

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST
SPECIAL COUNCIL MEETING AGENDA
October 15, 2019

Call to Order

Agenda

MINUTES

Approval of Minutes of September 30, 2019 Special Meeting

FINANCIAL REPORTS

Accounts Payable
Payroll/Indemnities

Financial Statement as at September 30th, 2019

APPOINTMENTS and DELEGATIONS

8:30 am Public Works Report
8:45 am IT Report

PUBLIC HEARINGS

9:00 am Public Hearing: Variation Use Application – 130 Wright Avenue W.
10:00 am Public Hearing: Variation Use Application – 439 Country Club Drive
10:30 am Public Hearing: Variation Use Application – SW 15-21-27W

TABLED REPORTS

1. The R.M. of Riding Mountain West Human Resource Policies and Procedures
2. Money Handling Policy No. F/A-002
3. 10% Pay for Acting Positions

ADMINISTRATION REPORTS

1. Variation Application: Lot 18/19 Block 3 Plan 441, 130 Wright Avenue W. (Stirrett)
2. Variation Application: Lot 11 Block 1 Plan 47278, 439 Country Club Drive (Stumph)
3. Variation Application: SW 15-21-27W, (Kohler)
4. Proposed Subdivision of PT. SEC. SE ¼ 25-20-26W (Luba)
5. Supplementary Board of Revision
6. Supplementary Taxes

7. Cancelled Taxes
8. November Council Meeting Dates
9. Cell Phone Booster – Inglis Office and Old Shop
10. Tire Purchase – Unit 201
11. Trade-in Value for 14H Grader and 924H Loader
12. Angusville Office – Safety Concerns
13. Inglis Municipal Office – Hours of Operation

DISCUSSIONS

1. Interest Deferral

COUNCIL COMMITTEE REPORTS

1. Roads & Transportation to Set a Meeting Date

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

In-Camera – Employee Matters

MOTIONS

1. Cancel October 16th, 2019 Regular Council Meeting
2. Motions from In-Camera Session

ADJOURN

AT INGLIS, MANITOBA, MONDAY SEPTEMBER 30, 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 Rod Sudbury
Councillor Brett Bauereiss
Councillor Albert Holopina
Councillor Kathy Bennett

Also in
Attendance: Chief Financial Officer, Estha Baseley

AGENDA

19-455 Confirmation of Agenda

Councillor Albert Holopina, moved, seconded by Councillor Barry Wowk RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to adopt the agenda as presented and the order of business be at the call of the Chair.

CARRIED UNANIMOUSLY

MINUTES

19-456 Approval of Minutes of the September 4th, 2019 Regular Meeting, September 10th, 2019 Special Meeting and September 25th, 2019 Regular Meeting

Councillor Albert Holopina moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the minutes of the September 4th, 2019 regular meeting and the September 10th, 2019 special meeting and the September 25th, 2019 regular meeting as presented.

CARRIED UNANIMOUSLY

FINANCIAL REPORTS

19-457 Approval of Payroll/Indemnities and Accounts Payable

Councillor Kathy Bennett moved, seconded by Councillor Darlene Jackson, RESOLVD THAT the Council of the RM of Riding Mountain West approve:

1. On-line payments of payroll/indemnities in the amount of \$41,541.68;
2. Accounts payable from Cheque No. 4759 to 4798 inclusive in the amount of \$389,287.78;

Councillor Rod Sudbury moved, IN AMENDMENT, seconded by Councillor Wowk RESOLVED THAT the Council of the R.M. of Riding Mountain West approve online payments of payroll/indemnities in the amount of \$41,541.68.

AND THAT a separate motion be brought to approve accounts payable from Cheque No. 4759 to 4798 inclusive in the amount of \$389,287.78 to be voted on separately.

The amendment was put and CARRIED

Councillor Rod Sudbury abstained on the grounds that there was insufficient information to verify the accuracy of the amounts claimed.

19-458 Approval of Accounts Payable

Councillor Rod Sudbury moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve accounts payable from Cheque No. 4759 to 4798 inclusive in the amount of \$389,287.78.

CARRIED UNANIMOUSLY

19-459 Approval of Financial Statements as of August 31st, 2019

Councillor Judy Usunier moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to approve the Financial Statement as of August 31st, 2019.

CARRIED UNANIMOUSLY

APPOINTMENTS

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

19-460 Public Works Report

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

CARRIED UNANIMOUSLY

BY-LAWS

19-461 By-law No. 2019-09 2nd Reading, Wildland Fire Prevention and Control

Councillor Judy Usunier moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to the second reading of By-Law No. 2019-09, Wildland Fire Prevention and Control.

CARRIED UNANIMOUSLY

19-461(b) By-law No. 2019-09 3rd Reading, Wildland Fire Prevention and Control

Councillor Darlene Jackson moved, seconded by Councillor Kathy Bennett, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to the third reading of By-Law No. 2019-09, Wildland Fire Prevention and Control.

CARRIED

	In Favour	Opposed	Abstain
Reeve Grant Boryskavich	✓		
Councillor Ian Chipelski		✓	
Councillor Barry Wowk	✓		
Councillor Judy Usunier	✓		
Councillor Darlene Jackson	✓		
Councillor Rod Sudbury	✓		
Councillor Brett Bauereiss	✓		
Councillor Albert Holopina	✓		
Councillor Kathy Bennett	✓		

COMMITTEE REPORTS

19-462 Roads and Transportation Committee – Gravelling Rd 164W

Councillor Albert Holopina moved, seconded by Councillor Rod Sudbury, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to hire Rick Keay to apply 80-100 yards of gravel to Road 164W between 135N and 136N at the same rate as Coco Group.

CARRIED UNANIMOUSLY

ADMINISTRATION REPORTS

19-463 Group Benefits Review

Councillor Judy Usunier moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve engagement of GroupStrength/GroupHEALTH to provide the group benefits program for the RM to be effective November 1, 2019.

CARRIED UNANIMOUSLY

19-464 Agreement with Angusville Community Centre for Donations

Councillor Ian Chipelski moved, seconded by Councillor Albert Holopina, RESOLVED THAT the R.M. of Riding Mountain West approve entering into an agreement with Angusville Community Centre to receipt donations through the Municipality.

CARRIED UNANIMOUSLY

19-465 Agreement with Prairie Lake Lodge – Property Owners Association for Donations

Councillor Darlene Jackson moved, seconded by Councillor Albert Holopina, RESOLVED THAT the R.M. of Riding Mountain West approve entering into an agreement with the Property Owners Association to receipt donations through the Municipality.

CARRIED UNANIMOUSLY

19-466 Costs Regarding Tax Collection

Councillor Kathy Bennett moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the R.M. of Riding Mountain West approve \$410.00 in costs to be added to the tax account for roll number 054400.000.

CARRIED UNANIMOUSLY

19-467 Inglis Water Treatment Plant Surge Protector

Councillor Barry Wowk moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the purchase of a surge protector for the Inglis Water Treatment Plant for \$2637.73.

CARRIED UNANIMOUSLY

19-468 Tire Purchase – Angusville Tractor

Councillor Rod Sudbury moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the purchase of 2x 420 85/R28 Firestone Radials front tires for the Angusville tractor, for a total price installed, less taxes of \$2,940.00 from Hewson's Enterprises.

CARRIED UNANIMOUSLY

19-469 Appoint Municipal Auditor

Councillor Albert Holopina moved, seconded by Councillor Ian Chipelski RESOLVED THAT the Council of the R.M. of Riding Mountain West is in agreement to appoint SENSUS Chartered Professional Accountants Ltd. as the Auditors for the years 2019, 2020 & 2021.

CARRIED

19-470 Inglis Waste Disposal Site – Hours of Operation

Councillor Barry Wowk moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the hours of operation for the Inglis Waste Disposal Site be corrected to be as follows:

Summer Hours – April 1 to September 30

Monday	1pm to 6 pm
Wednesday	3 pm to 7 pm
Saturday	10 am – 3 pm

Winter Hours – October 1 to March 31

Monday	1 pm to 5 pm
Wednesday	1 pm to 5 pm
Saturday	10 am to 3 pm

CARRIED UNANIMOUSLY

19-471 Establish a Mining & Aggregate Committee

Councillor Barry Wowk moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to establish a Mining and Aggregate Committee;

AND FURTHER BE IT RESOLVED THAT Rod Sudbury, Albert Holopina and Grant Boryskavich be appointed to this committee.

CARRIED UNANIMOUSLY

19-472 Community Well Sites

Councillor Brett Bauereiss moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West provide the Chief Administrative Officer with direction respecting the location of potential community well sites.

CARRIED UNANIMOUSLY

19-473 Angusville Office – Hours of Operation for Tax Season

Councillor Rod Sudbury moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the hours of operation during the final week of tax collection be Wednesday October 30th, Thursday October 31st and Friday November 1st.

CARRIED

19-474 Angusville Office – Safety Concerns

Councillor Kathy Bennett moved, seconded by Councillor Judy Usunier, RESOLVED THAT the Council of the R.M. of Riding Mountain West provide the Chief Administrative Officer with direction respecting safety at the Angusville Office.

CARRIED UNANIMOUSLY

Councillor Kathy Bennett left the Council session due to an expressed conflict of interest.

19-475 Letter of Support – Regional Employment Resource Centre

Councillor Albert Holopina moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the request for a Letter of Support for the Regional Employment Resource Centre in Russell.

CARRIED UNANIMOUSLY

19-476 Request for Financial Assistance – Regional Employment Resource Centre

Councillor Ian Chipelski moved, seconded by Councillor Rod Sudbury, WHEREAS Parkwest Regional Employment Development Centre is facing funding challenges due to cutbacks from the Federal Government;

AND WHEREAS PREDC provides a valuable service to the community;

THEREFORE BE IT RESOLVED that the Council of the R.M. of Riding Mountain West approve \$1.12 per capita for 2020/2021;

AND FURTHER BE IT RESOLVED THAT this funding for PREDC be considered in the 2020 budget planning under the Grants and Contributions budget line.

CARRIED UNANIMOUSLY

Councillor Kathy Bennett re-joined the Council session.

19-477 Application to Construct Water Control Works – SW 22-20-26 WPM

Councillor Rod Sudbury moved, seconded by Councillor Albert Holopina, RESOLVED THAT the R.M. of Riding Mountain West approve the following recommendations with respect to the Application to Construct Water Control Works submitted by the R.M. of Riding Mountain West.

1. The R.M. will provide Municipal Landowner Approval for the Application to Construct Water Control Works on SW ¼ 22-20-26 WPM (Government Road Allowance, Angusville) where the work causes surface water to enter into the municipal ditches, as indicated on the map submitted with the application to the Province of Manitoba.
2. That all drainage works shall conform with the terms and conditions set by the Province of Manitoba, and any works outside of those shown on the application shall be identified and brought to Council for approval of additional drainage into the municipal ditch prior to commencing construction.
3. That either the Reeve or the CAO shall be authorized to sign the Landowner Approval sections of the Provincial Applications to Construct Water Control Works and the Municipal Landowner Agreement and Liability Release form on behalf of the Municipality.
4. That approval is conditional to all adjacent land owners approving the work.
5. That all locates be obtained prior to proceeding.
6. That all work completed will be inspected and approved by the Roads and Transportation Committee.

CARRIED UNANIMOUSLY

19-478 Appoint Board of Revision Secretary

Councillor Judy Usunier moved, seconded by Councillor Albert Holopina, RESOLVED THAT the R.M. of Riding Mountain West removed Erna Hall as Secretary of the 2020 Board of Revision;

AND THAT the Council of the R.M. of Riding Mountain appoint Estha Baseley to act as Secretary of the 2020 Board of Revision.

CARRIED

19-479 80 View Vac Services – Septic Hauler License

Councillor Darlene Jackson moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve 80 View Vac Services having access to the Inglis lagoon and that the \$2,000.00 annual fee and \$.01/gallon of septage hauled be applied.

CARRIED UNANIMOUSLY

19-480 L.P.C.D. Sub-district Members

Councillor Albert Holopina moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the Council of the R.M. of Riding Mountain West appoint the following Councillors to the Assiniboine Watershed Sub-districts:

- | | |
|--------------------------|-----------------|
| 1. Shell River: | Kathy Bennett |
| 2. Lake of the Prairies: | Brett Bauereiss |
| 3. Silver Creek: | Barry Wowk |
| 4. Birdtail Creek: | Ian Chipelski |

CARRIED UNANIMOUSLY

19-481 PR 366 - Mowing

Councillor Darlene Jackson moved, seconded by Councillor Barry Wowk, RESOLVED THAT the Council of the R.M. of Riding Mountain West mow PR 366 from Hwy 83 to the Town of Inglis both sides two or three passes.

CARRIED UNANIMOUSLY

19-482 In-Camera

Councillor Judy Usunier moved, seconded by Councillor Alberta Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West hereby agrees to go into an In-Camera session at 10:44 am.

CARRIED

19-483 Re-Open Council Meeting

Councillor Barry Wowk moved, seconded by Councillor Albert Holopina, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to re-open the Special Council meeting at 11:41 am.

CARRIED

19-484 Appointing Interim Chief Administrative Officer

Councillor Barry Wowk moved, seconded by Councillor Ian Chipelski, RESOLVED THAT the R.M. of Riding Mountain West appoint Estha Baseley as the Interim Chief Administrative Officer;

AND THAT the contract was discussed at the scheduled In-Camera session.

CARRIED

19-485 Signing Authority

Councillor Rod Sudbury moved, seconded by Councillor Brett Bauereiss, RESOLVED THAT the Council of the R.M. of Riding Mountain West approve the following individuals to have signing authority on behalf of the R.M.:

1. Grant Boryskavich, Reeve
2. Darlene Jackson, Deputy Reeve
3. Estha Baseley, Interim Chief Administrative Office

CARRIED UNANIMOUSLY

COMMUNICATIONS

The following communications were presented to the Council of the R.M. of Riding Mountain West and will be filed accordingly:

1. Public Hearing Notice Public Utilities Board October 24th, 2019;
2. AMM Convention Nov 25-27, 2019;
3. Manitoba Infrastructure – New Transportation Infrastructure Act Fee Structure;

TABLED REPORTS

The following Administrative Reports were Tabled as noted:

1. Council Meetings – Recommendation to Record Public Meetings – Tabled until January 2020
2. The R.M. of Riding Mountain West Human Resource Policies and Procedures – Tabled until the next Council meeting
3. Money Handling Policy No. F/A-002 – Tabled until the next Council meeting

NOT DISCUSSED

1. 10% Pay for Acting Position

ADJOURN

19-486 Adjourn

Councillor Albert Holopina moved, seconded by Councillor Judy Usunier, RESOLVED THAT this Special Council meeting of September 30, 2019 be adjourned at 11:43 am.

AND THAT the next meeting be held on October 16, 2019 at 8:15 am.

CARRIED UNANIMOUSLY

Reeve

Chief Administrative Officer

DRAFT

Report Date
2019-10-11 11:49 AM

RM of Riding Mountain West
List of Accounts for Approval
As of 2019-10-11
Batch: 2019-00093 to 2019-00099

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP- General					
Computer Cheques:					
4799	2019-09-30	PETTY CASH 001Sept2019	Water Samples/Registered Mail	151.50	151.50
4800	2019-09-30	MANITOBA HYDRO 001Sept2019	September Hydro	2,592.63	2,592.63
4801	2019-09-30	Bell MTS 001Sept2019	September MTS Billing	1,050.30	1,050.30
4802	2019-09-30	FUSION CREDIT UNION 001Sept2019	September Remittance	19,315.97	19,315.97
4803	2019-09-30	WESTERN FINANCIAL GROUP 7256508	October BlueCross Contribution	1,843.94	1,843.94
4804	2019-10-11	7239557 MB Limited 59880870	Unit#202: Replaced Windshield	228.84	228.84
4805	2019-10-11	ALS LABORATORY GROUP W708416 W708414	Inglis Water Testing Angusville Water Testing	71.40 35.70	107.10
4806	2019-10-11	Assiniboine Valley Regional CD Res#19-150	Sept-Dec 2019 Funding	30,000.00	30,000.00
4807	2019-10-11	CDW Canada TWK6446 VCG3780 VCR0529	PO#RMW19-78: Router Inglis FD Cable for backup system UPS Equipment for backup	211.33 70.53 2,011.60	2,293.46
4808	2019-10-11	Desjardins 5503871203A 5503871203V	Copy Paper/sharpies/labels Stapler	249.21 38.40	287.61
4809	2019-10-11	DionCo Sales 15906	PO#RMW19-85: Blades & Clutches	3,852.18	3,852.18
4810	2019-10-11	Nathan Ferg 001Oct2019	Inglis Fire Station BBQ	147.33	147.33
4811	2019-10-11	Verizon Connect Fleet USA LLC 3620908 3659867 3664492	September: 1 Vehicle Tracking September: 5 Vehicle Tracking September: 8 Vehicle Tracking	34.90 270.48 360.64	666.02
4812	2019-10-11	FRIENDLY'S GROCERY CO-OP 001Sept2019	September Office Supplies	178.42	178.42
4813	2019-10-11	HEWSON'S ENTERPRISES INC Res#19-468:7516	Unit#304 - 2 Firestone Tires	3,291.75	3,291.75
4814	2019-10-11	JACKSON SEEDS LTD. 11731	Restore x 6	2,370.00	2,370.00
4815	2019-10-11	John Deere Financial 2343438	Unit#304: Oil Filter	46.70	46.70
4816	2019-10-11	Kerr, John Norman			

Report Date
2019-10-11 11:49 AM

RM of Riding Mountain West
List of Accounts for Approval
As of 2019-10-11
Batch: 2019-00093 to 2019-00099

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		UOct2019	Water Bill Credit	112.06	112.06
4817	2019-10-11	Minister Of Finance Res#19-477	Application to Construct Water	25.00	25.00
4818	2019-10-11	Minister of Finance 001INGOct2019	Bylaw#0306 Debenture	14,586.15	14,586.15
4819	2019-10-11	MLT Aikins LLP 6062253 6062254 6068372 6068375	A Cottingham - Termination General Labour Matters General Labour Matters A Cottingham - Termination	4,336.71 141.12 420.00 47.04	4,944.87
4820	2019-10-11	Manitoba Water Services Board B6171	Inglis WTP Sept - 366,274 gals	6,439.10	6,439.10
4821	2019-10-11	Nernburg, Geraldine 005Ward7	9 Beavers	270.00	270.00
4822	2019-10-11	Nesbitt Publishing Ltd. 103658 103659	PN: Auditor's Report PN: Board of Revision	82.99 157.50	240.49
4823	2019-10-11	Office Innovations Inc. IN299735	Contract: Photocopying Jul-Sep	1,226.84	1,226.84
4824	2019-10-11	Ottenbreit Sanitation Services 155778 156943	August Recycling September Recycling	773.75 774.90	1,548.65
4825	2019-10-11	Prairie Tech Electrical Res#19-374: 524	MB Hydro Lighting Program	29,937.32	29,937.32
4826	2019-10-11	Purolator Courier Ltd. 442551866	Shipped from Toromont	178.98	178.98
4827	2019-10-11	Repromap Ltd. 33960	Laminating of maps	78.63	78.63
4828	2019-10-11	RM of Riding Mountain West Sept-116 Sept-33 Sept-67 Sept-300006 Sept- 300006 Sept-339100	Inglis Office - Water Inglis Fire Hall - Water Inglis Shop - Water ANG Fire Hall - Water ANG Office - Water ANG Shop - Water	84.87 72.90 72.90 66.84 66.84 134.59	498.94
4829	2019-10-11	Roblin Review 71052 71053	PN: Board of Revision PN: Auditor's Report	84.38 42.00	126.38
4830	2019-10-11	Wrong Vender			
4831	2019-10-11	Toromont Cat PS630805263 PS630806068	Filters Filters	645.26 2,997.18	3,642.44
4832	2019-10-11	Twin Valley Co-Op Ltd. 04428937A	PO#RMW19-89: Rodent Control	36.94	36.94

Report Date
2019-10-11 11:49 AM

RM of Riding Mountain West
List of Accounts for Approval
As of 2019-10-11
Batch: 2019-00093 to 2019-00099

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
4833	2019-10-11	Innovair Industrial Limited 263341	Tank Rental - September	19.22	19.22
4834	2019-10-11	Association Of Manitoba 38450 GST 127418	GST on Membership Dues Municipal Custom Stamp	175.00 78.38	253.38
4835	2019-10-11	Dell Canada Inc. 1014695661	Server System	4,148.06	4,148.06
4836	2019-10-11	HALWAS, GERALD R. 254511	1/2 Cord wood for ING Landfill	75.00	75.00
4837	2019-10-11	Minister of Finance 001ANGOct2019	ByLaw#206-07 Debenture	8,925.11	8,925.11
4838	2019-10-11	RM of Riding Mountain West 2019 Taxes	2019 Taxes	927.07	927.07
4839	2019-10-11	Russell Farm & Automotive Cen. 487958/5 488235/5	Truck/Trailer Wire Connectors Drill Bits: ANG Shop	22.53 155.13	177.66
4840	2019-10-11	Southend Auto & Ag 208-135825 208-134939	Return Oil filter/Oil Oil Filters/Oil/Taillights	30.63- 86.94	56.31
				Total for AP:	146,898.35

Certified Correct This October 11, 2019

Finance Chairman



Rural Municipality of Riding Mountain West

Monthly Financial Report

2019

I hereby certify that this return has been compiled according to the provisions of the “Municipal Act,” and according to the records of the Municipality as at

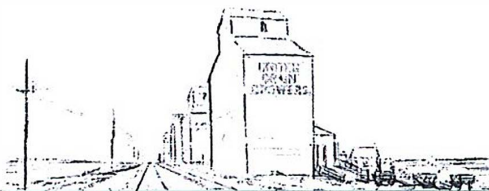
September 30th, 2019

Examined and Referred to Council: October 4th, 2019

(Reeve)

(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

RM of Riding Mountain West
GENERAL OPERATING FUND BALANCE SHEET
As of September 30, 2019

	Current Month	Balance
ASSETS		
Cash		
110-100-150 - Deposit Receipts - Chequing Account	(100,369.12)	438,467.72
110-100-110 - Petty Cash - General		200.00
110-100-120 - Bank Share - General		25.00
110-100-111 - Cash - short/over	(0.03)	0.10
Total Cash:	(100,369.15)	438,692.82
Tax & Grant in Lieu		
120-100-100 - Taxes on Roll	(301,615.47)	4,291,169.99
Total Tax & Grant in Lieu:	(301,615.47)	4,291,169.99
Due To/From Other Funds		
120-600-110 - Due to / from Utility Operating Fund		(54,656.40)
710-600-100 - Due to / from Other Funds	2,815.88	(105,740.83)
710-600-101 - Due From General Fund	(2,815.88)	292,782.88
710-600-103 - Due to/from Other Funds - Angusville		(132,385.65)
710-600-104 - Due to/from Angusville Utility Reserve		(12,130.00)
Total Due To/From Other Funds:	0.00	(12,130.00)
Accounts Receivable		
120-100-130 - Agreements for Sale	(200.00)	8,200.00
120-300-150 - GST Refund Receivable	(479.20)	115,250.72
120-500-153 - Accounts Receivable - GENERAL	(2,744.98)	12,481.90
120-300-110 - Accounts Receivable - Prov. Roads		8,278.58
120-500-154 - Accounts Receivable - MISC	4,596.00	5,495.57
120-100-140 - Tax Sale	450.00	795.00
120-500-190 - Accounts Rec. - Inglis FD		0.01
120-500-199 - Allowance for Uncollectible Amounts		146.85
410-100-132 - Sales of Service - LUD of Inglis	(4,800.51)	(21,593.41)
410-100-137 - Sales of Service - LUD of Angusville	(3,742.20)	(16,612.82)
410-100-138 - Sales of Service - Silver Beach		(55.00)
410-100-139 - Sales of Service - Other Recreation Dev.		(180.00)
710-500-105 - A/R - Water Sales - Angusville UT	16,460.06	29,277.89
710-500-110 - A/R - Water Sales - Inglis UT	20,809.89	23,336.92
Total Accounts Receivable:	30,349.06	164,822.21
Inventories		
190-100-100 - Prepaid Insurance		18,565.99
180-100-150 - Inventory - Public Works		48,962.71
180-100-160 - Inventory - Fuel		3,627.35
Total Inventories:	0.00	71,156.05
Tangible Capital Assests		
170-100-100 - Land - Cost		409,852.51
170-100-200 - Bldgs, Brick Mortar & Steel - Cost		554,683.93
170-100-400 - Vehicles - Cost		17,528.39
170-100-500 - Machinery & Equipment - Cost		625,220.39
170-100-520 - Road Construction & Maintenance Equip -		1,670,896.45
170-100-600 - Computer Hdw & Software - Cost		9,276.92
170-100-930 - Transp Infra - Road Grade - Cost		486,524.67

RM of Riding Mountain West
GENERAL OPERATING FUND BALANCE SHEET
As of September 30, 2019

	Current Month	Balance
170-100-950 - Transp Infra - Bridges - Cost		1,900,315.25
150-100-100 - Properties Held for Resale - Residential		87,252.00
150-100-110 - Properties Held for Resale - Farmland		9,154.29
150-100-120 - Properties Held for Resale - Commercial		27,812.17
720-100-210 - Water & Sewer Infra - Land Improvements		10,100.00
720-100-500 - Water & Sewer Infra - Water & Sewer Netw		2,057,174.77
720-100-600 - Water & Sewer Infra - Mach & Equip - Cos		808.33
720-100-900 - Water & Sewer Infra - W&S Networks - AA		(721,220.46)
Total Tangible Capital Assests:	0.00	7,145,379.61
TOTAL ASSETS:	(371,635.56)	12,099,090.68
LIABILITIES AND SURPLUS		
Accounts Payables		
210-200-200 - A/P-Education Support Program		57,884.00
210-200-210 - A/P-SD #36 - MountainView		770,427.78
210-200-220 - A/P-SD #38 - ParkWest		1,137,973.01
210-200-100 - AP-Payroll Deductions Payable		95.65
210-200-130 - AP Pens/Life/Acc/Dep Payable	900.82	6,475.19
210-200-160 - Blue Cross Payable		7,605.11
210-200-280 - Accounts Payable - Miscellaneous		6,417.39
210-200-281 - Accounts Payable - 2018 Invoices		(54,596.28)
730-200-100 - Accounts Payable - MRB Waterline		111,529.36
Total Accounts Payables:	900.82	2,043,811.21
Long Term Debt		
730-500-100 - Debentures Unmatured #1 (Angusville)		56,536.72
730-500-101 - Debentures Unmatured #1 (Inglis)		60,411.39
Total Long Term Debt:	0.00	116,948.11
Other Liabilities		
220-100-100 - Land sale deposits		4,000.00
230-100-130 - Landfill #1 - Closure and Post Closure L		151,105.13
Total Other Liabilities:	0.00	155,105.13
Surplus (Deficit)		
300-100-100 - Opening Operating Fund Surplus		7,272,907.45
740-100-100 - Nominal Surplus		20,557.28
740-100-130 - Operating Utility Operating Fund Surplus		1,078,675.67
740-100-131 - Opening Utility Operating Fund Surplus		344,865.18
Total Surplus (Deficit):	0.00	8,717,005.58
TOTAL LIABILITIES AND SURPLUS:	900.82	11,032,870.03

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RM of Riding Mountain West
GENERAL OPERATING FUND REVENUE AND EXPENDITURE
For the Month Ending September 30, 2019

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	Budgeted	Actual	Surplus (Deficit)
REVENUES			
410-100-100 - Tax Levy	4,788,541.00	4,924,865.87	136,324.87
480-100-100 - Grants in Lieu - Federal Government	138,559.00		(138,559.00)
Other Revenue - Page 2	846,484.00	690,398.35	(156,085.65)
TOTAL REVENUES:	5,773,584.00	5,615,264.22	(158,319.78)
EXPENDITURES			
General Government Services	778,400.00	483,308.68	295,091.32
Protective Services	117,500.00	63,795.08	53,704.92
Transportation Services	1,809,625.00	1,269,112.18	540,512.82
Environmental Health	102,534.00	39,133.00	63,401.00
Public Health	1,500.00	400.00	1,100.00
Environmental Development	10,000.00		10,000.00
Economic Development	86,350.00	48,482.10	37,867.90
Recreation and Cultural	32,000.00	16,683.07	15,316.93
Fiscal Services	118,911.00	54,559.17	64,351.83
Education Requisitions	2,198,826.00	1,966,284.79	232,541.21
Transfers	517,938.00	9,000.00	(508,938.00)
TOTAL EXPENDITURES:	5,773,584.00	3,950,758.07	(1,822,825.93)
NET OPERATING SURPLUS/(DEFICIT)	0.00	1,664,506.15	1,664,506.15

RM of Riding Mountain West
SCHEDULE OF OTHER REVENUE
For the Month Ending September 30, 2019

	<u>Budgeted</u>	<u>Actual</u>	<u>Surplus (Deficit)</u>
OTHER REVENUE			
410-100-110 - Taxes Added to Roll	20,000.00		(20,000.00)
410-100-120 - Tax and Redemption Penalties	32,000.00	15,856.61	(16,143.39)
Licenses			
450-100-100 - Licenses - Lottery Licenses	50.00	10.00	(40.00)
450-100-105 - Licenses - Business	50.00	25.00	(25.00)
450-100-110 - Licenses - Mining	5,000.00	9,828.44	4,828.44
Permits			
450-100-131 - Permits - Conditional Uses	1,000.00	1,300.00	300.00
450-100-132 - Permits - Variance Orders	500.00	700.00	200.00
Sales of Service			
420-100-130 - Sales of Service - Provincial Roads	298,046.00	253,339.00	(44,707.00)
420-100-140 - Sales of Service - Garbage Pick Up Fees	6,000.00	1,390.00	(4,610.00)
420-100-151 - Sales of Service - Equipment Rentals	25,000.00	11,782.50	(13,217.50)
420-100-153 - Sales of Service - Dust Control	5,000.00	9,400.00	4,400.00
420-100-154 - Sales of Service - Snow Removal	25,000.00	15,218.41	(9,781.59)
420-100-156 - Sales of Service - Tire Stewardship	500.00	273.00	(227.00)
420-100-157 - Sales of Service - Tax Certificates	2,500.00	1,725.00	(775.00)
420-100-158 - Sales of Service - Municipal Maps	2,000.00	1,045.00	(955.00)
420-100-160 - Sales of Service - Planning & Developmen	6,700.00		(6,700.00)
420-100-189 - Sales of Service - Postage	10.00		(10.00)
420-100-190 - Sales of Goods - Photocopying & Faxing	150.00	256.88	106.88
420-100-192 - Sales of Goods - Misc	500.00	175.46	(324.54)
420-100-100 - Motor Vehicle Accidents - MPI	1,500.00	5,592.06	4,092.06
Leases			
420-100-200 - Leases	700.00	1,963.00	1,263.00
420-100-205 - Crown Land Leases	25,456.00	9,882.10	(15,573.90)
Other Fees & Revenues			
460-100-100 - Investment Income	18,000.00	21,537.40	3,537.40
490-100-100 - Miscellaneous Revenue	9,500.00		(9,500.00)
490-100-140 - Donations - Rehabilitation PLL Marina		800.00	800.00
Provincial Government Grants			
430-100-100 - Provincial - General Assistance	88,248.00	93,853.28	5,605.28
430-100-110 - Provincial - Municipal Support Grants	7,682.00		(7,682.00)
440-100-110 - Conditional Grants - Provincial Governme	37,000.00		(37,000.00)
440-100-932 - Conditional Grants - Assistance	35,000.00	2,000.00	(33,000.00)
Federal Government Grants			
440-100-101 - Conditional Grants - Fed Gas Tax Rebate	78,600.00	114,110.00	35,510.00
Municipal Government Grants			
420-200-100 - Service Agreements	29,792.00	1,372.81	(28,419.19)
440-100-120 - Conditional Grants - Municipal Programs	35,000.00		(35,000.00)
TOTAL OTHER REVENUE:	<u><u>796,484.00</u></u>	<u><u>573,435.95</u></u>	<u><u>(223,048.05)</u></u>

RM of Riding Mountain West
GENERAL OPERATING FUND EXPENDITURES
For the Month Ending September 30, 2019

	Budgeted	Actual	Surplus (Deficit)
EXPENDITURES			
GENERAL GOVERNMENT SERVICES			
Council			
510-100-100 - GG - Legislative - Indemnities	136,000.00	91,680.86	44,319.14
510-400-319 - GG - Legislative - Mileage	9,000.00	8,675.24	324.76
510-400-320 - GG - Conventions - Reg, hotel, mileage	10,000.00		10,000.00
510-900-900 - GG - Legislative - Other	1,000.00	666.54	333.46
Total Council:	156,000.00	101,022.64	54,977.36
General Administrative			
510-100-115 - GG - Clerk & Staff - Salaries	300,122.00	217,752.56	82,369.44
510-110-115 - GG - Clerk & Staff - Benefits	51,390.00	19,345.98	32,044.02
510-110-140 - GG - Clerk & Staff Vacation Paid		283.54	(283.54)
510-400-110 - GG - General Admin - Training/Seminars	15,000.00	3,819.34	11,180.66
510-200-200 - GG - Contract Services - Office	40,000.00	16,296.45	23,703.55
510-300-200 - GG - Office Utilities - Inglis	14,000.00	9,683.14	4,316.86
510-300-210 - GG - Office Utilities - Angusville	11,000.00	8,965.80	2,034.20
510-400-200 - GG - General Admin - Office Supplies	20,000.00	12,430.08	7,569.92
510-400-205 - GG - General Admin - Postage	6,000.00	2,925.33	3,074.67
510-400-206 - GG - General Admin - Building Maintenance	5,000.00	2,124.03	2,875.97
510-400-207 - GG - General Admin - Maps	3,500.00	3,002.92	497.08
510-400-340 - GG - Intergov't Relations - Materials	2,500.00	2,604.74	(104.74)
510-400-360 - GG - Memberships/Fees/Dues	5,000.00	5,094.98	(94.98)
510-900-911 - GG - Advertising	2,500.00	4,540.88	(2,040.88)
510-900-930 - GG - Bank Charges & Interest - Other	1,000.00	423.00	577.00
Total General Administrative:	477,012.00	309,292.77	167,719.23
Other General Government			
510-200-210 - GG - Contract Services - Legal	20,000.00	12,108.38	7,891.62
510-200-220 - GG - Contract Services - Audit	30,000.00	11,807.45	18,192.55
510-200-230 - GG - Contract Services - Assessment	37,188.00		37,188.00
510-200-240 - GG - Contract Services - Taxation	1,200.00	1,139.82	60.18
510-400-330 - GG - Damage Claims & Liability Insurance	16,000.00	15,982.62	17.38
510-400-310 - GG - Elections - Materials & Supplies	1,000.00		1,000.00
510-500-500 - GG - Grants and Contributions	30,000.00	19,425.00	10,575.00
510-900-912 - GG - Survey Monument Restoration	10,000.00	12,530.00	(2,530.00)
Total Other General Government:	145,388.00	72,993.27	72,394.73
TOTAL GENERAL GOVERNMENT SERVICES:	778,400.00	483,308.68	295,091.32
PROTECTIVE SERVICES			
Fire Protection - Inglis			
520-100-110 - PS - Inglis FD - Salaries	23,000.00	17,968.90	5,031.10
520-300-110 - PS - Inglis FD - Utilities	6,635.00	6,084.89	550.11
520-400-100 - PS - Inglis FD - Materials & Supplies	4,365.00	4,147.00	218.00
520-400-101 - PS - Inglis FD - Memberships/Dues/Fees	8,000.00	10,470.22	(2,470.22)
520-400-102 - PS - Inglis FD - Training	8,000.00		8,000.00
Total Fire Protection - Inglis:	50,000.00	38,671.01	11,328.99
Fire Protection - Angusville			

RM of Riding Mountain West
GENERAL OPERATING FUND EXPENDITURES
For the Month Ending September 30, 2019

	Budgeted	Actual	Surplus (Deficit)
520-100-115 - PS - Angusville FD - Salaries	16,000.00		16,000.00
520-300-120 - PS - Angusville FD - Utilities	7,500.00	4,079.66	3,420.34
520-400-110 - PS - Angusville FD Materials & Supplies	10,500.00	6,961.76	3,538.24
520-400-109 - PS - Angusville FD - Memberships/Fee/Due	8,000.00	6,860.28	1,139.72
520-400-108 - PS - Angusville FD - Training	8,000.00		8,000.00
Total Fire Protection - Angusville:	50,000.00	17,901.70	32,098.30
Emergency Measures			
520-200-130 - PS - Emergency Measures Organization 911	7,500.00	6,162.80	1,337.20
520-400-112 - PS - MVA	10,000.00	1,059.57	8,940.43
Total Emergency Measures:	17,500.00	7,222.37	10,277.63
TOTAL PROTECTIVE SERVICES:	117,500.00	63,795.08	53,704.92
TRANSPORTATION SERVICES			
Wages & Benefits			
530-100-110 - TS - Equipment Operators' Wages	412,309.00	345,115.82	67,193.18
530-110-110 - TS - Equipment Operators' Benefits	46,491.00	12,199.46	34,291.54
530-110-140 - TS - Equipment Operators' Vacation Pay		8,699.52	(8,699.52)
Total Wages & Benefits:	458,800.00	366,014.80	92,785.20
Equipment			
530-200-116 - TS - Equipment Insurance & Registration	36,000.00	43,126.74	(7,126.74)
530-400-115 - TS - Equipment Repairs & Maintenance	90,000.00	62,689.11	27,310.89
530-400-111 - TS - Equipment Fuel	190,000.00	113,076.26	76,923.74
Total Equipment:	316,000.00	218,892.11	97,107.89
Road Maintenance			
530-200-130 - TS - Road Maintenance - Contract Service	7,000.00	4,510.37	2,489.63
530-400-119 - TS - Road Maint - Memberships/Fees/Dues	1,000.00	200.00	800.00
530-400-127 - TS - Road Maintenance - Signs	7,500.00	322.44	7,177.56
530-400-128 - TS - Road Maintenance - Training	10,000.00	5,784.30	4,215.70
530-400-129 - TS - Road Maintenance - Freight	3,000.00	521.26	2,478.74
530-400-130 - TS - Road Maintenance - Communications	3,000.00	915.26	2,084.74
530-400-131 - TS - Road Maint - Materials and Supplies	635,525.00	565,447.36	70,077.64
530-400-132 - TS - Road Maintenance Work Orders	65,000.00	16,238.71	48,761.29
Total Road Maintenance:	732,025.00	593,939.70	138,085.30
Workshop & Yard Operations			
530-300-116 - TS - Workshop & Yard Operations - Utilit	25,000.00	18,608.38	6,391.62
530-400-116 - TS - Workshop & Yard - Materials & Suppl	25,000.00	4,536.76	20,463.24
530-400-117 - TS - Building Maintenance - Inglis	10,000.00	5,070.73	4,929.27
530-400-118 - TS - Building Maintenance - Angusville	10,000.00	753.80	9,246.20
530-200-210 - TS - Street Lighting - Contract Services	4,200.00	2,768.42	1,431.58
Total Workshop & Yard Operations:	74,200.00	31,738.09	42,461.91
Road Construction & Maintenance			
530-400-135 - TS - Road Maint PR's Materials & Supplie	130,000.00		130,000.00
530-400-160 - TS - Ditches & Road Drainage - Materials	2,500.00	50.00	2,450.00

RM of Riding Mountain West
GENERAL OPERATING FUND EXPENDITURES
For the Month Ending September 30, 2019

	Budgeted	Actual	Surplus (Deficit)
530-400-191 - TS - Cottage Cove - Snow Removal/Mainten	7,000.00		7,000.00
530-400-200 - TS - Bridges/Culverts Materials & Suppl	70,000.00	45,452.13	24,547.87
530-400-192 - TS - Beaver Removal	12,500.00	6,690.00	5,810.00
530-400-245 - TS - Airport Navigation Upgrades	5,600.00	5,600.00	
Total Road Construction & Maintenance:	227,600.00	57,792.13	169,807.87
Safety			
530-200-240 - TS - SAFETY	1,000.00	735.35	264.65
Total Safety:	1,000.00	735.35	264.65
TOTAL TRANSPORTATION SERVICES:	1,809,625.00	1,269,112.18	540,512.82
ENVIRONMENTAL HEALTH SERVICES			
Garbage Collection			
540-100-100 - EH - Garbage Collection - Wages	13,000.00	8,398.63	4,601.37
540-400-100 - EH - Garbage Collection - Material & Sup	1,000.00		1,000.00
Total Garbage Collection:	14,000.00	8,398.63	5,601.37
Nuisance Ground			
540-100-110 - EH - Nuisance Grounds - Wages	17,000.00	9,026.13	7,973.87
540-200-105 - EH - Nuisance Grounds - Contract Service	46,000.00	2,630.00	43,370.00
540-400-110 - EH - Nuisance Grounds - Materials & Supp	5,000.00	7,363.16	(2,363.16)
Total Nuisance Ground:	68,000.00	19,019.29	48,980.71
Recycling			
540-200-110 - EH - Nuisance Grounds - WRARS Levy	6,534.00	3,267.00	3,267.00
540-200-160 - EH - Contract Service - Recycling	9,000.00	5,522.20	3,477.80
Total Recycling:	15,534.00	8,789.20	6,744.80
Municipal Wells			
540-300-310 - EH - Municipal Wells - Utilities	5,000.00	2,925.88	2,074.12
Total Municipal Wells:	5,000.00	2,925.88	2,074.12
TOTAL ENVIRON HEALTH SERVICES:	102,534.00	39,133.00	63,401.00
PUBLIC HEALTH & WELFARE SERVICES			
550-100-110 - H&W - Cemeteries - Wages	600.00		600.00
550-200-190 - H&W - Social Welfare Assistance	400.00		400.00
550-400-110 - H&W - Cemeteries - Maintenance FA003	500.00	400.00	100.00
TOTAL PUBLIC HEALTH & WELFARE SERVICES:	1,500.00	400.00	1,100.00
ENVIRONMENTAL DEVELOPMENT SERVICES			
560-500-100 - ED - Planning & Zoning - Grants	10,000.00		10,000.00
TOTAL ENVIRONMENTAL DEVELOPMENT SERVICES:	10,000.00	0.00	10,000.00
ECONOMIC DEVELOPMENT SERVICES			

RM of Riding Mountain West
GENERAL OPERATING FUND EXPENDITURES
For the Month Ending September 30, 2019

	Budgeted	Actual	Surplus (Deficit)
570-200-210 - EC - Tourism	850.00	820.00	30.00
570-400-140 - EC - Rural Area Weed Control	7,000.00	11,060.00	(4,060.00)
570-500-160 - EC - Veterinary Services	10,900.00	10,861.04	38.96
570-500-170 - EC - Water Resources & Conservation	34,300.00	25,694.25	8,605.75
570-900-180 - EC - Regional Development	30,750.00		30,750.00
570-900-200 - EC - Other Economic Development	2,550.00	46.81	2,503.19
TOTAL ECONOMIC DEVELOPMENT SERVICES:	86,350.00	48,482.10	37,867.90
RECREATION & CULTURAL SERVICES			
580-900-120 - R&C - Silver Beach - Garry Naherniak	15,000.00	11,250.00	3,750.00
580-400-154 - R&C - Silver Beach - Aeration/Insurance	2,000.00	912.89	1,087.11
580-100-160 - R&C - Silver Beach - Material & Supplies	1,000.00	3,605.77	(2,605.77)
580-400-160 - R&C - Other Recreational Facilities	1,500.00	860.00	640.00
580-400-190 - R&C - Cultural Facilities	500.00	54.41	445.59
580-200-100 - R&C - Recreation Levy	12,000.00		12,000.00
TOTAL RECREATION & CULTURAL SERVICES:	32,000.00	16,683.07	15,316.93
Transfers			
590-990-992 - TF - Contribution to Capital		144,250.37	(144,250.37)
Total Transfers:	0.00	144,250.37	(144,250.37)
Fiscal Services			
590-500-530 - FS - L.U.D. of Inglis	53,900.00	27,524.16	26,375.84
590-500-531 - FS - L.U.D. of Angusville	41,500.00	27,035.01	14,464.99
Total Fiscal Services:	95,400.00	54,559.17	40,840.83
TOTAL EXPENDITURES:	3,033,309.00	2,119,723.65	913,585.35

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RM of Riding Mountain West
INGLIS UTILITY REVENUE AND EXPENDITURE STATEMENT
For the Month Ending September 30, 2019

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	Budgeted	Actual	Surplus (Deficit)	Current Month
REVENUES				
Water and Sewer Charges				
750-100-100 - Water Sales - Inglis UT	85,000.00	72,702.32	(12,297.68)	22,931.88
750-100-101 - Inglis Commercial & Bulk Sales	22,800.00	4,272.25	(18,527.75)	252.00
750-100-102 - Inglis Federal & Provincial	600.00		(600.00)	
750-100-103 - Inglis Municipal/Schools	4,000.00		(4,000.00)	
750-100-110 - Sewer Service Charges - Inglis	24,000.00	18,643.00	(5,357.00)	2,000.00
750-100-130 - Penalties - Inglis	700.00	623.31	(76.69)	34.11
750-100-115 - Property Taxes(Funds for Debenture)-ING	14,586.00		(14,586.00)	
750-100-140 - Hydrant Rentals - Inglis	825.00		(825.00)	
Total Water and Sewer Charges:	152,511.00	96,240.88	(56,270.12)	25,217.99
Other Revenue				
750-100-160 - Connection Revenue - Net Inglis	500.00		(500.00)	
750-100-180 - Revenue MWSB Operator Pay - Inglis	20,000.00	16,761.81	(3,238.19)	1,878.29
750-100-261 - Revenue MWSB Postage - Inglis	1,700.00	340.07	(1,359.93)	
750-100-262 - Revenue MWSB Testing - Inglis	2,500.00	1,234.00	(1,266.00)	
750-100-264 - Revenue MWSB Misc - Inglis		111.36	111.36	21.71
750-100-181 - Lagoon Maintenance Fees - Inglis	5,500.00		(5,500.00)	
750-200-100 - Investment Income - Inglis	2,500.00	2,416.04	(83.96)	267.71
Total Other Revenue:	32,700.00	20,863.28	(11,836.72)	2,167.71
TOTAL REVENUES:	185,211.00	117,104.16	(68,106.84)	27,385.70
EXPENDITURES				
Water				
760-100-120 - UT- Water Supply Administration - Inglis	1,000.00		1,000.00	
760-100-140 - UT- Wages - Plant Inglis	41,895.00	22,499.70	19,395.30	1,939.60
760-110-140 - UT- Service of Supply - Benefits Inglis	730.00	551.07	178.93	61.23
760-100-171 - UT - Employee Training - Inglis	1,000.00	781.13	218.87	
760-400-150 - UT - Memberships/Fees/Dues - Inglis	5,000.00		5,000.00	
760-100-161 - UT - Rate Study - Inglis	3,500.00	3,360.24	139.76	
760-400-130 - UT - Water Purchases - Materials & Suppl	102,300.00	60,457.85	41,842.15	6,325.53
760-400-131 - UT - Water Supply Postage - Inglis	700.00	474.12	225.88	66.82
760-400-132 - UT - Water Supply Testing - Inglis	2,500.00	1,356.00	1,144.00	136.00
760-400-133 - UT - Water Supply Costs - Inglis	1,000.00	3,017.78	(2,017.78)	
760-200-145 - UT - Water Supply Cost - Hydrants - ING	1,000.00		1,000.00	
760-200-146 - UT Water Supply Cost - Water Breaks INC	2,500.00		2,500.00	
760-900-170 - UT - Service Connections	500.00	1,412.25	(912.25)	
Sewer				
770-400-110 - UT - Sewer Administration - Inglis	200.00		200.00	
770-400-142 - UT - Sewer Line Flushing - Inglis	2,000.00		2,000.00	
770-400-143 - UT - Sewer Connections/Breaks - Inglis	1,200.00	921.81	278.19	
770-300-120 - UT - Sewage Lift Station - Inglis	1,000.00	692.39	307.61	81.90
770-400-140 - UT - Lift Station - Insurance - Inglis	500.00	144.79	355.21	
770-400-141 - UT - Lift Station - Misc - Inglis	100.00	2,043.56	(1,943.56)	1,908.25
Transfers & Debentures				
760-700-720 - UT - Inglis Water Line Debenture	14,586.00		14,586.00	
790-100-110 - UT - Transfer to Reserves - Inglis	2,000.00		2,000.00	
Total EXPENDITURES:	185,211.00	97,712.69	87,498.31	10,519.33
NET OPERATING SURPLUS/(DEFICIT)				

Report Date
2019-10-11 1:01 PM

RM of Riding Mountain West
INGLIS UTILITY REVENUE AND EXPENDITURE STATEMENT
For the Month Ending September 30, 2019

Page 10

	Budgeted	Actual	Surplus (Deficit)	Current Month
Revenues	185,211.00	117,104.16	(68,106.84)	27,385.70
Expenses	185,211.00	97,712.69	87,498.31	10,519.33
Net Surplus (Deficit)	0.00	19,391.47	19,391.47	16,866.37

Report Date
2019-10-11 1:01 PM

RM of Riding Mountain West
ANGUSVILLE UTILITY REVENUES AND EXPENDITURES
For the Month Ending September 30, 2019

Page 11

	Budgeted	Actual	Surplus (Deficit)	Current Month
REVENUES				
Water & Sewer Charges				
750-100-105 - Water Sales - Angusville UT	65,000.00	41,238.47	(23,761.53)	14,525.48
750-100-106 - Angusville Commercial & Bulk Sales	4,000.00	789.28	(3,210.72)	76.00
750-100-107 - Angusville Municipal	1,750.00		(1,750.00)	
750-100-111 - Sewer Service Charges - Angusville	6,000.00	1,543.00	(4,457.00)	
750-100-131 - Penalties - Angusville	650.00	975.31	325.31	145.24
750-100-141 - Hydrant Rentals - Angusville	1,000.00		(1,000.00)	
750-100-200 - Rate Rider 96/18 - Reg WTP Ang	5,000.00	10,506.28	5,506.28	3,791.37
750-100-114 - Property Taxes(Funds for Debenture)-ANG	8,925.00		(8,925.00)	
Total Water & Sewer Charges:	92,325.00	55,052.34	(37,272.66)	18,538.09
Other Revenues				
750-100-161 - Connection Revenue - Net Angusville	400.00	20.00	(380.00)	
Total Other Revenues:	400.00	20.00	(380.00)	0.00
TOTAL REVENUES:	92,725.00	55,072.34	(37,652.66)	18,538.09
EXPENDITURES				
Water				
760-100-100 - UT- Water Supply Administration - ANG	1,000.00		1,000.00	
760-100-141 - UT- Wages - Plant Angusville	24,000.00	10,780.80	13,219.20	255.50
760-110-141 - UT - Service of Supply - Benefits ANG		1,625.93	(1,625.93)	132.84
760-100-170 - UT - Employee Training - Angusville	1,750.00	781.12	968.88	
760-400-160 - UT - Memberships/Fees/Dues - Angusville	2,000.00	1,684.01	315.99	
760-100-160 - UT - Rate Study - Angusville	2,750.00	2,610.24	139.76	
760-300-120 - UT - Purification & Treatment - Utilitie	7,000.00	5,826.61	1,173.39	338.59
760-400-120 - UT - Purification & Treatment - Angusvil	1,500.00	237.54	1,262.46	
760-900-161 - UT - Water Supply Postage - Angusville	800.00	390.75	409.25	66.88
760-900-162 - UT - Water Supply Testing - Angusville	1,500.00	717.00	783.00	68.00
760-900-163 - UT - Water Supply Costs - Angusville	1,000.00	1,027.16	(27.16)	54.60
760-200-160 - UT - Water Supply Cost - Hydrants - ANG	10,000.00	2,427.66	7,572.34	
760-200-161 - UT Water Supply Costs - Water Breaks AN	5,000.00	1,829.50	3,170.50	
760-900-130 - UT - Water Purchases - MRB	15,500.00	12,879.18	2,620.82	
Sewer				
770-400-152 - UT - Sewer Line Flushing - Angusville	1,900.00		1,900.00	
770-400-154 - UT - Sewer Connections/Breaks ANG	5,000.00		5,000.00	
770-300-121 - UT - Lift Station Utilities Angusville	500.00		500.00	
770-400-150 - UT - Lift Station - Insurance - Angusvil	300.00	303.18	(3.18)	
770-400-151 - UT - Lift Station - Misc - Angusville	100.00	579.70	(479.70)	
770-400-153 - UT - Lagoon Testing - Angusville	200.00		200.00	
Transfers & Debentures				
760-700-721 - UT - Angusville Water Plant Debenture	8,925.00		8,925.00	
790-100-140 - UT - Deficit Recovery - Angusville	2,000.00		2,000.00	
TOTAL EXPENDITURES:	92,725.00	43,700.38	49,024.62	916.41
NET OPERATING SURPLUS/(DEFICIT)				
Revenues	92,725.00	55,072.34	(37,652.66)	18,538.09
Expenses	92,725.00	43,700.38	49,024.62	916.41
Net Surplus (Deficit)	0.00	11,371.96	11,371.96	17,621.68

RM of Riding Mountain West
G.O.F. BALANCE SHEET - RESERVES
As of September 30, 2019

	<u>Balance</u>
RESERVE FUNDS ASSETS	
610-100-100 - Bank Acct - General Reserve	87,599.36
610-100-110 - Bank Acct - Machinery Reserve	307,118.11
610-100-120 - Bank Acct - Angusville Fire Reserve	128,518.52
610-100-114 - Bank Acct - Inglis Fire Reserve	197,812.95
610-100-123 - Bank Acct - Angusville LUD Reserve	3,008.58
610-100-111 - Bank Acct - Inglis LUD Street Reserve	29,746.28
610-100-122 - Bank Acct - Angusville W&S Reserve	15,723.93
610-100-117 - Bank Acct - Inglis W&S Reserve	28,807.74
610-100-116 - Bank Acct - Building Reserve	32,658.84
610-100-112 - Bank Acct - Bridge Reserve	63,872.63
610-100-113 - Bank Acct - Gas Tax Reserve	319,107.35
610-100-115 - Bank Acct - Well Reserve	16,043.00
610-100-118 - Bank Acct - Ski Hill Dev. Projects	746.66
610-100-119 - Bank Acct - Shellmouth Cemetery Res	1,283.05
900-100-100 - Bank Acct - Cemetery Trust	878.66
TOTAL RESERVE FUNDS ASSETS	<u>1,232,925.66</u>
670-200-120 - By-Law - General Reserve	87,599.36
670-200-121 - By-Law - Machinery Reserve	307,118.11
670-200-131 - By-Law - Angusville Fire Reserve	128,518.52
670-200-122 - By-Law - Inglis Fire Reserve	197,812.95
670-200-134 - By-Law - Angusville LUD Reserve	3,008.58
670-200-124 - By-Law - Inglis LUD Street Reserve	29,746.28
670-200-133 - By-Law - Angusville W&S Reserve	15,723.93
670-200-128 - By-Law - Inglis W&S Reserve	28,807.74
670-200-123 - By-Law - Building Reserve	32,658.84
670-200-125 - By-Law - Bridge Reserve	63,872.63
670-200-127 - By-Law - Gas Tax Reserve	319,107.35
670-200-126 - By-Law - Well Reserve	16,043.00
670-200-129 - By-Law - Ski Hill Dev. Projects Reserve	746.66
670-200-130 - By-Law - Shellmouth Cemetery Reserve	1,283.05
910-200-100 - By-Law - Trust Fund Cemetery	878.66
	<u>1,232,925.66</u>

Rural Municipality of Riding Mountain West

Public Works Report

For Council Meeting:	October 15, 2019
Submitted by:	Larry Palmeruk & Colin Plante

Ongoing

- Brought in three 1 ways to prepare for winter

Municipal Water Wells/Water Treatment Plants

- Light bulb needs to be changed at Well East of Inglis

Waste/Landfills

- Setup AG film & Twine Site with signs
- Roy Ziprick has been registered for the Landfill Operations Basic Course and Exam. Nov 19-21

Municipal Shops

- Working on Quotes for ceiling fans for Angusville Shop

Equipment

- Unit 104 (140M) new front tires installed by KalTire
- Unit 301 (loader) had 2 tires repaired by Roblin Tire
- Unit 205 (Tandem & Trailer) Scheduled for Safety Tuesday October 15
- Unit 201 (Blue Truck) requires 4 new tires, Quotes and Report included attached to Agenda
- Unit 204 (Garbage Truck) RF radio needs repair, scheduling with Ronald Communications
- Unit 306 (Inglis Tractor) RF radio needs to be replaced



Rural Municipality of Riding Mountain West

Information Technology Report

For Council Meeting:	October 15, 2019
Submitted by:	Colin Plante

IT/Operations Status Report

Completed

- Changed out Wireless Access point in Inglis Fire Hall as existing hardware failed
- Server hardware has been delivered.
 - Prepping Vault room, moving archive books to Angusville Vault
 - Quotes for dedicated electrical outlet
 - Setup will commence after tax season

Ongoing

- Re-Program printer for new access point at Inglis Fire Hall
- Secured internet access connection for the Public Works Shop in Angusville
 - Deploy new printer for printing Work Orders directly to Angusville team
- Switched fax line service provided from MTS to Voice over Internet (VoIP)
- Meet with Westman regarding fiber service locations for R.M. Buildings
- Setup Fax to Email service for Inglis Office



Date: October 15, 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 blue ink, reading "Estha Baseley". The signature is written in a cursive, flowing style.

Estha Baseley
Interim 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 working 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

Box 110

Inglis, Manitoba R0J 0X0

Ph: 204-564-2589

Fax: 204-564-2643

Email: info@rmwest.ca

Website: rmwest.ca

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.



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: Money Handling Policy No. F/S-002

RECOMMENDATION

That the Rural Municipality of Riding Mountain West not make changes to this policy.

DISCUSSION

Reeve Boryskavich has asked that this item be included on the agenda for discussion.

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 associated with this report.

COMMUNICATION

Council will advise the Administration if any communication is required.

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

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

Date: October 15, 2019

To: Members of Council

Re: 10% Pay for Acting Position

RECOMMENDATION

That the Rural Municipality of Riding Mountain West approve the request to issue a 10% wage increase to staff members who are instructed by their supervisor to perform the duties of another higher level position when the supervisor is away.

DISCUSSION

There have been times when the CAO/Public Works Foreman has been away, and an employee is required to become the Acting CAO/Public Works Foreman and be compensated for duties to perform in addition to the duties of the person's position.

RECOMMENDATION IMPLICATIONS

Financial Implications

The financial implications associated with this report would be the 10% wage increase on the days they are serving in an acting position.

Policy and/or Strategic Implications

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

COMMUNICATION

There is no communication plan associated with this report.

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

Date: October 16, 2019

To: Members of Council

Re: Variation Use Application; Lot 18/19 Block 3 Plan 441; 130 Wright Avenue W. (Stirrett, Lorraine)

RECOMMENDATION

That the Council of the Rural Municipality of Riding Mountain West (RM) approve the Variation Use Application submitted by Lorraine Stirrett to vary the front yard set back from 25' to 16' 4" for Lot 18/19 Block 3 Plan 441, 130 Wright Avenue W.

DISCUSSION

Ms. Stirrett has made application to vary the minimum front yard set back from 25' to 16' 4" on this lot as she wishes to construct an 8' x 8' front porch (addition). The applicable zoning by-law stipulates that the minimum front yard set back is 25'.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

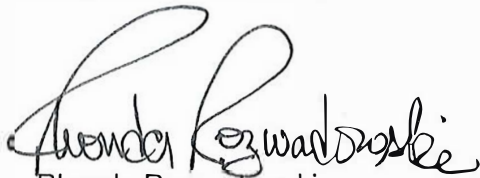
Policy and/or Strategic Implications

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

COMMUNICATIONS

Ms. Stirrett will be informed of Council's decision.

Respectfully submitted,



Rhonda Rozwadowski
Municipal Clerk

Respectfully submitted,



Erna M. Hall
Chief Administrative Officer

R.M. OF RIDING MOUNTAIN WEST

CERTIFICATE OF APPROVAL

Application For: ☐ Variation Order ☐ Conditional Use

Registered Owner LORRAINE M. STIRRETT

Mailing Address: PO BOX 33, ANGUSVILLE, MB R0J 0A0

Phone Number: 204-773-2131 204-773-3121

Legal Description: Civic Address: 130 WRIGHT AVENUE W.

Lot: 18/19

Block: 3

Plan: 441

☐ NW
☐ SW

☐ NE
☐ SE

Section

Township

Range

Description of Project: TO VARY THE MINIMUM FRONT YARD REQUIREMENT FROM 25 FEET TO 16 FEET 4 INCHES.

X

Signature of Authorized Applicant:

X

Signature of Owner:

Date:

FOR OFFICE USE:

Approved: ☐ Yes ☐ No

CONDITIONS:

☐ Building Permit:

☒ Variation Order Application:

TO VARY THE MINIMUM FRONT YARD REQUIREMENT FROM 25 FEET TO 16 FEET 4 INCHES.

☐ \$100.00 Fee Collected

☐ Conditional Use to allow:

☐ \$100.00 Fee Collected

☐ Setback Requirements: Front: 16' 4' Side (L): 15' Side (R): 15' Rear: 25'

☐ Other:

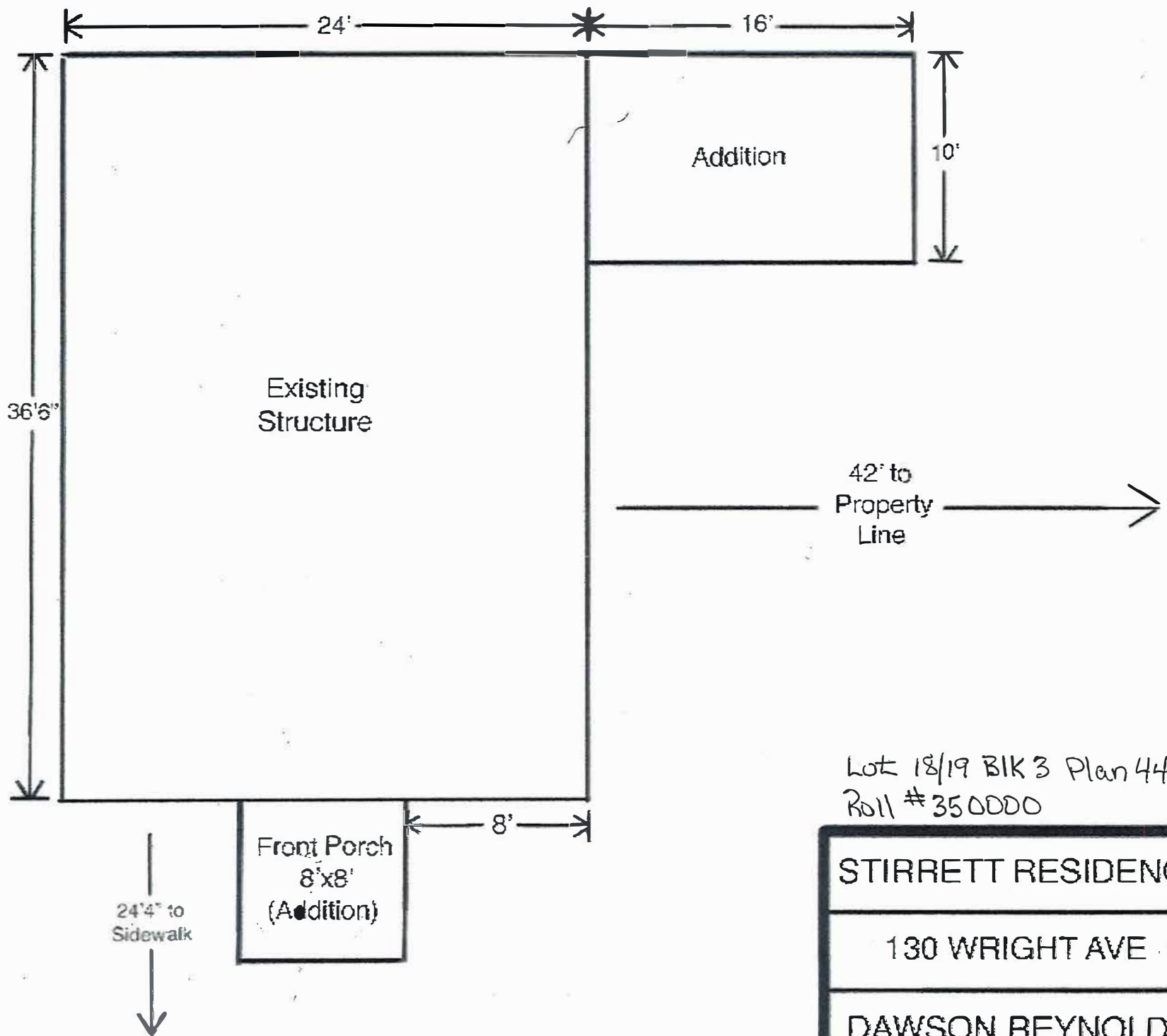
☒ Public Hearing to be conducted on: Date: OCTOBER 16, 2019 Time: 9:00 A.M.

☐ Minutes Date: Resolution #

Date:

For the Approving Authority:

This approval is valid for a period of twelve (12) months unless time extension is granted by the Approving Authority for an additional period not exceeding twelve (12) months.



Lot 18/19 Bk 3 Plan 441
Roll #350000

STIRRETT RESIDENCE

130 WRIGHT AVE W.

DAWSON REYNOLDS

7.4(e) Zoning By-law 2004-07 (Pg 29)
 Allow or refuse minor variations (up to 10%
 of stated setback requirements) of this By-law
 as authorized by and in accordance with the
 provisions of The Planning Act, and
 Lorraine

(15.24m) x (38.1m)

Plot of 50 x 125 (so it is 100 x 125)
 Setback Front / Rr Yard 25'

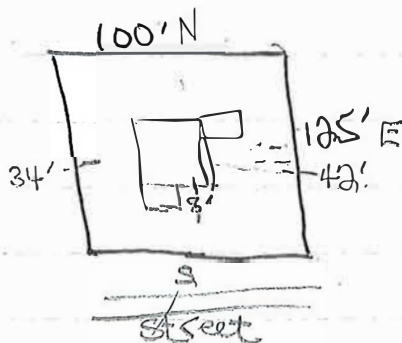
Side Yard 15'

Dwelling Single Family

Lorraine M. Stirrett

Box 33 Angusville, MB R5S 0A0

Lorraine 204-773-3121



$$\begin{array}{r} 64' 55'' \\ 36' 6'' \\ \hline 24' 4'' \end{array} > 10' 10''$$

9 AM Oct

25 minimum

24' 4" less 8 = 16' 4"

Lorraine Stirrett

lorraine.stirrett@yahoo.ca

Date: October 16, 2019

To: Members of Council

Re: Variation Use Application: Lot 11 Block 1 Plan 47278; 439 Country Club Drive (Stumph, Clayton)

RECOMMENDATION

That the Council of the Rural Municipality of Riding Mountain West (RM) approve the Variation Use Application submitted by Clayton Stumph to vary the front yard set back from 25' to 2' for Lot 11 Block 1 Plan 47278, 439 Country Club Drive.

DISCUSSION

Mr. Stumph has made application to vary the minimum front yard set back from 25' to 2' on this lot as he wishes to construct an 12' x 20' shed 14' from front yard setback and a 12' x 20' concrete pad directly in front of shed for his bait and trailer). The applicable zoning by-law stipulates that the minimum front yard set back is 25'.

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 associated with this report.

COMMUNICATIONS

Mr. Stumph will be informed of Council's decision.

Respectfully submitted,

Rhonda Rozwadowski
Municipal Clerk

Respectfully submitted,



Erna M. Hall
Chief Administrative Officer

R.M. OF RIDING MOUNTAIN WEST

CERTIFICATE OF APPROVAL

Application For:



Variation Order



Conditional Use

Registered Owner:

Clayton W. Stumph

Mailing Address:

23517 Township Road, Leduc County, AB T4X 0R6

Phone Number:

780-236-0672

Legal Description:

Civic Address: 439 Country Club Drive

Lot: 11

Block: 1

Plan: 47278



NW

SW



NE

SE

Section

Township

Range

Description of Project:

To vary minimum front setback from 25' to 2' so that owner may construct a 12x20 Concrete pad in front of 12x20 shed. The pad is for boat and trailer

August 29, 2019

X

Signature of Authorized Applicant:

X

Date:

Signature of Owner:

FOR OFFICE USE:

Approved:



Yes



No

CONDITIONS:



Building Permit:



Variation Order Application:



\$100.00 Fee Collected



Conditional Use to allow:



\$100.00 Fee Collected



Setback Requirements:

Front: 2'

Side (L): 10'

Side (R): 10'

Rear: 25'



Other:



Public Hearing to be conducted on:

Date:

October 16, 2019

Time: 10:00 A.M.



Minutes

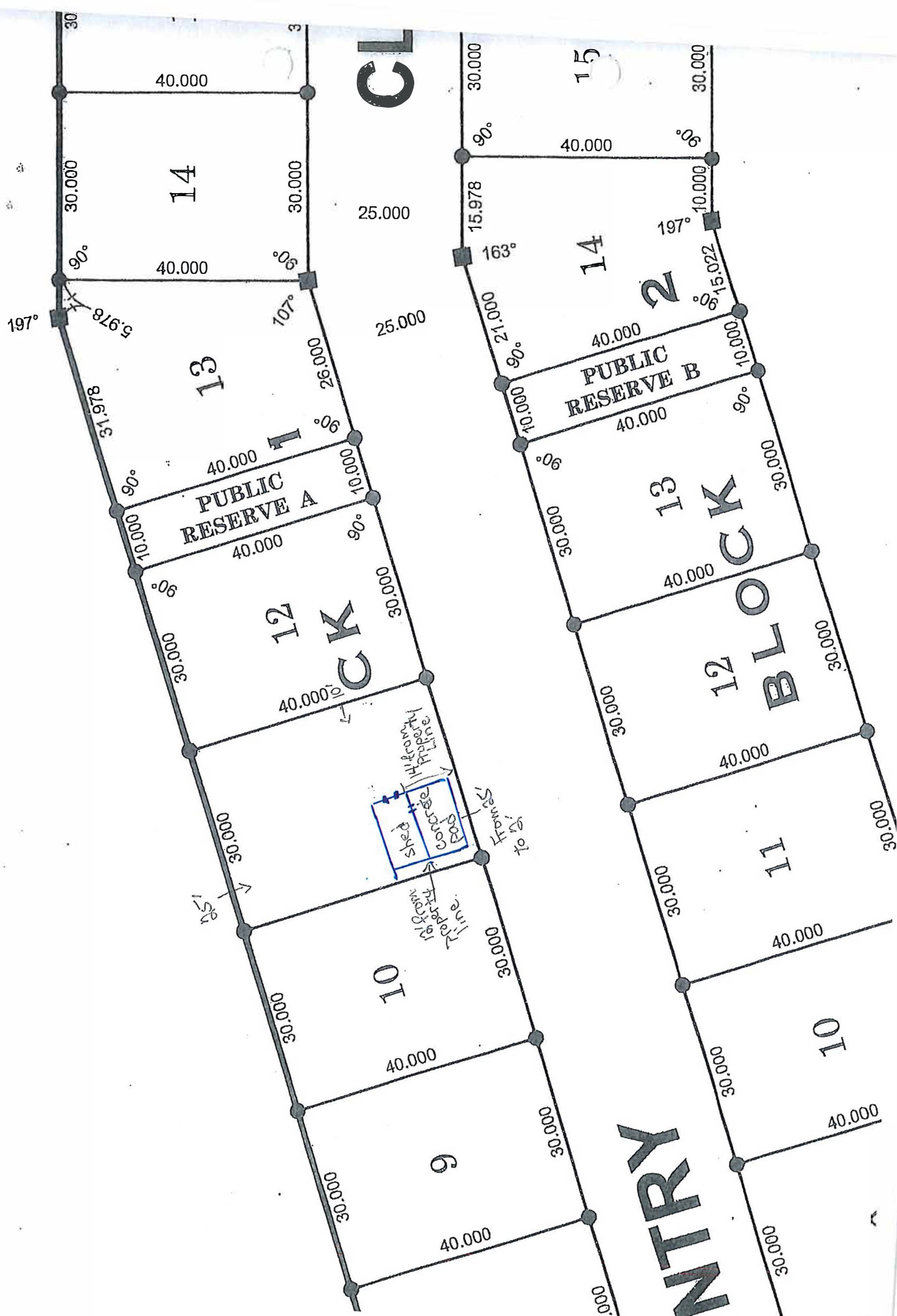
Date:

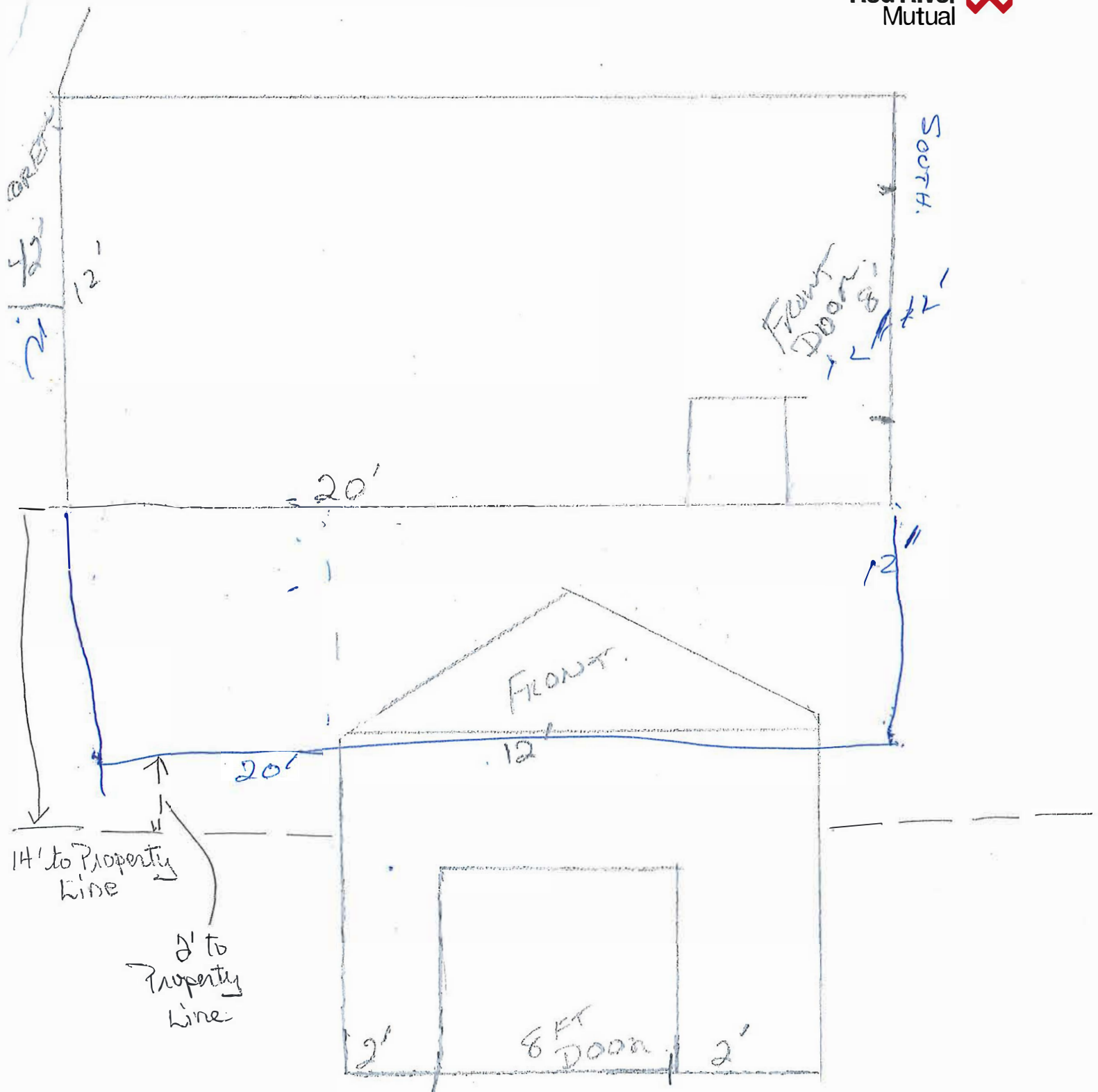
Resolution #

Date:

For the Approving Authority:

This approval is valid for a period of twelve (12) months unless time extension is granted by the Approving Authority for an additional period not exceeding twelve (12) months.





24-28W

Plan No. 47278

Plan No. 39487

Plan No. 44580

Plan No. 59025

Plan No. 40047

Plan No. 40137

Plan No. 48738

Block 1

Block 4

Block 7

Block 11

Block 12

Block 13

Block 14

Block 15

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(has been out
for 2 months)

August 29/19

Clayton Stumph

Building Permit (Willie Brown)

Shed 12x20 on concrete pad

14' from side property line:

2' from front property line instead of 25'
for 12x20 concrete slab in front of shed for
boat & trailer.

Variation application for concrete slab to be located
2' from front property line instead of minimum
25'.

Date: October 16, 2019

To: Members of Council

Re: Variation Use Application: Pt SW ¼ 15-21-27 WPM (Kohler, Sarah)

RECOMMENDATION

That the Council of the Rural Municipality of Riding Mountain West (RM) approve the Variation Use Application submitted by Sarah Kohler to vary the maximum 10 acres to 15.6 acres regarding subdividing the yard site from the remaining farmland.

DISCUSSION

Ms. Kohler has made application to vary the maximum 10 acres to 15.6 acres regarding subdividing the yard site from the remaining farmland (143.26). Subdivision File No. 4181-19-7522, Community and Planning require a Variation Order for the approval of the subdivision.

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 associated with this report.

COMMUNICATIONS

Ms. Kohler will be informed of Council's decision.

Respectfully submitted,



Rhonda Rozwadowski

Municipal Clerk

R.M. OF RIDING MOUNTAIN WEST

CERTIFICATE OF APPROVAL

Application For: ☒ Variation Order ☐ Conditional Use

Registered Owner: SARAH C. KOHLER

Mailing Address: PO BOX 727, MB R0J 1W0

Phone Number: 204-773-3357 res 0568 cell

Legal Description:

Civic Address:

Lot:

Block:

Plan:

☐ NW
☒ SW

☐ NE
☐ SE

15
Section

21
Township

27W
Range

Description of Project: **SUBDIVIDING A 15.6 ACRE PARCEL (YARDSITE) FROM THE 158.46 ACRES.**
VARIATION REQUIRED For A Non-Farm Dwelling over the maximum of 10 Acres.

Date: SEPT. 14, 2019

X
Signature of Authorized Applicant:
X
Signature of Owner:

FOR OFFICE USE:

Approved: ☐ Yes ☐ No

CONDITIONS:

☐ Building Permit:

☒ Variation Order Application:

☒ \$100.00 Fee Collected

☐ Conditional Use to allow:

☐ \$100.00 Fee Collected

☐ Setback Requirements: Front: _____ Side (L): _____ Side (R): _____ Rear: _____

☐ Other: _____

☒ Public Hearing to be conducted on:

Date:

Wednesday, October 16, 2019

Time: 10:30 a.m.

☐ Minutes

Date:

Resolution #

Date: _____

For the Approving Authority:

This approval is valid for a period of twelve (12) months unless time extension is granted by the Approving Authority for an additional period not exceeding twelve (12) months.



Municipal Relations

Community and Regional Planning
27 - 2nd Avenue SW
Dauphin MB R7N 3E5
T 204-622-2115 F 204-622-2298
Email: dauphincrp@gov.mb.ca

September 11, 2019

CONDITIONAL APPROVAL

Expiry Date: September 10, 2021

File No.: 4181-19-7522 (Applicant File No. 6846)

**SIMS & COMPANY
BOX 70
RUSSELL, MB R0J 1W0**

ATTENTION: KIM SALMON;

**RE: PROPOSAL TO SUBDIVIDE PT. SW ¼ SEC. 15-21-27W
RIDING MOUNTAIN WEST (RM) (KOHLEK)**

Conditional Approval:

Your subdivision application has been conditionally approved as per the attached map.

You must provide this office with proof that all REQUIREMENTS and CONDITIONS listed have been met to be issued a Certificate of Approval. The Certificate of Approval is needed to allow the subdivision to be registered at the Land Titles Office.

Please confirm that the dimensions and location(s) of the proposed lot(s) on the attached map meet the intent of the proposed subdivision. Any revisions to the attached map may require an amended resolution from Council and will be subject to a fee of \$200.00.

Please direct questions about this letter to the Community and Regional Planning Branch office at the address and phone number shown above.

Validation Period:

This conditional approval is valid for **two years (24 months)** from the date of this letter. If you have not met all REQUIREMENTS and CONDITIONS by the expiry date of this letter, this conditional approval will expire unless you request an extension in writing before the expiry date on your conditional approval letter. **A single one year extension can be provided for a fee of \$200.00.**

****IMPORTANT****

- **Submit the proof of all REQUIREMENTS and CONDITIONS listed in this letter to the Community and Regional Planning Branch office address noted above.**
- **Because there are seasonal workload pressures, it is recommended that you work towards meeting all the REQUIREMENTS and CONDITIONS in this letter at the same time to ensure the Certificate of Approval is obtained in a timely manner.**

REQUIREMENTS:

- A. The fee payable before a Certificate of Approval will be issued is **\$300.00** (\$300.00 per new lot). Submit this fee to this office. Cheques are payable to the Minister of Finance.
- B. Provide this office with a **One (1) Lot** Plan of Subdivision drawn by a Manitoba Land Surveyor. Submit to this office the surveyor's final plan, two mylar copies and a pdf tentatively approved by the Examiner of Surveys. If you have any concerns with this requirement, please contact the District Registrar in the Winnipeg Land Titles Office. *[Please have your Surveyor consult with the Land Titles Office to ensure all necessary signatures for the plans have been obtained.]*
- C. Provide this office with a copy of the Plan of Subdivision showing the total area of each lot, calculated by a surveyor, in either square feet or square metres.

CONDITIONS:

1. Submit written confirmation from the **RIDING MOUNTAIN WEST (RM)** that taxes on the land to be subdivided, for the current year plus any arrears, have been paid or that an arrangement satisfactory to Council has been made.
2. Satisfy Council's conditions of approval as set out under the attached resolution dated **August 14, 2019**. In order to meet the conditions of Council, please arrange to have the municipality submit confirmation of the following:
 - a) A variance order has been obtained increasing the maximum site area from 10 to 15.6 acres within the AG zone. **Please note that it is your responsibility to apply for this variance order and send the approved copy to this office. Further details regarding this variance order can be obtained by contacting the Municipal Office.**
3. Submit written confirmation from Manitoba Hydro/Centra Gas that an Easement Agreement has been entered into or that an easement is not required. Manitoba Hydro will contact the applicant by way of letter indicating the procedure for obtaining an easement.

OR

Submit a copy of the Release of Conditions Letter from the utility company (held in trust by your lawyer), indicating that the Easement Agreement has been entered into with Manitoba Hydro/Centra Gas. Manitoba Hydro will contact the applicant by way of letter indicating the procedure for obtaining an easement.

4. Submit written confirmation from Manitoba Sustainable Development – Environmental Operations that the onsite wastewater management system is in compliance with Provincial Regulations. Please contact: Nicole Lavalle – Environment Officer at 204-622-2125.

Also note the following:

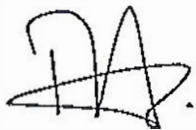
- i. Removal or relocation of any public or private utilities a result of the proposed subdivision will be at the expense of the developer / customer; and
- ii. Manitoba Sustainable Development must be contacted prior to installation of any septic system to ensure compliance with the *Manitoba Onsite Wastewater Management System Regulation*. Your contact at Manitoba Sustainable Development is: Nicole Lavalle – Environment Officer at 204-622-2125.

Appeal of Conditions:

Under Section 129(1) of *The Planning Act* you can appeal any of the above CONDITIONS to The Municipal Board. An appeal must be made within thirty (30) days of the date of this letter by mailing a notice of appeal to: **The Secretary of The Municipal Board**, at 1144-363 Broadway, Winnipeg, Manitoba, R3C 2N9.

The appeal must include your name, address, a copy of this conditional approval letter, an indication of the condition(s) you are appealing, and a filing fee of \$75.00 (payable to The Municipal Board).

Yours sincerely,



Devin Shtykalo
Regional Manager
FOR THE APPROVING AUTHORITY

Attachment




cc: RIDING MOUNTAIN WEST (RM), Tri-Roads Planning District, Land Titles, Hydro, Environment.

****REVISED SKETCH****

Proposed Subdivision- RM OF RIDING MOUNTAIN WEST

Part of SW 1/4 of 15-21-27 WPM

Legend

-  Proposed Subdivision
-  Assessment Parcels
-  REVISED AREA TO BE ADDED

Date: JUNE 6, 2019

REVISED DATE: JUNE 13, 2019
2ND REVISION DATE: JULY 23, 2019

File Number:

4181-19-7522

Applicant:

SIMS & COMPANY

Notes:

The land owner proposes to subdivide the existing yardsite as it is no longer part of the farming operation.

Proposed Lot: 15.6 Acres (approx)

****PLEASE SEE THE SUBDIVISION APPLICATION MAP FOR MORE DETAIL AND DISTANCES****

X _____
Approving Authority Date



Date: October 16, 2019

To: Members of Council

Re: Proposal to Subdivide – Luba – Pt. of SE ¼ 25-20-26 WPM

RECOMMENDATION

That the Council of the Rural Municipality of Riding Mountain West (RM) approve the proposed subdivision of a portion of the SE ¼ 25-20-26 WPM submitted by Community Planning.

DISCUSSION

The Administration has received information from Municipal Relations advising of the application for subdivision of a portion of the SE ¼ 25-20-26 by Jerry, Lorrie and Joshua Luba. The intent of the application is to subdivide a 6.9-acre parcel from the surrounding agricultural land as a yard site for Joshua who has constructed a house on the proposed lot (2018).

The proposed land is designated Agricultural/Rural Area in the Tri-Roads Planning District Development Plan. The property is zoned Agricultural General Zone and provides for non-farm dwellings. A variance is not required as the proposed subdivision is less than the 10-acre maximum allowed for in the Zoning By-law.

RECOMMENDATION IMPLICATIONS

Financial Implications

There may be a small financial implication associated with the property taxes for the subdivided land. At the time of writing this report, those implications were not known.

Policy and/or Strategic Implications

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

COMMUNICATIONS

Municipal Relations and Ms. Kohler will be advised of Council's decision.

Respectfully submitted,

Rhonda Rozwadowski, CMMA
Municipal Clerk

Manitoba



Municipal Relations

Community and Regional Planning
27 - 2nd Avenue SW
Dauphin MB R7N 3E5
T 204-622-2115 F 204-622-2298
Email: dauphincrp@gov.mb.ca

September 27, 2019

File No.: 4181-19-7535 (Applicant File No. 18278)

**REEVE AND COUNCIL
RIDING MOUNTAIN WEST (RM)**

Dear Sir/Madam;

**RE: PROPOSAL TO SUBDIVIDE PT. SE ¼ SEC. 25-20-26W
RIDING MOUNTAIN WEST (RM) (LUBA)**

Enclosed is a copy of an Application for Subdivision for the above property. The following government departments and agencies were circulated and the comments are attached.

Referral List

Elaine Gauer	Agriculture	elaine.gauer@gov.mb.ca;
Control Centre	BellMTS	neteng.control@bellmts.ca;
	Historic Resources	Hrb.archaeolgy@gov.mb.ca;
	Westman Communications	engineering@westmancom.com;
Subdivision Circulars	Manitoba Hydro	SubdivisionCirculars@hydro.mb.ca;
	Land Titles Office	surveysplanning@tprmb.ca;
	Tri-Roads Planning District	mrowat@mrbgov.com;
Nicole Lavallee	Sustainable Development - Environment	nicole.lavallee@gov.mb.ca;
Dan Roberts	Sustainable Development - Water Stewardship	dan.roberts@gov.mb.ca.

When Council has dealt with this matter, please send this office a copy of Council's resolution either rejecting the application for subdivision, or approving it with or without conditions. In Council's covering letter, please advise whether or not all outstanding property taxes on the land proposed for subdivision have been paid or, alternatively, satisfactory arrangements have been made. You may retain the application and attachments for your records.

Yours truly,

[sent via email]

**Sue Lucas
Community Planner**

Encl.

C **BALCHEN & KULCHYCKI, Tri-Roads PD, Land Titles.**

MUNICIPAL RELATIONS

Community and Regional Planning Branch REPORT TO COUNCIL

FILE NO. 4181-19-7535

September 27, 2019

PROPOSAL TO SUBDIVIDE PT SE ¼ SEC. 25-20-26W R.M. OF RIDING MOUNTAIN WEST (LUBA)

On the basis of available information, the comments of this office in regards to this application are as follows.

PROPOSED SUBDIVISION:

Jerry, Lorrie & Joshua Luba are the registered owners of the above noted section of land located east of Angusville, MB in the Municipality of Riding Mountain West. The land is utilized for agricultural purposes with a yard site.

The intent of the application is to subdivide a 6.9-acre parcel. The landowners want to subdivide the existing yard site from the surrounding agricultural land for their son who has constructed a house on the proposed lot.

DEVELOPMENT PLAN:

The subject property is designated **Agriculture/Rural Area** according to the Tri-Roads Planning District Development Plan.

ZONING BY-LAW:

The subject property is zoned **Agriculture General Zone** according to the R.M. of Shellmouth-Boulton Zoning By-Law. The Zoning By-Law provides for non-farm dwellings as permitted uses in this zone.

COMMENTING GOVERNMENT DEPARTMENTS/AGENCIES:

The proposed subdivision was circulated to government departments and the following comments were made (full comments attached).

Land Titles:

- Requires a 1 Lot Plan of Subdivision.

COMMUNITY & REGIONAL PLANNING RECOMMENDATIONS:

No land use planning issues have been identified with the proposed subdivision. Community and Regional Planning have no concerns with this application for subdivision. The proposed subdivision meets the applicable policies of the Tri-Roads Planning District Development Plan and meets the requirements of the R.M. of Shellmouth-Boulton Zoning By-Law.

1 Registered Owner(s)

Name(s): Jerry Allen Luba, Lorrie Jane Marie Luba
Joshua Kirby David Luba
Address: Box 517

City/Town/Village: Rosburn
Province: Manitoba
Postal Code: R0J 1V0
Email: luba1@mymts.net
Phone (daytime): 204-773-3252
Cell Phone: 204-821-3884

Applicant

Name(s): Bayne Balchen
Balchen and Kulchyski Surveys
Address: Box 778
1550 Main Street S
City/Town/Village: Dauphin
Province: MB
Postal Code: R7N 3B3
Email: bayneb@mymts.net
Phone (daytime): 204-638-6336
Cell Phone: _____
Your File No.: 18278

2 Declaration

I, Bayne Balchen hereby certify that I
☐ am the registered owner of the land proposed for subdivision
OR
☒ am authorized to act as the registered owner

and I hereby affirm that all statements contained within this application are complete and true, and I make this declaration conscientiously believing it to be true.

Registered Owner(s) signature: _____

Applicant signature: _____

AUG 27 2019

COMMUNITY & REGIONAL
PLANNING SERVICES
427, 27-2nd AVENUE S. W.
DAUPHIN, MANITOBA R7N 3E5

Date: AUG 23/19

Date: JUNE 26/19

3 Lawyer Contact Information (if applicable)

Name: _____ Firm: _____
Address: _____ Your File No.: _____
City/Town/Village: _____ Province: _____ Postal Code: _____
Email: _____ Phone: _____

4 Land to be Subdivided

Municipality: Riding Mountain West

Roll Number: _____

Civic Address (if any): _____

Lot or Parcel No.: Parcel B

Block No.: _____

Plan No.: 27436 NLTO

Part of ☐ NW ☐ NE ☐ SW ☒ SE 1/4 of Section 25 Township 20 Range 26 ☐ East ☒ West

of the Principal Meridian

OR

River Lot No.: _____

Parish or Settlement: _____

5 Existing Land Use

a. What is the land currently used for? (check all that apply)

☒ agriculture

i. Is there a livestock operation? ☐ yes ☒ no

Type of livestock: _____ Number of animal units or animals: _____

Distance to nearest property boundary: _____

ii. Is there a manure storage facility? ☐ yes ☒ no

Distance to nearest property boundary: _____

☐ commercial

☐ industrial

☐ other (ex: woodland) _____

☒ residential (including cottages)

☒ single family

☐ multiple family

A manure storage facility means a structure, earthen storage facility, molehill, tank or other facility for storing or treating manure.

b. Are there existing buildings on this land? ☒ yes ☐ no

Tip: Show the location and type of all permanent buildings and onsite wastewater management systems. Show the distances to the closest new property boundary on the surveyor's subdivision application map.

6 Proposed Land Use

- a. Is this a multi-phase development? ☐ yes ☒ no

If yes, how many phases? _____

- Is this a multi-lot development? ☐ yes ☒ no

If yes, how many lots? _____

- b. What is the intended use of the proposed lot(s)? (Check all that apply)

- ☐ agriculture
- ☐ commercial
- ☐ industrial
- ☐ other _____
- ☒ residential
 - ☒ single family
 - ☐ multiple family

- c. Are there existing buildings on the proposed lot(s)? ☒ yes ☐ no

- d. Describe the proposed lot(s). (Check all that apply)

- ☒ wooded/treed
- ☐ low/swampy
- ☐ cultivated
- ☐ pasture
- ☐ hilly
- ☒ level/flat
- ☐ near a waterbody (ex: lake, river, creek)
- ☐ other _____

- e. Within 1.6 kilometres (1 mile) of the proposed lot(s) is there any of the following? (Check all that apply)

- ☐ livestock operations

If nearby, what is the type, approximate size and distance? _____

- | | |
|---|---|
| <input type="checkbox"/> gravel pit or quarry | <input type="checkbox"/> historic site or structure |
| <input type="checkbox"/> pipeline | <input type="checkbox"/> airport |
| <input type="checkbox"/> sewage lagoon | <input type="checkbox"/> waste disposal ground (active or inactive) |

7 Flooding and Drainage

- a. Has any part of this land been flooded? ☐ yes ☒ no ☐ don't know

If yes, describe in more detail. _____

- b. How will the proposed lot(s) be drained?

☒ natural ☐ storm sewer
☐ ditches ☐ curb and gutter

- c. Is a new private drainage works proposed? ☐ yes ☒ no

- d. Do you have a water rights licence? ☐ yes ☒ no

If yes, date issued: _____

The Water Rights Act requires a person to obtain a valid licence to control water or construct, establish, or maintain any water control works. Water control works are defined as any dike, dam, drain, drainage, culvert, etc. that temporarily or permanently alters or may alter the flow or level of water.

8 Sewer and Water Supply

Indicate in the table the type of sewage disposal and water supply that is existing for any current structures and proposed for the new lot(s) shown on the sketch attached to your subdivision application.

Sewage Disposal	Existing Lot(s)	Proposed Lot(s)
municipal sewer		
holding tank	Yes	Yes
septic field		Yes
ejector		
other (please specify)		

Water Supply	Existing Lot(s)	Proposed Lot(s)
pipel water		
shared well (indicate number of connections)		
individual well	Yes	Yes
cistern		
other (please specify)		

For details on water supplies, refer to the *Planning Resource Guide: Subdivision in Manitoba* available online.

9 Utilities

Electrical power is: ☒ existing ☐ proposed ☐ not required ☐ not available

Natural gas is: ☐ existing ☐ proposed ☐ not required ☒ not available

Telephone service is: ☐ existing ☐ proposed ☒ not required ☐ not available

Utilities may still require an easement agreement for any existing facilities.

10 Access

- a. Current access (ex: driveway, lane) to the lot is by (and check all that apply):

 municipal road☐ provincial road # _____☐ provincial trunk highway # _____☐ no access

Show existing and proposed driveways on the surveyor's subdivision application map.

- b. Will the lot(s) require a new driveway? ☐ yes ☒ no

If yes, new access to the lot will be by:

 municipal road

☐ provincial road # _____☐ provincial trunk highway # _____☐ no access

- c. Will the driveway be shared? ☐ yes ☒ no

- d. Will a new public road be created? ☐ yes ☒ no

11 Reason for Application and Other Comments

Indicate the reason for making this application and provide any other information you think may be helpful.

Landowners want to sell portion of Parcel B Plan 27436 NLTO to their son.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Evaluating Subdivisions

Internal Use Only

1 Application Information

Application received: AUGUST 27, 2019 Accepted as complete: AUGUST 27, 2019
Municipality: RIDING MTN WEST File no.: 4181-19-7535
Planning district: TRI-ROADS Planning district file no.: _____
Certificate of Title no(s): 2946292 _____
Roll no(s): 341550 _____

2 Land Information

Number of new lots: 1 Consolidation: ☐ yes ☒ no
Describe: _____
Proposed use: ☐ UR ☒ RR ☐ FR ☐ C ☐ I ☐ SR ☐ A ☐ O _____
Public hearing required: ☐ yes ☐ no
Existing: 62.40 ACRES _____
Proposed lot(s): 6.9 ACRES _____
Residual: _____
Additional information: _____

3 Compliance with By-laws and Subdivision Regulation

a. Development plan designation: "A" Agriculture/Rural Area
Applicable section: 3.3.4
b. Secondary plan: ☐ yes ☒ no Applicable section: _____
c. Zone: "AG" Agricultural General Zone Permitted use: ☒ yes ☐ no
Minimum area: 2.0 ACRES Minimum site width: 200 FEET
☐ Variation order ☐ Conditional use order ☐ Zoning by-law amendment
d. Conforms with Subdivision Regulation: ☒ yes ☐ no

Evaluating Single-lot Subdivisions

Internal Use Only

- ☒ Rural single-lot subdivision. Complete section 4.
☐ Urban single-lot subdivision. Complete section 5.
☐ Not applicable

4 Rural Single-lot Subdivision Criteria

- a. Farmstead site as defined in the local development plan: yes ☒ no ☐
- b. Proposed drainage works: ☐ yes ☒ no
- c. Sensitive Area (see map): ☐ yes ☒ no
- d. Red River Corridor (see map): ☐ yes ☒ no
- e. Livestock operation present: ☐ yes ☒ no
- f. Designated Flood Area: ☐ yes ☒ no
- g. Water body (see map): ☐ yes ☒ no
- h. High or medium quality aggregate deposit (see map): ☐ yes ☒ no
- i. Mining claim (see map): ☐ yes ☒ no
- j. Provincial highways: ☒ yes ☐ no
- k. Eligible for minor subdivision: ☐ yes ☒ no

If no: cultivated land _____

5 Urban Single-lot Subdivision Criteria

- a. Provincial Highways (see map):
Frontage and/or access on major expressway: ☐ yes ☐ no
- b. Eligible for Minor Subdivision: ☐ yes ☐ no

If no: _____

6 Additional Information






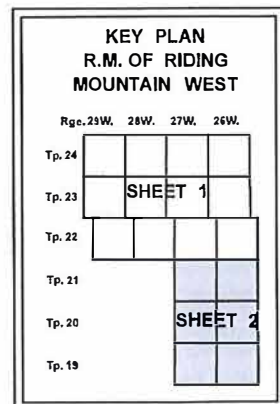
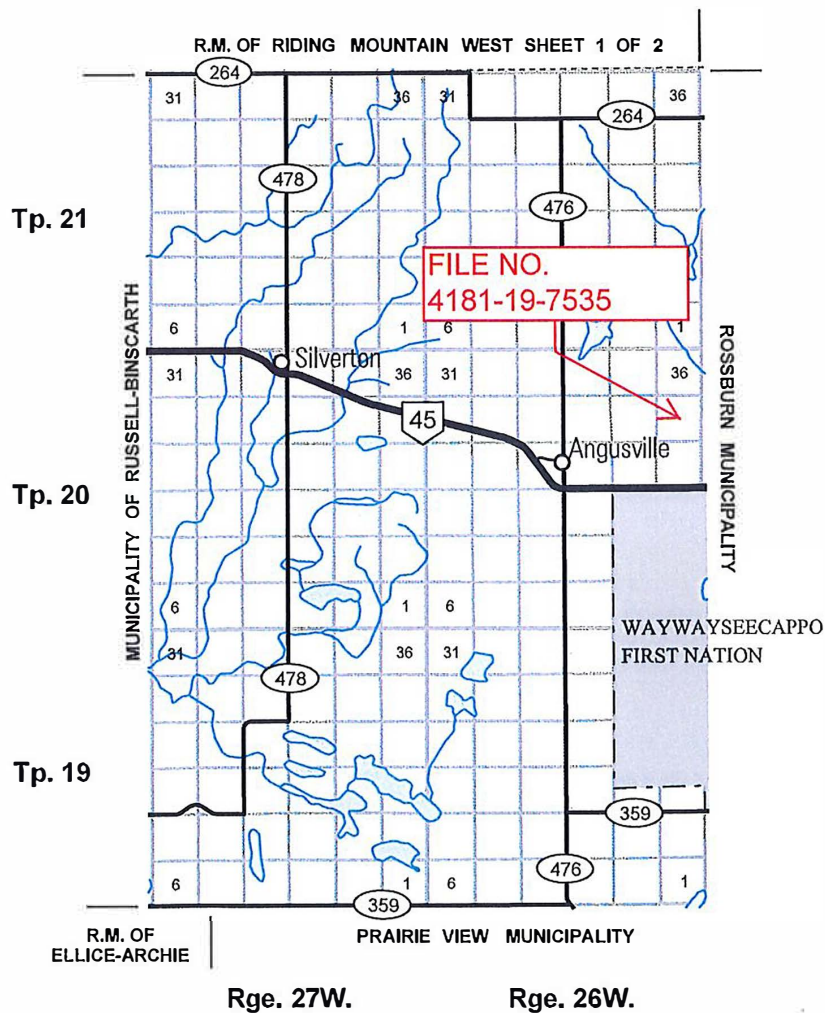
0 5
SCALE IN KILOMETRES

R.M. OF RIDING MOUNTAIN WEST

PROVINCE OF MANITOBA
INFRASTRUCTURE AND TRANSPORTATION
HIGHWAY PLANNING AND DESIGN BRANCH
GEOGRAPHIC & RECORDS MANAGEMENT SECTION
WINNIPEG
JANUARY 1, 2015

LEGEND

PROVINCIAL TRUNK HIGHWAYS 
PROVINCIAL ROADS 
ACCESS ROADS..... 





Proposed Subdivision- RM OF RIDING MOUNTAIN WEST

Part of SE 1/4 of 25-20-26 WPM



Legend

-  Proposed Subdivision
-  Assessment Parcels

Date: AUGUST 28, 2019

File Number:

4181-19-7535

Applicant:

BALCHEN & KULCHYCKI

Notes:

The land owner proposes to subdivide the existing treed yardsite for their son who has constructed a house on the proposed lot.

Proposed Lot: 6.90 Acres (approx)

****PLEASE SEE THE SUBDIVISION APPLICATION MAP FOR MORE DETAIL AND DISTANCES****

X

Approving Authority

Date

Map Not to Scale

For Discussion Purposes Only

[illegible]

of part of
S.E. 1/4 Section 25
Township 20, Range 26 W.P.M.
Being Part Parcel B, Plan 27436

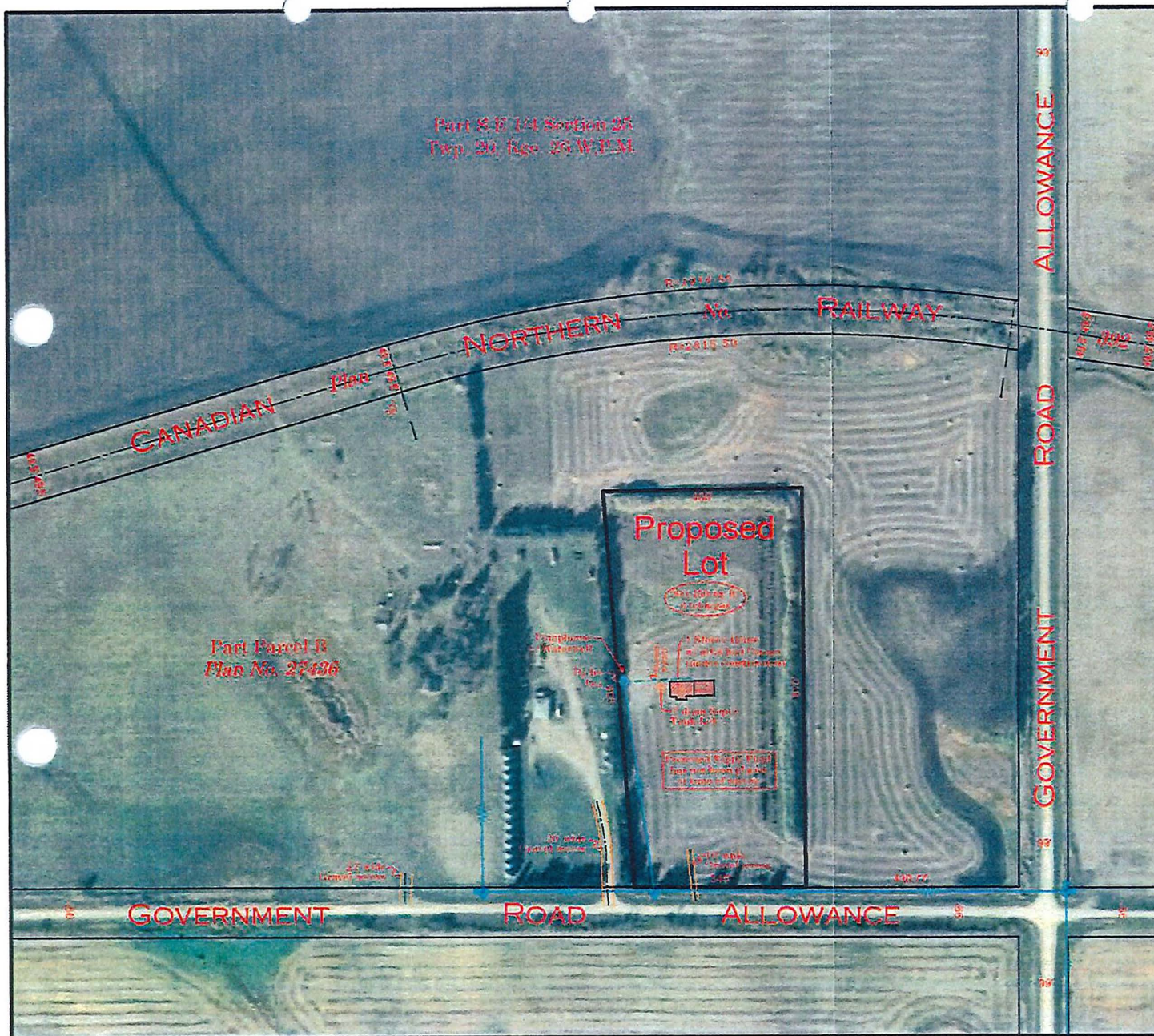
SCALE 1" = 200'

Note:
All distances are in feet and decimals of a foot.
Portion to be approved is shown
bordered thus:
Survey monuments are under review
and are not shown at this time.
All plans referred to are on record
at the Neepawa Land Titles Office.

Subdivision Application Map was prepared
under the supervision of Bayne Balchen, M.L.S.
Dated May 4, 2019

*This Map has been prepared
for Subdivision Application
purposes only.
This is not a final survey.*

BALCHEN AND KULCHYCKI SURVEYS
Box 778, 1550 Main Street S.
Dauphin, Manitoba
R7N 3B3



Subdivision Application Map

of part of
S.E. 1/4 Section 25
Township 20, Range 26 W.P.M.
Being Part Parcel B, Plan 27436

R.M. OF RIDING MOUNTAIN WEST MANITOBA

SCALE 1" = 200'

Note:

All distances are in feet and decimals of a foot.
Portion to be approved is shown
bordered thus:

Survey monuments are under review
and are not shown at this time.

All plans referred to are on record
at the Neepawa Land Titles Office.

Subdivision Application Map was prepared
under the supervision of Bayne Balchen, M.L.S.
Dated May 4, 2019

*This Map has been prepared
for Subdivision Application
purposes only.
This is not a final survey.*

BALCHEN AND KULCHYCKI SURVEYS
Box 778, 1550 Main Street S.
Dauphin, Manitoba
R7N 3S3

18278

STATUS OF TITLE

Title Number 2946292/5
Title Status Accepted
Client File 18278

The Property Registry

A Service Provider for the Province of Manitoba



1. REGISTERED OWNERS, TENANCY AND LAND DESCRIPTION

JERRY ALLAN LUBA AND LORRIE JANE MARIE LUBA AND
JOSHUA KIRBY DAVID LUBA

ARE REGISTERED OWNERS AS JOINT TENANTS SUBJECT TO SUCH ENTRIES
RECORDED HEREON IN THE FOLLOWING DESCRIBED LAND:

PARCELS A AND B PLAN 27436 NLTO
EXCEPTING THEREOUT ALL MINES AND MINERALS
IN S 1/2 25-20-26 WPM

The land in this title is, unless the contrary is expressly declared, deemed to be subject to the reservations and restrictions set out in section 58 of *The Real Property Act*.

2. ACTIVE INSTRUMENTS

Instrument Type: Caveat
Registration Number: 22394/5
Instrument Status: Accepted

Registration Date: 1936-10-16
From/By: CANADIAN NORTHERN RAILWAY CO.
To:

Amount:
Notes: AFF: PART
Description: No description

Instrument Type: Mortgage
Registration Number: 1132627/5
Instrument Status: Accepted

Registration Date: 2018-06-20
From/By: JERRY A. LUBA, JOSHUA K. D. LUBA & LORRIE J. M. LUBA
To: STRATHCLAIR CREDIT UNION LIMITED

Amount: \$320,000.00
Notes: No notes
Description: No description

3. ADDRESSES FOR SERVICE

JERRY ALLAN LUBA
BOX 517
ROSSBURN MB
R0J 1V0

LORRIE JANE MARIE LUBA
BOX 517
ROSSBURN MB
R0J 1V0

JOSHUA KIRBY DAVID LUBA
BOX 517
ROSSBURN MB
R0J 1V0

4. TITLE NOTES

No title notes

5. LAND TITLES DISTRICT

Neepawa

6. DUPLICATE TITLE INFORMATION

Duplicate not produced

7. FROM TITLE NUMBERS

1640908/5 All

8. REAL PROPERTY APPLICATION / CROWN GRANT NUMBERS

No real property application or grant information

9. ORIGINATING INSTRUMENTS

Instrument Type: Transfer Of Land
Registration Number: 1131225/5

Registration Date: 2018-04-04
From/By: JERRY ALLAN LUBA AND LORRIE JANE MARIE LUBA
To: LORRIE J.M. LUBA, JERRY A. LUBA, JOSHUA K.D. LUBA
Consideration: \$1.00

10. LAND INDEX

Lot A Plan 27436
S 1/2 25-20-26W EX M&M

Lot B Plan 27436
S 1/2 25-20-26W EX M&M

CERTIFIED TRUE EXTRACT PRODUCED FROM THE LAND TITLES DATA STORAGE
SYSTEM OF TITLE NUMBER 2946292/5

Date: October 15, 2019

To: Members of Council

Re: Supplementary Board of Revision

RECOMMENDATION

That the RM of Riding Mountain West approve the date of December 2, 2019 at 2:00pm to hold the Supplementary Board of Revision.

DISCUSSION

Municipal Relations has released the 2019 supplementary taxes to the RM and after discussions with the Administration it has been recommended the Supplementary Board of Revision be held on December 2nd, 2019 at 2:00pm. Members of the Assessment staff must be able to attend the board.

If supplementary taxes are imposed the RM must send a supplementary tax notice to the taxpayer. The notice must include the date of the Supplementary Board of Revision and the deadline to submit appeals.

The Supplementary Board of Revision will only be held if an appeal is received and the Assessor fails to come to an agreement with the landowner. The RM of Riding Mountain West has not been required to hold a Supplementary Board of Revision since conception in 2015.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

The Municipal Act:

Application to board of revision

s. 328(1) A taxpayer named in a supplementary tax notice may apply to the board of revision for a revision with respect to any of the following matters which caused the imposition of supplementary taxes:

- (a) the liability to taxation of property or business;
- (b) the assessment of property or business;
- (c) the classification of property;

Requirements of application

s. 328(2) An application under subsection (1) must

- (a) be made in writing;
- (b) be filed with the chief administrative officer within 30 days after the day of mailing of the supplementary tax notice;
- (c) set out the roll number and description of the property or business for which a revision is sought; and
- (d) state the grounds on which the application is based.

COMMUNICATION

Municipal Relations will receive a copy of the resolution made by Council.

Respectfully submitted,



Estha Baseley,
Interim CAO

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Date: October 15, 2019

To: Members of Council

Re: Supplementary Taxes

RECOMMENDATION

That 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

DISCUSSION

Section 326 of *The Municipal Act* allows a Municipality to correct its tax roll and impose supplementary taxes if the Assessor reports to the Municipality the following:

- (a) The property is liable to taxation but was not assessed;
- (b) The property is liable to taxation due to change in ownership or use;
- (c) The assessment of an improvement on the property requires an increase because of a change in the physical condition of the improvement;
- (d) A change has been made in the classification of the property under The Municipal Assessment Act or a regulation under that Act; or
- (e) The land has been improved or subdivided.

The Assessor has now provided the Administration with the increased assessment amounts for the year 2019 via Manitoba Municipalities Online. The Administration has reviewed the material and has calculated the amounts to be added to the associated tax roll accounts.

RECOMMENDATION IMPLICATIONS

Financial Implications

The amounts described above will be entered onto the corresponding tax roll accounts and will be collected in the same manner as regular taxes. The added taxes will be due and payable on or before December 31st, 2019.

Policy and/or Strategic Implications

There is no policy and/or strategic implication associated with this report.

COMMUNICATION

The Administration will forward a supplementary tax notice to all landowners which will include the amount due, the due date and in addition to the information required to be shown in a regular tax notice, a reference to the taxpayer's right of appeal under subsection 328(1).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Estha Baseley".

Estha Baseley,
Interim CAO

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ashley Chamberlain".

Ashley Chamberlain,
Municipal Clerk

Date: October 15, 2019

To: Members of Council

Re: Cancelled Taxes

RECOMMENDATION

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

DISCUSSION

Section 326 of *The Municipal Act* allows a Municipality to correct its tax roll and impose supplementary taxes if the assessor reports to the Municipality the following:

- (a) The property is liable to taxation but was not assessed;
- (b) The property is liable to taxation due to change in ownership or use;
- (c) The assessment of an improvement on the property requires an increase because of a change in the physical condition of the improvement;
- (d) A change has been made in the classification of the property under The Municipal Assessment Act or a regulation under that Act; or
- (e) The land has been improved or subdivided.

The Assessor has now provided the Administration with the decreased assessment amounts for the year 2019 via Manitoba Municipalities Online. The Administration has reviewed the material and has calculated the amounts to be subtracted from the associated tax roll accounts.

RECOMMENDATION IMPLICATIONS

Financial Implications

The amounts described above will be entered onto the corresponding tax roll accounts.

Policy and/or Strategic Implications

There is no policy and/or strategic implication associated with this report.

COMMUNICATION

The Administration will forward notice to all landowners of the changes to their tax roll accounts.

Respectfully submitted,



Estha Baseley,
Interim CAO

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk

Date: October 15, 2019

To: Members of Council

Re: November Council Meeting Dates

RECOMMENDATION

That the R.M. of Riding Mountain West approve the recommendation to re-schedule November 6th, 2019 regular Council meeting to November 13th, 2019 and to cancel the November 27th, 2019 regular Council meeting.

DISCUSSION

Due to a shortage in staff and a demanding calendar during the last week of October, Administration will not have the time or resources to properly prepare for the regular Council meeting scheduled on November 6th, 2019.

The 2019 AMM Convention is scheduled to be held November 25th, 2019 to November 27th, 2019, therefore there will be no quorum for the November 27th, 2019 regular Council meeting.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications associated with this report.

Policy and/or Strategic Implications

The R.M. of Riding Mountain West Procedure By-Law No. 2019-02 section 9.3 "Council may, by resolution, vary the date and time of a regular meeting as circumstances may require".

COMMUNICATION

The Administration will post notices to inform the public.

Respectfully submitted,



Estha Baseley,
Interim CAO

Respectfully submitted,



Ashley Chamberlain,
Municipal Clerk


Date: October 14, 2019

To: Members of Council

Re: Cell Phone Booster – Inglis Office and Old Shop

RECOMMENDATION

That the Council of the Rural Municipality of Riding Mountain West (RM) approve the purchase of 2 Cell Phone boosters for the Inglis Administration Office and Inglis West Shop, for a total price of \$1,500.00, plus applicable taxes.

Item	Availability	Price	Quantity	Item Total
 weBoost Connect 4G Cell Phone Signal Booster Kit - RF amplifier <small>MFG Part: 470103F CDW Part: 3007373 UNSPSC: 22101514</small>	In Stock Ships same day if ordered before 4 PM CT	\$725.74 \$725.74 <small>My CDW Price</small>	2	\$1,451.48

[+Top Recommendations](#)

[Save to Cart](#) [Save to Bundle](#) [Email Cart](#) [Update All](#) [Remove All](#)

Order Summary
Subtotal: \$1,451.48
Tax and Shipping calculated at checkout.
[Checkout](#)
[Quote](#)

DISCUSSION

Communication methods are constantly evolving, both the office and public works staff are finding that more and more business-related tasks are taking place over text messaging, this equipment will minimize the impact of delayed messages and lost connections.

The Administration is recommending the purchase of two cellular boosters for the 2020 budget. The estimated cost of the equipment is approximately \$1,500.00 and the installation can be handled by our own staff.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implications with this report. The cost of this equipment will be part of the 2020 budget.

Policy and/or Strategic Implications

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

COMMUNICATIONS

There is no communication plan associated with this report.

Respectfully submitted,

A handwritten signature in blue ink that reads "Colin Plante". The signature is fluid and cursive, with the first name "Colin" and last name "Plante" clearly distinguishable.

Colin Plante
Municipal Clerk

Respectfully submitted,

A handwritten signature in blue ink that reads "Estha Baseley". The signature is fluid and cursive, with the first name "Estha" and last name "Baseley" clearly distinguishable.

Estha Baseley
Interim Chief Administrative Officer

Date: October 14, 2019

To: Members of Council

Re: Tire Purchase – Unit 201 (Inglis Truck)

RECOMMENDATION

That the Council of the R.M. of Riding Mountain West approve the purchase of 4 P265/70 R17 Hankook RF11 tires for the Inglis Truck, for a total price installed of \$1,248, plus applicable taxes, from Hewson Enterprises.

DISCUSSION

The Administration has been advised that the tires on Unit 201 (Inglis truck) require replacing as they are fairly worn down. Three companies were contacted for prices and all responded. The three price quotes received will be provided to Council under separate cover as this is propriety information.

RECOMMENDATION IMPLICATIONS

Financial Implications

The cost of the tires will be deducted from the Equipment Maintenance and Repairs.

Policy and/or Strategic Implications

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

COMMUNICATIONS

Hewson Enterprises will be advised of Council's decision.

Respectfully submitted,



Colin Plante
Municipal Clerk

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

Date: October 14, 2019

To: Members of Council

Re: Trade-in value for 14H Grader and 924H Loader

RECOMMENDATION

That the Council of the R.M. of Riding Mountain West review the information provided for consideration regarding the trade-in values towards the purchase of a new grader.

DISCUSSION

The Administration has been asked to inquire on the trade-in value of the 14H Grader (Unit 103) and the 924H Loader (Unit 301). Toromont Cat has been on site to look over and evaluate the equipment. It was suggested to be more cost effective to trade-in both units directly to Toromont towards the procurement of a new grader rather than selling privately. Trade-in prices will be provided to Council under a separate cover as this is propriety information.

RECOMMENDATION IMPLICATIONS

Financial Implications

The procurement of a new grader will have to be included in the 2020 financial plan

Policy and/or Strategic Implications

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

COMMUNICATIONS

There is no communication plan associated with this report.

Respectfully submitted,



Colin Plante
Municipal Clerk

Respectfully submitted,



Estha Baseley
Acting Chief Administrative Officer

Date: October 15, 2019

To: Members of Council

Re: Angusville Office – Safety Concerns

RECOMMENDATION

That Council of the R.M. of Riding Mountain West review the additional information respecting the safety concern at the Angusville office.

DISCUSSION

The R.M. has determined that there is a potential safety concern at the Angusville Office. Currently there is only one point of entry/exit. Should an event occur regarding the evacuation of the building with the primary entry/exit point obstructed, this could result in personal risk or injury.

At the September 30th Special Council meeting, Council requested more information regarding the installation of a second exit be presented at the next Council meeting.

Administration attended the office to inspect for potential exit points determining that it was not possible to use the East office wall leading into the fire hall as the location is obstructed by the HVAC in floor heating system. One potential location identified may be to convert one of the existing window openings into a door. Pictures will be provided to Council under separate cover as this is propriety information.

RECOMMENDATION IMPLICATIONS

Financial Implications

The cost will be determined once a course of action has been determined.

Policy and/or Strategic Implications

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

COMMUNICATIONS

There is no communication plan associated with this report.

Respectfully submitted,



Colin Plante
Municipal Clerk

Respectfully submitted,



Estha Baseley
Interim Chief Administrative Officer

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



Riding Mountain West (Municipality) <info@rmwest.ca>

Snopass

1 message

Yvonne Rideout <execdirector@snoman.mb.ca>
To: Yvonne Rideout <execdirector@snoman.mb.ca>

Tue, Oct 1, 2019 at 8:25 AM

Good day,

Please distribute email and attachment to all Mayors/Reeves and Councillors.

Thank you.

As you know, the Association of Manitoba Municipalities (AMM) is holding its Annual Convention in Brandon on November 25-27, 2019. Thompson City (Northern) has passed and submitted a resolution to the AMM Convention which states "that AMM lobby the Province of Manitoba to implement the incorporation of the Snopass with the registration of snowmobiles in a timely manner in order to encourage greater tourism in local communities and create a more sustainable snowmobile trail system across Manitoba".

At this time we want to share some information (attached) with you with respect to what integration is, the current exemptions, what happens without integration and why it is needed, as well as some 'did you knows'. This was developed to provide those attending the Convention with factual information about the Snopass. There are over 35,000 registered snowmobiles in Manitoba, but only 19,000 have Snopasses, resulting in a lack of funds for our 53 clubs. Winter tourism is extremely important to rural Manitoba, particularly to rural businesses that depend on snowmobilers to sustain them in the winter months.

Snoman will be in booth #66 EH at the Convention and will be pleased to answer any questions.

Thanking you in advance for your support of the resolution.

If you have any questions, please contact Alan Butler, President at 204-250-6017 or myself at 204-990-7411.

**YVONNE RIDEOUT****Executive Director, Snoman Inc.****Fx: 204-940-7531****Cell: 204-990-7411**

10/7/2019

The Rural Municipality of Riding Mountain West Mail - Snopass

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Healthy Living through Recreation!

This email and its contents are CONFIDENTIAL and only intended for the recipients it is sent to. The recipients are responsible to keep the information contained in this email strictly confidential.



Integration of the Snopass.pdf
975K

Integration of the Snopass

What is integration?

- Integration means that when someone registers their snowmobile they would be required to purchase a Snopass unless an exemption is in place

What are the current exemptions?

- Landowners operating a snowmobile on their own land
- Commercially licensed fishermen using snowmobiles for their own business
- Licensed trappers using snowmobiles in registered trapline districts or special trapping areas
- Isolated communities in Northern Manitoba where there are no designated trails
- Travelling to work from place of residence where the designated trail is the only reasonable means



What happens without integration?

- Snoman and its clubs cannot continue to sustain or expand the Manitoba trail system
- Snowmobile winter tourism will decline and some rural businesses will inevitably close
- It is expected that we will see a loss in the kilometers of trail as well as in the club infrastructure in the near future
- Snoman will be required to carry out a trail rationalization strategy which will result in trails being closed, resulting in a potential loss of 2,000-3,000 kilometers of trails





Did you know?

- There are over 35,000 registered snowmobiles in Manitoba but only 19,000 have Snopasses resulting in a lack of funding for our 53 clubs
- From experience on the trails we know that non-Snopass holders are in fact using the trails
- Snopass sales fund the trail system including maintenance of trails and equipment, grooming, upkeep of the shelters (Snoman nor its clubs receive any funding from the provincial government)
- Integration of the Snopass would result in an increase of funds which will lead to increased tourism because clubs will be able to improve and expand the trail system, including obtaining newer equipment
- Integration has been in effect in Saskatchewan for the past 10 years and it is working well with no issues
- One key factor that must be taken into consideration is tourism and the fact that many rural businesses RELY on snowmobiling to sustain their operations throughout the winter when other forms of tourism are low or non-existent
- Snowmobiling has an economic benefit in Manitoba in excess of \$300 million

Breakdown of the cost of a Snopass (\$150.00) for Manitobans & visitors:

\$132.86 - funds going to the clubs through Snoman

\$10.00 - MPI agency fee

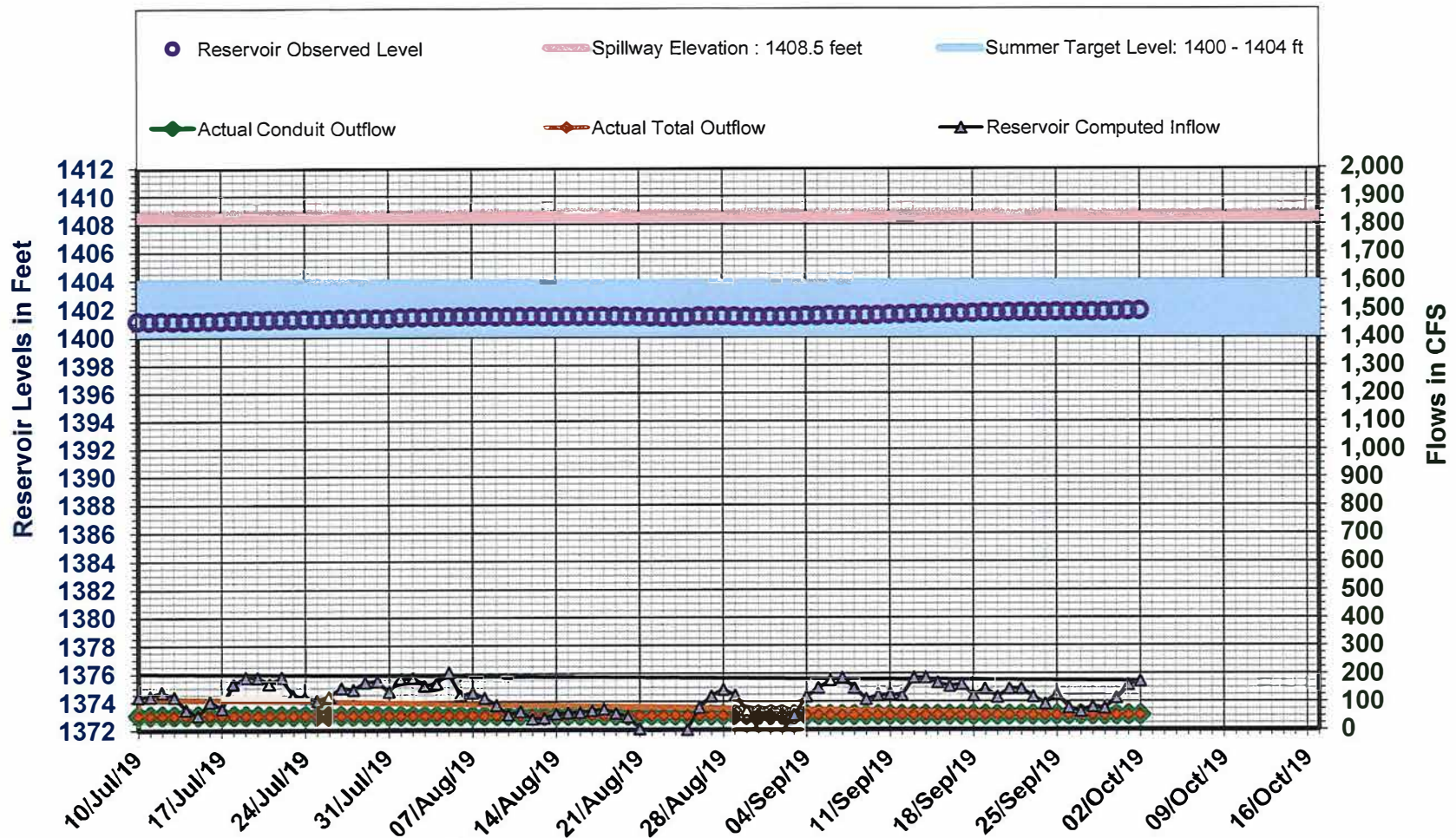
\$7.14 - GST

Why integration of the Snopass with snowmobile registration is needed?

- It would enable Snoman's 53 clubs to improve the 12,000 kilometers of existing trails and facilities, helping to increase public safety and tourism, including increasing connectivity between communities especially in the north
- The single largest cost to all clubs is repairs to groomers and clubs have units upwards of 41 years old; in fact 60% of the trail groomer fleet in Manitoba is over 20 years old and in order to maintain and/or expand the trail system, newer equipment is required
- Integration would allow for the development of a groomer replacement strategy that would see the older equipment replaced over a period of time
- Integration may result in the reduction of the Snopass fee



Hydrologic Forecast Centre, Manitoba Infrastructure
Shellmouth Reservoir - October 02, 2019



Good morning,

Shellmouth Information		October 02, 2019	6:00 AM	
Today's Level	427.27 m	(1401.82 ft)	Change from previous day (October 01, 2019)	+ 0.01 ft
Conduit outflow	51 cfs	(1.5 cms)		
Spillway flow	0 cfs	(0.0 cms)		
Total outflow	51 cfs	(1.5 cms)		
Total inflow	172 cfs	(4.9 cms)	Change from previous day (October 01, 2019)	+ 13 cfs

*Plot is on page 1 of the report

DATA SHEET

		Flow (cfs)		Comment
		2-Oct	Change from Oct-01	
Lake of the Prairies	Level (ft)	1401.82	0.01	Modeled Modeled Modeled Estimated
	Outflow	51	0.01	
	Calculated inflow	172	13	
Whitesand	Canora	2.6	0.4	
Stony Creek	Kamsack	0.0	0.0	
Assiniboine River	Sturgis	17	4.0	
	Kamsack	28	-0.5	
	Shellmouth Bridge			
	Russell	53	-2.9	
	St Lazare			
	Miniota	332	48	
	Virden			
	Griswold			
	Brandon	410	-26	
	Holland	1843	286	
	Portage Diversion			
	Portage-Bascule Gates	1481	16	
	Headingley	1921	26	
Shell River	Roblin	45	-1.1	
	Inglis	72	0.0	
Souris River	Melita	494	20	
	Souris	612	28	
	Wawanesa	1149	20	
QuAppelle	Welby	302	29	

Values in Red - Metered

Values in Purple - From WSC gauge

Values in Blue - Modeled Flow Locations - No WSC gauge

Values in Black - Adjusted



Riding Mountain West (Municipality) <info@rmwest.ca>

RCMP Safer Communities & Neighborhoods Meeting (SCAN) November 2nd

1 message

Matt Lavallee <Matt.Lavallee@rcmp-grc.gc.ca>

Wed, Oct 2, 2019 at 3:36 PM

To: Rod Sudbury <Rod.Sudbury@davtech.ca>, Jack LENDERBECK <jacklender@explornet.com>, Rose LEDOUX <rosel.ira@gamblerfirstnation.ca>, Russell COPP <citizensonpatrolrussell@gmail.com>, mitchcher292@gmail.com, Trevor Kehrer <trevor.kehrer@gmail.com>, Robert Misko <misko@goinee.ca>, Cheryl Kingdon Chartier <cheryl.kingdon@hotmail.com>, "Brittany Chamber" <chamber@mrbgov.com>, Jim Fielder <jfielder@mrbgov.com>, Marg FRASER <mfraser@mrbgov.com>, Nicole BURDENIUK <nburdeniuk@mrbgov.com>, Warren IRONSTAND <preacherwarren@msn.com>, Terry Lazaruk <bandor@mts.net>, Angelo FOUILLARD <angelof@mymts.net>, Ritchie Davidson <ldrdauid@mymts.net>, Toni HENRY <mthentry@mymts.net>, Rene Cadieux <scadr@mymts.net>, Tammy McCulloch <tmcculloch@pwsd.ca>, Twyla Ludwig <cao@roblin.ca>, Gail Chescu <gchescu@roblin.ca>, Lawrie Lungal <llungal@roblin.ca>, rmisko@roblin.ca, Adam Grabowski <agrabowski@rossburn.ca>, Kerry Lawless <klawless@rossburn.ca>, Barry Wowk <bkwowk@wificountry.ca>, Judy USINER <biggrass@explornet.ca>

Good afternoon everyone,

Usually we try to schedule our fall meeting after harvest. I use that word *harvest* with caution this year...

I'd like to invite all of our Mayors, Chiefs and councils and partners to our 2019 SCAN meeting, at the **George BULEZIUK (Community Centre) in Russell, on Saturday, November 2nd at 0900a.m.**

As we had to cancel the meeting this spring, this will be our first opportunity to meet our new councils, councils to meet other councils, and for you to meet our new members. We've had 6 or more transfers in since our last SCAN meeting.

There have been a few significant policing events in our communities over the summer we will update you on as well.

With hunting season(s) approaching, I've invited Sustainable Development Officers, (formerly Natural Resources) to join us. They're not as handsome as us Mounties, (!) but just the same they're great fellows and more than willing to help with any Resource topics.

Please present this at your next council meeting, and let me know how many will be attending. We look forward to meeting as many of you as possible!

Matt

M.A. (Matt) LAVALLEE S/Sgt.
Prairie Mountain Area Commander
Box 40
Russell, MB.
R0J-1W0
Ph: (204) 773-3051
Fax: (204) 773-3309



Ashley Chamberlain <office@rmwest.ca>

Fwd: Need of signage.

1 message

Colin Plante <colin@rmwest.ca>
To: Ashley / Colin <office@rmwest.ca>

Thu, Oct 3, 2019 at 3:57 PM

This should be presented at next councils meeting as communication and should the RM proceed and pay for the signs I feel a resolution should be made.

----- Forwarded message -----

From: **Erna at The RM of Riding Mountain West** <cao@rmwest.ca>
Date: Thu, Oct 3, 2019 at 2:40 PM
Subject: Fwd: Need of signage.
To: Colin Plante <colin@rmwest.ca>

Erna M. Hall
Chief Administrative Officer
RM of Riding Mountain West

cao@rmwest.ca

204-564-2589 (office)
1-639-571-3412 (cell)

----- Forwarded message -----

From: <debbiek@asessippi.com>
Date: Wed, Aug 14, 2019 at 10:23 AM
Subject: Need of signage.
To: <cao@rmwest.ca>
Cc: Outdoor Ops <lifts@asessippi.com>, Blue Moffat <blue@asessippi.com>

Dear Reeve Boryskavich and councillors,

I had called your office and spoke to Collin on Tuesday, August 13 regarding needing more signage for the RM road that goes down through the Asessippi Ski Area & Resort.

We have been made aware by the RCMP that there have been many calls to their office reporting violations of people going the wrong way on this one way road. We have tried to resolve this problem with "NO EXIT" and "One Way" signs. It is the feeling of the GM and staff here at Asessippi that we have done all we can and that official signage is needed now.

We are asking that the RM supply a minimum of four (4) One Way signs; to be place at the entrance, at the drop zone, and where there is an intersection joining the RM road , and one (1) No Entrance sign to be placed on this stretch of road.

Thank you for your consideration of this matter and we look forward to hearing from you at your earliest convenience. If you have any questions, please contact Richard Crosthwaite GM @ 204-564-2000 or on his cell phone @ 204-821-4947.

Have a great day.

Debbie

Debbie Kriewaldt

School Sales

Asessippi Ski Area & Resort

Asessippi Toll Free: 1.888.564.2001, ext. 101

Connect with Us!



--

Colin Plante

Municipal Clerk

Rural Municipality of Riding Mountain West

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

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



RESOLUTION FORM

No. 19-445

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

August 14, 2019

19-445 Chief Administrative Officer Report

Councillor Albert Holopina moved, seconded by Councillor Barry Wowk, AND IT WAS RESOLVED, to approve:

1. Referring the maintenance work for Government Road in Angusville to the Roads & Transportation Committee for a report back on the course of action required to mitigate the situation.
2. That the Administration contact Asessippi Ski Area & Resort regarding their request for additional traffic control signs.
3. The request for service and/or application process whereby the Roads & Transportation Committee reviews first and provides recommendations to Council.

CARRIED UNANIMOUSLY

CERTIFIED A TRUE & CORRECT COPY OF
RESOLUTION No. 19-445 OF THE RURAL
MUNICIPALITY OF RIDING MOUNTAIN WEST.



CHIEF ADMINISTRATIVE OFFICER

Date: September 4, 2019

To: Members of Council

Re: Chief Administrative Officer Report

RECOMMENDATION

That the Rural Municipality of Riding Mountain West approve:

1. Referring the maintenance work for Government Road in Angusville to the Roads & Transportation Committee for a report back on the course of action required to mitigate the situation.
2. That the Administration contact Asessippi Ski Area & Resort regarding their request for additional traffic control signs.
3. The request for service and/or application process whereby the Roads & Transportation Committee reviews first and provides recommendations to Council.

DISCUSSION

Tenders:

The Administration has issued two tenders, Audit Services and Garbage and Recycling Collection. The tender for audit services was in response to the current contract for audit services ending after the audit for the 2018 financial year. The Garbage and Recycling Collection tender was issued in order to determine the costing for the special service levy Council has directed the Administration to implement.

LUD of Angusville – Government Road

At the LUD of Angusville meeting on August 22, 2019 a member expressed concern regarding the road allowance along Government Road. It is the Administration's understanding that maintenance work has been requested for a number of years to address the water over the road in the springtime concern. The area has been mowed but there is some concern that more work is required to address the situation. The Administration is recommending that the Roads & Transportation Committee do a site inspection to determine what work needs to be undertaken and whether a water control permit is required.

Asessippi Ski Area & Resort

An email was received from Asessippi Ski Area & Resort regarding traffic control signs in the area. In response to the request, members of the Roads & Transportation Committee visited the site and have determined that the signage currently in place is sufficient.

Requests for Service/Applications

There are a number of applications and requests for service on today's agenda that the Administration is recommending be referred to the Roads & Transportation Committee for review. The Administration would like to propose the following process in order to utilize time at Council meetings more effectively.

1. Requests/applications received in the office from either a member of Council or ratepayer.
2. List is compiled for review by Roads & Transportation Committee
3. Roads & Transportation Committee has a standing weekly meeting with the Administration to review the list and determine if:
 - a. work is general maintenance and can be undertaken without further review and/or approval
 - b. site visits are required to determine scope of work
 - c. after site visit, report is provided to Council for approval of the work

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 associated with this report.

COMMUNICATION

LUD of Angusville and Asessippi Ski Area & Resort will be advised of Council's decision.

Respectfully submitted,



Erna M. Hall
Chief Administrative Officer

cao@rmwest.ca

From: debbiek@asessippi.com
Sent: August 14, 2019 10:23 AM
To: cao@rmwest.ca
Cc: Outdoor Ops; Blue Moffat
Subject: Need of signage.

Dear Reeve Boryskavich and councillors,

I had called your office and spoke to Collin on Tuesday, August 13 regarding needing more signage for the RM road that goes down through the Asessippi Ski Area & Resort.

We have been made aware by the RCMP that there have been many calls to their office reporting violations of people going the wrong way on this one way road. We have tried to resolve this problem with "NO EXIT" and "One Way" signs. It is the feeling of the GM and staff here at Asessippi that we have done all we can and that official signage is needed now.

We are asking that the RM supply a minimum of four (4) One Way signs; to be place at the entrance, at the drop zone, and where there is an intersection joining the RM road , and one (1) No Entrance sign to be placed on this stretch of road.

Thank you for your consideration of this matter and we look forward to hearing from you at your earliest convenience. If you have any questions, please contact Richard Crosthwaite GM @ 204-564-2000 or on his cell phone @ 204-821-4947.

Have a great day.
Debbie

Debbie Kriewaldt

School Sales
Asessippi Ski Area & Resort
Asessippi Toll Free: 1.888.564.2001, ext. 101
Connect with Us!





Riding Mountain West (Municipality) <info@rmwest.ca>

Documentation About Processing Access Requests Under FIPPA

1 message

Angie Cleutinx <acleutinx@ombudsman.mb.ca>
To: Erna Hall <info@rmwest.ca>

Wed, Oct 2, 2019 at 11:18 AM

October 02, 2019

Erna Hall, Chief Administrative Officer

R.M. of Riding Mountain West

Re: Manitoba Ombudsman Practice Note**Documentation About Processing Access Requests Under FIPPA**

Dear Chief Administrative Officer:

Local public bodies have important access to information and protection of privacy obligations under the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA). To support the work of public bodies under the acts, my office publishes practice notes and other resources on our website.

Attached please find our recently updated practice note **Documentation About Processing Access Requests Under FIPPA**. It includes a checklist for the standard contents of a FIPPA file. It is also available on the Access and Privacy Division section of the Manitoba Ombudsman website (www.ombudsman.mb.ca). Please share this resource with your Access and Privacy Coordinator.

We recognize that responding to an access request is a time-sensitive process under FIPPA and that this can pose challenges when dealing with complex or multiple requests or when access and privacy personnel have other work duties. Having adequate documentation in the public body FIPPA file is critical for efficiently processing the request and effectively supporting decisions made about the request. Adequate documentation about the processing of a FIPPA request is also necessary for public bodies to be able to address any issues that arise throughout the process, including when complaints are made to my office.

Staff from the Access and Privacy Division are available to assist with any questions your office may have about our practice notes and guidelines or any other FIPPA or PHIA-related issue. Please contact our Access and Privacy Intake Team at 204-982-9130.

Sincerely,

Jill Perron

Manitoba Ombudsman

**Practice Note (002).pdf**
221K

MANITOBA OMBUDSMAN PRACTICE NOTE

Practice notes are prepared by Manitoba Ombudsman to assist persons using the legislation. They are intended as advice only and are not a substitute for the legislation.

Manitoba Ombudsman
750-500 Portage Avenue
Winnipeg, Manitoba R3C 3X1
Phone: (204) 982-9130 Toll free 1-800-665-0531
Fax: (204) 942-7803
Website: www.ombudsman.mb.ca

DOCUMENTATION ABOUT PROCESSING ACCESS REQUESTS UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FIPPA)

Adequate documentation in a public body's FIPPA file about the processing of an access request is important for effectively managing the request, including addressing any issues that arise during or after the process.

Public bodies typically create a FIPPA file and assign an identification number to track the request from start to finish. The processing of an access request occurs over the course of 30 days (or 60 days if an extension is taken). This work is often done incrementally, in the midst of other work, and may involve various consultations and decision points.

Having a well-documented FIPPA file enables a public body to:

- Manage and track the status of all the activities involved in processing the request.
- Continue processing the request in the event of absences (vacation or illness, for example) by the access and privacy coordinator or other key staff.
- Support the internal decision-making process about the request, such as the search for responsive records, decisions about fees and fee waivers, the application of exceptions, the exercise of discretion, etc.
- Efficiently communicate the basis for its decisions externally:
 - to explain the basis for decisions to the applicant
 - provide information to explain and support its decisions when responding to complaints being investigated by Manitoba Ombudsman
 - prepare for a review by the information and privacy adjudicator, if requested by the ombudsman
 - prepare evidence for court if the applicant appeals a refusal of access decision

Thorough documentation of access decisions can also assist a public body in developing standard practices that can be useful for future decisions. For example, documented decisions can provide internal guidance on how the public body has interpreted provisions of FIPPA. This helps to promote consistency and efficiency when processing future access requests.

CHECKLIST FOR STANDARD CONTENTS OF A FIPPA FILE

This checklist can be used to ensure that FIPPA files contain all relevant documentation about the processing of a request.

- ☐ The access request and date the request was received.
- ☐ The public body's identification number for the access request.
- ☐ A tracking document, tracking actions taken and the date they occurred.
- ☐ Detailed records of any consultations – including the date, type of contact, and substance of the consultation – with the applicant (including any clarification of the access request), employees of the public body, legal counsel, third parties or other public bodies.
- ☐ All correspondence (including attachments) that are sent or received relating to the request. This includes all letters, emails, fax cover sheets and transmission reports, and legal advice or opinions.
- ☐ When fees are applied, a record of how the fees were calculated including the activities for which a fee was charged, the time estimated for each chargeable activity, the basis for determining that the estimated time was reasonable in relation to the request, and the estimate of costs form.¹
- ☐ When an extension of the time for responding is taken, the reasons why a specific provision under section 15 of FIPPA applies to the request and a copy of the extension letter.
- ☐ With respect to the search for responsive records:
 - ☐ copies of file lists or indexes, records schedules, and other documentation used to identify potential locations of responsive records
 - ☐ details about the search for responsive records, including instructions and decisions about search parameters and locations searched, as well as search results
 - ☐ when another employee or division is performing the search, the name, position and contact information of the individual(s) conducting the search
- ☐ The number of responsive records and/or the number of pages of each record. It may be helpful to create an index of records.
- ☐ When access is refused, a record of:
 - ☐ the reasons why each exception was applied
 - ☐ the consideration given to the applicability of any limits to the exception
 - ☐ for discretionary ("may") exceptions, the reasons why the public body chose not to release the information
 - ☐ who made the decisions (in the event that further explanation is required)
- ☐ A copy of the responsive records.
- ☐ If needed, a working copy of the record with any severing and applicable exceptions noted on the record. Working with digital copies cuts down on the number of paper copies required.
- ☐ A copy of the response letter to the applicant. If access is refused to any information in the records, maintain a copy of the record as released to the applicant with severing applied and exceptions noted.
- ☐ For any information (about processing the application and decisions made) that is not on the FIPPA file, the nature of the information and where the information can be located.

Revised September 2019

¹ See our practice note *Preparing fee estimates under FIPPA* accessible from our website at www.ombudsman.mb.ca.

Rural Municipality of Riding Mountain West

October 7, 2019

Richard Keay
P.O. Box 6
Inglis, MB R0J 0X0

Dear Richard:

We are pleased to advise you that at the September 30th, 2019 meeting of Council, the following resolution was considered and carried:

19-462 Roads and Transportation Committee – Graveling Rd 164W

Councillor Albert Holopina moved, seconded by Councillor Rod Sudbury, RESOLVED THAT the Council of the R.M. of Riding Mountain West agrees to hire Rick Keay to apply 80-100 yards of gravel to Road 164W between 135N and 136N at the same rate as Coco Group.

CARRIED UNANIMOUSLY

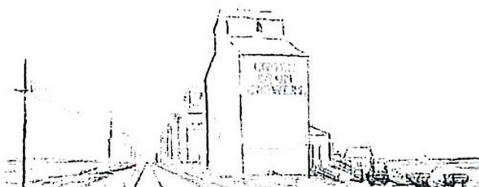
Thank you for your interest, we will be in contact.

Yours truly,



Colin Plante
RM of Riding Mountain West
204 564 2589
colin@rmwest.ca

info@rmwest.ca
www.rmwest.ca



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



Riding Mountain West (Municipality) <info@rmwest.ca>

Health Plus October 2019

Prairie Mountain Health <communications@pmh-mb.ca>
Reply-To: Prairie Mountain Health <communications@pmh-mb.ca>
To: info@rmwest.ca

Tue, Oct 8, 2019 at 9:29 AM

[View this email in your browser](#)

Mental Health and Mental Illness

Are they the same? We often use these terms as if they mean the same thing, but they are not! [Read more](#)



Get Vaccinated: Don't Spread The Flu!

The flu is not a stomach virus, nor is it the common cold. The flu is a respiratory virus that infects the nose, throat and lungs, and spreads easily when a person coughs or sneezes. [Read more](#)



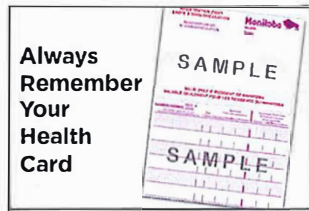
Health Together Now

Community Funding Available - Are you interested in making your community healthier? [Read more](#)



ACC Nursing Graduates Celebrate

The demand for Assiniboine nursing graduates is high; 95 per cent of graduates surveyed from the 2017-18 academic year said they were employed, making on average more than \$46,800 a year. [Read more](#)



Always Remember Your Manitoba Health Card

Even if you know the person at the registration desk, **always** provide your health card and be prepared to answer questions about yourself. This will save you time in the long run and keep you safe. [Read more](#)



RHA Indicators Atlas Released

The RHA Indicators Atlas provides data on a wide range of health indicators that examine the population across the lifespan. [Read more](#)



Risk Taking Behaviours Among BU Students

A recent study of 330 students at Brandon University found that 54% of sexually active BU students rarely or never use a condom and 43% reported using withdrawal as a form of contraception. [Read more](#)



Your Inner Voice Can Save Lives

The patient voice is powerful. Shockingly, preventable harm in healthcare is the third leading cause of death in Canada. Silence plays a major role. [Read more](#)



Baby Friendly Initiative at BRHC

BRHC has been chosen as one of 25 hospitals to scale up the implementation of the Baby-Friendly Initiative and thereby improve maternal and infant health. [Read more](#)



Donations For PMH

A generous donations was received this past month in the community of Brandon. [Read more](#)



PMH Board of Directors 2019/2020

Board members represent a broad cross-section of geographical areas, interests, experience and expertise. [Read more](#)



RANA Respiratory Care Announces New Brand

RANA Respiratory Care Group (RANA) is pleased to announce the launch of its new brand, Careica Health. [Read more](#)

PMH Classes And Education Sessions

Teen Clinic Schedule For Brandon & Forrest

Teen Clinics provide education and counseling to teens in a confidential environment about any health issue of their concern.

More Info

PMH Regional Teen Clinic Schedule

Teen Clinics provide education and counseling to teens in a confidential environment about any health issue of their concern.

More Info

For a full listing of classes and workshops click [here](#).

Events



PRAIRIE MOUNTAIN HEALTH

ANNUAL GENERAL MEETING

**Prairie Mountain Health
invites you to its
Annual General Meeting**

Wednesday, October 16th, 2019

4:30 pm – 6:30 pm

at Brandon Regional Health Centre

Nurses Residence - Gymnasium

(150 McTavish Ave East)

Special Presentation:

Health System Transformation Update

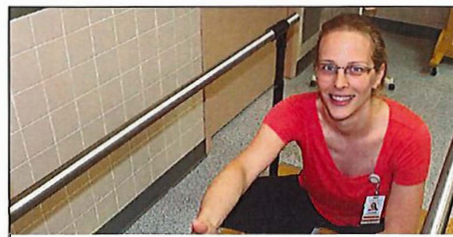
Everyone Welcome

Career Opportunities



Emergency Medical Services Technician-Paramedic

Full time, permanent opportunities in
**Neepawa, Waterhen, Mafeking,
Swan River, Winniepegosls, Roblin,
Gilbert Plains & Deloraine**

[Details](#)


Physiotherapists & Occupational Therapists

Various positions available
around the Region.

[Details](#)


Nurses

RN's and **LPN's** needed throughout
the Region. Apply **NOW!**

[Details](#)


1st Class Chief Engineer

Supervisor / Chief Engineer 1st Class
needed at
Brandon Regional Health Centre

[Details](#)

[Click here to view all career opportunities.](#)



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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](#).





Riding Mountain West (Municipality) <info@rmwest.ca>

AMM Midwestern Directors' Update - October 2019

Association of Manitoba Municipalities (AMM) <dvolkov@amm.mb.ca>

Tue, Oct 8, 2019 at 12:52 PM

Reply-To: dvolkov@amm.mb.ca

To: info@rmwest.ca

OCTOBER 2019 - AMM MIDWESTERN DIRECTORS' UPDATE**AMM Midwestern Directors' Update**

**Mayor Merv Starzyk
Councillor Murray Parrott**

As your AMM Board Directors, we are pleased to provide an update on the issues we discussed at the last Board meeting that was held on **October 3, 2019**.

While the AMM Board maintains the policy of confidentiality regarding ongoing discussions with the provincial government and stakeholders, we are pleased to share some of the topics with you. If you should have any questions about any of the following agenda items, please contact Denys Volkov, AMM Director of Advocacy and Communications, at: 204-856-2362 or dvolkov@amm.mb.ca.

**FCM's 'Building Better Lives' Federal Election Advocacy Campaign**

Federal Election 2019 is a pivotal opportunity to modernize how governments work together to serve Canadians. Local leaders are the closest to people's daily challenges. They are building better lives, and with modernized tools and a seat at the nation-building table, they'll be ready to do so much more.

This election is the moment for the local order of government to take historic progress to new heights. We need to seize it. Empowering local leaders builds better lives. Together, we can build the livable, prosperous and sustainable country Canadians deserve.

Visit buildingbetterlives.ca to see how the parties measure up on the issues that affect Canadians where we live and work in FCM's platform tracker, and more.

Provincial Government 100-Day Action Plan

On September 18, 2019, the provincial government unveiled its 100-Day Action Plan for its renewed mandate.

The AMM will continue to call on the Province of Manitoba to work as "Partners in Growth" by creating a Growing Manitoba Together MOU that:

- Establishes a multi-year partnership program to ensure long-term stable and predictable funding as a counterbalance to the current three-year freeze;
- Is tied to growth in Manitoba's GDP as both an incentive and a recognition of municipal efforts and increasing costs to keep Manitoba growing;
- Includes a PST rebate to municipalities, consistent with federal rebate of the GST;
- Moves to multi-year budgeting to assist with long-term planning and priority setting.

Province Streamlines Approach to Drainage

On October 2, 2019, the Province of Manitoba issued a press release regarding its new streamlined approach to drainage under *The Water Rights Act*.

Key regulation points:

- 14-day approval period for registrable drainage projects
- Exemption for 'like-for-like' municipal culvert replacements
- Ability to bundle project applications under certain conditions
- Increased application fees (registrable projects: \$25 to \$100; licensed projects: \$25 to \$500)
- NEW online Water Licensing Portal to track applications and map water control works

The AMM is mindful of the potential effects of a fee increase on encouraging potential illegal drainage and therefore believes the impact of the fee increase should be closely monitored to ensure its effectiveness on speeding up the licensing process and reducing the existing backlog. We are also working with Manitoba Sustainable Development to ensure greater flexibility is provided to municipalities regarding municipal 'sign-off' stipulations; we feel municipalities should be able to determine what types of projects they want to be made aware of and have control over within their jurisdictions.

Going forward, the AMM will be closely monitoring the implementation of these regulations and impacts on our members. We will also continue to provide regular updates as more information becomes available.

PSCS FAQ for Municipalities

As the decades-old FleetNet emergency communications system is currently being replaced, municipalities will start transitioning to the new Public Safety

Communications Service (PSCS) in 2020.

Engineered to be highly reliable, the PSCS is based on modern communications standards and will be built with modern infrastructure and equipment.

Compatible radios are available for sale at a discount via our Trading Company.

Click [HERE](#) for the PSCS FAQ - please note the following Question and Answer:

Is it mandatory that I replace all of my existing FleetNet radios to be on PSCS?

- *No. Please check with your radio vendor to determine if your existing FleetNet radios can be upgraded to operate on PSCS. Should your existing FleetNet radios not be upgradable, you could decide to replace only a portion of your FleetNet radios at this time. This will be a decision to be determined by each PSE based upon operational requirements.*

Consultation on the Modernization of Bereavement Legislation

Earlier this year, the Province of Manitoba announced it would launch public consultations on bereavement legislation to ensure it is responsive to the needs of Manitobans.

The Funeral Board of Manitoba will continue to accept completed questionnaires until **October 18, 2019**. Questionnaires are available [HERE](#).

AMM 21st Annual Convention - REGISTRATION NOW OPEN!

The 2019 AMM 21st annual Convention will be held **November 25-27, 2019** at the Keystone Centre in Brandon. **Early-bird registration is available until October 21!**

AMM 21st Annual Convention

In addition, at the last AMM Board meeting, a professional auditor presented the findings of the 2018-19 audit of the AMM and AMM Trading Company; the findings concluded a clean audit. The corresponding financial statements will be distributed to all municipal offices prior to the annual Convention.

Stay Connected

AMM and MMAA members are encouraged to contact AMM staff if they have questions or concerns regarding any municipal policy issue. Please contact Denys Volkov, AMM Director of Advocacy and Communications, at 204-856-2362 or dvolkov@amm.mb.ca.

Association of Manitoba Municipalities (AMM) | 1910 Saskatchewan Ave. W, Portage la Prairie,
Manitoba R1N 0P1 Canada

Unsubscribe info@rmwest.ca

[Update Profile](#) | [About Constant Contact](#)

Sent by dvolkov@amm.mb.ca in collaboration with



Municipal Relations

Deputy Minister's Office
Room 311 Legislative Building
Winnipeg MB Canada R3C 0V8
General Office: 204-945-5568
Email: dmmr@leg.gov.mb.ca

October 8, 2019

TO MAYORS/REEVES AND COUNCIL:

I am pleased to advise that Cabinet Ministers will be available to meet with municipalities at the 21st Annual Convention of the Association of Manitoba Municipalities (AMM) from November 25-27, 2019 at the Keystone Centre in Brandon, Manitoba. The Province of Manitoba recognizes that this annual event is an excellent opportunity for municipalities to discuss critical local issues with Cabinet Ministers, and we are excited to continue this tradition.

Meetings will be prioritized for those municipalities who, because of location and size may have limited opportunity to meet with Ministers throughout the year. In order to accommodate as many municipalities as possible, each confirmed meeting will be scheduled for 15 minutes. I would encourage you to complete the attached meeting request form providing as much detail on the topic(s) you wish to discuss with the Cabinet Minister(s) to facilitate a more comprehensive discussion. If you have more than one topic to discuss with a minister, please rank them in order of priority. Meetings may not be able to be accommodated with municipalities who have not provided sufficient information about their desired topic(s). Should a Cabinet Minister be unable to meet with your representatives, senior staff may meet on their behalf to ensure that your municipal issues are brought forward to the government.

In order to manage meeting requests, please complete the attached form and return it to my office by email (dmmr@leg.gov.mb.ca) no later than **October 28, 2019**. My office will be responsible for organizing possible meeting times with other departments. Every attempt will be made to provide a time and location of all scheduled meetings in advance of the AMM Convention out of respect for your delegation's schedules. We will work with the AMM to post meeting schedules on their website, in addition to making them available when registering at the Convention.

Thank you for working with us to coordinate this opportunity for dialogue on important local issues in Manitoba.

Sincerely,

Jan Forster
Deputy Minister

Attachment

c. Association of Manitoba Municipalities

AMM CONVENTION MEETING REQUEST FORM

To request a meeting with one of the Provincial Cabinet Ministers, please complete this form and send it to
Municipal Relations via email to dmmr@leg.gov.mb.ca

Please return this form filled out no later than Monday, October 28, 2019.

All meetings are subject to the time and availability of the Cabinet Minister. Please specify in detail the issue you wish to discuss with the Minister to ensure your most important questions/concerns can be addressed. If you have more than one issue to discuss with a minister, please rank in order of

Name of Municipality/Town/RM	Click or tap here to enter text.		
Contact Person Filling Out Request	Click or tap here to enter text.	Phone #	Click or tap here to enter text.
Contact Person Attending AMM	Click or tap here to enter text.	Phone #	Click or tap here to enter text.

Please list in order of priority:

Department Responsible	Topic for Discussion with specific details	Names and/or number of Council members attending
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Department Responsible	Topic for Discussion with specific details	Names and/or number of Council members attending
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Department Responsible	Topic for Discussion with specific details	Names and/or number of Council members attending
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

Hello!

The Manitoba 150 Host Committee Inc. would like to share a few of the exciting projects we have been working on and hope you are able to spread the word around your community! Our hope is that the posters provided can be hung in public places with high foot traffic and the postcards can be given out to local businesses and schools. If you would like the digital file for either the poster or postcard, please let us know by emailing info@manitoba150.com.

Manitoba 150 Programming Updates

The first 3 programs we have released are called **Build 150**, **Honour 150**, and **Celebrate 150**.

- **Build 150** is a partnership with Manitoba 150; James Richardson & Sons, Limited and Affiliated Companies; and Endow Manitoba that will leave a lasting legacy. Through the Build 150 program, approximately \$2.5 million is available to 55 local community foundations across the province to fund brick-and-mortar projects such as facility upgrades, new sports equipment, building revitalization or any project that will make your community a better place! Applications will be managed through your local community foundation and are now open!
- Do you have someone in your community that goes above and beyond? Someone that volunteers their time and efforts to make an extraordinary difference in Manitoba? With the support of Canada Life, the **Honour 150** program will recognize community engagement and leadership by honouring individual Manitobans for their outstanding contributions. Nominate your community champion today! Nomination deadline is January 31, 2020.
- From socials to local fairs, to our world renowned festivals, Manitobans love to celebrate! Manitoba 150 is supporting communities and non-profit organizations across the province by providing funding for one-time, event-based initiatives that aim to celebrate the province's 150th anniversary. The application deadline for the **Celebrate 150** program is November 12, 2019.

Details, forms, and deadlines for each program can be found on our website, www.manitoba150.com

Manitoba 150 Official Merchandise

We have partnered with The Forks Trading Company and have new items online! A link to the online store is on our website under the "Merchandise" heading.

Community Pageantry Kit

We are creating a selection of decorations communities can purchase to showcase their support for our province's 150th anniversary in 2020. In the meantime, if you would like to use the Manitoba 150 logo for any of your community events, please email us at info@manitoba150.com for the official Manitoba 150 Community Supporter logo digital files.

Stay connected!

If you haven't already done so, please ensure you sign up at www.manitoba150.com for our newsletter, Connect 150, where you will receive all the latest news and programming updates. Be sure to follow us on Instagram, Twitter and Facebook (all @manitoba150)!