

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, December 7, 2016 at 1:00 p.m.

COUNCIL PRESENT:

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

COUNCIL NOT PRESENT:

STAFF PRESENT:

Mae Rotsey, Assistant Administrator

GUESTS:

Laurie-Anne Rusnak, LADR HR Consulting @ 1:13 p.m. via telephone  
Rita Rogers, Casual Relief/Support Administrator @ 2:00 p.m.

CALLED TO ORDER:

The Special Meeting was called to order by Reeve B. Bonnie Mills Midgley at 1:03 p.m.

1-0 DELEGATE AUTHORITY TO TAKE MINUTES:

2016-12-07-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorize Administrator as per Sub Section 110(4) of *The Municipalities Act*, to delegate responsibility to record the minutes to the Assistant Administrator.

Carried

IN-CAMERA:

2016-12-07-002  
1:13 p.m.

FISCHER: That the R.M. of Frenchman Butte No. 501 Council moves 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

1:13 p.m - 1:16 p.m. Laurie-Anne Rusnak, LADR HR Consulting was invited to join Council Meeting via electronic means (telephone).

2:00 p.m. – 3:48 p.m. Rita Rogers, Casual Relief/Support Administrator was invited to join Council Meeting in person.

OUT-OF-CAMERA:

2016-12-07-003  
3:48 p.m.

LARRE: That the R.M. of Frenchman Butte No. 501 Council rises from the in-camera discussion.

Carried

RECESS MEETING:

2016-12-07-004  
3:58 p.m.

NOETH: That the R.M. of Frenchman Butte No. 501 Council recess for a 5 minute break.

Carried

RECONVENED MEETING:

The Special Meeting of Council was reconvened by Reeve B. Bonnie Mills Midgley at 4:00 p.m.

2-2 LETTER OF TERMINATION - ADMINISTRATOR:

2016-12-07-005

NOETH: That the R.M. of Frenchman Butte No. 501 Council deems that JoAnne Yates voluntarily resigned and abandoned her position of Administrator effective November 29, 2016 and that the Reeve send a letter of termination to JoAnne Yates.

Carried

2-3 SIGNING AUTHORITY CHANGES:

2016-12-07-006

LARRE: Whereas the R.M. of Frenchman Butte No. 501 *Policy 15*, referred to as the *Signing Authority Policy*, states in part: *This policy authorizes the following signing authorities:*

- *The Administrator;*



Reeve

- The Assistant Administrator;
- The Office Assistant;
- The Reeve; and
- The Deputy Reeve.

All transactions, including signing of cheques, must include two signatures from the following signing authorities:

- The Administrator or The Assistant Administrator or The Office Assistant With:
- The Reeve or The Deputy Reeve

Therefore, that the R.M. of Frenchman Butte No. 501 Council approves the following changes to the signing authorities of the R.M. of Frenchman Butte No. 501 Bank Accounts located at the Synergy Credit Union, Paradise Hill Branch:

- Remove JoAnne Yates as a signer.

Carried

2-5 INTERIM AUDIT AND ADMINISTRATOR CHECK OUT, DECEMBER 2016:

2016-12-07-007 YOUNG: That the R.M. of Frenchman Butte No. 501 Council instructs the Assistant Administrator to schedule an Interim Audit and Administrator Checkout for December 2016 with Holm Raiche Oberg Chartered Professional Accountants PC Ltd.

Carried

2-6 CONTRACT – RITA ROGERS:

2016-12-07-008 FISCHER: That the R.M. of Frenchman Butte No. 501 Council authorize LADR Consulting, in accordance with Section 110 of *The Municipalities Act* and the qualifications required by the *Rural Municipal Administrators Act* to draft a contract with Rita Rogers for the position of Administrator.

Further that contract is to be presented to council at the December 15, 2016 meeting.

Carried

2-1 RETURN IN SERVICE AGREEMENT – ALLISON ROSCHKER:

2016-12-07-009 GORY: That the R.M. of Frenchman Butte No. 501 Council acknowledge the *Educational Support Return in Service Agreement* for Allison Roschker to take the *Local Government Authority Program* through the University of Regina, beginning January 2017.

Carried

4-1 DIGITAL CONNECTIONS OFFICE SYSTEMS SALES ORDER AGREEMENT:

2016-12-07-010 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes Assistant Administrator to sign Digital Connection Office Systems' Sales Order Agreement for purchase of:

- Richoh C3003
- Punch Unit PU3050 NA
- Fax Option Type M3
- Booklet Finisher SR3150
- Bridge Unit BU3070
- FPI 500 (Refurbished).

Carried

4-2 KONICA MINOLTA SERVICE CONTRACT TERMINATION FORM:

2016-12-07-011 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council authorizes the Assistant Administrator to sign Konica Minolta's Service Contract Termination Form for Account Number 1360836, Unit Serial Number A02E011005516.

Carried

4:06 p.m.

Councillor Fischer declared a potential conflict of interest with correspondence items: 7A Lagoon Grant Funding Conditions, 7A Lagoon Grant Funding Email and left Council Chambers.

  
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Reeve

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4:11 p.m. Councillor Fischer entered Council Chambers.

6-1 CORRESPONDENCE:

2016-12-07-012 YOUNG: That the R.M. of Frenchman Butte No. 501 Council accepts the correspondence as information to be filed as presented to Council, outlined in Appendix A.

Carried

4:55 p.m. Gail Carruthers, Public Works Coordinator entered Council Chambers.

4:59 p.m. Gail Carruthers left Council Chambers.

31-1 ADJOURNMENT:

2016-12-07-013 HRITZUK: 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

### Correspondence October 13, 2016

- 2016 Blank Resolution Form fillable with procedure
- AG-2016 Notice of Meeting AGM Agenda
- APAS - Sask Farmer's voice
- APAS Magazine available in office
- Bendix Wingman Advanced Brochure
- CUPW - Canada Post Review
- Drafted Financial Statements
- Government Relations - Fire Prevention Week
- Hamlet Meeting Minutes – Sept
- Hugo Bergren, Dept of Highways Gravel Lease
- Husky Energy Update on Spill
- Joint Municipal Stakeholders Mtg. Agenda
- LSSS save the date poster
- MN - 2015 AGM - October 23 - 2015 Final
- Northwest SDForm P - Adbandonment of Poll, Acclamation 2016
- Northwest SDNOTICE OF CALL FOR FURTHER NOMINATIONS 2016
- NSRBC - Leafy Spurge Solutions Symposium Invitation
- Parks & Recreation Connection - Oct. 3-7, 2016
- Parks & Recreation Connection - Sept. 19-23, 2016
- Parks & Recreation Connection - Sept. 26-30, 2016
- PHill CC Grand Opening – Invitation
- Quote for School & Church signs
- Safe Drinking Water Foundation
- SARM - ATS Traffic Signal Industries
- SARM - Carbon Pricing News Release Sept 2016
- SARM - Council Handbook
- SARM - Is Safety your mission
- SARM - National Disaster Mitigation Program
- SARM - Simply Ag Information
- SARM - Weekly Policy Bulletin
- SARM Sept 2016 Update
- SARM Weekly Bulletin - Oct 4 2016
- Sask Genealogical Society - Sask Cemetery Index
- Sask Parks magazine available in office
- Saskatchewan Arts Board 09-14-16 Letter
- Saskatchewan Arts Board 2015-16AR
- SaskTel rate increase
- St. Walburg Fire Correspondence
- WCMGC August 25,2016 Approved Minutes-09272016095052
- WCMGC Meeting Notice for Oct, 2016
- WCMGC Minutes - Sept. 22,2016

### Correspondence October 20, 2016

- Effective Time Management Workshop
  - julySept2016monthreport (2)
  - Land Claims and TLE in Saskatchewan November 22<sup>nd</sup>
  - Landfill Recycling Delegate Package
  - SARM - Survey, Bylaw Enforcement Officer
  - SARM Applauds New Rail Safety Improvement Program
  - Sask. Tourism October update
  - SWANA Upcoming Training Schedule

### Correspondence October 27, 2016

- Falcon Collection and Investigations Inc.

### Correspondence November 3, 2016

- Perch Lake playground proposals
  - 2016 MJ Proposal Canadian Recreation Solutions
  - Blue imp Playground design 1
  - Blue imp Playground design 2
  - Flaman Fitness design 1
  - Flaman Fitness design 1B
  - Flaman Fitness design 2

  
Reeve

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- Playworld Option 1 & 2
- 2017 SARM LSIP Wording - Approved Version
- BattlefordOpenHouseInvite\_ad
- Inside Saskatchewan for October
- MLPR Agenda 2016
- Parks & Recreation Connection - Oct. 17-21, 2016
- Rivers West E-Update November 2016
- SARM CETA Nov. 1, 2016
- SARM Invitation Letter
- SaskCulture E-Update November 2, 2016
- SEDA - October Inspiration File
- Stars Ambulance

**Correspondence November 30, 2016**

- 2016 Conference Agenda
- 2016-11-16\_Handout for Councillors
- By-Election NOTICE OF CALL FOR NOMINATIONS
- Canada 4H
- Congratulatory letter
- Council Member's Handbook
- Important News
- Meadow Lake OSB Public Advisory Mtg
- MEPP Employer Bulletin
- Municipal Council Members Fact Sheet
- Nominations for 2017 Lieutenant Governor's award
- Parks & Recreation Connection - Nov 7-11, 2016
- Parks & Recreation Connection - Nov 14-18, 2016
- Parks & Recreation Connection - Oct. 31 - Nov. 4, 2016
- PNRHA Board Meeting Nov. 30
- SARM Transportation 2030 media release
- SARM Weekly Policy Bulletin
- School Division By-election call for nominations
- SEDA Celebrating Success and Professional Development Updates
- SEDA November 24, 2016 Agenda
- SEDA Prince Albert Needs Our Help
- Skunk 2000 to 2015
- Skunk Rabies Surveillance
- Skunk Surveillance
- Waste Minimization Awards 2016
- Winter Weight Order 1 - Fall 2016
- Work Zone Training
- WW Restriction Bulletin Fall 2016

**Correspondence December 7, 2016**

- 1 ACSG Call for Volunteers
- 1 E-Update December 2016
- 1 Expression of Interest - All Workshops
- 2 Regions Control Sections Map
- 2 Winter Weight Order 2 - Fall 2016
- 7A Lagoon Grant Funding Conditions
- 7A Lagoon Grant Funding Email
- 24. Ministry of Labour Relations and Workplace Safety - Ray Anthony - Exemption to RMs
- 24. SARM Email
- Boyd Anderson Memo
- Boyd Anderson
- North Sk. River Municipal Health Holdings
- Surface Water Rights Licence - Hamlet of Frenchman Butte
- WW Restriction Bulletin Fall 2016

  
Reeve