

**RURAL MUNICIPALITY OF RIDING MOUNTAIN
WEST COUNCIL MEETING AGENDA
November 13, 2019 at 8:15 AM
Inglis Municipal Office Council Chambers**

Call to Order

Agenda

MINUTES

Approval of Minutes of October 15th, 2019 Special Meeting

FINANCIAL REPORTS

Accounts Payable
Payroll/Indemnities

APPOINTMENTS and DELEGATIONS

8:30 am Public Works Report
8:45 am IT Report
9:00 am Daryle Laycock – Application for an Approach/Culvert
9:30 am Tracy Grexton-Van Wynsberghe, C.E.T., BAIS – Mines Inspector, Regulatory Services
Branch – Discuss Permitting and Inspection Requirements
10:00 am Monique Henzel – Transparency, Professionalism and Ratepayer Concerns

PUBLIC HEARINGS

No Public Hearings Scheduled

TABLED REPORTS

1. The R.M. of Riding Mountain West Human Resources Policies and Procedures
2. Inglis Municipal Office – Hours of Operation

COMMITTEE REPORTS

1. Waste Disposal and Recycling Committee Report
2. Roads & Transportation Committee Report
3. LUD of Angusville
4. LUD of Inglis
5. S.A.V.E.D. Committee Report
6. Tri-Roads Committee Report

ADMINISTRATION REPORTS

1. Tax Sale for the 2017 Tax Sale Year
2. Hire Cheryl Pushka for 2019 Tax Season
3. Request for Funding – 2019 Russell & Arear Christmas Family Dance
4. Request for Funding – Russell & District Veterinary Board
5. Application for Approach Without Culvert – NW ¼ 29-22-29 WPM
6. Application to Widen Approach – SE ¼ 4-22-28 WPM (Rd 126)
7. Application to Widen Approach – SE ¼ 4-22-28 WPM (Rd 166)
8. Manitoba Infrastructure – Snow Removal Agreement
9. 2020 Regular Council Meeting Dates
10. List of Items for Potential Sale

DISCUSSIONS

1. Municipal Christmas Party
2. Lagoon Dumping and Tracking System
3. Bulk Water: Coins vs Card Reader
4. Water Meters
5. Holding Public Discussions
6. Petlura Hall Hydro
7. Russell & Area Food Connections Inc.
8. Russell Redi Mix – Aggregate Hauled from Shellmouth Pit

COMMUNICATIONS

1. Email to Council – Lindsay Langan – *Action Required*
2. Strategic Planning Session for Assiniboine Valley Regional CDC
3. E911/Police Emergency Communications
4. Shellmouth Reservoir Report
5. Prairie Mountain Health – Health Plus
6. Letter to William Mansell
7. Letter to D & C Farms Ltd.
8. Letter to Richard & Beverly Atamanchuk

- In-Camera**
- Employee Matters
 - Legal Matters

MOTIONS

1. Motions from In-Camera Session
2. Set Date for Municipal Relations Meeting with Council
3. Assiniboine Valley Recreation Appointment
4. Contract JH Excavating to Compact the Inglis Waste Collection Site
5. Manitoba Sustainable Development Drainage & Water Rights Licensing Online Payments
6. Alternative Access to the Inglis Waste Collection Site
7. Minutes of Settlement – Allan Cottingham
8. Application to Install an Approach – Daryle Laycock

ADJOURN

AT INGLIS, MANITOBA, TUESDAY OCTOBER 15, 2019

AT A SPECIAL MEETING OF COUNCIL OF THE R.M. OF RIDING MOUNTAIN WEST

AT 8:15 AM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Municipal Office once approved.

Present: Reeve Grant Boryskavich, in the Chair
Councillor Ian Chipelski
Councillor Barry Wowk
Councillor Judy Usunier
Councillor Darlene Jackson
Councillor Brett Bauereiss
Councillor Albert Holopina
Councillor Kathy Bennett

Also in Attendance: Interim Chief Administrative Officer, Estha Baseley

Absent: Councillor Rod Sudbury

AGENDA

19-487 Confirmation of Agenda

Councillor Brett Bauereiss, moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to adopt the agenda as presented;

AND THAT items to be discussed be at the call of the Chair.

CARRIED

MINUTES

19-488 Approval of Minutes of the September 30th, 2019 Special Council Meeting

Councillor Albert Holopina moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the minutes of the September 30th, 2019 Special meeting.

CARRIED UNANIMOUSLY

FINANCIAL REPORTS

19-489 Approval of Accounts Payable

Councillor Darlene Jackson moved, seconded by Councillor Kathy Bennett, RESOLVD THAT the Council of the R.M. of Riding Mountain West approve the accounts payable from cheque No. 4799 to 4840 inclusive in the amount of \$146,898.35.

CARRIED

19-490 Approval of Payroll/Indemnities

Councillor Albert Holopina moved, seconded by Councillor Darlene Jackson, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the on-line payments of payroll/indemnities in the amount of \$39,202.92.

CARRIED UNANIMOUSLY

19-491 Approval of Financial Statements as of September 30th, 2019

Councillor Kathy Bennett moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to approve the Financial Statement as of September 30th, 2019.

CARRIED

APPOINTMENTS

Pursuant to due notice, Larry Palmeruk, Senior Equipment Operator and Colin Plante, Municipal Clerk, was present and answered a number of questions from Council.

19-492 Public Works Report

Councillor Barry Wowk moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West receive and file the Public Works Report.

CARRIED UNANIMOUSLY

Pursuant to due notice, Colin Plante, Municipal Clerk, was present and answered a number of questions from Council.

19-493 IT Report

Councillor Albert Holopina moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West receive and file the IT Report.

CARRIED UNANIMOUSLY

PUBLIC HEARING

19-494 Public Hearing

Councillor Albert Holopina moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to recess the special Council meeting to open the public hearing at 9:21 am.

CARRIED UNANIMOUSLY

19-495 Public Hearing

Councillor Brett Bauereiss moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to adjourn the public hearing at 9:25 am and reconvene the Special Council meeting at 9:26 am.

CARRIED UNANIMOUSLY

19-496 Variation Order Application: Lot 18/19 Block 3 Plan 441 NLTO (130 Wright Avenue W.)

Councillor Darlene Jackson moved, seconded by Councillor Kathy Bennett, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the Variation Order application submitted by Lorraine Stirrett to vary the minimum front yard setback from 25 feet to 16 feet 4 inches to construct an 8 x 8 porch.

CARRIED

TABLED REPORTS

19-497 Money Handling Policy No. F/A-002

Councillor Judy Usunier moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the following amendments detailed below to the Money Handling Policy effective immediately:

1. to remove line in Section 4 "Dual control of money held in safes and vaults must be maintained."
2. to remove line Section 7 Subsection c) "Other – Pennies will be accepted as legal tender."

CARRIED

PUBLIC HEARING

19-498 Public Hearing

Councillor Barry Wowk moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to recess the Special Council meeting to open the public hearing at 10:10 am.

CARRIED UNANIMOUSLY

Pursuant to due notice, there was a delegation present for the Public Hearing. Clayton Stumph addressed Council and answered a number of questions.

19-499 Public Hearing

Councillor Albert Holopina moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to adjourn the public hearing at 10:13 am and reconvene the Special Council meeting at 10:14 am.

CARRIED

19-500 Variation Order Application: Lot 11 Block 1 Plan 47278 NLTO (439 Country Club Drive)

Councillor Albert Holopina moved, seconded by Councillor Darlene Jackson, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the Variation Order application submitted by Clayton Stumph to vary the minimum front yard setback from 25 feet to 2 feet to construct a 12 x 20 storage shed and 12 x 20 concrete pad directly in front of the storage shed.

CARRIED UNANIMOUSLY

SUBDIVISION

19-501 Proposal to Subdivide: Part of SE ¼ 25-20-26 WPM

Councillor Albert Holopina moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby approves the proposal to subdivide PT SE ¼ SEC 25-20-26 WPM, file No. 4181-19-7535, Applicant File No. 18278.

CARRIED UNANIMOUSLY

PUBLIC HEARING

19-502 Public Hearing

Councillor Ian Chipelski moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to recess the Special Council meeting to open the public hearing at 10:31 am.

CARRIED UNANIMOUSLY

19-503 Public Hearing

Councillor Albert Holopina moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to adjourn the public hearing at 10:32 am and reconvene the Special Council meeting at 10:33 am.

CARRIED UNANIMOUSLY

19-504 Variation Order Application: Part of SW ¼ 15-21-27 WPM

Councillor Judy Usunier moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the Variation Order application submitted by Sarah C. Kohler to vary the maximum 10 acres to 15.6 acres regarding subdividing the yard site from the remaining farmland, subdivision file No. 4181-19-7522, PT SW ¼ 15-21-27 WPM.

CARRIED

ADMINISTRATION REPORTS

19-505 Supplementary Board of Revision

Councillor Kathy Bennett moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West set the date of the 2019 Supplementary Board of Revision for December 2nd, 2019 at 2:00 pm.

CARRIED UNANIMOUSLY

Councillor Barry Wowk moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the following costs be added to the tax accounts for the following roll numbers for the reasons described below:

<u>Roll Number</u>	<u>Reason</u>	<u>Amount</u>
004400.000	Residence Burnt in 2018	\$14.01
007100.000	New House	\$1778.22
007100.000	New Bins and Shop	\$1385.64
013300.000	Split 141.37 acres to New Roll	\$9.92
013350.000	Split 141.37 acres from Roll 13300	\$225.64
031850.000	New House	\$1489.05
047400.000	Cottage Not Previously Assessed	\$788.74
050612.000	New Garage	\$186.74
064725.000	New Shop	\$795.24
070650.000	Split 41.04 acres from Roll 70600	\$311.10
070700.000	Split 106.48 acres to New Roll	\$51.72
070750.000	Split 106.48 acres from Roll 70700	\$680.21
073950.000	Split 77.01 acres from Roll 73900	\$229.28
080350.000	New Cabin	\$404.04
094120.000	New Cabin & Garage	\$2807.21
094657.000	New Garage	\$278.09
105955.000	New House	\$1069.24
106359.000	Plan 64838 Registered	\$13.74
106360.000	Plan 64838 Registered	\$289.44
106361.000	Plan 64838 Registered	\$393.72
106362.000	Plan 64838 Registered	\$432.30
106363.000	Plan 64838 Registered	\$383.46
106364.000	Plan 64838 Registered	\$117.30
106365.000	Plan 64838 Registered	\$380.76
106366.000	Plan 64838 Registered	\$373.86
106367.000	Plan 64838 Registered	\$364.20
106368.000	Plan 64838 Registered	\$361.44
106369.000	Plan 64838 Registered	\$361.44
106370.000	Plan 64838 Registered	\$477.12
106371.000	Plan 64838 Registered	\$400.02
106372.000	Plan 64838 Registered	\$14.52
128700.000	New Shop	\$621.04
218500.000	Split 148.88 acres to New Roll	\$18.66
218550.000	Split 148.88 acres from Roll 218500	\$473.76
338400.000	New Shop	\$658.05
341550.000	New House	\$1717.34
346500.000	New House	\$852.94
346500.000	New Farm Shed	\$264.95
351700.000	New House	\$1236.30
355600.000	Garage Addition	\$216.48
355600.000	Garage Addition	\$383.82
358400.000	New House/Shop	\$2162.88

CARRIED UNANIMOUSLY

Councillor Kathy Bennett moved, seconded by Councillor Barry Wowk, RESOLVED THAT the R.M. of Riding Mountain West approve the following costs be cancelled from the tax accounts for the following roll numbers for the reasons described below:

<u>Roll Number</u>	<u>Reason</u>	<u>Amount</u>
004400.000	Residence Burnt Down in 2018	\$275.40
013300.000	Split 141.37 acres to New Roll	\$217.48
070600.000	Split 41.04 acres to New Roll	\$316.16
070700.000	Split 106.48 acres to New Roll	\$686.83
073900.000	80 acres for Lot 1 Plan 63793	\$228.52
094643.000	Cabin Removed	\$692.63
106401.000	Plan 64838 Registered	\$82.62
109000.000	Garage Burnt	\$201.00
142600.000	2018 Reduction Bins Removed	\$40.20
142600.000	2019 Reduction Bins Removed	\$100.63
194900.000	House No Value for a Few Years	\$532.93
218500.000	Split 148.88 acres to New Roll	\$494.70
351700.000	Garage Removed	\$57.99
351800.000	Old House Demolished	\$57.99

CARRIED UNANIMOUSLY

Councillor Darlene Jackson moved, seconded by Councillor Judy Usunier, RESOLVED THAT the R.M. of Riding Mountain West hereby agrees to re-schedule the November 6th, 2019 to November 13th, 2019.

CARRIED UNANIMOUSLY

Councillor Albert Holopina moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to cancel the November 27th, 2019 regular Council meeting due to the 2019 AMM Convention and re-schedule the regular Council meeting to December 4th, 2019.

CARRIED UNANIMOUSLY

Councillor Judy Usunier moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to purchase 2 cell phone boosters for the Inglis Municipal office and Inglis West shop for a total price of \$1,500.00, plus applicable taxes for consideration for the 2020 Financial Plan.

CARRIED UNANIMOUSLY

19-511 Angusville Office - Safety Concerns

Councillor Barry Wowk moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to install a counter door to be installed in the Angusville office.

CARRIED UNANIMOUSLY

19-512 Meeting with Municipal Relations

Councillor Judy Usunier moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West contact Municipal Relations to come have a meeting at the Inglis Municipal office.

CARRIED UNANIMOUSLY

19-513 Communications

Councillor Darlene Jackson moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West receive and file the following communications:

1. Integration of the Snopass
2. Shellmouth Reservoir
3. RCMP Safer Communities & Neighborhoods Meeting (SCAN)
4. Asessippi Ski Area & Resort – Request for Signage
5. Manitoba Ombudsman Practice Note
6. Letter Re: Rick Keay
7. Prairie Mountain Health – Health Plus October 2019
8. AMM Midwestern Directors' Update – October 2019
9. Manitoba Municipal Relations – Deputy Minister's Office
10. Manitoba 150

CARRIED UNANIMOUSLY

19-514 In-Camera

Councillor Barry Wowk moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to go into an In-Camera session at 10:50 am.

CARRIED

19-515 Re-Open Council Meeting

Councillor Albert Holopina moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to re-open the Special Council meeting at 12:18 pm.

CARRIED UNANIMOUSLY

19-516 10% Pay for Acting Positions

Councillor Judy Usunier moved, seconded by Councillor Barry Wowk, RESOLVED THAT the R.M. of Riding Mountain West approve a 10% wage increase to staff members acting in higher level positions.

CARRIED UNANIMOUSLY

19-517 Interim CAO Wage Increase

Councillor Barry Wowk moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the wage increase for the Interim CAO position.

CARRIED UNANIMOUSLY

19-518 Tire Purchase – Unit 201

Councillor Barry Wowk moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to the purchase of 4 tires for the Inglis truck for a total purchase of no more than \$1,300.00 plus applicable taxes.

CARRIED UNANIMOUSLY

TABLED REPORTS

The following Administrative Reports were Tabled as noted:

1. The R.M. of Riding Mountain West Human Resource Policies and Procedures – Tabled until the next Council meeting;
2. Inglis Municipal Office – Hours of Operation – Tabled until the next Council meeting;

ADJOURN

19-519 Adjourn

Councillor Kathy Bennett moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby adjourn the Special meeting of October 15th, 2019 at 12:23 pm;

AND THAT the next regular Council meeting be held on November 13th, 2019 at 8:15 am.

CARRIED

Reeve

Chief Administrative Officer

Report Date
2019-11-07 12:53 PM

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP- General					
Computer Cheques:					
4841	2019-10-16	CJG Excavating			
		Res#19-373: 268	Intersection Repairs	10,867.50	
		Res#19-373: 270	Ditch Slope	630.00	
		Res#19-373: 279	Pit Run	3,591.00	
		Res#19-373: 266	Remove Aeration system/SB	934.50	
		Res#19-373: 267	Change Shack/Silver Beach	1,470.00	17,493.00
4842	2019-11-06	Airmaster Sales			
		50333	Maximum Speed Sign	102.59	
		50879	Green Road Signs	95.59	198.18
4843	2019-11-06	ALS LABORATORY GROUP			
		W709875	Inglis Water Testing	71.40	
		W709836	ANG Water Testing	35.70	
		W711012	ING Lagoon Samples	230.98	
		W711741	ING Water Testing	71.40	
		W711770	ANG Water Testing	35.70	
		W711911	ANG Boil Advisory Testing	53.55	
		W712212	ANG Boil Water Testing	53.55	552.28
4844	2019-11-06	The Russell Banner			
		38276	Ad: Auditor's Report	51.24	
		38277	Ad: Board of Revision	99.92	
		38374	PN: Revised Water Rates	205.60	
		38411	HW: Municipal Clerk	98.66	
		38425	HW: CAO	119.13	574.55
4845	2019-11-06	Nickolas Barnesky			
		005Ward2	14 Beaver	420.00	420.00
4846	2019-11-06	Brendonn Holdings Ltd.			
		001Sept2019	Fuel: September	11,839.64	
		002Sept2019	Oil: September	3,875.20	
		003Sept2019	Conditioner/TransOil/Def Fluid	1,000.85	16,715.69
4847	2019-11-06	Capital "i" Industries Inc.			
		12280	Motor/Drum/Chain- Mulcher	438.81	438.81
4848	2019-11-06	CDW Canada			
		VG8357	Rack for Server	514.29	
		VHF6955	Printer for ANG Shop	461.33	975.62
4849	2019-11-06	Collabria			
		001Sept2019	Landfill Course/GoogleCalendar	1,864.98	1,864.98
4850	2019-11-06	EnviroWay Clean Your World			
		40582	Fire Hydrant Antifreeze	425.87	425.87
4851	2019-11-06	Verizon Connect Fleet USA LLC			
		3734600	Vehicle Tracking - October	631.12	631.12
4852	2019-11-06	Marlene Hunt			
		839966	Office Cleaning - October	500.00	500.00
4853	2019-11-06	MANITOBA HYDRO			

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		001Oct2019	Hydro - October	2,921.26	2,921.26
4854	2019-11-06	KLIMACK, DUANE			
		001Oct2019	Unplugging culverts: Silverton	342.00	342.00
4855	2019-11-06	Steven Klimack			
		001Oct2019	Silverton Cemetery Mowing	672.00	672.00
4856	2019-11-06	Marzoff, Clayton			
		006Ward7	20 Beaver	600.00	600.00
4857	2019-11-06	May, Kurtis			
		001Oct2019	LUD ING: Grass cutting	138.00	138.00
4858	2019-11-06	Mun. Employees Benefits Prog.			
		001Sept2019	September Monthly Remittance	6,548.15	
		001Oct2019	October Monthly Remittance	5,693.15	12,241.30
4859	2019-11-06	Minister of Finance			
		2019MC-074	2019 Municipal Contribution	351.17	351.17
4860	2019-11-06	MLT Aikins LLP			
		6037192	Termination of Emp: J Barnesky	118.65	
		6037196	General Labour Matters	471.00	
		6056512	General Labour Matters	260.03	
		6056516	Termination of Employ: A Cotti	3,388.26	
		6063299	Westman Property Development	1,774.33	6,012.27
4861	2019-11-06	Mountain View School Division			
		Oct2019	2019: End of October	726,828.60	726,828.60
4862	2019-11-06	Bell MTS			
		001Oct2019	MTS - October Billings	1,175.93	1,175.93
4863	2019-11-06	AMM Trading Company. Ltd.			
		127623	Unit#104: 2 Front Grader Tires	797.86	797.86
4864	2019-11-06	Xplornet Communications Inc			
		901661	ING Internet: August	502.88	
		901675	ANG Internet - August	502.88	1,005.76
4865	2019-11-06	Park West School Division			
		Oct2019	2019: End of October	1,127,204.65	1,127,204.65
4866	2019-11-06	PISTON RING - ROBLIN			
		294946	Windshield washer fluid	84.41	
		294947	Trouble light	27.65	112.06
4867	2019-11-06	Prairie Lake Lodge			
		006Sept2019	September 2019 Donations	800.00	800.00
4868	2019-11-06	Public Schools Finance Board			
		Oct2019	2019: End of October	50,127.54	50,127.54
4869	2019-11-06	Purolator Courier Ltd.			
		442810179	Shipped from Toromont	88.02	
		442810179	Shipped from Capital I	51.24	139.26
4870	2019-11-06	RB'S REPAIR SERVICE			
		5390	Unit#203: Oil Change	263.56	
		5432	Unit# 201: Tires & Oil Change	1,355.31	1,618.87

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4871	2019-11-06	FUSION CREDIT UNION 001Oct2019	October Remittance	33,818.47	33,818.47
4872	2019-11-06	RELIANT ACTION LTD. 20353	2 SCBA, Fire Hose, Rescue Cutter	21,983.45	21,983.45
4873	2019-11-06	Roblin Review 71248 71274	EMP OP: Municipal Clerk EMP OP: CAO	74.26 90.64	164.90
4874	2019-11-06	ROBLIN FARM SERVICES LTD. 309461	Plastic Cover for Stockpiles	246.75	246.75
4875	2019-11-06	ROCKY MOUNTAIN EQUIPMENT P5599 P55600 P55598 P55638	ANG Shop: supplies ING Shop: supplies ING Office: Paper Towel Unit# 106: Link for Mulcher	23.68 60.36 91.80 46.81	222.65
4876	2019-11-06	Russell Redi-Mix Concrete 336030	572 yards of Traffic Gravel	5,345.34	5,345.34
4877	2019-11-06	S.A.V.E.D. 001Oct2019	2019 Levy: change of fee	500.00	500.00
4878	2019-11-06	T & C Trenching & Excavating 459810	Flush Sewer line on Blighty St	472.50	472.50
4879	2019-11-06	TAXERVICE 2356623	Process Service: G McKenzie	1,414.35	1,414.35
4880	2019-11-06	TTT Acres Ltd 001Oct2019	6 loads of Clay	180.00	180.00
4881	2019-11-06	Way to Go Consulting Inc. D47/19	Public Hearing: Water Rate	819.34	819.34
4882	2019-11-06	Innovair Industrial Limited 268627	Tank Rental: October	19.86	19.86
4883	2019-11-06	Ziprick, Nathan 003Ward5 004Ward5	18 Beaver 11 Beaver	540.00 330.00	870.00
4884	2019-11-06	Chornopyski Law Res#19-421	Allan Cottingham Legal Fees	5,000.00	5,000.00
4885	2019-11-06	Allan Cottingham Res#19-421	A. Cottingham General Damages	5,000.00	5,000.00
4886	2019-11-06	Allan Cottingham Res19-421	A. Cottingham Settlement	19,600.00	19,600.00
4887	2019-11-06	Association Of Manitoba AMM2019Registra AMM2019Educatio	2019 AMM Registration Respectful Workplace Seminar	3,517.50 210.00	3,727.50
4888	2019-11-06	HEWSON'S ENTERPRISES INC 7634	Unit# 203: Oil Change	67.20	67.20
4889	2019-11-06	Murray's Fire Extinguishers			

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List of Accounts for Approval
As of 2019-11-07
Batch: 2019-00101 to 2019-00109

Page 4

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
4890	2019-11-06	C-26597	ANG: Annual Extinguisher Inspe	162.40	162.40
		Pushka, Cheryl 001Nov2019	Contract Services	1,500.00	1,500.00
				Total for AP:	2,074,993.34

Certified Correct This November 7, 2019

Finance Chairman

Rural Municipality of Riding Mountain West

Public Works Report

For Council Meeting:	November 13, 2019
Submitted by:	Larry Palmeruk & Colin Plante

Public Works

- Gravel for Kilmans (2 loads) was never delivered (Re WO 439)

Ongoing

- Removing Screens, Tree Trimming, Work Orders

Municipal Water Wells/Water Treatment Plants

- Brady and Colin attended and will now be Certified in Confined Space

Waste/Landfills

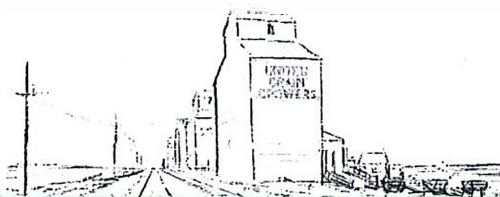
- Pump and hoses removed and stored for winter.
- Daniel will also be attending the Landfill Operations Basic Course and Exam. Nov 19-21 along with Roy Ziprick

Municipal Shops

- Lynn's Electric has been awarded the contract to install fans in Angusville Shop

Equipment

- Unit 105 (160m) Pins seized on blade, need to be burnt out and bushings replaced (see pic)
- Unit 103 (14H) One way was welded, Solenoids (ordered) need to be preplaced
- Unit 306 (Tractor) Sensors have been repaired for power shift
- Unit 201 (Blue Truck) Tires replaced, contract awarded to RB Repair, was noted that it may require new shocks?
- Units 204 (Garbage Truck) & 306 (Tractor) will have RF radios replaced/upgraded





Rural Municipality of Riding Mountain West

Information Technology Report

For Council Meeting:	November 13, 2019
Submitted by:	Colin Plante

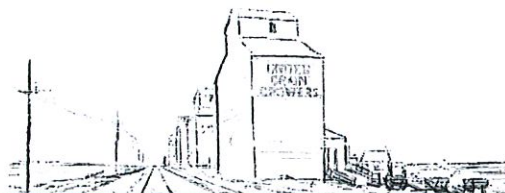
IT/Operations Status Report

Completed

- Internet connection to Angusville PW Shop is now online
- Contract awarded to Boyce Electric to run electrical outlets in vault room for server
- Updates to how By-Laws, Application, & Tenders files are managed on Website
- Fire Hall printer re-configured
- Points of entry for Westman fibre have been determined for Inglis Office, Shop, Fire Hall

Ongoing

- Printer for Angusville PW Shop on site waiting to be deployed
- Deploy VoIP fax equipment in Angusville office
- Munisoft Software Audit regarding 2020 Software Licenses and SSA Fees
 - Angusville office may require additional Licensing costs
 - Investigating electronic receipting
- Server Setup, Migration of Data, and Munisoft Software



Rural Municipality of Riding Mountain West

Inglis Office

118 Main St

Box 110

Inglis, MB R0J 0X0

Ph: 204-564-2589

Fax: 204-564-2643

info@rmwest.ca

Reeve Barry Chescu

CAO Erna Hall

Councillors:

David Wray

Barry Wowk

Grant Boryskavich

Scott Davidson

Todd Eckert

Brett Bauereiss

Tom Dudman

Jordan Bodnariuk

APPLICATION FOR APPROACH & CULVERT

Date: June 19, 2018

I, Daryle & Veronica Haycock am applying to the Rural Municipality of Riding Mountain West to install an approach with / without Culvert

Install in Rd 1166 W, just north of Rd 127 N

to the Road located at SE 8-22-28W

Address: Box 941 Russell, MB R0S 1W0

Telephone/Cell phone Number for Contact: 204-821-0089

Approach Width: 40 ft

Metal Culvert Size Required (diameter & length): 15" metal (381 mm)

Depth for Removal of Silt / Bulrushes: 6"

Signature of Applicant: _____

NOTE: Application will be reviewed and considered at the next available Council meeting. No work shall begin without prior approval by the Council of the Rural Municipality of Riding Mountain West.





Ashley Chamberlain <office@rmwest.ca>

Re: Discussion with Council

1 message

Interim CAO of The RM of Riding Mountain West <cao@rmwest.ca>

Mon, Oct 28, 2019 at 12:05 PM

To: "Grextion-Van Wynsberghe, Tracy (GET)" <Tracy.Grextion-VanWynsberghe@gov.mb.ca>

Bcc: office@rmwest.ca

Good Morning Tracy,

Thank you for getting back to me so quickly, I have you marked down for 9:30 am on Wednesday, November 13th.

Hope this works,

Estha

Hope this is

Estha Baseley

Interim Chief Administrative Officer**Rural Municipality of Riding Mountain West**

Box 110, 118 Main St, Inglis, MB R0J 0X0

p.204-564-2589 | f.204-564-2643



On Mon, Oct 28, 2019 at 8:45 AM Grextion-Van Wynsberghe, Tracy (GET) <Tracy.Grextion-VanWynsberghe@gov.mb.ca> wrote:

Good morning Estha,

Thank you for reaching out to me. I know you guys are going through a lot of changes right now and I would like to attend a meeting to discuss how I can help with any of our permitting or inspection requirements. I can attend on November 13, just let me know what time.

Thanks again,

Tracy Grextion-Van Wynsberghe, C.E.T., BAISMines Inspector, Regulatory Services BranchResource Development DivisionBox 17, 216A-27 Second Ave SWDauphin MB, R7N 3E5

T (204) 622-2485**M (204) 648-3808****F (204) 622-2486**tracy.grextion-vanwynsberghe@gov.mb.ca

From: [Interim CAO of The RM of Riding Mountain West <cao@rmwest.ca>](mailto:cao@rmwest.ca)

Sent: October-25-19 3:13 PM

To: Grexton-Van Wynsberghe, Tracy (GET) <Tracy.Grexton-VanWynsberghe@gov.mb.ca>

Subject: Re: Discussion with Council

Good Afternoon Tracy,

I wanted to reach out and introduce myself and to ask if we could set up another meeting with council and yourself. I apologize that it didn't work out previously and hope that we can make it work for our next Council meeting on November 13th?

Sincerely,

Estha Baseley

Interim Chief Administrative Officer

Rural Municipality of Riding Mountain West

Box 110, 118 Main St, Inglis, MB R0J 0X0

p.204-564-2589 | f.204-564-2643

On Fri, Sep 6, 2019 at 3:11 PM Grexton-Van Wynsberghe, Tracy (GET) <Tracy.Grexton-VanWynsberghe@gov.mb.ca> wrote:

I would be happy to attend a meeting with council. Let me know if there are specifics I can prepare ahead of time.

I have you marked in the calendar for Oct 16 at 10:00am.

Looking forward to it!

Tracy

From: [cao@rmwest.ca <cao@rmwest.ca>](mailto:cao@rmwest.ca)

Sent: September-06-19 2:59 PM

To: Grexton-Van Wynsberghe, Tracy (GET) <Tracy.Grexton-VanWynsberghe@gov.mb.ca>

Subject: Discussion with Council

Afternoon Tracy:

Council has asked if you could attend a meeting to answer some questions they have regarding aggregate mining and quarry permits? If so, Does October 16 at 10:00 am work for you?

-
-
Erna M. Hall

Chief Administrative Officer

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

Box 110, 118 Main St, Inglis, MB R0J 0X0

p.204-564-2589 | c.639-571-3412 | f.204-564-2643

-
-

This email has been checked for viruses by Avast antivirus software.
www.avast.com

-



Accounting Department <accounts@rmwest.ca>

Fwd:

1 message

Canaan Conrad Henzel <canaanmiranda@icloud.com>
To: accounts@rmwest.ca

Thu, Sep 19, 2019 at 8:09 AM

Sent from my iPhone

Begin forwarded message:

From: Canaan Conrad Henzel <canaanmiranda@icloud.com>
Date: September 18, 2019 at 10:05:11 PM CDT
To: essa@accounts@rmwest.ca

Hello I wanted to express graduate to the staff of the Inglis municipality. I want to thank each staff member personally for the hard work and dedication they promote to the taxpayers of this municipality. I being a tax payer and employer of the council and reeve want to devote time on the floor dedicated specifically to the staff of the current municipality for transparency and professionalism.
Sent from my iPhone

Date: September 25, 2019

To: Members of Council

Re: Human Resource Policies and Procedures Manual

RECOMMENDATION

That the Rural Municipality of Riding Mountain West approve:

1. The Human Resource Policies and Procedures Manual to be effective October 1, 2019
2. The Job Descriptions for the following positions:
 - a. Chief Financial Officer
 - b. Equipment Operator
 - c. Municipal Clerk
 - d. Solid Waste Attendant

DISCUSSION

At the July 29, 2019 meeting of the Personnel & Policy Committee, the following resolution was concurred in:

PPC 19-10 HR Policy Manual and Job Descriptions

MOVED by Councillor Sudbury, SECONDED by Councillor Holopina AND IT WAS RESOLVED that the Personnel and Policy Committee recommends:

1. That the Chief Administrative Officer be tasked with finalizing the manual and associated job descriptions.
2. That this report and the HR Manual and associated job descriptions be forwarded to the September 25, 2019 meeting of Council for approval.

This report and attached manual is in fulfilment of the Committee's resolution.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

By adopting the Human Resource Policies and Procedures Manual, the RM is moving forward in ensuring that best practises in human resource management are in place.

COMMUNICATION

The Manual and associated policy implications will be communicated to all members of staff through a staff meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Hall', with a stylized, cursive script.

Erna M. Hall
Chief Administrative Officer

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

Human Resource Policies and Procedures Manual

Effective October 1, 2019

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ACKNOWLEDGEMENT OF RECEIPT OF HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL 46

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APPENDIX B: POLICIES AND REGULATIONS

Money Handling Policy #FA-002

Municipal Employee Code of Conduct Policy #PER-001

Progressive Discipline Policy #PER-003

The Highway Traffic Act, Cellular Telephones and Other Hand-Operated Electronic Devices Regulation

1 INTRODUCTION

1.1 Welcome Message

We are glad that you made the decision to become part of the Rural Municipality of Riding Mountain West (RMW) team. We have prepared this Manual to provide you with an overview of key human resources practices, policies and benefits at RMW. It is intended to familiarize you with important information about us as well as provide guidelines and policies for your employment experience with us. This document highlights RMW information for your personal understanding.

We are committed to being an industry leading employer of choice, believing that we must all work together to have a work experience that is meaningful, rewarding, respectful, profitable, fun, and full of growth. This Manual is just one of the ways in which we foster an environment of open communication. If you are uncertain about any policy or procedure, please contact your Supervisor for clarification.

1.2 History, Vision, Mission, and Values

The incorporated Rural Municipality of Riding Mountain West (RM) is a Municipality that was established as of January 1, 2015 pursuant to *The Municipal Amalgamations Act*. The Rural Municipality of Riding Mountain West reflects the amalgamation of the former Rural Municipality of Silver Creek and Rural Municipality of Shellmouth-Boulton. The municipal office is located at 118 Main Street in Inglis and a satellite office is located at 241 Main Street in Angusville.

1.3 Customer Focus

RMW's central focus is the customer, who is our reason for being in business and whose confidence and trust we constantly strive to gain and maintain. RMW employees demonstrate our customer focus by being professional, courteous, knowledgeable, and service oriented. RMW's customer focus expectations for employees are outlined in detail in different sections of this Handbook. Some of the key expectations include:

- Looking professional – This involves maintaining good personal hygiene and grooming as well as dressing appropriately.
- Making the customers our first priority – Nothing is more important than serving our customers. They are much more important than doing paperwork, chatting with other employees, drinking coffee or dealing with suppliers. When customers are in front of us, they must receive our full attention.

- Fulfilling customer needs – Sometimes customers don't know what they want. Our job is to help them identify their needs and then connect them with the right product or service. By taking the time to talk to the customers and ask questions.
- Acting professionally – We have to make sure that we don't talk negatively or discuss confidential information in front of the customers. It is particularly important that we don't talk about other customers.
- Creating a customer-friendly workplace – We need to keep our work areas clean, neat and presentable. Nothing should be displayed that might offend our customers. Food must not be consumed in areas that are accessible to our customers.
- Making customers feel welcome and important – We must greet our customers promptly and pleasantly whether we are dealing with them in person or on the phone.
- Remembering that we represent RMW in all of our activities we must demonstrate the highest level of professionalism.
- Working together as a team – We must work effectively together and support each other so that the customer's experience is seamless and reflects our focus on providing the highest level of quality customer service.

2 TERMS OF EMPLOYMENT

2.1 Anniversary Date

The date on which the employee began employment with RMW is considered their anniversary date. This date is used to calculate length of service and determine timing and eligibility for vacation time, health benefits and other RMW benefits.

2.2 Employment Categories

Regular Full-Time Employees regularly work 40 or more hours per week and carry out a continued function.

Regular Part-Time Employees work on a regular basis but will average less than 40 hours per week. These employees are expected to be flexible with their hours to allow for maximum productivity.

Temporary/Casual Employees are hired to work for a specific period of time or for irregular hours. In most cases, casual employees may be hired during the busiest time of the year to accommodate work-flow needs.

2.3 Probationary Period

The probationary period will be three months, unless otherwise stipulated in the Employment Agreement. At the time of hiring, employees will be provided with an expectations document, outlining the minimum requirements to be met to be successful in the position. During the probationary period, the immediate supervisor will be assessing an employee's ability to meet the expectations for the job. At the end of the probationary period, or at any time during the probationary period, the employee will receive feedback on their performance.

2.4 Hours of Work

The standard workweek for Regular Full Time Employees consists of 40 hours except for weeks containing General/Public Holidays. Standard hours will be determined by the immediate supervisor and may be adjusted to meet the needs of the business. The work week starts on Monday at 12:00 am and ends on Sunday at 11:59 pm.

2.5 Performance Reviews

Performance reviews at RMW are conducted to provide a system of formal documentation and evaluation of an employee's performance over a specified period of time.

RMW believes that the value of performing and documenting a performance evaluation goes beyond the use of evaluation for potential wage increases and provides opportunity for discussions about training and development, clarification of job responsibilities and expectations, documentation and correction of performance issues, assessments for promotional opportunities and individual levels of performance relative to established standards.

As part of employment with RMW, all employees will receive a performance review at the close of their Introductory Period and annually from their supervisor.

2.6 Termination of Employment

Termination by RMW Without Notice – The RMW may terminate the employment of the Employee, without notice or pay in lieu thereof for:

- Just cause;
- The incapacity of the Employee by reason of illness, mental or physical disability, whereby the Employee has been unable or unwilling to perform his duties under the Agreement for four consecutive months or for an aggregate of four months during any eight-month period.
- An employee is within the “no notice” period as prescribed by provincial legislation.
- An employee has been hired for a specific length of time or a specific task or job, and the term, task or job has ended as defined at onset of employment or otherwise agreed to.
- In the case of casual employment, the employee has substantial control over whether they accept shifts or not and are not penalized by RMW for choosing not to work.
- An employee acts in a manner that constitutes willful misconduct, disobedience or willful neglect of duty and the behaviour is not condoned by RMW.
- An employee acts in a manner that is violent in the workplace or is dishonest in the course of employment.
- The death of the Employee.

Termination by the RM with Notice – The RM may terminate the employment of the Employee by providing the Employee with notice or pay in lieu of notice based upon the length of the Employee’s service on the following basis:

<u>Length of Service as an Employee</u>	<u>Notice Period</u>
Less than 3 years	2 weeks
At least 3 years, but less than 5 years	4 weeks
At least 5 years, but less than 10 years	6 weeks
At least 10 years or more	10 weeks

An employee or RMW may decide to end the employment relationship at any time. If this occurs, the following will apply:

Employee-Initiated Termination/Resignation

In the event that an employee makes the decision to end their employment with RMW, they must put their intent in writing addressed to their supervisor. The letter should include the last day they intend to work, taking into account legislative requirements around termination notice. RMW would appreciate 2 weeks-notice for non-management employees and 4 weeks for Supervisory/Management employees.

RMW-Initiated Termination

While RMW will make every effort to ensure ongoing, viable employment for all employees, there may be times where a significant change in business requires the organization to reassess its staffing needs. There may also be times where an employee's performance is unsatisfactory or the employee has committed an act of misconduct and, as a result, a review of their ongoing employment is required.

Where required, working notice of termination, or pay in lieu of notice, will be provided in accordance with provincial legislation where RMW ends the employment relationship. However, an employee may be terminated without notice in accordance with provincial legislation.

Returning RMW equipment

When the employment relationship ends, employees are required to return all RMW equipment, electronics and keys, submit all relevant passwords, and provide access to all work done during the duration of employment.

2.7 Outside Employment

RMW recognizes that employees may decide to engage in a second job or an endeavor separate from employment with RMW. If it is necessary to do so, the following apply:

- The employee may not take a second job with an organization in the same or related business as RMW, or which is in any way a competitor of RMW.
- A second job must not interfere with their ability to perform the job with RMW. Absenteeism/tardiness is not excused by the demands of the second job.
- RMW work assignments and schedules will not be changed to accommodate a second job.
- No employee may use their working time with RMW for business related to the second job.
- No employee may disclose any confidential or proprietary information of RMW while working at the second job.
- No employee is permitted to work for any customer of RMW outside of regular working hours without the express approval of the CAO.

3 GENERAL POLICIES

3.1 Employee Files

Employee files are the property of RMW. However, upon written request, RMW will provide employees with copies of performance evaluations and other performance related documents that the employee has previously received. In addition, an employee may review the contents of their file in the presence of a supervisor/manager. The material may not be copied in any manner and no information may leave the premises.

It is the employee's responsibility to report any changes in name, address, telephone number, insurance beneficiaries, dependents, marital status, etc. to the Chief Financial Officer.

RMW will restrict disclosure of your personnel file to authorized individuals within the RMW. Any request for information contained in personnel files must be directed to the CAO. Only the CAO is authorized to release information about current or former team members. Disclosure of personal information to outside sources will be limited. RMW will cooperate with requests from authorized law enforcement or local, provincial or federal agencies conducting official investigations and as otherwise legally required.

3.2 Employment of Relatives & Friends

We recognize that employment applications may be received from persons who are related to, or who have a personal relationship with, current employees. We will consider the applications provided there is no conflict of interest as defined below. All applicants will be assessed on their qualifications and suitability for available positions and will be required to go through the normal application and interviewing process.

For purposes of this policy, a conflict of interest means, but is not limited to, situations where an employee:

- Would directly or indirectly be the Supervisor of the applicant.
- Would have access to confidential information relating to the applicant's functions or performance.
- Would be responsible for handling or processing payroll data for the applicant.

When two employees become related by marriage or a common-law relationship and a conflict of interest is created, RMW reserves the right to take such reasonable action as it deems necessary to ensure that the organization's best interest is not jeopardized. Such action may include reassigning one or both employees to other duties.

3.3 Inclement Weather/Emergency Closing

Office / Facility Closures

At times, emergencies such as severe weather, fire, flooding, or power failures can temporarily disrupt operations. While RMW will try to notify employees if the office must close due to one of these situations, it is the employee's responsibility to contact RMW to find out if the business has been temporarily closed.

When Offices / Facilities Remain Open

In the event the facility remains open, but an employee is unable to attend to their duties because of the weather or related circumstances, the employee must notify their immediate supervisor as soon as possible.

3.4 Reference Checks

All reference enquiries should be directed to the Chief Administrative Officer.

Only information regarding status of employment, hire date, salary and current position held will be provided in response to telephone inquiries for current employees where written consent by the employee has been provided.

Information will not be released for former employees without their written consent authorizing the release of employment dates and position. No other information will be provided unless previously agreed to in writing by the employee.

3.5 Vehicles

RMW is committed to safe, accident-free driving. Every RMW employee who drives a vehicle as part of their employment is responsible for its safe operation and condition. This policy applies to individuals that have been assigned a RMW vehicle or use their personal vehicle to carry out RMW business.

RMW-Issued Vehicles

RMW will cover all expenses related to the maintenance, insurance and fuel of all RMW vehicles. To ensure that RMW vehicles are mechanically sound, the driver is responsible for making sure that regular maintenance checks are performed and that the vehicle meets all legislative requirements at all times. RMW-issued vehicles are to be kept clean and presentable.

Personal Vehicles Authorized for RMW Use

An employee is considered to be at work while driving their personal vehicle if they are carrying out a task authorized by RMW. Individuals that are authorized to use their personal vehicle for RMW

use will receive an allowance to cover the cost of operation. RMW is not responsible for maintenance, insurance, fuel, etc.

Driver Responsibilities

- Drivers must ensure that they are in possession of a valid driver's license. A copy of the license must be submitted annually to the CAO.
- Drivers operating their own vehicle authorized for RMW use are responsible for ensuring that they are in possession of the appropriate insurance for their vehicle. Proof of registration must be provided annually to the employee's supervisor.
- No driver may operate a vehicle while impaired by alcohol, drugs, excessive fatigue or extreme stress.
- Drivers are personally responsible for driving in a safe and legal manner. All local, provincial and federal regulations must be followed.
- The most direct route must be followed when on RMW business.
- All tickets for traffic violations (speeding, parking tickets etc.) must be paid by the employee.

When an Accident Occurs

All accidents and damage to RMW vehicles must be immediately reported to the direct supervisor. The supervisor will notify the insurance carrier for RMW when an accident occurs with a RMW vehicle.

When an accident occurs with a personal vehicle authorized for RMW use, the driver must notify their insurance carrier.

3.6 RMW Travel

The requirement for employees to travel as an expected element of work shall be deemed to be included in the basic terms of employment for all RMW employees as specified in their Job Description.

All travel is authorized by the Chief Administrative Officer. Reimbursement of expenses will be in accordance with the current Indemnities By-law.

3.7 Handling Cash

Any employee who handles cash must take all reasonable steps to ensure its safekeeping. Please refer to RMW policy FA-002 Money Handling Policy.

Borrowing money is theft and will result in disciplinary action, up to and including termination.

3.8 News Media Guidelines

This guideline was established to describe RMW's position with respect to interacting with news media representatives and responding to media requests for information or interviews. It is intended to provide all employees in RMW with an understanding of their individual responsibilities when it comes to dealing with the media and all of our public communication on business matters.

Spokespersons

To provide, clear, concise communications, all media inquiries should be channeled through the Chief Administrative Officer to direct the media inquiries to the Reeve.

The Reeve is deemed to be chief and primary spokesperson of RMW, however, may appoint another member of Council or the Chief Administrative Officer as spokesperson at their discretion.

Unless given permission or requested by management, employees are not authorized to speak on behalf of RMW to news media.

4 TIME AWAY FROM WORK

4.1 General/Public Holidays

These are days recognized by legislation as General/Public Holidays. Employees either have this day off with pay or, if they work the day, are paid according to provincial legislation.

New Year's Day*	Civic Holiday in August
Louise Riel Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Remembrance Day *
Canada Day*	Christmas Day*
	Boxing Day

*Or any observance date set by the Federal Government when the holiday falls on a Saturday or Sunday.

RMW understands that employees may have other religious holidays that they may recognize. Employees wanting to take time off for these days must make the request in writing for approval by their Supervisor. Normally, employees will be given the option of using annual vacation day(s) or taking leave without pay in order to accommodate the absence.

4.2 Vacation

The health and wellness of our employees is important to us, RMW encourages its employees to use their vacation for spending time with family, travel, relaxation, etc.

Full-time employees will receive vacation time as follows:

- a) 10 working days after the first year of employment.
- b) 15 workings days after the second consecutive year of employment.
- c) 20 working days for each consecutive years of employment beyond two years and up to nine years.
- d) 25 working days for consecutive years of employment from ten to 14 years.
- e) 30 working days for 15 and beyond consecutive years of employment.

Vacation shall be taken at times agreed upon between the Employee and RMW. In the event the parties cannot mutually agree on a date, RMW will assign vacation time to the Employee as per The Employment Standards Code (Code). The Employee's vacation entitlement shall not be capable of accumulation, unless approved by RMW. Any vacation entitlement remaining at the end of the calendar year will be paid out at the Employee's regular wage rate.

The number of employees permitted to take vacation will be limited due to business needs.

Vacation Pay for Part-Time Employees

Part-time employees will receive vacation pay as follows:

- a) first year of employment – 4%
- b) second year of employment – 6%
- c) third to ninth year of employment – 8%
- d) 10th to 14th year of employment – 10%
- e) 15th and more years of employment – 12%

4.3 Leaves of Absence

Employees will be granted unpaid leaves of absence in accordance with provincial legislation. This would include circumstances related to:

Type of Leave	Qualifying Period	Length of Leave	Reason for Leave
Maternity Leave	7 months	17 weeks	For an employee expecting to give birth to a child
Parental Leave	7 months	63 weeks	For parents to care for their new child
Family Leave	30 days	3 days	For an employee to deal with family responsibilities or personal illness
Bereavement Leave	30 days	3 days	For an employee to deal with the death of a family member
Compassionate Care Leave	90 days	28 weeks	For an employee to care for a seriously ill family member
Long-term Leave for Serious Injury or Illness	90 days	17 weeks	For an employee who has a long-term serious injury or illness
Domestic Violence Leave	90 days	10 days and 17 weeks	For an employee to address a situation of violence in the home
Leave for Citizenship	30 days	4 hours	For a new Canadian to receive their certificate of citizenship
Leave Related to the Death or Disappearance of a Child	30 days	52 weeks; 104 weeks	For parents dealing with the death or disappearance of a child that occurred as a result of a crime
Leave for a Reservist	7 months	When needed for service	For an employee in the Canadian Forces Reserve who needs time to serve
Leave for Organ Donation	30 days	13 weeks	For an employee to donate an organ or tissue
Leave related to Critical Illness	30 days; 90 days	37 weeks; 17 weeks	For family members to provide care and support to a critically ill child; For family members to provide care and support to a critically ill adult

Employees requesting an unlegislated leave will be decided on a case by case basis with options to use vacation time first, depending on business need and personal circumstances. Vacation does not accrue while an employee is on a personal leave.

4.4 Sick Leave

The Full-time Employee shall accumulate one day of sick leave for each month of employment completed with RMW. Should the Employee become ill or injured and unable to attend work the Employee will be entitled to use sick leave to be away from work with pay. The Employee shall not be able to accumulate more than 90 sick days.

If the Employee is absent from the workplace for more than 2 consecutive days, the Employee may, at RMW's sole discretion, be required to produce a medical certificate from a qualified doctor certifying that the Employee was/is unable to perform their duties because of illness or injury.

While the Employee is absent from work on sick leave, or upon their return to work from sick leave, RMW may require the Employee to provide a medical certificate setting out restrictions (if any) and indicating the date the Employee is expected to be able to return to either modified or regular duties.

Medical and Dental Appointments

RMW understands that scheduling Medical and Dental appointments outside of normal working hours can be difficult, and by necessity, some will have to be made during working hours. Employees are encouraged to make every effort to schedule these appointments at times which will least disrupt business operations. These times may include the employee's lunch break or at the beginning or end of the day.

5 WORK ENVIRONMENT

5.1 General Employment Practices

RMW is committed to fostering and maintaining a diverse workforce that is characterized by dignity, respect and equity. RMW provides equal opportunity to all employees and applicants for employment. It is our intent and desire that fair and equitable opportunities will be provided in employment which includes recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

5.2 Respectful Workplace Policy

RMW is committed to providing a safe and respectful work environment for all employees, suppliers, patrons and visitors so far as reasonably practicable. No one should be subjected to discrimination, harassment, sexual harassment, personal harassment, bullying, disrespectful or violent behaviors, for any reason, at any time. This policy applies to all employees of RMW, all persons contracted by RMW, as well as by any guest or person doing business with or for RMW. This policy also applies to:

- Any location where the business of RMW is being carried out.
- Other locations and situations such as during business travel, attendance at conferences and trade shows, work-related social gatherings or other locations where the prohibited behavior may have a subsequent impact on the work relationship, environment or performance.
- Communication on/through all social media sites.

RMW will not tolerate or condone any type of behavior which contravenes this policy and will take necessary and appropriate action to address situations that occur which are a breach of this policy. It is the responsibility of every employee to conduct themselves in a manner consistent with this policy and to promote a harassment free environment.

Defining Discrimination

Under the Human Rights Code, discrimination is defined as treating someone differently based on a protected characteristic or a failure to reasonably accommodate.

Defining Harassment

Harassment, including sexual harassment, is defined as any objectionable or offensive conduct, comment, action, gesture or display, directed at a person or group of persons that degrades, demeans, humiliates or embarrasses and that a reasonable person should have known would be unwelcome, thus creating an uncomfortable, hostile and/or intimidating work and learning

environment. It also includes an improper use of power or authority inherent in a person's position. It is behavior that is unwelcomed, vexatious, hostile, inappropriate and unwanted and that:

- Threatens the health or safety of an employee.
- Endangers an employee's job or threatens the economic livelihood of the employee.
- Undermines the employee's job performance or negatively interferes with the employee's career in any way.
- Adversely affects the employee's dignity or psychological or physical integrity.
- Results in a harmful workplace for the employee.

Harassment exists if the behavior negatively affected the victim, regardless of the alleged offender's intent.

Harassment may be a one-time event or series of incidents and may also exist systemically as part of the work environment.

Retaliatory behavior in response to a complaint is also considered to be harassment and will be subject to disciplinary action, up to and including dismissal.

Harassment is not:

- Appropriate performance reviews, counseling, coaching or discipline by a supervisor
- Day-to-day management or supervisory decisions involving work assignments, workplace assessments or implementation of appropriate dress codes, provided they are carried out in a manner that is reasonable and not abusive
- Physical contact necessary for the performance of the work using accepted industry standards
- Conflict or disagreements in the workplace that are not based on one of the prohibited grounds and would reasonably be considered as acceptable within a workplace setting
- Occasional misunderstandings, thoughtlessness or poor communications
- Reasonable words or actions related to isolated stress or frustrations encountered in the performance of work duties
- Consensual banter or conduct, or romantic relationships, where the people involved do not find it offensive or unwelcome and consent to what is occurring.

Defining Violence

Workplace violence is defined as the exercise of physical force by a person against an employee in a workplace that causes or could cause physical harm or injury to an employee, or the attempt to exercise physical force against an employee in the workplace that could cause physical harm or injury. It also includes the threat, real or perceived, of any act of physical force or aggression. Examples of workplace violence include but are not limited to:

- Hitting, scratching, pinching, biting
- Throwing or slamming things
- Swearing and the use of profane language

- Yelling and screaming
- Direct, conditional or veiled threats
- Practical jokes that could cause embarrassment or physical harm or injury
- Vandalism of personal property
- Use of or threat to use a weapon

Workplace violence can take place in the workplace itself, or outside the workplace in a situation that is somehow connected to work. This includes threatening phone calls from one employee to another at their home, or any kinds of verbal or written threats or violent actions against an employee's family or property.

Eliminating and/or Minimizing the Risk of Violence

If a risk of violence has been identified, management will work with the employees to put in place the necessary steps to eliminate and/or minimize the risk.

Risks of violence identified in our workplace would include:

- Dealing with individuals who may be irate, expressing anger or threatening aggression.
- Dealing with individuals who may be under the influence of drugs, alcohol or other substances.
- Dangerous pets.

Steps that will be taken to eliminate/minimize the risk of violence include:

- Employee training on how to respond to irate/disgruntled visitors, clients or customers on RMW premises, or on the telephone.
- Asking the individual to leave.
- Calling/asking for assistance from a co-worker.
- Providing warning that the call will be terminated if behaviour does not change.
- Restricting building access during off hours.
- Ensuring, whenever possible, that there is always more than one employee in the RMW facility during normal operating hours.

Violence

If RMW becomes aware of violence that would likely expose an employee to physical injury or harassment in the workplace, we will take every precaution reasonable in the circumstances for the protection of the employee. This could include:

- Preparing an emergency security plan including procedures for contacting police
- Exploring options to prevent the employee from having to deal with harassing electronic communication of any type including telephone calls, e-mails, faxes and text messages.
- Displaying domestic violence prevention information and resource lists

- Inviting community resources to provide sessions on domestic violence to employees, supervisors and managers
- Distributing a statement that the organization does not tolerate acts of violence in the workplace including domestic violence

Rights and Responsibilities

Employees

All employees are responsible for ensuring that the work environment is free from discrimination, harassment and violence. Employees are expected to treat each other with respect and to speak up if they or someone else is being harassed, discriminated against or being treated with disrespect. All employees also have a responsibility to report incidents of harassment, discrimination or violence to the appropriate person, and to co-operate in any investigations, should they occur. All employees are responsible for respecting the confidentiality of anyone involved in a complaint or an investigation.

Employees have the right to file a complaint directly with their Provincial Human Rights Commission. If an employee does file a complaint with another body, they must give a copy of the complaint to their supervisor.

Once a complaint has been filed, an employee has the right to refuse to work if the reported behaviour substantially interferes with the employee's ability to perform their work and the employee reasonably believes the behavior will continue, or the employee's health or safety is jeopardized by continuing to work. If an employee refuses to work, they must advise their supervisor and must promptly notify a Workplace, Safety and Health Officer in writing, identifying the reasons for refusing to work. A copy of this notification must be given to their supervisor. Employees refusing to work may be reassigned to another task or supervisor with no loss in pay.

Supervisors

All supervisors are responsible for creating and maintaining a work environment that is free from discrimination, harassment and violence. This includes ensuring that this policy is accessible and communicated to their employees. They are also responsible for setting an example for appropriate workplace behavior and ensuring that inappropriate behavior is not allowed, condoned or ignored. This includes taking preventive action to avert the development, escalation or recurrence of inappropriate behavior within their areas of responsibility. Supervisors are also responsible for assisting employees who turn to them for help with concerns or complaints that fall within this policy. They may be considered party to the complaint if they fail to take corrective actions, and could be disciplined.

In addition to the responsibilities outlined above, supervisors are responsible for encouraging, supporting and providing training, plus the resources necessary for employees to fulfill their roles with respect to this policy.

Supervisors have the right to work within this policy and to expect that all employees will abide by the policy. They also have the right to be protected from frivolous or malicious claims and to manage the affairs of their area of responsibility to meet RMW objectives.

Employer

As an employer, RMW has a responsibility to be aware of what is happening in the workplace and for dealing with discriminatory, harassing, disrespectful and violent incidents appropriately. RMW will discipline anyone who has been found to have harassed, discriminated against or behaved violently towards a person or group of people or who retaliates in any way against anyone who has lodged a complaint or who has given evidence during an investigation. RMW will also discipline supervisors who do not act properly to end harassment, discrimination and disrespectful behaviors.

RMW has the right to work within this policy and to expect that all employees will abide by the policy. RMW also has the right to manage their affairs and to meet RMW objectives.

Complaint Procedures

Employees have the right to complain if they feel they have been treated in an inappropriate manner, and are encouraged to take direct, assertive action should they experience discrimination, harassment, disrespectful or violent behavior. RMW will not tolerate any retaliation against anyone who files a complaint. All complaints will be handled in a confidential manner and the name of any complainant or respondent or the circumstances surrounding the complaint will not be disclosed and will be treated confidentially, except as necessary to investigate the complaint or as required by law. Any employee who files a complaint may be accompanied by a person of their choice during any discussions, interviews or investigations arising from the complaint.

Informal

Tell the alleged offender that the behavior is offensive and unwelcome, and they should immediately stop such behavior. This can be done either in person or in writing. Telling the person to “stop” may be difficult to do, but frequently it is the most effective means of eliminating the problem. Make a note of the discussion with the individual, including the date, and keep it for future reference.

Where the above cannot be done, is inappropriate, or is unsuccessful, seek immediate assistance from the supervisor. They may suggest a mediated process or a meeting to discuss and get clarification around the events that have occurred. If the supervisor is the alleged harasser, seek assistance from another supervisor or manager.

The complainant shall not be compelled to proceed with a complaint and shall have the right to withdraw a complaint at any point up to the initiation of the formal process. RMW may, however, determine to proceed with the complaint as an organizational response.

The complainant and the alleged offender may each be accompanied by a person of their choice during meetings regarding a complaint.

Formal

Where an informal resolution cannot be done, is inappropriate or is unsuccessful, employees should submit a formal complaint in writing. Management will take action on any complaint quickly and as confidentially as possible and will let both parties to any complaint know the outcome of any investigation.

The following process will be followed:

1. The employee making the claim should submit the complaint in writing using the Respectful Workplace & Harassment Complaint Form in Appendix A of this document. Record the dates, times, locations, witnesses, and nature of the incidents, particularly any incidents that may have occurred subsequent to the alleged offender being told the behavior is offensive. Include information on what happened, what was said, who said what, and what was done at the time.
2. The supervisor will notify the alleged offender of the complaint, and will provide them with a copy of the written complaint.
3. The alleged offender will be given an opportunity to consult with legal counsel, or a personal representative and to respond in writing to the allegations outlined in the formal complaint.
4. The Complainant will be given a copy of the Respondent's response.
5. Management may attempt to resolve the matter through discussion, or may initiate a formal investigation.
6. If necessary, a formal and confidential investigation will be conducted by either a representative of RMW or by an outside, impartial investigator. Findings will be reported to management.
7. Management will inform the person lodging the complaint and the alleged offender of the results of the investigation.

Outcomes and Remedies

If, based on the balance of probabilities, the evidence supports the complaint; management will do whatever is necessary to stop the discrimination, harassment, or disrespectful behaviors. Any files regarding the complaint will be kept in a separate and confidential location in the supervisor's office.

Discipline may range from awareness training to disciplinary action imposed in accordance with the corrective action process.

Remedies for the employee filing the complaint may include, but is not limited to:

- A verbal or written apology from the offender and RMW

- payment of any wages or benefits lost
- granting of a position or promotion that was denied

If the investigation does not find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of any of the parties involved and no repercussions will occur for the person filing the complaint, if the complaint was filed in good faith.

All incidents and complaints will be taken seriously, but employees should remember that frivolous or unfair complaints are disruptive and unacceptable. Any employee, who is found to have filed a complaint that is considered frivolous, or that was filed with malicious intent, will be subject to disciplinary action.

An employee has the right to file a complaint with their provincial Human Rights Commission or their provincial Occupational Health and Safety Department. This policy is not intended to discourage or prevent the complainant from exercising any other legal rights.

Confidentiality

Confidentiality must be distinguished from anonymity. The complainant who wishes to seek a remedy must be prepared to be identified to the alleged harasser. Confidentiality of the persons involved in an investigation shall be maintained as appropriate and as allowed by law to protect both the complainant and the alleged harasser against unsubstantiated claims which might result in harmful or malicious gossip. It must be recognized that, to the extent that the parties choose to initiate proceedings or make comments outside the organization's internal complaint procedure, confidentiality cannot be guaranteed.

Third Party Complaint

If a person is not directly involved in an incident of discrimination, harassment or disrespectful behaviour, but is a witness to and reports that incident, management shall obtain all relevant facts from the witness and advise the witness that the information they provide is strictly confidential. Management shall also meet with the employee who was allegedly subjected to discriminatory, harassing or disrespectful behaviour to determine both the accuracy of the information and why no complaint has been submitted.

Anonymous Complaint

Should an anonymous complaint be received, action may be taken depending upon the circumstances. Anonymous complaints will be reviewed for appropriate action including complaint tracking to determine the need for communication and training.

Records

In compliance with governing legislation, sealed records of harassment complaints will be kept in a secure location on site for 7 years.

5.3 Accommodation Policy

Statement of Commitment

RMW is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy) gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability. RMW commits to provide accommodation for needs related to the grounds of the respective Provincial Human Rights Codes, unless to do so would cause undue hardship.

Accommodation will be provided in accordance with the principles of dignity, individualization and inclusion. RMW will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

Objectives of the Policy and Procedure

The purpose of this Accommodation Policy and Procedure is to:

- Ensure that all members of RMW are aware of their rights and responsibilities under their respective Provincial Human Rights Codes with respect to accommodation
- Set out in writing the organization's procedures for accommodation and the responsibilities of each of the parties to the accommodation process.

Application of the Policy and Procedure

This policy and procedure applies:

- To all employees, including full-time, part-time, temporary, casual and contract employees, as well as people who work to gain experience or for benefits, such as volunteers, co-op students, interns and apprentices. It also applies to people who are applying for employment with the organization.
- At all stages and to all aspects of the employment relationship, including recruitment and selection, promotions and transfers, and conditions of work such as hours of work and leaves of absence.
- To all organization locations.

All new and existing employees will be provided with a copy of this accommodation policy and procedure. All job applicants who are selected for an interview will be notified of the accommodation policy and procedure before the interview.

Requests for Accommodation

All requests for accommodation must be made to the employee's immediate supervisor.

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- The *Code* ground the accommodation is being requested on.
- The reason accommodation is required, including enough information to confirm the existence of a need for accommodation.
- The specific needs related to the *Code* ground.

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

Providing Information

The immediate supervisor may require more information related to the accommodation request, in the following circumstances:

- Where the accommodation request does not clearly indicate a need related to a *Code* ground.
- Where more information on the employee's limitations or restrictions is needed to determine an appropriate accommodation.
- Where there is a demonstrable objective reason to question the legitimacy of the person's request for accommodation.

Where expert assistance is needed to identify accommodation needs or potential solutions, the accommodation seeker is required to cooperate in obtaining that expert advice. Any costs associated with obtaining such expert advice will be borne by RMW.

Failure to respond to such requests for information may delay the provision of accommodation.

The immediate supervisor will maintain information related to:

- The accommodation request
- Any documentation provided by the accommodation seeker or by experts
- Notes from any meetings
- Any accommodation alternatives explored
- Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with persons who need the information.

Privacy and Confidentiality

RMW will maintain the confidentiality of information related to an accommodation request and will only disclose this information with the consent of the employee or applicant.

Accommodation Planning

The accommodation process is a shared responsibility, and everyone involved must work cooperatively, share information, and work towards potential accommodation solutions. It is in everyone's best interests that friendly and respectful relationships be maintained throughout the accommodation process.

It is helpful to document the accommodation process and the result in a formal Accommodation Plan. This ensures that the parties clearly understand their roles and responsibilities, and facilitates accountability and regular monitoring.

Accommodation requests will be dealt with promptly. Where necessary, interim accommodation will be provided while long-term solutions are developed.

The immediate supervisor, the person requesting accommodation related to a *Code* ground, and any necessary experts will work together to develop an Accommodation Plan for the individual.

The Accommodation Plan, when agreed on, will be put in writing, and signed by the individual requesting accommodation, the immediate supervisor. It may include:

- A statement of the accommodation seeker's relevant limitations and needs, including any needed assessments and information from experts or specialists, bearing in mind the need to maintain the confidentiality of medical reports.
- Arrangements for needed assessments by experts or professionals.
- Identification of the most appropriate accommodation short of undue hardship.
- A statement of annual goals, and specific steps to be taken to meet them.
- Clear timelines for providing the accommodation.
- Criteria for determining the success of the Accommodation Plan, together with a process for reviewing and re-assessing the Accommodation Plan as needed.
- An accountability mechanism.

Appropriate Accommodations

Accommodation may take many forms. What works for one person may not work for another. Each person's situation must be individually assessed. In each case, the organization must implement the most appropriate accommodation, short of undue hardship. An accommodation will be appropriate where it results in equal opportunity to attain the same level of performance or to enjoy the same level of benefits and privileges experienced by others, and where it respects the principles of dignity, inclusion and individualization.

The aim of accommodation is to remove barriers and ensure equality. Accommodations will be developed on an individualized basis. Appropriate accommodations may include, but is not limited to:

- Workspace/Work-station and equipment adjustments
- Job redesign

- Changes to organizational policies and practices
- Technical aids
- Human support
- Providing materials in alternative formats
- Building modifications
- Modifications to current job
- Temporary or permanent alternative work
- Consider other jobs in same department
- Consider other jobs outside the current department, if necessary
- Changes to performance standards
- Leaves of absence
- Changes to scheduling of hours of days of work/work schedule
- Changes to work uniforms
- Changes to the location of work
- Breaks
- Workload

Monitoring Accommodations

Accommodation needs and organizational structures may change over time. As well, accommodations may require adjustments during and after implementation, to improve effectiveness or efficiency. It is important to regularly monitor and review the Accommodation Plan.

The immediate supervisor and the person receiving accommodation will monitor the success of the Accommodation Plan, and promptly address any deficiencies or any relevant changes in the workplace or the employee's needs.

Undue Hardship

Accommodation will be provided to the point of undue hardship. A decision on undue hardship will be based on an assessment of costs, outside sources of funding, and health and safety. It will be based on objective evidence.

Only the Chief Administrative Officer, in collaboration with the Personnel & Policy Committee, can determine that an accommodation will create undue hardship.

Where an accommodation is assessed to create undue hardship, the person requesting accommodation will be given written notice, including the reasons for the decision and the objective evidence relied upon as to why the accommodation cannot be provided.

Where a decision has been made that an accommodation would cause undue hardship, RMW will proceed to implement the next best accommodation short of undue hardship or will consider phasing in the requested accommodation. The accommodation plan will be provided to the Council of RMW for information.

5.4 Whistleblower Policy

RMW places a high ethical standard on all its employees, regardless of position. Actions that are contrary to the public good or that could impact the reputation and effective operation of RMW will not be tolerated.

If wrongful conduct is observed, each employee has the right and the duty to report it without fear of retaliation.

Definition of Wrongful Conduct

Wrongful conduct includes serious improprieties that potentially impact the integrity and effective operation of RMW. Examples of wrongful conduct include, but are not limited to:

- Violations of federal, provincial or municipal law
- Use of RMW resources, funds or property for personal gain
- Mishandling of RMW resources resulting in serious losses
- Engaging in, or permitting, sale, solicitation or use of narcotics or other illegal drugs, or prescription medication without a prescription, while on the job.
- Personal Human Resources complaints are not to be dealt with through this policy.

Reporting wrongful conduct

If wrongful conduct is observed, it is each employee's responsibility to report it to the Chief Administrative Officer. If the wrongful conduct implicates the Chief Administrative Officer, it should be reported to the Chair of the Personnel & Policy Committee. If the wrongful conduct implicates the Chair of the Personnel & Policy Committee, or if the response is unsatisfactory, the wrongful conduct may be reported in writing to the Council of RMW. The report should outline specific incident(s) with dates and names of individual(s) involved.

Good faith

Acting in good faith means that there are reasonable grounds for believing that what was witnessed, observed, or learned indicates wrongful conduct. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense that will result in disciplinary action.

No retaliation

No one who, in good faith, reports wrongful conduct will suffer retaliation. Retaliation is an adverse action (termination, discipline, refusal to hire or promote) by an employer against an employee who exercised their rights under this policy. (Retaliation is not a feeling of discomfort or awkwardness on the part of either employee or manager, in communicating after an employee has exercised their rights.) Any employee, including the Manager, who retaliates against an employee for reporting suspected wrongful conduct in good faith is subject to discipline up to and including termination of employment. If an employee feels they have been subject to retaliation, please report the specific retaliation in writing to the person who received the initial report for follow-up.

Confidentiality

Although we encourage all reports of suspected wrongful conduct to be made willingly and without fear of retaliation, such reports may be made in confidence. Reports of suspected wrongful conduct will be kept confidential, except to the extent necessary to conduct a complete and fair investigation.

Handling of reported wrongful conduct

The CAO who received the report of suspected wrongful conduct will acknowledge receipt of the report within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed when the investigation has concluded. However, the extent to which they are informed of the contents of the findings may be subject to the advice of RMW's legal counsel.

5.5 Health & Safety

RMW is committed to fostering a work environment that promotes and maintains the health and safety of its employees, contractors and customers. The protection of employees from injury or occupational disease is of great importance. RMW will make every effort to provide a safe, healthy and respectful work environment. All managers and employees must be dedicated to the intent of reducing risk of injury.

RMW, as the employer, is ultimately responsible for employee health and safety. Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible for ensuring that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

All employees must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by RMW.

It is in the best interest of everyone to consider health and safety in every activity. The commitment to health and safety must form an integral part of RMW, from the owners to the frontline employees.

On an employee's first day of work, the Chief Administrative Officer or designate will alert them to the location of the first aid kit, eye wash station, fire extinguishers, safety bulletin board, and safety manual. They will also receive information on the evacuation plan and Muster Point.

Workers Compensation

If an employee is unable to work as a result of an injury that occurred during the course of performing regular work duties, they will apply for Workers Compensation benefits.

If they are injured on the job and required to leave for medical treatment and/or sent home by management due to the injury, they will be paid for the remainder of the day (day of accident).

Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be arranged for or provided by RMW, with expenses paid through the Workers Compensation Board.

What to do if an employee is Injured at Work:

1. Report the injury to a supervisor immediately and, if required, obtain first aid.
2. If required, see a health care professional and submit a copy of the certificate of illness or modified duties requirements to the supervisor.
3. The employee should report to work on their next scheduled shift for regular or modified duties. If they are unable to come into work, they must call their supervisor and advise that it is due to the workplace accident. A Doctor's note needs to be provided.
4. Cooperate with the management team to achieve an early and safe return to work.

5.6 Privacy

RMW is committed to respecting the privacy of personal information about its employees and is committed to protecting the personal information of its employees provided in the course of employment and the operation of the business. This policy outlines the process by which RMW will protect the privacy of personal information regarding its employees and, specifically, how such information is collected, used and disclosed.

Personal information means any information that may be used to identify an individual, including any factual or subjective information, recorded or not, about an identifiable individual, except the name, title, and business address or business telephone number of an employee (information found on a business card or in public directories).

Collection of Personal Information

RMW routinely collects personal information about employees as required by law or for legitimate business purposes including staff administration, management purposes and the performance of services on behalf of RMW.

RMW will make every reasonable effort to ensure that the personal information it uses is accurate and complete and will protect this information by taking reasonable measures designed to prevent unauthorized collection, access, use, disclosure or disposal.

RMW may collect information about an employee from a number of different sources including, but not limited to:

- Information provided by the employee on applications or other forms.
- Information provided by agencies or other reference sources such as past employers or educational institutions.
- Medical, health or disability related information provided by employees and/or their health care providers for accommodation, leaves, WCB, benefits or insurance purposes.
- Information disclosed by government agencies and in court documents such as garnishment orders.
- Performance generated reports, evaluations and client feedback.

Use and Disclosure

RMW will use and disclose personal information only as required by law or for legitimate business purposes including staff administration, management purposes and the performance of services on behalf of clients. In the event RMW desires to use and/or disclose personal information for purposes that are not directly employment-related, it will obtain employee consent for such use or disclosure.

Safeguards

To ensure that RMW's commitment towards the collection, use, storage, disclosure and the destruction of personal information, RMW requires each employee who has access to employee personal information take reasonable measures to protect the privacy of such information.

Inquiries or Concerns

Inquiries or concerns relating to the privacy of personal information should be made in writing to the Chief Administrative Officer. All inquiries or concerns will be responded to in a timely manner.

5.7 Confidentiality

Employees of RMW will be exposed daily to confidential and proprietary information. This information may not be discussed outside RMW. It should only be discussed with other employees in the workplace as necessary to complete the processing of daily business. Confidential and proprietary information includes and is not limited to the following:

- Products including research, designs and sources
- Customer information
- Financial information
- Advertising & marketing strategies
- Contracts

- Human resources information including payroll
- Technology and computer systems
- Policies and procedures
- Any other proprietary information relating to RMW or its customer's operations and business.

All employees are required to ensure that any materials containing confidential or proprietary information are filed and/or locked up before leaving the work areas each day. During the workday, sensitive information should not be left lying about or exposed. Confidential information must not be discussed where it can be overheard by customers, suppliers or other external individuals.

Any data, information or materials acquired or received by an employee in the conduct of their duties is the property of RMW. Anyone violating these rules of confidentiality, whether or not they benefit from the breach, will be subject to disciplinary action, up to and including termination and may also be subject to legal action depending on the severity of the offence.

5.8 Security

RMW takes all of its employee's security seriously. We must all work together to insure all of our buildings and properties are kept secure.

All employees who are issued keys and/or key fobs are responsible for their safekeeping.

Employees who enter the building prior to normal hours of operation are responsible for ensuring that the doors are locked until opening time. The last employee who leaves the building at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off.

Any employees who will be staying at the office beyond normal business hours or who wish to come into work outside of regular operating hours must let their Immediate Supervisor know they are on the premises for safety reasons.

Personal items kept on RMW property should be carefully safeguarded. RMW is not responsible for personal belongings or property.

6 STANDARDS OF CONDUCT

6.1 Code of Conduct

Please refer to Code of Conduct, Policy PER-001 included in Appendix B.

6.2 Progressive Discipline Process

Please refer to Progressive Discipline Policy PER-003 included in Appendix B.

6.3 Attendance

RMW expects that every employee will be regular and punctual in attendance. This means being at work, ready to work, at the agreed upon starting time each day. Absenteeism and tardiness places a burden on other employees and on RMW.

If an employee is unable to report for work for any reason, they must contact their supervisor as soon as possible according to scheduled start time. If the supervisor is not available at that time, a message must be left on RMW's voice-mail system. This will allow RMW to arrange for temporary coverage of duties, if required, and helps other employees to continue work in despite the absence.

Excessive absence, tardiness or patterns of absenteeism or tardiness will be addressed through the Progressive Discipline Process outlined in this Manual.

6.4 RMW Facilities

Lunch Room

RMW offers a room for employees in which they can consume food and/or beverages during lunch or rest breaks. The room is available to all employees. As these amenities are a benefit to employees, it is expected that all employees will do their part in keeping the room clean and organized. Dishes, glasses, cups and utensils are to be properly cleaned and put away after use, garbage is to be placed in the appropriate receptacles, counters are to be wiped clean of crumbs and spills, the microwave is to be wiped clean after each use and the fridge is to be kept free of old food. The room is not the place to store personal possessions.

Work Areas

Employees must keep their work areas neat, clean and functional. Posters, pictures and other personal items which might be deemed as offensive to customers, suppliers or other employees are not permitted in the work area. Food is not allowed in areas accessed by customers.

6.5 *RMW Equipment, Information Systems & Electronic Devices*

All of RMW's equipment should be used for legitimate business purposes. Employees must not use or lend equipment or supplies for their own personal activities without prior approval from their Supervisor.

All employees shall immediately report any faulty equipment that requires repair or maintenance or supplies which require replenishment to their immediate supervisor.

Reasonable care and precaution must be taken while using RMW equipment to maintain good condition and prevent damage, loss, or theft. In the event that an employee is in violation of this policy, they may be subject to disciplinary action, up to and including termination of employment, depending on the severity and number of offences.

Information systems and electronic devices, such as computers (or similar devices connected to RMW's network), printers, software, e-mail, landline and cellular telephones, fax machines and internet access are tools that RMW provides its employees to assist them in their work. These resources and related access systems are proprietary RMW property and subject to review or access by RMW at any time. They are provided for business purposes only.

The following guidelines on equipment, information systems and electronic devices must be adhered to at all times:

- They are normally to be used for RMW business purposes only. Employees wishing to use any RMW information systems, electronic devices or other equipment for personal purposes must get permission from their Supervisor to do so. This will generally be allowed only during times when business activities and customer service will not be disrupted.
- Equipment use is designated for employee use only.
- Messages and communications sent via RMW's information systems and electronic devices are subject to subpoena and access by persons outside RMW and may be used in legal proceedings. Please consider this before sending any confidential messages or material.
- E-mail is not a substitute for face-to-face communication. Conflicts and discussions of important issues, should be handled in person or over the telephone if a meeting is not possible.
- Remember that all of RMW's policies, including but not limited to policies on Respectful Workplace, Confidentiality, and Code of Conduct, apply to the use of RMW's information systems and electronic devices. Employees must not review or forward sexually explicit, profane or otherwise unprofessional or unlawful material through RMW's network and electronic devices.
- Employees may not install any software or program on any RMW computer or other hardware without the express consent of their Supervisor.
- RMW expressly prohibits the unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material.

- Employees must not attempt to override or evade any program or measures installed by RMW to protect the security or limit the use of its information systems and electronic devices.

RMW retains the right to review all communications conducted and data saved, reviewed or accessed via RMW's information systems and electronic devices. Inappropriate use of information systems and electronic devices may result in discipline, up to and including termination of employment. Employees should be careful to safeguard their passwords, log off their computer terminals when not in use and not permit unauthorized users to access RMW systems.

Employees must not use their own personal electronic devices (cell phones, etc.) during normal working hours so as to not disrupt business activities and customer service. These devices may be used by employees during lunch or rest breaks in areas that are not accessed by customers.

6.6 Personal Business and Cellphone Usage During Working Hours

The purpose of this policy is to govern the usage of personal business and cell phone usage to eliminate unnecessary distractions in the workplace that may disrupt productivity and normal workflow.

- While at work, employees are expected to exercise discretion and prioritize work commitments at all times. Personal business must be conducted during breaks and mealtimes.
- RMW discourages the use of personal mobile phones while at work unless authorized by their Immediate Supervisor or required by RMW to use it during regular work hours.
- RMW issued mobile phones, and personally owned mobile phones that are approved for business use must have professional ring-tones and voice messaging commensurate with their work duties.
- RMW is not liable for the loss of personal mobile phones brought into the workplace.
- Employees are strictly prohibited from using personal mobile or RMW issued phones for the storage or removal of RMW confidential business information through the use of cameras, or memory storage devices.
- Employees will be held responsible for any fines, impounding, storage fees or any other costs regarding RMW vehicles resulting from the inappropriate use of mobile phones while operating RMW equipment/vehicles.
- Employees using mobile phones when operating any company vehicle or equipment must ensure that they are in compliance with *The Highway Traffic Act* of Manitoba, Cellular Telephones and Other Hand-Operated Electronic Devices Regulation (included in Appendix B).

Failure to comply with this policy and ongoing interference of personal business into the workday will be dealt with through the discipline process. In the event an employee is in violation of this

policy, they may be subject to disciplinary action up to, and including termination of employment, depending on the severity and number of offences.

When the employment relationship ends, employees are required to return all RMW equipment and keys, submit all relevant passwords, and provide access to all work done during the duration of employment.

6.7 Social Media Policy

All RMW employees that maintain personal social media pages or accounts are required to comply with certain guidelines as they relate to their association with RMW. Employees will be held accountable for what they write or post on social media or internet pages. Inflammatory comments, unprofessional remarks, or disparaging comments made about the organization, its employees, clients, or potential clients may be subject to disciplinary action up to and including termination of employment depending on the severity and number of offences.

Employees will be expected to follow the guidelines below when making posts or comments on any social media site, whether it is public or private.

- Employees are prohibited from disseminating any private organizational information or any negative comments regarding the organization.
- Employees of RMW are not permitted to speak on behalf of the organization, releasing news or documents, or communicating as a representative of the organization.
- Use of personal social media cannot conflict with any of RMW's existing policies.
- Employees are prohibited from using social media during regular working hours. It should be limited to official breaks and not impact user productivity or efficiency.
- We would like to take this time to remind our staff that they continue to act as representatives of this organization outside of regular business hours, and should conduct themselves in a manner that is appropriate.
- Posts containing the following will not be tolerated and will subject the individual to discipline:
 - Proprietary and confidential RMW information.
 - Discriminatory statements or sexual innuendos regarding co-workers, employees, management, clients, or potential clients.
 - Defamatory statements regarding RMW, its employees, management, clients, or potential clients.

This policy is not intended to interfere with the private lives of our employees or impinge on their right to freedom of speech. This policy is designed to ensure that RMW's image is maintained and remains protected. Employees must abide by this policy whether RMW name is mentioned or not. Even if the name is not mentioned, it is possible that a link can be made back to RMW which could negatively affect RMW's reputation.

Client Use

Employees should also be aware that many clients and people present on RMW property frequently use mobile phones and other devices to take photographs and recordings. Employees should always represent RMW in a positive and professional manner so negative images are not posted to social media sites of clients or visitors.

Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Hygiene & Dress Code

It is RMW's policy that employees present a professional image while at work, traveling on RMW business and attending business functions, training events or other business-related activities. RMW values its positive profile in the business community and therefore each employee has a responsibility to ensure that the image they portray is of the highest standard. RMW's goal is to provide a work environment that is professional and tasteful, yet comfortable.

Employees must be well groomed and ensure a high standard of personal hygiene which requires them to be clean and free of offensive odors. Employees must dress appropriately for their jobs and the nature of their contacts with customers, supplier and others outside of RMW. Clothing must be clean and in good repair and meet all legislated safety requirements relative to the work being performed.

6.9 Smoking

RMW maintains a commitment to the health and safety of all its employees and customers. In the interest of promoting a safe and healthy work environment for all, and in compliance with all Provincial laws regarding smoking in the workplace, RMW has adopted a smoke-free workplace. This policy will cover cigarettes and any and all substitute smoking devices (for example: e-cigarettes).

All employees that make the choice to smoke during their breaks and lunches should do so at least 30 feet away from any RMW entrance.

Policy and Procedure

- Smoking/vaping shall be prohibited on all RMW premises, and is applicable to all employees, guests, contractors and customers. This policy also extends to include RMW vehicles, and any hotel rooms or rental cars booked for RMW business purposes.
- Smoking/vaping must be limited to breaks and lunches unless otherwise authorized or medically required (medical documentation may be required).

In the event of a violation of this policy, RMW may pursue disciplinary action.

6.10 Drug and Alcohol Policy

RMW is committed to providing a safe working environment for all employees, contractors and our customers/clients. Being impaired at work is an extremely serious matter that affects the health and safety of RMW employees and others. Impairment at work may have a negative impact and contribute to lost productivity, reduced work performance, and may increase the risk of workplace injuries, particularly when carrying out safety-sensitive duties. Further, any activity related to any drug or alcohol that is contrary to any applicable law and that occurs in a work-related setting may cause damage to RMW. This policy sets out RMW's and its employees' respective responsibilities regarding alcohol and drugs in a work-related setting.

RMW prohibits:

- the use of alcohol, or any drug that results in an employee being impaired; and
- the sale, use, provision, possession of, or any other activity related to, any drug or alcohol that is contrary to any applicable law

While the employee is on RMW's premises, or while performing job functions or otherwise acting on behalf of RMW.

Definitions:

"Drug" means (a) drugs that have been legally obtained by a prescription issued by a person authorized to issue the prescription; (b) over-the-counter medication; (c) drugs which cannot legally be possessed in Canada; and (d) any other substance capable of causing a person to be impaired, including alcohol.

"Impaired" means an employee's ability to carry out the employee's job functions in a safe, efficient, or competent manner is negatively affected.

"Safety-Sensitive Duty" means an employment-related duty requiring the employee to operate motorized vehicles, trucks, heavy equipment, or machinery, or other duty defined by RMW or the applicable industry as safety-sensitive.

Employee Responsibilities

As a condition of employment, all employees are required to comply with the following while on RMW's premises, while performing the employee's job functions, or otherwise acting on behalf of RMW:

- Not breach any applicable law related to any drug or alcohol;
- Not be impaired;
- Determine, with the employee's licensed doctor or pharmacist, whether any prescribed or over-the-counter drug the employee is taking may cause the employee to be impaired.

- Employees required to perform any safety-sensitive duty must inform the CAO about the employee's use of any drug or alcohol that may cause them to be Impaired;
- Advise their immediate supervisor whenever they believe another employee is impaired.

Dependence on Drugs or Alcohol

Accommodation

An employee who has a drug or alcohol dependency and is impaired at work has a responsibility to communicate their need for any accommodation to RMW and co-operate with the accommodation and rehabilitation efforts. Self-disclosure is encouraged.

RMW will assist and accommodate employees who voluntarily disclose a dependence on drugs or alcohol, which causes or is likely to cause the employee to be impaired. Assistance and accommodation will be coordinated with the CAO. Employees who require rehabilitation for drug or alcohol dependency will be encouraged to seek professional care and support through their health care professional. Employees also have an obligation to participate in accommodation efforts.

Consequences

Employees who present themselves as impaired will be asked by their Supervisor to leave the workplace while they are impaired. The incident shall be documented and presented to the CAO.

Employees who fail to comply with this policy, refuse to cooperate in rehabilitation or accommodation, or who continue to present themselves as a safety risk to themselves or others may be subject to disciplinary action, in accordance with the Progressive Discipline Process and related Policy outlined in this Manual.

An employee who carries out safety-sensitive duties and who is involved in a safety-related incident before informing RMW of the employee's dependency on drugs or alcohol which may cause impairment may be terminated immediately for cause.

7 ACCESSIBILITY

7.1 Providing Goods and Services to Persons with Disabilities

RMW will make every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services, as long as this does not present a health and safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual accommodation needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

Disability: Refers to:

- Any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect, or illness and, without limiting the generality of the foregoing;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder.

Assistive Devices

Persons with disabilities may use their own assistive devices as required when accessing goods or services provided by the RMW. In cases where the assistive device presents a health and safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services, up to the point of undue hardship.

Where barriers exist, RMW will ensure that other measures are available to enable the person with a disability to obtain, use or benefit from our services.

Service Animals

RMW will welcome people with disabilities and their service animals. A customer with a disability who is accompanied by a certified guide dog or service animal will be allowed access to premises that are open to the public unless otherwise excluded by law. In the event that a service animal is prohibited by law from the premises, RMW will ensure that other measures are available to enable the person with a disability to obtain, use or benefit from our services.

The customer who is accompanied by a guide dog or service animal is responsible for maintaining care and control of the animal at all times. RMW reserves the right to ask an out-of-control service animal to be removed from the premises.

If a health and safety concern presents itself, for example, in the form of a severe allergy to the animal, RMW will make all reasonable efforts to meet the needs of all individuals, up to the point of undue hardship.

Support Persons

If a customer with a disability is accompanied by a support person, RMW will ensure that both persons may enter the premises together and that the customer is not prevented from having access to the support person.

In situations where confidential information might be discussed, consent will be obtained from the customer before any potentially confidential information is mentioned.

Notice of Temporary Disruption

Service disruptions may occur for reasons that may or may not be within the control or knowledge of RMW. In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use goods or services, reasonable efforts will be made to provide advance notice. In some circumstances, such as in the situation of unplanned temporary disruptions, advance notice may not be possible. When disruptions occur, RMW will provide notice by posting notices on the premises, on the RMW website, or notifying those with reservations or appointments.

8 COMPENSATION, BENEFITS & SERVICES

8.1 Salary Administration

RMW reviews salaries on an annual basis. Salary increases may be provided depending upon competitive factors, the employee's performance, and RMW's ability to pay.

8.2 Timekeeping

RMW requires that all employees record the amount of time they work to complete their duties each day using the timesheets and/or the time clocks provided.

8.3 Pay Schedule

All employees are paid bi-weekly. The pay week is from Monday to Sunday. The normal payday is Friday.

8.4 Overtime

All overtime must be pre-approved by Supervisors. Employees will be paid 1 1/2 times their regular wages for time worked over 8 hours per day, or 40 hours per week. Some exemptions apply in accordance with provincial legislation, such as those with managerial responsibilities. Overtime will be paid out on the employee's next pay. Those employees wanting to bank overtime, must enter into an agreement with RMW regarding banking of overtime. Any banked overtime must be used within three months of accrual.

All employees shall endeavor to schedule their work responsibilities in such a manner that the need for overtime is minimized.

8.5 Training

In situations where RMW requires attendance at mandatory or job-related training, employees will be paid for their time at the regular rate of pay. All expenses for training that involves out of town travel will be paid for by RMW.

Overtime shall be paid to eligible employees for all hours of training required in addition to their regularly scheduled shift hours, as a full-time employee.

If an employee voluntarily attends training courses to upgrade or increase job-related skills, there must be no cost to RMW, unless it has been approved by RMW. Time spent attending these training courses will not be paid by RMW unless mutually agreed upon by RMW and the employee. See 'Educational Assistance' below.

Onboarding

During the introductory period with RMW, all employees will be trained on proper use of equipment and tools required to perform work duties. Any individuals working with the public will be trained to be respectful and accommodating towards persons with disabilities.

8.6 Educational Assistance

General Overview

In order to support continuous growth and development, RMW may provide financial assistance to take developmental programs and courses. These programs and courses must be directly related to the employee's current duties and responsibilities, another position within RMW or their professional development. Mandatory training or courses that are required by RMW are not covered under this program.

Eligibility

Open to full-time employees who have completed 6 months or more of continuous employment with RMW. Work performance may also be taken into account.

Criteria for Approval

Job-Related Course Work

It directly supports or improves skills required for current job assignments, duties or responsibilities.

Career-Related Course Work

It directly prepares employees for advancement within RMW.

Professional Development

It directly develops the administrative or management capacity of employees.

Reimbursement

RMW covers 100% of the cost of tuition, class registration fees, and books for approved courses in which a grade of "C" or better is achieved, or for pass/fail courses in which a passing grade was received. RMW will reimburse employees prior to starting or completing courses or programs. All receipts must be submitted to the CAO for reimbursement. A contract is required stating the

program, commitment, and agreement to repayment if they drop out, leave the employment relationship before a specified time, or fail a course.

Employees must submit a copy of marks within 2 months of completion of the course. If a grade of "C" or better is not received, or if the course was discontinued or failed, the employee will be required to reimburse RMW for all costs associated with this course (tuition, books and registration fees). A re-payment plan will be negotiated.

If an employee chooses to terminate their employment with RMW, all course costs are repayable back to RMW as follows:

EMPLOYEE INITIATED TERMINATION OF EMPLOYMENT	REPAYABLE AMOUNT
Within 12 months of course completion	100% of costs are repayable
Less than 24 months of course completion	50% of costs are repayable
More than 24 months of course completion	0% of costs are repayable

In the event of an Employer-initiated termination, the employee is not required to repay any course costs.

Application Process

All requests must be submitted to the CAO for approval a minimum of one month prior to the start of the program or course. Documentation includes acceptance/confirmation into the program, receipts.

RMW reserves the right to decline requests for educational assistance.

8.7 Group Benefits

RMW understands the importance of providing its employees with benefits for the assistance and security they give the employees and their families.

RMW offers Extended Health Benefits and a Pension Plan. Extended health benefits are provided on a 50/50 cost share basis between the employee and RMW. The pension plan is on a matching basis, both the employee and RMW contribute equally. Both benefit plan are available to qualifying employees. Please refer to the Group Benefit Plan booklet for detailed information.

Questions on the benefits program are to be directed to the service provider.

9 COMMUNICATION

9.1 Employee Concern Process

RMW recognizes that there may be times when employees have a job-related problem, question or concern. If this happens, employees should first discuss it with their immediate Supervisor. At this level, employees usually reach the simplest, quickest and most satisfactory solution.

If the employee and their Supervisor do not solve the issue or concern, RMW encourages employees to contact the Chief Administrative Officer who will attempt to resolve the concern.

Concerns will be addressed as quickly as possible and the employee will be kept informed of the progress and resolution.

RMW values and encourages input from employees on matters that impact their work and the working environment. We encourage employees to provide suggestions and ideas to their Supervisors.

9.2 Staff Meetings

Staff meetings will be held on a regular basis, the frequency of which will be determined by the CAO.

9.3 Announcements, Postings & General Information

Employee communications may be distributed through the e-mail system, posted on central bulletin boards, distributed by paper memos or announced at employee meetings. Employees are encouraged to read all notices sent out or posted.

ACKNOWLEDGEMENT OF RECEIPT OF HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL

I have received the current HR Manual (effective October 1, 2019) and have read and understand the material covered. I have had an opportunity to ask questions about the policies in this Manual, and I understand that any future questions that I may have about the Manual or its contents will be answered by my immediate supervisor or the RMW representative upon request. I agree to and will comply with the policies, procedures and other guidelines set forth in the Manual.

I understand that RMW reserves the right to change, modify or remove any or all of the policies, benefits, rules and regulations contained or described in the Handbook as it deems appropriate at any time, with or without notice. I acknowledge that neither the Manual nor its contents are an express or implied contract regarding my employment.

I understand that the contents of this Manual are not intended to contravene the laws of the province in which I work as it applies to conditions of employment or human rights. Any terms and conditions included in an employee's Employment Agreement will prevail over this Manual, provided they are not in contravention of any requirements under legislation.

I further understand that all employees of RMW, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or RMW at any time, with or without cause, and with notice.

Employee Signature

Date

Employee Name (Printed)

Supervisor/Manager Signature

Date

APPENDIX A: HUMAN RESOURCES FORMS

Respectful Workplace & Harassment Complaint Form

Instructions for completion and handling:

- All employees working for RMW are entitled to utilize this Complaint and Response Form. You may seek assistance before completing this form.
- Place the completed form in a sealed envelope marked "Private and Confidential". Forward the completed form to the Chief Administrative Officer.
- A copy of the Complaint Form should be retained by the complainant.

COMPLAINT FORM

Name of Complainant:
Position Title:
Immediate Supervisor:
Phone Numbers (home/cell/work):
Email Address:

Name of individual(s) who is subject of the complaint:

Contact Information (if available):

In your own words, please describe in as much detail as possible the details of your complaint. The following is a description of the incident(s), which include what happened, what was said, dates, times, places, names of persons directly involved as well as the names of any witnesses.

If you would like to provide a more detailed description, please attach the information to this form. Please also attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

INCIDENT DETAILS:

Date: _____ Time: _____ Location: _____

Description of alleged objectionable behavior, actions, conduct, etc. (*Attach further information if required*):

Please describe what actions (if any) you have taken to try and resolve this problem.

Has the Complaint been Reported Previously? Yes ___ No ___ *If yes, please describe to whom, and what action was taken. (Attach further information if required)*

List Witness(es) to the Conduct being Investigated, including Name, Department, and contact information:

What resolution are you seeking?

My signature indicates that I have read and understand RMW's Respectful Workplace and Harassment Prevention Policy and Procedures. I understand that:

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments are provided in the course of filing a complaint will be held in confidence. The complaint form and its attachments may be disclosed to the respondent named in the complaint and to the investigator appointed to assist with the resolution of this complaint. Your signature confirms that you have been made aware and give permission for the above use of this information.
3. Filing this complaint in no way limits your ability to consider other options such as a complaint under the Human Rights Code.

Complainant's Printed Name: _____

Complainant's Signature: _____

Date: _____

Respectful Workplace & Harassment Respondent Form

Instructions for completion and handling:

- All employees working for RMW are entitled to utilize this Complaint and Response Form. You may seek assistance before completing this form.
- Place the completed form in a sealed envelope marked "Private and Confidential". Forward the completed form to the CHIEF ADMINISTRATIVE OFFICER.
- A copy of the Respondent Form should be retained by the respondent.

Name of Respondent:
Position Title:
Immediate Supervisor:
Phone Numbers (home/cell/work):
Email Address:

I have read a copy of the written complaint and am providing the following response. (If more space is required, please attach a copy to this form)

Were you aware of the complaint prior to receipt of the written complaint? Have you attempted to resolve the problem, and if so, please describe.

Do you have a proposed resolution? Explain.

My signature indicates that I have read and understand RMW's Respectful Workplace and Harassment Prevention Policy and Procedures. I understand that:

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint and response will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments provided in the course of filing a response will be held in confidence. The response form and its attachments may be disclosed to the complainant. Your signature confirms that you have been made aware and give permission for the above use of this information.

Respondent's Printed Name: _____

Respondent's Signature: _____

Date: _____

Whistleblower Complaint Form

INSTRUCTIONS FOR COMPLETION AND HANDLING:

- All employees working for RMW are entitled to utilize this Form. Complainants may seek assistance before completing this form.
- Place the completed form in a sealed envelope marked "Private and Confidential". Forward the completed form to the CHIEF ADMINISTRATIVE OFFICER.
- A copy of the Complaint Form should be retained by the complainant.

COMPLAINT FORM

Name of Complainant:
Position Title:
Immediate Supervisor:
Phone Numbers (home/cell/work):
Email Address:

Name the individual(s)/department who are subject to this complaint.

Contact Information if available/applicable:

Date you became aware of the Reportable Activity:

How did you become aware of the Reportable Activity:

In your own words, please describe in as much detail as possible the details of your complaint. The following is a description of the incident(s), which include what happened, what was said, dates, times, places, names of persons directly involved as well as the names of any witnesses.

If you would like to provide a more detailed description, please attach the information to this form. Please also attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Reportable Activity is: ☐ ongoing ☐ completed ☐ unsure

Steps (if any) you have taken prior to completing this form.

List Witness(es) to the Conduct being Investigated, including Name, Department, and contact information:

What resolution are you seeking?

My signature indicates that I have read and understand RMW's Whistleblower Policy.

I understand that:

1. The filing of this complaint does not guarantee that an investigation will occur. The complaint will be reviewed and an assessment made by the employer as to whether an investigation is warranted and/or whether an informal resolution process should be pursued.
2. This document and any attachments are provided in the course of filing a complaint will be held in confidence. The complaint form and its attachments may be disclosed to the respondent named in the complaint and to the investigator appointed to assist with the resolution of this complaint. Your signature confirms that you have been made aware and give permission for the above use of this information.

Complainant's Printed Name: _____

Complainant's Signature: _____

Date: _____

APPENDIX B: POLICIES AND REGULATIONS

Rural Municipality of Riding Mountain West

Box 110

Inglis, Manitoba R0J 0X0

Ph: 204-564-2589

Fax: 204-564-2643

Email: info@rmwest.ca

Website: rmwest.ca

Policy No.	F/A-002	Reference:	Operational Policy
Policy Title:	Money Handling Policy	Pages:	4
Policy Effective:	March 14, 2018	Adopted by Resolution No.	18-133

PRINCIPLES:

The Rural Municipality of Riding Mountain West strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the municipality.

As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

PREAMBLE:

This policy operates in addition to other policies, regulations and administrative directives for employees, as may be determined from time to time by Council or the Chief Administrative Officer.

DEFINITIONS:

Cash – Canadian and US notes and coin.

Cash Overage/Shortage – situation in which the physical amount of cash on hand differs from the recorded amount of cash.

Dual Control – where two employees are equally accountable for the protection and handling of money.

Legal Tender – legally valid currency that may be offered in payment of goods and services.

Money – cash, cheques, money orders, debit and credit card transactions and other cash equivalents.

Money Handler – any employee entrusted with RM money, regardless of their job descriptions, for receiving, direct depositing, wiring, safeguarding and/or depositing money.

Money Handling – the receiving, direct depositing, wiring, safeguarding and depositing of all monies received by the RM.

Money Handling Location – a RM location that receives payments for services, goods or admissions from the general public.

Mutilated Notes – Canadian current showing signs of excessive damage from fire, water, missing pieces, or other forms of deterioration.

Personal Information – information as defined in Section 1 of *The Freedom of Information and Protection of Privacy Act* (FIPPA). Personal Information may include, but is not limited to contact information such as name, address, telephone number, financial information, such as banking information, amounts owing or paid; credit or debit card information.

SCOPE:

This policy applies to all employees of the Municipality that handle money on behalf of the RM.

POLICY:

Anyone who handles RM money has the responsibility to receive and process it according to this policy and its related procedures.

1. **Money Handling Locations:** Money handling locations must:
 - a) establish and document a Money Handling Operating Procedure for their area that meets or exceeds the minimum standards of this policy
 - b) provide a receipt of RM money transactions
 - c) safeguard money against loss, theft or misappropriation
 - d) balance and reconcile money transactions
 - e) deposit money promptly
 - f) maintain a safe and secure environment for employees
2. **Segregation of Duties:** Money handling duties are required to be completed by different money handlers. These duties include collecting money, depositing money, loading transactions to ledgers and reconciling records.
3. **Prompt Deposits of Money:** Prompt deposits of money to the RM's financial institution will ensure the safeguarding of the RM's money.
4. **Safeguarding Money:** Money received at each location shall be properly documented as received and adequately safeguarded at all times. All money must be protected immediately by using a cash drawer, safe or other secure place until deposited. A secure area for processing and safeguarding funds received must be provided and restricted to authorized employees. Dual Control of money held in safes and vaults must be maintained.
5. **Balancing and Reconciliation:** The total amount of money collected shall be reconciled daily to supporting documents by Money Handlers and a direct supervisor will document his/her daily review and verification. Overages and shortages will be reviewed, recorded and acknowledged by a direct supervisor.

Original detail tapes and cash receipts of deposits (with their attachments) will be kept on site for one year, after which time they should be maintained in accordance with RM Records Retention and Disposal Policy.

6. **Tender Types:** The RM accepts the following tender types for payment; cash, cheques, drafts and money orders, debit cards and RM Gift Certificates. Mutilated currency is not acceptable tender.

7. **Penny Rounding Guidelines:**

- a) Sales – Rounding does not apply to payments made by debit cards, direct debit, cheque, etc. Rounding only applies to cash transactions where the customer does not provide pennies or the RM does not have pennies on hand for change as follows:
 - i. Price or accounts received owed by customer is divisible by five cents:
No rounding required.
 - ii. Price or accounts receivable owed by customer not divisible by five cents:
 - The price or accounts receivable is rounded to the nearest nickel (i.e. if the amount ends in one, two, six or seven cents, round down; if the amount ends in three, four, eight or nine cents, round up)
 - The amount entered in the cash system is the non-rounded price or accounts receivable. This ensures the customer does not owe any amount as a result of rounding after the transaction is processed.
 - Due to rounding, the actual cash collected will be greater or less than the amount entered in the cash system. This difference will be treated as a cash overage or shortage.
- b) Refunds – Cash refunds to customers are to be rounded up to the nearest nickel.
- c) Other – Pennies will be accepted as legal tender.

9. **Foreign Currency:**

- US cheques and bills for transactions under \$100 shall be accepted at par.
- The US exchange rate will be applied to payments made in US funds that are over \$100.
- Other foreign currencies are not acceptable tender for the RM.
- The Bank of Canada US foreign exchange rate will be used.

10. **Privacy:** Any Personal Information accessed and used to process financial transactions will be handled in accordance with FIPPA and the RM's Customer Privacy Policy.

11. **Non-Compliance:** Failure to comply with the Money Handling Policy, and its related procedure, may result in disciplinary action up to and including termination of employment and/or criminal charges.

Roles and Responsibilities

Council

Approve the Money Handling Policy.

Chief Administrative Officer

Conducts audits or investigations of cash controls deemed necessary at any time without notice.
Provide advice to support areas with administering this policy and related procedures.

Employees

Comply with this policy and related procedures and processes.

All employees have the responsibility to report non-compliance of this policy to the CAO.

Reference Material

The Freedom of Information and Protection of Privacy Act

Rural Municipality of Riding Mountain West

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Policy No. PER-001	Reference:
Policy Title: Municipal Employee Code of Conduct	Pages: 4
Policy Effective: November 21, 2017	Adopted by Resolution No. 17-480

PRINCIPLES:

The Rural Municipality of Riding Mountain West strives to maintain a high level of public trust and confidence in the integrity, objectivity and impartiality of the municipality.

As our most valuable and significant resource, our employees are expected to maintain high standards of personal and professional conduct, demonstrate integrity and impartiality at all times, and perform their duties and responsibilities in a manner that recognizes a commitment to the well-being of the community.

PREAMBLE:

This Code of Conduct operates in addition to other policies, regulations and administrative directives for employees, as may be determined from time to time by Council or the Chief Administrative Officer.

Where any provision of this Code is inconsistent with a collective agreement or employment contract that applies to that employee, the provision of the collective agreement or employment contract applies.

DEFINITIONS:

Assets include, but are not limited to, municipal buildings and land, equipment, supplies, vehicles, materials, electronic networks, and financial assets.

Chief Administrative Officer (C.A.O.) means the Chief Administrative Officer of the municipality, and includes his or her designate.

Code means the Municipal Employee Code of Conduct established and approved by Council.

Confidential information means information that is not part of the public domain and information designated by Council as confidential, such as personal information, internal policies, items under any legal proceedings, etc.

Dependent means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee, and has the same meaning as in The Municipal Council Conflict of Interest Act.

Employee means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees, including volunteers.

Municipality means the Rural Municipality of Riding Mountain West.

SCOPE:

This code applies to all employees of the Municipality.

USE OF CONFIDENTIAL INFORMATION:

Employees may have access to confidential information during the course of their duties and responsibilities.

Employees are expected to keep information confidential, until the information is available to the general public.

Employees must not use confidential information concerning the affairs of the Municipality to advance their personal interests, their dependents' interests, or the interests of any other person.

USE OF INFLUENCE:

The Municipality strives to ensure fairness and objectivity in its decision-making process. Employees must not use their positions to give anyone preferential treatment that would advance their own interests, or that of any member of the employee's family, friends or business associates.

Employees who have a financial interest in a municipal contract, sale or other transaction, or knowingly have family members, friends (individual with whom the employee has a close personal relationship) or business associates with such interests, must not participate in any discussion, evaluation or recommendation with respect to the matter.

ACCEPTANCE OF GIFTS:

Citizens' perception of the integrity of the Municipality and its employees is important. Employees must avoid real or perceived appearances of impropriety with organizations or businesses that do business with the Municipality.

Employees must not accept gifts, favours or other benefits (e.g. hospitality or entertainment) that are connected directly with the performance of their duties or responsibilities, from any person who is directly or indirectly involved in any business relationship with the Municipality.

Gifts, favours or benefits that are part of a normal exchange between persons doing business or part of a public function are permitted.

USE OR MUNICIPAL PROPERTY AND ASSETS:

Municipal property and assets belong to the community as a whole and must only be used by an employee to perform work related duties and responsibilities, or for community activities that are authorized by Council.

Personal use of municipal property and assets by an employee are permitted only if authorized by Council. Generally, personal use of municipal property and assets will only be permitted if they are also available to be used by the public.

Municipal property and assets in the care of an employee must be protected and kept secure at all times.

POLITICAL AND COMMUNITY ACTIVITIES:

All employees have the right to take part in political and community activities. Employees need to ensure that participation in such activities does not place them in a real or perceived conflict of interest.

Employees may only participate in political activities (e.g. actively campaign or solicit funds for a political party or candidate) outside work hours and without using municipal property, assets or resources.

Employees engaged in community activities must continually assess their involvement and expected decision-making responsibilities in light of their employment with the Municipality.

FAMILY AND PERSONAL RELATIONSHIPS:

The Municipality strives to be fair, objective and transparent at all times. Municipal employees must ensure that their family and other personal relationships and their official duties are independent of each other.

As with all other areas of municipal business, it is expected that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. At times, this may require reporting relationships to be revised to ensure employees are not supervised directly or indirectly by a close family member.

Employees must not give preferential treatment to family or any other person with whom the employee has a personal relationship.

OUTSIDE WORK OR BUSINESS ACTIVITIES:

Employees are committed to ensuring the Municipality's success in delivering services to citizens effectively and efficiently, and must act in the best interests of the Municipality.

Employees must ensure that they avoid any outside employment or business activities:

- that interfere with the performance of an employee's duties; in which the employee has an advantage or appears to have an advantage as a result of their employment with the Municipality;
- that will or might appear to influence or affect the employee in carrying out their municipal duties;
- that requires or involves use of municipal property or assets;
- that is contrary to the interests of the Municipality.

PROCEDURES:

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code from the C.A.O. if they are unsure whether their behavior, circumstances or interests contravene the Code.

Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:

- his or her direct supervisor, in the case of an employee. The supervisor must immediately advise the C.A.O...
- Council or the Personnel Committee in the case of the C.A.O.

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor must review the disclosure within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.

An employee who fails to disclose an actual or potential conflict may be subject to discipline.

REVISIONS:

Council may, at its discretion and by resolution, amend the Code.

Rural Municipality of Riding Mountain West

Policy No. PER-003	Reference:
Policy Title: Progressive Discipline Policy	Pages: 5
Policy Effective: July 3, 2019	Adopted by Resolution No. 19-328

1. PRINCIPLES

- 1.1. The Rural Municipality of Riding Mountain West (RM) is committed to maintaining a healthy and productive work environment and atmosphere where all employees are afforded the opportunity to thrive. Where behaviours or competency do not allow for the RM to achieve its desired work environment goals, the RM is committed to addressing the situation promptly and appropriately.

2. PREAMBLE

- 2.1. Effective processes and controls are required to address employee performance issues and correct inappropriate behaviours. Effective management of this process will allow the RM to create an atmosphere where employees thrive.
- 2.2. The creation and maintenance of a healthy and productive work environment is a collective responsibility between the RM and its employees.

3. DEFINITIONS

- 3.1. "RM" refers to the Rural Municipality of Riding Mountain West.
- 3.2. "Progressive Discipline" is a disciplinary process in which the disciplinary actions become more formal and severe as it progresses.

4. POLICY OBJECTIVE

- 4.1. The objectives of this policy are to:
- 4.1.1. Provide a framework to address inappropriate behaviour and competencies of employees; and
- 4.1.2. Ensure a fair and consistent process is in place to address situations quickly.

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5. SCOPE

5.1. This policy applies to all RM employees.

6. GUIDING PRINCIPLES

- 6.1. The RM will apply a progressive discipline approach to address employees' performance and workplace issues.
- 6.2. Management is expected to ensure that performance and workplace issues are addressed promptly and appropriately.
- 6.3. Where an employee's work performance falls below acceptable standards, the immediate supervisor must provide documented timely and relevant feedback identifying where expectations are not being met and must work with the employee to develop a plan to restore performance to a satisfactory measure.
- 6.4. Immediate supervisor should seek advice and guidance from Chief Administrative Officer or the Personnel and Policy Committee prior to addressing escalating performance management issues.
- 6.5. In dealing with misconduct on the part of an employee, the RM will follow the procedures outlined in Appendix A.
- 6.6. In situations where the misconduct results in the need for escalated discipline, employees may be subject to disciplinary actions including but not limited to suspension with or without pay or immediate termination.

7. GUIDING PRINCIPLES – PROGRESSIVE DISCIPLINE PROCESS

- 7.1. In cases where employees are not meeting expectations that have been clearly defined, management may take disciplinary action through the following steps, in the order presented, and in accordance with the procedures outlined in Appendix 1.
- 7.2. The immediate supervisor must document all disciplinary actions and provide a copy of all documentation to the Chief Administrative Officer. At all stages of discipline, it is recommended that the supervisor be accompanied by a witness in the delivery of the discipline (preferably a staff member of the RM).
- 7.3. All disciplinary actions are subject to any Employment Agreement.
- 7.4. Disciplinary action may start at any step in instances of gross misconduct such as theft, sexual assault, physical abuse, alcohol or drug abuse on the job, insubordination, harassment or any incident of equal gravity. These types of serious offences may result in immediate termination.
- 7.5. The decision to terminate an employee may be recommendation by the immediate supervisor and approved by Council.

8. ROLES AND RESPONSIBILITIES

STAKEHOLDER	RESPONSIBILITIES
Council	Approve and formally support this policy. Act as the Appeal Body in the process. Approve all terminations.
Chief Administrative Officer	Develop, maintain and oversee the implementation of this policy. Provide guidance on the progressive discipline process.

Immediate Supervisor	Conduct progressive discipline with Employee. Work with the Chief Administrative Officer on discipline issues.
Employees	Comply with employment expectations.

9. INQUIRIES

9.1. Inquiries regarding this policy can be directed to the Chief Administrative Officer.

10. AMENDMENTS (Revision History)

10.1 Amendments to this Policy will be published from time to time and circulated to the RM community.

PROGRESSIVE DISCIPLINE POLICY

APPENDIX 1

Progressive Discipline Procedures

In dealing with employee discipline, immediate supervisor will work with the CAO or Personnel and Policy Committee to:

- Determine from the employee the reasons for inappropriate behavior;
- Give due consideration to the employee's explanation;
- Identify the difference between the required behaviour and the employee's behaviour;
- Clearly articulate the behaviour that is required in the future;
- Acknowledge the employee's progress in improving performance, and where possible, support an employee's effort to improve.

In cases where the employee is not meeting expectations that have been very clearly defined, the RM may take disciplinary action through the following steps in accordance with the applicable Terms and Conditions of Employment:

1. Verbal Reprimand

- 1.1 Beginning with verbal discussions, where an employee's work performance falls below the expected standards, the immediate supervisor will provide timely and specific feedback identifying where expectations are not being met. A documented account of discussion shall be placed in the employee's personnel file.
- 1.2 The employee and immediate supervisor may discuss ways to improve the specific performance areas.
- 1.3 The employee will have the opportunity to demonstrate improvement and the immediate supervisor will monitor performance and acknowledge if and when the performance issue has been corrected.

2. Written Reprimand

- 2.1 Should the performance issue continue, the disciplinary process will move to an increased level of formality.
- 2.2 This involves the immediate supervisor documenting discussions with the employee about the performance issue and sharing a copy of the documentation with the employee and also ensuring a copy of the documentation is maintained in the employee's personnel file.
- 2.3 The immediate supervisor will work with and support the employee to identify the necessary improvements and the timeline for improvements.

3. Disciplinary Probation

- 3.1 In consultation with the Personnel and Policy Committee, an employee may be placed on disciplinary probation if performance does not improve. This involves providing the employee with written notice and details on and the conditions for the probation.

4. Suspension With or Without Pay

- 4.1 In consultation with the Personnel and Policy Committee, an employee may be placed on suspension, with or without pay, for a defined period of time.
- 4.2 Notice shall be provided to the employee and will include the details of and the reasons for the suspension.

5. Termination

- 5.1 The last step in the progressive discipline process is the termination of an employee.
- 5.2 The termination decision may be recommendation by the immediate supervisor and approved by the Personnel and Policy Committee.
- 5.3 This termination process is subject to the terms and conditions as outlined in the Employment Agreement.

6. Appeals

- 6.1 In the event that an employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with Council.
- 6.2 Written appeals shall contain any necessary documentation.
- 6.3 Council shall review and respond to all written appeals.

As of 2019-08-21, this is the most current version available. It is current for the period set out in the footer below. It is the first version and has not been amended.

Le texte figurant ci-dessous constitue la codification la plus récente en date du 2019-08-21. Son contenu était à jour pendant la période indiquée en bas de page. Il s'agit de la première version; elle n'a fait l'objet d'aucune modification.

THE HIGHWAY TRAFFIC ACT
(C.C.S.M. c. H60)

**Cellular Telephones and Other Hand-Operated
Electronic Devices Regulation**

Regulation 83/2010
Registered June 29, 2010

Definitions

1 The following definitions apply in this regulation.

"Act" means *The Highway Traffic Act*. (« Code »)

"public switched telephone network", "radio apparatus" and "radio-based telephone communication" have the same meaning as in the *Radiocommunication Act* (Canada). (« appareil radio », « communication radiotéléphonique » et « réseau téléphonique public commuté »)

"radiocommunication service provider" has the same meaning as in the *Radiocommunication Regulations*, SOR/96-484, made under the *Radiocommunication Act* (Canada). (« fournisseur de services radio »)

CODE DE LA ROUTE
(c. H60 de la C.P.L.M.)

**Règlement sur les téléphones cellulaires et les
autres appareils électroniques à commande
manuelle**

Règlement 83/2010
Date d'enregistrement : le 29 juin 2010

Définitions

1 Les définitions qui suivent s'appliquent au présent règlement.

« **appareil radio** », « **communication radiotéléphonique** » et « **réseau téléphonique public commuté** » S'entendent au sens de la *Loi sur la radiocommunication* (Canada). ("public switched telephone network", "radio apparatus" and "radio-based telephone communication")

« **Code** » Le *Code de la route*. ("Act")

« **fournisseur de services radio** » S'entend au sens du *Règlement sur la radiocommunication*, DORS/96-484, pris en vertu de la *Loi sur la radiocommunication* (Canada). ("radiocommunication service provider")

Defining terms for the purposes of the Act

2(1) For the purposes of subsection 215.1(2) of the Act,

(a) **"configured and equipped to allow hands-free use as a telephone"** means that a hand-operated electronic device is, without being held in the user's hand, functionally able to be used as a telephone

(i) exclusively by voice commands, or

(ii) by touching the device only once to initiate or accept a telephone call and only once to end it, while all other actions in relation to the call are performed exclusively by voice commands; and

(b) **"used in a hands-free manner"** means that a hand-operated electronic device is used only in accordance with the following criteria:

(i) it is not held in the user's hand while it is used,

(ii) it is securely anchored to an interior surface of a vehicle, or held in a holder that is securely anchored to an interior surface of a vehicle, in a manner that does not interfere with the vehicle's safe operation,

(iii) it is within easy reach of the driver's seat, and

(iv) it is used and controlled exclusively by voice commands or, if it is touched during use, it is touched not more than once to initiate, accept or end a telephone call or to use or cease using a non-communication function of the device,

Définitions — application du Code

2(1) Pour l'application du paragraphe 215.1(2) du Code :

a) « **configuré et doté du matériel nécessaire pour permettre le fonctionnement mains libres de sa fonction téléphonique** » qualifie un appareil électronique à commande manuelle permettant à l'utilisateur de l'utiliser, en mode mains libres, comme téléphone uniquement au moyen de commandes vocales ou en touchant l'appareil une seule fois pour faire ou prendre un appel et une seule autre fois pour y mettre fin, les autres fonctions ayant trait à l'appel étant toutes contrôlées par commandes vocales;

b) « **n'est pas pris en main** » se dit d'un appareil électronique à commande manuelle qui est utilisé uniquement comme suit:

(i) il n'est pas tenu en main,

(ii) il est fixé solidement à une des surfaces intérieures d'un véhicule ou est tenu dans un support ainsi fixé, d'une façon qui ne nuit pas à la conduite sécuritaire du véhicule,

(iii) il peut aisément être atteint depuis le siège du conducteur,

(iv) il est utilisé et contrôlé uniquement au moyen de commandes vocales ou, si l'utilisateur le touche, il ne le fait qu'une fois pour faire ou prendre l'appel ou pour y mettre fin ou pour se servir ou cesser de se servir d'une fonction n'ayant pas trait à la communication.

2(2) For the purposes of subsection 215.1(5) of the Act,

(a) **"cellular telephone network provider"** means a radiocommunication service provider that provides radio-based telephone communication services to persons to enable them to make telephone calls through a public switched telephone network; and

(b) **"mobile data terminal"** means a computerized device

(i) that is securely anchored to an interior surface of a vehicle, or is held in a holder that is securely anchored to an interior surface of a vehicle, in a manner that does not interfere with the vehicle's safe operation,

(ii) that is within easy reach of the driver's seat, and

(iii) that, if used to communicate with a person or device outside the vehicle while it is in motion, is used exclusively to communicate with a dispatch or control centre.

Exempt devices

3 Subsection 215.1(2) of the Act does not apply to

(a) the use of a two-way radio or trunked mobile radio system;

(b) the use of a hand-operated electronic device by a government employee who works in a government emergency organization while the device is used to carry out his or her government duties; or

(c) the use of a hand-operated electronic device by a person who has been assigned emergency-response duties by a government emergency organization while the device is used to carry out the assigned duties.

2(2) Pour l'application du paragraphe 215.1(5) du *Code* :

a) « **fournisseur de services sans fil** » s'entend d'un fournisseur de services radio qui offre des services de communication radiotéléphonique permettant aux usagers d'effectuer des appels téléphoniques par l'entremise d'un réseau téléphonique public commuté;

b) « **terminal de données mobile** » s'entend d'un appareil informatique :

(i) qui est fixé solidement à une des surfaces intérieures d'un véhicule, ou qui est tenu dans un support ainsi fixé, d'une façon qui ne nuit pas à la conduite sécuritaire du véhicule,

(ii) que le conducteur peut aisément atteindre depuis son siège,

(iii) dont les fonctions servant à communiquer avec une personne ou un appareil situé à l'extérieur du véhicule sont utilisées, lorsque ce dernier est en mouvement, strictement pour communiquer avec un centre de contrôle ou de répartition.

Exemptions — appareils

3 Le paragraphe 215.1(2) du *Code* ne s'applique pas à l'utilisation :

a) d'appareils radio émetteur-récepteur ou de systèmes de radios mobiles à réseau partagé;

b) d'appareils électroniques à commande manuelle par des employés du gouvernement qui travaillent pour un organisme d'urgence gouvernemental si l'utilisation s'effectue dans le cadre de leurs fonctions;

c) d'appareils électroniques à commande manuelle par des personnes qu'un organisme d'urgence gouvernemental affecte à des interventions d'urgence si l'utilisation s'effectue dans le cadre de leurs fonctions.

Coming into force

4 This regulation comes into force on the same day that *The Highway Traffic Amendment Act (Promoting Safer and Healthier Conditions in Motor Vehicles)*, S.M. 2009, c. 6, comes into force.

Entrée en vigueur

4 Le présent règlement entre en vigueur en même temps que la *Loi modifiant le Code de la route (promotion de la santé et de la sécurité dans les véhicules automobiles)*, c. 6 des *L.M.* 2009.

Rural Municipality of Riding Mountain West Job Description

SOLID WASTE ATTENDANT			
Supervisor:		Last Updated:	August 2019

Job Overview

Participating in the daily operations of the Waste Management Site and solid waste collection to ensure compliance with the Waste Disposal Ground Operating Permit by efficiently managing waste and recyclable materials while adhering to *Manitoba Workplace Safety and Health Act* and Regulations and RM policies.

Required Knowledge, Skills and Abilities

Knowledge:

- Knowledge of waste diversion regulations and provincial standards
- Knowledge of the occupational hazards and safety precautions needed to keep themselves and co-workers safe

Skills and Abilities:

- Excellent customer service skills
- Ability to follow written and/or verbal instructions
- Basic math skills
- Record keeping techniques
- Ability to work in all weather conditions
- Ability to lift 50 lbs.
- Accomplish goals in a team environment
- Possess a positive "can do" attitude

Tasks

- Open and close the Inglis Waste Site during specified working hours
- Maintain the building, both inside and out, in a clean and organized manner
- Ensure waste is placed in designated areas at the site
- Ensure that the site remains clean and tidy by sorting tires, metal, burnable materials and other refuse in an orderly fashion
- Windblown paper, plastics and other debris are to be picked up and placed in appropriate bins
- Monitoring of persons using the facility in a tactful, diplomatic manner
- Directing traffic to appropriate disposal areas and providing assistance when necessary
- Legible and accurate record keeping
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Education & Experience

- Grade 12 or equivalent
- Knowledge of procedures and methods for operating a waste site

- Knowledge of waste diversion regulations and provincial standards

Certificates and Licenses

- Valid Manitoba Landfill Operator Certification
- Valid Manitoba Driver's License

Physical Requirements and Environment

- Must be physically able to repetitively lift and carry at least 50 pounds on a regular basis
- Work is performed in an outdoor setting, which could include inclement weather, heat and humidity, and exposure to dust and other chemicals.
- Use of Personal protective Equipment in good repair is required.

Hours

- Flexible hours depending on season and requirements.

Rural Municipality of Riding Mountain West
Job Description

Municipal Clerk			
Supervisor:	CAO	Last Updated:	August 2019

Job Overview

The Municipal Clerk is responsible for providing administrative, clerical and accounting services in order to ensure effective and efficient administrative operations.

Required Knowledge, Skills and Abilities

Knowledge:

- Working knowledge of office administration
- Working knowledge of Acts, Regulations, By-laws and Policies
- Working knowledge of best practice in accounting procedures, which include accounts payable and receivable

Skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem-solving skills
- Effective written communication skills
- Effective verbal and listening communication skills
- Attention to detail and high level of accuracy
- Effective organizational and time management skills
- Computer skills with advanced knowledge of software programs generally used in offices

Abilities:

- Communicate in a professional manner with people from all backgrounds
- Ability to take direction and be flexible in work assignments
- Ability to assist co-workers to balance work loads
- Ability to multi-task

Responsibilities

- Customer service which includes in-person interaction, telephone, email
- Accounting duties - accounts receivables, invoices and payments
- Record keeping and filing, both paper and electronic
- Data entry
- Social media platform maintenance
- Administrative functions regarding the following:
 - property taxes including answering questions, concerns, small disputes, title changes and tax sale process.
 - services provided by the RM including water, sewer, garbage, snow removal
 - new and existing developments and subdivisions
 - various application processes such as variance, conditional use
 - Disaster Financial Assistant claims
 - Elections
- Other duties as assigned by immediate supervisor.

Education

- Grade 12 or equivalent
- Advanced office and computer skills are required.
- It is an asset to have a Certificate in Manitoba Municipal Administration

Physical Requirements and Work Environment

- Office environment.
- Ability to lift 25 pounds
- High degree of interaction with the public (in person, phone, email).
- Travel is minimal.

Hours

Monday to Thursday	8:00 to 5:00 (unpaid hour for lunch break)
Friday	8:00 to 4:00 (unpaid hour for lunch break)

Rural Municipality of Riding Mountain West Job Description

Equipment Operators			
Supervisor:		Last Updated:	August 2019

Job Overview

The Equipment Operator is responsible for the safe and efficient operation of multiple pieces of equipment. The Equipment Operator performs equipment and labour tasks in the Rural Municipality associated with roads, road right of ways and utilities, such as water and sewer.

Required Knowledge, Skills and Abilities

Knowledge:

- Knowledge of equipment operation.
- Knowledge of road construction/maintenance materials
- Knowledge of water and sewer service infrastructure repair and maintenance
- Understanding of computerized controls and electronics
- Knowledge of the occupational hazards and safety precautions needed to keep themselves and co-workers safe

Skills and Abilities:

- Mechanically inclined
- Demonstrated professional
- Excellent hand, eye and foot coordination
- Attention to detail
- Accomplish goals in a team environment
- Possess a positive "can do" attitude

Tasks

- Operate the grader and other equipment in a safe and appropriate manner.
- Perform daily maintenance, cleaning and safety checks of equipment.
- Perform either rough or fine grade finishing, precisely spreading and mixing materials in order to dry and prep roads, construct road surface to precise grade specifications, lay cold mix, and/or shave and rip out old road surfaces.
- Perform winter road maintenance which would include snow removal and ice control.
- Perform road right-of-way maintenance.
- Operate other equipment related to duties assigned.
- Assist with garbage collection, removing roadkill, and maintaining the municipal parks.
- Transport materials such as rock, gravel, earth and soil.
- Demolition of structures including but not limited to houses, garages, and old bridges.
- Assist in the maintenance and repair of municipal infrastructure related to water and sewer services.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Education & Experience

- Grade 12 or equivalent
- Minimum 2 to 3 years' experience heavy equipment operator experience

Certificates and Licenses

- Valid Manitoba Class 1 Driver's License with Air Brake Endorsement

Physical Requirements and Environment

- Must be physically able to repetitively lift and carry at least 50 pounds on a regular basis
- Work is performed in an outdoor setting, which could include inclement weather, heat and humidity, and exposure to dust and other chemicals.
- Use of Personal protective Equipment in good repair is required.

Hours

- Flexible hours depending on season and requirements, averaging 40 to 50 hours per week

Rural Municipality of Riding Mountain West

Job Description

CHIEF FINANCIAL OFFICER			
Supervisor:	Chief Administrative Officer	Last Updated:	August 2019

Job Overview

Reporting to the Chief Administrative Officer (CAO), the Chief Financial Officer (CFO) will direct the overall operation of the financial matters for the municipality. This includes, but is not limited to, the overall financial related elements of the municipality such as bank accounts, deposits, transfers, investments, general ledger, journal entries, payroll, payables, receivables and financial reporting. The CFO position is responsible to maintain and analyze the capital asset records in accordance with the Public Sector Accounting Board Standards for Tangible Capital Assets. The CFO is also responsible for maintaining files and records for same, supervision and direction of office staff when required, and assisting the general public when required. The CFO must be experienced with audits, invoicing and budget preparations.

Required Knowledge, Skills and Abilities

Knowledge:

- Preference will be given to candidates with an accounting designation (CGA, CMA, CA) or a business degree majoring in accounting.
- A minimum of five years related experience.
- Thorough knowledge of financial planning.
- Strong working knowledge of computerized accounting systems.
- Experience using financial software (MuniSoft)

Skills and Abilities:

- Excellent communication skills, both written and verbal.
- Excellent analytical, organizational and problem-solving skills.
- Strong time management skills.
- Strong ethics with an ability to manage confidential data.
- Ability to work in a small office environment.
- Ability to work well with elected officials, co-workers and the general public.

Tasks

- Provide leadership, direction and management with respect to the finances and accounting of the RM
- Provide strategic recommendations to the CAO and Council
- Manage financial forecasting and budgets
- Prepare all financial reporting
- Advise on long-term business and financial planning
- Leadership role in budget preparations
- Manage records and receipts
- Processing accounts receivable and payable
- Reconciling daily, monthly and yearly transactions

The above statements are intended to describe the general nature and level of work being performed by this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Education & Experience

- Bachelor's Degree in Administration or Commerce
- CPA or CMA designation
- CMMA
- Combination of Education and experience

Hours

- Typical work week is 35 hours.

Date: October 15, 2019

To: Members of Council

Re: Inglis Municipal Office – Hours of Operation

RECOMMENDATION

That the Rural Municipality of Riding Mountain West approve the hours of operation for the Inglis office to be as follows and that employees will be required to alternate lunch hours:

Staff Hours		Business Hours	
Monday – Thursday	8:30am – 4:30pm	Monday -Thursday	9am – 4:30pm
Friday	8:30 – 4pm	Friday	9am – 4pm
Saturday & Sunday	Closed	Saturday & Sunday	Closed

DISCUSSION

Prior to January 2, 2019 the office hours were as follows with 5 full time staff working in administration.

Monday – Thursday	8:30am – 4:30pm closed from 12pm – 1pm for lunch
Friday	8:30am – 4pm closed from 12pm – 1pm for lunch
Saturday & Sunday	Closed

As of January 2, 2019, the office hours are as follows:

Monday – Thursday	8am – 5pm
Friday	8am – 4pm
Saturday & Sunday	Closed

The Administration notes that there has been a very positive response from ratepayers requiring business during lunch hour and the office is quite busy during that time. Staff is required to alternate lunch hours as employees are allotted an hour unpaid lunch.

Operations have been very slow from 8am until 9am and after 4:30pm. Currently we have a policy which requires two staff members to be present during regular business hours. This can be challenging with a 40 hour work week and business hours of 45 hours a week.

The Administration recommends that the office hours be changed effective November 1st, 2019 and that staff will be expected to continue to alternate lunch hours.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report

Policy and/or Strategic Implications

Policy No. F/A – 002 to be considered.

COMMUNICATION

There is no communication plan associated with this report.

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Date: October 30, 2019

To: Members of Waste Disposal & Recycling Committee

Re: Administration Report

1. *Predators at the Inglis Waste Disposal Site – Electric Fencing:*

It was recommended that the WDRC pursues a cost-sharing agreement for an electric fence with IDCC (Inglis and District Community Club). This was approved by Council on August 14th by Resolution#19-396. Administration has contacted IDCC whether they would like to proceed with the electric fence. It was commented that the reason IDCC wanted to erect an electric fence was to create a corn maze but now is doubting whether IDCC wants to pursue this as Creekside Farms (Todd Eckert) has a corn maze in the vicinity. IDCC has a meeting on October 29th, so they will confirm with WDRC as to their decision

2. *Inglis Waste Disposal Site – Summer Hours of Operation Signage:*

The Winter hours have been implemented as of October 1st. A sign was ordered from Art Farm and is displayed by the gate entrance. It was requested by the Landfill Operator to have another sign displaying the summer hours to be hung along side the winter hours so that everyone entering the landfill knows the hours all year round.

3. *Engineered Services Agreement:*

Dave Yunker visited the Inglis Landfill Site on Friday, October 25th. He was concerned about the limited space in the garbage collection cell. He thought we should be digging a new pit before the ground freezes. Administration advised him that we were allowed to mound the pit and compact it with an excavator.

4. *Clean Farms:*

We are now a Clean Farms Depot. Cleanfarms provides the collection bags for farmers to bag and secure material. The larger silage or grain bags should be rolled as tightly as possible and secured prior to returning to the site. Small pieces of film (silage or bale wrap) go into the clear collection bags labelled "FILM ONLY" and twine goes into the "TWINE ONLY" yellow collection bags. Although Clearfarms is saying NO NET WRAP – they are asking if farmers could bag it separately as one commodity per bag and Clearfarms can bale it in Neepawa. There is a huge issue with farmers mixing net wrap with twine and they are not the same material and therefore has to either be landfilled or sent for waste energy.

Materials accepted at the landfill site should be secured in some manner and not loose/mixed. Ex: bale wrap and net wrap, which are together on a bale of hay, need to be separated and bagged.

Cleanfarms has provided site signage for sorting and education – see attached pictures

Cleanfarms has provided pamphlets and bags to hand out at the office and at the landfill site.

There has been space provided within the landfill for farmers to drop off. Material will be collected in the spring and fall.

We will be posting all this information on our website.

All material is taken to Neepawa, Evergreen Technologies to be sorted and baled which is why it is so important to have only one type of plastic in one collection bag.

Would we want to implement tipping fees for the net wrap?

5. *Electronic Products Recycling Association:*

Administration has reached out to Dennis Neufeld to see what the status of our program approval is to collect electronic at the Inglis Landfill Site as Rhonda was working on the application. I will let the WDRC know the progress once I hear back from Dennis.

6. *Landfill Course:*

Administration has registered Roy Ziprick and Daniel Bouchard to attend the Landfill Operators Course being held in Dauphin on November 19-21, inclusive.

7. *Tender for Scrap Metal:*

Administration was asked to put together a Tender Package for purchasing and removing of scrap metal from the Inglis Landfill.

8. *Jed Compacting the Inglis Landfill:*

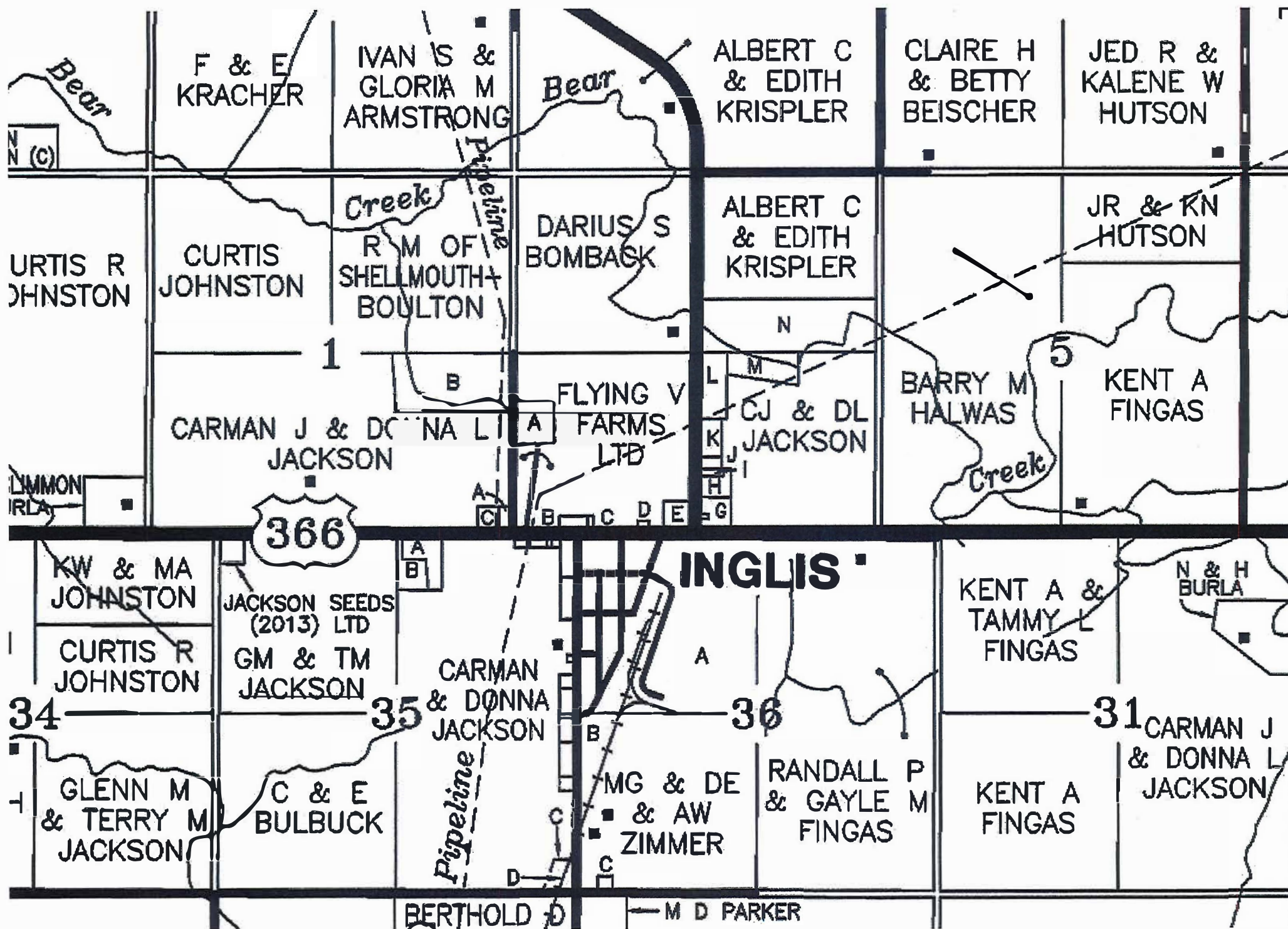
Council requires a resolution to allow J&H Excavating to compact the garbage cell.

"RESOLVED that the Council of the RM of Riding Mountain West hire J&H Excavating to compact the waste disposal cell located at the Inglis Landfill when needed"

9. *Landfill Access:*

Doug Kurtenbach stopped in to make arrangements to have the gate at the landfill site unlocked to allow for combines and grain trucks to drive through to take the crop off the land north of the landfill site. It is now regulation that the landfill site is to not be left unattended without a certified landfill operator. This resulted as a inconvenience and a problem for both the landfill operator and the individuals combining the land. Suggestions?





GRAIN BAGS
FILM

TWINE



**CHILDREN/PETS
MUST REMAIN
IN VEHICLE
AT ALL TIMES**

**NO SMOKING
ALLOWED ON
WASTE SITE
PROPERTY**

**Recycle your
AG film & twine**

cleanfarms

Yes please!



No thanks!



For more information: 1-877-622-4499

Date: October 21st, 2019

To: Members of Roads & Transportation Committee

Re: Administration Report

1. Delegations – Clayton Kaminski and Steve Zamonsky (MIT):

Clayton and Steve came to speak to the Roads and Transportation Committee about the MIT permits that were never issued to the three properties located on Blighty. (A. Zimmer, Doonanco, Brown). The Doonanco property was the biggest issue with the rail ties extending out and up being a potential safety issue for snow clearing and also with no culvert going thru the approach the retaining wall will hold excess water and cause issues.

2. Gravel Road Agreement:

- Got an email from Snow Removal Agreement expired in the spring, currently we do not have a signed agreement due to challenges with changes to process and policy within the Treasury Department. The Department will be responsible to provide snow removal on our streets until these issues are resolved...emailed from Steve Zamonsky MIT

3. James Proclitar:

- Jason Tomski is in process of approving this culvert application. He suggested that the RM do the culvert work but have the landowner sign off on us to construct a berm or have him pay for the berm process as it is benefiting only him.

4. Angusville LUD

- A work order is created to fix the storm drains on main street

5. Bill Mansell

- See Letter sent to Mr. Mansell RE: Request for Service – Removing Scrub

6. Ski Hill Road

- Future work for 2020 Budget
- Work Order created for the grading

7. Ernest Kapiak

- Wants a section of an existing road allowance built up with gravel so the school bus can drive into lane and then back up on to approach to turn around.
See map for clarification.

8. D & C Farms Ltd.

- See Letter sent to Mr. Snitynski RE: SW30-20-27W – Road Allowance

9. Darin Zimmer

- Grant was going to call and talk to Darin about his fence on the road allowance

10. Culvert Applications for Resolutions:

- Mark Laycock
- Ron Risling (R.M of Saltcoats)
- Daryle Laycock – invited to Council meeting
- Angusville Government Road

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST
LOCAL URBAN DISTRICT OF ANGUSVILLE
MINUTES
August 22, 2019

In attendance: B. Flundra, Chair
 B. Blue
 E. Katchin
 Councillor B. Wowk

Also in attendance: Erna Hall, CAO
 Councillor R. Sudbury

Agenda

Ms. Blue moved, seconded by Ms. Katchin and it was RESOLVED that the agenda be approved as presented and the items be at the call of the Chair.

Minutes – July 11, 2019 Meeting

Ms. Katchin moved, seconded by Ms. Blue and it was RESOLVED that the minutes of the July 11, 2019 meeting be approved as presented.

Financial Statement

Ms. Katchin moved, seconded by Ms. Blue and it was RESOLVED that the Financial Statement as at July 31, 2019 be approved as presented.

Task List

The Committee discussed and provided updates on the following list of tasks:

- i. Round-up at RM Office - completed
- ii. Christmas Lights - completed
- iii. Branches in park/empty lot/mailboxes - completed
- iv. Sign planter – phase 2 round up weeds in planter/river rock/boulders - ongoing
- v. Lamp in park - ongoing
- vi. Storm drain on Main Street in front of museum – work order to be issued
- vii. Ditch at Rink Road and Government Road East – work order to be issued

Trailer Purchase

Ms. Blue moved, seconded by Ms. Katchin and it was RESOLVED that this matter be tabled to the next meeting of the Committee to allow for time to determine if the trailer provided by Councillor Usunier meets the needs of what it is required for.

Community Service

Ms. Blue will contact the case worker to discuss suitable of Angusville resident doing work for the community and will report back at the next meeting.

Discussions

Committee members discussed the following items:

Museum

- stairs need to be fixed
- contact Ms. Kostiuk to determine if a key can be left at the RM office for visitors

Untidy properties

Committee members will provide the Administration with addresses for properties that need to be cleaned up.

Christmas Lights

Members discussed purchasing new lights for the park.

Public Park Regulations

The Administration was asked to determine the regulations for the surface under the digger and slide and whether the current play structure meets regulations.

Next Meeting

Ms. Katchin moved, seconded by Ms. Blue and it was RESOLVED that next meeting be held on Thursday, September 26, 2019 at 1:00 pm.

Adjourn

Ms. Blue moved, seconded by Ms. Katchin and it was RESOLVED that the meeting adjourn.

Meeting adjourned at 2:40 pm.


Chair


Secretary

LUD OF ANGUSVILLE 2019

REVENUE AND EXPENSES

September 30, 2019

BUDGETED

2019 BUDGET	41,500.00
Less Expenses	<u>26,530.01</u>
Nominal Surplus/Deficit	14,969.99
Reserve-	3,005.22
Transfer to Reserve	0.00
Interest	3.36
Reserve Balance	3,008.58

Becky Flundra
LUD of Angusville, Chair

Esther Basely
Chief Administration Officer

LUD OF ANGUSVILLE FINANCIAL STATEMENT

September 30, 2019

	<u>BUDGETED</u>	<u>ACTUAL</u>	<u>SURPLUS</u> <u>(DEFICIT)</u>
<u>General Government Services</u>			
Committee Indemnity	3,600.00	2,700.00	900.00
Office	0.00	0.00	0.00
Water/Sewer Frontage Levy	0.00	0.00	0.00
Total	<u>3,600.00</u>	<u>2,700.00</u>	<u>900.00</u>
<u>Transportation</u>			
Road Maintenance	7,000.00	100.00	6,900.00
Road Maintenance (Other)		0.00	0.00
Dust Control		2,917.20	-2,917.20
Ditches (Drainage)	2,000.00	0.00	2,000.00
Street Signs		0.00	0.00
Street Lights	6,200.00	4,426.40	1,773.60
Sidewalks	1,200.00	0.00	1,200.00
Snow Removal	3,300.00	2,840.00	460.00
Town Work	1,700.00	2,921.40	-1,221.40
Grass Cutting	2,000.00	2,050.27	-50.27
Misc Purchases (Soil, Parts for lawnmower)		441.90	-441.90
Hydrant Rentals	1,000.00	0.00	1,000.00
Taxes		0.00	0.00
Culverts		66.47	-66.47
Total	<u>24,400.00</u>	<u>15,763.64</u>	<u>8,636.36</u>
<u>Environmental Health</u>			
Garbage-Collection/Recycling	9,000.00	6,902.50	2,097.50
Weed Control		0.00	0.00
Fire Protection		0.00	0.00
Total	<u>9,000.00</u>	<u>6,902.50</u>	<u>2,097.50</u>
<u>Recreation & Cultural</u>			
Parks Utilities	4,500.00	229.19	4,270.81
Parks Misc.		401.13	-401.13
Park Insurance		106.89	-106.89
Museum Utilities		178.86	-178.86
Museum Insurance		247.80	-247.80
Total	<u>4,500.00</u>	<u>1163.87</u>	<u>3,336.13</u>
<u>Reserve</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>TOTAL</u>	<u>41,500.00</u>	<u>26,530.01</u>	<u>14,969.99</u>
		<u>14,969.99</u>	
	<u>41,500.00</u>	<u>41,500.00</u>	

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

L.U.D. OF INGLIS

MINUTES

September 10, 2019

In attendance: Dwight Brown, Chair
Bill Knox
Kevin Wasilka

Also in attendance: Estha Baseley, CFO

Missing: Councillor Darlene Jackson

Agenda

Mr. Wasilka moved, seconded by Mr. Knox and it was RESOLVED that the agenda be approved as presented and the items be at the call of the Chair.

Minutes – July 30, 2019

Mr. Knox moved, seconded by Mr. Wasilka and it was RESOLVED the minutes of the July 30, 2019 meeting be approved as presented.

Financial Statement

Mr. Wasilka moved, seconded by Mr. Knox and it was RESOLVED the Financial Statement as at August 31, 2019 be approved as presented.

2019 Service Plan

Committee members discussed the gravel work and the filling of the potholes within the LUD. The LUD wants to request a quote from Coco Paving to do Chip Paving on Batoche Street and Anzac Street and have administration looking into Grant funding. The LUD asked administration to call Highways to paint the Line Markings on the south side of HWY 366 to help make it safe for the children walking to school.

Electronic Message Sign

The Committee was advised that the replacement sign that had been received, was damaged. The LUD has asked that Colin look into other electronic message signs and get quotes.

Next Meeting

Mr. Knox moved, seconded by Mr. Wasilka and it was RESOLVED that next meeting of the LUD of Inglis be held Tuesday, October 8, 2019 at 8:30 am at the RM Office.

Adjourn

Mr. Wasilka moved, seconded by Mr. Knox and it was RESOLVED that the meeting adjourn.

Meeting adjourned at 9:05 a.m.

LOROB
Chair

Etha Basiluy
Secretary

LUD OF INGLIS 2019

REVENUE AND EXPENSES

September 30, 2019

Plus 2019 Levy	56,900.00
Less Expenses	<u>27,524.16</u>
Nominal Surplus	29,375.84

LUD Reserve Bank Balance (Jan 1, 2019)	33,771.85
Transfer from Reserve (Mower)	4,642.92
Interest	617.35
Reserve Balance	29,746.28

L. G. M. 2019

LUD OF INGLIS FINANCIAL STATEMENT
September 30, 2019

	<u>BUDGETED</u>	<u>ACTUAL</u>	<u>SURPLUS (DEFICIT)</u>
<u>General Government Services</u>			
Committee Indemnity	2,700.00	2,025.00	675.00
Office		0.00	0.00
Water/Sewer Frontage Levy		0.00	0.00
Total	<u>2,700.00</u>	<u>2,025.00</u>	<u>675.00</u>
<u>Transportation</u>			
Road Maintenance	10,000.00	765.00	9,235.00
Road Maintenance (Other)		0.00	0.00
Dust Control	2,500.00	3,975.51	-1,475.51
Ditches (Drainage)		0.00	0.00
Street Signs		202.87	-202.87
Street Lights	4,000.00	3,354.23	645.77
Sidewalks	5,500.00	117.90	5,382.10
Snow Removal	8,500.00	8,337.50	162.50
Town Work (removed trees, paint)	2,500.00	713.75	1,786.25
Hydrant Rental	1,000.00	0.00	1,000.00
Taxes		0.00	0.00
Culverts		0.00	0.00
Grass Cutting	3,000.00	16.15	2,983.85
Parks		0.00	0.00
Total	<u>37,000.00</u>	<u>17,482.91</u>	<u>19,517.09</u>
<u>Environmental Health</u>			
Garbage - Collection	14,700.00	8,016.25	6,683.75
			0.00
Total	<u>14,700.00</u>	<u>8,016.25</u>	<u>6,683.75</u>
<u>Environmental Dvp Services</u>			
Weed Control	2,500.00	0.00	2,500.00
Fire Protection			0.00
Total	<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>
<u>TOTAL</u>	<u>56,900.00</u>	<u>27,524.16</u>	<u>29,375.84</u>
		<u>29,375.84</u>	
	<u>56,900.00</u>	<u>56,900.00</u>	

S.A.V.E.D. Committee Report

2019 10 31

Attendance: Robert Misko, Gail Chescu, Cheryl Kingdon-Chartier, Barry Wishart, Rod Sudbury, Brett Bauereiss, Estha Baseley

Discussion:

It was reported that the JC7 Energy project to construct and operate a Rapid Organic Conversion (ROC) operation in the municipality of Rosssburn is 'finished' and will not be proceeding.

A subsequent conversation with Caroline Hewson of JC7 on 2019 11 01 reveals that this information is inaccurate. JC7 has acquired the land in the municipality of Rosssburn and continues to seek investors for the purpose of proceeding with this project.

Gasification plant at Neepawa was mentioned. Questions were raised about the portability of the gasification unit and whether there would be any application in any of the SAVED partner municipalities.

Asessippi Parkland Tourism has been invited to attend a Roblin Council meeting. No date has been set.

Plastic bag ban was discussed. It was reported that there is the possibility that the Province of Manitoba will impose a ban on plastic bags sometime in the near future. Committee members were in agreement that the member municipalities should consider implementing by-laws to ban plastic bags. It was requested that this item be added to the agenda for the member municipalities for discussion at the council level.

Rod Sudbury

Tri-Roads committee report

The Tri-Roads committee has had a few meetings over the summer and fall months.

From these meetings, there has been much discussion on the new Zoning by-laws. Marcia has sent the zoning by-law to the province for approval. Patiently we are waiting. The zoning by-laws have come back to the committee for review again, this is very heavy reading as it is hard to tell what has been changed from the old version. I think we are close to having the plan in place, but will require 3 readings and a public meeting to approve.

The board has put Adrienne Falloon from the Russell/Binscarth office in the position of Planning District Co-ordinator. She will be contacting the office to get the development plans for the RM. She will be the go to with any questions that people have regarding building permits, development plans or zoning. Adrienne will be paid from the Tri-Roads account but that the member municipalities will be expected to cover any shortfall by providing grants to top up the account if necessary'...

There will be some changes over the next while with the new Development By-laws and Zoning By-laws coming into effect.

Date: November 13, 2019

To: Members of Council

Re: Costs Regarding Tax Collection

RECOMMENDATION

That the R.M. of Riding Mountain West approve the following costs be added to the tax accounts for the following roll numbers:

Roll Number	Amount
054400	\$40.00
054400	\$1347.00

DISCUSSION

As of November 6th, 2019, there is one property remaining in tax sale and is expected to go to auction at the December 11th, 2019 tax sale auction as the landowners have expressed no interest in redeeming the property.

Second Notice of Public Auction has been successfully served, notices have been placed in two public places, the municipal office and the property has been posted. We can expect to see notices in the local papers as well.

Outlined below are the options available to the Municipality, please consider them so that appropriate resolutions may be passed at the December 4th, 2019 regular Council meeting:

1. The Municipality may bid up to any amount that the Municipality is prepared to pay to acquire the property for municipal purposes. In the event the Municipality intends to bid over the reserve bid for any property, the Municipality will need to appoint a designated officer to bid on its behalf;
2. The Municipality may set a reserve bid and if it does, the reserve bid must be in the amount of the tax arrears and costs. If there is no bid over the reserve price, the Municipality will take ownership of the property and the property will be removed from the tax rolls;
3. The Municipality may allow the property to be sold without a reserve bid. The Municipality or anyone else could then purchase for as little as \$1.00. The benefit is that the Municipality does not have any further selling costs for the property and the property goes back on the tax rolls immediately. On the downside, the Municipality would absorb the arrears and costs if the property sells for less than that amount.

If the Municipality does not set a reserve bid and there are no bidders for the property, it would not be sold and would remain on the rolls in the name of the current registered owner. To avoid this scenario, the Municipality will need to appoint a designated officer to bid on its behalf. If there are no other bids, the designate to bid must bid \$1.00 to ensure the Municipality becomes the purchaser.

This will confirm TAXervice has engaged Curtis Goods to conduct the sale.

RECOMMENDATION IMPLICATIONS

Financial Implications

The R.M. is required to pay TAXervice upon demand.

Policy and/or Strategic Implications

The RM, by virtue of s. 342(2) of *The Municipal Act*, has authority to collect all costs and fees associated with the collection of property taxes.

Pursuant to s. 373 of *The Municipal Act* the following individuals, unless acting as an agent of the Municipality, are prohibited from bidding:

- a) The auctioneer, immediate family or entity in which he/she has a pecuniary interest;
- b) A member of Council, spouse or dependent child or entity in which he/she has a pecuniary interest;
- c) An employee of the Municipality and immediate family;

COMMUNICATION

All affected landowners have been notified by TAXervice that costs will continue to be added to their tax roll accounts, with or without notice, until the properties have been fully redeemed from the tax sale process or auctioned.

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain
Municipal Clerk

RECEIVED AUG 22 2019



PO Box 1502
Swan River MB R0L 1Z0

Phone # 877-734-3113
Fax # 877-734-1050

Invoice To:		Invoice #		Date
RM OF RIDING MOUNTAIN WEST 118 MAIN STREET, BOX 110 INGLIS, MB R0J 0X0		2354215		8/15/2019
		Rep		
		SLG		
		Roll #		
		4950 054400/BUSCH EM 71840		
Description	Qty	Rate	Amount	
Process Service	1	220.00	220.00	
Miscellaneous Searches	1	40.00	40.00	
GST on sales		5.00%	13.00	
		Subtotal	\$260.00	
		GST	\$13.00	
		Total	\$273.00	
		Payments/Credits	\$0.00	
		Balance Due	\$273.00	

Due Upon Receipt

Finance charge of 1.5% per month (19.56% per annum)
on all invoices over 30 days (minimum charge of \$1)



Swan River MB R0L 1Z0
Box 1502

Phone # 877-734-3113
Fax # 877-734-1050

Invoice To:		Invoice #	Date
RM OF RIDING MOUNTAIN WEST 118 MAIN STREET, BOX 110 INGLIS, MB R0J 0X0		2356623	10/22/2019
		Roll #	
		4950 054400/BUSCH EM 71840	
Description	Qty	Rate	Amount
Process Service	1	288.00	288.00
Miscellaneous	1	10.00	10.00
Registered Mail	1	72.00	72.00
Courier/Expedited Mail Expense	1	35.00	35.00
Posting/Publish/Auction Expense	1	102.00	102.00
Posting/Publish/Auction Expense	1	102.00	102.00
Posting/Publish/Auction Expense	1	210.00	210.00
Posting/Publish/Auction Expense	1	210.00	210.00
Posting/Publish/Auction Expense	1	159.00	159.00
Posting/Publish/Auction Expense	1	159.00	159.00
GST on sales		5.00%	67.35
		Subtotal	\$1,347.00
		GST	\$67.35
		Total	\$1,414.35
Due Upon Receipt			
Finance charge of 1.5% per month (19.56% per annum) on all invoices over 30 days (minimum charge of \$1)			
		Payments/Credits	\$0.00
		Balance Due	\$1,414.35

GST/HST No. 826689952

Date: November 13, 20119

To: Members of Council

Re: Cheryl Pushka Contracted as Municipal Clerk

RECOMMENDATION

To approve a resolution to contract Cheryl Pushka as a Municipal Clerk from October 21st, 2019 to November 1st, 2019 and to approve the wage recommended by the Chief Administrative Officer.

DISCUSSION

Due to an administrative staff shortage and the increased workload primarily caused by the 2019 tax collection process, it was discussed with Council to reach out and hire a highly experienced Municipal Clerk to assist the administrative staff for the 2019 tax season.

RECOMMENDATION IMPLICATIONS

Financial Implications

The financial implication will be dependant on Council's approval of a wage rate.

Policy and/or Strategic Implications

There are no policy and/or strategic implications with this report.

COMMUNICATION

No further communication is required.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Date: November 13, 2019

To: Members of Council

Re: Russell & Area Christmas Family Dance – Request for donation

RECOMMENDATION

That the R.M. of Riding Mountain West approve a \$500.00 donation to the Russell & Area Christmas Family Dance in support of the Russell & Area Food Connections.

DISCUSSION

The Administration has received a letter from The Russell & Area Christmas Family Dance Organization requesting a donation for the 2019 event. In speaking with Ms. Ponce, the focus this year is garner more support and attendance for the event from the areas surrounding Russell. Ms. Ponce is a Riding Mountain West resident and advises that there are a number of families from Riding Mountain West that annually participate in this event.

The Russell & Area Food Connections is the benefactor of the funds raised at this event. They are the local food bank, servicing both the Municipality of Russell Binscarth and the R.M. of Riding Mountain West.

In 2018 the R.M. donated \$500.00 to this event.

RECOMMENDATION IMPLICATIONS

Financial Implications

The Administration is recommending that the \$500.00 be allocated from the 2019 Grants and Contributions Fund.

Policy and/or Strategic Implications

By providing this funding assistance, the R.M. is reinforcing its commitment to supporting all members of its community.

COMMUNICATION

The Organizing Committee will be advised of Council's decision.

Respectfully submitted,



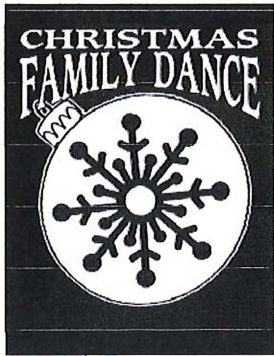
Estha Baseley,
Interim Chief Administrative Officer

Attachment

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk



**Russell & Area
Christmas Family Dance**

since 2004

*Family fun, with proceeds
to Russell & Area
Food Connections*

2019 Members

Shannon Neuhofer
Kathy Lappage
Alison Potter
Pam Laferier
Juniper Blyth
Rosie Ponce

Treasurer,
Anita Ervick

Secretary,
Shallon Fowler

Chair,
Lynsey Caldwell
204-821-0249(cell)
flimsy78@gmail.com

24 October, 2019

Rm of Riding Mountain West

RE: Donation Request, 2019 Christmas Family Dance

The Christmas Family Dance is one of our community's well-established events to kick-off the Christmas season. It provides family-friendly fun and excitement; proceeds are donated to our local food bank. Our 2018 dance resulted in a donation of \$3,300.

This Christmas, the dance will be held on Friday, December 6th.

We hope we can count on your support, in the form of a donation of either:

- Prize(s) suitable for adults, or children
- Cash

Our volunteer will be returning to your business during the week of:

Tuesday November 12th

If you are willing to contribute, please have your donation ready for then.

*** Please don't wait. We want to maximize time for acknowledging donors via social media. If you have a donation ready prior to our return, contact:**

Name: Rosie Ponce

☒ Phone ☐ Text 564-2019 (h) 564-2401 (work)

The success of this event relies heavily on the generous support we receive from businesses like yours. Your business will be recognized through:

1. Signage at the event
2. Local newspaper advertising after the dance.
3. Facebook. As we started last year, we aim to acknowledge local donor businesses, through our social media promotions in advance of the event. (Facebook group: Russell and Area Family Dance).

Thank you so much for sharing the spirit of Christmas with young families in our community!

Kind regards,

Lynsey Caldwell

Lynsey Caldwell

Date: November 13, 2019

To: Members of Council

Re: Russell & District Veterinary Board – Funding Request

RECOMMENDATION

That the R.M. of Riding Mountain West approve a monetary donation or a culvert and grader time donation to the Russell & District Veterinary Board.

DISCUSSION

The Administration has received a letter from The Russell & District Veterinary Board requesting a donation for the 1st Annual Harvest Feast to be held at the Angusville Community Hall on November 16th, 2019. All funds raised from this event will be put towards the Russell & District Veterinary Clinic Facility Expansion Project.

RECOMMENDATION IMPLICATIONS

Financial Implications

The Administration is recommending that the monetary donation be allocated from the 2019 Grants and Contributions Fund.

Policy and/or Strategic Implications

By providing this funding assistance, the R.M. is reinforcing its commitment to supporting all members of its community.

COMMUNICATION

The Organizing Committee will be advised of Council's decision.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Attachment



Russell & District Veterinary Board

October 7, 2019

To Whom it May Concern:

On November 16, 2019, the Russell & District Veterinary Services Board and the Russell and District Veterinary Clinic (RDVC) will be hosting the 1st Annual Harvest Feast at Angusville Hall. All funds raised from this event will be put towards the Russell & District Veterinary Clinic facility expansion project for best serving our community through animal health.

We are seeking your support and participation with this community initiative through financial and/or prize donations for the supper and the traditional Scottish-Bottle Stall auction table. As a community partner, your contribution and involvement to the Harvest Feast is not only fundamental to enhancing our local veterinary facility, but also a great way to bring our community members together on November 16 to support local rural businesses.

Your donation commitment is appreciated, please contact Kim Buchberger at RDVC (204) 773-3777 for more information.

On behalf of the Russell & District Veterinary Board and RDVC, thank-you for your consideration.

Your Truly,
Veterinary Service Board Members & Veterinary Clinic Staff

Russell & District Veterinary Services Board

Supporting Municipalities: Municipality of Russell Binscarth, RM of Ellice-Archie, RM of Riding Mountain West, Rossburn Municipality

Page 1

Date: November 13, 2019

To: Members of Council

Re: Application for Approach: Ron Risling; NW ¼ 29-22-29, Block 1 Plan 55126

RECOMMENDATION

That the R.M. of Riding Mountain West approve the Application for Approach Without Culvert submitted by Ron Risling for NW ¼ 29-22-29, Block 1 Plan 55126.

DISCUSSION

Mr. Risling has applied for an approach without a culvert for NW ¼ 29-22-29. The approach (proposed 33 foot) will be used to access Block 1 Plan 55126. As stated in the policy, the RM will apply to Water Stewardship for the license to install the approaches and culvert. The applicant will be asked to provide the office with the GPS coordinates for the approach to complete the application. The property owner is responsible for the approach installation(s) in compliance with the specifications set out in the Policy.

The property owner is required to meet on site with the Ward Councillor and Public Works Representative to mark where the approach will be situated.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

Policy No. 2015-002 will be followed regarding the approach.

COMMUNICATION

The applicant will be advised of Council's decision.

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

Rural Municipality of Riding Mountain West

APPLICATION FOR APPROACH & CULVERT

Date: October 3, 2019

I, Ron Risling, Admin am applying to the Rural Municipality of Riding Mountain West to install an approach with / without Culvert

The grave 1 contractor will build approach once approval has been received

Please attach or provide any additional information, sketch, photos or evidence that you feel would assist.

to the Road located at east of lot 1 Block 55126(gravel pit)

Mailing Address of Applicant: Rural Municipality of Saltcoats No. 213, Box 150, Saltcoats, SK S0A 3R0

Telephone/Cell phone Number for Contact: 306-744-2202

Approach Width: 33 feet

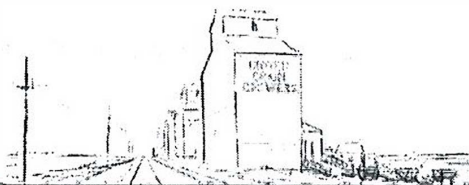
Metal Culvert Size Required (diameter & length): none

Depth for Removal of Silt / Bulrushes (if applicable): none

Signature of Applicant: 

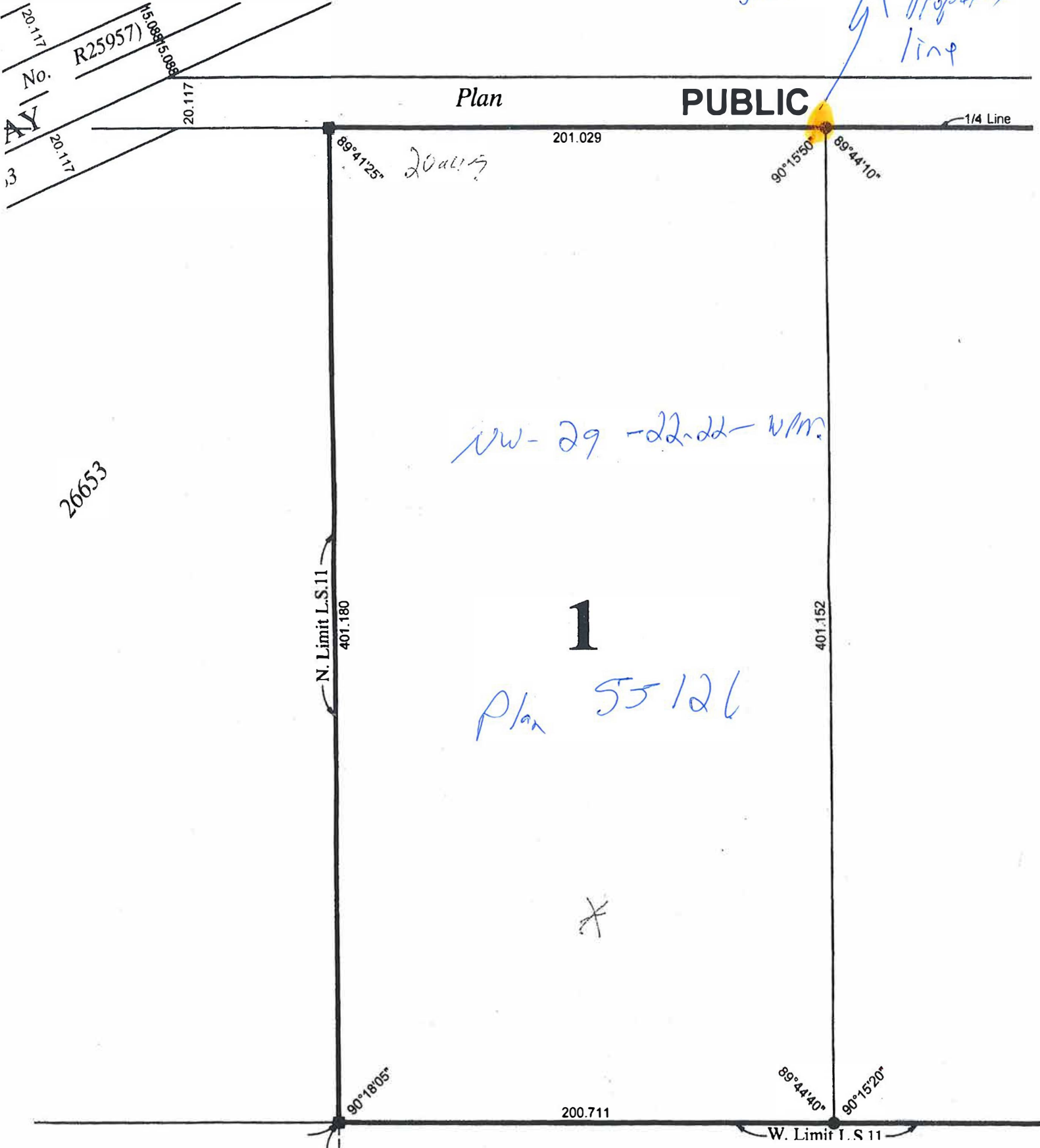
NOTE: Application will be reviewed and considered at the next available Council meeting. No work shall begin without prior approval by the Council of the Rural Municipality of Riding Mountain West.

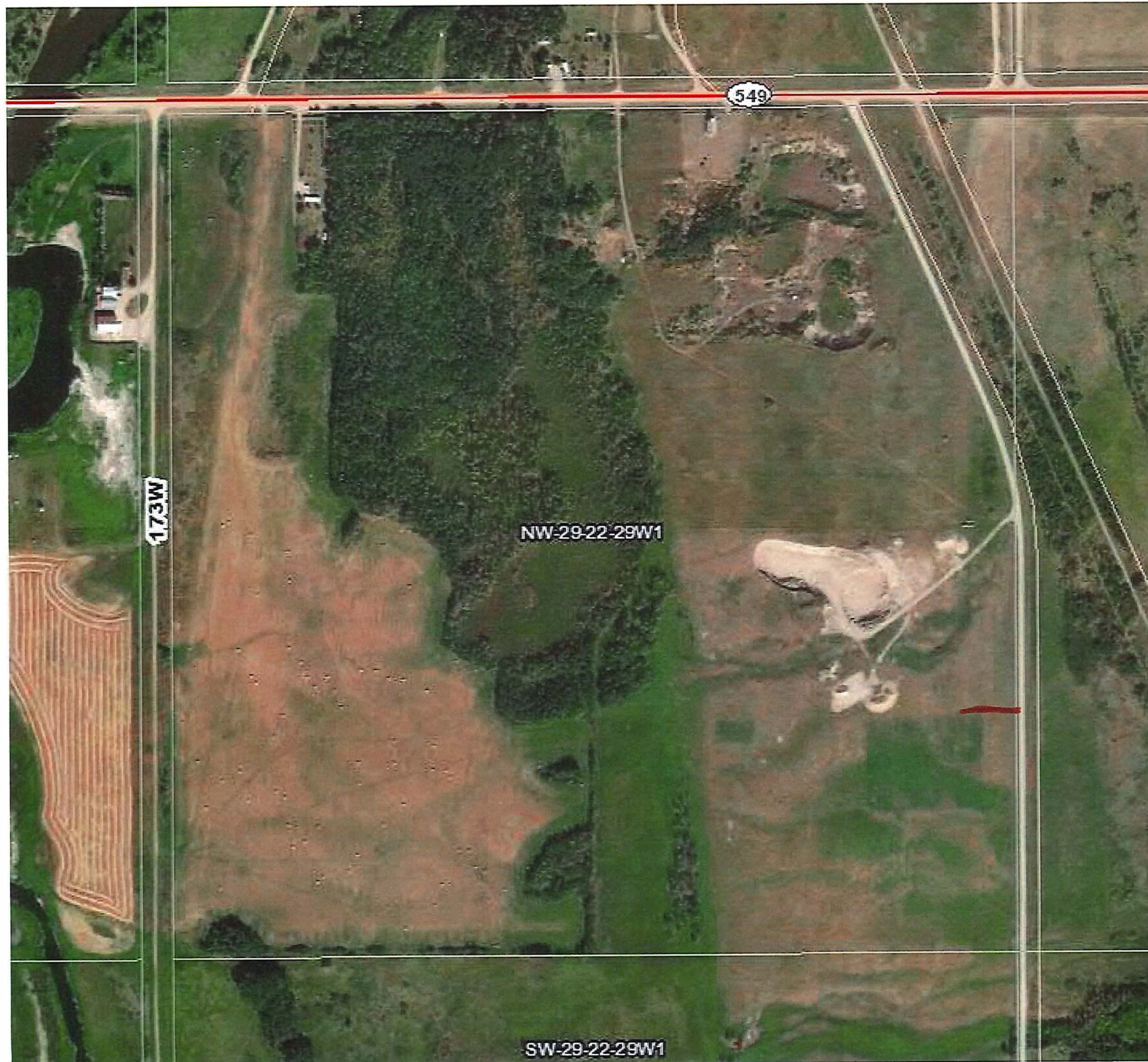
info@rmwest.ca
www.rmwest.ca



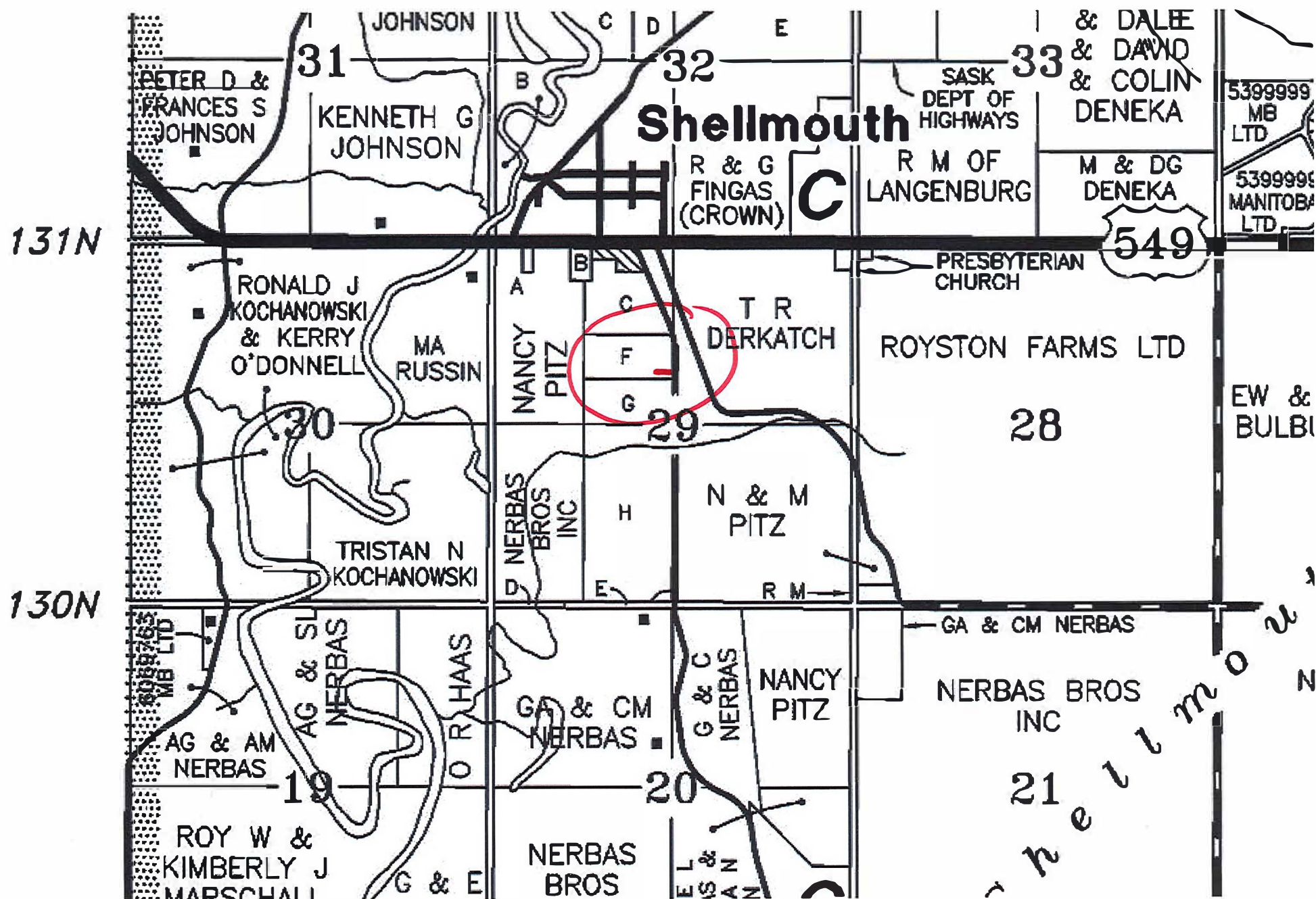
118 Main Street
Box 110
Inglis, MB R0J 0X0
Ph: 204-564-2589
Fax: 204-564-2643

Part N.E. 1/4 Sec. 29, Twp. 22, Rge. 29 W.P.M.





South,
200m
195m for
North Approach



Date: November 13, 2019

To: Members of Council

Re: Application to Widen Approach – Mark Laycock

RECOMMENDATION

That the R.M. of Riding Mountain West approve the application to widen the approach at SE 4-22-28 WPM (Rd 126) submitted by Mark Laycock with the following conditions:

1. Work will not be undertaken until the Roads & Transportation Committee has inspected the location to determine if the work will impact municipal infrastructure and if the work will require water control applications;
2. Should it be determined that water control applications are required, the R.M. will make application at the applicant's expense and that no work will be done until the permits have been received;
3. The applicant will perform all work and all work will be completed at the expense of the applicant;
4. The applicant will contact the Municipal office to advise when the work has been completed so that a site inspection can be undertaken to ensure that the work was done in compliance with the approval;

DISCUSSION

Administration received an application to widen the approach at the above noted location and in compliance with Resolution No. 19-445, submitted said application to the Roads & Transportation Committee.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

R.M. Policy 2015-002, Policy and Standards for Approaches and Culverts is applicable to the applications.

COMMUNICATION

Mr. Laycock will be advised of Council's decision.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Rural Municipality of Riding Mountain West

APPLICATION FOR APPROACH & CULVERT

Date: OCTOBER 9/2019

I, MARK LAYCOCK am applying to the Rural Municipality of Riding Mountain West to install an approach with / without Culvert

I AM ROUTING THE QUARTER SECTION OF SE 4-22-28W1 AND NEED ACCESS TO THE FIELD AS THE 2 APPROACHES NOW ONLY LEAD INTO THE YARDS AND THERE IS NOT ENOUGH ROOM OR WIDTH TO EITHER APPROACH TO ENTER THE FIELD.

NOT 100% SURE IF IT NEEDS A CULVERT IF BUILT AT THE HIGHEST POINT

Please attach or provide any additional information, sketch, photos or evidence that you feel would assist.

to the Road located at SE 4-22-28W1 ROAD #126

Mailing Address of Applicant: Box 1221 RUSSELL MB R0J 1W0

Telephone/Cell phone Number for Contact: 204-773-0308

Approach Width: 40FT

Metal Culvert Size Required (diameter & length): _____

Depth for Removal of Silt / Bulrushes (if applicable): _____

Signature of Applicant: _____

NOTE: Application will be reviewed and considered at the next available Council meeting. **No work shall begin without prior approval by the Council of the Rural Municipality of Riding Mountain West.**

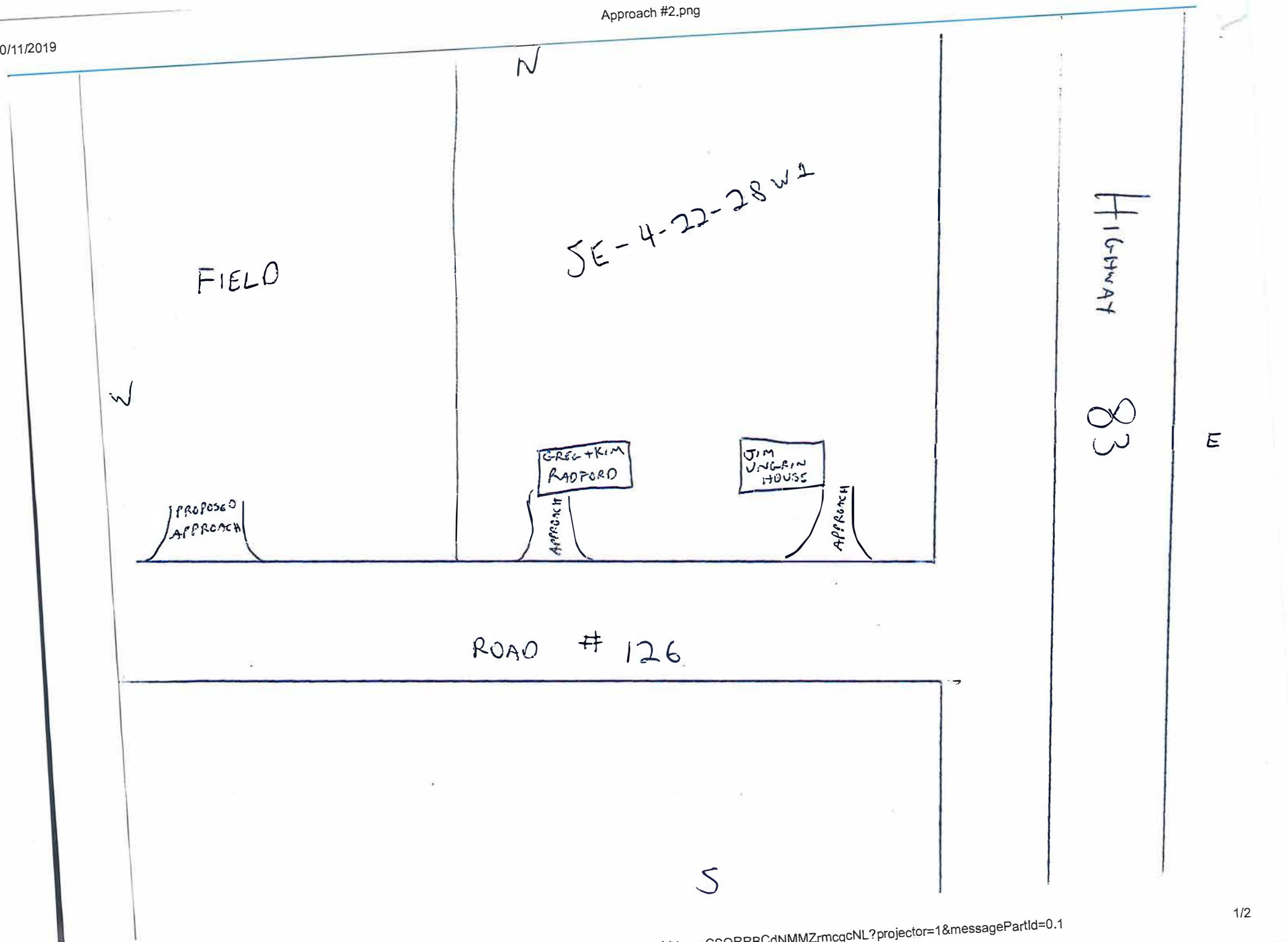
info@rmwest.ca
www.rmwest.ca



118 Main Street
Box 110
Inglis, MB R0J 0X0

Ph: 204-564-2589
Fax: 204-564-2643

0/11/2019



Date: November 13, 2019

To: Members of Council

Re: Application to Widen Approach – Mark Laycock

RECOMMENDATION

That the R.M. of Riding Mountain West approve the application to widen the approach at SE 4-22-28 WPM (Rd 166) submitted by Mark Laycock with the following conditions:

1. Work will not be undertaken until the Roads & Transportation Committee has inspected the location to determine if the work will impact municipal infrastructure and if the work will require water control applications;
2. Should it be determined that water control applications are required, the R.M. will make application at the applicant's expense and that no work will be done until the permits have been received;
3. The applicant will perform all work and all work will be completed at the expense of the applicant;
4. The applicant will contact the Municipal office to advise when the work has been completed so that a site inspection can be undertaken to ensure that the work was done in compliance with the approval;

DISCUSSION

Administration received an application to widen the approach at the above noted location and in compliance with Resolution No. 19-445, submitted said application to the Roads & Transportation Committee.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

R.M. Policy 2015-002, Policy and Standards for Approaches and Culverts is applicable to the applications.

COMMUNICATION

Mr. Laycock will be advised of Council's decision.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Rural Municipality of Riding Mountain West

APPLICATION FOR APPROACH & CULVERT

Date: OCTOBER 9/2019

I, MARK LATCOCK am applying to the Rural Municipality of Riding Mountain West to install an approach with / without Culvert

I AM LOOKING TO BUILD UP AND WIDEN AN EXISTING APPROACH
ON THE SW 4-22-28W2. I OWN THE PROPERTY AND HAVE A
HARD TIME ENTERING THE FIELD AS ITS TOO NARROW AND A
SHARP DROP.

Please attach or provide any additional information, sketch, photos or evidence that you feel would assist.

to the Road located at #166

Mailing Address of Applicant: Box 1221

Telephone/Cell phone Number for Contact: 204-773-0308

Approach Width: AS WIDE AS POSSIBLE

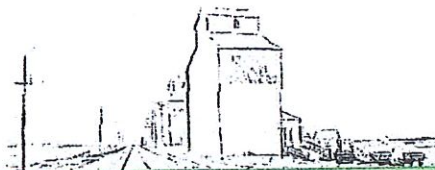
Metal Culvert Size Required (diameter & length):

Depth for Removal of Silt / Bulrushes (if applicable):

Signature of Applicant: 

NOTE: Application will be reviewed and considered at the next available Council meeting. No work shall begin without prior approval by the Council of the Rural Municipality of Riding Mountain West.

info@rmwest.ca
www.rmwest.ca



118 Main Street
Box 110
Inglis, MB R0J 0X0
Ph: 204-564-2589
Fax: 204-564-2643

Date: November 13, 2019

To: Members of Council

Re: Manitoba Infrastructure Snow Removal Agreement

RECOMMENDATION

There is no recommendation associated with this report.

DISCUSSION

Administration has contacted Manitoba Infrastructure to obtain a current agreement with Manitoba Infrastructure respecting the 2019/2020 snow removal for roads under Manitoba Infrastructure jurisdiction.

It has been a past practice that Manitoba Infrastructure contracts the Municipality to clear snow from designated roads at an agreed upon cost set out in an annual snow removal agreement.

Administration has been advised by Steve Zamonsky, Highways Superintendent that a new agreement has not been drafted due to process and policy changes within the Treasury Department. Therefore, Manitoba Infrastructure will be responsible to provide snow removal until further notice.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

There are no policy and/or strategic implications with this report.

COMMUNICATION

Administration will follow up with Manitoba Infrastructure in due course.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk



Accounting Department <accounts@rmwest.ca>

RE: Snow Removal Agreement

1 message

Zamonsky, Steve (MI) <Steve.Zamonsky@gov.mb.ca>

Fri, Nov 1, 2019 at 1:38 PM

To: Estha Baseley <accounts@rmwest.ca>

Good Afternoon Estha,

The last snow removal agreement expired in the spring, currently we do not have a signed agreement due to challenges with changes to process and policy within the Treasury Department. The Department will be responsible to provide snow removal on our streets until these issues are resolved.

If you have any more question feel free to contact me further.

Thanks

Steve Zamonsky

Highways Superintendent

201 4th Ave South (Box 730)

Region 04 - Swan River

(204) 734-3413 (office)

(204) 281-4051 (cellular)

From: Estha Baseley <accounts@rmwest.ca>

Sent: November-01-19 11:29 AM

To: Zamonsky, Steve (MI) <Steve.Zamonsky@gov.mb.ca>

Subject: Spam: Snow Removal Agreement

Good Morning,

I'm trying to locate our snow removal agreement and haven't had much luck. Since the staff turnover no one left here knows for sure.

Any assistance is greatly appreciated!

Sincerely,

Estha Baseley, CMMA
Chief Financial Officer
Rural Municipality of Riding Mountain West
Box 110, 118 Main St, Inglis, MB R0J 0X0

p.204-564-2589 | f.204-564-2643

accounts@rmwest.ca



Date: November 13, 2019

To: Members of Council

Re: 2020 Regular Council Meeting Dates

RECOMMENDATION

That the Council of the R.M. of Riding Mountain West set out and approve the 2020 regular Council meeting schedule at the December 18th, 2019 Regular Council meeting.

DISCUSSION

Administration is recommending that Council review and discuss the amount and proximity of the 2020 regular Council meetings so that the necessary resolution will be prepared at the December 18th, 2019 regular Council meeting.

Procedure By-Law No. 2019-02 determined that Council would at the last regular meeting in December set the dates, times and locations of meetings for the upcoming year. A notice prior to the first Council meeting each year shall be posted in the Municipal office and on the Municipal website outlining the regular meeting schedule for that year.

In 2019 Council set the 2019 regular Council meeting by resolution, with meetings to be held approximately once a month.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

Procedure By-Law No. 2019-02 to be considered in this report.

COMMUNICATION

Administration will await further instruction from Council.

Respectfully submitted,



Estha Baseley,
Interim Chief Administrative Officer

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Date: November 13, 2019

To: Members of Council

Re: List of Items for Potential Sale

RECOMMENDATION

That the Council of the R.M. of Riding Mountain West review the information regarding items no longer in use at the Inglis and Angusville Public Works Shop to potentially be sold.

DISCUSSION

Council had requested that a list be compiled of items that are no longer required.

Administration has worked with Public Works in order to retrieve this information.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

Policy No. 2012-001 Section 10 to be considered with this report.

COMMUNICATIONS

Administration will await further instructions from Council.

Respectfully submitted,



Colin Plante
Municipal Clerk

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

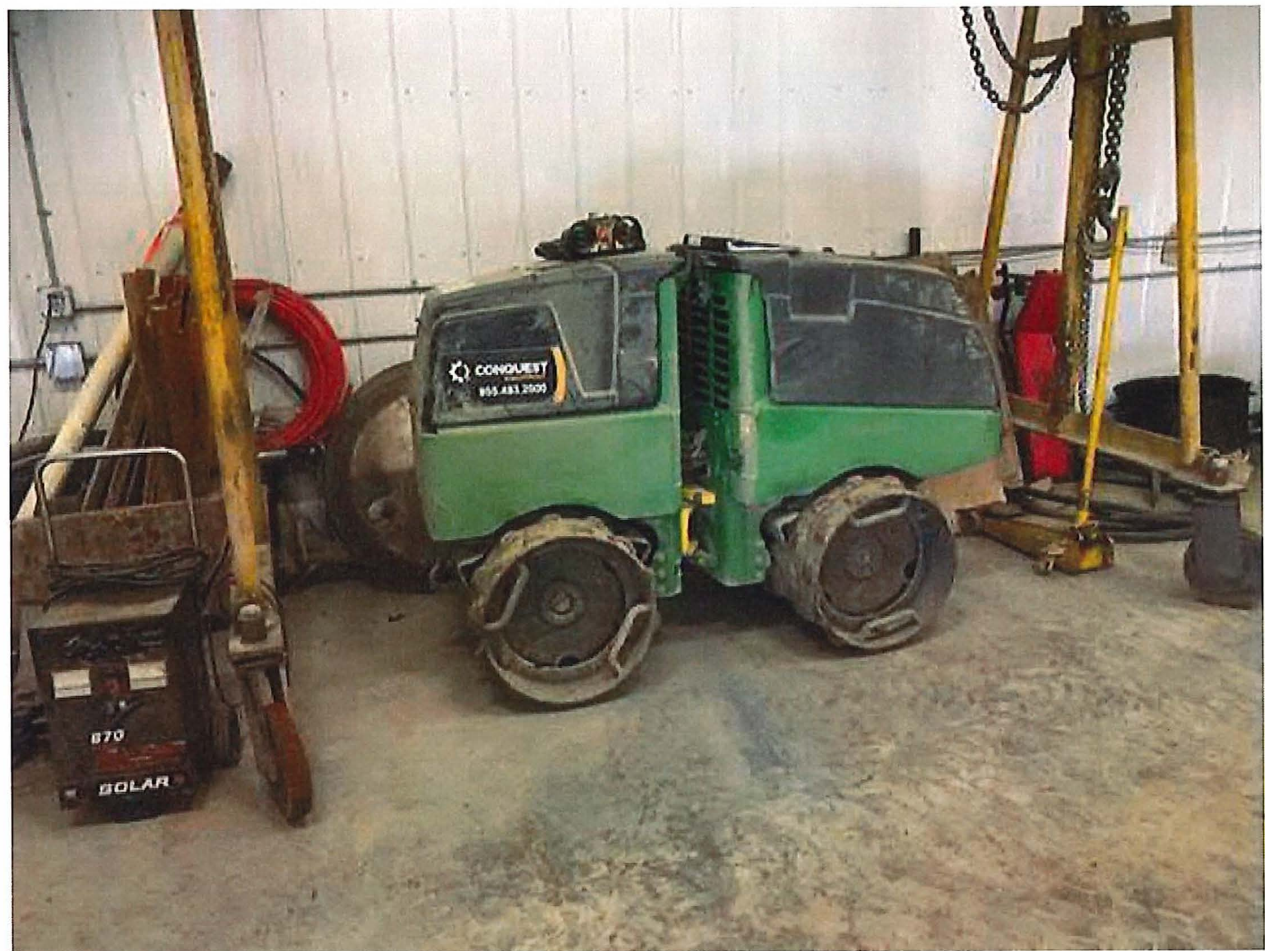
Angusville

Sell Price

Degelman 3 bat stone picker (has clutch Engagement Model R5705 SN: 8395	\$2,200
Braber Equipment Commercial power washer (propane, 3,000 psi, work temp 21.0F)	\$1,200
Briggs & Straton Water Pump (2.5" pump, 9hp, Electric Start needs battery, not seized) Model FF25 SN 1871	\$1,200
Firestone Performer 85 Tires 520/85 R38 (40% tire ware left)	\$200
Grass Hopper Riding Lawn Mower (52" cutting deck, clock has 1555 on it) Model 718K2 SN: 5519929	\$1,200

Inglis

Packer	\$1,200
Highline Mower 15 Foot Cut	\$1,200
Cultivator	\$1,200
Snow Bucket 10 Foot	\$1,200
Recycling Trailers (x2)	\$1,200









Reeve
Alvin Zimmer
CAO
Cindy Marzoff

Box 110 INGLIS, MANITOBA
R0J 0X0



Email: rmosb@mymts.net

Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Phone 204-564-2589
Fax 204-564-2643

POLICY NO. 2012-001

Resolution No. 2

Passed October 2, 2012

PREAMBLE

The purpose of this policy is to establish guidelines for the purchase of goods and services and for construction projects undertaken by the Municipality and guidelines for the sale of municipal capital assets.

SECTION 1: PRINCIPLES

The following principles will guide the procurement practices of the Rural Municipality of Shellmouth-Boulton and the process for sale of municipal capital assets.

- An open, fair and consistent process for the procurement of all goods, services and construction projects that will ensure the best value for the dollar spent.
- Procurement processes that encourage competitive bidding for the supply of all goods and services.
- An open, fair and consistent process for the sale of surplus capital assets that will ensure the best value for capital assets sold.
- Accountability of the Municipality for the procurement of goods and services and the disposal of surplus capital assets.

SECTION 2: DEFINITIONS

Bid means a competitive bid received from a supplier in response to a verbal or written Request for Quotation, a Request for Proposal or an Invitation to Tender.

Bid Opportunity means a publicly advertised or verbally requested invitation for suppliers to submit bids for the provision of goods or services through a Request for Quotation, a Request for Proposal or an Invitation to Tender.

Goods mean all types of property including machinery and gravel, etc.

Reeve
Alvin Zimmer
CAO
Cindy Marzoff

Box 110 INGLIS, MANITOBA
R0J 0X0



Email: rmosb@mymts.net

Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Phone 204-564-2589
Fax 204-564-2643

Services mean all types of services including construction and auditing, etc.

SECTION 3: SCOPE

The policy applies to the procurement of goods and services by purchase, lease, rental or other agreement by the Municipality and the disposal of surplus capital assets by the Municipality.

SECTION 4: PROCUREMENT GUIDELINES

The value of the goods and services is the total financial commitment resulting from the procurement.

The following guidelines will be followed for the purchase of goods and services including any premiums, fees, commissions, interest, duty, freight and applicable taxes.

- Goods and services must be purchased in the most economical and efficient manner. For expenditures up to \$1,000.00, shall be purchased without estimates or quotes at the judgement of the CAO or designated officers is considered sufficient to obtain the best value for the money for the Municipality.
- More than \$1,000.00 and less than \$10,000.00, at least 2 quotes must be requested. These quotations shall be written except during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.
- More than \$10,000.00, the Municipality will provide a bid opportunity, using a procurement method identified in Section 6 of this policy.

Bidding opportunities will be posted in local papers or public buildings or other means of contact meaning fax, email or phone.

The bid opportunity will also be posted on MERX and/or another system which is low cost, easy to use and readily acceptable across Canada, in accordance with the Agreement on Internal Trade MASH Annex 502.4.

Reeve
Alvin Zimmer
CAO
Cindy Marzoff



Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Box 110 INGLIS, MANITOBA
R0J 0X0

Phone 204-564-2589
Fax 204-564-2643

Email: rmosb@mymts.net

The Municipality is not required to accept a bid if Council decides not to proceed with the purchase, if all bids are too high, or if none meet the needs of the Municipality. The Municipality retains the right to reject the lowest or any bid.

SECTION 5: METHODS AND PROCESSES OF PROCUREMENT

The Municipality will use the following methods of procurement:

- **Sole Source Purchases** – Sole source purchases will be used in the following circumstances:
 - when there is only one available supplier of a required product or service that meets the needs of the Municipality.
 - during a state of local emergency where due to immediate need and time constraints normal procurement methods cannot be followed.
- **Requests for Quotation** – the Municipality may obtain quotations for provision of the goods and services for which there are specific requirements in the following manner:
 - **by directly contacting known suppliers.** This method will be used for the procurement of goods and services.

Written quotations are always preferable but a verbal quotation is generally adequate for purchases. If verbal quotes are provided, care is to be taken to keep accurate documents of the quotation.

The Municipality may contact only local suppliers if it has been determined that sufficient competition exists.

- **by preparing a written Request for Quotations (RFQ)** – an RFQ for the procurement of goods and services will be used where the goods and services have specific and detailed requirements, but are not considered to be “minor” and the cost of the good or service does not warrant the time and level of effort required for a formal tender process.
- **Request for Proposals (RFP)** – a RFP will be used to acquire professional services, such as auditors regardless of the amount of anticipated procurement.

Reeve
Alvin Zimmer
CAO
Cindy Marzoff



Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Box 110 INGLIS, MANITOBA
R0J 0X0

Phone 204-564-2589
Fax 204-564-2643

Email: rmosb@mymts.net

Potential suppliers will be provided with the details and requirements to be met for the needs of the Municipality.

An award of contract will be given to the supplier whose proposal is determined to be the most advantageous to the Municipality based on criteria for evaluation set out in the RFP and applied to all proposals.

- **Formal Tenders** – the Municipality will formally tender for competitive bids for the procurement of capital assets and will provide detailed specifications that permit the evaluation of tenders against clearly stated criteria and specifications. This formal competitive process will be used for capital assets and construction projects. The formal tender may be both advertised and requested.

SECTION 6: ADVERTISING BID OPPORTUNITIES

All bid opportunities solicited through a Request for Quotations, Request for Proposals, or a Formal Tender will be either be posted locally, verbally requested or advertised in local newspapers.

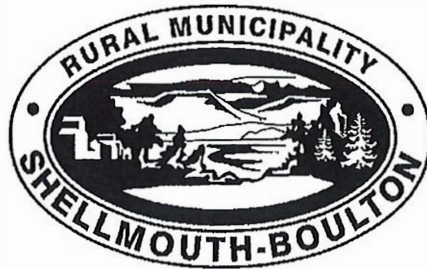
All bid opportunities for the procurement of goods and services valued equal to or greater than \$100,000 and construction projects valued equal to or greater than \$250,000 will be advertised on Manitoba's electronic tendering systems (MERX) and/or another system which is low cost, easy to use and readily accessible across Canada.

SECTION 7: AWARD OF CONTRACTS

Quotations, proposals and tenders will be awarded using the evaluation process that is specified in the procurement documents. Generally the Municipality will award contracts as follows:

- To the lowest total cost bid, in the case of quotations received from a supplier for a good or service.
- To the bidder whose proposal has met established evaluation criteria, in the case of proposals submitted to the Municipality in response to Request for Proposal.

Reeve
Alvin Zimmer
CAO
Cindy Marzoff



Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Box 110 INGLIS, MANITOBA
R0J 0X0

Phone 204-564-2589
Fax 204-564-2643

Email: rmosb@mymts.net

- To the lowest cost bid received from a supplier meeting specifications and requirements of the tender.

The Municipality is not required to accept any bid if the Municipality decides not to proceed with the purchase.

When all factors are equal, in terms of price, quality, suitability, service and delivery, the Municipality may give preference to a "local" supplier.

SECTION 8: DELEGATIONS OF APPROVALS

Authority to approve procurements of a good or service is as follows:

- Less than \$1,000 – CAO or designated officer, as long as the expenditure is identified in the Municipality's financial plan
- Less than \$5,000 – CAO as long as the low bid is accepted and the expenditure is identified in the Municipality's financial plan
- Over \$5,000 or where the low bid is not accepted – Council
- All contracts for professional services – Council

SECTION 9: PROCUREMENT ACCOUNTING AND MANAGEMENT

Procurement Tracking System – The CAO will prepare accounts payable listings that include the supplier name, the goods and/or services provided and the amount payable to each supplier.

The accounts payable listing, supported by invoices that have been signed by the appropriate department head(s), are to be submitted to Council at the regular meeting of Council each month for approval of payment by resolution of Council.

The CAO will issue payment for all accounts payable authorized for payment by resolution of Council and to maintain adequate record of accounts payable listings, the corresponding Invoices and cheque registry information.

Reeve
Alvin Zimmer
CAO
Cindy Marzoff

Box 110 INGLIS, MANITOBA
R0J 0X0



Email: rmosb@mymts.net

Council
Rick Goraluk Kelvin Nerbas
Lorna Keene Roy Ziprick
Stan Herechuk Barry Chescu

Phone 204-564-2589
Fax 204-564-2643

Procurement Reporting System – The CAO will provide Council with a monthly report on any contracts awarded under this policy.

The CAO will provide Council with a monthly progress report for each capital construction project that is underway. A progress report will be provided each month, beginning with the starting month of the project until the completion of the project when all invoices relating to the project have been paid.

SECTION 10: PROCESS FOR SELLING SURPLUS CAPITAL ASSETS

Surplus capital assets will be disposed of utilizing a competitive process through a Request for Quotations or public auction.

Invitations to bid on capital assets offered for sale by the Municipality will be advertised and posted.

Contracts for the sale of a capital asset to a bidder shall be awarded using the evaluation process that is specified in the invitation to bid. The Municipality is not required to accept a bid. If Council decides not to proceed with the sale, for example if bids are too low. The highest or any bid may not be accepted.

The CAO may, with the approval of Council award surplus capital assets without competition or auction to any municipality in limited circumstances, as determined and approved by Council.



Accounting Department <accounts@rmwest.ca>

Public Meetings1 message

rsudbury@rmwest.ca <rsudbury@rmwest.ca>
To: Estha Baseley <accounts@rmwest.ca>
Cc: Grant Boryskavich <gboryskavich@rmwest.ca>

Fri, Oct 25, 2019 at 12:33 PM

In the past there has been several occasions when Council has briefly mentioned holding public meetings to get input from our ratepayers about their concerns. This Council has not scheduled any of this type of meeting. In talking to ratepayers, I have received a very positive response supporting this type of open public meeting where ratepayers could provide Council with input on issues that they feel are important. This would also provide an opportunity to answer questions that ratepayers may have. Input from the ratepayers would provide Council with valuable information for budget purposes both for the short term and for longer term planning.

Topics that could be included in such meetings are:

- Procedure for requesting municipal services
- Projects to be undertaken (civic addressing, heritage road signs, road paving, dust suppressant, heavy haul roads, noxious weeds, traffic control signs, etc.)
- Cemetery maintenance
- Municipal facilities (public works and administration)
- Long term plans for municipal water/sewer, municipal waste sites & refuse management
- Erosion control

Given that our Council meetings are held during the week and during the day, many ratepayers are unable to attend. I would like to suggest a minimum of 3 public meetings and would suggest Shellmouth, Inglis and Angusville as locations for these meetings. I would further suggest that two evening meetings and possibly one morning meeting on a Saturday would be appropriate.

I am requesting that the topic of public meetings be included for discussion at the next Council meeting.

Rod

RECEIVED OCT 24 2019

RUSSELL & AREA FOOD CONNECTIONS INC.

BOX 118

RUSSELL, MB. R0J 1W0

October 22, 2019

Dear Supporter:

The holiday season is, once again, fast approaching. The Russell & Area Food Connections Inc. is preparing to distribute Christmas Hampers to families in need in our area.

The hampers we prepare consist of a complete Christmas dinner and a gift for each child in the family. We purchase the groceries and gifts locally and volunteer drivers deliver them to the families.

Our ability to carry on this time honored tradition the local Christmas Cheer Board established in 1983, is dependent on financial support from groups such as yours.

Donations may be forwarded to the above address. If you have any questions, please do not hesitate to call the undersigned at 204-937-0170 or leave a message at 204-564-2220. Cheques can be made payable to Russell & Area Food Connections Inc.

We hope you may see fit to support our efforts in making some family's Christmas just a bit brighter.

In advance, we would like to thank you for your consideration and support.

Yours truly,



Terry Jackson for
Russell & Area Food Connections Inc.



Ashley Chamberlain <office@rmwest.ca>

Attention Council

1 message

Lindsay Langan <sacredtreeservices@gmail.com>
To: office@rmwest.ca

Wed, Oct 16, 2019 at 2:51 PM

Attention Council;

As advised by Ashley on October 16, 2019, I would like to bring forward some concerns we have had since purchasing our grandparents land.

In 2017, we started a full cleanup of the property and adjacent road allowance. At this time, we hauled out numerous loads of garbage from the road allowance, several 20 foot trailers full. More recently, we discovered that again, someone has been using the road allowance adjacent to our property as a garbage dump. Although a public road, we feel responsible in keeping this area clean and free of debris as we rent the land out to neighbors and do not like to see garbage blowing into their crops or the cattle pasture we rent out. The most recent dump included remnants of old buildings, truck bed liners, garbage far too heavy for us to remove with only our small Kubota tractor and manpower as we have already done this once at our own cost and time. We are the only house on this road - this road being the back road that connects to the MacNutt highway.

We would also like to address the concern of vehicles driving on this road late at night during hunting season with no headlights. It is a frequent occurrence that there are vehicles using the road for hunting, and we frequently hear gunshots after dark, and in the wee hours of the morning prior to sunrise. One morning last year, we witnessed a truck in our pasture that is rented out, followed by semi automatic guns shots within feet from our shed that we were trying to get to. Our dog frequently brings home remnants of elk/moose/deer that have been sawed off, and this has been reported to Conservation on numerous occasions. They do patrol the area frequently but have had no luck in the many years of complaints and call ins. We have dealt with cut fences (which is a regular occurrence and happened even when my grandparents owned the property), we have checked with all neighbors and some of the landowners have indicated that they have also kicked individuals off of both our property and their own. The landowners also make us aware when they are hunting on their own land as a precaution and courtesy which leads us to believe it is certainly not the landowners/our renters hunting at these hours. We have had countless individuals stop at our home over the past two years asking to hunt, however we have said no to every single person who has stopped as the land is rented occupied by cattle.

We are hoping to seek approval to have the garbage cleaned up and signage posted at the site of the dumping - my grandmother has indicated this has been an ongoing concern for years.

We have also spoken to conservation multiple times last year in regards to the hunting, they do patrol frequently however have requested that we put up game cameras in the area. We have looked into wifi cameras to mount to the house and barn, however in researching multiple companies, we do not have strong enough internet coverage in this area to accompany this. We gave permission for conservation to plant a decoy last year, however I am uncertain if they had any luck. We have posted signs - however signs have had zero effect. We feel that it is not our position to supply cameras when we ourselves do not hunt, or pay for this addition service of having cameras installed and monitored as it is very costly.

Regards,
Lindsay Langan



Accounting Department <accounts@rmwest.ca>

Strategic Planning Session for Assiniboine Valley Regional CDC

1 message

Marcia Rowat <mrowat@mrbgov.com>

Mon, Oct 21, 2019 at 11:12 AM

To: Barry Wishart <bwishart@mrbgov.com>, Cheryl Kingdon-Chartier <ckchartier@mrbgov.com>, Darlene Jackson <djackson@rmwest.ca>, Ian Chipelski <ichipelski@rmwest.ca>, Judy Usunier <jusunier@rmwest.ca>, Rene Cadieux <rcadieux@mrbgov.com>, Grant Boryskavich <gboryskavich@rmwest.ca>, James Fielder <jfielder@mrbgov.com>, Estha Baseley <accounts@rmwest.ca>

Hi,

I have been able to make arrangements with Ruth Mealy for the Strategic Planning session to be held on **Wednesday, November 20th from 10AM to 3PM**. I have booked the small meeting room at the George P. Buleziuk centre.

I would like to ask Jim and Estha to include this information at the next council meeting as all councillors are invited to participate in the planning session.

Thanks,
Marcia

Marcia Rowat
Economic Development Officer
Assiniboine Valley Regional CDC
Box 306, Russell, MB R0J 1W0
Phone: 431-888-0130
Cell: 204-773-6146
E-mail: mrowat@mrbgov.com



RECEIVED OCT 24 2019

ac

E911/POLICE EMERGENCY COMMUNICATIONS
120 - 19th St. North
BRANDON, MB
R7B 3X6

October 16, 2019

Chief Administrative Officer
RM of Riding Mountain West
118 Main Street
PO Box 110
Inglis, MB
R0L 0X0

To Whom It May Concern:

RE: ENHANCED 9-1-1 SERVICE FEE FOR 2020

As per the Enhanced 9-1-1 Services Contract agreement that you have with the City of Brandon:

- The Community agrees to pay to Brandon a non-refundable Annual Service Fee. Said Fee will be established by the following calculation:
Annual Service Fee = Resident Population x Base Fee (minimum charge \$705.50)
- The Base Fee shall be established annually by Brandon and shall reflect the costs incurred by Brandon to provide and sustain the 911 Services.
- Brandon shall provide the Community written notice no later than October of each year of this agreement as to Annual Services Fee which will become effective for the following calendar year.

The annual service fee for Enhanced 9-1-1 Services will be \$4.47 per resident per annum.

2020 Audio Recording Services that are based on rates in accordance with the City of Brandon Annual Fee Schedule:

- CD recording of 911 call
(includes supplies and the first 2 hours of employee time) - \$98.29
- each additional 1/2 hour of employee time - \$49.13

These rates will not be charged unless you are requesting a recording.

2020 Budget

Request to Update Information

When there is a change to the Fire Chief, Deputy(s), or the Mutual Aid Coordinator from within your area/jurisdiction please send the updated contact numbers (home, work, and cell phone numbers) to e911@brandon.ca as soon as possible. This information is extremely important to help assist the E911 dispatchers when they are in the middle of handling a 911 call and they needing correct information to contact the Fire Department and/or Mutual Aid Coordinator. Your cooperation is appreciated.

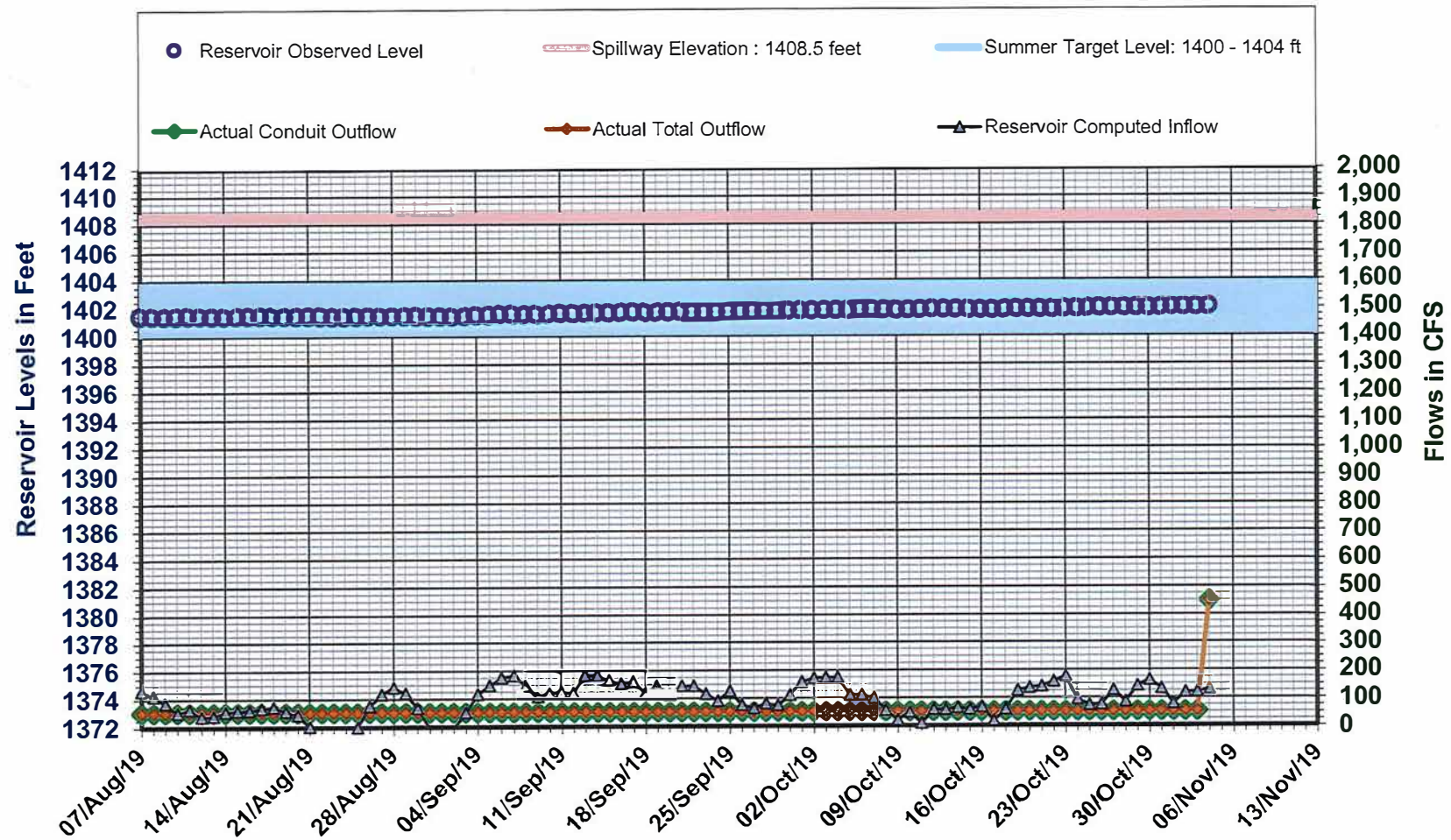
If you have any questions please call me at (204) 729-2406.

Regards,

A handwritten signature in black ink, appearing to read "Rob" followed by a stylized surname.

Robert Stewart
Director of Emergency Communications
City of Brandon

Hydrologic Forecast Centre, Manitoba Infrastructure
Shellmouth Reservoir - November 04, 2019

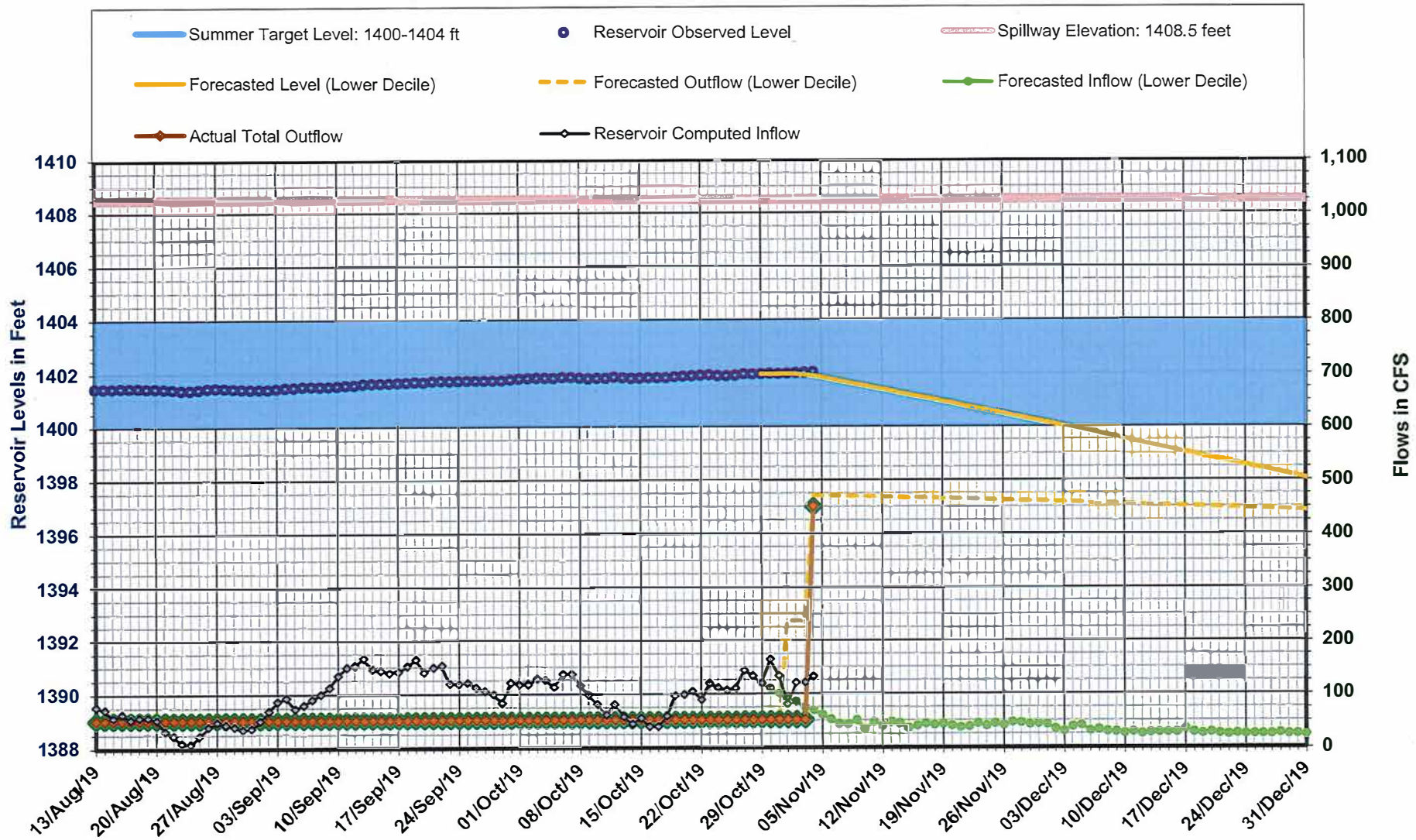


Good morning,

Shellmouth Information		November 04, 2019 9:00 AM	
Today's Level	427.34 m	(1402.05 ft)	Change from previous day (November 03, 2019) + 0.02 ft
Conduit outflow	450 cfs	(12.7 cms)	
Spillway flow	0 cfs	(0.0 cms)	
Total outflow	450 cfs	(12.7 cms)	
Total inflow	132 cfs	(3.7 cms)	Change from previous day (November 03, 2019) + 11 cfs

*Plot is on page 1 of the report

Hydrologic Forecast Centre, Manitoba Infrastructure
Shellmouth Reservoir - November 4, 2019
Operation plans for lower decile condition (470 cfs release)





Riding Mountain West (Municipality) <info@rmwest.ca>

Health Plus November 2019

1 message

Prairie Mountain Health <communications@pmh-mb.ca>
Reply-To: Prairie Mountain Health <communications@pmh-mb.ca>
To: info@rmwest.ca

Tue, Nov 5, 2019 at 11:31 AM

[View this email in your browser](#)**PMH Holds 2018/2019 Annual General Meeting**

Besides highlighting progress on various regional health programs and services, the 2018/2019 fiscal year featured some major milestones that were noted in a detailed video presentation. [Read more](#)

**Withdrawal Treatment Beds Open In Brandon**

Six flexible-length withdrawal treatment beds suitable for treating those struggling with a methamphetamine or opioid addiction are now open in Brandon. [Read more](#)

**Seasonal Influenza Vaccine Clinics Continue**

Free seasonal flu clinics continue through the month of November within several Prairie Mountain Health (PMH) communities. [Read more](#)

New Additions for SVPCC

Swan Valley Primary Care Centre is pleased to introduce two new health-care providers to the Swan River Valley although they are



certainly not new faces to the area, as both were raised within the Swan River Valley. [Read more](#)



Initiatives For Falls Prevention Month

November is Falls Prevention Month, and PMH is sharing resources related to the themes of safe winter walking and prevention of falls for seniors', children and within healthcare facilities. [Read more](#)



Ste. Rose General Hospital Celebrates 80 Years

On Saturday, October 5, 2019, the Ste. Rose General Hospital celebrated its 80th Anniversary with a Mass and formal presentation. [Read more](#)



October Donations For PMH

Generous donations were received in both Brandon and Dauphin during the month of October. [Read more](#)



Under One Roof Pilot Project In Dauphin

The plan for this program is to provide a warm, safe, non-judgemental space with a hot meal and access to a listening ear, which includes information from various community services and programs. [Read more](#)



Patient-Centred Care Awards

PMH presented the first Health Innovation awards for Patient-Centred Care. This award, recognizes initiatives that directly resulted in positive improvements to processes, clinical approaches and the culture of patient-centred care. [Read more](#)

PMH Classes And Education Sessions

Craving Change - Swan River

This course will help you understand food cravings and learn ways to control them. (Join via Telehealth in Winnipegosis and Roblin)

More Info

Healthy Baby Program

For pregnant women & parents with babies under 1

[More Info](#)For a full listing of classes and workshops click [here](#).

Events And Clinics

Get Your Benefits Fair

Nov. 21 in Brandon. Over 30 tables of benefit information. Free lunch.

[More Info](#)**Mobile Breast Cancer Screening Clinic**

November Schedule - Appointments available in Melita and Boissevain.

[More Info](#)

Career Opportunities

**Fifth Class Power Engineer**Needed in **Killarney**. Full time & part time permanent opportunities available.[Details](#)**EMS Technician Paramedics**

Needed in various communities in PMH.

[Details](#)



Health Care Aides

Various positions open throughout the **Region**.

[Details](#)



Mental Health Proctor

Casual opportunities available in **Roblin, Dauphin, Swan River & Brandon**.

[Details](#)

[Click here to view all career opportunities.](#)



Copyright © 2019 Prairie Mountain Health, All rights reserved.

You previously received our Report to Communities newsletter which has now been replaced with our new publication "Health Plus". We have updated our system to follow privacy laws. If you do not wish to receive this newsletter, you may unsubscribe.

Our mailing address is:

Prairie Mountain Health
Prairie Mountain Health Regional Office
192 - 1st Ave W.
Souris, MB R0L 2C0
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).





Rural Municipality of Riding Mountain West

November 13, 2019

William Mansell
Box 249
Inglis, MB R0J 0X0

Dear Mr. Mansell:

Re: Request for Service – Remove Scrub: North & South of RD 136N between RD 153W and RD 154W and RD 153W along NE21-23-26W.

This letter is to advise that Council has received a Request for Service regarding removing scrub at the above-noted location. Council has inspected the site and has advised the following:

- no scrub will be removed along RD 136N and;
- scrub can be removed along RD 153W at the property owner's expense.

The RM has a policy in place regarding guidelines and conditions with respect to road allowances and any work to the road allowance. A copy of the policy has been attached for your review.

You may contact me if you have any questions.

Sincerely,



Estha Baseley
Interim Chief Administrative Officer

Attachment

info@rmwest.ca
www.rmwest.ca



118 Main Street
Box 110
Inglis, MB R0J 0X0
Ph: 204-564-2589
Fax: 204-564-2643



Rural Municipality of Riding Mountain West

November 13, 2019

D & C Farms Ltd.
Mr. Dale Snitynsky
Box 8
Russell, MB R0J 1W0

Dear Mr. Snitynski:

Re: SW30-20-27W – Road Allowance

This letter is to advise that Council has received a complaint regarding unauthorized work being done at the above-noted location. Council has inspected the site and it shows that the bush has been pushed on the road allowance.

The RM has a policy in place regarding guidelines and conditions with respect to road allowances and any work to the road allowance. A copy of the policy has been attached for your review.

Should you do any more work please contact the municipal office to apply for an Application to Perform Work on or Affecting RM Road Allowance at this location for proper approval.

You may contact me if you have any questions.

Sincerely,



Estha Baseley
Interim Chief Administrative Officer

Attachment

info@rmwest.ca
www.rmwest.ca



118 Main Street
Box 110
Inglis, MB R0J 0X0

Ph: 204-564-2589
Fax: 204-564-2643



Rural Municipality of Riding Mountain West

November 13, 2019

Richard & Beverly Atamanchuk
Box 683
Russell, MB R0J 1W0

Dear Mr. & Mrs. Atamanchuk

Re: Used Oil for Dust Control

On behalf of the Council of the RM of Riding Mountain West, I have been asked to contact you in reference to the Used Oil being applied as dust control on Road 124N in front of your house.

Please contact the RM office in Inglis should you want to apply for calcium as the appropriate means of dust control.

Should you have any questions, please feel free to contact me.

Sincerely,



Estha Baseley
Interim Chief Administrative Officer

info@rmwest.ca
www.rmwest.ca



118 Main Street
Box 110
Inglis, MB R0J 0X0
Ph: 204-564-2589
Fax: 204-564-2643