

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  
Dan Fedirko, Public Works @ 10:07 a.m.  
Aaron Neilly, Infrastructure Manager @ 10:07 a.m.

DELEGATES:

Walter Gobert, EMO Coordinator @ 1:09 p.m.

CALLED TO ORDER:

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

1-1 APRIL 26, 2023 AGENDA ADDITIONS:

2023-04-26-001 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the April 26, 2023 Agenda:

- 13-10 Battlefords Search and Rescue

Carried

1-1 APRIL 26, 2023 AGENDA:

2023-04-26-002 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the April 26, 2023 Agenda to be used as a guideline.

Carried

2-1 APRIL 12, 2023 MINUTES:

2023-04-26-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the April 12, 2023 minutes as presented.

Carried

5-1 PAYROLL- PP2023-09:

2023-04-26-004 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **April 9 – April 22, 2023 and Council Remuneration for April 2023. Authorization #407 direct deposit dated April 28, 2023 totaling \$53,668.32**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages April 9 – April 22, 2023.**

Carried

5-2 ACCOUNTS – APRIL 26, 2023:

2023-04-26-005 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated April 26, 2023.

• **31325 to 31373** **Totaling \$175,854.98**

Carried

6-1 TAX ABATEMENT ROLL # 3923 100:

2023-04-26-006 LARRE: That the R.M. of Frenchman Butte No. 501 Council; pursuant to *The Municipalities Act* Sub-Section 274(2)(a) as this property is deemed to be exempt from taxation; approve the tax abatement of Municipal Tax \$58.03; School Tax \$12.62.15 for a total of \$70.65 in regards to Roll # 3923 100; NE 14-55-25W3, which is owned by Her Majesty the Queen.

Carried

6-1 TECHNOLOGY DONATION:

2023-04-26-007 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the donation of 3 computers and the multi-function unit that have been replaced.

Carried

Reeve

CAO

6-1 CANADA SUMMER JOBS 2023 GRANT:

2023-04-26-008 ZELLER: That the R.M. of Frenchman Butte No. 501 Council enter into the *Employment and Social Development Canada, Canada Summer Jobs, Articles of Agreement* representing Canada Summer Jobs Contribution Grant for a maximum amount of \$1,820.00.

Carried

RECESS MEETING:

2023-04-26-009 FISCHER: That the R.M. of Frenchman Butte No. 501 Council recess  
9:56 a.m. for a 10 minute break.

Carried

RECONVENED MEETING:

10:07 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
10:07 a.m. Aaron Neilly and Dan Fedirko entered Council Chambers to discuss Public Works Report.

12-6 ASSET MANAGEMENT IMPLEMENTATION POLICY 100-15:

2023-04-26-010 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the Asset Management Implementation Policy and a copy is attached to and forms part of these minutes.

Carried

12-7 ROAD AND BRIDGE REPAIR MAINTENANCE POLICY 100-16:

2023-04-26-011 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the Road and Bridge Repair Maintenance Policy attached to and forms part of these minutes.

Carried

6-2 ASSET MANAGEMENT TEAM:

2023-04-26-012 PRIEST: That the R.M. of Frenchman Butte No. 501 Council approve the Terms of Reference, Asset Management Team (AMT) RM of Frenchman Butte and a copy is attached to and forms part of these minutes.

Carried

12-5 CENOVUS ENERGY INC. PIPELINE CROSSING AGREEMENT:

2023-04-26-013 PRIEST: That the R.M. of Frenchman Butte No. 501 enters into a *Pipeline Crossing Agreement*, dated April 26, 2023, with Cenovus Energy Inc. for the above ground pipeline crossing the municipal road allowance at the following location:

- FROM: NW 7-53-23 W3M TO: NE 12-53-24 W3M  
Agreement dependent on requirement of 7.6m finished road top.

Carried

12-5 CENOVUS ENERGY INC. PIPELINE CROSSING AGREEMENT:

2023-04-26-014 NOETH: That the R.M. of Frenchman Butte No. 501 enters into a *Pipeline Crossing Agreement*, dated April 26, 2023, with Cenovus Energy Inc. for the above ground pipeline crossing the municipal road allowance at the following location:

- FROM: SE 12-53-24 W3M TO: SW 7-53-23 W3M  
Agreement dependent on requirement of 7.6m finished road top.

Carried

6-2 SASKPOWER CONSTRUCTION APPROVAL SW 14-51-24W3M:

2023-04-26-015 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the CAO to sign the SaskPower Service Request dated April 25, 2023 at SW 14-51-24W3 for the proposed boring at RR 3242 for construction of power lines.

Carried

  
Reeve

  
CAO

11:10 a.m. Aaron Neilly left Council Chambers.

IN-CAMERA:

2023-04-26-016

11:11 a.m.

LARRE: That the R.M. of Frenchman Butte No. 501 Council moves in-camera to discuss legal issues as authorized by the legislative authority of *The Municipalities Act* Section 120 including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.  
Carried

OUT-OF-CAMERA:

2023-04-26-017

11:39 a.m.

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

11:40 a.m. Dan Fedirko left Council Chambers.

6-1 STAFF/COMMITTEE REPORTS:

2023-04-26-018

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

RECESS MEETING:

2023-04-26-019

12:08 p.m.

LARRE: That the R.M. of Frenchman Butte No. 501 Council recess for a 60 minute break.  
Carried

RECONVENED MEETING:

1:09 p.m.

1:09 p.m.

The Regular Meeting of Council was reconvened by Reeve Hougham.  
Walter Gobert, EMO Coordinator entered Council Chambers.

13-2 PUBLIC MEETING – DISCRETIONARY DEVELOPMENT PERMIT SW 34-52-25W3:

2:00 p.m.

Reeve Hougham declared the Public Meeting open to discuss Discretionary Development Permit SW 34-52-25W3.  
There were no individuals in attendance expressing concerns regarding the proposed development.  
No written submissions were received in regards to proposed development.

2:38 p.m. Public Hearing was closed by Reeve Hougham.

3:09 p.m. Walter Gobert left Council Chambers.

RECESS MEETING:

2023-04-26-020

3:30 p.m.

PRIEST: That the R.M. of Frenchman Butte No. 501 Council recess for a 10 minute break.  
Carried

RECONVENED MEETING:

3:48 p.m.

The Regular Meeting of Council was reconvened by Reeve Hougham.

13-2 DEVELOPMENT PERMIT SW 34-52-25W3:

2023-04-26-021

PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the *Application for a Development Permit* submitted by Barry Moore March 28, 2023 for the development of a log cabin on SW 34-52-25W3 per R.M. of Frenchman Butte No. 501 Zoning Bylaw 2015-12.  
Carried

  
Reeve

  
CAO

13-3 SEASONAL HEAVY EQUIPMENT OPERATORS 2023:

2023-04-26-022 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges hiring of the following seasonal heavy equipment operators for the 2023 season as per Human Resources and Compensation Policy 900-01:

- Brandon Ducharme; April 10, 2023; Salary Grid 4 Heavy Equipment Operator, Step 3;
- Danny Riguidel; April 11, 2023; Salary Grid 4 Heavy Equipment Operator, Step 3;
- James Maynard; April 11, 2023; Salary Grid 4 Heavy Equipment Operator, Step 3;

Carried

13-3 PUBLIC WORKS 2023 SEASONAL STAFFING:

2023-04-26-023 FISCHER: That the R.M. of Frenchman Butte No. 501 Council acknowledges the following 2023 Public Works Seasonal Positions:

- Derek Lessard; April 10, 2023; Salary Grid 2 Seasonal Maintenance, Step 4;
- Eric Allenby; April 10, 2023; Salary Grid 1 Students/Casual, Step 5;
- Trevor Turchyn; April 10, 2023; Salary Grid 2 Seasonal Maintenance, Step 4;

Carried

13-4 ST. WALBURG SCHOOL DRAMA CLUB EVENT HOSTING GRANT:

2023-04-26-024 GORY: That the R.M. of Frenchman Butte No. 501 Council as per motion 2023-02-08-022 award the event hosting grant to the Town of St. Walburg in the amount of \$500.00.

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

Carried

13-5 RESIDENTIAL ROAD AND APPROACH DEVELOPMENT COMPENSATION POLICY 600-02:

2023-04-26-025 LARRE: That the R.M. of Frenchman Butte No. 501 Council repeals the Residential Road and Approach Development Compensation Policy 600-02.

Carried

13-6 BYLAW 2023-04 A BYLAW TO PROVIDE FOR TRAFFIC SIGNS:

2023-04-26-026 PRIEST: That the R.M. of Frenchman Butte No. 501 Bylaw 2023-04, A Bylaw Concerning the Erection of Highway Traffic Signs be read a first time.

Carried

2023-04-26-027 LARRE: That the R.M. of Frenchman Butte No. 501 Bylaw 2023-04, A Bylaw Concerning the Erection of Highway Traffic Signs be read a second time.

Carried

2023-04-26-028 ZELLER: That the R.M. of Frenchman Butte No. 501 Bylaw 2023-04, A Bylaw Concerning the Erection of Highway Traffic Signs be given three readings at this meeting.

Carried Unanimously

2023-04-26-029 GORY: That the R.M. of Frenchman Butte No. Bylaw 2023-04, A Bylaw Concerning the Erection of Highway Traffic Signs be read a third time and passed.

Carried



Reeve



CAO

13-7 PURCHASE OF MINISTRY OF AGRICULTURAL LEASE LAND:

2023-04-26-030 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes the CAO to sign the application to purchase the following agricultural lease land:

- NE 32-54-25W3
- NE 33-54-25W3
- NW 33-54-25W3

Carried

13-8 LEVEL 1 FIRE BAN IN EFFECT APRIL 27, 2023:

2023-04-26-031 PRIEST: That the R.M. of Frenchman Butte No. 501 Council instructs the Chief Administrative Officer to place a "Level 1 Fire Ban" on, in accordance with Bylaw No. 2021-07, Section 7.1;

"If determined by council the prevailing environmental conditions could give rise to an increased risk of a fire running out of control, council may by resolution issue a fire ban which prohibits specific fires in the Municipality."

This fire ban is placed on all fires within the R.M. of Frenchman Butte No. 501's boundaries effective on April 27, 2023 at 9:00 a.m. CST and shall remain in effect until removed by the CAO.

Carried

13-9 TSS LETTER OF SUPPORT:

2023-04-26-032 NOETH: That the R.M. of Frenchman Butte No. 501 Council authorizes the CAO to issue a letter of support to the R.M. of Turtle River to make application for a Targeted Sector Support Grant entitled "*Northwest Municipalities Road Network and Tangible Capital Asset GIS Mapping Project*" and that the R.M. of Frenchman Butte No. 501 providing funding in the amount of approximately \$3,500.00 to the project.

Carried

14-1 CORRESPONDENCE – APRIL 12, 2023:

2023-04-26-033 PRIEST: That the R.M. of Frenchman Butte No. 501 Council accepts the April 12, 2023 correspondence as information to be filed as presented to Council, outlined in Appendix C.

Carried

14-2 CORRESPONDENCE – APRIL 26, 2023:

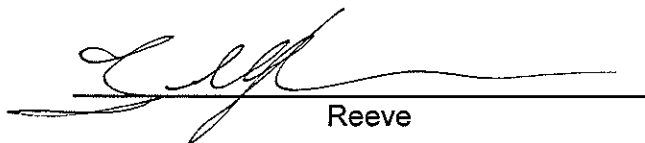
2023-04-26-034 LARRE: That the R.M. of Frenchman Butte No. 501 Council accepts the April 26, 2023 correspondence as information to be filed as presented to Council, outlined in Appendix B.

Carried

15-1 ADJOURNMENT:

2023-04-26-035 GORY: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 4:57 p.m.

Carried

  
Reeve

  
Chief Administrative Officer

  
Reeve

  
CAO

RURAL MUNICIPALITY OF FRENCHMAN BUTTE NO. 501

BYLAW NO. 2023-04

A BYLAW CONCERNING THE ERECTION OF  
HIGHWAY TRAFFIC SIGNS

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

- 1. In this bylaw “road” means any public highway within the municipality as defined in The Highways and Transportation Act, 1997, other than a Provincial Highway as designated to such Act.
- 2. “Stop” signs shall be erected at the intersection of roadways at the following locations:

	<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

3. Signs containing the word “yield” shall be erected at the intersection of roadways at the following locations:

	<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
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

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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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4. All signs erected pursuant to Section 2 and 3 hereof shall be erected not less than three meters and not more than fifteen meters from the near edge of the intersected roadway.
5. The provisions of *The Highway Traffic Act* shall apply, wherever applicable, to every sign erected pursuant to Section 2 and 3.
6. No person shall alter, damage, remove, deface, knock down or tamper with any sign erected pursuant to this Bylaw.
7. 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.
8. Bylaw 2021-03 is hereby repealed.

Read a third time and adopted  
this 26<sup>th</sup> day of April, 2023.



  
Reeve

  
Chief Administrative Officer





Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE  Asset Management Implementation Policy		ADOPTED BY RM Council Resolution No. 2023-04-26-010 EFFECTIVE DATE April 26, 2023	POLICY NO.  <b>100-15</b>
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:   Rescinded:	Resolution No.   Resolution No.

1. PURPOSE:

This policy aims to set guidelines for implementing the asset management plan, precisely the 10-year capital plan and asset repair and replacement. This policy describes how the policy is applied, the assessment process, the construction standards required, and the criteria the Council uses to determine when assets require maintenance. The policy also describes the level of service that the public can expect once the plan is in place and addresses the need to:

- Determine the point at which an asset is better served by replacement rather than repair.
- Develop, as necessary, a maintenance schedule for all equipment and machinery owned and operated by the RM of Frenchman Butte.
- Provide a framework through the asset management plan that accommodates repair and replacement expenses within the budget.
- Improve support for the ratepayers by reducing the time equipment is out for repair.
- Demonstrates Council commitment to integrating asset management in a cost-effective, coordinated, and sustainable way.
- Promotes service levels that balance service expectations with cost and business risk.

2. SCOPE:

The RM of Frenchman Butte Council's goal for this policy is to provide well-maintained equipment and facilities to provide the best possible level of service within the budget. This policy complements the RM of Frenchman Butte Asset Management Plan and applies to the CAO, Council, and designated employees. This policy pertains to:

- Office equipment
- Public works equipment
- Vehicles
- Recreation facilities
- Buildings
- Culverts
- Roads

Staff implement the policy through procedures and guidelines. Staff may and are encouraged to develop, implement, and improve asset management procedures.

3. OBJECTIVES:

- To ensure that adequate budget is in place to maintain, repair, and replace assets as they fail by:  
Designating appropriate funding within the acceptable level of service within the annual budget.



POLICY TITLE

Asset Management Implementation Policy

- Keeping the 10-year capital plan up to date by entering new assets as they are acquired and removing those assets as they are disposed of or removed from service *on at least an annual basis*.
- Using the 10-year capital plan to inform the annual budget and allot funding to relevant asset categories.
- Understanding that it may be necessary to make changes to the asset management plan and 10-year capital plan based on the availability of funding or other unforeseen circumstances.
- To ensure that consistent maintenance is done to roadways throughout the RM of Frenchman Butte, without preference or prejudice, based on asset management principles.
- Ensure that maintenance of anyone (rural) road is not maintained to the extent that other (rural) roads are neglected.
- Implementing a transparent process that identifies how decisions are made regarding road repair and maintenance.
- Developing and implementing standards based on affordability, desired road conditions, and asset management principles which makes safety a priority.
- Developing an annual schedule and budget for recurrent maintenance, including but not limited to local reconstruction and patching.

**4. POLICY:**

*Background*

Asset management is only effective when sufficient dollars are designated in an annual budget to repair, maintain and replace the assets. The asset management plan must become operationalized by designating amounts from the operating budget to maintain them. We do this using the 10-year capital plan.

Priority for road repair and replacement is derived from the Public Works inspections, requested by Council to identify those priorities based on the conditions that existed at the time they were assessed. As these conditions change, it should be expected that the priorities will also change. The ability to maintain the roads is impacted by location, drainage, and soil conditions, and allowances need to be made to accommodate those changes. <sup>1</sup> Therefore, this policy's focus is more on how repair and maintenance decisions are made than on a prescriptive approach to what road should take priority over another.

When the procedure is based on a more objective policy, it releases Councillors from making repair and replacement decisions based on opinion and provides a united approach to repair and maintenance that should remain relevant as new Councils are elected.

*Principles*

1. The RM of Frenchman Butte makes sure that budget decisions are based on asset management principles by:
  - Prioritizing safety issues first.
  - Prioritizing infrastructure issues ahead of less-essential projects.
  - Setting aside a sufficient reserve to ensure future needs can be met.
  - Being transparent.

<sup>1</sup> Source: The Corporation of the Municipality of Neebing Roads Maintenance Policy

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Asset Management Implementation Policy

2. The asset management plan, and therefore the 10-year capital plan, are not prescriptive and may, as budget, funding, and priorities change, be likewise changed.
3. Asset management is essential to the long-term sustainability of the community. Priority issues are not ignored.
4. The travelling public should be safe on RM of Frenchman Butte roads. However, the RM of Frenchman Butte is a rural municipality with limited resources. The standards set out in this policy are considered the minimum and are exceeded when possible.
5. The Council considers the standards a reasonable balance between acceptable maintenance and service levels and their fiscal responsibilities.

*Disclaimer*

The RM of Frenchman Butte reserves the right to deviate from road repair due to the following:

1. Inclement weather.
2. Labour shortages.
3. Equipment failure.
4. Unforeseen circumstances.

*Procedure*

1. Before drafting the budget, the CAO reviews the 10-year capital and asset management plans to determine capital priorities for the upcoming year.
2. The priorities are included as part of the standard budget procedure.
3. Once the budget is approved, changes impacting the 10-year capital plan are made to reflect the changes.
4. Beginning in the spring of 2024 and every subsequent spring, the Public Works department arranges for a patrol of the roads by the Infrastructure Manager, Public Works Supervisor, and division Councillor (optional) to examine and report on the road conditions after the impacts of winter. Digital pictures and written reports record conditions.
5. The Administrator and Infrastructure Manager use this report and the 10-year capital plan, priority routes, and budget to determine the upcoming annual maintenance schedules and repair work.
6. If approved, the Administrator updates the 10-year capital plan and assigns the work as appropriate.
7. Monitor standards and service levels to ensure they meet and support the RM of Frenchman Butte's expected level of service and Council's goals and objectives through documented maintenance schedules.
8. Maintain and update inventories of municipal assets.
9. A copy of the annual repair and maintenance plan is made available to the public, and residents and stakeholders can provide input into asset management planning.
10. Take a long-term view on infrastructure planning and investment to meet the future needs of the RM of Frenchman Butte.
11. Create the opportunity to communicate with ratepayers and promote a transparent decision-making process, recording the basis for any decisions.
12. Make reasonable efforts to maintain and manage RM of Frenchman Butte assets at a defined level of service to support public safety, community well-being, and future planning.
13. Deliver the expected service levels while extending the useful life of the asset.
14. Plan for, and provide stable, long-term funding to replace, renew, or decommission assets.

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Asset Management Implementation Policy

15. Provide an opportunity for residents within the RM of Frenchman Butte and other stakeholders to provide input into asset management planning. Ensure stakeholders/volunteers who use RM of Frenchman Butte facilities understand their role in maintaining those assets.
16. Asset management training is provided to new Council and staff.
17. The Infrastructure Manager and Public Works Supervisor are responsible for maintaining the records required by this policy. An electronic copy of these records is provided to the Administrator regularly. The Infrastructure Manager works with the Administrator to keep all the records in a format accessible to them both.
18. When planning asset management, Council considers the following:
  - a. Operations.
  - b. Desired level of service.
  - c. Lifecycle management considers all revenues and expenses, including operational costs and maintenance, replacement, and decommissioning expenditures.
  - d. Budget.
  - e. Availability of funding.
  - f. Disaster planning and emergency management.
  - g. Future needs.
  - h. Minimize the risks associated with asset failure on behalf of the ratepayers.
  - i. Where there are insufficient resources for the RM to follow these principles, the RM attempts to follow this policy's overall spirit and intent.
19. Data on road conditions result from:
  - Community reports.
  - Road patrols.
  - Routine maintenance and repairs.
  - Supervising employers who perform duties on behalf of the RM of Frenchman Butte.
  - Professional reports.

Please note: Road patrol is not considered a Council meeting, and nothing discussed during the patrol takes the place of a regular resolution process.

*Guidelines*

1. The RM uses accepted asset management guidelines and best practices for their asset management plan.
2. The RM follows legislation regarding asset management.
3. The roles for implementation are defined within the job descriptions and the asset management plan.
4. Asset management is considered and incorporated into other plans, including:
  - a. Official Community Plans (OCP.)
  - b. Strategic Plans.
  - c. Council Priorities.
  - d. Operations plans and budgets.
  - e. Infrastructure services, management, and replacement plans.
  - f. Facility plans.
  - g. Transportation plans.
5. To determine whether to repair or replace an asset, the RM and CAO consider the following:
  - a. Ongoing expenses over the asset's remaining functional lifespan.
  - b. Whether or not the repairs make a difference in the overall lifespan of the asset.

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- c. The cost to repair includes the labour, parts, lost productivity, safety risks, and higher labour costs.
- d. The cost to purchase new, including disposal of the previous asset, acquisition costs, inventory of replacement parts, cost of training, and loss of productivity.
- e. To use a formula to determine value:
  - i.  $\text{Purchase Price (PP)} - \text{Salvage Expected (SE)} / \text{Remaining Life Span (LS)}$

*Example*

The RM purchased a new grader for \$400,000 (PP), with a lifespan (LS) of 10 years. If you sell it in 10 years, you expect to be able to sell it for \$50,000 (SE.)

This gives you a value of  $(\$400,000 - \$50,000) / 10 = \$35,000$  per year of useful life.

If the grader fails in year 4, you calculate the remaining value of useful life.

$\$35,000 \times 6 = \$210,000$

If the repairs cost more than \$210,000 and will restore the grader to 10 years of use life, we will repair the asset. If the repairs cost more than the assessed remaining value, we will replace the asset.

*Responsibility*

**Councillors** are responsible for adopting this policy and ensuring that the budget reflects the 10-year capital plan.

The **Chief Administrative Officer** (or Administrator) is responsible for maintaining the 10-year capital plan and may delegate this work at their discretion.

**Review Date:**

This policy has a life of 4 years or less at the discretion of the current Council.



R.M. of Frenchman Butte No. 501

POLICY TITLE  Road & Bridge Repair Maintenance Policy		ADOPTED BY RM Council Resolution No. 2023-04-26-011 EFFECTIVE DATE April 26, 2023	POLICY NO.  <b>100-16</b>
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:   Rescinded:	Resolution No.   Resolution No.

1. PURPOSE:

“Inadequate safety design, longer emergency response times, and increased speed all contribute to fatal accidents on rural roads.”<sup>1</sup>  
The purpose of this policy is to set out guidelines for repair and maintenance of public roads. This policy describes how the policy is applied, the assessment process, the construction standards required and the criteria the Council uses to determine when a road is maintained. This policy also describes the level of service that can be expected by the public once the plan is in place.

The RM of Frenchman Butte is committed to:

1. Providing maintenance to roadways consistently throughout the RM, without preference or prejudice, based on asset management principles.
2. Making sure that maintenance of any one rural road is not maintained to the extent that other rural roads are neglected.
3. Implementing a transparent process that identifies how decisions are made regarding road repair and maintenance.
4. Developing and implementing standards based on affordability, desired road conditions and asset management principles which makes safety a priority.
5. Developing an annual schedule and budget for recurrent maintenance, including but not limited to local reconstruction and patching.

Priority for repair and replacement is based off on

When procedure is based on a more objective policy, it releases Councillors from making repair and replacement decisions based on opinion and provides a united approach to repair and maintenance that should remain relevant as new Councils are elected.

It is the duty of Frenchman Butte to make sure that all roads serve the needs of the public, in a way that provides a safe, practical, and reasonable level of maintenance within an appropriate budget.

<sup>1</sup> Source: Road Maintenance Policy: Lower Saucon Township



**POLICY TITLE****Road & Bridge Repair Maintenance Policy***Principles*

1. The travelling public should be safe on Frenchman Butte roads. However, Frenchman Butte is a rural municipality with limited resources. The standards set out in this policy are considered the minimums and are exceeded when possible.
2. The Council considers the standards a reasonable balance between acceptable maintenance and service levels and their fiscal responsibilities.

*Disclaimer*

The RM of Frenchman Butte reserves the right to deviate from this policy due to:

1. Inclement weather
2. Labor shortages
3. Equipment failure
4. Unforeseen circumstances

*Scope*

This policy includes repair and replacement for the roads identified in the Tangible Capital Assets registry.

*Procedure*

1. Beginning in the spring of 2024 and every subsequent spring, the Public Works department arranges for a patrol of the roads by the Infrastructure Manager, Public Works Supervisor, and division Councillor (optional) to examine and report on the road conditions after the impacts of winter. Digital pictures and written reports record conditions.
2. The Administrator and Infrastructure Manager use this report along with the 10-year capital plan, priority routes and budget to determine the upcoming annual maintenance schedules and repair work.
3. If approved, the Administrator makes the updates to the 10-year capital plan and assigns the work as appropriate.
4. A copy of the annual repair and maintenance plan is made available to the public.
5. The Infrastructure Manager and Public Works Supervisor are responsible for maintaining records required by this policy. An electronic copy of these records is provided to the Administrator regularly, monthly is recommended. The Foreman works with the Administrator to keep all the records in a format accessible to them both.
6. Data on road conditions result from:
  - a. Community reports
  - b. Road patrols
  - c. Routine maintenance and repairs
  - d. Supervising employers who perform duties on behalf of the Municipality.
  - e. Professional reports

Please note: Road patrol is not considered a Council meeting, and nothing discussed during the patrol takes the place of a regular resolution process.



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## R.M. of Frenchman Butte No. 501

### POLICY TITLE

Road & Bridge Repair Maintenance Policy

This policy has a life of 4 years or less at the discretion of the current Council.

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