

Rural Municipality of Riding Mountain West

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Policy No. ADM 15	Reference: Resolution # 22-1006
Policy Title: Emergent Need Contracting	Pages: 3
Policy Effective: December 21, 2022	Policy Amended: New Policy

PRINCIPLES:

Municipal purposes (The Municipal Act, 1996)

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The purposes of a municipality are:

- (a) to provide good government.
- (b) to provide services, facilities, or other things that, in the opinion of the council of the municipality, are necessary or desirable for all or a part of the municipality; and
- (c) to develop and maintain safe and viable communities.

General duties of members (The Municipal Act, C.C.S.M c. M225)

83(1)

Each member of a council has the following duties:

- (a) to consider the well-being and interests of the municipality as a whole and to bring to the council's attention anything that would promote the well-being or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in meetings of the council and of council committees and other bodies to which the member is appointed by the council;
- (d) to keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) and that the committee decides to keep confidential until the matter is discussed at a meeting of the council or of a committee conducted in public;
- (d.1) to comply with the code of conduct for members of council;
- (e) to perform any other duty or function imposed on the member by the council or this or any other Act.

DEFINITIONS:

Emergent refers to a need that arises unexpectedly and/or calls for prompt action

Regular Members of Council are elected by the electors based on wards at a general election

PURPOSE:

The purpose of this policy is to establish guidelines and conditions for the short-term contracting of regular members of council to meet emergent service level needs as required.

SCOPE

This policy applies to scenarios within the municipality where, for a variety of reasons, not limited to staffing shortages, illness, emergency conditions, and other, the regular municipal workforce is not able to complete the required work, or provide for the level of service needed, to the ratepayers of the municipality.

PROCEDURE:

1. A need is identified where disruption of normal municipal operations and/or services is imminent and deemed to be detrimental to the wellness of the ratepayers of the municipality or the welfare of the municipal staff.
2. Discussion between the CAO and the Public Works Manager determines **all** the following to be true:
 - (a) that the need is imminent
 - (b) that the need identified can not be addressed through re-assignment or deployment of the regular municipal workforce
 - (c) that a regular member of council has the skill set and ability to safely address the need
 - and**
 - (d) that a feasible, expedient, short-term solution can be achieved through the contracting of the regular member(s) of council as required.
3. Notes of discussion (2.) are recorded by the CAO and the contracting is completed
4. A resolution detailing the need, the discussion, and the subsequent contracting is presented, either through the Public Works Report or CAO Update, at the next regular meeting of Council
5. Compensation will be in accordance with Appendix A (attached)
6. This policy will be reviewed annually.

Emergent Need Contracting Costing Schedule

*subject to annual review

Task:	Wage :
Grader	\$29.00 /hr
Mechanic	\$27.50 /hr
Mowing	\$29.00 /hr
Tractor	\$27.50 /hr