

COUNCIL PRESENT:

Reeve	Tom S. Hougham
Division 1	Leonard Larre
Division 2	Dan Hritzuk
Division 3	Owen Fischer
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Claus Young

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer  
Vanessa Nasby, Administrative Assistant  
Dan Fedirko, Public Works @ 10:56 a.m.

GUESTS:

Jason Pilat, R.M. of Eyehill @ 11:38 p.m.  
Cst. Justin Finlay, RCMP @ 1:03 p.m.  
Walter Gobert, EMO Coordinator @ 1:39 p.m.

CALLED TO ORDER:

9:00 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 APRIL 13, 2022 AGENDA ADDITIONS:

2022-04-13-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the April 13, 2022 Agenda:

- 13-16 Human Resources Total Compensation/Recognition Policy 900-01
- 13-17 Bylaw 2017-12 A Bylaw to Establish Property Tax Incentives and Penalties

Carried

1-1 APRIL 13, 2022 AGENDA:

2022-04-13-002 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council approves the April 13, 2022 Agenda to be used as a guideline.

Carried

2-1 MARCH 22, 2022 MINUTES:

2022-04-13-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the March 22, 2022 minutes as presented.

Carried

2-2 MARCH 30, 2022 MINUTES:

2022-04-13-004 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the March 30, 2022 minutes as presented.

Carried

4-1 MARCH 2022 BANK RECONCILIATION:

2022-04-13-005 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 2022 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$ -2,013,224.05
St. Walburg Health Account	\$ 2,311.29
Turtleford Health Account	\$ 7,984.50
St. Walburg Rail Account	\$ 107,452.97
Online Banking Account	\$ 3,854.81
Term Deposits (0.25%-3.45% Expiring 31-Jan-23 to 31-Jan-25)	\$ 1,699,034.36
Term Deposits (2.45% Expiring 15-Apr-22)	\$ 5,429,919.20
Term Deposits (2.5% Expiring 23-Apr-22)	\$ 2,666,807.35
<b>Total Cash in Bank as of March 31, 2022</b>	<b>\$ 7,904,140.43</b>
Petty Cash	\$ 200.00
<b>Total Cash and Short-Term Investments</b>	<b>\$ 7,904,340.43</b>

Carried

  
Reeve

  
CAO

6-1 AGREEMENT FOR SALE:

2022-04-13-006 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve and C.A.O. to sign the agreement for sale with Primus Electrical Systems Ltd. for the shop located at Lot 7, Blk 43 Plan 81B10256.

Carried

4-2 MARCH 2022 STATEMENT OF FINANCIAL ACTIVITIES - DETAILED:

2022-04-13-007 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 31, 2022 month end Statement of Financial Activities – Detailed, which is attached to and forms part of these minutes as Appendix D.

Carried

5-1 PAYROLL- PP2022-07:

2022-04-13-008 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **March 13, 2022 – March 26, 2022. Authorization #378 direct deposit dated April 1, 2022 totaling \$30,266.20**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages March 13, 2022 – March 26, 2022.**

Carried

5-2 PAYROLL- PP2022-08:

2022-04-13-009 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **March 27, 2022 – April 9, 2022. Authorization #379 direct deposit dated April 14, 2022 totaling \$29,824.09**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix B Salaries and Wages March 27, 2022 – April 9, 2022.**

Carried

5-3 COUNCIL REMUNERATION:

2022-04-13-010 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of March 2022 Council Remuneration for the following amounts less deductions on April 29, 2022:

• Reeve Hougham	\$2,307.20
• Councillor Larre	\$865.50
• Councillor Hritzuk	\$1,392.80
• Councillor Fischer	\$2,054.40
• Councillor Gory	\$1,373.90
• Councillor Noeth	\$2,512.70
• Councillor Young	\$897.84

Carried

5-4 ACCOUNTS – APRIL 13, 2022:

2022-04-13-011 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated April 13, 2022.

• 30321 to 30386	Totaling	\$269,678.07
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Carried

13-12 INVESTMENT RENEWAL:

2022-04-13-012 YOUNG: That the R.M. of Frenchman Butte No. 501 Council authorizes the Chief Administrative Officer to reinvest the amount of \$2,666,807.35 plus interest into a one-year cashable term deposit with Synergy Credit Union.

Carried

  
Reeve

  
CAO



13-12 FUNDS TRANSFER FOR INVESTMENTS:

2022-04-13-013 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the Chief Administrative Officer to transfer the amount of \$5,429,919.20 plus interest from the cashable term deposits maturing April 15, 2022 to the Tendered Account with Synergy Credit Union.

Carried

RECESS MEETING:

2022-04-13-014 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.

Carried

RECONVENED MEETING:

10:55 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

10:56 a.m. Dan Fedirko entered Council Chambers to discuss Public Works Report.

13-15 GRADER TENDER 2022C:

2022-04-13-015 HRITZUK: Whereas, The R.M. of Frenchman Butte No. 501 called for tenders; one to purchase the grader with no trade in, and one to trade in the following motor grader: 2016 John Deere 872G Serial Number 1DW872GXEGD675297 (with 7960 hours on March 3, 2022) to be submitted by 3:00 pm Central Standard Time, April 6, 2022; and Whereas the tender document included a clause stating that "*The lowest or any tender not necessarily accepted*"; and Whereas Council has reviewed the tender packages from Brandt, Redhead and Finning Canada. Therefore, be it resolved, that the R.M. of Frenchman Butte No. 501 Council purchases the following from Finning Canada.

**One 2022 Caterpillar 150 15A AWD Motor Grader, serial number TBD with 12 month full comprehensive warranty with 12 months of travel included on all warranty claims:**

1 New 2022 Motor Grader	\$468,629.14
12 Month Warranty with travel	\$ 0.00
Less Trade In	<u>\$(146,000.00)</u>
Subtotal	\$322,629.14
GST Tire Recycling Fee	\$ 17.10
GST	\$ 16,131.46
PST	\$ 19,357.75
Provincial Tire Levy	\$ 342.00
<b>Total Sale Price</b>	<b><u>\$358,477.45</u></b>

Plus 5yr 7500 hour Full Machine Warranty at \$26,240.00 plus applicable taxes.

Carried

11:37 a.m. Dan Fedirko left Council Chambers.

11:38 a.m. Jason Pilat, R.M. of Eyehill entered Council Chambers.

RECESS MEETING:

2022-04-13-016 LARRE: That the R.M. of Frenchman Butte No. 501 Council recess for a 60 minute break.

Carried

RECONVENED MEETING:

1:02 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

1:02 p.m. Jason Pilat, R.M. of Eyehill left Council Chambers.

1:03 p.m. Constable Justin Finlay, RCMP entered Council Chambers to discuss Enhanced Officer Report.

  
Reeve

  
CAO



13-2 PUBLIC MEETING COUNCIL REMUNERATION, CODE OF ETHICS, RECOGNITION & SYMPATHY POLICY 100-07:

1:30 p.m. Public Meeting Council Remuneration, Code of Ethics, Recognition & Sympathy Policy 100-07. No written submissions were received and there were no in person attendees regarding Policy 100-07.

1:33 p.m. Public Hearing was closed by Reeve Hougham.

1:34 p.m. Constable Justin Finlay left Council Chambers.

1:39 p.m. Walter Gobert, EMO Coordinator entered Council Chambers.

13-1 RCMP MONTHLY REPORT:

2022-04-13-017 GORY: That the R.M. of Frenchman Butte No. 501 Council acknowledges the verbal February – March 2022 Enhanced Officer Report as presented by Constable Justin Finlay.

Carried

6-1 STAFF/COMMITTEE REPORTS:

2022-04-13-018 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council acknowledges written and verbal reports presented by Chief Administrative Officer, Allison Roschker, and Public Works Foreman, Dan Fedirko.

Carried

9-1 TRANSGAS MASTER CROSSING AGREEMENT

2022-04-13-019 FISCHER: That the R.M. of Frenchman Butte No. 501 enters into a *Master Crossing Agreement* dated March 1, 2022 with TransGas for providing them one set of drawings and an approval letter for proposed TransGas Ltd Pipeline Project (202289179).

Carried

12-2 AWARD MG-30 TENDER 2022B:

2022-04-13-020 LARRE: That the R.M. of Frenchman Butte No. 501 Council awards MG-30 Tender 2022B to Triple S Transport Inc. in the amount of:

- Perch Lake North \$47,000/km + applicable tax
- Perch Lake South \$48,000/km + applicable tax
- Quinn Road \$64,775/km + applicable tax

Carried

13-5 HAMLET MONTHLY WATER REPORT:

2022-04-13-021 FISCHER: That the R.M. of Frenchman Butte No. 501 Council acknowledge the presentation of the Hamlet of Frenchman Butte Water Treatment Plant Monthly Report for March 2022 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-4 TOWN OF ST. WALBURG EVENT HOSTING GRANT:

2022-04-13-022 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per motion 2022-03-30-002 award the event hosting grant to the Town of St. Walburg in the amount of \$250.00.

Subject to provision of paid receipts and/or cancelled cheques.

Carried

13-6 HAMLET TAX ALLOCATION:

2022-04-13-023 NOETH: That the R.M. of Frenchman Butte No. 501 Council allocates 75% of the Organized Hamlet of Frenchman Butte's levy to their Hamlet Account for 2022, in accordance with section 69 (1) (b) of the Municipalities Act, 2005.

Carried

  
Reeve

  
CAO



RECESS MEETING:

2022-04-13-024 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess  
2:56 p.m. for a 10 minute break.

Carried

RECONVENED MEETING:

3:11 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

3:11 p.m. Vanessa Nasby left Council Chambers.

IN-CAMERA:

2022-04-13-025 YOUNG: That the R.M. of Frenchman Butte No. 501 Council moves  
3:12 p.m. in-camera to discuss legal issues 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:

2022-04-13-026 NOETH: That the R.M. of Frenchman Butte No. 501 Council rises  
4:52 p.m. from the in-camera discussion.

Carried

13-16 REVISED 2022 BASE PAY SALARY GRID:

2022-04-13-027 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council  
approves change in:

- Salary Grid 8 to Administrator;
- Salary Grid 6 to Public Works Foreman
- Addition of Salary Grid 14, Senior Operator

in 900-01 Human Resources Total Compensation/Recognition Policy Base Pay Salary Grid Schedule "A" for 2022 effective April 10, 2022, a copy of which is attached to and forms part of these minutes.

Carried

13-16 C.A.O. SALARY INCREASE:

2022-04-13-028 LARRE: That the R.M. of Frenchman Butte No. 501 Council  
approves the wage step increase for Allison Roschker from Salary Grid 8, step 6 to Step 7 of Salary Grid 8 effective April 10, 2022.

Carried

EXTEND MEETING:

2022-04-13-029 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council extend  
meeting.

Carried Unanimously

13-2 AMENDED COUNCIL REMUNERATION, CODE OF ETHICS, RECOGNITION & SYMPATHY POLICY 100-07:

2022-04-13-030 YOUNG: That the R.M. of Frenchman Butte No. 501 Council  
approve the amended 100-07 Council Remuneration, Code of Ethics, Recognition & Sympathy Policy and a copy is attached to and forms part of these minutes.

Carried


13-8 2022 EDUCATION MILL RATES:

2022-04-13-031 FISCHER: That the R.M. of Frenchman Butte No. 501 Council  
acknowledges the 2022 Education Mill Rates established by Government of Saskatchewan as follows:

Agriculture/Property	1.42 mills
Residential Property	4.54 mills
Commercial/Industrial	6.86 mills
Resource (oil & gas, mines & pipelines)	9.88 mills

Carried

  
Reeve

  
CAO

13-10 SEASONAL HEAVY EQUIPMENT OPERATORS 2022:

2022-04-13-032 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges hiring of the following seasonal heavy equipment operators for the 2022 season as per Human Resources and Compensation Policy 900-01:

- Byron Wolfe; March 21, 2022; Salary Grid 12 Public Works Crew Supervisor, Step 4;
- Nicole Hoffman; March 22, 2022; Salary Grid 4 Heavy Equipment Operator, Step 3;
- Roy Johnson; April 18, 2022; Salary Grid Grid 4 Heavy Equipment Operator, Step 6;
- Brandon Ducharme; April 18, 2022; Salary Grid 4 Heavy Equipment Operator, Step 3

Carried

6-1 PUBLIC WORKS 2022 SEASONAL STAFFING:

2022-04-13-033 YOUNG: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following 2022 Public Works Seasonal Positions:

- Derek Lessard; April 18, 2022; Salary Grid 2 Seasonal Maintenance, Step 4;

Carried

13-11 FUNDS TRANSFER:

2022-04-13-034 GORY: That the R.M. of Frenchman Butte No. 501 Council approves funds transfers from the St. Walburg Rail Fund Account to the Tendered Account in the amount of \$1231.70.

Carried

13-13 ROAD CLOSURE TOWNSHIP RANGE ROAD 3221:

2022-04-13-035 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following road closure issued April 6, 2022:

- Range Road 3221 from the TWP Road 524 to TWP Road 530

Carried

13-14 PARADISE HILL CARE HOME FUNDING REQUEST 2022:

2022-04-13-036 NOETH: That the R.M. of Frenchman Butte No. 501 Council after having reviewed the projected *2022 Income and Expense Statement*, approve an operating grant to the Paradise Hill Care Home in the amount of \$25,000.00

Carried

13-16 AMENDED HUMAN RESOURCES TOTAL COMPENSATION/RECOGNITION POLICY 900-01:

2022-04-13-037 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the amended 900-01 Human Resources Total Compensation/Recognition Policy and a copy is attached to and forms part of these minutes.

Carried

5:48 p.m.

Councillor Gory left Council Chambers.

13-8 2022 MILL RATE:

2022-04-13-038 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council establishes a uniform mill rate of 4.35 for the January 1, 2022 to December 31, 2022 taxes.

Carried

  
Reeve

  
CAO



13-9 BYLAW 2022-04 A BYLAW TO ESTABLISH MILL RATE FACTORS:

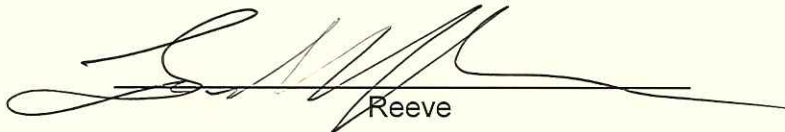
- 2022-04-13-039 NOETH: That the R.M. of Frenchman Butte No. 501 Bylaw 2022-04 A Bylaw to Establish Mill Rate Factors, be read a first time. Carried
- 2022-04-13-040 YOUNG: That the R.M. of Frenchman Butte No. 501 Bylaw 2022-04 A Bylaw to Establish Mill Rate Factors, be read a second time. Carried
- 2022-04-13-041 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2022-04 A Bylaw to Establish Mill Rate Factors, be given three readings at this meeting. Carried Unanimously
- 2022-04-13-042 HRITZUK: That the R.M. of Frenchman Butte No. 501 Bylaw 2022-04 A Bylaw to Establish Mill Rate Factors, be read a third time and passed. Carried

14-1 CORRESPONDENCE – APRIL 13, 2022:

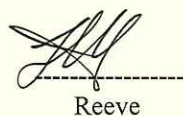
- 2022-04-13-043 HRITZUK: That the R.M. of Frenchman Butte No. 501 Council accepts the April 13, 2022 correspondence as information to be filed as presented to Council, outlined in Appendix C. Carried

15-1 ADJOURNMENT:

- 2022-04-13-044 FISCHER: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 6:55 p.m. Carried

  
Reeve

  
Chief Administrative Officer

  
Reeve

  
CAO

**RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501**

**BYLAW NO. 2022-04**

**A BYLAW TO ESTABLISH MILL RATE FACTORS**

The Council of the Rural Municipality of Frenchman Butte No. 501 in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be known as the "Mill Rate Factor Bylaw".
2. The following mill rate factor(s) shall be applied to the uniform mill rate levied against taxable land and improvements for municipal purposes:

<u>Classification</u>	<u>Factor</u>
a) <b>Agricultural</b>	<b>1.50</b>
b) <b>Residential</b>	<b>0.82</b>
c) <b>Commercial &amp; Industrial</b>	<b>7.38</b>

3. Notwithstanding section 2 of this bylaw, the following mill rate factor shall be applied to the uniform mill rate levied against taxable land and improvements within the Organized Hamlet of Frenchman Butte for municipal purposes:

<u>Classification</u>	<u>Factor</u>
a) <b>Agricultural</b>	<b>0.55</b>
b) <b>Residential</b>	<b>0.55</b>
c) <b>Commercial &amp; Industrial</b>	<b>3.5</b>

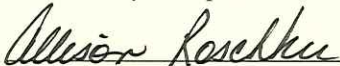
4. Bylaw # 2021-05 is hereby repealed.
5. This bylaw shall come into effect on January 1, 2022



  
Reeve

  
Administrator

Read a third time and adopted  
this 13th day of April, 2022

  
Administrator



POLICY TITLE  <u>Council Remuneration, Code of Ethics, Recognition &amp; Sympathy Policy</u>		ADOPTED BY RM Council Resolution No. 2018-03-07-020  Amended: 2021-03-31-033 2022-04-13-030	POLICY NO.  100-07
ORIGIN/AUTHORITY Council	JURISDICTION Members of Council of the RM of Frenchman Butte No. 501	EFFECTIVE DATE March 7, 2018	

## 1. PURPOSE

To establish appropriate guidelines and a consistent policy for elected members of the Council of the Rural Municipality of Frenchman Butte No. 501. To ensure elected officials are appropriately remunerated and reimbursed for expenses, recognized for their service to the RM and that they understand and adhere to the policy respecting sympathy, the acceptance of gifts and donations, as well as the code of ethics as provided for in Bylaw No. 2017-04 and the legal requirements of *The Municipalities Act* and any other applicable provincial legislation as amended from time to time.

## 2. DEFINITIONS

2.1 CAO – Chief Administrative Officer

2.2 Code of Ethics – means a set of rules and responsibilities establishing proper practices and acceptable social norms for individuals to adhere to while serving as members elected to the Council of the RM as set out in Bylaw No. 2017-04 and “Schedule A”.

2.3 Council - means the whole of Council comprised of all individuals elected to the Council of the RM of Frenchman Butte No. 501 including the Reeve.

2.4 Confidentiality – means the requirement of all members of Council to protect the privacy of any and all confidential information obtained as a member of Council in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* and any bylaws or procedures as established by the RM. All Confidential information in the possession of the member of Council shall be returned to the municipal office to be filed securely and/or to ensure it is properly destroyed.

2.5 Immediate Family: for the purposes of Sympathy 4.8 shall mean Spouse, Children and Parents.

2.6 Remuneration – means the per diem compensation paid to members of Council for service to the Rural Municipality in their capacity as an elected official.

3. SCOPE

This policy applies to all members elected to the Council of the RM.

4. POLICY

4.1 TERMS & CONDITIONS

This policy establishes the level of remuneration, eligible expenses, benefits and recognition for eligible members of Council who are duly elected and while actively serving or who have actively served the RM. It also provides for an annual oath of ethics declaration and guidelines respecting the accepting and receiving of gifts or prizes and donations.

4.2 CODE OF ETHICS & RESPONSIBILITIES

Every member of Council, upon being elected to office for the RM, is responsible to understand, abide and sign “Form A, Oath or Affirmation - Member of Council” as prescribed in *The Municipalities Act*. Council is responsible for ensuring compliance by each member of Council to this policy and the Code of Ethics Bylaw and efficiently and effectively dealing with any contraventions in a timely manner.

The CAO is responsible for the day to day administration of the policy and shall bring forward any recommended changes to Council for consideration and to ensure the policy is compliant with the legislation, meets best practices and the needs of the RM.

4.3 COUNCIL REMUNERATION AND REIMBURSEMENT

(Note: the following per diem rates were established in 2014 by resolution 2014-01-31-017)

Per Diem

Hourly Rate while on Municipal business: \$ 25.00/hour

Committee & Council Meetings/Conventions: \$125.00/half day (less than 4 hours)  
\$ 250.00/day (more than 4 hours)

Council members have the discretion to charge per hour and/or not charge for their attendance at Committee Meetings.

No remuneration will be paid to attend ratepayers’ meetings (including neighboring municipalities)

Meals

Reimbursement to a maximum of \$75.00 per day without the requirement to submit receipts while attending conventions or training.

Breakfast reimbursement is \$20.00  
Lunch reimbursement is \$25.00  
Dinner reimbursement is \$30.00





The R.M. will be responsible for meal expenses for invited guests of Council.

Lunch shall be provided for during regular and special day long Council meetings.

Purchases of alcohol shall not be an eligible expense under this policy and will not be reimbursed by the RM.

#### Accommodations

Accommodations for hotels shall be paid directly by the RM or reimbursed based on actual rates and receipts are required to be remitted to the CAO. Should a member of Council elect to stay at private accommodations they shall be eligible to claim **\$50.00 per night**.

#### Travel

Members of Council required to use their personal vehicles for approved RM business shall be reimbursed at a rate of **.70 cents per kilometer**. This rate shall be reviewed annually.

### **4.4 ADJUSTMENTS TO REMUNERATION AND REIMBURSEMENT RATES**

The CAO shall conduct a review of the rates of remuneration and expenses paid to other comparable RM Council's every three (3) years or as otherwise requested by resolution of Council.

The results will be reviewed and the Council remuneration rates may be adjusted (increased or decreased) from time to time by resolution of Council subsequent to public notice being provided in accordance with the legislative requirements.

In conducting a review for determining if an increase is to be applied to the rates of remuneration and reimbursement for Council, Council shall consider the following factors:

- ✓ rates of remuneration set for comparable municipalities,
- ✓ prior year's consumer price index for Saskatchewan,
- ✓ the RM's ability to pay

If Council determines an increase is warranted based on the review, the CAO will prepare the necessary public notice in accordance with *The Municipalities Act* and subsequent to meeting the public notice requirements of the legislation Council may pass a resolution to amend this policy and adjust the remuneration rates accordingly.

### **4.5 COMPARABLE MUNICIPALITIES**

The comparable municipalities shall, as much as possible, comprise of municipalities that are similar to the RM of Frenchman Butte taking into consideration such factors as: total assessment, assessment distribution, population, municipal services, size, local/regional labour market, economic environment, industry type, etc., and any other conditions or factors that Council deems suitable.

### **4.6 BENEFITS**

Eligible members of Council may receive benefits subject to the underwriters' bylaw of plans. Members of Council will receive information regarding benefits from the Administration and can go on-line to the SARM web site at: [www.sarm.ca](http://www.sarm.ca).

Every eligible member of Council may be enrolled in the following benefit plans administered by SARM and the applicable premium will be paid as follows:

<u>Benefit</u>	<u>Who Pays</u>	<u>Percentage Paid</u>
Elected and Appointed Officials Group Coverage in the amount of \$50,000 which includes Short-Term Disability Benefit & Death Benefit	Municipality	100%
Elected and Appointed Officials Individual Coverage	Council Member	100%
Extended Health and Dental Benefits	Council Member	100%
Canada Pension Plan – Member Share	Council Member	100%
Canada Pension Plan – Municipal Share	Municipality	100%

**4.7 RECOGNITION/RETIREMENT/RESIGNATION**

Upon being elected to office, new members of Council shall be presented with a RM of Frenchman Butte logoed jacket at a council meeting as soon as possible after the election.

Upon the completion of at least one full term on RM Council the former member of Council will be recognized for their contributions at the next annual ratepayers meeting and presented with a suitably engraved gift valued at approximately \$250.00 (picture/plaque, statue, clock, knife, etc.) at that time by the Reeve or designate.

**4.8 SYMPATHY GESTURES**

In cases of bereavement, a member of Council shall notify the CAO or the CAO on their own accord shall send the following items as a gesture of sympathy and notify Council accordingly:

Flowers: Present & Former Council Members & their immediate family members.

(Note: the cost of flowers not to exceed \$70.00.)

**4.9 RECEIVING OR ACCEPTING OF GIFTS/PRIZES OR DONATIONS**





Members of Council may not accept any money, gifts or benefits or other things of value from any contractor, business, supplier, person/ratepayer, or entity with which the RM does business with or provides services to, or with whom the RM seeks to do business or provide services to.

This also extends to prohibit kickbacks or any form of illegal or improper payment of any kind and Council Members shall not accept free or concessionary use of property or the payment of travel, living or entertainment expenses to or for themselves or a member of their family or friends.

If a gift is received which cannot be personally accepted, it is to be turned in to the CAO who will send a friendly letter of explanation that RM policy does not permit such acceptance unless Council authorizes that the gift be used as a fundraising /donation/promotional item in the RM.

**\*\*Exceptions:** Members of Council are allowed to participate in and personally accept any prize or gift obtained by chance events or random draws.

Members of Council may accept invitations and attend hospitality events during the SARM convention.

**4.10 COMPLIANCE**

Council is responsible for ensuring compliance by each member of Council to this policy. Council is also responsible for the review of this policy and to determine the appropriate action/consequence that to be imposed should a member of Council contravene this policy on a case by case basis.

**5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:**

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered by the CAO; however, this policy cannot be amended without Council review and approval and if required the amendment of Bylaw No. 2017-04

This policy repeals and rescinds all previous policies, practices and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on March 7, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.





# R.M. of Frenchman Butte No.501

POLICY TITLE		ADOPTED BY RM Council Resolution 2018-05-09-051 Amended: 2019-02-12-033 2020-09-09-023 2021-09-08-030 2022-04-13-037	POLICY NO.
Human Resources Total Compensation/Recognition Policy			900-01
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	EFFECTIVE DATE May 9, 2018	

## POLICY STATEMENT

The RM of Frenchman Butte endeavours to reward its employees in a way that provides an opportunity to gain fulfillment in their careers. The RM recognizes that it operates in an environment where a skilled and engaged workforce is valued for its contributions.

This policy will enable the RM to offer compensation that will attract and retain qualified employees to pursue and achieve its corporate objectives for the betterment of the RM. It is not intended for the RM to be a market leader; but rather to ensure pay structures are responsive to prevailing market conditions with a particular focus on the public sector; both locally and regionally.

## 1. PURPOSE

The RM seeks to ensure external competitiveness in the employment market through compensation practices that are fair, equitable, consistent, aligned, competitive, affordable, and in accordance with the legal requirements of the *Saskatchewan Employment Act*.

1.1 It is the RM’s policy to compensate its employees for their services in a way that attracts, retains, and motivates competent people.

1.2. The RM will attempt to pay salaries which will compare favourably and competitively with similar occupations in the RM’s market competitiveness comparator group based on external market conditions, legislation, and internal factors.

## 2. DEFINITIONS

2.1 Anniversary Date: Shall mean the date of hire.

2.2 CAO: Chief Administrative Officer.

2.3 Casual Employee: an employee who is called to work on an as needed basis and does not work a regular and reoccurring schedule. Casual Employees are not eligible for the benefits provided by this policy except as required by legislation.

2.4 Council means the Council of the RM of Frenchman Butte No. 501.



2.5 Extended Family: shall mean aunt, uncle, cousin.

2.6 Full Time Employee: an employee who is regularly scheduled to work at least 30 hours per week and works 12 consecutive months in a year.

2.7 Immediate Family means:

- a) Employee's spouse, parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- b) the employee's spouse's parent, grandparent, child, grandchild, brother or sister or spouse of the brother or sister; or
- c) spouse of a child; or
- d) step family.

2.8 Paradise Hill Clinic Reception Staff: Shall mean employees who are supervised; appointed; dismissed; whose duties are defined; and whose initial placement on the Base Pay Salary Grid are determined by the Paradise Hill Clinic Committee.

2.9 Part-Time Employee: an employee who is regularly scheduled to work less than 30 hours per week and works 12 consecutive months in a year.

2.10 Promotion Date: shall mean the date on which an employee advances to an employment position which has more responsibility and a significant pay increase.

2.11 RM shall mean the "Rural Municipality of Frenchman Butte No. 501".

2.12 Seasonal Employee: an employee who is regularly scheduled to work at least 30 hours per week from spring to fall each year and is typically called back to work for the RM the following year.

2.13 Summer Student: an employee who is hired for the summer months only and meets the Summer Employment grant criteria.

2.14 Sick Day: shall mean time that is taken off work due to an illness, injury or out of town medical appointments for the employee or employee's Immediate Family.

2.15 Temporary Employee: an employee who is hired on a specified fixed term basis to replace a regular full-time or part-time employee or to complete a special project or program based on grant or allocated funding and is not eligible for the benefits provided by this policy except as required by legislation.

2.16 Year: described as the calendar year from January 1<sup>st</sup> to December 31<sup>st</sup>.



### 3. SCOPE

This policy applies to all employees of the RM who have successfully completed their probation period including full time, part-time, seasonal, temporary, casual and summer student employees of the RM.

### 4. POLICY

#### 4.1 TERMS & CONDITIONS

This policy may be amended from time to time by resolution of Council. It establishes the base salary schedule, general terms and conditions of employment for RM Employees (subject to satisfactory performance). It is understood that the RM's base salary plan is established using a market survey of core positions to measure and ensure external competitiveness for base salaries for the RM while maintaining internal equity, and is subject to change based on economic and labour market conditions, growth, and the RM's ability to pay.

#### 4.2 RESPONSIBILITIES

The CAO is responsible for the day to day administration of the policy and shall bring forward any recommended changes to Council for consideration to ensure the policy is compliant with the legislation, meets best practices, represents labour market conditions and RM and employee needs. The CAO shall conduct a market survey with a Council approved Market Competitiveness Comparator Group every three (3) years. The survey results will be reviewed against the RM's Base Pay Salary Grid and the Base Pay Salary Grid may be adjusted (increased or decreased) from time to time by resolution of Council.

In response to market conditions or other factors the CAO may conduct a market survey outside of the three (3) years if the current base salary rates are not competitive enough to attract qualified employees. Such reviews must be substantiated by documented difficulty in recruiting employees, difficulty retaining staff, or a skills shortage of a particular skill set in the local market and/or employment market research.

#### 4.3 MARKET COMPETITIVE COMPARATOR GROUP

The Market Comparator Group shall, as much as possible, comprise of municipalities that are similar to the RM of Frenchman Butte taking into consideration such factors as: total assessment, assessment property classes, population, municipal services, size, local/regional labour market, economic environment, industry type, etc., and any other conditions or factors that Council deems suitable.

The Market Competitive Comparator Group identified for the purposes of this policy are the following Rural Municipalities: 491, 499, 471, 502, 521, 588 and 622.

#### 4.4 BASE PAY SALARY GRID SCHEDULE AND IMPLEMENTATION

The Base Pay Salary Grid attached as Schedule "A" shall be applied to and form part of the Compensation Policy and may be adjusted annually by Council resolution as provided in 4.6. Employees will be eligible for the applicable annual general economic increase. Employees will progress through the salary grid for their position on their anniversary date, giving consideration to their performance evaluation and as provided for in 4.5 and 4.7.





#### **4.5 SALARY PROGRESSION/PERFORMANCE EVALUATIONS**

4.5.1 Employee's salary may be increased annually on the employee's anniversary date or promotion date based on the employee's performance.

4.5.2 For full time employees that have accepted a position in another pay grid where compensation is comparable the anniversary date shall remain unchanged.

4.5.3 On or before September 30 of each year, every full-time and part-time/seasonal Employee shall receive a performance evaluation by their immediate supervisor. The CAO may provide input into each evaluation and may elect to sit in during the evaluation with the Employee. The CAO shall review all evaluation.

4.5.4 On or before December 31, Council shall complete the annual performance evaluation for the CAO.

4.5.5 A meeting will be held with the employee identifying strengths and areas for continued improvement and development. Employees may request or be required to complete training/development in order to progress through the pay grid for their position.

4.5.6 A copy of the performance evaluation shall be provided to the Employee and the original filed in the Employee's personnel file.

4.5.7 If the Employee has satisfactorily achieved and consistently demonstrated the performance expectations for their position, including meeting or exceeding the overall performance objectives and expectations as set out by the Supervisor (by December 31) and approved by Council (by January 31) and they have conducted their work in a positive behaviour, the immediate Supervisor and CAO may approve the progression of the employee to the next step in the Base Pay Salary Grid for their position on their anniversary or promotion date.

4.5.8 If an employee does not meet the performance objectives/expectations they shall not be eligible for a salary increase until such time as their performance meets set objectives/expectations.

4.5.9 Progressive increases within salary grids are awarded to:

- recognize progressive attainment of the competencies required to achieve job mastery; job mastery occurs at the maximum of the salary for the pay grid for their position, and,
- recognizes employee contributions, both as individuals and as members of teams.

4.5.10 When an employee reaches the maximum step in the pay grid no further increases are awarded unless the Base Pay Salary Grid is modified by resolution of Council subsequent to a market review. Employees are encouraged to apply for positions in higher pay grids.



4.5.11 The CAO and immediate supervisor are responsible for ensuring that compensation policies and practices are communicated and implemented in a fair and equitable manner for the employees whom they supervise. Council shall review the annual progression of the CAO.

4.5.12 Any wage adjustment outside the Base Pay Salary Grid or salary progression that is expedited outside the provisions of this policy shall require a resolution of Council and a detailed report outlining the justification for the adjustment/expedited progression and anniversary date. To maintain integrity of the Base Pay Salary Grid and this policy such adjustments shall be applied only for extenuating circumstances and/or to recognize Employees who have exceeded performance expectations or have obtained or possess additional qualifications and warrant special consideration/recognition. For expedited salary progression, the anniversary date shall remain unchanged.

#### 4.6 ANNUAL GENERAL ECONOMIC INCREASES

Adjustments to the RM's Base Pay Salary Grid shall be reviewed annually by Council not later than January 31. In conducting their annual review for determining the % increase to be applied to the Base Pay Salary Grid, Council shall consider the following factors:

- ✓ prior year's consumer price index for Saskatchewan,
- ✓ wage settlements for the Public Sector as reported by the Provincial Labour Relations and Mediation Branch,
- ✓ the regional and local labour market trends,
- ✓ population growth,
- ✓ assessment increases or decreases, and
- ✓ the RM's ability to pay,
- ✓ SARM Recommendations.

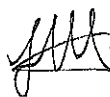
If an annual increase is warranted based on the review, Council will pass a resolution of Council no later than January 31 of each year establishing the % increase to be applied to the Base Pay Salary Grid and Schedule "A" shall be updated and replaced accordingly. When appropriate, increases to the Base Pay Salary Grid will be adjusted annually to ensure the RM remains in line with current economic trends, is able to retain competent employees, and to avoid dramatic adjustments to the Base Pay Salary Grid in future years.

The Base Pay Salary Grid, Schedule "A" will be adjusted annually, unless there is evidence to support a 0% increase. Any % increase applied to the Base Pay Salary Grid shall be applied retroactively to employee's hours and rates of pay based on total hours worked/service by the employees to the first pay period of the current year. Council may adjust the date of retroactivity by resolution of Council.

#### 4.7 SALARY ADJUSTMENTS/INCREASES/DECREASES

An employee's salary may be increased or decreased as a result of:

- An annual general economic adjustment to the Base Pay Salary Grid;
- A progressive step increase in their salary grid on their anniversary date if they have received a satisfactory performance evaluation;





- In extenuating circumstances, an increase adjustment in their salary grid subsequent to passing their probation if they have exceeded performance expectations or have obtained or possess additional qualifications subject to approval by resolution of Council.
- Staffing changes (promotions, demotions, or promotions to management positions – employees are encouraged to discuss their career objectives with management).
- Placed in an acting capacity, or assigned additional duties and responsibilities or special projects.
- An Employee's salary could be decreased if Council passes a resolution to adjust the Base Pay Salary Grid downward and the maximum wage in the salary grid for their position is less than their current rate of pay. Should this occur as a result of a downward adjustment to the Base Pay Salary Grid, the Employee's salary shall be red circled (frozen) for up to two years unless the maximum grid step for the position in the Base Pay Salary Grid exceeds their current rate of pay, in such case the Base Pay Salary Grid rate shall be applied. If after the two year salary protection (freeze) period the Base Pay Salary Grid is still less than the Employee's current rate of pay then the appropriate wage for the grid step of the position shall be applied and the Employee's salary reduced accordingly.

#### **4.8 SALARY PREMIUM/ACTING PAY**

In rare and extenuating situations where additional duties/responsibilities or special projects are added to an employee due to emergent or operational needs and the employee is required to perform the full scope of their position plus additional duties as assigned by the CAO; the CAO may notify Council and present a report and recommendation to temporarily adjust the employee's salary or provide for a bonus adjustment to ensure the employee is fairly compensated and recognized for their efforts. Upon Council resolution the employee's wages shall be adjusted accordingly for the specified duration or in the amount so approved.

#### **4.9 NEW EMPLOYEES TO FILL EXISTING POSITIONS**

The CAO shall place all new full-time, part-time, seasonal, casual, temporary, summer student employees in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge, and experience. Step placement in the salary grid must reflect the current market conditions, and ensure adequate compensation for the skills, knowledge, and experience the employee brings to the RM. The CAO shall report to Council at their next regular meeting and obtain a resolution acknowledging the hiring of all new employees and their rate of pay.

#### **4.10 NEW OR ADDITIONAL EMPLOYMENT POSITIONS**

The CAO shall report to Council of any requirements for new or additional employment positions and obtain a resolution approving the creation of new and additional positions. In the case of a new employment position council shall establish the salary grid for this position prior to hiring. The CAO shall place all new full-time, part-time, seasonal, casual, temporary, summer student employees in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge, and experience. Step placement in the salary grid must reflect the current market conditions, and ensure adequate compensation for the skills, knowledge, and experience the employee brings to the RM. The CAO shall report to Council at their next regular meeting and obtain a resolution acknowledging the hiring of all new employees and their rate of pay.



#### 4.11 RETIRED/TERMINATED EMPLOYEES

Retired or terminated employees are not entitled to any retroactive adjustments provided for in this policy.

#### 4.12 EDUCATIONAL SUPPORT

The RM supports and encourages Employees to pursue ongoing professional development and training, recognizing that the RM benefits from enhancing their Employee's knowledge, skill and abilities. Financial assistance may be available to an Employee who has passed probation and subject to the Employee successfully passing the program/course. This shall not apply to courses or programs that are provided to the workforce in general as part of the RM's orientation/training. Employees will be required to complete and fulfill an *Educational Support Return in Service Agreement* as provided for in Appendix "C" for a period of one month for each time they are provided with financial assistance of \$200.00 or less.

Education/Training Programs may include apprenticeship programs, work-related correspondence courses, attendance at external work related classes or programs, university or community college courses and any other courses or programs that are deemed to benefit the Employee's performance and are related to their job. This does not pertain to conventions/ conferences/ workshops otherwise approved by the RM.

In order to be eligible for educational support, the Employee must have demonstrated a satisfactory level of commitment and contribution to the RM and submit an *Application for Educational Support* Appendix "B" to their immediate Supervisor. Approval by Council is required prior to the Employee undertaking the program or course.

The program/course must be related to the Employee's present or future work and will provide specific job-related skills which the Employee requires.

Eligible Expenses include

1. Tuition
2. Books
3. Mileage
4. Accommodations
5. Meals

Should the Employee successfully complete the course/program within two years, the RM will provide a refund of expenses to the employee upon receipt of proof of completion and submission of an *Educational Support Return in Service Agreement* Appendix "C".

Attendance to conventions/conferences/workshops/training courses which will improve an employee's knowledge or employment skills will be considered part of the normal operations of the municipality. The CAO has authority to approve attendance and all associated costs provided not more than 2 office and/or maintenance employees are gone at the same time and the event is within Province of Saskatchewan or within 300 km radius. Events outside of these parameters require approval by resolution of Council. CAO will report to council at the next regular meeting:

1. Employees that attended
2. Workshop Name



3. Workshop Date

4. Cost

The employee will be paid their regular wage or salary while attending training or educational sessions however time spent completing correspondence courses must be completed during hours outside of regular employment hours and as such are not paid.

**4.13 PROFESSIONAL DESIGNATIONS/MEMBERSHIPS**

As part of their position requirement employees must ensure their certificates and professional designations/memberships are current and valid. Upon written application the RM may pay for any professional memberships/certificates that the Employee is required to possess and maintain as provided for in their job description.

Membership to the RMAA shall be paid on behalf of the CAO and the Associate Members.

**4.14 OVERTIME AND BANKED HOURS**

For hourly employees, overtime shall be paid according to *The Saskatchewan Employment Act*. Employees cannot work overtime or deviate from regular hours of work unless prior approval is received by immediate supervisor in writing. Full Time hourly employees have the option to bank hours to a maximum of 120 hours providing they sign a *Time Bank Agreement Appendix E*. Time off for hours banked is subject to the approval of the immediate supervisor. Employee may request payment of banked hours during any pay period.

**4. 14 ANNUAL VACATION ENTITLEMENTS**

The RM is committed to providing all employees with an opportunity to take a set amount of time off on an annual basis for rest and relaxation away from their job.

Full-time employees will earn vacation/holiday leave as follows:

1-10 years of completed service	15 days/3 weeks/yr. 1.25 days per month
After 10 years of service	20 days/4 weeks/yr. 1.667 days per month
After 15 years of service	25 days/5 weeks/yr. 2.083 days per month

Management shall be provided an extra week of holidays in consideration of the fact that they are required to put in more than 40 hours per week from time to time in the regular performance of their duties.

Management earn vacation/holiday leave as follows:

1-10 years of completed service	20 days/4 weeks/yr. 1.667 days per month
After 10 years of service	25 days/5 weeks/yr. 2.083 days per month
After 15 years of service	30 days/6 weeks/yr. 2.5 days per month

Seasonal, Part-time, Casual and Temporary employees earn vacation pay in accordance with *The Saskatchewan Employment Act* and will be paid out their earned vacation pay on each pay cheque unless otherwise agreed to by the RM and the employee. Part-time and Seasonal employees may request to have their vacation pay accrue and paid out during their approved vacation leave.

Employees are entitled to take annual vacation in accordance with *The Saskatchewan Employment Act*; and are required to complete and submit an *Absence Request Form Appendix*





“A”. Employees may request to take vacation in blocks not exceeding 2 weeks at a time unless otherwise approved by the immediate supervisor based on operational needs. All requests for vacation leave must be submitted in advance by the Employee on an *Absence Request Form* and requires approval from the Supervisor prior to such leave being taken. The CAO requires approval from the Council.

The vacation year shall be January 1 to December 31 of each year and Employee’s vacation accrual will be adjusted in their first year of employment based on their start date. Vacation pay, where applicable, is paid in each pay period. All vacation is paid at eight (8) hours per day.

The annual holiday schedule for each department shall be completed within each calendar year for each employee. Vacation pay must be earned prior to taking vacation leave. Employees may not carry more than one year’s accrued vacation pay to the next year.

Only one office employee shall be on vacation leave at any given time, unless approved by the CAO. Holiday leave for Public Works Department employees is limited to two weeks per employee during the summer peak period of May 1st to September 1st.

Employees may schedule single-day vacation time, if they so desire, provided the scheduling does not interfere with the department’s holiday schedule. It is the responsibility of employees and the Supervisor to decide together when annual holidays are to be taken.

Any change in holiday scheduling shall be approved by the Supervisor in writing.

**4.15 SARM BENEFITS**

All full-time employees are eligible to receive full benefits after a 3 month waiting period. Part-time/Seasonal employees are eligible to receive benefits once they have met the 3-month waiting period.

For Full-time, Part-time and Seasonal Employees where total wages paid will exceed \$10,000.00 within the calendar year, the RM will provide the following benefits subject to the underwriters’ bylaw of plans. Casual/temporary employees and summer students are not eligible for benefits.

Every eligible municipal employee will be enrolled in the following benefit plans administered by SARM and the applicable premium will be paid as follows:

<u>Benefit</u>	<u>Who Pays</u>	<u>Percentage Paid</u>
#2 Single or Family Health	Employer	100%
#5 Single or Family Dental	Employer	50%
#5 Single or Family Dental	Employee	50%
Short Term Disability	Employer	100%
Long Term Disability	Employee	100%
RMAA Group Life (when Mandatory)	Employer	100%



#### 4.16 SICK LEAVE

The RM will provide sick days, in the unfortunate event of an illness or accident occurring to an employee or to an employee's immediate family.

Full-time and seasonal Employees will accumulate sick day credits at the rate of four (4) hours for each full month of service/employment, which will accumulate to a maximum of eighty (80) hours. Sick time accrual for part-time employees shall be prorated based on regular hours of work (i.e. a part-time employee working 20 hours/week would be entitled to accrue two (2) hours sick leave for each full month of service). The employee will be entitled to pay equivalent to their regular daily wages up to a maximum of 8 hours at the employee's regular wage for each sick day used. For part-time employees, sick time pay shall be based on regular schedule hours (i.e. if a part-time employee is scheduled for 4 hours they would receive 4 hours paid sick leave).

In order to be eligible for Sick Leave with pay employees are required to complete and submit the *Absence Request Form* Appendix "A" as soon as possible.

At the discretion of the CAO, a Doctor's Certificate may be required from the employee in order to be eligible for sick leave benefits and the employee shall be required to apply for Short Term Disability when the employee is eligible to do so. After an absence of five (5) consecutive working days, the employee may be required to have their medical practitioner complete a *Return to Work Form* Appendix "D".

#### 4.17 BEREAVEMENT LEAVE

The RM will provide bereavement leave in the unfortunate event of a death in the immediate family as defined in 2.7.

In the case of immediate family, and upon approval of the employee's immediate supervisor, bereavement leave with pay to a maximum of 8 hours/day will be granted for a maximum of 5 working days at the time of death or memorial service. Days and hours will be adjusted according to their work schedule for part time employees. In order to be eligible for Bereavement Leave with pay employees are required to complete and submit the *Absence Request Form* Appendix "A".

In the case of extended family, and upon approval of the employee's immediate supervisor, bereavement leave without pay will be granted to a maximum of 2 working days to be taken at the time of death and/or memorial service. In the case of the CAO approval is provided by Council.

#### 4.18 MATERNITY AND PARENTAL LEAVE

Women are entitled to an unpaid maternity leave in accordance with the provisions of *The Saskatchewan Employment Act* and, upon their return, will be re-employed in the same or a comparable position.



Any employee who has been employed for a total of 20 weeks in the 52 weeks prior to the day the requested leave is to begin is eligible for parental leave. Parents are entitled to unpaid parental leave in accordance with the provisions of *The Saskatchewan Employment Act* and, upon returning, will be re-employed in the same or a comparable position.

An employee may take both maternity leave and parental leave; however, the leaves must be taken in one continuous period.

**4.19 MUNICIPAL EMPLOYEES' PENSION PLAN:**

Enrollment in the Plan is mandatory for all municipal employees. Casual and temporary employees will have the option to enroll. Contributions rates are set by MEPP and the employer is required to contribute an equal amount.

**4.20 BOOT /CLOTHING ALLOWANCE**

In May of each year or in the month of hire if between June and December an annual boot/clothing allowance to assist in the purchase of appropriate footwear and attire will be paid as follows:

- \$300.00 will be paid to each maintenance full-time employee and the Civil Engineer Technologist
- \$200.00 will be paid to each full-time and part-time administrative employees and part-time and seasonal employees (excluding casual).
- \$200.00 will be paid to summer students and casual employees.

This is deemed to be a taxable benefit unless clothing/boot receipts have been provided prior to pay-out in June.

**4.21 CELL PHONES**

The RM shall provide a cell phone to the Public Works Foreman for RM work related purposes.


The RM shall provide an allowance of \$40.00 per month for each maintenance employee who is required to have a cell phone on their person for work related/safety purposes.

The CAO, Finance Officer, Infrastructure Manager, Infrastructure Assistant, and Administrative Assistant shall be provided a cell phone allowance of \$40.00 per month.

**4.22 TRAVEL EXPENSES**

**Mileage**

Employees required to use their personal vehicles for approved RM business shall be reimbursed at a rate of .70 cents per kilometer. This rate shall be reviewed annually.





**Meals**

Reimbursement to a maximum of \$75.00 per day without the requirement to submit receipts while attending conventions or training.

Breakfast reimbursement is \$20.00

Lunch reimbursement is \$25.00

Dinner reimbursement is \$30.00

Purchases of alcohol shall not be an eligible expense under this policy and will not be reimbursed by the RM.

**Accommodation**

Accommodations for hotels shall be paid directly by the RM or reimbursed based on actual rates and receipts are required to be remitted to the CAO. Should an employee elect to stay at private accommodations they shall be eligible to claim **\$50.00 per night**.

**4.23 REWARDS AND RECOGNITION PROGRAM**

**Service Awards:**

After 1 year of service:	RM Logo Jacket
After 5 years of service:	Certificate of recognition & \$250.00.
After 10 years of service:	Certificate of recognition & \$500.00.
After 15 years of service:	Certificate of recognition & \$750.00.
After 20 years of service:	Certificate of recognition & \$1,000.00.
After 25 years of service:	Gold watch and \$1,000.00 and a member of the Quarter Century Club roster displayed in the RM office.

The above employee service recognition shall be applied retroactively subject to there being no break in service (resignation, termination, retirement, etc.) and years of service shall be based on continuous years of employment commencing on the hire date regardless of whether an employee is part-time, seasonal or full-time. Student or casual employment time worked does not qualify towards years of service.

The CAO shall be provided with a budget of \$1,500 per year and be responsible to administer an Employee Recognition Program for outstanding individual/team performance, special events, etc. and for the following types of events:

- recognizing Employee’s achievements or special events (birthdays, births, major accomplishments);
- recognizing outstanding performance above the call the duty;
- teambuilding events.

The value of the recognition for an individual shall not exceed \$50.00.



#### 4.24 EMPLOYEE RETIREMENT

Upon the retirement of an Employee with 10 or more years of service, the retiring Employee shall be recognized for their contributions at a coffee and cake get together with all available Employees and members of Council on their last day of work (or alternate day) and presented with a suitably engraved gift valued at approximately \$250.00 (picture/plaque, statue, clock, knife, etc.) at that time.

#### 4.25 SYMPATHY GESTURES

In cases of bereavement, a member of Council shall notify the CAO or the CAO on their own accord shall send the following items as a gesture of sympathy and notify Council accordingly:

Flowers: Present Employees & their immediate family members.  
Cards: Former Employees with less than 10 years of service.  
Flowers: Former Employees who have served the Municipality 10 years or more.  
(Note: the cost of flowers not to exceed \$70.00. Where deemed appropriate a deli platter or fruit tray, etc. with a maximum value of \$70.00 may be provided in lieu of flowers.)

#### 4.26 COMPLIANCE

Failure to comply with this Policy and its associated procedures could result in attraction and retention issues for the RM and in inconsistent application of progressive step increases and temporary adjustment to recognize additional duties and responsibilities.

#### 5.0 EXCEPTIONS

Unless expressly provided and referred to in this policy, casual, summer students and temporary employees are excluded from the benefits as provided for in this policy except as required by Legislation.

#### 6.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

All Appendices attached to this policy may be amended from time to time based on operational need.

This policy shall be administered and interpreted by the CAO; however, this policy including Schedule "A" Base Pay Salary Grid cannot be amended without Council approval.

This policy repeals and rescinds all previous policies, practices and resolutions that have been passed by the Council of the Rural Municipality of Frenchman Butte No. 501 with respect to the application of any and all parts of this policy and the terms and conditions contained herein.

This policy shall come into force and take effect on May 9, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

Attachments:

- Schedule "A" Base Pay Salary Grid
- Appendix "A" Absence Request Form
- Appendix "B" Application for Educational Support
- Appendix "C" Educational Support Return in Service Agreement
- Appendix "D" Return to Work Form
- Appendix "E" Time Bank Agreement Form

