

COUNCIL PRESENT:

Reeve	Tom S. Hougham
Division 1	Leonard Larre
Division 2	Carri Zeller
Division 3	Owen Fischer
Division 4	Ronald Gory
Division 5	Gay Noeth
Division 6	Evan Priest

STAFF PRESENT:

Allison Roschker, Chief Administrative Officer
Vanessa Nasby, Administrative Assistant

Reeve Tom S. Hougham, Councillor's Leonard Larre, Carri Zeller, Owen Fischer, Ronald Gory, Gay Noeth, and Evan Priest completed their respective Public Disclosure Statement Form 2.

CALLED TO ORDER:

9:03 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 NOVEMBER 22, 2023 AGENDA ADDITIONS:

2023-11-22-001 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the November 22, 2023 Agenda:

- 13-13 797 Overweight Permits

Carried

1-1 NOVEMBER 22, 2023 AGENDA:

2023-11-22-002 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the November 22, 2023 Agenda to be used as a guideline.

Carried

2-1 NOVEMBER 14, 2023 MINUTES:

2023-11-22-003 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the November 14, 2023 minutes as presented.

Carried

5-1 PAYROLL- PP2023-24:

2023-11-22-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **November 5 – November 18, 2023, and Council Indemnity for October 2023. Authorization #422 direct deposit dated November 10, 2023, totaling \$34,582.58.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages November 5 – November 18, 2023.**

Carried

5-2 ACCOUNTS – NOVEMBER 22, 2023:

2023-11-22-005 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated November 22, 2023.

- 31958 to 31967 **Totaling \$27,352.73**

Carried

6-1 IN LIEU OF CHRISTMAS PARTY:

2023-11-22-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes staff to purchase \$150.00 gift card per staff member in lieu of Christmas Party.

Carried

6-1 CORRECTION TO MOTION 2023-09-13-003:

2023-11-22-007 FISCHER: The R.M. of Frenchman Butte No. 501 council acknowledges the error and the correction of motion 2023-09-13-003. The error has been corrected and the minutes have been reprinted.

Carried



Reeve



CAO

RECESS MEETING:

2023-11-22-008 PRIEST: That the R.M. of Frenchman Butte No. 501 Council recess
10:37 a.m. for a 10 minute break.

Carried

RECONVENED MEETING:

10:50 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
12:08 p.m. Councillor Zeller left Council Chambers due to conflict of interest in the
next discussion item.

6-1 SPRAY DRIFT DAMAGES:

2023-11-22-009 LARRE: The R.M. of Frenchman Butte No. 501 council approves
Carri Zeller to go out to RR 3245 and TWP 542 to obtain soil and tissue
samples to determine if residual herbicides exist.

Carried

12:11 p.m. Councillor Zeller entered Council Chambers.

6-1 STAFF/COMMITTEE REPORTS:

2023-11-22-010 PRIEST: That the R.M. of Frenchman Butte No. 501 Council
acknowledges written and verbal reports by Chief Administrative Officer,
Allison Roschker, and written reports by Public Works Foreman, Dan
Fedirko.

Carried

RECESS MEETING:

2023-11-22-011 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess
12:12 p.m. for a 60 minute break.

Carried

RECONVENED MEETING:

1:06 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-1.1 PARADISE HILL REC BOARD EVENT HOSTING GRANT:

2023-11-22-012 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per
motion 2023-02-08-022 award the Event Hosting Grant to the Paradise Hill
Rec Board in the amount of \$500.00.

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

Carried

13-1.2 PARADISE HILL CARE HOME EVENT HOSTING GRANT:

2023-11-22-013 ZELLER: That the R.M. of Frenchman Butte No. 501 Council as per
motion 2023-02-08-022 award the Event Hosting Grant to the Paradise Hill
Care Home in the amount of \$500.00.

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

Carried

7-1 EMO COORDINATOR PURCHASE:

2023-11-22-014 PRIEST: That the R.M. of Frenchman Butte No. 501 Council
approves the purchase of a \$50.00 gift card and an R.M. of Frenchman
Butte No. 501 EMO Coordinator jacket for Walter Gobert.

Carried

13-4 AMENDED MEMBERSHIP AND LICENSE FEES POLICY 100-02:


2023-11-22-015 PRIEST: That the R.M. of Frenchman Butte No. 501 Council
approves the amended 100-02 Membership and License Fees Policy and
a copy is attached to and forms part of these minutes.

Carried

RECESS MEETING:

2023-11-22-016 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess
3:20 p.m. for a 10 minute break.

Carried



Reeve



CAO

RECONVENED MEETING:

3:34 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

13-7 AMENDED DONATION POLICY 100-10:

2023-11-22-017 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the amended 100-10 Donation Policy and a copy is attached to and forms part of these minutes.

Carried

13-8 AMENDED BRUSHING/MULCHING CLEARING OF ROAD ALLOWANCE POLICY 300-15:

2023-11-22-018 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the amended 300-15 Brushing/Mulching Clearing of Road Allowance Policy and a copy is attached to and forms part of these minutes.

Carried

13-12 AMENDED DISCIPLINE POLICY 900-05:

2023-11-22-019 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the amended 900-05 Discipline Policy and a copy is attached to and forms part of these minutes.

Carried

13-13 797 OVERWEIGHT PERMITS:

2023-11-22-020 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves overweight trucks to travel the 797 at the discretion of the R.M. of Frenchman Butte No. 501 administration.

Carried

14-1 CORRESPONDENCE – NOVEMBER 22, 2023:

2023-11-22-021 PRIEST: That the R.M. of Frenchman Butte No. 501 Council accepts the November 22, 2023 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

2023-11-22-022 GORY: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 4:33 p.m.

Carried



Reeve



Chief Administrative Officer



R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY RM Council Resolution No. 2017-05-25-007 EFFECTIVE DATE May 25, 2017	POLICY NO. 100-02
Membership and License Fees			
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: January 24, 2018 January 9, 2019 January 15, 2020 April 12, 2023 November 22, 2023 Rescinded:	Resolution No. 2018-01-24-025 2019-01-09-022 2020-01-15-010 2023-04-12-020 2023-11-22-015

1. PURPOSE:
- To establish a policy for payment of annual Membership fees and licenses.
2. DEFINITIONS:
- 2.1 Council: Means Council for the Rural Municipality of Frenchman Butte No. 501.
- 3.0 SCOPE:
- Annual Membership and License Fees.
- 4.0 POLICY:
- It is the policy of the RM to renew the annual membership fees and license fees for the following:
- Agriculture Health and Safety Network
 - Saskatchewan Rural Crime Watch Association
 - Federation of Canadian Municipalities
 - North Central Transportation Planning Committee
 - North West Municipalities' Association
 - Northwest Mutual Aid Organization
 - Rivers West District for Sport, Culture & Recreation Inc.
 - Rural Municipalities Administrators Association (for Staff)
 - Saskatchewan Association of Rural Municipalities
 - Saskatchewan Emergency Planners Association (SEPA)
 - Saskatchewan Justice – Commissioner of Oaths and Notary Public
 - Saskatchewan Safety Council
 - SaskCulture Inc.
 - SaskTip

at



R.M. of Frenchman Butte No. 501

POLICY TITLE

Membership and License Fees

5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

This policy shall be reviewed by Council annually on or before January 31.

This policy shall be administered and interpreted by the Administrator; however, this policy cannot be amended without Council approval.

This policy replaces all previous policies 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 25, 2017 shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.

at



R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY RM Council Resolution No. 2018-04-11-025 EFFECTIVE DATE April 11, 2018	POLICY NO. 100-10
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: January 9, 2019 November 22, 2023 Rescinded:	Resolution No. 2019-01-09-021 2023-11-22-017 Resolution No.

1. PURPOSE:
To establish a policy by which annual donations are made.
- 2.0 DEFINITIONS
2.1 CAO: Shall mean Chief Administrative Officer.
2.2 Council: Shall mean the council of the Rural Municipality of Frenchman Butte No. 501.
2.3 RM: Shall mean the Rural Municipality of Frenchman Butte No 501.
- 3.0 POLICY:
3.1 The Council of the RM hereby approves the following annual donations to be paid:
 - Saskatchewan Association of Rural Municipalities on behalf of STARS – amount to be paid shall be \$2.00 per capita based on the most recent census.
 - St. Walburg Royal Canadian Legion \$200.00
 - Frenchman Butte Royal Canadian Legion \$200.00
 - Livelong Royal Canadian Legion \$200.00
 - Saskatchewan Crimestoppers \$200.00
 - Any other donation approved by resolution of Council.
- 4.0 EXCEPTIONS – (if applicable)
4.1 Payment shall be made upon approval of the RM’s annual operating budget.
- 5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:

This policy shall be administered and interpreted by the CAO; however, this policy cannot be amended without Council approval.

This policy replaces all previous policies and resolutions that have been passed by the Council 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 April 11, 2018 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.



R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY RM Council Resolution No. 2019-01-09-019 EFFECTIVE DATE January 9, 2019	POLICY NO. 300-15
Brushing/Mulching Clearing of Road Allowance Policy			
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: November 22, 2023	Resolution No. 2023-11-22-018
		Rescinded:	Resolution No.

1. **PURPOSE:**
To establish a policy by which brushing/mulching clearing projects of developed road allowances by the RM are prioritized.
- 2.0 **DEFINITIONS:**
- 2.1 **CAO:** Means the Chief Administrative Officer of the Rural Municipality of Frenchman Butte No. 501.
- 2.2 **Council:** Means Council for the Rural Municipality of Frenchman Butte No. 501.
- 2.3 **Developed Road Allowance:** Means a road allowance that has been developed to a minimum standard whereby it maybe used as an access for agriculture and/or residential; and it must connect to another existing roadway.
- 2.4 **RM:** Means Rural Municipality of Frenchman Butte No. 501
- 2.5 **R.M. Representative:** Means Public Works Foreman or designate of the RM.
- 3.0 **SCOPE:**
The RM has a responsibility to maintain its' publically travelled Developed Road Allowances in a safe condition and is committed to budgeting appropriate funds for a brushing/clearing of road allowances policy.
- 4.0 **POLICY:**
- 4.1 Council shall establish a budget every year for brushing/clearing of road allowances projects. The budget year for this policy shall run from May 1 to April 30.
- 4.2 The Public Works Foreman shall prepare annually for Council review and approval prior to January 31:
- a) A map showing the proposed brushing/mulching clearing of developed road allowances plan.
- b) A plan showing type removal method to be used such as
- a. crew with chainsaw
- b. dozer with brush pushed into piles to be burnt and buried at a later date
- c. mechanical brusher/mulcher
- 4.3 Within the approved budget, the following priorities shall be used in the order that is listed to determine which roads will be brushed/mulched cleared first.

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POLICY TITLE

Brushing/Clearing of RM Road Allowance Policy

- a) **Site Lines** by removing (vegetation, trees, brush, etc) obstructions of vision for the driving public and municipal equipment to all entrance driveways, intersections, curves, hills and other danger areas.
- b) **Roadside Clearances for Road Maintenance Equipment** to operate safely unimpaired by roadside obstructions during snow clearing or grading operations.
- c) **Clearances for Larger Vehicles** by removing brush, trees, limbs, etc that may cause damage to large vehicles such as school buses and commercial vehicles.
- d) **Snow Storage Areas** adjacent to road for the snow that is plowed from the travelled portion of the road surface and the roadside shoulders
- e) **Winter driving Surfaces** by opening up the overhead tree canopy and roadside accesses for the natural sunlight to reach the road surface to promote improved melting of the snow.
- f) **Roadside Clearances for Farm Equipment** by removing brush, trees, limbs, etc. that may cause damage to farm equipment.

5.0 SPECIFIC REQUIREMENTS (if applicable)

- 5.1** Amounts allocated to brushing projects may not exceed budgeted funds unless additional monies are approved by council resolution.

6.0 EXCEPTIONS – (if applicable)

- 6.1** If RM representative deems brushing or clearing of a road allowance a safety issue it can be completed without approval of Council.
- 6.2** Subject to resolution of Council, priority may be given to a brushing/clearing project if cost shared by an individual or commercial operation.

7.0 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 cannot be amended without Council approval.

This policy replaces all previous policies and resolutions that have been passed by the Council 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 January 9, 2019 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.

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R.M. of Frenchman Butte No. 501

POLICY TITLE		ADOPTED BY RM Council Resolution No. 2018-08-016-009 EFFECTIVE DATE August 16, 2018	POLICY NO. 900-05
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: November 22, 2023 Rescinded:	Resolution No. 2023-11-22-019 Resolution No.

1. PURPOSE:
The purpose of this policy is to outline the steps of the progressive disciplinary process that is fair and consistent to employees, and yet allows the Employer enough flexibility to address specific situations appropriately.

Each step is intended to provide the opportunity for the employee to understand the problem with his or her performance and to meet the expectations of the Employer.
2. DEFINITIONS:

2.1 CAO: Means Chief Administrative Officer for the Rural Municipality of Frenchman Butte No. 501.

2.2 Council: Means Council for the Rural Municipality of Frenchman Butte No. 501.

2.3 Employee: Means Employee of the Rural Municipality of Frenchman Butte No. 501, which includes Full-Time, Part-Time, Seasonal, Summer Students and Casual.

2.4 Employer: Means the Rural Municipality of Frenchman Butte No. 501.

2.5 Manager: Means person in managerial position, managerial positions are the CAO, Public Works Foreman and Infrastructure Manager.

2.6 Municipality: Means the Rural Municipality of Frenchman Butte No. 501.

2.7 R.M: Means the Rural Municipality of Frenchman Butte No. 501.

2.8 Supervisor: Means Manager.
3. SCOPE:
This policy applies to all employees of the R.M.

[Handwritten signature]

4. POLICY:

In situations where a Supervisor is concerned that an employee's performance, attendance, conduct or attitude falls below acceptable levels, the Progressive Discipline Policy shall be followed in an effort to correct the problem where it is reasonable to do so.

Prior to making a decision about discipline, the Supervisor or another representative of management may investigate any concerns or allegations and shall interview the employee in regards to the concern about the employee's performance, attendance, conduct or attitude to determine the employee's position and explanation, if any. In some cases, it may be necessary to suspend the employee during an investigation.

The emphasis of the discipline process is on improvement of the employee's unacceptable performance, attendance, conduct or attitude. At each step of the process, the employee should be given specific information in writing regarding the nature of the problem, how to correct it, the type of discipline being meted out, and potential future consequences if the Supervisor's expectations are not met.

Not all forms of unacceptable performance, misconduct or attitude will begin with a verbal written warning. Depending on the nature of the problem, another form of more serious discipline may be appropriate in the first instance. For cases involving very serious misconduct including, but not limited to, theft, violence, damage to property or the environment, or occupational health and safety violations, for example, immediate termination for just cause may be appropriate.

Any time the Supervisor and/or Management meets with an employee for the purposes of disciplining the employee, the employee shall be advised in advance that a meeting will occur and that they may bring a support person with them to the meeting. If the employee chooses to waive their right to a support person this will be documented. Discipline meetings will be held as soon as possible after the incident leading to the discipline occurs and subsequent to investigation by the Employer.

The Supervisor and/or Management may have an additional professional support representative present during any disciplinary meeting. During a disciplinary meeting, the Employer shall give a copy of the personnel record to the employee.

The steps in the progressive discipline process are as follows:

1. Coaching: The Supervisor may, in his or her sole discretion, as a preliminary step have an informal discussion with the employee in situations where the employee's performance, attendance, conduct or attitude are not meeting expectations to ensure the employee is aware of the problem(s), the expectations that must be met and how to correct the problem. The Supervisor should document that such an informal discussion occurred, including the date and content of the discussion, and place the document in the employee's personnel file.

2. Verbal Warning: If a minor problem with the employee's performance, attendance, conduct or attitude occurs, the Supervisor will deliver a verbal warning to an employee and in so doing shall discuss the specific problem(s); outline the steps to correct the problem(s), give the employee a reasonable amount of time in which to attain a satisfactory level; and warn the employee that if the problem(s) continue the employee will receive more serious forms of discipline in the future. Supervisors shall create a written record of the verbal warning discussion. The written record shall be placed in the employee's personnel file.

3. Written Warning: If the problem continues after the verbal warning or is of a more serious nature, the Supervisor will deliver to the employee a written warning identifying the specific problem(s); advising the employee that the problem(s) must be improved or corrected; and warning the employee that if the problem(s) continue then the employee will receive more serious forms of discipline up to and including termination. A copy of the written warning shall be placed in the employee's personnel file.

4. Suspension: If the problem continues after the written warning or is of a more serious nature, the employee will be suspended without pay. The Supervisor shall deliver to the employee a written record identifying the specific problem(s); advising the employee that the problem(s) must be improved or corrected; and warning the employee that if the problem(s) continue their employment will be terminated for just cause. A copy of the written record of suspension shall be placed in the employee's personnel file.

5. Termination: If the problem continues or other very serious misconduct occurs, the employee's employment may be terminated for just cause. In cases of termination, the Supervisor shall deliver to the employee a written record of termination identifying the problem(s); and confirming termination of employment. A copy of the termination record shall be placed in the employee's personnel file.

5. 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 cannot be amended without Council approval.

This policy repeals and rescinds all previous policies 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 August 16, 2018 and shall continue in full force and effect until repealed or amended by subsequent resolution of Council.

6. ATTACHMENTS:

- Appendix "A" Notice of Disciplinary Action





Appendix A
R.M. of Frenchman Butte No. 501
NOTICE OF DISCIPLINARY ACTION

Employee Name: _____

Date of Incident: _____

Employee Position: _____

Supervisor: _____

ACTION TAKEN (Check Appropriate Box)

- | | |
|--|---|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Suspension (duration: _____) |
| <input type="checkbox"/> Written Warning | <input type="checkbox"/> Termination |

REASON FOR DISCIPLINARY ACTION (Check Appropriate Box or Boxes)

- | | |
|--|--|
| <input type="checkbox"/> Absenteeism and/or Lateness | <input type="checkbox"/> Reporting to work under the influence of alcohol, drugs or other prohibited substances |
| <input type="checkbox"/> Theft | <input type="checkbox"/> Sleeping on the job |
| <input type="checkbox"/> Failure to notify Supervisor of Absence/Late | <input type="checkbox"/> Possession/use of unauthorized weapon at work |
| <input type="checkbox"/> Breach of Trust/ Dishonesty | <input type="checkbox"/> Violence, arguing or fighting on Municipal premises |
| <input type="checkbox"/> Insubordination/Failure to carry out instructions | <input type="checkbox"/> Other (Please describe) _____ |
| <input type="checkbox"/> Defacing/wilful damage to Municipal property | |
| <input type="checkbox"/> Safety Violation | |
| Describe: _____ | |
| | <input type="checkbox"/> Falsification of any Municipal records (eg. time records, applications, production records, expenses, etc.) |
| <input type="checkbox"/> Breach of Municipal Policy or Procedure | <input type="checkbox"/> Leaving job without permission |
| Describe: _____ | <input type="checkbox"/> Poor performance (low productivity, defective work, wasting time, etc.) |
| _____ | |

Concise summary of situation: Explain as specifically as possible, being sure to include date(s), time(s), person(s) involved, policy reference, etc.

Discussion/Action taken at this time (including any plan for improvement or correction):

Explain consequences of continued misconduct and follow-up action to be taken, if any:

The Employee hereby acknowledges that he/she received this Notice of Disciplinary Action on the following date and further acknowledges that the Employee was advised of his/her right to have representation present during the discipline meeting when this form was presented and discussed:

Employee: _____ (date)

Representative: _____ (date)

Policy: 900-05 Approved Resolution
2018-08-16-009

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Supervisor: _____

Other Witness: _____

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