

Minutes of the Special Meeting of the R.M. of Frenchman Butte No. 501, held in the Municipal Office Boardroom at Parcel C, Portion SW 11-53-24-W3M, on Wednesday, November 30, 2016 at 9:00 a.m.

COUNCIL PRESENT:

Reeve	B. Bonnie Mills Midgley
Division 1	Leonard Larre
Division 2	Daniel Hritzuk
Division 3	Owen Fischer
Division 4	Ronald Gory @ 9:10 a.m.
Division 5	Gay Noeth
Division 6	Claus Young

COUNCIL NOT PRESENT:

STAFF PRESENT:

Mae Rotsey, Assistant Administrator

GUESTS:

CALLED TO ORDER:

The Regular Meeting was called to order by Reeve B. Bonnie Mills Midgley at 9:03 a.m.

1-0 DELEGATE AUTHORITY TO TAKE MINUTES:

2016-11-30-001 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorize the Administrator as per Sub Section 110(4) of *The Municipalities Act*, to delegate responsibility to record the minutes to the Assistant Administrator.

Carried

9:10 a.m.

Councillor Gory entered Council Chambers.

1-1 AGENDA ADDITION:

2016-11-30-002 NOETH: That the R.M. of Frenchman Butte No. 501 Council add the following items to the November 30, 2016 Special Meeting Agenda:

- A. Accounts
- B. Payroll 2016-PP24
- C. Ratepayers Meeting
- D. Human Resources
- E. MREP Grant

Carried Unanimously

6-2 PAYROLL- PP 24-2016:

2016-11-30-003 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **November 13, 2016 to November 26, 2016. Authorization #016337, direct deposit dated December 02, 2016 totaling \$26,529.64.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages November 13, 2016 to November 26, 2016.**

Carried

1C-1 INVITE HUSKY OIL REPRESENTATIVE TO ADDRESS COUNCIL:

2016-11-30-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council instructs the Assistant Administrator to contact Husky Oil to request a representative attend Council meeting to address increased traffic and resulting issues experienced on Bolney Road due to 2016 pipeline break.

Carried

9:51 a.m.

Councillor Gory left Council Chambers.

9:53 a.m.

Councillor Gory entered Council Chambers.

9:59 a.m.

Gail Carruthers, Public Works Coordinator entered Council Chambers.

10:04 a.m.

Gail Carruthers left Council Chambers.

  
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Reeve

27-1 BOLNEY ROAD PAVEMENT REPAIRS:

2016-11-30-005 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorize the Public Works staff to obtain cold mix from ASL Paving Ltd. at a cost of \$94.50/tonne F.O.B. Lloydminster, for Bolney Road pavement repairs. Further, staff is authorized to hire custom haulers, following the R.M. of Frenchman Butte No. 501 Policy 3-2, *The Purchasing of Goods, Services and Contracts*. Further, staff is authorized to rent a drum packer, if required to ensure satisfactory road repair quality.

Carried

RECESS MEETING:

2016-11-30-006 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council recess  
10:20 a.m. for a 10 minute break.

Carried

RECONVENED MEETING:

The Special Meeting of Council was reconvened by Reeve B. Bonnie Mills Midgley at 10:30 a.m.

2-1 ACCOUNTS:

2016-11-30-007 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the following cheques dated November 30, 2016:

• 24551 to 24560	Totaling	<b><u>\$23,091.73</u></b>
		<b>\$23,091.73</b>

Carried

IN-CAMERA:

2016-11-30-008 YOUNG: That the R.M. of Frenchman Butte No. 501 Council moves  
10:48 a.m. in-camera to discuss human resources as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carried

OUT-OF-CAMERA:

2016-11-30-009 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council rises  
11:31 a.m. from the in-camera discussion.

Carried

2-2 ASSISTANT ADMINISTRATOR AUTHORIZATION:

2016-11-30-010 YOUNG: That the R.M. of Frenchman Butte No. 501 Council  
authorizes the Assistant Administrator, as the designate in the absence of the Administrator, to have authority in accordance with Section 4.3 of Purchasing Policy 3-2.

Carried

10-1 VILLAGE OF PARADISE HILL UNPAID FIRE CALLS:

2016-11-30-011 FISCHER: That the R.M. of Frenchman Butte No. 501 Council  
approves payment to The Village of Paradise Hill for fire call invoice number 2016-00122 issued by Village of Paradise Hill, not paid by SaskPower in the amount of \$862.50 for a power pole fire. Payment made in accordance with R.M. of Frenchman Butte No. 501 Bylaw 2014-08.

Carried

RECESS MEETING:

2016-11-30-012 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess  
12:09 p.m. for a 1 hour lunch break.

Carried

RECONVENED MEETING:

The Special Meeting of Council was reconvened by Reeve B. Bonnie Mills Midgley at 1:07 p.m.

  
Reeve

10-3 VILLAGE OF PARADISE HILL UNPAID FIRE CALLS:

2016-11-30-013 YOUNG: That the R.M. of Frenchman Butte No. 501 Council approves payment to The Village of Paradise Hill for fire call invoice number 2016-00029 issued by Village of Paradise Hill, for a fire call to the SE-28-51-24-W3 on September 23, 2015, in the amount of \$1,712.50 for vehicle fire. Payment made in accordance with R.M. of Frenchman Butte No. 501 Bylaw 2014-08.

Carried

2-1.1 ACCOUNTS: VOIDED CHEQUES DUE TO PRINTING ERROR:

2016-11-30-014 HRITZUK: That the R.M. of Frenchman Butte No. 501 acknowledges the voiding of the following cheques, dated November 30, 2016 due to a printing error:

- #25436 payable to Leonard Larre
- #24537 payable to SaskEnergy
- #24538 payable to Sask Power/SaskEnergy
- #24539 payable to SaskTel CMR
- #24540 payable to SaskTel Mobility
- #24541 payable to Valerie Leganchuk
- #24542 payable to Claus Young
- #24543 payable to Gay Noeth
- #24544 payable to Muniapl Employee Pension Plan
- #24545 payable to Receiver General
- #24546 payable to Leonard Larre
- #24547 payable to SaskEnergy
- #24548 payable to SaskPower/SaskEnergy
- #24549 payable to SaskTel CMR
- #24550 payable to Sasktel Mobility

Carried

12-1 OH&S MINUTES, OCT 6, 2016 MEETING:

2016-11-30-015 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the October 6, 2016 Occupational Health & Safety Meeting Minutes and instructs the Administrator to place a copy on file for future reference.

Carried

13-0 SEASONAL EMPLOYEE LAYOFF NOTICES:

2016-11-30-016 FISCHER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the seasonal layoff notices dated October 4, 2016 provided to all seasonal employees with notification of end of work date for the 2016 season as October 29, 2016, although if weather is favorable, the date may be extended to November 12, 2016 or longer if the weather allows.

Carried

9-1 BYLAW 2016-20 CODE OF ETHICS BYLAW, FIRST READING:

2016-11-30-017 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council reads Bylaw 2016-20, Code of Ethics Bylaw, a first time.

Carried

9-1 BYLAW 2016-20, SECOND READING:

2016-11-30-018 FISCHER: That the R.M. of Frenchman Butte No. 501 Council reads Bylaw 2016-20, Code of Ethics Bylaw, a second time.

Carried

9-1 BYLAW 2016-20 AUTHORIZING THIRD READING:

2016-11-30-019 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the third reading of Bylaw 2016-20, Code of Ethics Bylaw.

Carried Unanimously

9-1 BYLAW 2016-20, THIRD READING:

2016-11-30-020 FISCHER: That the R.M. of Frenchman Butte No. 501 Council reads Bylaw 2016-20, Code of Ethics Bylaw, a third time.

Carried



Reeve

Minutes of the Special Meeting of the R.M. of Frenchman Butte No. 501, held in the Municipal Office Boardroom at Parcel C, Portion SW 11-53-24-W3M, on Wednesday, November 30, 2016 at 9:00 a.m.

1:54 p.m. Allison Roschker, Office Assistant entered Council Chambers.  
2:08 p.m. Allison Roschker left Council Chambers.

17-1 PURCHASE NEW MULTI-FUNCTION COPIER:

2016-11-30-021 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the purchase:

- Ricoh 3003 multi-function unit for the purchase price of \$5,100.00 plus taxes. The cost per copy is \$0.008 per copy for monochrome and \$0.07 for colour, with a 0% escalator for 1<sup>st</sup> to 3<sup>rd</sup> year and a 7% escalator for the 4<sup>th</sup> and subsequent years on the cost of copies, includes fax capability.
- Francotyp Postalia FPI500 folder/inserter for \$2,700.00 plus taxes.

Carried

18-1 AGENDA ITEM TABLED TO DECEMBER 15, 2016 COUNCIL MEETING:

2016-11-30-022 FISCHER: That the R.M. of Frenchman Butte No. 501 Council tables agenda item 18-1 Marjorie Steele – Property at the Hamlet to December 15, 2016 meeting.

Carried

3:00 p.m. Councillor Young left Council Chambers and did not return.

RECESS MEETING:

2016-11-30-023 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess  
3:20 p.m. for a 15 minute break.

Carried

RECONVENED MEETING:

The Special Meeting of Council was reconvened by Reeve B. Bonnie Mills Midgley at 3:34 p.m.

27-1 QUINN ROAD PAVEMENT REPAIRS:

2016-11-30-024 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorize the Public Works staff to obtain cold mix from ASL Paving Ltd. at a cost of \$94.50/tonne F.O.B. Lloydminster, for Quinn Road pavement repairs. Further, staff is authorized to hire custom haulers, following the R.M. of Frenchman Butte No. 501 Policy 3-2, *The Purchasing of Goods, Services and Contracts*. Further, staff is authorized to rent a drum packer, if required to ensure satisfactory road repair quality.

Carried

31-1 ADJOURNMENT:

2016-11-30-025 LARRE: That the R.M. of Frenchman Butte No. 501 Council adjourns this Special Meeting of Council at 4:57 p.m.

Carried

  
Reeve

  
Administrator

  
Reeve

**Appendix A:**

**Salaries and Wages**

**November 13, 2016 to November 26, 2016**

**PAYROLL :**

**Biweekly**

**November 13, 2016 to November 26, 2016**

**Authorization #016337**

<b>Direct deposit dated</b>	<b>02-Dec-16</b>
Allenby, Gord	\$1,742.44
Carruthers, Gail	\$1,922.35
Church, Clara	\$660.35
Kretzer, Vicki	\$0.00
Johnson, Roy	\$1,512.78
Larre, Jen	\$247.07
Leer, Yvonne	\$756.31
Magnuson, Martin	\$984.68
McKenzie, Jared	\$1,494.98
Mercer, Vern	\$0.00
Mitchell, Randy	\$1,673.97
Noeth, Andy	\$1,890.60
Roschker, Allison	\$1,233.01
Rotsey, Mae	\$1,699.53
Schwingschloegl, Gerald	\$2,195.04
Skogman, Sylvia	\$414.08
Spence, Logan	\$1,070.84
Stockman, Lyle	\$1,902.03
Thompson, Lloyd	\$1,020.62
Wenger, Kevin	\$2,229.98
Yates, JoAnne	\$1,580.66

**Total CAFT Payroll: \$26,231.32**

**CELL PHONE:**

Allenby, Gord	\$0.00
Johnson, Roy	\$0.00
Magnuson, Martin	\$0.00
Maier, Travis	\$0.00
McKenzie, Jared	\$0.00
Mercer, Vern	\$0.00
Mitchell, Randy	\$0.00
Noeth, Andy	\$0.00
Schwingschloegl, Gerald	\$0.00
Spence, Logan	\$0.00
Stockman, Lyle	\$0.00
Thompson, Lloyd	\$0.00
JoAnne Yates	\$0.00

**Total CAFT Cell Phone: \$0.00**

**Mileage to Satellite Locations**

McKenzie, Jared	\$0.00
Mitchell, Randy	298.32

**Total CAFT Mileage: \$298.32**

**Total CAFT: \$26,529.64**

  
Reeve

# CODE OF ETHICS BYLAW

## RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

### BYLAW NO. 2016-20

#### Short Title

1. This Bylaw may be cited as the Code of Ethics Bylaw.

#### Legal Requirement

2. This bylaw has been created to comply with section 93.1 of *The Municipalities Act*(10) and as outlined in section 3.1, Schedule 1, of *Municipalities Regulation*.

### PART I CODE OF ETHICS

#### Code of Ethics for Members of Council

#### Preamble

As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the Rural Municipality of Frenchman Butte No. 501, as well as its reputation and integrity, depends on our conduct as elected officials.

#### Purpose and Interpretation

The purpose of this code is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

#### Standards and Values

##### *a. Honesty*

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

##### *b. Objectivity*

Members of council shall make decisions carefully, fairly and impartially.

##### *c. Respect*

Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.



**d. Transparency and Accountability**

Members of council shall endeavour to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

**e. Confidentiality**

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

**f. Leadership and the Public Interest**

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

**g. Responsibility**

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

**PART II  
CONTRAVENTION OF THE CODE OF ETHICS**

**Complaint Procedure**

3. As required by clause 93.1(5)(c) of *The Municipalities Act*, the following section details the procedure for handling contraventions of the code of ethics.
  - (a) To report an alleged contravention of the code of ethics, an individual/organization/member of council may submit the form found in Schedule A, by sending the form directly to *municipal administrator* by personal delivery, mail, e-mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an *in camera* session.
  - (b) Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
  - (c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in camera* session at a meeting of council.
  - (d) If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in 5(a) to (f) based on the severity of the contravention of the code of ethics.
    - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
  - (e) Council shall inform the claimant, member of council, and any other relevant party of council's decision, which includes:

- (i) Informing the claimant and member of council that the complaint is dismissed, or
- (ii) Informing the complainant and member of council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

**Contravention during a Council Meeting**

- 4. If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves for the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

**Remedial Action if Contravention Occurs**

- 5. Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:
  - (a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
  - (b) Educational training on ethical and respectful conduct.
  - (c) Repayment of moneys/gifts received.
  - (d) Removal of the Member from Council Committees and/or bodies.
  - (e) Dismissal of the Member from a position of Chairperson of a Committee.
  - (f) Reprimand.

**PART VII  
COMING INTO FORCE**

- 6. This bylaw shall come into effect on the day of its final passing.



  
 \_\_\_\_\_  
 Reeve

  
 \_\_\_\_\_  
 Assistant Administrator

Read a third time and adopted  
 this 30<sup>th</sup> day of November, 2016





**Schedule A  
Formal Complaint Form**

**Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.**

I \_\_\_\_\_ of \_\_\_\_\_,  
*(First and Last Name) (Full mailing address)*

do solemnly swear/(affirm and declare) that the following contents of this statement are true and correct and hereby request the council of the Rural Municipality of Frenchman Butte No. 501 to *(look into/ conduct an investigation/ inquiry/ follow-up on)* whether or not the following member of the R.M of Frenchman Butte No. 501 Council has contravened the Code of Ethics:

\_\_\_\_\_  
*The Above Member of Council*

I have reasonable and probable grounds to believe that the above member has contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

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\_\_\_\_\_  
*(Signature of Complainant)*

\_\_\_\_\_  
*(Date signed)*

<p><b><u>For Office Use Only</u></b></p> <p>_____ <i>(Date filed)</i></p> <p>_____ <i>(Signature of _____)</i></p> <p><i>(Municipal Administrator pursuant to subsection 3(a) of bylaw)</i></p>
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*Ann*