

RURAL MUNICIPALITY OF MILTON NO. 292

Minutes of the regular meeting of the council of the Rural Municipality of Milton No. 292 held on Wednesday, June 5, 2024 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Reeve James Loken called the meeting to order at 8:05 a.m. with the following members in attendance:

Division 1: Darren Cowie

Division 2: Dave Chudyk

Division 4: Murray Cowie

Division 5: Natalie Sullivan

Division 6: Trevor Martin

Division 7: Sara Wilke

Division 3 council member Larry Stasiuk was absent.

The following staff members were in attendance:

Acting Administrator: Lisa Ensor

AGENDA

2024-194

SARA WILKE – The agenda was reviewed by council and will be used as amended as a guideline for this meeting and that we approve the following changes:

Agenda Additions:

Alsask Pool

UNANIMOUSLY CARRIED

8:05 a.m. to 8:45 a.m. – Garry Hyland attended the meeting to discuss Alsask Cemetery mowing, roads, grass cutting, hydrant flushing, and spraying for weeds.

MINUTES

2024-195

DARREN COWIE – That we approve the minutes from the regular meeting of council held on May 8, 2024.

CARRIED

REPORTS

2024-196

SARA WILKE – That the following board reports be acknowledged as received and be filed:

Division Reports

Kindersley Vet Board

Kindersley Medical Arts

Kindersley Health and Wellness Foundation Inc.

Kindersley Library Board

West Central Municipal Government Committee (WCMGC)



North West Municipalities Association (NWMA)
Kindersley & District Plains Museum
RoaData Reports May 2024

CARRIED

ADMINISTRATOR HOURS

2024-197 **DARREN COWIE** – That the Administrator’s Hours for May 2024 be acknowledged as received and filed.

CARRIED

FINANCIAL REPORTS

2024-198 **MURRAY COWIE** – That the statement of financial activities and bank reconciliations for May 2024 be approved as presented.

CARRIED

ALSASK WATER REPORTS

2024-199 **SARA WILKE** – That the May 2024 Alsask Waterworks Reports be acknowledged as received and filed.

CARRIED

FOREMAN’S REPORT

2024-200 **DARREN COWIE** – That the Foreman's Report for May 2024 be acknowledged as received and filed.

CARRIED

CORRESPONDENCE

2024-201 **TREVOR MARTIN** – That we acknowledge receipt of the following correspondence and file for future reference:

SHA Analytical

Alsask water samples analysis printed below:

<u>Date</u>	<u>Free Chlorine</u>	<u>Total Chlorine</u>	<u>Turbidity</u>
14-May-2024	0.35	0.51	0.19 (Regular)
28-May-2024	0.42	0.59	0.21 (Regular)

(acceptable results: Free Chlorine >1.0, Total Chlorine >.50, Turbidity <.10)

Saskatchewan Association of Rural Municipalities (SARM)

- Rural Dart – May 7, 2024
- Rural Dart – May 14, 2024
- Rural Dart – May 21, 2024
- Rural Dart – June 4, 2024
- Rural Sheaf – May 2024
- News – May 29, 2024

Agricultural Producers Association of Saskatchewan (APAS)

Update – May 9, 2024

Update – May 16, 2024

Update – May 30, 2024

CARRIED

HIGHWAY LITTER CLEANUP PROGRAM

2024-202 **DARREN COWIE** – That we acknowledge the excellent work of the community groups on the May 25, 2024 Highways Litter Clean-up Program with completion of 8.5 kms of Highway 7, and that we make the following payments:

Marengo Community Club \$200.00

Alsask Drop Inn Club \$500.00

Westcliffe Composite School (Band Group) \$500.00

Border Country Multiple 4-H Club \$500.00

CARRIED

MUNICIPAL FIRE SERVICE

2024-203 **TREVOR MARTIN** – That we table discussion to the next budget meeting.

CARRIED

OUTSTANDING AR INVOICE 2024-00019

2024-204 **JAMES LOKEN** – That we instruct the Administrator to transfer the balance outstanding on Invoice 2024-00019 in the amount of \$50,764.00 for recovery of fire services on account DIN001 to roll 1019 000

CARRIED

DRILLING LICENSES

2024-205 **DARREN COWIE** – That the following drilling licenses be acknowledged as approved by council:

Novus Energy Inc.

16-26-29-28W3 File No. 24-51023

09-26-29-28W3 File No. 24-51042

01-35-29-28W3 File No. 24-51043

13-30-29-27W3 File No. 24-51018

14-30-29-27W3 File No. 24-51019

15-30-29-27W3 File No. 24-51020

16-30-29-27W3 File No. 24-51021

03-30-29-27W3 File No. 24-51044

CARRIED

DAVID & BETTY MOLLOY BURSARY RECIPIENTS

2024-206 **MURRAY COWIE** – That we acknowledge the selection of both Shayelle Bolionatz and Abby Radies-Cowie by the selection committee as the recipients of the David and Betty Molloy Bursary, and that we authorize payment to be made in the amount of \$2,500.00 to Ms. Bolionatz, and \$2,500.00 to Ms. Radies-Cowie, and the Administrator to transfer \$5,000.00 from the Molloy reserve bank account to the general operating account when verification of enrollment is received.

CARRIED

WORKPLACE VIOLENCE POLICY

2024-207 **DAVE CHUDYK** – That the Workplace Violence Policy attached hereto and forming part of these minutes be approved.

CARRIED

SUBDIVISION APPLICATION – NE 17-29-28W3

2024-208 **NATALIE SULLIVAN** – That we approve the discretionary non-farm residential use listed in 7.2.2(a) of Bylaw 2017-08, and subsequently recommend approval of the subdivision application on NE 17-29-28W3 and that a servicing agreement is not required.

CARRIED

COMMUNITY EVENT LICENSE

2024-209 **DARREN COWIE** – That we approve the issuance of a Community Event License to the Alsask Drop Inn Club for a Pig Roast Fundraiser to take place at the Alsask Drop Inn Club in Alsask, Saskatchewan on the following dates:

June 22, 2024 12:00 p.m. to 12:00 a.m.

CARRIED

CHANGE DATE OF BUDGET MEETING

2024-210 **NATALIE SULLIVAN** – That we move the Budget meeting to be included in the next Meeting of council on July 8, 2024.

CARRIED



CHANGE OF DATE OF REGULAR MEETINGS

- 2024-211** SARA WILKE – That we change our regular meeting dates from the second Monday of the month to the second Tuesday of the month effective August 2024. Dates as follows:
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024

CARRIED

MUNICIPAL DISTRICT FEASIBILITY STUDY RPF AWARD

- 2024-212** SARA WILKE – That after review and deliberation of the proposals received that we accept the proposal from GSD Strategies Inc. for completion of the Municipal District Feasibility Study at an estimated cost of \$54,000, plus applicable taxes, and sign the Services Agreement with 102184800 Saskatchewan Ltd., carrying on business as GSD Strategies Inc.

CARRIED

PORTION OF ROAD RR3281

- 2024-213** NATALIE SULLIVAN – That we allow Novus Energy Inc. to build up and maintain a section of RR3281 road, located between TR 294 and TR 300 under the supervision and approval of our Public Works Forman.

CARRIED

10:23 a.m. – Murray Cowie left the boardroom and did not return.

ADOPT-A-HIGHWAY PROGRAM

- 2024-214** NATALIE SULLIVAN – That we enter in an agreement with the Ministry of Highways for the Adopt-A-Highway program for Highway 7 and Highway 317 and that the compensation rate for Litter Pick Up Events be set at \$200.00 per km for Provincial Highways and \$100.00 per km for Municipal Roads, with a maximum budget of \$4000.00 annually for the Highway Cleanup Program.

CARRIED

IN-CAMERA

- 2024-215** JAMES LOKEN – That we enter an in-camera session at 10:30 a.m. to discuss confidential Legal Matters pursuant to Section 120 Subsection 2(a) of *The Municipalities Act*.

CARRIED



OUT OF CAMERA

2024-216

TREVOR MARTIN – That we conclude the in-camera session at 11:16 a.m. and that the regular meeting of council resume.

CARRIED

FILE 21-22-373

2024-217

TREVOR MARTIN – That council acknowledges their decision of termination regarding File 21-22-373, with consideration of legal advice.

CARRIED

FILE 21-22-373

2024-218

JAMES LOKEN – That we instruct the lawyer to present the amount of the previous offer, with negotiation on structure and a deadline of acceptance being Friday June 10, 2024 at 5:00 p.m.

CARRIED

ACCOUNTS

2024-219

DAVE CHUDYK – That the list of accounts, attached hereto and forming part of these minutes, including cheque numbers 14092 to 14138 in the amount of \$166,443.35 and online payment in the amount of \$1,033.29 and EFT cheque numbers 990783 to 9907802 in the amount of \$154,346.46 be approved for payment.

CARRIED

ADJOURN

2024-220

TREVOR MARTIN – That this meeting now adjourn at 11:18 a.m.

CARRIED



Reeve



Administrator

July 8, 2024 – 8:00 a.m. - Regular meeting of council

Rural Municipality of Milton No. 292
List of Accounts for Approval
Batch: 2024-00053 to 2024-00064

Bank Code - Bank1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
14092	2024-05-08	Loken, James Indemnity'24-05	Councillor Indemnity & Mileage	403.15	403.15
14093	2024-05-08	Cowie, Darren Indemnity'24-05	Councillor Indemnity & Mileage	510.28	510.28
14094	2024-05-08	Chudyk, David Indemnity'24-05	Council Indemnity & Mileage	559.20	559.20
14095	2024-05-08	Stasiuk, Larry Indemnity'24-05	Councillor Indemnity & Mileage	391.33	391.33
14096	2024-05-08	Sullivan, Natalie Indemnity'24-05	Councillor Indemnity & Mileage	582.49	582.49
14097	2024-05-16	Loken, James Indemnity'23-12	Councillor Indemnity & Mileage	254.80	
		IND 2023 Final	Councillor Indemnity & Mileage	313.90	568.70
14098	2024-05-27	102053541 Saskatchewan Ltd. WTP 2024-04	Alsask WTP Operator	554.40	554.40
14099	2024-05-27	Armstrong Stuart AdminServRefund	Refund printing, submission & pos	132.05	132.05
14100	2024-05-27	Eston Sheet Metal (1981) Ltd. 32479	Alsask Pool Boiler Replacement	31,834.80	31,834.80
14101	2024-05-27	John Deere Financial 3135656	Repairs	1,159.09	1,159.09
14102	2024-05-27	Klein, Calvin CanadaTire #116	Grader Window Tint	133.18	133.18
14103	2024-05-27	NB Aquifer Distribution Ltd. S100470111.001	Repair Parts	1,748.33	1,748.33
14104	2024-05-27	RM of Chesterfield No. 261 2024-00031	Pest Control Contract	503.69	503.69
14105	2024-05-27	RM of Antelope Park No. 322 2024-00015	Share of Joint Admin Expenses 4th	7,338.08	7,338.08
14106	2024-05-27	Russell Q. Gregory Prof. Corp. 8143	Legal Services - Griffon Taxes	48,943.71	48,943.71
14107	2024-06-05	102053541 Saskatchewan Ltd. WTP 2024-05	Alsask WTP Operator	514.50	514.50
14108	2024-06-05	628514 Saskatchewan Ltd. 3138	Spreading Gravel - Grid & 317	10,212.00	10,212.00
14109	2024-06-05	Air Liquide 77399201	Cylinder Refills	26.49	26.49
14110	2024-06-05	Auto Value 180528	2011 Ford F250 Starter	234.89	234.89
14111	2024-06-05	Bradley Directories 101293	Joint Map Purchases	364.50	364.50
14112	2024-06-05	Ensor, Lisa			

Rural Municipality of Milton No. 292
List of Accounts for Approval
 Batch: 2024-00053 to 2024-00064

Date Printed
 2024-06-04 5:22 PM

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		RMAA Leopold's		RMAA Convention Meals	144.92	
		2024RMAA Golf's		RMAA Convention Meals	158.97	
		RMAA Hotel 2024		RMAA Convention Hotel Rms	559.60	
		RMAA Conv Km		RMAA Convention Mileage - Regir	675.00	
		2024RMAA Pile		RMAA Convention Meals	108.71	
		RMAA Wingate		RMAA Convention Hotel -15th	336.70	
		CostcoLaptop-02		Laptop Computer - Alsask WTP	735.83	
		CostcoLaptop-03		Laptop Computer - RM Shop Mare	735.83	3,455.56
14113	2024-06-05	Failure Prevention Services				
		067908		Community Well - Hwy 317	167.97	167.97
14114	2024-06-05	G.D. Extermination Ltd				
		30955		Pest Control Supplies - Joint	1,631.70	1,631.70
14115	2024-06-05	Hill Acme Machine Ltd				
		148073		Parts	6.84	6.84
14116	2024-06-05	John Deere Financial				
		3159243		Repair	589.72	589.72
14117	2024-06-05	Kindersley Castle Building				
		231227		Pool Chemical	292.90	292.90
14118	2024-06-05	LifeSaving Society Saskatchewan Brai				
		35898		Pool Supplies	1,198.61	
		35929		Pool Supplies	125.00	1,323.61
14119	2024-06-05	Loraas Disposal North Ltd.				
		0000557282		Waste & Recycling-Shop&Alsask	2,201.87	2,201.87
14120	2024-06-05	Mid Plains Diesel Ltd.				
		1041481		Repairs	325.76	325.76
14121	2024-06-05	Minister of Finance				
		250882		Gazette Ad	30.00	30.00
14122	2024-06-05	Mundt, Jillian				
		HHOyen#437445		Pool Chemicals	92.36	92.36
14123	2024-06-05	Napa Auto Parts				
		352-033089		Shop Supplies	107.20	107.20
14124	2024-06-05	NB Aquifer Distribution Ltd.				
		S100470670.001		Repair Parts	1,462.63	1,462.63
14125	2024-06-05	Neilson Mechanical Inc.				
		2719		Blade Purchase	80.96	80.96
14126	2024-06-05	NSC Minerals				
		SXP319052		Dust Control - Supply & Apply	11,511.11	
		SXP319061		Dust Control	5,757.59	17,268.70
14127	2024-06-05	REV - Peavey Mart				
14128	2024-06-05	Rea, Candace				
		CoopBulkFuel		Reimburse for PCO use of fuel car	43.37	43.37
14129	2024-06-05	RM of Antelope Park No. 322				
		2024-MayS&B		Admin Salaries & Benefits - May	13,319.99	13,319.99
14130	2024-06-05	SARM				

pl
35

Rural Municipality of Milton No. 292
List of Accounts for Approval
Batch: 2024-00053 to 2024-00064

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
			SARM819137	Office & Pool Supplies	126.39	
			SARM819146	Pool Supplies	23.70	
			SARM819180	Office & WTP Supplies	145.58	
			SARM819266	Office Supplies	47.72	
			SARM819271	Pool Supplies	27.30	
			SARM819293	Pool and Office Supplies	20.85	
			SARM819305	Office Supplies	14.32	
			SARM819334	Office Supplies	25.92	
			PRINT-13182	Custom Work Books	87.10	
			SARM819387	Office Supplies	34.38	553.26
14131	2024-06-05	SGI				
			229HYZ 2024	2011 Ford F250 SD Reg Cab	1,397.24	
			821MQJ 2024	2022 Western Trailer Plate	302.30	1,699.54
14132	2024-06-05	Simplot AB Retail Canada Limited				
			MA08036	Transorb Herbicide	3,123.60	3,123.60
14133	2024-06-05	Saskatchewan Health Authority				
			2196646	Alsask Pool Water Sample	23.00	
			3468969	Alsask Water Sample	23.00	
			3478183	Alsask Water Sample	23.00	69.00
14134	2024-06-05	Swimming Pools				
			24-0287	Alsask Pool Supplies	7,338.81	
			24-0361	Alsask Pool Repair	626.08	
			24-0408	Alsask Pool Supplies	25.08	
			24-0440	Alsask Pool Supplies	340.20	8,330.17
14135	2024-06-05	Technical Safety Authority				
			BR-150698	Alsask Pool Boiler License	85.00	85.00
14136	2024-06-05	Tisdale's Sales & Service Ltd				
			RT56740	2005 Ford F250 Truck	744.27	744.27
14137	2024-06-05	Village of Marengo PO				
			614	Postage	23.55	
			615	Postage - water sample	11.73	
			617	Postage	73.84	
			620	Postage - Water Sample	8.08	
			621	Monthly Postage - May	105.31	222.51
14138	2024-06-05	Westcliffe Composite School				
			CommGrant23-24	Milton Community Grant 2023-24	2,500.00	2,500.00
					Total Computer Cheque:	166,443.35

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
OB20240527_06	2024-05-27	ScotiaBank Visa				
			Stmt 2024-05	Pesticide License Fees & Boots	1,033.29	1,033.29
					Total Online Banking:	1,033.29

Total Bank1: 167,476.64

Rural Municipality of Milton No. 292
List of Accounts for Approval
 Batch: 2024-00053 to 2024-00064

Date Printed
 2024-06-04 5:22 PM

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
990783	2024-05-06	SaskTel	ALPool2024-04	Pool Phone	124.47	124.47
990784	2024-05-07	Minister of Finance	Remit 2024-04	EPT Remittance - Monthly	988.23	988.23
990785	2024-05-08	Martin, Trevor	Indemnity'24-05	Councillor Indemnity & Mileage	401.42	401.42
990786	2024-05-07	SaskTel	AWTP 2024-04	Alsask Water Plant	60.69	60.69
990787	2024-05-07	SaskTel	ASpr 2024-04	Alsask Springs Phone	204.71	204.71
990788	2024-05-07	SaskTel	Office 2024-04	Municipal Office Phones	307.37	307.37
990789	2024-05-13	SaskEnergy	Office 2024-04	Municipal Office	190.78	190.78
990790	2024-05-13	SaskEnergy	RMSHop 2024-04	RM Shop	193.74	193.74
990791	2024-05-13	SaskEnergy	Pool2024-04	Alsask Pool	222.98	222.98
990792	2024-05-13	SaskEnergy	AWTP 2024-04	Alsask Water Treatment Plant	449.19	449.19
990793	2024-05-13	SaskPower	SE01Well2024-02	SE01-30-29W3 Well 16Jan-09Apr.	157.76	157.76
990794	2024-05-14	SaskPower	SW32Well2024-04	Community Well SW32-29-27-3	44.41	44.41
990795	2024-05-14	SaskPower	AShop 2024-04	Alsask RM Shop	63.17	63.17
990796	2024-05-14	SaskPower	Pool 2024-04	Alsask Swimming Pool	137.15	137.15
990797	2024-05-14	SaskPower	Office 2024-04	Municipal Office	220.90	220.90
990798	2024-05-14	SaskPower	RMSHop 2024-04	RM Shop	393.13	393.13
990799	2024-05-14	SaskPower	AWTP 2024-04	Alsask Water Treatment Plant	410.96	410.96
990800	2024-05-14	SaskPower	SprPH 2024-04	Alsask Springs Pump House	463.82	463.82
990801	2024-05-14	SaskPower	ASL 2024-04	Alsask Street Lights	535.36	535.36
990802	2024-05-10	Payroll - Scotia EFT	HylandG PP24-10	Salary, 27 Apr - 10 May 2024	2,072.58	
			KleinC PP24-10	Wages, 27 Apr - 10 May 2024	2,208.41	
			LokenC PP24-10	Wages, 27 Apr - 10 May 2024	420.64	
			PakulakEPP24-10	Wages, 27 Apr - 10 May 2024	1,886.40	
			WiebeCPP24-10	Wages, 27 Apr - 10 May 2024	2,295.45	8,883.48
990803	2024-05-10	Payroll - Scotia EFT	MundtJPP2024-10	Salary, 27 Apr - 10 May 2024	2,096.84	2,096.84
990804	2024-05-24	Payroll - Scotia EFT				

gk
3

Rural Municipality of Milton No. 292
List of Accounts for Approval
Batch: 2024-00053 to 2024-00064

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
		HylandG	PP24-11	Salary, 11 - 24 May 2024	2,032.58	
		KleinC	PP24-11	Wages, 11 - 24 May 2024	2,132.20	
		LokenC	PP24-11	Wages, 11 - 24 May 2024	1,183.90	
		MundtJPP	2024-11	Salary, 11 - 24 May 2024	1,870.30	
		PakulakEPP	24-11	Wages, 11 - 24 May 2024	1,826.55	
		WiebeCPP	24-11	Wages, 11 - 24 May 2024	2,045.84	11,091.37
990805	2024-05-24	Payroll - Scotia EFT				
		MundtOPP	2024-11	Wages, 11 - 24 May 2024	512.10	
		WinterS	PP24-11	Payroll, 11 - 24 May 2024	419.38	931.48
990806	2024-05-24	Payroll - Scotia EFT				
		KINCH-W	PP24-11	Wages, 11 - 24 May 2024	356.77	356.77
990807	2024-05-29	MuniSoft				
		2023/24-00903		MuniSoft Laptop	2,253.16	
		2024/25-00987		MuniSoft Software	254.19	
		2024/25-00958		MuniSoft EMA Credit	-88.80	
		2023/24-01045		MuniSoft Webinar	132.09	2,550.64
990808	2024-06-04	MEPP				
		Remit2024-05		Remittance May	7,653.56	7,653.56
990809	2024-06-04	Minister of Finance				
		Remit 2024-05		EPT Remittance - Monthly	100,773.52	100,773.52
990810	2024-06-04	Receiver General for Canada				
		RP0002_2024-05		Remittance RP0002 - May	165.94	165.94
990811	2024-06-04	Receiver General for Canada				
		RP0001_2024-05		Remittance RP0001 - May	14,180.27	14,180.27
990812	2024-06-04	SMHI				
		Remit 2024-05		Remittance - Monthly	92.35	92.35
		Total Computer Cheque:				154,346.46
		Total EFT:				154,346.46
		Grand Total:				321,823.10

Handwritten signature/initials



WORKPLACE VIOLENCE PREVENTION POLICY

PURPOSE

The Rural Municipality of Milton No. 292 (the "RM") is committed to minimizing and eliminating the risk of workplace violence. Every employee is entitled to employment free of violence. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor, and the RM.

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

DEFINITIONS:

Violence – as defined in section 3-26(1) of *The Occupational Health and Safety Regulations, 2020*, as: Violence means the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker is at risk of injury.

Violence includes:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace that could cause physical injury to the worker.

Some types of violence include, but are not limited to verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, hitting, stalking, theft, physical assault, psychological trauma, anger-related incidents, and utterance of threats of violence.

Administrator – the Administrator of the Rural Municipality of Milton No. 292 appointed pursuant to Section 110 of

The Municipalities Act (or section 49 of the Northern Municipalities Act).

Contractor – an individual or company retained under a contract to perform services for the RM.

Employee – an individual employed by the RM, including an individual retained under a contract to perform services for the RM.

The Complainant – is the person who makes the complaint.

The Respondent – is the person who has allegedly committed violence.

Worksite – means a location where a worker is or is likely to carry out their responsibilities of employment. This includes work-related settings such as work-related conferences, travel, RM sponsored social events and any vehicle or mobile equipment used by a worker in the course of their employment.

SCOPE

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

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

Worker Rights

Every worker has the right to a violence-free work environment.

RM And Worker Responsibility

No individual shall participate in or encourage violence of another individual. All individuals must cooperate with violence complaint investigations and keep all information confidential in accordance with this policy.

RM Responsibility

The RM, Council members, the Administrator, the Foreman, and any other managers or supervisors, will take all complaints of violence seriously. The RM is committed to implementing a violence-free environment and will make every reasonably practicable effort to ensure that no individual is subjected to violence, whether from a Council member, supervisor, co-worker, or non-employee such as a member of the public.

General Procedures

When dealing with the general public always:

- Keep active and alert at all times. Don't be a target.
- Greet everyone who enters your workplace with respect and kindness.
- Be friendly and look directly in their eyes.

When dealing with Irate public always:

- Focus on emotions first. Remain calm. This may help them settle down.
- Avoid escalating the situation.
- If the customer refuses to leave and becomes increasingly agitated or threatening, text your supervisor and or call or text 911

When dealing with Suspicious Persons always:

- Look directly at suspicious loiterers, this may deter them and they will leave. When they leave, fill out a suspect and vehicle identification report. Give the form to the Foreman.
- Do not approach a suspect alone.
- If the suspects does not leave, call 911 and the Foreman.



When Working Alone outside regular hours:

- Ensure that the Foreman, or someone designated by the Foreman, is in contact with any workers who are working alone. Contact will be at scheduled intervals to ensure worker safety.
- If there is a person or a group of people who are suspicious or look to be stealing the worker must use their cell phone to call for help.
- If there is a violent incident, call for help with your emergency response transmitter and sound the alarm if available.
- When driving alone, ensure everything needed is on the front seat.
- Drive onto the parking lot with vehicle doors locked and windows rolled up and scan the area for suspicious persons when entering the parking lot.
- Scan the area for suspicious persons before getting out of the car.
- Exit the vehicle when ready and safe.

Making Deposits

Workers responsible for making deposits must observe the following rules:

- Deposits are only made during the day when at all possible.
- The time the deposit is made must vary.
- Two workers must make the deposit whenever possible.
- Do not take deposits home.
- If someone grabs the deposit, do not resist and do not chase the thief.

When working alone or after hours, lock the doors.

- Walk directly and quickly to your vehicle. If possible, leave with other workers.
- Alert other workers in the building of your departure. Exit while other workers watch you walk to your vehicle.
- Once in your vehicle, lock all doors and keep windows up.

What to Do During a Robbery

Most robberies last less than two minutes. The longer a robbery takes, the more nervous a thief becomes.

- Do not resist or attempt to delay the thief. Obey their instructions.
- Do not be a hero. Do not fight or use weapons. These actions may jeopardize your safety or the safety of others.
- Remain calm. Give thieves anything they want. Do not argue or attempt to stop them.
- Do not attempt to catch or capture a thief. Let them leave.
- Avoid sudden or unexpected movements. Keep actions short and smooth and make sure the robber is aware of the movement.
- Observations are important. Make note of the following: Height, weight, hair colour and any identifying or visible features like tattoos, scars, unique haircuts or visible piercings, type of clothing and colour, size and type of weapons. If you speak to them - pay attention to what is said and how. Unique aspects of speech like an accent or slang, slurred speech or difficulty speaking, etc. may help police.

What to Do After a Robbery

- Call for help, but only when it is safe to do so. Dial 911 immediately after the thief leaves.
- Provide police with the following information:
 - If anyone is injured at the scene.
 - The direction the thieves took when they left.



- Vehicle description, if any.
- What the robbers looked like and clothing description.
- What kind of weapons they used, if any.
- What time the robbery occurred.
- Stay on the phone until the police arrive or tell you it is okay to hang up.
- Protect the crime scene. Be careful not to damage any fingerprints left by the thieves. Do not touch anything that may be evidence.
- Ask witnesses to wait for the police. Get their names and addresses.

PROCEDURE

Informal Process

An individual who believes that they have been the subject of conduct that violates this policy is encouraged, where possible to complete a suspect and/or vehicle identification report and a violent incident report as soon as you can after the incident. The forms can be accessed through your Administrator.

- a. to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b. to attempt to resolve the issue by direct discussion with the offending individual; and may report the matter to the Administrator or the Foreman. If the Administrator or the Foreman is the accused, the matter may be reported to the Council. Depending on the nature and severity of the alleged conduct and subject to the consent of the individual reporting the violence, the RM may first try to resolve the issue informally.

Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should complete a suspect and vehicle identification report and a violent incident report as soon as you can after the incident. The forms can be accessed through your Administrator and submit a written report to the Administrator or the Foreman. If the Administrator or the Foreman is the accused, the written report may be submitted directly to the Council. The individual receiving the written report or designate will notify the alleged of the written report and provide the alleged with information concerning the circumstances of the written report.

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

All violent incidents will be investigated by the occupational health and safety committee (OHC). The OHC, will make recommendations for corrective actions to prevent similar incidents from recurring. The Administrator will document deficiencies and the appropriate changes will be made. Workers in affected areas will be informed of the results of the investigation and of any changes in the policy and prevention plan that result. If changes require worker re-training, the training will be provided. The OHC will decide on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged and the alleged will be informed as to the outcome of the investigation.

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

Council Member Process

If the alleged is a Council member, please refer to the Rural Municipality of Milton No. 292 Code of Ethics Bylaw for the procedure to be followed and available sanctions.

Temporary or Interim Measures

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

Variation From the General Procedure

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

Retaliation And Fraudulent / Malicious Reports

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

Seeking Medical Aid for Injury and Post-Traumatic Stress

Medical aid and counselling is available to any worker who is a victim of violence. An offer of medical aid and counselling will be made by the RM (respectfully). The offer will be documented and every effort will be made to ensure the worker understands this offer at that time.

Workers have a right to refuse medical aid and/or counselling at any time.

If a worker seeks medical aid or counselling, injury reports must be filed with the Saskatchewan Workers' Compensation Board (WCB). W1 / E1

Confidentiality

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

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



Other Legal Rights

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

- a. his or her statutory rights as set out in Part III of *The Saskatchewan Employment Act*, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of violence;
- b. his or her statutory rights as set out in *The Saskatchewan Human Rights Code* as it relates to discriminatory practices, including, but not limited to, the worker's right to file a complaint with the Saskatchewan Human Rights Commission; and
- c. any other legal rights pursuant to any other law.

Availability of the Policy

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

VIOLENCE RISK ASSESSMENT

The RM will conduct a risk assessment annually to reconsider the following potential risks:

- Previous incidents of violence in the workplace;
- Situations where employees interact with members of the public;
- Integrity of site security, equipment, and lighting;
- Effectiveness of emergency procedures;
- Procedures used in cash handling; and
- Procedures for releasing contact phone numbers, names and addresses of employees only to authorized individuals.

When completed, the results of the risk assessment must be provided to the Occupational Health and Safety Committee. This reporting requirement also applies to any repeated risk assessments performed to assess and prevent workplace violence incidents.

The Occupational Health and Safety Committee shall review the risk assessment and approve the safeguards or control.

VIOLENCE RISK REDUCTION

The RM will further take the following actions to minimize or eliminate the risk of violence in the workplace:

- Ensuring employees have access to appropriate personal protective equipment;
- Reviewing and updating emergency procedures, site security, and applicable administrative processes;
- Upgrading site security equipment when required;
- Arranging for sufficient staff levels to carry out the work safely;
- Training and education so that employees understand the risks and the controls which must be followed for preventing exposure and responding to workplace violence; and
- Monitoring the effectiveness of control measures through safety inspections.

The RM recognizes that the following positions are at increased risk of being exposed to a violent situation:

1. Office Staff;
2. Foreman; and
3. Equipment Operators.

If an employee is at an increased risk of being subject to violence in the workplace, the RM will inform employees of the nature and extent of the risk from potential violence in writing, except if the disclosure is prohibited by law. The RM will disclose any information in its possession related to the risk of violence from persons who have a history of violent behaviour and whom employees are likely to encounter in the course of their work.

MEDICAL ASSISTANCE

In the event that an employee, as a result of a work-related violence, experiences injury or adverse symptoms, the employee is encouraged to consult the worker's physician for treatment or referral for post incident counselling. If an employee consults their physician for treatment or receives counselling that is related to the workplace violence, the RM shall credit the worker's attendance as time at work and ensure that the worker loses no pay or other benefits as a result of the workplace violence.

TRAINING

The RM is committed to providing a training program for employees that includes:

- the means to recognize potentially violent situations;
- procedures, work practices, administrative arrangements and engineering controls that have been developed to minimize or eliminate the risk to workers;
- the appropriate responses of workers to incidents of violence, including how to obtain assistance; and
- procedures for reporting violent incidents.

REVISIONS

The RM shall ensure that this policy is reviewed and, where necessary, revised every 3 years. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.

Date of Policy: June 05, 2024
Resolution # 2024-207



THE RURAL MUNICIPALITY OF MILTON NO. 292
WORKPLACE VIOLENCE PREVENTION POLICY

ACKNOWLEDGMENT & AGREEMENT - EMPLOYEE

I, _____, an employee of the Rural Municipality of Milton No. 292 acknowledge that I have been provided with a copy of the Workplace Violence Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature



THE RURAL MUNICIPALITY OF MILTON NO. 292
WORKPLACE VIOLENCE PREVENTION POLICY

ACKNOWLEDGMENT & AGREEMENT - COUNCIL

I, _____, a Council member of the Rural Municipality of Milton No. 292 acknowledge that I have been provided with a copy of the Workplace Violence Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy. I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature

