

COUNCIL PRESENT:

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

STAFF PRESENT:

Crystal Schaan, Acting Administrator  
Vanessa Nasby, Administrative Assistant  
Dan Fedirko, Public Works @ 10:05 a.m.  
Aaron Neilly, Infrastructure Manager @ 10:05 a.m.

DELEGATES:

Annette Smith, Agri-environmental Coordinator, Saskatchewan Association of Watersheds @ 1:00 p.m.

**Reeve Tom S. Hougham, Councillor Leonard Larre, Councillor Doug Trotzuk, and Councillor Gay Noeth completed their respective Public Disclosure Declaration Form 1.**

**Reeve Tom S. Hougham, Councillor Leonard Larre, Councillor Carri Zeller, Councillor Doug Trotzuk, Councillor Ronald Gory, Councillor Gay Noeth, and Councillor Evan Priest completed their respective Public Disclosure Annual Statement Form 2.**

CALLED TO ORDER:

9:02 a.m. The Regular Meeting was called to order by Reeve Hougham.

DECLARATIONS OF OFFICE:

2024-11-27-001 GORY: That the Declarations of Office as subscribed to by the following be acknowledged:  
Tom S. Hougham Reeve  
Leonard Larre Division 1  
Doug Trotzuk Division 3  
Gay Noeth Division 5

**At the commencement of the November 27, 2024 Council Meeting Reeve Tom S. Hougham, Councillor of Division 1 Leonard Larre, Councillor of Division 3 Doug Trotzuk and Councillor of Division 5 Gay Noeth completed their respective Oath of Office.**

1-1 NOVEMBER 27, 2024 AGENDA ADDITIONS:

2024-11-27-002 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the November 27, 2024 Agenda.  
• 13-12 Signing Authority Changes

Carried

1-1 NOVEMBER 27, 2024 AGENDA:

2024-11-27-003 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the November 27, 2024 Agenda to be used as a guideline.

Carried

13-1 ACTING ADMINISTRATOR AUTHORIZATION:

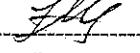
2024-11-27-004 LARRE: That the R.M. of Frenchman Butte No. 501 Council appoints Crystal Schaan, as the Acting Administrator effective November 12, 2024.

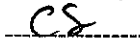
Carried

13-1 ACTING ADMINISTRATOR PAY:

2024-11-27-005 PRIEST: Whereas R.M. of Frenchman Butte No. 501 Human Resources Total Compensation/Recognition Policy 900-01 states, in part:

"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

  
Reeve

  
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adjustment to ensure the employee is fairly compensated and recognized for their efforts. Upon Council's formal approval the employee's wages shall be adjusted accordingly for the specified duration or in the amount so approved."

Therefore, the R.M. of Frenchman Butte No. 501 Council authorizes Crystal Schaan's salary to be increased by 30% effective November 12, 2024 and until such time as when the Administrator resumes her position.  
Carried

2-1 NOVEMBER 6, 2024 MINUTES:

2024-11-27-006 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the November 6, 2024 minutes as presented.

Carried

5-1 PAYROLL- PP2024-24:

2024-11-27-007 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **November 3, 2024 – November 16, 2024 and Council Remuneration for October 2024. Authorization #449 direct deposit dated November 22, 2024, totaling \$43,839.85.**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages November 3, 2024 – November 16, 2024.**

Carried

13-8 EFT PAYMENTS:

2024-11-27-008 GORY: That the R.M. of Frenchman Butte No. 501 Council approves administration to have the option to pay accounts by other payment methods such as EFT, e-transfer, MasterCard, or Online Bill Payments.

Carried

9:40 a.m. Councillor Zeller left Council Chambers due to a conflict in the next Agenda item.

5-2 ACCOUNTS – STOWLEA AG VENTURES LTD.:

2024-11-27-009 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated November 27, 2024.

- Invoice 32845 **Totaling \$182.70**

Carried

9:44 a.m. Councillor Zeller entered Council Chambers.

5-2 ACCOUNTS – NOVEMBER 27, 2024:

2024-11-27-010 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated November 27, 2024.

- Cheques 32840 to 32844
- Cheques 32846 to 32868 **Totaling \$261,807.69**

Carried

10:05 a.m. Dan Fedirko and Aaron Neilly entered Council Chambers to discuss Public Works Report.

11:37 a.m. Aaron Neilly and Dan Fedirko left Council Chambers.


13-3.1 ST. WALBURG MINOR HOCKEY EVENT HOSTING GRANT:

2024-11-27-011 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the St. Walburg Minor Hockey Event Hosting Grant in the amount of \$500.00.

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

Carried

  
Reeve

  
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13-3.2 PARADISE HILL MINOR HOCKEY ASSOCIATION EVENT HOSTING GRANT:

2024-11-27-012      PRIEST:      That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the Paradise Hill Minor Hockey Association Event Hosting Grant in the amount of \$500.00.

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

Carried

13-3.3 PARADISE HILL SKATING CLUB EVENT HOSTING GRANT:

2024-11-27-013      LARRE:      That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the Paradise Hill Skating Club Event Hosting Grant in the amount of \$500.00.

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

Defeated

13-3.4 PARADISE HILL CARE HOME EVENT HOSTING GRANT:

2024-11-27-014      LARRE:      That the R.M. of Frenchman Butte No. 501 Council as per motion 2024-01-24-029 award the Paradise Hill Care Home Event Hosting Grant in the amount of \$500.00.

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

Carried

6-1 STAFF/COMMITTEE REPORTS:

2024-11-27-015      NOETH:      That the R.M. of Frenchman Butte No. 501 Council acknowledges written and verbal reports by Acting Administrator, Crystal Schaan, Public Works Foreman, Dan Fedirko and Infrastructure Manager, Aaron Neilly.

Carried

RECESS MEETING:

2024-11-27-016      ZELLER:      That the R.M. of Frenchman Butte No. 501 Council recess  
12:05 p.m.      for a break.

Carried

RECONVENED MEETING:

1:00 p.m.      The Regular Meeting of Council was reconvened by Reeve Hougham.

1:00 p.m.      Delegate Annette Smith, Agri-environmental Coordinator, Saskatchewan Association of Watersheds entered Council Chambers.

1:22 p.m.      Delegate Annette Smith left Council Chambers.

12-3 ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION:

2024-11-27-017      LARRE:      That the R.M. of Frenchman Butte No. 501 Council supports Victor Hamm as the Vice Chairperson on the St. Walburg and District Fire and Rescue Association.


Carried

13-4 DEPUTY REEVE APPOINTMENT:

2024-11-27-018      LARRE:      That the R.M. of Frenchman Butte No. 501 Council appoints Evan Priest as Deputy Reeve of the R.M. of Frenchman Butte No. 501 for the term of November 14, 2024 to December 31, 2024 in accordance with Bylaw 2024-07 Council Procedures Bylaw.

Carried

  
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Reeve

  
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13-4 2024 ANNUAL APPOINTMENTS:

2024-11-27-019 PRIEST: That the R.M. of Frenchman Butte No. 501 Council makes the following appointments, beginning November 14, 2024 expiring December 31, 2024:

- Pest Control Officer Ken Kratchmer
- North Sask River Municipal Health Holdings Leonard Larre
- Paradise Hill Care Home Board Carri Zeller  
Evan Priest
- District 38 Rat Board Leonard Larre
- West Yellowhead Waste Resource Authority (WYWRA) Doug Trotsuk
- Paradise Hill Health Clinic Gay Noeth  
Evan Priest
- Lakeland Library Board Carri Zeller (St. Walburg)  
Gay Noeth (Paradise Hill)
- Meadow Lake OSB Public Advisory Group Evan Priest
- North West Mutual Aid Area Gay Noeth  
Ronald Gory
- St. Walburg & District Fire and Rescue Association Ronald Gory  
Tom S. Hougham
- Northwest Municipalities' Assoc. Tom S. Hougham  
CAO
- Ag Health & Safety Network Ronald Gory
- 501 Utility Authority Inc. Doug Trotsuk  
Gay Noeth
- Human Resources Committee Carri Zeller  
Tom S. Hougham  
CAO

Carried

13-6 APAS MEMBERSHIP:

2024-11-27-020 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the membership to Agricultural Producers Association of Saskatchewan (APAS) for 2025 in the total amount of \$22,242.20

Carried

13-7 MUNICIPAL REVENUE RESERVE PURCHASE:

2024-11-27-021 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves Lot 27, Block 1, Plan 102240087 owners to purchase the Municipal Revenue Reserve Blk/Par MR4- Plan 102240087 Ext 0 from the R.M. of Frenchman Butte No. 501.

Defeated

13-10 ACCEPTANCE OF APPLICATION TO SUBDIVIDE LAND:

2024-11-27-022 PRIEST: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve and Acting Administrator to sign the Application to Subdivide Land for SW 11-53-24W3.

Carried

13-10 UTILITY DECLARATION FORM:

2024-11-27-023 PRIEST: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve and Acting Administrator to sign the Utility Declaration Form for subdivision of SW 11-53-24W3.


Carried

13-11 HAMLET OF FRENCHMAN BUTTE OUTSTANDING UTILITIES – 30 DAY NOTICE:

2024-11-27-024 ZELLER: That the R.M. of Frenchman Butte No. 501 Council pursuant to Section 369 of The Municipalities Act authorizes Administration to send required notice by registered mail to customers with unpaid Hamlet Sewer, Structure, Water and Garbage Fees advising them outstanding fees will be added to tax roll; and after notice expiry date any outstanding accounts will be added to the tax roll.

Carried

  
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Reeve

  
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13-12 SIGNING AUTHORITY CHANGES:

2024-11-27-025 NOETH: Whereas the R.M. of Frenchman Butte No. 501 Policy 100-13, referred to as the Signing Authority Policy, states in part:

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

- *The Chief Administrative Officer or the Administrative Assistant or The Finance Officer*

*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, St. Walburg Branch:

- Allison Roschker as Administrator (CAO) to remain;
- Crystal Schaan as Finance Officer to remain;
- Vanessa Nasby as Administrative Assistant to remain;
- Tom S. Hougham, Reeve to remain;
- Add Evan Priest, Deputy Reeve;
- Remove Owen Fischer

Carried

13-5 RECIND MOTION 2024-11-06-009:

2024-11-27-026 PRIEST: That the R.M. of Frenchman Butte No. 501 Council rescind motion 2024-11-06-009:

"6-3 RANGE ROAD 3222:

2024-11-06-009 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves clearing approach sight lines for safety and completing a traffic count on Range Road 3222 from Township 530 to Township 514A.

Carried"

Carried

13-5 BRUSHING RANGE ROAD 3222 FROM TWP 514 TO TWP 524

2024-11-27-027 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves brushing on locations where easements are signed and brushing within R.M. of Frenchman Butte No. 501 right of way on Range Road 3222 from TWP 514 to TWP 524.

Carried

RECESS MEETING:

2024-11-27-028 PRIEST: That the R.M. of Frenchman Butte No. 501 Council recess 3:38 p.m. for a break.

Carried

RECONVENED MEETING:

3:44 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
3:45 p.m. Vanessa Nasby and Crystal Schaan left Council Chambers.

IN-CAMERA:

2024-11-27-029 PRIEST: That the R.M. of Frenchman Butte No. 501 Council moves 3:45 p.m. in-camera to discuss human resources as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carried

RECONVENED MEETING:

4:59 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
4:59 p.m. Crystal Schaan entered Council Chambers.

EXTEND MEETING:

2024-11-27-030 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

5:01 p.m. Crystal Schaan left Council Chambers.

  
Reeve

  
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IN-CAMERA:

2024-11-27-031  
5:01 p.m.

ZELLER: 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

RECONVENED MEETING:

5:46 p.m.  
5:46 p.m.

The Regular Meeting of Council was reconvened by Reeve Hougham.  
Crystal Schaan entered Council Chambers.

14-1 CORRESPONDENCE – NOVEMBER 27, 2024:

2024-11-27-032

PRIEST: That the R.M. of Frenchman Butte No. 501 Council accepts the November 27, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

5:48 p.m.

Councillor Gory left Council Chambers.

6-1 CHRISTMAS HOLIDAY HOURS:

2024-11-27-032

PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the staff to close the office on December 24, 2024 at 12:00 p.m. and resume regular business hours on December 30, 2024 at 8:00 a.m.

Carried

5:54 p.m.

Councillor Gory entered Council Chambers.

2-1 NOVEMBER 12, 2024 MINUTES:

2024-11-27-033

NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the November 12, 2024 minutes as presented.

Carried

6-4 WORKPLACE INVESTIGATION:

2024-11-27-034

GORY: That the R.M. of Frenchman Butte No. 501 Council authorizes the hiring of KNIBBS HR Consulting to conduct a workplace investigation with the contract signed by the Reeve.

Carried

15-1 ADJOURNMENT:

2024-11-27-035


LARRE: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 6:28 p.m.

Carried

  
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Reeve

  
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Acting Administrator

  
\_\_\_\_\_  
Reeve

  
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