



Wilton Council and Staff wish to extend Best Wishes, to all of the Ratepayers of the Municipality, for a productive and happy year in 2013. We all look forward to continuing to serve you.

Heavy Oil Impact on Municipalities

One of the toughest tasks we have is to attempt to share the real story about heavy oil impact with those people that are not in the midst of it. We do this with NHOM (Northwest Heavy Oil Municipalities) - a group of 7 like-minded and similarly impacted heavy oil municipalities. The efforts in the past year have been to hire a consulting firm, associated with the University of Saskatchewan, to continue to tell the truth about heavy oil impacts. Often in the provincial government and the oil company head offices of Calgary the truth about heavy oil impact is unknown. Until you have experienced it you are prone to misinterpret the truth about heavy oil development. By and large the benefits are touted by Regina and Calgary, however the impacts remain largely undefined.

There are always positives and negatives when you experience this type of development, some of which we have identified as follows:

PROS: Supports agriculture; provides employment opportunities; diversified economy

CONS: Uses up huge amounts of land; dust is detrimental to people, livestock, and crops; declining quality in water aquifers; traffic and road safety; rapid road wear; loss of privacy and quality of life; noise pollution

WILTON COUNCIL'S MAIN MISSION, at the end of the day is to build the best and safest road infrastructure possible. Council continues to work at maximizing the opportunity to develop high quality transportation links and corridors, as "roads, roads, roads" continues to be an ongoing concern and Council recognizes the need for investment.

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The Changing Landscape of Municipal Government

The last 25 years of local government have seen many changes in many ways. The provincial government of 25 years ago supplied many local government needs. A few that we remember are: the Department of Highways had district engineers who were available to local government. For municipalities these engineers provided very capable assistance in road building, and other engineering questions that needed answering. Grants were provided for main farm access roads, along with the design, engineering, and assistance with tendering. Planning services were available for any large project or for municipal development projects. Saskatchewan primary grids that were numbered as secondary highways were funded very well. Agricultural field offices dotted the landscape and farmers were never very far from good advice.

Overweight vehicles in the municipalities were policed quite diligently by the Highway Transport Patrol, and it was no problem finding an Officer whenever one was needed. The RCMP were also numerous enough, that if there was a need, policing could be found. For community water facilities, health and design assistance was readily available. As the time clock of years ticked by all those services vanished, or were reduced to a mere shadow of their former existence. This was really the downloading of responsibility from provincial to municipal government. In addition to this there were more reporting requirements and changes that required additional municipal staff, and specialized training. Some of the major changes that have occurred are the change from cash to accrual method accounting, tangible capital asset management and long-term financial planning.

This has contributed to at least a fivefold increase in administration time and training. Requirements such as an official community plan increased the workload of both elected officials and administration. With less support services municipal government began to feel more and more that it was on its own. Provincial government is no longer involved in the mentoring role of the past. In addition to all these changes municipalities with increased industrial development (such as oil, potash, etc.) now have an increased workload managing and servicing this development. Roads have become wider to accommodate heavy traffic and improve safety. Rights-of-way needed to be widened which meant the acquisition of land. More contracts were required that needed legal counsel, and lawsuits became more prevalent. Environmental compliance is another challenge that municipalities now have. New rules for Oceans and Fisheries, Navigable Water, Heritage, and Endangered Species meant more paperwork and

these were imposed upon local government without consultation. In some cases you could no longer repair a culvert and work within or around water bodies without approval and in some cases this could be up to six months. There are new procedures and legislation in many disciplines that needed to be learned and followed. Development permits, overweight permits, subdivision applications, smoking guidelines, occupational health and safety rules, operating tickets for equipment and operator certification is now a requirement. The cost to build a road designed for heavy haul can now exceed a half million dollars per mile. The speed at which change occurs continues itself to increase. And so, such is the changing landscape of municipal government. All of these changes require more money, more people, more knowledge. These challenges require a Council dedicated to understanding the issues, and providing the leadership needed to move forward.



RM of Wilton No. 472
Box 40
Marshall, SK
S0M 1R0
www.rm-wilton.ca

Property Assessment and Taxation

2013 is a Revaluation Year

Saskatchewan provincial legislation requires that all properties in Saskatchewan be revalued every four years. This revaluation is done to ensure that assessed property values more accurately reflect current values so property owners can better understand these values.

After the assessed property values are determined the province applies a percentage of value (POV) to the various property classes. For 2013 the POV's are as follows:

- Non-arable (range or pasture land) - 40 per cent
- Other (cultivated) agricultural land - 55 per cent
- Residential - 70 per cent
- Multi-unit residential - 70 per cent
- Seasonal residential - 70 per cent
- Commercial/industrial - 100 per cent

When these percentages are applied to the assessed property value a "taxable value" is determined, and this is the value that is used for taxation purposes.

All property owners will receive both an assessment notice and a tax notice in 2013.

The Saskatchewan Assessment Management Authority (SAMA) is an independent agency that manages the rules of property assessment in Saskatchewan and provides property assessment services to Wilton. They will be determining the new assessed property values in 2013, and once we receive this information an "Assessment Notice" will be mailed to all ratepayers. When you receive this notice you should immediately review it, as there is a time limit as to when you may file an appeal if you notice an error. This date will be noted on the assessment notice. Appeals may be made by any person with an interest in, or that is effected by, the assessed value or classification of any property. You can appeal if you believe there has been an error in:

- The valuation,
- The classification,
- The contents of the assessment roll, or
- The assessment notice.

PLEASE NOTE: Assessment appeals must be related to the above. You may not base an appeal on the fact that you may think your taxes are too high. The "Board of Revision" has no jurisdiction with respect to the level of taxation.

For general information on property assessment and appeals please contact the municipal office. More information may also be found at www.sama.sk.ca

Information for a specific property may be found at <http://samaview.sama.sk.ca/sama>

Municipal Tax Tools and Taxes

Individual municipalities have the authority to establish tax policy for their municipality. Council establishes goals and objectives for its tax policy. They may use tax tools such as a base tax, a minimum tax, or mill rate factors. These may vary for the different "Local Property Classes" of which there are three as follows:

- Agricultural
- Residential
- Commercial and Industrial

The 2013 municipal mill rates have not been set yet. Please review the municipalities website www.rmwilton.ca in the future as these rates will be posted there once Council determines its tax policy and sets the mill rates and any local mill rate factors or other tax tools.

FOR INFORMATION PURPOSES ONLY

An example for determining your municipal property tax if a mill rate factor is applied.

Mill rate factor X uniform mill rate = factored mill rate

$$\frac{\text{Factored mill rate} \times \text{taxable assessment}}{1000} = \text{property tax}$$

NOTE: SAMPLE ONLY (rates have not been set)

Uniform mill rate	10
Agriculture factor	1.5
Factored mill rate for agriculture	15
Taxable agriculture assessment (Range or pasture land having an assessed value of \$250,000 x POV of 40%)	100,000

$$\frac{15 \times 100,000}{1,000} = \$1,500.00$$



Wilton Questions and Answers

Over the course of the past year questions have been asked about what the RM is doing, where the RM is going and what might be expected in the future. The following are some of the more interesting questions that have been asked.

How much money is being spent at the Altex site by the RM?

While the agreement between the RM and Altex is a confidential document, there has been approximately 3 million dollars worth of ground work where the RM has been involved directly or indirectly. This does not include any tanks, scales or loading gantries. Altex reimburses the RM for all improvements and we rent Altex some property, and receive a fee for each car loaded on site. The profit the RM makes from the Altex agreement is used in area road improvements. This allows us to improve roads more rapidly.

How many people have RM vehicles assigned to them as a part of their employment?

Currently there are 8 vehicles; one of these is seasonal only. They are assigned to working managers a result of their employment. These vehicles are allowed to be taken home at night, as these employees are required to be on call whenever needed. These vehicles are to be used for municipal purposes only. Personal use of any of these vehicles is extremely rare and may be granted by immediate supervisor permission only. In addition to these 8 vehicles there is one service truck that goes home at night with the Fleet Maintenance Manager because of call out. One more is supplied to the Seed Plant Manager. So the total count is 10. In every case people have these vehicles for the benefit of the RM. Using a scenario where all personnel would drive to the RM in personal vehicles to pickup a work truck would result in greater overall costs to the municipality, as a result of job site delays, and higher negotiated salaries.

Was the RM owning its gravel sources rather than tendering a good move?

As gravel prices have increased substantially in the area over the last 3 years, the answer is definitely yes. The math works like this - owned source gravel purchased and paid for cost us approximately \$300,000 for the Unwin Pit and \$2,300,000 for the Highway 21 pit, for a total of 2.6 million. We have used approximately 17% of our of our total purchased reserves. Although we have used 17%, the remaining natural gravel has a current cash value of 3.25 million or is worth about \$650,000 more than we originally paid for all the gravel. We continue to obtain about 1/2 of our annual gravel needs through contracted sources.

We see more and more noxious weeds in roadside ditches. How does the RM plan on managing these?

Currently, we forward sighting of weeds onto our mowing team, and for chemical control to Weedmaster. However due to the extremely wet summer last year we were unable to achieve the results desired. We have also experienced delays from Weedmaster as they are overworked with their oilfield program. We will be entering into discussions with the RM of Britannia as they indicated they are having trouble with the timely control of weeds in their ditches as well. There may be opportunity to work together on a solution. In the interim we will be attempting control weeds through more timely mowing. Please call the office when you observe noxious weeds on road right-of-ways.

Wilton seems to have a huge amount of equipment. Why doesn't the municipality just use contractors?

Wilton uses in house equipment and personnel where a job is better handled by the municipality for timeliness, quality control, or cost. For example we use our own equipment (reclaimers) for soil stabilization because mixing and compaction are critical to the long term strength of the road. We are able to address problem areas with more intensive treatment, where these areas may be overlooked by contractors where the motivation is job profit. In the case of hot mixed pavement, we provide the aggregate and oil and base preparation, but leave the pavement application to contract. This formula allows for very good bid prices, and no compromise on quality of pavement materials. This choice was made because quality guarantees were difficult to have honored, and paving bids had to reflect built in guarantee possibilities. The result of this direction by the RM so far has been better pavement for less cost.

How much tax do farmers and acreage owners have to pay compared to tax on oil properties? Do we pay for 1/3 or 1/2 of the total taxes?

The oilfield is the major user of roads, and administration time. For 2012 municipal taxation is collected 95% from oil properties, 4% from farm properties, and approximately 1% from residential property owners. For 2013 we expect farm taxes to decline to about 3%, and acreage (residential taxes) to about 0.67% of total municipal taxes collected.

Management Practices for Changing Times

There are a few of us around as members of Council that can remember the "good old days". This was when farming was the dominant business and the oil industry for the most part fit into the agricultural model. It did not haul when the roads were wet, it was generally respectful of transportation at night, and it supplied 1/2 of municipal property tax. It was also a much different time for Council. The slower pace afforded Council the time to study the pros and cons of a particular equipment purchase, and it was not unusual to have various salesmen in for several hours over the process. When the final decision was made Council would also decide which person in public works would get to drive the new unit. Each member of council was also directly involved in every municipal activity within his division.

All approach approvals for new oil wells went before Council. Council might then have to recess, and take a drive to the site if there was any controversy around an oilfield approach. Public works activity within different divisions were often monitored and sometimes supervised by the division councillor. Purchases to be made by the staff in the absence of direct Council approval were limited to pens, paper, and oil filters; almost anything else was approved by council prior to its purchase. The public works department consisted of five or six people that did everything. If the crew was fencing and ran out of posts or wire it moved on to the next job until Council had approved the purchase of additional supplies. If the administrative side had a printer go down, a special meeting might have to be called to approve the purchase of a replacement printer. As time marched on and oil became the dominant force in the municipality,

as staff grew to take care of the bigger challenges, policies and practices at the Council table also changed. More decision-making was delegated to staff, to committees, and to managers. In the RM of Wilton in 2005 and 2006 a combination of wet weather and rapidly growing traffic impact caused extremely high levels of road failure. To manage this kind of situation and to plan and build stronger roads the public works department was expanded so that multiple crews could tackle multiple problems at the same time. This meant more equipment, more working managers, and an increased delegation from Council for day-to-day decision-making and even purchases to occur outside the Council room. Council sets vision, long-term direction, instills in its workforce a responsibility to the ratepayers. Individual budgets are used as guidelines, and a Council finance committee was appointed to review all invoices, and payments, and supporting documents.

At Council meetings all council members participate in reviewing the list of accounts, the finance committee responds to any questions, and the administration provides any documentation as requested by any council member for any identified item. This type of decentralized decision-making can only work where there is a high level of trust and confidence in the elected officials and administration alike. But this is what makes Wilton exceptional. In the fast paced world in which we live, we are able to respond in real time to situations, circumstances, and opportunities and this moves us forward to providing better services, better roads, and our goal of making Wilton a better place to live, work, and play. New policies and guidelines will be developed to safeguard acceptable practices.



RM Taxation - Residential exemptions

If you occupy a dwelling in the RM of Wilton, and also own or lease farmland you may qualify for an exemption to reduce all or a portion of the taxable assessment on your principal dwelling, as per section 293 of The Municipalities Act. Dwellings located within hamlets are excluded. The total taxable assessment of any agricultural land you own or lease, and which is located within the RM of Wilton or in adjoining Saskatchewan municipalities may be applied to reduce your residential taxable assessment on your dwelling. The assessment of these lands may only be used once to reduce residential taxable assessment on a principal residence.

An affidavit listing land owned or leased with the municipality or adjoining municipalities must be completed and returned to the Assessor **prior to March 31st** of the tax year to receive the exemption. A copy of this affidavit can be obtained by calling the RM of Wilton office at 306-387-6244 or by going to www.rmwilton.ca/forms

Municipal tax discounts

Municipal taxes will again be eligible for an early payment discount. These discounts are as follows:

Paid on or before August 31, 2013	6%
Paid on or before September 30, 2013	5%
Paid on or before October 31, 2013	4%
Paid on or before November 30, 2013	2%

Reference your tax notice for the discounted amount when you submit your payment.

NOTE: There is also the ability to pay your taxes thru the banking system by direct deposit to the municipality.

Education Property Tax

In the Province of Saskatchewan municipalities collect education property taxes along with the municipal property taxes. Municipalities then remit the education property tax collected to the appropriate school division. The Provincially established education property tax mill rates will apply to all taxable property within the municipality. These rates are not yet available. Please review the following website to access this information:

www.education.gov.sk.ca/edpropertytax

PLEASE NOTE any mill rate factors established by Council for municipal tax purposes DO NOT apply to the education property tax.

Elimination of Education Property Tax discounts

Effective in 2013 tax incentives (discounts and rebates) will no longer apply to education property tax.



Frequently Requested Numbers

BUILDING CODE INQUIRIES

K L Inspections
Kevin Laumbach
Phone: 780-875-4937
Fax: 780-875-1252

PLUMBING & SEPTIC PERMITS

Community Health Services
Public Health Inspector
Phone: 1-888-298-0202
Fax: 306-446-6018

SASK POWER

Phone: 306-446-6400
Fax: 306-445-1870

SASK ENERGY

Phone: 1-800-567-8899
Fax: 1-888-975-1868

SASK TEL

1-800-SASKTEL (1-800-727-5835)
Phone: 306-310-7253 (residential)
Phone: 306-310-4287 (business)

DIAL BEFORE YOU DIG

Sask 1st Call
1-866-828-4888
www.sask1st.call.com

PROPERTY ASSESSED VALUES

(New Construction)
SAMA
Phone: 306-933-5385

PROPERTY TAXES & VALUES

(Existing land & buildings)
Wilton office – Finance Manager
Phone: 306-387-6244
Fax: 306-387-6598



DEVELOPMENT SERVICES



Erin James, Senior Planner



Kenny Gobeil, Junior Planner



Mathew Koenig, Assistant

With the activity related to new developments in the RM of Wilton the Planning and Development Department has been kept very busy with all the applications coming into their office. Erin James, the Senior Planner oversees the department, and works closely with Kenny Gobeil, Wilton's new Junior Planner. They receive all the applications for development and building permits, land subdivisions, new approach installations, and requests to upgrade roads in the municipality. This department is also involved in the Traffic Count Program, which is used to determine and monitor the flow of traffic throughout Wilton. They have compiled the information, and drafted maps that are used by both Administration and the Public Works Department. These maps are useful both in the day to day operations and for reporting to Council, who uses the information for Strategic Planning purposes.

Last summer we had Mathew Koenig, a summer student assisting our planners. Mathew has since returned to school but, is planning on returning to Wilton at the completion of his studies.

General Inquiries

- Subdivisions
- Development Permits
- Building Permits
- Road Upgrading
- Approach construction

Phone: 306-387-6244

Fax: 306-387-6598

The Planners have been busy working on the new Official Community Plan (OCP) Bylaw and a new Zoning Bylaw that, when implemented, will form the basis for the structure of all new development in the municipality well into the future.

A public hearing will be held in 2013 to allow anyone to comment on the new bylaws. These bylaws and zoning district maps are ready for review and have been placed on the municipalities website at www.rmwilton.ca

Copies of the Bylaws and Zoning District maps are also available for a fee at the municipal office.

NOTICE OF PUBLIC HEARING

A public hearing is scheduled to be held on **Thursday, February 21, 2013** commencing at **11:00 am** in the RM of Wilton No. 472 Council Chambers. The Public is encouraged to attend and comment on the proposed OCP and Zoning Bylaw.



PUBLIC WORKS DEPARTMENT

The R.M. of Wilton's **Public Works Team** members are committed to the provision of a high level of timely service and are called upon on a daily basis to respond to this commitment. Whether snowplowing roads, thawing culverts, doing road construction, graveling roads, sign repair and maintenance, or assisting residents in emergency situations, Wilton team members are always willing to give their best day or night, to ensure the safety of Wilton's residents and visitors travelling within our boundaries.

ROAD SIGNS

Wilton replaces approximately one hundred and seventy five signs and posts annually due to theft and vandalism. Please notify the municipal office if you are aware of any damaged or missing signs. Residents are reminded that there are over four hundred intersections in this R.M. and that not all intersections are controlled. Please adhere to the rules of the road when approaching these intersections, drive safely, and remember to always consider road conditions.

SURFACED ROADS

Our surfaced roads require a vast amount of different treatments; from chip sealing, primer seal coats, patching holes and full out re-milling, oiling and packing. All of which can take very extensive manpower and equipment to complete.

GRAVEL ROADS

Wilton's gravel roads are also an area of extensive work. The RM is divided into 4 gravel roads grader divisions. The grader crews also do a wide-range of repairs to soft spots and have done some major shoulder pulls which improves the roads substantially. In an average year we use about 70,000 cubic yards of gravel to help maintain suitable roads.

ROAD CONSTRUCTION

Council approves a *Construction Priority List* annually. The needs of all areas of the municipality are given equal consideration when construction programs are established. Programs are developed taking into consideration the greatest need, the most benefit gained, availability of

alternative roads, and the condition of the existing road relative to the amount and type of traffic. The RM makes every effort to apply for grants which may be available from other levels of government for road construction projects.

IN THE ORANGE ZONE

Please remember, when approaching workers out on our roads, whether it is repair crews, construction crews, or our road maintenance graders, slow down and stay calm when approaching these work zones. Workers are not there to inconvenience you or anyone else. They are out there to construct and repair the roads you drive on.

Mike Williamson Director of Public Works



TEAM WILTON

Council, Administration, Planning and Development, Public Works, Seed Cleaning Plant, Landfill Site, Police Services; these are the groups known as *Team Wilton*. These groups all work together with a common goal of supporting each other in their various roles to effectively and enthusiastically provide a service to individuals, businesses, or others who need information and assistance in their dealings with the RM of Wilton No. 472.

WILTON WORKS WITH COUNTY ON CLUB ROOT

The RM of Wilton and the County of Vermilion River have an important mutual interest in defining any areas of club root infection within their boundaries. Club root is the disease of canola that has the potential of significantly reducing yields. This year the County of Vermilion River program of monitoring club root was shared with the RM of Wilton as both municipalities are concerned about the early identification of areas that may have club root impact. In Wilton, 10 fields were thoroughly surveyed and 23 more fields were visually viewed from the road. Most of the fields surveyed were within 3 miles of Highway 17 which divides the County of Vermilion River and the RM of Wilton. The 10 fields that were thoroughly surveyed were negative for club root. The 23 other fields that were visually surveyed did not have any apparent areas that suggested club root activity. It is Wilton's intention to continue our work with the County of Vermilion River on this issue that is so vital to this area's agriculture. It is also important for landowners to remain diligent in keeping soil transfer from field to field to a minimum.



WILTON INDUSTRIAL PARK RENAMED TO WILTON ENERGY PARK

With the growth of the Wilton Energy Park in Lashburn and the increasing interest in lot sales, the park will open Stage 2 in the second half of 2013. This development will add seven more lots. Currently much is happening at the Energy Park with Altex increasing their daily shipping volumes. As of late November, the facility had reached its maximum loading capacity in the current configuration. Plans for further rail expansion to increase loading capacity are expected in 2013. The Altex/CN Rail initiative is shipping directly from Lashburn to the US Gulf Coast near New Orleans and to points in Texas. This oil is welcomed by the American market, as refineries in that area have good heavy crude capacity.

The Husky fuel service is now operational, and a Subway restaurant is scheduled to open in the summer of 2013. In 2012 we also saw the installation of the water loading facility which provides water for fire fighting, agricultural and municipal use. A large flag, similar in size to the Husky Flag, with a Wilton Energy Park label will soon be flying over the park. Council took several months to ponder this idea. We are looking to make this energy park a destination. We asked ourselves the questions - Is the flying of a flag a good use of public funds? Would the approximately \$25,000 for the project be better used in dust control, or road maintenance, or even given to a charity like STARS? Even though the real cost of a new turn-key flag pole is about \$100,000 and we are using our own personnel and a recycled flag pole at about 1/4 of the cost—is there any way this

makes sense as a municipal investment? Council says "Yes" - a business located within the park when asked the question "where are you located?" will be able to say "You know that big flag on Highway 16 by Lashburn—we are right in there!" The installation of this flag supports businesses like the new Husky fuel service and proposed food services. Council determined that new businesses will choose to build in the park, creating more jobs and opportunities. The flag will make it easy for their customers to find them. We know that it is difficult to attract major business as we are too far away from a major centre, but creating a destination makes an opportunity for more businesses, more jobs, and a growing tax base. More taxes means more roads will be improved and paved sooner. Is the investment worth the risk? Council says "Yes" - let's see if we are right!



Wilton Police Service

RCMP TO REPLACE WILTON POLICE SERVICE

The Wilton Police Service has served us well over the last six years. The police service was started in 2007 as a response to excessive road damages that were incurred by heavy trucks that exceeded weight limits and speed limits. While only a portion of the trucking industry was participating in these offenses, the impact to roads was significant. Achieving a 90% or better weight compliance throughout the municipality has resulted in much lower road maintenance and repair costs, giving the municipality more funds for road improvement and paving. This difference is estimated to be between \$750,000 and \$1,000,000 annually. Wilton Council regularly reviews cost to benefit scenarios on all activities. We ask the hard questions - "Are there alternatives available to do

something we currently do in-house?" In the case of policing in Saskatchewan, a new alternative has arrived within the last few months, which is an "enhanced RCMP" option. While this option has been available in Alberta for several years, it is only just now available in Saskatchewan. This option provides having RCMP personnel dedicated to a municipality. The RCMP officer gets his direction from the municipal Council and concentrates on weights and speeds within the RM. Since there is a 30% Provincial/Federal contribution in terms of costs, a municipality pays only 70% of the total cost of an officer and his equipment operating within the RM under the RCMP option. An RCMP officer also has his own command structure, unlike the municipal police model which requires facilities, vehicles, oversight by a Board of Police Commissioners, regular training and

currency requirements for both board members and police members. When Wilton council compared the cost of the two-member municipal police service to the alternative two-member enhanced RCMP option it was determined that the cost for the RCMP alternative would be approximately 1/2 the cost of operating a similar municipal service. Also, with a municipal force the RM and its ratepayers are exposed to significant liability risks if things were ever to go wrong. In the RCMP option the liability risk is managed within the RCMP framework. Additionally, there are benefits to having a single seamless policing solution across municipal lines. The County of Vermilion River, in Alberta, has been using this option for a number of years. The RM's of Britannia, Eldon and Payton have recently begun an enhanced RCMP contract. The RM of Wilton has chosen to follow suit. Council expects that policing costs will decrease by more than \$200,000 annually as a result of the move to enhanced RCMP police services. We anticipate that implementation of the RCMP service will occur within the next 12 -18 months. In the interim it will be business as usual for the Wilton Police.

Emergency Services

Britannia/Wilton Fire Dept

In 1990 the RM of Britannia No. 502 and the RM of Wilton No. 472 joined together and formed the Britannia/Wilton Fire Department. This fire department currently has 23 volunteer members. Fire Chief John Bexson has been with the Britannia/Wilton Fire Dept since it first began in 1990.

Lashburn Fire Dept

The RM of Wilton also supports and receives services from the Lashburn Fire Dept. This fire department provides services to the ratepayers located on the east side of the municipality.

Rural Crime Watch

Rural Crime Watch is an organization of rural people who live in the rural municipalities of Wilton and Britannia, and who help assist the RCMP. Visit the municipalities webpage www.rm-wilton.ca for a copy of the Rural Crime Watch membership form.

Wilton Council

Managing a municipality located adjacent to a major urban center (Lloydminster), and in the midst of a 24-7-365 rapid growth oil-field environment, is an ongoing challenge for Council.

Council anticipates continued growth and development in Wilton, and we are undertaking and preparing for this growth.

With growth come opportunities and challenges. The administration is continuously working to find better ways to manage the challenges of growth. There is increased pressure on our infrastructure and this creates demands for more services.

The industrial development along Highway #'s 16 & 17 corridors are recognized as something that will continue to grow and this is growth that Wilton Council will continue to prepare for.

We recognize that the oil and gas development plays a key role in Wilton's direction for road improvement and development. We do not anticipate a slow down in this sector and we understand the needs for servicing this industry. The benefits of this growth need to be invested to ensure sustainability into the future. We will continue to maintain, replace or development new infrastructure as needed.

The benefits of Wilton's tax revenue will continue to be reinvested in the infrastructure to accommodate the needs that Wilton Council identifies.



DARREN ELDER

Chief Administrative Officer (CAO)

Darren arrived, at the R.M. of Wilton in October 2005, with the required certification for a CAO, and after having worked the past 17 years in local government administration at the R.M. of Buffalo, R.M. of Loon Lake, City of Lloydminster, and R.M. of Eldon.

Members of Council who had met him recognized that he was a very personable individual with a highly motivated and positive attitude. They saw Darren as someone whom they felt would be a major benefit to the municipality. Council intended to move forward in a direction that would require someone who had the ability to develop innovative ways of serving our ratepayers better, of dealing with senior governments, and who could manage a growing workforce. All these attributes would be needed to pursue Council's goals. Council determined Darren was that person, and invited him to join Wilton as their Chief Administrative Officer.

The Chief Administrative Officer is appointed by resolution of Council, and is accountable to Council for the exercise of all the powers, duties and functions delegated to the CAO by *The Municipalities Act*, any municipal bylaws, any other enactment, and any resolutions, policies or procedures adopted by Council. The day to day operations of the municipality

are under the direction and supervision of the Chief Administrative Officer, and are consistent with Council policies and his own good judgment. The CAO works very closely with the Reeve and Council members to manage the affairs of the municipality. He provides information to Council on the developments within the RM, and will often seek their guidance in various areas. Council provides leadership and support to the Chief Administrative Officer. Council and the CAO perform their functions in an atmosphere of mutual understanding and respect.

Council delegates, day to day decision making to the Executive Committee, the CAO, or Managers and can only operate in an environment of significant and continuing respect and trust. Because of this delegation there is a huge necessity for good communication between Administration and Council. Therefore, monthly Strategic Planning Meetings are held to ensure that Council is very well

informed, to discuss future plans, and to maintain an open and transparent communication for all members. Decisions made by the Executive Committee are ratified at the next meeting of Council; this method has been tested and is being refined. Wilton is developing a new policy manual that will more accurately reflect the way we actually operate. Those acting on behalf of council make decisions that are reflective of council's expectation, recognizing that Council is the governing authority over all approvals and expenditures in its operations.

“Being an effective CAO means being a leader and a servant, a visionary, and a problem solver.



A Typical Workday for the CAO

In performing his duties as Chief Administrative Officer a typical workday for Darren will be determined by planned and unplanned happenings in the municipality, and currently looks something like this.....While having breakfast, reviews e-mails that came in overnight, then responds to those that need immediate attention. Leaves home around 7:15, and enroute to the office checks a road or stops by a project for a review or a meeting. Arrives early to allow time to touch base with the public works staff, then into office for arrival of office staff. Checks phone messages and makes calls as needed. Talks to managers to review and assist with their programs. Answers a phone call from the Deputy Minister of Saskatchewan Ministry of Municipal Affairs to discuss policy changes for overweight vehicles operating on municipal roads. Meeting with the Director of Public Works, to discuss the progress of Grid 470 construction project, and review some problems that came up and how to best move forward with resolving them in a timely manner.

Meets with a ratepayer who came into the office, and wanted to discuss a problem he was having with an oil development taking place close to his property; listened to his problem and advises him that the concerns would be reviewed and dealt with ASAP. Attends a scheduled meeting with the Altex representative and engineers to discuss the development taking place at the Wilton Energy Park. Has a quick lunch then drives out to the Wilton Energy Park to get a first hand look at the problems discussed with Altex at the morning meeting. Takes some pictures to have on file for future reference. Answers a call from the Public Works Assistant asking if Darren will stop by Grid 470. Drives back to the office via Grid 470, to look at the project, and meets with the project manager. Once back at the office Darren makes a phone call to Reeve Dow and then sends emails to Council, to bring them up to speed on the projects progress, and to invite any input in resolving the problems that came up. Meeting with Jill, the Operations Manager, to get briefed on all of the items that came

in throughout the day. Makes phone calls to various people. Has coffee with office staff. Meets briefly with the equipment committee that is in to consider a temporary lease of equipment for an unexpected project development. Responds to various emails that came in. Reviews the daily news, especially as it relates to heavy oil and provincial matters that may impact the municipality, and then forwards any pertinent information to Reeve Dow or department heads that any news article may impact. Drives home and detours to the Lone Rock Grid, and checks the progress on the fly ash/cement job. Has supper with family. Reviews emails again, and responds if necessary. Lights out.

Proud to be a part of **TEAM**



Effective Communication

Council and the CAO have an objective to promote effective communication with residents, ratepayers (including industry), the region, and the Provincial Government.

Members of Council are readily available to listen to ratepayers who have issues or concerns they wish to talk about.

Wilton is a member of the North Central, and the West Central Transportation Planning committees; both of which are involved with determining road infrastructure needs, in consultation with the Ministry of Highways and Transportation. Membership with the Northwest Municipalities Association, and the sub-committee (Northwest Heavy Oil Municipalities) is another means of having good communication with neighboring municipalities.

Due to the challenges of providing improved infrastructure dialogue with oil companies is important to ensure that they understand the need for tax dollars to provide roads for their industry. Wilton continues to promote dialogue to get this message to them, and to make sure that there is no misunderstanding, and to curtail any negative advocacy of other parties, and to make sure that what is being heard is Wilton's message.