

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 @ 10:25 a.m.

DELEGATES:

Patrick Reid, Battlefords Search and Rescue @ 1:01 p.m.  
S/Sgt. Jeff Carter, Onion Lake Detachment @ 1:24 p.m.

CALLED TO ORDER:

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

1-1 APRIL 12, 2023 AGENDA ADDITIONS:

2023-04-12-001 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves adding the following to the April 12, 2023 Agenda:

- 5-4 PP2023-08

Carried

1-1 APRIL 12, 2023 AGENDA:

2023-04-12-002 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the April 12, 2023 Agenda to be used as a guideline.

Carried

2-1 MARCH 22, 2023 MINUTES:

2023-04-12-003 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the March 22, 2023 minutes as presented.

Carried

2-1 MARCH 29, 2023 MINUTES:

2023-04-12-004 FISCHER: That the R.M. of Frenchman Butte No. 501 Council approves the March 29, 2023 minutes as presented.

Carried

4-1 MARCH 2023 BANK RECONCILIATION:

2023-04-12-005 NOETH: That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 2023 month end Bank Reconciliation balances as follows:

Chequing Account Operating	\$ 11,114,897.10
St. Walburg Health Account	\$ 2,327.61
Turtleford Health Account	\$ 8,044.21
Online Banking Account	\$ 2.66
Term Deposits (0.25%-3.45% Expiring 31-Jan-24 to 31-Jan-28)	\$ 1,157,302.49
<b>Total Cash in Bank as of March 31, 2023</b>	<b>\$ 12,282,574.07</b>
Petty Cash	\$ 200.00
<b>Total Cash and Short-Term Investments</b>	<b><u>\$ 12,282,774.07</u></b>

Carried

4-2 MARCH 2023 STATEMENT OF FINANCIAL ACTIVITIES - DETAILED:

2023-04-12-006 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the March 31, 2023 month end Statement of Financial Activities – Detailed, which is attached to and forms part of these minutes as Appendix C.

Carried

  
Reeve

  
CAO

5-1 PAYROLL- PP2023-07:

2023-04-12-007 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **March 12 – March 25, 2023. Authorization #405 direct deposit dated March 31, 2023 totaling \$30,074.14**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix A Salaries and Wages March 12, 2023 – March 25, 2023.**

Carried

5-4 PAYROLL- PP2023-08:

2023-04-12-008 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves the payroll accounts for the pay period **March 26 – April 8, 2023. Authorization #406 direct deposit dated April 14, 2023 totaling \$29,798.14**

Further, that a schedule of these payments be annexed to and form part of these minutes as **Appendix B Salaries and Wages March 26, 2023 – April 8, 2023.**

Carried

5-2 COUNCIL REMUNERATION:

2023-04-12-009 ZELLER: That the R.M. of Frenchman Butte No. 501 Council approves the electronic payment of March 2023 Council Remuneration for the following amounts less deductions on April 28, 2023:

• Reeve Hougham	\$2,502.80
• Councillor Larre	\$890.50
• Councillor Zeller	\$1,387.20
• Councillor Fischer	\$2,420.40
• Councillor Gory	\$982.60
• Councillor Noeth	\$2,573.80
• Councillor Priest	\$2,964.40

Carried

5-3 ACCOUNTS – APRIL 12, 2023:

2023-04-12-010 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the following payments dated April 12, 2023.

• 31280 to 31324	<b>Totaling \$429,483.20</b>
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Carried

RECESS MEETING:

2023-04-12-011 NOETH: That the R.M. of Frenchman Butte No. 501 Council recess  
10:15 a.m. for a 10 minute break.

Carried

RECONVENED MEETING:

10:25 a.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
10:25 a.m. Dan Fedirko entered Council Chambers to discuss Public Works Report.  
10:55 a.m. Dan Fedirko left Council Chambers.

RECESS MEETING:

2023-04-12-012 ZELLER: That the R.M. of Frenchman Butte No. 501 Council recess  
12:05 p.m. for a 60 minute break.

Carried

RECONVENED MEETING:

1:01 p.m. The Regular Meeting of Council was reconvened by Reeve Hougham.  
1:01 p.m. Patrick Reid, Battlefords Search and Rescue entered Council Chambers.  
1:23 p.m. Patrick Reid left Council Chambers.  
1:24 p.m. S/Sgt. Jeff Carter, Onion Lake Detachment entered Council Chambers.  
2:46 p.m. S/Sgt. Jeff Carter left Council Chambers.

  
Reeve

  
CAO

IN-CAMERA:

2023-04-12-013  
3:12 p.m.

ZELLER: 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:

2023-04-12-014  
3:51 p.m.

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

6-1 STAFF/COMMITTEE REPORTS:

2023-04-12-015

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

RECESS MEETING:

2023-04-12-016  
3:53 p.m.

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

RECONVENED MEETING:

4:04 p.m.

The Regular Meeting of Council was reconvened by Reeve Hougham.

6-3 RIP RAP PURCHASE:

2023-04-12-017

PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the purchase of the stockpile of rip rap from Darryl Gory in the amount of \$85/yard delivered (approximately 300 yards) plus applicable taxes.  
Carried

4:07 p.m.

Councillor Zeller left Council Chambers due to a conflict of interest in the next Agenda item.

9-1 SASKPOWER CONSTRUCTION APPROVAL NW 23-53-22-W3M:

2023-04-12-018

PRIEST: That the R.M. of Frenchman Butte No. 501 Council approves the CAO to sign the SaskPower Service Request dated April 6, 2023 at NW 23-53-22-W3M for the proposed construction of power lines.  
Carried

4:15 p.m.

Councillor Zeller entered Council Chambers.

9-2 RIGHT OF ENTRY AGREEMENT – DANIEL AND BONNIE SWEZEY SOUTH HALF OF 23-53-25W3 AND NW-14-53-25W3:

2023-04-12-019

FISCHER: That the R.M. of Frenchman Butte No. 501 Council enter into the *Grant of Right of Entry to Rural Municipality Agreement*, dated April 5, 2023 with Daniel and Bonnie Swezey for the purpose of brushing trees for road improvement on TWP Rd. 533.  
Carried

13-3 MEMBERSHIP AND LICENSE FEES POLICY 100-02:

2023-04-12-020

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

  
Reeve

  
CAO

13-4 OFFICE CLEANING COMPENSATION POLICY 100-05:

2023-04-12-021 LARRE: That the R.M. of Frenchman Butte No. 501 Council approves the amended 100-05 Office Cleaning Compensation Policy and a copy is attached to and forms part of these minutes.

Carried

13-5 UNDEVELOPED OR SUB-STANDARD ROAD ALLOWANCE POLICY 300-20:

2023-04-12-022 NOETH: That the R.M. of Frenchman Butte No. 501 Council approves 300-20 Undeveloped or Sub-Standard Road Allowance Policy and a copy is attached to and forms part of these minutes.

Carried

EXTEND MEETING:

2023-04-12-023 LARRE: That the R.M. of Frenchman Butte No. 501 Council extend meeting.

Carried Unanimously

13-8 AWARD GRADER TENDER – 2016 872G JOHN DEERE GRADER:

2023-04-12-024 FISCHER: That the R.M. of Frenchman Butte No. 501 Council awards the 2016 John Deere Grader, serial number 1DW872GXEGD675297, to Jerry Mandel of Moses Excavating of Gray Creek, BC for the amount of \$175,000 CAD plus applicable taxes as is, where is.

Carried

13-10 HEALTH TRUST FUNDS:

2023-04-12-025 GORY: That the R.M. of Frenchman Butte No. 501 Council approves the release of the maximum amount available up to \$1,671.95 plus taxes for a portable diagnostic ophthalmoscope/otoscope set for the St. Walburg Medical Clinic respiratory room in the amount of \$1,671.95 plus taxes from the St. Walburg Health Trust Fund to the North Saskatchewan River Municipal Health Holdings Inc.

Carried

13-11 HAMLET MONTHLY WATER REPORT:

2023-04-12-026 NOETH: 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 2023 and instructs Administration to place a copy of the report on file for future reference.

Carried

13-12 2023 EDUCATION MILL RATES:

2023-04-12-027 PRIEST: That the R.M. of Frenchman Butte No. 501 Council acknowledges the 2023 Education Mill Rates established by Government of Saskatchewan as follows:

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

Carried

5:03 p.m. Councillor Fischer and Councillor Zeller declared a conflict of interest in the next Agenda item and left Council Chambers.

13-13 ST. WALBURG AND DISTRICT WILDLIFE FEDERATION BANQUET AND AWARDS CEREMONY EVENT HOSTING GRANT:

2023-04-12-028 NOETH: That the R.M. of Frenchman Butte No. 501 Council as per motion 2023-02-08-022 award the event hosting grant to the St. Walburg and District Wildlife Federation in the amount of \$500.00.

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

Carried

5:06 p.m. Councillor Fischer and Councillor Zeller entered Council Chambers.

  
Reeve

  
CAO

13-14 ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – 2023 BUDGET:

2023-04-12-029 LARRE: That the R.M. of Frenchman Butte No. 501 Council supports the St. Walburg and District Fire and Rescue Association 2023 Budget as presented.

Carried

6-1 VOID CHEQUE:

2023-04-12-030 GORY: That the R.M. of Frenchman Butte No. 501 Council acknowledges voiding of the following cheques due to printing error:  
• 31318 Minister of Finance \$52,784.25

Carried

15-1 ADJOURNMENT:

2023-04-12-031 GORY: That the R.M. of Frenchman Butte No. 501 Council adjourns this Regular Meeting of Council at 5:30 p.m.

Carried

  
Reeve

  
Chief Administrative Officer

  
Reeve

  
CAO



# R.M. of Frenchman Butte No. 501

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

1. PURPOSE:

To establish a policy for payment of annual Membership fees and licenses.

2. DEFINITIONS:

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

3.0 SCOPE:

Annual Membership and License Fees.

4.0 POLICY:

It is the policy of the RM to renew the annual membership fees and license fees for the following:

- Agriculture Health and Safety Network
- Federation of Canadian Municipalities
- North Central Transportation Planning Committee
- North West Municipalities' Association
- Northwest Mutual Aid Organization
- Rivers West District for Sport, Culture & Recreation Inc.
- Rural Municipalities Administrators Association (for Staff)
- Saskatchewan Association of Rural Municipalities
- Saskatchewan Economic Development Association (SEDA)
- Saskatchewan Emergency Planners Association (SEPA)
- Saskatchewan Justice – Commissioner of Oaths and Notary Public
- Saskatchewan Parks and Recreation Association
- Saskatchewan Safety Council
- SaskCulture Inc.
- SaskTip

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

### POLICY TITLE

### Membership and License Fees

#### **5.0 RESPONSIBILITY/INTERPRETATION/REPEALING:**

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

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

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

This policy shall come into force and take effect on May 25, 2017 shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.



POLICY TITLE  <b>Office Cleaning Compensation Policy</b>		ADOPTED BY RM Council Resolution No. 2018-02-07-006 EFFECTIVE DATE February 1, 2018	POLICY NO.  <b>100-05</b>
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: April 12, 2023  Rescinded:	Resolution No. 2023-04-12-021  Resolution No.

**1. PURPOSE:**

To establish a policy by which cleaning for Municipal Office is paid.

**2. DEFINITIONS:**

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

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

**3.0 SCOPE:**

**3.1** Municipal Office Cleaning.

**4.0 POLICY:**

It is the policy of the RM to contract janitorial services for the RM of Frenchman Butte No 501 offices.

**4.1** Monthly compensation of \$720.00 per month for weekly office cleaning

**4.2** Weekly cleaning will be 3 days per week for standard of 2 hours per day.

**4.3** Hourly rate of \$30.00 per hour will be paid for authorized extended cleaning outside the standard 6 hours per week.

**4.4** Contractor must be bonded.

**4.5** This policy shall run from January 1 until December 31.

**4.6** This policy shall be reviewed from time to time and shall continue until such time as this policy is repealed by resolution of council.

**5.0 SPECIFIC REQUIREMENTS (if applicable)**

**5.1** Bond must be presented to office on or before January 1 of each year







POLICY TITLE

Office Cleaning Compensation Policy

**6.0 EXCEPTIONS – (if applicable)**

**6.1** No person other than contractor shall be in the office unless prior permission is obtained from CAO.

**7.0 REPEALING:**

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

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

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

This policy shall come into force and take effect on February 1, 2018 shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.



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

POLICY TITLE		ADOPTED BY RM Council Resolution No. 2023-04-12-022 EFFECTIVE DATE April 12, 2023	POLICY NO.  <b>300-20</b>
Undeveloped or Sub-Standard Road Allowance Construction Policy			
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended:	Resolution No.
		Rescinded:	Resolution No.

### 1.0 PURPOSE:

The Rural Municipality of Frenchman Butte No. 501 maintains many road allowances within the municipality and from time to time there may be requests for new road construction where previously no roadway has been constructed or maintained.

The purpose of this policy is to set clear and consistent guidelines for current and future staff and Council for development of undeveloped or sub-standard road allowances within the R.M

### 2.0 DEFINITIONS:

**2.1.Road Allowance:** Means the government road allowance

**2.2.RM:** Means the Rural Municipality of Frenchman Butte No. 501

**2.3.Applicant:** Means the individual, company or developer requesting the work.

### 3.0 RESPONSIBILITIES:

The Chief Administrative Officer in consultation with planning, development, Council and the operations manager shall be responsible for maintaining, administering, and updating this policy.

### 4.0 : POLICY:

Although it is the municipality's interest to see further development of undeveloped or sub-standard road allowances within its boundaries, it is not the R.M.'s responsibility to further develop all road allowances within the R.M.

It is however, the responsibility of the R.M. to see that all roads constructed within the R.M. road allowances are constructed to municipal standards.

Given the responsibility, it is felt that the following five municipal standards and cost sharing agreements should apply unless otherwise specified by resolution of Council.

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POLICY TITLE  
Undeveloped or Sub-Standard Road Allowance Construction Policy

**Municipal Road Standards:**

Design Specification	Primary Grid	Grid Road	Main Farm Access	Internal Subdivision	Alternative Main Farm Access
Design Speed	90 - 100 km/hr	80 km/hr	60 - 80 km/hr	60 km/hr	60 km/hr
Surface Type	Oil Surfaced	Gravel	Gravel	Gravel	Gravel
Right of Way	42m – 46m	42m - 46m	30m – 42m	30m – 42m	20m
Side Slopes (Dependent on Ditch Depth)	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	3:1 – 4:1	2:1 – 3:1
Back Slopes	2:1 – 5:1	2:1 – 5:1	2:1 – 5:1	2:1 – 5:1	2:1 – 5:1
Ditch Width	4.0m – 8.0m	4.0m - 6.0m	2.0m – 6.0m	2.0m – 6.0m	2.0m – 6.0m
Road Top (Dependent on Fills)	8.6m -10.0m	7.6m - 8.6m	7.0m -8.0m	7.0m -8.0m	7.0m
Cross Slope	4.0%	4.0%	4.0%	4.0%	4.0%
Ditch Slope	5.0%	5.0%	5.0%	5.0%	5.0%
Surface Gravel	400m <sup>3</sup> /km	330m <sup>3</sup> /km	230m <sup>3</sup> /km	230m <sup>3</sup> /km	200m <sup>3</sup> /km
Min. Radius of Curvature	300m	300m	250m	250m	250m
Max. Gradient	7.0%	9.0%	9.0%	9.0%	9.0%
Stopping Sight Distance	140m	140m	85m	85m	85m
Road Use	Commercial/Industrial High Density Development	Residential, Commercial, or Agriculture access Light to Moderate traffic loads	Agricultural / Residential Access	Internal subdivision road allowance for residential/commercial use	Farmland access
Culvert	Min. 500 mm diameter	Min. 500 mm diameter	Min. 400 mm diameter	Min. 400 mm diameter	Min. 400 mm diameter

All Road standards require an engineered design and construction inspection/certification following construction of the road.

Topsoil and other substandard soils are not to be used within the road construction prism.





POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

Council may make adjustments by resolution to the above standards in cases that might include unique types of topography, soil conditions or other differences of a structural nature.

**Cost Sharing Agreements:**

**1. Acreage or Agricultural Development on Existing Road Allowances**

It is the responsibility of the applicant to obtain engineering when requested by the R.M. The R.M. will assist with coordination of engineering.

The RM will purchase the Right of Way required as determined by the RM.

All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

**2. Internal Subdivision Road Development (New Road Allowances)**

It is the responsibility of the applicant to obtain engineering when requested by the R.M. The R.M. will assist with coordination of engineering.

The RM will purchase the Right of Way as determined by the RM.

All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

**3. Commercial/Industrial Development**

It is the responsibility of the applicant to obtain engineering when requested by the R.M. The R.M. will assist with coordination of engineering.

The RM will purchase the Right of Way as determined by the RM.

All other road construction costs including permits, fencing, culverts, earthwork, and gravel will be borne by the applicant.

Temporary access may be granted for drilling and developing a well site.

*If Council/Municipal staff decide after careful consideration that safety or other factors are being compromised, the RM may construct the road to the above standards at the applicants' expense.*



POLICY TITLE

Undeveloped or Sub-Standard Road Allowance Construction Policy

**5.0 DEFINITIONS RESPONSIBILITY/INTERPRETATION/REPEALING:**

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

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

This policy shall come into force and take effect on April 12, 2023 and shall continue in full force and effect until repealed or replaced by subsequent resolution of Council.

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