

POLICY MANUAL

for the

RURAL INTEGRATED ROADS FOR GROWTH

PROGRAM





Policy Manual

Adopted:	November 23, 2020
Amended:	Feb. 2, Apr. 22, & Jul. 19, 2021; Jan. 18, & Jun. 1, 2022, Apr. 19, 2023
Section O:	Short Term Policy Amendments
Policy 1:	Temporary Program Measures

1. The following policies shall be amended:
 - a) Section 3, Policy 2: Project Ranking, Clause 2.a) shall be changed to read:
 - i Class 7 roadways shall receive 0 points;
 - b) Section 3, Policy 2: Project Ranking, Clause 2.b) shall be changed to read:
 - ii Class 6 roadways shall receive 5 points;
 - c) Section 3, Policy 4: Project Funding Allocation, Clause 3 shall be changed to read:
 - i A Road Authority shall not be allocated more than \$500,000 in a Program Interval for any number of approved Road Construction Projects. A Road Authority can be allocated more than \$500,000 in a Program Interval for any number of approved Bridge and Large Diameter Culvert Projects;
 - d) Section 4, Policy 1: Project Eligibility, Clause 1.c) shall be changed to read:
Have a Rural Road Classification of 3, 4, 5 or 6 or the roadway is designated as a Clearing the Path corridor.
 - e) Section 5, Policy 1: Project Eligibility, Clause 1.c) shall be changed to read:
 - i Have a Rural Road Classification of 3, 4, 5, 6 or 7;
2. The following policies shall be suspended:
 - a) Section 3, Policy 1: Project Applications, Clause 1. d) shall be suspended;
 - i The rolling cap will not be assessed for the Road Construction Program and for the Bridge and Large Diameter Culvert Program; and
 - b) Section 3, Policy 4: Project Funding Allocation, Clause 4 shall be suspended.

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Policy Manual

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Policy Manual

Adopted:	June 1, 2022
Amended:	N/A
Section 1:	Program Administration
Policy 1:	Policy Manual

1. The purpose of the Policy Manual is to ensure the consistent administration of the Program by providing guidance to the Program Administrators.
2. In the event of a conflict between the Policy Manual and a Funding Agreement, the terms of the Funding Agreement shall prevail.
3. The PMB reserves the right to review, update, change, add, and/or delete any policy at any time. On a regular schedule, all the policies within the Program shall be reviewed by the PMB.
4. Policy updates, changes, additions, and deletions may be implemented at any time, however, policies relevant to capital project applications shall be implemented prior to the call for applications to the next Program Interval.
5. If the MoH proposes changes to the status-quo budget, the following policies may be reviewed and amended prior to the announcement of the new Program:
 - a) Funding Cap;
 - b) Assistance rate; and
 - c) CTP incremental maintenance rates.

6. It shall be the responsibility of the Road Authority to ensure compliance with the current version of the Policy Manual. The current version of the Policy Manual shall be maintained on the Program's section of SARM's website (<https://sarm.ca/programs/rirg>).
- a) The Road Design Requirements at the date of signature of engineer and Road Authority on the Professional Service Agreement shall govern the design of the project; and
- b) Bridge Design Requirements, and Culvert Design Requirements at the date of signature of engineer and Road Authority on the engineering declaration shall govern the design of the project.



Policy Manual

Adopted:	November 23, 2020
Amended:	Jan-25, & Jul-19, 2021; Jan-18, & Jun-1, 2022; Mar-8, Apr-19, & May-8 2023
Section 1:	Program Administration
Policy 2:	Definitions

1. Administrative Definitions

Association of Professional Engineers & Geoscientists of Saskatchewan (APEGS)	The governing body of Professional Engineers and Geoscientists in Saskatchewan.
Bulk Haul Partnership Agreement (or Bulk Haul Agreement)	An agreement that allows the movement of freight at weights and/or dimensions exceeding those defined in provincial roadway system regulations.
Bridge and Large Diameter Culvert Program	The funding stream that provides funding assistance to Road Authorities on the capital costs related to the construction of rural bridges and large diameter culverts.
Bridge and Culvert Technical Committee	A subcommittee that provides recommendations to the PMB regarding technical aspects of bridge and culvert design, engineering, and construction.
Clearing the Path (CTP)	The funding program that provides incremental maintenance for approved roadways that connect primary weight roadways.
Co-Chair	The PMB has two Chairs, a representative of MoH and a representative of SARM. The Co-Chairs have signing authority for the Program.

Definitions

Eligible Applicant	A Rural Municipality, Urban Municipality and/or First Nation that has jurisdiction of roadways.
Engineer (or Professional Engineer)	A member or licensee of APEGS representing the Road Authority's interests and who shall have the appropriate experience and permissions to consult related to the work that is being completed.
Engineering	Work completed by an Engineer.
First Nation	A band as defined in the <i>Indian Act</i> .
Canada Community-Building Fund (CCBF)	A permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding into their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.
Municipal Bridge Inspection Program (BIP)	A sub-component of the Program where a Consultant is commissioned to inspect bridges in Rural Municipalities each year.
Municipal Bridge Services (MBS)	Provides professional technical advice to SARM members, government, consultants, and contractors related to bridge and culvert issues.
Municipal Economic Enhancement Program (MEEP)	A grant-based program that distributes funding to individual municipalities on a per capita basis.
Municipal Revenue Sharing	Providing funding to each local municipality to support the delivery of community services.
Municipal Traffic Count Program (TCP)	A sub-component of the Program where a Consultant is commissioned to conduct traffic counts in Rural Municipalities each year.
New West Partnership Trade Agreement	An accord between the Governments of British Columbia, Alberta, Saskatchewan, and Manitoba that creates Canada's largest, barrier-free, interprovincial market.

Definitions

Program Administrator	Responsible for the administrative and technical aspects of the Program and are the primary contacts for the Program. <u>RIRG Lead and IDC Advisor</u> – Responsible for the administrative and technical aspects of the Clearing the Path and the Road Construction Programs and is the primary contact for these components. <u>[Senior] Municipal Bridge Engineer</u> – Responsible for the administrative and technical aspects of the Bridge and Large Diameter Culvert and the Municipal Bridge Inspection Programs and is a primary contact for these components.
Program Management Board (PMB)	The governing body of the Program.
Road Authority	A Rural Municipality responsible for rural roads, an Urban Municipality responsible for a Clearing the Path Corridor or First Nation responsible for a Clearing the Path Corridor.
Road Construction Program	Provides funding assistance for the construction and upgrading of rural roadways in Saskatchewan.
Road Maintenance Agreement	An agreement for road maintenance as defined in <i>The Municipalities Act</i> .
Road Technical Committee	A subcommittee that provides recommendations to the PMB regarding technical aspects of road design, engineering, and construction.
Rural Integrated Roads for Growth (the Program)	This Program.
Rural Municipality	An incorporated entity as defined in <i>The Municipalities Act</i> .
Saskatchewan Association of Rural Municipalities (SARM)	Represents Rural Municipalities to higher levels of government and provides leadership and administrative services to the Program.

Definitions

Saskatchewan City	An incorporated entity as defined in <i>The Cities Act</i> .
Saskatchewan Ministry of Highways (MoH)	The provincial ministry that is responsible for highways in Saskatchewan and provides leadership and funding for the Program.
Transportation Partnership Agreement (TPA)	An agreement between a Road Authority and MoH, where MoH will compensate the Road Authority for the incremental maintenance of a roadway.
Urban Municipality	A City as defined in <i>The Cities Act</i> , and/or a Town, Village, or Resort Village as defined in <i>The Municipalities Act</i> .

2. Program Definitions

Alternative Project (or Pre-Approved Project)	Any projects that have been approved by MoH for funding if excess uncommitted funds become available later in the Program Interval.
Application for Grant Payment	The method for requesting payment on eligible costs from the Capital Funding Programs.
Minister's Approval	Approval by the Minister of Highways.
Assistance Rate (or Cost Share)	The percentage of assistance a project can receive on eligible costs.
Bridge	A structure, including supports, erected over a depression or an obstruction, such as a water course, highway, or railway, and having a track or passageway for carrying traffic or other moving loads and having an overall span of six metres or more, measured horizontally along the centreline between the inside faces of abutments.
Bridge Construction	An engineered removal of the existing bridge structure, culvert structure and/or low-level crossing and/or replacement with a new bridge structure on an existing or new road alignment.
Capital Funding Program	The general term referencing the Road Construction Program or the Bridge and Large Diameter Culvert Program.

Definitions

Corridor	The continuous roadway within one RM extending between the nearest intersection of the Corridor with a primary weight roadway or RM boundary and the nearest intersection of the Corridor with a primary weight roadway, RM boundary, or significant economic generator/area.
Culvert	A conduit to carry water, pedestrians, animals, or traffic through an embankment; and having spans up to twenty metres, measured horizontally at its widest point.
Culvert Installation	An engineered removal of an existing bridge structure, culvert structure and/or low-level crossing and/or replacement with a new culvert structure on an existing or new road alignment.
Economic Generator	<p><u>Economic Generator</u> – a resource industry (forestry, gravel, oil and gas, etc.), grain terminal, intensive livestock operations (hog barns, chicken farms, etc.), value added processing facilities (refineries, etc.), recreation sites (golf courses, regional parks, etc.), or other businesses that result in significant economic activity.</p> <p><u>Large Economic Generator</u> – an economic generator of a scale that results in a significant impact on the provincial economy via interprovincial and/or international trade.</p> <p><u>Small Economic Generator</u> – an economic generator of a scale that results in an impact on the local economy via local and/or interprovincial trade.</p>
Financial Partnership	The partnership between the Road Authority and with an industry partner or other forms of government outside of the MoH.
Fiscal Year	A one-year period starting April 1 and ending March 31.
Funding Agreement	The agreement between the Road Authority and the Program for each project in the Capital Funding Programs.
Funding Cap	The limit on funding that can be provided to a Project or a Road Authority.

Definitions

Funding Overallocation	The act of allocating funding to projects that exceed the available Program budget by the request of the Program Management.
Grant Payment	The amount of funding paid to a Road Authority for their submitted eligible costs of a project.
Grid Road	A signed municipal road under the jurisdiction of a Rural Municipality. It is constructed to standards specified by the Department of Rural Development. The purpose of these roads is local service. They supplement the provincial highway system but provide a lower quality of service.
Incremental Maintenance	The difference between the level of maintenance required for a secondary weight road and the level of maintenance required for a primary weight road.
Independent Traffic Count	The systematic and methodical count of the number of vehicles passing a given point during a specific unit of time (usually a day) verified by an Engineer and commissioned by the Road Authority.
Low-Level Crossing	A structure or reinforced area of earth built at-grade or near-to-grade through a waterway such that the structure is only capable of carrying traffic or other moving loads during low-flow periods.
Maintenance and/or Repair	<u>Maintenance</u> – routine activities meant to prevent damage and prolong the life of the structure <u>Repair</u> – activities that restore the functionality of damaged or non-functioning components.
Network Impact	A project is considered to have a major impact on the local transportation network if the existing or theoretical closure of the roadway containing the project would result in a detour greater than or equal to 25.75 kilometres (16 miles).
Ontario Structures Inspection Manual (OSIM)	Standard for detailed visual inspection and condition rating of structure and their components. It provides a uniform inspection approach for all structures.

Definitions

Primary Weight Roadway	A minimum 9 Month Primary Weight Highway, Primary Weight Highway, B-train (63,500kg) Highway or a Clearing the Path Corridor.
Professional Service Agreement (PSA)	The agreement between the Road Authority and their Engineer for the services provided by the Engineer.
Program Array	The document provided to the MoH that outlines the recommended budget of the Program and lists the capital projects recommended by the PMB to be approved for funding.
Program Interval	A two-year period starting April 1 and ending March 31.
Project	The Road, Bridge, or Culvert project whose scope was determined by the Road Authority in their application.
Project Application	The application to the program from the Road Authority for the proposed project.
Project Rank	The sum of ranking points attributable to the project specifics.
Provincial Commitment	The yearly commitment from the MoH for the Program, typically announced during the Provincial Budget.
Public Procurement	The act of buying good or services in a public manner.
Reallocation	The process of discontinuing an incremental maintenance funding agreement for a CTP corridor.
Right-of-Way (or Road Allowance)	A general term denoting land, property or interest therein acquired for or devoted to a highway, road, street or lane.
Roadway	The part of a road, designed or intended for use by vehicular traffic. The roadway width normally lies between the regulatory established curb lines or the outer extremities of the shoulder.
Rural Road Classification (RRC)	The classification of roads in Saskatchewan which includes considerations for social, economic and connectivity factors.

Definitions

Similar Projects	A project of similar type and scope as the primary project and will be completed at the same time as the primary project.
Statutory Declaration (Stat. Dec.)	The document submitted by the Road Authority on a yearly basis verifying that the Road Authority has maintained their CTP Corridors to legal primary weights and the roadway surface to a good condition.
Traffic Count	The systematic and methodical count of the number of vehicles passing a given point during a specified unit of time (usually a day), verified by an Engineer and commissioned by the Municipal Traffic Count Program.
Uncommitted funds	The funding that has not been allocated to a budgetary line item or project, typically created by cancelled or underbudget projects.
Written Notice	Written notification sent via email to the designated contact person.

Definitions

3. Technical Definitions

Average Daily Traffic (ADT)	The total volume of traffic during a given time period, in whole days, greater than one day and less than one year, divided by the number of days in that time period.
Base and Subbase	<p>The placement, grading and compaction of suitable subbase material on an existing subgrade road surface. Work may include scarification (to ensure adequate mixing and uniformity of the subgrade material within a specified zone), removal of large rock, sub-cutting, backfilling, and compacting. Base material is added on the subbase in one or more lifts, with each lift being graded and compacted.</p> <p>Typically, the subgrade is 11.8 m wide, the scarification of the subgrade is 100 mm in depth, the subbase material is 250 mm thick, and the base layer is 150 mm thick (placed in two 75 mm lifts).</p>
Bid Bond	A guarantee of payment to the tender owner from a bidder in the event that the winning bid decides to not accept the contract award.
Bridge File Number	The unique number assigned to each rural bridge in Saskatchewan, which is the reverse of the legal land location.
Bridge condition	<p><u>Good</u> – there is minor or negligible deterioration of the components.</p> <p><u>Fair</u> – there is deterioration consistent with the half-life of the components.</p> <p><u>Poor</u> – there is major deterioration of components, with possible local failures.</p>
Bridge Design Criteria (BD100)	Provides MoH's exceptions to the Canadian Highway Bridge Design Code and provides the MoH's policies and practices regarding the design and detailing of bridges on the provincial highway network.

Definitions

Canadian Highways Bridge Design Code (CSA-S6)	The design code that governs the design and construction of bridges that has been adopted for use in Saskatchewan.
Certificate of Recognition (COR)	An occupational health and safety accreditation program that verifies a fully implemented safety & health program which meets national standards.
Clay Cap	<p>The placement, grading and compaction of suitable clay material on an existing subgrade road surface. Work may include scarification (to ensure adequate mixing and uniformity of the subgrade material within a specified zone, removal of large rock, sub-cutting, backfilling, and compacting.</p> <p>Typically, the subgrade is 11.0 m wide, the scarification of the subgrade is 100 mm in depth, and the suitable clay material is 300 mm thick (placed in two lifts).</p>
Community Access Road	A road that provides access to a large group of people living in the same area.
Design	The process of planning, analysing, proportioning, drawing, and writing specifications for the construction of a roadway or structure by an Engineer.
Design – Bid – Build	A method of project delivery, where the owner hires a firm to carry out the design and separate firm to complete construction of the project.
Design – Build	A method of project delivery, where the owner hires a single firm to carry out both the design and construction of the project.
Earthwork and Grading	The excavation of soil materials, the salvage of select soil materials, the operation of borrow areas and the construction of embankments. The work includes the removal and/or satisfactory placement of all materials necessary for the construction and preparation of embankments, slopes, drainage works and connections to the required alignment, grade, and cross-sections. Includes the regrading of existing roads.

Definitions

Granular Seal Coat	The placement of a liquid asphalt followed by a layer of aggregate that is compacted onto the road. May include an additional seal coat applied for a double seal coated surface, and/or striping for lane designation.
Hydraulic Manual (HM)	A reference document for the hydraulic design of culverts in Saskatchewan. In meeting that requirement, it also contains guidance applicable to the hydraulic design of bridge and open channels.
Labour and Materials Bond	Guarantees that the bonded contractor will pay all claimants for goods and/or services supplied for the completion of the project.
Legal Land Location	The descriptive location of a roadway in Saskatchewan, locations are given to the North or East of sections.
Legal Primary Weight (or Primary Weight)	As defined by <i>The Vehicle Weight and Dimension Regulations, 2010</i> .
Performance Bond	Guarantees that the bonded contractor will perform its obligations under the contract in accordance with the contract's terms and conditions.
Self-Bidding (or Self-Tendering)	The act of a Road Authority bidding on their own proposed work as part of the open tendering process.
Short Span Modular Bridge Design Guidelines (BD-200)	Provides the MoH policies and practices regarding the design and detailing of short span modular bridges that utilize the MoH's standard precast prestressed concrete box girder superstructure.
Soil Stabilization	A method of changing natural soils to meet an engineering purpose through the use of physical, chemical, or other methods.
Subgrade Widening	The work required to widen the subgrade of a roadway. Typical subgrade width is 11.0 m for a Clay Cap and 11.8 m for Base and Subbase.

Definitions

Surface Strengthening	The mechanical scarifying, mixing, shaping and compaction of the existing road surface and may incorporate an addition of any or a combination of: additional granular material, chemical agent or agents, soil cement, lime, bitumen, surfactants, water, etc.
Truck Average Daily Traffic (TADT)	The total volume of truck traffic during a given time period, in whole days, greater than one day and less than one year, divided by the number of days in that time period.
Weighted Truck Count (WTC)	A weighted average of truck counts that normalizes the effect produced by varying distances between consecutive traffic count locations.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020, January 18, 2022, May 11, 2022
Section 1:	Program Administration
Policy 3:	Program Management Board

1. The PMB can consist of up to 8 voting members. SARM can appoint up to five (5) voting members and MoH can appoint up to three (3) voting members.
 - a) SARM can appoint the following as members of the PMB:
 - i Members of the Board of Directors;
 - ii Members of the Senior Leadership Team (SLT); and
 - iii Other SARM representatives.
 - b) MoH can appoint the following as members of the PMB:
 - i Any MoH representatives.
2. The PMB shall appoint one (1) voting member of SARM's SLT and one (1) MoH voting member as the co-chairs of the PMB.
3. The PMB shall have the power and authority to:
 - a) Develop and adopt policy for the Program;
 - b) Develop and adopt criteria and definitions for eligible costs and eligible projects;
 - c) Design the Program to meet regional and provincial strategic objectives;
 - d) Develop and adopt the process for applications for funding;
 - e) Develop and adopt the process by which municipal projects identified as having "special provincial interest" can be funded through the Program;
 - f) Develop and adopt criteria for the evaluation of eligible projects by the PMB;
 - g) Review and evaluate the annual list of eligible projects;
 - h) Recommend the annual Program to MoH for approval; and
 - i) Exercise such other powers as are incidental to the foregoing or are necessary to attain the purpose of the Program.

Program Management Board

4. The PMB may establish technical and policy sub-committees to assist in the performance of its duties and may retain the services of such employees of SARM or MoH or outside expertise as the PMB considers appropriate. The PMB has established the following sub-committees:
 - a) Road Technical Committee; and
 - b) Bridge and Culvert Technical Committee.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020, January 18, 2022
Section 1:	Program Administration
Policy 4:	PMB Meetings

1. Meetings of the PMB shall be held a minimum of three (3) times per year, with further meetings scheduled as required. The required meetings shall be held:
 - a) In March or April, after the announcement of the provincial budget to:
 - i Approve the Program Array;
 - ii To develop the capacity building plan for the upcoming fiscal year;
 - b) In May to:
 - i Review program policy;
 - ii Approve changes for implementation for the next Program Interval; and
 - c) In July, after the application intake to:
 - i Approve the proposed program for MoH consideration.
2. A quorum requires the attendance of at least three (3) members of whom at least one (1) must be a SARM voting member and at least one (1) must be a MoH voting member.
3. The Chair for each PMB meeting shall alternate, as suitable, between the Co-chairs.
4. The meeting minutes taker for each PMB meeting shall be designated at the start of the meeting. The meeting minutes shall be distributed after the meeting and approved at the next meeting.
5. All decisions or actions of the PMB shall be made by a Motion.
 - a) All Motions shall require a Mover and a Secunder.
 - b) Where time is of the essence, decisions can be approved via email and then ratified by Motion at the next full PMB meeting.

PMB Meetings

6. The success of a Motion shall be by majority vote, a tied Motion shall be considered lost, as a tie is not a majority.
7. The PMB meetings are closed to the public, with the exception that a Co-Chair may invite a delegation to attend a portion of the meeting.



Policy Manual

Adopted:	November 23, 2020
Amended:	May 10, 2021, January 18, 2022
Section 1:	Program Administration
Policy 5:	Road Technical Committee

1. The purpose of the Road Technical Committee is to provide the PMB with technical advice regarding the design, engineering, and construction of rural roadway projects.
2. The Road Technical Committee shall be comprised of three individuals including a minimum of two (2) subject matter experts and at least one individual from MoH. The Road Technical Committee shall be comprised of:
 - a) Director, Design Standards and Hydraulic Delivery (DS&HD), MoH or Designate;
 - b) Senior Planner – Area Transportation Planning Committee Planner, MoH; and
 - c) RIRG Lead and IDC Advisor, SARM.
3. The core responsibility of the Road Technical Committee shall be to review requirements of the Program and/or Road Authority requests as directed by the PMB.
4. The authority of the Committee will be to provide recommendations to the PMB.



Policy Manual

Adopted:	November 23, 2020
Amended:	May 10, 2021, January 18, 2022
Section 1:	Program Administration
Policy 6:	Bridge and Culvert Technical Committee

1. The purpose of the Bridge and Culvert Technical Committee is to provide the PMB with technical advice regarding the design, engineering, and construction of rural bridge and culvert projects.
2. The Bridge and Culvert Technical Committee shall be comprised of three individuals including a minimum of two (2) subject matter experts and at least one individual from MoH. The Bridge Technical Committee shall be comprised of:
 - a) (Executive) Director, Bridge Branch, MoH, or Designate;
 - b) Senior Municipal Bridge Engineer, SARM; and
 - c) Municipal Bridge Engineer, SARM.
3. The core responsibilities of the Bridge and Culvert Technical Committee shall be to review requirements of the Program and/or Road Authority requests as directed by the PMB.
4. The authority of the Committee will be to provide recommendations to the PMB.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020, January 18, 2022
Section 1: Program Administration
Policy 7: SharePoint

1. A SharePoint site shall be maintained to provide access to Program documents.
2. The SharePoint shall be maintained by the:
 - a) Manager, Programs;
 - b) RIRG Lead and IDC Advisor;
 - c) RIRG Administration Support;
 - d) Senior Municipal Bridge Engineer; and
 - e) Municipal Bridge Engineer.
3. The SharePoint site shall be set for “viewing only” for members of the PMB.
4. Access to the SharePoint shall be granted to @sarm.ca or @gov.sk.ca emails only. Access to the SharePoint shall not be granted to personal email addresses.
5. The PMB meeting documents shall be maintained on the SharePoint for a minimum of 1 year, after which the information shall be archived on the SharePoint. Prior to the archiving of information, the Program Administrator shall provide notice to all PMB members.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020, January 18, 2022
Section 1:	Program Administration
Policy 8:	Program Updates

1. Program Update documents shall be maintained and posted to the SharePoint.
2. Financial Statements prepared by SARM's Finance department shall be posted to the SharePoint as they become available.
3. MoH may request quarterly program updates.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020
Section 1: Program Administration
Policy 9: Communication

1. Effective communication between SARM and MoH is critical for the effective administration of the Program. SARM and MoH shall:
 - a) provide adequate notice to the respondent organization to minimize pressure on the respondent to reply to requests in a short timeframe.
 - b) contribute adequate internal resources required to reply to requests in a timely manner.
2. The PMB shall:
 - a) Accept correspondence received:
 - ii In person; or
 - iii Via mail; or
 - iv Via email to PMB@rirg.ca and;
 - b) Initiate or respond to correspondence via email from PMB@rirg.ca.
3. Any letter to be sent on behalf of the PMB shall be signed by a minimum of one (1) PMB Co-Chair.
4. The use of the PMB@rirg.ca email shall be as directed by the PMB. All general Program administration communication shall come from the Program Administrators email@rirg.ca email.

Communication

5. The Program Administrators shall:
 - a) Accept correspondence received:
 - v In person; or
 - vi Via mail; or
 - vii Via email; and
 - b) Initiate or respond to correspondence via email from email@rirg.ca.
6. The following signature shall be used for letters or PMB@rirg.ca emails.
 - a) From the PMB:

Program Management Board

Phone: (306) 761-XXXX *(Individual chosen to accept responses)*

Fax: (306) 565-2141

E-mail: PMB@rirg.ca



Rural Integrated Road for Growth Program

2301 Windsor Park Road, Regina, SK | S4V 3A4

Communication

7. The following signature shall be used by the Program Administrators for email@rirg.ca emails.
- a) From Program Administrators:

Program Administrator Name

Program Administrator Title

Phone: (306) 761-37XX

Fax: (306) 565-2141

E-mail: email@rirg.ca



Rural Integrated Roads for Growth Program

2301 Windsor Park Road, Regina, SK | S4V 3A4



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020, January 18, 2022
Section 1: Program Administration
Policy 10: Signing Authority

1. All agreements shall be in accordance with and governed by the laws in force of the Province of Saskatchewan.
2. Agreements with consultants or other service providers shall be approved by the PMB and shall be held between SARM or MoH and the consultants or service providers.
 - a) All agreements held by SARM, shall be signed by the consultant or service provider's representative and the Director of Member Services, SARM.
3. Agreements with Road Authorities for Clearing the Path or Capital Funding Program Projects shall be held between the Road Authority and SARM and shall be signed by the Reeve or Mayor or Chief of the Road Authority, the Administrator of the Road Authority, and the Director of Member Services, SARM.
 - a) Any modification to an agreement between a Road Authority and SARM shall be signed by the Reeve or Mayor or Chief of the Road Authority, the Administrator of the Road Authority, and the Director of Member Services, SARM.
4. If the position of Director of Member Services, SARM is vacant, then the signing authority shall revert to the Executive Director, SARM.
5. The CTP Statutory Declaration shall be signed by the Reeve, Mayor, or Chief of the Road Authority and the Administrator of the Road Authority.

Signing Authority

6. Application for CTP incremental maintenance grant payment and Sign-off process:
 - a) The Statutory Declaration shall be reviewed for accuracy and eligibility of the claim by a Program Administrator; and
 - b) The Incremental Maintenance form shall be verified and approved by the Manager, Programs.
7. The Application for Grant Payment form shall be signed by the Administrator of the Road Authority.
8. Application for Grant Payment, Program Administration Sign-off:
 - a) The Application for Grant Payment form shall be reviewed for accuracy and eligibility of the claim by a Program Administrator; and
 - b) The Grant Payment form shall be verified and approved by the Manager, Programs.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020
Section 1:	Program Administration
Policy 11:	Freedom of Information Requests

1. The Program is not subject to *The Freedom of Information and Protection of Privacy Act* or *The Local Authority Freedom of Information and Protection of Privacy Act*. However, the Program may be named as a third party under *The Freedom of Information and Protection of Privacy Act* governing MoH.
2. All documents procured by the Program shall be treated as confidential, unless the information is being procured for the expressed purpose of release as with the following:
 - a) Project applications;
 - b) Municipal Traffic Count Program; and
 - c) Municipal Bridge Inspection Program.
3. The PMB shall release information treated as confidential as appropriate from valid Freedom of Information and Protection of Privacy requests made to MoH.



Policy Manual

Adopted:	May 10, 2021
Amended:	N/A
Section 1:	Program Administration
Policy 12:	Continuous Feedback

1. The MoH and SARM are committed to ensuring the Program provides the best value possible to all parties through collaboration and within operational and funding constraints.
2. The Program intends to foster and maintain a purposeful relationship with Road Authorities in which all parties strategically choose to cooperate to accomplish a shared outcome. This will be enabled through open, continuous feedback and collaboration guided by the following principles:
 - a) Trust;
 - b) Respect;
 - c) Willingness;
 - d) Empowerment; and
 - e) Effective Communication.
3. Road Authorities are encouraged to provide feedback (positive or negative) at any time to the Program. A Road Authority's past, present, and possible funding, or lack of funding, has no bearing on their ability to submit feedback to the Program. Road Authorities can provide their feedback via email to feedback@rirg.ca
4. Whenever possible, feedback requiring a response or actions on the part of the PMB will be addressed at the next Policy Review meeting.

5. Please note that feedback is not a means for obtaining exception, exemption, or special dispensation from current policies.
6. Road Authorities providing feedback should ensure that they submit an information package containing any and all pertinent information so that the review, decisions, and actions of the PMB can be expedited. The following provides an example of information that can be included:
 - a) Background information:
 - Nature and scope of the feedback;
 - Constraints;
 - Situation;
 - Impact;
 - Reference to applicable program components or policies; and
 - Etc.
 - b) If related to a project, the specifics of the project:
 - Legal land location or GPS coordinates;
 - Total project length;
 - Total project width;
 - Detailed cost breakdown (Engineering, materials, labour, and/or time); and
 - Etc.
 - c) Proposed update, change, deletion, or addition to a program component or policy including supporting details; and
 - d) Summary/Recommendation.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020, January 18, 2022
Section 1: Program Administration
Policy 13: Dispute Resolution

1. All disputes arising out of CTP Agreements, Capital Funding Program Project Agreements, or Program policies shall be resolved in accordance with the following process:¹
 - a) Disputes shall be referred to a Program Administrator; and
 - b) If the Program Administrator is unable to resolve the dispute, the Municipality may present their case to the Program Management Board, whose decision shall be final.
2. Unless otherwise agreed in writing the Road Authority shall continue to carry out its duties under their agreement during the dispute resolution proceeding

¹ Dispute resolution process may not reflect process in all agreements.



Policy Manual

Adopted: January 23, 2021
Amended: N/A
Section 1: Program Administration
Policy 14: Compliance

1. If a Road Authority is found to:
 - a) Have willfully made a false, erroneous, misleading, or unrealistic statement or representation affecting project or program administration,

or:

 - b) Be in contravention of any policy outlined herein, the PMB may decide that:
 - i The Road Authority be rejected from all future Program Intervals;
 - ii The Road Authority be rejected from a specified number of Program Intervals;
 - iii The Road Authority be requested to return all paid funding assistance for the project;
 - iv The Road Authority complete repairs, at their own expense, to meet compliance;
 - v The Road Authority be fully paid for compliant components and non-compliant components shall be considered non-eligible costs; or
 - vi The Road Authority receive a penalty that the PMB considers just.



Policy Manual

Adopted:	April 22, 2021
Amended:	N/A
Section 1:	Program Administration
Policy 15:	Anti-Harassment

1. SARM and MoH are committed to providing a harassment-free workplace, which is a safe and respectful work environment for all staff and board members. Workplace harassment will not be tolerated by SARM or MoH. SARM and MoH will take all reasonable steps to prevent harassment and to stop it if it occurs. All complaints of workplace harassment will be taken seriously.
2. The Program shall adopt SARM's Anti-Harassment Policy, attached in Appendix A.



Policy Manual

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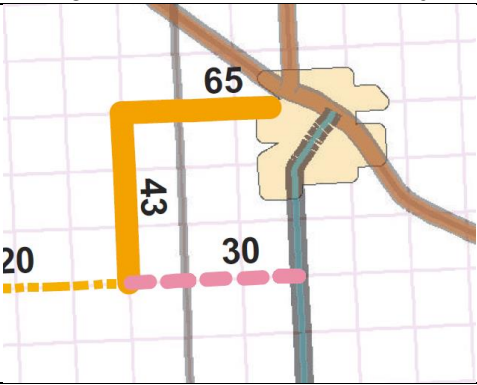
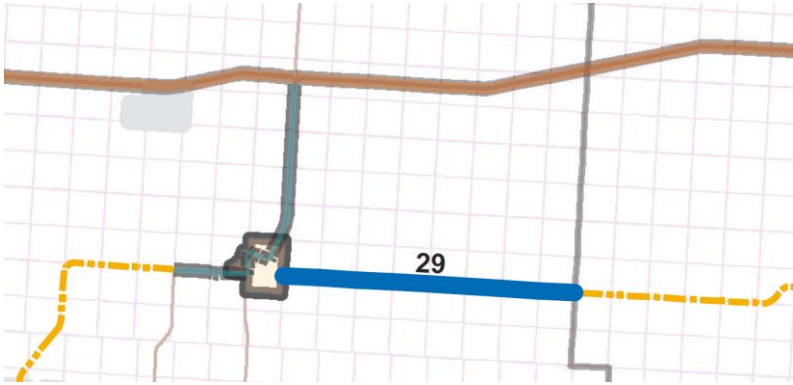

Policy Manual

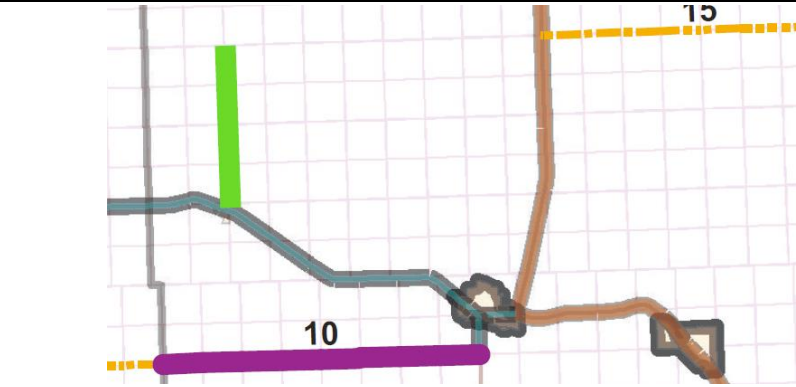
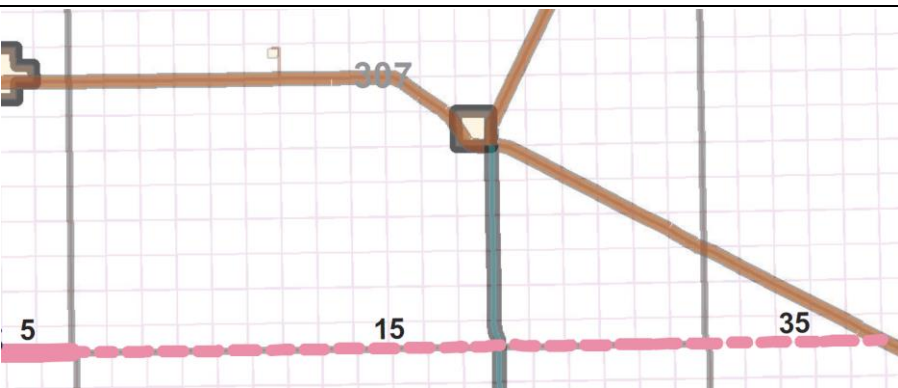
Adopted:	April 1, 2020
Amended:	Nov. 23, 2020; Jan. 18 & Jun. 1, 2022; and Apr. 19, 2023
Section 2:	Clearing the Path
Policy 1:	Administration

1. All Corridors shall meet the following requirements to be considered as an eligible roadway:
 - a) The proposed roadway shall be the responsibility of the applicant;
 - b) The proposed roadway shall be on a registered road alignment;
 - c) The proposed roadway shall carry primary weight traffic;
 - d) The proposed corridor shall connect one primary weight roadway to another primary weight roadway or shall connect one primary weight roadway to a significant economic generator or economic area;
 - e) The proposed roadway shall operate at primary weight a minimum of nine (9) months per year; and
 - f) The proposed roadway shall meet the following:
 - i Strategic Connector Corridors with a WTC of 10 or less trucks per day:
 - The roadway shall not be located within 15 km (9.3 miles) of an adjacent primary weight roadway, as determined by Clause 3.; and
 - The proposed Corridor shall be considered a strategic connection supporting the efficient movement of industry within the overall integrated roadway network by approval of the PMB; or
 - ii Standard Corridors with a WTC greater than 10 trucks per day and less than or equal to 35 trucks per day:
 - The roadway shall not be located within 15 km (9.3 miles) of an adjacent primary weight roadway, as determined by Clause 3.; or

- iii Premium Corridors with a WTC greater than 35 trucks per day:
 - The roadway shall not be located within 4 km (2.5 miles) of an adjacent primary weight roadway, as determined by Clause 3.; or
 - The roadway is located near a Saskatchewan City as defined by *The Cities Act*.
 - iv If a Strategic Connector or Standard corridor connects to a Premium corridor, then the Premium corridor requirements shall apply to that strategic or standard corridor.
2. Corridors shall be flagged for review if a corridor's WTC is updated, including any corridors that have been approved by the PMB as a strategic connection.
 3. The proximity of a Corridor to an adjacent primary weight roadway is measured at the furthest point at the ends of the corridor. The following are examples of how the proximity of Corridors is determined:

Eligible - Standard		
		The Standard corridor (yellow) meets all eligibility requirements for WTC and proximity.
Eligible – Premium (Proximity)		
		The Premium corridors (yellow) meet all eligibility requirements for WTC and proximity.

Eligible – Premium (Proximity)	
	The Premium corridors (yellow) meets all eligibility requirements for WTC and proximity.
Eligible – Strategic Connector (Proximity)	
	The Strategic connector (blue) does not meet the proximity requirements; however the corridor is retained to provide connectivity to the remaining eligible corridors (yellow).
Eligible – Strategic Connector (Low WTC)	
	The Strategic connector (purple) does not meet the minimum WTC requirements; however the corridor is retained to provide connectivity to the remaining eligible corridors (yellow).

Eligible – Economic Area	
	<p>The corridor (green) meets the proximity requirements; where the Corridor does not provide the same service as the highway (brown) to the east.</p>
Reallocated	
	<p>The corridors (pink) do not meet the proximity requirements; where the east-end of the corridor is within 8 miles of the highway.</p>

4. The Road Authority shall maintain:
 - a) The roadway structure to support primary weight traffic;
 - b) The roadway surface to a serviceable condition; and
 - c) Directional CTP signage to alert traffic at decision points.
5. MoH shall maintain:
 - a) Directional CTP signage to alert traffic at decision points.
6. Eligible applicants for the CTP program shall provide the following information on the application form:
 - a) Rural Municipality;
 - b) Resolution of Council to apply to the Program;
 - c) Legal land locations (given from the north or east of the sections);
 - d) Current condition of the roadway (can the road carry primary weights?);
 - e) Economic generators (with source and destination of the traffic); and
 - f) Average daily traffic and Truck average daily traffic.

7. Agreements for CTP incremental maintenance shall be for one Fiscal Year, however, shall be renewed automatically for each subsequent Fiscal Year.
8. The Road Authority shall be allowed to enter into other maintenance agreements for CTP roadways.
9. The Road Authority shall not require industry to hold permits to carry primary weight on CTP roadways.
10. CTP roadways may have a TPA.
 - a) Where a TPA allows a maximum of Secondary Weight traffic, the municipality shall allow primary weight truck traffic for that portion of roadway while still being subject to the TPA;
 - b) Where a TPA allows Primary Weight truck traffic, there will not be additional incremental maintenance payment for that portion of roadway, however, the roadway shall remain subject to the condition of the CTP agreement.
11. The Road Authority for each Corridor shall be paid incremental maintenance at the following rates:
 - a) Corridors with a WTC of zero (0) to thirty-five (35) shall be paid at \$1,000 per kilometre per year.
 - b) Corridors with a WTC of thirty-six (36) or greater shall be paid at \$1,200 per kilometre per year.
12. New CTP roadways shall have their incremental maintenance grant payments prorated from the month of signing the agreement to the start of the next fiscal year.
13. The PMB may request any CTP corridor be inspected to ensure that the roadways have been maintained for use by primary weight traffic and the Road Authority shall provide reasonable assistance to facilitate the inspection of work in progress or completed work.
 - a) SARM and MoH shall have free access to the site where work or services have been, are being, or are to be performed; and
 - b) The Road Authority shall keep proper accounts and records related to the CTP roadways and such documents shall be available for inspection by SARM, who may make copies.

14. CTP Corridors that have not been adequately maintained by the Road Authority, as determined by the PMB, may have their incremental maintenance grant payment reduced by the number of months that the roadways were not maintained at primary weights or closed or the Corridor may be reallocated.
15. Information shall be accessible on SARM's website on the current allocation of funds for each CTP corridor in each municipality. The following information shall be present:
 - a) Legal land locations of each CTP Corridor;
 - b) Total length of each CTP Corridor;
 - c) The WTC of each CTP Corridor;
 - d) The corresponding incremental maintenance rate of each CTP Corridor; and
 - e) The total incremental maintenance grant received by the Road Authority.
16. Each fiscal year the Road Authority shall submit a Statutory Declaration to the Program to receive the Road Authority's incremental maintenance grant;
 - a) Statutory Declarations submitted in a fiscal year, after which the Statutory Declaration is for shall result in the incremental maintenance rate being reduced by ten percent (10%) for that incremental maintenance grant.



Policy Manual

Adopted: January 17, 2022
Amended: N/A
Section 2: Clearing the Path
Policy 2: Statutory Declaration

1. Annually, and prior to the anniversary date, the Road Authority shall provide a Statutory Declaration, signed by the Reeve, Mayor or Chief and the Road Authority's Administrator, certifying all work or services provided are of a good quality and completed in a good and professional manner, in accordance with the good and recognized standards, methods, practices and principles employed in the industry for similar work and in accordance with the terms of the *Clearing the Path – Primary Weight Corridor Maintenance Agreement* and all applicable codes, laws and regulations.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020
Section 2: Clearing the Path
Policy 3: Weighted Truck Count

1. A Corridor may consist of multiple road segments; each with a unique length and TADT.
2. The length of a Corridor shall be the total sum of all road segment lengths within the Corridor.
3. The WTC shall be used to evaluate the Corridor for eligibility and incremental maintenance.
4. The WTC for each Corridor shall be calculated by summing the products of the TADT by the length of each road segment then dividing by the total length of the Corridor.
5. The WTC shall be rounded **up** to the nearest 1 truck per day. For example, 10.001 trucks per day shall be rounded up to 11 trucks per day.
6. MoH shall supply SARM with the most current TADT from the Municipal Traffic Count Program and length for each segment within all Corridors once per year.
 - a) If the use of an independent traffic count is approved, the WTC shall be calculated including the independent traffic count.
7. WTC for each corridor shall be updated on an annual basis, however, the results of a count may be lagged by 2 years due to the following:
 - a) Municipal Traffic Count Program conducted in fiscal year 1;
 - b) TADT received and WCT calculated in fiscal year 2, after the release of Provincial budget;
 - c) Updated CTP incremental maintenance using new WCT in fiscal year 3.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; January 18 and June 1, 2022
Section 2:	Clearing the Path
Policy 4:	Corridor Reallocation

1. Clearing the Path corridors may be reallocated by the Road Authority by Resolution of Council or by the PMB by Motion.
2. The Road Authority shall provide The PMB three (3) months written notice of the proposed Reallocation of the corridor. After the written notice, there will be a transition period where the Road Authority may inform industry and shall remove the directional signage. The Road Authority shall receive a prorated incremental maintenance payment for the transition period.
3. The PMB shall provide the Road Authority twelve (12) months written notice of the proposed Reallocation of the corridor. After the written notice, there will be a transition period where the Road Authority may inform industry and shall remove the directional signage. Road Authority shall receive an incremental maintenance payment for the transition period.

4. During the transition period;
 - a) The Program Administrator shall:
 - i Notify the MoH and request the removal of the Provincial CTP directional signage;
 - The Program Administrator shall notify MoH 90 days after written notice of Reallocation is given; or
 - The Program Administrator shall notify MoH immediately if the Road Authority provides written notice of immediate removal;
 - ii The Program Administrator shall follow-up with MoH within 15 days on the status of the removal of the directional signage.
 - iii The Program Administrator shall provide notice to the Road Authority when the provincial directional signage has been removed.
 - b) The Road Authority may use the transition period to:
 - i Inform industry of the pending Reallocation of the corridor;
 - ii Plan for the re-direction of traffic from the roadway; and/or
 - iii Enter into Road Maintenance Agreements with Industry or require permits;
 - c) The Road Authority shall:
 - i Notify the Program of the removal of the CTP directional signage.
 - ii Submit a Statutory Declaration for the incremental maintenance of the roadway during the transition period and the Road Authority shall be paid for twelve (12) months of incremental maintenance.

5. The Road Program Administrator, as information becomes known, shall immediately provide written notice for Reallocation to any Road Authority that has a corridor that no longer meets the eligibility requirements. Immediate notice shall be given when:
 - a) A provincial primary weight roadway located 15 kilometres (9.3 miles) to an adjacent standard corridor or located 4 kilometres (2.5 miles) to an adjacent premium corridor becomes operational;
 - b) The WTC of a standard corridor is reduced to 10 trucks per day or less;
 - c) The WTC of a premium corridor is reduced to 35 trucks per day or less and the corridor is within 15 kilometres (9.3 miles) to an adjacent designated CTP corridor or provincial primary weight roadway;
 - d) The corridor is no longer continuous due to a restriction to below primary weights due to a road or bridge restriction or closure;
 - e) The Road Authority requests the Reallocation of a corridor;
 - f) The corridor does not meet the CTP corridor requirements as defined in Policy 2.1;
 - g) The corridor provided continuity with a corridor that was reallocated in one of the above situations; or
 - h) Any other reason determined by the PMB.
6. A Road Authority may retain a corridor that has been set for Reallocation if the reason for the Reallocation is repaired within the twelve (12) month Reallocation period.
7. If the corridor is to be reallocated, then the Road Authority shall have the opportunity to appeal the decision to the PMB by the process in Section 2, Policy 4: Reallocation Appeal Process. The 12-month transition period described herein shall be unaffected by the Reallocation Appeal Process described in Section 2, Policy 5.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; January 18 and June 1, 2022
Section 2:	Clearing the Path
Policy 5:	Reallocation Appeal Process

1. The updated traffic counts from the Municipal Traffic Count Program can affect the calculated WTC for a corridor and change the category of the corridor (connector, standard or premium).
2. A corridors' category being reduced may result in the corridor having a lower incremental maintenance rate or no longer being eligible to be a CTP corridor and require Reallocation.
3. Subject to clauses 4, 5 and 6, the Program Administrator will send written "Notice of Reallocation" to the Road Authority no later than March 31 including reasons for the Reallocation. However, if the Program Administrator sends notice of Reallocation after March 31, the applicable deadlines shall be adjusted by the Program Administrator to provide the Road Authority equivalent time to complete the appeal process.
4. A road authority may request the recalculation of a corridor's WTC by:
 - a) Providing written notice of the intent to appeal the change to the Program Administrator within sixty (60) calendar days from the notice of that fiscal year's incremental maintenance rate;
 - b) Providing an independent traffic count to the Program Administrator, meeting the requirements of the Independent Traffic Count Policy, by December 31 of the same year notice was given;
 - c) The PMB's decision shall be final; and
 - d) If the change is successfully appealed the Road Authority shall be paid a prorated incremental maintenance rate for that year.

5. The Road Authority may appeal the decision of the PMB to reallocation a corridor if an eligibility criterion was incorrectly applied or if inaccurate data was used to form the decision. The process to appeal a reallocation decision is as follows:
 - a) Provide written notice of the intent to appeal the decision to the Program Administrator within sixty (60) calendar days from the notice of the Reallocation;
 - b) Provide a written statement on how the eligibility criteria was incorrectly applied or what inaccurate data was used;
 - c) If required: provide an independent traffic count to the Program Administrator, meeting the requirements of the Independent Traffic Count Policy;
 - d) The 12-month transition period described in Section 2, Policy 4 shall not be extended to accommodate a Reallocation Appeal;
 - e) The PMB shall review the newly provided information and shall determine the eligibility of the corridor and the PMB's decision shall be final; and
 - f) A successfully appealed corridor shall remain as an appropriately categorized corridor, however, the corridor will still be subject to possible future Reallocation.

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Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; July 19, 2021; June 1, 2022; March 8, 2023
Section 3:	Capital Programs
Policy 1:	Project Applications

1. The application form shall include the following information to ensure that the Rural Municipalities are aware of the requirements of the upcoming Program Interval:
 - a) Year of application;
 - b) Program Cap;
 - c) Project Assistance Rate;
 - d) Rolling Funding Cap;
 - e) Application Deadline;
 - f) Contact Information;
 - g) Project Design Requirements; and
 - h) Any other changes due to review of policy.
2. Applications to the Road Program and Bridge and Large Diameter Culvert Program shall be valid for three (3) fiscal years including the original year of application.
 - a) All applicants shall have an opportunity to provide updates to their applications to the Program Administrators; and
 - b) All applicants with expiring applications shall be informed of the expiry of the applications at the call for new applications.

Project Applications

3. The applicant for the Road Program shall be required to provide the following information on the application form:
 - a) Road Authority;
 - b) Resolution of Council to apply to the Program;
 - c) Project Type;
 - i Earthworks and Grading;
 - ii Clay Cap;
 - iii Subgrade Widening and Clay Cap;
 - iv Base and Subbase;
 - v Subgrade Widening and Base and Subbase; or
 - vi Surface Strengthening;
 - d) Include Granular Seal Coat in the scope of work;
 - e) Legal land locations (given from the north or east of the sections);
 - f) Rural Road Classification of roadway that the project is located on;
 - g) Total length of proposed project;
 - h) Road top width of existing roadway;
 - i) Is the Project located on a Clearing the Path corridor;
 - j) Is the Project located on a roadway that is considered a First Nation Community Access Road;
 - i The applicant shall submit a letter of support from the First Nation stating that the project is on a Community Access Road;
 - k) Average daily traffic;
 - i Use traffic counts from the most recent Municipal Traffic Count Program; or
 - ii Use an independent traffic count commissioned by the Road Authority;
 - l) Truck average daily traffic;
 - i Use truck traffic counts from the most recent Municipal Traffic Count Program; or
 - ii Use an independent truck traffic count commissioned by the Road Authority;
 - m) Identify any completed engineering;
 - i The applicant shall submit reports and documents from the engineer;
 - n) Identify any financial partnerships;
 - i The applicant shall submit letters of support from the financial partner;
 - o) Identify any projects within your Municipality or your bordering Municipalities, with a similar scope, that would be completed at the same time;
 - p) Economic generators (with economic source and destination of traffic);
 - q) Estimated total project cost;
 - r) Attestation declaring that all information given is true.

Project Applications

4. The applications for the Bridge Program shall require the following information:
 - a) Road Authority;
 - b) Resolution of Council to apply to the Program;
 - c) Project Type;
 - i Bridge Construction; or
 - ii Culvert Installation.
 - d) Legal land locations (given from the north or east of the sections);
 - e) Rural Road Classification of roadway that the project is located on;
 - f) Is the Project located on a Clearing the Path corridor;
 - g) Is the Project located on a roadway that is considered a First Nation Community Access Road;
 - i The applicant shall submit a letter of support from the First Nation stating that the project is on a Community Access Road;
 - h) Average daily traffic;
 - i Use traffic counts from the most recent Municipal Traffic Count Program; or
 - ii Use an independent traffic count commissioned by the Road Authority;
 - i) Truck average daily traffic;
 - i Use truck traffic counts from the most recent Municipal Traffic Count Program; or
 - ii Use an independent truck traffic count commissioned by the Road Authority;
 - j) Identify any completed engineering;
 - i The applicant shall submit reports and documents from the engineer;
 - k) Identify any financial partnerships;
 - i The applicant shall submit letters of support from the financial partner;
 - l) Identify any projects within your Municipality or your bordering Municipalities, with a similar scope, that would be completed at the same time;
 - m) Economic generators (with economic source and destination of traffic);
 - n) Structure Condition;
 - i The condition of a bridge will be determined by MBS using the most currently available inspection information;
 - ii The condition of a culvert or other structure will be determined by MBS using the most currently available inspection information provided by the Road Authority.
 - iii If inspection information is not available to MBS, then the structure will be rated as **Fair**;
 - o) Estimated total project cost; and
 - p) Attestation declaring that all information given is true.
5. An approved independent traffic count may be substituted for the Municipal Traffic Count Program data.



Policy Manual

Adopted:	April 1, 2020
Amended:	Nov. 23, 2020; Apr. 22, 2021, Jul. 19, 2021, Jan. 18, 2022; Mar. 8, 2023
Section 3:	Capital Programs
Policy 2:	Project Ranking

1. Using the information collected from the application package, all projects shall be ranked using the rating guide described in this Policy.
2. Projects shall receive points based on the best rural road classification within the project scope, where, projects shall receive one of the following:
 - a) Class 7 roadways on a CTP corridor shall receive 0 points;
 - b) Class 6 roadways on a CTP corridor shall receive 5 points;
 - c) Class 5 roadways shall receive 10 points;
 - d) Class 4 roadways shall receive 15 points; and
 - e) Class 3 roadways shall receive 20 points.
3. Projects shall receive points for the Average Daily Traffic (ADT), where projects shall receive one of the following:
 - a) Roadways with 0 to 15 vehicles per day shall receive 0 points;
 - b) Roadways with 16 to 40 vehicles per day shall receive 2 points;
 - c) Roadways with 41 to 55 vehicles per day shall receive 5 points;
 - d) Roadways with 56 to 100 vehicles per day shall receive 7 points;
 - e) Roadways with 101 to 200 vehicles per day shall receive 10 points;
 - f) Roadways with 201 to 400 vehicles per day shall receive 12 points; or
 - g) Roadways with greater than 400 vehicles per day shall receive 15 points;

Project Ranking

4. Projects shall receive points for Truck Average Daily Traffic (TADT), where projects shall receive one of the following:
 - a) Roadways with 0 to 10 vehicles per day shall receive 0 points;
 - b) Roadways with 11 to 20 vehicles per day shall receive 5 points;
 - c) Roadways with 21 to 30 vehicles per day shall receive 10 points;
 - d) Roadways with 31 to 40 vehicles per day shall receive 15 points;
 - e) Roadways with 41 to 50 vehicles per day shall receive 20 points; or
 - f) Roadways with greater than 50 vehicles per day shall receive 25 points;
5. If the ADT or TADT are determined by an average the result shall be rounded **up** to the nearest 1 vehicle or truck per day. For example, 10.001 trucks per day shall be rounded up to 11 trucks per day.
6. Project shall receive points based on the use of the project by economic generators, where, projects shall receive one of the following:
 - a) Roadways that are not used by economic generators shall receive 0 points;
 - b) Roadways that are used by small economic generators shall receive 5 points; or
 - c) Roadway that are used by large economic generators shall receive 10 points.

The determination of a small or large economic generator shall be at the discretion of the Program Administrators.
7. Projects shall receive points if the project is located on a designated Clearing the Path Corridor, where projects shall receive one of the following:
 - a) Roadways not on a CTP corridor shall receive 0 points; or
 - b) Roadways on a CTP corridor shall receive 10 points.
8. Projects shall receive points if the project is located on a roadway that is considered a First Nation Community Access Road, where projects shall receive one of the following:
 - a) Roadways not considered a First Nation Community Access Roadway shall receive 0 points; or
 - b) First Nation Community Access Roadways shall receive 5 points.

Project Ranking

9. Projects shall receive points if the project is efficient with local and provincial tax dollars, where, projects shall receive one of the following:
- a) Projects that have no method of cost efficiency shall receive 0 points;
 - b) Projects that have 1 method of cost efficiency shall receive 3 points; or
 - c) Projects that have 2 methods of cost efficiency shall receive 5 points.

Methods of cost efficiency shall be defined as:

- a) The Road Authority has a financial partnership; and
- b) The Road Authority shall complete a similar project.

10. Projects shall receive points if the project provides a significant impact on the local network, where, projects shall receive one of the following:

- a) Projects that have a Minor impact shall receive 0 points; or
- b) Projects that have a Major impact shall receive 5 points.

11. Projects shall receive points if the project has engineering completed, where, projects shall receive one of the following:

- a) Projects that have not engaged the services of an engineer shall receive 0 points;
- b) Projects that have engaged the services of an engineer shall receive 5 points;
- c) Projects that have a completed feasibility study and/or a preliminary engineered design shall receive 10 points; or
- d) Projects that have an engineering design and tender package shall receive 15 points.

12. Bridge or Large Diameter Culvert projects shall receive points subject to the current condition of the structure, where, projects shall receive one of the following:

- a) Structures in Good condition shall receive 0 points;
- b) Structures in Fair condition shall receive 5 points;
- c) Structures in Poor condition shall receive 10 points;
- d) Structures that have a weight restriction recommendation of legal secondary weights or the closure of one (1) lane to all traffic shall receive 15 points; or
- e) Structures that have a weight restriction recommendation below legal secondary weights or are closed to all traffic shall receive 20 points.

- 13.If multiple projects have the same rank at the funding allocation cut-off in the Road Program, the projects will be prioritised in the following manner:
- a) The project that best matches the remaining funds, accounting for the funding cap. This can include restrictions to a project's funding allocation;
 - b) The project that best promotes construction efficiency within the program;
 - c) The project with the longest length (km) of upgraded road;
 - d) The project with the greatest level of completed engineering;
 - e) The project with the largest financial partnership;
 - f) The projects located on a First Nations Community Access Road;
 - g) The project with the highest combined ranking of ADT and TADT;
 - h) The project with the highest TADT value;
 - i) The project with the greatest Network Impact (longest detour length).
- 14.If multiple projects have the same rank at the funding allocation cut-off in the Bridge and Large Diameter Culvert Program, the projects will be prioritised in the following manner:
- a) The project that best matches the remaining funds, accounting for the funding cap. This can include restrictions to a project's funding allocation;
 - b) The project that best promotes construction efficiency within the program;
 - c) The project with the worst condition, in order, of:
 - i Closed to all traffic or restriction below legal secondary weights;
 - ii Single lane closed to all traffic or restriction to legal secondary weights;
 - iii Poor;
 - iv Fair; then
 - v Good;
 - j) The project with the greatest level of completed engineering;
 - d) The project with the largest financial partnership;
 - e) The projects located on a First Nations Community Access Road;
 - f) The project with the highest combined ranking of ADT and TADT;
 - g) The project with the highest TADT value;
 - h) The project with the greatest Network Impact (longest detour length).
- 15.Projects that receive funding after a tie break shall be subject to conditional approval if clause 13. b), 13. c) and/or 14. b) were used to break the tie.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020
Section 3: Capital Programs
Policy 3: Special Provincial Interest Projects

1. Proposed Special Provincial Interest Projects recommended by MoH may be approved for funding by the PMB.
2. Special Provincial Interest Projects should:
 - a) Be subject to the Program's eligibility requirement policy;
 - b) Be exempt from the Program's ranking policy and the project shall not be ranked;
 - c) Be subject to the Program's design requirements; and
 - d) Be subject to the Program's assistance rate and funding cap policy.



Policy Manual

Adopted: November 23, 2020
Amended: February 2, 2021; April 22, 2021, January 18, 2022
Section 3: Capital Programs
Policy 4: Project Funding Allocation

1. Approved projects shall receive 50% assistance on eligible costs, up to the approved grant allocation presented on the Program Array, there shall not be any grant overruns.
2. Approved projects shall not be allocated more than \$500,000 assistance. This includes projects that have joint ownership by more than one Road Authority.
3. A Road Authority shall not be allocated more than \$500,000 in a Program Interval for any number of approved projects.
4. Road Authorities shall be eligible to receive a maximum of two of the largest funding caps available in a consecutive four-year period. The most recent program caps are:
 - a) 2020: \$500,000
 - b) 2021: \$500,000
 - c) 2022: \$500,000
 - d) 2023: \$500,000
5. The maximum approved grant allocation for a project shall be determined by:
 - a) Multiplying the estimated total project cost (submitted by the Road Authority on the project application form) by 50%; and
 - b) The allocation shall not exceed the maximum assistance described in Clause 2.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020, April 22, 2021, January 18, 2022
Section 3:	Capital Programs
Policy 5:	Program Array

1. The Program Array shall include the budget allocations for:
 - a) Program Administration;
 - b) Special Initiatives;
 - c) Clearing the Path Maintenance;
 - d) Road Program;
 - e) Bridge and Large Diameter Culvert Program;
 - f) Municipal Traffic Count Program; and
 - g) Municipal Bridge Inspection Program;
2. The budget allotment for the Capital programs (Roads and Bridge and Large Diameter Culvert Programs) shall be determined by subtracting the proposed budgets for:
 - a) Administration;
 - b) Clearing the Path Incremental Maintenance;
 - c) Municipal Traffic Count Program; and
 - d) Municipal Bridge Inspection Program,from the sum of the Provincial Commitment and the uncommitted funds.
3. The budget allotment for the Capital programs will be split between the Road Program and the Bridge and Large Diameter Culvert Program by decision of the PMB.
4. The list of proposed projects for each Capital program shall be made by selecting the projects in order from the Highest ranked, as determined in Policy 3.2, until the proposed estimated total commitment of projects meets the proposed budget allotment for each capital program.

Program Array

5. The Program Array shall include the sources of budget allocations:
 - a) MoH Commitment;
 - b) Forecasted Interest;
 - c) Uncommitted funds from prior Program Interval;
 - d) Proposed Funding Overallocation.
6. The Program Array shall include a summary of the recommended projects and recommended projects for pre-approval.
7. The project array may be developed to include a Funding Overallocation approved by the SARM Board of Directors.
8. The Program Array can include projects for pre-approval that may be allocated funding after the overallocation has been recovered.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020
Section 3: Capital Programs
Policy 6: Program Announcement

1. Road Authorities shall receive a funding acceptance letter as official approval of their project in the Program. The acceptance letter shall outline all requirements for the project and the Funding Agreement shall be appended to the acceptance letter.
2. A public announcement of the Program shall be made to celebrate the successful funding of projects. The public announcement shall be made shortly after the approval of the Program and shall be presented by the Minister of MoH. Within two weeks of Approval, the MoH will inform SARM of their intentions regarding the public announcement. If MoH elects not to make the announcement, SARM will announce the Program.
3. The following information shall be released for each project:
 - a) The Road Authority;
 - b) Project type; and
 - c) Total funding contribution.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020; April 22, 2021, January 18, 2022
Section 3: Capital Programs
Policy 7: Approved Projects

1. The value of allocated grant funding shall not be increased.
2. Project funding approvals are specific to the approved location and shall not be transferred to or used at a location not described on the corresponding received application or Funding Agreement.
3. Project scope changes of approved projects shall be reviewed and approved of by the PMB.
 - a) Project length and cost reductions, shall continue to meet Program requirements, can be approved by the Program Administrator.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; January 18 and June 1, 2022
Section 3:	Capital Programs
Policy 8:	Project Timeline and Termination

1. The Road Authority shall have two fiscal years to complete their approved project. Projects approved after June of a given Program Interval shall have adjusted deadlines.
2. The Program may suspend or terminate any funding agreement with any Road Authority at any time for whatever reason by giving the Road Authority thirty (30) days written notice.
3. The Road Authority shall forfeit its funding approval due to:
 - a) The Road Authority failing to furnish the Funding agreement and other required documentation to the Program by 4:00 p.m. CST on June 30 in the fiscal year of funding approval.
4. The Road Authority shall be required to repay all contributions paid to the Road Authority as determined by the Program if the Funding Agreement is suspended or terminated due to:
 - a) The Road Authority failing to procure an Engineer and furnish the Professional Service Agreement to the Program by 4:00 p.m. CST on July 30 in the fiscal year of funding approval.

Project Timeline and Termination

5. The Road Authority shall be required to repay a portion or all contributions paid to the Road Authority as determined by the Program if the Funding Agreement is suspended or terminated due to:
 - a) The Road Authority failing to procure and award the work by December 31 in the fiscal year of funding approval;
 - b) A certificate of non-compliance is issued; or
 - c) The Road Authority is in breach of any of its obligations and the breach has not been remedied within thirty (30) days from the date notice was given.
6. The Program shall not pay any claims for work completed after December 31 of the second fiscal year.
7. The Program shall not pay any claims submitted by the Road Authority on, or after March 1 of the second fiscal year.
8. The Program shall not pay the holdback to the Road Authority if the Completion Certificate is received on or after February 28 of the second fiscal year.
9. If the Funding Agreement is suspended or terminated for any other reason not described above, then the Road Authority may be reimbursed for costs incurred to the date of the suspension or termination and any additional costs that are a consequence of the or termination of the Funding Agreement.
 - a) The Road Authority shall have ten (10) working day from the date of suspension or termination to provide the Program with costs for completed work at the time of termination and estimated costs out outstanding work caused by the termination. The Program reserves the right to determine what, if any, costs will be reimbursed at its sole discretion.
10. The Funding Agreement shall expire on April 1 of the third fiscal year. The Program shall not pay any claims submitted by the Road Authority for a project with an expired funding agreement.



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020
Section 3: Capital Programs
Policy 9: Alternate Projects

1. The Road Construction Program and the Bridge & Large Diameter Culvert Program shall recommend alternate projects for pre-approval to be considered if funds become available.
2. The pre-approval for alternate projects shall be valid from their pre-approval to December 31 of the calendar year the projects were pre-approved.
3. Any funds made available after December 31 shall be reallocated to the following Program Interval.
4. Prior to allocating any funds to alternate projects, the Program Administrators shall:
 - a) Ensure the recovery of any overallocation within the Program;
 - b) Retain one (1) percent of the capital project budget as a contingency, then;
 - c) Allocate funds to pre-approved alternate project(s). This may include offering pre-approved projects a grant less than their eligible amount.
5. The reallocation of funds to alternate project(s) within one capital program shall be determined by the Program Administrators and the reallocation of funds to alternate project(s) in other capital program shall be determined by the PMB.
6. If none of the pre-approved projects accept the funds offered to them, the Program Administrators may offer the funds to projects in descending order of their ranking within their respective program. If a project is found in this manner, the project must receive approval from the MoH before being guaranteed that funding or being allowed to proceed.

7. Alternate projects shall have adjusted deadlines, as determined by the Program Administrators, for:
 - a) Return of the Funding Agreement;
 - b) Engaging the Engineer;
 - c) Tender and award of construction.
8. Alternate projects shall not have adjusted deadlines for:
 - a) Work completion; and
 - b) Submission of paperwork.

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Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020, January 18, 2022, March 8, 2023
Section 4:	Road Construction Program
Policy 1:	Project Eligibility

1. The proposed project roadway shall:
 - a) Be the responsibility of:
 - i A Rural Municipality; or
 - ii An Urban Municipality or First Nation if the project is on a Clearing the Path Corridor;
 - b) Be located on a registered road alignment; and
 - c) Have a Rural Road Classification of 3, 4, or 5 or the roadway is designated as a Clearing the Path corridor.
2. Multiple Road Construction projects at the same location in the same Program Interval shall not be permitted.
3. The proposed project cost shall be a minimum of \$100,000.
4. The proposed project shall:
 - a) be a Earthworks and Grading project;
 - b) be a Clay Cap project;
 - c) be a Subgrade Widening and Clay Cap project;
 - d) be a Base and Subbase project;
 - e) be a Subgrade Widening and Base and Subbase project; or
 - f) be a Surface Strengthening Project.
5. Proposed projects may include a seal coat wearing course ONLY as a project component.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; January 25, 2021, January 18, 2022, March 8, 2023
Section 4:	Road Program
Policy 2:	Road Design Requirements

1. All road projects shall be completed with an Engineer.
2. The standard for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. The design of the roadway shall meet the following requirements:
 - a) Minimum design speed of 90 km/h;
 - b) Minimum road top width of 8.6 m, crowned with a cross slope of 3 to 4%;
 - c) Minimum right-of-way of 42 m;
 - i The right-of-way shall be purchased and cleared;
 - ii The roadway centreline shall be located on the centre of the 42 m right-of-way;
 - d) Maximum side slope steepness shall be determined as follows:
 - i Locations with a maximum fill height less than or equal to 4.15 m;
 - Side slope steepness shall be 4:1;
 - ii Locations with a maximum fill height greater than 4.15 m and less than or equal to 5.55 m;
 - Side slope steepness shall be varied between 4:1 and 3:1;
 - The toe of the fill shall be at 21 m from road centerline; and
 - Any other present or eminent characteristics of the location that would adversely affect the safety of the location shall be identified and suitably mitigated, and the Engineer may request advice from the Program Administrator;

Road Design Requirements

- iii Locations with maximum fill heights greater than 5.55 m in height;
 - Proposed side slope steepness shall be approved by the PMB.
 - The Road Authority shall contact the Program Administrator to receive information regarding the approval process.
- e) Minimum ditch width of 4 m;
 - i Maximum ditch backslope steepness of 3:1 inside property line;
 - ii Maximum ditch backslope steepness of 6:1 to 10:1 outside the property line, or required by any easement agreement;
- f) Maximum gradient of 8%;
- g) For curves:
 - i Maximum super elevation of 0.08 m/m;
 - ii Minimum curve radius of 300 m; and
 - iii Spiral Transitions shall be required for curve radius of 400 m or less.



Policy Manual

Adopted: July 19, 2021
Amended: N/A
Section 4: Road Program
Policy 3: Road Project Delivery

1. Projects Engaging a Consulting Engineer

- a) The Engineer shall be an eligible expense paid for and submitted to the Program by the Municipality.
- b) The RM shall submit the Professional Service Agreement for the Engineer;
- c) All finalized as-built plans, specifications, tender documents, construction documents, professional engineer's completion certificate and other required information shall be submitted prior to the release of the ten percent (10%) holdback to the Municipality.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; April 22, 2021, January 18, 2022
Section 5:	Bridge and Large Diameter Culvert Program
Policy 1:	Project Eligibility

1. The proposed project roadway shall:
 - a) Be the responsibility of:
 - i A Rural Municipality; or
 - ii An Urban Municipality or First Nation if the project is on a Clearing the Path Corridor;
 - b) Be located on a registered road alignment; and
 - c) Have a Rural Road Classification of 3, 4, or 5 or the roadway is designated as a Clearing the Path corridor;
2. The existing structure shall:
 - a) be a bridge with a minimum length of 6.1 m (20 ft.);
 - b) be a culvert installation greater than or equal to the following:
 - i One 2400 mm (7.9 ft.) diameter culvert,
 - ii Two 1800 mm (5.9 ft.) diameter culverts,
 - iii Three 1525 mm (5.0 ft.) diameter culverts,
 - iv Four 1370 mm (4.5 ft.) diameter culverts,or;
 - c) be a crossing where the lesser of the estimated 1:25 year Instantaneous Peak Flow or the 1:50 year Peak Mean Daily Flow shall be a minimum of 11.3 m³/s.
3. Multiple Bridge or Culvert Construction projects at the same location in the same Program Interval shall not be permitted.
4. The maintenance and/or repair of bridge or culvert structures shall not be eligible.

Project Eligibility

5. The scope of work for eligible projects shall be for the major capital improvement of the crossing. The following scopes of work shall be considered major capital improvements:
 - a) Bridge replacement;
 - b) Culvert replacement or;
 - c) Capital improvements as determined by the Bridge and Culvert Technical Committee and approved by the PMB.



Policy Manual

Adopted:	April 1, 2020
Amended:	Nov. 23, 2020; Jan. 25, Apr. 22, & May 10, 2021; May 8, 2023
Section 5:	Bridge and Large Diameter Culvert Program
Policy 2:	Bridge Design Requirements

1. All bridge projects shall be completed with an Engineer.
2. The standard of care for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. All bridge projects shall be designed to one of the following guidelines or standards:
 - a) The design of the bridge shall meet the requirements of the MoH, Bridge Standards – Technical Standards Branch, Bridge Design Criteria, BD-100.
 - i The meaning of “Ministry” shall be interchangeable between the “Saskatchewan Association of Rural Municipalities.”

or:

- b) The design of the bridge shall meet the requirements of the MoH, Short Span Modular Bridge Design Guidelines, BD-200.
 - i The meaning of “Ministry” shall be interchangeable between the “Saskatchewan Association of Rural Municipalities.”
 - ii BD-200, Clause 4.1 shall be changed to read: “The project shall meet the requirements of the Navigation Protection Program (NPP), refer to Transport Canada.”
 - iii BD-200, Clause 7.2 shall be changed to read: “The stream stage at the design flow shall be determined by analysis.”
 - iv BD-200, Clause 7.4.2 shall be changed to read: “For Provincial Roads, the design flow shall be the peak mean daily flow for the 1:50 year return.”

Bridge Design Requirements

- v BD-200, Clause 7.4.4 shall be changed to read: “Designs that result in a flow capacity that is lower than the flow capacity of the existing structure shall not be permitted.”
- vi BD-200, Clause 9.4 shall be superseded by Policy 5.2, Clause 4.
- vii BD-200, Clause 10.2 shall be changed to read: “Abutment backwalls and wingwalls shall be precast concrete or steel. Treated timber backwalls and wingwalls shall not be used.”

or:

- c) The design of the bridge shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6) and shall meet the following requirements:
 - i The Rural Municipality shall not be considered the Regulatory Authority, where, CAN/CSA S6 defines the Regulatory Authority as “the appropriate federal, provincial, or territorial Minister having governmental jurisdiction and control, his or her nominee, or the local authority to whom this authority is delegated.”
 - ii The Bridge design shall:
 - Not be for Temporary Structures, where, CAN/CSA S6 defines a temporary structure as “a structure with a design life less than five years”
 - Comply with Class A highway requirements.
 - Have a minimum design life of 75 years.
4. In addition to the design requirements set out in Section 5, Policy 2: Bridge Design Requirements, Clause 3, the width of the bridge shall be a minimum of 8.53 metres (28 ft.) wide.
5. In addition to the design requirements set out in Section 5, Policy 2: Bridge Design Requirements, Clause 3, the sale, import, and installation of wood treated with pentachlorophenol is prohibited after October 4, 2023.
- a) Please see the following for more information: <https://www.canada.ca/en/health-canada/services/consumer-product-safety/reports-publications/pesticides-pest-management/decisions-updates/reevaluation-note/2022/update-special-review-pentachlorophenol.html>



Policy Manual

Adopted: April 1, 2020
Amended: November 23, 2020; January 25, 2021
Section 5: Bridge and Large Diameter Culvert Program
Policy 3: Culvert Design Requirements

1. All culvert projects shall be completed with an Engineer.
2. The standard of care for all services performed by the Engineer shall be the care, skill, and diligence ordinarily used by Engineers or consultants practicing under similar conditions at the same time and locality as the Project.
3. All culvert projects shall be designed to meet the requirements of the MoH Hydraulic Manual (HM).
 - a) The meaning of "Ministry" shall be interchangeable between the "Saskatchewan Association of Rural Municipalities."
 - b) For the purposes of HM 502-00 the design flow shall meet or exceed the requirements for "Provincial Roads."
 - c) Contrary to HM 701-00, where the design of the culvert project shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6) the design live load vehicle shall be as per CAN/CSA S6.
 - d) Where the design of the culvert project shall meet the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6), the design shall meet the following requirements:
 - i The Rural Municipality shall not be considered the Regulatory Authority, where, CAN/CSA S6 defines the Regulatory Authority as "the appropriate federal, provincial, or territorial Minister having governmental jurisdiction and control, his or her nominee, or the local authority to whom this authority is delegated."

Culvert Design Requirements

- ii The Culvert design shall:
 - Not be for Temporary Structures, where, CAN/CSA S6 defines a temporary structure as “a structure with a design life less than five years”
 - Comply with Class A highway requirements.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; February 2, 2021
Section 5:	Bridge and Large Diameter Culvert Program
Policy 4:	Bridge Project Delivery

1. Projects Engaging MBS as their Engineer

- a) MBS shall be funded fully and paid directly by the Program as opposed to being an eligible expense paid for and submitted to the Program by the Municipality.
- b) MBS shall select Municipalities to offer their services to based on the available capacity of MBS and the scope of the available projects with the preference given to projects with the greatest cost to the Rural Municipality.
- c) Projects completed by MBS shall be built to meet the requirements of BD-200;
- d) Design – Bid – Build:
 - i Provide design services;
 - ii Development of the Design-Bid-Build package;
 - iii Post the Design-Bid-Build package on behalf of the RM;
 - iv Facilitate the RM in selecting the Builder;
 - v Project Management;
- e) Contract administration and construction supervision will be completed by a consulting engineering company selected by MBS.

2. Projects Engaging an Engineer Outside of SARM

- a) The Engineer shall be an eligible expense paid for and submitted to the Program by the Municipality.
- b) The RM shall submit the Professional Service Agreement for the Engineer;
- c) The RM and Engineer shall sign a declaration stating that the RM and Engineer will comply to the requirements of either:
 - i CAN/CSA S6 including the additional requirements;
 - ii Short Span Modular Bridge Design Guidelines, BD-200; or
 - iii Bridge Design Criteria, BD-100
- d) Design – Bid – Build:
 - i Two weeks prior to the posting of the tender, design documents shall be submitted to MBS, where the following may be checked for compliance by the Bridge and Culvert Technical Committee:
 - Foundation Design; and
 - Bridgerail Design;Notification will be provided of whether the design documents are forwarded to the Bridge and Culvert Technical Committee for review.
 - ii One week prior to the posting of the tender, the tender documents shall be submitted for information.
- e) Design – Build:
 - i Two weeks prior to the posting of the tender, the tender documents shall be submitted for information.
 - ii When available, design documents shall be submitted to MBS, where the following may be checked for compliance by the Bridge and Culvert Technical Committee:
 - Foundation Design; and
 - Bridgerail Design;Notification will be provided of whether the design documents are forwarded to the Bridge and Culvert Technical Committee for review.
 - iii The Engineer shall provide updates, as necessary, ensuring the project is being completed to the appropriate requirements;
- f) All finalized as-built plans, specifications, tender documents, construction documents, professional engineer's completion certificate and other required information shall be submitted prior to the release of the ten percent (10%) holdback to the Municipality.



Policy Manual

Adopted: April 22, 2021
Amended: N/A
Section 5: Bridge and Large Diameter Culvert Program
Policy 5: Culvert Project Delivery

1. Projects Engaging a Consulting Engineer

- a) The Engineer shall be an eligible expense paid for and submitted to the Program by the Municipality.
- b) The RM shall submit the Professional Service Agreement for the Engineer;
- c) All finalized as-built plans, specifications, tender documents, construction documents, professional engineer's completion certificate and other required information shall be submitted prior to the release of the ten percent (10%) holdback to the Municipality

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Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; January 18 and June 1, 2022
Section 6:	Public Procurement
Policy 1:	Public Procurement

1. The Road Authority shall publicly procure all aspects of the Project as per the requirements of the New West Partnership Trade Agreement. All procurement documents shall be prepared by the Road Authority and/or its Engineer.
2. The procurement process shall be fair and transparent to all bidders. Without limiting the generality of the foregoing, the procurement process shall exhibit the following principles:
 - a) Procurement packages shall be complete with reasonable estimations of all quantities and inclusion of all relevant specifications.
 - b) Procurement packages shall be available sufficiently in advance of the competition closing time to permit bidders adequate time to prepare the bid.
 - c) The procurement results shall be publicly released.
 - d) All bids for Contractor/Labour shall be accompanied by a minimum 5% bid bond or certified cheque. A minimum 50% performance bond and a minimum 50% labour and material payment bond are required upon award of the procurement.
3. The Road Authority shall submit a bid results tabulation within Fourteen (14) days from the acceptance of the Contractor.
 - a) If any Contractor is considered non-compliant and has a bid lower than the Contractor awarded the work, the Road Authority shall submit the following:
 - i the completed bid-form of the non-compliant bidder; and
 - ii the rationale used during the evaluation to determine the non-compliance of the bidder.

Public Procurement

- b) If a “Best-Value” procurement was conducted, the RM shall submit the following:
 - i the criteria used to evaluate the bid; and
 - ii the evaluation scores for each contractor.
- 4. A Municipality can bid on the Work for their Road Construction projects subject to the requirements of the Self-Bidding policy.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; April 22, 2021; January 18 and June 1, 2022
Section 6:	Public Procurement
Policy 2:	Self-Bidding

1. For roadway projects the Road Authority shall be allowed to submit a bid on their proposed procurement for the work.
2. The Road Authority shall be required to complete prior to Self Bidding:
 - a) Submit a written request to the Road Program Administrator for approval to Self Bid.
 - b) The Road Authority and the Road Authority's Engineer shall submit a Self Bidding Declaration agreeing to additional Self Bidding requirements.
3. The Self Bidding Declaration shall include the following additional requirements:-
 - a) The procurement shall be for the Contractor supply of **ALL** materials, labour, and equipment required for the project;
 - b) The competition shall be publicly posted on SaskTenders.
 - c) The consultant Engineer shall write or review the procurement package;
 - d) The procurement package shall **not** indicate the Road Authority's intent to bid;
 - e) When the Road Authority does **not** hold COR, the procurement package shall not require the bidders to hold COR;
 - f) The Road Authority shall submit the procurement package to the Road Program Administrator a minimum of one (1) week prior to the posting of the procurement package;
 - g) The Road Authority shall submit all addenda to the Road Program Administrator on the same day that any addenda are posted;
 - h) The Road Authority shall not post addenda within 24 hours of the scheduled closing of the competition;

Public Procurement

- i) The Road Authority shall submit a hardcopy, sealed, and labelled confidential of the Road Authority's bid submission to the Road Program Administrator to be received a minimum of 24 hours prior to the scheduled closing of the competition;
- j) The Road Authority shall submit their self-bid in the manner directed in the competition documents;
- k) The Road Authority shall not be required to obtain bid, performance, and material & labour bonds;
- l) The Road Authority shall not award the work to their own forces unless the Road Authority has submitted the lowest qualified bid as determined by standard industry practises and tender documents;
- m) The Road Authority shall submit the procurement results to the Road Program Administrator and ensure the results are received within 24 hours of the bid submission opening;
- n) If the Road Authority awards the work to their own forces the Road Authority shall not be eligible for claims for the work that exceeds the Road Authority's Bid Amount;
- o) Only the Final Estimate from the Engineer accompanied with the completion certificate shall be considered for payment;
- p) The Road Authority shall be required to submit all finalized As-built Plans, Specifications, Competition Documents, Construction Documents, professional engineer's completion certificate and other information requested by the Program and shall be submitted prior to the release of the ten percent (10%) holdback to the Municipality;
- q) If the project is required to be retendered after the Road Authority has opened the bid submissions, the Road Authority shall not be permitted to submit a bid on the retendered work.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; April 22, 2021, January 18, 2022, May 8, 2023
Section 7:	Grants for Capital Projects
Policy 1:	Eligible Costs

1. Any eligible or ineligible project cost may be included within the scope of a project. However, only claims for eligible project costs shall be considered for grant funding.
2. The following shall be considered eligible project costs, including but not limited to:
 - a) Legal land survey and registration;
 - b) Right of way purchase cost (maximum of 1.5 times assessment);
 - c) Environmental or heritage study cost;
 - d) Engineering Design services;
 - e) Cost of relocation of utilities;
 - f) Amounts paid to land owners to establish borrow pits;
 - g) Cost of water and hauling water;
 - h) Soil stabilizer;
 - i) Contactor/Labour (All work, materials, and services required under the Contract);
 - j) Material costs such as gravel, piling, miscellaneous steel plate, bearings, precast concrete, bridge rail/barrier, culverts, timbers, hardware, and construction signs if not included in the contract bid items;
 - k) Inspection services during fabrication of components if not included in the contract bid items;
 - l) Construction Supervision and Contract Administration;
 - m) Crop damage;
 - n) Seeding of right of way and borrow pits;
 - o) Fence replacement; and
 - p) Saskatchewan Provincial Sales Tax (PST).

Eligible Costs

3. The following shall be considered ineligible project costs:
 - a) Supply, loading, hauling, unloading, placement or testing of asphalt or concrete pavement;
 - b) Dust suppression;
 - c) Cost of procurement advertising outside of SaskTenders;
 - d) Canadian Goods and Services Tax (GST);
 - e) Legal fees; and
 - f) RM administration costs.
4. Any work completed prior to the Minister's Approval of the project shall be considered ineligible work. Any costs associated with unauthorized work shall not be paid by the Program.



Policy Manual

Adopted:	April 1, 2020
Amended:	Nov. 23, 2020; Apr. 22, 2021; Jan. 18, Apr. 13, and Jun. 1, 2022; Mar 8, 2023
Section 7:	Grants for Capital Projects
Policy 2:	Application for Grant Payment

1. Each Road Authority shall submit a completed application for grant payment form to claim eligible project costs.
2. The Program shall not approve an application for grant payment of eligible costs unless it is provided with a certificate from a Professional Engineer certifying that progress on the eligible project is satisfactory and that the payment requested is for eligible costs that are due and owing.
3. The Road Authority shall clearly indicate for which project the application for grant payment form is being submitted and shall only submit eligible costs associated with that project. If multiple projects are completed in one engineering or construction contract, it shall be the responsibility of the Road Authority to account for the costs to each project.
4. The Road Authority shall include the invoices of the eligible costs that are being claimed and clearly differentiate between eligible and ineligible costs if necessary.
5. The Program shall not consider any eligible costs until the Funding Agreement has been fully executed.

Policy: Application for Grant Payment

6. The Program shall not consider the following eligible costs (including taxes) until the Program's receipt of corresponding documents:

Eligible Costs	Required Documents
Engineering, surveys, and studies:	• Engineer's Professional Service Agreement
Material costs including supply, fabrication and/or hauling:	• Project Plans • Specifications • Landowner Agreements
Contractor/Labour:	• Project Tender Documents • Bid Forms • Bid Summary & Results • Contract for Construction

7. The Program shall retain ten percent (10%) holdback on each grant payment to be released upon the Program's receipt of all finalized as-built plans, specifications, tender documents, other construction documents, Professional engineer's completion certificate and any other required information.
8. The Program shall pay a Road Authority up to their maximum grant as defined in the Funding Agreement.
9. The Program shall have a provincial assistance stacking limit of 50%; Funds received from the Municipal Revenue Sharing and the MEEP are exempt. If a Road Authority were to receive provincial funding not originating from the Municipal Revenue Sharing or MEEP, the amount of funding provided by the Program shall be reduced by the amount of the provincial funding received from outside of the Program.

Other Provincial Contributions, P	Eligible Project Cost, E [\$]	RIRG Contribution [\$]	Total Contribution [\$]
where $P < 0.5(E)$	$E \leq 1,000,000$	$0.5(E) - P$	$0.5(E)$
	$E > 1,000,000$	$500,000 - P$	$500,000$
where $P \geq 0.5(E)$	E	0	P

For example, if a Road Authority had a project costing \$300,000 and received \$100,000 in funding from a provincial source other than Municipal Revenue Sharing or MEEP, the Program would contribute \$50,000. If the provincial funding increased to \$170,000, the Program would not contribute to the project.

Policy: Application for Grant Payment

Additionally, if a Road Authority had a project costing \$2,000,000 and received \$500,000 in funding from a provincial source other than Municipal Revenue Sharing or MEEP, the Program would not contribute to the project.

10. The Program shall have a federal assistance stacking limit of 100%. If a Road Authority were to receive federal funding, the amount of funding provided through federal assistance and the Program shall not combine to exceed 100% of the eligible project costs.

Federal Contributions, F	Eligible Project Cost, E [\$]	RIRG Contribution [\$]	Total Contribution [\$]
where $F < 0.5(E)$	$E \leq 1,000,000$	$0.5(E)$	$F + 0.5(E)$
	$E > 1,000,000$	500,000	$F + 500,000$
where $F \geq 0.5(E)$	$E \leq 1,000,000$	$(E - F)$	E
	$E > 1,000,000$	$(E - F)^{\dagger}$	$F + (E - F)^{\dagger}$

[†] Cannot exceed \$500,000.00

For example, if a Road Authority had a project costing \$300,000 and received \$100,000 in funding from a federal source, the Program would contribute \$150,000. If the federal funding increased to \$170,000, the Program would contribute \$130,000.

Additionally, if a Road Authority had a project costing \$2,000,000 and received \$500,000 in funding from a federal source, the Program would contribute \$500,000.

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Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; February 2, 2021, January 18, 2022
Section 8:	Information Collection
Policy 1:	Municipal Traffic Count Program

1. The Municipal Traffic Count Program shall be completed on a cycle ranging from 3 to 5 years.
2. MoH shall determine the standards and specifications for traffic count collection for the Municipal Traffic Count Program.
3. Road Authorities can request accommodations to Municipal Traffic Count Program methodology, but cannot opt out of the Municipal Traffic Count Program.
4. The selection of the consultant to complete the traffic counts shall be done by request for proposal and shall be completed by the MoH's traffic engineer.
5. A traffic count map shall be provided to each RM by the MoH that incorporates the latest traffic count information.
6. Municipalities may appeal the results of Municipal Traffic Count Program.
 - a) The municipality shall submit a commissioned independent traffic count that is completed with the same methodology as the Municipal Traffic Count Program.
7. Due to concerns arising due to COVID-19, such as lockdowns and cross border travel bans, the Municipal Traffic Count Program counts for 2020 shall only be used in consideration of adding or upgrading a corridor. Traffic counts 2021 and onward shall be considered as normal.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; February 2, 2021; June 1, 2022
Section 8:	Information Collection
Policy 2:	Independent Traffic Counts

1. A Road Authority may request that the ADT and TADT obtained through an independent traffic count replace the values obtained through the Municipal Traffic Count Program.
2. The Road Authority shall not be reimbursed in any way for the cost of independent traffic counts.
3. The independent traffic count shall be overseen by an Engineer.
4. The independent traffic count shall use the same methodology as the Municipal Traffic Count Program.
5. Road Authorities shall submit the following information to the Program for review and approval:
 - a) The methodology for conducting the traffic count;
 - b) The raw traffic count data; and
 - c) The recommendation from the Engineer overseeing the independent traffic count.
6. Final approval for the use of independent traffic count data within the Program will be provided from the Manager of Traffic Services, MoH.
7. Approved independent traffic count data shall be added to the Municipal Traffic Count Database.



Policy Manual

Adopted:	April 1, 2020
Amended:	November 23, 2020; February 2, and July 19, 2021; June 1, 2022
Section 8:	Information Collection
Policy 3:	Municipal Bridge Inspection Program

1. The Municipal Bridge Inspection Program shall be completed on a 3-year cycle.
2. All rural municipal bridge structures with a minimum length of 6.1 metres (20 ft.) and which may pose a liability to a Rural Municipality shall be inspected.
3. MoH shall determine the standards and specifications for bridge inspection for the Municipal Bridge Inspection Program.
4. The Inspections shall be completed by qualified bridge inspectors to the Saskatchewan Modified Ontario Structures Inspection Manual (OSIM).
5. Road Authorities can request accommodations to Municipal Bridge Inspection Program methodology, but cannot opt out of the Municipal Bridge Inspection Program.
6. The selection of the consultant to complete the inspections shall be done by a Request for Proposal.
7. If the Consultant finds a bridge with severe structural or safety deficiencies, the Consultant shall provide MBS with a Structural Deficiency Advisory (SDA) as soon as possible after the inspection. The SDA shall provide a description and pictures of the deficiency and recommended immediate action.

8. The Consultant shall provide each RM with the following:
- a) A summary letter;
 - b) Inspection field notes;
 - c) Inspection pictures;
 - d) Summary of inspection; and
 - e) Channel profile from the left and right side of the bridge.



Policy Manual

Adopted: February 2, 2021
Amended: June 1, 2022
Section 8: Information Collection
Policy 4: Independent Bridge Inspections

1. A Road Authority may request that the data obtained through an independent bridge inspection replace that obtained through the Municipal Bridge Inspection Program.
2. The Road Authority shall not be reimbursed in any way for the cost of independent bridge inspections.
3. The independent bridge inspection shall be overseen by an Engineer.
4. The independent bridge inspection shall use the same methodology as the Municipal Bridge Inspection Program.
5. Road Authorities shall submit the following information to the Program for review and approval:
 - a) The methodology for conducting the bridge inspection;
 - b) The raw bridge inspection data; and
 - c) The recommendation from the Engineer overseeing the independent bridge inspection.
6. Final approval for the use of independent bridge inspection data within the Program will be provided from the Bridge and Culvert Technical Committee.,
7. Approved independent bridge inspection data shall be added to the Municipal Bridge Database.



Policy Manual

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Policy Manual

Appendix A



Document: 2.1.13

Topic: Anti-Harassment

Category: Human Resources

Authority: Executive Director

Effective Date: July 26th, 2021

SARM is committed to providing a harassment-free workplace, which is a safe and respectful work environment for all staff and board members.

Workplace harassment will not be tolerated by SARM. SARM will take all reasonable steps to prevent harassment and stop it if it occurs. All complaints of workplace harassment will be taken seriously.

Definitions

3-1 (1) (I) **"harassment"** means any inappropriate conduct, comment, display, action or gesture by a person:

(i) *that either*

(A) is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

(B) subject to subsections (4) and (5), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonable to know would cause a worker to be humiliated or intimidated; and

(ii) *that constitutes a threat to the health or safety of the worker.*

3-1 (4) *To constitute harassment for the purposes of paragraph (1)(I)(i)(B), either of the following must be established:*

(a) repeated conduct, comments, displays, actions or gestures;

(b) a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker.

3-1 (5) *For the purposes of paragraph (1)(I)(i)(B), harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer's workers or the place of employment.*

3-1 (1) (i) **“discriminatory action”** means any action or threat of action by an employer that does or would adversely affect a worker with respect to any terms or conditions of employment or opportunity for promotion, and includes termination, layoff, suspension, demotion or transfer of a worker, discontinuation or elimination of a job, change of a job location, reduction in wages, change in hours of work, reprimand, coercion, intimidation or the imposition of any discipline or other penalty, but does not include:

- (i) the temporary assignment of a worker to alternative work, pursuant to section 3-44, without loss of pay to the worker; or
- (ii) the temporary assignment of a worker to alternative work, without loss of pay to the worker, while:
 - (A) steps are being taken for the purposes of clause 3-31(a) to satisfy the worker that any particular act or series of acts that the worker refused to perform pursuant to that clause is not unusually dangerous to the health or safety of the worker or any other person at the place of employment;
 - (B) the occupational health committee is conducting an investigation pursuant to clause 3-31(b) in relation to the worker's refusal to perform any particular act or series of acts; or
 - (C) an occupational health officer is conducting an investigation requested by a worker or an employer pursuant to clause 3-32(a);

The Saskatchewan Employment Act

Complainant - The Complainant is the person who makes a complaint of harassment to the employer.

Respondent - The Respondent is the person(s) who the Complainant made the complaint about.

Application of Policy

This policy applies to all employees and Board Members of SARM and covers the following:

Harassment Based on Prohibited Grounds

This type of harassment is prohibited in *The Saskatchewan Employment Act* (the Act) and *The Saskatchewan Human Rights Code*.

It also extends to sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or welcome.

Sexual harassment may include:

- a direct or implied threat of reprisal for refusing to comply with a sexually orientated request.
- unwelcome remarks, jokes, innuendoes, propositions, or taunting about a person's body, attire, sex, or sexual orientation.
- displaying pornographic or sexually explicit pictures or materials.
- unwelcome physical contact.

- unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature, or
- refusing to work with or have contact with workers because of their sex, gender, or sexual orientation.

Personal Harassment

This includes any inappropriate conduct, comment, display, action or gesture by a person that:

- adversely affects a worker's psychological or physical well-being; and,
- the perpetrator knows or ought to reasonably know would cause the worker to be humiliated or intimidated.

Personal harassment must involve repeated conduct or a single, serious incident that causes a lasting harmful effect on the worker. All incidents of inappropriate conduct should be appropriately addressed to ensure that the workplace remains respectful and free of harassment.

Personal harassment may include:

- verbal or written abuse or threats.
- insulting, derogatory or degrading comments, jokes or gestures.
- personal ridicule or malicious gossip.
- unjustifiable interference with another's work or work sabotage.
- refusing to work or co-operate with others, or
- interference with or vandalizing personal property.

Workplace harassment does not include matters or circumstances that are unrelated to SARM's work, such as co-worker social gatherings outside of the workplace that are unrelated to any SARM work or event.

SARM's Responsibilities

SARM is committed to and responsible for:

- keeping this policy up-to-date and ensuring staff and board members are aware of and understand the policy.
- posting and advising stakeholders/third parties of the policy to ensure they are aware of the policy.
- implementing this policy to prevent and deal with harassment.
- providing training on the application of the policy.
- creating and promoting a respectful workplace that does not expose people to harassment; and
- acting on all complaints to ensure they are resolved quickly, confidentially, and fairly.

Board, Executive Director and Department Director Responsibilities

The Board, the Executive Director, and Department Director are responsible for:

- fostering a respectful and safe working environment, free of harassment.
- setting an example for appropriate workplace behavior.
- sharing and ensuring the understanding of the respectful workplace policy with staff, Board members and third parties.
- if the subject of or a witness of harassment, promptly, clearly, and firmly tell the harasser to stop their behavior.
- assigning representatives to deal with harassment complaints; and
- dealing with situations of harassment immediately upon becoming aware of them, whether or not there has been a complaint received.

Employees' Responsibilities

All employees have the responsibility to:

- promptly, clearly, and firmly tell the harasser to stop their behavior (if they are in a position to do so) if they are subjected to harassment, or if they believe that they have witnessed another person being harassed.
- seek counsel from your Department Director or the Executive Director if they are unsure if they have been subjected to harassment or want counsel on how to tell the respondent to stop.
- treat all people (employees, customers, stakeholders, vendors, etc.) with respect and not participate in harassing behavior.
- speak up if they or someone else is being harassed.
- remind other staff and share with stakeholders this Anti-Harassment Policy.
- participate in the harassment complaint process if required. Maintain confidentiality in that process.
- report harassment to the appropriate person; and
- respect the confidentiality and privacy of anyone involved in a harassment complaint.

Stakeholders/Third Parties

SARM will ensure that stakeholders, such as members, clients, vendors, contractors, etc. are aware of, and understand, SARM's Anti-Harassment Policy.

This policy covers harassment connected to any matter or circumstance arising out of the worker's employment, including when representing SARM on Boards or committees. Customers, clients, contractors or their workers and others invited to the workplace could harass an employee. SARM shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties.

Action may include:

- posting the harassment policy or summary statement in a location visible to third parties.
- requiring certain contractors and their workers to accept and meet the terms of the harassment policy
- notifying the employer, organization, stakeholder or third party of which the individual represents of the actions, and
- removing those who participate in harassment, and if the employee feels uncomfortable doing that, engaging their manager to assist in asking the individual to leave the workplace

Where a stakeholder, client, vendor or contractor has been asked to stop abusing or harassing a worker and does not, workers are authorized to:

- end telephone conversations in a professional and polite manner,
- politely decline service
- ask the customer or client to leave the workplace, and if the employee feels uncomfortable doing that, engaging their manager to assist in asking the customer to leave the workplace, and
- advance the complaint to the police for investigation

Resolution and Corrective Action

Where harassment has been substantiated, the Executive Director will take appropriate corrective action to resolve the complaint. Where harassment has not been substantiated, no action will be taken against the person who has made a complaint in good faith or the respondent. Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to discipline.

Corrective action will be dependent upon the nature and severity of the complaint, and may include:

- a written reprimand.
- a suspension (with or without pay).
- a demotion.
- dismissal, or
- other appropriate action.

Harassers may also be obliged to attend an anti-harassment training session. Each person that was found to have harassed another will have the record of findings and resulting consequences specific to them filed in their personal file.

Confidentiality

SARM will not disclose the identity of the complainant, the respondent, or the circumstances of the complaint, except as necessary to investigate the complaint or to take disciplinary action, or as required by law. Employees and Board members are to respect confidentiality in the same way.

Those who witness and report harassment and those who file a harassment complaint will be protected from reprisal.

Disclaimer: This policy has been developed in good faith. The policy does not supersede legislation or suspend statutory rights. SARM has the right to update, change, add and/or delete this policy. It is the employees' responsibility to be aware of the policies and SARM's responsibility to make the policies accessible for staff and administer them accordingly.

Harassment Complaint Form

Complainant Information:

Name: _____ Phone Number: _____

Job Title: _____

Respondent Information:

Name: _____ Phone Number: _____

Job Title: _____

Company: _____

Details of Complaint:

Description of Incident:

In your own words, describe the conduct, comments or display you found objectionable. Give details of date and location of the incident(s) that is/are the basis of your complaint.

Witnesses:

Give the names and contact phone numbers for witness who observed any of the details listed in your description of the incident.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Resolution Sought:

Formal _____

Informal _____

Informal resolution includes asking Department Head or Executive Director to direct or counsel person to correct conduct; facilitated meeting with respondent; apology; workshops or training sessions; mediations; or other.

Formal resolution includes the Executive Director directing an investigation of the complaint.

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint will be provided to the respondent for the purpose of investigating this complaint (informally or formally).

Signature: _____ Date

Printed Name: _____

I acknowledge receipt of this complaint.

Supervisor's Signature: _____ Date

Printed Name: _____

Procedures for dealing with and filing a Harassment Complaint

If an employee or board member feels they are being harassed and feel they are able to approach the person they believe is harassing them, they should do so to address the situation. If this is not successful, follow the procedures outlined below.

- Report alleged harassment to your Department Director or the Executive Director using the Harassment Complaint Form. The complainant will be advised by the Executive Director of the procedures that will be followed.
- The Executive Director will determine if any interim steps need to be taken while the complaint is being investigated. (Example: Do the employees need to be separated? Does an employee have to be placed on leave? etc.)
- The Executive Director will discuss options for addressing the alleged harassment with the complainant. This may include a facilitated discussion or mediation process with the respondent. If one of these, or another option is chosen, the Executive Director will proceed with arranging that process. If that process brings resolution to the complaint, no further action will be required.
- Where the complainant requests a formal resolution, or failing resolution at the preceding step, the Executive Director will advise the respondent of the complaint and the information concerning the complaint. A confidential investigation will be initiated. This investigation may be done internally or by an independent third party. The investigation will determine whether harassment has occurred and whether the incident meets the intent of this policy. Throughout the investigation, all statements and reports will be as detailed as possible. This report will be confidential.
- Where the complaint is made about a stakeholder/third party, the Executive Director will talk with the complainant to discuss the alleged harassment. SARM shall take reasonably practicable action to stop or reduce the risk to its workers of being harassed by third parties. This may include contacting the individual named as the respondent to ensure they understand SARM's policy and to advise them of the complaint and discuss corrective actions.
- Following the conclusion of the investigation, the Executive Director will inform the complainant and the respondent of the results of the investigation.

If the respondent is the Executive Director, the complainant may contact the Director of Strategic Engagement and Advocacy or the SARM President.

Throughout the process, the parties are entitled to natural justice guidelines.

Copies of complaints will be placed on the employee's file in a sealed envelope, marked confidential.

This policy does not prevent a complainant from raising their complaint in any other jurisdictions, including the Human Rights Commission and the Ministry of Labour Relations

and Workplace Safety– Occupational Health and Safety and the Public Service Commission.