

Organized Hamlet of Pasqua Lake Minutes
March 30, 2021 – 9:00 a.m. at RM Board Room
(conference call available for guests)

1. Call to order 9:02 am
2. Approval of minutes of February 16, 2021 **motion for approval to adopt T. Mullin carried**
3. Business Arising from Minutes in the agenda
4. Delegations none
5. Reports
 - 5.1 Chair – Larry Bedel verbal report
 - 5.2 R.M. Councillor – Don Nasheim written report **D. Nashiem moved to adopt carried**
 - 5.3 Resort Village Planning Committee zoom meeting planned for March 31st, 2021
 - 5.4 Financial update - 2021
 - General ledger as of end of Feb. the Board reviewed expense sheets to Feb 2021
 - RM contracted expenditures for February 2021 Board reviewed
 - 2021 OHPL Budget and Provision of Services **Motion 21-08 that the OHPL adopt the revised Provision of Services Agreement that outlines the changes to the gas tax projects Moved by L. Bedel carried**
 - 2021 Projects Hamlet needs to finalize for tendering process – gas tax projects change. Recommendation for paving from #222 to #276 Graveling and dust control needs have been discussed with Garnet Spanier
 - 5.5 Permits Board reviewed the list provided by the RM
6. Old Business
 - 6.1 SGI Provincial Safety Fund Grant T. Mullin gave a verbal report. Final submission emailed to SGI March 30th. 2021 Notification for grant award by June 30, 2021

- 6.2 Road share agreement with RM for 2021 RM changed to previous policy.
Only will cover /upgrades to the paved road and not for
general maintenance items such as sweeping, mowing,
snow removal etc.
- 6.3 Provision of Services Agreement Approval covered in 5.4 Financial update
- 6.4 Community bulletin board Bulletin Board removed by James Toth
- 6.5 Clear Your Gear - fishing line recycling receptacles waiting for feedback.
- 6.6 West boat launch area concerns about signage and ratepayer complaint from
James Toth. When the Board hears about fishing line
receptacles it can decide on signage plan which could also
include a “ Use boat launch at your own risk” signs.
Request for garbage cans to be installed by the parking
area directly across PLR from launch. L. Bedel to oversee
a detailed plan.
- 6.7 Public access concerns between #356 - #358 Board to monitor the area for use and
discuss a solution to remedy before the Fall.
This is an issue in the winter and early
spring.

7. New Business

- 7.1 RM Website Website is live on the internet. Board reviewed the site.
- 7.2 RM Harassment policy RM adopted their new policy.
- Motion 21-09 “that the OHPL adopt the RM
Harassment Policy”**
- Moved D. Nasheim carried**
- 7.3 RM Request Inquiry Complaint policy for Board information only
- 7.4 Spring Thaw – Water Drainage the Board reviewed drainage issues at #289 with
Paul McLellan. The RM altered the east approach
to his property to improve drainage this spring. RM
will shave the approach down to be level with the
PLR and ensure the culvert is positioned properly.
- 7.5 Spring Cleanup An email will be sent to all listed property owners
requesting ratepayers cleanup all debris and garbage
in the ditches adjacent to PLR for esthetics and in
preparation for Spring mowing.

7.6 Water Quality of Pasqua Lake

Recent media coverage from local fishermen and CLEM concerns have cast a negative impression on the water quality of Pasqua Lake. The onus is on all residents to be aware of abusive behavior of users of the Lake.

7.7 #353 Development Request

in response to an email from the RM for input.

Motion 21-10 “that the OHPL support the request for the development of #353 with an RTM and that any tree removal or damage to the road as a result of the move be at the expense of the ratepayer”. Moved L. Bedel carried

7.8 New Subdivision Request - SW 8-21-15-W2 in response to an email from the RM for input and recommendations

Motion 21-11 “that the OHPL support the new subdivision (SW 8-21-15-W2) and the property owner agrees to provide cash in lieu of any land transfer”. Moved D. Nashiem carried

7.9 Service road condition at #211

as per email. RM crew to do additional work in this area as discussed last year. Ratepayer requesting financial renumeration for the upgrades that he choose to pay for on the section of service road in front of his residence. Larry to follow up with ratepayer and the office for more details.

8. Other business none

9. Next regular meeting date – Tuesday, April 20th starting at 9:00 p.m.

10. Adjournment 10:40 am

Liaison Report back to Hamlet Board
March 23, 2021 RM Council Meetings

1. From the March 9, 2021 minutes, council requests the Hamlet Board provide input for municipal reserve for a potential new subdivision in the SW 8-21-15-W2, by Paul McLellan's hillside build. The municipal reserve requirement is 10% in land, which in this case is 0.6 acres, that would need to be titled to the RM, OR a cash negotiation for the value of unserviced land equivalent to 0.6 acres, my guess is approximately \$800 to \$1,000 for a cash settlement. Below is the motion:

21-128 SUBDIVISION LSD 8, SW 8-21-15-W2/G. SPANIER

“THAT the RM Council instruct the Administrator to refer this file to the Organized Hamlet of Pasqua Lake Board for municipal reserve consideration, and that the file be brought back to Council for the April 13, 2021 meeting.”

CARRIED

2. From the March 23rd Minutes – the RM received a letter from the Village Planning Committee and some Board members asking for Council support of the application to transition to a resort village. Council passed a resolution in summary that instructs the Administrator to respond in writing to the letter commenting that Council does not have sufficient information to form a decision and the Council supports the legislated process for transition working with the Organized Hamlet Board & Planning Committee.

3. RM Auditor (Dudley & Company LLP) completed the RM audit and we await the draft documents for review.

4. The RM has new email contacts; this list should have been provided directly to Board members.

5. RM website will be publicly operational and updated by March 31, 2021. The website address is:

<https://rmnorthquappelle.ca/>

Submitted by Don Nasheim

Hamlet of Pasqua Lake Liaison Representative



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RURAL MUNICIPALITY OF NORTH QU'APPELLE No. 187 HARASSMENT PREVENTION POLICY

Policy Number GG2021.01

1. POLICY STATEMENT

The Rural Municipality of North Qu'Appelle No. 187 (the "Municipality") is committed to the prevention of harassment in the workplace and promote a harassment-free workplace. Every employee is entitled to employment free of harassment. The maintenance of such an environment is a responsibility shared by each Council member, worker, supervisor and the R.M.

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

2. SCOPE

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

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

If the alleged harasser is a Council member, please refer to the Rural Municipality of North Qu'Appelle No. 187 Code of Ethics Bylaw along with the duties and the definitions contained in this policy for the procedure for dealing with matters.

3. DEFINITIONS

A. Harassment – refers to:

1. Discriminatory Harassment - Any inappropriate conduct, comment, display, action or gesture by an individual that is made on the basis of race, creed, religion, colour, sex, gender identity, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or any other ground prohibited by provincial human rights legislation, and constitutes a threat to the health and safety of a worker.

2. Sexual Harassment - A prohibited ground of discriminatory harassment which may include conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome. Sexual Harassment is, or may include, but is not limited to, the following:

- A direct or implied threat of reprisal for refusing to comply with a sexually oriented request;
- Unwelcome remarks, jokes, innuendoes, propositions or taunting about an employee's body, attire, sex or sexual orientation;

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Website www.rm187.ca email rm187@sasktel.net

- Displaying pornographic or sexually explicit pictures or materials;
- Unwelcome physical contact;
- Unwelcome invitations or requests, direct or indirect, to engage in behaviour of a sexual nature; or
- Refusing to work with or have contact with individuals because of their sex, gender or sexual orientation.

3. Personal Harassment - An inappropriate conduct, comment, display, action or gesture by an individual that adversely affects a worker's psychological or physical well-being, and which the perpetrator knows or ought to reasonably know would cause the individual to be humiliated or intimidated. Personal harassment is sometimes referred to as "bullying".

Personal harassment may involve repeated conduct or single, serious incident that causes a lasting harmful effect on the employee. Examples of personal harassment include, but are not limited to:

- Verbal or written abuse or threats;
- Insulting, derogatory or degrading comments, jokes or gestures;
- Personal ridicule or malicious gossip; or
- Refusing to work or to cooperate with or acknowledge others.

Harassment does not include any reasonable actions taken by the R.M., a manager or a supervisor relating to the performance, management and direction of an individual's work or the workplace. This includes, but is not limited to, day-to-day management or supervisory decisions, job assessment and evaluation, performance discussions, expectation for work productivity and quality, and disciplinary action.

Harassment can exist even where there is no intention to harass or offend another. Every individual must take care to ensure his or her conduct is not offensive to another.

B. Other Prohibited Behaviour – The R.M. recognizes that certain conduct, while being inappropriate and/or disruptive, may fall short of the definition of "harassment" within the meaning of this policy and/or applicable legislation. The R.M. in its discretion, may nonetheless determine that disruptive or inappropriate conduct falling short of harassment still warrants some form of corrective and/or disciplinary action.

4. WORKER RIGHTS

Every worker has the right to a harassment free work environment.

5. MUNICIPALITY AND WORKER RESPONSIBILITY

No individual shall participate in or encourage the harassment of another individual. All individuals must co-operate with harassment complaint investigations and keep all information confidential in accordance with this policy.



6. MUNICIPALITY RESPONSIBILITY

The R.M., Council members, the Administrator/Chief Administrative Officer, managers and supervisors will take all complaints of harassment seriously. The R.M. is committed to implementing a harassment free environment and will make every reasonable practicable effort to ensure that no individual is subjected to harassment, whether it is from a Council member, Board member, supervisor, co-worker or non-employee such as a member of the public.

7. PROCEDURE

A. Informal Process

An individual who believes that he or she has been the subject of conduct that is in violation of this policy is encouraged, where possible:

- a) to clearly and firmly make it known to the offending individual that the conduct is unwelcome and must stop; and
- b) to attempt to resolve the issue by direct discussion with the offending individual; and may report the matter to the Administrator. If the Administrator is the accused harasser, then the matter may be reported to Personnel Chairperson. Depending on the nature and severity of the alleged conduct, and subject to the consent of the individual reporting the harassment, the R.M. may first try to resolve the issue informally.

B. Formal Process

Where the informal process is unsuccessful, or the individual does not feel comfortable addressing the issue directly, the individual should document the details of the alleged harassment (including name(s), date, time, place, particular details of alleged harassment and any witness(es)) and submit a written report to the Administrator. If the Administrator is the accused harasser, then the written report may be submitted to Personnel Chairperson. The individual receiving the written report or designate will notify the alleged harasser of the written report and provide the alleged harasser with information concerning the circumstances of the written report. If there is a sufficient basis in the written report or if the R.M. otherwise deems it necessary to do so, the Administrator or designate will carry out a formal investigation into the conduct contained in the written report in a prompt, fair and impartial manner. The investigation process may include interviews with the individual reporting the alleged harassment, the alleged harasser and, as and to the extent determined by the investigator, others with information relevant to the matters in question. All written reports, response statements, witness statements, interview notes and other documentation gathered as part of an investigation will be securely stored in a confidential investigation file.

The Council will decide upon any recommendation or on any action to be taken as a result of the findings of an investigation. The individual who reported the alleged harassment and the alleged harasser will be informed as to the outcome of the investigation.

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

C. Council Member Process

If the alleged harasser is a Council member, please refer to the Rural Municipality of North Qu'Appelle No. 187 Code of Ethics Bylaw for the procedure to be followed and available sanctions.

8. TEMPORARY OR INTERIM MEASURES

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

9. VARIATION FROM THE GENERAL PROCEDURE

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

10. RETALIATION AND FRAUDULENT / MALICIOUS REPORTS

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

11. CONFIDENTIALITY

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

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



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12. OTHER LEGAL RIGHTS

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

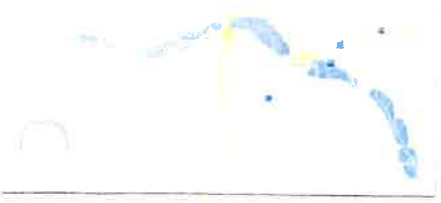
- A. his or her statutory rights as set out in Part III of The Saskatchewan Employment Act, including, but not limited to, the right to request the assistance of an occupational health officer to resolve a complaint of harassment;
- B. his or her statutory rights as set out in The Saskatchewan Human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

13. AVAILABILITY OF THE POLICY

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

14. REVISIONS

The R.M. shall ensure that this policy is reviewed and, where necessary, revised at least annually. A review will also be done whenever there is a change of circumstances that may affect the health or safety of workers.



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ACKNOWLEDGMENT AND DECLARATION FORM - EMPLOYEE

I, _____, an employee of Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

I understand that if I violate the rules set forth by this Policy, I may face disciplinary action up to and including termination of employment.

Date

Employee Signature



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ACKNOWLEDGMENT AND DECLARATION FORM – COUNCIL MEMBER

I, _____, a Council member of Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

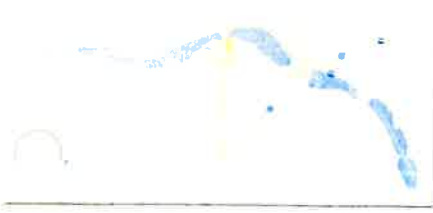
I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Council Member Signature

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ACKNOWLEDGMENT AND DECLARATION FORM – ORGANIZED HAMLET BOARD MEMBER

I, _____, an Organized Hamlet Board Member of the Rural Municipality of North Qu'Appelle No. 187 acknowledge that I have been provided with a copy of the Rural Municipality of North Qu'Appelle No. 187 Harassment Prevention Policy (the "Policy") and have read and understood it and acknowledge that I will abide by the Policy.

I understand that if I violate the rules set forth by this Policy, I may face disciplinary action or sanctions.

Date

Organized Hamlet Board Member