

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
Dan Fedirko, Public Works @ 9:05 a.m.
Aaron Neilly, Infrastructure Manager @ 9:05 a.m.

DELEGATES:

Cory Jacob, Ministry of Agriculture @ 9:59 a.m.
Barbara Ziesman, Ministry of Agriculture @ 9:59 a.m.
Igor Dealbuquerque, Ministry of Agriculture @ 9:59 a.m.
Cherie Kowalyshyn, Ministry of Agriculture @ 9:59 a.m.
Brian Davies, Cenovus Energy Ltd. @ 11:26 a.m.
Patrick Reid, Battlefords Search and Rescue @ 12:28 p.m.
Curits Hemming, APAS @ 2:00 p.m.

CALLED TO ORDER:

9:01 a.m. The Regular Meeting was called to order by Reeve Hougham.

1-1 APRIL 10, 2024 AGENDA ADDITIONS:

2024-04-10-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the April 10, 2024 Agenda:

- 13-16 Bylaw 2024-06, a Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Rent or Service Charge for the Use of Sewer in the Hamlet of Frenchman Butte:

Carried

1-1 APRIL 10, 2024 AGENDA:

2024-04-10-002 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the April 10, 2024 Agenda to be used as a guideline.

Carried

9:05 a.m. Dan Fedirko and Aaron Neilly entered Council Chambers to discuss Public Works Report.

6-1 TIREGRABBER TG4000R:

2024-04-10-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the purchase of the Tiregrabber TG4000R for \$14,950.00 plus applicable taxes.

Carried

9-4 INVESTING IN CANADA INFRASTRUCTURE GRANT:


2024-04-10-004 PRIEST: That the R.M. of Frenchman Butte No. 501 Council authorizes the Reeve and C.A.O. to sign the agreement of Ultimate Recipient Agreement for the Investing in Canada Infrastructure Program, dated April 10, 2024.

Carried

12-2 WORKPLACE VOILENCE PREVENTION POLICY 900-09:

2024-04-10-005 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the 900-09 Workplace Violence Prevention Policy and a copy is attached to and forms part of these minutes.

Carried



Reeve



CAO

9-2 AWARD TENDER FOR PERCH LAKE NORTH ACCESS CHIP SEAL PROJECT 2024A:

2024-04-10-006 FISCHER : That the R.M. of Frenchman Butte No. 501 Council approves the extension of the contract with Diamond Asphalt Repair to include chip seal to 1.6 kilometers of Perch Lake North Access on TWP 533 from Highway 21N to 1.6 km West, with the project completion required before October 15, 2024. The price per kilometer for this will be the same as the contract price for the Perch Lake South Access which is \$63,895.00 per kilometer plus applicable taxes.

Carried

9:59 a.m. Cory Jacob, Barabara Ziesman, Igor Dealbuquerque, Cherie Kowalushyn, with Ministry of Agriculture joined Council Chambers via electronic means.
10:58 a.m. Cory Jacob, Barabara Ziesman, Igor Dealbuquerque, Cherie Kowalushyn, with Ministry of Agriculture disconnected and left Council Chambers

11:02 a.m. Aaron Neilly and Dan Fedirko left Council Chambers.

RECESS MEETING:

2024-04-10-007 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess
11:13 a.m. for a break.

Carried

RECONVENED MEETING:

11:20 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.

5-2 ACCOUNTS – APRIL 10, 2024:

2024-04-10-008 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated April 10, 2024.
• Cheques 32239 to 32272 **Totaling \$133,973.96**

Carried

2-1 MARCH 27, 2024 MINUTES:

2024-04-10-009 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the March 27, 2024 minutes as presented.

Carried

2- APRIL 5, 2024 SPECIAL MEETING MINUTES:

2024-04-10-010 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the April 5, 2024 Special Meeting minutes as presented.

Carried

11:25 a.m. Aaron Neilly and Dan Fedirko entered Council Chambers.
11:26 a.m. Brian Davies and Kyle Deck with Cenovus Energy Ltd. entered Council Chambers
12:21 a.m. Aaron Neilly and Dan Fedirko left Council Chambers.

RECESS MEETING:

2024-04-10-011 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess
12:22 p.m. for a break.

Carried

12:25 p.m. Councillor Gory left Council Chambers.
12:28 p.m. Patrick Reid with Battlefords Search and Rescue entered Council Chambers.
12:45 p.m. Kyle Deck left Council Chambers.
12:51 p.m. Brian Davies left Council Chambers.

RECONVENED MEETING:

1:01 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.
1:31 p.m. Patrick Reid left Council Chambers.



Reeve



CAO

4-1 MARCH 2024 BANK RECONCILIATION:

2024-04-10-012	ZELLER:	That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 2024 month end Bank Reconciliation balances as follows:	
	Chequing Account Operating	\$	10,583,457.90
	St. Walburg Health Account	\$	2,356.30
	Turtleford Health Account	\$	8,158.87
	Online Banking Account	\$	16,936.45
	Term Deposits (5.2% Expiring 31-Dec-25)	\$	596,423.93
	Total Cash in Bank as of March 31, 2024	\$	11,207,333.45
	Petty Cash	\$	200.00
	Total Cash and Short-Term Investments	\$	11,207,533.45

Carried

5-1 COUNCIL REMUNERATION:

2024-04-10-013	LARRE:	That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of March 2024 Council Remuneration for the following amounts less deductions on April 26, 2024:	
	• Reeve Hougham	\$	3,078.65
	• Councillor Larre	\$	890.75
	• Councillor Zeller	\$	325.90
	• Councillor Fischer	\$	1,928.40
	• Councillor Gory	\$	455.60
	• Councillor Noeth	\$	2,154.00
	• Councillor Priest	\$	869.00

Carried

4-2 MARCH 2024 STATEMENT OF FINANCIAL ACTIVITIES - DETAILED:

2024-04-10-014	FISCHER:	That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 31, 2024 month end Statement of Financial Activities – Detailed, which is attached to and forms part of these minutes as Appendix C.	
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Carried

5-1 PAYROLL- PP2024-08:

2024-04-10-015	NOETH:	That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period March 24, 2024 – April 6, 2024. Authorization #433 direct deposit dated April 12, 2024, totaling \$29,482.84	
		Further, that a schedule of these payments be annexed to and form part of these minutes as Appendix A Salaries and Wages March 24, 2024 – April 6, 2024.	

Carried

6-1 ANNEXATION OF A PORTION OF SE 03-53-24-W3M & SW 03-53-24-W3:

2024-04-10-016	LARRE:	That the R.M. of Frenchman Butte No. 501 Council authorizes the CAO to proceed with the annexation of the portion of SE 03-53-24-W3m and SW 03-53-24-W3M from the Village of Paradise Hill.	
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Carried

2:00 p.m.	Curtis Hemming with APAS entered Council Chambers.
2:00 p.m.	Councillor Gory entered Council Chambers.
2:49 p.m.	Curtis Hemming left Council Chambers.



Reeve



CAO

IN-CAMERA:

2024-04-10-017
2:58 p.m.

ZELLER: That the R.M. of Frenchman Butte No. 501 Council moves in-camera to discuss legal 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:

2024-04-10-018
3:18 p.m.

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

Carried

RECESS MEETING:

2024-04-10-019
3:19 p.m.

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

Carried

RECONVENED MEETING:

3:28 p.m.

The Regular Meeting of Council was reconvened by Reeve Hougham.

6-1 STAFF/COMMITTEE REPORTS:

2024-04-10-020

ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges written and verbal reports by Chief Administrative Officer, Allison Roschker, Infrastructure Manager, Aaron Neilly, and Public Works Foreman, Dan Fedirko.

Carried

4:45 p.m.

Councillor Fischer left Council Chambers.

9-1 ROADATA SERVICES LTD. AGREEMENT:

2024-04-10-021

NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the Reeve to sign the General Agreement to Provide Services between RoaData Services Ltd. and the R.M. of Frenchman Butte No. 501 dated April 10, 2024.

Carried

9-3.1 LAND PURCHASE AGREEMENT:

2024-04-10-022

LARRE: That the R.M. of Frenchman Butte No. 501 Council enter into *Form of Agreement for Sale Land* with David Noeth for the NW Quarter of Section 35, Township 54, Range 24, West of the Third Meridian, Saskatchewan known as Surface Parcel #127758190 for the sum of \$100.00.

Carried

9-3.2 LAND PURCHASE AGREEMENT:

2024-04-10-023

ZELLER: That the R.M. of Frenchman Butte No. 501 Council enter into *Form of Agreement for Sale Land* with Crittall Livestock Co. Ltd. for the NE Quarter of Section 35, Township 54, Range 24, West of the Third Meridian, Saskatchewan known as Surface Parcel #127755298 for the sum of \$820.00

Carried

9-3.3 LAND PURCHASE AGREEMENT:

2024-04-10-024

NOETH: That the R.M. of Frenchman Butte No. 501 Council enter into *Form of Agreement for Sale Land* with Crittall Livestock Co. Ltd. for the SE Quarter of Section 26, Township 54, Range 24, West of the Third Meridian, Saskatchewan known as Surface Parcel #127757616 for the sum of \$180.00.

Carried

4:50 p.m.

Councillor Fischer entered Council Chambers.



Reeve



CAO

Councillor Larre requested a recorded vote on the next Agenda item.

13-5 2024 EDUCATION MILL RATES:

2024-04-10-025 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the 2024 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

<u>For</u>	<u>Against</u>
Division 2	Division 1
Division 4	Division 3
Division 5	
Division 6	
Reeve	

Carried

Councillor Gory requested a recorded vote on the next Agenda item.

12-2 ST WALBURG & DISTRICT FIRE & RESCUE ASSOCIATION FEES:

2024-04-10-026 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the increase in fees to the St Walburg and District Fire and Rescue Association to \$32,500.00 for 2024.

<u>For</u>	<u>Against</u>
Division 1	
Division 2	
Division 3	
Division 4	
Division 5	
Division 6	
Reeve	

Carried

EXTEND MEETING:

2024-04-10-027 PRIEST: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

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

2024-04-10-028 GORY: That the R.M. of Frenchman Butte No. 501 Council supports the St. Walburg and District Fire and Rescue Association Budget as presented.

Defeated

5:31 p.m. Councillor Gory left Council Chambers.

13-6 RCMP ANNUAL PERFORMANCE PLAN APRIL 1, 2024 TO MARCH 31, 2025:

2024-04-10-029 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the following priorities to be forwarded to Sergeant Ken Burnouf. The priorities identified by the R.M. of Frenchman Butte No. 501 are:

- Property Crimes
- Public Education/Safety
- Drug Enforcement
- Gang Activity
- Rural Crime Watch

Carried

13-7.1 SEW SOCIAL STITCHES EVENT HOSTING GRANT:


2024-04-10-030 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 Sew Social Stitches in the amount of \$500.00.

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

Carried



Reeve



CAO

5:33 p.m. Councillor Fischer and Councillor Zeller left the Council Chambers due to conflict of interest in the next Agenda item.

13-7.2 ST. WALBURG AND DISTRICT WILDLIFE FEDERATION EVENT HOSTING GRANT:
2024-04-10-031 PRIEST: That the R.M. of Frenchman Butte No. 501 Council as per motion 2023-02-08-022 award the Event Hosting Grant to the St. Walburg and District Wildlife Federation in the amount of \$500.00.

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

Carried

5:35 p.m. Councillor Fischer and Councillor Zeller entered Council Chambers.

13-8 SASK LOTTERIES SPORT CULTURE & RECREATION FUNDING 2024-2025:
2024-04-10-032 PRIEST: That the R.M. of Frenchman Butte No. 501 Council allocates the 2024-2025 Sask Lotteries Sport Culture and Recreation Funding in the total amount of \$10,844.00 to the following groups within the Municipality. Receipts and Project Reports must be completed prior to the release of funds.

- Paradise Hill Hawks \$3,390.00
- Paradise Hill Bowling Alley \$1,280.00
- St. Walburg Minor Hockey \$2,275.00
- St. Walburg Agricultural Society \$ 130.00
- Paradise Hill Skating Club \$1,950.00
- Paradise Hill Minor Ball \$1,819.00

Carried

5:52 p.m. Councillor Priest left Council Chambers

13-9 BYLAW 2024-05 A BYLAW TO REGULATE THE OPERATION OF VEHICLES AND THE USE OF HIGHWAYS:

2024-04-10-033 NOETH: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-05 a Bylaw to Regulate the Operation of Vehicles and the Use of Highways, be read a first time.

Carried

2024-04-10-034 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-05 a Bylaw to Regulate the Operation of Vehicles and the Use of Highways, be read a second time.

Carried

2024-04-10-035 FISCHER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-05 a Bylaw to Regulate the Operation of Vehicles and the Use of Highways, be read a third time.

Carried

2024-04-10-036 NOETH: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-05 a Bylaw to Regulate the Operation of Vehicles and the Use of Highways, be read a third time and passed.

Carried

13-10 2024 TIRE PURCHASES:

2024-04-10-037 LARRE: That the R.M. of Frenchman Butte No. 501 Council authorizes the purchase of twelve summer Grader tires from Fountain Tire in the amount of \$16,380.00 plus applicable taxes.

Carried

13-11 PUBLIC WORKS 2024 SEASONAL STAFFING:

2024-04-10-038 ZELLER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following 2024 Public Works Seasonal Positions:

- Derek Lessard; April 8, 2024; Salary Grid 12 Seasonal Maintenance, Step 5;

Carried



Reeve



CAO

13-11 SEASONAL HEAVY EQUIPMENT OPERATORS 2024:

2024-04-10-039 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges hiring of the following seasonal heavy equipment operators for the 2024 season as per Human Resources and Compensation Policy 900-01:

- Danny Riguidel; April 8, 2024; Salary Grid 10 Operator 1, Step 5;
- Trevor Turchyn; April 8, 2024; Salary Grid 10 Operator 1, Step 4;
- Gerald Schwingenschloegl; April 8, 2024; Salary Grid 10 Operator 1, Step 4;
- David Huard; April 8, 2024; Salary Grid 10 Operator 1, Step 6.

Carried

6-4.1 SALARY GRID RECOMMENDATION:

2024-04-10-040 LARRE: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following wage step increase:

- Byron Wolfe from Salary Grid 8, Step 4 to Salary Grid 8 Step 5 of the Public Works Crew Supervisor, effective April 7, 2024;
- Logan Spence from Operator 1 Salary Grid 10, Step 6 to Operator 2 Salary Grid 11, Step 1 effective April 7, 2024.

Carried

13-12 APPROVE 2023 DRAFT FINANCIAL STATEMENTS:

2024-04-10-041 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the 2023 draft audited financial statements as presented by Pinnacle Business Solutions.

Carried

13-12 PINNACLE BUSINESS SOLUTIONS MANAGEMENT RESPONSIBILITY LETTER:

2024-04-10-042 PRIEST: That the R.M. of Frenchman Butte No. 501 Council authorize Reeve and Chief Administrative Officer to sign April 10, 2024 Management Responsibility Letter addressed to Pinnacle Business Solutions.

Carried

13-14 HAMLET MONTHLY WATER REPORT:

2024-04-10-043 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 2024 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-16 BYLAW 2024-06, A BYLAW TO FIX THE RATES TO BE CHARGED FOR THE USE AND CONSUMPTION OF WATER AND TO FIX THE RATES TO BE CHARGED BY WAY OF RENT OR SERVICE CHARGE FOR THE USE OF SEWER IN THE HAMLET OF FRENCHMAN BUTTE:

2024-04-10-044 FISCHER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-06 A Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Rent or Service Charge for the Use of Sewer in the Hamlet of Frenchman Butte, be read a first time.

Carried

2024-04-10-045 ZELLER: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-06 A Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Rent or Service Charge for the Use of Sewer in the Hamlet of Frenchman Butte, be read a second time.

Carried

2024-04-10-046 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-06 A Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Rent or Service Charge for the Use of Sewer in the Hamlet of Frenchman Butte, be given three readings at this meeting.

Carried Unanimously



Reeve



CAO

Minutes of the Regular Meeting of the R.M. of Frenchman Butte No. 501, held at Council Chambers located at PT SW 11-53-24 W3 on Wednesday, April 10, 2024 at 9:00 a.m.

2024-04-10-047 NOETH: That the R.M. of Frenchman Butte No. 501 Bylaw 2024-06 A Bylaw to Fix the Rates to be Charged for the Use and Consumption of Water and to Fix the Rates to be Charged by Way of Rent or Service Charge for the Use of Sewer in the Hamlet of Frenchman Butte, be read a third time and passed.

Carried

14-1 CORRESPONDENCE – APRIL 10, 2024:

2024-04-10-048 LARRE: That the R.M. of Frenchman Butte No. 501 Council accepts the April 10, 2024 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

2024-04-10-049 ZELLER: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 6:05 p.m.

Carried



Reeve



Chief Administrative Officer



Reeve



CAO

RURAL MUNICIPALITY OF FRENCHMAN BUTTE No. 501

BYLAW NO. 2024-05

A BYLAW TO REGULATE THE OPERATION OF VEHICLES
AND THE USE OF HIGHWAYS

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

TITLE:

This bylaw shall be referred to as "*The Traffic Bylaw*"

PART 1 – PURPOSE AND DEFINITION

PURPOSE:

The purpose of this Bylaw is to regulate vehicular and pedestrian traffic, the use of public highways and to maintain safety and preserve order therein within the Rural Municipality of Frenchman Butte No. 501.

1. DEFINITIONS

For this purpose of this bylaw, the following terms and words shall have the following meanings:

- a) "**Act**" means *the Traffic Safety Act* as amended from time to time, and any successor thereto;
- b) "**Administrator**" means the Administrator or Chief Administrative Officer of the Municipality;
- c) "**certificate of registration**" means a valid certificate of registration issued to a person pursuant to *The Traffic Safety Act*;
- d) "**Council**" means the Council of the Rural Municipality of Frenchman Butte No. 501;
- e) "**curb**" means the lateral boundaries of a roadway, whether or not marked by curbing;
- f) "**designated officer**" means a person appointed by the Council to enforce this Bylaw and shall include a Bylaw Enforcement Officer, the Administrator or Chief Administrative Officer, a Community Safety Officer, and or Peace Officer;
- g) "**driver's license**" means a valid license issued pursuant to *The Traffic Safety Act*;
- h) "**driveway or approach**" means an entry, paved or unpaved, that provides access for vehicles and pedestrians from a highway to adjacent public or private property;
- i) "**highway**" means a road, parkway, driveway, road allowance, curb, square or place within the Municipality under the direction, control and management of the Municipality that is designed and intended for or used by the general public for the passage of vehicles, but does not include any area, whether privately or publicly owned, that is designated by Council for passageways on to or exiting from such area; and "**public highway**" means a provincial highway;
- j) "**motor vehicle**" means a vehicle propelled or driven by any means other than by muscular power, but does not include a motorized wheel chair;
- k) "**Municipality**" means the Rural Municipality of Frenchman Butte No. 501
- l) "**official sign**" means a sign, pavement marking, barricade or object that is authorized by the minister responsible for the administration of *The Highways and Transportation Act*, pursuant to another Act or by the minister or any other person pursuant to this Act to be erected placed, used or painted on the roadway or right of way of a highway for legal control, warning, guidance, direction or information of traffic on the highway;
- m) "**overweight vehicle**" means a vehicle operating above legal weight for the class of road with or without an overweight permit issued by SGI, or those vehicles requiring route clearance as a condition of their overweight permit;
- n) "**parking**" shall mean the standing of a vehicle, whether occupied or not, on a highway, other than standing temporarily for the lawful purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, traffic control devices or the directions of a peace officer;

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- o) “**peace officer**” means a Constable or Special Constable of the Municipality, and shall include a Bylaw Enforcement Officer, Community Safety Officer, Supervising Enforcement & Protective Services and a member of the Royal Canadian Mounted Police;
- p) “**pedestrian**” means any person on foot or confined to a wheelchair, whether powered by human power or by motor;
- q) “**receptacle**” means a container provided by the Municipality at or near a highway for purposes of receiving or collecting litter;
- r) “**stop**” means:
 - i. When required, a complete cessation from movement; and
 - ii. When prohibited, any stopping, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or a traffic control device;
- s) “**traffic**” means the movement of pedestrians, vehicles or livestock on any highway in the Municipality;
- t) “**traffic sign**” means any sign or marking installed for the guidance, regulation, warning, direction or prohibition of traffic;
- u) “**trailer**” means a trailer as defined in *The Traffic Safety Act*;
- v) “**U-Turn**” means the turning of a vehicle so as to cause it to proceed in the opposite direction from which it was proceeding immediately prior to the commencement of such turn;
- w) “**vehicle**” means a vehicle, trailer, or semi-trailer or motor vehicle as defined by *The Traffic Safety Act*;

PART II – RULES OF ROAD and DRIVING

2. PEACE OFFICER

A Peace Officer is hereby authorized to direct traffic in conformity with this Bylaw and *The Traffic Safety Act*.

3. EMERGENCY MEASURES

Notwithstanding any other provisions of this Bylaw,

- a) In the event of a fire, traffic accident, or other emergency a peace officer or person designated by a peace officer, or a firefighter, are hereby authorized in the course of the performance of their public duties to direct or prohibit traffic on any highway in any manner they reasonably deem necessary that does not contravene *The Traffic Safety Act*, in order to expedite traffic, safeguard pedestrians, prevent accidents or meet any unforeseen conditions, whether or not in conformity with this Bylaw.
- b) Every person shall comply with a direction or signal of a peace officer, a person designated by a peace officer, or a fire fighter given under authority of this section.

4. PARKING

Subject to the conditions in this section, parking is permitted on all highways:

- a) No person shall park in a designated no parking zone as identified in Schedule “A”;
- b) No person shall park any vehicle so as to obstruct the entrance to any lane, driveway or approach leading to private or public premises;
- c) No person shall park any vehicle so as to impede the flow of traffic on any highway;
- d) No person shall park any vehicle within five (5) meters of any highway intersection or fire hydrant;
- e) No person shall park any vehicle on any municipal reserve, environmental reserve, walkway, buffer or public reserve without prior written consent of the Administrator or their designate;
- f) No person shall park any vehicle on any private property unless they are the owner, occupant, licensee or permittee of property, except with the consent of such owner, occupant, licensee or permittee;
- g) No person shall park any vehicle designated for carrying or intended to carry oil, gasoline, or other flammable, combustible or explosive material, within thirty (30) meters of any building in the municipality used or intended for use, in whole or in part, as a place of dwelling, a hotel or place of public assembly, unless the vehicle is there as necessary to take on or discharge cargo;
- h) No person shall leave a trailer parked on a highway if it is unattached from the vehicle used for moving the same.

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- i) No person shall park an unlicensed vehicle on any highway within the municipality;
- j) No person shall stand or park or leave any vehicle more than twenty-four (24) hours on any highway if the vehicle has had one or more wheels removed from it or if part of the vehicle remains raised for said twenty-four (24) hours;

5. **SPEED**

Except as set out in Schedule "B", no person shall operate a vehicle on a highway in the municipality at a speed greater than eighty (80) km per hour.

6. **SIGNS**

- a) On this bylaw coming in to force and effect any existing traffic signs that are replaced and any new traffic signs erected within the Municipality shall conform to the requirement of the Uniform Traffic Control Devices for Canada as distributed by the Transportation Association of Canada;
- b) Stop signs within the Municipality shall be erected at the intersection of the roadways identified in Schedule "C" attached to and forming part of this bylaw;
- c) Yield signs within the Municipality shall be erected at the intersection of the roadways identified in Schedule "D" attached to and forming part of this bylaw;
- d) No person shall deface, injure, destroy, or remove any sign or marker erected in accordance with the provisions of this the Uniform Traffic Control Devices for Canada as distributed by the Transportation Association of Canada and this bylaw or any other bylaw of the Rural Municipality of Frenchman Butte No. 501, or any Act or Regulations of any other government agency;
- e) Signs located in a Highway Sign Corridor shall be regulated entirely by the requirements of "*The Provincial Highway Sign Control Regulations*" or amendments thereto;
- f) All signs must comply with the Zoning Bylaw or any other bylaws of the municipality;
- g) Government signs and directional signs with no advertising including traffic control and similar signs are exempt from restrictions;
- h) No person shall install a sign, signal, light or any advertising sign, device or marking on any municipal sign or post or any highway or curb; and
- i) All private signs shall be located so that no part of the sign is over a public right of way or reserve.

7. **OBSTRUCTIONS**

Unless authorized by the designated officer, no person shall:

- a) Place or allow to be placed an electrical cord, hose, chain, or other similar obstruction over or across any portion of a highway;
- b) Dig holes in any highway, road allowance or property owned by the municipality;
- c) Subject to subsection (d), operate or permit any farm implement or thing whatsoever to be operated on the side slope or the top of the grade of any highway so as to in any way injure the surface of the highway;
- d) Extend their regular farm land cultivation on the road allowance to be beyond the base of the back slope of the road;
- e) Place or deposit or unload from any vehicle any earth, snow or ice, stones, rubbish, sewage, dead animals, excess grains, fertilizers or chemicals, junked or abandoned vehicles or any other object or substance that may in any way hinder either the maintenance of or the public's right of passage over a highway including the untraveled portion thereof, or other public place in the municipality;
- f) Erect a fence, gate, sign or other structure or plant any trees or other vegetation:
 - i. on any part of the highway or road allowance or on property owned by the municipality; or
 - ii. within the area of a right-angled triangle formed at the intersection of two roadways, where the legs of the triangle extend 140 meters from the mid-point of the intersection;
- g) Install or keep installed in the Municipality any device which, in the opinion of the designated officer, is of such a nature or so positioned that it will distract the attention of a vehicle operator and in so doing create a traffic hazard;
- h) Deface, injure, destroy, or remove any speed bump installed over a highway so as to act as a traffic calming device;
- i) Enter onto any highway in the municipality where an approach has not been constructed in accordance with the Zoning Bylaw of the Municipality;

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- j) Construct an approach off of any highway in the care and control of the municipality without written consent or permission in accordance with the Zoning Bylaw of the Municipality; or
- k) Remove or alter an existing approach off of any highway in the care and control of the municipality without written consent or permission in accordance with the Zoning Bylaw of the Municipality.

8. **ENFORCEMENT**

- a) A designated officer may temporarily close to vehicular and/or pedestrian traffic, or temporarily prohibit parking on any highway, bridge, or portion thereof in order to avoid traffic congestions, danger, or accident, or for construction or maintenance purposes, and the designated official may install such temporary stop, yield or detour signs as may be required.
- b) Pursuant to Section 8 a) of this Bylaw, no person shall travel on a road that has been closed by a designated officer.
- c) A designated officer may remove and dispose of any sign, object, substance, structure or other encumbrance that is placed, deposited or erected contrary to this bylaw.
- d) Any vehicle parked in a designated no parking area may be towed at owners' expense.
- e) If any Part, Section, Subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed as a separate, distinct and independent provision, and holding of the Court shall not affect the validity of the remaining portions of the Bylaw.
- f) Any person found in contravention of any part of this bylaw shall be subject to the penalties provided in Schedule "E" as attached to and forming part of this Bylaw.
- g) A Designated Officer may issue a Summary Offence Ticket Information with a voluntary payment option for breach of any provision of this Bylaw.
- h) A Designated Officer may cancel any Summary Offence Ticket Information issued pursuant to this Bylaw, where in the opinion of the Designated Officer, the Summary Offence Ticket Information was issued in error.


9. **REPEAL**

Bylaw 2023-13 hereby repealed.


10. **COMING INTO FORCE**

This bylaw shall come into force and effect on the day of final passing thereof.





 Reeve



 Administrator

Read a third time and adopted
 this 10th day of APRIL, 2024



 Administrator



Schedule "A"

Designated no parking zones within the Rural Municipality of Frenchman Butte No. 501:

Perch Lake

No Parking will be permitted on any of the areas designated as turn arounds for the use of emergency vehicles and marked with signs that indicate no parking and that vehicle will be towed at owners' expense.

AKL CA

Schedule "B"

No person shall operate a vehicle in the Municipality at a speed greater those outlined below:

1. For vehicles weighing 20,000 kg or more 60 km/h
2. The maximum speed allowed on a particular road are as follows:
 - i) No person shall operate a vehicle at a greater speed than **30 kilometers** per hour on the following roads:
 - Road West of NW-15-53-24-W3
 - Road within Laketop Subdivision, Perch Lake
 - Road within Perch Lake North Subdivision, Perch Lake
 - ii) No person shall operate a vehicle at a greater speed than **40 kilometers** per hour on the following roads:
 - Roads within the Hamlet of Onion Lake
 - Roads within the Hamlet of Frenchman Butte
 - Road within Echo Bay Developments Subdivision, Perch Lake
 - Road within the SW-15-53-24-W3 commencing at the intersection of 139 Strokes Road and West thereof through the Paradise Developments Inc. and Echo Bay Developments Subdivisions, Perch Lake
 - Road West of SE 15-53-24-W3, Perch Lake South
 - Road South of SW 15-53-24-W3
 - iii) No person shall operate a vehicle at a greater speed than **60 kilometers** per hour on the following roads:
 - Road South of SE 15-53-24-W3 and West of SE 15-53-24-W3 until the intersection of 139 Strokes Road.
 - Road West of NW 24 and West of Sections 25 & 36-52-25-W3
 - Road West of 24-52-22-W3
 - Road South of Section-27-53-27-W3 and South of SE-28-53-27-W3
 - Road South of SW 04-53-22-W3 and SE 05-53-22-W3
 - Road South of SE 26-52-24-W3
 - Road West of SW 07-54-25-W3
3. Any person who violates any provision of this Bylaw shall be guilty of an offence and shall be liable on summary conviction to the penalties in the General Penalty Bylaw of the municipality.

AM *OR*

Schedule "C"

Stop signs within the municipality shall be located at:

	<u>Location of Intersection</u>	<u>Side of Road</u>	<u>Direction from Intersection</u>	<u>Facing Traffic From</u>
1.	NW24-50-22-3	East	South	South
2.	NW 33-50-22-3	East	South	South
3.	SW 30-51-22-3	North	East	East
4.	NW 31-51-22-3	East	South	South
5.	NW 35-52-22-3	East	South	South
6.	SE 03-53-22-3	West	North	North
7.	SE 05-53-22-3	West	North	North
8.	SW 27-53-22-3	North	East	East
9.	NW 19-51-23-3	East	North	North
10.	NE 19-51-23-3	West	South	South
11.	NW 20-51-23-3	East	South	South
12.	NW 23-51-23-3	East	South	South
13.	NE 24-51-23-3	South	West	West
14.	SE 28-51-23-3	West	North	North
15.	SW 29-51-23-3	East	North	North
16.	NW 33-51-23-3	East	South	South
17.	NW 34-51-23-3	East	South	South
18.	SE 04-52-23-3	West	North	North
19.	SE 05-52-23-3	West	North	North
20.	NW 09-52-23-3	East	South	South
21.	NW 10-52-23-3	East	South	South
22.	NW 28-52-23-3	East	South	South
23.	SE 31-52-23-3	West	North	North
24.	SE 32-52-23-3	West	North	North
25.	SW 08-53-23-3	North	East	East
26.	NW 02-54-23-3	North	North	North
27.	SW 02-54-23-3	North	West	East
28.	NW 12-51-24-3	East	South	South
29.	SE 26-51-24-3	West	North	North
30.	NE 34-51-24-3	South	West	West
31.	NW 36-51-24-3	East	South	South
32.	SW 02-52-24-3	North	East	East
33.	NE 09-53-24-3	South	West	West
34.	SE 15-53-24-3	West	North	North
35.	NW 21-53-25-3	South	West	West
36.	NW 33-53-25-3	East	South	South
37.	NW 34-53-25-3	East	South	South
38.	NW 35-53-25-3	East	South	South
39.	SE 03-54-25-3	West	North	North
40.	SE 04-54-25-3	West	North	North
41.	SE 05-54-25-3	West	North	North
42.	NW 23-53-27-3	East	South	South
43.	SE 27-53-27-3	West	North	North
44.	NW 32-53-27-3	East	South	South
45.	NE 01-54-27-3	West	North	North
46.	SE 06-54-27-3	West	North	North
47.	SE 27-53-27-3	West	North	North
48.	NE 22-53-27-3	South	West	West
49.	NW 23-53-27-3	East	South	South
50.	SW 26-53-27-3	North	East	East

Within Paradise Developments at Perch Lake South

51.	South end of Boken Cres.	West	North	North
52.	South end of 139 Strokes Rd	West	North	North

Schedule "D"

Yield signs within the municipality shall be located at:

	<u>Location of Intersection</u>	<u>Side of Road</u>	<u>Direction from Intersection</u>	<u>Facing Traffic From</u>
1.	SE 27-50-22-3	East	South	South
2.	NE 34-50-22-3	South	West	West
3.	SE 02-51-22-3	West	North	North
4.	SE 03-51-22-3	West	North	North
5.	SE 04-51-22-3	West	North	North
6.	SE 05-51-22-3	West	North	North
7.	SW 26-51-22-3	North	East	East
8.	NW 32-51-22-3	East	South	South
9.	NW 35-51-22-3	East	South	South
10.	NW 36-51-22-3	East	South	South
11.	SE 02-52-22-3	West	North	North
12.	SE 03-52-22-3	West	North	North
13.	SE 04-52-22-3	West	North	North
14.	NE 21-52-22-3	South	West	West
15.	NW 23-52-22-3	East	South	South
16.	NW 24-52-22-3	East	South	South
17.	SE 26-52-22-3	West	North	North
18.	SE 27-52-22-3	West	North	North
19.	NE 34-52-22-3	South	West	West
20.	NW 36-52-22-3	East	South	South
21.	SW 02-53-22-3	North	East	East
22.	SE 01-54-22-3	South	West	West
23.	SW 02-54-22-3	East	South	South
24.	SW 03-54-22-3	East	South	South
25.	NE 03-54-22-3	West	North	North
26.	SW 05-54-22-3	East	South	South
27.	SW 06-54-22-3	East	South	South
28.	NE 06-54-22-3	West	North	North
29.	NE 08-54-22-3	South	West	West
30.	NW 11-54-22-3	East	South	South
31.	NW 16-54-22-3	East	South	South
32.	SW 18-54-22-3	North	East	East
33.	NW 24-54-22-3	East	South	South
34.	SW 27-54-22-3	North	East	East
35.	SE 26-51-23-3	West	North	North
36.	SE 29-51-23-3	West	North	North
37.	NW 32-51-23-3	East	South	South
38.	SE 02-52-23-3	West	North	North
39.	SE 06-52-23-3	West	North	North
40.	SW 15-52-23-3	West	North	North
41.	SW 17-52-23-3	North	East	East
42.	SE 17-52-23-3	West	North	North
43.	NW 27-52-23-3	East	South	South
44.	NW 29-52-23-3	East	South	South
45.	NW 33-53-23-3	East	South	South
46.	NW 34-53-23-3	East	South	South
47.	NE 01-54-23-3	West	North	North
48.	SW 01-54-23-3	East	South	South
49.	NW 02-54-23-3	North	East	East
50.	SW 02-54-23-3	East	South	South
51.	SE 03-54-23-3	West	North	North
52.	SE 05-54-23-3	West	North	North
53.	NW 07-54-23-3	East	South	South
54.	NW 09-54-23-3	East	South	South
55.	NE 10-54-23-3	South	West	West
56.	SW 15-54-23-3	West	North	North
57.	SE 18-54-23-3	West	North	North

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58. NE 22-51-24-3	South	West	West
59. SW 26-51-24-3	North	East	East
60. SE 05-52-24-3	West	North	North
61. NE 22-52-24-3	South	West	West
62. SW 26-52-24-3	North	East	East
63. SE 01-54-24-3	West	North	North
64. NW 05-54-24-3	North	East	East
65. SE 21-53-24-3	West	North	North
66. NW 22-53-24-3	East	South	South
67. NE 31-53-24-3	South	West	West
68. SE 28-55-24-3	West	North	North
69. NE 13-53-25-3	South	West	West
70. NE 27-53-25-3	South	West	West
71. NW 28-53-25-3	East	South	South
72. NW 31-53-25-3	East	South	South
73. SW 34-53-25-3	North	East	East
74. SW 06-54-25-3	West	North	North
75. NW 09-54-25-3	East	South	South
76. NW 10-54-25-3	East	South	South
77. NE 12-53-25-3	South	West	West
78. SE 22-53-25-3	South	West	West
79. NW 11-54-25-3	East	South	South
80. SE 15-54-25-3	West	North	North
81. SE 16-54-25-3	West	North	North
82. NW 33-53-26-3	East	South	South
83. NW 36-53-26-3	East	South	South
84. SE 02-54-26-3	West	North	North
85. SE 05-54-26-3	West	North	North
86. NW 05-54-26-3	West	North	North
87. NW 08-54-26-3	South	West	West
88. NE 11-54-26-3	East	South	South
89. SE 14-54-26-3	West	North	North
90. SW 17-54-26-3	North	East	East
91. SW 02-54-27-3	East	South	South

Within Paradise Developments at Perch Lake South

92. Boken Cres/Boken Dr	North	East	East
93. Boken Dr/139 Strokes Rd	South	West	West

Within Laketop Properties at Perch Lake North

94. RR 3243 x TWP Rd 533	East	South	South
95. RR 3243 x Road to Plan 101902216	North	East	East

Within Perch Lake North Cabin Association

96. RR 3243 x Road to Plan 101834670	South	West	West
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Within the Hamlet of Frenchman Butte

97. Railway Ave/1 St W.	East	South	South
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AK OK

BYLAW NO. 2024-06

A BYLAW OF THE RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501 TO FIX THE RATES TO BE CHARGED FOR THE USE AND CONSUMPTION OF WATER AND TO FIX THE RATES TO BE CHARGED BY WAY OF RENT OR SERVICE CHARGE FOR THE USE OF SEWER IN THE HAMLET OF FRENCHMAN BUTTE

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

1. The charges to be paid by the water consumer whose water service has been turned on shall be those set out in Schedule "A" attached; provided, however, the yearly water rates shall be payable in every case whether or not any water is consumed.
2. Persons who own or occupy premises drained into the sewer system shall pay for such services a rental rate or service charge in accordance with Schedule "B" attached.
3. All Sites with a structure shall be assessed an annual fee of \$100.00.
4. Accounts for water service and/or sewer service shall cover a period of **January 1 to December 31**, unless otherwise specified on Schedule "A" and Schedule "B", and shall be rendered on or before the first day of June. Accounts shall be paid on or before December 31. If an account is not paid prior to January 31 of the following year, the water service may be cut off. When the water service is cut off, it shall not be turned on until all arrears have been paid, together with a fee of **\$150.00** to cover the expenses of turning off the water and turning it on again; provided that if it is required to turn on the water service outside the employees' regular working hours, the fee shall be **\$250.00**.
5. Bylaw No. 2021-02 is repealed.

The rates, charges, tolls or rents contained in this bylaw shall come into force and take effect on the day of approval being issued by the Local Government Committee.



Reeve



Chief Administrative Officer (CAO)

Read a third time and adopted
This 10th day of April, 2024.



SCHEDULE "A"
TO BYLAW NO. 2024-06

YEARLY WATER RATES:

	2024	2025	2026
Residences	\$990.00	\$990.00	\$990.00
Businesses	\$1,880.00	\$1,880.00	\$1,880.00
Seniors Club Room	\$600.00	\$600.00	\$600.00
Frenchman Butte Legion	\$600.00	\$600.00	\$600.00
Churches	\$990.00	\$990.00	\$990.00
Seasonal Residences	\$990.00	\$990.00	\$990.00
Post Office	\$65.00	\$65.00	\$65.00
Frenchman Butte Museum	\$990.00	\$990.00	\$990.00

SCHEDULE "B"
TO BYLAW NO. 2024-06

YEARLY SEWER SERVICE CHARGES:

	2024	2025	2026
Residences	\$120.00	\$120.00	\$120.00
Businesses	\$240.00	\$240.00	\$240.00
Seniors Club Room	\$60.00	\$60.00	\$60.00
Frenchman Butte Legion	\$60.00	\$60.00	\$60.00
Churches	\$120.00	\$120.00	\$120.00
Seasonal Residences	\$120.00	\$120.00	\$120.00
Post Office	\$0.00	\$0.00	\$0.00
Frenchman Butte Museum	\$120.00	\$120.00	\$120.00

MS *AK*



R.M. of Frenchman Butte No. 501

POLICY TITLE Workplace Violence Prevention Policy		ADOPTED BY RM Council Resolution No. 2024-04-10-005 EFFECTIVE DATE April 10, 2024	POLICY NO. 900-09
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. Resolution No.

1.0 POLICY STATEMENT:

- 1.1. The Rural Municipality of Frenchman Butte No. 501 strictly prohibits acts of violence within the workplace. The council and management are committed to:
- 4.1.1. Taking proactive measures to prevent workplace violence.
 - 4.1.2. Investigating reported incidents of violence promptly and thoroughly.
 - 4.1.3. Taking necessary action against individuals who perpetrate violence.
 - 4.1.4. Providing support and assistance to victims of workplace violence.

2.0 PURPOSE:

- 2.1. The Rural Municipality of Frenchman Butte No. 501 is committed to providing a safe, violence-free workplace for all employees, contractors, volunteers, and members of the public who interact within our jurisdiction. Recognizing the importance of safety, health, and respect within the workplace, this policy establishes a framework to prevent, address, and respond to workplace violence.

3.0 DEFINITIONS:

- 3.1. **Council:** The governing body of the RM of Frenchman Butte No. 501.
- 3.2. **Employee:** Any person employed by the RM, including part-time, full-time, temporary, and casual workers.
- 3.3. **Workplace Violence:** Includes the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe they are at risk of injury.
- 3.4. **Prevention Plan:** A detailed plan outlining measures and procedures to minimize or eliminate the risk of workplace violence.

4.0 SCOPE:

- 4.1. This policy applies to all employees of the RM of Frenchman Butte No. 501, including council members, contractors, volunteers, and any person who has a direct or indirect interaction with the operations of the RM.

5.0 ZERO TOLERANCE:

- 5.1. The Rural Municipality of Frenchman Butte No. 501 has a zero-tolerance policy regarding workplace violence. Any form of violence within the Municipality's workplaces, whether



POLICY TITLE

Workplace Violence Prevention Policy

perpetrated by employees, contractors, vendors, visitors, or customers, will not be tolerated under any circumstances.

5.2. Actions taken by the Municipality in response to workplace violence may include:

- 5.2.1. Immediate removal of the perpetrator from the premises by security personnel or law enforcement.
- 5.2.2. Disciplinary action against employees involved in workplace violence, up to and including termination of employment.
- 5.2.3. Reporting the conduct of non-employees to appropriate authorities, including law enforcement, as deemed necessary by the Municipality.

6.0 RESPONSIBILITIES AND OBLIGATIONS:

6.1. The Municipality:

- 6.1.1. Shall undertake reasonable preventative measures to protect all individuals from workplace violence.
- 6.1.2. Is responsible for conducting comprehensive workplace violence risk assessments regularly.
- 6.1.3. Shall develop and implement procedures to mitigate identified risks, ensuring the safety and security of all employees.
- 6.1.4. Commits to providing training on this policy and on recognizing and preventing workplace violence to all employees.

6.2. Administrators and Council:

- 6.2.1. Are tasked with enforcing this policy and ensuring all employees are aware of and understand their roles and responsibilities under this policy.
- 6.2.2. Shall communicate the importance of this policy during team meetings and through visible postings within the workplace.
- 6.2.3. Are responsible for ensuring that incidents of workplace violence are managed in a timely and effective manner.

6.3. Employees:

- 6.3.1. Must adhere to this policy and participate in training and education sessions related to workplace violence prevention.
- 6.3.2. Are required to report immediately any incident of workplace violence or threats thereof to their supervisor, the Administrator, or the designated person in charge.
- 6.3.3. Are encouraged to participate actively in maintaining a safe and respectful work environment.

7.0 PREVENTION PLAN:

- 7.1. **Risk Identification and Assessment:** Conduct regular assessments to identify potential sources of violence within the workplace, including reviewing past incidents and consulting with employees.
- 7.2. **Training and Education:** Provide ongoing training for all employees on recognizing, preventing, and responding to workplace violence, including de-escalation techniques and emergency response procedures.
- 7.3. **Incident Reporting Procedures:** Establish clear, confidential processes for reporting incidents of violence, with no fear of reprisal for those making reports.



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- 7.4. Response and Investigation:** Implement a procedure for responding to, investigating, and managing incidents of workplace violence, ensuring that appropriate measures are taken to address and resolve incidents.
- 7.5. Support for Victims:** Provide support and resources for employees affected by workplace violence, including access to counseling services and medical care, if necessary.
- 7.6. Review and Revision of the Prevention Plan:** Regularly review and, if necessary, revise the prevention plan to address new or evolving risks of workplace violence.

8.0 IDENTIFICATION OF HIGH-RISK LOCATIONS AND ROLES:**8.1. Risk Identification Process:**

8.1.1. Regular Assessments: Implement scheduled evaluations to identify evolving risks within the municipality.

8.1.2. Employee Feedback: Utilize feedback mechanisms to gather insights from employees about potential high-risk areas and roles.

8.1.3. Incident Data Analysis: Analyze incident reports and data to pinpoint trends and areas of concern.

8.2. High-Risk Locations and Roles Listing:

8.2.1. Dynamic Listing: Maintain an up-to-date list of high-risk locations and roles, recognizing the fluid nature of risk factors.

8.2.2. Review and Update Protocol: Establish protocols for the timely update of the high-risk list based on the risk identification process.

9.0 PREVENTION MEASURES FOR HIGH-RISK SITUATIONS:**9.1. Physical Security Enhancements:**

9.1.1. Lighting and Surveillance: Implement improved lighting and surveillance systems in identified high-risk areas.

9.1.2. Access Controls: Install access control systems to regulate entry into sensitive or high-risk areas.

9.1.3. Emergency Communication Devices: Deploy emergency communication devices across the municipality for rapid response.

9.2. Work Practice Modifications:

9.2.1. Scheduling Adjustments: Modify work schedules to reduce exposure to high-risk situations.

9.2.2. Buddy Systems: Introduce buddy systems for roles identified as high-risk to ensure no employee is isolated during critical tasks.

9.2.3. Cash Handling and Sensitive Situation Procedures: Develop and enforce specific procedures for tasks such as handling cash or dealing with potentially volatile situations.

9.3. Specialized Training Programs:

9.3.1. De-escalation Techniques: Provide training on de-escalation techniques specifically designed for employees in high-risk roles.

9.3.2. Environmental Risk Awareness: Educate employees on recognizing and mitigating environmental risks associated with their roles.

9.3.3. Emergency Response Procedures: Train employees on emergency response procedures tailored to the specific risks of their roles and locations.



POLICY TITLE

Workplace Violence Prevention Policy

10.0 TRAINING:

10.1. The Municipality is committed to providing all employees with comprehensive training on this policy and the overall prevention of workplace violence.

10.2. Training sessions will cover:

10.2.1. The definition and types of workplace violence.

10.2.2. The Municipality's procedures for reporting and investigating incidents of violence.

10.2.3. Strategies for de-escalating potentially violent situations.

10.2.4. The use of personal protective equipment and safety measures, if applicable.

11.0 REPORTING AND INVESTIGATING WORKPLACE VIOLENCE:

11.1. The Rural Municipality of Frenchman Butte No. 501 adheres to a structured and detailed process for the reporting and investigation of workplace violence incidents. This ensures comprehensive management and resolution of such incidents, prioritizing the safety and well-being of all individuals involved.

11.2. Reporting Incidents of Workplace Violence:

11.2.1. Immediate Reporting: All incidents or threats of violence must be reported immediately to the Administrator, Foreman, or Personnel Chairperson.

11.2.2. Safe Location: Individuals affected by workplace violence should seek a safe location within the workplace to report the incident, utilizing appropriate channels such as their immediate supervisor or the Employee Assistance Program.

11.2.3. Documentation: The reporting individual and the Administrator or Personnel Chairperson are responsible for documenting the incident in detail, capturing relevant information including date, time, location, potential witnesses, and the nature of the incident.

11.2.4. Police Reporting: The Municipality is responsible for reporting all physical assaults to the police, with other incidents or threats of workplace violence reported as appropriate.

11.2.5. Incidents Involving Non-Employees: Incidents of workplace violence involving non-employees will be reported by the Administrator and/or Personnel Chairperson to the individual's employer or other appropriate authority.

11.3. Investigation Procedure:

11.3.1. Initiation of Investigation: The occupational health and safety committee (OHC), the occupational health and safety representative, or workers (in the absence of an OHC or representative) will conduct investigations into all violent incidents.

11.3.2. Conducting the Investigation:

11.3.2.1. Interviews: Interviews will be conducted with the complainant/victim, alleged perpetrator(s), and any witnesses with relevant information.

11.3.2.2. Additional Steps: The investigation may include any additional steps deemed necessary to fully and fairly investigate the complaint or incident.

11.3.3. Investigation Outcomes:

11.3.3.1. Recommendations for Prevention: The investigating body will propose corrective actions aimed at preventing similar incidents in the future.

11.3.3.2. Documentation and Implementation: The Administrator will document the investigation findings and implement the necessary changes based on the recommendations.



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11.3.3.3. Informing Employees: Employees will be informed about the outcomes of the investigation and any changes to policies or prevention plans arising from the investigation.

11.3.3.4. Re-training: If changes necessitate employee re-training, such training will be provided to ensure continued compliance with updated policies and prevention measures.

11.3.4. Report Preparation: At the conclusion of the investigation, the OHC Chairperson or designated investigator will prepare a comprehensive written report summarizing the findings, including an evaluation of existing policies, procedures, premises, devices, and employee training, along with recommendations to prevent recurrence.

11.3.5. Council Review and Decision: The Council will review the investigation report and recommendations, deciding on the appropriate actions to be taken. Both the reporter and the subject of the report will be informed of the outcome.

12.0 SUPPORT AND RECOVERY MEASURES FOR AFFECTED INDIVIDUALS:

12.1. Immediate Support Actions:

12.1.1. Medical Care and Crisis Counseling: Ensure immediate access to medical care and crisis counseling for affected employees.

12.1.2. Safety and Security Measures: Implement immediate measures to secure the safety of the affected individuals.

12.2. Long-term Support and Rehabilitation:

12.2.1. Ongoing Counseling and Support: Provide access to ongoing counseling and support services.

12.2.2. Work Duty Adjustments: Make necessary adjustments to work duties or environments to facilitate recovery.

12.2.3. Reintegration Strategies: Develop and implement reintegration strategies for individuals returning to work after an incident.

13.0 NO REPRISAL:

13.1. The Municipality strictly prohibits reprisals against any employee who, in good faith, reports an incident of workplace violence or participates in an investigation.

13.2. Any form of retaliation against individuals who utilize this policy will result in disciplinary action, which may include termination of employment for those found responsible for such reprisals.

13.3. The Municipality encourages an open and supportive environment where employees feel safe to report concerns regarding workplace violence without fear of reprisal.

14.0 COMPLIANCE AND MONITORING:

14.1. The RM of Frenchman Butte No. 501 shall ensure compliance with this policy through regular monitoring, reporting, and evaluation of workplace practices related to violence prevention.



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15.0 AMENDMENTS AND REVISIONS:

15.1. This policy and its associated prevention plan shall be reviewed every three years and revised as necessary to ensure ongoing effectiveness in preventing workplace violence.

16.0 APPROVAL AND IMPLEMENTATION:

16.1. This policy is hereby approved by the Council of the Rural Municipality of Frenchman Butte No. 501 and takes effect immediately. All employees are required to comply with the provisions of this policy as a condition of their employment.

17.0 REPEALING:

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

17.2. 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.

17.3. This policy shall come into force and take effect on April 10, 2024, and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.



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APPENDIX A: WORKER SURVEY

1.0 GENERAL INFORMATION:

1.1. Have you ever been a victim of violence in this workplace? yes no

1.2. If yes, what was the nature of the incident (e.g., verbal threats, hitting, offensive correspondence)?

Four horizontal lines for handwritten response to question 1.2.

1.3. Who was the offender (e.g., a rate payer, co-worker, contractor)? Provide a name if known.

Four horizontal lines for handwritten response to question 1.3.

1.4. Do you feel safe from violence at work? yes no If no, why?

Four horizontal lines for handwritten response to question 1.4.

2.0 LIKELIHOOD OF VIOLENCE:

2.1. Do you think violence is more likely to occur on certain days? yes no If yes, why and which days?

Four horizontal lines for handwritten response to question 2.1.

2.2. Do you think violence is more likely to occur at certain times of the day? yes no If yes, why and when?

Four horizontal lines for handwritten response to question 2.2.

Handwritten initials/signature in blue ink.



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2.3. Do you think violence is more likely to occur in certain places? yes no If yes, why and where?

3.0 VIOLENCE PREVENTION:

3.1. What do you think could be done to minimize the risk of violence?

3.2. Are there any situations on the job where you feel particularly vulnerable? yes no If yes, what are they?

4.0 VIOLENCE PREVENTION TRAINING:

4.1. Have you received workplace violence prevention training? yes no If yes, what kind of training did you receive?

Submit this survey to your employer or supervisor.



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APPENDIX B: RISK ASSESSMENT CHECKLIST

1.0 POTENTIAL RISK FACTORS	Yes	No	N/A
1.1. Do employees acknowledge others with a friendly greeting, smile			
1.2. Are workers trained to recognize potentially violent situations?			
1.3. Are workers trained to safely handle irate rate payers or contractors, suspicious persons and thieves?			
1.4. Are workers trained on what to do during a robbery?			
1.5. Are workers trained on post robbery procedures (e.g., reporting to police, suspect identification, their right to medical aid without loss of pay)?			
1.6. Do workers know they have a right to medical aid without loss of pay or benefits after a robbery?			
1.7. Do workers have a copy of the most recent version of the policy and know where a copy is located if they need to read it?			
1.8. Are workers informed and retrained when elements of the policy have changed?			
2.0 GENERAL APPEARANCE AND FACILITY SECURITY	Yes	No	N/A
2.1. Are municipal buildings and facilities, including community centers and public parks, properly lit to deter potential violence?			
2.2. Is there clear signage directing to public spaces and indicating areas restricted to employees only?			
2.3. Are there secure entry points for all municipal buildings to control access during non-public hours?			
2.4. Is there a system in place to alert employees of an unauthorized entry into restricted or employee-only areas?			
3.0 EMPLOYEE TRAINING AND AWARENESS	Yes	No	N/A
3.1. Are employees trained to recognize and de-escalate potentially violent situations, especially in scenarios unique to rural settings (e.g., disputes over land use, animal control issues)?			
3.2. Do employees know the procedures for reporting suspicious behavior or safety concerns, especially in areas where cell service may be unreliable?			
3.3. Is there a protocol for emergency communication within the municipality, considering potential limitations in rural communication infrastructure?			
4.0 WORKING ALONE OR IN ISOLATED LOCATIONS	Yes	No	N/A
4.1. Is there a check-in system for employees working alone, especially those in remote areas (e.g., utility workers, inspectors)?			
4.2. Are there safety protocols for employees conducting visits to private properties, such as for inspection or enforcement duties?			
4.3. Do employees have access to emergency signaling devices when working in areas with poor cell phone reception?			



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5.0 HANDLING MONEY AND SENSITIVE INFORMATION	Yes	No	N/A
5.1. Are there procedures in place for safely handling money collected at municipal facilities, considering the increased risk in isolated areas?			
5.2. Is sensitive information, including documents related to residents and municipal operations, securely stored to prevent unauthorized access?			
6.0 COMMUNITY INTERACTION	Yes	No	N/A
6.1. Are there procedures for safely conducting public meetings, considering the potential for contentious issues to escalate?			
6.2. Is there guidance for employees on safely managing interactions at municipal service counters, especially during peak times or when handling disputes?			
7.0 ENVIRONMENTAL CONSIDERATIONS	Yes	No	N/A
7.1. Are there protocols for employee safety during adverse weather conditions, which may be more severe or impactful in rural areas?			
7.2. Is wildlife presence considered in municipal operations and employee training, particularly for those working in natural or isolated environments?			
8.0 TRAVEL AND TRANSPORTATION	Yes	No	N/A
8.1. Are there safe travel protocols for employees who must move between different municipal sites, considering rural road conditions and distances?			
8.2. Is there a system to monitor employee location or status when traveling for work, especially in areas with limited communication options?			
9.0 REGULAR CHECKS OF POLICY	Yes	No	N/A
9.1. Do you conduct risk assessments for violence every three years and revise your policy accordingly?			
9.2. Do you revise your policy when there are significant changes to the workplace design and work procedures?			
9.3. Do you investigate violent incidents?			
9.4. Do you accept recommendations from the OHC, representative and/or workers, take corrective action and update your policy accordingly?			
9.5. Do you provide workers with an up-to-date copy of the policy and retrain them on its revised elements?			
9.6. Do you retrain workers on the revised elements in the policy?			

Handwritten signatures



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APPENDIX C: WRITTEN CHECK-IN PROCEDURES

You will be contacted by:

They will contact you (circle one):	In person	By telephone	By (other):
They will contact you (circle one):	Every _____ minute	Every _____ hour(s)	At the end of your shift

- You will call the contact person within five minutes if you were not available at the predetermined check-in time.
- If your contact person cannot reach you at one of these predetermined times, they will make another attempt within five minutes.
- If your contact person still cannot reach you after the second attempt, they will do the following (select all that apply):
 - Contact the designated emergency liaison in the RM office.
 - Contact a nearby employee and ask him or her to send someone to your work location if your workplace is in an isolated area.
 - If necessary, call 911 and request help at your location.

Emergency information:

In case of an emergency (e.g., fire, flood, or bomb threat) call the following person:

Contact name:

Contact phone number:



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APPENDIX D: RECORD OF TRAINING & INSTRUCTION

RECORD OF TRAINING AND INSTRUCTION FORM

When you sign the record, you are acknowledging that the employee has attended training about workplace violence prevention procedures conducted by ABC Convenience Stores Inc.

Training may include:

- The content of the policy statement on violence and prevention plan in the workplace.
- The risks of violence identified at the RM of Frenchman Butte No. 501
- Appropriate action to be taken.
- Reporting requirement whenever incidents of violence occur.
- How to fill out a violent incident report and a suspect and vehicle identification report form.

Date (mm/dd/yy)	Printed name	Trainer's signature	Supervisor's signature

AMC *OK*



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APPENDIX E: VIOLENT INCIDENT REPORT FORM

1. GENERAL INFORMATION:

Date of incident:	Time <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Name of employee:	Job title:
Shift:	Office/Shop/Work Location:
Location of incident (select all that apply): <input type="checkbox"/> Parking lot <input type="checkbox"/> Store <input type="checkbox"/> Boardroom <input type="checkbox"/> Counter/reception area <input type="checkbox"/> Other:	
Type of incident (select all that apply): <input type="checkbox"/> Verbal <input type="checkbox"/> Threat <input type="checkbox"/> Pushed <input type="checkbox"/> Scratched <input type="checkbox"/> Bitten <input type="checkbox"/> Struck <input type="checkbox"/> Other:	
Police called: <input type="checkbox"/> yes <input type="checkbox"/> no	Advised of right to consult a medical professional: <input type="checkbox"/> yes <input type="checkbox"/> no
Medical attention/first aid obtained: <input type="checkbox"/> yes <input type="checkbox"/> no	WCB form completed: <input type="checkbox"/> yes <input type="checkbox"/> no

Please describe the incident:

2. WITNESS INFORMATION:

Name:	Phone number:
Name:	Phone number:
Name:	Phone number:

3. SUSPECT INFORMATION:

Customer Current employee Former employee Delivery person
 Other:

Name and contact information of suspect (if known):

Was the suspect involved in previous violent incidents? yes no



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APPENDIX F: SUSPECT & VEHICLE IDENTIFICATION REPORT

1. GENERAL APPEARANCE:

Gender	Age	Height
Weight/build	Hair (colour/type)	Complexion
Race	Scars/marks	Tattoos
Jewelry	Hat	Coat
Shoes	Shirt/tie	Pants/skirt

2. FACIAL FEATURES

Hair texture/style Skin/hair colour Shape of eyebrows Shape/size of eyes Shape of nose Mouth/lips Moustache/beard Wrinkles Ear shape/size cheeks Neck/Adam's apple	Include specific features you remember:
--	---

3. WHAT DID THE SUSPECT SAY?

4. TOOL OR WEAPON SEEN?

5. VEHICLE:

Colour:	Make:	Model:
License plate:	Body style:	Damage/rust:
Bumper sticker:	Wheel covers:	Direction of travel:

AK *AK*