

RESORT VILLAGE OF COCHIN

PROCEDURE AND POLICY MANUAL

established October, 2018

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To Provide residents, visitors, and the business community with the highest quality municipal services in an efficient, ethical and courteous manner and to enhance the quality of life through planning and visionary leadership.

We accomplish our mission by providing services to the public which cannot feasibly be achieved individually such as transportation, protective, environmental, public health, welfare, economic development, recreational and cultural services for the benefit of the public as a whole.

100-1 Introduction

- This manual is designed to provide the Mayor, Councillors and administrative staff with a quick reference to legislation governing the Municipality, policy, procedures and general information as it pertains to the Resort Village of Cochin. This manual is for the sole use of Council, representing the Resort Village of Cochin, and is not for distribution.
- Policies are part of the everyday life of any business or organization. They are frequently discussed and consulted in order to decide direction and action, reconcile conflicts, define acceptable behavior and save time and money. The policies may be changed or deleted by resolution of Council.
- The manual shall be distributed to each Council member and will be updated annually and serve as the orientation document for all new council and administrative staff members as well as serve as an ongoing municipal reference

100-2 Definitions

1. "Act" means *The Municipalities Act*;
2. "CAO" shall mean the Chief Administrative Officer of the municipality;
3. "Administrator" shall be the administrator to the Chief Administrative Officer of the Municipality;
4. "Amendment" means an alteration of a main motion or an amendment by substituting, adding or deleting a word(s) without altering the basic intent of the motion;
5. "Committee of the Whole" means members present at a meeting of Council sitting in committee;
6. "Council" shall mean the council of the municipality;
7. "Councillor" shall mean a councillor of the municipality;
8. "guidelines" are statements of reference, based on legislation and previous action of council;
9. "Mayor" shall mean the Mayor of the municipality;
10. "MA" shall mean *The Municipalities Act*;
11. "Member of Council" means the Mayor or a Councillor;
12. "Motion to Receive" means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and having the item, report or recommendation

placed in the records of the municipality for future reference, with no additional action taken at this time;

13. "Municipality" shall mean the Resort Village of Cochin;
14. "Point of Order" means the raising of a question by a member, with the view of calling attention to any departure from the Procedural Bylaw or the customary proceedings in debate or in the conduct of the Council's business;
15. "Point of Procedure" means a question to the Mayor, or Chairperson to obtain information on a matter of procedure in order to assist a member to make an appropriate motion, raise a point of order or understand the effect of a motion;
16. "Quorum" is the majority of the members of council or committee (pursuant to Section 98 in the MA)
17. "Village" shall mean the Resort Village of Cochin;

200 **General Government**

200-1 The Council

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

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

- Define policies in relation to the community needs and to the internal organizational operation;
- Maintain a high level of financial accountability to the taxpayers by insuring a safe administration of funds and an adequate control of expenditures;
- Adopt suitable bylaws and to establish a plan of organization providing clear and distinct line of authority and to ensure that the bylaws and plans of organization are respected;
- Provide personnel, equipment and facilities consistent with the municipality's need for:
 - a.) enhancement of the transportation network;
 - b.) maintenance and safety programs for the taxpayer's protection,
 - c.) to provide a centre for taxpayer information and council activities.

200-1.1 Duties of the Councillors

Councillors have the following duties:

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to participate in developing and evaluating the policies, services and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- (e) to keep in confidence matters discussed in private at a council or council

committee meeting until discussed at a meeting held in public;
(f) to maintain the financial integrity of the municipality;
(g) to perform any other duty or function imposed on councillors by this or any other Act or by the council.

200 – 1.2 Public Disclosure Statement

(1) A council shall, require that every member of council, within 30 days after being elected, file a public disclosure statement with the CAO.

(2) A public disclosure statement must contain:

(a) the name of:

- (i) the employer of the member of council, if any;
- (ii) each corporation in which the member or someone in the member's family has a controlling interest, or of which the member or family member is a director or a senior officer; and
- (iii) each partnership or firm of which the member of council is a member; and

(b) the municipal address or legal description of any property located in the municipality or an adjoining municipality that:

- (i) the member of council or his or her spouse owns; or
- (ii) is owned by a corporation, incorporated or continued pursuant to The Business Corporations Act or the Canada Business Corporations Act, of which the member or his or her spouse is a director or senior officer or in which the member or his or her spouse has a controlling interest.

(3) Every member of council who has previously filed a public disclosure statement pursuant to subsection (1) shall annually submit a declaration that:

- (a) declares that no material change has occurred since the last public disclosure statement was filed pursuant to this section; or
- (b) details the material changes that have occurred since the last public disclosure statement was filed pursuant to this section.

(3.1) The annual declaration required pursuant to subsection (3) shall be submitted on or before November 30 in each year.

(4) The CAO shall:

- (a) note any change reported pursuant to clause (3)(b) on the member of council's public disclosure statement and the date on which the change was noted;
- (b) make each public disclosure statement filed pursuant to subsection (1) and each declaration submitted pursuant to subsection (3) available for public inspection during normal business hours; and
- (c) if directed to do so by council, give copies of the statements to any designated officers.

200-2 The Mayor

(1) In addition to performing the duties of a councillor, a mayor has the following duties:

- (a) to preside when in attendance at a council meeting unless the *Municipalities Act* or another Act or a bylaw of council provides that another councillor is to preside;

(b) to perform any other duty imposed on a mayor by the *Municipalities Act* or any other Act or by bylaw or resolution.

(2) The mayor is a member of all council committees and all bodies established by council pursuant to the *Municipalities Act*, unless the council provides otherwise.

(3) The Mayor will enforce the rules of Council, preserve order and take part in debates.

(4) The Mayor will give up the chair to the Deputy Mayor if he/she has an issue that he/she wants addressed.

200-3 The Deputy Mayor

(1) A council of a municipality may appoint a councillor as deputy mayor.

(2) A councillor who is appointed as a deputy mayor pursuant to subsection (1) holds office for the term for which he or she is appointed and until his or her successor is appointed.

(3) A deputy mayor acts as the mayor if:

(a) the mayor is unable to perform the duties of the mayor; or

(b) the office of mayor is vacant.

(4) A council may appoint a councillor as an acting mayor to act as the mayor if:

(a) both the mayor and the deputy mayor are unable to perform the duties of the mayor; or

(b) both the office of mayor and the office of deputy mayor are vacant.

200-4 Code of Ethics

1. To strive to represent every citizen of the community and not to show prejudice or bias.
2. To recognize the expenditure of funds is a public trust, and endeavor to authorize expenditures efficiently, economically and in the best interest of the municipality.
3. To abide by the majority decisions of the Council once they are made and accept and support them.
4. To recognize that authority rests with the Council as a whole and not individually.
5. To maintain the integrity, confidence and dignity of the Council by striving to insure all the facts are evident before making a decision.
6. To maintain confidentiality at all times.

200-5 Council Development

(1) Each municipality is governed by a council.

(2) The council is responsible for exercising the powers and carrying out the duties of the municipality.

(3) a council consists of:

(a) a mayor and and four councillors;

(4) a council of a municipality may, by bylaw:

(a) increase the number of councillors; or

(b) decrease the number of councillors to any number that is not less than two.

(5) A council may:

(a) establish council committees and other bodies and define their functions; and

(b) establish:

(i) the procedure and conduct of council, council committees and other bodies established by the council; and

(ii) rules for the conduct of councillors and the conduct of members of

200-6 Meeting Procedures

(1) First Meeting of Council

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

(2) Change of Meetings

- (a) Section 122 of *The Municipalities Act* requires that the public and all members of council that were not present at the council or committee meeting at which the meeting date and time change was made be given 24 hour notice.

(3) Methods of Giving Notice

- (a) When notice is required for regular or special meetings of council or committees, it will be provided personally.
- (b) Public Notice as set out in the municipality's Public Notice Policy Bylaw # 6/2011.

(4) Meetings Through Electronic Means

- a. A council meeting or council committee meeting may be conducted by means of a telephonic, electronic or other communication if the facilities permit all participants to communicate adequately with each other during the meeting.
- b. Members of a council or council committee participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

(5) Actions in Public

- (a) An act or proceeding of Council and/or Committee is not effective unless it is authorized or adopted by resolution or bylaw at a duly constituted meeting of the council that is open to the public.
- (b) A councillor and/or committee member is to act professionally in public, and not discuss issues in public without consent of other party involved.

(6) Meetings to be in Public

- (a) Subject to subsection 120(b) of *The Municipalities Act*, Council and Council committees is required to conduct its meetings in public
- (b) Council and Council committees may close all or part of their meetings to the public if the matter being discussed is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act or concerns long-range or strategic planning.

(7) Policies at Meeting

1. All municipal business must be conducted at a properly constituted meeting (MA sec.119 & 120).
2. Meetings are conducted under parliamentary procedures. Council motions are not required to be seconded.
3. A Council member has one vote each time a vote is held.

4. Each member of Council must **vote** on all resolutions of council unless the member has pecuniary interest. Anyone refraining from voting will be considered as voting in the negative. The CAO is required to record each abstention and the reasons for the abstention in the minutes (MA sec.99, 100 & 102). All questions are to be decided by the majority of the votes, unless the council requires a greater percentage of votes.
5. If there is a **tied vote** for and against a resolution or bylaw that bylaw or resolution is defeated.
6. A **recorded vote** may be requested by any council member however it must be made before the vote is taken. The minutes will then show the names of the members of council present and whether they voted for or against the proposal or abstained.
7. If there is an equal number of votes for or against a resolution or bylaw, the resolution or bylaw is defeated.
8. No act or proceeding that is adopted at any meeting of council in which a quorum is not present is valid.
9. There must be a **quorum** before the meeting begins; if a quorum is lost during a council meeting, the meeting automatically ends and no further business can be conducted.
10. A **quorum** is not affected by any member declaring a pecuniary interest and leaving the room.
11. The Agenda and Financials are to be prepared the Friday before the council meeting for council to review.
12. If there is a second meeting of the month, the Financial Statement shall not be presented, but Accounts for Approval shall be.
13. Delegates with presentations shall not be allowed at a second meeting of the month, unless it is an issue that can not wait until a regular monthly meeting.
14. Submissions/correspondence must be received by the end of business the day prior to the next council meeting in order that they be included in the agenda, additions after deadline will be at the discretion of the CAO.
15. Delegations must request to be added to agenda one week prior to the council meeting, additions after deadline is at the discretion of the CAO. A brief outline of issue being addressed must be presented to council with their meeting packets. Ten (10) minutes will be allowed for each delegation to make their presentation.

200-6.1 Resolutions

1. Resolution – General

- a. All resolutions are not required to be seconded.
- b. When a resolution is under debate no other resolution may be made, except:
 - i. To refer the resolution to a Council committee or the administration;
 - ii. To amend the resolution;

- (c) A proposed bylaw must not have more than two readings at a council meeting unless the members of council present unanimously agree to consider the third reading.
- (d) Only the title or identifying number of the proposed bylaw must be read at each reading of the bylaw.
- (e) Proposed bylaws will be circulated to Council members 24 hours previous to the commencement of the meeting they will be considered at.

8. Motion to Adjourn

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

200-6.2 Pecuniary interest

Pecuniary interest occurs when a council member or someone in the members family has a controlling interest or is a director or senior officer of a corporation that could make a financial profit or be adversely affected financially by a decision of council. A council member also has a pecuniary interest if he/she or a closely connected person could make a financial profit or be adversely affected by a decision of council. Members do not have pecuniary interest in any situation or matter that the council member (or closely connected person) may have as a voter, taxpayer or utility customer of the municipality (MA se. 141 & 143).

Disclosure of pecuniary interest

- (1) If a member of council has a pecuniary interest in a matter before the council, a council committee or a controlled corporation of which the member is a director, the member shall, if present:
 - (a) declare the pecuniary interest before any discussion of the matter;
 - (b) abstain from voting on any question relating to the matter;
 - (c) subject to subsection (4), abstain from any discussion of the matter; and
 - (d) subject to subsections (3) and (4), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- (2) No member of a council shall attempt in any way, whether before, during or after the meeting, to influence the voting on any question involving a matter in which the member of council has a pecuniary interest.
- (3) If the matter with respect to which a member of council has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the member of council to leave the room.
- (4) If the matter with respect to which a member of council has a pecuniary interest is a question on which, pursuant to this Act or another enactment, the member, as a taxpayer, voter or owner, has a right to be heard by the council:
 - (a) the member shall leave his or her place at the council table, but is not required to leave the room; and
 - (b) the member may exercise a right to be heard in the same manner as a person who is not a member of the council.
- (5) The CAO shall record any abstention or disclosure made in accordance with subsection (1) in the minutes of the meeting.

Effect of pecuniary interest on resolutions or bylaws

(1) Subject to subsection (2), if a contravention of section 144 of *The Municipalities Act* occurs at a meeting to which that section applies, the proceedings related to the matter are not invalidated, but the council or other body may, within three years after the day on which a bylaw or resolution was passed or a decision was made, declare the bylaw, resolution or decision to be void.

(2) Subsection (1) does not apply to a Development Appeals Board or a planning commission established pursuant to The Planning and Development Act, 2007.

Effect of pecuniary interest on quorum

(1) Any member of a council who declares a pecuniary interest pursuant to section 144 of *The Municipalities Act* is not to be counted for the purpose of determining whether a quorum of the council is present when the question or matter is put to a vote.

(2) If the number of members of council declaring a pecuniary interest on a matter pursuant to section 144 of *The Municipalities Act* results in a loss of quorum at a meeting with respect to the question or matter, the remaining number of members is deemed to be a quorum for that question or matter, unless that number is less than two.

(3) When all, or all but one, of the members of a council have declared a pecuniary interest in a matter pursuant to section 144 of *The Municipalities Act*, the council may, by resolution, apply ex parte to a judge of the court for an order authorizing the council to give consideration to, discuss and vote on that question or matter.

(4) On an application brought pursuant to subsection (3), the judge may issue an order declaring that section 144 of *The Municipalities Act* does not apply to all or any of the members of the council with respect to the question or matter in relation to which the application is brought.

(5) If a judge issues an order pursuant to subsection (4), the council may give consideration to, discuss and vote on the question or matter as if those members had no pecuniary interest in the question or matter, subject to any conditions and directions that the judge may state in the order.

200-6.3 Types of Committees and Meetings

Each Committee clause could include but is not limited to:

- (a) Member appointment;
- (b) Functions and authority of committee:
 - Provide advice to Council;
 - Set policies on matters specific to their committee as delegated;
 - Prepare an initial operating and capital budget to be forwarded to the council;
 - Supervision of various departments;
 - Make recommendations on policy to council
 - Any duties delegated by council
 - Increase Public awareness
 - Receive, investigate and act upon concerns as delegated.
- (c) Meeting frequency or schedules;
- (d) Filing of Minutes;
- (e) Note: Committees may make resolutions and act on those resolutions if it is within the committee's authority as delegated by council. MA 127.

Council Committee Appointments:

- (a) Finance Committee
- (b) Utilities
- (c) Streets
- (d) Fire
- (e) Town Property
- (f) Employee Relations

Non- Council Appointments

- (a) Hall Management Board
- (b) Cochin Day's Committee
- (c) Lakeland Library Region
- (d) WYWRA
- (e) Jackfish Lake Watershed
- (f) JLWWUC
- (g) North Sask River Health Holdings
- (h) North Sask River Water Resource Committee
- (i) N.W. Municipalities
- (j) Amalgamated Recreation Board
- (k) Community Park
- (l) Carlton Trail Municipal Corridor
- (m) Trans Canada Trail Board
- (n) EMO
- (o) Local Board of Revision

200-6.4 Regular Meetings

(1) Regular Meetings of Council and Committees

(a) Council meetings will be held every second Tuesday of the month at the Village Office starting at 6:00 p.m. and not lasting longer than 11:00 p.m. Any remaining agenda will be tabled till the next meeting. Council can also hold a second meeting in the month as the need arises. The extra meeting is to be set at a prior meeting.

(b) A council or committee meeting may be held with less than 24-hour notice to the council or committee members AND no notice to the public IF all members of council sign a waiver before the commencement of the meeting.

200-6.5 Special Meetings

(1) Special Meetings of Council

(a) The CAO shall call a special meeting of council whenever requested by the Mayor or a majority of council by giving at least 24 hours notice to the members of council and the public stating the purpose of the meeting and the date, time and place the meeting is to be held.

(b) A Special meeting may be called with less than 24 hours notice to the members of council and no notice to the public if all members sign a waiver of notice before the commencement of the meeting.

(c) No business other than that stated in the notice may be transacted at the special meeting, unless all members of council are present and agree unanimously to transact other business.

(d) Special Meetings shall only be called in an emergency situation.

200-6.6 Meetings – CAO substitute

- (1) Council may appoint a person to fill the position of CAO of the municipality in an acting capacity if for any reason the CAO is unable to act for a period of not more than three months or any longer period that the board of examiners may allow.

200-7 Council Remuneration

- a. Council Remuneration shall be as follows:

Councillor - \$100.00 per meeting

Mayor - \$200.00 per meeting

Mileage - \$.50 per Km.

200-8 Convention and Travel

- (1) Attendees to all conventions will be predetermined by resolution of Council before application.
- (2) Convention fees will be paid by the municipality.
- (3) Mileage will be paid by the municipality at the rate set by council.
- (4) Meals will be paid by the municipality. Rates will be as follows;
Breakfast - \$8.00, Lunch - \$12.00, Supper \$15.00

200-9 Signing Authorities

- (1) The CAO plus the Mayor will be the signing authorities with a predetermined councillor as an alternate for the Mayor.

200-10 Administration

- (1) The Title of Chief Administrative Officer (CAO) become the title of the Administrator hired in the Resort Village of Cochin pursuant to Section 110 of *The Municipalities Act*.

The CAO shall:

- (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his/her charge; *(MA 111)*
- (b) Ensure all minutes of council meetings are recorded; *(MA 111)*
- (c) Record the names of all council present at council meetings; *(MA 111)*
- (d) Ensure the minutes of each council meeting are given to the council for approval at the next council meeting; *(MA 111)*
- (e) Advise the council of its legislative responsibilities pursuant to this or any other act; *(MA 111)*
- (f) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the municipality; *(MA 111)*
- (g) Provide the minister with any statements, reports or other information that may be required by this Act or any other act; *(MA 111)*

- (h) Ensure that the official correspondence of Council is carried out in accordance with Council's direction; (MA 111)
- (i) Maintain an index register containing certified copies of all bylaws of the municipality; (MA 111)
- (j) Enforce all Bylaws, unless a Bylaw Enforcement Officer has been hired, then the CAO would be responsible only when the Bylaw Enforcement Officer is unavailable.
- (k) Deposit cash collections that have accumulated to Ten Thousand Dollars (\$10,000.00) as per Bylaw #4/95, at least once a month, but not more than once a day, in the North Battleford Innovation Credit Union or in the Meota Innovation Credit Union;(MA 111)
- (l) Disburse the funds of the municipality in the manner and to those directed by law, bylaw or resolutions of council; (MA 111)
- (m) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the municipality in accordance with generally accepted accounting principles; (MA 111)
- (n) Ensure that the financial statements and information requested by resolution are submitted to council;(MA 111)
- (o) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Chartered Accountants by June 1st of each year; (MA 111,185)
- (p) Send copies of bylaws for closing and closing and leasing to the Minister of Highways and Transportation; (MA 13)
- (q) Bring forward any resignation(s) of elected officials; (MA 96)
- (r) At the first meeting in January of each year provide bond(s) to council; (MA 113)
- (s) Sign minutes of Council and Committee meetings; (MA 115)
- (t) Sign bylaws; (MA 115)
- (u) Provide copies of public documents upon request or payment of fee; (MA 117)
- (v) Provide notice of first meeting of council; (MA 121)
- (w) Call a special meeting when lawfully requested to do so; (MA 123)
- (x) Determine the sufficiency of a petition requesting a public meeting of voters; (MA 129)
- (y) Determine the validity of a petition for referendum (30 days to report to council); (MA 135)
- (z) Administer public disclosure statements if the municipality adopts this requirement; (MA 142)
- (aa) Record any abstentions or pecuniary interest declarations in the minutes; (MA 144)
- (bb) Provide information to the Auditor; (MA 190)
- (cc) Send amended tax notices when required and make necessary adjustments to the tax roll; (MA 264)
- (dd) Provide for payment of writ of execution against the municipality; (MA 353)
- (ee) Produce certain records upon request of inspector appointed by Minister; (MA 396)

200 – 10.1 Additional Duties of the CAO

The CAO shall:

- (a) Act as the returning officer for all elections under The Local Government Elections Act
- (b) Ensure that Public Notice is given as provided in the Act, or any other act and/or as required by council in this bylaw, any other bylaw or resolution.
- (c) Ensure that the policies and programs of the Municipality are implemented.
- (d) Advise, inform and make recommendations to council on the
 - i. operations and affairs of the Municipality
 - ii. policies and programs of the Municipality
 - iii. the financial position of the Municipality

- (e) Supervise all operations of the Municipality
- (f) Be responsible for the preparation and submission of the annual budget for Council
- (g) Monitor and control spending within program budgets established by Council.
- (h) Make routine expenditures on a daily basis until the annual budget is adopted by council.
- (i) Call for tenders on a resolution of council.
- (j) Purchase goods, services or work of up to \$2500.00 or by resolution of council.
- (k) Award contracts on a resolution of council.
- (l) Conduct negotiations for land purchases, annexations etc.
- (m) Attend meetings of Council and other meetings as Council directs
- (n) Council may delegate the authority for other matters excepting those listed in Section 127 which must be dealt with by the council.)
- (o) Delegate any works to the Assistant administrator that are able to be delegated pursuant to the Act.

200 – 10.2 MUNICIPAL DOCUMENTS

Signing Agreements

The Mayor and the CAO shall sign all agreements to which the municipality is party. In the absence of the Mayor, the other signing authority council agreed to by resolution shall sign agreements with the CAO.

Privacy Documents

The CAO of the Resort Village of Cochin, is hereby delegated the power granted to the head of a municipality pursuant to Section 50 of *The Local Authority Freedom of Information & Protection of Privacy Act*.

Cheques

Subsection 115(5) stipulates that the CAO **must sign all** cheques AND that Council must designate at least two other persons. **REMINDER:** Council does not have the authority to designate the alternate for the CAO.

Negotiable Instruments

Subsection 115(5) also stipulates that the CAO must sign all other negotiable instruments AND that Council must designate at least two other persons.

Other Duties:

- (a) Giving written notice for the unpaid fees of a building contract (i.e. transient trader or other license fees) (Section 9(5),
- (b) Sign the Securities Register by designated officer requires a bylaw to be in place. (Section 174)
- (c) Maintain debenture register and other duties relating to debenture transactions. (Section 175)
- (d) Certify the date on which tax notices are sent. (Section 269)
- (e) Prepare and send amended tax notices when required. (Section 271)
- (f) Provide receipt for tax payment on request of tax payer or agent. (Section 272)
- (g) Apply partial tax payments on arrears first and if undesignated decide to which taxable property or properties the payment is to be applied. (Section 273)
- (h) Removal of tax lien if all arrears are compromised or abated. (Section 274)
- (i) Issue tax certificates. (Section 276)
- (j) Proof of taxes signed by a designated officer (Section 277)
- (k) Transfer special assessments to the tax roll (Section 310)
- (l) Submit school liability in a timely manner (Section 311)

- (m) Collection of amusement tax (Section 316)
- (n) May be responsible for service for Seizure of Goods (Section 323)
- (o) Present identification upon request if undertaking an inspection of property (Section 362, 363, 364)
- (p) May enter and search for Dangerous Animals (Section 378)
- (q) Submit monthly Building and Demolition Permit reports

200-10.3 Record Retention

1. Record retention will be followed as per bylaw #5/2011, a bylaw for destruction of records.

200-11 Administration Salary and Benefits

- (1) The CAO shall be paid the salary set by Council at the December Council Meeting
- (2) Income Tax, CPP, EI and MEPP shall be taken off each payroll check.
- (3) Benefits shall be paid by the Resort Village of Cochin to SUMA Group Benefits.
- (4) All payroll records shall be filed in the payroll binder.

200-12 Holidays

- (1) After an employee has worked for six months he/she will be eligible for five days of holidays, then on the 6-month anniversary of their start date they will be eligible for the additional ten days of holidays. Every 1-year anniversary thereafter they will be eligible for their full fifteen days a year of holidays. Holiday pay will be based on the labour board recommendation of 3/52 of their wage. After ten years of employment he/she will be eligible for twenty days of holidays, with holiday pay being 4/52 of their wage.
- (2) The employee shall be permitted to carry over three (3) holiday days from each year, only having eighteen (18) days eligible per year. If the employee does not use these days they will be paid out to the employee.
- (3) Statuary Holidays – calculate 4 weeks pay directly prior to the holiday and divide by 20. Normal deductions for CPP, EI and Income Tax apply. This is paid to employees regardless if the Stat Holiday falls on a work day or not.

200-12.1 Sick Leave – Paid sick leave shall be one day earned each month to a maximum of twelve (12) days per year. No payout for sick days at year end. A Doctor's certificate may be required by employer.

200-12.2 Bereavement Leave – Bereavement Absence with pay not exceeding three (3) working days within the immediate family meaning mother, father, brother, sister, spouse, child, parent-in-law and grandparents.

200-13 Administration Travel

- (1) The CAO and Assistant shall be paid the same rate as councillors for travel to conventions, workshops or anything job related.

200-14 Office

1. The Resort Village of Cochin office is the office of the CAO and Assistant Administrator. During off hours the computer shall be turned off with security enabled, cash box put in vault, and the vault have all security measured enabled. All keys shall be placed in the key cabinet.

200-15 Office Access

1. The only access to the office will be during office hours or when the CAO and Assistant Administrator or the Mayor is present for after hours.

200-16 Council Chambers

1. Meetings other than council meetings shall be held only when the CAO is present in his/her office.

200-17 Office Hours

- (1) Office Hours shall be Winter after September long weekend to May 1st, Tuesday to Thursday, 9:00a.m. to 4:00 p.m. Summer Hours Tuesday to Friday 9:00a.m. to 4:00p.m. and Saturday 9:00a.m. to 12:00p.m. Any change in the office hours must be brought to the CAO, and agreed upon by the CAO.

200-18 Office Maintenance

1. The office shall be cleaned and maintained by the CAO or his/her assistant.
2. Repairmen shall be called in when the repair is beyond the abilities of the Town Foreman.

200-19 Office Services

1. Office services will be offered for a fee as per the schedule of payments

200-20 Tax Collections

1. The tax levy will be levied each June.
2. Collection will start the day they are mailed.
3. Penalties and Incentives will be as stated in the active Penalties and Incentive bylaw.

200-21 Tax Enforcement

1. Tax collection will proceed each year following the current *Tax Enforcement Act*.
2. Files will be kept on each property owner in tax enforcement. Form 3 must be filled out for keeping track of all costs associated with tax enforcement.
3. Each time a file is worked on, it is a \$25.00 charge for administration.

200-22 General Insurance

1. There shall be always a current insurance policy for the Resort Village of Cochin.

200-23 Disciplinary Procedures

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

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

1. **Oral Reprimand** - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employee's personnel file.
2. **Written Reprimand** - If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Mayor. The written warning shall include:
 - Confirmation of the warning discussion
 - Statement of the rule or standard abused or the nature of the unsatisfactory performance.
 - Statement describing the improvement that is required.
 - State consequences should situation not be rectified.
 - Written warning to be acknowledged by the employee in writing and a copy retained in the individual's personnel file.

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

200-24 Drug and Alcohol procedures

1. All individuals working for the Resort Village of Cochin are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. All employees are prohibited from consuming drugs or alcohol at least eight hours prior to arriving at the workplace.

200-25 Harassment Policy

1. Harassment will not be tolerated for any staff or councillors of the Resort Village of Cochin.

300 Protective Services

300-1 Fire Protection

300-1.1 Fire Chief

1. The Fire Chief shall be a qualified fire fighter.

300-1.2 Fire Fighters

1. Any persons willing to come to training on a regular basis shall become a fire fighter of the Cochin Fire Department.

300-1.3 Fire Investigations

1. Fire Investigations shall be done by the Cochin Fire Chief or any other designate that is qualified.

300-2 Emergency Mutual Aid – EMO

1. There shall be an Emergency Mutual Aid committee that will keep the manual updated and positions are updated yearly.

300-3 9-1-1 Emergency Service

1. The Resort Village of Cochin shall be part of the 9-1-1 emergency call system.

400 Transportation

400-1 Supervision of Works (Council)

400-1.1 Road Repair policy

1. The foreman is to fill holes in roads
2. A grader and operator will be hired to grade streets as needed or contracted through the RM of Meota
3. Major repairs will be contracted out

400-1.2 Council – Employee communication policy

1. All concerns that employees have shall go through council at their regular monthly meetings. They will submit their concerns by letter prior to the meeting. The Mayor has the authority to deal with small issues.
2. All concerns that council has with an employee shall be dealt with at a council meeting or special meeting. A letter shall be sent prior to meeting outlining their concerns.

400-1.3 Personal Protective Apparel to be the responsibility of the employee with the exception of chemical respirator and disposable suit which will be the responsibility of the Resort Village of Cochin.

400-1.4 Fire Safety policy

POLICY: A process to prevent the outbreak of fire at any work site of the Resort Village of Cochin and to provide effective means to protect workers from any fire that may occur.

PURPOSE: To prevent fires and any harm that could result to the workers, public and property and to provide effective means to protect from any fire that may occur.

COUNCIL TO: Ensure that the fire safety plan is posted in a conspicuous place for reference by workers and locations of all fire extinguishers. Ensure that the fire safety procedures and training is carried out. Ensure that all portable fire extinguishers are inspected, maintained and tested on a regular basis.

FOREMAN TO: Document and have a copy offsite of all locations and storage methods of flammable substances present in the workplace assist in development of a plan to include notification of fire department, evacuating endangered workers. Train all workers to know who is designated to carry out the fire safety plan and their duties. Ensure that all equipment is equipped with fire extinguishers

WORKER TO: To take all reasonable and practicable steps to prevent the outbreak of a fire at their place of employment. Familiarize themselves with the locations of all hazards and fire

safety plans within their place of employment and their duties and responsibilities in carrying out the fire safety plan.

400-1.5 Working Alone Policy

POLICY: A process to protect workers who must work alone

PURPOSE: To provide a process that identifies the risks arising from working alone. To provide an effective communication system that consists of:

- (i) Radio/telephone communication
- (ii) Provide a process for regular contact with the worker

To ensure workers meet or exceed first aid qualifications for working alone.

To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996)

To ensure emergency response plans are established prior to the start of work (eg. RCMP contacts, locations of nearest health facility, emergency transportation availability).

To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

RESPONSIBILITIES:

COUNCIL TO: Ensure resources, training and emergency response plans are in place where workers are alone.

Ensure an effective communication system is in place for workers who are alone.

Ensure a process to establish and review standard operating procedures.

FOREMAN TO: Ensure workers have the appropriate first aid training, certification and supplies. Actively participate in the identification of risks associated with each activity before it starts and establish safe work procedures.

Once they have been identified all documentation will be given to the worker to ensure they are familiar with the proper procedure.

Make sure emergency response plans are prepared with the necessary contacts and that all workers have copies of the plans.

Ensure that the communication system is operational and workers have received adequate training.

Read, review, revise and understand applicable standard operating procedures.

WORKERS TO: Actively participate in the identification of risks associated with each activity prior to commencement and establish safe work procedures.

Read, review, understand and follow the established working alone policy, procedures and necessary emergency response plan.

400 -1.6 Lock out policy

1. If the foreman is locked out of any building or vehicle, he/she is to go to the office to get the duplicate set of keys.
2. If the office staff is locked out of the office, they are to call the Mayor as he has a spare key.

400– 1.7 Disciplinary procedures

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

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

1. **Oral Reprimand** - The employee shall be interviewed by the Employee Committee and made aware of the performance problem. The employee shall be heard and any explanation considered. The employee shall be made aware of the improvement expected. The date and content of the discussion are to be recorded in a memo to be retained in the employee's personnel file.
2. **Written Reprimand** -If the desired degree of improvement does not follow the verbal warning or if a further incident occurs, whether it is a repetition of the first or a different infraction, a written warning is to be given to the employee by the Mayor. The written warning shall include:
 - Confirmation of the warning discussion
 - Statement of the rule or standard abused or the nature of the unsatisfactory performance.
 - Statement describing the improvement that is required.
 - State consequences should situation not be rectified.
 - Written warning to be acknowledged by the employee in writing and a copy retained in the individual's personnel file.

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

400-1.8 Drug and Alcohol procedures

1. All individuals working for the Resort Village of Cochin are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
2. All employees are prohibited from consuming drugs or alcohol at least eight hours prior to arriving at the workplace.

400-2 Transportation employees

400-2.1 Wage negotiations

1. Wages shall be set by resolution of council at the December Council Meeting.
2. The Staff has the right to request a wage increase before the December Council Meeting.

400-2.2 Hours of work

1. Hours of work shall be 7:00 a.m. to 3:30 p.m. with a half hour dinner break and two(2)paid coffee breaks not to exceed fifteen(15) minutes each.

400-2.3 Wages and Benefits

1. Wages shall be set at the December council meeting, CPP, EI, Income Tax and MEPP shall be taken off of each cheque.

2. Benefits shall be paid by the Resort Village of Cochin to SUMA Group Benefits.

3. All payroll records shall be filed in the payroll files.

400-2.4 Holidays

1. After an employee has worked for six months he/she will be eligible for five days of holidays, then on the anniversary of their start date they will be eligible for the additional ten days of holidays. Every anniversary thereafter they will be eligible for their full fifteen days a year of holidays. Holiday pay will be based on the labour board recommendation of 3/52 of their wage. After ten years of employment he/she will be eligible for twenty days of holidays, with holiday pay being 4/52 of their wage.
2. Holiday requests must be given in writing to the Administrator a minimum of two (2) weeks prior to the date requested, for approval.
3. Statuary Holidays – calculate 4 weeks pay directly prior to the holiday and divide by 20. Normal deductions for CPP, EI and Income Tax apply. This is paid to employees regardless if the Stat Holiday falls on a work day or not.

400-2.4-1 Sick Leave –Paid sick leave will be one day earned each month to a maximum of twelve (12) days per year. No payout for sick days at year end. A Doctor's certificate may be required by employer.

400-2.4-2 Bereavement Leave – Bereavement absence with pay not exceeding three (3) working days within the immediate family meaning mother, father, brother, sister, spouse, child, parent-in-law and grandparents

400-2.4-3 Holiday Carry Over – An employee may carry over 5 holiday days each year to the next (each 5 carried over must be used the following year)

400-2.5 Truck Allowances

If the town truck is in the repair shop and unusable, the Town Foreman will be reimbursed for mileage at the same set rate as Council mileage.

400-2.6 Foreman - Duties and Responsibilities

HALL

1. Check bathrooms weekly and vacuum as required.
2. Set up tables & chairs for Village functions such as Cochin Days.
3. Check daily for heat in winter and flush toilets.

BEFORE AND AFTER EVENTS:

1. Clean bathrooms (restock with essentials: ie: toilet paper, towels, soap).
2. Empty garbage.

3. Sweep floors – including stage.
4. Wash floors as needed.
5. Vacuum if required.
6. After supervised Hall play, dust mop floor and check washrooms.
7. Notify Administrator of any major repairs required.
8. Keep inventory of cleaning supplies, bathroom and supplies (toilet paper, paper towels, garbage bags, bleach, soap, etc.) inform office to order or purchase.
9. Change lights as required.

STREETS

1. Clean snow away from openings of culverts before melting.
2. Drain excess water from streets when necessary.
3. Flower pots put out in spring and away in fall.
4. Spray for weeds (License required)
5. Street signs up or replaced
6. Prune Village trees, fall, winter & spring if required.
7. Cut all grass on Village Property and lagoon area.
8. Cut grass on all boulevards determined by Council.

FALL

1. Clean culverts and cover for winter.
2. Order sand as required.
3. Set up snow fences where designated by Council.
4. Winter snow removal on sidewalks in front of hall, municipal office, fire hall and fire exits at Hall.
5. Snow removal and cleaning of streets/alleys as determined by the Councillors in charge of streets.
6. Sand intersections and in front of businesses, office and post office as required.

WASTE DISPOSAL

1. Pick up garbage on Monday – all bags must be tagged.

VILLAGE OWNED BUILDINGS

2. Maintain outside of all village owned buildings and winterize as required.

3. Winter check heat daily in all village owned buildings. Hall, Rink and municipal shop.

MISCELLANEOUS

1. General maintenance and winterizing of machines.
2. Other work as necessary in case of emergency repairs, etc.
3. Normal duties as specified should be between 6 a.m. and 6 p.m. Monday to Friday.
4. Submit monthly written report to Council and attend Council meetings as requested.
5. Employee must leave word at office or with Council member if leaving village.
6. Job Description and performance will be reviewed in 3 months after hiring and every 6 months after.
7. Must have a valid drivers license.
8. Any extended leave from the Resort Village of Cochin must be requested to the Council, 30 days prior to need.
9. Replacement will be appointed by council.

WORK ORDERS REQUIRED FOR:

1. Cutting grass and clean-up of vacant lots.
2. Tree removal or pruning on private property.
3. Use of Tractor on private property.
4. Any other duties that do not apply to Job Description.
5. Any other duties may be assigned on mutual agreement between Council and Foreman.

400-2.7 Seasonal Personnel – Duties and Responsibilities

1. All seasonal personnel shall do the work requested by the Town Foreman and be under the supervision of the Town Foreman.

400-3 Machinery Rates

Machinery Rates shall be \$60.00 per hour for custom work.

400-4 Wages for Seasonal Employees

Wages for Seasonal Employees shall be set at budget time by resolution of council.

400-5 Shop Yard

The Town Foreman shall keep the shop yard in neat condition with all grass trimmed and everything put into their proper places. The doors on the shop shall be locked at all times unless the Town foreman is working in the shop.

400-6 Mowing Road Allowances and Boulevards

The Town Foreman is responsible for mowing all boulevards and road allowances unless a resident is willing to mow the boulevard in front of their residence.

400-7 Dust Control using Calcium Chloride

Calcium Chloride will be applied to all gravel streets for dust control as needed. Ideally it shall be applied right after a rain.

500 Environmental Health Services

500-1 Land Fill

1. Hours of operation are: Summer – May 1 till after the long weekend in September- 10:00 a.m. to 4:00 p.m. on Saturday

500-2 Weed and Pest Control

All weeds and pests shall be controlled by the weed and pest control officer.

600 Environmental Development Services

600-1 Commercial Development Policy

All commercial development shall go through council for approval.

700 Recreation and Cultural Services

700-1 Recreation

1. The Resort Village of Cochin shall be responsible for all renting, maintenance and running of the Cochin Community Hall.
2. The Resort Village of Cochin shall pay all power, energy, and insurance bills for the Community Hall.

700-2 Library

The Resort Village of Cochin shall pay all power and energy bill for the library.

The Town Foreman shall be responsible for the maintenance in the library.

The Administration Staff is responsible for opening and closing the library.

800 Water and Sewer

1. The water is the responsibility of the Interlake Water Utility Corporation.
2. The water lines are the responsibility of the Resort Village of Cochin in the Village. As well as the water sample testing. The Forman will send water samples weekly and do water testing daily.

900 Fiscal Services

900-1 Revenues

1. All revenues shall be receipted through the computer in the receipting program
2. All receipts shall be filed in the receipt binding case
3. At the end of week, or at cash limit, or month end, receipt batch must be posted and deposit done. Print off balancing control log in taxation program and balance receipts and control log to the manual control log. Receipt batch audit trail is to be filed in receipting binder and the GL Audit trail filed in the GL Audit trail binder.
4. Petty cash shall be balanced with each deposit.
5. All debit receipts shall have the purchasers name and receipt number on merchant copy.

900-2 Expenditures

1. All expenditures shall go through the computer program
2. All invoiced when received shall be filed on clip board under front counter.
3. Payroll and all utilities as per Resort Village of Cochin Bylaw #4/96 Payment of certain accounts bylaw shall be paid as soon as received. All other invoices shall go through council at the regular monthly council meeting. All invoices shall be listed on the Accounts for Approval.
4. After the Mayor has initialled and cheque numbers inputted and bottom cheque stubs attached to invoices they shall be filed in the invoice binding case.

900-3 Bank Reconciliation

- Bank reconciliations shall be done every month with the following accounts balance to the bank statement and the General Ledger and Spread Sheets:
 - Cash – bank – demand
 - Cash – Capital
 - Cash – Cochin Day's
 - Cash – Member Rewards

900-4 Capital Plan

900-4.1 Planning Policy

A five year capital plan shall be reviewed every year and updated.

900-4.2 Planning Objectives

The objective for future planning for the Resort Village of Cochin is to ensure that the Village remain a stable and progressive community and to the address the useful life of an asset.

900-4.3 Planning Procedures

There shall be long range planning and five-year capital plan meetings held each year to review budgets and amend any changes that are needed.

900-4.4 Five Year Goals

There shall be a five-year capital plan in place and shall be submitted to the Ministry starting in 2019.

900-4.5 Street Work

There shall be a plan in place to upgrade our streets to pavement in the future and keep the gravel maintained to the best of our ability until such time that the street is paved.

900-5 Accounting and Reporting Tangible Capital Assets

- After the previous year is closed, the TCA register must be rolled over to the current year. As capital assets are purchased, they will be added to:
 - TCA register for actual cost
 - Entered in the General Ledger in corresponding account
 - Invoice filed under current year TCA additions
 - When an asset is disposed of it shall be entered in the TCA register with the correct disposal amount, the General Ledger and file all documentation that is needed for the accountants.

900-6 Budget Procedure

1. CAO prepares a working copy, making sure the past years figures are accurate.
2. Council sets an operating budget meeting date
3. Council shall use the line by line method of budgeting
4. Council shall then set the mill rate and tax tool required to balance budget
5. CAO then does the actual budget, bringing the cash to accrual then presents to council.
6. Council reviews budget, then approves by resolution.

900-7 Mill Rate and Tax Tools

Council shall set the mill rate and tax tool at budget time to ensure that they have enough operating capital to keep the Village viable.

900-8 Grants in Lieu of Taxes

SaskTel shall pay their taxes with a grant in lieu. The CAO shall issue a general receipt allowing for municipal and school tax portion. The tax shall be adjusted on their tax card and the school portion shall be submitted to the School Division.

900-9 Reserves

The reserve accounts shall only be used for the use that is indicated at the time they are set up. These will allow for infrastructure improvements with out increasing the mill rate.

900-10 Capital Inventory

Capital inventory shall be kept in the TCA register.

900-11 Inventories

All inventories shall be kept on their own spreadsheet and accounted for at year end under inventories. Inventories kept are as follows:

- Water and Sewer Parts
- Shop Inventory
- Office Inventory
- Signs
- Calcium Chloride
- Sand/Salt

1000 Contacts

NAME	ADDRESS	PHONE	CELL	EMAIL
Office	Box 160	386-2333	Fax – 386-2305	Cochinadmin@sasktel.net
CAO				
Amber Loeppky				
Assistant Administrator				
Jennifer Fisher				
Town Foreman				
Dennis Kennon				
Mayor				
Harvey Walker				
Councillors				
Marcel Caplette				
David Stillar				
Peter Wiesner				
Rick Young				