

**MINUTES OF THE SPECIAL MEETING  
OF THE COUNCIL FOR THE TOWN OF BLAINE LAKE  
HELD AT THE TOWN OFFICE LOCATED AT #301 Main Street, Blaine Lake, Sask.  
Tuesday, April 13, 2022**

Present:  
Mayor – Al Sorenson

Councillors  
Bev Breland  
Jason Weber  
Melissa Johnson

Rodger Pederson - Absent  
Maxamus Stevenson  
Darlene Harder - Absent

Acting CAO – Krissy Friesen  
Mentor – Gina Bernier

Mayor Al Sorenson called the meeting to order at 4:04PM in accordance with the email sent out.

**102/22      Adopt Agenda**

WEBER  
That the Agenda be adopted as presented  
Carried.

**103/22      GG-000**

BRELAND  
That the Policy GG-000 Mission Statement be adopted as presented at this meeting and form part of these minutes:  
Carried.

**104/22      GG-003**

WEBER  
That the Policy GG-003 Council Committees Terms of Reference be adopted as amended at this meeting and form part of these minutes:  
Carried.

**105/22      GG-004**

STEVENSON  
That the Policy GG-004 General Procedures be adopted as amended at this meeting and form part of these minutes:  
Carried.



106/22 **GG-005**

JOHNSON

That the Policy GG-005 Chief Administrative Officer be adopted as amended at this meeting and form part of these minutes:

Carried.

107/22 **GG-006**

BRELAND

That the Policy GG-006 Rates and Charges be adopted as amended at this meeting and form part of these minutes:

Carried.

Mayor Al Sorenson left meeting room at 4:55PM

Mayor Al Sorenson returned to meeting room at 4:56PM

108/22 **GG-007**

JOHNSON

That the Policy GG-007 Council Conflict of Interest Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

Councillor Stevenson left meeting room at 5:09PM

Councillor Stevenson returned to meeting room at 5:11PM

109/22 **GG-008**

STEVESON

That the Policy GG-008 Elections Policy be adopted as amended at this meeting and form part of these minutes:

Carried.

Councillor Weber declared pecuniary interest at 5:12PM

Councillor Weber return to meeting room at 5:27PM

110/22 **GG-009**

BRELAND

That the Policy GG-009 Contracting and Contractors be adopted as amended at this meeting and form part of these minutes:

Carried.

Councillor Stevenson left meeting room at 5:33PM

Councillor Stevenson returned to meeting room at 5:36PM

A handwritten signature in dark ink, appearing to be 'AL' or similar, located at the bottom right of the page.

111/22 **GG-010**

WEBER

That the Policy GG-010 Tax Enforcement Policy and Procedures be adopted as amended at this meeting and form part of these minutes:

Carried.

112/22 **GG-012**

JOHNSON

That the Policy GG-012 Purchasing Procedures be adopted as amended at this meeting and form part of these minutes:

Carried.

Mayor Al Sorenson left meeting room at 5:45PM

Mayor Al Sorenson returned to meeting room at 5:50PM

113/22 **GG-013**

BRELAND

That the Policy GG-013 Council Remuneration / Mileage & Convention be adopted as presented at this meeting and form part of these minutes:

Carried.

114/22 **GG-014**

WEBER

That the Policy GG-014 Long Term Planning be adopted as amended at this meeting and form part of these minutes:

Carried.

115/22 **GG-015**

STEVENSON

That the Policy GG-015 Accounts Payable Procedures be adopted as amended at this meeting and form part of these minutes:

Carried.

116/22 **GG-016**

WEBER

That the Policy GG-016 Fraud Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

A handwritten signature in black ink, appearing to be 'AR' or similar, located at the bottom center of the page.

117/22

**GG-017**

BRELAND

That the Policy GG-017 Chamber of Commerce be adopted as amended at this meeting and form part of these minutes:

Carried.

118/22

**GG-018**

JOHNSON

That the Policy GG-018 Freedom of Information and Access to Information Policy be adopted as presented at this meeting and form part of these minutes:

Carried.

Councillor Weber left meeting room at 6:12PM

Councillor Weber returned to meeting room at 6:14PM

119/22

**Adjournment**

BRELAND

That this meeting be adjourned at 6:16PM.

Carried.

  
\_\_\_\_\_  
CAO  
\_\_\_\_\_  
Mayor

Town of Blaine Lake  
Agenda  
April 13, 2022 – 4:00 p.m.

1. Call to Order
2. Adopt the Agenda
3. Policies
4. Adjournment



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Mission Statement	GG-000	103/22	April 13/2022	1	

**Policy Objective:**

To set a mission statement

**Policy:**

### MISSION STATEMENT

The Council for the Town of Blaine Lake are voted to their positions to promote a quiet and peaceful living of the residents. Through transparent accountability, the Council works to provide the services that are necessary for their residents who may otherwise be unable to obtain on an individual basis such as health and welfare, recreation, protection, Water and Sewer and transportation services. The Council accomplishes their goals through listening to their residents and obtaining the necessary funds in order to operate the Municipality to the benefit of all the Residents.

GG-000


TOWN OF BLAINE LAKE

Policy Title: Mission Statement

Date Issued: April 13, 2022

Res # 103/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Council Committees Terms of Reference	GG-003	104/22	April 13, 2022	1	

**Policy Objective:**

To list the Council Committees and attach a Terms of Reference for each committee

**Background:**

1. In accordance with The Municipality Act Section 79 each municipality is governed by a council. The council is responsible for exercising the powers and carrying out the duties of the municipality.
2. The Mayor and Council are elected to perform the duties as representatives to the ratepayers of the Municipality and to ensure that all policies and procedures are in place in order that the Management can have services completed in a timely fashion.
3. From time to time, there is a need to have a committee or an appointment made to help the Council in special areas.

**Policy:**

1. Council Committees and Appointments
  - a. Council reviews the need for a committee and sets the Terms of Reference prior to adopting such committee.
  - b. Appointments to various committees shall be completed in accordance with the Council Procedures Bylaw for the Municipality.
2. Committee Terms of Reference
  - a. Terms of Reference outlining the Purpose, Key Duties and Responsibilities, Level of Authority, Reporting structure, number of representatives, and how the meeting shall be held are to be set for each committee.
  - b. The Terms of Reference shall be in compliance with the Policies of the Municipality.
3. Committees
  - a. Any committees that are initiated shall have their Terms of Reference attached to and being part of this Policy.
  - b. Additions or deletions of Committees are at the Councils discretion

GG-003

TOWN OF BLAINE LAKE

Policy Title: Council Committees Terms of Ref

Date Issued: April 13, 2022

Res # 104/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
General Procedures	GG-004	105/22	April 13, 2022	2	

**Policy Objective:**

To provide a guideline of General Procedures in the Municipality not specific to a single service type

**Background:**

1. A general guideline is needed by the Management and Council to follow in the various aspects of Government Relations

**Policy:**

1. Assessment and Taxation
  - a. Assessment Cancellations
    - i. While the Assessment roll is open, anyone may appeal the assessment for that year;
      1. If the assessment roll opening has been missed, then the appellant may leave a form with the prescribed fee for an appeal in the following year.
    - ii. Any appeals brought forward after the assessment appeal date has been closed for the year will not be recognized for taxation purposes for that year.
  - b. Tax Cancellations
    - i. The Town may abate the taxes if not already exempted on the following properties:
      1. Churches, School property, and other Municipal owned properties.
    - ii. Council will not abate municipal taxes on privately owned property with the exception of a policy or bylaw as adopted by the Town Council.
  - c. Tax Collections
    - i. All taxes are due on or before the last day of the year they are levied;
    - ii. Any money received either by fax, EFT, cheque or otherwise that is not in the hands or the bank account of the Municipality on or before December 31<sup>st</sup> of the year that the taxes are levied will be considered as a late payment and the penalty shall be charged in accordance with the Penalty Bylaw of the Municipality.

GG-004

TOWN OF BLAINE LAKE

Policy Title: General Procedures

Date Issued: April 13, 2022

Res # 105/22

Replaced – Res #

  
Mayor



2. Custom Work and Fire Calls

- a. All outstanding Accounts Receivable for Custom Work, Bylaw enforcement and fire fees/calls will be placed on the property for which the costs were incurred and this will be completed on December 31<sup>st</sup> of the year in which the invoice occurred.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Chief Administrative Officer	GG-005	106/22	April 13, 2022	2	

**Policy Objective:**

To explain the Chief Administrative Officer requirements.

**Policy:**

The Mayor and Council are required, by Section 110 of the Municipalities Act, to appoint a qualified CAO.

1. CAO appointment requirement

- a. CAO is appointed by Council as per the Municipalities Act Section 110;
- b. CAO is to hold a **minimum Urban Standard C**.
- c. Role is a financial and legislative advisor to Council
- d. Liaison between the council, community and employees;
- e. Duties as per the Municipalities Act Section 111 and any Federal and Provincial Acts or regulations that are required, and to attend all council meetings;
- f. Additional duties:
  - i. Returning officer
  - ii. Attend all conventions, seminars, workshops, etc. as they pertain to the municipality and its operations;
  - iii. Must be bondable
- g. CAO Salary
  - i. The Town of Blaine Lake maintains the CAO's salary commensurate within the Urban Municipal Administrator's Association recommended salary.
- h. CAO Work Hours
  - i. Monday to Friday – 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m.
  - ii. The CAO may work up to a maximum of 37.5 hours per week and be paid at the CAO regular rate of pay.
    1. Any hours over 37.5 hours per week must be approved by Council.
    2. A log of additional time worked is to be submitted to Council on a monthly basis.

GG-005

TOWN OF BLAINE LAKE

Policy Title: Chief Administrative Officer

Date Issued: April 13, 2022

Res #106/22

Replaced – Res #



Mayor

i. CAO Travel

i. The Town of Blaine Lake will reimburse the CAO for expenses incurred each year attending the SUMA and UMAAS Convention and Regional Administrator meetings, workshops and seminars which are directly related to the CAO's work and approved by Council at the following rates:

1. Accommodations – paid in full by the Town
2. Allowance for meals as per receipts submitted to a maximum of \$65.00 per day
3. Mileage at the current rate approved by Council as per GG-013
4. Parking as per receipts submitted
5. Registration fees – as approved by Council



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Rates and Charges	GG-006	107/22	April 13, 2022	2	

**Policy Objective:**

To establish the Rates and Charges for the various operations within the Town of Blaine Lake

**Background:**

1. The Town of Blaine Lake charges for costs relating to office supplies/projects, water/sewer rates, custom work as well as various office duties on behalf of other organizations, persons and groups.
2. Therefore, the Town of Blaine Lake Council sets rates for the various operations and needs to have these rates available for immediate viewing by either staff, Council or ratepayers.
3. This policy should be reviewed from yearly by the Rates Review Committee in order to keep up with the changing prices.

**Policy:**

1. General Government Services
  - a. General Office Services
    - i. Photocopies, faxes, assessment field sheets, etc. may be completed for the ratepayers at a rate as set by Council on a yearly basis and attached to this policy as Schedule A.
  - b. Commissioner for Oaths
    - i. Free to Ratepayers for the Municipality
    - ii. \$30.00 per signing for non-ratepayers
  - c. General Office Research
    - i. Cost - \$75.00 per hour plus costs (including paper and photocopy, etc.)
    - ii. Research information for customers such as titles, tax roll information (to non-owners of the property), roadway information, etc.
      1. Follow Freedom of Information Act (LAFOIP)

GG-006

TOWN OF BLAINE LAKE

Policy Title: Rates and Charges

Date Issued: April 13, 2022

Res # 107/22

Replaced – Res #

  
Mayor

2. Planning and Development
  - a. Bylaw amendment fees
    - i. Map and Text – As set by the Zoning Bylaw
    - ii. Advertising – cost of actual advertisement
    - iii. Professional Planner – as per invoice from Planner
    - iv. Town Administration cost - \$100.00/hour
  - b. Development Permits
    - i. Cost set as per Zoning bylaw
  - c. Building Permits
    - i. Cost of Building Official
    - ii. Office Administration Fee – See Building Bylaw
  - d. Professional Planner Services
    - i. As per invoice from Professional Planner
3. Protective Services
  - a. Fire Protection rates
4. Transportation Services
  - a. Council will encourage ratepayers and non-ratepayers to contact the contractors of the community to complete custom work that is needed.
5. Water and Sewer Rates
  - a. As set by Bylaw
6. Waste Management/Transfer Station Rates
  - a. As set by Bylaw
7. Invoicing
  - a. All interest/penalty rates for invoicing shall be set in accordance with the Penalty Bylaw of the Municipality



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Council Conflict of Interest Policy	GG-007	108/22	April 13, 2022	1	3

**Policy Objective:**

To give Council the opportunity to declare any Pecuniary Interest or Conflict of Interest that may arise.

**Background:**

1. The Saskatchewan Provincial Government under Municipal Affairs passed in legislation the requirement, under Bill 186, for all Council members to declare a "Conflict of Interest".

**Policy:**

1. Immediately after the Election of Municipal Council, the Mayor and all Councillor's newly elected must complete the attached "Form 1" which is the "Public Disclosure Statement" in the long form.
2. At the December meeting of each year, all council members must file with the CAO the attached "Form 2" which is the "Public Disclosure Statement-Annual Declaration".
3. If there is a need to amend the "Public Disclosure Statement" then this is completed and filed with the CAO using "Form 3" "Public Disclosure Statement-Amendment"
4. That the Declaration Statements will remain confidential until such time as the declaration is to be disclosed due to financial transactions or public request.

GG-007

TOWN OF BLAINE LAKE

Policy Title: Council Conflict of Interest

Date Issued: April 13, 2022

Res # 108/22

Replaced – Res #



Mayor



**TOWN OF BLAINE LAKE  
PUBLIC DISCLOSURE STATEMENT  
Form 1**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Disclosure of Employer, etc.:**

Pursuant to subclause 142(2)(a)(i) of *The Municipalities Act*, I hereby disclose the name of every employer, person, corporation, organization, association, or other body from which I or someone in my family receives remuneration for services performed as an employee, director, manager, operator, contractor, or agent:

My Name or Name of Family Member	Payee	Nature of Relationship

**Disclosure of Corporate Interests:**

Pursuant to subclause 142(2)(a)(ii) of *The Municipalities Act*, I hereby disclose the name of each corporation in which I or someone in my family has a controlling interest, or of which I or someone in my family is a director or a senior officer:

My Name or Name of Family Member	Name of Corporation

**Disclosure of Partnerships:**

Pursuant to subclause 142(2)(a)(iii) of *The Municipalities Act*, I hereby disclose the name of each partnership or firm of which I or someone in my family is a member:

My Name or Name of Family Member	Name of Partnership or Firm

**Note:**

1. This form must be completed within 30 days of election.
2. This form, when completed, is a public document.
3. The administrator will make amendments to this disclosure in accordance with subsequent declarations filed by the member.
4. The administrator will note the date on which this statement is amended.

# MUNICIPALITY – PUBLIC DISCLOSURE FORM

## Disclosure of Business Arrangements:

Pursuant to subclause 142(2)(a)(iv) of *The Municipalities Act*, I hereby disclose the name of any corporation, enterprise, firm, partnership, organization, association, or body that I or someone in my family directs, manages, operates or is otherwise involved in that:

- (a) transacts business with the municipality;
- (b) the council considers appropriate or necessary to disclose<sup>2</sup>; or
- (c) is prescribed:

My Name or Name of Family Member	Name of Corporation, Enterprise, Firm, Partnership, Organization, Association, or Body

## Disclosure of Property Holdings:

Pursuant to clause 142(2)(b) of *The Municipalities Act*, I hereby disclose the municipal address or legal description of any property located in the municipality or an adjoining municipality that is owned by:

- (i) me or someone in my family; or
- (ii) a corporation, incorporated or continued pursuant to *The Business Corporations Act* or the *Canada Corporations Act*, of which I or someone in my family is a director or senior officer or in which I or someone in my family has a controlling interest:

Owner(s)	Municipal Address or Legal Description	Municipality

## Disclosure of Contracts and Agreements:

Pursuant to clause 142(2)(c) of *The Municipalities Act*, I hereby disclose the general nature and any material details of any contract or agreement involving me or someone in my family that could reasonably be perceived to be affected by a decision, recommendation or action of the council and to affect my impartiality in the exercise of my office:

My Name or Name of Family Member	General Nature and Any Material Details of Any Contract or Agreement

<sup>2</sup> Described in a municipal policy or bylaw



**DECLARATION**

I, \_\_\_\_\_, of the Town of Blaine Lake, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Signature of Declarant*

Date Received: \_\_\_\_\_



**TOWN OF BLAINE LAKE  
PUBLIC DISCLOSURE ANNUAL DECLARATION  
Form 2**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

This annual declaration is made pursuant to (subsection 116(3) of *The Cities Act*/subsection 142(3) of *The Municipalities Act*/subsection 160(3) of *The Northern Municipalities Act, 2010*).

☐

I hereby declare that no material change has occurred since my last Public Disclosure Statement was filed.

**OR**

**The following are changes to my last Public Disclosure Statement:**

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

**Details of Changes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_, of the Town of Blaine Lake, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Signature of Declarant*

Date Received: \_\_\_\_\_

**Municipality  
PUBLIC DISCLOSURE STATEMENT AMENDMENT  
Form 3**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Pursuant to (subsection 142(6) of *The Municipalities Act*), my public disclosure statement should be amended as follows:

	Name
	Address
	Disclosure of Employer, etc.
	Disclosure of Corporate Interests
	Disclosure of Partnerships
	Disclosure of Business Arrangements
	Disclosure of Property Holdings
	Disclosure of Contracts and Agreements

**Details of Changes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_, of the Town of Blaine Lake, in the Province of Saskatchewan, do hereby declare that to the best of my knowledge, information and belief, the statements and allegations contained and made in this form are true and complete, and I make this declaration for the purpose of official registration, in the full knowledge that it will be available for public examination.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Declarant

Date Received: \_\_\_\_\_

Excerpt of subsection 116(6) of *The Cities Act*/subsection 142(6) of *The Municipalities Act*/subsection 160(6) of *The Northern Municipalities Act, 2010*.

A member of council is, required to submit to the administrator a written amendment to the member's public disclosure statement:

- (a) if the member declares a conflict of interest, as soon as is practicable after the declaration;
- (b) if there is a material change to the information detailed in the disclosure statement, within 30 days after the material change;
- (c) if there is a recognition by the member or another person of an error or omission, as soon as is practicable after the error or omission is recognized.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Elections Policy	GG-008	109/22	April 13, 2022	1	

**Policy Objective:**

To establish a Policy in the Election procedures and remuneration

**Background:**

1. Nominations happen every 4 years in Urban Municipalities.
2. Appointment of Election Officials are required and remuneration for the Officials shall be set

**Policy:**

1. That the Chief Administrative Officer shall be appointed as the Returning Officer.
2. The Returning Officer shall appoint:
  - a. Nominations Officers
  - b. Deputy Returning Officers
  - c. Poll Clerks
3. Polling Stations are set as:
  - a. As determined by Council
4. Rate of Pay
  - a. Deputy Returning Officer
    - i. Indemnity - \$20.00 per hour
    - ii. Mileage – \$0.50 per kilometer
    - iii. Meals - \$15.00/meal
      1. Election day – 2 meals
      2. Advance Poll – 2 meals
  - b. Poll Clerks
    - i. Indemnity - \$15.00 per hour
    - ii. Mileage – \$0.50 per kilometer
    - iii. Meals - \$15.00/meal
      1. Election day – 2 meals
      2. Advance Poll – 2 meals

GG-008

TOWN OF BLAINE LAKE

Policy Title: Elections Policy

Date Issued: April 13, 2022

Res # 109/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Contracting and Contractors	GG-009	110/22	April 13, 2022	1	

**Policy Objective:**

To set a parameter and understanding of what is approved for contracting and Contractors

**Background:**

1. The Municipality is obligated by the Workers Compensation Board to make sure that all contractors hired by the Town are covered under the WCB. If a Contractor is not covered, then the Town will be held liable to pay the WCB premiums on the work completed with regards to labour and labour and materials for that contractor.
2. The Municipality is obligated by the Ministry of Finance to make sure that any contractor has paid their PST to the Sask. Government for the equipment that the contractor is using while working for the Town.
  - a. If the contractor has not paid the PST to the Sask. Government, then the Town could be held liable to pay all the PST on the piece of equipment, at its value, to the Provincial Government.

**Policy:**

1. Contracting
  - a. In accordance with the Municipalities Act, the Councillors for the Municipality shall not complete work for the Municipality as Councillors are not Employees for the Town.
  - b. That the maintenance foreman must have the hiring of all contractors approved by the CAO who will obtain approval from the Committee involved.
2. Contractors
  - a. Upon hire of a contractor, the CAO must:
    - i. Obtain a Letter of Clearance from Workers Compensation Board (WCB)
    - ii. Obtain a Letter of Clearance from the Ministry of Finance (PST) (306-445-6877)
      1. If the contractor is working and requests pay prior to the Town obtaining the letter of clearance, then the Town is to hold back 10% of the invoice of the contractor until such time as the Contractor has proven the PST has been paid in full.
    - iii. That the contractor will follow a minimum of the Occupational Health and Safety standards as set by the Town and/or Provincial legislation.
    - iv. That the Contractor shall ensure that all employees are in compliance with the Saskatchewan Government Insurance.

GG-009

TOWN OF BLAINE LAKE

Policy Title: Contracting and Contractors

Date Issued: April 13, 2022

Res # 110/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Tax Enforcement Policy and Procedures	GG-010	111/22	April 13, 2022	2	

**Policy Objective:**

To establish process for Tax Enforcement on Land in Arrears and to help with the efficiency of proceeding under the Tax Enforcement Act

**Background:**

1. Property taxes are levied each year and become due by December 31.
2. Property Taxes become a debt to the Municipality and are dealt with through the Tax Enforcement Act.

**Policy:**

1. The Council for the Municipality will:
  - a. Review the List of Lands in Arrears in January of each year (Section 3.1 Tax Enforcement Act). A resolution shall be passed to acknowledge the list and to have the list, less the paid taxes, to be advertised in June.
    - i. Lands that do not exceed  $\frac{1}{2}$  of previous year's levy will not be included in the list.
2. In June, the list of arrears is advertised in one issue of the newspaper and posted in the municipal office for 60 days (Sec 4.1 Tax Enforcement Act)
3. In September or 60 days after Advertising the List - Tax Liens are submitted for Registration to ISC (Sec. 10 Tax Enforcement Act)
4. 6 months after the date of registration of the Tax Lien at ISC
  - a. Prior to advertising, a letter may be sent to the landowner advising them of the tax enforcement proceedings.

GG-010

TOWN OF BLAINE LAKE

Policy Title: Tax Enforcement Policy

Date Issued: April 13, 2022

Res # 111/22

Replaced – Res #

  
Mayor

5. Within 6 months of registering a tax lien, the council shall make a resolution authorization to Proceed for title (Sec. 22.1 of the Tax Enforcement Act).
  - a. Council may make a resolution to request the Mediation board to reduce the 6 months if:
    - i. Deterioration of
      1. Building;
      2. high cost of maintaining;
      3. cost of cleaning environmental contamination is relative to the value of the parcel;
    - ii. Low value of property;
    - iii. Abandonment of parcel by the owner;
    - iv. High amount of arrears of taxes owing with respect to the parcel relative to the value of the parcel.



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Purchasing Procedures	GG-012	112/22	April 13, 2022	1	

**Policy Objective:**

To give direction on purchasing procedures to Staff and Council

**Background:**

1. Direction is needed by all the Municipality Management and Staff for day to day purchasing procedures
2. Setting a policy on the procedures may help to give direction to the CAO and reduce wait time for paying of expenses and retaining the repairs and purchase requirements.

**Policy:**

1. Purchasing Direction:
  - a. Purchasing/Repairs
    - i. Unless otherwise set by budget or a resolution of Council to incur costs the following policy will be followed:
      1. Council sets any purchases over the value of \$5000.00 to be reviewed by the Council as a whole
      2. Any purchases or contracted services over \$75,000.00 will be in compliance with the Procurement Agreement and will be tendered on the Sask. Tenders Web page;
      3. Any construction projects over \$200,000.00 will need to be tendered on Sask. Tenders Web Page.

GG-012

TOWN OF BLAINE LAKE

Policy Title: Purchasing Policy

Date Issued: April 13, 2022

Res # 112/22

Replaced – Res #



Mayor





## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Council Remuneration/Mileage & Convention	GG-013	113/22	April 13, 2022	2	

**Policy Objective:**

To provide information on Council Remuneration/Mileage and Convention Attendance

**Background:**

1. To give present and future Councils an understanding on the rates of pay/indemnity and mileage

**Policy:**

1. Council Remuneration
  - a. Each year, at their December meeting, the Council may review their Remuneration
    - i. Council meetings
      1. Mayor shall receive a remuneration of \$175.00 per month
      2. Councillors shall receive a remuneration of \$125.00 per month
    - ii. Special Council Meetings
      1. Mayor and/or Councillors shall receive \$75.00 per meeting
    - iii. Committee Meetings
      1. Mayor and/or Councillors shall receive \$75.00 per meeting
      2. Council members may only be remunerated for the committees and boards to which they are appointed to unless otherwise authorized through resolution of Council and only if they submit a written report at the regular Council meeting
      3. Committee Meeting (in Town of Blaine Lake) - \$75.00 per meeting
      4. Committee Meetings (in Town of Blaine Lake) lasting less than 1 hour
        - a. Each individual Council member is to track these meetings and when 3 such meetings have been accumulated, they are to claim for 1 "in town" Committee Meeting
      5. Committee Meeting (outside of the boundary of the Town of Blaine Lake)
        - a. This is for Committee, District and any other meetings directly related to their work as Mayor or Councillor the Town of Blaine Lake.

GG-013


TOWN OF BLAINE LAKE

Policy Title: Council Remuneration Mileage and Conferences

Date Issued: April 13, 2022

Res # 113/22

Replaced – Res #



Mayor

- b. Mayor/Councillor shall be eligible for remuneration of \$100.00 per day plus mileage.
  - b. Indemnity Pay
    - i. Council shall bring their Indemnity time sheets to the regular council meeting days and give them to the CAO
    - ii. The CAO shall complete the indemnity pay to the council within 4 business days of receiving the time sheets.
    - iii. The Council will be paid by Direct Deposit (Electronic Fund Transfer).
  - c. Council Benefits
    - i. Dental
      - 1. Any Council members subscribing to SUMA's dental plan shall be responsible for paying half the monthly premium.
      - 2. This amount will be deducted from their monthly indemnity cheque
    - ii. Life Insurance – offer through SUMA
      - 1. The Town will enroll each elected official into the \$10,000.00 Group Term Life Insurance
        - a. Premiums shall be paid by the Town for Life Insurance
      - 2. The Town will enroll each eligible official into the \$10,000.00 Accidental Death, Disease & Dismemberment Insurance
        - a. Premiums shall be paid by the Town for ADDD Insurance
    - iii. Workers Compensation
      - 1. Elected officials are covered by the Workers Compensation Board while engaged in official Municipal Business
- 2. Mileage Rates
  - a. Shall be set at 0.50 cents/kilometer
- 3. Convention Attendance
  - a. The Town of Blaine Lake will reimburse appointed Town delegates for expenses incurred each year attending the SUMA Convention, SUMA regional meetings, and other workshops or seminars which are approved by Council at the following rates:
    - i. \$100.00 per day
    - ii. Accommodations – paid in full by the Town
    - iii. Allowance for meals as per receipts submitted to a maximum of \$65.00 per day
    - iv. Mileage – at the current rate approved by Council
    - v. Parking – as per receipts submitted
    - vi. Registration Fees



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Long Term Planning	GG-014	114/22	April 13, 2022	1	

**Policy Objective:**

To provide direction for future Council and Staff on the Long Term Planning

**Background:**

1. The Municipality presently has residential properties assessed and taxed.
2. There has been up and down turns in many areas of businesses over the years and there is a vulnerability to small town Saskatchewan.
3. The Town Council needs to plan for long term financial resources and have in a reserve an amount that will create a stable financial environment into the future.

**Policy:**

1. To set a plan to obtain the equivalent of the Municipality's yearly tax levy in a Savings account or Guaranteed investment Savings account for the Municipality.

**Procedure**

1. Long Term Financial Planning Procedure
  - a. Budgeting
    - i. Set aside a minimum of 1% per year budget to be placed into a savings account for the Municipality.
2. Evaluation
  - a. That this policy be re-evaluated every 5 years in order to maintain continued compliance.

GG-014

TOWN OF BLAINE LAKE

Policy Title: Long Term Planning

Date Issued: April 13, 2022

Res # 114/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Accounts Payable Procedures	GG-015	115/22	April 13, 2022	1	

**Policy Objective:**

To give direction on accounts payable procedures

**Background:**

1. Direction is needed by CAO for day-to-day procedures for paying of accounts
2. Setting a policy on the procedures may help to give direction to the CAO and reduce wait time for paying of expenses and avoiding the potential of interest being applied to unpaid invoices.

**Policy:**

1. Accounts Payable Procedures
  - a. Authorization is given to the Council signing authorities and CAO to complete the signing of the accounts payable on a bi-weekly basis as the accounts have been authorized under the Budget, Bylaw, or Resolution.
    - i. Hold backs should be brought to Council prior to releasing payment
    - ii. Any costs over \$5000.00 shall be brought to council for review.
  - b. Electronic Transfer for Payroll shall be on a bi-weekly basis.
  - c. Electronic transfer of payments may be completed for Visa Card, Utilities, Revenue Canada, Pension, and other organizations that allow for Electronic Fund Transfers on a weekly basis or as needed.
  - d. All accounts paid listing including the Council Indemnity and Payroll will be brought to the Regular Monthly council meetings for information only as the Monthly financial statement shall reflect such spending on a monthly basis.

GG-015


TOWN OF BLAINE LAKE

Policy Title: Accounts Payable Procedures

Date Issued: April 13, 2022

Res # 115/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Fraud Policy	GG-016	116/22	April 13, 2022	5	

**Policy Objective:**

To provide direction and information for Council and Staff on Fraud and the responsibilities of Council and Staff in the prevention, reporting and dealing with Fraud

**Purpose:**

- The purpose of this policy is to demonstrate the Municipality's commitment to ethical behavior and values. To establish a working culture that enhances the value of ethics and promote individual responsibility. The cornerstone in preventing fraud is the creation of an environment that adopts morality, integrity and business conduct.

**Definitions:**

**"Assets"** is any property/equipment etc. holding physical substance that are held for use by the municipality in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other assets.

**"Council"** Means Council for the Town of Blaine Lake of Blaine Lake

**"Fraud"** can be defined as: "Any illegal acts characterized by deceit, concealment, or violation of trust. These acts are not dependent upon the application or threat of violence or of physical force. Fraud is perpetrated by parties and organizations to obtain money, property, or services; to avoid payment or loss of services; or to secure personal or business advantage."

Fraud may involve, but is not limited to:

- falsification or alteration of accounting records;
- suppression or omission of the effects of transactions from records or recording of transactions without substance;
- intentional misapplication of accounting policies or willful misrepresentation of transactions or of the Town of Blaine Lake's state of affairs;
- misapplying/obtaining municipal or bank funds;
- Use of TOWN assets, facilities, supplies or funds for purposes unrelated to TOWN business;
- misappropriation or theft of assets.

Fraud may also involve manipulation of information system applications and data for personal advantage.

GG-016

TOWN OF BLAINE LAKE

Policy Title: Fraud Policy  
Date Issued: April 13, 2022  
Res # 116/22  
Replaced – Res #

  
Mayor

**“Supervisor”** Means the member(s) of management employed by the Municipality. More specifically, the Chief Administrative Officer (CAO) for all office employees and the Manager of Public Works for all maintenance employees.

**“The Municipality”** Means the Town of Blaine Lake of Blaine Lake

**“The TOWN”** Means the Town of Blaine Lake of Blaine Lake

**Scope:**

- This policy applies to all members of Council, Mayor, CAO, office employees and all public works employees of the Municipality.

**Objectives:**

- To outline the responsibilities of all the involved parties with respect to fraud prevention, the actions to be taken if fraud is suspected and the mechanism of verifying suspicion of fraud, the reporting process and the recovery action plan.

**Policy:**

The Municipality is committed to protecting its revenue, property, proprietary information and other assets. The Municipality will not tolerate any misuse or misappropriation of those assets. The Municipality Fraud Prevention Policy is established to provide guidance to employees and council when misuse or misappropriation of Municipal assets is suspected. It is the Municipality’s intent to fully investigate any suspected acts of “fraud”, as it is defined in this Policy, in an impartial manner regardless of the suspected wrongdoer’s length of service, position, title or relationship to the Municipality. Any act of fraud that is detected or suspected must be reported immediately and investigated in accordance with this Policy. The Municipality will make every reasonable effort, including court ordered restitution, to recover or receive compensation from any appropriate source for Municipality assets obtained by fraud.

This policy is designed to augment other policies and is not intended to replace or preclude them. Should an overlap arise between the application of this policy and any other policy, the policy most specific to the situation will apply.

**Procedures Against Fraud:**

- All cheques are dually signed as per policy and Bylaw
- All invoices and/or any Municipality credit card transactions are reviewed by the Mayor and CAO as per Bylaw.
- Council is required to make sure the first cheque number on the meeting Cheque List is the next cheque number in sequence following the previous meeting.
- All aspects of finances in the office are not segregated to one person. Internal variation of work takes place to protect against fraud.

GG-016

TOWN OF BLAINE LAKE

Policy Title: Fraud Policy

Date Issued: April 13, 2022

Res # 116/22

Replaced – Res #

  
Mayor

- All Bank Reconciliations and Deposit Sheets are completed by one person and reviewed by another.
- All cash/cheques kept in locked safe.
- Cash floats reconciled on a regular basis by one person and reviewed by another.
- Deposits taken to financial institution on a regular basis.
- Annual audit performed.
- Inventory of assets, facilities, supplies and resources recorded and reported to Auditor yearly.

### **Responsibilities:**

#### **Supervisors**

The Supervisors of the Municipality constitute the front line of monitoring and preventing fraud. Supervisors and other members of management are responsible for establishing and maintaining a system of internal controls to ensure the detection and prevention of fraud, waste, abuse and other irregularities. Management should be reasonably familiar with the types of fraud that might occur within their area of responsibility, and be alert for any indication of fraud. Managers have the same responsibility with respect to reporting fraud as do all other employees of the TOWN as outlined below. Management will support and co-operate with the Auditor, other involved divisions, and law enforcement agencies in the detection, reporting and investigation of all fraudulent acts, including the prosecution of offenders.

#### **Employees**

All employees of the Municipality are responsible to act at all times with the highest degree of honesty, integrity, accountability, and propriety. Employees should conduct their duties in a manner that does not jeopardize, to the contrary, safeguards of municipal resources and assets. Any employee of the TOWN who knows or has reason to believe that a fraud has occurred, is responsible for immediately notifying his/her immediate Supervisor. If the employee has reason to believe that the employee's immediate Supervisor may be involved, the employee shall immediately notify the CAO or the Mayor of the Municipality and if the Mayor is involved, shall immediately notify the Auditor of the Municipality. The Auditor may be contacted via telephone or the internet. Employees may remain anonymous when reporting a suspected fraud but must maintain strict confidentiality concerning a reported fraud at all times. It is expected that employees will fully co-operate with management, the Auditor and other involved divisions and law enforcement agencies during the course of an investigation and will make all reasonable efforts to be available to assist the above noted persons with the investigation.

#### **Auditor**

Per Canadian Auditing Standards (CAS) - CAS 240 - Communications to Management and with Those Charged with Governance:



If the Auditor has identified a fraud or has obtained information that indicates that a fraud may exist, the Auditor shall communicate these matters on a timely basis to the appropriate level of management in order to inform those with primary responsibility for the prevention and detection of fraud of matters relevant to their responsibilities. (ref: Para. A 60).

Unless all of those charged with governance are involved in managing the Municipality, if the Auditor has identified or suspects' fraud involving:

- management;
- employees who have significant roles in internal control; or
- where the fraud results in a material misstatement in the financial statements,

the Auditor shall communicate these matters to those charged with governance on a timely basis. If the Auditor suspects fraud involving management, the Auditor shall communicate these suspicions to those charged with governance and discuss with them the nature, timing and extent of audit procedures necessary to complete the audit. (Ref: Para. A61-A63)

The Auditor shall communicate with those charged with governance any other matters related to fraud that are, in the Auditor's judgment, relevant to their responsibilities. (Ref: Para. A64)

Communications to Regulatory and Enforcement Authorities, if the Auditor has identified or suspects a fraud, the Auditor shall determine whether there is a responsibility to report the occurrence or suspicion to a party outside the Municipality. Although the Auditor's professional duty to maintain the confidentiality of client information may preclude such reporting, the Auditor's legal responsibilities may override the duty of confidentiality in some circumstances. (Ref: Para. A65-A67)

### **Investigation Responsibilities**

Subject to the nature of the suspected fraud, the appointment of an investigator will be the responsibility of Council, in consultation with management and the Auditor as/if required, and the investigator will have primary responsibility for the investigation of all suspected fraud except as identified under the "Special Investigations" section. Within the scope of their investigation as set out above, members of the Investigator's Office will have:

- Free and unrestricted access to all TOWN OF BLAINE LAKE records, employees and premises, whether owned or rented; and
- The authority to examine, copy, or remove all or any portion of the contents of files, desks, cabinets, and other TOWN OF BLAINE LAKE facilities without prior knowledge or consent of any individual who might use or have custody of any such items.

The Investigator may delegate responsibility for the investigation of suspected fraud to appropriate divisional management staff depending on the nature and scope of the suspected fraud. In this regard, the Investigator will continue to monitor and provide advice as requested. Decisions to prosecute or



refer the investigation results to the R.C.M.P. or other regulatory agencies for additional investigation will be made by Council, and if the circumstances allow, in consultation with divisional management. Upon conclusion of an investigation recommendations may be made to divisional management where required in order to minimize future risk. Management is responsible for implementing the appropriate controls to prevent reoccurrence.

### **Special Investigations**

Where it is suspected that fraud may have been committed by a member of the TOWN OF BLAINE LAKE Council, the Mayor, or CAO; the Auditor will conduct an initial review and report the results to the unsuspected Council. Where appropriate, the results may be reported to the Mayor, or CAO.

Where it is suspected that fraud may have been committed by the Auditor, the Mayor and CAO will conduct an initial review. Where appropriate, the results may be reported to the TOWN OF BLAINE LAKE solicitor.

### **Confidentiality**

The Investigator and all participants in a fraud investigation shall treat all information received confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. To the extent possible by law, the identity of individuals involved in an investigation including the identity of an individual alleging fraud and the identity of an individual alleged to have committed fraud will be protected. Any employee or elected official contacted by the media with respect to a fraud investigation shall refer the media person to the Mayor or CAO. The alleged fraud or investigation shall not be discussed with the media by any person other than the Mayor or CAO, in consultation with the investigator, Auditor and/or TOWN OF BLAINE LAKE solicitor.

### **Whistle-blower Protection**

No person covered by this policy shall:

- dismiss or threaten to dismiss an employee;
- discipline or suspend or threaten to discipline or suspend an employee;
- impose any penalty upon an employee; or
- intimidate or coerce an employee,

because the employee has acted in accordance with the requirement of the Policy.

### **Disciplinary Action**


Supervisors are solely responsible for discipline of employees in consultation with the TOWN OF BLAINE LAKE Council. Employees who have committed fraud will be subject to disciplinary action up to and including dismissal. Where fraud is suspected of any TOWN OF BLAINE LAKE employee or member of Council, the individual will be given notice of the essential particulars of the allegations following the conclusion of the investigation and prior to final disciplinary action. The individual against whom allegations are being made will be given opportunity to respond. This requirement is subject to any

collective agreement provisions or Policy of the Municipality, respecting the rights of employees in the disciplinary process.

GG-016

TOWN OF BLAINE LAKE

Policy Title: Fraud Policy  
Date Issued: April 13, 2022  
Res # 116/22  
Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Chamber of Commerce	GG-017	117/22	April 13, 2022	1	

**Policy Objective:**

To define the procedures and memberships for the Chamber of Commerce

**Background:**

The Town of Blaine Lake is a member of the Chamber of Commerce. The Chamber of Commerce promotes the Community of Blaine Lake and the Recreation Facilities within.

**Policy:**

1. Membership
  - a. The Chamber of Commerce consists of members of:
    - i. Town of Blaine Lake
    - ii. Members at large in the community
  - b. The Chamber of Commerce sends an invoice to the Town of Blaine Lake for the annual membership.
2. Present contacts for the Chamber of Commerce
  - a. Pat Ciona – 306-497-2617
3. Sign Corridor
  - a. Sign Corridor – Chamber of Commerce Maintains the Sign Corridor
  - b. The Chamber of Commerce shall invoice the Town of Blaine Lake for the costs of maintenance on the Sign Corridor
    - i. The Town of Blaine Lake shall invoice the BLCA for their half share in the cost of the sign Corridor.
4. Meetings/Minutes
  - a. Meetings shall happen 4 times per year
  - b. An annual AGM shall be held in or around April.
  - c. Minutes are to be submitted to the Town Council immediately following the meetings.

GG-017

TOWN OF BLAINE LAKE

Policy Title: Chamber of Commerce

Date Issued: April 13, 2022

Res # 117/22

Replaced – Res #

  
Mayor



## Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Freedom of Information and Access to Information Policy	GG-018	118/22	April 13, 2022	9	2

### **Policy Objective:**

To Define and establish legislative and regulatory compliant procedures guidelines and fee structure for the administration of informal and Formal (FOI) Access Requests in relation to the collection, use, access and disclosure of information as required by the Town's Statutory obligation in accordance with LAFOIP.

To enhance transparency and accountability in regards to the Town's access to information in order to build and maintain public record trust and further public engagement and collaboration through Open Government and the Active Dissemination of Public Information.

To mitigate risk and harm to individuals as a result of non-compliant collection, access, use, disclosure or protection of personal information.

### **Policy**

1. The Town is committed to openness and transparency by respecting both the spirit and requirements of the right to access by the public to their statutory right to inspect and obtain copies of the Town's records and information in accordance with LAFOIP's regulations through a Formal Freedom of Information Access Request or through an Informal Access Request
2. The Town is committed to protecting the privacy and confidentiality of personally identifiable information collected, accessed, used and disclosed by the Town.
3. **Scope**
  - a. Council, all employees, and contracted third parties who collect, use, access and disclose general, personal, sensitive and confidential information on behalf of the Town.
  - b. All individuals who provide personally identifiable information to the Town for the purpose of conducting Town business, activities or programs.
  - c. The public and any individual who wish to access record and information from the Town of Blaine Lake.
4. **Responsibility**
  - a. The Administrator is designated by the Mayor, as the Head of the Local Authority and is accountable to ensure that the delegation of roles and responsibilities in relation to the Act are legislatively and regulatory compliant.

GG-018


TOWN OF BLAINE LAKE

Policy Title: Freedom of Information Policy

Date Issued: April 13, 2022

Res # 118/22

Replaced – Res #2021-075



Mayor

- b. The Administrator is responsible for the Town's compliance; protection of all personal information held by the Town or transferred to a third party for processing; and the development and implementation of policies, procedures, and best practices.
- c. Council, all employees and any third parties that are contracted by the Town are responsible for the collection, access, use, disclosure, and protection of personal, confidential and sensitive information in accordance with LAFOIP and must recognize when a request for access to information is Formal Access Request and must be forwarded immediately and in confidence to the Administrator.
- d. Town Employees and Councilors are responsible for the facilitation, administration, and implementation of Routine Disclosure and Active Dissemination of Public information to ensure accessible, efficient customer service.
- e. Applicants will be required to complete the following:
  - i. A Formal or Informal Access to information Request and submit the applicable Application fee.
  - ii. Provide Consent either directly as express consent or indirectly as implied consent that is applicable to their specific application for services.
- f. Any individual who has personal information in the custody and control of the Town are responsible to notify the Town of any updates, corrections, or revisions of their personal information.

## 5. Procedure

- a. Open Government
  - i. The Town promotes a governing culture of open Government and Routines Disclosure that recognizes the public has the right to access public documents and proceeding of the Town to further optimum transparency, accountability, and increased public engagement. Continued Active Dissemination of information on the Town's website and Social Media will promote the Town's open government initiatives and the citizens will recognize their right to the access and the protection of their personal information.
- b. Identifying Purpose
  - i. Purposes for the access, use, collection and disclosure of personally identifiable information must be identified and outlined in relation to their specific business activities, services, and functions.
  - ii. An applicant must be informed before or at the time of collection why the information is required and how it will be utilized.
- c. Consent
  - i. Before personally identifiable information is utilized for any other purpose than identified at the time of collection, the Town must obtain written or express consent from the individual before their personal information can be utilized for any other purpose.
    - 1. Positive/Opt-in or express consent
      - a. This form of consent, referred to as "express consent", occurs when the Town presents an opportunity for an Applicant to agree or to "opt in" to the access, use, collection, or disclosure

of their personally identifiable information. Express consent is unequivocal and does not require any inference on the part of the Town when seeking consent.

**2. Implied Consent**

- a. Implied consent arises where consent may reasonably be inferred from the action or inaction of the individual. Where circumstances indicate that an individual has a certain understanding, knowledge, or acceptance, or certain information has been brought to the attention of an individual, consent may be implied.

**d. Limiting Collection**

- i. Departments shall not collect personal information unless the information is collected for a specific purpose that relates to an existing or proposed program or activity of the Town.

**e. Limiting Use, Disclosure, and Retention**

- i. Personally, identifiable information shall only be used or disclosed for the purpose for which it was collected, unless the individuals' consents, or the use or disclosure is authorized by the Act. The Town shall only keep personal information for only as long as necessary to satisfy the purpose for which it was collected.

**f. Accuracy**

- i. When collecting, using, and accessing information ensure accuracy of the information when making a decision about the individual or when disclosing information to third parties.

**g. Safeguards**

- i. Departments will protect and secure personally identifiable information regardless of the format in which it is held against loss, theft or breach and safeguard the information from unauthorized access, disclosure, copying, use or modification.

**h. Openness**

- i. The Town will be transparent to the public and employees about the policies, procedures and best practices for the management of personally identifiable information.

**6. Informal Access to Information Request – Form Schedule B**

**a. Limitations in Respect of Format**

- i. If access to a record involves providing a copy of the record, the copy is not required to be provided in the requested format if the record does not exist in that format within the Town.

**b. Denied Access to Informal Request**

- i. If an applicant has been denied an informal access to information, the applicant may formally apply to the Town's Administrator with a Formal Access request.



## **7. Formal Access to information Requests**

- a. If an applicant has been denied access to an Informal Access to Information, the applicant can then proceed by completing a Formal Access Information Request which would be directed to the Administrator if they choose.
- b. A Formal Access to Information Form must be forwarded immediately to the Administrator's office upon receipt as LAFOIP requires adherence to legislated timelines. All information within the form is considered confidential and be handled appropriately.
  - i. Formal requests are to be in a written letter from the applicant.
- c. Formal requests are subject to a \$20 application fee, pursuant to LAFOIP's regulations, payable at the time of the application, subject to Section 9 of LAFOIP.
- d. The Administrator will review the application and provide written notice to the applicant within thirty (30) days of receipt.
- e. If access to the information is denied disclosure, the Administrator must quote the applicable Sections and provisions of LAFOIP verifying legislative exemptions.
- f. If a portion of a record contains information where the applicant was denied access, the CAO must provide partial disclosure to the remaining portions of the record by severing the denied record portion.
- g. Requests which exceed an hour of processing time which is included with the \$20 Formal Access to information application fee will require a fee estimate provided to the applicant before processing. Fees will be administered in accordance with LAFOIP regulations.

## **8. Exemptions**

- a. Part III of LAFOIP provides that certain types of records are or may be protected and not released to the public. There are several mandatory and discretionary provisions under LAFOIP authorizing the Administrator to refuse to disclose records, and, in some cases, the existence of records, in response to a Formal Access Request.

## **9. Individual Access**

- a. An Individual who has been provided access to a record that contains their personal information is entitled to request correction of their personal information if the individual believes that there is an error or omission within the records.
- b. A request for access to personal information shall be made by completing a Formal Access to Personal Information Request Form in respect of the following:
  - i. Each personal information bank that is subject of the request, or
  - ii. Each class of personal information that is not contained in a personal information bank.
- c. An individual who makes a request for access to personal information shall provide adequate identification to the Administrator prior to access to their information and may be required to present themselves in person

## **10. Provide Recourse**

- a. An Applicant who is not satisfied with the Town's informal or formal access request response may apply to the OIPC for a review of the matter.

- b. The Town is obligated to cooperate and collaborate with the OIPC, the applicant and any third parties to further an amenable result wherever possible in the conduct of the access to information review.
- c. The Administrator will determine whether to comply or not with any recommendations of the OIPC following a review, with regard for the requirements of LAFOIP, the public interest and mandate of the Town and the principles of Open Government.
- d. If the Applicant and/or third party are not satisfied with the Administrator's decision to comply or not comply with the recommendation of the OIPC, they may appeal that decision to the court, where the court's decision will be binding.

#### **11. Offences and Sanctions**

- a. Section 56(1) of LAFOIP outlines the offences and sanctions for those persons, who knowingly access, collect, use and disclose personal information in contravention of LAFOIP or its regulations.
- b. Section 56(3) of LAFOIP outlines the offences and sanctions for any person who, without lawful justification, willfully obstructs, hinders or resists any person of power, or refuses or willfully fails to comply with any lawful requirement, or willfully makes any false statement or misleads any person of power.
- c. The Town shall have the ability to exercise its power as the employer for employees within the Town, and through an investigative procedure, if it is deemed that an employee has displayed willfully, negative actions as indicated, then the Town may use their discretion to deal with any disciplinary action as each case may require.



## **Appendix A**

### **Freedom of Information and Access to Information Policy**

#### **Informal Access Request Guidelines and Fee Structure Informal Access**

Requests shall be in the following manner:

1. **General Information:**
  - a. The Applicant is required to fill out an informal Access Request Form, identified as Appendix B, requesting the information they require. The Applicant must provide sufficient detail to enable the Office to identify the request. Once the information has been identified as public information and does not impose LAFOIP Exemptions, it will be reviewed.
  - b. The office will charge an application fee of \$5.00. Where time in excess of one hour is spent searching, an additional fee of \$15.00 for each half hour or portion of a half hour in excess will apply. This fee may be waived at the discretion of the Administrator.
  - c. If there is any question as to whether a request should be processed through a Formal Access Request, the request shall be forwarded immediately to the Administrator for review.
2. **Third Party and Personal Information regarding Property Information:**
3. **Property Owners:**
  - a. Proof of ownership will be required along with a complete legal description and civic address of the property.
  - b. Personal Identification will be required as proof of ownership.
4. **Non-Property Owners:**
  - a. If the person requesting the information is not the owner, written consent from the owner(s) will be required along with complete legal description and civic address of the property.
  - b. Staff, at its discretion, may confirm the written consent of the owner(s).
  - c. If written consent is not provided, the information will not be provided
5. **Third Party:**
  - a. If third party information is in question, the Administrator will be notified and it will be forwarded immediately to the Administrator as a Formal Access Request.
6. **Custom Research:**
  - a. Generation of a custom report based on the customer's specifications will be charged at a rate of \$100 per hour for developing and producing the report.
  - b. A custom report requires a substantial amount of work and involves the creation of new information for the client.
  - c. The availability of the report is at the discretion of the Administrator based on the availability of staff resources.
7. **Drawings and maps**
  - a. Requests for drawings and maps for civic addresses, zoning, transit, tourism, traffic

counts, underground services or similar drawings or maps, will be charged the following:

- Up to 11"X17" - \$5
8. Printing, Photocopying and Other Fees:
    - a. There will be a cost of \$0.50 per page for photocopies or computer printouts. Any documents protected by copyright, will not be provided.
  9. Information provided as follows will include the appropriate fees indicated:
    - a. Regular Mail - \$5
    - b. Registered Mail - \$10 Courier Actual Costs Facsimile
    - c. \$5 Save to digital Media
    - d. \$5, plus actual cost of media
    - e. Email – No Charge
    - f. Map Roll - \$12
    - g. All fees can be waived at the discretion of the Administrator.
  10. Procedure for Processing Requests:
    - a. Applicant fills out and signs an Informal Access Request Form. The processing of the request will only commence when the Form is returned and the Applicant requesting the information has signed off on the conditions. In the case of a request placed over the telephone or fax, the Form is to be faxed or emailed to the customer. The form will indicate all of the information contained in the policy and fees payable.
    - b. Staff will inform the Applicant that at least 48 hours must be allowed to complete a request and requests of especially large files may require more time than the initial 48 hours and the applicant will be notified regarding necessary prioritization and any additional fee estimates. An estimate shall be provided if research will take more than an hour. It should also be discussed that if the information requested is not available, the Town is not responsible.
    - c. Original documents or complete files are not to be directly provided to the Applicant.
    - d. Once research is completed, the Applicant will be contacted and the information will be provided once the full payment has been received by the Town.
    - e. The Town shall retain the right to prioritize any request and notify the Applicant when the request can be completed.
  11. Only the Administrator will decide on the release of third party information or if the request involves a third party. All questions will be referred to the Administrator if there are any concerns on the matter.

#### **Formal Access Request**

1. General File Search Fee:
  - a. If the person requesting information is not the owner, written consent from the owner(s), will be required along with the complete legal description and civic addresses of the property.

- b. Staff, at its discretion, may confirm the written consent of the owner(s).
  - c. If written consent is not provided, the Applicant may make a request under LAFOIP.
  - d. Third Party information and use of personal information will be forwarded to the Administrator.
- 2. Fees
  - a. The office will charge an application fee of \$5.
  - b. Where time in excess of one hour is spent searching, a fee of \$15 for each half hour or portion of a half hour in excess of one hour shall apply.
  - c. This fee may be waived at the discretion of the Administrator and only in extenuating circumstances.
- 3. Property Owners:
  - a. Property files will be made available free of charge to registered owner(s), who are requesting a file search from their specific property files, except for searches that take more than one hour to complete, in which case, the general file search fee shall apply.
  - b. Proof of ownership will be required along with complete legal description and civic address of property. Personal identification will be required as proof of ownership. Failure to provide proof of ownership will automatically result in the application fee.
- 4. Custom Research and Report
  - a. Generation of a custom report based on the customer's specific request will be charged at a rate of \$50 per hour for developing and producing a report.
  - b. A custom research report requires a substantial amount of work and involves the creation of new information for the client.
  - c. The availability of the report is at the discretion of the Administrator based on the availability of staff resources.
  - d. Where the time spent may be considered extensive, a fee quote will be provided and a deposit of 50% may be required prior to work commencing
- 5. Formal Access Request
  - a. A request is made by filing out and signing an Formal Access Request Form attached as Form A.
  - b. A request will only be commenced when the form is returned and the Applicant requesting the information has signed off on the conditions.
  - c. The Applicant must specify in detail the information they require so that staff can efficiently retrieve the information.
  - d. The Town is not responsible for locating information that is expected to be available but is not located.
  - e. Original documents or complete files will not be directly provided to an Applicant
  - f. Applicants must allow at least 48 hours to complete a request. Requests of especially large amount may require more time than the initial 48 hours and the Applicant will be notified and provided with a cost estimate.
    - i. The Administrator shall retain the right to prioritize any request and notify the Applicant when the work can be completed.

- g. The Town has thirty (30) days to respond. If requests involve a large number of records, an extensive search, or consultation with an external third party, the time may be extended. You will be advised of a time extension.
- h. Additional fees may apply as per [The Local Authority and Freedom of Information and Protection to Privacy Act](#) if your request involves a great deal of staff time in order to complete, or produces a large number of documents.
- i. In requests that are extensive, a fee quote will be provided and a deposit of 50% may be required prior to work commencing.
- j. Printing, Photocopying and Other Fees
  - i. There will be a cost of \$0.50 per page for photocopies or computer printouts. Any documents protected by copyright, will not be provided.
  - ii. Information provided as follows will include the appropriate fees indicated:
  - iii. Regular Mail - \$5
  - iv. Registered Mail - \$10 Courier Actual Costs
  - v. Facsimile - \$5
  - vi. Save to digital Media - \$5, plus actual cost of media
  - vii. Email – No Charge
  - viii. Map Roll - \$12
  - ix. All fees can be waived at the discretion of the Administrator.

## Appendix B

### Informal Access Request Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Cellular: \_\_\_\_\_ Work: \_\_\_\_\_

☐

Assessed and/or registered owner

☐

Authorized Agent with written consent from owner Details of Requested Information

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Detailed Description of Record

--

#### For Office Use Only

Date Received:	Application No.
Application Payment Made:	Proof of Ownership (personal Identification)
Final Payment Made:	Written Consent
Date Reviewed:	Signature:
Date Information Issued:	Name of Issuer:
Amount of Time Spent:	Account no.
Actual Cost: \$__	