

900-20 EXPENDITURES

The municipality spends an average of 35% of its revenues on transportation service, which is all road related items, including wages, supervision, machinery and insurance. There is approximately 15% allocated to general government services which includes all administration costs such as council remuneration, travel, administration salaries, legal, audit, office supplies, office rent and caretaking, assessment costs, bank charges, general insurance, election costs and annual memberships.

The remaining 44% is directed to protective services; environment, health & welfare; utility; planning & development; and recreation and cultural services.

900-30 ASSET MANAGEMENT

The municipality has adopted an Asset Management Policy which is reviewed and updated each year at budget time.

900-30.1 COUNCIL ASSET MANAGEMENT POLICY STATEMENTS

Asset management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”. To guide the organization, the following policy statements have been developed:

- a) The Resort Village of Shields will maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- b) The Resort Village of Shields will monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- c) The Resort Village of Shields will develop and maintain asset inventories of all its infrastructures.
- d) The Resort Village of Shields will establish replacement strategies through the use of full life cycle costing principles.
- e) The Resort Village of Shields will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) The Resort Village of Shields will plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.
- g) Where appropriate, the Resort Village of Shields will consider and incorporate asset management in its other corporate plans.

- h) The Resort Village of Shields will report to its citizens regularly on the status and performance of work related to the implementation of this asset management policy.

900-30.2 BACKGROUND AND PURPOSE OF COUNCIL POLICY

Council has a mandate to provide a wide range of services. In order to guide staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council's vision, goals and objectives.

Council Vision and Goals for Infrastructure Assets

Council's vision and goal for the community is a safe, livable, sustainable and economically vibrant community underpinned by well managed and maintained infrastructure assets. These assets include but are not limited to efficient transportation networks, economical and reliable water distribution networks, safe and reliable sewage collection systems, reliable information technology systems, productive fleets, and accessible parks, recreation and civic facilities.

Though these assets age and deteriorate, by using sound asset management practices, Council and the community can be assured that the assets meet performance levels, are used to deliver the desired service in the long term and are managed for present and future users.

This policy is to articulate Council's commitment to asset management, and guides staff using the policy statements. In doing so, this policy also outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship, and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy through the development and use of asset management guidelines and practices. Since the performance of asset management is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices are delegated to staff.

900-30.3 POLICY PRINCIPLES, GUIDELINES AND INTEGRATION

The key principles of the asset management policy are outlined in the following list.

The organization shall:

- a) Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.

- b) Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- c) Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- d) Consult with stakeholders where appropriate.
- e) Define and articulate service, maintenance and replacement levels and outcomes.
- f) Use available resources effectively.
- g) Manage assets to be sustainable.
- h) Minimize total life cycle costs of asset.
- i) Consider environmental goals.
- j) Consider social and sustainability goals.
- k) Minimize risk to users and risks associated with failure.
- l) Pursue best practices where available.
- m) Report the performance of its asset management program.

Guidelines and Practices

This policy shall be implemented by staff using accepted industry guidelines and practices (such as those recommended by the Federation of Canadian Municipalities, e.g., InfraGuide) and staff shall consider the use of an asset management strategy and asset management plans.

The organization will also comply with required capital asset reporting requirements, and integrate the asset management program into operational plans throughout the organization.

Strategic asset management plans may also be developed for a specific class of assets, or be generic for all assets, and should outline long term goals, processes and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses (e.g., vulnerability assessments). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

Context and Integration of Asset Management within Organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between corporate documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of corporate documents such as:

- a) Official Community Plan
- b) Business plans
- c) Strategic plans
- d) Financial plans
- e) Capital Budget plans
- f) Operational plans and budgets
- g) Infrastructure servicing, management and replacement plans

- h) Parks & Recreation plans
- i) Facility plans

900-30.4 KEY ROLES FOR MANAGING THE ASSET MANAGEMENT POLICY

Municipal policies are approved by Council. While staff, public and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend or rescind policies.

Role	Responsibility
Identification of issues, and development of policy updates	Council & Staff
Establish levels of service	Council, Staff & Public
Exercise stewardship of assets, adopt policy & budgets	Council
Implementation of policy	CAO & Staff
Development of guidelines and practices	CAO & Staff
On-going review of policies	Council & Staff

Implementation, Review and Reporting of Asset Management Work

The implementation, review and reporting back regarding this policy shall be integrated within the organization. Due to the importance of this policy, the organization’s asset management program shall be reported annually to the community, and the implementation of this policy reviewed by Council at the mid-point of its term.

Actions	Responsibility
Adopt Asset Management Policy	Council & CAO
Monitor & Review infrastructure standards & service levels	Council & CAO
Develop & Maintain infrastructure strategies	Committees & Operations Manager
Develop & Maintain Asset Inventories	Committees & Operations Manager
Assess infrastructure conditions & service levels	Operations Manager
Establish & Monitor infrastructure replacement levels through the use of full life cycle costing principles	Operations Manager
Develop & maintain financial plan for the appropriate level of maintenance, rehabilitation, extension and decommission of assets	CAO & Operations Manager
Report to Citizens on status of the community’s infrastructure assets and asset management program	Council & CAO

900-30.10 ACCOUNTING AND REPORTING TANGIBLE CAPITAL ASSETS

Tangible Capital Asset Policy

Purpose:

The objective of this policy is it to outline the accounting and reporting requirements for tangible capital assets.

Scope:

This policy applies to all resort village departments, boards and commissions, agencies and other organizations falling within the reporting entity of the resort village.

Definitions:

Amortization is a rational and systematic manner of allocating the cost of an asset over its estimated useful life.

Betterments are enhancements to be the service potential of a capital asset such as:

- a) an increase in the previously assessed physical output or service capacity;
- b) a reduction in associated operating costs;
- c) an extension of the estimated useful life; or
- d) an improvement in the quality of output.

Capital Assets are non-financial assets having physical substance that:

- a) are held for use by the municipality in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- b) have useful lives extending beyond a year and are intended to be used on a continuing basis; and
- c) are not intended for sale in the ordinary course of operations.

Capital-type expenses are costs for assets that meet the definition of a capital asset but are less than the thresholds. These assets are expensed in the year in which they are purchased.

Cost is the amount of consideration given up to acquire, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed capital asset is considered to be equal to its fair value at the date of contribution.

Disposal refers to the removal of a capital asset from service as a result of sale, destruction, loss or abandonment.

Estimated Useful Life is the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial or legal life.

Fair Value is the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties, who are under no compulsion to act.

Financial Assets are assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.

Gain on Disposal is the amount by which the net proceeds realized upon an asset's disposal exceed the asset's net book value.

Hours of Production Method is an amortization method which allocated the cost of an asset based on its estimated hours of use or production.

Leased Capital Assets are non-financial assets leased by the municipality for use in the delivery of goods and services. Substantially all of the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership.

Loss on Disposal is the amount by which the net book value of a capital asset exceeds the net proceeds realized upon the asset's disposal.

Net book Value is the capital asset cost less accumulated amortization and any write-downs. It represents the asset's unconsumed cost.

Non-financial Assets are assets that do not normally provide resources to discharge liabilities. They are employed to deliver municipal services, may be consumed or used up in the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.

Repairs and Maintenance are ongoing activities to maintain a capital asset in operating condition. They are required to obtain the expected service potential of a capital asset over the estimated useful life. Costs for repairs and maintenance are expensed.

Residual Value is the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, salvage value, refers to the realizable value at the end of an asset's life. If the municipality expects to use a capital asset for its full life, residual value and salvage value are the same.

Service Potential is the output or service capacity of a capital asset.

Straight-Line Method is an amortization method which allocated the cost of a capital asset equally over each year of its estimated useful life.

Threshold is the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.

Work in Progress is the accumulation of capital costs for partially constructed or developed projects.

Works of art and historical treasures are property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.

Write-down is a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. A write-down should be recorded and expensed in the period the decrease can be measured and it expected to be permanent.

Municipal Policy:

Legislation

- a) The Municipalities Act, section 185; Cities Act, section 155(1); and Northern Municipalities Act, section 61(7) requires the municipal financial statement to be prepared in accordance with generally accepted accounting principles for municipal governments recommended by the Canadian Institute of Chartered Accountants.
- b) The policy is effective January 1, 2009.

Capital Asset Categories

Capital assets should be assigned to the categories outline in Schedule A based on their nature, characteristics and useful life.

Excluded Assets

The following assets should not be capitalized and amortized:

- a) land (or other assets) acquired by right, such as Crown, forests, water and mineral resources;
- b) works of art and historical treasures; and
- c) intangible assets such as patents, copyrights and trademarks.

Assets Held for Sale

Assets held for sale which otherwise would have been reported as capital assets may be required to be reported as financial assets.

Costs

- a) The cost of a capital asset includes the purchase price of the asset and other acquisition costs, such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
- b) The cost of a constructed asset includes direct construction or development costs such as materials, including inventories held for consumption or use, and labour and overhead costs directly attributable to the construction or development activity. Capitalization of administrative costs should be limited to salaries, benefits and travel for staff directly involved with project delivery (e.g., project management or construction).
- c) Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price paid in proportion to each asset's relative

- fair value at the time of acquisition.
- d) Interest expense related to financing costs incurred during the time a capital asset is under construction or development can be included in the cost of the capital asset until the asset is put into service.
 - e) If the construction or development of a capital asset is not completed to a usable state, the costs that would otherwise be capitalized should be expensed.

Thresholds

- a) The threshold for each category represents the minimum cost an individual asset must have before it is to be recorded as a capital asset on the statement of financial position.
- b) Capital assets not meeting the threshold are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.
- c) Thresholds should be applied on an individual asset or per item basis.
- d) Schedule B outlines the thresholds for each capital asset category.

Estimated Useful Life

- a) The estimated useful life is the period over which a capital asset is expected to provide services. An asset's useful life can be estimated based on its expected future use, effects of technological obsolescence, expected wear and tear from use or the passage of time, the level of maintenance and experience with similar assets.
- b) All capital asset categories have predetermined estimated useful lives as outlined in Schedule B. The estimated useful lives shown here are intended to apply to assets in new condition.
- c) When used assets are acquired the estimated useful lives should be reduced based on the age and condition of the asset.

Amortization

- a) Amortization is calculated using the straight-line method based on the estimated useful life of each asset. The municipality has the option of using hours of production where that method is more appropriate, for example assets in the Heavy Equipment categories.
- b) Land has an unlimited estimated useful life and should not be amortized.
- c) Amortization should be calculated based on the full cost of the capital asset. Where an asset's expected residual value is expected to be significant in comparison to the asset's costs (20% or more), the amount would be deducted from the cost before calculating amortization.
- d) A full year's amortization should be recorded in the year following acquisition, construction or development and put into use.
- e) For Roads/streets - construction, Roads/streets - repaving, Bridges - construction, Bridges - upgrades, Culverts, Roads/Streets - other, amortization should begin in the year following the year in which the costs were incurred.
- f) No amortization should be recorded in the year an asset is disposed of. This does not apply to deemed disposals.
- g) No amortization should be recorded on work in progress or capital assets which have been removed from service but not yet disposed of.

Disposals

- a) This disposal of a capital asset results in its removal from service as a result of sale, destruction, loss or abandonment.
- b) When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss recorded.
- c) Costs of disposal paid by the municipality should be expensed.
- d) A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

Write-downs

- a) A capital asset should be written down when a reduction in the value of the asset's service potential can be measured and the reduction is expected to be permanent.
- b) Conditions that may indicate that a write-down is required include an expectation of providing services at a lower level than originally planned, a change in use for the asset, technological advances which render the asset obsolete or other factors such as physical damage which reduce the asset's service potential. Documentation for write-down should be retained.
- c) Write-downs of capital assets should be accounted for as an expense in the current period.
- d) Annual amortization of an asset that has been written down should be calculated using the net book value after the write-down and the remaining estimated useful life.
- e) Regardless of any change in circumstances, a write-down should not be reversed.

Betterments

- a) Betterments are enhancements to the service potential of a capital asset, such as:
 - i) an increase in the previously assessed physical output or service capacity;
 - ii) a reduction in associated operating costs;
 - iii) an extension of the estimated useful life; or
 - iv) an improvement in the quality of output
- b) Betterments which meet the threshold of the applicable capital asset category are capitalized. Otherwise, they are expenses.
- c) Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. These costs should be expensed when incurred. They include:
 - i) repairs to restore assets damaged by fire, flood, accidents or similar events, to the condition just prior to the event; and
 - ii) routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.
- d) Where a betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same.
- e) Where a betterment increases the estimated useful life of a capital asset, its useful life should be changed.
- f) Where a betterment involves the replacement of an identifiable component of a capital asset, the original cost of that component and the related accumulated amortization should be removed from the accounting records.

Capital Contributions

When the municipality received funds from a third party, such as the provincial or federal government, to assist with the construction or purchase of a capital asset, the full cost of the asset should be recorded. The funds received should be recognized as revenue.

Donated Assets

If a capital asset is donated to the municipality, the cost is its fair value at the date of contribution. Fair value of a donated capital asset may be estimated using market or appraised value.

Capital Leases

- a) Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. Capital leases are recorded as if the lessee had acquired the asset and assumed a liability.
- b) If one or more of the following criteria exists, the lease should be accounted for as a capital lease:
 - i) There is reasonable assurance that the municipality will obtain ownership at the end of the lease. (Transfer of ownership occurs at the end of the lease or the lease has a bargain purchase option.)
 - ii) The municipality will receive substantially all of the economic benefits of the assets. (These lease term is 75% or more of the economic life of the asset).
 - iii) The lessor is assured of recovering the investment in the asset and earning a return. (The present value of the minimum lease payment is 90% or more of the fair value of the asset.)
- c) Where at least one of the conditions in the preceding paragraph is not present, other factors may indicate that a capital lease exists.
- d) For example, a capital lease may exist if:
 - i) the municipality owns or retains control of the land on which a leased asset is located and the asset cannot be easily moved;
 - ii) the municipality contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or
 - iii) the municipality bears other potential risks, such as obsolescence, environmental liability, uninsured damage or condemnation of the asset and any of these are significant.
- e) Operating leases are leases in which the lessor does not transfer substantially all the benefits and risks of ownership. If the arrangement is an operating lease, lease payment should be expensed and no liability recorded.
- f) If the arrangement is a capital lease, the municipality should apply the thresholds of the appropriate capital asset category.
- g) If the thresholds are not met, an expense and a liability should each be recorded for the present value of the minimum lease payments.
- h) If the thresholds are met, a capital asset and a liability should each be recorded for the present value of the minimum lease payments. The leased asset should be amortized over the lesser of the lease term or estimated useful life for similar capital assets as outlined in Schedule B.
- i) Executory and maintenance costs should be excluded when calculating minimum lease payments. The discount rate should be the lesser of the municipality's

incremental borrowing rate or the interest rate implicit in the lease, if determinable.

Work in Progress

- a) Where the construction or development of a capital asset occurs over several years, capital costs should be accumulated until the asset is ready for use.
- b) Identify these costs as work in progress for any interim and year-end reporting.
- c) The municipality should not record amortization on work in progress.
- d) A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.
- e) Examples of work in progress are the construction of a new road or building or the development of an asset which occurs over several years. Work in progress would also include down payments and deposits which are to be applied to the cost of a capital asset.

Schedule A Capital Asset Categories

The following table lists the capital asset categories and examples of assets and costs included in each category.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Land	<ul style="list-style-type: none"> • land acquired for parks and recreation, conservation purposes, building sites and other programs • land purchased for construction of road surface, drainage areas and allowances or future expansions 	<ul style="list-style-type: none"> • Purchase price • Professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys • Improvement and development costs such as land excavation, filling, grading, drainage, demolition of existing buildings (less salvage)
Land improvements	<ul style="list-style-type: none"> • Fencing and gates, parking lots, paths and trails, landscaping, swimming pools and playgrounds, golf courses 	<ul style="list-style-type: none"> • Original purchase price or completed project costs including costs of material and labour or costs of a contractor
Buildings - high quality construction	<ul style="list-style-type: none"> • buildings with fireproofed structural steel frames with reinforced concrete or masonry floors and roofs 	<ul style="list-style-type: none"> • original purchase price or completed project costs including basic costs of material and labour or costs of a contractor • costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose
Buildings - medium quality construction	<ul style="list-style-type: none"> • buildings with reinforced concrete frames and concrete 	<ul style="list-style-type: none"> • preparation of plans blueprints, and specifications

<p>Buildings - average quality construction</p> <p>Buildings - short term</p>	<p>or masonry floors and roofs</p> <ul style="list-style-type: none"> • buildings with masonry or concrete exterior walls, and wood or steel roof and floor structures, except for concrete slabs on grade • operational storage facilities, sheds, small buildings, salt sheds, asphalt tanks, inventory storage buildings and pump houses 	<ul style="list-style-type: none"> • costs of building permits, studies, tests (pre-acquisition costs) • professional fees for title searches, architect, legal, engineering, appraisals, environmental surveys • operating costs such as temporary buildings used during construction
<p>Building Improvements</p>	<ul style="list-style-type: none"> • major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems 	<ul style="list-style-type: none"> • complete project costs including basic costs of material and labour or costs of a contractor • preparation of plans, blueprints, and specifications • cost of building permits, studies, tests • professional fees for architect, legal, engineering, appraisals, environmental surveys • operating costs such as temporary buildings used during construction
<p>Building Improvements</p>	<ul style="list-style-type: none"> • major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems 	<ul style="list-style-type: none"> • complete project costs including basic costs of material and labour or costs of a contractor • preparation of plans, blueprints, and specifications • cost of building permits, studies, tests • professional fees for architect, legal, engineering, appraisals, environmental surveys • operating costs such as temporary buildings used during construction
<p>Leasehold & occupancy improvements</p>	<ul style="list-style-type: none"> • improvements that increase the functionality of leased or similar accommodations (refer to the assets listed under the "building improvements" category) 	<ul style="list-style-type: none"> • costs similar to those listed under the "building improvements" category

Operating equipment	<ul style="list-style-type: none"> equipment specific to maintenance, shop and sanitation, safety, appliances, education and communication such as forklifts, welding machines, utility trailers, security systems, snow plows, radios, freezers, refrigerators, washers, meters, defibrators 	<ul style="list-style-type: none"> original contract price or invoice price freight charges sales taxes on acquisition installation charges charges for testing and preparation costs of reconditioning used items when purchased parts and labour associated with the construction of equipment
Heavy Equipment	<ul style="list-style-type: none"> power and construction equipment such as graders, tractors, cranes, drill rigs, caterpillars, and trucks one tonne and over 	<ul style="list-style-type: none"> original contract price or invoice price freight charges sales taxes on acquisition installation charges charges for testing and preparation costs of reconditioning used items which purchased parts and labour associated with the construction of equipment
Vehicles	<ul style="list-style-type: none"> used primarily for transportation purposes such as automobiles, trucks under one tonne, vans, boats, all terrain vehicles, snowmobiles, motorcycles, and ambulances 	<ul style="list-style-type: none"> original contract price or invoice price freight charges sales taxes on acquisition costs of reconditioning used items when purchased
Computer Software	<ul style="list-style-type: none"> off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges 	<ul style="list-style-type: none"> purchase price of off the shelf software and related upgrades sales taxes on acquisition installation charges
Computer Hardware	<ul style="list-style-type: none"> servers, voice logging equipment, scanners, printers, hard drives, modems, tape drives, and plotters 	<ul style="list-style-type: none"> purchase price installation charges freight and transit charges sales taxes on acquisition
System Development	<ul style="list-style-type: none"> consultant fees, web site development and custom develop software 	<ul style="list-style-type: none"> external direct costs of materials and services such as consultant fees web site development costs costs to acquire software and any custom development

		<ul style="list-style-type: none"> • salary and related benefits of employees directly associated with the application development stage • costs of upgrades that improve the functionality of the system
Office Furniture & Equipment	<ul style="list-style-type: none"> • desks, tables, chairs, filing cabinets, fax machines, photocopiers, videoconferencing stations, projectors, and digital cameras 	<ul style="list-style-type: none"> • original contract price or invoice price • freight and installation charges • sales taxes on acquisition • costs of reconditioning used items when purchased • parts and labour associated with the construction of furniture
Roads/Streets Construction	<ul style="list-style-type: none"> • municipal roads 	<ul style="list-style-type: none"> • direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs • construction and material costs related to overhead structures and signage • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Roads/Streets Repaving	<ul style="list-style-type: none"> • major resurfacing and preservation overlays on municipal roads 	<ul style="list-style-type: none"> • direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Bridges - construction	<ul style="list-style-type: none"> • bridges 	<ul style="list-style-type: none"> • direct costs of construction including tender construction costs, labour, materials survey costs, and project specific design costs • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Bridges - upgrades	<ul style="list-style-type: none"> • upgrades to bridges 	<ul style="list-style-type: none"> • direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control

Culverts	<ul style="list-style-type: none"> • Culverts 	<ul style="list-style-type: none"> • Direct costs of construction including tender construction costs, labour, materials, survey costs, and project specific design costs • Salary and travel costs for employees assigned to the project for direct management, inspection and quality control
Roads/Streets - other	<ul style="list-style-type: none"> • light systems (traffic, outdoor, street) signals for railways, new signage initiative, rumble strips and aggregate pit acquisition costs 	<ul style="list-style-type: none"> • original purchase price • installation charges • charges for testing and preparation • parts and labour associated with construction and installation
Water infrastructure	<ul style="list-style-type: none"> • dams, drainage facilities, docks, sewer systems, sewage lagoons, marinas, reservoirs, pumping facilities, tanks and associated infrastructure 	<ul style="list-style-type: none"> • original purchase price • direct costs of construction including labour and materials • salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection and quality control
Other infrastructure	<ul style="list-style-type: none"> • landfills, tanker bases, helipad, dump stations 	<ul style="list-style-type: none"> • costs that support infrastructure but are not included in any other category
	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Schedule B

Capital Asset Thresholds, Estimated Useful Lives and Amortization

The table below outlines the threshold and estimated useful life application to each capital asset category. A threshold of ALL means that all capital asset purchases, regardless of cost, are recorded.

Capital Asset Class and Category	Threshold	Estimated Useful Life	Amortization
Land and land improvements			
Land	All	Indefinite	N/A
Land improvements	\$5,000	15 years	Straight-Line
Buildings and building improvements			
Buildings	\$5,000	45 years	Straight-Line
Building improvements	\$3,000	45 years	Straight-Line
Reservoir	\$10,000	45 years	Straight-Line
Engineered Structures	\$10,000	40 years	Straight-Line
Machinery and equipment			
Heavy equipment	\$5,000	20 years/hours of production	Straight-Line/usage based on hours of production
Pumps - water system	\$5,000	25 years	Straight-Line
Pumps - chemical	\$3,000	5 years	Straight-Line
Operating equipment	\$3,000	10 years	Straight-Line
Transportation equipment			
Vehicles	\$5,000	10 years	Straight-Line
Vehicles - Used	\$5,000	5 years	Straight-Line
System Development - Packaged System	\$10,000	10 years	Straight-Line
Computer hardware *co-owned	\$1,000	5 years	Straight-Line
Computer software *co-owned	\$1,000	5 years	Straight-Line
Office furniture and equipment	\$1,000	10 years	Straight-Line
Infrastructure			
Road/Street - construction	ALL	40 years	Straight-Line
Road/Street - repaving	ALL	15 years	Straight-Line
Bridges	ALL	40 years	Straight-Line
Bridges - upgrades	ALL	15 years	Straight-Line
Culverts	ALL	35 years	Straight-Line
Road/Street - other	ALL	15 years	Straight-Line
Water infrastructure	ALL	75 years	Straight-Line
Infrastructure - other	ALL	15 years	Straight-Line

PURCHASING POLICY

The purpose of this policy is to establish general guidelines for the Resort Village of Shields for the purchase of goods, services and work.

Definitions

Contract - A written document containing all terms and conditions, signed by both parties for goods and services to be delivered. Example of contracts can include leases, service contracts, and public private partnerships.

Consultant - includes individuals and firms who provide professional services, reports, opinions and recommendations in areas that Shields has limited or no existing resources. For the purpose of this policy, consultant will not include those who perform day to day functions as an extension of in-house resources or those who are retained for on-going municipal operations.

Request for Proposals - A request to vendors to submit a proposal without Shields setting rigid specifications. Requests for Proposals are intended to allow new or innovative solutions to meet needs of Shields.

Multiple Party Acquisition - Where multiple outside organizations participate in procuring goods or services together. As a member of Saskatchewan Urban Municipalities Association (SUMA), Shields participates in the SUMAdvantage program which leverages collective purchasing power of member municipalities to obtain savings. Details of purchase areas within the program are provided on SUMA website. Shields has an agreement for shared resources and joint acquisition with the Resort Village of Thode.

Public Tender –A process of soliciting prices from selected vendors for required goods or services via telephone, email, fax or other acceptable methods.

Sole Source Purchase – An agreement for goods, services or work without first advertising or obtaining multiple quotations.

ACQUISITION OF PRODUCTS AND SERVICES

- a) When Shields decides to purchase goods or services, it shall be done through a competitive acquisition process. The monetary amounts for the acquisition process is as follows:
 - i) All purchases shall have a minimum of two verbal/facsimile/online/in-person/e-mail or similar quotes from vendors that provide the necessary services and products;
 - ii) All purchasing process shall comply with the requirements of the New West Trade Partnership Agreement (NWTPA). Public tendering, request for proposals or requests for quotes must be used for all purchases of products and services exceeding \$75,000 or construction in excess of \$200,000. The call for tenders must be placed on www.sasktenders.ca
- b) Sole source contracts can be awarded/used under the following circumstances:

- i) Where there is no response to a competitive process;
 - ii) To ensure compatibility with existing products and services, to recognize exclusive rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
 - iii) To purchase an item for testing or trial use;
 - iv) Where goods or services are in short supply due to market conditions, including geographical limitations and lack of competition;
 - v) To exercise a purchase order rental contract;
 - vi) Where an emergency situation arises that could affect the health and safety of any person, or threaten public or private property, or the environment, or adversely affect Shields operations;
 - vii) Where goods and service relating to matters of a confidential or privileged nature are required and disclosure of these matters could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to public interest;
 - viii) Any other situation where, with Council approval, it is deemed to be in the best interests of Shields to do so.
- c) Shields shall make reasonable efforts to solicit quotes, tender submissions and requests for proposals from local suppliers when qualified local suppliers exist.
 - d) The minimum advertising period for all tenders and request proposals subject to 1 b above shall be 10 business days unless stated differently in provincial legislation.
 - e) Multiple Party Acquisition of goods and services is permitted under this policy providing the lead party to the procurement process follows a process in a manner similar to the requirements of 1 above.

ACQUISITION AUTHORIZATION LEVELS

- a) The provision for all purchases of goods, services or works must be provided for in current operating or capital budget.
- b) Administrator shall ensure all purchase requests are formally documented.
- c) Council signs all contracts.
- d) Operations Manager is authorized to make purchases on Shields assigned credit card up to a value of \$1,000.

SPECIFICATIONS

- a) Council, or their designate, shall be responsible for preparing tender specifications, and any changes thereto.
- b) Council, or their designate, shall ensure that tender specification, or changes thereto, are as broad as practicable to assure competitive bids and should provide for equivalents and/or approved alternates in an effort to increase competition.
- c) Where applicable, tender specifications, or changes thereto, should take into account ongoing operating costs associated with the product or service including the potential costs related to downtime associated with the maintenance or repair services.
- d) All criteria that will be considered and analyzed in the award of a tender shall be clearly set out in the tender document.

TENDER/BID/PROPOSAL ACCEPTANCE CRITERIA

- a) In all cases, Shields reserves the right to refuse any or all tenders, bids or proposals
- b) Where Shields decides to accept a tender or bid, it shall accept the lowest qualified tender or bid meeting its specifications, unless the tender documents set out additional and/or other acceptance criteria.
- c) A qualified tender means that in the opinion of Shields, the tenderer or bidder has the expertise and ability, physically and financially, to supply or perform the goods, services or works tendered or bid, and whose past performance or references are satisfactory to Shields.
- d) In the case of requests for proposals, Shields shall accept the proposal which, in the opinion of Shields, best meets, the requirements of Shields, unless the proposal documents set out additional and/or other acceptance criteria.
- e) Tendering and procurement is a matter of contract law. Council or Administrator could discuss specific questions regarding a tender or procurement with engineer and/or lawyer.

WITHDRAWING OR AMENDING BIDS

Any tender or bid may be withdrawn or amended by the bidder prior to the close of tenders or bids.

CONFLICT OF INTEREST

No Shields member of Council or employee shall place himself/herself or another in a position of advantage or conflict of interest when acquiring goods and services on behalf of Shields. Potential conflicts should be referred to Administrator and/or Council in advance for clarification.

CONTRACT LENGTH

- a) Subject to the provisions of item 1 under Acquisition of Products and Services, Council may structure a bid/tender/requests in a manner such that the successful vendor will supply the desired products(s) / service(s) for a term of up to one-year.
- b) It is not uncommon for products and services like software to have an initial up-front cost with ongoing maintenance or service costs. Product and service contracts, with an initial cost of \$2,500 or more, and ongoing maintenance or service agreements, must be approved by Council.

EXCEPTIONS

- a) This policy does not apply to the purchase of the following goods or services:
 - i) Utility contracts where no competition exists (i.e. power, water, etc.);
 - ii) Land sales and land purchase contracts;
 - iii) Contracts or agreements relating to employee compensation, reimbursements, training, education, etc.;
 - iv) Any other items or services, which due to their nature do not lend themselves to quotation, public tender, or Request for Proposal processes;

- v) Ongoing subscriptions, maintenance, operating and service contracts after the initial contract has been approved subject to sections Acquisition of Products and Services and Acquisition Authorization Levels;
- vi) Exceptions to procurement under NWTPA.

DISCLOSURE OF INFORMATION

- a) Shields will not disclose the names or total number of bidders prior to the closing of tender bids, except where it is deemed to be in the best interest of Shields to do so.
- b) Shields will make total contract value of the successful bidder publicly available.
- c) Requests for Proposals will not be opened publicly. Requests for proposals will be opened in a process where each submission is witnessed and dated. The evaluation results utilized to determine the award of the contract will be publicly available.
- d) Quotations received shall be documented in a manner that they can be made publicly available if requested.

900-50 MILL RATE AND TAX TOOLS

The Council sets a uniform mill rate based on the revenue required to meet the needs of the annual budgeted expenditures. The tax revenue is calculated by multiplying the municipality’s taxable assessment by the uniform mill rate.

We also use the base tax tool on property within all property classes. (Bylaw 2/15)

900-60 GRANTS IN LIEU OF TAXES

The Resort Village of Shields does not receive any grant in lieu.

900-70 RESERVES

The municipality operates with several reserves which permit it to maintain its infrastructure, capital needs and to keep the mill rates from taking significant increases in any given year. The reserves consist of the following accounts:

- a) Fire Hall Reserve
- b) Road Construction Reserve
- c) Parks & Rec Reserve
- d) Playground Reserve
- e) Tree Project Reserve
- f) Hall Reserve
- g) Golf Reserve
- h) Water System Reserve
- i) Sport Court Reserve
- j) Funded Amortization Water Reserve
- k) Funded Amortization Transportation Reserve
- l) Funded Amortization General Government Reserve
- m) Funded Amortization Recreation Reserve

